



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

February 27, 2024

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:00pm.

Establish Quorum: With the presence of three (4) 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	Absent
Committee Member	Jim Gathen	Present

Representing RowCal: Bree Escobar, Assistant Community Manager.

Introduction of Guests: David Wisham, 3925 Elisa Court

Guest Comments: Mr. Wisham attended this meeting to present a gift to KCPOA; metal camels, in two sizes, for attachment to the community gates. He had these fabricated as gate enhancements. The ARC thanked Mr. Wisham for the generous gift and retained a sample-set for presentation to the SCC, CALM, and EB, for review and consideration.

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the February 13, 2024 ARC meeting (Danner/Gathen). Motion carried.

Old Business:

- 1. Top of Foundation Certifications – Received and Verified**
 - a. 3204 Virga Loop
- 2. Top of Roof Certifications – Received and Verified**
 - a. None this period
- 3. Drainage Surveys – Received and Verified**
 - a. 3139 Virga Loop
 - b. 3124 Virga Loop

- 4. 2499 Lyons View Point – Revised NC Landscape Package, Submitted for Approval**
As previously requested by the ARC, a revised new construction Landscape Package was submitted to the committee for Final Approval on February 26, 2024. The revised plan was reviewed at this meeting and the committee found that all modifications and additional information was provided. The motion was made and seconded (Gathen/Danner) to grant Final Approval to this project. Motion carried. The owner will be notified in writing.

New Business:

- 1. 3915 Elisa Court – Remodel Package, Submitted for Approval**
The Remodel Package was submitted on February 23, 2024. The project entails re-stucco of the residence exterior and new exterior paint and color. The package was circulated to the committee for review. At this meeting, the motion was made and seconded (Rist/Danner) to grant Final Approval to this project. Motion carried. The owner will be notified in writing.
- 2. 3275 Skywatch Heights – NC Landscape Package, Submitted for Approval**
The new construction Landscape Package was submitted on February 23, 2024. The package was circulated to the committee for review. At this meeting, the motion was made and seconded (Danner/D’Amico) to grant Final Approval to this project. The owner will be notified in writing.
- 3. 3060 Virga Loop – Landscape Remodel Package, Submitted for Approval**
The Landscape Remodel package was submitted on February 26, 2024. The project keeps the existing landscaping as installed by Toll Brothers but adds additional plants and trees to the yard areas. The package was circulated to the committee for review. At this meeting, the motion was made and seconded (Gathen/Danner) to grant Final Approval to this project. The owner will be notified in writing.
- 4. 3305 Hill Circle – Lot Setbacks**
The architect for the planned New Construction project at this address requests a review of the lot setback requirements as they pertain to this corner lot. The documentation was circulated to the committee for review at this meeting. The committee found that the submitted preliminary design and placement of the structure conforms with all setback requirements and combines the best use of the lot with the most aesthetically pleasing placement in relationship to the neighboring structures. The architect will be notified in writing and these preliminary documents and notes will be kept in the project file for future reference.

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

- 1. 3436 Skywatch Heights – NC Landscape Package, Final Approval**
The new construction Landscape Package was submitted on February 13, 2024 and circulated to the committee for review. On February 20, 2024, the motion was made and seconded (Myers-Murty/Danner) to grant Final Approval for this project. Motion carried. The owner was notified in writing. Letter to file.
- 2. 1690 Hill Circle – Remodel Package, Final Approval**
The Remodel Application was submitted on February 20, 2024 and circulated to the committee for review. The project entails new exterior paint and color. On February 21, 2024, the motion

was made and seconded (Danner/Rist) to grant Final Approval for the project. Motion carried. The owner was notified in writing. Letter to file.

3. 3163 Virga Loop (RR4) - New Construction Package, Final Approval

The New Construction Package was submitted on February 21, 2024. The complete package, with Plan Review, was circulated to the committee for review. On February 26, 2024, the motion was made and seconded (Rist/D'Amico) to grant Final Approval for this project. Motion carried. The Developer was notified in writing. Letter to file.

5. 3260 Skywatch Heights (RR1) – New Construction Package, Submitted for Approval

The New Construction Package was submitted on February 21, 2024 and circulated to the committee for review. On February 26, 2024, the motion was made and seconded (Rist/D'Amico) to grant Final Approval for 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.
 - a. 3139 Virga Loop
 - b. 3124 Virga Loop
 - c. 3220 Virga Loop

2. 129 North Parcel - Update

At the current owner's request, the ARC has supplied parcel covenant information to the listing broker representatives. This parcel is being actively marketed and may be purchased and developed for up to 4 single-family homes. Pre-existing covenants will apply and additional design and construction restrictions will be determined during the Development Agreement process.

Management Office Report:

A prototype of the ARC Project Management software tool has been developed by S. D'Amico and B. Escobar. A meeting was set for Tuesday, March 5, 2024 at 10:30am for software presentation and assessment.

Next Scheduled Meeting: March 12, 2024 at 2:00pm

Adjournment: The meeting was adjourned at 3:01 pm

Submitted By: KCPOA Architectural Review Committee