



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

October 14, 2025

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:02pm.

Establish Quorum: With the presence of five (5) ARC Members, quorum was established.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Present
	Tom Danner	Present
	Jim Gathen	Present
	Nicola Myers-Murty	Absent
	Fred Van Vurst	Present
	Kimberly Fontalvo	Absent

Management Team: Dakota Santellana, Assistant Community Manager

Introduction of Guests: Stan Kensinger, prospective ARC member

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the September 9, 2025 ARC meeting (Danner/D'Amico). 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

- 3276 Virga Loop
- 3426 Crest Hollow View

4. 3150 Rockbrook Lane – Tree Trunk Carving vs. Removal

The owner of this property completed a Landscape Remodel project in April 2025, which included removing large pine trees located near the house. The owner was advised that all tree stumps would need to be fully removed or ground down to below grade level. In May 2025, the owner advised that they intended to re-purpose 1 large tree stump into a carved sculpture and requested it be allowed to remain. The owner was advised to shorten the stump to no more than

5' and was granted until October 15, 2025 to complete the carving. On October 6, 2025, the owner requested an extension on the carving project until Spring of 2026 due to the artist's availability to take on the project. A drive-by notes that the tress stump has not been shortened as request. Following discussion, the committee determined that an extension on the tree stump carving will be granted with conditions. A letter will be sent to the owner following this meeting.

5. 3755 Hill Circle – New Construction, Project Extension

The owner/builder for this New Construction project provided a revised scope of work and completion schedule as necessitated by the July 2025 structure fire and related insurance companies' activities. Approval to begin restoration was received mid-September and work has commenced. The rebuilding is expected to take one year and a new "estimated completion date" has been set for September 15, 2026. Landscaping for the property will begin this year and be completed by Spring 2026. Following discussion, because this project received Final Approval in July 2023 and has exceeded the 18-month building schedule, the committee determined that it will request the owner/builder submit monthly project status updates to the ARC, so as to monitor the continual progress towards completion of this new construction project. A letter will be sent to the owner/builder following this meeting.

New Business:

See "Ratifications" below for 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. 3560 Hill Circle – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on September 10, 2025 and circulated to the committee for review. This project entails renovating an existing patio. On September 11, 2025, the motion was made and seconded (Gathen/Myers-Murty) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

2. 5021 Lyda Lane – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on September 10, 2025 and circulated to the committee for review. This project adds solar panels to the residential structure. On September 11, 2025, the motion was made and seconded (D'Amico/Myers-Murty) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

3. 3390 Crest Hollow View – NC Landscape, Final Approval

Additional information was requested for this new construction Landscape Package, submitted on September 2, 2025. The information was received on September 9th and circulated to the committee for review. On September 11, 2025, the motion was made and seconded (Van Vurst/Gathen) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

4. 3270 Kissing Camels Drive – New Construction, Final Approval

The Final Package for this New Construction project was submitted on September 12, 2025 and circulated to the committee for review. This project received Preliminary Approval on October 8, 2024. Following review, on September 13, 2025 the motion was made and seconded (Danner/Myers-Murty) 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.

5. 3420 Skywatch Heights – Landscape Remodel, Final Approval

The Landscape Remodel Package was submitted on September 18, 2025 and circulated to the committee for review. This project entails adding trees at the rear of the property. On September 19, 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.

6. 1130 Almagre Heights – Landscape Remodel, Final Approval

This Landscape Remodel Package was submitted on September 9, 2025 and circulated to the committee. Initial review found that additional information and some plan modifications were required. The owners submitted a revised plan and all requested items on September 17, 2025. Following a second review process, on September 19, 2025 the motion was made and seconded (Van Vurst/Gathen) 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 Change Request, Final Approval

A Change Request was on September 29, 2025 for the Structural Remodel project initially approved on June 30, 2025. Due to additional damage found during the remodel, the owner requested approval to add new stucco and stone accents to the residential structure (not originally planned). On October 1, 2025, the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval for this Change Request. Motion carries. The owner was notified by email/USPS. Letter to file.

8. 2421 Hill Circle – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on September 29, 2025 and circulated to the committee for review. This project entails the installation of a whole-home back-up generator. On October 1, 2025, the motion was made and seconded (Danner/Van Vurst) to grant Final Approval to the project with the owner being advised that sound suppression barriers may be required if it is discovered that the equipment is audible from adjacent properties. Motion carried. The owner was notified by email/USPS. Letter to file.

9. 3036 Virga Loop – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on October 9, 2025 and circulated to the committee for review. This project adds a hot tub to an existing rear patio. On October 10, 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.

10. 3414 Crest Hollow View – NC Landscape, Submitted for Approval

The new construction Landscape Package was submitted on September 29, 2025 and circulated to the committee for review. It was noted that the A/C unit and screening was not noted on the landscape plan and a revised plan was requested. The revised plan was submitted on September 9, 2025. Following a second review, the motion was made and seconded (Danner/Gathen) to grant Final Approval to this 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.

- 1210 Almagre Heights – Exterior Remodel
- 3276 Virga Loop – New Construction and Landscape
- 3426 Crest Hollow View – New Construction
- 1740 Coyote Point Drive – Exterior Remodel and Landscape Remodel
- 3730 Rockbrook Lane – Landscape Remodel
- 3237 Viridian Point – Structural Remodel
- 3277 Viridian Point – Landscape Remodel
- 3708 Camelrock View – Landscape Remodel
- 3812 Camelrock View – Landscape Remodel
- 3820 Camelrock View – Exterior Remodel
- 3438 Crest Hollow View – New Construction
- 3815 Edgecliff Court – Exterior Remodel

2. ARCOS System Update Meeting

S. D’Amico provided an overview of the meeting discussions and system upgrades under consideration. The new “tab” method of grouping project management components is working well. Automated owner notifications and ARC chair notifications are next up for testing.

3. Wildfire Mitigation Task Force Meeting

T. Danner will be attending the upcoming WMTF meeting, as the ARC Liaison, on November 13, 2025.

Next Scheduled Meeting: November 11, 2025 at 2:00pm

Adjournment: The meeting was adjourned at 3:17 pm

Submitted By: KCPOA Architectural Review Committee