



KCPOA Architectural Review Committee Meeting
Agenda

<https://us02web.zoom.us/j/82914427274>

Date & Time: December 9, 2025 at 2:00pm

Location: KCPOA Management Office and via Zoom link

Committee Members: Barbara Rist, Chairman; Steve D'Amico, Member; Tom Danner, Member; Nicola Myers-Murty, Member; Jim Gathen, Member; Fred Van Vurst, Member; Kimberly Fontalvo, Member; Stan Kensinger, Member

Management Team: Dakota Santellana, Assistant Community Manager

Call to Order:

Quorum:

Guests: Mark Peavy, 3341 Crest Hollow View; Jim Camerden, Landscape Contractor

Approval of Minutes: ARC meeting minutes for November 11, 2025 submitted for approval

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

- 1145 Almagre Heights
- 3035 Virga Loop
- 3011 Virga Loop
- 3329 Crest Hollow View
- 3425 Crest Hollow View

Old Business:

3150 Rockbrook Lane – Tree Trunk Removal

At the October 14, 2025 meeting, the ARC determined that it would allow an extension on carving the tree trunk under conditions that the trunk would be reduced in size to 5' now and a letter from the sculptor would be submitted indicating they were contracted to do the project in Spring 2026. A letter was sent to the owner advising same. This was followed by a second letter requesting their response. To date, no response has been received, which was due November 27, 2025. Discussion on next steps to cure.

New Business:

1. 3341 Crest Hollow View – NC Landscape, Submitted for Approval

This new construction Landscape Package was submitted on December 4, 2025. A first review found that grading and drainage information was not included on the plan (and a formal Drainage Survey was not on file). On December 5th, the owners and landscaper were notified of the items needed. They will be attending today's meeting to discuss the project.

2. 3035 Virga Loop – Exterior Remodel, Submitted for Approval

This Exterior Remodel project was submitted on November 21, 2025 and circulated to the committee for review. This project adds a dog run at the rear of the property. First review noted that the dog run is approvable but the fencing height must be reduced to 42" to conform with the Covenant Requirements for the Preserve. The owner was notified on December 2, 2025 and asked to make this modification. Confirmation received on December 8, 2025. Final vote to approve at today's meeting.

3. 3426 Crest Hollow View – NC Landscape, Submitted for Approval

The new construction Landscape Package was submitted on November 24, 2025 and circulated to the committee for review. First review noted found that modifications were needed (to meet the organic lot coverage requirement and to add screening of the A/C unit). The owners were notified on December 1, 2025. To date, no response as been submitted. No action expected at this meeting

4. 1830 Coyote Point Drive – Landscape Remodel, Submitted for Approval

This Landscape Remodel project was submitted for approval on December 8, 2025 and circulated to the committee for review at today's meeting. The project entails the removal of numerous trees and some shrubs for fire mitigation purposes.

Ratification of Consent for Actions taken by the ARC between Formal Meetings:

1. 3625 Hill Circle – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on November 14, 2025 and circulated to the committee for review. This project is for repainting the exterior stucco and trim on the residence. On November 20, 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.

2. 3290 Kissing Camels Drive – Structural Remodel, Preliminary Approval

This Structural Remodel project was formally submitted for Preliminary Approval on November 17, 2025 and circulated to the committee for review (the ARC held discussions on this project, with the owners and architect, during the design process). This project adds a second story living space to the existing property and minor modifications to the existing driveway. Some clarifications were requested and received. On December 8, 2025, the motion was made and seconded (Danner/Van Vurst) to grant Preliminary Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file. Construction may not commence until the Final Package has been submitted and approved.

3. 2560 Hill Circle – Landscape Remodel, Final Approval

This Landscape Remodel Package was submitted on December 2, 2025 and circulated to the committee for review. This project is a general clean-up of the property and surrounding landscape that has been impacted by the Structural Remodel project currently underway. On December 8, 2025, the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

4. 2560 Hill Circle – Change Request on Structural Remodel, Final Approval

A “Change Request” was submitted on December 2, 2025 for the active Structural Remodel project currently underway. The request adds a rear yard deck to the residential structure. On December 3, 2025, the motion was made and seconded (Danner/Myers-Murty) to grant Final Approval for this Change Request. 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.

- 3420 Skywatch Heights – Landscape Remodel
- 3036 Virga Loop – Exterior Remodel
- 3925 Lumina View – Exterior Remodel
- 5021 Lyda Lane – Exterior Remodel
- 3035 Shadybrook Lane – Exterior Remodel
- 3660 Camels View – Landscape Remodel
- 3905 Hill Circle – Structural Remodel

2. Withdrawn Projects –

- 1980 Inwood Circle – Structural Remodel

3. ARC Committee Member – Nicola Myers-Murty

4. The Chronicle – ARC Article Needed

5. Other Items from the Floor

Next Scheduled Meeting: January 13, 2026 at 2:00pm

Adjournment: