



## **ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES**

**July 8, 2025**

**CALL TO ORDER:** Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:02pm. The ARC welcomes returning committee member, Fred Van Vurst; formally appointed by the KCPOA executive board on June 26, 2025.

**Establish Quorum:** With the presence of six (6) ARC Members, quorum was established.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Present
	Tom Danner	Present (via Zoom)
	Jim Gathen	Present
	Nicola Myers-Murty	Present (via Zoom)
	Fred Van Vurst	Present

Management Team: 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 June 10, 2025 ARC meeting (Gathen/D'Amico). Motion carried. The approved minutes will be posted on the KCPOA website.

### **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:**

#### **1. 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 that deck and railing material specifications were needed as well as a Site Plan (to determine conformance with building setback requirements). The information was provided immediately prior to today's

meeting. B. Rist will circulate to complete package to all committee members for electronic review and approval, following this meeting.

**2. 3680 Camels View – Landscape Remodel, Submitted for Final Approval**

This Landscape Remodel package was submitted on June 9, 2025 and circulated to the committee for review at this meeting. The project is a small front yard renovation, updating shrubs, grasses and flowers. Following discussion, the motion was made and seconded (Gathen/D'Amico) to grant Final Approval for this project. 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. 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. A Chronicle article has been prepared and will be published this month to inform the community about this revision.

#### **3. ARC Committee Membership**

Members of the ARC have no defined “term of service”. For purposes of reporting to the executive board, B. Rist requests that ARC members confirm their intentions to remain on the committee for the upcoming year.

#### **4. ArcOS Update Meeting**

Tuesday, July 15, 2025 at 2:00pm: to discuss changes and enhancements to the ARC operating system.

#### **5. KCPOA Storage Unit Clean-out**

Friday, July 25, 2025 at 8:00am: Garden of the Gods Self-Storage, 4905 N. 30<sup>th</sup> Street

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

**Adjournment:** The meeting was adjourned at 2:58 pm

**Submitted By:** KCPOA Architectural Review Committee