



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

October 22, 2024

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:00pm.

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	Absent
	Jim Gathen	Absent (Proxy provided to B. Rist)
	Nicola Myers-Murty	Present

Representing RowCal: Dakota Santellana

Introduction of Guests:

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the October 8, 2024 ARC meeting (D'Amico/Myers-Murty). Motion carried.

Old Business:

- 1. Top of Foundation Certifications – Received and Verified**
None this period
- 2. Top of Roof Certifications – Received and Verified**
None this period
- 3. Drainage Surveys – Received and Verified**
 - 3462 Crest Hollow View
 - 3036 Virga Loop

New Business:

- 1. 3402 Crest Hollow View – New Construction, Submitted for Final Approval**
This New Construction Package was submitted on October 14, 2024. It has not been submitted to the full committee at this time. A review of the package materials and Plot Plan found that the structure was positioned too far forward on the lot; encroaching into the front setback area. This issue was brought to the developer's attention on October 15, 2024. On October 22, 2024, the developer notified the ARC that the project is withdrawn and the home will be moved to an

adequately sized lot. No further action will be taken on this project submittal.

2. 5020 Lyda Lane – Structural Remodel, Final Package Submitted for Approval

The Final Structural Remodel package was submitted on October 21, 2024. The project was granted Preliminary Approval on June 25, 2024. Following a review of the RBD-stamped plans and the physical sample board, to motion was made and seconded (D’Amico/Myers-Murty) to grant Final Approval for this project. Motion carried. The owner will be notified by email/USPS immediately following this meeting.

3. 3925 Lumina View – NC Landscape, Submitted for Approval

A partial new construction Landscape package was submitted on October 21, 2024 and circulated to the committee for review. The printed concept-plan was discussed at this meeting and many items were missing and/or failed to conform with KCPOA Landscape Design Guidelines. The owners will be provided with a copy of the current guidelines and notified that the project plans must be revised and resubmitted, by email/USPS following this meeting. This project will remain in “Pending” status at this time.

4. 3483 Skywatch Heights – Exterior Remodel, Submitted for Approval

This exterior Remodel package was submitted on October 22, 2024 and circulated to the committee for review. The project entails adding low pony walls around three sides of an existing, covered patio. Following committee discussion, the motion was made and seconded (D’Amico/Myers-Murty) to grant Final Approval for this project. Motion carried. The owner will be notified by email/USPS immediately following this meeting.

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. 5041 Lyda Lane – Remodel Project, Final Approval

This Remodel Project was submitted on October 9, 2024 and circulated to the committee for review. The project entails the installation of solar panels for energy efficiency purposes. On October 13, 2024 the motion was made and seconded (Rist/D’Amico) to grant Final Approval to this project. Motion carried 4-0 with T. Danner abstaining (project neighbor). The owners were notified by email/USPS. Letter to file.

2. 1194 Almagre Heights – Remodel Project, Final Approval

This Remodel Project was submitted on October 10, 2024 and circulated to the committee for review. The project entails the installation of solar panels for energy efficiency purposes. On October 16, 2024 the motion was made and seconded (Rist/D’Amico) to grant Final Approval to this project. Motion carried. The owners were notified by email/USPS. Letter to file.

3. 3625 Hill Circle – Landscape Remodel Project, Final Approval

This Landscape Remodel Project was submitted on October 14, 2024 and circulated to the committee for review. The project entails new plantings in the front and rear yards and the addition of a water feature at driveway center location. The project will be done in 2 phases, with the rock water feature installation occurring immediately and the plantings be added in Spring 2025. The ARC requested and received additional information related to the materials and

lighting. Following review, on October 16, 2024 the motion was made and seconded (Gathen/D'Amico) to grant Final Approval to this project. Motion carried. The owners were notified by email/USPS. Letter to file.

4. 2410 Hill Circle – Landscape Remodel Project, Final Approval

This Landscape Remodel Project was submitted on October 14, 2024 and circulated to the committee for review. The project entails removing an area of dead/dying sod, at the side yard, and replacing it with decorative gravel and plantings and the addition of a cobble-swale area to facilitate drainage. On October 15, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project. Motion carried. The owners were notified by email/USPS. Letter to file.

5. 3390 Crest Hollow View – New Construction Project, Final Approval

This New Construction Project was submitted on October 14, 2024 and circulated to the committee for review. On October 15, 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.

6. 3449 Crest Hollow View – Remodel, Final Approval

This Remodel Package was submitted on October 18, 2024 and circulated to the committee for review. The project entails replacing the existing, solid front door with a new, glass-panel front door. On October 21, 2024 the motion was made and seconded (Rist/D'Amico) to grant Final Approval to this project. Motion carried. The owners were 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.

- 3462 Crest Hollow View – New Construction
- 3036 Virga Loop – New Construction and Landscape
- 1990 Hill Lane – Structural Remodel
- 3420 Skywatch Heights – NC Landscape
- 3044 Virga Loop – New Construction and Landscape

Management Office Report:

No additional items to report

Next Scheduled Meeting: November 12, 2024 at 2:00pm

Adjournment: The meeting was adjourned at 2:45 pm

Submitted By: KCPOA Architectural Review Committee