



## ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

**February 13, 2024**

**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. T. Danner provided his proxy to B. Rist for this meeting.

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

Representing RowCal: Bree Escobar, Assistant Community Manager

Introduction of Guests: None at this meeting

**Review & Approve the Minutes of January 23, 2024:** The Committee approved the minutes for the January 23, 2024 ARC meeting (D'Amico/Rist). Motion carried.

### **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:**

- 1. 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. At today's meeting, the requested information as reviewed following which the motion was made and seconded (Myers-Murty/D'Amico) to grant Final

Approval for this project. Motion Carried. The owner will be notified in writing.

**2. 3147 Virga Loop (RR4) – New Construction Package, Submitted for Approval**

The New Construction Package, second submittal, was received on February 12, 2024 and circulated to the committee for review at today's meeting. After completing the review, the motion was made and seconded (Gathen/D'Amico) to grant Final Approval for this project. Motion carried. The developer will be notified in writing.

**3. 3449 Crest Hollow View (RR1) – New Construction Package, Submitted for Approval**

The New Construction Package was received on February 12, 2024 and circulated to the committee for review at today's meeting. After completing the review, the motion was made and seconded (D'Amico/Myers-Murty) to grant Final Approval for 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 (Myers-Murty/D'Amico) to ratify the following decisions made prior to the ARC meeting. Motion carried.**

**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. Neighbor Notification cards have been sent. 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. **129 North Parcel** – 129 North is available for purchase. B. Rist has spoken with the agency handling the sale, answering specific questions about the property, at the request of the current owners. Issues relating to parcel platting and lot covenants were discussed at today’s meeting. KCPOA property owners near the parcel have previously expressed concern about plans for development on this property. Basic stipulations for the parcel’s development were set forth in the KCPOA/GGC Master Agreement, recorded on 2/3/2016. Several questions emerged which will be brought to the Executive Board for review.
3. **ARC Technology Update** – Use of the RowCal “Cinc” system has been ruled out. “Smart Suite” has been identified as a viable candidate and S. D’Amico has developed a prototype for testing. Top priorities for performance are:
  - a. Data collection and retention of all project information related to a specific property address
  - b. Project management and tracking reports

- c. ARC communications
- d. On-line access for all committee members

**4. Construction Gate Conversion to Resident Gate** – Planning has begun for converting the Construction Gate, aka the “South Gate”, to a resident only gate. B. Rist has held a first meeting with the engineering firm selected by the Infrastructure Committee, for the purpose of assessing the location and logistics of a turn-around point, the best location for additional security arms, and discussing the city requirement for a “right turn in and right turn out only” that is failing.

**5. Townhall Meeting February 15, 2024 – Perimeter Infrastructure Maintenance**

**Management Office Report:** B. Escobar will be testing the ARC “Smart Suite” prototype and working with S. D’Amico and T. Danner to assess the results.

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

**Adjournment:** The meeting was adjourned at 3:27 pm

**Submitted By:** KCPOA Architectural Review Committee