



## ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

January 9, 2024

**CALL TO ORDER:** Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:17pm – starting time delayed due to technical issues

**Establish Quorum:** With the presence of four ( ) 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	Absent

Representing RowCal: Bree Escobar, Assistant Community Manager

Introduction of Guests: None at this meeting

**Review & Approve the Minutes of December 12, 2023:** The Committee approved the minutes for the December 12, 2023 ARC meeting (D’Amico/Danner). Motion carried.

### **Old Business:**

- 1. 3486 Crest Hollow View (RR1) – NC Landscape Package, Submitted for Approval**  
The new construction Landscape package was submitted on December 7, 2023. Initial review found that additional information was required and has been requested. Partial information (edging spec sheet) received on January 3, 2024 but the package remains incomplete at this time and will remain Pending. No further action taken at this meeting.
- 2. 3147 Virga Loop (RR4) – New Construction Package, Submitted for Approval**  
The New Construction package was submitted on December 8, 2023. Initial review found that the specific model and elevation, requested for this build, could not be approved due to KCPOA “repetition requirements”. The package was returned to the developer and has not been resubmitted as of this meeting date. The “Exterior Color Palette” was submitted on December 19, 2023 and the developer was notified that it will be held for the future resubmission. No further action taken at this meeting.
- 3. Top of Foundation Certifications – Received and Verified**  
3028 Virga Loop

#### **4. Top of Roof Certifications – Received and Verified**

3430 Hill Circle

#### **5. Drainage Surveys – Received and Verified**

3259 Virga Loop

1193 Almagre Heights

#### **New Business:**

##### **1. 1177 Almagre Heights (RR1) – NC Landscape Package, Submitted for Approval**

The new construction Landscape package was submitted on January 4, 2024. Initial review found that additional information and plan clarification was required and has been requested. No further action taken at 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 made prior to the ARC meeting. Motion carried.**

##### **1. 5011 Lyda Lane – Structural Remodel, Preliminary Approval**

The second, revised Preliminary Remodel package was submitted on December 12, 2023 and circulated to the ARC for review. The project consists of adding a roof covering to an existing patio area with an emphasis on achieving the greatest possible coverage. The new design was found to be in conformance with the specific lot covenants. On December 13, 2023, the motion was made and seconded (Rist/Myers-Murty) to grant Preliminary Approval to this project: “Site Plan dated Dec. 12, 2023”. Motion carried. The owner was notified in writing. Letter to file.

##### **2. 3755 Hill Circle – New Construction Package, Final Approval**

The New Construction package was submitted on December 12, 2023 and circulated to the ARC for review. Following committee review, on December 18, 2023 the motion was made and seconded (Myers-Murty/D’Amico) to grant Final Approval to this project. Motion carried. The owner was notified in writing. Letter to file. Neighbor notification cards sent.

##### **3. 3204 Virga Loop (RR4) – New Construction Package, Final Approval**

The New Construction package was submitted on December 8, 2023. Additional information was requested; received on December 19, 2023 and circulated to the ARC for review. Following committee review, on December 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.

##### **4. 1210 Almagre Heights (RR1) – NC Landscape Package, Final Approval**

The new construction Landscape package was submitted on December 26, 2023 and circulated to the ARC on January 2, 2024. Following committee review, on January 4, 2024 the motion was made and seconded (Rist/D’Amico) to grant Final Approval to this project. Motion carried. The owner was notified in writing. Letter to file.

##### **5. 3461 Crest Hollow View – New Construction Package, Final Approval**

The New Construction package, with corrected application for lot identification, was submitted on January 2, 2024 and circulated to the ARC for review. Following committee review, January 4, 2024 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.

**6. 3307 Skywatch Heights - New Construction Package, Final Approval**

The New Construction package, with corrected application for selected options, was submitted on January 2, 2024 and circulated to the ARC for review. Following committee review, January 4, 2024 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.

**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. *None this period*
- 2. Update Fee Schedules for Multi-Residential Developments**  
New fee amounts effective December 1, 2023 for Red Rocks (RR1) and Preserve (RR4) developments. Toll notification and balance due collection on affected projects underway.

**Management Office Report:**

Nothing reported for this period

**Next Scheduled Meeting:** January 23, 2024 at 2:00pm

**Adjournment:** The meeting was adjourned at 2:59pm

**Submitted By:** KCPOA Architectural Review Committee