



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

February 10, 2026

CALL TO ORDER: Chairman Barbara Rist called the Architectural Review Committee meeting to order at 2:05pm.

Establish Quorum: With the presence of four (4) ARC Members, quorum was established.

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

Management Team: Dakota Santellana

Introduction of Guests: No guests in attendance at this meeting.

Review & Approve the Minutes of Prior ARC Meeting: The Committee motioned to approve the minutes for the January 13, 2026 ARC meeting (Van Vurst/D'Amico). Motion carried. The approved minutes will be posted on the KCPOA website.

Old Business:

1. Top of Foundation Certifications – Received and Verified

- 3270 Kissing Camels Drive

2. Top of Roof Certifications – Received and Verified

None this period

3. Drainage Surveys – Received and Verified

- 3341 Crest Hollow View

4. 3915 Elisa Court – Exterior Remodel, Site Plan Requested

As noted at the January 13, 2026 ARC meeting, this Exterior Remodel package was submitted with the request to add rear yard fencing. A Site Plan was not included with the application and was formally requested on January 16th following submissions of other information by the fencing contractor. To date the Site Plan has not been submitted and this package will remain in Pending status. Next step: If the Site Plan is not submitted, contact the owners of March 1st to request project status or withdrawal.

New Business:

1. 3387 Skywatch Heights – Exterior Remodel, Submitted for Approval

This Exterior Remodel package was submitted on February 10, 2026, and circulated to the committee for review at this meeting. The project entails adding railings to the existing front and rear porches of the residence. On February 10, 2026, the motion was made and seconded (Danner/D'Amico) to grant Final Approval for this project. Motion carried. The owners will be notified by email/USPS following this meeting.

2. 5124 Lyda Lane – Exterior Remodel, Submitted for Approval

This Exterior Remodel package was submitted on February 10, 2026, and circulated to the committee for review at this meeting. This project is for the replacement of all windows and the front door on the residence. On February 10, 2026, the motion was made and seconded (Van Vurst/Danner) to grant Final Approval for this project. Motion carried. The owners will be notified by email/USPS following this meeting.

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

1. 2560 Hill Circle – Exterior Remodel, Final Approval

This Exterior Remodel package was submitted on January 16, 2026, and circulated to the committee for review. The project entails adding an iron gate to existing fencing on the property. On January 10, 2026, the motion was made and seconded (D'Amico/Danner) to grant Final Approval for this project. Motion carried. The owners were notified by email/USPS. Letter to file.

2. 3765 Hill Circle – Landscape Remodel, Final Approval

This Landscape Remodel package was submitted on January 29, 2026 and circulated to the committee for review. The project will update the front yard of the property, adding raised berms, new plants and trees, and mulch and gravel ground coverings. On January 30, 2026, the motion was made and seconded (Danner/Gathen) to grant Final Approval for this project. Motion carried. The owner was notified in writing by email/USPS. Letter to file.

3. 1950 Twinflower Point – Exterior Remodel, Final Approval

This Exterior Remodel package was submitted on February 2, 2026, and circulated to the committee for review. The project entails replacing the existing front entry door to one with a new design, style, and materials. On February 3, 2026, the motion was made and seconded (Danner/Gathen) to grant Final Approval for this project. Motion carried. The owners were 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.
 - 3341 Crest Hollow View – New Construction
 - 2553 Lyons View Point – Exterior Remodel

- 3735 Camel Grove – Structural Remodel
- 2560 Hill Circle – Structural Remodel

2. KCPOA Storage Unit Clean-out Project

Project now rescheduled for April 2026, following the Easter holiday, weather-dependent.

Next Scheduled Meeting: March 10, 2026 at 2:00pm

Adjournment: The meeting was adjourned at 2:46 pm

Submitted By: KCPOA Architectural Review Committee