



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

March 11, 2025

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

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 (via Zoom)
	Jim Gathen	Present (via Zoom)
	Nicola Myers-Murty	Present

Representing RowCal: 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 February 11, 2025 ARC meeting (Gathen/Danner). Motion carried. The approved minutes will be posted on the KCPOA website.

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**
 - 3172 Virga Loop
 - 3164 Virga Loop
 - 3378 Crest Hollow View
 - 3180 Virga Loop
 - 3259 Skywatch Heights

New Business:

- 1. 5020/5000 Lyda Lane – Landscape Remodel Project, Submitted for Final Approval**
This Landscape Remodel application and plan was submitted on February 18, 2025. The project entails a complete landscape renovation, encompassing both properties (which are under the same ownership). This project is in conjunction with the Structural Remodel project underway at

5020 Lyda Lane. The initial review found that additional information, regarding new vs. existing landscape features, will be needed to review this package. The contractor was notified and the information is forthcoming. This portion of the Landscape package will be re-reviewed once the new information is received.

Specifically addressed at this meeting: the request for approval of a lighted Pickleball court (submitted as part of the Landscape design plan). The committee reviewed the KCPOA Design Guidelines and the Use, Maintenance and Living Environment Standards in considering this request. The ARC determined that a Pickleball court, on residential property, would be in violation of these regulations. The motion was made and seconded (D'Amico/Myers-Murty) to deny this request. Motion carried. The owners will be notified by email/USPS following today's meeting.

2. 3329 Crest Hollow View – New Construction Project, Submitted for Final Approval

This New Construction Package was submitted on March 4, 2025. The first package review found that the planned top of foundation height (TOF) exceeded the maximum allowable height for this lot. The developer was notified that the package cannot be approved at this time. A new, RBD-stamped Plot Plan must be submitted showing a conforming TOF height. No further action taken at this meeting.

3. 3655 Camels View – Exterior Remodel Project, Submitted for Final Approval

This Exterior Remodel application was submitted on March 7, 2025 and circulated to the committee for review at today's meeting. The project includes a front door replacement and porch step addition. Following discussion, the motion was made and seconded (Gathen/D'Amico) to grant Final Approval to this project. Motion carried. The owners will be notified by email/USPS following today's 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. 3438 Crest Hollow View – New Construction Project, Final Approval

The New Construction package was submitted to the ARC on January 27, 2025. The initial review found that corrections were needed to the Plot Plan and the developer was notified. On February 11, 2025, the revised/corrected Plot Plan was submitted and the package was circulated for ARC review. On February 12, 2025 the motion was made and seconded (Myers-Murty/Gathen) to grant Final Approval to this project. Motion carried. The developer was notified by email/USPS. Letter to file.

2. 5020 Lyda Lane – Fence Repair, Final Approval

As part of the approved Structural Remodel project at this address, a request was submitted for approval to substantially repair and replace an existing fence at this location. As part of the repair work, a gate will be added to allow easy access between 5020 and 5000 Lyda Lane (same ownership). On February 14, 2025 the motion was made and seconded (Danner/Gathen) to grant Final Approval to this project. Motion carried. The contractor and owner were notified by email/USPS. Letter to file.

3. 3080 Sunnybrook Lane – Structural Remodel, Preliminary Approval

This Structural Remodel project for a Golf Cart Garage addition, was originally approved in February 2023, and the project was later withdrawn by the owner. On February 13, 2025 the project was resubmitted, with minor alterations, for Preliminary review. On February 14, 2025

the motion was made and seconded (Danner/D'Amico) to grant Preliminary Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file. Construction may not commence until Final Approval has been given.

4. 1930 Twinflower Point – Exterior Remodel, Final Approval

The Exterior Remodel application was submitted on February 13, 2025. The project entails replacing the front door with a new style. Following committee review, On February 14, 2025 the motion was made and seconded (Myers-Murty/Danner) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

5. 3356 Skywatch Heights – Exterior Remodel, Final Approval

The Exterior Remodel application was submitted on February 13, 2025. The project entails replacing the front door with a new style. Following committee review, On February 14, 2025 the motion was made and seconded (Myers-Murty/Danner) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

6. 3915 Elisa Court – Landscape Remodel, Final Approval

This Landscape Remodel project was submitted on February 17, 2025 and circulated to the committee for review. The project entails replacing a section of sod in the front yard with a crevice garden. On February 21, 2025 the motion was made and seconded (Gathen/Rist) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS.

7. 2560 Hill Circle – Structural Remodel, Submitted Final Approval

The Final Package was submitted to the ARC on February 20, 2025 and circulated to the committee for review. This project received Preliminary Approval on September 23, 2024. On February 25, 2025 the motion was made and seconded (Gathen/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file. Neighbor Notification cards were sent by USPS.

8. 3830 Camels View – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on February 24, 2025 and circulated to the committee for review. The project entails modifying the exterior finishes with new stucco (in new color) and the addition of stone accents. On February 25, 2025 the motion was made and seconded (Gathen/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

9. 3012 Virga Loop – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on February 25, 2025 and circulated to the committee for review. The project entails installing solar panels on the residence. On February 27, 2025 the motion was made and seconded (D'Amico/Gathen) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

10. 3275 Skywatch Heights – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on February 26, 2025 and circulated to the committee for review. This project will extend the existing rear porch and include matching a matching railing. On February 27, 2025 the motion was made and seconded (Gathen/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

11.3110 Rockbrook Lane - Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on March 3, 2025 and circulated to the committee for review. This is a roof replacement project with new materials. On March 4, 2025 the motion was made and seconded (D'Amico/Myers-Murty) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

12.3462 Crest Hollow View – NC Landscape, Final Approval

This new construction Landscape Package was submitted on March 6, 2025 and circulated to the committee for review. The “lot coverage calculation” was requested and received. On March 10, 2025 the motion was made and seconded (Danner/Myers-Murty) to grant Final Approval to 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 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.

- 3172 Virga Loop – New Construction & Landscape
- 3164 Virga Loop – New Construction & Landscape
- 3378 Crest Hollow View – New Construction
- 3180 Virga Loop – New Construction & Landscape
- 3720 Camels View – Landscape Remodel
- 3020 Valleybrook – Landscape Remodel
- 3260 Skywatch Heights – NC Landscape
- 3244 Skywatch Heights – NC Landscape
- 3259 Skywatch Heights – New Construction

2. **Accessory Dwelling Units (ADUs) – Update**

The city of Colorado Springs continues to assess and evaluate how it plans to implement state-wide legislation regarding the mandate to allow ADUs on properties zoned for one single-family residence only. Many opposing viewpoints and regulations have been suggested. At this point, KCPOA Design Guidelines regarding ADUs remain accurate as written based upon state requirements. This section will be re-written as new developments emerge in this regard.

3. **KCPOA Storage Unit – Clean-out and Organization**

Storage unit clean-out and reorganization are tentatively scheduled for late-April, early-May, weather dependent. This is expected to be a 1-day project and volunteers from the ARC are requested. A dumpster and mobile shredding unit will be on-site to facilitate document disposal. Proper labeling and boxing of all retained documents and other items is planned.

4. **“Not for Sale” Signage – Discussion**

An owner of multiple vacant lots has requested approval to post large signs on each lot that indicate they are NOT available for purchase. The signage is meant to be permanent and set in concrete. The committee discussed the KCPOA signage policies, which are limited to temporary “for sale” and “for lease” at this time. Size of the signage and impacts to neighboring properties and view corridors was also discussed. To be clarified: how does state legislation on this issue apply to the rights of individual property owners and HOAs. B. Rist will take the matter to KCPOA’s attorney for review and counsel.

5. ARC Meeting Schedule – New

With the implementation of all new ARC processes and supporting technology, the committee has determined that only one formal ARC meeting is needed each month (reduced from 2 per month as currently scheduled). The ARC processes all requests on a “real-time” basis and communicates with owners daily. The committee discussed holding one formal meeting on the second Tuesday of each month, which will continue to be open to all owners. No impacts to work flow or turn-around times are expected. If the workload increases significantly, or a greater number of owners wish to attend ARC meetings, the ARC will return to the “2 times per month” meeting schedule. Following discussion, the motion was made and seconded (Danner/Myers-Murty) to approve this new meeting schedule. Motion carried. D. Santellana will update the ARC calendar on the KCPOA website to reflect these changes.

Management Office Report:

No additional items to report

Next Scheduled Meeting: April 8, 2025 at 2:00pm

Adjournment: The meeting was adjourned at 3:11 pm

Submitted By: KCPOA Architectural Review Committee