

CROWLEY RANCH RESERVE BUILDING GUIDELINES

PROCEDURE FOR SEPTIC SYSTEMS ON ONE ACRE LOTS

Archuleta County apparently requires more than one acre of land when putting in a septic system. Any septic system will, therefore, end up encroaching onto common land. Before this can happen at Crowley Ranch Reserve, an easement will have to be granted to the land owner. The easement will give the lot owner permission to have an engineer-designed system go onto common land.

All one-acre lots at Crowley Ranch Reserve will require special Board of Directors' action. In anticipation of future home building on these lots, the following Procedures are adopted by the Board. The owner should allow a minimum of thirty (30) days for completion of the approval process for the granting of an easement specifically for placement of a septic system.

TO BEGIN THE EASEMENT PROCESS, THE OWNER OF A ONE-ACRE LOT MUST:

1. Hire a licensed engineer to determine the best placement of the septic system;
2. Have a licensed surveyor utilize the engineer's drawing to then draw a diagram/map showing the following: proposed placement of the residence, the water line, the driveway, and the septic system. The diagram/map will be made to a scale of one (1) inch equaling fifty (50) feet (1" = 50'). The diagram/map will set forth the easement description as it encroaches on the common land. This diagram/map will become "Exhibit A" and be attached to the Easement that will be filed with the Archuleta County Clerk;
3. Have an attorney prepare an Easement for consideration by the Board of Directors;
4. Petition the Board of Directors for approval of the Easement allowing the septic system to encroach upon common land; and
5. When submitting the proposed Easement, include a check made out to CRROA (Crowley Ranch Reserve Owners' Association) in the amount of \$10.00. The proposed Easement should include the following language: "Witness that the Grantor, for and in consideration of the sum of \$10.00 (ten and no/100 dollars), paid to the Grantor by the Grantee, the receipt and sufficiency of which is hereby acknowledged, ..."

The Board of Directors will review the lot owner's "package" which should include: the engineer's diagram, the surveyor's diagram/map, and the attorney's proposed Easement. If the Easement is

granted by the Board, the President of the Board of Directors will sign the Easement before a Notary. The original will then be given to the lot owner.

TO COMPLETE THE EASEMENT PROCESS ONCE THE BOARD HAS GIVEN APPROVAL, THE LOT OWNER MUST:

1. Sign the Easement before a Notary;
2. Make two copies of the Easement and "Exhibit A" (the surveyor's diagram/map). Keep one copy for yourself and mail one copy to the Chairman of the Architectural Committee (currently Ron Mroz, OS 834 Spring Green Way, Batavia, IL 60510);
3. Take the original Easement (with "Exhibit A" attached) to the Archuleta County Clerk. The County Clerk is located at 449 San Juan Drive, Pagosa Springs. Telephone number: (970) 264-8350. "Exhibit A" can be no larger than 8 1/2" X 14". The County Clerk will collect \$11.00 for the first page and \$5.00 for the second page. The Easement and "Exhibit A" will be scanned and then mailed back to the lot owner; and
4. When the original Easement is received by the lot owner, he/she will make two copies and give them to the Secretary of the Crowley Ranch Owners' Association. The lot owner should keep the original for their records. The Secretary will file the Ranch copies with the official records of the Association.