

ARCHITECTURAL REVIEW DESIGN GUIDELINES

**CRYSTAL VALLEY RANCH
MASTER ASSOCIATION**

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RESIDENTIAL IMPROVEMENT GUIDELINES

FOR

CRYSTAL VALLEY RANCH MASTER ASSOCIATION

I. Introduction

1.1 Basis for Guidelines. These Residential Improvement Guidelines are intended to assist homeowners in Crystal Valley Ranch Master Association (“Crystal Valley”) in the making of building and landscape improvements to their property. The Declaration of Covenants and restrictions for Crystal Valley **REQUIRES** prior approval of both the Master Association Architectural Review Committee (ARC) and the sub-association (if applicable) before any “Improvement to Property” involving a residential lot in Crystal Valley. “Improvement to Property” includes any change of the grade of property; the construction or installation of any exterior building, patio, deck, pool or hot tub; the demolition or removal of any building or other improvement; and any change of exterior appearance of a building or other improvement. In order to assist homeowners, the Board of Directors of Crystal Valley Master Association authorizes the Architectural Review Committee (ARC) to establish guidelines and authorizes the ARC to establish certain pre-approved designs for several types of Improvements to Property. This packet contains the guidelines established by the ARC with respect to all residential property.

1.2 Contents of Guidelines. In addition to the introductory material, these Guidelines contain (a) a listing of specific types of improvements which homeowners might wish to make with specific information as to each of these types of improvements; (b) an outline of specific procedures for obtaining approval from the ARC ; and (c) an example of pre approved designs for projects such as fences (although sub-associations have pre-approved fence designs), all fences must be submitted and approved by the Master ARC.

1.3 Architectural Review Committee. Appointed by the Board of Crystal Valley Ranch Master Association, the Architectural Review Committee consists of three or more persons who need not be members of the Association, which the Committee may act for the Board to the extent set forth in the Declarations. The Committee is charged with evaluation of each proposed change submitted by a home owner based on that proposal’s conformance with the established community harmony in use of materials, design, color, size, and adherence to these guidelines and other covenants and setbacks.

1.4 Committee Address and Phone. The address of the Architectural Review Committee will be the same as the address of the Association. The address of the Architectural Review Committee is P.O. Box 124, Castle Rock, CO 80104. The phone number of the Association is 303-663-3615.

Effect of Covenants and Restrictions. The Declaration of Covenants and Restrictions for Crystal Valley Ranch Master Association is a document governing property within the Crystal Valley Ranch Community. Copies of the Covenants and Restrictions are given to all home buyers at closing when they purchase their homes. Each homeowner should review and become familiar with the Covenants and Restrictions. Nothing in these Guidelines can supersede or alter the provisions or requirements of the Covenants and Restrictions. If there is any conflict or inconsistency, the Covenants and Restrictions will control. Provisions relating to the use of Property and to improvements to property are found in Article V and IX. An additional copy of these provisions may be obtained by calling the Community Manager at 303-663-3615.

1.6 Effect of Governmental and Other Regulations. Use of property and Improvements to Property must comply with applicable building codes and other governmental requirements and regulations. Approval by the Architectural Committee will not constitute assurance that improvements comply with applicable governmental requirements or regulations or that a permit or approvals are not also required from applicable governmental bodies. For general information about Town of Castle Rock requirements, homeowners may write or call the Town of Castle Rock Building Department, 100 Third Street, Castle Rock, Colorado – 303-660-7498.

1.7 Interference with Utilities. In making improvements to property, homeowners are responsible for locating all water, sewer, gas, electrical, cable television or other utility lines or easements. Homeowners should not construct any improvements over such easements without the consent of the utility involved and homeowners will be responsible for any damage to any utility lines. All underground utility lines and easements can be located by contacting the Utiliquist at 1-800-922-1972.

1.8 Goals and Objectives of Guidelines. Compliance with these Guidelines and the provisions of the Covenants and Restrictions will help preserve the inherent architectural and aesthetic quality of Crystal Valley Ranch. 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 ARC, the sub-association if constituted, and all homeowners will enhance our environment, which will be beneficial to all homeowners. By following these Guidelines and obtaining approvals for Improvements to Property from the Architectural Committee, homeowners will be protecting their financial investment and will help insure that Improvements to Property are compatible with standards established for Crystal Valley Ranch Master Association. If a question ever arises as to the correct interpretations of any terms, phrases or language contained in these Guidelines, the Architectural Committee's interpretation thereof shall be final and binding.

II. Specific Types of Improvements – Guidelines

2.1 General. Following is a listing, in alphabetical order of a wide variety of specific types of improvements which homeowners typically consider installing, with pertinent information as to each. Unless otherwise specifically stated drawings or plans for a proposed improvement must be submitted to the ARC and the sub-association, if applicable and the written approval of both the ARC and the sub-association must be obtained before the improvements are initiated. In some cases, where it is specifically so noted, a homeowner may proceed with the improvement without advance approval by the Architectural Committee if the homeowner follows the stated guidelines. In some cases, where specifically stated, a type of improvement is prohibited. If you have in mind an improvement not listed below, Committee approval is **ALWAYS** required unless otherwise noted.

2.2 Accessory Buildings. Not allowed (exception: See Gazebos).

2.3 Additions and Expansions. Committee approval is required. Additions or expansions to the home will require submission of detailed plans and specifications.

2.4 Address Numbers. See Signs.

2.5 Advertising. See Signs.

2.6 Air Conditioning Equipment. Committee approval is required. Air conditioning equipment installed in the side yard should not be immediately visible to adjacent property owners. It should be installed in such a way that any noise to adjacent property owners is minimized. Landscaping and screening of the unit may also be required. Installation of air conditioning equipment on the roof and in windows will not be permitted.

2.7 Antennae. Not permitted. No exterior radio antennae, television antennae or other antennae may be erected in residential portions of Crystal Valley Ranch. **Satellite television with a dish that does not exceed 1 meter in diameter are permitted only with prior Architectural Review Committee approval.**

2.8 Awnings. See Overhang.

2.9 Balconies. See Decks.

2.10 Basketball Backboards. Backboards which are mounted to the garage or pole mounted are not approved. Committee approval is required for all portable basketball goals. These are defined as those commercially manufactured with large bases for counter-balance, wheels for mobility, and engineered for relative ease of removal.

a) Location must be adjacent to the edge of the driveway and minimum of ten (10) feet from the street. Locating the portable basketball goals on streets, sidewalks, or right of way is prohibited.

b) Portable freestanding basketball boards may be conditionally approved if reasonably placed for play and when not in use, stored out of view from the street for aesthetic purposes.

2.11 Bay and Green-house type Windows. See Windows.

2.12 Birdbaths and Birdhouses. Committee approval is not required.

2.13 Boats. See Motor Homes.

2.14 Cable TV Antenna. See Antennae.

2.15 Carport. Committee approval required.

2.16 Circular Drives. See Driveways.

2.17 Clothes Lines and Hangers. Not approved.

2.18 Cloth or Canvas Overhangs and Awnings. See Overhangs.

2.19 Decks. Committee approval is required. Must be wood or other material similar to the material of the residence, and if painted a similar or generally accepted complementary color to the residence. Must be installed as an integral part of the residence and patio area. Must be located so as not to obstruct or diminish greatly the view of adjacent property owners or to create an unreasonable level of noise for adjacent property owners. The Committee recommends all deck structures, railing and stairs be painted to match the body color of the residence.

2.20 Dog Runs. See Fences.

2.21 Doors. Committee approval is not required for the addition of screen or other type doors to a home if the material matches or is similar to existing doors on the house and if the color is generally accepted by the Architectural Committee as a complimentary color to that of existing doors of the house. Approval by the ARC is only required IF the replacement door is of a different dimension or is a major change from the existing door.

2.22 Drainage. Committee approval is required for any change affecting drainage. There should be no interference with the established drainage pattern over any property except as approved in writing by the Architectural Committee. The established drainage pattern means the drainage pattern as engineered and constructed by the builder prior to (or in some cases, immediately following) conveyance of title from the builder to the homeowner. When installing your landscaping, it is very important to insure that water drains away from the foundation of the house and that the flow patterns prevent water from flowing under or pending near or against the

house foundation, walkways, sidewalks, and driveways. Water should flow fully over walkways, sidewalks or driveways into the street. The Architectural Committee may require a report from a drainage engineer as part of landscaping or improvement plan approval. Landscaping should conform to the established drainage pattern. Under no circumstance may drainage from one home flow onto the property of another homeowner

2.23 Driveways. Extension or expansion of driveways requires Committee approval.

2.24 Evaporative Coolers. See Air Conditioning Equipment.

2.25 Exterior Lighting. See Lights and Lighting.

2.26 Fences, Walls and Barrier Devices. Fences, walls and barrier devices are permitted, but must be incorporated into the total design, appropriateness, size and construction in relation to the proposed improvements and neighboring lots and will be judged accordingly. These features used solely as property line delineation are not acceptable. Fence styles may vary depending on sub-association guidelines. Fences greater than 42” in height or property line fencing is generally not permitted unless already approved as part of a subdivision site plan by the Town of Castle Rock. (Please refer to Exhibit “A “ of this document as to the fence style that has been approved as the standard within Crystal Valley Ranch).

2.27 Firewood Storage. Not permitted.

2.28 Flagpoles. Committee approval is required for the installation of all flagpoles. Committee review criteria may include, but is not limited to the pole location, height, proposed use and size of flag. Flagpoles may not exceed the height of twenty (20) feet. Flags displayed must be of reasonable size.

2.29 Garbage Containers and Storage Areas. See Trash Storage.

2.30 Gardens – Flower. Committee approval is not required. All flower gardens must be irrigated, weeded, cared for and carefully maintained.

2.31 Gardens – Vegetable. Committee approval is not required if garden is less than 300 square feet, if located in the rear or side yard and substantially screened from view of adjacent homeowners.

2.32 Gazebos. Must be an integral part of the landscape plan. All surfaces and roof must be of similar color, material and design of the residence.

2.33 Grading and Grade Changes. See Drainage.

2.34 Greenhouses. Not approved.

2.35 Hanging of Clothes. Not approved.

2.36 Hot Tubs. Committee approval is required. Must be 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 and that it does not create an unreasonable level or noise for adjacent property owners.

2.37 Irrigation Systems. Underground manual or automatic irrigation systems will not require approval of the Architectural Committee.

2.38 Jacuzzi. See Hot Tubs.

2.39 Junk Vehicles. See Motor Homes.

2.40 Kennels. Not approved.

2.41 Latticework. Committee approval is required.

2.42 Lights and Lighting. Committee approval is not required for exterior lighting if in accordance with the following guidelines: Exterior lights must be conservative in design and be as small in size as is reasonably practical. Exterior lighting should be directed towards the house and be of low wattage to minimize glare sources to neighbors and other homeowners. Lighting for walkways generally should be directed to the ground. Lights on poles should be placed on wooden standards. 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 use of high-wattage spotlights or flood lights require committee approval.

2.43 Satellite Dishes. See Antennae.

2.44 Motor Homes. Not permitted to be located or parked permanently in residential lots or on private or public streets. Existing County ordinances provide that no oversized recreation vehicles, campers, campers not on a truck, boats, motor homes, horse trailers or other "unattended" tractors, motor homes or trucks (other than pickup trucks) may be stored or parked in such a manner as to be visible from any other property for longer than 72 hours in the same place or general area except as may be otherwise approved in writing by the Architectural Committee. Such vehicles may be kept only within garages. Inoperable vehicles cannot be repaired, constructed or allowed to remain on any property so as to be visible from any other property.

2.45 Overhangs and Awnings – Cloth or Canvas. Committee approval is required. The color must be the same as or generally recognized as a complementary color to the exterior of the residence as approved by the Architectural Committee.

2.46 Painting. Architectural Committee approval is not required if color and color combinations are identical to the original color on the house established by the builder or on file with the Architectural Committee approval. Consideration will be made as to the color of other homes on the block or a review of the neighborhood context as a criteria of approval.

2.47 Patio Covers. Committee approval is required. Must be constructed of wood or material generally recognized as complimentary to the home and be similar or generally recognized as complementary in color to the colors in the home. All patio covers will be roofed with material that matches the residence as to style and color.

2.48 Patios – Enclosed. See Additions and Expansions.

2.49 Patios – Open. Committee approval is required. Must be an integral part of the landscape plan and must be located so as not to create an unreasonable level of noise for adjacent property owners. Must be similar or generally accepted as a complimentary color and design of the residence.

2.50 Paving. Committee approval is required, regardless of whether for walks, driveways, patio areas, or other purposes and regardless of whether concrete, asphalt, brick, flagstones, stepping stones, pre-cast patterned or exposed aggregate concrete pavers are used as the paving material.

2.51 Pipes. See Utility Equipment.

2.52 Play and Sports Equipment. Architectural Committee approval is required prior to the installation of any such equipment. Consideration must be given to adjacent properties (such as reasonable setback from property lines where applicable. For example trampoline, swing sets, fort) so as not to create an unreasonable noise disturbance and minimize visibility to adjacent properties. Play equipment and items used for front yard play are to be stored out of view when not in use.

2.53 Poles. See Flagpoles, Utility Equipment, Basketball Backboards, etc.

2.54 Pools. Committee approval is required. Above-ground pools will be discouraged. See Hot Tubs.

2.55 Roofs (Replacement)/Equipment. Architectural Committee approval is required if the roof material is changed. Allowable roofing materials include: wood shake, asphalt shingle, or concrete tile. In general roofing materials must be darker in color and hue than exterior walls.

- 2.56 Saunas. See Accessory Buildings.
- 2.57 Screen Doors. See Doors.
- 2.58 Sheds. Not approved.
- 2.59 Exterior Shutters. Committee approval is required for the installation of exterior shutters of any type.
- 2.60 Siding. Committee approval is required. No metal siding will be acceptable.
- 2.61 Signs. Committee approval is required for most signs. Temporary signs advertising property for sale or lease which are no more than 5 sq. ft. and which are conservative in color and style may be installed on the lot without Architectural Committee approval, provided there is not more than one sign per lot. (No signs are allowed on the golf course). See Article VIII, Section 8 of the covenants. All other signs, including address numbers and name plate signs must be approved by the Committee. No lighted signs will be permitted.
- 2.62 Skylights. Committee approval is required.
- 2.63 Solar Energy Devices. Committee approval is required.
- 2.64 Spas. See Hot Tubs.
- 2.65 Sprinkler Systems. See Irrigation Systems.
- 2.66 Storage Sheds. See Sheds.
- 2.67 Sunshades and awnings. See Overhangs.
- 2.68 Swamp Coolers. See Air Conditioners.
- 2.69 Swing Sets. See Play and Sports Equipment.
- 2.70 Television Antennae. See Antennae.
- 2.71 Temporary Structures. Not approved.
- 2.72 Trailers. See Motor Homes.
- 2.73 Trash Containers and Enclosures. All trash receptacles must be stored within the home structure (except on day of collection).

- 2.74 Treehouses. Will not be permitted.
- 2.75 Underground Installations. Committee approval is required.
- 2.76 Utility Equipment. Installation of utilities or utility equipment does not require Committee approval.
- 2.77 Vanes. See Windvanes and Directionals.
- 2.78 Vehicles (Large). See Motor Homes.
- 2.79 Vents. Addition of roof vents require ACC approval (low profile, not visible from front of home).
- 2.80 Walls. See Fences.
- 2.81 Walls – Retaining. Committee approval is required.
- 2.82 Window Replacement. Committee approval is required if the size, style, color or type of window is change.
- 2.83 Windvanes and Directionals. Committee approval is required.
- 2.84 Wood Storage. Not permitted.
- 2.85 Landscape Requirements. Committee approval of landscape plans is required for all landscaping, including xeriscaping techniques, retaining wall, fountains or pools, or other unusual techniques or materials.
- a) All deciduous trees must be a minimum of at least a 2 ½” caliper. All conifer trees must be at least 6’ in height. All shrubs must be at least a 5 gallon size.
 - b) Ground covers may include turf, mulch, decomposed granite, decorative rock, or other natural material over fabric to provide a neat, dust-free, weed-free appearance. The total site landscape area can include up to sixty percent (60%) irrigated turf.
 - c) Landscaping is to be designed as an integral part of the overall site design. Enhancing the building design, public views, providing for transitions and screening are all part of the overall site design. Landscape plans must provide the location, species and size of all trees and shrubs. The plan must also indicate the location of all ground cover including the color of rock material. All berms or retaining walls must be included in the plan and information provided indicating height and location.

III. Procedures for Committee Approval

3.1 General. As indicated in the listing of specific types of improvement, there are some cases in which advance written approval of the Architectural Committee is not required if the guidelines with respect to that specific type of improvement are followed. (Example: re-roofing with exact same material and color). In a few cases, as indicated in the listing, a specific type of improvement is not permitted under any circumstances. In all other cases, including improvement not included in the listing, advance or prior written approval by the Architectural Committee is required before an Improvement to Property is commenced. This section of the Guidelines explains how such approval can be obtained. Although a homeowner may be also governed by a sub-association, all improvements and changes must also be approved by the Crystal Valley Ranch Association Architectural Review Committee. In addition, if the sub-association does not require approval for a certain type of improvement but it is required in this document, written approval must be obtained from the Committee prior to initiating any work.

3.2 Applications for Changes. Homeowners must submit to the Architectural Committee an Architectural Request Form (see attached) completely filled out, prior to commencement of work on any Improvement to Property, “descriptions, surveys, plot plans, drainage plans, elevation drawings, construction plans, specifications and samples of materials and colors” as the Architectural Committee may reasonably request showing the “nature, kind, shape, height, width, color, materials and location” of the proposed Improvement to Property. In most cases, the materials to be submitted will not have to be professionally prepared by an architect, a landscape architect or draftsman and a simple drawing and description will be sufficient. In the case of major improvements, such as room additions, structural changes, detailed plans and specifications, prepared by a licensed architect, may be required. Whether done by you 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. If you have a copy of an improvement survey of your lot obtained when you purchased it, this survey would be an excellent base from which to draw.

b) Existing improvements, in addition to your home, should be so shown on the drawing or plan and identified or labeled. Such existing improvements include driveways, walks, decks, trees, bushes, etc.

c) The proposed improvements must be described in detail. Example... for a deck the width, length and height from the ground level must be included. Height of railings are necessary. Types of material to be used and type and color of finish are required. For a deck the support system to be incorporated must be defined.

d) The plan or drawing and other materials should show the name of the homeowner, the address of the home and a telephone number where the homeowner can be reached.

3.3 Submission of Drawings and Plans. One copy of the drawings or plan should be attached to a completed application form and submitted to the Architectural Committee at the address stated in the introductory part of these Guidelines. The submitted copy will be kept for the Committee's records.

3.4 Review Fee. The Architectural Committee presently does not collect a fee for review of plans of proposed improvements. However, a fee of \$250.00 is charged for new home construction.

3.5 Action by Committee. The Architectural Committee will meet regularly to review all plans submitted for approval. The Architectural Committee must act on the plans within 30 days after receipt of all information required by the Committee to be considered a completed request. If a sub-association is constituted, a separate request (if required) must be submitted to that body and that approval process will proceed simultaneously.

3.6 Completion of Work. After approval, a proposed improvement to property should be accomplished as promptly and as diligently as possible in accordance with the approved plans and description. Under this provision, the work must be completed, in any event, within one year. The Committee has the right to inspect the work and the right to file a notice of noncompliance where warranted.

