



KCPOA Architectural Review Committee Meeting Agenda

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

Date & Time: July 8, 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; Fred Van Vurst, Member

Management Team: Dakota Santellana

Call to Order: The ARC welcomes returning committee member, Fred Van Vurst; formally appointed by the KCPOA executive board on June 26, 2025

Quorum:

Guests:

Approval of Minutes: ARC meeting minutes for June 10, 2025 submitted for approval

Old Business:

1. Top of Foundation Certifications – Received and Verified

- 3341 Crest Hollow View

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

None this period

New Business:

1670 Hill Circle – Structural Remodel, Submitted for Preliminary Approval

This Structural Remodel project was submitted on June 26, 2025. The project entails the addition of two ground-level decks on the rear side of the residence. Preliminary review found the deck and railing material specifications were needed as well as a Site Plan (to determine conformance with setback requirements). The information was requested on June 27th and has not been received by this meeting date. This project file will remain in "Pending" status. No action expected at this meeting.

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

1. 3720 Camels View – Structural Remodel, Final Approval

This FINAL package for this Structural Remodel project was submitted on June 11, 2025 and circulated to the committee for review. The project entails extending the residential roof over an existing rear deck, for shading purposes. On June 12, 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. Neighbor Notification cards were also sent by USPS.

2. 3755 Hill Circle – NC Change Request “Driveway”, Final Approval

A Change Request, “Driveway Re-Configuration”, was submitted for this New Construction project on June 19, 2025 and circulated to the committee for review. The revised plan removed a walkway and modified width and positioning to conform with KCPOA requirements: Plan file “3755Hill-A0R6-SITE-A0-6-19-25.PDF”. Following review, On June 20, 2025 the motion was made and seconded (Gathen/Myers-Murty) to grant Final Approval to the revised plan. Motion carried. The owner was notified by email/USPS. Letter to file.

3. 3755 Hill Circle – NC Landscape, Final Approval

This new construction Landscape Package was submitted on June 20, 2025 and circulated to the committee for review. On June 24, the motion was made and seconded (Gathen/D’Amico) to grant Final Approval for this landscape project. Motion carried. The owner was notified by email/USPS. Letter to file.

4. 1740 Coyote Point - Landscape Remodel, Final Approval

The Landscape Remodel Package was submitted on June 24, 2025 and circulated to the committee for review. The extensive remodel project removes large areas of turf, replacing it with gravel, plants and trees, decorative boulders and various landscape features. 2 on-grade pavor patio seating areas are also included as well as new landscape lighting. On June 28, 2025, the motion was made and seconded (D’Amico/Gathen) to grant Final Approval to the project. Motion carried. The owners were notified by email/USPS. Letter to file.

5. 3390 Crest Hollow View – NC Landscape, Final Approval

This new construction Landscape Package was submitted on June 25, 2025 and circulated to the committee for review. On June 30, 2025, the motion was made and seconded (Myers-Murty/D’Amico) to grant Final Approval for this landscape project. Motion carried. The owner was notified by email/USPS. Letter to file.

6. 3036 Virga Loop – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on June 26, 2025 and circulated to the committee for review. This project extends an existing concrete patio when it is repoured by the Developer due to defects. On June 28, 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. 3735 Camel Grove – Structural Remodel, Final Approval

This FINAL package for this Structural Remodel project was submitted on June 29, 2025 and circulated to the committee for review. Primarily an Interior Remodel, this project includes Exterior Structural changes: extend an existing rear deck and replace/reconfigure windows on the residence. On June 30, 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. Neighbor Notification cards were also sent by USPS.

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.

- 5011 Lyda Lane – Structural Remodel

- 3830 Camels View – Exterior Remodel
- 3484 Skywatch Heights – NC Landscape
- 3915 Elisa Court – Landscape Remodel (Mailbox)
- 1242 Almagre Heights – Exterior Remodel
- 3925 Lumina View – NC Landscape
- 2410 Hill Circle – Landscape Remodel
- 3247 Viridian Point – Exterior Remodel

2. KCPOA Design Guidelines & Maintenance Standards

Appendix E: Accessory Dwelling Units – Removed from the document and re-posted on the KCPOA website. Chronicle article this month to alert the community.

3. ARC Committee Membership

4. ArcOS Update Meeting

5. Other Items from the Floor

Management Office Report:

Next Scheduled Meeting: August 12, 2025 at 2:00pm

Adjournment: