



ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES

April 14, 2026

CALL TO ORDER: Chairman Tom Danner called the Architectural Review Committee meeting to order at 12:30 pm. Note the earlier start due to luncheon provided to the committee by Barbara Rist.

Establish Quorum: With the presence of four (4) ARC Members, and 1 written proxy, quorum was established.

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

Management Team: Dakota Santellana, Assistant Community Manager

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 March 10, 2026 ARC meeting (Van Vurst/D'Amico). Motion carried. The approved minutes will be posted on the KCPOA website.

1. 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.

2. Top of Roof Certifications – Received and Verified

3755 Hill Circle – New Construction

3. 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. **As of April 14, 2026 the committee has heard no response.** The project request will remain in pending status at this time.

b.) 5130 Lyda Lane – Demolition

An attachment to the previously provided site plan was provided to the committee at the meeting specifying utility location. A motion was made and seconded (Van Vurst/D'Amico) to provide preliminary approval and a letter to the home owner clearly stating next steps for the project. Motion carried. The owners will be notified immediately following this meeting by email/USPS.

c.) 3260 Virga Loop – Landscape Plan

The committee reviewed the submitted plans. After discussion, it was determined that an amended plan showing 50 percent organic coverage was required. Dakota was directed to contact home owner and request amended plan.

d.) 3625 Hill Circle – Landscape Plan

The committee reviewed the plan at the meeting. Motion was made and seconded (D'Amico/Van Vurst) to provide final approval. Motion carried. The owners will be notified immediately following this meeting by email/USPS.

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

A motion was made and seconded (D'Amico/Rist) to ratify the following decisions made prior to the ARC meeting. Motion carried.

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 20226. 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.

5. Completed Projects

1. 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)

6. Withdrawn Projects

- a. 1740 Coyote Point Drive - Landscape

7. Design Guidelines Modifications

A discussion was held to solicit views from committee members to potentially modify the Design Guidelines in two areas:

- a. Further restrict/clarify regulations relating to fencing. Various ideas were floated, to potentially restrict fenced-in area based on a percent of lot size or some other method, and to clarify that fencing is not allowed in front yards. Action item: Barbara Rist to review

- existing language and propose revised draft language to the committee.
- b. Regulate “Yard Art”. Various ideas/opinions were shared on the topic. Fred Van Vurst provided written materials on the subject, later distributed to the committee post meeting. Dakota was asked to investigate how other Rowcal customers have handled this issue. Committee asked to think further on this and review Fred’s documents.

8. Storage Unit Cleanout

A “cleanout session” was scheduled for 9:00am on 21 May 2026.

9. Adjournment.

A motion was made, seconded and carried to adjourn at 2:10PM

Submitted By: KCPOA Architectural Review Committee