



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

April 8, 2025

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

Establish Quorum: With the presence of four (4) ARC Members, quorum was established.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Present
	Tom Danner	Absent
	Jim Gathen	Present
	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 March 11, 2025 ARC meeting (Myers-Murty/D'Amico). 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**
None this period

New Business:

- 1. 3259 Skywatch Heights – NC Landscape Package, Submitted for Approval**
This new construction Landscape Package was submitted on March 28, 2025. The initial review found that some elements were missing or stated as “future plants”. The plan was returned with instructions to add and define all elements at this time for approval. A revised plan was submitted on April 4, 2025 and circulated to the committee for review. The plan lacks irrigation and drainage notes and does not meet the 50% organic materials lot coverage requirement. This information and planting revisions have been requested. The package will go through another review once this information is received. No action taken at 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. 3329 Crest Hollow View – New Construction Project, Final Approval

This New Construction Package was first submitted on March 4, 2025. The 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 and a new, RBD-stamped Plot Plan must be submitted showing a conforming TOF height. The correct Plot Plan was submitted on March 13, 2025 and circulated to the committee for review. On March 14, 2025, the motion was made and seconded (D'Amico/Gathen) to grant Final Approval to this project. Motion carried. The developer was notified by email/USPS. Letter to file.

2. 3237 Viridian Point – Final Structural Remodel Package, Final Approval

This Structural Remodel project received Preliminary Approval on February 2, 2025. The final package, with RBD-stamped plans to enlarge the existing rear deck, was submitted on March 14, 2025. Following committee review, on March 17, 2025 the motion was made and seconded (Danner/Gathen) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file. Neighbor Notifications cards were also sent by mail.

3. 5000/5020 Lyda Lane – Combined Lots Landscape Remodel, 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. Further, at the March 11, 2025 ARC meeting, the determination was made that the requested Pickleball court would not be allowed. This information was communicated to the owners and contractors.

On March 18, 2025 a revised Landscape Remodel Package was submitted with all additional information and plan modifications included. Following committee review, On March 19, 2025 the motion was made and seconded (Myers-Murty/Gathen) to grant Final Approval to the project. Motion carried. The owners and contractors were notified by email/USPS. Letter to file.

4. 3820 Alta Mesa Court – Landscape Remodel Project, Final Approval

The Landscape Remodel Package was submitted on March 20, 2025 and circulated to the committee for review. The project entails removing several small areas of sod and replacing them with rock as well as replacing a number of existing grass shrubs. On March 23, 2025, the motion was made and seconded (Myers-Murty/Gathen) to grant Final Approval to the project. Motion carried. The owners were notified by email/USPS. Letter to file.

5. 3307 Skywatch Heights – Exterior Remodel Project, Final Approval

This Exterior Remodel project was submitted on March 25, 2025 and circulated to the committee for review. The project entails adding a new iron railing to an existing rear porch. On March 26, 2025, the motion was made and seconded (D'Amico/Danner) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

6. 2445 Lyons View Point – NC Drainage Retaining Walls, Final Approval

This New Construction project received Final Approval on October 2, 2024 and the project is currently underway. On March 26, 2025, the request to install landscape and drainage retaining

walls was submitted, to be installed during the new construction project (and prior to Landscape installation). Following committee review, on March 27, 2025 the motion was made and seconded (Gathen/Danner) to grant Approval for this work. Motion carried. The owner was notified by email/USPS. Letter to file.

7. 1940 Twinflower Point – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on April 2, 2025 and circulated to the committee for review. The project entails exterior renovations: re-stucco (with new color) and the addition of accent stone. On April 3, 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.

8. 1740 Coyote Point Drive – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on March 31, 2025 and circulated to the committee for review. The project entails replacing one bay window with a new picture window. On April 2, 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.

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.

- 3665 Camels View – Structural Remodel

2. **“Not for Sale” Signage – Update**

The attorney for KCPOA has confirmed that property owners may post signage on their lots, subject only to the KCPOA flags and signage policy. “Not for Sale” and “Political” signage cannot be restricted. Discussion on this topic began at the executive board level and verification of HOA rights and responsibilities was clarified.

Management Office Report:

No additional items to report

Next Scheduled Meeting: May 13, 2025 at 2:00pm

Adjournment: The meeting was adjourned at 2:53 pm

Submitted By: KCPOA Architectural Review Committee