



## **ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES**

**September 9, 2025**

**CALL TO ORDER:** Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:00pm.

**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 |
|                    | Jim Gathen         | Absent  |
|                    | Nicola Myers-Murty | Present |
|                    | Fred Van Vurst     | Present |
|                    | Kimberly Fontalvo  | Present |

Management Team: Dakota Santellana

### **Introduction of Guests:**

**Review & Approve the Minutes of Prior ARC Meeting:** The Committee motioned to approve the minutes for the August 12, 2025 ARC meeting (Van Vurst/Fontalvo). 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**

- 3402 Crest Hollow View
- 3188 Virga Loop

#### **4. 5128 Lyda Lane - Structural Remodel, Preliminary Approval Expired**

This Structural Remodel project received Preliminary Approval on January 25, 2025. The Final Package was not submitted and the Preliminary Project Approval expired on July 25, 2025. A project status update was requested and the owners responded that this project has been postponed until sometime in 2026. Owners were advised that the project has been expired and they will need to resubmit this project when/if they intend to move forward. No further action taken by this committee.

**5. 2445 Lyons View Point – New Construction, Notice of Completion Submitted**

The “Notice of Completion” packet was submitted on August 28, 2025 with the note that a small punch-list of items still needed to be completed. A drive-by property inspection found that construction materials remained on site and final clean-up was still needed. Following this meeting, the owner will be notified by email/USPS that the Builder Escrow Deposit will not be refunded until the project and site clean-up have been completed. Owner will be asked to notify the management office when they are ready for another inspection.

**New Business:**

**1. 3390 Crest Hollow View – NC Landscape, Package Resubmittal**

A new construction Landscape project for this address was originally submitted and approved on June 30, 2025. On September 2, 2025, the owner submitted a NEW Landscape Design Package, with new contractor listed. The originally approved plan has now been withdrawn. The NEW package was circulated to the committee for review and it was noted that additional information was needed: specification sheets for all hardscape, ground covers, and fencing. The request was sent on September 4, 2025. The package will remain in Pending status until all items are received. No action taken at today’s meeting.

**2. 1130 Almagre Heights – Landscape Remodel, Submitted for Approval**

This Landscape Remodel package was on September 9, 2025 and circulated to the committee for review at this meeting. Committee members noted several undefined elements and one modification requirement. A detailed list of questions and options was prepared and the owners will be notified following this meeting. This project will remain in “Pending” status until requested information is received and reviewed.

**3. 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 (Danner/D’Amico) to ratify the following decisions made prior to the ARC meeting. Motion carried.**

**1. 2560 Hill Circle – Structural Remodel, Change Request Approval**

This Structural Remodel project received Preliminary Approval on September 23, 2024 and Final Approval on February 25, 2025. On August 12, 2025, a Change Request was submitted and circulated to the committee for review. Window size adjustments, increased stucco siding, and a golf cart garage door were submitted for approval. On August 14, 2025, the motion was made and seconded (D’Amico/Van Vurst) to grant Approval for this Change Request. Motion carried. The owner was notified by email/USPS. Letter to file.

**2. 3820 Camelrock View – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on August 15, 2025 and circulated to the committee for review. This project includes exterior re-painting and garage door refinishing. On August 17, 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.

**3. 3306 Hill Circle - Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on August 15, 2025 and circulated to the committee for review. This project entails the installation of Solar Panels. On August 17, 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.

**4. 3455 Hill Circle – Structural Remodel, Preliminary Approval**

This Structure Remodel project was submitted on August 25, 2025. The project includes Structural elements: Roof extension and enclosed courtyard AND Exterior Remodel elements: Gutter replacements, exterior paint and refinishing, and concrete repair. Initial review found that additional information and plan modifications were required: Revised Site Plan with building setbacks shown and encroachment issues corrected, specification sheets for paint, pavers, and proposed railings, and modification to specified material for deck and courtyard ceiling finishes (wood prohibited). On September 2, 2025, the Revised Plan and other information was submitted and circulated to the committee for review. On September 3, 2025, the motion was made and seconded (Gathen/Van Vurst) to grant Preliminary Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file. The owner may not commence structural construction elements until the Final Package has been submitted and approved by the ARC.

**5. 3708 Camelrock View – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on August 27, 2025 and circulated to the committee for review. This project replaces an existing driveway with new material. On August 28, 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.

**6. 2589 Lyons View Point – New Construction, Final Approval**

The Final Package for this New Construction project was submitted on August 27, 2025 and circulated to the committee for review. This project received Preliminary Approval on January 23, 2025 and was granted an extension of that approval on July 23, 2025. Following review, on August 29, 2025 the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval to this project. Construction may commence. The owner was notified by email/USPS. Letter to file. Neighbor Notification cards were also mailed.

**7. 3036 Virga Loop – Structural Remodel, Final Approval**

This Structural Remodel Package was submitted on August 28, 2025 and circulated to the committee for review. The project entails adding courtyard walls around an existing rear patio. The committee requested and received a modification to the wall height to ensure covenant conformance. On August 31, 2025, the motion was made and seconded (Van Vurst/Myers-Murty) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

**8. 3277 Viridian Point – Landscape Remodel, Final Approval**

The Landscape Remodel Package was submitted on August 29, 2025 and circulated to the committee for review. The project entails adding trees, replacing shrubs, correcting drainage issues and updating irrigation. On September 1, 2025, the motion was made and seconded (Van Vurst/Danner) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

**9. 3815 Edgecliff Court – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on August 29, 2025 and circulated to the committee for review. This project replaces an existing roof with new material. On September 2, 2025, the motion was made and seconded (D'Amico/Van Vurst) to grant Final Approval to the project.

Motion carried. The owner was notified by email/USPS. Letter to file.

#### **10.3710 Camels View – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on September 2, 2025 and circulated to the committee for review. This project is for the installation of solar panels on the residential structure. On September 3, 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.

#### **11.3130 Rockbrook Lane – Landscape Remodel, Final Approval**

The Landscape Remodel Package was submitted on September 2, 2025 and circulated to the committee for review. The project entails removing dead sod in the rear yard and replacing it with gravel and the addition of flagstone pathways. The committee requested and received confirmation of the organic lot coverage requirement. On September 5, 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.

#### **12.1970 Inwood Circle – Structural Remodel, Final Approval**

This Final Structural Remodel Package was submitted to the ARC on September 4, 2025 and circulated to the committee for review. The project entails the addition of a single-car garage (attached to the existing garage). On September 5, 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. Neighbor Notification cards were also mailed.

#### **13.1950 Twinflower Point – Exterior Remodel, Final Approval**

This Exterior Remodel project was submitted on September 4, 2025 and circulated to the committee for review. This project is for the installation of Jellyfish lighting on the exterior of the structure. On September 8, 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.

#### **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.

- 3680 Camels View – Landscape Remodel
- 3402 Crest Hollow View – New Construction
- 3188 Virga Loop – New Construction & Landscape
- 1258 Almagre Heights – Landscape Remodel
- 3550 Hill Circle – Exterior Remodel
- 3710 Camels View – New Construction
- 1950 Twinflower Point – Exterior Remodel
- 3025 Rockbrook Lane – Landscape Remodel
- 3036 Virga Loop – Exterior Remodel
- 3243 Skywatch Heights – NC Landscape
- 3244 Virga Loop – Exterior Remodel
- 3655 Camels View – Exterior Remodel

- 3740 Cumulus View – Exterior Remodel
- 3820 Alta Mesa Court – Landscape Remodel
- 3915 Elisa Court – Landscape Remodel
- 3705 Cumulus View – Landscape Remodel
- 5050 Lyda Lane – Exterior Remodel
- 3720 Camels View – Structural Remodel
- 5100 Lyda Lane – Landscape Remodel

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

The September 2025 Guidelines revisions were posted to the KCPOA website, for a 30-day owner comment period, on August 20, 2025. To date, no comments or corrections have been received. The ARC will make a motion, at the September 25, 2025 Executive Board meeting, to adopt the new document and post the revised document to the website.

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

Tom Danner volunteered to participate in WMTF meetings, when requested.

**4. ARCOS Update Meeting – September 19, 2025 at 10:00am**

**Next Scheduled ARC Meeting:** October 14, 2025 at 2:00pm

**Adjournment:** The meeting was adjourned at 3:09pm

**Submitted By:** KCPOA Architectural Review Committee