



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

May 13, 2025

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:07pm.

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

Representing RowCal: Dakota Santellana; Lisa Baker

Introduction of Guests: None at this meeting

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the April 8, 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

- 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. A revised plan was submitted for review at this meeting. Following discussion, the motion was made and seconded (Danner/Myers-Murty) to grant Final Approval for the project. Motion carried. The owner will be notified by email/USPS following 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. Following discussion, the motion was made and seconded (Myers-Murty/Danner) to grant Final Approval for the project. Motion carried. The owner will be notified by email/USPS following this meeting. Neighbor Notification cards will also be sent by mail.

3. 3341 Crest Hollow View – New Construction, Submitted for Final Approval

This New Construction package was submitted on May 12, 2025. Review found that the project was not approvable due to the size of the selected model being too large to fit within the allowable building space on the lot. On May 13, 2025 the denied package was returned to the Developer. No further action taken at this meeting.

Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (Danner/Myers-Murty) to ratify the following decisions made prior to the ARC meeting. Motion carried.

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**

Discussion was held on the recent City ordinances pertaining to the State requirement to allow ADUs on single-family residential lots. The City has further defined this legislation and narrowed the regulations governing approval. Most pertinent to KCPOA: per City ordinance, ADUs will NOT be permitted on single-family residential lots that are located in a Wildland Urban Interface (WUI) designated area. Because Kissing Camels Estates, in its entirety, is located in a designated WUI area, ADUs will NOT be allowed on any lot.

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

The KCPOA executive board has chartered and appointed a “Fire Mitigation Task Force” for the purposes of developing a plan to reduce the risks of wildfires in our common areas and open spaces; immediate needs, schedule for mitigation projects and completion, and annual

maintenance requirements. The task force is including ongoing education for homeowners regarding efforts they may take to better protect their personal properties. The ARC received a request to track “fire mitigation landscape projects” submitted by KCPOA members. ARC systems currently in place do not collect this information and the committee has some concerns about doing so in the future. Since this request was submitted without the benefit of executive board review and approval, the committee noted that it was premature to consider such a request and tabled the issue until a later date.

4. Design Guidelines – Updates

The annual update of the “KCPOA Design Guidelines & Maintenance Standards” will include removing the current “Appendix E: Accessory Dwelling Units” in its entirety. Other changes are expected to be minimal: wording changes for clarification and definition updates/additions. The revised document will be published in the 4th quarter of 2025.

Management Office Report:

No additional items to report

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

Adjournment: The meeting was adjourned at 3:12 pm

Submitted By: KCPOA Architectural Review Committee