



KCPOA Architectural Review Committee Meeting
Agenda

<https://us02web.zoom.us/j/82914427274>

Date & Time: February 13, 2024 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 January 23, 2024 submitted for approval

Old Business:

1. Top of Foundation Certifications – Received and Verified

- a. 3084 Virga Loop
- b. 3755 Hill Circle

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

- a. 3220 Virga Loop
- b. 1226 Almagre Heights

New Business:

3356 Skywatch Heights (RR1) – NC Landscape Package, Submitted for Approval

The new construction Landscape Package was submitted on February 5, 2024 and circulated to the committee for review. It was determined that additional information was needed and the owner was notified by email/USPS. The landscape application will remain pending at this time, until the requested information is received and reviewed.

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

1. 3060 Virga Loop – Landscape Remodel Package, Final Approval

The Landscape Remodel Package was submitted on January 29, 2024 and circulated to the committee for review. The project entails moving one tree to a new location and adding a second tree to improve the aesthetics of the yard. On January 31, 2024 the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval for this project. Motion carried. The owner was notified in writing. Letter to file.

2. 1193 Almagre Heights – NC Landscape Package, Final Approval

The new construction Landscape Package was submitted on January 29, 2024 and circulated to the committee for review. On January 31, 2024 the motion was made and seconded (Danner/Gathen) to grant Final Approval for this project. Motion carried. The owner was notified in writing. Letter to file.

3. 2511 Chilson Lane – Remodel Package, Final Approval

The Structural Remodel Package was submitted on February 1, 2024 and circulated to the committee for review. This project entails adding an open roof cover over an existing courtyard, located within the current building envelope. On February 2, 2024 the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval for this project. Motion carried. The owner was notified in writing. Letter to file.

4. 3715 Cumulus View – Landscape Remodel Package, Final Approval

The Landscape Remodel Package was submitted on February 1, 2024 and circulated to the committee for review. The project entails an extensive remodel of the rear yard, adding hardscape features and plantings. On February 5, 2024 the motion was made and seconded (Rist/Myers-Murty)) to grant Final Approval for this project. Motion carried. The owner was notified in writing. Letter to file.

5. 1177 Almagre Heights – NC Landscape Package, Final Approval

The new construction Landscape Package was submitted on January 4, 2024 and circulated to the committee for review. Additional information was requested and received on February 1, 2024. Following a second ARC review, on February 5, 2024 the motion was made and seconded (Danner/Rist) to grant Final Approval for this project. Motion carried. The owner was notified in writing. Letter to file.

6. 3252 Virga Loop – New Construction Package, Final Approval

The New Construction Package, with exterior color/stone palette, was submitted on February 2, 2024 and circulated to the committee for review. On February 6, 2024 the motion was made and seconded (Rist/Danner) to grant Final Approval for this project. Motion carried. The owner was notified in writing. Letter to file.

7. 3486 Crest Hollow View – NC Landscape Package, Final Approval

The new construction Landscape Package was submitted on December 7, 2024 and circulated to the committee for review. Additional information was requested and received, in total, on February 5, 2024. Following a second ARC review, on February 8, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval for this project. Motion carried. The owner was notified in writing. Letter to file.

8. 3925 Lumina View – New Construction Change Request, Final Approval

The Change Request was submitted on February 8, 2024, requesting approval of a new roofing material for this project. The committee requested a new “Roof Plan” designating all roofing locations and indicating the placement of the intended material (2 materials were previously approved). The revised Roof Plan was received on February 9, 2024. Following review, the motion was made and seconded (Rist/Danner) to grant Final Approval for this Change Request. Motion carried. The owner was notified in writing. Letter to file. The project file was updated to reflect the new roofing material.

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.

3910 Star Rist Point – Remodel (fenced seating area)

- 2. ARC Technology Update**
- 3. Construction Gate Conversion to Resident Gate**
- 4. Townhall Meeting February 15, 2024 – Perimeter Infrastructure Maintenance**

Management Office Report:

Next Scheduled Meeting: February 27, 2024 at 2:00pm

Adjournment: