

Pinery Architectural Review Committee

Architectural Standards

January 14, 2020

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Introduction

The Protective Covenants for “The Pinery” charge the Pinery Architectural Review Committee (“PARC” or “ARC”) with the duty of insuring that exterior alterations to the homes in the Pinery conform to a standard of quality workmanship, quality materials and a harmony of design within the community. The Committee has developed these Architectural Standards to guide its decision-making process and to assist homeowners planning alterations to their homes.

Required Approval of the ARC

Changes to the exterior of residences and changes to landscaping require approval of the ARC prior to implementation. Replacement of an existing, previously approved exterior item with no change in color, material, texture or shape is viewed as maintenance and does not require approval. However, if you do not have documentation of prior approval, please contact our office at 303-841-5305 or ARC@pinery.org before commencing. Re-application of an unapproved material or color constitutes a new violation and will be pursued accordingly. If your project involves noticeable exterior work, please notify the office of the replacement or maintenance under way.

Project Completion

Submittals received without a proposed completion date will be assigned a completion date of 90 days after ARC approval. Extension to any previously approved completion date requires a written request, to include reason for extension and new proposed completion date.

Pinery ARC Neighbor Awareness Policy

Communication is an essential ingredient in good neighborhoods.

The Architectural Review Committee encourages, and may require, proof of neighbor notification prior to granting approval of exterior changes which may impact specific neighbors. The “Property Change Application” form includes an area for signatures of neighbors confirming their awareness that a change is being proposed to the ARC.

In those instances where a signature cannot be obtained, please provide proof of mailing to the neighbor, post-marked at least two weeks prior to the meeting to allow adequate time for receipt / review prior to the ARC meeting in question. U.S. Post Offices can provide a proof of mailing slip for a small fee.

Neighbor notification allows those residents possibly affected by the change the opportunity to provide input to the process.

For Pinery Filing 3 Amended, (Lakeshore Court and portions of Lakeshore Drive) also known as **Pinery Estates**, adjacent and possibly affected property owners must be notified of changes being made as outlined above.

Expedited Review Fee

The Architectural Review Committee meets once monthly, normally on the second Tuesday of the month, beginning at 6:30 p.m. This schedule is published in each *Pinery Homeowner* and is on the Pinery website – www.pinery.org. Although priority is given to submittals received by noon on the Friday prior to the meeting, all **complete** submittals received after the deadline and during the meeting are reviewed by the committee at the meeting.

Where possible for straightforward, non-complex submittals, the committee has for years worked with residents to conduct expedited reviews between meetings for various reasons (e.g. new residents need to fence the yard for a dog; a time-limited sale on materials, etc.)

In these cases, the ARC office scans the submittal and sends it by E-mail to the committee, asking each member their thoughts on the project. Once a consensus is received, the office contacts the homeowner to let them know. Formal action is taken at the subsequent regularly scheduled meeting.

In order to adequately cover administrative costs, a \$50 fee is required for this expedited service.

The ARC is unable to provide expedited review for more complex submittals (e.g. to further evaluate requests for variance, for home addition proposals, etc.). In these cases, the community and homeowner are best served by a meeting of the committee where questions can be asked and the project discussed as needed prior to action. Further, expedited reviews are not available during the week prior to the regularly scheduled ARC meeting.

Additions/Exterior Changes

Any exterior additions or changes to an originally approved dwelling or other improvements must be approved by the PARC prior to commencement of any construction or modifications. Any exterior additions or modifications to any dwelling or other improvements should be constructed of like materials and colors of the dwelling. These include, but are not limited to, siding, roofing or trim materials. Any additions or modifications shall be within the approved building area as prescribed by the Pinery Protective Covenants for the address in question. For additions which create additional enclosed space for any purpose, a deposit to ensure construction as approved is required. See Attachment C “Pinery Residential Property Addition Application”. To the greatest extent possible, consideration is given to the use of energy generating and energy saving devices in the design and construction of exterior additions.

Submittal for architectural review should include at minimum:

- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed addition location
 - Measurements between all of the above.
- A drawing of proposed addition showing all finished elevations (front, back and sides) with materials and colors indicated or supplied, roof pitch indicated for addition. In some filings, Covenants require 4/12 minimum roof pitch.
- Photos of current structure and the location of the addition.
- Signatures of affected neighbors to indicate that they are aware of the proposed addition, the meeting date, and time the plan will be presented to the ARC

Air Conditioning Equipment

Covenants restrict placement of air conditioning equipment (including evaporative coolers) to the rear of the residence. Equipment such as this should not be placed on the roof. To the greatest extent possible, consideration should be given to the use of energy generating and energy saving devices in the installation and operation of all air conditioning equipment.

Submittal of added air conditioning equipment for architectural review should include:

- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed addition location
 - Measurements between all of the above
- Photos of current structure and the location of the addition.
- Signatures of affected neighbors to indicate that they are aware of the proposed addition, the meeting date, and time the plan will be presented to the ARC.

Colors

All structures within the Pinery are required to be in moderate earth tones indigenous and complimentary to the area. The purpose of this stipulation is so that structures within the Pinery blend as much as possible with the natural environment. A sample board of approved shades is available in the PARC office. Some colors not allowed are white, black, red, blue, yellow, purple, orange and pink.

Accent colors outside the range of approved colors, for minor exterior elements (e.g. front door) may be approved, at the sole discretion of the ARC, on an individual basis. Submit color sample(s) along with one or more photographs which show the architectural style of the house along with existing colors.

Submittal for architectural review is not required if repainting using the same colors previously approved by the ARC. Repainting of an unapproved exterior color constitutes a new covenant violation. If you are unsure of the prior approval status, please submit samples of the colors prior to repainting.

If changing colors, for shades which clearly appear on the office color board, the ARC requests that color chips be submitted so that we may update our files. If there is any question as to whether or not a color falls within the desired earth tone range, color chips must be submitted for committee review and approval prior to commencement of painting.

Decks

Installation of or modifications (including coverings) to any deck must be approved by the Pinery Architectural Review Committee (PARC) prior to commencement of any construction or modifications. Additionally, a Douglas County Building Permit is required in most cases. The County requires railings spaced so that a 4" sphere cannot pass through. For ground level decks, stairs with over 4 risers require railings.

Submittal for architectural review should include at minimum:

- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed deck
 - Measurements between all of the above
- Drawing of proposed deck showing all finished elevations and dimensions (front, back, sides and overhead) with materials and colors (finish) indicated or supplied, roof pitch indicated if roofing is being added. In some filings, Covenants require 4/12 minimum roof pitch.
- Location and description of any added lighting.
- Photos of current structure and the location of the deck.
- Signatures of affected neighbors to indicate that they are aware of the proposed change or addition, the meeting date, and time the plan will be presented to the ARC.

Driveway Extensions or Expansions

Driveway extensions must be approved by the Architectural Review Committee. The ARC recognizes that the bulk of driveways within the Pinery were constructed for use of two vehicles. We understand that in many cases that type of use is no longer valid and therefore will review extensions or expansions to current driveways where the submittal follows the guidelines outlined below.

All driveways (including extensions/expansions) are to be constructed of hard-surfaced paving matching the existing driveway (i.e. asphalt or concrete with a minimum depth of 4", or brick). Concrete reinforcing is recommended.

In cases where the intended use is for the storage of a boat, non-emergency commercial vehicle, recreational vehicle or trailer, additions to any driveway will not be approved.

Submittal for architectural review should include at minimum:

- Plot plan for property showing:
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed addition location
- Description of materials to be used.
- Intended use of extension.

Energy Generating and Energy Saving Devices

The Pinery ARC recognizes the economic and environmental benefits of its homeowners using alternative sources of energy, such as wind and solar power and energy saving devices such as shade structures. At the same time, the ARC must also protect the aesthetics and quality of life of all homeowners from conditions that can be created by any structures on The Pinery lots, as provided in the Protective Covenants. These guidelines are intended to help homeowners design, build and operate energy generating and energy saving systems consistent with the intent of the Protective Covenants and the objectives of The Pinery Architectural Standards.

“Energy efficiency facilities” means a device, apparatus, mechanism or structure that more efficiently generates or reduces the amount of energy derived from fossil fuels that is consumed by a Pinery residence, including without limitation, solar panel (including Solar photovoltaic modules and solar thermal collectors), wind turbine, evaporative cooler, shutters, retractable clothes lines, and energy-saving exterior lighting device.

Installation of any energy efficiency facilities to any lot must be approved by the ARC prior to commencement of any construction or installation. In addition to the ordinary permit application requirements of the ARC, applications for energy efficiency facilities shall include at a minimum:

- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed addition or improvement location
 - Measurements between all of the above
- Engineering plans, drawings and specifications of proposed additions as reasonably necessary to evaluate the addition or improvement, showing at a minimum all finished dimensions and elevations (front, back and sides) with materials and colors indicated or supplied.
- Any available information or data describing the cost of the energy efficiency facility, the calculated energy saved or the energy to be saved and costs saved, and any impact on the total energy efficiency obtained by the addition or installation.
- Any information from the manufacturer or contractor providing or installing the energy efficiency facility which describes its benefits, features and functions.
- Photos of the current structure and proximity to surrounding lots and residences.
- A statement that the energy efficiency facilities are not expected by the owner to cause a nuisance to other Pinery residents due to glare, noise or other problems once installed and in operation.
- A statement that all local and state building code and permit requirements have been met and will be adhered to in the installation and operation of the energy efficiency facility.

The construction of energy efficiency facilities is subject to the general provisions of the Protective Covenants, applicable provisions of the Architectural Standards, and all requirements of Douglas County, the State of Colorado, and any other approval authority. Design and installation certification by a qualified professional shall be required.

Any exterior additions or modifications to any dwelling or other improvement or structure should be constructed of like materials and colors of the dwelling to the greatest extent possible.

Where an exception to Covenant-required materials, colors and specifications is requested, in addition to the above, the following is required:

- Cost of the project as proposed
- Energy savings / efficiency anticipated
- Detailed estimate from one or more sources for a solution which would meet current covenant requirements for materials, colors and specifications
 - Cost of alternative
 - Energy savings / efficiency anticipated

- Reason for selection of the proposed project.

Any additions or modifications shall be within the approved building area as prescribed by the Protective Covenants for the residence in question.

The ARC may require a deposit from the homeowner applicant to ensure all conditions of construction and installation approval have been met.

Alternative energy facilities, including without limitation, solar and wind turbines, should not cause a nuisance to neighbors and Pinery residents, aviation or wildlife.

Solar power nuisance conditions and/or bases of denial may include but are not limited to:

- Framing materials, or standalone structures not compatible in shape, materials and color with the residence or other structures on the property or surrounding area
- Glare from solar collectors
- Roof top or stand-alone structures interfering with neighbors views
- Rooftop installations which are not flush or flat with the pitch of the roof

Wind power generation nuisance conditions and/or bases of denial may include but are not be limited to:

- Excessive noise due to normal or damaged operating conditions (65 decibels)
- Visual intrusion into scenic (including lake or golf course) views
- Damage to wildlife
- Risk of property damage or risk to human health due to falling towers or supports
- Excessive height (over 35 feet)
- Overall design incompatible with the harmony and design of the residence or surrounding area
- Excessive support or guy wire installation incompatible with the harmony and design of the residence or surrounding area
- Improper setback from the property boundary line, easements or improvements on the lot

Fencing

In order to maintain the open space environment characteristic of the Pinery, use of split rail fencing is encouraged where fencing is needed. Where containment of animals or small children is the goal, 2" x4" welded wire may be used on the inside of the fence, not to exceed the top rail, to ground level.

Placement of the fence should be at or within setbacks specified in the "Dwelling, Construction, and Fence Restrictions" in the applicable Pinery Protective Covenants.

Submittal for architectural review should include at minimum:

- Plot plan for property showing:
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed fence
 - Measurements between all of the above
 - Drawing of proposed fence including location and width of gates (48" maximum)
- Description of fence material (e.g. 2-rail split rail with 2" x4" welded wire).
- Signatures of affected neighbors to indicate that they are aware of the proposed change, the meeting date, and time the plan will be presented to the ARC.

In order to facilitate planting of vegetable gardens only, the Architectural Review Committee will allow an exception to the prohibition against wire mesh fencing within the following parameters:

- Work with adjacent neighbors to ensure views are not adversely affected
- Contact the Utility Notification Center of Colorado 1-800-922-1987 for locates before any digging takes place

- Fence to be installed only during the growing season; not installed prior to April 15 / removed no later than October 15. Fence materials stored out of view when not in use
- Materials used should be selected so that the visibility of the fence is minimized:
 - Fence no taller than 6'
 - Use 2" x4" welded wire
 - Narrow posts, also no taller than 6', such as the 6' studded T-post available for utility fences.

Flag Display

The Pinery allows the display of an American flag at residences. The flag may be in a window, on a balcony or deck or on an approved flagpole. The flagpole shall be no taller than the house or 20' whichever is shorter. Installation of a smaller, house-mounted flagpole does not require ARC approval.

Submittal for architectural review of a flagpole installation should include at minimum:

- Plot plan for property showing:
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed flagpole
 - Measurements between all of the above.
- Brochure showing the flagpole selected including above-ground height
- Plan for lighting if to be displayed at night. Any lighting should be directed away from adjacent properties and traffic. Downward shining lighting is encouraged.
- Signatures of affected neighbors to indicate that they are aware of the proposed change, the meeting date, and time the plan will be presented to the ARC

Landscaping

Approval is required for changes to landscaping, including removal of trees. Pinery Protective Covenants do not limit, and the ARC encourages, xeriscaping to reduce irrigation requirements. If in order to create a defensible space, vegetation must be cleared, submit a written defensible space plan for ARC review. Please contact the ARC if there is any question as to whether or not a change should be submitted. Douglas County requires a Building Permit for retaining walls over 4' in height.

Submittal for architectural review should include at minimum:

- Plot plan for property showing:
 - Location of existing dwelling
 - Location of property lines and easements
 - Location and type of any proposed landscaping and/or retaining walls
- Drawing and detail of any landscaping walls
- Description and/or sample of material of which any walls are to be constructed.

Drainage must not be adversely affected by any proposed changes. Changes in landscaping for uses not otherwise allowed (such as gravel installation for parking) will not be approved.

Lighting (exterior)

Any exterior lighting, which is additional to that in the originally approved dwelling plan, must be approved by the ARC. Approval will be based on the condition that any added lighting will be reflected away from adjacent residences and away from the vision of passing motorists as stated in Protective Covenants. The ARC encourages the installation and use of energy efficient exterior lighting.

Recreational Equipment /Basketball Goals

Swingsets, trampolines and other recreational equipment should be located at the rear of the house and placed in such a location as to minimize the impact on neighboring views as much as possible.

While it is understood that basketball goals typically make use of hard-surfaced driveways, they must be near enough to the dwelling so that they are not placed in Douglas County right-of-way.

Submittal for architectural review should include at minimum:

- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed addition location
 - Measurements between all of the above.
- Drawing or photo of proposed equipment to be added
- Signatures of affected neighbors to indicate that they are aware of the proposed change, the meeting date, and time the plan will be presented to the ARC.

Roofing

See "Approved Materials", Attachment A. Inflammable materials are available. Samples of approved roofing materials are available for review in the PARC office. Colors must be earth tone. When any roof is applied to any dwelling, all roof vents shall be painted a like color of the roofing material applied. Wind turbines mounted to or located on roofs are prohibited.

If re-roofing using a material which appears on the referenced list with a color selection within the pre-approved earth-tone range, submittal of the material and color choice is needed for confirmation of approval and update of ARC files.

If you would like to use a roofing material not on the approved list, the ARC will review additional roofing materials using the general guidelines of 50 years or more rating, high definition, aesthetically comparable with cedar shakes. Samples of the roof and color must be submitted and approved by the committee prior to commencement of the roofing job.

Also note that for any additions to an existing roof, Covenants for some filings within the Pinery require 4/12 minimum pitch.

Satellite Dishes Less Than One Meter in Diameter / Antennas

Satellite dishes and antennas should be placed to minimize views from the street as much as possible. This can most easily be achieved through installation at the side or rear of the dwelling, mounted on siding or decking rather than the roof. For antennas which cannot be installed within the attic, please provide information regarding reason and proposed location.

Siding

Approved siding materials are listed on "Approved Materials", Attachment A. Materials which are not approved are vinyl, aluminum and masonite. Colors must be earth tone.

If re-siding using an approved material, submittal to the ARC of the change is needed. Submit a color sample, photo of the existing residence and brochure. If stucco is being requested, the type of stucco, including sample, should be submitted as well.

The ARC will review other siding materials upon submission by homeowners or builders if allowed by the Protective Covenants for the filing in question. In addition to the above, samples of siding and color must be submitted and approved by the committee prior to commencement of the siding job.

Sheds

The ARC will review shed submittals where allowed by Covenants (one per residence) as follows. Any shed should be constructed using approved materials, with colors to be and to stay consistent with the

house. This includes, but is not necessarily limited to, roof and siding materials. Maximum height should be one story or 12 feet (including roof).

Placement should be at the rear of and as near as possible to the dwelling and out of view of the frontage road. Screening with evergreen plantings is desired to minimize neighboring views. Any screening should be kept consistent.

Submittal for architectural review should include at minimum:

- Plot plan for property showing
 - Location of existing dwelling
 - Location of property lines and easements
 - Location of proposed shed
 - Measurements between all of the above
- Drawings of proposed shed showing all elevations (front, back and sides) with materials and colors indicated or supplied.
- Proposed plantings, type and location, for visual screening as needed.
- Signatures of affected neighbors to indicate that they are aware of the proposal, meeting date, and time the plan will be presented to the ARC.

Douglas County requires a Building Permit for any shed over 200 square feet.

Swimming Pools (Year Round or Permanent)

Architectural review is needed for any permanent swimming pool or for any seasonal use pool which will be present for the season and not emptied. Fencing 5' high measured from exterior ground level which will not allow a 6" sphere pass through is required by Douglas County for any pool capable of containing water greater than 42" in depth. See "Fencing" earlier in this document for submittal requirements.

Submittal for Architectural Review should include at minimum:

- Plot plan for property showing:
 - Location of existing dwelling
 - Location of property lines and easements
 - Location and dimensions of proposed pool
 - Location and height of fence if present or being added
 - Measurements between all of the above
- Photos of area / photos showing area from the frontage road
- In the event the pool is not otherwise screened from view, provide your plan for screening (e.g. planting of bushes, etc.)

Seasonal Swimming Pools

- Plan for landscaping for the pool area during the months the pool is not in use
- Pool must be removed by September 15 (first danger of frost is September 20 for the Denver area)
- Prior to draining water, Douglas County Stormwater regulations require that the water be de-chlorinated
- Once drained, the pool must be stored out of view

Windows

So long as the appearance (frame color or material/grid pattern) does not change, replacement of windows is considered normal home maintenance and review by the committee is not required. If only a portion of windows are being replaced, replacement windows should match those already installed in the home. Because window replacement results in significant exterior activity, please notify the ARC office at 303-841-5305.

If all windows are being replaced using an earth-tone colored frame that blends with the current structure, pre-approval is possible. Submittal should include items number 1 and 2 below.

White is not an approved color for exterior materials. However, due to changes in house colors that are approved (e.g. gray), there are some situations where window replacement using a non-white window would not be appropriate. On a case-by-case basis, the committee will consider and may approve white window casings where needed to match the house. Approval may include requirement for window trim in a light color which would mute the visual impact of white windows.

For window additions or changes/replacement where the frame requested is white, submittal should include:

1. A photo of the existing residence showing existing exterior colors
2. Brochures and/or samples of the brand and color of window to be installed.
3. If a window addition or shape change is planned, a plot plan indicating the side(s) of the house where the window(s) will be installed along with a photo of that portion of the house affected with the window drawn in.

Public Notice of Policy Statement

The purpose of this public notice is to make Pinery residents aware of the circumstances under which the ARC plans to file a **Notice of Covenant Violation**. Your Pinery Architectural Review Committee is charged with enforcing the covenants in the Pinery subdivision. In the vast majority of cases which come before the ARC, a satisfactory conclusion is obtained once the homeowner and the ARC discuss the particular issue in light of the covenants.

In rare cases, the ARC is forced to seek a court order to enforce the covenants. Such cases are carefully considered by the ARC and its legal counsel due to the expense of litigation. On the advice of its legal counsel, the Pinery ARC is adopting the use of another option, the filing of a **Notice of Covenant Violation** with the Douglas County Clerk and Recorder.

A Notice of Covenant Violation will be filed in cases where a homeowner is in clear violation of a covenant provision. Because of the serious effect of such a notice, the Notice of Covenant Violation will be filed in cases where a homeowner is in violation of the covenants despite a minimum of three (3) written attempts by the ARC to resolve the particular issue. In addition, the homeowner will be invited to appear before the ARC to discuss and resolve the issue in person prior to the filing of the Notice. If, after such process, the matter cannot be resolved, the Notice of Covenant Violation will be filed with the Douglas County Clerk and Recorder if the ARC affirmatively votes that such filing will assist in the enforcement of the covenants.

Upon completion of the required changes, the homeowner will notify the committee to request inspection and submit \$100 to cover administrative and filing fees. If, after inspection, the violation is judged to be resolved, the Notice previously recorded as part of the public record, will be canceled. This will be done by recording a **Notice of Compliance**, with the Douglas County Clerk and Recorder. This Notice will cite the prior recorded document, recite that the homeowner has completed all requirements to conform with the covenants of the Pinery, and affirm that the prior Notice is no longer of any force or effect.

Colors: All exterior construction materials must be approved colors. Covenants within the Pinery specify that colors be “in earth tones indigenous to the area”. A sample board of approved colors is available in the Pinery HOA office for review. Colors which are not approved are white, black, red, blue, yellow, purple, orange and pink. Please ensure your colors were approved prior to repainting. Any re-application of an unapproved color represents a new violation.

Accent colors outside the range of the color sample board, for minor exterior elements (e.g. front door) may be approved, at the sole discretion of the ARC, on an individual basis. Submit color sample(s) along with one or more photographs which show the architectural style of the house and existing colors.

Siding:

- Wood
- Stucco
- Brick
- Cedar

Fiber-Cement Composites:

- Hardiplank/Hardiboard (James Hardie Building Products)
- Cemplank
- CertainTeed

Unapproved siding materials: vinyl, aluminum, masonite

Roofing:

Asphalt/Composition (50-year minimum warranty)

- **Atlas** Pinnacle, Pinnacle Pristine, StormMaster Shake
- **CertainTeed** Landmark Gold Solaris IR, Landmark IR, Landmark TL, Presidential Shake, Presidential Shake TL
- **GAF** Grand Canyon, Grand Sequoia, Grand Sequoia IR, Grand Slate, Timberline HD, Timberline Armorshield II, Timberline Cool Series, Timberline Ultra HD, Woodland
- **IKO** Armourshake, Nordic
- **Malarkey** Legacy Premium, Windsor
- **Owens Corning** TD Duration, TD Duration Storm, Woodcrest and Woodmoor
- **Pabco** Paramount, Premier Elite
- **Tamko** Heritage, Heritage Vintage

Stone Coated Steel

- **Decra** Shake and Shingle Plus,
- **Duralok** Shake Tile (50 yr)
- **Gerard** Shake, Shingle
- **SteelROCK** Pacific Shake HD

Tile with approval

Slate with approval

Concrete:

- **MonierLifetile**, Cedarlite and Duralite split shake
- **Boral** Slate and Shake

Synthetic Polymer:

- **DaVinci** Shake, Valoré Shake and Slate
- **EcoStar** Majestic Slate and Seneca Shake

Note:

- Asphalt/composition roofs cannot be pre-approved in Pinery Estates
- For existing cedar shake roofs – see *Douglas County Wildfire Hazard Regulation for Building and Development*.
- The presence of any material on this list should not be construed as a warranty of the product quality, durability or reliability. It is the homeowner’s responsibility to ensure the quality of any materials used on their home.

The ARC will review additional roofing materials using the general guidelines of 50 years or more rating, high definition, visually comparable with cedar shakes, upon submission for approval by homeowners or builders.

**Pinery Architectural Review Committee
Property Change Application**

303-841-5305
ARC@pinery.org

7/1/2018

For Office Use Only	
General/Pre-appr. Subm.	_____
Owner Last	_____
Address	_____
Filing	ARC Prop# _____

Homeowner Name: _____
Property Address _____
Phone No./E-mail Address _____

_____ Regarding submittal to be presented at _____ meeting
 _____ Pre-meeting early review requested (describe reason for early review) - **\$50 Fee Required**
Describe project below; use additional sheets as needed.

Attach information required in Pinery Architectural Standards. **Expected completion date:** _____
 For **additions** which change the house footprint, attach *Residential Property Addition* form and deposit.

Neighbors signatures below indicate awareness of planned review of the above at the ARC meeting indicated. **If early review is being requested prior to an ARC meeting**, neighbors who concur with the project should check No Objection (No Obj.) box. Others should contact the ARC office immediately to express concerns.

No

Obj.	Print Name	Signature(s)	Address
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

This certifies that I am unaware of inaccuracies in the information provided and any signatures have been made by the indicated homeowner.

Homeowner Signature - _____	Date _____
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**Pinery ARC
Items Needed for Review**

Type of Change	Plot Plan Including -Dwelling -Property lines/ easements -Measurements	Exterior drawings or brochures (Mat'l's, colors, roof pitch, dimensions)	Photos (curr. Structure / changed area)	Neighbor's Signatures	Color Samples	Show Added Exterior Lighting	Tree Impact	Additional Items
Additions	√	√	√	√	√	√	√	Addition Agreement Form/ Deposit
Air Conditioning Equip.	√							
Air Conditioning Equip. Variance	√		√	√				Screening Plan
Colors					√			Identify use of each color (e.g. body, trim).
Decks	√	√	√	√			√	
Driveway Extensions / Expansions	√			√				Material, Intended use
Fencing	√	√		√				Style, height, gate loc. / width
Free-standing Flag Poles	√	√		√		√		Height
Major Landscaping Changes (incl. retaining walls, tree removals)	√		√	√	√	√	√	
Lighting	√	√				√		
Recreational Equipment	√	√	√	√		√	√	
Roof Replacement			√					Roof Brand Warranty Color
Siding			√		√			Material, See 'Approved Materials' list
Shed	√	√	√	√	√		√	Screening Plan
Swimming Pools-Permanent	√	√	√	√	√	√	√	Fencing Plan Screening Plan
Swimming Pools-Seasonal	√	√	√	√	√	√	√	Fencing Plan Screening Plan Landscape during non-use
Window Replacement / Changes (frame color, shape or number)		√	√		√			

**Pinery Residential Property Addition
Application**

Owner's Name: _____

Property Address: _____
(Street No. and Name)

Telephone No.: H W C
Home Work Cellular

Type of Addition:

_____ Garage Total square footage being added:

_____ Living Area Expansion _____

_____ Other (Explain)

If variance to covenants is being requested, attach explanation for request.

Compliance Agreement

I have read and agree to comply with the Pinery Architectural Standards related to construction of this addition. I have reviewed the Protective Covenants pertaining to this property, as recorded in the land records of Douglas County, especially as to the authority of the Architectural Review Committee (PARC) and its inherent power to enforce the Protective Covenants. I further understand that the provisions of these Covenants and *conditions imposed in the construction* of this addition by the PARC, if approval is granted, are enforceable in a court of law.

I understand that the compliance deposit of \$100, payable to the Pinery Homeowners' Association, Inc. (PHA) will be refunded to me upon request after confirmation that the addition has been built as approved and completed per the *Home Addition Compliance Checklist*, within the period specified for completion of the project as part of PARC approval. It is the owner's obligation to apply for refund. Failure to do so will result in forfeiture of the compliance fee after three years from approval. I further understand that failure to comply with any of the above could also result in forfeiture of the compliance deposit and appropriate legal action.

THE PROPERTY WILL BE INSPECTED BY THE PARC PRIOR TO REFUND OF THE COMPLIANCE DEPOSIT. IF ADDITIONAL INSPECTIONS ARE REQUIRED DUE TO FAILURE TO COMPLETE THE PROJECT AS APPROVED, THERE WILL BE A CHARGE OF \$10 PER OCCURRENCE.

_____/_____
Property Owner Signature / Date

**The Pinery Architectural Review Committee
Home Addition Compliance Deposit Refund Checklist**

Property Owner: _____ Telephone _____

Property Address: _____

Lot _____ Block _____ Filing _____

Following as applicable:

- _____ 1. Material/Construction completed per ARC approved Plan — Color changes included?
- _____ 2. Quality of work and material satisfactory?
- _____ 3. Roof vents/Louvers/Plumbing Stacks/Chimney Flashing/Downspouts painted?
- _____ 4. Exposed concrete (foundation) painted, or covered with siding or stucco?
- _____ 5. Restoration of landscape substantially complete?
- _____ 6. Lot cleared of **all** construction trash and materials?

Items requiring corrective actions:

Continued on reverse _____

Re-Inspection required? _____ Fee? _____

Inspector's Signature _____

Inspection Date _____ Time _____

Date of meeting of refund approval _____

Date refund check mailed _____

Check payable to _____

Pinery Architectural Review Committee Rules and Regulations as of January 14, 2020

The following rules and regulations are provided to clarify and highlight provisions of Pinery Protective Covenants which do not relate to the construction or exterior modification of a dwelling or property. See the current *Architectural Standards* document for information regarding construction or exterior modification.

Parking

Off-street parking on hard-surfaced driveways **must** be provided for all vehicles parked overnight at the dwelling. Gravel is not an approved surface for parking in the Pinery. Gravel is considered a landscaping element. See "Driveway Extensions or Expansions" in the current *Architectural Standards* for further information.

As required by state statute, the Pinery does not prohibit the parking of an emergency vehicle on the street, the resident's driveway or guest parking area when the vehicle is required by the resident's employment if 1) the employer is an emergency service provider 2) the vehicle weighs 10,000 lbs or less 3) the vehicle has an official emblem; and 4) parking the vehicle does not block emergency access or interfere with other owners' use of streets and driveways.

Storing of commercial, inoperable or unlicensed vehicles in the Pinery is a Douglas County Zoning Violation.

Streetside overnight parking is prohibited by Pinery Protective Covenants.

Recreational Vehicles

Parking of recreational vehicles, trailers, non-working vehicles, etc. within view of neighbors is considered to be a nuisance due to the detriment to neighboring views. The PHA maintains an RV storage facility on the west side of Parker Road opposite the Pinery entrance. Call 303-841-8572 for information.

Signs

Signs are not allowed at residences in the Pinery with the following exceptions. When marketing a property for sale, one sign may be placed on the property; directional signage is not allowed. During an open house, a directional sign from a major intersection may be placed for the duration of the open house only (1 day). A sign is allowed for a garage sale. During a garage sale, a directional sign may be placed at a major intersection for the duration of the sale only, not to exceed three (3) days.

Political Signs

Political signs may not be displayed earlier than 45 days prior to an election (the day of any vote conducted by a governmental entity for the selection of offices, positions, initiatives, referendums, recalls or other ballot issues) and must be removed no later than 7 days following the election.

All political signs must be placed within the boundaries of the owner's Lot. Only one political sign per political office or ballot issue may be placed within the Lot. No sign shall be larger than five (5) square feet.

Pursuant to C.R.S. § 38-33.3-106.5, a "political sign" is defined as a sign that carries a message intended to influence the outcome of an election, including supporting or opposing the election of a candidate, the recall of a public official, or the passage of a ballot issue.

Exterior Storage

Covenants prohibit storage or location within view of frontage streets of items such as garbage and refuse containers, air conditioning equipment, clothes drying lines and utility pipes. These items must be placed at the rear and out of view of the frontage street. Also, use of any lot as a dumping ground for rubbish, trash, garbage or other waste is prohibited.

Trash Containers – Dumpster Bags

Use of the dumpster bags is in conflict with Pinery Protective Covenants as outlined above. The Architectural Committee understands that this can be an economical way to de-clutter or easily remove debris during renovation. An exception is allowed so that a bag can be present for 14 days or two weeks, allowing the bag to be present for two weekends.

Please be considerate of neighboring views and plan your use of a dumpster bag accordingly. Bags present for more than two weeks will be considered a Covenant Violation with resulting enforcement by the Architectural Committee.