



ARCHITECTURAL REVIEW COMMITTEE MEETING September 26, 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, quorum was established.

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	Present

Representing RowCal: Allie Johnson, Assistant Community Manager

Introduction of Guests: No guests in attendance

Review & Approve the Minutes of September 12, 2023: The Committee approved the minutes for the September 12, 2023 ARC meeting (Gathen/Myers-Murty). Motion carried.

Old Business:

1. 1755 Coyote Point – Landscape Remodel, Submitted for Final Approval

The ARC requested additional information on this project and the materials were submitted on September 20, 2023 and circulated to the committee for review. The rear-yard project entails the removal of sod, placing it with mulch, planting materials, stepping stones, and a flagstone patio with pergola. The motion was made and seconded (Danner/D'Amico) to grant Final Approval to this project. Motion carried. Owners to be notified in writing, letter to file.

2. 5011 Lyda Lane – Structural Remodel, Pending, Variance Requested

A new Site Plan was requested at the September 12, 2023 meeting, to include the KCPOA setback requirements and measurements for this lot and showing a patio cover addition that would not encroach into the side and rear setback. Immediately before this meeting, the owner submitted a Variance Request, seeking approval to use the allowable side setback averaging method to achieve a larger patio cover. The committee reviewed the submitted documentation and noted that the averaging method of determining the side setback is allowable for this lot, however the specific calculation utilized by the applicant was inaccurate. Further, use of the averaging method did not require a Variance Request nor did the general request to encroach into the setbacks meet

the criterion for considering a variance. The committee unanimously agreed that the owner will be notified in writing and informed of the new side setback, based on the averaging method, that may be utilized when considering the placement and size of the requested patio cover. The owner will be asked to submit a new Site Plan, as previously requested, that shows a structural remodel that conforms with KCPOA Design Guidelines and Covenants. This project will remain Pending till further review.

3. Top of Foundation Certifications – Received and Verified

None this period

4. Top of Roof Certifications – Received and Verified

None this period

5. Drainage Surveys – Received and Verified

a. 1210 Almagre Heights

b. 1161 Almagre Heights

New Business:

1. 3371 Skywatch Heights – NC Landscape Package, Submitted for Approval

The ARC received this new construction Landscape Package on September 20, 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. Motion carried. Owners to be notified in writing, letter to file.

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

None this period

Other Business:

1. 1161 Almagre Heights – NC Landscape, Pending

Information requested on September 14, 2023 has not been submitted as of this date.

2. 3825 Edgecliff Court – Active Landscape Project

Question submitted about the types of ground cover materials that may be used. B. Rist will send the owners a letter reminding them that only the materials shown on the approved landscape plan may be installed; use of pine needles as ground cover is not permissible due to the high fire risk.

3. 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. 3403 Skywatch Heights – New Construction Landscape

b. 3483 Skywatch Heights – New Construction Landscape

Management Office Report:

It is expected that Toll Brothers will be submitting several more New Construction packages within the next 2 weeks. Some slowing of sales in RR1 and RR4 has been noted.

Next Scheduled Meeting: October 10, 2023 at 2:00pm

Adjournment: The meeting was adjourned at 2:47 pm

Submitted By: KCPOA Architectural Review Committee