



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

May 14, 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 (3) ARC Members, quorum was established.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Present
	Tom Danner	Absent – Proxy provided
	Jim Gathen	Absent – 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 April 23, 2024 ARC meeting (Danner/Gathen – in writing). Motion carried.

Old Business:

1. Top of Foundation Certifications – Received and Verified

- a. 3452 Skywatch Heights
- b. 3275 Virga Loop
- c. 3123 Virga Loop

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

- a. 3100 Virga Loop
- b. 3052 Virga Loop
- c. 3116 Virga Loop
- d. 1130 Almagre Heights
- e. 3140 Virga Loop
- f. 3366 Crest Hollow View
- g. 3092 Virga Loop

New Business:

1. 1980 Sunnybrook Circle – Request for Variance Application

On April 29, 2024, the owners of this property submitted a Request for Variance after receiving notice that a fencing structure built on their property would have to be removed. The structure was not submitted to the ARC for approval prior to construction and cannot be approved after the fact due to its non-conforming nature. The ARC reviewed the variance request and found that it did not meet the limited criteria under which a variance can be considered. The owners were notified in writing on May 1, 2024 and advised that they may appeal this decision, as well as the requirement to remove the fencing, with the Executive Board. No further action will be taken by this committee.

2. 2445 Lyons View Point – New Construction Package, Submitted for Preliminary Approval

The Preliminary New Construction Package was submitted on May 2, 2024 and circulated to the committee for review. Additional information and plan modifications were found needed and the owners and architect were so advised. The ARC will re-review the package once the requested information is received. No action expected at this meeting.

3. 2535 Lyons View Point – Structural Remodel, Submitted for Preliminary Approval

The Structural Remodel Package was submitted on May 10, 2024 and circulated to the committee for review. The project entails adding additional garage space to the existing garage. Following discussion, the motion was made and seconded (Myers-Murty/D'Amico) to grant PRELIMINARY Approval for this project. Motion carried. The owner will be notified in writing following today's meeting.

4. 2510 Hill Circle – Landscape Remodel Package, Submitted for Final Approval

The Landscape Remodel Package was submitted on May 10, 2024 and circulated to the committee for review. The project entails removing an area of sod and extending the adjacent planting bed as its replacement. Following discussion, 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 today's meeting.

5. 3775 Hill Circle – Remodel Package, Submitted for Final Approval

The Remodel Package was submitted on May 12, 2024 and circulated to the committee for review. The owner requests approval to install a flag pole with American flag in the front yard of this property. The motion was made and seconded (Gathen/Rist) to grant Final Approval to this project. The final vote was taken at this meeting; motion carried. The owner will be notified in writing following today's meeting.

6. 1145 Almagre Heights – New Construction Package, Submitted for Final Approval

This New Construction Package was submitted on May 13, 2024 and circulated to the committee for review. Following discussion, the motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project. Motion carried. The developer will be notified in writing following this meeting.

7. 3615 Moonrise Point – Landscape Remodel Package, Submitted for Final Approval

This Landscape Remodel Package was submitted on May 13, 2024 and presented to the committee for review at this meeting. The project entails replacing a strip of sod along the rear property line with gravel. Following discussion, the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval to this project. Motion carried. The owner will be notified in

writing following this meeting.

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 10 decisions made prior to the ARC meeting. Motion carried.

1. 3484 Skywatch Heights – New Construction Package, Final Approval

This New Construction Package was submitted on April 24, 2024 and circulated to the committee. Following review, on April 25, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The Developer was notified in writing. Letter to file.

2. 2521 Hill Circle – Remodel Package, Final Approval

This Remodel Package was submitted on April 26, 2024 and circulated to the committee. The project entails the removal of an existing asphalt driveway and replacing it with a new concrete driveway. Following review, on May 2, 2024 the motion was made and seconded (Rist/Danner) to grant Final Approval to this project. Motion carried. The owner was notified in writing. Letter to file.

3. 3212 Virga Loop – New Construction Package, Final Approval

This New Construction Package was submitted on May 2, 2024 and circulated to the committee. Following review, on May 6, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The Developer was notified in writing. Letter to file.

4. 3342 Crest Hollow View – New Construction Package, Final Approval

This New Construction Package was submitted on May 2, 2024 and circulated to the committee. Following review, on May 9, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project. Motion carried. The Developer was notified in writing. Letter to file.

5. 3244 Skywatch Heights – NC Landscape Package, Final Approval

This new construction Landscape Package was submitted on May 3, 2024 and circulated to the committee. Following review, On May 6, 2024 the motion was made and seconded (Myers-Murty/Danner) to grant Final Approval to this project. Motion carried. The owners were notified in writing. Letter to file.

6. 1130 Almagre Heights – NC Landscape Package, Final Approval

The new construction Landscape Package was submitted on May 4 2024 and circulated to the committee for review. Clarification was requested on one plan item and a response was received. On May 13, 2024 the motion was made and seconded (Gathen/D'Amico) to grant Final Approval to this project. Motion carried. The owners were notified in writing. Letter to file.

7. 1710 Coyote Point Driveway – Landscape Remodel Package, Final Approval

The Landscape Remodel Package was submitted on May 7, 2024 and circulated to the committee for review. The project entails the removal of a section of sod along the driveway and replacing it with paver stones. On May 13, 2024 the motion was made and seconded (D'Amico/ Danner) to grant Final Approval to this project. Motion carried. The were notified in writing. Letter to file.

8. 2221 Hill Circle – Landscape Remodel Application, Final Approval

This Landscape Remodel application was received on May 8, 2024 and circulated to the committee. The project entails removing sod, currently located on the corner of the property, within an easement area, and replacing it with rock due to damage caused by road traffic at that location. Following review, on May 9, 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.

9. 3044 Virga Loop – New Construction Package, Final Approval

This New Construction Package was submitted on May 9, 2024 and circulated to the committee. Following review, on May 13, 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.

10. 3036 Virga Loop – New Construction Package, Final Approval

This New Construction Package was submitted on May 9, 2024 and circulated to the committee. Following review, on May 13, 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.

- 3100 Virga Loop – New Construction and Landscape
- 3052 Virga Loop – New Construction and Landscape
- 1177 Almagre Heights - New Construction and Landscape
- 3116 Virga Loop - New Construction and Landscape
- 3140 Virga Loop - New Construction and Landscape
- 3655 Camels View – Landscape Remodel
- 3092 Virga Loop – New Construction and Landscape

- 2. Top of Roof Certifications – Requested**

- 3850 Hill Circle
- 3685 Hill Circle

- 3. Storage Sheds – Discussion**

The committee review the Design Guidelines and HOA rules regarding the placement of storage sheds on lots. Historically, storage sheds have not been allowed based on the requirements that car parking and other stored items be kept out of sight, within the garage. Additionally, lot use is restricted to one single-family residence with garage. There are no provisions allowing other “under roof” structures.

The ARC was notified of the installation of a storage shed in the community, which was not requested or approved by the committee. The incident will be reported to the Covenant Committee for further actions to cure.

- 4. 5020 Lyda Lane – Replatt**

A replatt of 5010 and 5020 Lyda Lane has been requested. 5010 is an unbuildable lot; 5020 is an improved lot. The owner requests approval to incorporate 5010 into 5020, resulting in a single lot. The ARC has coordinated with the owner and builder on reviewing the city requirements, and acquiring the proper approvals and documentation. This information will be presented to the Executive Board, on May 23, 2024, with the ARC's recommendation for HOA approval.

Management Office Report: None for this meeting

Next Scheduled Meeting: May 28, 2024 at 2:00pm

Adjournment: The meeting was adjourned at 3:22 pm

Submitted By: KCPOA Architectural Review Committee