



KCPOA Architectural Review Committee Meeting Agenda

<https://us02web.zoom.us/j/81658775292?pwd=SE5oejhmYnZmNEx5cWZRZGs3UIVsQT09>

Date & Time: November 14, 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 24, 2023 submitted for approval

Old Business:

1. 3228 Skywatch Heights – Revised NC Landscape Package, Submitted for Approval

The new construction Landscape package was originally submitted on October 16, 2023. Initial review found that the package was missing required elements and did not conform to KCPOA Landscape Design standards. Additional information and a modified Landscape Plan were submitted in completion on November 13, 2023. This information has been submitted to the committee for review at today's meeting.

2. Top of Foundation Certifications – Received and Verified

- a. 3155 Virga Loop
- b. 3227 Skywatch Heights

3. Top of Roof Certifications – Received and Verified

None this period

4. Drainage Surveys – Received and Verified

1242 Almagre Heights

New Business:

1. 3028 Virga Loop (RR4) – New Construction, Submitted for Approval

The ARC received this New Construction package on November 9, 2023. The package was 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 and vote at today's meeting.

2. 3366 Crest Hollow View (RR1) – New Construction, Submitted for Approval

The ARC received this New Construction package on November 9, 2023. The package was 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 and vote at today's meeting.

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

1. 3025 Rockbrook Lane – Structural Remodel, Final Approval

The Final Structural Remodel package was received on October 30, 2023 and circulated to the ARC for review. The project entails an addition on the rear of the existing residential structure the expands the main bathroom and kitchen. Following committee review, on October 31, 2023 the motion was made and seconded (Rist/Danner) to grant Final Approval to the project. Motion carried. The owner was notified in writing. Letter to file. Neighbor Notification cards we also sent.

2. 1130 Almagre Heights (RR1) – New Construction, Final Approval

The New Construction package was submitted on October 30, 2023 and circulated to the ARC for review. Following committee review, on October 31, 2023 the motion was made and seconded (Rist/Danner) to grant Final Approval to this project. Motion carried. The developer was notified in writing. Letter to file.

3. 3430 Hill Circle – NC Change Request, Final Approval

The Change Request for this New Construction project was submitted on November 2, 2023 and circulated to the ARC for review. The requested change is to remove and replace the previously approved siding with a new material/color siding. Following committee review, on November 3, 2023 the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval for this Change Request. Motion carried. The owner was notified in writing. Letter to file.

4. 3244 Virga Loop (RR4) – New Construction, Final Approval

The New Construction package was submitted on November 2, 2023 and circulated to the ARC for review. Following committee review, on November 3, 2023 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The developer was notified in writing. Letter to file.

Other Business:

1. 3755 Hill Circle – New Construction, Pending Final Approval

The committee chair received notification that the New Construction Plans for 3755 Hill Circle are expected to receive RBD approval and building permit very soon. The Final Package will be submitted to the ARC for Final Approval immediately following city approval.

- 2. 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.
- 1815 Coyote Point Drive – Landscape Remodel
 - 1830 Coyote Point Drive – Landscape Remodel
 - 3920 Elisa Court – Remodel Windows/Stucco
 - 3745 Camel Grove – Structural Remodel
 - 3915 Elisa Court – Landscape Remodel

Management Office Report:

Next Scheduled Meeting: November 28, 2023 at 2:00pm

Adjournment: