



KCPOA Architectural Review Committee Meeting Agenda

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

Date & Time:

April 14, 2026 at 2:00pm

Location:

KCPOA Management Office and via Zoom link

Committee Members:

Tom Danner, Chairman; Steve D'Amico, Member; Jim Gathen, Member; Fred Van Vurst, Member; Kimberly Fontalvo, Member; Barbara Rist, Member and EB Liaison

Management Team:

Dakota Santellana, Assistant Community Manager

AGENDA

1. Call to Order

2. Establish Quorum

3. Recognize Guests

None expected.

4. Approval of Minutes:

ARC meeting minutes for 10 March 2026 submitted for approval

5. Top of Foundation Certifications – Received and Verified

3755 Hill Circle – New Construction – Note certification actually provided to KCPOA on 07 Feb 2024, and just recently added to ARCOS archive.

6. Top of Roof Certifications – Received and Verified

3755 Hill Circle – New Construction

7. New Business

a. 3155 Virga Loop - Landscape

The landscape project was submitted on 23 March 2026, and put forward for approval to the committee on 24 March 2026. This project is for placement of landscape elements. It was noted that the application did not include a Site Plan, showing element locations, and specifications for each element were also missing. Some concerns about impacts to neighboring properties was further noted. The owner was sent a request for additional information on 31 March 2026. The project request will remain in pending status at this time.

b. 5130 Lyda Lane - Demolition Project

A revised site plan was requested indicating location of utilities. This revised plan is still pending. No further action expected at this meeting.

c. 3260 Virga Loop - Landscape Plan

Plans emailed to team on 10 April 2026. Review and vote at today's ARC meeting!

d. 3625 Hill Circle - Landscape Plan

Plans emailed to team on 10 April 2026. Review and vote at today's ARC meeting.

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

5128 Lyda Lane - Structural Remodel

This structural remodel project was originally submitted on 24 January 2025, later resubmitted on 17 October 2025. Final plans submitted for approval on 11 March 2026 and circulated to the committee for review. This project is for a dining room and patio addition (per application). On 13 March 2026 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.

3915 Elisa Court - Exterior Remodel

The Fence Installation project was submitted on 16 January 2026 and put forward for approval to the committee on 02 March 2026 upon receipt of a required Site Plan. This project is for installation of a fence in the back yard. On 13 March 2026 the motion for approval was made and seconded (Gathen/Danner) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

3451 Skywatch Heights - Driveway

The Driveway project was originally submitted on 17 March 2026, and put forward for approval to the committee on 17 March 2026. This project is for a driveway expansion. On 18 March 2026 the motion for approval was made and seconded (Danner/D'Amico) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to

file.

1274 Almagre Height – Structural Remodel

The structural remodel project was originally submitted on 17 March 2026, and put forward for approval to the committee on 17 March 2026. This project is for glassing in a porch. On 18 March 2026 the motion for approval was made and seconded (Van Vurst/Gathen) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

5020 Lyda Lane – Deck Remodel

The structural remodel project was originally submitted on 13 March 2026, and put forward for approval to the committee on 17 March 2026. This project is for a deck extension. On 20 March 2026 the motion for approval was made and seconded (Van Vurst/Danner) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

3436 Skywatch Heights – Landscape Remodel

The landscape project was submitted on 23 March 2026, and put forward for approval to the committee on 26 March 2026. This project is for landscaping. On 7 April 2026 the motion for approval was made and seconded (Gathen/Danner) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

3291 Skywatch Heights – Landscape Remodel

The landscape project was submitted on 26 March 2026, and put forward for approval to the committee on 28 March 2026. This project is for landscaping. On 30 March 2026 the motion for approval was made and seconded (Danner/D'Amico) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

3306 Hill Circle - Solar Panel

The Solar Panel project was resubmitted on 26 March 2026, and put forward for approval to the committee on 28 March 2026. This project is for solar panel installation. On 30 March 2026 the motion for approval was made and seconded (Gathen/Van Vurst) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

3341 Crest Hollow View - Landscape

This project was originally submitted on 04 December 2025, and a revised plan submitted on 10 April 2026. This project is for additional stairs. Motion made (Rist/Van Vurst) for approval. Motion carried. The owner was notified by email/USPS. Letter to file.

3259 Virga Loop – Landscape Remodel

The Landscape Remodel project was resubmitted on 02 April 2026, and put forward for approval to the committee on 07 April 2026. This project is for landscaping. On 07 April

2026 the motion for approval was made and seconded (Gathen/Van Vurst) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

3163 Virga Loop – Landscape Remodel

The Landscape remodel project was resubmitted on 01 April 2026, and put forward for approval to the committee on 07 April 2026. This project is for landscaping. On 07 April 2026 the motion for approval was made and seconded (Rist/Van Vurst) to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

9. **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.

- a. 1670 Hill Circle - Structural Remodel - (12 March 2026)
- b. 1740 Coyote Point – Landscape - (13 March 2026)
- c. 3755 Hill Circle – New Construction - (24 March 2026)
- d. 3257 Viridian Point – Viridian Point - (27 March 2026)
- e. 1687 Rockview Trail – Landscape - (07 April 2026)
- f. 1980 Inwood Circle- Landscape - (10 April 2026)

10. Withdrawn Projects – At Owner’s Request

- a. 1740 Coyote Point Drive - Landscape

11. Design Guidelines Modifications

Solicit views and ideas on the following potential modifications to the design guidelines:

- a.) Fencing – Potential additional restrictions on permitted fencing
- b.) “Yard Art” – New regulations concerning landscape elements

12. Adjournment

Next Scheduled Meeting:

12 May 2026 – 2:00 PM