



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

July 23, 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	Present
	Tom Danner	Present
	Jim Gathen	Absent (Directed proxy provided - B. Rist)
	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 July 9, 2024 ARC meeting (Danner/D'Amico). Motion carried.

Old Business:

1. 3925 Lumina View – New Construction, Change Request Submitted for Approval

A Change Request was originally submitted on June 26, 2024 for the exterior finishes on the New Construction project. Following a second request by the ARC, a new Sample Board was provided for review and approval at this meeting. The motion was made and seconded (Rist/D'Amico) to grant Final Approval for the revised exterior finishes. Motion carried. The owner will be so notified in writing, to include notice that the new Sample Board should be collected and posted on site, following this meeting.

2. 3055 Rockbrook Lane – Remodel Project Status Update

The owners responded to communications from the Community Manager regarding the status of the project and the condition of the property's landscape. On July 15, 2024, they indicated that they had not received our April 1, 2024 request for information (a copy was then provided to them) and that the Remodel project is near its completion. The new estimated completion date has been modified to August 15, 2024. The owners are in the process of developing a new Landscape Plan, due to damage to the property during the remodel project, and will submit that for approval as soon as possible. With completion of the Remodel and the future Landscape Renovation project, the compliance issues will be corrected. No further action is needed at this meeting.

3. Top of Foundation Certifications – Received and Verified

- 1145 Almagre Heights

4. Top of Roof Certifications – Received and Verified

- 3925 Lumina View

5. Drainage Surveys – Received and Verified

- None this period

New Business:

1. 3447 Signature Golf Point – Landscape Remodel, Submitted for Approval

The Landscape Remodel Package was submitted on July 19, 2024 and circulated to the committee for review. It was noted that this property is a member of the GGCPA sub-association and their approval is required prior to KCPOA review. The owner was so notified and given the sub-association contact information. The ARC reviewed the package at this meeting and the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval to this project once the GGCPA approval letter is submitted. This package will remain in Pending status until that information is received.

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

1. 3420 Skywatch Heights – NC Landscape, Final Approval

The new construction Landscape Package, revision #2, was submitted on the July 15, 2024 and circulated to the committee for review. The hardscape design was revised and review found that it was now in conformance with KCPOA guidelines and lot covenants. On July 16, 2024 the motion was made and seconded (Myers-Murty/Rist) to grant Final Approval to this project. The owner was notified by email/USPS. Letter to file.

2. 3265 Kissing Camels Drive – Landscape Remodel, Final Approval

The Landscape Renovation Package was submitted on July 18, 2024 and circulated to the committee for review. This project entails removing dead and dying sod, at the front and side of this corner property, and replacing it with mulch and gravel beds; existing trees and bushes to remain with some new additions. It was noted that the requested modifications will be an enhancement to the property. On July 19, 2024 the motion was made and seconded (Danner/Rist) to grant Final Approval for 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.
 - 2521 Hill Circle – Driveway Remodel
 - 1130 Almagre Heights – New Construction and Landscape
 - 2221 Hill Circle – Landscape Remodel

2. ARCOS Update –

The first level of the new archive database and project management system is now in place and all active project documentation has been uploaded. Parallel maintenance of the excel spreadsheet “Project Status Report” has now been discontinued and future reporting will be generated automatically from the ARCOS system. Committee members have “view only” access at this time and are asked to provide input on the various screens and reporting information. The delayed ARCO Training Session will be rescheduled asap and user access levels will be adjusted as additional functionality and interaction components are brought on line.

An introduction to the ARCOS-produced “Active Project Status Report” will be presented at the July 25, 2024 Executive Board Meeting. A system demonstration will follow at a future EB meeting.

3. KCPOA Design Guidelines – 2024 Revisions

Committee members were asked to review the current Design Guidelines, revision date May 2023, and provide recommendations for new information and/or improvements. A new section will be added addressing the Colorado legislative requirement which mandates the allowance for construction of “Accessory Dwelling Units” on properties where this has been specifically prohibited by HOA covenants. Other information, collected since the last Design Guidelines update, will also be addressed in the new revision.

Due to the challenges of enforcement, the EB was asked to affirm their position on the current “Walls and Fencing” rules; that these rules should remain in-force. They have so affirmed and the rules will not be changed.

A draft of the revisions and additions will be circulated to the ARC for review and comment. Once finalized, the draft will be submitted to the EB for their review and approval. The approved draft will then be posted on the KCPOA website, 30-day period, for owner comments. The target date for posting is September 1, 2024, following its announcement at the August Annual Homeowner’s Meeting.

4. ARC Committee Member Candidates

The ARC currently has 5 members, which is the minimum needed for optimal functioning. Committee members were asked to consider potential candidates for addition to the ranks. The volume of work is decreasing, primarily due to the rapid build-out of the Red Rocks and Preserve developments, but attrition could easily reduce our numbers. Current members are in the best position to talk about our work and find others who may be interested in joining.

Management Office Report:

B. Escobar will be on vacation during the first 2 weeks of August. All ARC communications will be forwarded to B. Rist during this period.

Next Scheduled Meeting: August 13, 2024 at 2:00pm

Adjournment: The meeting was adjourned at 3:11 pm

Submitted By: KCPOA Architectural Review Committee