



## ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

July 9, 2024

**CALL TO ORDER:** Chairman Barbara Rist called the Architectural Review Committee meeting to order at 1:57pm.

**Establish Quorum:** With the presence of three (3) ARC Members, quorum was established.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Present
	Tom Danner	Present
	Jim Gathen	Absent*
	Nicola Myers-Murty	Absent*

Note\*: Directed proxies submitted to B. Rist, prior to this meeting

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 25, 2024 ARC meeting (Danner/D'Amico). Motion carried.

### **Old Business:**

#### **1. 3420 Skywatch Heights – NC Landscape Package, Plan Revisions Submitted**

The revised Landscape Plan was submitted on July 3, 2024. cursory review showed that the primary issue of a privacy wall being placed in the rear setback had not been corrected. The landscape contractor was contacted directly, by email, to better explain the requirements. A phone call followed for further discussion. The contractor indicated he will go back to the Owner and discuss other options for privacy screening. This package will remain in Pending status until the next revision is submitted. No action expected at this meeting.

#### **2. 3925 Lumina View – New Construction, Change Request Submitted**

A Change Request was submitted on June 26, 2024 for this new construction project. The request itself was unclear and more information was requested. The contractor stated that the requested change is to the exterior color of the residence. No samples were provided for committee review and approval. On June 28, 2024 the ARC advised the owner and contractor that a new electronic sample board must be submitted for approval, followed by an update to the physical sample board posted on site. Nothing has been submitted as of this date. ARC asks B. Escobar to send a second request for the needed information following this meeting. The Change Request will remain in Pending status. No additional actions expected at this meeting.

**3. 3025 Rockbrook Lane – Landscape Remodel, Change Request Submitted**

A Change Request was submitted on July 8, 2024 for the previously approved landscape remodel project. The owner seeks to add the removal and replacement of an existing mechanical screening wall to the project. Review at this meeting found that the owner seeks to increase the length of the screening wall and change the design and construction. Several questions were raised regarding the specific location of the new wall and the desired materials. ARC asks B. Escobar to send a request for additional information to the owner. The Change Request will remain in Pending status until this information is received and reviewed.

**4. Top of Foundation Certifications – Received and Verified**

None this period

**5. Top of Roof Certifications – Received and Verified**

3685 Hill Circle

**6. Drainage Surveys – Received and Verified**

3307 Skywatch Heights

3204 Virga Loop

**New Business:**

**1. 3339 Skywatch Heights – NC Landscape Package, Submitted for Approval**

The new construction Landscape Package was submitted for Final Approval on July 2, 2024 and circulated to the committee for review. Following discussion at this meeting, the motion was made and seconded (Danner/D’Amico) to grant Final Approval for this project. Motion carried. The owner will be notified in writing following this meeting.

**2. 3905 Hill Circle – Structural Remodel Package, Submitted for Preliminary Approval**

This Structural Remodel Package was submitted the morning of today’s meeting and circulated for review and discussion here. This project entails extending the residential roof to create a roof covering over an existing slab patio, to include the addition of an exterior fireplace. Following review of the plans and materials, the motion was made and seconded (D’Amico/Danner) to grant Preliminary Approval for this project. The owner will be notified in writing following this meeting with instructions to submit the Final Package, with RBD-stamped plans and building permit, for review and final approval.

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

**1. 3180 Virga Loop – New Construction Package, Final Approval**

This New Construction Package was submitted on June 27, 2024 and circulated to the committee for review. On June 30, 2024 the motion was made and seconded (Rist/Danner) to grant Final Approval to this project. The Developer was notified in writing. Letter to file.

**2. 3243 Skywatch Heights – New Construction Package, Final Approval**

This New Construction Package was submitted on June 27, 2024 and circulated to the committee for review. On June 30, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. The Developer was notified in writing. Letter to file.

### **3. 2500 Hill Circle – Landscape Remodel, Final Approval**

The Landscape Remodel project was submitted on July 1, 2024 and circulated to the committee for review. The project entails removing sod in the front and side yards, replacing with planting beds, mulched planting beds, new plants and flowers, accent boulders and rocks. On July 2, 2024, the motion was made and seconded (Gathen/Rist) to grant Final Approval to this project. Motion carried. The owner was notified in writing. Letter to file.

### **4. 3164 Virga Loop – New Construction Package, Final Approval**

This New Construction Package was submitted on July 1, 2024 and circulated to the committee for review. On July 8, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. The Developer was notified in writing. Letter to file.

### **5. 3172 Virga Loop – New Construction Package, Final Approval**

This New Construction Package was submitted on July 1, 2024 and circulated to the committee for review. On July 8, 2024 the motion was made and seconded (Gathen/Danner) to grant Final Approval to this project. The Developer was notified in writing. Letter to file.

### **Other Business:**

#### **1. 3055 Rockbrook Lane – Structural Remodel, Non-compliance**

The ARC and management office has received several complaints about the condition of this property and the failure to complete the Structural Remodel project. Final Approval was granted on July 19, 2023 and expected completion date was reported as November 30, 2023. When the project failed to be completed, the ARC requested a Project Status Update and was notified that the new completion date was expected to be February 28, 2024. When the project failed to be completed again, the ARC requested another Project Update on April 1, 2024 and did not receive a response. A site visit immediately prior to this meeting found that the project does not appear to be complete and the property and landscape have been severely neglected. Following discussion, the ARC agreed that this issue should be turned-over to the Covenant Committee for further action. B. Rist will submit the background and historical information to M. Gutierrez

#### **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.

- 1193 Almagre Heights – New Construction & Landscape
- 1258 Almagre Heights – New Construction & Landscape
- 1194 Almagre Heights – New Construction & Landscape
- 1209 Almagre Heights – New Construction & Landscape
- 1129 Almagre Heights – New Construction & Landscape
- 1226 Almagre Heights – New Construction & Landscape
- 3275 Skywatch Heights – New Construction & Landscape
- 3356 Skywatch Heights – New Construction & Landscape
- 3435 Skywatch Heights – New Construction & Landscape
- 3436 Skywatch Heights – New Construction & Landscape
- 3291 Skywatch Heights – New Construction & Landscape
- 3204 Virga Loop – New Construction & Landscape

- 1690 Hill Circle – Landscape & Driveway
- 1710 Coyote Point – Landscape Remodel
- 3610 Camels View – Driveway Remodel
- 3655 Camels View - Remodel

**Management Office Report:**

**Next Scheduled Meeting:** July 23, 2024 at 2:00pm – Formal ARC Meeting

Note: July 16, 2024 at 10:30am – ARC Working Session

**Adjournment:** The meeting was adjourned at 2:47 pm

**Submitted By:** KCPOA Architectural Review Committee