



ARCHITECTURAL REVIEW COMMITTEE MEETING

August 22, 2023

MINUTES

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at time

Establish Quorum: With the presence of five (5) ARC Members, quorum was established.

Chair	Barbara Rist	Present
Committee Member	Steve D'Amico	Present (arrived at 2:30pm)
Committee Member	Tom Danner	Present
Committee Member	Nicola Myers-Murty	Present
Committee Member	Jim Gathen	Present

Representing RowCal: Allie Johnson, Assistant Community Manager.

Introduction of Guests: Philip Schmidt, ARC member-candidate

Review & Approve the Minutes of August 8, 2023: The Committee approved the minutes for the August 8, 2023 ARC meeting (Myers-Murty/Danner). Motion carried.

Old Business:

- 1. Top of Foundation Certifications – Received and Verified**
3850 Hill Circle
- 2. Top of Roof Certifications – Received and Verified**
None this period
- 3. Drainage Surveys – Received and Verified**
None this period

New Business:

- 1. 3052 Virga Loop (RR4) – New Construction Package, Pending Final Review**
This project was submitted to the ARC for Final Approval on August 14, 2023. A cursory review found that the submitted Plot Plan did not match the written description of the options planned for this build. The developer has confirmed the mistake and the ARC is waiting for resubmittal of the correct RBD-stamped Plot Plan. No action was taken at this meeting.

- 2. 3420 Skywatch Heights (RR1) – New Construction Package, for Final Approval**
The project was submitted to the ARC for Final Approval on August 17, 2023. The package was circulated to all committee members for review. The motion was made and seconded (Rist/Gathen) to grant Final Approval to this project, effective August 22, 2023. Motion carried. The developer will be notified in writing.
- 3. 3100 Virga Loop (RR4) – New Construction Package, for Final Approval**
The project was submitted to the ARC for Final Approval on August 17, 2023. The package was circulated to all committee members for review. The motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project, effective August 22, 2023. Motion carried. The developer will be notified in writing.
- 4. 3291 Skywatch Heights (RR1) – New Construction Package, for Final Approval**
The project was submitted to the ARC for Final Approval on August 17, 2023. The package was circulated to all committee members for review. The motion was made and seconded (Rist/Danner) to grant Final Approval to this project, effective August 22, 2023. Motion carried. The developer will be notified in writing.
- 5. 3244 Skywatch Heights (RR1) – New Construction Package, for Final Approval**
The project was submitted to the ARC for Final Approval on August 17, 2023. The package was circulated to all committee members for review. The motion was made and seconded (Rist/Danner) to grant Final Approval to this project, effective August 22, 2023. Motion carried. The developer will be notified in writing.
- 6. 3092 Virga Loop (RR4) – New Construction Package, for Final Approval**
The project was submitted to the ARC for Final Approval on August 17, 2023. The exterior color palette and stone selections were additionally provided with this submittal. The package was circulated to all committee members for review. The motion was made and seconded (Rist/Danner) to grant Final Approval to this project, effective August 22, 2023. Motion carried. The developer will be notified in writing.

Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (Danner/Myers-Murty) to ratify these decisions made prior to the ARC meeting. Motion carried.

- 1. 3275 Skywatch Heights (RR1) – New Construction Project, Final Approval**
The New Construction package was submitted to the ARC on August 7, 2023. Following committee review, on August 11, 2023 the motion was made and seconded (Rist/Gathen) to grant Final Approval for this project. Motion carried. Developer notified in writing. Letter to file.
- 2. 3645 Camels View – Remodel Project, Final Approval**
The Remodel package was submitted to the ARC on August 9, 2023. The project entails replacing all exterior windows on the residential structure with new windows of the same size but of a different color. Following committee review, on August 10, 2023 the motion was made and seconded (Rist/Danner) to grant Final Approval for this project. Motion carried. Owner notified in writing. Letter to file.

3. 3419 Skywatch Heights (RR1) – New Construction Landscape, Final Approval

The Landscape package was submitted to the ARC on August 9, 2023. Following committee review, on August 15, 2023 the motion was made and seconded (Rist/Gathen) to grant Final Approval for this project. Motion carried. Owner notified in writing. Letter to file.

4. 3925 Lumina View – New Construction Project, Prelim. And Final Approval

The New Construction package was re-submitted to the ARC on August 10, 2023. The package included Final RBD-stamped plans and the owner requested that the committee consider granting Preliminary and Final Approval in one step. Splice pages were provided to correct items discussed at the August 8, 2023 ARC meeting. Following committee review, on August 14, 2023 the motion was made and seconded (Rist/Gathen) to grant Preliminary and Final Approval for this project. Motion carried. Owner notified in writing. Letter to file. Neighbor notification cards sent.

5. 3416 Signature Golf Point – Landscape Remodel Project, Final Approval

The Landscape Remodel package was submitted to the ARC on August 9, 2023 and included the sub-association's approval letter. Following committee review, on August 15, 2023 the motion was made and seconded (Rist/Gathen) to grant Final Approval for this project. Motion carried. Owner and sub-association notified in writing. Letter to file.

6. 3132 Virga Loop (RR4) – New Construction Project, Final Approval

The New Construction package was submitted to the ARC on August 14, 2023. Following committee review, on August 18, 2023 the motion was made and seconded (Rist/Gathen) to grant Final Approval for this project. Motion carried. Developer notified in writing. Letter to file.

7. 3323 Skywatch Heights (RR1) – New Construction Landscape, Final Approval

The Landscape package was submitted to the ARC on August 17, 2023. Following committee review, on August 21, 2023 the motion was made and seconded (Danner/Gathen) to grant Final Approval for this project. Motion carried. Owner notified in writing. Letter to file.

Other Business:

- 1. Completed Projects** - The following projects have been completed and inspected by the ARC. The files have been closed and homeowners notified to come pick up any construction or landscape plans. The notification advised the homeowners that any items left in the office after one week from the notification will be destroyed.

- a. 3748 Camelrock – Landscape Remodel
- b. 3805 Edgecliff – Landscape/Hardscape Remodel

2. ARC Processes & Procedures

- a. Email communications:**

The committee discussed the types and volume of communications required for the project review, approval, and monitoring process. Electronic communications were recognized as a critical tool for the ARC and the committee found the current process to be manageable and beneficial to both KCPOA and its property owners.

- b. Cell phone list:**

ARC members confirmed their agreement to share and maintain a cell phone list of all current members. Some updates to the list were made at this meeting.

c. Meeting attendance – in-person and virtual:

The ARC meets 4 times per month; 2 formal ARC meetings and 2 informal Working Sessions. This meeting schedule, plus work accomplished between meetings, electronically, gives the committee the ability to process a very large workload in a timely and efficient manner. This was recognized as a system that is working as needed at this time and will be maintained until the ARC workload decreases significantly (post RR1 and RR4 buildouts). To facilitate this schedule, the ARC utilizes “Virtual Meeting Attendance”, via Zoom, for committee members on an as-needed basis. Members were asked to advise the chair when they will be attending via Zoom or unable to attend by either means.

d. Team work:

Members of the committee volunteered to further assist the chairman with the workload noted above. This will benefit the ARC as a whole and ensure that we are developing a “knowledge base” that is sustainable. The chair welcomed the assistance and will continue to spread the workload across the team while seeking areas of oversight that might be established on a rotational basis.

Management Office Report: A. Johnson advised that she will be out of the office on August 24th and 25th, 2023.

Next Scheduled Meeting: September 12, 2023 at 2:00pm

Adjournment: The meeting was adjourned at 3:03 pm

Submitted By: KCPOA Architectural Review Committee