

**Residential Improvement Design Guidelines  
For  
Eastgate I Homeowners Association, Inc.**

**May 27, 2009**

**Revised February 5, 2010**

**Revised October 18, 2012**

**Revised October 18, 2013**

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# RESIDENTIAL IMPROVEMENT DESIGN GUIDELINES

## FOR

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## I. INTRODUCTION

- 1.1 **DEFINITIONS** - The following words, when used in these Guidelines, shall have the meaning hereinafter specified:
- A. **Association** - Shall mean Eastgate I Homeowners **Association**, Inc., a Colorado corporation not for profit, its successors and assigns.
  - B. **Autocourt** - Shall mean an access way that provides vehicle and pedestrian access from public streets in the **Subdivision**.
  - C. **Committee** - Shall mean the Architectural Control **Committee**, duly appointed in conformance with Article 4, of the **Declaration** to review the erection, placement, and alteration of **Improvements** to **Property** in Eastgate I **Subdivision**.
  - D. **Common Area** - Shall mean all the real **Property**, including **Improvements** thereon, owned by the **Association** and/or the City of Longmont, including those portions of right-of-way that the **Association** may be obligated to maintain per approved Plat(s) for the **Subdivision(s)**, for the common use and enjoyment of the **Owners** of the **Properties**.
  - E. **Declarant** - Shall mean the **Declarant** as defined in the **Declaration** of Covenants, Conditions and Restrictions for Eastgate I Homeowners Association, Inc., Article 1, Section 1.02 (i).
  - F. **Declaration** - Shall mean the Amendment and Restatement of **Declaration** of Covenants, Conditions and Restrictions for Eastgate I Homeowners' Association, Inc. recorded in Boulder County, Colorado, on July 28, 2006, under Reception No. 2794141, as thereafter Amended and Supplemented.
  - G. **Improvement(s)** - Shall mean **Improvement(s)** as defined in the Amendment and Restatement of **Declaration** of Covenants, Conditions and Restrictions for Eastgate I Homeowners Association, Inc., Article 1, Section 1.02 (p).
  - H. **Lot** - Shall mean any numbered plot of land shown upon any recorded subdivision plat of the **Properties** which is not designated as a common area.
  - I. **Outlot** - Shall mean a parcel of land within the Eastgate I **Subdivision** that will be owned by the **Association** and that exists for the benefit of some or all of the **Owners**, and which will be either a common element or a limited common element under the **Declaration**.
  - J. **Owner** - Shall mean the recorded **Owner**, including contract sellers, whether one or more persons or entities, of fee simple title to any lot or living unit situated upon the **Properties**.
  - K. **Property(ies)** - Shall mean all lots and common areas, developed or undeveloped, within the Eastgate I **Subdivision**, including those owned by other entities such as City of Longmont, or Xcel Energy which are maintained by the **Association**.

K. **Subdivision** - Shall mean all Filings of the Eastgate I **Subdivision**, as well as all other areas that are annexed into the Eastgate I Homeowners **Association**, in accordance to the **Declaration**.

1.2 **GUIDELINES FOR THE ARCHITECTURAL CONTROL REVIEW COMMITTEE** - The **Declaration** requires prior approval by the **Committee** or its designated representatives before any building, fence, or other structure is erected, placed, or altered ("**Improvements to Property**"). **Improvements to Property** include, but are not limited to, any landscaping of **Property**; the construction or installation of a patio, deck, pool, hot tub; the construction, demolition or removal of any building or other structure; and any change of the exterior appearance of a building or other **Improvement**. The Guidelines contained herein establish certain acceptable designs for different types of **Improvements**. These Guidelines apply to residential **Property** in the **Subdivision**. The Guidelines are intended to assist the **Owners in the Association**. All proposed **Improvements to Property** must be submitted to the **Committee**.

1.3 **CONTENT OF GUIDELINES** - In addition to the introductory material, these Guidelines contain:

- (A) a listing of specific types of **Improvements** which **Owners** might wish to make, with specific information as to each of these types of **Improvements**;
- (B) a summary of procedures for obtaining approval from the **Committee**; and
- (C) figures showing approved designs for fences.

1.4 **EFFECT OF THE DECLARATION** - **Copies of the Declaration** are provided to new and resale **Owners** when they purchase their homes. Each **Owner** should receive and become familiar with the **Declaration**. Nothing in these Guidelines shall supersede or alter the provisions or requirements of the **Declaration's** provisions relating to the use of the **Properties**, and to **Improvements to Property**, which are found in Articles 3, 7 and 8 of the **Declaration**.

1.5 **EFFECT OF GOVERNMENTAL AND OTHER GUIDELINES** - Use of the **Properties** and **Improvements to Property** must comply with applicable building codes and other governmental requirements and Guidelines. Approval by the **Committee** will not constitute assurance that **Improvements** comply with applicable governmental requirements and Guidelines, or that a permit or approvals are not also required from applicable governmental bodies. For information about City of Longmont requirements, **Owners must write or call the City of Longmont Building Department**.

1.6 **INTERFERENCE WITH UTILITIES** - In making **Improvements to Property**, **Owners** are responsible for locating all water, sewer, gas, electric, telephone, cable television, irrigation lines, or other utility lines or easements. **Owners** should not construct any **Improvement** over such easements without the consent of the utility involved, and **Owners** will be responsible for any damage to utility lines. Underground utility lines and easements can usually be located by contacting the following entities:

City of Longmont  
Xcel Energy

Qwest

Eastgate I Homeowners Association, Inc. (Common Area irrigation lines)

- 1.7 **GOAL OF GUIDELINES** - Compliance with these Guidelines and the provisions of the **Declaration** will help preserve the inherent architectural and aesthetic quality of the **Subdivision**. It is important that the **Improvements to Property** be made in harmony with, and not detrimental to, the rest of the community. A spirit of cooperation with the **Committee** and neighbors will go far in creating an optimum environment which will benefit the **Owners**. By following these Guidelines and obtaining approvals for Improvements from the **Committee**, **Owners** will be protecting their financial investment and will help to promote **Improvements** that are compatible with the standards for the **Subdivision**.
- 1.8 **INTERPRETATION OF THE GUIDELINES** - The **Architectural Control Committee** shall interpret these Guidelines.
- 1.9 **ENFORCEMENT OF DECLARATION AND GUIDELINES** - The **Architectural Control Committee** shall have primary responsibility for the enforcement of the **Declaration** and Guidelines. The **Committee** will investigate written complaints of **Owners** on violations of **Declaration** or Guidelines if such complaints are dated and signed by the Owner. The **Committee**, the **Association** Executive Board, and employees of the **Association** shall use all reasonable means to maintain the anonymity of complaining Owners. If a violation is found, the **Committee**, via the **Association's** management company, will notify the Owner in violation, in writing, requesting that appropriate action be taken to maintain compliance. If the Owner in violation does not come into compliance with the **Declaration** or Guidelines after receipt of two written letters from the **Committee**, the **Committee** will request that the violation be referred to the **Association** Executive Board for enforcement action.
- 1.10 **ADVISEMENT OF NEIGHBORS** - It is advised that **Owners** advise neighbors prior to submitting forms for changes or additions.

## II. SPECIFIC TYPES OF IMPROVEMENTS - GUIDELINES

### 2.1 **GENERAL**

- A. The following alphabetical list covers a wide variety of specific types of **Improvements** or alterations which **Owners** and builders typically consider installing. Pertinent information is given as to each. Unless otherwise specifically stated, drawings or plans for a proposed **Improvement** shall be submitted to the **Committee**, and written approval of the **Committee** shall be obtained before the **Improvements** are made. Drawings or plans shall include dimensions, setbacks, roof slopes, and both elevation and plan views of all proposed expansions or additions. Applications for paint change must be accompanied by samples or chips of the colors to be approved, along with a written description of color schemes of adjacent homes. Drawings, plans and other color samples will be retained in **Association** files for future reference. If needed, the **Committee** will submit the request to the **Association** Executive Board for its separate review and response. In

some cases, where specifically stated, a type of **Improvement** is prohibited. **Improvements** not listed will require **Committee** approval.

- B. The architectural style of a proposed residence and any additions thereto shall be consistent with the style and character of the other single family residences built in the individual neighborhoods, per the opinion of the **Committee**.
- C. All building architecture must, at a minimum, meet all requirements of the Eastgate I Preliminary Development Plan, as may be amended, by the City of Longmont, as well as all requirements of each individual Final Development Plan, as appropriate. This requirement is imposed on all filings of the Eastgate I community.

2.2 **ADDITIONS AND EXPANSIONS** - **Committee** approval is required. **Owners** must use the "Accessory Building Request Form" when submitting an addition or expansion for approval. Additions or expansions to the home will require submission of detailed plans and specifications appropriate to the magnitude of the revision, including description of materials to be used, and plan and elevation(s) drawings showing dimensions, setbacks, roof slopes, etc. Additions and expansions must be of the same architectural style and color as that of the residence.

2.3 **ADDRESS NUMBERS** - requires **Committee** approval to relocate to a position different from that originally installed by the builder.

2.4 **ADVERTISING** - See signs.

2.5 **AIR CONDITIONING EQUIPMENT** - **Committee** approval is required. Air conditioning equipment, including swamp coolers, must be ground-mounted and installed in the rear or side yard and must be screened from the street right-of-way with either fencing or shrubbery. Installation of air conditioning equipment, including swamp coolers, on the roof of the house or in a window of the house will not be permitted. Garage fans and attic fans are permitted provided they are installed on the interior of the home and any associated vents or louvers are painted to match roof shingles.

2.6 **ANIMALS** - Under Article 8, Section 8.03(n) of the **Declaration**, no domestic animals or fowl totaling more than three (3) generally recognized house or yard pets shall be maintained on any Lot. Dogs, cats or other household pets owned by **Owners** or their guests shall not be permitted to run at large, but shall be kept under the control of such **Owner** by leash, cord or chain. The **Owner** of any dog, cat or other household pet shall immediately remove excrement deposited by said animal upon the **Properties**. City of Longmont ordinances also restrict the activities of dogs, cats and other animals when off **Owners'** lots. Raising or keeping any livestock such as horses, cows, pigs, sheep, goats, or poultry is not permitted.

2.7 **ANTENNAS** - The **Association** has adopted rules, regulations and restrictions for the installation and maintenance of exterior antennas in the community in compliance with the FCC Rule which became effective October 4, 1996 as amended as follows:

I. Permitted Types of Antenna

- A. Installation of any DBS (direct broadcast satellite) satellite dish that is one meter or less in diameter, MMDS (multichannel multipoint distribution service wireless

cable) antenna that is one meter or less in diameter or diagonal measurement, or television (TBS) antenna (collectively referred to as "antenna") is permitted.

## II. Antenna Location

- A. The primary installation location for a DBS satellite dish and MMDS antenna shall be in a location below the roofline in the backyard that is shielded from view from the street(s) and adjacent residences, provided such location does not preclude reception of an acceptable quality signal.
- B. The secondary location: If the primary location prevents reception of an acceptable quality signal, the antenna shall be installed in a location that is shielded from view from the street(s) and adjacent residences, provided such location does not preclude reception of an acceptable quality signal.
- C. A TV antenna shall be installed wholly within the physical structure of the residence so long as the signal received is substantially the same as the signal received by an outdoor TV antenna. If a TV antenna is installed outdoors it shall be installed in a location that is shielded from view from the street(s) and adjacent residences.
- D. Installation of an antenna on any **Common Areas** as defined in the Declaration or **Property** not owned and under the exclusive use or control of the **Owner** is strictly prohibited.
- E. Installation of any antenna designed to transmit radio, television, cellular, or other signals that does not also receive over the air video programming services as described in Paragraph I A is strictly prohibited.
- F. Installation of any antenna not described in this regulations is subject to prior written approval of the Board of Directors and/or the **Committee**.

## III. Antenna Installation

- A. Installation of an antenna permitted in Sections I and II above, shall be subject to the following:
  - 1. Wiring or cabling shall be installed so as to be minimally visible and blend into the material to which is it attached. If the antenna is installed on the side of a structure, the penetration of the wire or cable from the exterior to the interior of the residence shall be made as close as possible to the location the antenna is attached to the siding and through existing penetrations for wire and cable, if available.
  - 2. An antenna installed on the ground shall be screened from view from any street or adjacent **Lot** by a solid fence or appropriate landscaping.
  - 3. No antenna shall be placed in a location where it blocks fire exits, walkways, ingress or egress from an area, fire lanes, fire hoses, fire

extinguishers, safety equipment, electrical panels, or other items or areas necessary for the safe operation of the **Association** or individual units.

4. No antenna may obstruct a driver's view of an intersection or a street.
  5. Antennas mounted on masts are prohibited except where necessary for reception of an acceptable quality signal.
- 2.8 **ASTRO-TURF** - Or other carpet-type of floor covering shall not be used on front decks, front porches or balconies.
- 2.9 **AWNINGS** - See Overhang.
- 2.10 **BALCONIES** - See Decks.
- 2.11 **BASKETBALL BACKBOARDS** - are not permitted per the **Declaration**, Section 8.02(c) due to the limited size of the unimproved area of a **Lot**.
- 2.12 **BIRDHOUSES AND BIRDFEEDERS** - a birdhouse or birdfeeder may only be installed in the back yard.
- 2.13 **BOATS** - See Motor Home Vehicles.
- 2.14 **BUG ZAPPERS** - If used, shall only be on while the **Owner** is outside in close proximity.
- 2.15 **BUILDING HEIGHT** - Only as regulated by City of Longmont code and as approved and amended by the City of Longmont on the Final Development Plan for the **Subdivision**.
- 2.16 **CABLE TV ANTENNAS** - See Antennas.
- 2.17 **CAMPERS** - See Motor Home Vehicles.
- 2.18 **CARPORT** - Not permitted.
- 2.19 **CIRCULAR DRIVES** - See Driveways.
- 2.20 **CLOTHESLINES AND HANGERS** - In order to conform with Colorado HB 1270, only retractable clotheslines are permitted. All laundry must be removed by sundown and clothesline retracted.
- 2.21 **CLOTH OR CANVAS OVERHANGS** - See Overhangs.
- 2.22 **COLOR** - See Painting.
- 2.23 **CORNER VISIBILITY** - Compliance with City of Longmont intersection sight distance criteria, City of Longmont Land Development Code, and setback limitations on the Plat must be adhered to.
- 2.24 **DECKS** - **Committee** approval is required. Must be constructed of wood or composite material matching the material of the residence and, if painted, must match the color scheme

of the residence, unless otherwise approved by the **Committee**. Must be installed as an integral part of the residence and patio area. Decks shall not be used for storage other than patio furniture and barbecues. Construction of decks over easement areas is not permitted.

- 2.25 **DOG RUNS** - Per Section 8.03(o) of the **Declaration**, dog houses, dog shelters, and dog runs are not permitted due to the limited size of the unimproved area of a **Lot**.
- 2.26 **DOORS** - **Committee** approval is required for the addition of screen or other type doors to the front of a home. The material should match existing doors on the house, and the color should be the same as that of the existing doors on the house, unless otherwise approved by the **Committee**. Security doors or security window bars require **Committee** approval. Security window bars are not permitted in front yards, but may be permitted on the lowest level of back yards upon **Committee** approval.
- 2.27 **DRAINAGE** - All drainage devices, such as French drains, etc. must be approved in writing by the **Committee**. Approval shall not be granted unless provision is made for adequate alternative drainage. The established drainage pattern over any property cannot be changed without written permission from the **Committee**. All drainage directed to or across **Association** common property of **Association** maintained area must receive **Committee** approval; contact the City of Longmont for assistance. Any change to the drainage flow, direction, manner, etc., may require City approval. A homeowner is strongly advised to consult with the City on any project that may affect drainage. French drains, trench drains, or similar devices may not discharge into any **Association** property. If required by the **Committee**, drainage may be carried across **Association** property or City of Longmont property via a **Committee**-approved mechanism at the homeowner's cost. Sites that drain directly to adjacent open space may have additional drainage restrictions imposed on the site by the City. If you are unsure of these restrictions, please consult with City of Longmont Building Department.
- 2.28 **DRIVEWAYS** - All driveways leading from the street to an **Owner's** home or **Property** are to be constructed of permanent, properly formed, hard-surfaced paving (i.e., concrete with a four (4) inch minimum thickness). Modifications to the original driveway require **Committee** approval. Widening for the purpose of extra parking space is not permitted. Driveways may not be painted.
- 2.29 **EVAPORATIVE COOLERS** - See Air Conditioning Equipment.
- 2.30 **EXTERIOR LIGHTING** - See Lights and Lighting.
- 2.31 **EXTERIOR MATERIALS** - The only acceptable exterior building materials are high-quality hardboard siding, high-quality state of the art brick, stone, stucco, or other harmonious materials utilized for accent or home details as approved by the **Committee**. Traditional exterior details such as front porches, gables, columns, bay windows, shutters, and window trim shall be used where appropriate if approved by the **Committee**. Colors shall be more of earthen tones and shall harmoniously blend to the visual benefit of the development.
- 2.32 **FENCES:**

- A. **General** - Fences and/or walls/brick columns/entrance monuments constructed by developer and/or builder along or abutting **Property** lines, arterial streets, collector streets, and local streets may not be removed, replaced, or altered, including adding a gate, without approval of the **Committee**. If any such fences and/or walls/brick columns/entrance monuments constructed by developer and/or builder which are located upon an **Owner's Property** are damaged or destroyed by **Owner** or **Owner's** agents, the **Owner shall repair and recondition the same at the Owner's expense**.
- B. **Drainage Under Fencing** - It is important to remember that certain drainage patterns may exist along or under proposed fence locations. When constructing a fence, be sure to provide for a space between the bottom of the fence and the ground elevation so as not to block these drainage patterns.
- C. **Fence Design** - Fences may not be constructed without **Committee** approval. The recommended construction shall be in accordance with the specifications shown on Figures 1 through 4 attached and in compatibility with neighbors' existing fences. All Lot Boundary Fences must meet the criteria below and must be in accordance with Figures 1, 2, & 3. All lot boundary fences and must be constructed from new materials. Gates in fencing must be constructed in accordance with Figures 1, 2 and 3. All of the above-mentioned fencing must be constructed of tan PVC, except white PVC fencing is permitted only on the original Ithaca Homes models for the life-span of the fence and any future replacements shall be with tan PVC fencing.. All fences must adhere to sight triangle regulations by the City of Longmont.
- (1) **Lot Boundary Fences** - Fencing installed by **Owners** along the property boundaries of **Owners'** lots shall be one of the following three types of fencing: (a) tan PVC privacy fencing with two foot (2') clear story design at top with height limitation of six feet (6'-0") as shown in Figure 1, (b) tan PVC picket fencing with height limitation of four feet eight inches (4'-8") as shown in Figure 2, or (c) tan PVC 2-rail open rail fence with height limitation of three feet six inches (3'-6") as shown in Figure 3. The **Committee** will require fence returns to be set back from the front of the house/garage a minimum of eight (8) feet. The eight (8') foot setback requirement may be measured from a front porch, not stoop, if said porch has a concrete foundation and a full roof. Variances to this setback requirement may be granted in cases of conflict with doors, windows, electric meters, gas meters, extreme slopes, etc.
  - (2) **Perimeter Fences** - Fencing along the boundary between **Association** Tracts along major streets and individual lots will be 2-rail open rail tan PVC fence per Figure 3. This fence will be constructed per the Final Development Plan. Gates, removal sections, or any other type of access through the perimeter fence is not permitted.
  - (3) **Fences or Screening Located Within Property Line** - Must be an integral part of the landscape design.
  - (4) **Double Fencing** - Not permitted. Double fencing is not the same as double facing. Check with the **Committee**.



- (5) **Cluster Mail Boxes** - Fences adjacent to cluster mail boxes must allow three and one-half to four feet (3 1/2' to 4') clearance behind cluster box to allow for mail delivery.
- D. No plastic chicken wire, hog wire, barbed wire, or strand wire will be allowed. Welded galvanized wire (2"x4") mesh may be attached to an open-rail fence, if installed on the inside of the fence and not extending above the top rail.
- E. Fences shall not be constructed within the street right-of-way areas. The setback for the side yard fence adjacent to the street shall be a minimum of one (1) foot from the back of the sidewalk. The fence setback from the sidewalk shall be the same distance from all adjacent corner lots so that the side lot boundary fences of both **Owners** shall meet at the back property line shared between the two **Owners**. Front fence returns of adjacent homeowners should meet at the same point when possible with a minimum setback from the front of the house of eight feet (8'). See Section 2.32 C(1) above.
- F. **Maintenance Responsibility** -
- (1) **Perimeter Fences** - A 2-rail open rail fence may bound those homes with lots adjacent to residential collector streets or peripheral arterial streets. These fences have been constructed by the builder and/or developer. Day-to-day maintenance of the fence is the responsibility of the homeowner. Deteriorated materials must be replaced by the homeowner with materials identical to the original in quality, quantity, and design. If the Board deems it necessary, it will direct the **Association** to repair the perimeter fence. The cost of repair may be assessed against the individual homeowner. Perimeter fences may not have gates or removable sections of any sort. There can be no rear or side yard access through perimeter fences.
- (2) **Lot Boundary Fences** - Lot boundary fences usually run along common lot lines separating two homeowners' yards. Ownership is sometimes shared between the two homeowners and maintenance is the shared responsibility of the two homeowners. Front wing fence returns between the house and side lot lines may have a gate.
- (3) **Greenbelt Fences** - A greenbelt fence separates a homeowner's property from the greenbelt/public land/other landscaped tracts. These may have been constructed by the builder and/or developer. Maintenance is the responsibility of the homeowner. If the Board deems it necessary, it will direct the **Association** to repair the greenbelt fence. The cost of repair may be assessed against the individual homeowner.
- (4) **Mesh Line Fences** - May be erected on the homeowner's side of a rail fence to assist in containment of pets or children. Ownership and responsibility for maintenance is solely the homeowner's.
- (5) **Chain Link Fences** - Are not permitted.

- 2.33 **FIREWOOD STORAGE** - See Wood Storage.
- 2.34 **FLAGPOLES** - Flagpoles attached to the front of the house or balcony do not require approval as long as the pole top does not rise above the level of the bottom sill of the second story windows and is a maximum of 8'-0" long. Free-standing poles are acceptable provided they do not exceed fifteen (15) feet in height and are located within six feet of the front of the house. All flagpoles are to be used for the flying of U.S. flags and military service flags only. U.S. and military service flags are also permitted to be displayed on the inside of a window or door of an **Owner's** or occupant's residence. Flags must be flown in accordance with the Federal Flag code. Flag sizes should be in proportion to the flagpole staff and military service flags may not exceed a dimension of thirty-six by forty-eight inches (36"x48").
- 2.35 **GARAGES** - Garage doors shall be vinyl or metal, painted to match the residence body color or trim. Outlining the garage door panels in a contrasting color or checker board design is not permitted. Garage doors shall be kept closed at all times when not in use.
- 2.36 **GARBAGE CONTAINERS AND STORAGE AREAS** - See Trash Containers And Enclosures.
- 2.37 **GARDENS-FLOWERS** - **Committee** approval is not required. All flower gardens must be weeded, cared for and carefully maintained.
- 2.38 **GARDENS-VEGETABLE** - **Committee** approval is not required, if located in the rear or side yard. Must be weeded, cared for and carefully maintained.
- 2.39 **GAZEBOS** - **Committee** approval is required. Must be an integral part of the landscape plan and must be located in the rear yard. Maximum height cannot exceed fifteen (15') feet. Materials must be compatible with the residence materials.
- 2.40 **GRADING AND GRADE CHANGES** - See Drainage.
- 2.41 **GREENHOUSES AND GREENHOUSE WINDOWS** - are not permitted.
- 2.42 **HANGING OF CLOTHES** - See Clotheslines and Hangers.
- 2.43 **HOT TUBS/SPAS & ENCLOSURES** - **Committee** approval is required. Hot tub/spa must be ground mounted and an integral part of the deck or patio area and of the rear yard landscaping. Must be in the rear yard. Must be installed in such a way that it is not immediately visible to adjacent **Property Owners**, i.e., hidden by fence, shrubs, etc., and the bottom of which may not be more than twenty-four inches (24") from the ground. Due to small lots sizes, hot tubs must be located as far from neighboring windows as possible to minimize noise and chemical impact to neighboring lots. Placement of hot tubs will be determined by the **Committee** on a case-by-case basis with primary consideration for minimization of noise and chemical impact to neighboring lots. Manufactured redwood enclosures must be submitted for approval and will be considered on a case-by-case basis, depending upon lot location, visibility, etc. In some cases, the **Committee** may require the enclosure to be constructed of materials similar to the residence.

- 2.44 **HOLIDAY DECORATIONS** - All seasonal decorations must be removed within thirty (30) days of that particular holiday or celebration. Consideration of neighbors should be exercised when decorating for any occasion. Holiday decorations may not include any audio that can be heard beyond the limits of the lots.
- 2.45 **HOUSE NUMBERS** - See Address Numbers.
- 2.46 **IRRIGATION SYSTEMS** - Underground manual or automatic irrigation systems will not require approval of the **Committee**.
- 2.47 **JACUZZI** - See Hot Tubs.
- 2.48 **JUNK VEHICLES** - See Motor Home Vehicles.
- 2.49 **LANDSCAPE** - **Committee** approval required. Use the **Request For Approval form**.

(A) **Front Yard Landscape:**

- (1) Landscape in the front yard is required to be installed by the approved builder within three (3) months of the date of conveyance of the unit by an approved builder to the first purchaser who is not an approved builder, unless the **Committee** grants, for good cause, a delay of required landscaping installation until the first month of the next growing season.
- (2) Front yard landscape shall be planted or have sod installed so that at least thirty percent (30%) of the front yard is turf grass. The remaining approximately seventy percent (70%) shall be landscaped utilizing living plants, ground cover, bushes, shrubs and trees, and non-living durable landscape materials, including but not limited to, mulch, bark, rocks and stone, as well as separation and retention materials, including but not limited to, edging, stone barriers and walls, and retention walls. See Figure 6 for concept landscape plan detail.
- (3) All landscape installed by an approved builder shall include both an underground irrigation system to irrigate all turf grass and a drip system to irrigate all living plantings. The nature, size, and location of such irrigation systems must be approved by the **Committee** prior to landscape installation. Such irrigation systems must connect to, and must be consistent and compatible with, the master irrigation water source system that serves all builder installed landscape in the development.
- (4) All front yards and all side yards installed by an approved builder shall be maintained by the **Association** in an neat, attractive, and well-kept condition, which shall include, without limitation, lawns routinely mowed; hedges, shrubs, and trees pruned and trimmed; adequate watering; replacement of dead, diseased or unsightly materials; removal of weeds and debris, and maintenance and repair of the irrigation system(s) serving such landscaping. An **Owner** is not authorized and is prohibited from maintaining the builder-installed/**Association**-maintained landscaping without prior approval of the **Committee**. In the event that an **Owner** attempts to maintain the builder-installed/**Association**-maintained landscaping, and in doing so should cause damage to any item or material of the landscape, the **Association** is entitled to recover the value of the damage from the **Owner**.

(B) Side Yard Landscape:

- (1) The side yards of each **Lot**, whether installed by an approved builder or an **Owner** shall be landscaped using a combination of rock and stone in order to maximize drainage of the side yards.

(C) Rear Yard Landscape:

- (1) Landscape in the rear and side yard is required to be installed by the **Owner** within three (3) months of the date of conveyance of the unit by an approved builder to the **Owner** unless the **Committee** grants, for good cause, a delay of required landscaping installation until the first month of the next growing season.
- (2) The rear yard landscape shall include sod and/or other landscape materials which shall include living plants, ground cover, bushes, shrubs and trees, and non-living durable landscape materials, including but not limited to, mulch, bark, rocks and stone, as well as separation and retention materials, including but not limited to, edging, stone barriers and walls, and retention walls. An underground irrigation system for sod and a drip system for plant materials is required.
- (3) In backyards, quality, state-of-the-art artificial turf grass may be considered for approval as an alternative to turf grass. Use of specialized turf grass that is promoted to conserve water, such as 90/10 bluegrass/fescue mix, is recommended. For purposes of this standard, turf grass is defined as continuous plant coverage consisting of hybridized grasses that, when regularly mowed, form a dense growth of leaf blades and roots.
- (4) **Owners** are encouraged to consider xeriscape applications when submitting plans. For the purposes of this standard, xeriscape is defined as the application of the principles of landscape planning and design, soil analysis and improvement, appropriate plant selection, limitation of turf area, uses of mulches, irrigation efficiency, and appropriate maintenance that results in water use efficiency and water-saving practices. The **Committee** shall not impose additional requirements on **Owners** who submit xeriscape plans. Plans that only include rock for the total yard without inclusion of the requirement for organic materials noted above will not be approved.
- (5) Additional landscape requirements may be imposed on the **Property Owner** by the City of Longmont Final Development Plan requirements; these requirements shall be the responsibility of the City for enforcement and not the **Committee** or **Association**.
- (6) **Erosion Control techniques within the site to ensure protection of adjacent properties is mandatory and shall be in accordance with the requirements of the City of Longmont. All runoff must be controlled from each lot. No silt shall leave the lot. It is the responsibility of the Owner to control erosion. The Committee shall have the authority to require additional erosion control.**
- (7) **Owner** is required to notify the **Committee** in writing upon completion of the landscape installation and shall grant the **Committee** the right to inspect the landscape installation.

- (D) Gravel, rock and/or soil piles left in front or on visible side yards of houses, in the street, or on the driveway is not permitted. Leaving gravel, rock and/or soil piles in the street is a violation of City of Longmont ordinance and should be reported to the City of Longmont and not the **Association**.
- (E) Delivery and placement of landscape materials shall not damage greenbelt or entry/median areas. Delivery trucks are not allowed to cross these areas (to avoid sprinkler and landscape damage). If this regulation is violated and damage to the common **Properties** results, the **Owner** will be held financially responsible for remedying the damage caused by **Owner** or their agents.
- (F) If the governing water municipality is not permitting new sod installation due to drought restrictions, then the **Owner(s)** must install the sod portion of the landscape installation within sixty (60) days from the date the water restriction is lifted. The **Owner** is still responsible to complete all other portions of their landscape installation in accordance with this Section 2.49. This extension will be granted with the condition that the **Owner** must comply with the following requirements:
  - 1) a minimum five foot (5') area around the entire yard perimeter must be covered with weed barrier fabric and rock mulch within the three month time frame; and
  - 2) weed control must be done on an ongoing weekly basis in the area designated for sod until the landscape installation is completed; and
  - 3) any additional erosion control measures, such as silt fencing and hay bales, must be taken to prevent erosion into neighboring yards or adjacent property as necessary.

2.50 **LATTICEWORK (PATTERN)** - **Committee** approval is required. Latticework must be a minimum of one-half inch (1/2") thick if it does not adjoin directly to the house.

2.51 **LIGHTS AND LIGHTING** - **Committee** approval is not required for exterior lighting if in accordance with the following guidelines: Exterior lights must be of the traditional style and character as installed by builder on other residences in the **Subdivision**, and be as small in size as is reasonably practical. Exterior lighting should be directed towards the house and must be of low wattage to minimize glare sources to neighbors and other **Owners**. Lighting fixtures should be dark colored so as to be less obtrusive. Low voltage lighting offers safety advantages over conventional house-voltage systems. Any variance from these Guidelines or usage of high wattage spotlights or flood lights requires **Committee** approval. Lighting shall be down-directed and shall not cast a glare on adjacent **Properties**. No private lighting shall be erected higher than ten (10') feet from ground level, unless specifically approved by the **Committee**. Energy-efficient outdoor lighting devices, including without limitation, a light fixture containing a coiled or straight fluorescent light bulb, and any solar recharging panel, motion detector, or other equipment connected to the lighting device are permitted.

2.52 **LIVESTOCK** - See Animals.

- 2.53 **MAILBOXES** - Neighborhood Box Units (commonly called N.C.B.U. or cluster mailboxes) have been planned by the United States Post Office. Individual mailboxes are precluded by postal regulations. Snow removal on walkways surrounding the cluster mailboxes is the responsibility of the adjacent **Owner**.
- 2.54 **MICROWAVE DISHES** - See Antennas.
- 2.55 **MINING AND DRILLING** - Not permitted.
- 2.56 **MOTOR HOME & EMERGENCY VEHICLES** - Not permitted to be located or parked permanently on the **Properties** or on streets within the **Subdivision**. The **Declaration**, Section 8.04(c) provides that "trucks, trailers, mobile homes, truck campers, self-contained recreational vehicles, boats, and commercial vehicles shall not be kept, placed or maintained upon any **Lot**, road, street, driveway or on the **Common Area** in such a manner that such vehicle or boat is visible from neighboring **Lots, Common Areas**, or streets, except to prepare them for use or for storage after use." These vehicles must be moved from the general area within seventy-two (72) hours unless approved in writing by the **Committee** or unless City of Longmont time limits are more restrictive. Such vehicles may be kept only within garages. The Association does not permit enclosed structures other than garages for this type of storage.

Inoperable (or junk) vehicle is defined as a vehicle that is not licensed, registered, has one or more flat tires, does not have an engine or transmission, is supported by blocks and/or jacks, or shows similar indications that the vehicle cannot be driven on public roadways. These vehicles cannot be repaired, constructed or allowed to remain on any lot or on any private or public street in such a manner as to be visible from any portion of the **Properties**. City of Longmont ordinances may also restrict the parking of vehicles described above on any public streets. Maintenance/repairs on vehicles may only be done within an enclosed garage with the door closed.

Emergency service vehicles as defined in Colorado statute 38-33.106.5(d) belonging to emergency service providers are permitted to be parked in an **Owner's** or occupant's driveway or community streets under the following conditions:

- a. The emergency motor vehicle **MUST** be required by an **Owner's** or occupant's employer to be parked at the **Owner's** or occupant's residence as a condition of the **Owner's** or occupant's employment; **AND**
- b. The emergency motor vehicle has a gross weight of ten thousand pounds or less; and
- c. The vehicle is used by an **Owner** or occupant who is a member of a volunteer fire department **OR** is employed by a primary provider of emergency fire fighting, law enforcement, ambulance, or emergency medical services; and
- d. The parked emergency vehicle does not block emergency access or prevent other **Owners** from using the streets.

Emergency service provider is defined as a primary provider of emergency fire fighting, law enforcement, ambulance, or emergency medical services.

- 2.57 **MOTORIZED VEHICLES** - Motorized Vehicles are not to be driven on greenbelts or **Common Areas**. This includes snowmobiles, golf carts, motorcycles, minibikes, go-carts, mopeds and delivery trucks, but excludes lawn cutting, snow removal or maintenance equipment. Such vehicles shall not be parked as to be visible from any of the **Properties**.

- 2.58 **OVERHANGS - CLOTH OR CANVAS** - **Committee** approval is required. The color must be the same as or complementary to the exterior of the residence, unless otherwise approved by the **Committee**. Metal or fiberglass awnings are not permitted.
- 2.59 **PAINTING** - **Committee** approval is not required if color and color combinations are identical to the original color painted by builder. Color or color combination changes require **Committee** approval.
- (A) All exterior colors must be reviewed for approval by the **Committee**, including repainting of existing homes. Colors specifically not allowed shall include but not be limited to purple, orange, red, or pink. The **Committee** will assess the overall color composition formed by the individual materials.
  - (B) All roof vent caps, louvers, plumbing stacks, chimney flashing, valley flashing, etc., are to be painted a color not in contrast with the color of the roofing.
  - (C) Whenever exterior painting is to be done, all changes must be approved by the **Committee** prior to any painting being done. Changes include any paint or color scheme other than the original brand paint, color number and scheme which is on file with the builder or the **Committee**.
  - (D) It is recommended that all homes be painted on a regular schedule to avoid chipping and peeling.
  - (E) Colors which will meet requirements for approval are best described as being soft, muted colors.
  - (F) All paints are to be flat or semi-gloss paints, except in the case of doors and shutters. (Please note: metal doors may not successfully accept latex paint.)
  - (G) Paint schemes must be different from neighboring homes. Submittals without a description of neighbors' paint colors will not be considered by the **Committee**.
  - (H) Garage doors are to be the same color as the siding or trim, unless otherwise requested and approved by the **Committee**. Outlining the garage door panels in a contrasting color or in a checker board design is not permitted.
  - (I) All window trim and wood and metal area surrounding window is to remain white, except where painted a different color originally by the builder.
  - (J) Most homes in the **Subdivision** have multiple tone paint schemes (e.g., siding color, trim color and accent color for shutters and doors). New colors submitted should preserve this multiple tone scheme. For example, if the trim was a different color than the doors and shutters originally, they should also be different in the submitted colors.
  - (K) Selections should be submitted to the **Committee** in the form of four (4) sets of manufacturer's paint chips. Please indicate which color chips are for trim, siding and accent (doors and shutters) color. **PLEASE PLAN SUBMITTAL AHEAD OF THE THIRTY (30) DAY REVIEW TIME FRAME ALLOWED FOR THE COMMITTEE.**

- (L) All selections are reviewed by the **Committee** and, in some cases, by a professional consultant.
  - (M) In general, after approval, only those areas that are painted may be repainted; only those areas stained may be restained; unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained.
- 2.60 **PATIO COVERS** - **Committee** approval is required. Plans must show the exterior elevation, designate materials and colors, and include dimensions. A minimum roof pitch of a three on twelve (3/12) is preferred, and shingles must match the residence. Aluminum, fiberglass or steel covers are specifically prohibited. Flat “roofs” will only be permitted on California-style (spaced beams) covers.
- 2.61 **PATIOS - ENCLOSED** - See Additions and Expansions.
- 2.62 **PATIOS - OPEN** - **Committee** approval is required. Must be an integral part of the landscape plan. Must be the same color and design as the residence, unless otherwise approved by the **Committee**. Patios and balconies shall not be used for storage other than patio furniture and barbecues.
- 2.63 **PAVING** - **Committee** approval is required for front yard changes, regardless of whether for walks, driveways, patio areas or other purposes, and regardless of whether concrete, brick, flagstones, stepping stones, pre-cast, patterned, exposed aggregate concrete or asphalt pavers are used as the paving material.
- 2.64 **PETS** - See Animals.
- 2.65 **PIPES** - See Utility Equipment.
- 2.66 **PLAY AND SPORTS EQUIPMENT** - Equipment intended for children’s recreational use, such as swing sets and slides, basketball hoops, trampolines, and soccer and hockey nets must be submitted to the ACC for review of a plan that includes site location, materials, color(s), and dimensions of equipment, including height, and may not exceed the height of a 6’ privacy fence. In cases where a 6’ privacy fence is not possible or desirable, the equipment (not to exceed 6’in height) must be screened with mature landscaping as approved by the ACC.
- 2.67 **POLES** - See Flagpoles, Utility Equipment, Basketball Backboard, etc.
- 2.68 **POOLS** - **Committee** approval is required. Fencing for safety reasons may be required per local codes. Ornamental iron fencing may be required to meet safety codes. Above-ground pools are not permitted.
- 2.69 **RADIO ANTENNAS** - See Antennas.
- 2.70 **ROOFS** - It is desired that the roofing material in any related group of residences be the same in appearance and type. All roofs shall be of tile or upgrade synthetic material such as masonite type material, or Class A fiberglass asphalt thirty (30) year or greater dimensional shingle. Any upgrade synthetic material may also need approval by City of Longmont. All roof material must also meet all requirements of the City of Longmont. Colors shall be



neutral, earth-tone colors. Bright red, green, blue or white colors are not acceptable. The following brands and colors of shingles with a minimum 30-year warranty are acceptable products for approval:

<u>GAF/Elk Prestique</u>	<u>Grand Sequoia</u>	<u>Celestial Presidential</u>
Antique Slate	Weatherwood	Weathered Wood
Barkwood	Slate Blend	Shadowtone
Sandlewood	Mesa Brown	Autumn blend
Hickory	Cedar blend	Bark brown
Weatherwood	Antique Silver	Wood tone
<u>Presidential TL (Certain Teed)</u>		<u>Grand Manor (Certain Teed)</u>
Autumn Blend		Gatehouse Slate
Shadow Gray		Stonegate Gray
Weathered Wood		
Charcoal Black		
Bark Brown		
<u>Tamko Heritage Series</u>		<u>GAF Timberline Series</u>
Weathered Wood		Weathered Wood
Natural Timber		Stone Wood
Oxford Gray		Heather Blend
Mountain Slate	Mission Brown	
Autumn Brown		
Black Walnut		
Thunderstorm Grey		
<u>Owens Corning Oakridge</u>		<u>Chancellor RGM</u>
Driftwood		Weathered Wood
Estate Gray		Black Walnut
Teak		
Brownwood		
Desert Tan		
Onyx Black		
Sierra Gray		

Residents may request other roofing products than those mentioned above, but they must submit six brochures describing the shingle and showing the color desired before approval can be considered. Shingle products must have a minimum 30-year warranty, must be of a neutral color (grey, brown, black, tan), and must be a dimensional shingle. In general, the ACC will not approve colors in the tones of green, blue, red, bright rust, or white.

Partial replacement or patching of damaged roof sections must be completed with the same brand and color of shingle to match existing house shingles. In cases where the existing shingle brand and color is no longer manufactured, replacement of damaged shingles must be done with a shingle that closely matches the existing shingles in texture and color.

2.71 **ROOFTOP EQUIPMENT** - Not permitted.

2.72 **SAUNAS** - See Additions and Expansions.

- 2.73 **SCREEN DOORS** - See Doors.
- 2.74 **SETBACKS** - Are defined by the Final Development Plan (F.D.P.) as approved by the City of Longmont Land Development Code.
- 2.75 **SEWAGE DISPOSAL SYSTEMS** - Are not allowed.
- 2.76 **SHEDS** - Free-standing sheds are not permitted. Attached sheds will only be allowed if constructed as an integral part of and attached with a concrete foundation to the house. Construction materials (siding, masonry, shingles, doors, windows, roof pitch, paint, etc.) must match the house. **Committee** approval is required. Homeowners should use the "Accessory Building Request Form" to request approval. Attached sheds shall not be more than eight (8'-6") feet six inches high at the peak, nor larger than eight (8) feet wide by ten (10) feet long. The **Committee**, in reviewing the application for shed approval, shall consider lot grading, fence locations, landscape screenings, etc., in granting any approvals for a shed. Only one (1) attached shed will be permitted per Lot.
- 2.77 **SHUTTERS - EXTERIOR** - **Committee** approval is required. Should be of the same material and painted to match the color scheme of the exterior of the house, unless otherwise approved by the **Committee**.
- 2.78 **SIDING** - **Committee** approval is required. Siding must be essentially the same as the siding installed by the builder on other houses in the **Subdivision**, and must be painted according to guidelines in Section 2.59 "Painting." Aluminum, vinyl, or steel siding will not be permitted. When lap siding is used, a distance of no greater than eight and one-half (8-1/2") inches between boards is required.
- 2.79 **SIGNS** - The City of Longmont Sign Code and Section 8.03(m), of the **Declaration** control signs.
- (A) For Sale/For Rent signs: one professional sign per dwelling advertising a dwelling for sale or rent is permitted provided the sign is not artificially illuminated. Builder marketing signs are permitted.
  - (B) Business and Security System signs: non-advertising security system signs are allowed on the **Owner's** property. Signs advertising a business are not permitted.
  - (C) Garage sale signs shall be removed at the end of the last sale day. Only one sale per **Lot** per year is permitted. Garage Sales may only be held on Saturday.
  - (D) Political signs: may be located on an **Owner's** or occupant's property in accordance with City of Longmont sign code. Political signs are not allowed on **Common Areas**, including **Association** landscape tracts and perimeter fencing. Political signs may be displayed no longer than forty-five (45) days before an election and shall be removed within ten (10) days following an election. An **Owner** or occupant may display one political sign per political office or ballot issue that is contested in the election. A political sign may be no larger than 26"x48" or the maximum allowed by any applicable City of Longmont ordinance that regulates the size of political signs on residential property, whichever is smaller. A political sign is defined as a sign that carries a message intended to influence the outcome of an election, including supporting or opposing the election of a candidate, the recall of a public official, or the passage of a ballot issue.

- 2.80 **SKYLIGHTS** - **Committee** approval is required. Skylights must be the same type as installed in new homes by builder, and exterior trim must be painted according to Guidelines.
- 2.81 **SOLAR ENERGY DEVICES** - **Committee** approval is required. Must be designed to appear as if it is an integral part of the roof. No exterior plumbing may be visible from adjoining street. Compliance with City of Longmont codes is also required.
- 2.82 **SPAS** - See Hot Tubs.
- 2.83 **SPRINKLER SYSTEMS** - See Irrigation Systems.
- 2.84 **SQUARE FOOTAGE** - The Final Development Plan may define any minimum square footage requirements for the original living area (above finished ground level and fully enclosed) for residences.
- 2.85 **STATUARIES AND FOUNTAINS** - of any kind will not be allowed in the front yard without the prior approval of the **Committee**. The **Committee** will consider limited statuaries and fountains if the proposed improvement is consistent with the overall lot landscape theme, is consistent with house colors (both field and trim), and is located on porch steps or within a five foot (5') boundary from the front of the house. Height of the statuary shall not exceed forty-eight inches (48") unless otherwise approved by the **Committee**.
- 2.86 **STORAGE SHEDS** - See Sheds.
- 2.87 **SUNSHADES** - See Overhangs.
- 2.88 **SWAMP COOLERS** - Not permitted as rooftop equipment or in windows. See Air Conditioning Equipment.
- 2.89 **SWINGSETS** - See Play and Sports Equipment.
- 2.90 **TELEVISION ANTENNAS** - See Antennas.
- 2.91 **TEMPORARY STRUCTURES** - **Committee** approval is required. Camping tents in back yards set up for cleaning or occasional overnight sleeping by children will not require **Committee** approval if left up no longer than seventy-two (72) hours.
- 2.92 **TEMPORARY VEHICLES** - See Motor Home Vehicles.
- 2.93 **TRAILERS** - See Motor Home Vehicles.
- 2.94 **TRASH CONTAINERS** - must be kept in the garage, on the designated alley pad, or in rear yard behind fence at all times, except that trash containers may be located at curbside or alley after sundown on the day prior to scheduled trash collection and must be relocated to garage, designated alley pad, or rear yard behind fence no later than sundown on the scheduled day of trash collection.
- 2.95 **TREE HOUSES** - Not Permitted.

- 2.96 **UNDERDRAINS** - Modification or impeding the flow is prohibited.
- 2.97 **UTILITY EQUIPMENT** - Installation of utilities or utility equipment requires **Committee** approval unless located underground or within an enclosed structure. Pipes, wires, poles, utility meters and other utility facilities must be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure.
- 2.98 **VANES** - **Committee** approval required.
- 2.99 **VEHICLES** - See Motor Home Vehicles.
- 2.100 **VENTS** - See Rooftop Equipment.
- 2.101 **WALLS** - See Fences.
- 2.102 **WALLS - HOUSE FOUNDATION** - No exposed foundation walls greater than eight (8) inches in height are permitted where feasible with a maximum of twelve (12) inches exposed concrete at grade transitions and twenty-two (22) inches exposed concrete at garden level and walkout side step-down. Side elevation exposed foundation walls must be mitigated by landscape, the continuation of masonry to ground level or by other means as approved by the **Committee**.
- 2.103 **WALLS - RETAINING** - A single retaining wall shall not be more than thirty-six (36) inches in height (measured at the exposed side) without a permit from City of Longmont. Where required by the **Committee**, a detailed landscape plan, indicating the size and exposure of the retaining wall, shall be provided by the **Owner** at the time of plan review for approval. **Property Owners** are liable for their respective lot drainage. Retaining walls shall be constructed of: brick, treated wood, "Versalock" (TM), natural stone, or similar materials to match the house, subject to approval by the **Committee**. Exposed concrete retaining walls are permitted only with surface treatment approved by the **Committee**.
- 2.104 **WELLS** - Not permitted.
- 2.105 **WIND TURBINES** - Wind-electric generators that meet interconnection standards established in rules promulgated by the Public Utilities Commission pursuant to Section 40-2-124, C.R.S. are permitted provided that the devices meet all local municipality requirements and that the sound associated with the wind-electric generators does not interfere with the use and enjoyment by residents of property situated nearby.
- 2.106 **WINDOWS** - **Committee** approval is required for all windows not of the same make or design as originally installed by builder. Submission of plans and specifications to the **Committee** shall include a description of the window frame material and color. Replacement windows shall be substantially the same as those initially installed.
- 2.107 **WOOD STORAGE** - **Committee** approval is not required. Must be located in the garage, side or back yard behind and below the top of any fence, adjacent to the house, and must be neatly stacked, and must not be located so as to block any existing drainage pattern on the lot.

- 2.108 **WOOD STOVE STACKS** - **Committee** approval required. All new and added stove stacks shall be enclosed and shall meet the City of Longmont specifications for fire hazard compliance.

### III. PROCEDURES FOR COMMITTEE APPROVAL

- 3.1 **GENERAL** - In a few cases, as indicated in the listing in the preceding Section II, a specific type of **Improvement** is not permitted under any circumstances. In all other cases, including **Improvements** not included in the listing in Section II, advance or prior written approval by the **Committee** is required before an **Improvement to Property** is commenced. This section of the Guidelines explains how such approval can be obtained.
- 3.2 **DRAWINGS OR PLANS** - Article 4 of the **Declaration** requires an **Owner to submit to the Committee**, prior to commencement of work on any **Improvement to Property**, descriptions, plot plans, construction plans, specifications and samples of materials and colors, etc., as the **Committee** shall reasonably request, showing the nature, kind, height, width, color, materials and location of the proposed **Improvement**. In the case of major **Improvements**, such as room additions, decks, or structural changes, detailed plans should be professionally prepared by an architect, engineer, and/or draftsman and should meet City of Longmont requirements. However, simple drawings and descriptions may be sufficient for other **Improvements**. Whether done by the **Owner** or professionally, the following Guidelines should be followed in preparing drawings or plans:
- (A) The drawing or plan should be done to scale, and should depict the property lines of your lot and the outside boundary lines of the home as located on the lot. Drawings made from a lot survey base are preferred.
  - (B) Existing **Improvements**, in addition to the home, should be shown on the drawing or plan, and identified or labeled. Such existing **Improvements** include driveways, walks, decks, trees, bushes, etc.
  - (C) The proposed **Improvements** should be shown on the plan and labeled. Either on the plan, or an attachment, there should be a brief description of the proposed **Improvement**, including the materials to be used and the colors.
  - (D) The plan or drawing and other materials should show the name of the **Owner**, the address of the home, and a telephone number where the **Owner** can be reached.
- 3.3 **SUBMISSION OF DRAWINGS AND PLANS** - Four (4) copies of the "Request for Approval Form" and four (4) copies of the drawing or plan shall be submitted to the **Committee**. Plans should be submitted to the **Design Review Committee** in care of the **Association's** property management company.
- 3.4 **REVIEW FEE** - No fee is charged at this time, for review/approval of plans by the **Committee**. All costs, if any, for submittals shall be borne by the **Owner**. Any engineering consultant fees or other fees reasonably incurred by the **Association** in reviewing any proposed **Improvement** will be assessed to the homeowner requesting the **Improvement**.

- 3.5 **ACTION BY THE COMMITTEE** - The **Committee** will meet as required to review plans submitted for approval and covenant/regulation violation complaint letters received. The **Committee** may require submission of additional information or material, and the **Committee** may deny the request until all required information or materials have been submitted. The **Committee** will contact the **Owner** by phone, if possible, if additional information or materials are required. The **Committee** will act upon all requests within thirty (30) days of receipt of the initial request, or within thirty (30) days after receipt of all additional information or materials requested by the **Committee**, unless the time is extended by mutual agreement. All decisions of the **Committee** will be in writing.
- 3.6 **PERFORMANCE OF WORK** - After approval by the **Committee**, a proposed **Improvement to Property** should be accomplished as promptly as possible, in accordance with the approved plans, drawings and descriptions. The work must be completed, in any event (except for Declarant and Approved Builders), within six (6) months (except landscaping which must be completed per Section 2.49 of these Design Guidelines and per the **Declaration**, Article 8, Section 8.05) unless a shorter time period is specified by the **Committee**.
- 3.7 **RIGHTS OF APPEAL** - An **Owner** may appeal to the **Association** Board of Directors in the event of disapproval of a request by the **Committee**. **Owner** must submit appeal in writing within ten (10) days of the mailing of the written decision of the **Committee** per the **Declaration**, Section 7.11(c).
- 3.8 **COMPLAINTS** - Should be submitted to the **Committee**, in writing, and must be dated and signed by an **Owner**. The Board of Directors and the **Committee** will take all reasonable action to preserve the anonymity of complaining **Owners**.
- 3.9 **DECLARATION PREVAILS** - The foregoing **Committee** Guidelines and procedures are supplementary to all of the terms and provisions of the **Declaration**, Section 7 , and shall remain in full force and effect. In the event of any actual or apparent conflict between these procedures and said **Declaration**, the latter shall prevail.

## FORMS

To retrieve the following forms, please print them from the Forms section of the Shadow Grass Park/Eastgate I Homeowners Association web site at [www.shadowgrassparkhoa.org](http://www.shadowgrassparkhoa.org).

**Architectural Control Committee Request for Approval Form**

(Use this form when submitting requests for general items as specified on the form checklist)

**Architectural Control Committee Accessory Building Request Form**

(Use this form when submitting requests for attached sheds, patio covers, or residence additions)

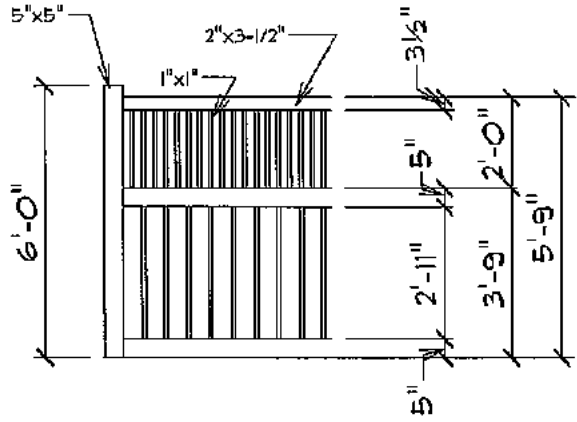
**Architectural Control Committee House Repaint Form**

(Use this form when submitting house repaint requests)

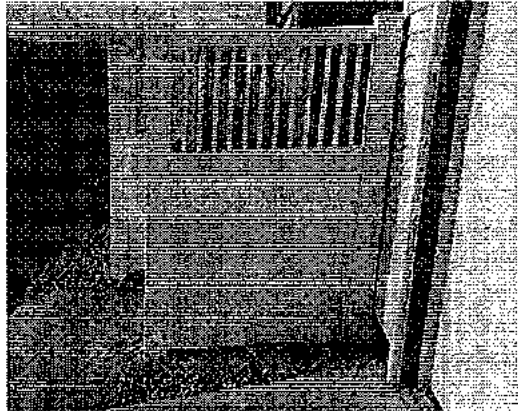
## **SCHEMATIC FIGURES**

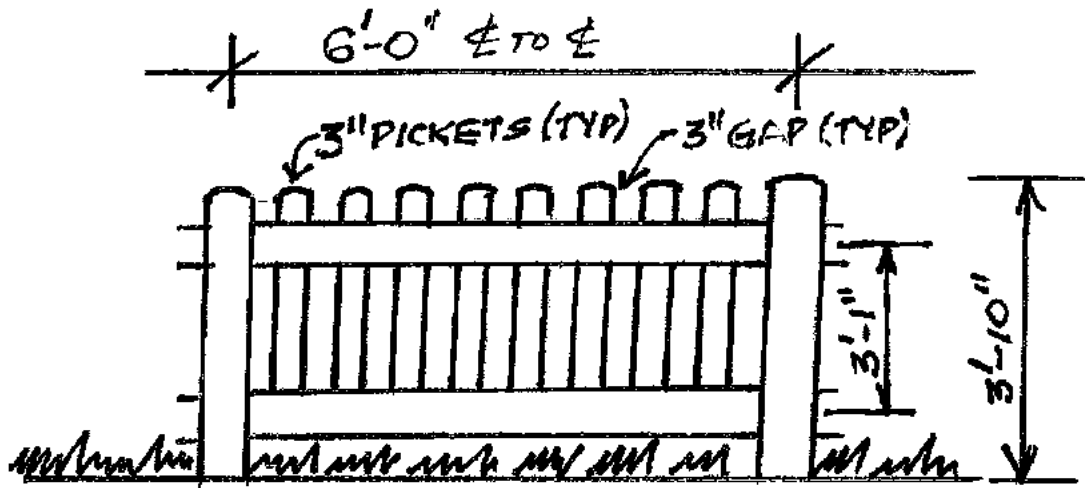
October 18, 2013



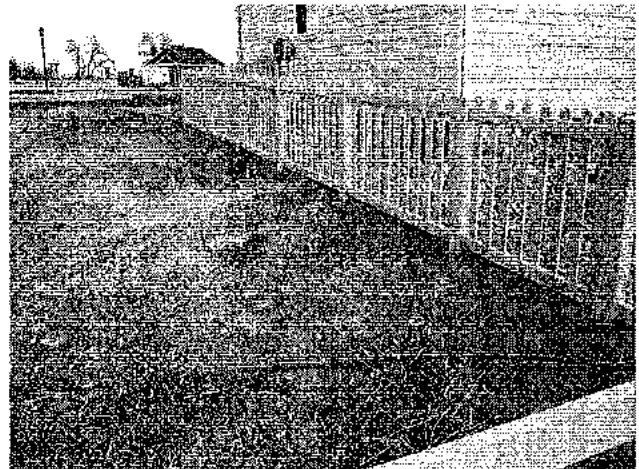
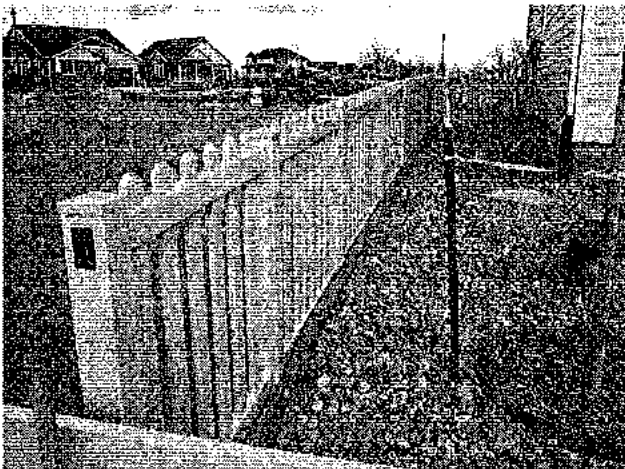


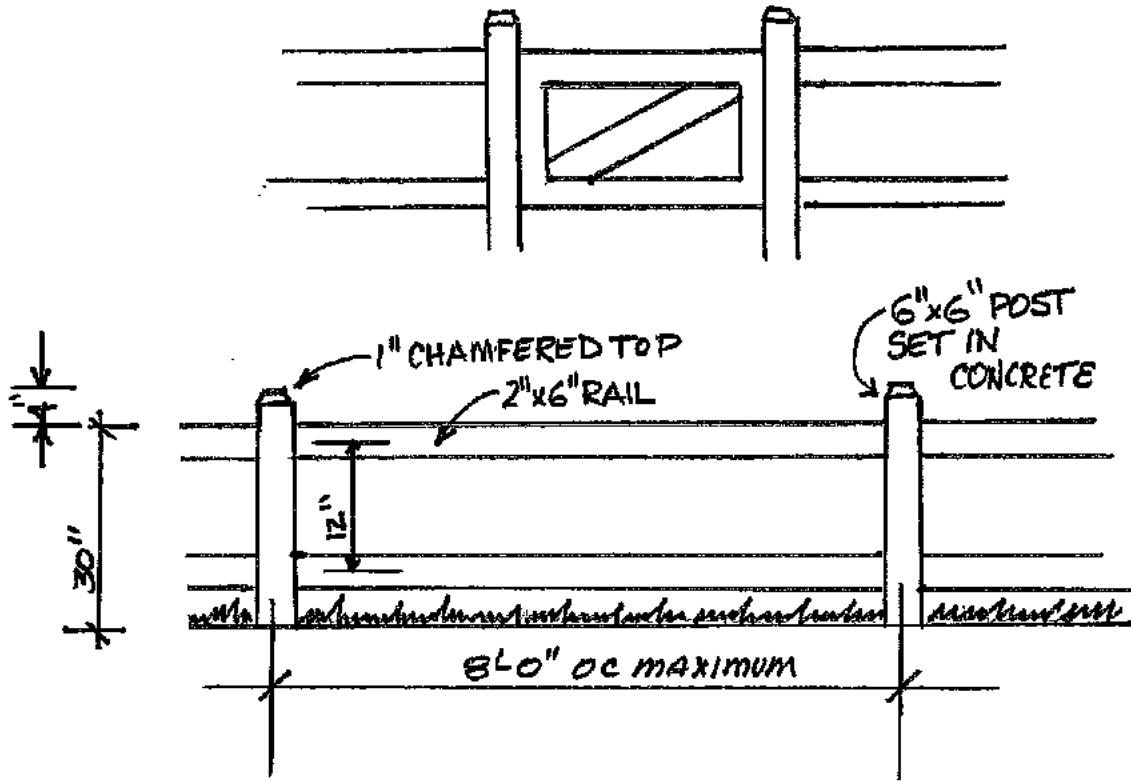
SHADOW GRASS  
FENCE DETAIL





**FIGURE 2: LOT BOUNDARY VINYL PICKET FENCE**





**FIGURE 3: 2 RAIL VINYL FENCE**

