



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

June 11, 2024

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:05pm.

Establish Quorum: With the presence of three (3) ARC Members, quorum was established.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Present
	Tom Danner	Absent (written proxy provided)
	Jim Gathen	Absent (written proxy provided)
	Nicola Myers-Murty	Present

Representing RowCal: Bree Escobar, Assistant Community Manager.

Introduction of Guests: None at this meeting

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the May 28, 2024 ARC meeting (Gathen/Myers-Murty). Motion carried.

Old Business:

1. 1129 Almagre Heights – NC Landscape Package, Second Submittal

The new construction Landscape Package was submitted on May 26, 2024 and circulated to the committee for review. Additional information and plan modifications were requested and received. It was noted that this property is still under the ownership of the Developer and the sale has not closed at this time. The purchaser is requesting approval for this project today so it can be scheduled to start work the day following closing. Following review, the motion was made and seconded (D'Amico/Myers-Murty) to grant Final Approval for this project. Motion carried. The Developer and Purchaser will be notified in writing following this meeting. Note to be added: Work may not commence before the purchase has closed and title transferred.

2. Top of Foundation Certifications – Received and Verified

- 3342 Crest Hollow View
- 3484 Skywatch Heights
- 3212 Virga Loop

3. Top of Roof Certifications – Received and Verified

- 3850 Hill Circle

4. Drainage Surveys – Received and Verified

- 3068 Virga Loop
- 1129 Almagre Heights

New Business:

1. 3228 Virga Loop – Landscape Remodel Package, Submitted for Approval

The Landscape Remodel Package was submitted on June 5, 2024 and circulated to the committee for review. Additional information was requested and received. The owner proposes substantial upgrades to the landscape installed by the Developer. Following review, the motion was made and seconded (Gathen/Myers-Murty) to grant Final Approval for this project. Motion carried. The Owner will be notified in writing following this meeting.

2. 3060 Virga Loop – Structural Remodel Package, Submitted for Approval

The Structural Remodel Package was submitted on June 6, 2024 and circulated to the committee for review. The project entails adding one window to the residential structure. Following review, the motion was made and seconded (D’Amico/Myers-Murty) to grant Final Approval for this project. Motion carried. The Owner will be notified in writing following this meeting. Neighbor Notification cards will also be sent out.

3. 3420 Skywatch Heights – NC Landscape Package, Submitted for Approval

The new construction Landscape Package was submitted on June 6, 2024 and circulated to the committee for review. The ARC noted that the plan needs several modifications and additional information to conform to the KCPOA Landscape Design Guidelines. The Owner will be notified in writing following this meeting. The project will remain in Pending status until a second review can be performed.

4. 3467 Skywatch Heights – Remodel Package, Submitted for Approval

The Remodel Package was submitted on June 10, 2024 and circulated to the committee for review. The project entails replacing the front door of the residence with a new styled door. Following review, the motion was made and seconded (D’Amico/Myers-Murty) to grant Final Approval for this project. Motion carried. The Owner will be notified in writing following this meeting.

5. 3092 Virga Loop - Remodel Package, Submitted for Approval

The Remodel Package was submitted on June 10, 2024 and circulated to the committee for review. The project entails installing a storm/security door to the existing front door system. Following review, the motion was made and seconded (D’Amico/Myers-Murty) to grant Final Approval for this project. Motion carried. The Owner will be notified in writing following this meeting.

6. 3756 Camelrock View – Landscape Remodel Package, Submitted for Approval

The Landscape Remodel Package was submitted on June 10, 2024 and circulated to the committee for review. The project entails removing dead/dying sod in the front yard and replacing it with gravel beds. All existing organic materials (non-sod) will remain. Following review, 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 following this meeting.

7. 1631 Rockview Trail (The Retreat) – Landscape Remodel, Submitted for Approval

This Landscape Remodel Package was submitted in error to the RowCal Care Team approx. 3 weeks ago, and received by the ARC on June 10, 2024. The package indicates that the Retreat sub-association has issued a written approval for this project and the committee has requested a copy of that letter. It was also noted that the submitted plan was a “Conceptual Design” only and it did not contain the elements required for review and approval. The Owner will be notified in writing following this meeting. The project will remain in Pending status until a second review can be performed.

8. 3025 Rockbrook Lane – Landscape Remodel Package, Submitted for Approval.

A revised Landscape Drawing was submitted immediately prior to this meeting, on June 11, 2024. The project entails regrading the lot and adding new hardscape in order to correct ground water drainage into the residence. The submittal did not include a Site Plan and Grading Plan which are required for a project of this type. The Owner will be notified in writing following this meeting. The project will remain in Pending status until a second review can be performed.

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. The Retreat Sub-Association – Landscape Remodel, Final Approval

The Landscape Remodel Package was submitted on May 30, 2024 and circulated to the committee for review. The project entails replacing mulch in the common area abutting Hillbrook Lane with 2 to 3” river rock. On May 31, 2024 the motion was made and seconded (Rist/Danner) to grant Final Approval to this project. Motion carried. The sub-association was notified in writing. Letter to file.

2. 5020 Lyda Lane – Landscape Maintenance Package, Approved to Proceed

This Landscape Maintenance Package was submitted on June 7, 2024. The project entails the removal of high-fire hazard juniper bushes and trees currently located near the existing residence. The project will be done now in support of the upcoming residential remodel on this property; a Landscape Remodel project will be submitted as well. Due to the “maintenance only” aspect of this project, the owner was notified in writing that the project could proceed at this time. Letter to file.

Other Business:

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.

- 3068 Virga Loop – New Construction and Landscape
- 3615 Moonrise Point – Landscape Remodel
- 3155 Virga Loop – New Construction and Landscape

Management Office Report:

Bree Escobar will be out of the office for the first 2 weeks of August. It is undetermined at this time if RowCal will designate a temporary replacement. Timing of implementing the new

electronic system (which could be helpful during this period) was discussed and July 16, 2024 was selected for committee training.

Next Scheduled Meeting: June 25, 2024 at 2:00pm

Adjournment: The meeting was adjourned at 3:27 pm

Submitted By: KCPOA Architectural Review Committee