

# LOS RANCHITOS ESTATES HOMEOWNERS ASSOCIATION, INC.

## POLICY #10: ARCHITECTURAL REVIEW REQUIREMENTS AND PROCESS

Adopted August 7, 2016.

Revisions Adopted January 16, 2017.

Revisions Adopted January 8, 2018.

Revisions Adopted August 13, 2018.

Revisions Adopted October 15, 2018.

Revisions Adopted March 4, 2019.

Revisions Adopted May 3, 2022.

The following policies, procedures and rules relating to the Association Architectural Review Requirements and Process have been adopted by the Los Ranchitos Estates Homeowners Association, Inc. ("Association") pursuant to the Governing Documents of the Association, and the Act, at a regular meeting of the Board.

Purpose: To adopt policies, procedures, and rules governing the Association's Architectural Review Requirements.

### ASSOCIATION ARCHITECTURAL REVIEW REQUIREMENTS

#### A. General Provisions:

1. The Architectural Advisory Committee (AAC) shall insure that architectural design rules are followed in order to maintain the architectural character of Los Ranchitos Estates and to levy road impact fees.
2. All Architectural Advisory Committee recommendations shall be presented to the Los Ranchitos Estates Board of Directors in writing, for approval before construction, excavation, alterations, improvements or any other work that alters the landscape of any lot is undertaken. This includes, but is not limited to, residences, guesthouses, garages, barns and other outbuildings and landscaping.
3. Heavy equipment used for home construction or remodeling will inevitably cause road damage and the road impact fee defrays those costs. Projects costing less than \$10,000 shall be reviewed by the Architectural Advisory Committee but will not be assessed a road impact fee. Projects costing more than \$10,000 shall incur a road impact fee equal to 0.5 percent of the contracted cost of completion. If the Owner is the general contractor, the road impact fee shall be calculated on an assumed cost of \$250.00 per square foot (for homes). For outbuilding structures of less than 1,200 square feet, the cost shall be assumed to be \$85 per square foot, and for outbuilding structures of more

than 1,200 square feet, the cost shall be assumed to be \$130 per square foot. (Revision approved by the LREHOA Board of Directors – March 4, 2019)

The Lot owner is responsible for reimbursement of the cost for repair of any damage done to the LREHOA roads as result of construction. ~~A refundable deposit of two percent (2%) of the project is to be paid before construction begins.~~ **A refundable Road Impact Fee (RIF) deposit based on project costs using the cost ranges in table below is to be paid before construction begins (Revision approved by Board of Directors May 3, 2022).**

		Refundable RIF
\$10,000	\$50,000	\$250
\$51,000	\$100,000	\$500
\$100,001	\$500,000	\$1,000
greater	\$500,001	\$1,500

Following completion of the project and notification by the Roads Committee that no damage has occurred to the Roads or easement as a result of the construction, the deposit shall be refunded. The deposit will be returned no later than five (5) days after the next scheduled LREHOA board meeting, or thirty (30) days after notification by the Roads Committee, whichever is longer. If the Roads Committee determines that damage to the roads exists sufficient to require repair as a result of the construction, costs will be determined by the Association’s Road Contractor and that amount shall be deducted from the refundable deposit in order to pay for the repairs caused by that damage. (Revision approved by the LREHOA Board of Directors - January 8, 2018.)

4. All application materials shall be submitted to the Architectural Advisory Committee either by registered mail with a return receipt or by hand with a receipt signed by a committee member.
5. Any changes to an already approved exterior architectural element must be submitted to the AAC for recommendation and shall be voted on by the Board of Directors at its next regular meeting.
6. For existing houses, the following will incur neither a road impact fee nor Architectural Advisory Committee review:
  - a. Work exclusively on the inside of the building,
  - b. Exterior painting and/or staining if the colors are not significantly changed,
  - c. Replacement of a roof due to age or damage, or
  - d. Repair of damage caused by fire, storms or other events.
7. Each Owner is responsible for obtaining all approvals, licenses, permits and inspections as may be required by La Plata County, Colorado, and any entity or district having jurisdiction over the lot prior to commencement of construction.
8. Incomplete applications will not be considered until all materials have been received.
9. The Architectural Advisory Committee shall keep one set of application materials for

the office file.

10. Approvals are good for 12 months from the approval date. Projects not started within this period shall be resubmitted.
11. Any Architectural Advisory Committee or Board of Directors member applying for architectural review may not participate in the deliberations or vote concerning his/her application.
12. Any dispute of an Architectural Advisory Committee recommendation may be appealed to the Board for review and final decision.

#### B. Requirements for Architectural Review:

1. Large projects are those costing more than \$10,000 and include, but are not limited to: primary residences, guesthouses, detached garages, barns, other outbuildings, and significant remodels. The review process begins when the following requirements are met and submitted to the AAC:
  - a) A completed Application for Architectural Review.
  - b) A plat plan showing the location of any building or improvement, access driveway, parking area, setbacks, excavations, detached garages or other outbuildings, and any terrain or structure features at the building site, such as large rocks, trees, patios, fences, utility lines, storage areas or decks.
  - c) Two complete sets of architectural plans and specifications for the building, including a roof plan and height of the building, all exterior elevations showing all sides of the building and how the structure fits into the finished lot, all floor plans and the types of construction and materials.
  - d) Samples of or a general description of the exterior materials and color schemes for the building.
  - e) A landscape, drainage and grading plan.
  - f) A copy of the Owner/contractor agreement except when the Owner is the contractor.
2. Small projects are those costing less than \$10,000 and include, but are not limited to, all the items listed above under large projects. The review process may be the same as large projects but at the sole discretion of the ARC, the review may be abbreviated to consist only of a verbal discussion with the landowner (in which the landowner details the project) and a visual inspection of the proposed project site. (For clarification, this does not alleviate the requirement for the ARC members to make a recommendation for the Board to approve or deny the request, or for an approval letter to be written before the project commences. The approval letter will detail the ARC's and Board's understanding of the project and the Owner may not deviate from that written understanding.) (Revision approved by the LREHOA Board of Directors - October 15, 2018.)
3. Architectural Advisory Committee Hearing:
  1. At the discretion of the Architectural Advisory Committee, an Open Hearing may be called and held within 30 days of the application filing for the purpose of hearing from everyone who may be impacted by the proposed

construction. Owners of adjoining properties shall be specifically notified. AAC members and Association members may submit written comments concerning the application.

2. Applicants are encouraged to attend, as are the project's designer and/or builder

#### C. Construction Time Frame:

Duration of any primary residence/home construction is not to exceed eighteen (18) months from beginning to completion. Duration of any outbuilding structure construction is not to exceed twelve (12) months from beginning to completion. A one-half percent (0.5%) penalty of the construction costs shall be assessed if the completion is three (3) months or more (longer) than the allotted time limit indicated above. This penalty will be paid from the Owner's road impact fee deposit (See A4 above). By way of this policy, the Owner is advised that the ARC recommends to have this time-specified limitation and penalty provisions in the Owner's contract with their construction contractor in order to minimize the Owner's liability. (Revision approved by the LREHOA Board of Directors – March 4, 2019).

#### D. Construction Hours:

Construction hours should be reasonable and respect neighbors regarding excess noise during early morning or late afternoon or evening. Reasonable hours are defined as 7:30AM to 5:30PM, Monday through Saturday.

#### E. Storage on Unimproved Lots:

Storage of vehicles, building materials, trailers, storage containers or other items is not permitted on unimproved lots. This rule will not apply during the construction period.

#### F. Construction Storage and Parking:

Materials storage, equipment storage, construction trailers, and construction vehicle parking should take place completely inside a building lot within a designated area of the project. The perimeter of the completed construction shall be left clean and orderly and all building materials remaining from the completed construction project shall be removed from the site or stored inside an approved structure on the property within 30 days of issuance of the certificate of occupancy. Burying of any materials within Los Ranchitos Estates Subdivision is forbidden.

#### G. Setbacks:

The minimum setback from all adjacent property lines shall be 50 feet (50'). The minimum setback along a Los Ranchitos Estates roadway shall be 30 feet (30') from the edge of the 60 foot (60') wide road right of way. Building setbacks should also consider the effect of spacing between adjacent buildings. Applicants may request reduction of setback requirements in cases where a property has difficult terrain. Waiver requests must first go to the Architectural Advisory Committee, which will make a recommendation to the Board of Directors.

#### H. Buildings Permitted:

1. Each lot is restricted to a maximum of four separate buildings, which shall consist of the primary residence, one guesthouse, one garage, and one barn or other outbuilding. Any building that is merely attached to another building (not structurally integrated) will be considered a separate building for purposes of this section. The

Owner of each lot is allowed to establish one primary residence and one guesthouse residence.

2. A guesthouse is defined as a separate building, which is intended for occupancy by the Owner or the Owner's guests. La Plata County building regulations forbid the construction of a kitchen in a separate building other than a primary residence. Cooking stoves are not permitted; an under-cabinet refrigerator and a bar sink are permitted. La Plata County requires a separate Class 1 Land Use Permit for any guesthouse that is intended for anything other than temporary occupancy. Construction of a guesthouse prior to construction of a main house must receive prior approval by the Board.
3. Both the primary residence and the guesthouse residence may have an architecturally integrated parking garage. In addition, each lot may have one separate garage building. All garages must complement the architecture of the primary residence and must be of the same quality construction and building materials. The total number of parking bays per lot shall not exceed four.
4. Each lot is limited to one barn or other outbuilding. Barns and outbuildings should complement the architecture of the primary residence and be of the same quality. Barns are secondary structures to a primary residence and should appear so. More functional materials are appropriate for barn construction, but should appear to complement the natural surrounding as well as other adjacent structures. Site location and size will be reviewed for placement relative to adjacent structures and neighbors regarding visual impact. Outbuildings shall be considered to be anything that is not a primary residence, guesthouse, or barn. Outbuildings will be reviewed for their proposed use in relation to proposed building materials, location, and visual impact.

#### I. Building Massing and Form:

Measurements of the house height shall be taken from the finish grade at the main entrance to the house and to the highest point on the roof. The maximum height measured in this manner shall not exceed thirty-five (35) feet. This definition does not intend to allow high rise towers surrounded by low roof structures, or other mechanisms that circumvent the intent of these requirements.

#### J. Sewage Disposal System:

All individual sewage disposal systems shall be constructed, installed and maintained in compliance with all applicable rules and regulations of any government entity having jurisdiction over the property. No sewage disposal system or portion thereof shall be constructed within 50 feet of any lot line.

#### K. Driveways and Parking Areas:

1. All driveways shall provide for adequate drainage. Driveways should be constructed so a high, well-drained route is taken. Improper water drainage onto a neighboring property is not allowed.
2. Except for access easements providing ingress and egress from existing Association roads, all driveways are subject to setback requirements. Care should be taken to locate driveways so there is minimum hillside cutting and the grade allows easy all-season access.

3. Driveways that follow the natural landscape contours are encouraged in order to blend into the environment.
4. Driveway and parking surfaces shall be constructed of a minimum 3-inch road base and covered with smaller rock. Concrete, asphalt, and stone pavers are allowed.
5. It is recommended that all driveways shall be 30 feet wide at the intersection of the roadway with a 30-foot culvert, if necessary, providing proper drainage in line with intersecting bar ditches. This recommendation is to accommodate emergency vehicles.
6. Driveways sloping towards the intersecting road shall include the construction of bar ditches intersecting with the Association bar ditches.
7. Driveway lighting should be low intensity, incorporating warm-colored lights that are located or shielded so as not to shine into any neighboring residential living spaces. High intensity sodium vapor or similar lighting is not permitted.

L. Exterior Walls & Roofs:

1. Exterior walls and roofs shall be in natural or earth tones to blend in with the natural surroundings except that colored trim may be allowed upon approval of the Architectural Advisory Committee. Exterior wall colors should complement the roof color.
2. Roof Forms, Materials and Colors: Roof forms should show a balance in form and pitch between primary and secondary rooflines, including buildings with flat roofs. Roofs shall be of slate, metal or composite shingles. Wooden roofs, such as cedar shakes, are not permitted due to fire danger. Reflective roofs are not permitted. Solar panels, which are reflective, should not reflect into a neighbors' house.
3. Exterior Walls: Logs, timbers, brick, rock, composite (concrete and fiberglass), stucco, and sawn or re-sawn wood sidings are allowed. Limited applications of non-shiny corrugated metal will be considered for approval in accent applications, not to exceed twenty percent (20%) of the structure. Composition shingles, unplastered cement, Masonite, T-111, pressed board, plywood, vinyl siding or unfinished concrete block are not permitted.
4. No large areas of foundations or raw concrete retaining walls are to be exposed, and should be covered by the exterior wall material, painted, or screened.

M. Utilities:

1. All utility service lines should be routed to create the least amount of impact on each lot.
2. All utility lines shall be placed underground or concealed in, under, or on buildings or other structures unless prohibited by law.
3. Excluding small dish direct broadcasting technology, and cell phone booster antennas, no exterior radio microwave or other antennae or signal capture or distribution device shall be permitted or installed on any lot.
4. Owners should always contact utility companies before digging on their property.

N. Lighting:

An exterior lighting plan is required and should include the following:

1. Low-intensity incandescent or florescent lighting, or shielded lighting, directed downward, is permitted.
2. Motion detector security lighting is recommended.
3. High intensity sodium vapor or similar lighting is not permitted.

O. Signs and Flags:

1. House identification signs shall not exceed six square feet and be of an appropriate material that is compatible with the style of the residence. The house identification message should be simple, such as the street address or name of the property. House numbers shall be visible from the road for purposes of identification in case of an emergency. Displaying house numbers on the home is required by La Plata County. The only signs permitted in common areas shall be For Sale signs and garage sale signs and they shall be located beside the mailboxes.
2. Political signs no larger than three feet by four feet per lot are permitted starting 45 days before the election and ending 7 days after the election. (Colorado Common Interest Ownership Act, CCIOA).
3. Display of the American flag by an Owner on that Owner's property in a window of such Owner's residence or on a balcony adjoining the Owner's property is permitted, provided the American flag is displayed in a manner consistent with the Federal Flag Code. Flags displayed in such a manner shall be no larger than 3 feet by 6 feet. A flagpole may be no higher than 20 feet and flags displayed on flagpoles may be of a size no larger than 5 feet by 10 feet.

Display of other flags is permitted provided they adhere to the above-stated size restrictions. (CCIOA).

P. Fences:

1. All plans for fences, including horse fences, shall be submitted to the Architectural Advisory Committee for approval prior to construction.
2. With the exception of dog kennels (dog runs), chain-link fencing is not allowed. Such kennels shall be no larger than 20 feet by 40 feet and shall be placed in a visually unobtrusive part of the property.
3. With the exception of horse fencing, fencing shall be designed and constructed so as to create the least impact to the migration of wildlife and may be no taller than 48 inches.
4. Above ground electric fences are sfrictly forbidden.
5. All fences shall be properly maintained,
6. Any fence erected along an Association roadway shall be set back 15 feet from the road to allow for snow removal.

#### Q. Landscaping:

1. The conservation of water by xeriscaping with indigenous plants suitable to an arid climate is encouraged.
2. All landscaping that significantly alters the terrain and changes water run-off to the extent that other Owners' properties are adversely affected requires approval of the Architectural Advisory Committee. Small landscaping projects, such as planting trees, shrubs, beds, or walkways, do not require submission to the committee.
3. No clear cutting of trees or large-scale de-vegetation of the landscape is permitted. However, within 50 feet of a residence clear cutting is permitted. Removal of Gamble Oak is permitted because of fire danger of such ladder fuels.
4. Standing dead trees that create a threat to road usage or users, or neighbors' properties must be removed. The Board may request in writing that an Owner cut down such trees. If the Owner does not comply within 90 days the Board may then remove the tree at the Owner's expense.
5. In the design and location of any building within the building site, a wildfire safety zone is encouraged, following the recommendation of the Colorado State Forest Service as contained in "Wildfire Safety Guidelines for Rural Homeowners.'
6. The use of clock irrigation systems is encouraged.

#### R. Architectural Review Process:

Before doing anything, read the entire section of the Los Ranchitos Estates HOA Policy pertaining to architectural review.

1. Talk with one or more members of the Architectural Advisory Committee. The committee members will help the owner stay within the architectural guidelines.
2. Explain the nature of the project so the committee can determine whether the estimated cost is more or less than \$10,000. Projects costing more than \$10,000 incur a 0.5 percent road impact fee.
3. Assemble all the materials as outlined in the application checklist and check to see that nothing has been left out.
4. The Architectural Advisory Committee reviews all the material presented for completeness and for adherence to the architectural guidelines.
5. The Architectural Advisory Committee informs owner of their findings and the recommendation they intend to convey to the Board of Directors and the owner conveys to the committee any concerns he/she may have.
6. The AAC recommendation is conveyed to the Board of Directors.
7. At the next regularly scheduled meeting of the Board of Director or within 31 days, whichever comes first, the Board has three options based on the recommendation of the AAC:
  - a. Approve as presented
  - b. Approve with conditions
  - c. Disapprove



8. The decision of the board shall be formally conveyed to the owner by letter.

CERTIFICATION: The undersigned, being the President and **Member** of the Board of Directors of the Los Ranchitos Estates Homeowners Association, Inc., a Colorado nonprofit corporation, certify that the foregoing Resolution was approved and adopted by the Board, at a duly called and held meeting of the Board on August 7, 2016, and includes the revisions approved and adopted on January 16, 2017; revisions approved and adopted on January 8, 2018; revisions approved and adopted on August 13, 2018; revisions approved and adopted on October 15, 2018, revisions approved and adopted on March 4, 2019, **and revisions approved and adopted on May 3, 2022**. in witness thereof, the undersigned have subscribed their names.

Los Ranchitos Estates Homeowners Association, Inc., a  
Colorado non-profit corporation,

By:

---

**Tom Hamilton President**

By:

---

**Board Member**