



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

November 11, 2025

CALL TO ORDER: ARC Member Steve D'Amico called the Architectural Review Committee meeting to order at 2:02pm.

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

Chair:	Barbara Rist	Absent on Medical Leave
Committee Members:	Steve D'Amico	Present / delegated as acting Chair
	Tom Danner	Present
	Jim Gathen	Present
	Kimberly Fontalvo	Present
	Stan Kensinger	Present
	Nicola Myers-Murty	Absent
	Fred Van Vurst	Present

Representing RowCal: 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 October 14, 2025 ARC meeting (Danner/Gathen). Motion carried.

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

- 3043 Virga Loop
- 3051 Virga Loop

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

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 is due November 27, 2025.

5. 3755 Hill Circle – New Construction, Project Update

At the October 14, 2025 meeting, the ARC extended the “estimated completion date” for this new construction project with the request that monthly updates be provided by the owner/builder regarding activities and status. The first report was submitted on November 1, 2025 and circulated to the committee for review prior to this meeting. The committee agreed that the builder is working on the house in good faith. No action required.

New Business:

1. 3228 Skywatch Height – Outdoor Lighting Complaints

There have been neighbor complaints about the outdoor jellyfish lighting that stay on throughout the night. This is a violation of 2:10-2:13 of the Design Guidelines (Nuisance to neighbors). Dakota will send a note to the owner from RowCal reminding the owner of the guideline. The group asked if more specificity on outdoor lighting should be added to the next DG update.

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

2. 5128 Lyda Lane – Structural Remodel, Preliminary Approval

This Structural Remodel project was resubmitted for a second Preliminary Approval on October 16, 2025 (prior approval had expired in January 2025). This project adds a dining room and additional patio space to the existing property. On October 20, 2025, the motion was made and seconded (Van Vurst/Danner) 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. 3425 Crest Hollow View – NC Landscape, Final Approval

The new construction Landscape Package was submitted on October 17, 2025 and circulated to the committee for review. It was noted that the A/C unit screening was not shown on the landscape plan and a revised plan was requested. The revised plan was submitted on October 21, 2025. Following a second review, the motion was made and seconded (Van Vurst/Danner) to grant Final Approval to this project. Motion carried. The developer was notified by email/USPS. Letter to file.

4. 1145 Almagre Heights – NC Landscape, Final Approval

The new construction Landscape Package was submitted on October 17, 2025 and circulated to the committee for review. It was noted that the A/C unit screening was not shown on the landscape plan and a revised plan was requested. The revised plan was submitted on October 21, 2025. Following a second review, the motion was made and seconded (Van Vurst/Danner) to grant Final Approval to this project. Motion carried. The developer was notified by email/USPS. Letter to file.

5. 3660 Camels View – Landscape Remodel Change Request, Final Approval

A Change Request was submitted for a Landscape Remodel project originally approved on August 2, 2025. The request seeks approval for an additional privacy wall segment at a hot tub location. Following review, on October 23, 2025 the motion was made and seconded (Van Vurst/D'Amico) to grant Final Approval for this project addition. Motion carried. The owner was notified by email/USPS. Letter to file.

6. 3925 Lumina View – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on October 21, 2025 and circulated to the committee for review. This project adds retaining walls and pathway with steps to the east side of the property for terracing purposes. Clarification and requested and received on October 23, 2025. On October 25, 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.

7. 3425 Hill Circle – Landscape Remodel, Final Approval

The Landscape Remodel Package was submitted on October 31, 2025 and circulated to the committee for review. This project adds a paver patio at the rear of the property. On November 2, 2025, the motion was made and seconded (Danner/Myers-Murty) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

8. 3655 Camels View – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on November 3, 2025 and circulated to the committee for review. This project replaces the existing front door of the residence. On November 4, 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. 1855 Coyote Point – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on November 3, 2025 and circulated to the committee for review. This project replaces existing exterior siding with new stucco material. On November 4, 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.

10. 3236 Virga Loop – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on November 4, 2025 and circulated to the committee for review. This project adds Jellyfish lighting to the residential structure. On November 6, 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.

11. 1980 Inwood Circle – Structural Remodel, Preliminary Approval

This Structural Remodel project was submitted for Preliminary Approval on November 3, 2025 and circulated to the committee for review. This project adds a workshop room to the existing property. On November 7, 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.

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.

- 1950 Twinflower Point – Exterior Remodel
- 3036 Virga Loop – Structural Remodel
- 2445 Lyons View Point – New Construction
- 3043 Virga Loop – New Construction with Landscape
- 3051 Virga Loop – New Construction with Landscape
- 3710 Camels View – NC Landscape
- 3605 Camels Grove – Exterior Remodel
- 5020 Lyda Lane – Structural Remodel and Landscape Remodel
- 3330Crest Hollow View – NC Landscape
- 3708 Camelrock View – Exterior Remodel
- 2421 Hill Circle – Exterior Remodel

2. Completed Projects Requiring Additional Documents – The following New Construction projects have been issued a “Certificate of Occupancy” but the “Notice of Completion” and “Drainage Survey” have not been submitted by the developer. This information has been requested for review and approval prior to closing the project files.

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

3. “Red Rocks” and “Preserve” Construction Update

Only 1 new construction project (of 115 projects) remains active at this time (Certificate of Occupancy not yet issued):

- 3341 Crest Hollow View – Estimated Completion Date: 12/12/2025

As of this meeting date, 7 of these properties remain “for sale”.

4. Other Items from the Floor

Tom Danner informed the committee that the next Wildfire Committee meeting is Thursday, November 20, 2025. He will update the Committee at the next meeting.

Management Office Report: No additional items to report

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

Adjournment: The meeting was adjourned at 2:42 pm

Submitted By: KCPOA Architectural Review Committee