



KCPOA Architectural Review Committee Meeting
Agenda

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

Date & Time: September 10, 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 August 27, 2024 submitted for approval

Old Business:

1. 2445 Lyons View Point – New Construction Package, Submitted for Final Approval

This New Construction project received Preliminary Approval on June 20, 2024. The Final New Construction Package was submitted on September 6, 2024 and circulated to the committee for final review at today's meeting.

2. Top of Foundation Certifications – Received and Verified

- 3378 Crest Hollow View
- 3330 Crest Hollow View
- 3044 Virga Loop
- 3036 Virga Loop
- 3020 Virga Loop

3. Top of Roof Certifications – Received and Verified

None this period

4. Drainage Surveys – Received and Verified

- 3084 Virga Loop

New Business:

1. 3260 Skywatch Heights – NC Landscape Package, Submitted for Approval

This new construction Landscape Package was submitted to the ARC on September 5, 2024 and circulated to the committee for review at today's meeting.

2. 3188 Virga Loop – New Construction Package, Submitted for Final Approval

This New Construction Package was submitted to the ARC on September 6, 2024 and circulated to

the committee for review. A motion was made and seconded (Rist/Gathen) to grant Final Approval to this project pending committee vote at today's meeting.

3. 1242 Almagre Heights – Structural Remodel Package, Submitted for Approval

This Structural Remodel Package was submitted to the ARC on September 6, 2024 and circulated to the committee for review. The project entails the replacement of 2 side-by-side double-hung windows with a single picture window of the same overall size. A motion was made and seconded (Rist/D'Amico) to grant Approval for this project pending committee vote at today's meeting.

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

1. 3450 Crest Hollow View – New Construction Project, Final Approval

This New Construction Package was submitted on August 28, 2024 and circulated to the committee for review. On August 30, 2024 the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval to this project. Motion carried. The Developer was notified by email/USPS. Letter to file.

2. 1258 Almagre Heights – Landscape Remodel Project, Final Approval

This Landscape Remodel Package was originally submitted on July 31, 2024. The project entails the addition of a Patio Cover over an existing rear yard patio seating area. The ARC requested details and specifications for the cover which were then submitted on August 27, 2024. The information was circulated to the committee for review and the location of the patio cover was specifically noted for conformance with lot building setback requirements. Following committee discussion, the motion was made and seconded (Danner/Rist) to grant Final Approval for this project. Motion carried 4-1. The owner was notified by email/USPS. Letter to file.

3. 3340 Skywatch Heights – Landscape Remodel Project, Final Approval

This Landscape Remodel Package was submitted on September 4, 2024 and circulated to the committee for review. This project entails adding 5 trees to the existing rear yard landscaping, for privacy and aesthetics. On September 6, 2024 the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval for this project. Motion carried. The owner was notified by email/USPS. Letter to file.

4. 3449 Crest Hollow View – NC Landscape Project, Final Approval

Additional information and revisions requested at the August 27, 2024 ARC meeting for this new construction Landscape Package was submitted to the committee on September 4, 2024 and circulated for review. The revised package was found to be in conformance with the KCPOA Landscape Design Guidelines. On September 6, 2024 the motion was made and seconded (Danner/D'Amico) to grant Final Approval for this project. Motion carried. The owner was notified by email/USPS. Letter to file.

Other Business:

1. ARCOS – ARC Archive and Project Management System

First priorities for system implementation have been completed: 3-year project history uploaded; dashboard and project views created; flagging reports for past-due tasks and actions; automated project correspondence; property file linkage to assessors' office and recorded documents; project linkage to relevant ARC meeting minutes; and full data archiving.

The ARCOS system will be demonstrated to the executive board on September 26, 2024. Steve D'Amico will present, on behalf of the ARC, and answer board member questions. All ARC members are invited to attend this board meeting by Zoom link (due to limited space).

2. 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.

- 3084 Virga Loop – New Construction & Landscape
- 3915 Elisa Court – Landscape Remodel
- 3227 Skywatch Heights – NC Landscape
- 3413 Skywatch Heights – Landscape Remodel
- 2499 Lyons View Point – New Construction & Landscape

Management Office Report:

Next Scheduled Meeting: September 24, 2024 at 2:00pm

Adjournment: