



## KCPOA Architectural Review Committee Meeting Agenda

<https://us02web.zoom.us/j/81658775292?pwd=SE5oejhmYnZmNE5cWZRZGs3UIVsQT09>

**Date & Time:** October 10, 2023 at 2:00pm

**Location:** KCPOA Management Office and via Zoom link

**Committee Members:** Barbara Rist, Chairman; Steve D'Amico, Member; Tom Danner, Member; Nicola Myers-Murty, Member; Jim Gathen, Member

**Management Team:** Bree Escobar, Assistant Community Manager

**Call to Order:**

**Quorum:**

**Guests:**

**Approval of Minutes:** ARC meeting minutes for September 26, 2023 submitted for approval

### **Old Business:**

#### **1. 1161 Almagre Heights – NC Landscape Package, Submitted for Approval**

The new construction Landscape Package was first submitted on September 7, 2023 and the ARC requested additional information on September 12, 2023. The requested information was received on October 5, 2023 and circulated to all committee members for review. The motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project, pending committee member discussion at today's meeting.

#### **2. Top of Foundation Certifications – Received and Verified**

- a. 3420 Skywatch Heights
- b. 3244 Skywatch Heights
- c. 3052 Virga Loop

#### **3. Top of Roof Certifications – Received and Verified**

None this period

#### **4. Drainage Surveys – Received and Verified**

- a. 3339 Skywatch Heights
- b. 3228 Skywatch Heights

### **New Business:**

#### **1. 3430 Hill Circle – NC Landscape and Variance, Submitted for Approval**

The ARC received this new construction Landscape Package on October 3, 2023. The owner indicated that the work would be done in 2 phases: fencing now and all plantings in Spring 2024. A preliminary review of the package showed that the proposed fencing would encroach into the rear and side setbacks. The ARC sent a "Request for Modifications" letter, pertaining to the

fencing only. On October 4, 2023, A "Variance Request" was submitted by the owner for the requested fence placement. This information was circulated to all committee members for review.

**2. 2540 & 2550 Hill Circle – Landscape Fencing Remodel, Submitted for Approval**

The ARC received this joint Landscape Remodel application on October 6, 2023. The project entails moving an existing fence, located between 2 properties, to the shared-side property line. The request is made in order to return use of the full backyard to the 2540 property owner and to eliminate the inclusion of the same property, for maintenance purposes, to the 2550 owner. The existing condition has created an alley between the properties that attracts wildlife. If the fence can be moved, the 2550 owner can also add a gate to protect the backyard and trash bins. The package, with photographs, was circulated to all committee members for review at today's meeting.

**Ratification of Consent for Actions taken by the ARC between Formal Meetings:**

**1. 5011 Lyda Lane – Structural Remodel, Preliminary Approval**

The ARC received the previously requested modifications and additional information on October 4, 2023. This included a new Site Plan and revised design for the requested Patio Cover addition. This information was distributed to the committee and the review found all elements to now be in conformance with the Design Guidelines and Lot Covenants. On October 6, 2023, the motion was made and seconded (D'Amico/Myers-Murty) to grant Preliminary Approval to this project. Motion carried. The owner was notified in writing and advised to submit approved RBD plans and building permit, for Final approval, prior to beginning construction. Letter to file.

**2. 1194 Almagre Heights – NC Landscape Package, Final Approval**

The new construction Landscape Package was submitted on September 27, 2023 and circulated to the ARC for review. Following committee review, on September 29, 2023 the motion was made and seconded (Myers-Murty/Gathen) to grant Final Approval to this project. Motion carried. The owner was notified in writing. Letter to file.

**Other Business:**

**1. 2499 Lyons View Point – New Construction Change Request Needed**

On October 5, 2023, the management office received an RBD permit for placing Solar Panels on the roof of an active new construction project. A review of the construction documents showed that solar panels were not included and were not approved by the ARC. The owner was notified, in writing, to submit a Change Request and all relevant documentation, to the ARC for review and approval prior to installing the solar panels. Letter to file.

**2. 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. 1633 Rockview Trail – Landscape Project
- b. 3306 Hill Circle – New Construction Landscape Project
- c. 3890 Glen Vista – New Construction and Landscape Projects

**Management Office Report:**

**Next Scheduled Meeting:** October 24, 2023 at 2:00pm

**Adjournment:**