



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

January 13, 2026

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

Establish Quorum: With the presence of three (3) ARC Members and two (2) written proxies, quorum was established.

Chair:	Barbara Rist	Present
Committee Members:	Steve D'Amico	Absent (Proxy provided)
	Tom Danner	Absent
	Jim Gathen	Absent (Proxy provided)
	Fred Van Vurst	Present
	Kimberly Fontalvo	Present

Management Team: 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 December 9, 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

Requested: 3270 Kissing Camels Drive

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

None this period

New Business:

1. 1930 Twinflower Point – Landscape Remodel, Submitted for Approval

This Landscape Remodel package was submitted on January 13, 2026 and circulated to the committee for review. The project adds a Putting Green in the rear yard. After discussion and input from all members, the motion was made and seconded (Van Vurst/Fontalvo) to grant Final Approval for this project. Motion carried. The owner will be notified following this meeting.

2. 3915 Elisa Court – Exterior Remodel, Submitted for Approval

Project documents were submitted to the management office immediately before this meeting. The project entails adding a significant area of fencing in the rear yard. A table review by the attending members found that a Site Survey was not provided and would be needed before a formal review could be completed. The owner will be notified of the additional information requirement following this meeting. No further action will be taken at this time.

3. 1830 Coyote Point – Exterior Remodel, Submitted for Approval

This Exterior Remodel project was submitted on January 13, 2026 and reviewed at this meeting. The project entails removing all cedar siding on the residence and replacing it with stucco. New paint colors for all trim and stucco are included. Following review, the motion was made and seconded (Fontalvo/Rist) to grant Final Approval for this project. Motion carried. The owner will be notified following this meeting.

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

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.

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 at 2:00pm

Adjournment: The meeting was adjourned at 2:49 pm

Submitted By: KCPOA Architectural Review Committee