



## **ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES**

**August 13, 2024**

**CALL TO ORDER:** Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:03pm.

**Establish Quorum:** With the presence of five (5) ARC Members, quorum was established.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Present
	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 July 23, 2024 ARC meeting (Danner/D'Amico). Motion carried.

### **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
- 3252 Virga Loop

### **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. 3449 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. New information was submitted immediately prior to this meeting and reviewed here. The committee found that several corrections were still needed as well as clarification on certain plan elements. B. Rist will write a detailed letter to the owner requesting the modifications and offering to speak by phone if needed. This package will remain in Pending status at this time.

**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. 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 Renovation
- 3028 Virga Loop – New Construction & Landscape
- 3461 Crest Hollow View – New Construction
- 3449 Crest Hollow View – New Construction
- 3060 Virga Loop – Structural Remodel
- 3252 Virga Loop – New Construction & Landscape
- 5121 Lyda Lane – Landscape Renovation

## 2. **ARCOS – S. D’Amico**

- Committee training and feedback
- Project archiving nearing completion, beginning with 2021 project data
- Presentation with Q&A at the Executive Board meeting, September 2024

## 3. **ARC Committee Membership**

No new volunteers identified at this time. Current members will continue to reach out to potential candidates. It was noted that the workload of this committee should significantly decrease next year due to the completion of Red Rocks and Preserve build-outs.

### **Management Office Report:**

B. Escobar has returned from a 2-week vacation. There were no issues with continuing ARC processes and communications during her absence.

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

**Adjournment:** The meeting was adjourned at 3:31 pm

**Submitted By:** KCPOA Architectural Review Committee