



KCPOA Architectural Review Committee Meeting
Agenda

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

Date & Time: January 13, 2026 at 2:00pm

Location: KCPOA Management Office and via Zoom link

Committee Members: Barbara Rist, Chairman; Steve D'Amico, Member; Tom Danner, Member; Jim Gathen, Member; Fred Van Vurst, Member; Kimberly Fontalvo, Member

Management Team: Dakota Santellana, Assistant Community Manager

Call to Order:

Quorum:

Guests:

Approval of Minutes: ARC meeting minutes for December 9, 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

None this period

New Business:

See "Ratifications" below for New Business

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

1. 3870 Camels View – Exterior Remodel, Final Approval

This Exterior Remodel project was submitted on December 11, 2025 and circulated to the committee for review. This project is for repainting residential exterior. On December 12, 2025, the motion was made and seconded (Danner/Van Vurst) to grant Final Approval to the project. Motion carried. The owner was notified by email/USPS. Letter to file.

2. 3426 Crest Hollow View – NC Landscape, Final Approval

The new construction Landscape Package was submitted on November 24, 2025 and circulated to the committee for review. First review 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. A revised plan was submitted of December 15, 2025 addressing these issues. Following review, the motion was made and seconded (D'Amico/Gathen) to grant Final Approval

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

3. 3455 Hill Circle – Structural Remodel, Final Approval

This Structure Remodel project was originally submitted on August 25, 2025 and received Preliminary Approval on September 3, 2025. The project includes Structural elements: Roof extension and enclosed courtyard AND Exterior Remodel elements: Gutter replacements, exterior paint and refinishing, and concrete repair. On December 23, 2025, the Final Package was submitted and circulated to the committee. Following review, on December 26, 2025 the motion was made and seconded (Gathen/Danner) to grant Final Approval for this project. Motion carried. The owner was notified by email/USPS. Letter to file.

4. 3341 Crest Hollow View – NC Landscape, Final 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). Revised plan #1 was submitted on December 22, 2025 followed by the final Revised plan #2 submission on December 29, 2025. This plan addressed all previously noted issues. Following committee review, the motion was made and seconded (Danner/D’Amico) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file.

5. 3840 Hill Circle – New Construction, Final Approval

This New Construction package was submitted on January 5, 2026 and circulated to the committee for review. The “Final Approval” letter from the sub-association (The Greens) was included in the documentation. On January 8, 2026, the motion was made and seconded (Van Vurst/Danner) to grant Final Approval to this project. Motion carried. The owner was notified by email/USPS. Letter to file. Neighbor Notification cards were also sent by USPS.

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.

- 1130 Almagre Heights – Landscape Remodel
- 1855 Coyote Point Drive – Exterior Remodel
- 3035 Virga Loop – Exterior Remodel
- 3236 Virga Loop – Exterior Remodel
- 3425 Hill Circle – Landscape Remodel
- 3438 Crest Hollow View – New Construction Landscape
- 3455 Hill Circle – Structural Remodel
- 3710 Camels View – Exterior Remodel

2. Withdrawn Projects – At Owner’s Request

- 3449 Crest Hollow View – Exterior Remodel

Next Scheduled Meeting: February 10, 2026

Adjournment: