

Baldrige Homeowners Association Rules and Regulations

Board Approved: 6/20/23

The Board of Directors (the “Board”) of the Baldrige Homeowners Association (the “Association”), acting pursuant to the powers set forth in the Association’s Articles of Incorporation, the Declaration of Covenants, Bylaws, and Policies for the Baldrige Planned Unit Development - a common interest community (such documents being collectively referred to as the “Association Documents”) and the Colorado Common Interest Ownership Act (CCIOA), (the “Act”), has enacted the following Rules and Regulations for further explanation and details of the Association Documents, regarding Property Restrictions, Home Building, Additions, Landscaping and other changes to Privately Owned Property. Unless the context otherwise indicates, words and terms with capitalized first letters shall have the meanings set forth in the Association Documents and, if not defined in the Association Documents, then as set forth in the Act or the Policies. *(Covenants, Article IV, Section 6 [b] – Adopt and Amend rules and Regulations; Covenants, Article X, Sections 2 and 4 – Control, Rules and Guidelines).*

The Purpose of rewriting the Rules and Regulations is:

1. To bring together as many of the building, landscaping and external changes to Residences from the Covenants, Amendments, Bylaws and Policies into one location as possible;
2. To further explain the process of submitting construction plans and the accompanying timeline for the review and approval process;
3. To update language in the Rules to reference changes in HOA business methodology, such as, using email as the primary method to notify members of meetings and neighborhood activities;
4. To provide cross-references between the Rules and Guidelines and the line-items pointed out in these Rules;

Article IV, Section 6 (b): Executive Board Powers and Duties, directs the Board to “Adopt and amend Rules and Regulations regarding the use and enjoyment of Common Element, and the activities of the occupants thereon.” Most of these Rules have been used by the Board or the Architectural Review Committee since the opening of our Subdivision but in some cases they were hard to find in the Covenants or they were unpublished Rules that are now part of this document.

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CHAPTER 1. General Restrictions Applicable to Private Property

All real property within the subdivision shall be held, used, and enjoyed subject to the following limitations and restrictions set forth in the Covenants. The strict application of the following limitations and restrictions in any specific case may be modified by the Architectural Review Committee (ARC) and approved by the Board of Directors if such application would be unreasonable or unduly harsh under the circumstances. Any such modification must be in writing.

1. Maintenance of Property. No property shall be permitted to fall into disrepair and all property within the subdivision, including any improvements, shall be kept and maintained in a clean, attractive, and sightly condition. Maintenance, repair and upkeep of each lot shall be the responsibility of the Owner of the Lot. Homeowners must keep their property mowed to a height of 8” or less and all weeds controlled. *(Covenants, Article XI, Section 8 – Maintenance of Lots)*.

2. Noxious or Offensive Activity. No noxious or offensive activity shall be engaged within the property, nor shall anything be done or placed thereon which is or may become a nuisance or cause an unreasonable embarrassment, disturbance, or annoyance to others. No offensive or hazardous activities may be done on any Lot or in any dwelling unit. No annoying lights, sound or odors shall be permitted to emanate from any dwelling unit or lot. *(Covenants, Article XI, Section 9 – Nuisance)*.

3. Storage of Building Materials. No building materials shall be openly stored on any Lot except temporarily during continuous construction or alteration of Improvements on the property unless otherwise approved by the ARC. *(Covenants, Article XI, Section 8, Maintenance of Lots and Improvements)*.

4. Unsightliness. All unsightly conditions, structures, facilities, equipment, objects and conditions shall be enclosed with a structure, including building materials, snow removal equipment, and garden or maintenance equipment, except when in actual use. When performing an outside activity that involves tools, materials, equipment, etc., return these items to the owner's enclosed structures when the activity has been completed. Holiday lighting is considered temporary and is permitted from November 1 through January of the next year. *(Covenants, Article XI, Section 8, Maintenance of Lots and Improvements)*.

5. Restrictions on Garbage and Trash. No refuse, garbage, trash, lumber, grass, shrub, tree clippings, plant waste, compost, metal, bulk materials, scrap, refuse or debris of any kind shall be kept, stored, or allowed to accumulate on any Lot except within an enclosed structure or appropriately screened from street or adjoining Lot view, except that any container containing such materials may be placed outside at such times as may be necessary to permit garbage, trash, or donation pick-up. Burning of trash is prohibited. Trash containers must be removed from the curb within 24 hours of pickup by the trash company. *The HOA recognizes that residents use several different trash companies and will not force the use of one particular company on the subdivision. (Covenants, Article XI, Section 1 – Trash Collection)*.

6. Animals/Household Pets. No animals, livestock, poultry, venomous reptiles, or bees of any kind shall be raised, bred, kept or boarded upon any Lot, except that dogs, cats or other

household pets, as may be defined and determined by the Board. No animal of any kind shall be permitted which in the opinion of the ARC or the Board, makes an unreasonable amount of noise or odor or is a nuisance. All household pets shall be controlled by the Owner. Each owner of a household pet shall be financially responsible and liable for any damage caused by said household pet. Pet containment areas are restricted to the rear yards and must not be too close to the Lot line allowing pets to threaten people walking on streets or trails. Each owner of a pet shall be responsible for the prompt clean up and removal of such pet's excrement from his or her Lot or from neighbor's property or HOA property during animal exercising. All dogs must be on leashes when they are off their owner's property. (*Covenants, Article XI, Section 4 – Household Pets*).

7. Maintenance of Drainage. There shall be no interference with the established drainage pattern over any property within the Subdivision. The "established drainage pattern" shall mean the drainage pattern which exists at the time the overall grading of any property is completed in compliance with subdivision designed drainage requirements. A geotechnical report, "Geotechnical Investigation Report of Baldrige Subdivision, 2000" is available on the Property Management Website (*Covenants, Article XII, Sections 1 – 6, Drainage*).

8. Compliance with Community Laws. Nothing shall be done or kept on any Lot in violation of any law, ordinance, rule or regulation of any governmental authority having jurisdiction over the Subdivision (www.municode.com/library/co/Severance/codes/municipal_code).

- a. It is against the laws of the Town of Severance to grow marijuana within the town boundaries for other than personal use or to smoke marijuana on public property within the Town of Severance, State of Colorado. (*Ordinance No. 2016-01, Chapters 6 and 10, Articles 3 and 5, Sections 6-3-20 and 10-10-30*) ;
- b. It is against the laws of the Town of Severance to disturb the peace of the community, such as, allowing dogs to bark unceasingly. (*Ordinance 2016-01, Chapter 7, Article 6, Section 7-6-110 [a]*);
- c. Dogs must be on a leash whenever they leave their owner's property. (*Ordinance 2016-01, Chapter 7 Article 6, Section 7-6-20 [a,b]*);
- d. Animal Defecation, whether on public or private property, must be picked up by the owner. (*Ordinance 2016-01, Chapter 7 Article 6, Section 7-6-90 [a,b]*).

9. Property Restoration in the Event of Damage or Destruction. In the event of the damage or destruction of any Improvement on any Lot, the Owner thereof shall cause the damaged or destroyed Improvement to be restored or replaced to its original condition as may be approved in writing by the ARC, or the Owner shall cause the damaged or destroyed Improvement to be demolished and the Lot to be suitably landscaped, subject to the approval of the ARC, so as to present a pleasing and attractive appearance. Such rebuilding or restoration must be commenced within three (3) months after the damage or destruction occurs and thereafter diligently pursued to completion within a reasonable time not to exceed one (1) year after the date the damage occurred or such longer period of time as may be approved by the ARC due to unusual circumstances. (*Covenants, Article X, Section 22 – Damage or Destruction of Improvements*).

10. Vehicle Repairs and Garage Projects. No maintenance, servicing, repair, dismantling or painting of any type of vehicle, boat, machine or device may be carried on except within an

enclosed structure. Garage/shed doors of the enclosed structures may be left open but minimized during these activities. This will help screen out the sights and sounds of these activities. When doors are open, these activities are limited to the hours of 7:00am to 10:00pm. Garage projects which commonly use noisy equipment such as saws, planers, grinders, etc., fall under the same guidelines stated above. (*Amendment 2 to the Covenants, Article XI, Section 12 – Storage of Vehicles*).

11. Owner’s Right to Lease Residence. All owners shall have the right to lease their Residence and it is requested for safety of the subdivision and the owner’s property that owners provide the following information to the HOA’s Property Manager:

- a. the names of the lease holder ;
- b. Provide the leaseholder a copy of the HOA governing documents;
- c. Provide the HOA with the length of the Lease;
- d. All Lots are restricted to the building of one single-family residence. (*Covenants, Article IV, Section 6 [b] – Adopt and Amend Rules and Regulations; and Article X, Section 7 – Land Use and Building Type*).

12. Garage Doors. In order to further enhance the attractiveness of each Property, to discourage theft and vandalism, and to minimize garage damage from weather changes; garage doors shall be kept closed overnight and when no one is home. Garage doors can be left partially open at any time for ventilation, pet entry, etc. Keep garage storage consistent with Item 4 above. (*Covenants, Article XI, Section 8 - Maintenance of Lots and Improvements*).

13. Street Parking and Parking off Concrete Driveways. No part of the public street adjoining the properties shall be used for parking, storage, or display of vehicles including private passenger vehicles and pickup trucks for more than 24 hours. Garages, concrete driveways and ARC - approved screened areas are the only areas approved for long term (more than 48 hours) parking. No parking is allowed on landscaped gravel or rock areas in front of approved RV screening locations. (*Covenants, Article XI, Section 12 – Storage of Vehicles*).

14. Recreational Vehicles. Recreational Vehicles are allowed to be parked for 24 hours while loading or unloading. If more than 24 hours are required for RV preparation or cleaning, a variance for a longer period of time should be requested from the Property Manager. Temporary parking of a visitor’s RV vehicles is restricted to 24 hours. No occupancy of recreational vehicles is allowed on private property. (*Covenants, Article IV, Section 6 [b] – Adopt and Amend rules and Regulations*).

15. Control During Construction. During the period of construction of a dwelling unit or other improvements on a Lot, the Owner of the Lot or their contractor shall comply with all the construction rules and regulations contained in the Subdivision Documents. In addition, the Owner of the Lot and the contractor shall control dirt and dust, keep the surrounding streets reasonably clean and keep construction debris confined to a trash receptacle. All trash must be removed from the Lot on a regular basis. All construction debris which is blown by the wind shall be collected and placed in the trash receptacle. Construction debris may not be dumped or left on any of the Subdivision areas without the permission of the Owner of such property. (*Covenants, Article XI, Section 8 – Maintenance of Lots and Improvements*).

16. Solar Panels. Solar panels for home electrical or heating supply are allowed on house roofs and must follow the same ARC approval as other additions to the house's exterior. (*Covenants, Article X, Section 4 – Rules and Guidelines*).

CHAPTER 2. Projects Not Requiring Architectural Review Committee (ARC) Approval

Approval of the Architectural Review Committee (ARC) is **NOT** required for the following maintenance on any Lot. (*Article X, Section 4 – Rules and Guidelines*) This includes:

1. Painting the house and trim the same colors as previously approved;
2. Repair and maintenance of the exterior portion of the house, porches, decks, gutters, sidewalks and driveways;
3. Landscaping maintenance, such as, sprinkler system repair, fence repair, drainage and drainage pan maintenance, dead tree and bush removal, planting of acceptable trees and bushes in the back yard.

CHAPTER 3. Projects Requiring Architectural Review Committee (ARC) Approval

Approval of the Architectural Review Committee (ARC) is required for any new external improvement on any Lot. This includes house plans, building additions, detached buildings, exterior painting of a different color, fencing and landscape plans. The ARC must review and approve all plans prior to the homeowner starting any exterior project. Penalties will be assessed for all unapproved activities and the homeowner may be required to remove any work started or completed without ARC Approval. If you are in doubt about whether a project needs to be reviewed by ARC please call the ARC Chair or Property Manager for guidance (*Covenants, Article X, Sections 3, 4, and 5 – Submission, Rules and Guidelines, Review of Plans and Specifications*) Contact the Town of Severance for building guidelines.

1. **New Home Construction-General:** New home construction requires ARC Team approval and a building permit from the Town of Severance. (*Covenants, Article X, Section 3*).
2. **Land Use and Building Type:** No building or other structure shall be erected, altered, placed, or permitted to remain on any Lot other than a one (1) single-family residence, with attached garage and one out-building and any landscaping structures as may be approved by the Architectural Review Committee. Outbuildings may not be used as dwellings, for example, to provide living space for additional family or non-family members. (*Covenants, Article II, Sections 25, 26, and 29; Article IV, Section 6[b] and Article X, Section 7*).

3. **Building Location:** No Residence or other structure shall be constructed or placed upon a Lot nearer than twenty-five (25) feet from the front Lot line, five (5) feet from the side Lot lines and fifteen (15) feet from the rear Lot line. (*Covenants, Article X, Section 13 – Building location and Severance Ordinance*. Corner lots must have the side and rear setbacks a minimum of fifteen (15) feet and the front setback must be no less than twenty-five (25) feet (*Severance Town Code*).
4. **Home size:** On Lots of less than 30,000 square feet in area, residences must have a minimum of 1500 square feet for a single story house or 900 square feet on the main level for a total of 1700 square feet for a two story residence. On Lots greater than 30,000 square feet single story residences must have more than 2000 square feet or 1500 square feet on the main floor and 2600 square feet for a two story residence. This residence must have at least a 3 – car attached garage. The square footage of the basements, walkouts, and garden levels shall not be included in determining the square footage of a Residence. For purposes of this provision, the terms “basement”, walk-out” and “garden level” shall mean any level, a portions of which is constructed below the ground elevation. Residences must have accent trim consisting of stone, brick, stucco or acceptable combination to the sides exposed to streets; (Amendment 2 to the Covenants, Article X, Section 8 - Building Size).
5. **Garages:** Each residence shall include a garage having space for not less than two (2) and a maximum of 4 car spaces and may not exceed 1000 square feet. (*Amendment 2 to the Covenants, Article X, Section 9 - Garages*)
6. **Roof:** The roof of each residence shall have a minimum of 5/12 pitch. Roofing materials shall be fiberglass, asphalt, tile or other suitable material approved by the Architectural Review Committee. (*Covenants, Article X, Section 10 – Roof*).
7. **House Color:** All Residences and other structures constructed on any Lot shall be a neutral earth-tone color and must have prior approval of the Architectural Review Committee. (*Amendment 1 to the Covenants, Article X, Section 11 – Color*).
8. **Building Height:** No Residence or other structure constructed upon any Lot shall exceed thirty (30) feet in height from the top of the main-floor foundation of such Residence or structure to the highest point on the Residence or structure. (*Covenants, Article X, Section 12 – Building Height*).
9. **Driveways:** Each Lot shall have a driveway which must be at least sixteen (16) feet and a maximum of thirty (30) feet wide at its joiner with the street and must be concrete for the entire driveway length from the Residence to the street. All culverts beneath the driveway must be eighteen (18) inch ADS culvert with flared ends to meet drainage needs along the streets.

Driveways from the street to a detached building or screening fence must be a minimum of sixteen (16) feet wide to a maximum of thirty (30) feet wide, contain an eighteen (18) inch ADS culvert in the storm drainage and be concrete for the entire length. The driveway to a detached building or screening fence that originates from the main concrete driveway of the

residence may be crushed gravel or river rock. (*Amendment 2 to the Covenants, Article X, Section 17 - Driveways*).

Amendment to Rules and Regulations Re. Driveways
Effective for New Submittals Only 7/9/2023

Two nearly adjacent driveways totaling more than 30 feet in width at the joiner of the street must have a minimum 4 foot space between them for culvert clean-out. This space must extend at least 4 feet from the street towards the property (perpendicular to the street) at least past the culverts, exposing a sufficient section of open ditch between separate culverts to allow the culvert to be cleaned.

- 10. Construction Timing:** Once ARC approval is received, work must begin within six (6) months. Six (6) months will be allowed to complete additions and landscaping projects. Up to one (1) year will be allowed for construction of a house or detached buildings over 120 square feet. If you do not show progress toward your plan, the project must be resubmitted before starting any construction, fencing, painting, or landscaping project. One six (6) month extension may be requested from the ARC. Each Owner shall provide portable toilet facilities and a trash dumpster during construction of the Residence on such Owner's Lot. (*Covenants, Article X, Section 14 - Construction*).
- 11. Site Plans:** Two complete copies of a site plan, one digital copy and one hard copy on 11" x 17" or larger paper, for the lot showing the following information:
- a. Scale of 1 inch equals 20 feet;
 - b. Finish elevation of the improvement;
 - c. Building location must comply with front, back and side setbacks as found in the Severance building codes, but cannot be closer than 25 feet from the front lot line, regardless of Severance codes;
 - d. Building footprint with dimensions from front, rear, and side boundary lines of the lot;
 - e. Driveways and walkways located or to be constructed on the lot;
 - f. Any existing structures on the lot;
 - g. Location of improvement with respect to utility lines and facilities;
- (*Covenants, Article X, Section 3 and 4 – Control and Submission*).
- 12. Building Plans:** Two complete sets of construction plans and specifications, one digital copy and one hard copy on 11" x 17" or larger paper, including the following minimum information:
- a. Floor plans of all levels of any residence, which plans shall contain sufficient detail to describe the elements of the floor plan design;
 - b. Total square footage for each level of any Residence;
 - c. Building elevations on all sides of the proposed structure containing sufficient detail to determine roof form and material, window locations, siding material, and door placements;
 - d. Roof slopes must have a minimum of 5/12 slope;
 - e. A written description of the material to be used in the roof and exterior walls of the structure;

- f. The color of any paint or stain to be applied to the house must be earth tone and a must be approved from a good swatch or painted on a 2 feet by 3 feet board;
- g. Color of the roofing may be light or dark and must be approved by the ARC.
(*Covenants, Article X, Section 3 and 4 – Control and Submission*).

13. ARC Review Request Forms: for New Residences and Detached Buildings must be completed and submitted to the ARC. All information is preferred in digital form using .PDF or .JPEG format so that reviews may be made by each member on the ARC Team.
(*Covenants, Article X, Section 2, 3 and 4 – Control, Submission and Rules and Guidelines*).

14. Additions, Decks and Porch Additions to the Residence: All additions, decks and porches must contain the same Site Plan and Building Plan as indicated above for new homes and outbuildings and must be submitted and approved by the ARC as new exterior construction. It is recommended that you contact the Town of Severance to help set up a meeting with Safe Built of Colorado to review your construction plans before submission to the HOA. Their review service has been free and the review will eliminate construction problems that will be found when you apply for a building permit from Severance. (*Covenants, Article X, Section 4 – Rules and Guidelines*).

15. Outbuilding Construction - General. The purpose of Outbuildings or Detached Building structures are for the storage of materials, equipment, cars, toys, trailers, construction shop, etc apart from the Residence.

- a. Outbuildings are classified as: **Small:** 120 square feet or less, and **large:** from greater than 120 square to 1000 square feet;
- b. Outbuildings may not be large than 1000 square feet nor taller than 30 feet in height;
- c. Outbuildings (such as a detached garage) cannot be located in front of the Residence on the lot – they must be located behind the front-most line of the house;
- d. Plastic or metal sheds are not acceptable;
- e. Only one outbuilding is allowed per lot;
- f. All buildings are subject to inspection by the Property Manager and/or an ARC Team member. (*Covenants, Article X, Section 4 – Rules and Guidelines*).

16. Small Outbuildings must have approval from the ARC to be built; but

- a. Do not need a Building Permit from the Town of Severance;
- b. Site Plans and Building Drawing requirements are the same as with Residences;
- c. Building must rest on and be anchored to a concrete pad;
- d. Frame must be constructed from wood, exterior material: siding, trim and soffits and paint colors must match the Residence;
- e. The Outbuilding must have overhangs similar to the Residence;
- f. The pitch of the roof and the roofing material color, design and composition must match the Residence;
- g. Maximum height of 8' is required by Severance;
- h. Construction inside the Outbuilding is not regulated by the HOA;
- i. The ARC Review Request Form for New Residences and Detached buildings must be completed and submitted to the ARC Team for approval.;
(*Covenants, Article X, Section 4 – Rules and Guidelines*).

- 17. Large Outbuildings** must have approval from the ARC to be built; and
- a. Building Permit needed from the Town of Severance;
 - b. Site Plans and Building Drawing requirements are the same as with Residences;
 - c. Building must rest on and be anchored to a concrete pad;
 - d. Frame must be constructed from wood, exterior material: siding, trim and soffits and paint colors must match the Residence;
 - e. The Outbuilding must have overhangs similar to the Residence;
 - f. The pitch of the roof and the roofing material color, design and composition must match the Residence;
 - g. Maximum height of Outbuilding must not exceed the maximum height of the Residence;
 - h. Construction inside the Outbuilding is not regulated by the BHOA;
 - i. The ARC Review Request Form for New Residences and Detached buildings must be completed and submitted to the ARC Team for approval;
 - j. Needs engineering review by ARC
- (Covenants, Article X, Section 4 – Rules and Guidelines).*

18. Fences. Fences have been one of the biggest concerns in our HOA. If the property owner has any question of location, design, or construction, the Property Manager or Chair of the ARC should be contacted before the ARC Review Form is submitted. Backyard fences are designed to keep an open-look from yard to yard thus giving a more spacious feeling. Screening fences are designed specifically to screen campers, equipment, trailers, trucks, etc from the street. Wind fences, front yard fences and privacy fences are not allowed in the subdivision. *(Amendment 2 to the Covenants, Article X, Section 15 – Fences and Covenants, Article X, Sections 4 and 5 – Rules and Guidelines and Review of Plans and Specifications).*

- a. **A Site Map showing the following must accompany the ARC Fencing Project Form:**
 - i. Show All structures on the property;
 - ii. Show Proposed fence and gate locations;
 - iii. Show Dimensions for the fence;
 - iv. The Site Map may be from the original lot survey, hand drawn or from a Google Earth Satellite Photo. One hard copy, 8.5” x 11” or larger and one digital copy in a .jpeg or .PDF file format must accompany the ARC Fencing Form.
- b. **Guidelines for Backyard fences:**
 - i. The fence may be placed on the lot line between neighbors;
 - ii. Must be constructed behind the front-most line of the house;
 - iii. A map drawn to scale of the lot with the location of the house and driveway and proposed yard fence must accompany the ARC Review Request Form;
 - iv. Fences must be post and 3 rails and constructed of white, vinyl material and a nominal 42” height for the top rail;
 - v. Wire mesh with 2” x 4” openings may be attached to the rails to contain house pets and to keep rabbits out;
 - vi. Separate pet containment areas (dog-runs) of a maximum of 200 square feet are allowed and must be constructed of 6’ high chain link or solid vinyl and if chain link fencing is used the chain link must be completely screened from adjoining property and the street using solid vinyl fence;
 - vii. Posts should be anchored in concrete;

- viii. Gates should be wide enough for your garden equipment and lawn mowers, 42” to 48” gates are normal;
- ix. Hardware should be strong enough to withstand high winds.
- c. Guidelines for Screening Fences** – Screening Fences are not privacy or wind fences. Their purpose is to “screen items from your neighbors view”.
 - i. The fence may be placed on the lot line between neighbors;
 - ii. Must be constructed behind the front-most line of the house, but must start as close to the front line of the house as possible;
 - iii. Cannot begin at the back-line of the house and extend into the backyard;
 - iv. A map drawn to scale of the lot with the location of the house and driveway and proposed screening fence, with dimensions, must accompany the ARC Review Request Form;
 - v. Fences must be constructed of white vinyl posts and panels, 6’ high at the top of the panel;
 - vi. Posts should be anchored in concrete and those with gates attached to them should be filled with concrete for added stability;
 - vii. The gates must be practical, 2 – six feet wide gates are a minimum for an RV, 2 – eight feet wide gates are better, and the gate and hardware should be strong enough to withstand wind gusts in excess of 100 mph;
 - viii. A driveway must be constructed to the screening fence. If it comes from the street it will require a culvert and must follow the design criteria in the governing documents. If the access to the Screening Fence gate is from a concrete driveway, a concrete access is preferred, but a well-built crushed river rock access is acceptable;
 - ix. Gate stabilization bars must be built on the inside of the gate, not on the street-side of the gate.

19. Original and Natural Landscaping: Each Lot shall be fully landscaped within twelve (12) months after the issuance of a Certificate of Occupancy for a Residence on the Lot. Each Owner shall plant a minimum of two (2) trees on their property. Planting or seeding of native grasses, trees and shrubs that are indigenous to this zone is recommended. Local nurseries can recommend native grass mixtures appropriate to our area. Russian Olive and Cottonwood trees and noxious weeds or shrubs such as Tamarisk (salt cedar) are not allowed. *(Amendment 2 to the Covenants, Article X, Section 16 – Landscaping)*.

- a. Site Plans:** Two copies of a Site Plan, one digital copy and one hard copy on 8.5” x 11” or 11” x 17” paper, for the lot showing the following information:
 - i. Scale of 1 inch equals 20 feet;
 - ii. Finish elevation of the improvement;
 - iii. Building footprint with dimensions from front, rear and side boundary lines of the lot;
 - iv. Location of driveways and walkways on the lot;
 - v. Any existing structures on the lot;
 - vi. Location of landscaping structures, such as, curbs or edging, grassed areas, trees, shrubs, and bushes, ground cover material, such as, mulch and stone, etc.
- b. Other Yard Features:** Plans for walkways, ponds, bridges, water features, gazebos, arbors, gardens, etc. must be included as scaled drawings on the Site Plan.

20. Re-Painting: The same rules apply to re-painting the exterior of the house or outbuilding with new colors as when they were first painted when newly constructed. *(Covenants,*

Article X, Sections 2, 3, 4 and 5 – Control, Submission, Rules and Guidelines and Review of Plans and Specifications and Amendment 2 to the Covenants, Article X, Section 11 – Color).

- a.** If the colors of the house or outbuildings are modified from the original approved colors then the ARC must approve the new colors;
- b.** The color of any paint or stain to be applied to the improvements must be earth tone and a color must be approved from a good swatch, painted on a 2 feet by 3 feet board or painted on a 2 feet by 3 feet area on a sun-lit side the house;
- c.** If colors of the house are changed, the outbuildings must be changed to match the house.

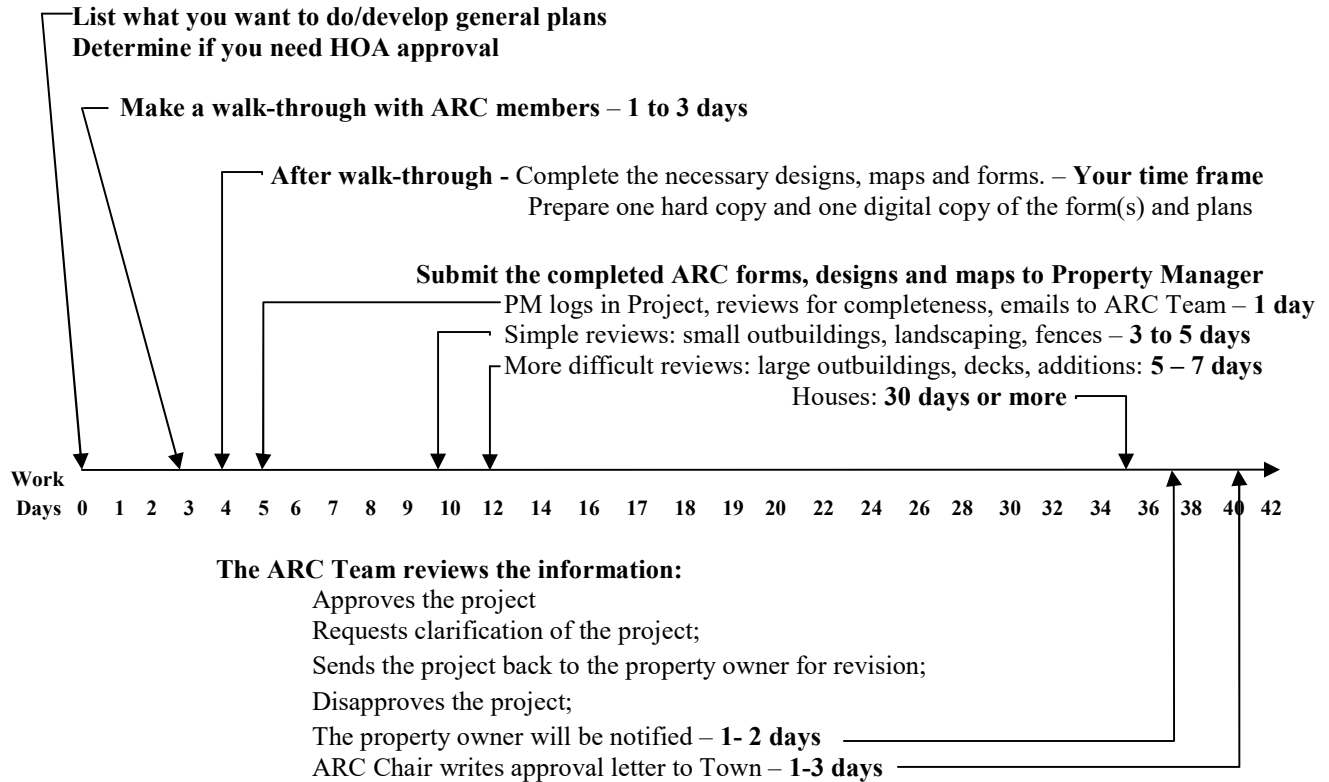
CHAPTER 4. Construction Project Submittal and Approval Processes

The following describes the processes required to obtain ARC approval for exterior construction projects. The length of time for project approval will depend on the complexity of the project and how much project explanation accompanies the forms and documents. Projects that need explanation, such as, a new house, may be able to be approved at the monthly ARC Team meeting. This would require the builder to submit all information 2 to 4 weeks before the meeting (submitting drawings and information 2 days before a meeting will guarantee 32 days of review and a required a second meeting). During the ARC review time, the HOA's engineer will examine the new house from the standpoint of Covenant Compliance (3 to 5 days-during ARC review). Simple buildings and landscaping may be reviewed by the Team via email and if there are no questions, may be able to be approved within a 7 to 10 days. **The timeline** is approximate and depends on completeness of the ARC Forms, Site Plans and Construction Plans. It is our objective to be able to review all projects from digital information and to have as quick of turn-around time as possible. (*Covenants, Article X, Sections 3 and 4 – Submission and Rules and Guidelines*)

1. **Make a list of what you want to do, with general plans and ideas on a map or layout.**
2. **Determine if you need HOA approval for this project – see Item “B” above or call the Property Manager or ARC member.**
3. **Make a walk-through with ARC members** (may take 2 to 3 days depending on Team Members availability). The “walk-through” will allow you and the ARC Team members to:
 - a. determine which ARC Form will be needed;
 - b. discuss any problems with designs and determine the information and drawings needed.
4. **After the walk-through** - Complete the necessary designs, maps and forms. One hard copy and one digital copy are needed in the submittal. Have hard copies scanned at a copy shop if you do not have the capabilities.
5. **Submit the completed ARC forms, designs and maps.** Email digital formats; send hard copies via US Mail or hand-deliver to our Property Manager for log-in into our system and a completeness review.
 - a. The Property Manager will email the completed ARC forms, designs and plans to the ARC Team and HOA engineer (within 1 working day after receiving the digital ARC forms);
 - b. If the plans are very detailed, such as in a new house build, they may take up to 30 days to review and approve.
6. **The ARC Team reviews the information and:**
 - a. Approves the project;
 - b. Requests clarification of the project;
 - c. Sends the project back to the property owner for revision;
 - d. Disapproves the project;
 - e. The property owner will be notified in writing by the Property Manager with the approval or disapproval;

- f. If the project requires a Building Permit from the Town of Severance the ARC Chair will write a letter to the town stating that the ARC has reviewed and approved the project;
 - g. Any project that is started without ARC approval will be subject to fines and may be required to be removed from the property.
7. **House Plans requiring HOA Engineering Approval.** When submitting house plans, the Request must be accompanied by a check in the amount of \$150 made payable to Baldrige HOA. Any project that requires a professional engineering review will be assessed \$150. Outbuildings are not required to have an HOA engineering review. The HOA is capable of providing that review.
8. **Completion of ARC-Approved Plans.** The applicant must give written notice to the property management company upon completion of the project. *(Covenants, Article X, Sections 2, 4 and 14 – Control, Rules and Guidelines, and Construction).*
9. **Inspection of Work.** A duly authorized HOA representative shall have the right to inspect any Improvement to the Property prior to or after completion; provided that the right to inspect shall terminate thirty (30) days after the written notice of completion has been received from the applicant. *(Covenants, Article X, Sections 2 and 4 – Control and Rules and Guidelines).*
10. **No Implied Waiver.** Failure to act by the ARC or the property management company shall not constitute a waiver with respect to future action to any Improvement to the Property. *(Covenants, Article X, Section 6 – No Waiver of Future Approval).*
11. **Right to Contest.** The homeowner has the right to contest the ARC decision if they believe the decision is contrary to Subdivision Documents. The appeal must be made to the Board of Directors according to the instructions in the Covenants. *(Covenants, Article IV, Section 6 [b] – Adopt and Amend rules and Regulations).*
12. **Fines.** The Board has the right to impose a two-hundred dollar (\$200) fine for any exterior building, fence, paint, or landscaping project that is started or completed without prior ARC approval or that is changed from the original approval. If the project is complete, the homeowner may be required to remove any unapproved changes. *(Covenants, Article VII, Section 13(c) – Common Expenses Attributable to Fewer than All Lots and Covenants, Article X, Sections 2 and 4 – Control and Rules and Guidelines).*

Timeline for ARC Projects: Estimated timing is in working days



CHAPTER 5. Power to Grant Variances

The ARC may authorize variances from compliance with any of the provisions of ARC-related Subdivision Documents except for minimum house size requirements, including restrictions upon height, floor area or placement of structures or similar restrictions when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental consideration may require such variances. Such variances must be evidenced in writing and shall become effective when signed by at least a majority of the members of the ARC. The Board of Directors must approve any variance. If any such variance is granted, no violation of the provisions of the Subdivision Documents shall be deemed to have occurred with respect to the matter for which the variance was granted; provided, however, that the granting of a variance shall not operate to waive any of the provisions of the Subdivision documents for any purpose except as to the particular property and particular provision hereof covered by the variance, nor shall the granting of a variance affect in any way the Owner’s obligation to comply with all governmental laws and regulations affecting the property concerned, including, but not limited to, zoning ordinances and setback lines or requirements imposed by any governmental authority having jurisdiction. (*Covenants, Article X,*

CHAPTER 6. Communications to Homeowners/Lesseees

The Board will communicate with HOA members through the following methods (*Covenants, Article IV, Section 6 [b] – Adopt and Amend rules and Regulations*):

1. The US Mail will be used for Annual Meeting notices with Proposed budgets and legal documents;
2. The Property Management website contains The Architectural Review Request form, minutes of past meetings, approved budgets, event announcements, and newsletters;
3. Email will be used for emergency announcements, newsletters, and general communications. All email addresses in the Board's possession have been volunteered by property owners. Those who change their minds and do not want to be contacted by email must call, mail, or email the Board or Property Manager and request removal of their email address from Board documents;
4. The Board and the Property Manager will endeavor to keep all email addresses and personal information confidential.

CHAPTER 7. The term Emergency as it pertains to motorized vehicle use on Baldrige HOA Property

The use of motor-drive equipment on Baldrige HOA property when used in the pursuit of Baldrige HOA business. This includes mowing of grass, weeds and reeds, spraying of weeds, HOA construction projects, special Board - Approved projects, inspections by local governmental agencies, HOA approved contractors, and rescue, first aid, fire, etc equipment used to serve and protect the community. This precludes the recreational use of Baldrige HOA property for motor bikes, motor cycles, go-carts, four wheelers, and other recreational motorized vehicles. (*Covenants, Article XI., Section 11 – Restriction of Use; Article IV, Section 6 [b] – Adopt and Amend rules and Regulations*).