



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

August 12, 2025

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 1:58pm.

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 (Proxy provided)
	Jim Gathen	Present
	Nicola Myers-Murty	Absent (Proxy provided)
	Fred Van Vurst	Present

Management Team: Dakota Santellana

Introduction of Guests: Kimberly Fontalvo, Prospective ARC Member

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the July 8, 2025 ARC meeting (D'Amico/Van Vurst). 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**
 - 3414 Crest Hollow View

New Business:

- 1. 3710 Camels View – New Construction Landscape: Ornamental Planter**
It was noted that an ornamental planter was installed along the side of the driveway. The committee reviewed the approved Landscape Plan and determined that this element was shown on the plans and is in conformance with the new construction Landscape Design guidelines. No further action required.

2. 3237 Viridian Point – Structural Remodel Project, Reactivated

This Structural Remodel project received Final Approval on March 17, 2025. The project replaces and expands the existing rear deck on this property. The project was cancelled in May 2025 at the request of the owners. On August 8, 2025 the owners requested that the project be re-activated and a new estimated completion date was provided: August 30, 2025. No vote required. Project file moved to “Active” and updated information added. The owner received confirmation via email/USPS. Letter to file. Neighbor Notification cards were also sent.

3. 3330 Crest Hollow View – New Construction Landscape, Submitted for Approval

This new construction Landscape Package was submitted on August 11, 2025 and circulated to the committee for review at this meeting. Following discussion, the motion was made and seconded (Danner (via directed email)/Van Vurst) to grant Final Approval to the project. Motion carried. The owner will be notified by email/USPS following this meeting.

4. See “Ratifications” below for other New Business

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

1. 3756 Camelrock View – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on July 11, 2025 and circulated to the committee for review. This project is for the installation of solar panels on the residential structure. On July 12, 2025, the motion was made and seconded (Gathen/Van Vurst) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

2. 1670 Hill Circle – Structural Remodel, Preliminary and Final 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 received on July 9, 2025. Following review, the motion was made and seconded (Gathen/Van Vurst) to grant Preliminary Approval to this project. On July 14, 2025, the Final Structural Remodel package was submitted and circulated to the committee for review. On July 16, 2025, the motion was made and seconded (Danner/D’Amico) to grant Final Approval to this project. Motion carried. The owner was notified of both approvals by email/USPS. Letters to file. Neighbor Notification cards were also sent following Final Approval.

3. 3402 Crest Hollow View – NC Landscape, Final Approval

This new construction Landscape Package was submitted on July 14, 2025 and circulated to the committee for review. Initial review found that additional information was required: fence specifications, artificial turf sample, and drainage information. This information was requested and submitted on July 17, 2025. Following a second review, July 19, 2025 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. 3605 Camel Grove – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on July 17, 2025 and circulated to the committee for review. This project replaces an existing front door. On July 18, 2025, the motion was made

and seconded (Van Vurst/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

5. 3438 Crest Hollow View- NC Landscape, Final Approval

This new construction Landscape Package was submitted on July 14, 2025. Initial review found that additional information was required: specifications for dog-run fencing. This information was requested and submitted on July 21, 2025. Following a second review, on July 22, 2025, the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval for this landscape project. Motion carried. The owner was notified by email/USPS. Letter to file.

6. 2589 Lyons View Point – Preliminary Approval Extension, Approved

This New Construction project received Preliminary Approval on January 24, 2025. Per KCPOA requirements, The Final NC package must be submitted within 6 from the preliminary approval date. The owners requested a 30-day extension for the Preliminary Approval; the Final NC package is expected to pass RBD within that period of time. On July 22, 2025, the motion was made and seconded (Danner/Myers-Murty) to grant Approval for the extension. Motion carried. The owner was notified by email/USPS. Letter to file.

7. 3035 Shadybrook Lane – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on July 21, 2025 and circulated to the committee for review. This project replaces an existing front door. On July 23, 2025, the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

8. 3650 Camels View – Landscape Remodel, Final Approval

The Landscape Remodel Package was submitted on July 18, 2025. The extensive project entails removing all juniper shrubs and trees from the perimeter of the home. Initial review found that additional information was needed: new Landscape Plan specifying the ground cover materials that will be installed at locations where organic material is removed and the addition of trees in the front yard to conform with KCPOA requirements. The information was requested and submitted to the ARC on July 31, 2025. Following a second review, on August 1, 2025 the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

9. 3660 Camels View – Landscape Hardscape Remodel, Final Approval

This Landscape Hardscape Remodel project was submitted on July 17, 2025. The project entails the addition of a hot tub with screening walls on the rear side of the residence. Initial review found that modifications to the plan were required: location and height of walls not approvable. Plan modifications were requested on July 18th. A modified plan was submitted with a Request for Variance on the screening wall requirements: Height and location. The Variance Request was denied on July 27, 2025. The final, third modified plan was submitted on August 2, 2025 and circulated to the committee for review. This plan was in conformance. On August 3, 2025, the motion was made and seconded (D'Amico/Van Vurst) to grant Final Approval to this project. Motion carried. The owner was notified of both approvals by email/USPS. Letters to file.

10. 3812 Camelrock View – Landscape Remodel, Final Approval

The Landscape Remodel project was submitted on August 7, 2025 and circulated to the committee for review. The project entails the addition of a "Bubble-rock" fountain feature in the front of the property. On August 11, 2025, the motion was made and seconded (Danner/Van

Vurst) to grant Final Approval to this project. 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.

- 3414 Crest Hollow View – New Construction
- 3425 Hill Circle – Landscape Remodel
- 3450 Crest Hollow View – NC Landscape
- 3625 Hill Circle -Landscape Remodel

It was noted that at least 2 other New Construction projects have been completed but the “Notice of Completion” documents have not been submitted. These were requested on August 7, 2025.

2. **KCPOA Design Guidelines & Maintenance Standards** -

The “September 2025” revision will be completed this month and posted to the KCPOA website for a 30-day owner comment period. The committee agreed on a change to the “Artificial Turf” policy (removing the requirement to submit a physical sample of turf and revising it to submit a specifications sheet only with photo). This change will be added to the September 2025 revised document. “Roof-top Decks” was additionally discussed. KCPOA documents are silent on this issue currently and questions have come up on requirements and limitations. This issue will be further explored and defined. A recommendation may be submitted to the executive board at a future date.

3. **Postponed: KCPOA Storage Unit Clean-Out** – Reschedule TBD

4. **ARC-Liaison to the Wildfire Mitigation Task Force**

The WMTF has requested a liaison from the ARC to attend their meetings and provide ARC-perspective on issues they are addressing. Liaison-volunteer to be determined.

5. **Annual Homeowner’s Meeting** – August 28, 2025

All committee members are asked to attend, if available, for recognition and thanks.

Next Scheduled Meeting: September 9, 2025 at 2:00pm

Adjournment: The meeting was adjourned at 3:53 pm

Submitted By: KCPOA Architectural Review Committee