



KCPOA Architectural Review Committee Meeting
Agenda

<https://us02web.zoom.us/j/82914427274>

Date & Time: August 13, 2024 at 2:00pm

Location: KCPOA Management Office and via Zoom link

Committee Members: Barbara Rist, Chairman; Steve D'Amico, Member; Tom Danner, Member; Nicola Myers-Murty, Member; Jim Gathen, Member

Management Team: Bree Escobar, Assistant Community Manager

Call to Order:

Quorum:

Guests:

Approval of Minutes: ARC meeting minutes for July 23, 2024 submitted for approval

Old Business:

1. Top of Foundation Certifications – Received and Verified

- 3147 Virga Loop
- 3260 Skywatch Heights
- 3449 Crest Hollow View
- 3252 Virga Loop

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

- 3028 Virga Loop
- 3461 Crest Hollow View
- 3449 Crest Hollow View

New Business:

1. 1258 Almagre Heights – Remodel Package, Submitted for Approval

This Remodel Package was submitted on July 31, 2024. The project entails the addition of a free-standing pergola over an existing concrete patio, in the rear yard. A Site Plan and Photograph was provided but a Specifications Sheet (detailing dimensions, materials, colors) was missing from the package. The owner was notified by email and acknowledgement was returned. This package will remain in Pending status until the information is received and the committee can complete its review. No action expected at this meeting.

2. 3419 Crest Hollow View – NC Landscape Package, Submitted for Approval

The new construction Landscape Package was submitted on August 7, 2024 and circulated to the

committee for review. It was noted that the plan was missing information and would require modifications to certain elements. A letter was prepared, detailing the issues with project as submitted, and sent to the owners for their follow-up. A "Sample NC Landscape Plan" was also included. This package will remain in Pending Status until a revised package is submitted by the owners. The committee will re-review upon receipt. No action expected at this meeting.

Ratification of Consent for Actions taken by the ARC between Formal Meetings:

1. 3259 Skywatch Heights – New Construction Package, Final Approval

This New Construction Package was submitted on July 23, 2024 and circulated to the committee for review. On July 25, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project. Motion carried. The developer was notified by email/USPS. Letter to file.

2. 3130 Shadybrook Lane – Remodel Package, Final Approval

This Remodel Package was submitted on July 29, 2024 and circulated to the committee for review. The project entails removing an existing gravel driveway and replacing it with a new, cement driveway. On July 30, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

3. 3025 Rockbrook Lane – Remodel Package, Final Approval

This Remodel package was submitted on July 29, 2024. The project is an addition to a recently completed Landscape Remodel project; adding 2 pergolas over newly poured concrete patios and additional plants around the exterior. Following committee review, the motion was made and seconded (D'Amico/ Myers-Murty) to grant Final Approval to the additional project. Motion carried. The owner was notified by email/USPS. Letter to file

4. 3171 Virga Loop – Landscape Remodel Package, Final Approval

This Landscape Remodel package was submitted on July 29, 2024 and circulated to the committee for review. The project entails adding organic tree and shrub materials to the basic landscaping installed by the developer. This is a corner lot with high front, side and rear landscape visibility. The new design will be a substantial enhancement to the property. On August 1, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

5. 3850 Hill Circle – NC Landscape Package, Final Approval

This new construction Landscape Package was submitted on July 29, 2024 and circulated to the committee for review. On July 31, 2024 the motion was made and seconded (Danner/Rist) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

6. 3244 Virga Loop – Landscape Remodel Package, Final Approval

This Landscape Remodel package was submitted on July 30, 2024 and circulated to the committee for review. The project entails adding spruce trees to the existing landscape provided by the Developer. On July 31, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

7. 2220 Hill Circle – Landscape Remodel Package, Final Approval

This Landscape Remodel package was submitted on August 2, 2024 and circulated to the committee for review. This project entails adding decorative boulders along the side of the

existing driveway (boulders matching those existing in the rear yard of the property). B. Rist conducted a site-visit to verify location and neighbor impact (none). On August 3, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

8. 3820 Alta Mesa Court – Structural Remodel Project, Final Approval

This Remodel Package was submitted on August 6, 2024 and circulated to the committee for review. The project entails removing the existing front door and replacing it with a new front door entry system (to include sidelights). On August 7, 2024 the motion was made and seconded (Rist/D’Amico) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

9. 3835 Camels View – Landscape Remodel Package, Final Approval

The Landscape Remodel Package was submitted on August 9, 2024 and circulated to the committee for review. The project entails renovating existing stone-slab stair cases with new step material (one on each side of the property, accessing the rear yard) and adding iron hand railings. The existing boulder walls and all organic materials will remain as-is. On August 11, 2024 the motion was made and seconded (Rist/Danner) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

10. 3020 Valleybrook Lane – Landscape Remodel Package, Final Approval

This Landscape Remodel Package was submitted on August 9, 2024 and circulated to the committee for review. Prior to submittal, the landscaper contacted B. Rist to verify all requirements and guidelines. The project entails removing sod and native grasses in some locations on the property, and replacing it with decorative gravel and stepping stones. On August 11, 2024 the motion was made and seconded (D’Amico/Rist) to grant Final Approval to this project. The owner was notified by email/USPS. 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.

- 3025 Rockbrook Lane – Lot Regrading and Hardscape Additions
- 3845 Camels View – Landscape Rennovation
- 3028 Virga Loop – New Construction & Landscape
- 3461 Crest Hollow View – New Construction
- 3449 Crest Hollow View – New Construction

2. ARCOS – S. D’Amico

- Committee training and feedback
- Presentation with Q&A at the Executive Board meeting, September 2024

3. ARC Committee Membership

Management Office Report:

Next Scheduled Meeting: August 27, 2024 at 2:00pm

Adjournment: