



## KCPOA Architectural Review Committee Meeting Agenda

<https://us02web.zoom.us/j/81658775292?pwd=SE5oejhmYnZmNEEx5cWZRZGs3UIVsQT09>

**Date & Time:** October 24, 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 October 10, 2023 submitted for approval

### **Old Business:**

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

- a. 3100 Virga Loop
- b. 3132 Virga Loop
- c. 3291 Skywatch Heights
- d. 3925 Lumina View

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

None this period

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

None the period

### **New Business:**

#### **1. 2310 Hill Circle – Landscape Remodel Package, Submitted for Approval**

This Landscape remodel package was submitted on October 10, 2023. The project description stated general clean-up and removal of grass and junipers; replacing with gravel and plant materials. Following review, on October 13, 2023 the ARC requested a simple landscape plan drawing with photographs in order to complete the review. Letter to file. This project is "Pending" receipt of the requested information. No action expected at this meeting.

#### **2. 3228 Skywatch Heights – NC Landscape Package, Submitted for Approval**

The new construction Landscape package was submitted on October 16, 2023. Initial review found that the package was missing required elements and did not conform to KCPOA Landscape Design standards. On October 18, 2023, the owner was notified and asked to submit the additional information and a modified landscape plan. Letter to file. This project is "Pending"

receipt of the requested information. No action expected at this meeting.

**3. 3227 Skywatch Heights (RR1) – New Construction, Submitted for Approval**

The ARC received this New Construction Package on October 16, 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, pending committee member discussion and vote at today's meeting.

**4. 3068 Virga Loop (RR4) - New Construction, Submitted for Approval**

The ARC received this New Construction Package on October 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, pending committee member discussion and vote at today's meeting.

**5. 3148 Virga Loop (RR4) - New Construction, Submitted for Approval**

The ARC received this New Construction Package on October 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, pending committee member discussion and vote at today's meeting.

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

**1. 3430 Hill Circle – NC Landscape Package, Final Approval**

A revised Site Plan and Landscape Plan was submitted on October 12, 2023, showing the correct lot setbacks, fencing location, and irrigation requirements. Following committee review, the motion was made and seconded (Gathen/Myers-Murty) to grant Final Approval for the new construction landscape project, to be completed in 2 phases, effective October 20, 2023. Motion carried. The owner was notified in writing. Letter to file.

**2. 3155 Virga Loop (RR4) – New Construction, Final Approval**

The New Construction package was submitted on October 17, 2023 and circulated to the ARC for review. Following committee review, on October 20, 2023, the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval to this project. Motion carried. The developer was notified in writing. Letter to file.

**3. 3625 Hill Circle – Structural & Landscape Remodels, Final Approval**

The ARC received applications for a Structural Remodel project (partial replacement of exterior windows and doors) and a Landscape renovation project (removing dead a dead tree and junipers) on October 18, 2023. Following committee review, the motion was made and seconded (Gathen/Rist), to grant Final Approval or both projects, effective October 20, 2023. Motion carried. The owner was 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 pick up construction and/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. 3060 Sunnybrook Lane – Remodel project
- b. 3675 Camels View – New Construction with Landscape project
- c. 5021 Lyda Lane – Remodel and Landscape projects

**2. Review Sales Reports for Red Rocks (RR1) and Preserve (RR4)**

**3. Project Status Report – Assignments for Review**

**Management Office Report:**

**Next Scheduled Meeting:** November 14, 2023

**Adjournment:**