



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

September 24, 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	Absent

Representing RowCal: Mindy Gutierrez, KCPOA 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 September 10, 2024 ARC meeting (Gathen/Danner). Motion carried.

Old Business:

- 1. 2445 Lyons View Point – New Construction Package, Pending Final Approval**
Final Approval for this project remains “Pending”. The physical sample board has not been submitted for review and the signed Construction & Builder’s Regulations remain outstanding. The builder and architect have been notified that construction may not commence until Final Approval is granted following receipt of these items.
- 2. 2499 Lyons View Point – Project Completed, Documentation Needed**
This New Construction and Landscape project was completed some time ago but required documentation has not been submitted (previously requested by the ARC): Certificate of Occupancy, Drainage and Grading Certification, and Landscape Certification (the last 2 items being specific build-requirements for all Lyons View Point properties). The committee discussed next steps to include legal counsel advisement on potential KCPOA liability, if any, if the owner does not submit these documents. B. Rist will follow-up and report back.
- 3. Top of Foundation Certifications – Received and Verified**
None this period
- 4. Top of Roof Certifications – Received and Verified**
None this period

5. Drainage Surveys – Received and Verified

- 3275 Virga Loop
- 3354 Crest Hollow View
- 3148 Virga Loop

New Business:

1. 3905 Hill Circle – Final Structural Remodel Package, Submitted for Final Approval

This Structural Remodel project received Preliminary Approval on July 9, 2024. The project entails adding a covered patio extension off the residential structure, to include an outdoor fireplace. The Final package was received on September 11, 2024 and circulated to the committee for review. It was noted that the RBD-stamped plans were not submitted with the package and these were requested along with the building permit. This package is ready for Final Approval once that information is received. No action taken at this meeting.

2. 3755 Hill Circle – New Construction Change Request, Submitted for Approval

On September 13, 2024 a Change Request was submitted for this New Construction project. The request changes include a redesign of the approved garage door configuration (form 3 single-doors to 1 double and 1 single door) and the addition of a circular driveway/parking area at the front of the property. The materials were circulated to the committee for review. It was noted that a “walkway” is positioned immediately adjacent to the circular drive but no specifications were provided. This information has been requested and the Change Request is ready for approval once that information is received. No action taken at this meeting.

3. 3236 Virga Loop – NC Landscape Package, Submitted for Approval

This new construction Landscape Package was submitted on September 20, 2024. It was noted that the construction project is not yet completed nor has the sale closed on this property. The Developer has verified that the new estimated completion date is October 18, 2024. The new Owners also submitted a grading/drainage plan for evaluation. Following committee review, the motion was made and seconded (Danner/Gathen) to grant Final Approval to this project. Motion carried. The Owners will be notified by email/USPS following this meeting.

4. 3276 Virga Loop – New Construction Package, Submitted for Approval

This New Construction Package was submitted on September 23, 2024 and circulated to the committee for review. Following discussion at this meeting, the motion was made and seconded (D’Amico/Danner) to grant Final Approval to this project. Motion carried. The Developer will be notified by email/USPS following this meeting.

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. 3228 Virga Loop – Remodel Project, Final Approval

This Remodel Package was submitted on September 11, 2024 and circulated to the committee for review. The project entails replacing the existing front door with a new style door, color to remain the same. On September 16, 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.

2. 3461 Crest Hollow View – NC Landscape Project, Final Approval

This new construction Landscape Package was submitted on September 13, 2024. It was noted that the location and screening materials for the air conditioning unit were not shown on the plan and that info was requested and received. Following committee review, on September 16, 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. 3307 Skywatch Heights – NC Landscape Project, Final Approval

This new construction Landscape Package was submitted on September 17, 2024 and circulated to the committee for review. On September 20, 2024 the motion was made and seconded (Gathen/Rist) to grant Final Approval to this project. Motion carried. The Owner was notified by email/USPS. Letter to file.

4. 3196 Virga Loop – New Construction Project, Final Approval

This New Construction Package was submitted on September 17, 2024 and circulated to the committee for review. On September 23, 2024 the motion was made and seconded (Rist/Danner) to grant Final Approval to this project. Motion carried. The Developer was notified by email/USPS. Letter to file.

5. 3425 Crest Hollow View – New Construction Project, Final Approval

This New Construction Package was submitted on September 17, 2024 and circulated to the committee for review. On September 23, 2024 the motion was made and seconded (Rist/Gathen) to grant Final Approval to this project. Motion carried. The Developer was notified by email/USPS. Letter to file.

6. 3680 Hill Circle – Exterior Remodel Project, Final Approval

This exterior Remodel project was submitted on September 19, 2024 and circulated to the committee for review. The project entails repainting the exterior of the home in a slightly lighter color. On September 20, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final Approval for this project. Motion carried. The owner was notified by email/USPS. Letter to file.

7. 3437 Crest Hollow View – New Construction Project, Final Approval

This New Construction Package was submitted on September 18, 2024 and circulated to the committee for review. On September 20, 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.

8. 2560 Hill Circle – Structural Remodel Project, Preliminary Approval

This Structural Remodel Package was submitted on September 18, 2024 and circulated to the committee for review. This project entails changes to existing roof design, an addition to the rear of the home, and interior renovations. On August 30, 2024 the motion was made and seconded (Danner/D'Amico) to grant Preliminary Approval to this project. The Final Remodel package must be submitted and approved before construction can commence. Motion carried. The Owner was notified by email/USPS. Letter to file.

Other Business:

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 construction and/or landscape plans; any items not collected within one week from the notification will be destroyed. All electronic files are retained by KCPOA.

- 3171 Virga Loop – Landscape Remodel
- 3275 Virga Loop – New Construction & Landscape
- 3354 Crest Hollow View – New Construction
- 3340 Skywatch Heights – Landscape Remodel
- 3148 Virga Loop – New Construction & Landscape

Management Office Report:

M. Gutierrez reports that 5 candidates have been interviewed for the Administrative Assistance position, and 1 has been selected. The executive board will meet the new hire on September 26, 2024 for final approval. The person is expected to start immediately and B. Escobar will return for 1 day to assist with initial training.

Next Scheduled Meeting: October 8, 2024 at 2:00pm

Adjournment: The meeting was adjourned at 3:11 pm

Submitted By: KCPOA Architectural Review Committee