



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

June 25, 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.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Absent
	Tom Danner	Present
	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 June 11, 2024 ARC meeting (Myers-Murty/Rist). Motion carried, by vote of 3 members in attendance at the June 11 meeting.

Old Business:

1. Top of Foundation Certifications – Received and Verified

None this period

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

- 3244 Virga Loop
- 3132 Virga Loop
- 3171 Virga Loop

4. 3420 Skywatch Heights – NC Landscape Submittal, Pending

Following the June 11, 2024 ARC meeting, a letter was sent to the owner requesting additional information and modification to the submitted new construction Landscape Package. No information has been received at this time and the package will remain in Pending status. No actions taken at this meeting.

New Business:

1. 3805 Camelrock View – Landscape Remodel, Submitted for Approval

This Landscape Remodel project was submitted on June 18, 2024 and circulated to the committee for review. The project entails expanding an existing plant bed, bordering the street, to protect the native area and irrigation system from vehicle damage, refreshing ground cover materials, and relocating at flagstone path. The motion was made and seconded (Rist/Danner) to grant Final Approval to this project. Motion carried. The owner will be notified in writing following this meeting.

2. 5020 Lyda Lane – Structural Remodel, Submitted for Preliminary Approval

This Structural Remodel Package was submitted for Preliminary Approval on June 21, 2024 and submitted to the committee for review. This project entails a room addition, an existing garage roof remodel, and an exterior deck addition with wall-surround. Substantial interior remodeling is currently underway; the submitted package seeks approval for the exterior work. On June 22, 2024 the motion was made and seconded (Rist/D'Amico) to grant Preliminary Approval to this project. Motion carried with 1 abstention. The owner will be notified in writing following this meeting. Note: due to the activity underway on this site prior to commencement of the Exterior Remodel project, the committee will request that a Concept Board be posted on the site, showing the finished project and projection to completion.

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

1. 1631 Rockview Trail – Landscape Remodel Project, Final Approval

This Landscape Remodel project was submitted on June 10, 2024 for a property located in the Retreat sub-association. The ARC requested the approval letter from the Retreat and final landscape plan details. The information was received on June 14, 2024 and circulated to the committee for review. On June 17, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project. Motion carried. The Owner was notified in writing. Letter to file.

2. 2321 Hill Circle – Structural Remodel Package, Final Approval

This Structural Remodel Package first received Preliminary Approval on April 8, 2024. The Final package, including the RBD-stamped plans and building permit, was submitted on June 14, 2024 and circulated to the committee for review. The project entails addition of a golf cart garage. On June 17, 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. Neighbor Notification cards were also mailed.

3. 3156 Virga Loop (RR4) – New Construction Package, Final Approval

This New Construction Package was submitted on June 14, 2024 and circulated to the committee for review. On June 18, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project. The Developer was notified in writing. Letter to file.

4. 3378 Crest Hollow View (RR1) – New Construction Package, Final Approval

This New Construction Package was submitted on June 14, 2024 and circulated to the committee for review. On June 18, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final

Approval to this project. The Developer was notified in writing. Letter to file.

5. 3228 Virga Loop – Remodel Package, Final Approval

This Remodel Package was submitted on June 20, 2024 and circulated to the committee for review. The project entails the addition of a storm door to the front entry system and the installation of window well covers. On June 21, 2024, the motion was made and seconded (Rist/Gathen) to grant Final Approval to his project. The Owner was notified in writing. Letter to file.

6. 2445 Lyons View Point – New Construction Package, Preliminary Approval

This New Construction Package was originally submitted on May 2, 2024. The committee requested additional information and plan modifications. The revised package was submitted on June 17, 2024 and circulated to the committee for second review. The committee found that the revised plan fully conformed with all KCPOA requirements. On June 20, 2024 the motion was made and seconded (Gathen/Myers-Murty) to grant Preliminary Approval to this project. The Owner was notified in writing. Letter to file. The Final New Construction Package and ARC review are required before construction can commence.

7. 3025 Rockbrook Lane – Landscape Remodel Package, Final Approval

This Landscape Remodel Package was submitted on June 11, 2024 and reviewed at the ARC meeting. The committee found that additional information and clarifications were needed to assess the project, which entails re-grading of the front and side yards to alleviate basement flooding, the removal of deteriorating railroad ties, and the addition of 2 paver patios with courtyard walls. S. D’Amico worked with the owners directly to obtain a better understanding of the project, implications to drainage patterns, and creating a hardscape plan showing required elements. This information was circulated to the committee for review. On June 20, 2024 the motion was made and seconded (D’Amico/Danner) to grant Final Approval to this project. The Owner 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.

- 3244 Virga Loop – New Construction and Landscaping
- The Retreat – Landscape Renovation in Common Area
- 3132 Virga Loop – New Construction and Landscaping
- 5020 Lyda Lane – Landscape Maintenance
- 3171 Virga Loop – New Construction and Landscaping

2. Smart Suites Update – Phase 1, “ARC-OS”, is ready for launch. This phase captures all data related to a specific project at a specific address, archiving the data for historical record-keeping purposes and becoming the single-source of project management and tracking. Data from the new system will provide real-time information on project activities and status and will replace the current tracking mechanism (Excel spreadsheet, “Project Status Report”). All current projects have been uploaded and work continues on adding historical, “closed” projects.

3. Design Guidelines – Next Revision Needed

Following the mandate to allow “Accessory Dwelling Units” on single-family residential lots, the KCPOA Design Guidelines must be revised. All committee members are asked to review the current Guidelines and provide input on other areas that should be addressed at this time. The “Future Updates” list will also be included and any other corrections or additions found needed by the committee. Once drafted and approved by the Executive Board, the revised Design Guidelines will be posted for KCPOA-member comment. Target for posting: Late August, 2024

Management Office Report: B. Escobar noted that she will be on vacation during the first 2 weeks of August. Launching ARC-OS should assist the committee in processing it’s work during that period.

Next Scheduled Meeting: July 9, 2024 at 2:00pm

Note: A working session is scheduled for July 16, 2024 at 10:30 am (ARC-OS training)

Adjournment: The meeting was adjourned at 2:48 pm

Submitted By: KCPOA Architectural Review Committee