

PPS ARCHITECTURAL AND LANDSCAPE GUIDELINES

Approved 3/13 ~~PROPOSED~~ MARCH, 2018 MB

Each property owner in Promontory Point South (homeowners located on Northstar Court and Lighthouse Lane Court) Highland Meadows has a substantial interest in ensuring that improvements within the community enhance its reputation and do not impair any owner's ability to market, sell or lease their property, as well as preserving the quality and integrity of the property appearance/value by maintaining complementary development and avoiding repetitive design of projects. The owners in Promontory Point South (PPS) own their own lots, so they have a greater degree of latitude in designing individual enhancements to their properties than do owners of traditional patio homes.

All requested changes and /or additions to individual homeowners' properties shall be sent to and kept on file by the current PPS property manager, who will forward them to the HOA reviewer for approval. The Reviewer will review proposed plans and specifications submitted by homeowners to determine compliance with these guidelines.

These are guidelines and not absolutes, but will be used as guidelines by the Reviewer tasked with performing architectural and landscape reviews and approvals. If changes are being considered outside the home, including something not addressed in these guidelines, please contact the property manager to confirm whether a proposal must be submitted.

PROCEDURES

1. No activity shall commence on any unit within PPS until an application has been submitted to and approved by the Committee. Such application shall include all relevant plans and specifications showing site layout, exterior elevations, exterior materials and colors, landscaping, drainage, exterior lighting, irrigation and other features of project construction as applicable. A copy of the house site plans should also be included.
2. All applications and appeals for landscaping and/or architectural proposals shall be sent to and kept on file by the property manager:

Brass Key Property Management

115 Riverside Avenue

Fort Collins, CO 80524

Reviews shall be completed within 30 days after receipt by the Reviewer and returned to the homeowner with remarks and/or comments through the property manager.

3. The Reviewer will specify the reasons for any objection to the proposal. If a second submittal is required, it will be reviewed within 10 days after receipt by the Reviewer.

Approved by Highland Meadows HOA March 13, 2018

Marj Blixham Marj Blixham - HOA board chair

Marika Theodore MARILUKEODORE HOA SECRETARY

4. The Architectural and Landscape Guidelines (the "ALG") are not the exclusive basis for the Committee's decisions. Compliance with the ALG does not guarantee approval of any application.
5. If the homeowner objects to any portion of the Committee's review decisions, the homeowner may request an appeal hearing with the HOA board. A determination will be delivered at the conclusion of the hearing.
6. Approval does not include a review of regulations or building codes in effect. The homeowner is responsible for meeting all codes, ordinances, and regulations of those governing bodies having jurisdiction.
7. Any improvements shall be made in accordance with the approved plans and specifications.
8. Once construction has commenced, it shall be diligently pursued to completion. If unable to complete the project within 90 days, an application for extension shall be considered by the Reviewer.
9. Each homeowner should realize that it may not always be possible to identify objectionable features until work is completed. Therefore, the Reviewer may not approve similar proposals in the future.
10. Each homeowner should realize that no improvements and/or additions may be made in common areas.
11. All Promontory Point South proposals remain subject to the Highland Meadows Homeowners' Association Covenants, unless specifically modified by approved PPS Architectural Guidelines.
12. The Reviewer may also, at its discretion, review the proposal with adjacent property owners if deemed appropriate. The Reviewer will notify the homeowner if review by architects, engineers, or other professionals is appropriate. Such costs will be charged to the homeowner.

A. ARCHITECTURAL GUIDELINES

Repainting of Exterior of Structure:

- No approval shall be required to repaint the exterior of a structure, including the garage door, in accordance with originally approved color scheme and existing neighborhood norms, or to rebuild in accordance with the original plans and specifications. Front doors may be repainted a different color only if approved by the Reviewer. Interior remodeling, painting or redecorating does not require approval. Replacement of garage doors requires approval.

Decks and Patios:

No changes may be made to the original lot grading in such a way that it obstructs or re-channels water drainage flows away from the house and towards the street or compromises neighbors' run-off or appearance. This is necessary because the soils in our subdivision are "expansive soils" which, with changing moisture conditions, can expand and dry and cause structural damage to buildings, basements and landscaping if they become too wet.

- Materials acceptable for decks and patios are cedar, redwood, concrete or stone, and synthetic material (for deck flooring only).
- Support posts for deck or patio covers are to be a minimum of six inches in width.
- Light fixtures are not to cast light onto adjacent properties
- Ground surface treatment underneath any deck extension or stairs must match the existing rocked and edged borders elsewhere on the property.

Slab on grade (poured concrete patio) extensions:

- Slab orientation must be from back of structure. No side extensions beyond the walls of the home are allowed.
- Any and all costs associated with damage, relocation, or increased maintenance costs must be agreed to be paid by the owner and approved by the Committee.
- A building permit from the City of Windsor may be required.

Wall Enclosures Surrounding Decks or Patios:

Homeowners shall have the option to construct wall enclosures around decks and patios, but such structures shall be in strict compliance with the following guidelines. Whatever is placed within the enclosure shall be the responsibility of the homeowner to maintain. This includes all plants, trees, etc.

- Design
 - No alteration or modification to the original grading may be made by the homeowner to accommodate a wall construction.
 - Maximum height from existing grade at the highest point of the wall enclosure shall not exceed six feet.
 - Approved materials: stucco which matches the basic house color, facing stone matching the house in color and texture to that originally installed on the house.

- Any wall enclosure shall be located entirely on the homeowner's property (including provision of existing right-of-ways) and shall not extend forward from the rear corners of the residence. Any such structure shall begin and/or end at the rear of the residence and be located from there to the rear perimeter of the property.
- No lattice of any material or chain link fencing shall be allowed.
- Because of the small lot sizes and proximity to neighbors, no dog runs or outdoor animal pens shall be allowed.

Overhead Patio/Deck Structures:

- Recommended materials: cedar, redwood and quality synthetic materials.
- No lattice of any material is permitted.
- Recommended colors: natural or painted/stained to match existing home colors for wood products. White or neutral color for synthetic materials. Color choices must be submitted with the original application for review and have approval from the Reviewer.
- Structures must be maintained to preserve an attractive appearance over time.

Antennas and Satellite Dishes:

- Antennas should be located in the attic space and are not permitted on roofs.
- Satellite dishes over one meter in diameter are not permitted.

B. LANDSCAPE GUIDELINES

No structures or plant materials shall be planted, placed, or erected within any lot on the outside portions of the unit's home without prior approval. All owners and prospective buyers must understand that landscaping development of their yards is ultimately governed by the requirements given in the applicable covenants.

It is recommended to prepare a landscape design by a professional, showing locations and type of fencing, all planting bed locations, sod and seed locations, edging and mulch types, storage, play areas, decks, etc. The landscape plan must be legible, neat, and clearly indicate all plant and yard structure locations and names. Drawings need not be to scale but specifications and dimensions must be included on paper no smaller than 8½"X 11". The extent and scope of each plan shall be designed to enhance the appearance and quality of the home, lot it is on, and the neighborhood.

Landscape Design Submittal Process:

The landscape plan should be mailed to the property manager:

BrassKey Property Management
115 Riverside Ave
Fort Collins, CO 80524
970-224-9134

Landscape Items that Require Approval:

Please indicate any of the following items on your landscape submittal: hot tubs, patio enclosures, sports equipment, patios, decks, site lighting, yard structures (gazebo, pergolas, etc.), lighting, walkways, irrigation plan, plant materials (lawns, trees, shrubs, bushes, flowerbeds, gardens, hedges), rock, mulch or bark surfaces, landscape plan revisions, and invisible pet fences.

Invisible pet fences:

Invisible pet fences are permitted on homeowner property only. Plans must be submitted to the Reviewer for approval. As a minimum the following applies:

1. Installation (and maintenance) is the sole responsibility and expense of the homeowner who is also responsible for damage to landscape, sprinkler system parts and equipment or other underground utilities in the area whether through installation or later repairs. The HOA shall not be responsible for damage to the invisible fence system that may result from work by any of its contractors.
2. Homeowners must have underground utilities as well as sprinkler system locations marked prior to installation.
3. Systems must be installed at a depth of no less than 5 inches to prevent damage from routine aeration of the turf.
4. The use of invisible fence areas must be discontinued if pets are in areas where they intimidate neighbors or passersby.
5. Where applicable, a minimum 3-foot setback from walks and driveways is required.

Landscape Items that are not allowed:

Screenings, playground equipment, swing sets, storage sheds, fencing, firewood storage, RV, boat and additional vehicle parking, basketball hoops, signs, house numbers, window air conditioners, swamp coolers, change in color scheme beyond existing neighborhood norms.

Focus of landscape improvements:

- Add privacy and curb appeal.
- Year round color and interest.
- Ease of maintenance and durability.
- Keep continuity and flow throughout the two designated streets of PPS while allowing for variety and personal expression.
- Maintain views for neighbors.
- Create beds so as to not hinder maintenance by lawn workers.

Materials:

- 1-1/2 inch river gravel.
- 2 inch up to 12 inch river cobbles.
- Steel, concrete or stone border properly installed is recommended for gravel or cobbles.
- Good fabric beneath gravel or cobbles.

- Instead of rocks or cobbles, shredded redwood bark mulch may be used. Steel, concrete or stone border may be used but not required.
- For trees planted in lawn areas, a shredded redwood bark mulch ring is recommended for water conservation and ease of mowing.

Plant Material Standards:

Shrubs are to be a minimum size of 3-5 gallons. A minimum of one shade or deciduous leaf tree (1 ¾ inches in caliper) is required in the front yard. Other deciduous trees are to be no less than 1” in caliper. Evergreen trees (pines, spruces, firs, upright junipers) are to be no less than 5’ (feet) in height.

Sprinklers:

Sprinkler and drip line modifications, additions and/or deletions should be made by a landscape/irrigation company. Any homeowner doing landscaping themselves will be responsible for any utility or watering system damage.

Additional Plants and Trees:

Landscaping additions of plants, trees, etc. by the homeowner should be maintained by the homeowner. Homeowners are responsible for repairs and maintenance of landscaping within enclosed or walled areas, weed control in rock or mulched beds, pruning of shrubs and trees in side and back yards, and replacement of damaged or dead shrubs, trees and turf.

C. RESTRICTED ACTIVITIES

The following activities are prohibited within PPS unless expressly authorized by and subject to such conditions as the Committee may approve:

- Parking of commercial vehicles or equipment, mobile homes, recreational vehicles, golf carts, boats or other watercraft, trailers, snowmobiles, stored vehicles or inoperable vehicles in places other than enclosed garages. Parking ban will allow 48 hour exceptions for loading and unloading RV's, mobile homes and boats.
- Animals that constitute a nuisance or inconvenience to neighbors. Dogs and cats should be kept on a leash or otherwise confined in a manner acceptable to the Committee whenever outside the residence.
- Any activity which emits foul or obnoxious odors outside the home or creates offensive noise or other conditions which tend to disturb the peace or threaten the safety of other residents.
- Any noxious or offensive activity (including barking dogs) which, in reasonable determination of the Committee, tends to cause embarrassment, discomfort, annoyance or nuisance to other residents.
- Dumping hazardous or toxic substances anywhere in the neighborhood.
- Accumulation of rubbish, trash or garbage. Garbage containers must be stored in the garage. Please make arrangements for garbage containers to be put out or taken in during absences.

- Any business or trade that is not consistent with the residential character of the community or constitutes a nuisance, hazardous or offensive use or threatens the security or safety of other residents.
- Conversion of any garage to finished space for use as an apartment.
- Subdivision of a home into two or more units.
- Exterior portions of home becoming dilapidated or otherwise falling into disrepair.
- Posting of any solicitations.
- Any construction, erection, placement or modification of anything, permanently or temporarily, on the exterior of the home whether such portion is improved or unimproved, except in strict compliance with the Association's covenants. This shall include without limitation, signs, basketball hoops, swing sets and similar sports and play equipment, clotheslines, garbage cans, wood pilcs, swimming pools, hcdgcs, walks, fences and radio antennae.

D. REMINDERS

- Minor adjustments to final placing of plants and trees may be necessary due to location of sprinklers or utilities.
- All utilities should be marked by the appropriate utility company (telephone, cable, electric, water, gas, etc.) before landscape projects begin.
- Do not contact the landscaping service provider directly. Landscaping, including irrigation concerns, should be addressed through the neighborhood’s property manager only.
- Remember to pick up after your pets in the neighborhoods or in the common areas.

E. ENFORCEMENT:

These guidelines have been prepared pursuant to the Architectural Control provisions of the Declaration of Covenants, Conditions and Restrictions for the Highland Meadows Master Plan and are intended to assist the applicant in preparing plans for submittal to the HOA. Notwithstanding these guidelines, the applicant must meet the requirements of the Declaration, as well as the objective, standards, and criteria contained in the Declaration of Covenants, Conditions and Restrictions for Highland Meadows Subdivision. Adherence is also required to the Supplemental Declaration of Covenants, Conditions, and Restrictions for Promontory Point South at Highland Meadows.

Failure to conform to these guidelines or obtain necessary approval from the HOA will be a violation of the Declaration of Covenants, Conditions and Restrictions for (Highland Meadows Community Association, Inc.). The Association shall have the right to exercise any remedy provided for in the Declaration, other Association documents and Colorado law.

F. TECHNICAL SPECIFICATIONS:

Item	Guidelines – Single Family
Design scheme	Traditional – contemporary, harmonious with other homes in PPS
Height	Maximum of 35 feet with greater than 6:12 roof pitch. Height measured from top of foundation
Roof slope	Minimum of 5 (exceptions may be allowed by special ACC review)

Sidewalk:	Installed by developer as per final plans. Expansion of drive and sidewalks subject to approval.
Trim:	1 x 4 minimum at the windows (all around) 1 x 4 minimum at the corners
Fascia:	1 x 8 minimum with a 1 x 2 trim, shingle mold, or gutter
Exterior vents	To fit exterior design. Allowance should be made for side venting for high efficiency furnaces.
Plumbing and furnace vents	Locate on the back side of the ridge facing the street where practical. Painted to match roof color
Windows	Double hung/casement or slider, wood primed or vinyl clad, or vinyl
Rear decks:	a) 1-story deck: support posts to be minimum of 6 inches in width b) 2-story deck: support posts to be minimum of 12 inches in width c) Color: stained the same color as house and/or trim (excluding floor)
Variances	Variances from these guidelines must be granted on a case-by-case basis. The intent of these guidelines is to provide a high-quality custom look with a great deal of variety. If additional high-end features are added such as brick or stone on all elevations or pillars, then variances may be considered

Setbacks:	a) Front yard: 20 foot minimum (encourage greater) unless proven limitation due to lot topography b) Side yard: 5 feet minimum and/or minimum of easement width; 20' rear on corner c) Rear yard: 5 ft. minimum and/or minimum of easement width
Gross square footage, not including basement	a): 1-story: 1800 sq. ft. minimum b): 2-story: 2000 sq. ft. minimum
Roof materials	30 year asphalt shingle, dimensional. Color: earth tones only (e.g., gray, brown, black or green). Higher quality material such may be allowed by special Committee review
Overhangs:	Minimum of 12 inches. No overhangs on bay windows.
Masonry:	Wrap outside corners a minimum of two feet on lower and upper walls. A minimum of 30% street facing elevation walls shall be masonry (stone, brick or stucco). The area to determine the 30% will include all door and window areas but not roof area.
Exterior vents	To fit exterior design. Allowance should be made for side venting for high efficiency furnaces.
Plumbing and furnace vents	Locate on the back side of the ridge facing the street where practical. Painted to match roof color