



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

August 27, 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
	Nicola Myers-Murty	Present

Representing RowCal: Bree Escobar, Assistant Community Manager.

Introduction of Guests: Mr. and Mrs. Paul Lindstrom, 3449 Crest Hollow View; Lee Sellers, DKS Custom Environments

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the August 13, 2024 ARC meeting (Danner/Myers-Murty). Motion carried.

Old Business:

1. 3449 Crest Hollow View – NC Landscape Package

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. The owners and landscape contractor attended this meeting to get clarification on the KCPOA requirements: fencing restrictions, lot coverage requirements, artificial turf limitations. Following discussion, the owners stated that they will submit a revised landscape plan which corrects all non-conformance issues. The project will remain in Pending status until the new plan is received and reviewed.

2. Top of Foundation Certifications – Received and Verified

None this period

3. Top of Roof Certifications – Received and Verified

- 3710 Camels View

4. Drainage Surveys – Received and Verified

- 3147 Virga Loop

- 3163 Virga Loop

5. 3685 Hill Circle – Nearing Completion

The owner/builder submitted notice to the ARC that the New Construction with Landscape project will not be completed until 3 to 4 weeks after its anticipated completion date of August 28, 2024. The upcoming “Parade of Homes” has impacted the availability of certain sub-contractors, who also work for other builders who have Parade home entries. It was noted that the exterior is nearing 100% completion today with interior elements only remaining for the issuance of the Certificate of Occupancy. Notice was accepted and the project file has been updated accordingly.

New Business:

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

Following receipt of a complete specifications sheet, this Remodel Package was submitted to the ARC on August 27, 2024 and circulated for review at this meeting. The project entails adding a free-standing patio cover over an existing concrete patio area. The committee noted that the overall height of the structure was not provided and that information will be requested following today’s meeting. The project will remain in Pending status until the information is received and reviewed.

2. 3835 Camels View – Remodel Package, Submitted for Approval

This Remodel Package was submitted immediately prior to this meeting, on August 27, 2024. The project entails replacing all windows and sliding glass doors at this address. Following review, the motion was made and seconded (D’Amico/Myers-Murty) to grant Final Approval to this project. Motion carried. The owner will be notified in writing.

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

1. 3055 Rockbrook Lane – Landscape Remodel, Final Approval

This Landscape Remodel Package was submitted on August 14, 2024 and circulated to the committee for review. The project plan indicates an extensive landscape renovation designed to improve curb appeal and provide more usable yard and privacy for the owner. Clarification was requested and received regarding proposed retaining walls. On August 17, 2024 the motion was made and seconded (Myers-Murty/Rist) to grant Final Approval for this project. Motion carried. The owners were notified by email/USPS. Letter to file.

2. 3755 Hill Circle – NC Change Request, Final Approval

The new construction Change Request was submitted on August 21, 2024 and circulated to the committee for review. The request entails widening the driveway to the maximum allowable 14’ (for a side-load garage) and moving a retaining wall to allow for additional turning and parking space for the future owners. A drainage system will also be added to facilitate ground water run-off to and through the drainage easement. On August 22, 2024, the motion was made and seconded (Gathen/Danner) to grant Final Approval for this project. Motion carried. The owner/builder and architect were notified by email/USPS. Letter to file.

3. 3550 Hill Circle – Exterior Remodel, Final Approval

This exterior Remodel Project was submitted on August 22, 2024, requesting approval to replace an existing garage door (with new style) and for a complete exterior re-paint (with new colors). Following committee review, August 23, 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.

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.

- 2220 Hill Circle – Landscape Remodel
- 3147 Virga Loop – New Construction & Landscape
- 3163 Virga Loop – New Construction & Landscape
- 3715 Cumulus View – Landscape Remodel
- 3775 Hill Circle – Structural Remodel
- 3025 Rockbrook Lane – Structural Remodel
- 3366 Crest Hollow View – NC Landscape
- 3756 Camelrock View – Landscape Remodel
- 3486 Crest Hollow View – NC Landscape
- 1631 Rockview Trail – Landscape Remodel
- 3467 Skywatch Heights – Structural Remodel
- 1242 Almagre Heights – NC Landscape

2. KCPOA Design Guidelines – 2024 Revisions

Revisions and updates to the KCPOA Design Guidelines have now been posted on the website for the 30-day owner comment period. These revisions include the new Appendix E, “Accessory Dwelling Units” guidelines.

3. Annual Homeowner’s Meeting – August 29, 2024 at 4:30pm

Management Office Report: Nothing additional to report

Next Scheduled Meeting: September 10, 2024 at 2:00pm

Adjournment: The meeting was adjourned at 3:17 pm

Submitted By: KCPOA Architectural Review Committee