



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

October 24, 2023

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:05pm.

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

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

Representing RowCal: Bree Escobar, Assistant Community Manager

Introduction of Guests: No guests in attendance at this meeting

Review & Approve the Minutes of October 10, 2023: The Committee approved the minutes for the October 10, 2023 ARC meeting (D'Amico/Rist). Motion carried.

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
- e. 3092 Virga Loop

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. The information was submitted and discussed at this meeting. Following review, the motion was made and seconded (D'Amico/Danner) to grant Final Approval for the Landscape renovation project. Motion carried. The owner will be notified in writing following 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 taken 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 this meeting. Following review, the committee voted to grant Final Approval for the New Construction project. Motion carried. The developer will be notified in writing following this 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 this meeting. Following review, the committee voted to grant Final Approval for the New Construction project. Motion carried. The developer will be notified in writing following this 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 this meeting. Following review, the committee voted to grant Final Approval for the New Construction project. Motion carried. The developer will be notified in writing following this meeting.

Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (D'Amico/Danner) to ratify the decisions #1 - #3 made prior to the ARC meeting. Motion carried.

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
 - a. B. Rist will contact General Contractor regarding “hole with cone” remaining in the driveway and the need to complete repair work due to safety concerns

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

- a. RR1 Red Rocks:
 - i. 38 properties Sold (58% of RR1)
 - ii. 3 “Quick Move-in” Builds
 - iii. 1 “Featured Home”
- b. RR4 Preserve:
 - i. 25 properties Sold (50% of RR4)
 - ii. 4 “Quick Move-in” Builds
 - iii. 1 Featured Home
- c. Summary:
 - i. 54% of combined properties in RR1 and RR4 have been sold as of 10/20/23

3. Project Status Report – Assignments for Review

All active New Construction, Landscape, and Remodel projects were assigned in quadrants to ARC committee members for critical review, possible inspection, and project status update.

Management Office Report:

New assistant community manager, Bree Escobar, reports she’s getting up to speed quickly.

Next Scheduled Meeting: November 14,2023

Adjournment: The meeting was adjourned at 2:38 pm

Submitted By: KCPOA Architectural Review Committee