



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

June 10, 2025

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:03pm.

Establish Quorum: With the presence of three (3) ARC Members, quorum was established.

| | | |
|--------------------|--------------------|-----------------------------------|
| Chair: | Barbara Rist | Present |
| Committee Members: | Steve D'Amico | Present |
| | Tom Danner | Absent (written proxy to B. Rist) |
| | Jim Gathen | Present |
| | Nicola Myers-Murty | Absent |

Representing RowCal: Dakota Santellana

Introduction of Guests: Fred Van Vurst and Cale Barber, Prospective ARC Members

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the May 13, 2025 ARC meeting (D'Amico/Gathen). 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**
 - 3390 Crest Hollow View
 - 3450 Crest Hollow View

New Business:

5100 Lyda Lane – Landscape Remodel, Submitted for Approval

This Landscape Remodel package was submitted on June 10, 2025 and circulated to the committee for review at this meeting. Primarily a re-fresh and fire mitigation project, with new shrubs, trees, rock and flagstone path also added to the existing landscape. Following discussion, the motion was made and seconded (D'Amico/Gathen) to grant Final Approval to the project. Motion carried. The owner will be notified by email/USPS following this meeting.

Ratification of Consent for Actions taken by the ARC between Formal Meetings: A motion was made and seconded (D'Amico/Gathen) to ratify the following decisions made prior to the ARC meeting. Motion carried.

1. 1950 Twinflower Point – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on May 16, 2025 and circulated to the committee for review. The project entails repainting the residence in a new color. On May 19, 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.

2. 3655 Camels View – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on May 23, 2025 and circulated to the committee for review. The project replaces the existing roof with new concrete tile material. On May 27, 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. 3720 Camels View – Structural Remodel, Preliminary Approval

This Structural Remodel project was submitted on May 27, 2025 and circulated to the committee for review. The project entails extending the residential roof over an existing rear deck, for shading purposes. On May 28, 2025, the motion was made and seconded (Danner/D'Amico) to grant Preliminary Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file. Construction may not commence until Final Approval has been issued.

4. 3425 Hill Circle – Landscape Remodel, Final Approval

This Landscape Remodel package was submitted on May 28, 2025 (for a project that was currently underway and substantially finished) and circulated to the committee for review. This large project entails removing flammable materials near the residential structure and installing new planting berms and gravel beds, with organic material and trees, throughout the property. The project also included a fencing installation. Following review, the owner was notified that the fencing could not be approved and must be removed from the property. The owner complied and resubmitted for approval without the fencing. On May 29, 2025, the motion was made and seconded (Danner/Gathen) to grant Final Approval to the resubmitted project. Motion carried. The owner was notified by email/USPS. Letter to file.

5. 3755 Hill Circle – Estimated Completion Extension, Final Approval

An extension to the completion date requirement for this New Construction project was requested on May 29, 2025. Extenuating circumstances were cited and reviewed by the committee. On May 30, 2025, the motion was made and seconded (Gathen/Danner) to grant Approval for an extended completion date. Motion carried. The owner was notified by email/USPS. Letter to file.

6. 3705 Cumulus View – Landscape Remodel, Final Approval

The Landscape Remodel Package was submitted on May 29, 2025 and circulated to the committee for review. The project entails removing an area of sod and replacing it with decorative rock, adding a retaining wall for planting bed of flowers and shrubs, and adding landscape lighting. On May 30, 2025, the motion was made and seconded (Danner/Myers-Murty) to grant Final Approval to the project. Motion carried. The owners were notified by email/USPS. Letter to file.

7. 3341 Crest Hollow View – New Construction, Final Approval

This New Construction project was re-submitted on June 4, 2025 and circulated to the committee for review. The project now specifies a new elevation for the selected model, bringing the structure into conformance with the setback requirements for this lot. On June 5, 2025, the motion was made and seconded (Myers-Murty/Danner) to grant Final Approval to the project. Motion carried. The developer was notified by email/USPS. Letter to file. Note: 3341 Crest Hollow View is the final new build project for the “Red Rocks” and “Preserve” developer, Toll Brothers.

8. 3025 Rockbrook Lane – Landscape Remodel, Final Approval

The Landscape Remodel Package was submitted on June 4, 2025 and circulated to the committee for review. The project is primarily maintenance-oriented, scraping and reseeding native grass areas of the property. Additional fire mitigation efforts are included: creating a rock border around the foundation of the residential structure and adding gravel planting beds and organic materials. On June 5, 2025, the motion was made and seconded (D’Amico/Myers-Murty) to grant Final Approval to the project. Motion carried. The owners were notified by email/USPS. Letter to file.

9. 3735 Camel Grove – Structural Remodel, Preliminary Approval

This Structural Remodel project was submitted on June 5, 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 6, 2025, the motion was made and seconded (Danner/Gathen) to grant Preliminary Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file. Construction may not commence until Final Approval has been issued.

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.
- 3068 Virga Loop – Landscape Remodel
 - 3630 Camel Grove – Landscape Remodel
 - 3850 Hill Circle – NC Landscape
 - 3025 Rockbrook Lane – Exterior Remodel
 - 3228 Virga Loop – Exterior Remodel
 - 2550 Hill Circle – Landscape Remodel
 - 3462 Crest Hollow View – NC Landscape
 - 3259 Skywatch Heights – NC Landscape
 - 3050 Shadybrook Lane – Landscape Remodel
 - 3342 Crest Hollow View – NC Landscape
 - 3452 Skywatch Heights – NC Landscape
 - 3390 Crest Hollow View – New Construction
 - 3483 Skywatch Heights – Structural Remodel
 - 2421 Hill Circle – Exterior Remodel
 - 3450 Crest Hollow View – New Construction

- 3025 Valleybrook – Landscape Remodel
- 3474 Crest Hollow view – NC Landscape
- 3196 Virga Loop – New Construction

2. 1647 Rockview Trail – Landscape Feature, Project Closed

This Landscape application was submitted on May 20, 2025, for formal approval of a large fountain in the front yard (installed prior to requesting approval). Because the landscape feature was not reviewed and approved by the sub association (The Retreat) it was returned to the owner with notice requiring sub-association approval prior to KCPOA approval. On May 28, 2025 the ARC was notified that The Retreat had denied approval and stipulated that the fountain must be removed. The KCPOA ARC project file has now been closed.

Management Office Report:

No additional items to report

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

Adjournment: The meeting was adjourned at 3:16 pm

Submitted By: KCPOA Architectural Review Committee