

# WHISPERING PINES RANCH

## ARCHITECTURAL DESIGN GUIDELINES

Whispering Pines Ranch  
Architectural Review Committee

June 8, 1998  
Revised January 24, 2001  
Revised March, 2015  
Revised March, 2016

## TABLE OF CONTENTS

	Page
<b>PLANNING AND DESIGN PHILOSOPHY</b> .....	4
<b>A. INTRODUCTION/GENERAL</b> .....	4
1) Granting Clause.....	4
2) General Purposes.....	5
3) Declaration of Covenants, Conditions & Restrictions.....	5
4) Architectural Review Committee.....	5
5) Modifications to Existing Homes & Lots.....	8
6) Other Development Regulations.....	9
7) Rental and Accessory Housing.....	9
<b>B. DESIGN GUIDELINES</b> .....	9
1) Overall Design & Professional Assistance.....	9
2) Design & Configuration.....	10
3) Building Height.....	10
4) Exterior Walls & Windows.....	10
5) Materials & Exterior Finishes.....	12
6) Foundations.....	12
7) TV Dishes & Antennas.....	13
8) Decks, Balconies & Railings.....	13
9) Roofs.....	14
10) Entry & Exterior Doors.....	15
11) Solar Design & Skylights.....	16
12) Exposed Metal, Vents & Gutters/Downspouts.....	16
13) Size & Color.....	16
14) Chimneys & Natural Gas Fireplaces.....	17
15) Changes.....	17
<b>C. SITE DEVELOPMENT GUIDELINES</b> .....	17
1) Setbacks & Side Yards.....	18
2) Fences, Walls, Barrier Devices & Retaining Walls.....	18
3) Garage & Parking Spaces.....	18
4) Electric Meters & Garbage Areas.....	19
5) Revegetation, Landscaping & Berms.....	20
6) Signs & Address Identification.....	20
7) Natural Drainage & Grading.....	20
8) Existing Trees.....	21
9) Stakeout.....	21
10) Outdoor Lighting.....	22
11) Accessory Structures.....	22
12) Fire Protection Requirements.....	22
13) Underground Utilities.....	22

<b>D. REVIEW AND BUILDING APPROVAL PROCESS .....</b>	<b>22</b>
1) Project Intent .....	23
2) Sketch Plan Review.....	23
3) Preliminary Plan Review .....	23
4) Construction Document Review & Approval .....	23
5) Pre-Construction Review.....	24
6) Interim Construction Review.....	24
7) Post Construction Review & Final Approval.....	24
<b>APPENDIX 1: Landscaping Minimum Requirements &amp; Considerations .....</b>	<b>26</b>
<b>APPENDIX 2: Construction Period Regulations .....</b>	<b>30</b>
<b>APPENDIX 3: Project Intent Application.....</b>	<b>33</b>
<b>APPENDIX 4: Sketch Plan Review Application.....</b>	<b>34</b>
<b>APPENDIX 5: Preliminary Plan Review Application.....</b>	<b>35</b>
<b>APPENDIX 6: Construction Document Review &amp; Approval Application .....</b>	<b>36</b>
<b>APPENDIX 7: Pre-Construction Review Checklist.....</b>	<b>37</b>
<b>APPENDIX 8: Interim Construction Review Checklist .....</b>	<b>38</b>
<b>APPENDIX 9: Post-Construction Review &amp; Final Approval Checklist.....</b>	<b>39</b>
<b>APPENDIX 10: Landscape/Exter. Bldg. Mod./Accessory Structure Application ...</b>	<b>40</b>
<b>APPENDIX 11: Exterior Repainting/Fence/Misc. Projects Application .....</b>	<b>41</b>
<b>APPENDIX 12: Submittal Fee Structure .....</b>	<b>42</b>

## **PLANNING AND DESIGN PHILOSOPHY**

Whispering Pines Ranch (the "Property") lies within Summit County, Colorado's high alpine environment. Views from the Property include vistas of the Gore Range, Lake Dillon and Keystone Ski Area. All Lots have immediate access to the world-class winter and summer recreational facilities at Keystone, Dillon and throughout Summit County.

Whispering Pines Ranch (WPR) was created as a planned residential community to take full advantage of the Property's location and environment. The planning and design philosophy of the Property is to encourage a harmonious and consistent quality and design expression throughout its boundaries, while allowing for individuality of architectural expression by its Owners.

It is in every Lot Owner's interest and is the intent of these Architectural Design Guidelines (the "Guidelines") that all new development and improvements constructed on the Lots attempt to develop responsive and indigenous architecture, incorporate native and natural materials, and employ sensitive siting of improvements. Buildings and any other type of new construction should not assert themselves at the expense of neighboring development, but rather relate to each other to form a harmonious community, which shares and supports a common interest and appreciation of the environment.

These standards, procedures and information herein are intended to formulate and define the means by which properties built at WPR can be compatible with each other and with their setting. They are binding upon all persons who at any time construct, reconstruct, refinish, alter or maintain any exterior improvement within WPR, or make any change in the natural or existing surface, drainage or plant thereof. The Guidelines that follow are the criteria for judgment and form the basis of control by the Architectural Review Committee (ARC). Compliance with the spirit of the Guidelines is crucial to the mutual enhancement and protection of the qualities of the Property and to all the Owners' commitment to the preservation of this ruggedly handsome area.

These Guidelines may change from time to time to reflect new experiences and to accommodate changing conditions without modifying the overall stated intent. Owners contemplating activities covered by these Guidelines should be sure they have obtained the most recent approved version.

### **A. INTRODUCTION/ GENERAL**

#### 1. Granting Clause

Per the Declaration of Protective Covenants for WPR at Dillon (the "Declaration"), the WPR Architectural Review Committee (the "Committee") hereby exercises its rights and establishes these Guidelines. Copies of the most recent Guidelines may be obtained from the Committee secretary or the

management company for WPR at Dillon Homeowner's Association (the "Association") in Summit County, Colorado. The Declaration will control if there are any discrepancies between these Guidelines and Declaration.

## 2. General Purposes

The Committee has made these Guidelines to maintain standards in the use and development of WPR and to guard against fires and unnecessary and unreasonable interference with the view, natural beauty and ecological integrity of the Property and the Lots, Units and Condominiums therein. These Guidelines are subject to the Committee's supervision and approval and to the zoning and planning regulations of Summit County, Colorado, and applicable federal and state statutes, rules and ordinances. Although final judgment of any submission must remain discretionary to the Committee, the Committee will be guided in its decisions by the Guidelines defined below, which may be changed from time to time in the interests of protecting the real and aesthetic benefits of the Property. Each project is reviewed and approved based on the requirements of the most current Guidelines; whatever was constructed or omitted on existing homes does not necessarily set precedence for succeeding projects (i.e. chimney cap or no chimney cap).

## 3. Declaration of Covenants, Conditions & Restrictions

The terms defined in Article 3 (Definitions) of the Declaration shall control as to the definitions herein. As well, it is advisable that an Owner review and become familiar with Article 8 (Maintenance & Landscaping), Article 15 (Architectural Review Committee) and Article 20 (Protective Covenants) for information that could pertain to their project.

## 4. Architectural Review Committee (ARC)

The Committee shall consist of three members as designated by the Board of Directors (the "Board") to review, study and approve or reject proposed improvements upon the Property. The Committee shall consist of a Chairman, a Secretary and one other committee member who shall be an Architect licensed by the State of Colorado. In the event a Committee member is either the Owner, Architect or Contractor for the project being reviewed they shall recuse themselves from the Review Process so as not to create a conflict of interest.

The Chairman shall preside over all Committee meetings and be responsible for the coordination and direction of the Committee's work, and promulgation of its Guidelines and any amendments to it from time to time. The Secretary (or a representative of the Association's management company) shall keep the minutes of the Committee's proceedings and its records, and shall publish and disseminate such materials as may be necessary or desirable to guide Owners and enforce these provisions.

The Committee meeting is scheduled for the Third Wednesday of every month at the Association's management company office at 3:00 PM provided there are submissions to review. The submission materials must be received in the management company's office at least seven (7) calendar days prior to the meeting for which the project will be reviewed. In general, Committee meetings will be conducted as scheduled for New Construction and Addition/Remodel projects. At the discretion of the Committee, other project types may be reviewed and approved via e-mail correspondence, independent of a scheduled meeting.

a. Submittal Requirements

Submission materials shall consist of both hard and e-mail copies. For the drawings, hard copies to be a minimum of one (1) half size set (11x17) and one (1) full size set (24x36); e-mail copy to be one (1) half size set (pdf). For other materials (i.e. Application form, Color/Material board, etc.), provide one (1) hard copy and one (1) e-mail copy (pdf). Each hard copy set to be stapled together. Additional copies may be requested as necessary. The hard copies can be mailed or hand delivered.

At minimum, all submission material shall be dated and have the Project Name, Owner's Name, the Property's physical address as well as the Property's Lot Number denoted on each piece of material. Submittal material will be returned and the Review Process will not commence until such information is provided.

If an Applicant plans to attend a meeting for any reason, an appointment must be made a minimum of three (3) working days prior to the scheduled meeting date to insure that there will be a meeting that date.

All Committee reviews and approvals shall be valid for a period of one (1) year from the date of most recent approval provided there are no changes to the design. If construction of an approved project has not commenced within said period, the Review Process must be started anew. Per the Protective Covenants (Article 20 of the Declaration) "any construction activity on any Lot in the Property shall be completed and fully cleaned up within eighteen (18) months from its commencement or a variance shall be obtained from the ARC to allow for a longer period of construction upon proof of due diligence". In the event of any delay in the Review Process or Construction, the Owner shall submit a written notice of such to the ARC stating their intention of delay and anticipated time when they think the activity will resume. In the event the Committee does not provide written communication to the Owner and receive written acknowledgement back from the Owner within 30 days after review of an application, then it becomes an automatic approval for that application.

Applicants are encouraged to attend any Committee meeting addressing their application, but the Applicant need not be present for the Committee to act. The contact information of the Association's management company office is:

Whispering Pines Ranch ARC  
c/o Summit Resort Group  
350 Lake Dillon Drive  
PO Box 2590  
Dillon, CO 80435  
(970) 468-9137 – office; (970) 468-2556 – fax  
DBorel@srgsummit.com – email

b. Right of Waiver

The Committee may waive or vary procedures or standards and criteria when conditions such as topography, location of property lines, trees, vegetation and other physical limitations, or architectural appropriateness, require it.

c. Non-Liability of Committee and Board

Neither the Committee or Board or their respective successors or assigns shall be liable in damages to anyone submitting plans to them for approval, or to any Owner by reason of mistake in judgment, negligence or non-feasance arising out of or in connection with the approval or disapproval or failure to approve any plans and specifications. Every Owner or other person who submits plans to the Committee for approval agrees, by said submission, that they will not bring any action or suit against the Committee or Board to recover damages. Approval by the Committee shall not be deemed to constitute compliance with the requirements of any local building codes and it shall be the responsibility of the Owner and their representatives to comply therewith.

d. Submittal Fees

There are two fees for each project type (see APPENDIX 12) – the Review Fee (which is non-refundable) and the Compliance Deposit (which is refundable based on qualifications). A third fee – the Site Review Fee (non-refundable) – is required for New Construction and Addition/Remodel projects to cover the Interim and Post Construction reviews; this fee is due as described in APPENDIX 6.

The Review Fee is due at the time of Application submittal (APPENDIX 4; APPENDIX 10) to the ARC. The purpose of the Fee is a retainer to cover the following expenses:

- \$100 per hour for the Committee member Architect to review the submissions as they conform to the Guidelines, the construction as it conforms to the approved Construction Documents and changes. The billing will be actual time required, billed at ½ hour increments.
- Consultations with the Committee member Architect. These charges will be actual time spent in consultation, billed at 15 minute increments.

In the event that the initial Review Fee is exhausted, a Supplemental Fee (in an incremental amount) will be required in order to continue the overall process as denoted in APPENDIX 12.

The purpose of the Compliance Deposit is to ensure compliance with the approved project, construction period regulations and to offset damage to public streets/improvements. This Deposit is due as described in APPENDIX 6 and APPENDIX 10 and will be held in trust by the Board until the project is completed. The Board may use the Deposit to cure any noncompliance with its approval or these Guidelines and to repair any damage to public improvements caused by the Owner's contractor. The Deposit, or any remaining portion thereof, will be refunded after Post-Construction Review and Final Approval (APPENDIX 9) is complete. If the Deposit does not cover all of the expenses incurred, the Owner shall remedy this prior to sign off of Certificate of Occupancy. Any Compliance Deposit amount kept due to lack of compliance will be transferred into the retainer account.

e. Information Submitted By An Owner

Any Owner submitting plans for Committee approval shall be responsible for the verification and accuracy of all dimensions, grade, elevations and location of key natural terrain features for their Lot.

f. Re-submittal of Plans and Appeal

Should the Committee deny any Review Process submission, any resubmissions shall follow the same procedures as the rejected submittal. The Owner or their Architect shall reply in writing to Committee concerns during the Review Process. Any proposed exterior additions or changes to a residence not part of the original Construction Document approval shall be submitted for Committee review and approval.

g. Owner Representation

The Owner shall advise all their representatives (e.g. Architect, Engineer, Contractor, Subcontractors, and their employees) of the standards and procedures outlined in the Declaration and these Guidelines, including APPENDIX 1 through 13, and all such representatives shall abide by said documents.

5. Modifications to Existing Homes and Lots

Committee review and approval is also required for any exterior modifications to an existing home or lot. This includes improvements such as, but not limited to, stain/paint color, driveway replacement, modifications to landscaping and exterior building modifications (i.e. re-roofing, addition of new windows, replacement of existing windows, addition or replacement of outdoor porch/deck/patio, etc.). The review of modifications to existing homes will generally follow the procedures outlined elsewhere in the Guidelines.

## 6. Other Development Regulations

While these Guidelines constitute the primary tool for controlling development of WPR, other materials must also be considered during the design process. WPR is located in unincorporated Summit County and is part of the Soda Creek at Lake Dillon PUD (Planned Unit Development). Homes in WPR are also required to go through the normal Summit County review process. Prior to initiating construction, Owners are responsible for obtaining a building permit from Summit County. Other improvement projects, such as decks and hot tubs, may require a permit from Summit County prior to such work; the Owner is responsible for verifying and complying with such local regulations.

## 7. Rental and Accessory Housing

The Declaration of Covenants, Conditions and Restrictions, Second Amendment to the Declarations and the Soda Creek at Lake Dillon PUD address requirements with regard to the allowance of rental and accessory housing. As well it is advisable that an Owner consult with the Summit County Planning Department prior to initiating such an arrangement or project. Committee review and approval is required for any exterior modifications to an existing home or lot that is related to such arrangement or project.

## **B. DESIGN GUIDELINES**

All requirements noted within this section, which are pertinent to any development or improvements on an Owner's Lot, shall be incorporated into the Review Process submittals in the form of general notes, details or drawings.

### 1. Overall Design and Professional Assistance

**Owners are required to use a Registered Architect ("an architect licensed in the state of Colorado") that is familiar with high mountain practices of design.**

**At the discretion of the Committee, designers with extensive experience will be considered. The credentials of the designer must be submitted and approved prior to the Sketch Plan Review Application. There will be a Special Fee (APPENDIX 12) in addition to the Review Fee for the time required to approve or disapprove the designer. The Owner must submit the Special Fee and the Project Intent Application (APPENDIX 3) with their request detailing the information of the designer at least fourteen (14) calendar days prior to the Sketch Plan Review Application.**

Registered Architects shall follow Summit County codes. High altitude mountain design processes and fundamentals shall be strictly adhered to. Final plans shall be stamped by a Registered Architect or Structural Engineer licensed by the State of Colorado.

“Off the Shelf” or stock plans which do not meet the expressed intent of these Guidelines are not acceptable design solutions for improvements. The Committee encourages individuality in exterior appearance. The use of high quality manufactured housing is subject to the sole discretion of the Committee based on adherence to the requirements and goals of these Guidelines.

## 2. Design and Configuration

- a. Special consideration will be given to the siting of development with emphasis on the relationship to the existing grades, preservation of natural Lot features, trees, plants and the relationship to neighboring Lots. All homes shall be sensitively sited to respect the orientation to and from existing Summit Cove and Soda Creek residences.
- b. Residences shall have exterior elevations, roofs and details that are coordinated and consistent in their architectural treatment. Care shall be given to proportion, scale and massing. Houses with an unfinished appearance are not permitted.
- c. Generally, simply pitched roofs (6:12 to 12:12) are encouraged because of their varied lines and snow shedding properties, as are roofs which utilize the gable configuration with sheds and dormers as complementary form devices. Flat and hip roofs should be used for linking purposes and as minor design elements for roofs with the gable configuration. Hip roofs are acceptable. Mansard and “A-frame” roof elements shall not be allowed.
- d. “Street-oriented” façade design or “theme” design transplanted from another time or area (e.g. hacienda, colonial, tudor) is not acceptable.

## 3. Building Height

Building height limits promote buildings in harmony with, and subservient to, the surrounding natural features. Consideration must be given to views from neighboring Lots. Building heights shall not exceed 35 feet, except those homes located in Blocks 16 and 17 of the Property shall not exceed 31 feet. All building heights shall be measured as defined in the Summit County Land Use and Development Code and denoted on the elevation drawings.

## 4. Exterior Walls and Windows

Walls should project a sense of strength and support. Extended flat wall planes are not acceptable. Care should be taken in design so that there is no unbroken wall planes over twenty feet (20') in length. Cantilevers, Box-Bays, Insets and Offsets are among those forms acceptable. The wall openings should be placed in an informal yet ordered fashion, taking care to avoid random or unusual window patterns. Window types should be placed in large groupings (to avoid large uninterrupted glass areas) or puncture the solid wall at a few key locations. Window trim should match other materials used on the building

façade. Window glass shall be non-tinted, clear and either double or triple glazed. Special energy efficient coatings are encouraged. Reflective glass is not acceptable.

*The following example shows this requirement:*



Materials allowed for exterior walls are logs, log siding, stone, shakes and shingles, wood siding, board and batten, metal siding (subject to the Committee's review of amount, visibility, reflectivity and appropriateness) and textured stucco in natural tones. Stone shall be used on all exterior elevations that front streets. Corner lots must take care to follow this requirement. The minimum requirement for stone shall be 15% of exterior wall areas or as approved by the Committee. Top edge of stone veneer shall be capped with stone (wood not allowed); if wood already exists, then it can match existing for new Addition/Remodel projects or can be replaced to match existing if damaged (i.e. rotted out). Additionally any three-story element such as those in walkout configurations shall have a minimum of 50% of the walk out portion of the home in stone. Synthetic stone may be used upon review and approval of the Committee. Log accents are encouraged. Stucco shall be limited to a maximum of 50% of exterior wall areas unless approved by the Committee. Total percentage each of stone, stucco and metal siding shall be denoted on the Preliminary and Final Plan submittals. Exposed concrete must be limited to 10" above final grade. Exterior materials not acceptable for exterior walls are plywood siding, synthetic siding, ferro cement siding, concrete block, and adobe.

The following example shows this requirement:



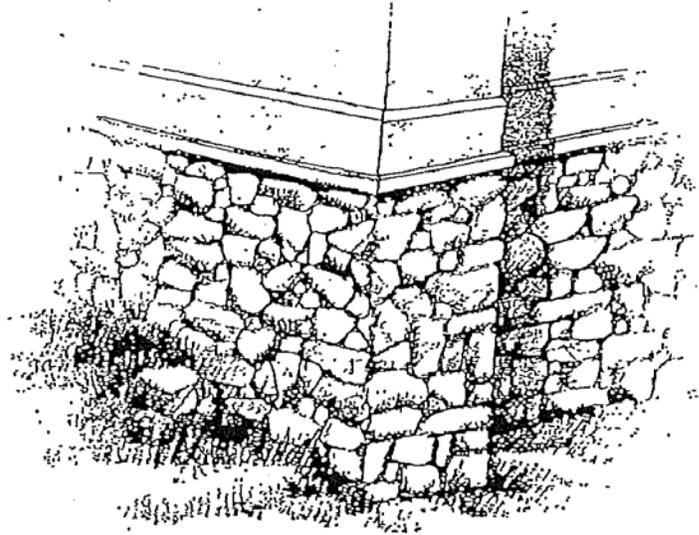
## 5. Materials and Exterior Finishes

The goals of WPR design theme emphasize consistency and enhancement of the existing environment. In keeping with this goal, material and color selection should reflect an extension of the natural environment (e.g. stone and wood). Natural colors or transparent finishes should be used to seal and enhance the natural beauty of the materials. Large, unbroken wall planes of a single material shall be avoided. Detailing, material selection, and depth to provide a pleasing and sensitive design shall break walls. Changes of building materials shall occur at inside (versus outside) corners. Stepped fascias comprised of multiple layers of trim materials shall be used to provide relief. All exterior wood trim (fascias, corner boards, door/window openings, etc.) shall be minimum 2x material.

## 6. Foundations

Foundations form the base on which the structure will be sited. Native stone and river rock are encouraged. Exposed concrete walls over 10" in height shall be faced with wood, sand blasted, stained, or surfaced with a textured stucco. Foundations shall be of concrete construction and designed by an architect or professional engineer, and must take into account the information generated by the soils report for the specific Lot. Phased foundations are discouraged.

The following example shows this requirement:



#### 7. TV Dishes and Antennas

Large satellite dishes and radio/TV antennas shall not be allowed. Satellite dishes are subject to Committee approval on a case-by-case basis. Satellite dishes, if provided, must be appropriately located and screened from view from adjacent lots and roadways.

#### 8. Decks, Balconies and Railings

These elements enhance overall architecture by creating variety and detail. Long balconies should be avoided. Railing systems should be subtle and blend into the architecture. Decks should be located to capture views, yet obtain good solar exposure. Avoid roofs dripping onto decks and balconies. Decks shall be designed to minimize unsightly supporting structures and to complement the total design. Drawings consisting of floor plan and elevations showing the location, size and design along with a description of materials/color shall be submitted along with the Deck Review Application (APPENDIX 10) for deck projects. See the Submittal Fee Structure (APPENDIX 12) for any fees that may be required.

*The following example shows this requirement:*

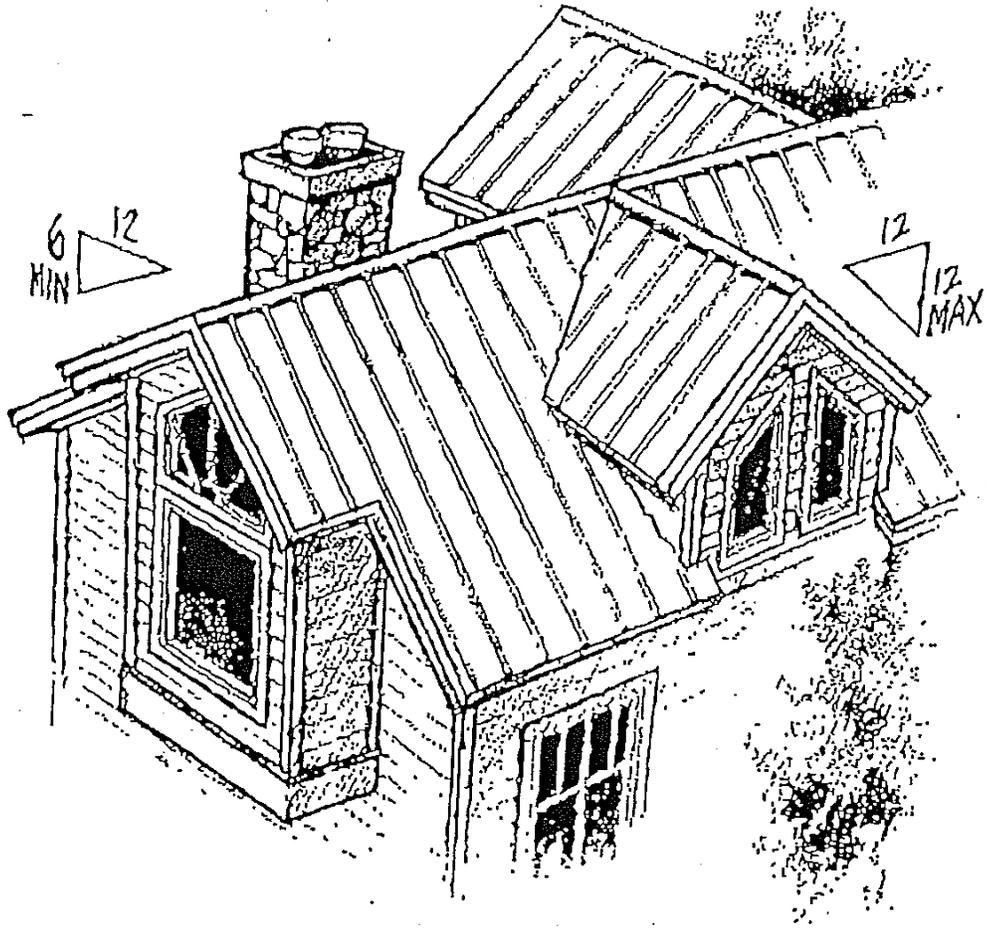


## 9. Roofs

As noted above, roof forms are encouraged which are simple and utilize the gable configuration and complementary forms. Long unbroken planes and ridgelines of the roof over twenty feet (20') in length are unacceptable. These need to be broken with dormers or associated elements. With the exception of flat connected roofs, roof slopes shall be a minimum of 6:12 to maximum of 12:12. No roofs shall be built over setback lines. Every attempt should be made to protect pedestrian and vehicular areas from shedding snow. Dormers and chimneys are encouraged as additional means to break up the roof form. Cold roofs are recommended to avoid ice damage.

Acceptable roof materials include fire retardant wood shingles and shakes (as allowed per County and/or Fire Department requirements), high-definition heavyweight composition shingles (minimum 30 year warranty), concrete tile, and metal roofs (subject to the Committee's review of visibility, reflectivity and appropriateness). All roofs shall be of a material, color and texture approved by the Committee and has the appropriate fire rating per County and Fire Department requirements.

The following example shows these requirements:



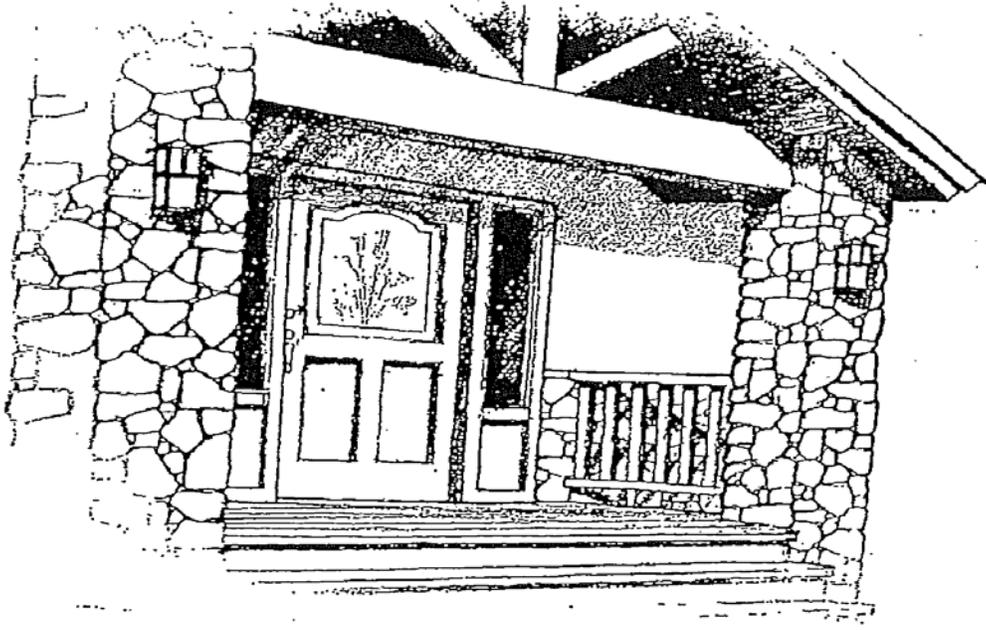
#### 10. Entry and Exterior Doors

The entry shall be a dominant feature. Garage walls, if adjacent, shall be set back a minimum of five feet (5') from the entry walls. Entry porches are encouraged with columns of stone, timbers or logs. Double doors or sidelights are also encouraged to bring the entry as the focal point of the house.

Solid core wood, plank, or hollow metal doors are acceptable for exterior doors. Any painted materials must be of an approved color. Door designs complementary to the overall residence design are required.

It is encouraged that garage doors be orientated away from the street. Single garage doors shall be used if they are facing the street. It is encouraged that garage doors be offset by a minimum of 18". If facing away from the street, double doors may be used.

The following example shows these requirements:



#### 11. Solar Design and Skylights

Solar panels and skylights, when used, shall be flat glass with frames colored to match adjacent roof surfaces.

#### 12. Exposed Metal, Vents and Gutters/Downspouts

All exposed metals such as fascias, flashing, wall vents, roof vents, metal enclosures, gutters/downspouts and chimneys shall be primed and painted or pre-finished to match adjacent surfaces. Reflective or contrasting finishes are not acceptable. Vents shall be grouped wherever possible. Gutters/downspouts should be used sparingly due to freezing conditions; if used, they should be heated.

#### 13. Size and Color

Minimum floor areas for single family homes in the Property, excluding basements, porches, decks and garages shall be 1,500 square feet of living space for one-story structures and 1,700 square feet of living space for multi-story structures (measured from the exterior face of exterior walls).

Exterior residence colors shall generally be muted in tone, low in contrast, and complementary to the natural surroundings; provided, that the Committee will consider all coloration schemes based on their architectural merit and

compatibility to the community as a whole. A color board with chips, product name and number shall be submitted along with the Exterior Repainting Review Application (APPENDIX 11) for exterior repainting/restaining projects. See the Submittal Fee Structure (APPENDIX 12) for any fees that may be required.

#### 14. Chimneys and Natural Gas Fireplaces

Chimneys and fireplace flues can be strong design elements that help to add visual relief to the roof design. The chimney or flue must be enclosed by a chimney cap and be in a material compatible with materials and finishes of the exterior walls and roof of the residence. Spark arresters must be used on all chimneys and flues. All exposed exterior sheet metal should be primed and painted or pre-finished to match adjacent surfaces. Wood burning fireplaces are prohibited in the Property; however, the use of natural gas fireplaces is encouraged. Gas fireplaces may be vented up through the roof or through a sidewall.

#### 15. Changes

It is very common for the design of a project to be refined during the construction process. Any changes after approved submittals require review and approval by the Committee. Owners are required to contact the ARC prior to initiating such changes with a written description itemizing each change. Submittal requirements and the review process will vary depending upon the nature of proposed changes at the discretion of the ARC; there will be a charge against the Review Fee for submittal review of changes. Forfeiture of the Compliance Deposit could be a consequence for proceeding with changes prior to approval by the Committee.

No work shall be undertaken (other than routine maintenance and repair) which will result in material changes in the exterior appearance of an existing residence without prior written approval of the Committee. This includes changes such as, but not limited to, restaining/repainting, fences, landscaping and deck addition/replacement. In the Appendices are application forms as well as submittal fees for the specific project type.

Additions and remodels that affect the exterior appearance of the structure on the Lot are required to follow the same submission and review process as for new construction on a Lot. Submittal fees for such type projects are described in APPENDIX 12.

### **C. SITE DEVELOPMENT GUIDELINES**

These Site Development Guidelines, together with the Design Guidelines, form the basic visual and planning direction necessary to maintain the natural setting and integrate residential development into it. The preservation of open space,

common area and indigenous vegetation, combined with sympathetic residential design and site planning, are overriding Committee goals.

### 1. Setbacks and Side Yards

Setback distances for residences shall be as set forth in the WPR Declarations and the Summit County Development Code. All building elements, including decks and overhangs, shall not encroach lot setbacks. The Committee, on an individual basis, will judge all other setbacks for improvements within the Lots and Property. Each building location will be analyzed as to its visual impact, relationship to views and neighbors, safety, general use, access, architectural importance and landscape preservation. Preservation of scenic vistas for the benefit of all owners is of concern to the Committee.

### 2. Fences, Walls, Barrier Devices, and Retaining Walls

Fences, walls, and barrier devices may be selectively used for privacy and screening purposes if incorporated into the total design, and are required to maintain a dog in a residence. Open fences, where applicable, are preferred because they help maintain an open natural feeling. A site plan drawing showing the location of fence and gates along with a description of height, design and material/color shall be submitted along with the Fence Review Application (APPENDIX 11) for fencing projects. See the Submittal Fee Structure (APPENDIX 12) for any fees that may be required. The Committee will review the design, appropriateness, size and construction of such improvements in relation to the proposed residence and neighboring Lots, however it is the Owner's responsibility to ensure that such improvements are installed within their property boundaries. Those features used solely for property line delineation are not acceptable. Required retaining walls should be made of native stone, stained or sandblasted concrete or treated landscape timbers/logs of a color complementary to the natural surroundings. All retaining walls, or any portion thereof, in excess of four feet (4') in total height shall be engineered per County requirements.

### 3. Garage and Parking Spaces

Garages should integrate with the building design. For single family homes, a minimum of four (4) permanent parking spaces, two (2) of which is garage space, must be provided on site except where an enclosed storage area of not less than 5' x 10' is constructed. With such storage, a one (1) car garage and three (3) exterior parking spaces are permitted. Maximum road and parking gradients must comply with the Property development plan and County requirements. Driveways may be constructed of concrete or asphalt; materials used to create paving patterns are subject to Committee approval. For driveway replacement projects, an application (APPENDIX 10), review fee and compliance deposit (APPENDIX 12) will be required if the original footprint and/or drainage is going to be modified; if the only modification is material, then an application (APPENDIX 11) is the only requirement. It should be noted that

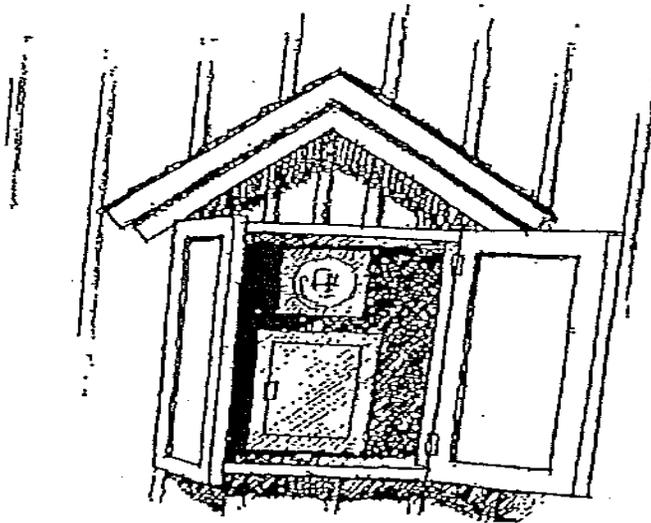
shared driveway easements may be a plat requirement for cul-de-sac lots. Snow storage areas per County requirements shall be delineated on the site plan. Construction access is limited to the Lot's approved driveway.

Trailers, motorhomes, trucks, boats, boat trailers, tractors, vehicles other than automobiles, campers not on a truck, snow removal equipment and garden or maintenance equipment shall be kept in a closed structure or screened from view. Camping type vehicles and/or trailers cannot be used for personal occupation on the property (either pre-, during or post-construction). No automobile repair work shall be performed anywhere within a Lot except in enclosed areas or in cases of emergency. Construction equipment and machinery, other than what is being used for current construction, shall not be stored on the Lot.

#### 4. Electric Meters and Garbage Areas

These and other related utilitarian features will be screened, buried, located, or enclosed from view, planned as a part of the total design of an individual residence or group of residences where applicable, and subject to Committee approval. With gas readily available, propane tanks are prohibited. Any exterior mechanical equipment shall be incorporated into the overall design and properly screened from view.

*The following example shows this requirement:*



## 5. Revegetation, Landscaping and Berms

The Committee encourages the "normal condition" except where there is an extension of the living area. This "natural condition" is defined as a combination of indigenous plant material, trees, topsoil, rock formations and natural terrain and features that existed before construction on and around the Lot. A complete landscape plan and schedule is required for the Construction Document Review and Approval Application (APPENDIX 6) and for landscape projects per the Landscape Review Application (APPENDIX 10). See APPENDIX 1 for Landscaping Minimum Requirements and Consideration. Installation and maintenance of the plant material and other landscape related Lot improvements are an Owner's responsibility. The minimum requirements must be maintained - any tree or shrub which dies must be immediately replaced with a similar size and species. Landscaping can be revised, modified or added to but it can never be less than the minimum required.

Landscaping should generally consist of returning the Lot to a natural state through the use of natural grasses, flowers and small plantings. Consistent with this philosophy, landscape berms are generally discouraged. High water consumption plantings such as sod are strongly discouraged.

## 6. Signs and Address Identification

Address identification is subject to Committee approval. Each home shall have address numbers placed in a position on the house that is plainly legible and visible from the street fronting the Property; these numbers shall contrast with their background. The location of address identification should be indicated for the Construction Document Review and Approval application. Owner name signs are permissible as well, subject to Committee approval. Freestanding construction signs with a 6 square feet maximum face are also acceptable for single-family homes per Committee approval; the Committee on a case-by-case basis shall review larger construction signs for larger development projects. All construction signs may be placed upon a Lot at groundbreaking at a location approved by the Committee and shall be removed immediately upon issuance of the Certificate of Occupancy.

No other homeowner or property identification signs, temporary road signs, or other signs or devices to attract attention are permissible, excepting standard real estate "for sale" and "open house" signs, without Committee approval.

## 7. Natural Drainage and Grading

No Owner shall interfere with or direct the natural course of any drainage and runoff nor construct any improvement, place any landscaping or allow the existence of any condition which will alter the natural drainage pattern or runoff into or across the land of another, except to the extent such alteration is approved in writing by the Committee and applicable public authorities. Lot improvements should be planned to minimize grading which substantially alters

the existing topography. The maximum cut of any bank should be 1.5 to 1. All grading must have prior approval of the Committee.

The drainage plan for the Property details drainage patterns for the entire parcel. Any modifications to individual site drainage must comply with said plan. Runoff from impervious surfaces, such as roofs and paved areas, shall be directed away from entries and public areas to natural or improved drainage channels or absorbed into naturally vegetated areas. No curbs or gutters shall be installed without Committee approval. All drainage structures shall be constructed of natural materials and placed to provide positive drainage. If a culvert is required for driveway access from the street, such shall be provided at the Owner's expense.

#### 8. Existing Trees

Trees shall not be cut or tree roots disturbed without Committee approval. Trees adjacent to the construction area shall be fenced and protected during the construction period, and the fencing shall remain in place until the outside work is substantially complete. There shall be no storage of building materials outside the fenced-in areas. Trees and other vegetation are valued and shall be preserved whenever reasonably possible, subject to selected removal with Committee approval to enhance view corridors. The Committee will consider if trees meeting or exceeding the minimum plant size requirements that are preserved within the Lot could be counted in meeting the minimum planting requirement; such trees shall be clearly delineated in terms of location, number, size and species on the landscape plan and schedule. The specifications and contract between an Owner and their contractor shall clearly define the intent of preserving plant life. All trees felled for construction shall be promptly removed or treated to prevent bark beetle infestation. Fallen, dead, beetle or mistletoe infected trees shall be removed from the Lot. Nailing to trees is not allowed.

#### 9. Stakeout

The location of each improvement within the buildable area will be reviewed at Pre-Construction Review and should be consistent with applicable regulations of Summit County. In reviewing the proper location for each improvement, the Committee shall consider the location of existing and future improvements on adjacent Lots and other monetary or aesthetic considerations.

Wood or steel stakes shall be used to identify all significant corners of the Lot as well as of the planned improvements. The main floor elevation of the structure shall be clearly marked on the stakes. All existing trees shall be tagged with plastic tape of differing colors signifying removal and preservation. No trees, shrubs, or groundcover shall be removed before the Committee's stakeout review. Driveway locations shall be staked at each side of the drive at 25-foot intervals from the access road or driveway to the residence. All other

improvements shall also be staked at this time. Preservation fencing or rope shall define the proposed fencing.

#### 10. Outdoor Lighting

All outdoor lighting is subject to Committee approval. Lighting of parking areas or walkways to houses may be necessary. Lights should be functional and enhance the overall appearance of a residence; however the lighting elements must be full cut-off luminaries. No exterior lighting in which the direct source is visible from a neighboring property or which produces excessive glare to pedestrian or vehicular traffic shall be permitted. Lighting colors other than white is subject to Committee approval.

#### 11. Accessory Structures

Community wooden play structures, swing sets and playhouses located unobtrusively and screened by landscaping are encouraged in the pocket parks as designated on the Development plan. Accessory structures must receive Committee approval prior to installation. The design, nature, kind, shape, size, height, materials and location as to harmony of external design and location in relation to surrounding structures, topography and natural surroundings will be taken into consideration for the review of accessory structures. Greenhouses are recognized amenities but must meet County Code and these Guidelines. Depending on the type of accessory structure project, drawings consisting of site plan, floor plan and elevations showing the location, size and design along with a description of materials/color shall be submitted along with the Accessory Structure Review Application (APPENDIX 10). See the Submittal Fee Structure (APPENDIX 12) for any fees that may be required. Temporary shelters, tents (other than for children's use), prefabricated sheds and metal storage units are not acceptable.

#### 12. Fire Protection Requirements

The entire Property is located within the Lake Dillon Fire District. All development on the Property shall meet all fire protection requirements of the District.

#### 13. Underground Utilities

Utility lines (e.g. water, sewer, electric, gas, CATV) from individual structures must be placed underground and comply with the utility plan for the Property.

### **D. REVIEW AND BUILDING APPROVAL PROCESS**

**For New Construction and Addition/Remodel projects, the overall review and approval process consists of seven steps as follows:**

## 1. Project Intent

This is the first stage of the process and is important as an introduction to the project. It does not require a meeting or fee, but does request basic Lot information and the Owner and Architect/Designer to acknowledge that they have a copy of the current Guidelines and that they understand the Review/Approval Process. The "Project Intent Application" (APPENDIX 3), a check for the Special Fee for Designer (if applicable) and a copy of the Lot's Plat drawing must be received at least fourteen (14) calendar days prior to the Sketch Plan Review Application. The Owner and/or Architect may request a specific appointment to meet at the site with one of the Committee members (there will be a charge against the Review Fee for this service). A copy of the most current Architectural Design Guidelines may be requested from the Association's management company.

## 2. Sketch Plan Review

This is a sketch plan of the proposed home and site. It must include all four elevations, as the home will be placed on the site including the preliminary grading plan. The "Sketch Plan Review Application" (APPENDIX 4), check for the Review Fee (APPENDIX 12) and the submittal materials as listed on the Application must be received at least seven (7) days prior to the meeting for which the project will be reviewed. In the event of future changes and/or updates to the Guidelines, the most current Guidelines at the time of this submittal will remain in effect till completion of the project.

## 3. Preliminary Plan Review

This step is required prior to construction drawings being completed and must include the "Preliminary Plan Review Application" (APPENDIX 5) and the submittal materials as listed on the Application. All must be received at least seven (7) days prior to the meeting for which the project will be reviewed. This step must be completed prior to construction drawings being completed.

## 4. Construction Document Review and Approval

This is the final step of drawing approval and should be submitted with the Summit County Sign Off Card for building permit. The "Construction Document Review Application" (APPENDIX 6) and the submittal materials as listed on the Application must be received at least seven (7) days prior to the meeting for which the project will be reviewed. This submittal must also include a check for the Compliance Deposit and Site Review Fee (APPENDIX 12). Final plans shall be stamped by a Registered Architect or Structural Engineer licensed by the State of Colorado.

CONSTRUCTION DOCUMENTS must be approved in writing by the Committee prior to submission to the Summit County Building Department for a building permit. A copy of the Summit County approved plans is required to be returned

to the Committee for the permanent file. Any changes to the exterior design after Construction Document approval must be approved by the ARC prior to initiating such changes (see item 15. Changes under section B. Design Guidelines).

#### 5. Pre-Construction Review

This is the final step prior to construction. This is completed when the site is staked for excavation and all existing trees are marked for removal or preservation. The Committee member Architect will review the site after the Committee has been advised of the above being completed; a "Pre-Construction Review Checklist" (APPENDIX 7) will be completed accordingly. The Owner or Representative and Contractor shall be present during this review. Provided the site is prepared per the construction limits drawing, the Summit County Sign Off Card will be signed and construction may commence. Any changes to the exterior design after Construction Document approval must be approved by the ARC prior to initiating such changes (see item 15. Changes under section B. Design Guidelines).

#### 6. Interim Construction Review

The Committee member Architect will periodically visit the construction site to monitor compliance with the approved Construction Documents and the "Construction Period Regulations" (APPENDIX 2); an "Interim Construction Review Checklist" (APPENDIX 8) will be completed accordingly. Any changes to the exterior design after Construction Document approval must be approved by the ARC prior to initiating such changes (see item 15. Changes under section B. Design Guidelines). This review can be completed without the Owner or Representative being present. It is required of the Owner to review these Regulations with the contractor building the house and remains the responsibility of the Owner to maintain these Regulations at all times. The Interim Review will take place as many times as necessary to maintain the site in an orderly manner. **The Owner/Contractor will be given one warning of any violation of the Construction Period Regulations. If the violation has not been corrected within 48 hours of the warning, there will be a fine of \$100 per violation assessed against the Compliance Deposit.**

#### 7. Post-Construction Review and Final Approval

This is the final step of the process and takes place when the Owner wishes to receive their Certificate of Occupancy from the County. It is requested that everything be in place for this review to take place, which includes all landscaping, driveway and exterior work including clean up of the site. This review must take place on site and can be completed without the Owner or Representative being present. The Committee must, however, receive written notice or have the Summit County Sign Off Card dropped off at the offices of the Association's management company for this review to take place. The Committee member Architect will review the project after receiving such notice;

a "Post-Construction Review & Final Approval Checklist" (APPENDIX 9) will be completed accordingly. If it is in the winter months when some portions of exterior work cannot be completed (i.e. landscaping, driveway, painting, etc.), the Owner shall provide proof to the Committee via copy of bond or letter of credit with Summit County for completion of such work; the Committee member Architect will review the work after receiving notice from the Owner that it is completed and will issue final approval accordingly provided the work is in conformance with the approved Construction Documents. See Submittal Fees for procedures pertaining to the release of the Compliance Deposit upon final approval. Upon receipt, the Owner shall acknowledge agreement by returning a signed/dated copy of the Final Approval Checklist to the Committee for the WPR files.

Final billing by the Committee member Architect shall be completed and submitted to ARC for receipt and approval at least 30 days prior to release of the Compliance Deposit to the Owner.

Within one (1) week after each Review Process meeting, the ARC will provide the Owner and design team a signed/dated copy of the Application along with minutes of the meeting. The meeting minutes will include a list of outstanding issues that should be addressed prior to the next step of review. The same will be true for the Construction Review as well – a signed/dated copy of the Checklist will be provided to the Owner within one (1) week after the site visit.

Proposed designs that have not responded to ARC concerns or are otherwise inconsistent with the Guidelines will either be denied or tabled to a subsequent meeting. In either case, within one (1) week after the Review Process meeting, the ARC will provide the Owner and design team a written explanation of why the project was not approved.

As stated earlier, these Guidelines provide a framework for the Committee to review, process and approve construction in the Property. An Owner must comply with the procedures to secure necessary approvals, as well as meet all Summit County building code requirements. An Owner should reply in writing to any concerns expressed by the Committee during the Review Process.

LANDSCAPING MINIMUM REQUIREMENTS AND CONSIDERATIONS

A. MINIMUM REQUIREMENTS

The following are minimum landscape requirements for WPR. These requirements have been adopted to help create privacy between homes and enhance the overall feel of the community. It is the responsibility of all Owners to increase the value of their own property as well as surrounding properties and landscaping is a critical part of that responsibility. These requirements are applicable for new, remodel of or addition to landscape projects. It is the Owner's responsibility to ensure that the landscape plan is in conformance with the County and/or Fire Department current fire mitigation requirements prior to commencement of work.

Xeriscaping is encouraged by the EAST DILLON WATER DISTRICT. Saving water is a priority. Sod lawns are discouraged. Areas disturbed by construction must be revegetated with drought resistant grasses and wildflowers.

MINIMUM PLANTING REQUIREMENTS (the following should be used as only a guideline and a minimum landscape approval shall be at the sole discretion of the Committee based on the lot)

- 5' to 6' nursery grown Colorado Blue Spruce and Englemann Spruce (SIX trees total)
- 7' to 10' nursery grown Colorado Blue Spruce and Englemann Spruce (THREE trees total)
- FIVE – minimum 1.5" caliper and FIVE – Groupings of a minimum of three in a group of Narrow Leaf Cottonwood and Aspen (TWENTY trees total)
- 5 gallon shrubs placed on the predominant sides of the house (FIFTEEN shrubs total)

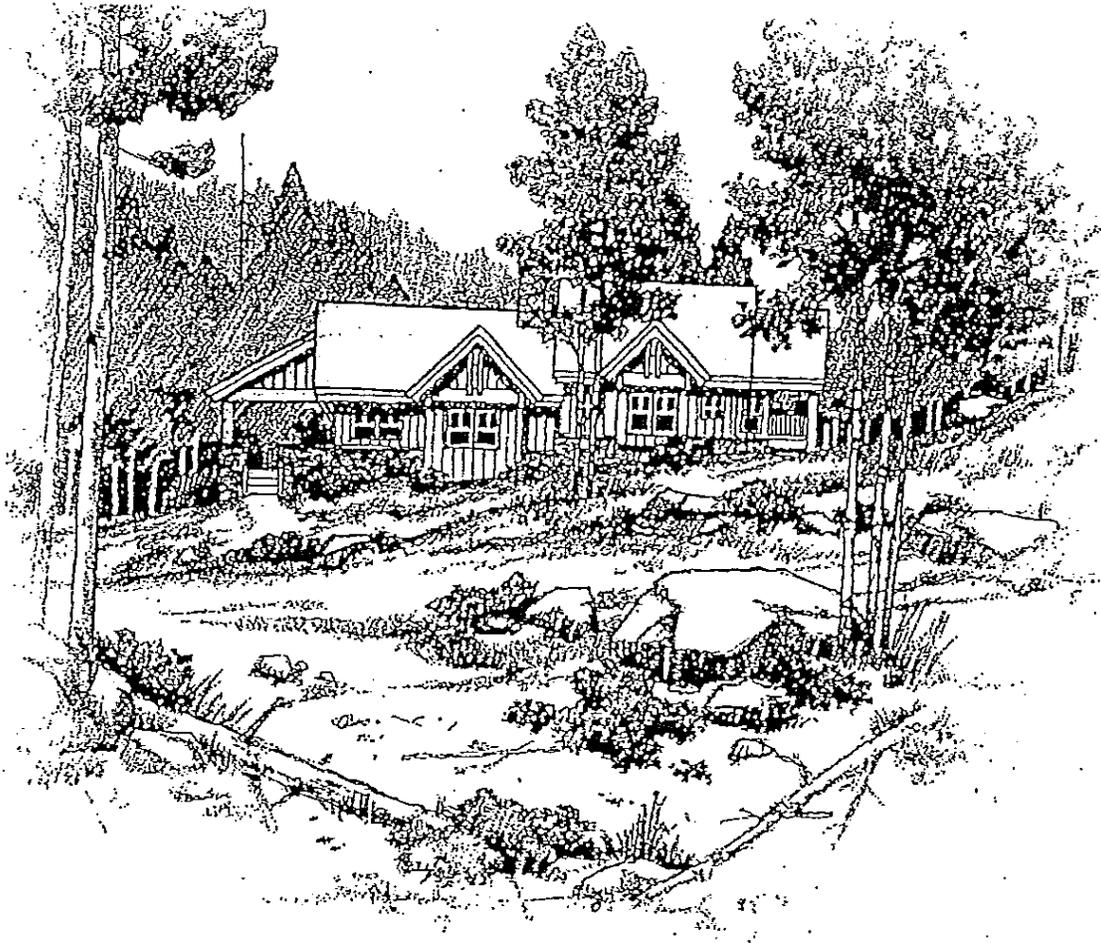
ADDITIONAL NOTES

1. All disturbed areas of construction must receive a minimum of 4" of top soil and must be re-vegetated with drought resistant grass/wildflower mix. Slopes greater than 2:1 shall be covered with an erosion control blanket.
2. All planting materials must be irrigated with a drip irrigation system to conserve water and increase plant survival.
3. Landscape plans must be submitted to the Committee for approval.
4. All planting material shall be guaranteed for 2 years after Certificate of Occupancy. Any tree or shrub which dies must be immediately replaced with a similar size and species.
5. There shall be a minimum of three feet of material such as cobble rock or mulch placed from the face of the foundation around all sides of

the house that does not have driveway or sidewalk. This material shall be placed on a fabric or weed resistant material.

6. Informalized groupings of landscaping are encouraged as shown below.

*The following shows an example of this:*



## B. CONSIDERATIONS

### 1. Landscaping and Plant Materials

These considerations are intended to protect and preserve the existing landscape and native species. The Owner and their Architect must respect the location of existing trees in preparing plans for improvements to the Lot. The Committee will consider if trees meeting or exceeding the minimum plant size requirements that are preserved within the Lot could be counted in meeting the minimum planting requirement; such trees shall be clearly delineated in terms of

location, number, size and species on the landscape plan and schedule. New plantings should be selected to blend into the natural mountain landscape and be indigenous to the Rocky Mountain area.

New plantings should be informally grouped into complement existing vegetation. Maintenance of existing native landscaping and additional plantings shall avoid an appearance of a manicured lawn. No grading should occur within the area of trees to be retained. Trees located close to the excavation and construction zone should be fenced for protection. All plant materials should be located to avoid drainage of ice and snow falling from roof surfaces.

## 2. Landscape Plan and Re-vegetation

The Owner shall include a landscape plan drawing and schedule whether as part of the Construction Document Review and Approval Application (APPENDIX 6) or as a part of their Landscape Review Application (APPENDIX 10). The plan should list and describe techniques and plant types to be used to permanently re-vegetate and stabilize all areas disturbed during construction. See the Submittal Fee Structure (APPENDIX 12) for any fees that may be required for exterior landscape projects.

## 3. Plant Materials List

The following is a list of plant materials, which are indigenous to the area and grow well at this climate and altitude:

### Trees

- Limber Pine – *Pinus flexilis*
- Narrow Leaf Cottonwood – *Populus angustifolia*
- Willow – *Salix* sp.
- Quaking Aspen – *Populus tremuloides*
- Englemann Spruce – *Picea engelmanni*
- Thin-leaf Alder – *Alnus tenuifolia*
- Colorado Spruce – *Picea pungens*

### Ground Cover

- Ajuga
- Kinnikinnick – Bear Berries
- Silver Mound
- Purple Leaf Wintercreeper
- Holly-grape

### Shrubs

- Japanese Barberry – *Berberis thunbergii*
- Red Twig Dogwood – *Cornus stolonifera*
- Alpine Currant – *Ribes alpinum*
- Peking Cotoneaster – *Cotoneaster augustifolia*

- Snowberry – Symphoricarpos alba
- Service Berry – Amelanchier alnifolia
- Blueleaf Honeysuckle – Lonicera korolkowi
- Shrubby Cinquefoil – potentilla fruticosa
- Canadian Buffaloberry – Sherpedia cnadensis
  - Potentilla, Golddrop
  - Potentilla, Jackman
  - Potentilla, Katherine Dyke

#### Seed Mix

- Grasses (@200 pounds per acre)
  - 50% by weight Baron Kentucky Bluegrass
  - 25% by weight Pennfine Perennial Ryegrass
  - 25% by weight Fortress Red Creeping Fescue

#### Perennials

- Partial List
  - Yarrow
  - Alyssum
  - Columbine
  - Indian Paintbrush
  - Daisy
  - California Poppy
  - Iris
  - Iceland / Oriental Poppy
  - Two Row Sedum

CONSTRUCTION PERIOD REGULATIONS

These Regulations shall be a part of the construction plans and specifications for each residence. All contractors and Owners shall abide by these Guidelines, these Regulations, and applicable sections of the Declaration with respect to construction on a Lot.

The Owner or Architect must obtain written Committee approval and sign-off sheet from Summit County and all applicable review agencies prior to submitting building plans to the Building Department for plan check. The Owner or the Architect must receive final approval from the Committee and obtain a building permit from Summit County prior to commencing construction.

1. Construction Limits

The Architect shall provide a detailed plan of construction limits on the Lot at the time of Construction Document Review and Approval submittal. The plan shall be implemented with snow fencing, rope and barricades or like material prior to construction. The plan shall include size and location for a construction material storage area, limits of excavation, drive areas, parking, chemical toilet location, temporary structures, dumpster, fire extinguisher, utility trenching, erosion/sediment control and construction design.

2. Temporary Structures and Storage Areas

The use of temporary construction shelters shall be approved in writing by the Committee prior to installation. Request for approval must address a structure's size, configuration and location. All temporary structures shall be removed immediately upon issuance of the Certificate of Occupancy. Designated storage areas per the approved construction limits plan shall be fenced. The contractor shall maintain and store construction materials, trash and equipment in these designated fenced areas. The maximum size of trailer allowed on site is 8' x 24' for use as a construction office and/or storage only.

3. Daily Operation, Chemical Toilets and Fire Extinguishers

Daily construction working hours shall be 7:00 am to 7:00 pm, Monday through Friday and 8:00 am to 5:00 pm on Saturday and Sunday. The contractor shall provide a chemical toilet in a Committee approved location during the entire construction period. A fire extinguisher is required to be in a highly visible location during the entire construction process. Work is discouraged on the days of nationally recognized holidays.

#### 4. Excavation

Excess excavation material may be stored within a snow-fenced area for up to two weeks before removal from the Lot. Excess topsoil for future landscaping may be stored within the snow-fenced area for longer periods provided it is promptly used when construction dictates. Excavation material shall not be placed in common area, roads or other Lots. Any excess excavation material should be disposed of in an authorized location. Excavation, except for utility trenching, shall be on the Owner's Lot.

#### 5. Debris and Trash Removal

Daily cleanup of the construction site is mandatory, including what may blow over into adjacent properties. Proper disposal of refuse and storage material is the contractor's responsibility. Debris and trash shall be removed on a regular basis to the County dump. Burning of trash or construction debris is prohibited.

#### 6. Vehicles, Parking and Construction Access

All vehicles will be parked in the designated area shown on the construction limits plan so as not to inhibit traffic or damage surrounding natural landscape. Vehicles shall not be left on the Property's roads overnight. The only approved construction access during the construction period will be over the approved driveway for the Lot unless the Committee approves an alternative access point.

#### 7. Blasting, Restoration and Repair

Blasting plans must be reviewed and approved by the Committee before commencement. Proper safety and protective actions shall be used. Damage to any property other than the Owner's shall be promptly repaired at the expense of the person or entity causing the damage.

#### 8. Dust, Noise and Odor

The contractor must control construction dust, noise and odor. Radios, tape players, etc. must not disturb adjacent Owners. The contractor is responsible for watering, screening or oiling dust problem areas.

#### 9. Signage

One freestanding construction sign is allowed per Lot, not to exceed 6 square feet of total surface area unless the Committee approves a larger sign for larger scale projects. No signs shall be placed on or nailed to trees. The sign must list the project name, the Lot's physical address and the Lot number at the top; it may also contain the name, address and phone number of the Owner, Architect, contractor and lender.

## 10. Erosion and Sediment Control

Per the erosion control and re-vegetation plan for the Lot, the contractor shall minimize erosion by utilizing an interim drainage system to control water on site, stabilize the soil and re-vegetate the Lot as quickly as possible.

## 11. Prohibitions on Property

The following are prohibited in the Property:

- a. Oil changing of vehicles and equipment without proper receptacles and removal procedures.
- b. Concrete equipment cleaning or concrete dumping without proper cleanup and restoration.
- c. Careless treatment of existing trees or preservation areas.
- d. Removing any rocks, trees, plants, topsoil, etc. from any portion of the Property other than the Owner's.
- e. Exceeding 25 miles per hour on any Property roads or driveways.
- f. Careless use of cigarettes or flammable items.
- g. Dogs on site.
- h. Firearms.
- i. Use of spring surface or irrigation water for any purpose.
- j. Use of illegal or legal drugs (i.e. marijuana).

**WHISPERING PINES RANCH  
PROJECT INTENT APPLICATION**

Submittal Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

Project: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Anticipated Project Construction Start Date: \_\_\_\_\_

OWNER'S INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

ARCHITECT/DESIGNER INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Colorado State Registered Architect? Yes \_\_\_\_\_ No \_\_\_\_\_

Designer Credentials (if not a Registered Architect): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACHED:

- Check for Special Fee for Designer (if applicable) – APPENDIX 12
- Copy of Lot's Plat drawing (8 1/2 x 11 or 11x17)

ACKNOWLEDGED:

- Possess copy of current Architectural Design Guidelines
- Understand the Review/Approval Process

ARC REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH  
SKETCH PLAN REVIEW APPLICATION**

Project: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Representative: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Architect: \_\_\_\_\_  
Designer: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Submittal Date: \_\_\_\_\_  
Date on Drawings: \_\_\_\_\_

Date Received: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Refer to the Design Guidelines under section A. Introduction/General for information on submittal requirements with regard to number of copies, format, how it should be sent and where it should be sent to. All drawings must be a minimum of 1"=10'-0" engineer scale and 1/8"=1'-0" architectural scale. See APPENDIX 12 for Submittal Fee Structure.

**SUBMITTAL MATERIAL:**

- Sketch Plan Review Application
- Check for Review Fee
- A copy of topographical survey drawing for the Lot by Registered Surveyor showing all existing conditions (grading, utilities, trees, obstructions, etc.)
- Site plan drawing showing location/orientation of the house, decks and all proposed improvements. It must show all grading (existing & proposed), all existing conditions (utilities, trees & obstructions), driveway location, parking, construction staging (materials & vehicles) and trees to be saved & removed
- Floor plan drawings (all levels)
- North, South, East & West exterior elevation drawings showing existing & proposed grades
- Any additional drawings or information requested by the ARC
- Any material that the Applicant feels relevant to the design of the house

ARC REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH  
PRELIMINARY PLAN REVIEW APPLICATION**

Project: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Representative: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Architect: \_\_\_\_\_  
Designer: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Submittal Date: \_\_\_\_\_  
Date on Drawings: \_\_\_\_\_

Date Received: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Refer to the Design Guidelines under section A. Introduction/General for information on submittal requirements with regard to number of copies, format, how it should be sent and where it should be sent to. All drawings must be a minimum of 1"=10'-0" engineer scale and 1/8"=1'-0" architectural scale.

**SUBMITTAL MATERIAL:**

- Preliminary Plan Review Application
- Site plan drawing showing location/orientation of the house, decks and all proposed improvements. It must show all grading (existing & proposed), all existing conditions (utilities, trees & obstructions), driveway location, parking, snow storage areas, construction staging (materials & vehicles) and trees to be saved & removed
- Schematic landscape plan drawing showing locations, types & numbers of all new trees & shrubs (separate sheet from the site plan drawing)
- Floor plan & roof plan drawings (all levels) showing major dimensions
- North, South, East & West exterior elevation drawings showing existing & proposed grades, heights of all major ridges, wall/roof materials, fenestrations & decks
- Schematic color and material board

ARC REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH**  
**CONSTRUCTION DOCUMENT REVIEW & APPROVAL APPLICATION**

Project: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Owner's Representative: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Architect: \_\_\_\_\_  
Designer: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Submittal Date: \_\_\_\_\_  
Date on Drawings: \_\_\_\_\_

Date Received: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Refer to the Design Guidelines under section A. Introduction/General for information on submittal requirements with regard to number of copies, format, how it should be sent and where it should be sent to. All drawings must be a minimum of 1"=10'-0" engineer scale and 1/8"=1'-0" architectural scale. See APPENDIX 12 for Submittal Fee Structure.

**SUBMITTAL MATERIAL:**

- Construction Document Review Application
- Check for Compliance Deposit
- Check for Site Review Fee
- Site Plan
- Construction Limits Plan
- Final Landscape Plan
- Floor Plans & Roof Plan(all levels)
- Exterior Elevations Drawings
- Final Color/Material Board
- Construction Schedule
- Summit County Sign Off Card
- Landscape agreement with Summit County Community Development

PLEASE NOTE: A COPY OF THE SUMMIT COUNTY APPROVED PLANS IS REQUIRED TO BE RETURNED TO THE COMMITTEE FOR THE PERMANENT FILE. FINAL PLANS SHALL BE STAMPED BY A REGISTERED ARCHITECT OR STRUCTURAL ENGINEER LICENSED BY THE STATE OF COLORADO.

ARC APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH  
PRE-CONSTRUCTION REVIEW CHECKLIST**

Project: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Start Date: \_\_\_\_\_  
Site Visit Date: \_\_\_\_\_  
Date on Drawings: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

The Committee member Architect will review the site after the Committee has been advised of the items below being completed; a copy of this "Pre-Construction Review Checklist" will be completed accordingly. The Owner or Representative and Contractor shall be present during this review. Provided the site is prepared per the construction limits drawing, the Summit County Sign Off Card will be signed and construction may commence.

**REVIEWED ITEMS:**

- \_\_\_\_\_ Construction Period Regulations Received by Owner and Contractor Reviewed
- \_\_\_\_\_ Construction Limits Fencing
- \_\_\_\_\_ Lot Corners Identified
- \_\_\_\_\_ Building and Driveway Locations Staked
- \_\_\_\_\_ Top Soil & Excavation Stockpile Storage Areas Established
- \_\_\_\_\_ Parking/Equipment Areas Established
- \_\_\_\_\_ Construction Material Storage Area Established
- \_\_\_\_\_ Snow Fencing Placed Around Protected Trees
- \_\_\_\_\_ Toilet and Dumpster Locations
- \_\_\_\_\_ Existing Trees Flagged for Removal or Saving
- \_\_\_\_\_ Fire Extinguisher Location
- \_\_\_\_\_ Site Construction Trailer Location
- \_\_\_\_\_ Construction Sign Size & Location
- \_\_\_\_\_ Erosion and Sediment Control Defined

PLEASE NOTE: ANY CHANGES TO THE EXTERIOR DESIGN AFTER CONSTRUCTION DOCUMENT APPROVAL MUST BE APPROVED BY THE ARC PRIOR TO INITIATING SUCH CHANGES (SEE ITEM 15. CHANGES UNDER SECTION B. DESIGN GUIDELINES).

Comments: \_\_\_\_\_  
\_\_\_\_\_

OWNER/REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

ARC REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH  
INTERIM CONSTRUCTION REVIEW CHECKLIST**

Project: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Site Visit Date: \_\_\_\_\_  
Date on Drawings: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

The Committee member Architect will periodically visit the construction site to monitor compliance with the approved Construction Documents and the "Construction Period Regulations" (APPENDIX 2); a copy of this "Interim Construction Review Checklist" will be completed accordingly. This review can be completed without the Owner or Representative being present. It is required of the Owner to review the Regulations with the contractor and remains the responsibility of the Owner to maintain the Regulations at all times. **The Owner/Contractor will be given one warning of any violation of the Construction Period Regulations. If the violation has not been corrected within 48 hours of the warning, there will be a fine of \$100 per violation assessed against the Compliance Deposit.**

REVIEWED ITEMS:

- \_\_\_\_\_ Site Clean/Excess Soil Removed
- \_\_\_\_\_ Material Orderly
- \_\_\_\_\_ Construction Limits Being Maintained
- \_\_\_\_\_ Protection of Existing Trees Being Maintained
- \_\_\_\_\_ Fire Extinguisher Present
- \_\_\_\_\_ Workers Parking in Designated Area
- \_\_\_\_\_ No Loud Radios
- \_\_\_\_\_ Correction of any Previous Violations
- \_\_\_\_\_ General Compliance to Construction Period Regulations
- \_\_\_\_\_ General Compliance to Approved Construction Documents (fenestrations, materials, color, decks, roofs, chimneys, etc.)

PLEASE NOTE: ANY CHANGES TO THE EXTERIOR DESIGN AFTER CONSTRUCTION DOCUMENT APPROVAL MUST BE APPROVED BY THE ARC PRIOR TO INITIATING SUCH CHANGES (SEE ITEM 15. CHANGES UNDER SECTION B. DESIGN GUIDELINES).

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARC REVIEWED: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH  
POST-CONSTRUCTION REVIEW & FINAL APPROVAL CHECKLIST**

Project: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Completion Date: \_\_\_\_\_  
Site Visit Date: \_\_\_\_\_  
Date on Drawings: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Contractor: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

This is the final step of the process and takes place when the Owner wishes to receive their Certificate of Occupancy from the County. It is requested that everything be in place for this review to take place, which includes all landscaping, driveway and exterior work including clean up of the site. This review must take place on site and can be completed without the Owner or Representative being present. The Committee must, however, receive written notice or have the Summit County Sign Off card dropped off at the offices of the Association's management company for this review to take place. The Committee member Architect will review the project after receiving such notice; a copy of this "Post-Construction Review & Final Approval Checklist" will be completed accordingly. Final approval is also required for Landscape, Deck and Accessory Structure projects.

**REVIEWED ITEMS:**

- \_\_\_\_\_ Receipt of Summit County Sign Off Card
- \_\_\_\_\_ Site Clean and all Construction Material/Equipment Removed
- \_\_\_\_\_ Re-vegetation and Landscaping Complete
- \_\_\_\_\_ Address Identification Installed
- \_\_\_\_\_ General Compliance to Approved Construction Documents (fenestrations, materials, color, decks, roofs, chimneys, etc.)

Comments: \_\_\_\_\_  
\_\_\_\_\_

Authorized to Release Compliance Deposit? Yes \_\_\_\_\_ No \_\_\_\_\_  
Explanation if Not: \_\_\_\_\_

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

ARC APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH**  
**LANDSCAPE/EXTER. BLDG. MODIFICATION/ACCESSORY STRUCTURE APPLICATION**

Submittal Date: \_\_\_\_\_ Date Received: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Project Type: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Physical Address: \_\_\_\_\_

**OWNER'S INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROJECT INFORMATION:**

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

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

Contractor: \_\_\_\_\_

Comments: \_\_\_\_\_

Refer to the Design Guidelines under section A. Introduction/General for information on submittal requirements with regard to number of copies, format, how it should be sent and where it should be sent to. All drawings must be a minimum of 1"=10'-0" engineer scale and 1/8"=1'-0" architectural scale. See APPENDIX 12 for Submittal Fee Structure.

**SUBMITTAL MATERIAL:**

- Landscape/Exterior Building Modification/Accessory Structure Application
- Check for Review Fee
- Check for Compliance Deposit (due after ARC approval/before project start)
- Copy of Plat drawing for the Lot
- LANDSCAPE – Landscape Plan drawing with list/description of plants
- EXTERIOR BUILDING MODIFICATION – Floor Plan & Elevation drawings showing the location, size & design along with a description of materials/color
- ACCESSORY STRUCTURE – Site Plan, Floor Plan & Elevations drawings showing the location, size & design along with a description of materials/color
- DRIVEWAY REPLACEMENT – Site Plan drawing with description of design/materials

ARC APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH**  
**EXTERIOR REPAINTING/FENCE/MISC. PROJECTS APPLICATION**

Submittal Date: \_\_\_\_\_ Date Received: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Project Type: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Physical Address: \_\_\_\_\_

OWNER'S INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

PROJECT INFORMATION:

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

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

Contractor: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Refer to the Design Guidelines under section A. Introduction/General for information on submittal requirements with regard to number of copies, format, how it should be sent and where it should be sent to. All drawings must be a minimum of 1"=10'-0" engineer scale and 1/8"=1'-0" architectural scale.

SUBMITTAL MATERIAL:

- Exterior Repainting/Fence/Misc. Projects Application
- Review Fee not required
- REPAINTING/RESTAINING – Color Board with chips, product name & number depicting color locations for the body, trim, accent walls, decks & railings
- FENCE – Copy of Plat drawing for the Lot & Site Plan drawing showing location of fence & gates along with a description of height, design & materials/color
- DRIVEWAY REPLACEMENT – Site Plan drawing with description of design/materials
- MISC. PROJECTS – To be determined based on the type of project

ARC APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**WHISPERING PINES RANCH**  
**SUBMITTAL FEE STRUCTURE**

As of March, 2016 the Board has established the fee structure for projects as follows:

- A. New Construction
  - 1. \$2,500 Review Fee
  - 2. \$3,000 Compliance Deposit
  - 3. \$150 Site Review Fee
  - 4. \$500 Supplemental Fee (incremental amount)
  
- B. Addition/Remodel
  - 1. \$2,000 Review Fee
  - 2. \$2,500 Compliance Deposit
  - 3. \$150 Site Review Fee
  - 4. \$500 Supplemental Fee (incremental amount)
  
- C. Landscape/Exterior Building Modification/Accessory Structure
  - 1. \$250 Review Fee
  - 2. \$500 Compliance Deposit
  - 3. \$150 Supplemental Fee (incremental amount)
  
- D. Exterior Repainting/Fence/Misc. Projects
  - 1. No Review Fee
  
- E. Review of Designer Credentials
  - 1. \$500 – Special Fee

See section A. INTRODUCTION/GENERAL, item 4. Architectural Review Committee, sub-item d. Submittal Fees for explanation of the Supplemental Fee and section B. DESIGN GUIDELINES, item 1. Overall Design and Professional Assistance for explanation of the Special Fee.