



ARCHITECTURAL REVIEW COMMITTEE MEETING

August 8, 2023

MINUTES

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:00pm

Establish Quorum: With the presence of four (4) ARC Members, a quorum was established.

Chair	Barbara Rist	Present
Board Liaison	Scott Hente	Present
Committee Member	Steve D'Amico	Absent (Proxy provided to B. Rist)
Committee Member	Tom Danner	Present
Committee Member	Nicola Myers-Murty	Present
Committee Member	Jim Gathen	Absent (Proxy provided to B. Rist)

Representing RowCal: Allie Johnson, Assistant Community Manager.

Introduction of Guests: Mike Morley, General Contractor for new construction project at 3925 Lumina View.

Review & Approve the Minutes of March 28, 2023: The Committee approved the minutes for the July 25, 2023 ARC meeting (Hente/Danner). Motion carried.

Old Business:

1. 3755 Hill Circle – New Construction Package, Preliminary Review

The REVISED Plan Set, dated 8/2/23, was submitted on August 3, 2023 for a second ARC Preliminary Review. All previously requested modifications and additional information have been provided. Following review of the revised plans and documentation, the motion was made and seconded (Rist/Hente) to grant Preliminary Approval for this project. Motion carried. The owner will be notified in writing. Letter to file.

2. Top of Foundation Certifications – Received and Verified

- a. 3171 Virga Loop
- b. 3139 Virga Loop

3. Top of Roof Certifications – Received and Verified

None during this period

4. Drainage Surveys – Received and Verified

a. 1209 Almagre Heights

New Business:

1. 3925 Lumina View – New Construction Package, Preliminary & Final Review

Final elements of this New Construction package were submitted on August 2, 2023 for ARC review and approval. The builder, Mr. Morley, submitted final stamped RBD plans to accelerate receiving final, construction approval. Upon review, the committee determined that several items required explanation and/or modification. These items were discussed with the builder who agreed to submit revised “splice” pages (stamped by RBD) before a final decision on the project would be made. Mr. Morely expects to deliver the physical Sample Board and plan revisions within a few days. The committee will review this project again upon receipt.

Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (Hente/Danner) to ratify decisions #1 - #5, made prior to the ARC meeting. Motion carried.

1. 3915 Elisa Court – Landscape Remodel Project, Final Approval

This project was submitted to the ARC for approval on July 28, 2023; The project primarily consists of removing dead sod at backyard locations and replacing it with native grass, Clover and other ground cover plants. Extending planting beds was also included in this project. Following committee review, on July 31, 2023 the motion was made and seconded (D’Amico/Danner) to grant Final Approval for this project. Motion passed. Owner notified in writing. Letter to file.

2. 3076 Virga Loop (RR4) – New Construction Project, Final Approval

The Final New Construction package was submitted on July 28, 2023. Following committee review, on July 31, 2023 the motion was made and seconded (Rist/Danner) to grant Final Approval for this project. Motion passed. Developer notified in writing. Letter to file.

3. 3306 Hill Circle – New Construction Landscape, Final Approval

All elements of the New Construction Landscape package were submitted by July 26, 2023. Following committee review, the ARC requested owner and landscaper acknowledgements of the lot-specific covenants for grading and drainage for this property; affirmations received on August 3, 2023. The motion was then made and seconded (Gathen/D’Amico) to grant Final Approval for this project. Motion passed. Owners notified in writing. Letter to file.

4. 3440 Hill Circle – Landscape Remodel Project, Final Approval

A Structural Remodel project at this address is currently underway, started in 2022. On July 31, 2023, the owners submitted plans for the Landscape Remodel portion of the project (landscape plan dated 2/14/23). The project includes a new irrigation system and grass (to be done in Fall 2023) and new trees, shrubs and ornamental grasses to be planted early next Spring. Following committee review, on August 3, 2023 the motion was made and seconded (Danner/Rist) to grant Final Approval for this project. Motion passed. Owners notified in writing. Letter to file.

5. 3745 Camel Grove – Structural Remodel Project, Final Approval

The Structural Remodel project was submitted on July 28, 2023. The project entails adding a patio cover, extending from the existing residential roof, over a portion of an existing slab-on-grade concrete patio. The ARC requested and received a Site Plan showing the exact positioning

of the patio cover relative to the lot setbacks. Following committee review, on August 3, 2023 the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval for this project. Motion passed. Owners notified in writing. Letter to file. Neighbor Notification cards were sent on August 4, 2023.

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. 1655 Rockview – Landscape Remodel
 - b. 3451 Skywatch – New Construction with Landscape
 - c. 3372 Skywatch – New Construction with Landscape
 - d. 3388 Skywatch – New Construction with Landscape

2. **Toll Brothers “Luxury Home Sales” Signage**

On July 27, 2023, the Executive Board reviewed the request for, and committee recommendations on, allowing Toll Brothers signage on the exterior of KCE, near RR4 and the construction gate. The board granted approval subject to the requirements presented by the ARC, only modifying the “sunset clause” to require that the signage approval be renewed every 12 months and adding the wording “By Appointment Only” to the signage design. The revised agreement has been submitted to Toll Brothers who have given their acceptance. A revised signage spec sheet will be submitted to the ARC for final proofing and review. The specific placement of the sign will be established with ARC review and approval.

3. **Preserve (RR4) – Sound Wall Glazing**

The Sound Wall located on the southern perimeter of RR4 is now complete with all base coat and glaze stains applied. The finished wall is complimentary to the Fillmore retaining wall and residential color palettes within RR4.

4. **Impact Fees: Application in cases of Act of God Destruction**

The new Impact Fee policy, enacted in May 2023, calls for the payment of 2 separate Impact Fees when a Demolition project occurs prior to a later approved New Construction project. The policy did not consider circumstances such as “Re-Construction”: where a damaged structure may need to be demolished, for safety reasons, well-before a re-construction package could be submitted, as might occur in cases of natural disasters.

One such incident has occurred, bringing the question of how to apply the Impact Fee policy in cases such as these to light. The owner of the affected property, 1433 Smoochers Circle, had previously been instructed to pay one Impact Fee, at the New Construction rate of \$2500, and the ARC will honor this stipulation.

The committee tabled further discussion of how the policy should be applied or amended until such time that the full committee is present.

5. **KCPOA Annual Homeowner’s Meeting – Following this Meeting, at 4:30pm**

ARC “2022-23 Accomplishments” and “2023-24 Priorities” will be presented to the owners. ARC members are encouraged to attend so they may be recognized for their contributions to the community.

Management Office Report:

Allie Johnson reported that all electronic ARC applications and forms have now been converted to “electronic fill”. This allows applicants to complete the form electronically. This improvement has long been needed and the committee thanked her for providing this new feature.

Next Scheduled Meeting: August 22, 2023 at 2:00pm

Adjournment: The meeting was adjourned at 3:05 pm

Submitted By: KCPOA Architectural Review Committee