

ARCHITECTURAL GUIDELINES

Introduction

Meadow Lakes Mountain Estates (MLME) is a unique mountain environment that is home to a growing number of full-time residents. The purpose of these Guidelines is to supplement the **Amended Declaration of Restrictive Covenants** in setting forth standards that help preserve our natural setting, while allowing for the individuality and diversity of the owners. It is the intent of the Guidelines and Covenants to help us respect the rare quality of our MLME environment and each other as neighbors. Maintaining certain reasonable standards will enhance MLME owners' enjoyment of their surroundings and will also contribute to the growing value of all owners' property.

These Guidelines are meant only to supplement, not replace, the Covenants. Please read the Covenants first, and then read these Guidelines for more specific recommendations and procedures. The Planning and Management Committee mentioned in the Covenants (herein referred to as the "Building Committee" or the "Committee") is responsible for applying these Guidelines. Please contact the Committee with any questions and for scheduling review of your project. The Building Committee can be a valuable resource in providing information and guidance.

These Guidelines are the result of many years of effort by the Building Committee and the Board of Directors in reviewing applications for improvements by property owners, while considering existing structures and compliance with the Covenants. In the event that the property owner and the Building Committee are not able to reach agreement, the Board of Directors will review the matter and recommend a solution. These Guidelines have been approved and adopted by the Board of Directors as noted below. The Board of Directors and the Building Committee acknowledge that not all structures predating these Guidelines will comply with all aspects of these Guidelines.

Property Improvements

Fundamentally, any exterior addition or alteration to your property that changes the property in any way (i.e. water drainage, appearance, views of others, fences, etc.) merits soliciting the input of your neighbors via the Building Committee. Please contact the Committee if in doubt as to whether its review and recommendation is needed. Your neighbors will appreciate that courtesy. For example, replacing your existing deck with the same material and the same color does not require review, but changing the size, color, design, etc. of your deck does. Therefore, it stands to reason that a project such as replacing your roof or changing the color of your house should be reviewed by the Building Committee.

Review and Recommendation Procedures

- 1) **Advance Scheduling.** Before finalizing any plans (i.e. design of a house or improvement) MLME strongly recommends that you contact the Building Committee. They can be helpful in site planning: considering grade, water drainage, snow removal, exposure, access, etc. The Committee can also discuss scheduling with you regarding MLME recommendation, Chaffee County approval, and provision of utilities in order to help you avoid delays in your project. Please think of the Building Committee as a resource that can help you develop a cohesive (not fragmented) approach to improving your property. Before excavating the driveway or drilling the well, work out the entire site plan, including the house and outbuildings, and then contact the Committee to review the site plan, since many improvements impact the

placement of others (See county regulations concerning placement of well, septic tank, leach field, and house.).

2) Requirements for Approval.

A. Before any excavation, driveway preparation, well digging, construction, or ordering of materials, the owner shall (*) prepare and provide the following items for Building Committee review:

1. A completed **Improvement Application** (See attached.).
2. **Elevation drawings** of the proposed improvement(s), showing topography and grade of lot (to scale and showing measurements). Elevations should be from at least four sides, such as north, east, south, and west, if a house or major outbuilding such as a garage is to be built on the property.
3. **Floor plan** of improvement(s) (to scale and showing measurements).
4. **Site plan**, showing location of improvement(s) on lot, property lines, and distance of improvement(s) from property lines (to scale and showing measurements).
5. **Samples** of exterior materials (siding, roofing, trim, windows, doors, garage doors, decking, etc.) showing actual material and actual color to be used.

PLEASE NOTE: The Building Committee cannot recommend the application until these samples are produced, so allow time to obtain them. Actual samples are always preferable, but in the event that is not possible, a printed color sample, such as a paint chip, will suffice.

The Committee will retain all Application information and samples. Please provide a copy of this information and, where reasonable, provide samples for their file.

* Revision from: should to: shall (May 15, 2007 Board Resolution)

B. The owner will indicate the location of the proposed improvement(s) on the property by placing stakes along the perimeter of the improvement(s) and marking the pins that represent the property lines.

C. In some cases, the Committee will solicit input from the neighbors who are affected (See below.).

3) Review Procedure. Upon the request of the property owner, the Building Committee will meet as a group (of three) with the owner at the site within a reasonable amount of time. It will be as available and responsive as possible. There are alternate members on the Committee in case a member is unavailable for an extended period of time. Responsibility for timeliness of the review must lie with the project applicant. Please be prepared to allow from a few days to a few weeks, depending on the complexity of the project (i.e. notifying and obtaining input from neighbors) and your preparedness for the review process. If you have satisfied the Requirements for Approval above and complied with the Covenants, you can expect that the Committee's recommendation will be provided within 30 days from the time you submitted your complete application.

The Building Committee must consider the impact of any proposed improvement on your neighbors. This includes actually viewing the site of the proposed improvement from the vantage point of affected and adjoining neighbors. Depending upon the impact of the proposed improvement, the Committee will send a letter to these neighbors, notifying them of the proposed improvement and inviting any input. For example, a proposed new home will warrant contacting your neighbors. The Committee will allow 15 days from the date of their mailing to receive responses from neighbors. No response within that time is deemed to be acceptance of the proposal by the neighbor. Please be sure to allow time for their input.

4) Approval. The Building Committee will indicate its recommendation on the Improvement Application. You would then take the approved Application to the Chaffee County Building Inspector to obtain

a building permit, if applicable to your project. The County will not issue a building permit without first obtaining written MLME approval.

- 5) Expiration of Approval. Any accepted improvement requires commencement of construction within one year from the estimated start date (which is to be indicated on the Application). Your application automatically expires if no construction has begun within one year and reapplication will be required.
- 6) Completion. Any accepted improvement must be completed within one year of the actual start date, whether a building permit is required or not.
- 7) Compliance with Approved Plans. The Building Committee may inspect work-in-progress or the completed project. If it is determined that there has been a failure to follow the improvement plans as reviewed and approved, the MLME Board of Directors may require the owner to remedy the noncompliance at the owner's expense.

The application and plans will be reviewed only for the limited purpose of evaluating compliance with those criteria described in the Covenants and Guidelines.

PLEASE NOTE: The Committee does not have authority to approve any improvement or use of your property which may be specifically prohibited or restricted by the Covenants. The Committee does not have the authority to waive any restriction described in the Covenants. Further, the Committee does not have the authority to waive or vary any applicable zoning regulation, building code, or other authority that may apply to your property. It is solely the property owner's responsibility to comply with all such applicable regulations.

Improvement Requirements and Guidelines

Site Plan-

In addition to abiding by the setbacks as addressed in the Covenants, the site plan should consider the natural relationship with the topography and grade of the property, the immediate neighborhood, and the proximity to and privacy of neighbors. In a case where the building design is dependent on a particular placement on the property (which is usual, given our varied topography), the owner is urged to seek advance acceptance of the site plan BEFORE the house is designed.

MLME Preferences:

1. Minimized site disturbance.
2. Maximized privacy for yourself and your neighbors.
3. Structures designed to follow contours of site.
4. Avoid creating water drainage onto others' property.
5. Avoid creating snow removal, drainage, or road maintenance problems or hazards.
6. Consider elevation of structure set below or in continuity with nearby tree line.
7. Minimize impact on others' views.
8. Cluster or adjoin structures to maximize natural terrain and landscaping.

Structures should be placed so as not to impair the aesthetics of the surroundings, not to appear substantially above grade ("perched" on the terrain), nor impede others' views.

Design-

An unobtrusive profile that is harmonious with the topography of the landscape is desirable; a rural, rustic, or "natural" look that blends with and is compatible with the surroundings. It is beneficial to use "natural" building materials and match outbuildings to the house in appearance. Elevations should not exceed two stories above grade. (See **Covenants, Item 2. GENERAL PURPOSE.**) No used or second-hand structure, mobile home, modular home, manufactured home, recreational vehicle, or rebuilt home

shall be moved upon any property in MLME for use as a residence, garage, outbuilding, or other appurtenance. (See Covenants, Item 5.b.)

Exterior Colors-

Natural wood or subdued, neutral, earth tones found in the surrounding landscape are preferable. Darker, matte (non-reflective) finishes seem particularly good for roof colors. Owners are encouraged to avoid colors and finishes that stand out and break up the continuity of the natural environment as pastels, white, glossy, or metallic surfaces are prone to do.

Roofs-

Dark, neutral, earth tones with matte finish or materials such as composition shingles which allow for a variety of colors seem to blend best with the environment. Materials that do not blend well with our surroundings are flat (not dimensional) shingles, T-Loc shingles, corrugated sheet metal (except metal designed to rust to a natural brown color), galvanized metal, fiberglass, or fiberglass panels. In MLME's experience, roofs of 3:12 or greater pitch blend best in our surroundings; roof additions which follow the general pitch of an existing roof are more likely to blend better with the existing structure; and eaves and gable overhangs that extend 12" or more create shadows that help a structure blend better with the surroundings. If the improvement is an adobe design, a lesser pitch is warranted.

Siding-

Natural materials with natural-colored finishes, such as untreated or stained wood, natural or high quality synthetic stone, or stucco are recommended in MLME. Materials that do not blend well with the surroundings are metal siding (unless designed to look like wood lap siding), non-textured plywood, bare concrete, asphalt shingles, or rolled roofing. Insulation, such as Dow Board or styrofoam must be finished (for ex. stuccoed).

Trim, Doors (Passage and Garage), Windows, and Other-

Materials and colors should match other improvements on property (See Exterior Colors above.).

Foundation Walls-

These walls should not be exposed more than 12" above grade unless finished to blend with the siding of the improvement.

Fencing-

Fences for other than the purpose of describing the property boundary must comply with the Covenant setback requirements. Natural materials rather than cyclone or chain link are preferred for fencing material. The use of solid or opaque material for fencing a large area, or building an excessively high fence is equally discouraged by MLME. Dog runs should be screened as much as possible, such as placed near or adjoining your house. This would be much appreciated by your neighbors for both visual and aural aesthetics and privacy.

Screening of Outdoor Apparatus or Structure-

Fuel storage tanks, antennas, satellite equipment, and other equipment and vehicles allowable under the Covenants are to be concealed so as not to be a visual nuisance. Such apparatus or structure must blend color wise with its surroundings and not obstruct the scenic view of neighbors. Cables and power lines must be buried. Installation of such apparatus or structure and its screening require prior written approval of the Committee. Screening should be at least as tall as the apparatus or structure and completed within 60 days after beginning installation of the apparatus or structure. Small satellite dishes (less than 24 inches in diameter) of matte finish and neutral color mounted on the house are preferred over large (i.e. 6 feet diameter) dishes mounted apart from the house. The dish must not exceed 8 feet in diameter. Detached satellite dishes, dishes exceeding 24 inches in diameter, or amateur radio masts and/or antennas require prior written approval of the Committee. Approval will be subject to all applicable federal, state, county, and local laws and regulations which apply to such apparatus or structures. The owner is to submit a site plan showing the proposed location with respect to power lines, the height of support structures, the distance of the support structures from adjacent properties, the measures taken to minimize lightning damage, and the location of leads and guy wires. The mast and attached antenna must be located such that

primary views of neighbors will not be obstructed, nor to incur any damage to neighboring structures in the event of collapse. All materials used, finishes, heights, and locations are subject to Committee review. Use of electronic equipment must not interfere with electronic devices in neighboring residences.

Recreational Vehicle (RV) Storage-

Placing an unscreened RV on MLME property by an owner or an owner's guest is permitted for up to fourteen consecutive days without requiring Building Committee review. When the RV is being used as a temporary residence, county regulations must be observed. The Chaffee County Department of Building, Sanitation and Zoning allows up to three days of residing in a RV without a permit. A stay longer than three days requires submitting a permit and a fee to the county. Contact the Chaffee County Building Department to obtain the permit. Permanent screening is required for RV storage exceeding fourteen days (See Screening above.).

Driveways-

Driveways should be designed to preserve the aesthetics of the terrain, accommodate snow removal, and prevent drainage onto MLME roadways. The color of any added driveway surface material should blend with surrounding terrain. Owners may be required to install an adequate culvert at the entrance of their driveway onto the MLME roadway if the driveway may cause drainage or road maintenance problems (which is the case with most driveways in MLME). Driveways must intersect roadways below the roadway surface to prevent drainage onto roadways (And roadways shall not drain onto driveways.). Driveways joining roadways at a 90° angle provide for more accessible and effective snow removal. Gradual grades are less problematic than steep, inconsistent grades. Plan for onsite snow storage, keeping in mind that accumulated snow may block visibility to or from driveways and roadways. Snow should not be plowed out onto roadways or other properties.

Paving-

Paving of land (i.e. driveways, basketball courts) is not in keeping with the aesthetics of the rural environment of MLME.

Utilities-

Our Covenants require utilities to be placed underground. Trenching for utilities should follow the driveway when reasonable. Disturbance of landscape for trenches, septic tank, or leach field/pits should be minimized. Disturbed areas should receive some landscaping (i.e. rocks, sages, bushes, or trees) because recovery of the land to its original appearance takes several years in our arid conditions.

Preservation of Landscape-

Please help preserve the natural setting of your property by driving and parking only on your driveway. Minimize tree cutting by placing your improvement(s) amongst the trees. Exterior lighting can provide security and safety while remaining subdued and unobtrusive to neighbors. High-powered floodlights, spotlights, and unshaded bulbs that shine in the direction of other properties are not in keeping with the Covenants. Consider amber bulbs which can be less obtrusive.

Maintenance of Site and Improvements-

The owner shall keep his/her lot and the improvement(s) thereon in good repair and appearance.

Fire Protection-

Prior to completing the design phase of your new construction, you may wish to contact the Chaffee County Fire Protection District for their recommendations concerning driveway design, tree removal, and other considerations to provide you the best defense against wildfires in our rural forested setting.

Thank you for your cooperation and respectful consideration of your neighbors, our unique environment, and our property values.

Please see **Improvement Application** attached.

Send correspondence to: MLME Building Committee 19048 Mountain View Drive Buena Vista, CO 81211

Building Committee Members are appointed by the current Board of Directors. Please contact a Director for the current members' names and telephone numbers.

This document was approved and adopted by the Meadow Lakes Mountain Estates Property Owners' Association Board of Directors on 5/15/07.

This document was revised on 5/15/07 and reformatted in Microsoft Word with a total of six pages.

Meadow Lakes Mountain Estates Property Owners Association--Building Committee

37250 Mountain View Drive, Buena Vista, CO 81211

IMPROVEMENT APPLICATION

Applicant: _____

Date: _____

Address: _____

Lot #: _____

Phone: _____

Note to applicant: Please review your Covenants & Architectural Guidelines regarding setbacks (30' min.) & other criteria for approval that may affect your project before filling-out this form & contacting the Building Committee. Thank you.

1. **Approval Requested For:** New House Garage Driveway Fence House Addition
(circle) Color Change Other: _____

2. **Time Frame:** *Estimated start date: _____ **Estimated completion date: _____

*IMPORTANT: Any improvement approved on this application requires commencement of construction within one year from your estimated start date. This approval automatically expires if no construction has begun within one year and requires reapplication.

**Any accepted improvement must be completed within one year of the actual start date, whether a building permit is required or not. A reasonable extension may be allowed by the Committee in certain circumstances.

3. **Contractor:** _____

4. **Is a Building Permit required?:** yes/no

5. **Approximate Dimensions as applicable:** (i.e. 25x35, 20 ft)

Exterior: a. Total House Foundation: _____ b. Roof Height: _____

 c. Total Garage/Other Foundation: _____ d. Roof Height: _____

Interior: a. 1st floor: _____ b. 2nd floor _____ c. Basement _____ d. Loft _____

Total Interior Square Footage: _____

6. **Type of Construction:** (wood frame, block, etc) _____

7. **Foundation:** (slab, pier & beam, etc) _____

8. **Materials & Colors:** **Samples** showing material and color are necessary for review and recommendation by the Building Committee.

Roof Material & Color: _____

Siding Material & Color: _____

Trim Material & Color: _____

Windows Material & Color: _____

Passage Doors Material & Color: _____

Garage Door(s) Material & Color: _____

Deck Material & Color: _____

9. **Please include the following attachments as indicated:**

_____ a. Elevation Drawings of Improvement(s) from at least four sides (i.e. N,S,E,W) drawn to scale & showing dimensions. Indicate topography & grade of lot relative to improvement. Indicate roof pitch.

_____ b. Floor Plan of Improvement(s) drawn to scale & showing dimensions.

_____ c. Site Plan of Improvement(s) on lot, showing distance of setbacks from property lines.

Indicate all improvements (i.e. driveway, leach field, well, septic tank, etc).

Show relationship to & distance from other houses & lots as applicable.

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10. Planned usage (purpose of Improvement): _____

11. Notes to Committee: _____

12. Notes to Applicant: _____

A water meter will be installed as per the MLMEPOA Plan of Augmentation (required by the State of Colorado): yes/no

(MLMEPOA is required to abide by our Plan of Augmentation which includes monitoring our water use. Therefore, if your house lacks a water meter, one must be installed.)

14. Applicant Signature: "I certify that I have read and do understand the Amended Declaration of Restrictive Covenants Meadow Lakes Mountain Estates, and this Improvement is in full compliance with the Covenants."

Applicant Signature: _____ Date: _____

15. Committee: Approved/Disapproved (See 12. Notes to Applicant)

Member Signature: _____ Date: _____

Member Signature: _____ Date: _____

Member Signature: _____ Date: _____