



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

November 14, 2023

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. 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	Present
Committee Member	Nicola Myers-Murty	Present
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 24, 2023: The Committee approved the minutes for the October 24, 2023 ARC meeting (Danner/D'Amico). Motion carried.

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. Following committee review, the motion was made and seconded (D'Amico/Danner) to grant Final Approval to this project. Motion carried. The developer will be notified in writing.

2. Top of Foundation Certifications – Received and Verified

- a. 3155 Virga Loop
- b. 3227 Skywatch Heights
- c. 3068 Virga Loop

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

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. Motion carried. The 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. 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. 5011 Lyda Lane – Structural Remodel, Pending Final Approval

The ARC received new materials for this project that do not match the design that was previously granted Preliminary Approval. The new design has changed in size and may have conformance issues. The owner was notified in writing that a new Site Plan must be submitted if they are requesting a design change on the project. This package will remain Pending at this time.

3. 5000/5010/5020 Lyda Lane – Project Inquiry

The ARC has been contacted by a landscaping company and general contractor about potential project(s) on these properties. The nature of the work is unclear at this time and an on-site meeting has been scheduled for Wednesday, November 15, 2023 to further discuss the owner's objectives.

4. 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. 1815 Coyote Point Drive – Landscape Remodel
- b. 1830 Coyote Point Drive – Landscape Remodel
- c. 3920 Elisa Court – Remodel Windows/Stucco
- d. 3745 Camel Grove – Structural Remodel
- e. 3915 Elisa Court – Landscape Remodel

Management Office Report:

Nothing additional to report at this time

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

Adjournment: The meeting was adjourned at 2:50pm

Submitted By: KCPOA Architectural Review Committee