



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

October 10, 2023

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

Establish Quorum: With the presence of three (3) ARC Members, quorum was established. J. Gathen provided his specific proxy, per agenda item, to B. Rist for this meeting.

Chair	Barbara Rist	Present
Committee Member	Steve D'Amico	Present
Committee Member	Tom Danner	Absent
Committee Member	Nicola Myers-Murty	Present
Committee Member	Jim Gathen	Absent

Representing RowCal: Bree Escobar, Assistant Community Manager.

Introduction of Guests: No guests attended this meeting.

Review & Approve the Minutes of September 26, 2023: The Committee approved the minutes for the September 26, 2023 ARC meeting (D'Amico/Nyers-Murty). Motion carried.

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. Motion carried. The owner will be notified in writing.

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. Following committee review, the motion was made and seconded (Rist/D’Amico) to deny this request for variance due to its failure to qualify under the limited conditions required. The committee did not review the Landscape package at this meeting. The owner will be notified in writing and asked to resubmit their Landscape Plan with the fencing repositioned on the lot. The ARC will conduct the Landscape Package review once a revised plan is received.

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, from 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. Following ARC review, the motion was made and seconded (Gathen/Myers-Murty) to grant Final Approval to this joint project. Motion carried. Both property owners will be notified in writing.

3. 3060 Virga Loop – New Landscape Remediation, Submitted for Approval

The ARC received this Landscape Remediation request on October 9, 2023. The new construction landscape at this address had previously been completed and the file was closed. This request seeks approval for the re-installation of a section of the front landscaping that collapsed during excavation of the neighboring property foundation. The developer accepts responsibility and will complete all work. The request included changing several grasses to evergreen plants at the time the work is done. Following committee review, the motion was made and seconded (Myers-Murty/D’Amico) to grant Final Approval to this project. The owner and developer will be notified in writing.

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

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:

The ARC welcomed new KCPOA Assistant Community Manager, BreeAnn (Bree) Escobar. Bree joined us recently and will be training with B. Rist on all matters related to the ARC.

Next Scheduled Meeting: October 24, 2023

Adjournment: The meeting was adjourned at 2:57pm

Submitted By: KCPOA Architectural Review Committee