



## KCPOA Architectural Review Committee Meeting Agenda

<https://us02web.zoom.us/j/82914427274>

**Date & Time:** May 13, 2025 at 2:00pm

**Location:** KCPOA Management Office and via Zoom link

**Committee Members:** Barbara Rist, Chairman; Steve D'Amico, Member; Tom Danner, Member; Nicola Myers-Murty, Member; Jim Gathen, Member

**Management Team:** Dakota Santellana

**Call to Order:**

**Quorum:**

**Guests:**

**Approval of Minutes:** ARC meeting minutes for April 8, 2025 submitted for approval

### **Old Business:**

#### **1. Top of Foundation Certifications – Received and Verified**

- 3329 Crest Hollow View

#### **2. Top of Roof Certifications – Received and Verified**

None this period

#### **3. Drainage Surveys – Received and Verified**

- 3019 Virga Loop
- 3243 Skywatch Heights
- 3437 Crest Hollow View

### **New Business:**

#### **1. 3450 Crest Hollow View – NC Landscape Package, Submitted for Final Approval**

This new construction Landscape Package was submitted on May 8, 2025 and circulated to the committee for review. Additional information was required and requested from the owner. This package will remain in Pending status until the information is received. No action expected at this meeting.

#### **2. 3905 Hill Circle – Structural Remodel Package, Submitted for Final Approval**

The final package for this Structural Remodel project was submitted on May 12, 2025. The project received Preliminary Approval on July 9, 2024 and was later put on “hold” until the Spring of this year. The project entails adding a patio roof cover and fireplace. Package materials circulated to the ARC for review at today’s meeting.

## **Ratification of Consent for Actions taken by the ARC between Formal Meetings:**

### **1. 3259 Skywatch Heights – NC Landscape Project, Final Approval**

The revised new construction Landscape Package was submitted on April 10, 2025, addressing additional information and requested modifications. Following ARC review, On April 11, 2025 the motion was made and seconded (Danner/Gathen) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

### **2. 3025 Rockbrook Lane – Exterior Remodel Project, Final Approval**

This Exterior Remodel project was submitted on April 14, 2025 and circulated to the committee for review. The project entails repainting the residence in a new color. On April 16, 2025, the motion was made and seconded (Gathen/Danner) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

### **3. 3655 Camels View – Landscape Remodel, Final Approval**

The Landscape Remodel Package was submitted on April 14, 2025 and circulated to the committee for review. The project entails removing two areas of sod and replacing them with rock and plants. On April 15, 2025, the motion was made and seconded (Gathen/Danner) to grant Final Approval to the project. Motion carried. The owners were notified by email/USPS. Letter to file.

### **4. 3050 Shadybrook Lane - Landscape Remodel, Final Approval**

The Landscape Remodel Package was submitted on April 16, 2025 and circulated to the committee for review. The project entails replacing a number of trees in the rear yard. On April 18, 2025, the motion was made and seconded (Danner/Gathen) to grant Final Approval to the project. Motion carried. The owners were notified by email/USPS. Letter to file.

### **5. 3244 Virga Loop – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on April 11, 2025 and circulated to the committee for review. The project entails adding an on-grade patio, with firepit and planters, to an existing rear porch. On April 18, 2025, the motion was made and seconded (Danner/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

### **6. 3740 Cumulus View – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on April 23, 2025 and circulated to the committee for review. The project entails replacing a courtyard wall and fencing (with updated design and materials) and replacing concrete at the same location. On April 24, 2025, the motion was made and seconded (Gathen/Danner) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

### **7. 3915 Elisa Court – Landscape (Exterior) Remodel, Final Approval**

This “mailbox remodel” project was submitted on April 23, 2025 and circulated to the committee for review. The project entails replacing the current mailbox structure with a new design and materials. On April 24, 2025, the motion was made and seconded (Gathen/Danner) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

### **8. 3708 Camelrock View – Landscape Remodel, Final Approval**

The Landscape Remodel Package was submitted on April 24, 2025 and circulated to the committee for review. This project is being done for fire mitigation purposes: removing evergreen shrubs near the residence and replacing them with rock and fire-resistant plants. On April 25, 2025, the motion was made and seconded (Gathen/Danner) to grant Final Approval to

the project. Motion carried. The owners were notified by email/USPS. Letter to file.

**9. 2445 Lyons View Pt. – NC Landscape, Final Approval**

The new construction Landscape Package was submitted on April 29, 2025 and circulated to the committee for review. On May 1, 2025 the motion was made and seconded (Myers-Murty/Gathen) to grant Final Approval to this project. Motion carried. The owners were notified by email/USPS. Letter to file.

**10.3247 Viridian Pt. – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on April 30, 2025 and circulated to the committee for review. The project entails adding a courtyard wall and fencing at the front entry. On May 1, 2025, the motion was made and seconded (Danner/Myers-Murty) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

**11.3025 Valleybrook Lane – Landscape Remodel, Final Approval**

The Landscape Remodel Package was submitted on May 1, 2025 and circulated to the committee for review. This project is a “refresh” of plantings and trees in the front and rear yard. On May 3, 2025, the motion was made and seconded (Gathen/Myers-Murty) to grant Final Approval to the project. Motion carried. The owners were notified by email/USPS. Letter to file. Note: Property owner S. D’Amico recused himself from the ARC review and approval process.

**12.2421 Hill Circle – Interior Remodel, Final Approval**

This “Interior Garage” remodel package was submitted on May 5, 2025 and circulated to the committee for review. The owner submitted for approval because the garage doors will be moving outwards from their current location (no change to the doors or the garage exterior). On May 7, 2025, the motion was made and seconded (Gathen/Myers-Murty) to grant Final Approval to the project. Motion carried. The owners were notified by email/USPS. Letter to file.

**13.3243 Skywatch Heights – NC Landscape, Final Approval**

This new construction Landscape Package was submitted on April 25, 2025. Initial review found that the plan could not be approved due to non-conforming “Dog run with Fencing”. Modifications were requested and a revised plan was submitted on May 6, 2025 and circulated to the committee for review. On May 7, 2025, the motion was made and seconded (Gathen/D’Amico) to grant Final Approval to this project with the stipulation that the non-approved Dog Run and Fencing will not be installed (as shown on the revised plan). Motion carried. The owners were notified by email/USPS. Letter to file. Note: B. Rist scheduled to meet with owner representative on an approvable Dog Run.

**14.1210 Almagre Heights – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on May 8, 2025 and circulated to the committee for review. The project entails adding a wind-screen wall and fencing to the existing back patio. On May 9, 2025, the motion was made and seconded (Gathen/Danner) to grant Final Approval to the 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.
  - 1930 Twinflower Point – Exterior Remodels (2 projects)

- 3275 Skywatch Heights – Exterior Remodel
- 3110 Rockbrook Lane – Exterior Remodel
- 3019 Virga Loop – New Construction with Landscape
- 3012 Virga Loop – Exterior Remodel
- 3150 Rockbrook Lane – Exterior Remodel
- 3243 Skywatch Heights – New Construction
- 3307 Skywatch Heights – Exterior Remodel
- 3228 Skywatch Heights \_ Landscape Remodel
- 3655 Camels View – Landscape Remodel
- 3915 Star Rist Point – Exterior Remodel
- 3437 Crest Hollow View – New Construction

**2. ADU Legislation – KCPOA Impacts**

**3. “Fire Mitigation” Landscape Projects – Process and Tracking Request**

**4. Design Guidelines – Updates?**

**5. Arcos – Issues and Updates**

**Management Office Report:**

**Next Scheduled Meeting: June 10, 2025 at 2:00pm**

**Adjournment:**