



**NORTHRIDGE TRAILS**

**City Center West  
Metropolitan District No. 2**

**ARCHITECTURAL  
CONTROL HANDBOOK  
with  
DESIGN GUIDELINES**

***Est. July 2021***  
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The Architectural Control Handbook with Design Guidelines, hereinafter referred to as “Guidelines”, of the City Center West Metropolitan District (“District”) dated January 2021 are hereby enacted pursuant to the authority granted to the Board of Directors of the District in the Declaration of the District. This adoption of resolution of these Architectural Guidelines is effective December 22, 2021 by the Board of the District. The District may adopt, amend, repeal and enforce Rules and Regulations as may be deemed necessary or desirable with respect to: (i) the interpretation and implementation of the Declaration; (ii) the operation of the District; (iii) the use and enjoyment of Lots, Common Elements and any other property within the Community; (iv) the architecture, placement, construction and alteration of structures, landscape and other improvements within the community; and (v) the personal conduct of the members, their guests and other Persons in the community. Any such Rules and Regulations shall be reasonable and uniformly applied. Such Rules and Regulations shall be effective only upon adoption by resolution of the Board of Directors. Each Owner and Persons claiming through such Owner shall comply with such Rules and Regulations. The Board of Directors may establish and enforce penalties for the infraction thereof, including, without limitation, the levying and collecting of fines for the violation of any such Rules and Regulations. Adopted Rules and Regulations have the same force and effect as if they were set forth in and were part of this Declaration. If there is a conflict between the Rules and Regulations/Architectural Guidelines and the provisions of this Declaration, the provisions of this Declaration prevail.

The mission of the District is to promote the long-term value, the harmony and social interaction of the community for the greater good of the community. To enable the District to succeed in its mission, there are guidelines of the District which must be followed by all residents in the community. The Architectural Review Process is a very important component of the District’s mission and is a service provided by the District to review improvements to the home or landscaping herein.

## **ACTIVITIES REQUIRING ARCHITECTURAL REVIEW APPROVAL**

Pursuant to the Declaration, other than as to the Declarant, Declarant Assignees and the District, no exterior Improvements shall be constructed, placed, planted, applied or installed by an Owner on a Lot or on any Common Elements, nor shall any structural alteration be made to any Improvement on a Lot or any Common Elements, unless plans and specifications therefore (which may include exterior architectural and elevations, height, materials, color, and location of the Improvements, and type of landscaping, and fencing, as well as such other materials and information) as may be required by the Architectural Review Committee shall have been first submitted to and approved in writing by the Architectural Review Committee; provided, however, that the Declarant, and Builders whose plans and specifications have received Declarant's prior written approval, shall be exempt from seeking or obtaining Architectural Review Committee approval during Declarant's or such Builder's development of, construction on, or sales of any Lot or residences on any Lot.

The Architectural Review Committee shall exercise its reasonable judgment to the end that all Improvements comply with any architectural standards promulgated for the community and conform to and harmonize with the existing surroundings, residences, landscaping, and structures. The Architectural Review Committee may require that the applicant(s) of each submission pay a review fee(s) and/or the costs of the District relative to the review, approval, approval with conditions, and inspection process processes, with such fee(s) and/or costs to be in such amount(s) as may be set by the Committee in its discretion from time to time; provided that such fee(s) and/or costs shall be uniform for submissions of a similar nature or cost. Such amounts, if any, shall be levied in addition to the assessments against the Lot for which the request for Architectural Review Committee approval was made, and shall be subject to the District's lien for assessments and subject to all other rights of the District for the collection of such assessments, as more fully provided in this Declaration.

The construction, erection, addition, deletion, change or installation of any Improvements on any Lot requires the applicant to obtain any necessary approvals and building permits as required by the governmental entity having jurisdiction thereover. The Architectural Review Committee, with the advice of the Board of Directors, may, at any time from time to time, enact, issue, promulgate, modify, amend, repeal, re-enact and enforce architectural standards and guidelines for the community, or other standards, to interpret and implement the provisions of this Article and the Declaration, including, without limitation, those relating to procedures, materials to be submitted, specifications of items, types or kinds of decks, fencing or landscape improvements, and other matters. The Architectural standards may specify acceptable Improvements that may be installed or constructed without prior approval of the Architectural Review Committee. Any standards so adopted by the Committee shall be consistent, and not in conflict, with this Article, and the Declaration.

## PROCEDURES

Unless the Architectural Guidelines provide otherwise, no Improvements may begin on any portion of the Community and/or Home until a written application is submitted to and approved by the Architectural Review Committee (ARC). The homeowners are responsible for ensuring the plans are in compliance with the guidelines. The District is not liable for items that are missed on the application on the initial submission. If items are missed the homeowner may be required to re-submit or modify the initial application. The application must be accompanied by the following:

### **Submittal Requirements**

Before work is commenced on any activity requiring ARC approval, the person seeking approval for such work (“the Applicant”) shall submit the original and one copy of an application containing at least the following information:

- A. The completed Architectural Review Request in the form that is enclosed as Exhibit A, which may be changed from time to time by the Board or ARC.
- B. A plan depicting the location of the proposed improvement with existing structures and required legal setbacks per the City. The ARC will not be able to review and/or approve a new structure or expansion of a home unless a plan depicting the location of the proposed improvement with existing structures and setbacks is provided to the ARC. The plan must include:
  - Plan must be an appropriate scale for review (if applicable)
  - Lot corner elevations (plot plan preferred)
  - Foundation top of wall elevations (if applicable)
  - Garage slab elevations (if applicable)
  - Driveway slope (if applicable)
  - Setback dimensions to all lot boundaries and relationship to allowable building envelopes per the City (if applicable)
  - Height, width, length, and depth of structure (if applicable)
  - Name of contractor, (if applicable)
- C. A brief narrative description of the proposed structure or improvement.
- D. If the improvement is a change in the color, type, or style of exterior treatment of any existing improvement, a sample of the material proposed (in some cases a picture may be sufficient)
- E. Any other information, which the ARC requests to be able to visualize the proposed improvement; and
- F. Any processing fee that may be established by the Board.

One copy of the application and submitted materials will be kept by the ARC and the other copy will be returned to the Applicant with a response. No improvements should be performed until the Applicant has received written approval from the ARC.

In reviewing each application, the ARC may consider any factors it deems relevant, including, without limitation, harmony of the proposed external architectural with surrounding structures and environment. Decisions may be based on purely aesthetic considerations. Each Owner acknowledges that such determinations are purely subjective and that opinions may vary as to the desirability and/or attractiveness of particular improvements. The ARC shall have the sole discretion to make final, conclusive, and binding determinations on matters of aesthetic judgment, and such determinations shall not be subject to review so long as they are made in good faith and in accordance with required procedures. The ARC shall make a determination on each application after receipt of a completed application with all required information. The ARC may permit or require that an application be submitted or considered in stages, in which case a final decision shall not be required until after the final, required submission.

The ARC may (i) approve the application with or without conditions/requirements; (ii) approve a portion of the application and disapprove other portions; or (iii) disapprove the application. The ARC shall notify the applicant in writing of the final determination on any application no later than 45 days after its receipt of a completed application and all required submissions. Notice shall be deemed given at the time the envelope containing the response is deposited in the U.S. mail, hand delivery, facsimile, electronic mail, or similar delivery of such written notice also shall be sufficient and shall be deemed given at the time of confirmed delivery to the applicant. No approval shall be inconsistent with the Guidelines unless a written variance has been granted. As part of any approval, the ARC may require that construction commence within a specified time period. If construction does not commence within the required period, the approval shall expire, and the Owner must reapply for approval before commencing any activities. Once construction is commenced, it shall be diligently pursued to completion. All work shall be completed within one year of commencement unless otherwise specified in the notice of approval or unless the ARC, in its discretion, grants an extension in writing.

### **Permits**

These guidelines are not a substitute for any approvals or reviews required by the City or any municipality or governmental agency or entity having jurisdiction over architectural or construction matters and a permit is issued by the City or any municipality or governmental agency or entity having jurisdiction over architectural or construction matters is not a substitution for approval by the ARC pursuant to these guidelines. If approval by the ARC and a permit is required by another entity, then the Owner must obtain both in order to perform the improvement. The District recommends the Owner submits to the ARC first to assure the District will allow the improvement prior to submitting to the entity requiring a permit.

These Guidelines are intended to provide guidance to Owners and contractors regarding matters of particular concern to the ARC. The Guidelines are not the exclusive basis for the ARC's decisions, and compliance with the Guidelines does not guarantee approval.

## **ARCHITECTURAL GUIDELINES**

### **ADDITIONS and EXPANSIONS**

An addition or expansion of the home is an increase in the size of a building brought about by constructing additional usable building space to the side/s or top of an existing structure. Examples include room additions, pop-tops, 3 or 4 season enclosed patios or attached garages. All additions and expansion must be approved by the ARC and meet the following guidelines.

- Shall match or closely compliment the materials and colors used on the home.
- Must be constructed entirely within allowable building setbacks as established by the City.

### **ANTENNA/SATELLITE DISHES**

Satellite Dishes or Antennas do require ARC approval:

- (i) an antenna designed to receive direct broadcast satellite services, including direct-to-Home satellite services, that are one meter (39 inches) or less in diameter.
- (ii) an antenna designed to receive video programming services via multipoint distribution services, including multi-channel multipoint distribution services, instructional television fixed services, and local multipoint distribution services, that is one meter (39 inches) or less in diameter or diagonal measurement; or
- (iii) an antenna that is designed to receive television broadcast signals not taller than 35 feet.

The District does ask that owners try to keep such dish or antenna and related cables contained within the structure or otherwise screened from public view to the extent feasible, so long as such placement does not substantially degrade the reception of the signal. If the dish or antenna or the cables cannot be screened from public view to get reception, the cables in public view need to be painted the same color as the home. Satellite dishes larger than one meter (39 inches) in diameter or antennas larger the 35 feet are not permitted in the Community.

### **ARBOR / PERGOLA**

An arbor is a free-standing arch and a pergola is a feature with an open lattice that may or may not be attached to building, which both provide shade and or aesthetic feature with or without climbing plants. Occasionally, a temporary seasonal fabric cover is incorporated in the pergola – see guidelines for TEMPORARY SHADE COVER. An arbor or pergola is permitted that is approved by the ARC which meets these guidelines:

- constructed on the individual property at a max height of 10 feet for clearance
- compliments the house color and materials, is treated to prevent weathering, and arbor/pergola are encouraged to be stained.

**ARTIFICIAL TURF-** See Landscape Requirements and Guidelines.



## AWNINGS OR EXTERIOR SHADES

An awning is a roof like shelter extending above a window, door, deck, or patio and is commonly made of canvas or a similar durable material. Exterior shades look and feel like interior shades but are used on patios or decks to shade in peak sun times of day. Awnings or exterior shade are permitted on homes for environmental purposes. Prior ARC approval is required prior to installation and the awning or exterior shade needs to adhere to the following guidelines 1) Professionally installed, 2) Color that compliments the home, 3) Height shall not exceed 10 feet over patio or deck and 4) Retractable.

## BARBECUE/GAS GRILLS

Barbecue grills, smokers, etc. shall be maintained in the rear yard of the home. Any applicable governmental fire/smoke bans shall be adhered.

## BASKETBALL HOOPS/OTHER PORTABLE PLAY EQUIPMENT

Basketball hoops and other portable play equipment to include but not limited to tether ball and soccer nets are prohibited on streets, sidewalks, and alleys due to safety issues.

PORTABLE HOOPS: Approval is not required provided the following guidelines are met: Hoops must be mechanically sound, clean, and well maintained. For safety and access reasons, hoops may only be used in the owner's backyard or on the owner's driveway and placed so that play does not extend onto neighbors' properties, or community sidewalks and streets. The base must be fully filled when the portable hoop is in use. Portable hoops and other temporary play equipment should be stored out of sight of the street if not in weekly use, or during extreme weather events. Only one portable basketball hoop is permitted per lot.

- a) No items that are not part of the basketball hoop may be used to keep the hoop upright (sandbags, blocks, etc.), except for Hoop Secure or items like it. Please check with ARC for further clarifications on exceptions.
- b) The owner is responsible to ensure the basketball hoop is always aesthetically pleasing. Should the hoop be in disrepair, knocked over, broken, or have any unsightly condition the District may require immediate removal.
- c) The basketball post must either be black in color or match the color scheme of the home.
- d) Backboard must be clear in color.

BACKYARD OR IN-GROUND HOOPS: Approval is required prior to installation. All requests will be evaluated on placement and circumstances of each backyard, as well as court area surface, visual screening, and proximity to neighbors.

- a) The owner is responsible to ensure the basketball hoop is always aesthetically pleasing. Should the hoop be in disrepair, knocked over, broken, or have any unsightly condition the District may require immediate removal.
- b) The basketball post must either be black in color or match the color scheme of the home.
- c) Backboard must be clear in color.

All other play equipment must be submitted to the ARC for approval.

### BLOCKAGE OF EXISTING SOLAR PANELS

No homeowner can erect an object or construct an improvement that will obstruct access to sunlight for existing solar panels within the community without the written permission from the owner of the property with the solar panels. A copy of this written permission from the owner of the property with the solar panels must accompany the Architectural Review Submittal for approval. Trees and landscaping must be installed in a location that will not obstruct access to sunlight without written permission from the owner.

### CARPORTS

Carports are not permitted in the community.

### CHIMINEAS/FIRE PITS/OUTDOOR FIREPLACES

Approval is required for all permanent installations. Gas-fired pits are recommended, and applicable governmental permits must be obtained prior to installation. In all cases these items shall not create an unreasonable amount of smoke. All applicable governmental fire/smoke bans shall be adhered.

### CLOTHES LINES

Retractable clotheslines are permitted. They shall be located on the rear of the home and shall remain retracted unless in use. Retractable clotheslines may not be mounted or attached to lot fencing.

### COMPOST

Compost containers must not be immediately visible to adjacent properties and odor must be controlled. Underground composting is not permitted.

### COOLING OR HEATING APPARATUS

Per Declaration, Article 3.5.3, no types of refrigerating, cooling, or heating apparatus shall be permitted on a roof or hung on exterior walls or outside of windows, except for residential solar systems. Window units are not permitted in the community. Conventional air conditioning units located on the ground of a Lot are permissible when approved by the ARC.

### DECK/BALCONY/PORCH

ARC approval is necessary on all deck, balcony or porch additions and enclosures or permanent overhangs on an existing deck/balcony/porch. Deck, balcony, or porches must be constructed entirely within allowable building envelopes as established by the City and complement the colors of the home. Decks cannot be higher than ten (10) feet above grade and the support posts for elevated decks on walkout lots must have a minimum size of 6x6 and be integrated with the architecture of the home.

### DECK/BALCONY/PATIO - RAILINGS

To prevent access through the railings on your deck, balcony, or patio, you may install a 2"x2" or 2"x4" welded wire fabric mesh attached to the inside of the front, back or side railings without prior ARC approval. All other materials need to be approved by the ARC.

### DOG RUN/DOGHOUSE

Per the Declaration, Article 3.5.2, Dog runs must be made of the same material as the approved fencing and must be approved by the ARC. No chain-linked (or other) dog runs shall be visible from a street or from the ground level of any Lot. One pet enclosure is allowed for each Lot and cannot exceed 100 square feet. All dog runs must be located in the rear or side yard. Dog runs shall not be located within five (5) feet from any property line and shall be screened by approved materials and landscaping so that the dog therein is not visible from neighboring Lots and/or common areas.

Dog houses must be painted to match the exterior of the house body and trim colors. One doghouse is permitted per lot and shall not be visible above the fence or from the front of the house.

Dog Runs/Dog Houses must always be maintained to include timely cleanup/removal of dog waste and elimination of odors.

### DOORS

Replacement of an existing door with the same previously approved door does not require ARC approval. Replacement of an existing door with a new type of door or color requires ARC approval. No prior ARC approval is needed for an all season, storm door or security door, if it matches the trim of the individual home.

### DRIVEWAYS

Approval is required for any changes or alterations to the existing driveway. Any proposed driveway expansions shall not be permitted to promote the parking or storage of any vehicle in the front or side yard area. **Additionally, parking behind Townhome garage units is not permitted. The small concrete slabs outside of the garages are not considered driveways and parking on these slabs behind Townhome garage units is similarly not permitted.**

### ENERGY DEVICES

A. Solar Panels - Please see guidelines for SOLAR PV SYSTEMS. Non-glare or non-reflective finishes are preferred. The owner shall be responsible for deterring animals from nesting in, around or under roof mounted panels.

B. Electric Automobile Charges - Must be located within the house or garage.

C. Generators - Approval is required for all types of stand-by power generators. Screening may be required.

D. Wind Generators are not permitted, per the Declaration, Article 3.6.3.

### EXTERIOR LIGHTS

Per the Declaration, Article 3.10, any exterior lighting installed or maintained on the Lots shall either be indirect or of such controlled focus and intensity so as not to disturb the residents of adjacent or nearby property. No light shall be emitted from any Lot that is unreasonably bright or causes unreasonable glare.

Change in exterior light fixtures does not require ARC approval if fixtures meet the rules and regulations above. An addition of a light post or change in previously approved light post in the front yard or in public view does require approval of the ARC.

## EXTERIOR OF THE HOME

The exterior of the home to include but not limited to the roofs, siding, brick, stucco, color, windows and window frames, doors, light fixtures are architectural components of the neighborhood that create a unifying element. Accordingly, no homeowner may alter or change the originally installed materials, location, or color without the written consent of the ARC. No prior approval is necessary to repaint the exterior of existing home using the most recently approved color scheme or to rebuild or restore any damaged structures in a manner consistent with the plans and specifications most recently approved for such structures. Generally, no approval is required for work done to the interior of a home; however, modifications to the interior of porches, patios, and any other portions of a structure visible from outside of the structure do require prior written approval from the ARC.

### FACADE EXTERIOR (Stone, brick, stucco siding, etc.)

Replacement of an existing facade with the same previously approved material does not require ARC approval. Replacement of an existing facade with a new façade material requires ARC approval.

### FENCES

Type and location require ARC approval. See Fence Standards (page 14) for specific fence requirements.

### GATES

All gates must be approved by the ARC and match the architectural and materials listed above with a maximum opening of thirty-nine inches (39”), the gate width shall be thirty-six inches (36”) and may use 4 x 4 cedar posts with black, self-closing hardware.

### GAZEBOS

A gazebo is a detached, permanently mounted, decorative structure that is used as a seasonal gathering place. Gazebos must be approved by the ARC and need to adhere to the following guidelines:

- Shall match or compliment the colors and materials used on the home.
- Must be constructed entirely within allowable building setbacks as established by the City.
- Cannot expand beyond 2% of the total square footage of the lot.
- Cannot exceed 13 feet in height

### GREENHOUSES

Shall not be permitted.

### HOT TUBS

No hot tub shall be erected on any property without prior approval from the ARC. Hot tubs must be an integral part of the deck or patio area and are only permitted in the back yard of a home. Hot tubs must be setback at least 5-feet from all the property lines.

They must be screened from public view and the location shall not create an unreasonable level of noise for the adjacent property owners. In some instances, additional plant materials shall be required around the hot tub area for screening purposes.

#### PAINTING (Exterior)

No homeowner may alter or change the original color or most recently approved color scheme without the written consent of the ARC. No prior approval is necessary to repaint the exterior of existing homes using the most recently approved color scheme. The ARC will apply the monotony rule of no home within two homes on either side or across the street can have the same color scheme. Exterior paint color schemes shall conform to the overall character of the neighborhood.

#### PATIOS

A patio is an exterior, at grade surface for gathering. Typical materials include concrete, gravel, paver stones or bricks. Enclosed patios are considered an addition/expansion and are covered in another section. All patios need to be approved by the ARC and located on the owner's lot. Patios that are located within 5-feet of the property lines shall be screened with plant materials for privacy purposes.

#### PAVING/PATHS/WALKWAYS

Approval is required for all walks, pathways, or other purposes and for all materials used, including concrete, brick, flagstone, steppingstones, or concrete pavers. All paving, paths and walkways shall stay within the homeowner's property lines.

#### PET DOORS

Pet doors are only permitted to be installed at a ground level, back door that opens to an enclosed fenced area in the back yard. Pet Doors are prohibited in the front of the individual home or above ground level.

#### PLAYGROUND STRUCTURES/SPORT COURTS

No playground structure or equipment shall be erected on any property without prior approval from the ARC. When proposing the play equipment location, consideration shall be given to adjacent properties so as not to create an undue disturbance. Play structures, swing sets and trampolines shall be placed a minimum of 5-feet (5') from all of the property lines in the rear yard. The play equipment height shall not exceed 12-feet and play structures/equipment are required to be screened with plant materials located inside of the 5-foot setback area.

Sport courts may only be located in the rear yard. Sport court surfacing materials shall be standard concrete or colored concrete. No bright or intense court colors are permitted. Sport courts shall be located and used in accordance to not create an unreasonable level of noise. All sport courts must be setback at least 5-feet from all the property lines and only portable backboards shall be permitted. Owners may be required to install additional plant materials to screen sport courts from adjacent Lots. Temporary netting shall be reviewed on a case-by-case basis but if approved, it must be stored seasonally and kept well maintained.

### PLAYHOUSES

Committee approval is required. Equipment shall be located in the rear or side yard. Size of play yards will be considered on a case-by-case basis depending on parcel size and proximity to neighbors. The maximum height of the equipment should not exceed ten (10) feet. In some cases, written consent from adjacent neighbors may be required.

### POOLS

Permanent pools are permitted in the back yard of the home and must be approved by the ARC and the City prior to installation with the landscape plan. Temporary and above ground pools, beside kiddie pools, are permitted during Spring and Summer seasons and shall be stored through Fall and Winter seasons.

### RAIN BARRELS

Rain barrels shall be located in the rear yard. The barrel material shall compliment the exterior of the house. The rain barrel shall not hinder the established drainage pattern and water flow of the lot.

### ROOFING MATERIAL

Roofing materials refer to the shingles or tile material installed on a building rooftop. Replacement of an existing roof with the same previously approved material does not require ARC approval. Replacement of an existing roof with new roofing material or roof pattern or roof color requires ARC approval. All replacement roof shall coordinate with the exterior color and materials on the house.

### SHED AND OUTBUILDING

Committee approval is required. Sheds shall be allowed only in rear yards. Sheds must be the same material and color as the exterior of the home, unless otherwise approved by the ARC. Sheds shall not be more than eight feet six inches (8'6") high at the peak, nor larger than 120 square feet. Siding, roofing, and trim material must match those on the home. The ARC, in reviewing the application for shed approval shall consider parcel grading, fence locations, landscape screenings, etc., in granting any approvals for a shed.

### SKYLIGHTS

Approval is required. Small solar tube skylights are permitted but large bubble-type skylights are not allowed.

### SOLAR PV SYSTEMS

Solar Photovoltaic (PV) Systems are used to absorb sunlight for electricity, or heat, as a component of a building's or home's overall energy system and a method of conserving energy. Homeowners are encouraged to incorporate energy conservation into their building/home systems, but any Solar PV System must be specifically approved by the ARC prior to installation and meet the guidelines below.

- All Solar PV Systems must be Designed and installed by a professional licensed contractor. The Architectural Review Submittal needs to be accompanied by a

- plan that is “to scale” from the licensed contractor who will be installing the system with material and/or manufacture’s description of system, photos/pictures of system and color of system.
- Mounting: A Solar PV Systems array can either be “flush mounted” or “tilt mounted”. However, in order to integrate the Solar PV System into the architectural of the home, the Solar PV Systems array must be flush mounted, that is, match the existing plane of the roof (parallel to roof line), unless on a flat roof. If installed on a flat roof, the array may be tilted to allow proper exposure to the sun provided that a letter is provided to the Architectural Review Committee from the solar professional involved explaining the need for a tilt mounted array.
  - Colors: Any component of the Solar PV System must integrate into the architecture of the home. The color of the Solar PV System components should generally conform to the color of the roof shingles to the extent practical (for instance, black frames on dark colored shingles, silver frames on light colored shingles). Solar “shingles” which mimic the look of a composite shingle are acceptable but should match the color of the current roof shingles as much as practical.
  - Balance of Systems: Inverters and DC safety disconnects are typically mounted in the basement, garage, or near the electrical meter on the outside of a home. The safety disconnects are usually required by the local utility to be mounted next to the electrical meter. The Owner is required to obtain any City permits and electrical inspections required in connection with the Solar PV System. Conduit should be installed near a drainpipe or other existing runs from the roof to hide the conduit as much as possible. In the event that compliance to these guidelines causes financial burden, then the homeowner seeking approval for a variance due to financial burden shall provide a minimum of two bids depicting the cost of installation of the solar systems in compliance with this policy and one depicting the desired alternative method. Variances may be granted if compliance with these guidelines would significantly increase the purchase price or operating cost of the Solar PV System or significantly decrease its performance or efficiency.

### TRASH BIN ENCLOSURES

Trash bin enclosures require approval and will be reviewed on a case-by-case basis. Trash bins must abut the side of the home, be located behind the wing fence or 10’ from the front façade of the home and must be screened from view with a wood screen wall or masonry/brick wall that matches the house. The enclosures can be no taller than 6 inches higher than the trash receptacles and must be made of 3 sides including a gate which prohibits visibility of the containers and provided with a cover with matching roof material. The structure must be maintained or if not maintained, removed. The trash bins shall not be visible from the front yard or street.

### VEGETABLE GARDENS

Vegetable gardens do not require approval if they are located in the rear or side yard. All gardens (in ground and raised boxes) shall be setback at least 5-feet from all property lines. All gardens must be kept weed free and well maintained. Landscape timbers, bricks or decorative concrete blocks are encouraged materials for raised garden beds.

### WALLS (Stone, Brick, Stucco, Wood, Retaining, etc.)

Walls that were not part of the original vision and plan of the community can negatively affect the original grading and drainage and the overall aesthetic within the community. Accordingly, no owner shall alter, add, or change the walls throughout the community or in their individual yards without prior ARC approval. All proposed retaining walls shall be constructed with materials that coordinate with the exterior of the house and shall not alter the established drainage pattern of the lot.

### WATER FEATURE (Ponds, Fountains, etc.)

It is important that all water features will not negatively affect the physical aesthetics or improvement or not adversely affect grading or drainage. Water features are permitted within the individual single-family yards and need to adhere to the following guidelines and be approved by the ARC:

- Water features must use recycled water.
- Height – Cannot be higher than 4-feet including any spouting water.
- Width – water features cannot expand beyond 15% of the total square footage of the front or rear yard area.
- Should drought or water restrictions be enforced by the City the Owner will need to follow all such restrictions regarding the running of their water feature.
- Underground water features will not exceed 2 feet in depth.
- All water features need to follow the established landscape Architectural guidelines, including all grading and drainage requirements.
- All water features must be located at a minimum of 5-feet from the foundation of the existing residence.

### WINDOWS

Replacement of a window or window frame with the same previously approved material does not require ARC approval. Replacement of a window with a new window or window frame or location requires ARC approval.

### YARD DECORATIONS, ORNAMENTS, SCULPTURES ETC.

All yard decorations, ornaments, sculptures, bird house and baths must be approved by the ARC. Yard ornaments that do not exceed five (5) feet in height and are not more than two (2) feet in width like bird houses or garden decorative stakes that are placed in the back yard may be acceptable. Excessive yard decoration may be reviewable by the ARC and/or Board if the ARC feels is unacceptable or receive complaints.

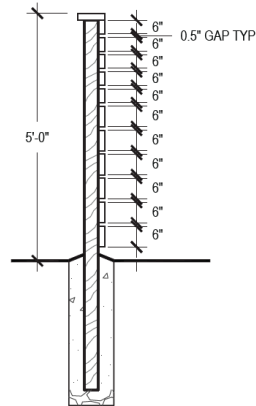
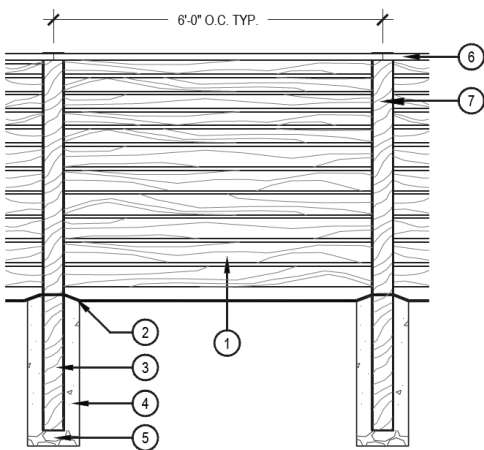


## PERMITTED FENCING

Fencing at CCW and Northridge Trails is permitted along the side and rear lot lines. Fencing is generally parallel to the front property line, set back from the front plane of the home. Front yard fencing is not permitted. The fencing shown below is to be installed by the Builder or Homeowner and is maintained by the Homeowner. All fences shall meet the City approved Site Development Plan guidelines as follows:

### HORIZONTAL PRIVACY WOOD FENCE

The image and detail illustrate the Horizontal Wood Fence (Detail 1) which is generally used for privacy fencing.



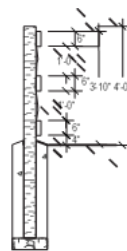
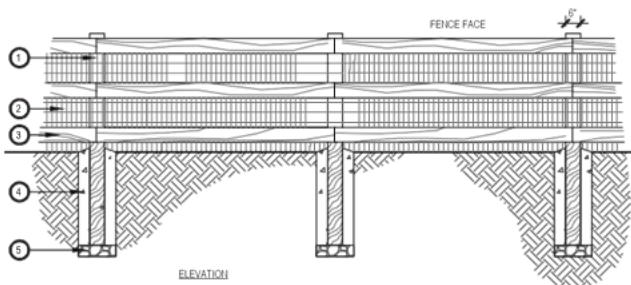
- 1- 1"x 6" ROUGH SAWN CEDAR RAILS ATTACHED WITH A MINIMUM TWO WOOD SCREWS PER RAIL PER POST
- 2- SLOPE AWAY FROM POST AND TROWEL SMOOTH
- 3- 4"x 4" x8' ROUGH SAWN CEDAR POST
- 4- CONCRETE FOOTING
- 5- 3' DEPTH, 3" GRAVEL BASE
- 6- 2"x 6' ROUGH SAWN CEDAR CAP
- 7- 1"x 4" ROUGH SAWN CEDAR RAILS (Vertical) ATTACHED WITH A MINIMUM TWO WOOD SCREWS PER RAIL PER POST



Detail 1

### 3-RAIL FENCE

The image and detail below illustrate the 3-rail fence (Detail 2) which is generally for use on properties adjacent to open space.



- 1- 4" X 4" STAINED ROUGH SAWN CEDAR POST
- 2- 4"X2" GALVANIZED WELDED WIRE MESH (10 GAUGE) 4' X 8' PANELS. SANDWICH MESH BETWEEN RAIL AND POST W/ HEAVY DUTY GAL. FASTENERS. TOP OF MESH SHALL BE LEVEL WITH TOP OF TOP RAIL
- 3- 2" X 6' STAINED ROUGH SAWN CEDAR
- 4- CONCRETE FOOTING
- 5- 3/4" ANGULAR ROCK - 4' DEPTH



Detail 2

## FENCING STANDARDS

- (i) No front yard fencing is permitted.
- (ii) Wing fences shall be set back a minimum 5-feet from the front façade of house or garage.
- (iii) Side yard fencing shall be 5' horizontal privacy fencing and match the material and color of the rear yard property fence. All fences shall be placed on property lines and shall comply with municipal requirement. Side yard fencing on corner lots shall be set back a minimum of 2-feet from the side right-of-way line.
- (iv) All fencing must be stained Sherwin Williams Super Deck SW2209 Tycoon Brown Solid Color Stain (also known as "Northridge Trails Fence Stain")
- (v) If you choose to have material between the open rail fence then you must use 2" x 2", 2" x 4", or 1 x 1 welded wire fabric mesh that is installed on the resident's side of the fence when installing directly adjacent to another residential property. The wire mesh shall not be placed or attached between the posts and rails or attached only to the rails on the resident's property side. Welded wire mesh must be installed completely flat against upper, middle, and lower rails.

**All fencing applications must include the location of the fence, a plot plan, the location of the wing fences, and the fencing materials. A complete initial application will expedite the application process.**

**Incomplete application will require the homeowner to submit a new or modified plan which increases the overall approval time frame.**

## **LANDSCAPE GUIDELINES**

All landscaping needs to be approved by the ARC prior to installation and meet the following guidelines.

### COMPLETION DATE

All landscaping, except as described below for the tree lawn (area between street and sidewalk), must be complete within 180 days after the date of closing if the closing occurs during the growing season – April 1 – October 1 in the same year – or during the next growing season if the closing occurs outside of this cycle.

### DRAINAGE/GRADING

Per the Declaration, Article 3.16, each Owner shall maintain the grading upon the Owner's Lot, at the slope and pitch fixed by the final grading thereof, including landscaping and maintenance of the slopes. The District is entitled to take necessary actions to ensure proper drainage from the Lots and Common Elements. Each Owner and the District agree, for themselves and their successors and assigns, that they will not in any way interfere with the established drainage pattern over any real property which they have a duty to maintain, from adjoining or other real property. In the event that it is necessary or desirable to change the established drainage over any Lot or Common Elements which an Owner or the District has a duty to maintain, then the party responsible for the maintenance of such real property shall submit a plan to the Board for their review and approval. For purposes of this Section, "established drainage" is defined as the drainage that exists at the time final grading of a Lot is completed.

No Owner may install improvements or alter grading to adversely affect drainage on any Lot. No Owner may alter, obstruct, or obliterate any drainage swales, pans, easements, or channels located or installed on any Lot or Common Areas. Each Single Family owner shall maintain all gutters, downspouts and extensions within such Owner's Lot to ensure that the gutters and downspouts remain in the down position and are free and clear of all obstructions and debris and that the water flow from such gutters and downspouts is directed away from the foundation and/or slabs on any improvement.

### LANDSCAPE MAINTENANCE

To maintain the environmental ethic of the Community, the following performance standards shall be followed by Owners with respect to maintenance of their residential landscaping:

- Overspray or excess runoff of irrigation water shall be avoided.
- Watering Hours- outside watering shall be limited to the hours of 6:00 p.m. to 10 a.m., except when necessary to establish new landscaping.
- All landscapes shall be maintained to eliminate noxious weeds and hazards. Turf grass should generally be mowed to maintain a uniform appearance.

### LOCAL STREET RIGHT-OF-WAY (area between street and sidewalk)

The local street right-of-way (area between the street and sidewalk) landscaping, including

irrigation, tree lawns and street trees, shall be installed and maintained by the individual adjacent owner. The owner shall be responsible for ensuring that all tree lawns are installed in accordance with the City of Greeley Standards and Specifications and as shown on the approved Site Development Plan. The tree lawn shall be installed with blue grass. The landscaping within the tree lawn shall be completed within six (6) months of the issuance of the certificate of occupancy for the home abutting the tree lawn.

#### LANDSCAPING - FRONT YARD

The minimum planting standards for a front yard is one (1) tree (2" Caliper) and 5-10 shrubs\* depending on lot size. All shrubs shall be located in either a rock or mulched planting bed. Bare dirt is not permitted.

\*Ornamental grasses and perennials may be substituted for shrubs at a rate of 3 grasses/perennials per one 5-gallon shrub.

#### LANDSCAPING - REAR YARD

The minimum planting standards for a rear yard is one (1) tree and 5-10 shrubs\* depending on lot size. At least one tree shall be a canopy shade tree, (2" Caliper). All shrubs shall be located in rock or mulched planting beds. All trees must be planted in a location that will ensure they will not outgrow the space they are planted in or eventually grow to overhang any property lines. Please see the District website for recommendations on narrow trees.

\*Ornamental grasses and perennials may be substituted for shrubs at a rate of 3 grasses/perennials per one 5-gallon shrub.

#### LANDSCAPING - TURF

Irrigated bluegrass turf (lawn areas) shall cover no more than 50% of the front or 50% of the rear yard landscape area. Approval is required prior to the installation of artificial turf. No artificial turf is allowed in front or street facing side yards. Artificial turf may not exceed 30% of the rear yard and will require screening so as not to be visible from the street or any common area tracts.

#### LANDSCAPING- ARTIFICIAL TURF

Artificial turf may be considered inside and rear yards but not areas visible from public streets. Total artificial turf of any height may not exceed 30% of the total area of the lot that is able to be landscaped.

The design intent is for artificial turf to emulate natural grass. Please state the intended use of the turf on the application. If selecting one of the pre-approved artificial turf brands listed below, please submit the manufacturer cut sheet or informational sheet with the application. If a pre-approved artificial turf is not being proposed, the application must include a physical sample of the proposed material showing the color and pile height along with a manufacturer cut sheet or informational sheet.

#### **Allowable Products**

The color must be similar to the geographical area, preferably a blended, multi-color monofilament fiber. There are certain products that have been pre-approved by the DRC as meeting the requirements of these Guidelines. The pre-approved brands are

listed below.

**Allowable Products Continued**

- A. Easy Turf – Ultimate Natural Artificial Turf 2” height.
- B. Easy Turf – Pedigree 1 1/2” height.
- C. Next 2 Natural – Natural Envy 2” height.
- D. Next 2 Natural – Sense 2” height.
- E. Mile High Synthetic Turf – Colorado Blend Pro 2” height.
- F. Mile High Synthetic Turf – Colorado Blend King 2 3/8” height.
- G. Purchase Green – Arizona Platinum Olive 2” height.
- H. Purchase Green – Arizona Platinum Spring 2” height.

**Installation Considerations:**

- A. Professional installation is required and must include a weed barrier and a porous, aggregate road base for drainage.
- B. Proper infill for residential application, such as a silica sand or “Envirofill” for kid and pet areas must be used. If only for a pet use area, a product with less secondary thatch may be used. Infill must not be toxic to humans or pets and must blend into the turf and not be visually distracting.
- C. The established drainage pattern may not be blocked or altered by the installation of artificial turf.
- D. A weed suppressor must be used under seams and the seams must be properly secured.
- E. If an artificial turf area will meet an area where native landscaping has been established, it must be separated by a barrier of at least four (4) inches of hardscape or planting area.

**Maintenance Considerations**

Artificial must be cleaned as necessary and periodically groomed to maintain its appearance. The District reserves the right to inspect and require replacement after the life expectancy has been reached, typically 15 to 20 years, or if the turf is not maintained in good condition.

**LANDSCAPING - XERIC WITH NO TURF**

All xeric landscape plans must incorporate the installation of an automatic underground irrigation system to help maintain the plantings. Xeric landscape plans, for front or rear yards, that do not propose irrigated turf grass as a ground cover will be required to have living plants (shrubs, ornamental grasses or perennials) cover 50% of the front or rear yard landscape area upon the plants installation and 75% coverage of the landscape area after three years growth. Large expanses of exposed rock, without plant coverage, is not allowed. The use of a variety of mulch types and evergreen plants are required to add year-round interest and color.

**NOXIOUS PLANTS**

The following is a list of plants considered to be invasive species and not to be planted at City Center West Metropolitan District and Townhomes at Northridge Trails.

NOXIOUS PLANTS (cont'd)

Perennials

Bouncing bet, soapwort  
Cypress spurge  
Dalmation toadflax, butter & eggs  
Dame's rocket  
Mediterranean sage  
Myrtle spurge, Mercer's spurge  
Ox-eye daisy  
Perennial sweet pea, perennial pea vine  
Purple loosestrife  
Scentless chamomile  
Sulfur cinquefoil  
Sweet clover, white & yellow

Grasses

Crested  
wheatgrass  
Orchard grass  
Smooth brome  
Hungarian brome grass  
Timothy

Shrubs

Buckhorn  
Scotch Broom

ROCK

Areas of gravel or river rock shall be restricted to the brown, gray, or Colorado sandstone color tones. Rock color ranges with natural looking stone that fits within the overall character of the community are permitted and encouraged.

ARCHITECTURAL REVIEW COMMITTEE PROCEDURES

Per the Declaration, the Board of Director's may establish in its discretion from time to time an ARC for the District. In the absence of appointment of an ARC the Board will act as the ARC. The ARC shall consist of three (3) or more persons appointed by the Board of Directors and if Board elects not to appoint an ARC then the Board will act as the ARC until at which time an ARC is appointed by the Board, which persons may be directors; provided, however, that until all of the Lots That May Be Included have been conveyed to the first Owner thereof (other than Declarant or a Builder), Declarant may appoint the ARC in which case the ARC shall consist of at least one but not more than three persons as determined by Declarant. The power to "appoint," as provided herein, shall include without limitation the power to: constitute the initial membership of the ARC; appoint member(s) to the ARC on the occurrence of any vacancy therein, for whatever reason; and remove any member of the ARC, with or without cause, at any time, and appoint the successor

thereof. Each such appointment may be made for such term(s) of office, subject to the aforesaid power of removal, as may be set from time to time in the discretion of the appointor.

The ARC will serve a term of two (2) years each, except the initial ARC which will serve the terms of one member one (1) year and two members (2) years.

The ARC will appoint a chairperson.

The initial ARC will attend training with the Board of Directors.

The Board will appoint one Board Member to attend the ARC meetings and be the contact for the ARC. The ARC will have in attendance at each Board Meeting one representative of the ARC.

The ARC will meet on an as needed basis at the most on a monthly basis with a majority of the members present. The ARC will meet at least quarterly where homeowners may be present and ratify decision made outside of these open meetings.

Minutes will be kept of all meetings of the ARC.

Per the Declaration, the ARC shall approve, approve with conditions or disapprove all requests for approval within forty-five (45) days after the complete submission of the plans, specifications and other materials and information which the Committee may require in conjunction therewith.

Per the Declaration, a majority vote of the ARC is required to approve a request for approval, unless the ARC has appointed a representative to act for it, in which case the decision of such representative shall control. If a representative acting on behalf of the ARC approves or denies a request for Architectural approval, any Owner shall have the right to an appeal of such decision to the full ARC, upon a request therefore submitted to the ARC within thirty (30) days after such approval or denial by the ARC's representative. Unless the Board of Directors is acting as the ARC, if the ARC approves or denies a request for Architectural approval (whether by original decision or an appeal) then, any Owner shall have the right to an appeal of such decision to the Board of Directors, upon a written request therefore submitted to the Board of Directors within thirty (30) days after such decision by the ARC.

The ARC shall have the right to disapprove any application which is not suitable or desired for aesthetic or other reasons.

The ARC will meet on an annual basis to evaluate and review process, submittal forms, guidelines and other organizational components of the Architectural Review process and submit any recommended changes or amendments to the Board of Directors for review and approval.

Records: Per the Declaration, ARC shall maintain written records of all applications submitted to it and all actions taken by it thereon and such records shall be available to Members for inspection in accordance with the District's governance policies.

Liability: Per the Declaration, neither the Board of Directors, nor the ARC, nor any members thereof, nor any representative of the ARC appointed to act on its behalf, shall be liable in damages to any Person, or to any Owner, by reason of any action, failure to act, approval, disapproval or failure to approve or disapprove in regard to any matter within its jurisdiction hereunder.

Variance: Per the Declaration, the ARC may grant reasonable variances or adjustments from any conditions and restrictions imposed by the Declaration, Rules and Regulations or Guidelines in order to overcome practical difficulties or prevent unnecessary hardships arising by reason of the application of any such conditions and restrictions. Such variances or adjustments shall be granted only in case the granting thereof shall not be materially detrimental or injurious to the other property or Improvements in the Community and shall not militate against the general intent and purpose hereof.

Waivers; No Precedent: Per the Declaration, the approval or consent of the ARC or any representative thereof, to any application for Architectural approval shall not be deemed to constitute a waiver of any right to withhold or deny approval or consent by the ARC or any representative thereof as to any application or other matters whatsoever as to which approval or consent may subsequently or additionally be required. Nor shall any such approval or consent be deemed to constitute a precedent as to any other matter.

Inspections: The ARC may make periodic inspections of the Homes to ensure compliance with these Architectural Guidelines and any existing ARC approvals.

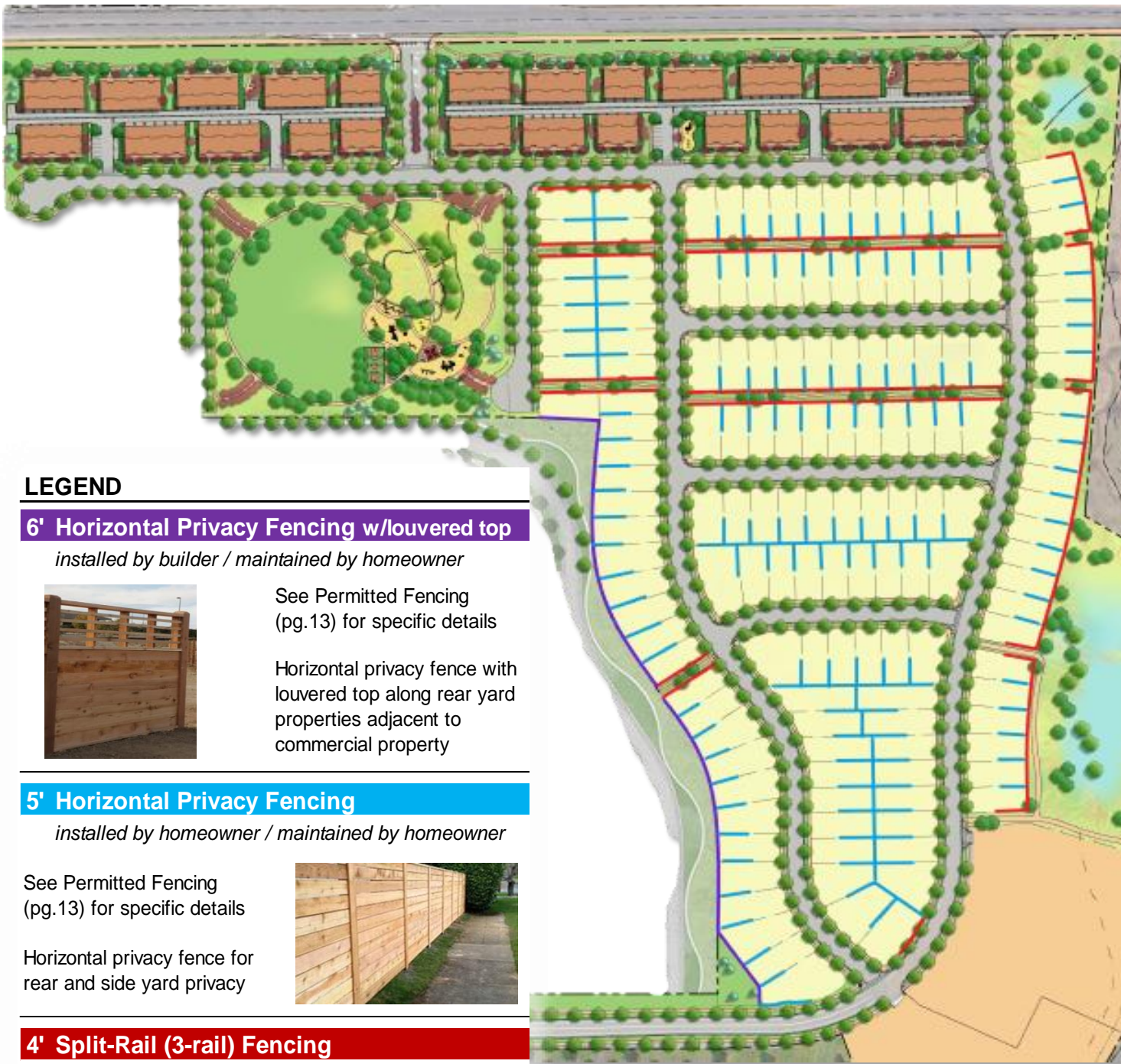
Amendments: The Guidelines may be amended by the Board of Directors or the ARC with Board approval. Amendments to the Guidelines shall apply prospectively only. They shall not require modifications to or removal of any structures previously approved once the approved construction or modification has begun. However, any new work on such structures must comply with the Guidelines as amended. There shall be no limitation on the scope of amendments to the Guidelines, and such amendments may eliminate requirements previously imposed or otherwise make the Guidelines less restrictive.

Certification of Compliance: Any Owner may request in writing that the Reviewer issue a certificate of compliance certifying that there are no known violations of this chapter or the Guidelines. The District shall either grant or deny such written request within thirty (30) days after receipt and may charge a reasonable administrative fee. Issuance of such a certificate shall prevent the District from taking enforcement action against an Owner for any condition known to the District on the date of such certificate.





# EXHIBIT B – FENCE PLAN



## LEGEND

### 6' Horizontal Privacy Fencing w/louvered top

*installed by builder / maintained by homeowner*



See Permitted Fencing (pg.13) for specific details

Horizontal privacy fence with louvered top along rear yard properties adjacent to commercial property

### 5' Horizontal Privacy Fencing

*installed by homeowner / maintained by homeowner*

See Permitted Fencing (pg.13) for specific details



Horizontal privacy fence for rear and side yard privacy

### 4' Split-Rail (3-rail) Fencing

*installed by builder / maintained by homeowner*



See Permitted Fencing (pg.13) for specific details

Split-rail for rear and side yard properties adjacent to open space



# NORTHRIDGE TRAILS

**EXHIBIT C- ARCHITECTURAL REVIEW REQUEST FORM**

*This form may be revised from time to time to meet the needs of the community. The most current forms shall be obtained from the Metro District management company.*

**ARCHITECTURAL REVIEW REQUEST FORM**

[www.citycenterwestmd.live](http://www.citycenterwestmd.live)  
[info@citycenterwestmd.live](mailto:info@citycenterwestmd.live)

NAME OF OWNER(S): \_\_\_\_\_

ADDRESS OF RESIDENCE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**Please indicate the type of improvement:** (Mark with an X)

Landscaping  Deck/Patio Slab  Fencing  Patio Cover  Drive/Walk Addition  Shed  Painting  Roofing

Other (please explain): \_\_\_\_\_

**Please attach a description of the improvements along with sketches, drawings, plans, brochures, etc.**

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**Directions:** The Applicant should refer to the following documents in filling out this Request Form:

- City Center West Design Guidelines
- Covenants, Conditions, Restrictions, and Easements for City Center West Residential Metropolitan District No. 2

All these documents can be referenced on the District Website at [www.citycenterwestmd.live](http://www.citycenterwestmd.live)

In submitting this Request Form the Owner/Applicant acknowledges that you understand and agree: (please initial)

1.  That approval by the Architectural Review Committee (the "ARC") shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2.  That approval by the ARC shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the City of Greeley.
3.  That the ARC shall not make any investigation into title, ownership, easements, rights-of-way, or other rights appurtenant to property with respect to architectural or landscape requests.
4.  That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ARC to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
5.  That no work on the proposed change shall begin until written approval of the ARC has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this Request Form is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
6.  That there shall be no deviations from the plans, specifications, and location approved by the ARC without prior written consent of the ARC; any variation from the original Request Form must be resubmitted for approval.
7.  That I authorize members of the Committee or managing agent to enter upon my Property at times mutually agreed to in order to make one or more routine inspection(s).
8.  That construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this Request Form and be completed within 12 months of the approved date, otherwise the approval by the ARC shall be deemed conclusively to have lapsed and to have been withdrawn.
9.  That it is my responsibility and obligation to obtain all required building permits, to contact Colorado 811 for utility locates and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
10.  That all construction done will proceed in an orderly and timely manner during normal working hours and at acceptable noise levels as defined by the City of Greeley Municipal Article II Chapter 9.24 and Chapter 9.28. Material placement in public streets is prohibited.
11.  That it is my responsibility and obligation to obtain prior written approval by the ARC if access point for any improvements are on City Center West Metropolitan District improvements, green space or community property.
12.  That I am responsible for any damage and all costs to repair public improvements, City Center West Metropolitan District improvements, green space or community property that results from the proposed modification.
13.  That I will maintain proper drainage swales on the lot when installing landscape or building improvements, while keeping in mind site lot setbacks and all utility easements.
14.  That all improvements will be designed and constructed to conform to the overall drainage plan for my residential lot and all neighboring lots and that no established drainage pattern will be affected by these improvements.

A Review Fee is required with all initial improvement or substantial modifications Request Form submittals. The fees, made payable to City Center West Metro District, are due at the time the Request Form and plans are submitted for review. A list of fees can be found on page 25.

Generally, driving vehicles, including wheelbarrows, across District property is not permitted. However, when circumstances warrant, the ARC will consider requests provided that prior approval is requested, and the Owner advances funds as may be reasonably required by the Board of Directors to repair any damage.

*The ARC will review each request for architectural or landscape approval and approve and/or disapprove in writing each such request (which may be with conditions and/or requirements).*

THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE ABOVE CONDITIONS:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Plan Reviewer Approval:	Date:			
For ARC Use: (Landscape Architect or District Manager)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 5px;">Date Received</td></tr> <tr><td style="padding: 5px;">Date Reviewed</td></tr> <tr><td style="padding: 5px;">ARC Submittal</td></tr> </table>	Date Received	Date Reviewed	ARC Submittal
Date Received				
Date Reviewed				
ARC Submittal				
Approval: Denied: (Reason(s) Outlined Below)				
Approved upon Completion of Contingencies: (Contingencies Outlined Below)				
Contingencies or Reason(s) Denied:	<div style="border: 1px solid black; width: 100%; height: 100%; margin-bottom: 10px;"></div> <p>ARC Approval Stamp</p>			
Date:    /    /                      Signed:				

## **NOTICE TO APPLICANTS AND REQUIREMENTS FOR ARCHITECTURAL DESIGN REVIEW:**

1. To be considered by the ARC your Request Form must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials). **Make certain your Request Form is complete.**
2. Homeowner or Contractor cannot take down District fencing for access to improvement site.
3. Homeowner or Contractor cannot drive across, but can walk across, District landscaped areas to access improvement site.
4. If you have any questions regarding the above, please contact the District Management team at the contact information noted at the bottom of this page.
5. **All correspondence and reports by the District will be emailed to the applicant or available for pick-up.**

### **SUBMIT REQUEST FORM WITH A PLAN SET ILLUSTRATING THE FOLLOWING:**

The applicant must submit a set of plans and specifications showing the nature, species, kind, shape, height, color, materials, and locations of the proposed landscaping or architectural alteration. All proposed structures should include either elevation drawing with dimensions and materials or “information cut sheets” from the manufacturer. It is especially important to include the location of the improvement in relation to the lot line and structure.

#### **LANDSCAPE IMPROVEMENTS:**

- Plans should be submitted to scale of 1 inch = 30 feet, minimum. **NOTE: The width of your lot must be included on this plan.**
- Plot Plan, Foundation Plan, Engineering Plan or Grading Plans can be used as a base for proposed Landscape Design
- Submittals are highly encouraged to depict the full yard showing the proposed Landscaping/Deck/Patio/Fence shown in context with the house, the property line and adjacent neighbors.
- Please use the words “existing” or “proposed” so that the ARC knows what is already in place or what is proposed as new.
- All landscape design plans must include species and quantity of plants and meet the minimal requirements by rear lot width size.
- All Fence plans will require material, height and color/stain information and must comply with the fence guidelines including preservative treatment.
- All trees/shrubs should be located so that their mature spread/width/canopy does not encroach on neighboring properties.
- All paths, patios, rock beds, mulch beds will require specific material information to include type of rock/stone/mulch and color.
- Pictures and additional product information is helpful in gaining immediate approval.
- Decorative walls and sitting walls require dimensions as well as material and color information.
- All privacy screens will require dimensions as well as material, color, and exact location details.
- All wood-built structures, including but not limited to, a trellis, deck, pergola will require wood species and stain color information for approval.

#### **ARCHITECTURAL IMPROVEMENTS:**

- Plans should be submitted to scale.
- Floor Plan, Foundation Plan, Engineering Plan or Exterior Elevations can be used as a base for proposed Architectural Improvements.
- Submittals are highly encouraged to depict the improvement in plan and elevation showing the proposed improvement in context with the house, the property line, and adjacent neighbors.
- Please use the words “existing” or “proposed” so that the ARC knows what is already in place or what is proposed as new.
- All improvements will require material and color information as well as dimensions. Pictures and additional product information is helpful in gaining approval.

#### **EXTERIOR PAINT IMPROVEMENTS:**

- Color selections should be submitted to the ARC in the form of manufacturer’s paint chips. Digital copies will not be accepted.
- Explanation of where each color will be applied.
- Exterior photo(s) of the home in its current state along with exterior photos of the adjacent homes on either side to avoid replication/duplication.
- Note: Photos from Google Earth/Maps will not be accepted as they may not represent the house with current colors.

#### **LETTER OF AUTHORIZATION FROM THE PROPERTY OWNER, IF DIFFERENT FROM APPLICANT**

**SUBMIT REQUEST FORM WITH AN ARCHITECTURAL REVIEW FEE DETERMINED BY THE PARAMETERS BELOW:**

A \$125 Review Fee is required with all initial improvement or substantial modifications Request Form submittals. Below please find a list of improvements to assist in determining what fee amount is due with your submittal. Please email [info@citycenterwestmd.live](mailto:info@citycenterwestmd.live) if you have questions regarding the appropriate Review Fee to submit with your Request Form.

**Architectural Structure Improvements (\$200 Review Fee):**

- Room additions,
- Structural changes.

**Major Improvements (\$150 Review Fee):**

- Accessory buildings,
- Original installation of rear yards,
- Any modification to more than 25% of rear yard landscaping,
- Any modification to more than 25% of front yard landscaping.

**Minor Modifications (No Review Fee):**

- Fence installation, if submitting plans using the approved fence styles found in the Landscape Guide for Residents,
- Exterior paint color changes,
- Any modifications to less than 25% of rear yard landscaping,
- Any modifications to less than 25% of front yard landscaping.

**The Review Fee, made payable to City Center West Metro District, are due at the time the Request Form and plans are submitted for review.**