



# KCPOA Architectural Review Committee

## Meeting Agenda

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

**Date & Time:**

July 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; Barbara Rist, Member and EB Liaison

**Management Team:**

Dakota Santellana, Assistant Community Manager

## AGENDA

**1. Call to Order**

**2. Establish Quorum**

**3. Recognize Guests**

- a. Mr. Colin Thomas, Prospective ARC Member
- b. Mr. Robert Winn, Property Owner

**4. Approval of Minutes:**

ARC meeting minutes for 09 June 2026 submitted for approval

**5. Top of Foundation Certifications – Received and Verified**

None this month.

## **6. Top of Roof Certifications – Received and Verified**

None this month.

## **7. Ratification of Consent for Actions taken by the ARC between Formal Meetings (average time to approve 2.0 Days – Improvement of 2.75 days vs last month!):**

### **a.) 3462 Crest Hollow View**

This structural remodel (Pergola on deck) was submitted on 11 June 2026. A motion for approval was and seconded (Gathen/Van Vurst) on 16 June 2026 to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

### **b.) 3236 Virga Loop**

This structural remodel (deck railing) was submitted on 29 June 2026. A motion for approval was and seconded (D'Amico/Van Vurst) on 29 June 2026 to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

### **c.) 2221 Hill Circle**

This structural remodel (new window style) was submitted on 06 July 2026. A motion for approval was and seconded (Van Vurst/D'Amico) on 07 July 2026 to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

### **d.) 3140 Virga Loop**

This landscape project was originally submitted on 02 July 2026. The original submission lacked required information and was thus unactionable. The owner was notified and owner resubmitted on 06 July 2026 with required information. A motion for approval was and seconded (Rist/D'Amico) on 07 July 2026 to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

**e.) 3835 Camels View**

This driveway replacement project was originally submitted on 06 July 2026. The current driveway is circular, with each end wider than allowable under design guidelines (17 ft and 18ft). Owner originally proposed to make the narrower end 18 feet to match the other. As requested, this proposal is non approvable under the design guidelines. A motion was made for allowing the driveway to be replaced with its current shape (1ft and 18ft ends) and seconded (Rist/D'Amico) on 08 July 2026 to grant Final Approval. Motion carried. The owner was notified by email/USPS. Letter to file.

**f.) 3735 Cumulus View**

This paint/stucco project was submitted on 10 July 2025. A motion was made for approval on 13 July (Rist/D'Amico). Motion carrier. . The owner was notified by email/USPS. Letter to file.

- 8. 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.) 3188 Virga Loop – Exterior Remodel (6/25/2026)
- b.) 3387 Skywatch Heights – Exterior Remodel (6/25/2026)
- c.) 3735 Camel Grove – Exterior Remodel (6/25/2026)
- d.) 1274 Almagre Heights – Exterior Remodel (6/25/2026)
- e.) 5020 Lyda Lane – Structural Remodel (6/25/2026)
- f.) 3915 Elisa Court – Exterior Remodel (6/25/2026)
- g.) 3650 Camels View – Landscape (6/25/2026)
- h.) 3414 Crest Hollow View – Landscape (6/25/2026)
- i.) 3390 Crest Hollow View – Landscape (6/25/2026)
- j.) 2445 Lyons View – Landscape (6/25/2026)
- k.) 1145 Almagre Heights – Landscape (6/25/2026)
- l.) 3870 Camels View – Exterior Remodel (7/5/2026)
- m.) 1950 Twinflower Point – Exterior Remodel (7/9/2026)

**9. Withdrawn Projects – No Response from Owner**

- a. 3155 Virga Loop – Withdrawn due to inaction by owner and by ARC consent at June Meeting.
- b. 3155 Virga Loop
- c. 3257 Viridian Point

## **10. Old Business**

### **a. 3810 Edgecliff Ct - (FYI ONLY – Action not expected)**

Owner submitted plans for new construction on vacant lot on 01 July 2026. Formal plan review led by Gathen was completed on 02 July. Gathen's conclusion was the plan had deficiencies and needed potential clarification. Most notable was the unusual method of calculating maximum TOF based on three corners of the property. Required elevation information was not contained on the plans, thus as submitted, the plans are non-approvable. Owner notified, with letter in ARCOS.

Thus far, we've not heard from the owner, thus no action expected at this meeting.

### **b. 3685 Hill Circle - (FYI ONLY – Action not expected)**

Owner submitted plans for a deck reconstruction on 23 June 2026. Conceptually, the idea is to extend the roofline over the deck out over the deck edge. Review of original blueprints indicated that the deck edge was placed directly on the lot setback, thus the roof overhang would extend into the setback. An overhanging roof is not allowed under the design guidelines. The owner was informed.

At this time, we have not heard back from the owner.

### **c. Final Approval & Recommendation to EB of Proposed Design Guidelines**

Refer to separate read ahead on this topic.

## **11. New Business**

### **a. 3010 Shadybrook Lane**

Owner has erected a shed in the back yard, which is not allowed under the DG. Committee needs to consider this case for possible action.

## 12. Adjournment

**Next Scheduled Meeting:**

11 August 2026 – 2:00 PM

## Projects Closed

1930 Twinflower Point - Landscaping  
2520 Hill Circle – Painting  
3451 Skywatch Heights – Landscape  
3560 Hill Circle – Remodel  
3451 Skywatch Heights – Remodel  
3387 Skywatch Heights – Remodel  
3402 Crest Hollow View – Landscape

|                                                                           |                                                   |                  |           |           |                        |                   |                               |
|---------------------------------------------------------------------------|---------------------------------------------------|------------------|-----------|-----------|------------------------|-------------------|-------------------------------|
| 428                                                                       | 3560 Hill Circle: Exterior Remodel 9/10/2025      | Exterior Remodel | 4/30/2026 | 5/15/2026 | Patio Remodel          | Timothy Sullivan  | Project Submittal Recei...    |
| 429                                                                       | 1940 Twinflower Point: Exterior Remodel 3/25/2025 | Exterior Remodel | 4/21/2026 | 5/15/2026 | Redo Stucco & Add ...  | Terry Rajendran   | Project status request s...   |
| 430                                                                       | 1930 Twinflower Point: Landscape 1/13/2026        | Landscape        | 4/21/2026 | 5/15/2026 | Putting Green          | Colin Thomas      | Project Submittal Recei...    |
| 431                                                                       | 3387 Skywatch Heights: Exterior Remodel 2/10/2026 | Exterior Remodel | 2/27/2026 | 5/15/2026 | Railing Install        | Marjorie Lyons    | Project Submittal Recei...    |
| 432                                                                       | 2520 Hill Circle: Exterior Remodel 2/17/2026      | Exterior Remodel | 4/22/2026 | 5/15/2026 | Repaint                | Laura Polaski     | Received NOC from ow...       |
| 433                                                                       | 3451 Skywatch Heights: Exterior Remodel 3/17/2026 | Exterior Remodel | 4/22/2026 | 5/15/2026 | Driveway Extension     | Rafal Kut         | C&C regs requested 3/1...     |
| 434                                                                       | 3451 Skywatch Heights: Landscape 4/21/2026        | Landscape        | 5/13/2026 | 5/15/2026 | Tree Plantings         | Rafal Kut         | Will start upon approval...   |
| 435                                                                       | 3228 Virga Loop: Landscape 2/17/2026              | Landscape        | 5/19/2026 | 5/21/2026 | Adding Artificial Turf | R. Craig Ewing    | Though it is still include... |
| 436                                                                       | 3291 Skywatch Heights: Landscape 3/26/2026        | Landscape        | 5/19/2026 | 5/21/2026 | Minor Landscape R...   | Rafael Bruschw... | Project Submittal Recei...    |
| <div><div>+</div><div>To add new project, press Shift + Enter</div></div> |                                                   |                  |           |           |                        |                   |                               |