



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

September 10, 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

Introduction of Guests: None at this meeting

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the August 27, 2024 ARC meeting (D'Amico/Danner). Motion carried.

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. It was noted that the physical sample board has not been submitted and this is required for Final Approval. The electronic sample board is on file and there are no changes planned. Following discussion, the motion was made and seconded (Danner/D'Amico) to grant Final Approval to this project once the sample board has been submitted. Motion carried. The architect and builder have been notified and the sample board is being prepared now. Today's Final Approval vote will become effective upon receipt.

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. Following review at this meeting, the motion was made and seconded (Danner/Rist) to grant Final Approval for the project. Motion carried. The owner will be notified by email/USPS.

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. Motion carried. The developer will be notified by email/USPS.

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. Motion carried. The owner will be notified by email/USPS.

1. 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 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. 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 seating).

2. Completed Projects - The following projects have been completed and inspected by the ARC.

The files have been closed and homeowners notified that they may retrieve printed copies of their construction and/or landscape plans; any items left in the office after one week from the notification will be destroyed. Electronic files will be retained by KCPOA.

- 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:

We have been notified that Bree Escobar has been reassigned to a new position within the RowCal organization. No information has been provided regarding her replacement. The ARC will request that she remain in her current position until her replacement is appointed. Unknown at this time if RowCal will grant this request. The ARC thanks Bree for her hard work and contributions to our committee and wishes her the best in her new position.

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

Adjournment: The meeting was adjourned at 2:47 pm

Submitted By: KCPOA Architectural Review Committee