

RESIDENTIAL IMPROVEMENT GUIDELINES FOR
PARKSIDE AT GOVERNOR'S RANCH
HOMES ASSOCIATION

Revision #2, 1996

Revision #3, 2006

I. INTRODUCTION

1.1 Definitions The following words when used in these Guidelines shall have the meaning hereinafter specified:

- a) Declaration: Shall mean the Declaration of Covenants, Conditions and Restrictions for Parkside at Governor's Ranch Homes Association recorded in Jefferson County, Colorado on December 11, 1984.
- b) Association: Shall mean and refer to Parkside at Governor's Ranch Homes Association, a Colorado corporation not for profit, its successors and assigns.
- c) Design Review Committee: Shall mean the Board of Directors of the Association or their appointed representatives, as provided in Article XIII of the Declaration.

1.2 Guidelines for the Design Review Committee

The Community Declaration requires prior approval by the Design Review Committee "the Committee" before any "Improvement to Property" involving a residential Lot in Parkside. "Improvement to Property" is very broadly defined in the Declaration. For instance, an "Improvement to Property" would include any landscaping or change of the grade of property; the construction or installation of a patio, **patio covering**, deck, pool, hot tub; the demolition or removal of any building or other improvement. The Design Review Committee has also established Guidelines to establish certain preapproved designs for different types of Improvements to Property and exempt certain Improvements to Property from the requirements for approval.

1.3 Guidelines for the Committee **These** Guidelines **are** established by the Committee **and** activated by the Board of Directors of the Association with respect to residential Property in Parkside. If a homeowner in the Association complies with these guidelines, *they* will also be in compliance with the Declaration. These guidelines are intended to assist the homeowners in the Association. All proposed Improvements to Property must be submitted to the Committee for approval.

1.4 Contents of Guidelines - 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) a summary of procedures for obtaining approval from the Design Review Committee.

1.5 Effect of Community and Supplemental Declarations Copies of the Declaration are delivered to new home buyers when they purchase their homes. Each homeowner should review and become familiar with the Declaration. Nothing in these Guidelines can supersede or alter the provisions or requirements of the Declaration. Provisions relating to the use of Property and to improvements to Property are found in Article XI, XII, and XIII of the Community Declaration.

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 Committee *will* 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 Jefferson County requirements, homeowners may write or call the Jefferson County Building Department, 100 Jefferson County Parkway, Colorado 80419 - (303) 271-8260.

1.7 Interference with Utilities In making improvements to the 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 following entities:

Qwest Communications (telephone)

Excel Energy (electric & gas)

Comcast (cable)

Denver Water (water)

Southwest Suburban Denver Water and Sanitation District (sewer)

1.8 Goal of Guidelines Compliance with these Guidelines and the provisions of the Declaration will help preserve the inherent architectural and aesthetic quality of Parkside. 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 Design Review Committee and neighbors will go far in creating an optimum environment which will benefit all homeowners.

By following these Guidelines and obtaining approval for Improvements to Property from the Committee, homeowners will be protecting their financial investments and will help insure that Improvements to Property are compatible with standards established for Parkside. If a question ever arises as to the correct interpretation of any terms, phrases or language contained in these Guidelines, the Committee's interpretation thereof shall be final and binding subject to review by the Board of Directors.

PARKSIDE AT GOVERNOR'S RANCH

DESIGN REVIEW GUIDELINES

II. GUIDELINES FOR SPECIFIC TYPES OF IMPROVEMENTS

2.01 General The following is a listing, in alphabetical order, of a wide variety of specific types of improvements which homeowners typically consider installing, with the pertinent information for each item. Unless otherwise specifically stated, drawings or plans for a proposed improvement must be submitted to the Committee, and the written approval of the Committee obtained before the improvements are made. In some cases, where it is specifically noted, a homeowner may proceed with the improvement without advance approval by the Committee if the homeowner follows the stated guideline. If you have in mind an improvement not listed below, Committee approval is required. **In the event an Owner of any Lot in the Properties shall fail to maintain the premises and the drainage easements and other improvements situated thereon in a manner satisfactory to the Board of Directors, the Association, after approval of two-thirds of the Board of Directors, shall have the right, through its agents and employees, to enter upon said lot and to repair, maintain, and restore the Lot, the drainage easements, and the exterior of the Living Unit thereon. The cost of such exterior maintenance shall be added to and become part of the assessment to which Lot is subject. See: Declaration of Covenants, Article VI, Section 3.**

2.02 Additions and Expansions Committee approval is required. Must be the same architectural style and color as the residence.

2.03 Address Numbers Original brass numbers (or replacement in kind) may be used. No approval is required if the numbers are centered above the garage door instead of the original location. **Committee approval is required for numbers other than the original brass or the specified location.**

2.04 Advertising See signs.

2.05 Air Conditioning Equipment, Including Swamp Coolers Committee approval is required for location and type of air conditioning equipment. 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. Installation of air conditioning equipment on the roof of the house will not be permitted. **Window air conditioners must be approved by the Committee and installed so as not to be visible to immediate neighbors or from the front of the house.**

2.06 Antennae See *Microwave/Satellite Dishes*

2.07 Awnings See Overhang.

2.08 Basketball Backboards Not allowed.

2.09 Birdbaths See statues.

2.10 Birdhouses and Birdfeeders A birdhouse or birdfeeder may only be installed in the side or back yard **inside the fence. Committee approval is required for any other location.**

2.11 Boats See Motor Homes.

2.12 Cable TV Antenna See Antennae.

2.13 Campers See Motor Homes.

2.14 Clotheslines Not allowed.

2.15 Decks Committee Approval is required. Must be installed as an integral part of the residence and located no closer to the neighbor's *property* than three (3) feet. An upper structure designed for shade shall not exceed eight (8) feet in height and must be installed so as not to obstruct the neighbor's view appreciably. Finish may be either traditional stains for cedar or redwood, or paint the same color as the residence. No fiberglass, sheet metal, or roofing other than *approved materials* may be used on top.

2.16 Dog Runs and/or Dog Houses Committee approval is required. Dog runs must be located in the side or rear yard **within the fence.** The installed height shall be below fence level. Detailed plans must be submitted for both design and location.

2.17 Doors Committee approval is required for the addition of screen/storm doors, security doors and windows, *and also for any color change.*

2.18 Drainage Committee approval is required for any change affecting drainage. Article VIII Section 2.E of the Declaration requires that there be no interference with the established drainage pattern over any property except as approved in writing by the Committee. The established drainage pattern means the drainage pattern as engineered and constructed by Sanford Homes prior to (or in some cases, immediately following) conveyance of title from Sanford Homes to the individual 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 ponding near or against the house foundation, walkways, sidewalks and driveways. Downspouts may be white painted metal or white polyurethane. Water should flow fully over walkways, sidewalks or driveways into the street. The 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. Please refer to Sanford Homes landscape recommendations for guidance in this matter.

2.19 Driveways Alterations to existing driveways require committee approval. However the addition of a full car width to a driveway is not allowed.

2.20 Fences

A) General Statement Fences and/or walls constructed by Sanford Homes along or abutting the property lines, arterial streets, collector streets and local streets may not be removed, replaced, painted **or stained** a different color or altered, including adding a gate without approval of the Committee. If any such fences and/or walls constructed by Sanford Homes which are located upon a homeowner's property are damaged or destroyed, the homeowner shall repair or replace the same at the homeowner'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 of two (2) inches to three (3) inches 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 altered without Committee approval. The recommended construction shall be in accordance with the design in the community. All of the above-mentioned fencing must be constructed of rough sawn *cedar* **not more than four (4) inches in width, dog eared**, and split rail fences must be constructed with jumbo rails.

1) Front yard property line fencing Not allowed.

2) Property Line or Perimeter Height limitation will be six (6) feet except along Cody Park and Crestline Ave. where the fence is eight (8) feet high.

3) Fences or Screening located within property line (Not considered a property line fence.) Must be rough sawn *cedar*, **not more than four (4) inches in width, dog eared**. Must be an integral part of the landscape design.

No plastic, chicken wire, **hardware cloth**, hog wire, barbed wire, strand wire or chain link fences will be allowed. No fence will be allowed on property lines abutting public or private streets, common walkways, greenbelts, parks, commercial or industrial property or non-urban areas with the exception of the accepted fence designs. All property line fence height differentials must be treated with a section of transition fence. Pilasters for fences or solid walls shall be similar to the brick or stone materials used on the residence located on the lot.

2.21 Firewood Storage Committee approval is not required. Must be located in the side or back yard **within the fence**, adjacent to the house, must be neatly stacked and must not be located so as to block any existing drainage pattern on the lot.

2.22 Flagpoles Not allowed in Parkside; flags may be displayed on garage or house in flag stick holders.

2.23 Front Steps and/or Porches No Astroturf **covering or similar material** will be allowed. Concrete shall *be maintained*. **Committee approval is required for any deviation from the original design.**

2.24 Garbage Containers and Storage Areas See Trash storage.

2.25 Gardens - Flowers Committee approval is not required. All flower gardens must be weeded, cared for and carefully maintained. No artificial flowers are allowed in the front yard. **As soon as the growing season permits, the grounds around all Living Units shall be seeded, sodded or otherwise planted by the Owner thereof with grass or other ground cover or hardscape and maintained in a clean and attractive manner free of dust and weeds. See Declaration of Covenants, Article XIII, Section 2, Item F.**

2.26 Gardens - Vegetables Committee approval is not required if located in the rear or side yard and substantially screened from view of adjacent homeowners.

2.27 Grading and Grade Changes See Drainage.

2.28 Greenhouses Committee approval is required. May not be larger than 10 feet by 20 feet and must be an integral part of the home.

2.29 Hot Tubs Committee approval is required. Must be located inside the fenced yard and installed in such a way that it is not immediately visible to adjacent property owners and that it does not create an unreasonable level of noise for adjacent property owners.

2.30 Irrigation Systems Underground manual or automatic irrigation systems will not require approval of the Committee. However, they must be installed and maintained so as to preclude drainage problems to adjoining houses **including the backfill area.** (See 2.18 Drainage **and 2.32 Landscaping**)

2.31 Junk Vehicles See Motor Homes.

2.32 Landscaping Committee approval is required. Homeowners **should** discuss landscaping plans with the neighbors and submit the same to the Committee for their review and suggestions. Trees and shrubs should be trimmed and well maintained and kept from encroaching on public property (e.g., hanging over or blocking sidewalks) or touching a neighbor's property. **The first 3 feet from the building's foundation is the backfill area and no trees shall be planted in this area. Only small plant items that live on natural moisture can be planted in the backfill area. Caution: Aspen trees have an extremely invasive root system. The roots can easily grow under sidewalks and fences, or can send up new trees more than 20 feet from the parent tree. Therefore, new Aspen trees should not be planted without the approval of your neighbors.**

2.33 Latticework Committee approval is required.

2.34 Lights and Lighting Committee approval is required for exterior lighting not originally installed by the contractor. The following guidelines should be used: 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. 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 requires Committee approval. Approval is not required for seasonal lighting decorations such as Christmas, Halloween, etc. However, they should not exceed a 30-day period, at which time such decorations and their attendant wiring shall be removed.

2.35 Microwave/Satellite Dishes **Committee approval is required. Placement of dishes should be as unobtrusive as possible. Dishes may not exceed 1 meter or 39.37” per Federal Regulations.**

2.36 Motor Homes Not permitted to be located or parked permanently in residential areas. Article XII, Section 2 of the Declarations provides “Restrictions on Parking Vehicles.” No trailer, motor home, house car, bus, camper, large commercial-type vehicle, including vehicle mounted camper, whether chassis or slide-in, or pickup coach, tent, boat or truck (except pickup) shall be parked, placed, erected, maintained or constructed on any Lot or Common area for any purpose. However, trailers, campers, motor homes, pickup coaches, tents or boats which can be stored completely within a Garage and are not used for living purposes will not be in violation of these restrictions. Garage doors shall be kept closed when not in use. The Board of the Association has adopted a 72 hour parking limit and may adopt rules and regulations restricting the use and parking of vehicles and may take such other necessary action to enforce parking restrictions. **These vehicles must not be parked on the sidewalk to obstruct passage or damage the concrete.**

2.37 Overhangs - Cloth or Canvas Committee approval is required. Fabric color of awnings must be conservative and harmonize with the house color. No metal or fiberglass is allowed.

2.38 Painting - Exterior *Committee approval is required for all exterior painting including repainting of homes using existing colors.*

1)Colors recommended are best described as soft muted colors. *Suggested color chips for reference are available from the committee.*

2) All siding and trim paints should be of a finish described as flat. low luster, eggshell or low sheen.

3)Trim colors will remain white. Roof vent stacks and flashing should be painted to match *roof shingles.*

2.39 Patio Covers Committee approval is required. Must be constructed of wood or material generally recognized as complementary in color to the colors of the home. See 2.15 Decks.

2.40 Patios - Enclosed See Additions and Expansions.

2.41 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 complementary color and design of the residence.

2.42 Paving Committee approval is required.

2.43 Pipes See Utility Equipment.

2.44 Play and Sports Equipment Committee approval is required.

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

2.46 Pools Committee approval is required. See Hot Tubs.

2.47 Porches See Front Steps.

2.48 Radio Antennae See Antennae.

2.49 Roofing Replacement must be approved by the committee.

2.50 Saunas See Additions and Expansions.

2.51 Screen Doors See Doors.

2.52 Security—See Doors.

2.53 Sheds Committee approval is required for both design and location within the fenced yard. Material should normally be similar to the exterior of the house and be of the same color. Shed should be limited to seven feet in height, shall not exceed 50 square feet in size, and a limit of one shed per property.

2.54 Shutters, Exterior Committee approval is required. They should be of similar material and of a color and design generally accepted as complementary to the exterior of the house.

2.55 Siding Committee approval is required.

2.56 Signs Committee approval is required for most signs. Temporary signs advertising property for sale or lease which are no more than four feet in height and no more than two feet by three feet in dimension, and which are conservative in color and style may be installed on the lot without Committee approval provided there is not more than one sign per lot. **Political signs are regulated by Colorado State Senate Bill 100. Vendors signs can only be exhibited during their actual performance of their work.** All other signs must be approved by the Committee.

2.57 Skylights Committee approval is required.

2.58 Solar Energy Devices Committee approval is required.

2.59 Spas See Hot Tubs.

2.60 Sprinkler/Irrigation Systems See *Irrigation Systems*

2.61 Statues / Fountains / Lawn Ornaments Committee approval is not required if they are installed in **the side or** rear yard **within the fence** and of a height no greater than six feet including any pedestal. *All items that are installed outside the fence require committee approval.*

2.62 Storage Sheds See Sheds.

2.63 Sun Shades See Overhangs.

2.64 Swamp Coolers (Evaporative Coolers) See *Air Conditioning Equipment.*

2.65 Swing Sets See Play and Sports Equipment.

2.66 Television Antennae See Antennae.

2.67 Temporary Structures Committee approval is required. Article XII, Section 1.A of the Declaration states “No outhouse of any kind, tent, shed or trailer, or any other temporary dwelling, shall be erected or maintained on any Lot or be used for living purposes, nor shall any Garage be converted to or used for dwelling purposes.”

2.68 Temporary Vehicles See Motor Homes.

2.69 Trailers See Motor Homes.

2.70 Trash Containers and Enclosures Trash containers are not permitted outside the enclosed fence until the evening before pick-up day at the earliest.

2.71 Tree Houses *Are* not permitted.

2.72 Underground Installations Committee approval is required.

2.73 Utility Equipment Installation of utilities or utility equipment requires committee approval unless located underground or within an enclosed structure.

2.74 Vanes See Wind Vanes and Directionals.

2.75 Vehicles (Large) See Motor Homes.

2.76 Walls See Fences.

2.77 Walls - Retaining Committee approval is required.

2.78 Wind Vanes and Directionals Not allowed on roof or front yard.

2.79 **Windows** **Replacement windows shall be substantially the same in appearance as those originally installed including window grids.**

III. Procedures for Committee Approval

3.1 General As indicated in the listing of specific types of improvements, there are some cases in which advance written approval of the Committee is not required if the guidelines with respect to that specific type of improvement are followed. In a few cases, as indicated in the listing, a specific type of improvement is not permitted under any circumstance. **In all other cases, including improvements not included in the listing, approval by the Committee is required before an improvement to Property is commenced.** When an improvement has been planned, ask any member of the Committee or *Board of Directors* for a copy of the Design Review Form. Fill out the form and return it to any of the aforementioned people to obtain approval.

3.2 Drawings or Plans Article XIII, Section 2A of the Declaration requires a homeowner 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 must fully understand the nature and location of the proposed improvement. In most cases, the materials to be submitted will not have to be professionally prepared. Simple drawings and descriptions will be sufficient. In the case of major improvements, such as room additions or structural changes, detailed plans and specifications prepared by a licensed architect may be required. In either case, the following guidelines should be used.

- 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 a copy of an improvement survey is available, it is an excellent base from which to draw.
- B. Existing improvements, in addition to your 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 on 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

homeowner, the address of the home and a telephone number where the homeowner can be reached.

3.3 Submission of Drawing and Plans Two copies of the drawing or plan should be submitted to the Committee. One copy will be returned to the homeowner after the Committee has acted. The copy will show the Committee's decision. The other copy will be kept for the Committee's records. Plans should be submitted directly to *a member of the Committee*.

3.4 Review Fee No fee is charged for review/approval of plans by the Committee.

3.5 Action by the Committee The Committee will meet regularly to review all plans submitted for approval. The Committee may require submission of additional material and the Committee may postpone action until all required materials have been submitted. The Committee will contact the homeowner if additional materials or information is required. The Committee will act upon all requests within 30 days after receipt (unless the time is extended by mutual agreement). If requested, the homeowners will be notified by telephone as to the Committee's action. This telephonic notification will be followed by written notice.

3.6 Prosecution of Work After approval, a proposed improvement to Property should be accomplished as promptly and diligently as possible in accordance with the approved plans and description. The work must be completed, in any event, within one year.

3.7 Rights of Appeal A homeowner may appeal to the Board of Directors in the event of adverse action by the Design Review Committee subject to the review of the Board of Directors

3.8 Questions Any homeowner should feel free to contact any of the Committee's members at any time concerning its decisions and procedures.

Revisions approved March 15,2006
Parkside at Governors Ranch HOA
Board of Directors

_____ Date _____
Elaine Olson, *for The Board Of Directors, Parkside at Governor's Ranch Homes Association*

_____ Date _____
Donald Girard, *2006 Chairman for the Ad Hoc Committee for the Revision of Residential Improvement Guidelines, Parkside at Governor's Ranch Homes Asscoiation*