



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

October 8, 2024

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:02pm.

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	Absent (directed proxy to B. Rist)
	Jim Gathen	Present
	Nicola Myers-Murty	Present

Representing RowCal: New team member, Dakota Santellana

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 24, 2024 ARC meeting (Damico/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

3123 Virga Loop
3236 Virga Loop
3212 Virga Loop

New Business:

1. 3270 Kissing Camels Drive – New Construction, Submitted for Preliminary Review

This Preliminary New Construction Package was submitted on October 2, 2024 and circulated to the committee for review. It is important to note that this corner lot was previously addressed as 3305 Hill Circle but access and frontage are not restricted. The owners have elected to front and address the residence to Kissing Camels Drive. An updated Site Plan and Mail Box design was requested and received. Following discussion, the motion was made and seconded (Myers-

Murty/D'Amico) to grant Preliminary Approval for this project. Motion carried. The owner 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/D'Amico) to ratify the following decisions made prior to the ARC meeting. Motion carried.

1. 5128 Lyda Lane – Remodel Project, Final Approval

This Remodel project was submitted on September 30, 2024 and circulated to the committee for review. The project entails removing the existing asphalt driveway and replace it with a new concrete driveway. A broken concrete walkway will also be replaced with material matching the drive. On October 1, 2024, the motion was made and seconded (Rist/Myers-Murty) to grant Final Approval for this project. Motion carried. The owners were notified by email/USPS. Letter to file.

2. 2550 Hill Circle – Landscape Remodel Project, Final Approval

The Landscape Remodel project was submitted on September 30, 2024 and circulated to the committee for review. This project entails removing sod and large shrubbery from an area bordering the driveway on this property; replacing it with decorative rock to match existing. On October 2, 2024, the motion was made and seconded (Rist-Myers-Murty) to grant Final Approval for this project. Motion carried. The owners were notified by email/USPS. Letter to file.

3. 3730 Camel Grove – Landscape Remodel Project, Final Approval

This Landscape Remodel project was submitted on October 1, 2024 and circulated to the committee for review. The project entails removing some native lawn area in the front yard and extend an existing berm, adding boulders, rock and plant materials. On October 3, 2024, the motion was made and seconded (Danner/Rist) to grant Final Approval for this project. Motion carried. The owners were notified by email/USPS. Letter to file.

4. 3710 Camels View – NC Change Request & Update, Final Approval

The New Construction Change Request and hardscape materials submittal were received on October 2, 2024 and circulated to the committee for review. A change in the stucco color and metal material for fascia and trim was requested. Hardscape paver selection, for all exterior areas, was also submitted. On October 4, 2024, the motion was made and seconded (Rist/Danner) to grant Final Approval for these changes and additions. Motion carried. The owners were notified by email/USPS. Letter to file.

Other Business:

1. 3685 Hill Circle – Non-Conformance with Completion Requirements

This New Construction and Landscape project had a required completion date of August 28, 2024 (18-months after the Final Approval date, as required by KCPOA). The owner requested a 3-to-4-week extension, due to labor shortage, which was granted. As of October 6, 2024 the project remains uncompleted. Due at this time: Notice of Completion and Certificate of Occupancy. The ARC requested that the “notice to cure” and “fine collection” process be initiated, per KCPOA and CCIOA regulations.

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 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.

- 3123 Virga Loop – New Construction and Landscape
- 3236 Virga Loop – New Construction and Landscape
- 3212 Virga Loop – New Construction and Landscape
- 3449 Crest Hollow View – NC Landscape

Management Office Report:

ARCOS: 3-years of project history loaded and accessible. Links established to Assessor's office data and KCPOA-specific lot covenants and building restrictions. Real-time, read-only access will be provided to Executive Board members. Auto-generated ARC communications, email and USPS letters, ready to go online. ARC committee member package review, reporting, and voting ready for testing. Target date of January 1st to have fully automated system in place.

Next Scheduled Meeting: October 22, 2024 at 2:00pm

Adjournment: The meeting was adjourned at 3:23 pm

Submitted By: KCPOA Architectural Review Committee