



ARCHITECTURAL REVIEW COMMITTEE MEETING September 12, 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 five (5) ARC Members, quorum was established.

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

Representing RowCal: Allie Johnson, Assistant Community Manager.

Introduction of Guests:

Bullitt and Lynne Fitzhugh, Owners – 3025 Rockbrook Lane
Tomi Padgett and Builder – representing 5011 Lyda Lane

Review & Approve the Minutes of August 22, 2023: The Committee approved the minutes for the August 22, 2023 ARC meeting (Gathen/D'Amico). Motion carried.

Old Business:

- 1. 1161 Almagre Heights (RR1) – New Construction Landscape, Submitted for Approval**
All Landscape package components were submitted on September 7, 2023 and forwarded to committee members for review. At this meeting, the ARC determined that additional information was needed. A request letter will be sent to the buyer and developer (this property sale has not closed at this time) and the committee will re-review the package once that information is received.
- 2. Top of Foundation Certifications – Received and Verified**
 - a. 3430 Hill Circle
 - b. 3140 Virga Loop
 - c. 3116 Virga Loop
 - d. 3076 Virga Loop
 - e. 3275 Skywatch Heights
 - f. 1226 Almagre Heights

3. Top of Roof Certifications – Received and Verified

None this period

4. Drainage Surveys – Received and Verified

- a. 3435 Skywatch Heights
- b. 3468 Crest Hollow View

New Business:

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

The ARC received this package on August 21, 2023. The rear-yard project entails the removal of sod, replacing it with mulch, planting materials, stepping stones, and a flagstone patio with pergola. Due to the scope of the project, it was determined that additional information was needed and a Request letter was sent to the owners on August 23, 2023. The ARC has not received a response to this request at this time. A follow-up letter will be sent to determine the status of this project submittal.

2. 3025 Rockbrook Lane – Structural Remodel, Submitted for Preliminary Approval

The ARC received this package on August 29, 2023. The project entails a structural addition that will expand the sizes of the Primary Bathroom and Kitchen. Following the initial Plan Review, on August 31, 2023 the ARC notified the owners that additional information was needed: Exterior Wall and Roof Materials Specifications. The owners were also provided the KCPOA setback requirements for this property. At this meeting, the owners in attendance, stated that the exterior materials will be the same as those on the existing structure. With no further outstanding issues, the motion was made and seconded (D'Amico/Danner) to grant Preliminary Approval for this project. Motion carried. A Preliminary Approval letter will be sent to the owners, with a reminder to submit a Final Package for review and approval prior to starting construction.

3. 5011 Lyda Lane – Structural Remodel, Submitted for Approval

Informal discussions about this project began during the 4th quarter of 2022 with the owner and architect requesting information and feedback about potential designs for an extended-roof patio cover over an existing patio slab. On August 30, 2023, the Remodel Package was formally submitted with a request for approval. The Plan Review noted missing details on the ILC, which was submitted in lieu of a Site Plan, and rear and side setback encroachment issues. The owner was notified of these issues on September 1, 2023. The owner's representative, Tomi Padgett, attended this meeting for discussion along with the patio designer/builder. It was found that the designer/builder did not have the specific lot covenants prior to this meeting and was unaware of the setback requirements. With that information now in hand, he stated that he will create a new Site Plan and re-submit to the ARC for approval. Project status: Pending.

4. 1226 Almagre Heights (RR1) – New Construction Project, Submitted for Approval

The New Construction package was submitted to the ARC for approval on September 6, 2023, and included the exterior color palette and TOF certification. The package was circulated to all committee members for review. The motion was made and seconded (Rist/Gathen) to grant Final Approval for the project. Motion carried. The developer to be notified in writing.

5. 3635 Camel Grove – Landscape Remodel, Submitted for Approval

The ARC received this package on September 7, 2023. The project entails the addition of a

concrete slab for the purpose of setting a free-standing hot tub. The slab and tub will be located within an existing fenced area. The package was circulated to all committee members for review. The motion was made and seconded (Rist/D'Amico) to grant Final Approval for the project. Motion carried. The owner to be notified in writing.

6. 5021 Lyda Lane – Landscape Remodel, Submitted for Approval

The ARC received this package on September 8, 2023 upon request when it was noted that a Landscape project was underway (there is a previously approved Remodel project at this address at this time). Some project details were missing and the committee requested the information on the same date. The additional information was provided and distributed to the committee. Following review at this meeting, the motion was made and seconded (D'Amico/Gathen) to grant Final Approval for this project. Motion carried (Danner recused himself because he is a next-door neighbor to this property). The owner/builder to be notified in writing.

7. 1650 Hill Circle – Exterior Remodel, Submitted for Approval

The ARC received this package and completed its review at this meeting. The project entails replacing roof and gutters and repainting the exterior in a new color. The owner noted that this is the first phase of an exterior remodel project and will submit a phase 2 package for approval at a later time. Following committee review, the motion was made and seconded (Gathen/Danner) to grant Approval for this project. The owner to be notified in writing.

8. 1815 Coyote Point Drive – Landscape Renovation, Submitted for Approval

The ARC received this package and completed its review at this meeting. The project entails placing a perennial bed and rocks on the site where a dead tree was removed. Following committee review, the motion was made and seconded (Danner/D'Amico) to grant Approval for this project. The owner to be notified in writing.

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

1. 3052 Virga Loop (RR4) – New Construction Package, Final Approval

The project was initially submitted to the ARC for Final Approval on August 14, 2023, including the exterior color palette. The ARC found that the submitted Plot Plan did not match the specifications cited for the new home and requested that a corrected Plan be submitted. The corrected Plot Plan was then submitted on August 28, 2023. Following committee review, on September 1, 2023 the motion was made and seconded (Rist/D'Amico) to grant Final Approval for this project. Motion carried. Developer notified in writing. Letter to file.

2. 3060 Sunnybrook Lane – Remodel Package, Final Approval

The Remodel package was submitted to the ARC on August 26, 2023. The project entails the replacement of a roof and gutters and new exterior paint. Following committee review, on August 28, 2023 the motion was made and seconded (Danner/Rist) to grant Final Approval for this project. Motion carried. Owner notified in writing. Letter to file.

3. 1209 Almagre Heights (RR1) – New Construction Landscape, Final Approval

The Landscape package was submitted to the ARC on August 27, 2023. The committee requested additional information which was provided on September 2, 2023. Following committee review,

on September 3, 2023 the motion was made and seconded (Myers-Murty/Danner) to grant Final Approval for this project. Motion carried. Owner notified in writing. Letter to file.

4. 1663 Rockview Trail (The Retreat) – Landscape Remodel, Final Approval

The Landscape remodel package was submitted to the ARC on August 29, 2023. The project entailed the addition of 6 trees at the side of the property. The package included the Approval letter issued by The Retreat sub association; limiting the number of trees to a total of 5. Following committee review, on August 30, 2023 the motion was made and seconded (Rist/Danner) to grant Final Approval for this project with the same limitation cited. Motion carried. Owner and sub-association notified in writing. Letter to file.

5. 1258 Almagre Heights (RR1) – New Construction Landscape, Final Approval

The Landscape package was submitted to the ARC on August 30, 2023. The committee requested modifications which were provided on September 6, 2023. Following committee review, on September 7, 2023 the motion was made and seconded (Gathen/Rist) to grant Final Approval for this project. Motion carried. Owner 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 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. 3844 Camelrock – New Construction Landscape
- b. 3925 Greenside – Remodel
- c. 3260 Viga Loop – QMI New Construction
- d. 3131 Virga Loop – New Construction
- e. 3060 Virga Loop – New Construction
- f. 3486 Hill Circle – Remodel
- g. 4165 Reserve Point - Landscape

2. Cancelled Project: 3474 Crest Hollow View (Impact Fee refunded)

Management Office Report:

No report at this meeting

Next Scheduled Meeting: September 26, 2023 at 2:00pm

Adjournment: The meeting was adjourned at 3:04 pm

Submitted By: KCPOA Architectural Review Committee