



## **ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES**

**May 28, 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	Absent (proxy provided)
	Tom Danner	Absent (proxy provided)
	Jim Gathen	Present
	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 14, 2024 ARC meeting (Gathen/Myers-Murty). Motion carried.

### **Old Business:**

#### **1. 3710 Camels View – Retaining Wall, Submitted for Approval**

The request for approval to build an engineered retaining wall was received on May 23, 2024. The wall was not shown on the original construction documents and must be built before the Landscape Package is submitted. All required documentation was provided with the exception of the specifications for the boulders that will be used. The specifications were received and circulated to the committee. Following review, the motion was made and seconded (Gathen/Rist) to grant Final Approval for construction of the Retaining Wall. Motion carried. The owner will be notified in writing following this meeting.

#### **2. Top of Foundation Certifications – Received and Verified**

3236 Virga Loop  
3462 Crest Hollow View

#### **3. Top of Roof Certifications – Received and Verified**

None this period

Note: Second requests for TORs will be sent to 3685 Hill Circle and 3850 Hill Circle

#### **4. Drainage Surveys – Received and Verified**

None this period

#### **New Business:**

##### **1129 Almagre Heights – NC Landscape Package, Submitted for Approval**

The new construction Landscape Package was submitted on May 26, 2024 and circulated to the committee for review. Additional information and plan modifications are needed and have been requested. The ARC will re-review the package once the requirements are received. No further action expected at this meeting.

**Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (Gathen/Myers-Murty) to ratify the following decisions made prior to the ARC meeting. Motion carried.**

##### **1. 3845 Camels View – Landscape Remodel Package, Final Approval**

The Landscape Remodel Package was submitted on May 15, 2024 and circulated to the committee for review. The project entails the removal of junipers adjacent to the residential structure; replacing them with low-water consumption and fire-resistant plants. On May 20, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The owners were notified in writing. Letter to file.

##### **2. 3366 Crest Hollow View - NC Landscape Package, Final Approval**

This new construction Landscape Package was submitted on May 15, 2024 and circulated to the committee. Following review, On May 20, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The owners were notified in writing. Letter to file.

##### **3. 1242 Almagre Heights – NC Landscape Package, Final Approval**

The new construction Landscape Package was submitted on May 17 2024 and circulated to the committee for review. Additional information was requested and received. On May 24, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The owners were notified in writing. Letter to file.

##### **4. 5011 Lyda Lane – Remodel Package, Final Approval**

The Final Design Package for this Structural Remodel project was submitted on May 20, 2024 and circulated to the committee for review. This project entails adding a patio cover roof extension over an existing concrete patio. This project has a delayed start date of November 2024. On May 24, 2024 the motion was made and seconded (Rist/Danner) to grant Final Approval to this project. The owners were notified in writing and Neighbor Notification cards will be sent. Letter to file.

##### **5. 3025 Rockbrook Lane – Remodel Package, Final Approval**

The Remodel Package was submitted on May 20, 2024 and circulated to the committee for review. This exterior project entails replacing existing siding and brick with a decorative stone veneer and trim repaint to match. On May 24, 2024 the motion was made and seconded (Danner/Rist) to grant Final Approval to this project. The owners have been notified in writing and Neighbor Notification cards will be sent. Letter to file.

**6. 3020 Virga Loop – New Construction Package, Final Approval**

This New Construction Package was submitted on May 20, 2024 and circulated to the committee. Following review, on May 24, 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.

**7. 3060 Virga Loop – Landscape Remodel Package, Final Approval**

The Landscape Remodel Package was submitted on May 22, 2024 and circulated to the committee for review. The project entails the addition of a mulch bed and plantings, in replacement of an existing sod area. On May 23, 2024 the motion was made and seconded (Danner/D’Amico) to grant Final Approval to this project. Motion carried. The owners were notified in writing. Letter to file.

**8. 3330 Crest Hollow View – New Construction Package, Final Approval**

This New Construction Package was submitted on May 22, 2024 and circulated to the committee. Following review, on May 24, 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.

**9. 3227 Skywatch Heights – NC Landscape Package, Final Approval**

The new construction Landscape Package was submitted on May 23, 2024 and circulated to the committee for review. On May 24, 2024 the motion was made and seconded (Gathen/Rist) to grant Final Approval to this project. Motion carried. The owners were 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.

- 3060 Virga Loop – Landscape Remodel (Project #2)

**2. HB-1152 Legislation – Accessory Dwelling Units**

Discussion, clarifications, and impacts on KCPOA: The ARC has requested legal review of the recently adopted ADU bill. Revisions to the Design Guidelines are anticipated and will be drafted for review when the following issues are clarified:

- ADU size limitations
- Rear setback allowances
- Ramifications, if any, to street parking prohibition

The committee discussed potential amendments to the CCRs, in response to the passage of this bill, that are currently being considered by the executive board. Any such amendments will be subject to the voting approval of the KCPOA membership.

**3. 5020 Lyda Lane Replatt**

Successfully completed and formally approved on May 23, 2024.

**4. Committee Members Vacation Schedule – Calendar review and discussion**

**Management Office Report:**

Bree Escobar is continuing to load historical project data into our new electronic system for project management and data archiving. The committee hopes to fully adopt the system sometime in July of this year, following usage training.

**Next Scheduled Meeting:** June 11, 2024 at 2:00pm

**Adjournment:** The meeting was adjourned at 2:40 pm

**Submitted By:** KCPOA Architectural Review Committee