

**Kissing Camels Property Owners Association
Architectural Review Committee
Meeting Minutes**

Date:	June 9, 2026
Time:	2:00 PM – 2:51 PM
Location:	KCPOA Management Office and via Zoom
Present:	Tom Danner (Chairman), Barbara Rist (Member & EB Liaison), Fred Van Vurst (Member) – in person; Kimberly Fontalvo, Steve D’Amico, Jim Gathen – via proxy to Chairman Danner
Staff:	Dakota Santellana, Assistant Community Manager
Guests:	None

1. Call to Order

Chairman Danner called the meeting to order at 2:00 PM.

2. Establishment of Quorum

Quorum was established. Members Fontalvo, D’Amico, and Gathen participated via proxy granted to Chairman Danner. Members Danner, Rist, and Van Vurst were present in person.

3. Recognition of Guests

No guests were present.

4. Approval of Minutes

The ARC meeting minutes for May 12, 2026 were submitted for approval. A motion to approve was made by Van Vurst and seconded by Rist. Motion carried.

5. Top of Foundation Certifications

No Top of Foundation Certifications were received or verified this month.

2589 Lyons View

It was noted that this property is still in the process of setting foundation forms. The Committee asked Danner to draft a letter to the owner requesting a project schedule.

6. Top of Roof Certifications

No Top of Roof Certifications were received or verified this month.

3270 Kissing Camels Drive & 3480 Hill Circle

It was noted that roofs at both properties are framed and underlayment is in place, but shingling has not yet occurred. No certifications were presented at the meeting.

7. Ratification of Consent Actions Taken Between Formal Meetings

The following actions were taken by the ARC between formal meetings (average approval time: 4.75 days). A motion to ratify all consent actions was made by Rist and seconded by Van Vurst. Motion passed.

3329 Crest Hollow View – Landscape

Originally submitted May 7, 2026. Motion for Final Approval made and seconded (Fontalvo/D'Amico) on May 20, 2026. Motion carried. Owner notified by email and USPS. Letter to file.

3171 Virga Loop – Landscape

Originally submitted May 20, 2026. Motion for Final Approval made and seconded (Fontalvo/Van Vurst) on May 22, 2026. Motion carried. Owner notified by email and USPS. Letter to file.

3437 Crest Hollow View – Landscape

Originally submitted May 22, 2026. Motion for Final Approval made and seconded (Rist/Van Vurst) on May 26, 2026. Motion carried. Owner notified by email and USPS. Letter to file.

1825 Coyote Point – Landscape

Originally submitted June 1, 2026. Motion for Final Approval made and seconded (Gathen/Rist) on June 1, 2026. Motion carried. Owner notified by email and USPS. Letter to file.

8. Completed Projects

The following projects have been completed and inspected by the ARC. Files have been closed and homeowners notified that they may retrieve printed copies of construction and/or landscape plans. Items not collected within one week of notification will be destroyed. All electronic files are retained by KCPOA.

Assistant Community Manager Dakota Santellana noted that ARCOS did not send project closure notices, making it difficult to close projects and notify owners of project closure. The Committee noted this as an ongoing process issue to be addressed with ARCOS.

Projects closed this period:

- 3560 Hill Circle – Exterior Remodel (9/10/2025)
- 1940 Twinflower Point – Exterior Remodel (3/25/2025)
- 1930 Twinflower Point – Landscape (1/13/2026)
- 3387 Skywatch Heights – Exterior Remodel (2/10/2026)
- 2520 Hill Circle – Exterior Remodel (2/17/2026)
- 3451 Skywatch Heights – Exterior Remodel (3/17/2026)
- 3451 Skywatch Heights – Landscape (4/21/2026)
- 3228 Virga Loop – Landscape (2/17/2026)

- 3291 Skywatch Heights – Landscape (3/26/2026)
- 3425 Crest Hollow View – Landscape (10/17/2025)
- 1830 Coyote Point Drive – Exterior Remodel (1/13/2026)
- 3830 Camels View – Exterior Remodel (5/5/2026)
- 2560 Hill Circle – Landscape (6/3/2026)
- 3163 Virga Loop – Landscape (6/3/2026)
- 3425 Hill Circle – Landscape (6/3/2026)
- 3426 Crest Hollow View – Landscape (6/3/2026)
- 2560 Hill Circle – Exterior Remodel (6/3/2026)
- 3625 Hill Circle – Remodel (6/8/2026)
- 3625 Hill Circle – Landscape (6/8/2026)
- 2410 Hill Circle – Remodel (6/8/2026)
- 3260 Virga Loop – Landscape (6/8/2026)
- 3820 Camelrock View – Landscape (6/8/2026)
- 3259 Virga Loop – Landscape (6/8/2026)

9. Withdrawn Projects

None.

10. Old Business

3155 Virga Loop – Landscape

The landscape project was originally submitted on March 23, 2026, and forwarded to the Committee for approval on March 24, 2026. The application was noted to be missing a site plan showing element locations, and specifications for individual landscape elements were also absent. Concerns regarding potential impacts to neighboring properties were noted. A request for additional information was sent to the owner on March 31, 2026.

No new information has been received from the owner since the last ARC meeting. Chairman Danner conducted a drive-by inspection on June 3, 2026, and observed that no work has been performed on the property.

The Committee accepted the recommendation to close the project and notify the owner of the closure and the reason therefor (no response to the information request).

Proposed Design Guideline Language CHANGES

A motion was made by Van Vurst and seconded by Rist to recommend the following Design Guideline changes to the Executive Board:

- Fencing (Section 5.1.2)
- Clarification on Return of Deposits (Appendix C)
- Clarifications on Roofing Materials (Section 6.7)

Motion carried.

The Committee discussed additional potential clarifications around Porticos, roof top decks, and what's allowed in buildable areas. Rist took the action to draft proposed language and circulate it to the committee members.

11. New Business

ARC Records Cleanout Date

Member Rist proposed moving the ARC records cleanout date to the fall. The matter was noted for further discussion at a future meeting.

12. Adjournment

There being no further business, the meeting was adjourned at 2:51 PM.

Next Scheduled Meeting: July 14, 2026 at 2:00 PM