

COLORADO TIMBER RIDGE METRO DISTRICT(CTRMD)

PROPERTY IMPROVEMENT PROCEDURES

The CTRMD'S Improvements Review Committee (IRC), shall judge each new residential plan or property improvement in terms of its harmony of exterior design in relation to surrounding properties and structures. The IRC may also, at its discretion, evaluate the impact on property values including the nature, kind, shape, height, color, materials, and location of the structure and may offer suggestions to lot owner(s) accordingly.

According to Colorado Timber Ridge (CTR) protective covenants (Section II. 13), "Improvement shall mean all buildings, structures, parking areas, loading areas, fences, walls, hedges, plantings, poles, driveways, walkways, recreational facilities, signs, decks, enclosures, *change in exterior color or shape*, excavation, and all other site work including without limitation grading, road construction, utility improvements, removal of trees or plantings, and any new exterior construction or exterior improvement constructed or completed on the Property."

All property owners are responsible for reading the Declaration of Protective Covenants, in its entirety, prior to commencing the application process for improvements to their property. All property owners are welcome to contact the IRC with questions or to discuss their building and improvement plans for their property. Under no conditions may any improvement to an owner's property take place without a permit issued by CTRMD's IRC. The covenants and all construction permit requests, application forms, and construction guidelines are available at CTRMD.org

APPLICATION FOR APPROVAL OF IMPROVEMENTS:

Each Owner, who proposes to make any improvements (including tree removal and culvert/driveway installation) which require the prior approval of the IRC, as described in the protective covenants, shall apply to the IRC for approval of the proposed improvement(s). The IRC will provide application forms through the website CTRHOA.org or by direct pickup from a committee member. The completed application forms shall be delivered to the IRC chairman or designated committee member, together with the following:

1. A Colorado Licensed Surveyor is to prepare an ILC (Improvement Location Certificate) of the Lot drawn to a minimum scale of 1" = 50' and printed on 11" X 14" min. size paper, showing the location of all existing and proposed improvements and existing trees with a trunk diameter of five inches (5") or more when measured four and one half foot (4'6") above natural grade. Native scrub oak is not required to be shown on the site plan. Any set-back variance request should be submitted prior to the completion of the ILC. The Colorado Licensed Surveyor should stake the outline of the proposed structure and the driveway to assist the IRC in evaluating the application.
 - a. A reasonable set-back variance may be granted by the IRC to overcome practical difficulties and prevent unnecessary hardships. Such variances or adjustments may be granted only if doing so is not materially detrimental or injurious to other property owners and conforms to the general intent and purpose of the protective covenants of Colorado Timber Ridge. All must be submitted, in writing, and approved by a majority of the committee. As a courtesy, variance requests may be discussed with adjoining property owners.
2. Two sets of professionally drawn building plans for the proposed improvements drawn to 1/4"=1' scale. Such plans shall be accurate and complete in construction detail. Plans must fully describe the residential structure, including inside floor plans and all exterior elevations. Any additional improvements to the property, such as driveway, fencing, landscaped areas, and any outbuildings (including constructed dog runs) must also be included.
3. A description/identification (manufacturer, color, name, and number) of all exterior materials to be used together *with color samples* attached to 8 1/2" x 11" heavy card stock.

- a. **Exterior wall materials:** Exterior wall materials may consist of wood siding, log siding, whole log, Hardi Plank type material, rock, masonry, plaster and/or a compatible combination of the allowed materials. **Vinyl and metal siding will not be allowed.** Exterior wall colors shall be *muted natural earth tones*. All exterior color schemes must be approved by the IRC prior to a permit being issued.
- b. **Roofs:** Roofing materials for pitched roofs may consist of coated metal (no galvanized metal finish) or composition shingle (no wood shingles). Roof colors shall be natural earth tones to blend with the natural colors of the land (such as greens, grays, browns, rust tones). Roof colors must be approved by the IRC prior to a permit being issued.
- c. **Chimney Materials:** rock, stucco, stone, wood clad

- 4. The proposed construction schedule.
- 5. A positive attitude and a smile.
- 6. The improvement plans submitted to the IRC shall meet all applicable local government building and zoning codes and include full construction details sufficient to obtain a building permit from Archuleta County, whether or not such a permit is required for the improvement.
- 7. **Construction Security Deposit.** At this date the Construction Security Deposit has been suspended. The deposit was implemented to ensure satisfactory compliance of the Guidelines and completion of the Improvements in accordance with the approved plans, including but not limited to cleaning/reclamation of the Lot and roads, erosion control, and debris & trash removal. The board has determined that these issues can be addressed within the current fine schedule.

In the event the Improvements are not satisfactorily completed, the Committee shall notify the Owner or Contractor of the needed action. If the needed action is not completed by the Owner or Contractor within 45 days of mailing of said notice, the Committee will ask the Board to implement process to levy the appropriate fine(s) to ensure compliance.

BASIS FOR APPROVAL OF ALL IMPROVEMENTS:

The IRC shall grant the requested approval provided the Owner has fully complied with the submittal requirements set forth above, and:

- 1. The IRC determines that: (a) the improvement conforms to the terms, purposes, and intent of these IRC rules and the Declaration of Protective Covenants and (b) the improvement otherwise is of a quality of design, materials, and color compatible with other improvements within CTR, and all other criteria which are to be evaluated in making such a determination.
- 2. Approval by the IRC shall not be construed as an approval, verification or determination of compliance by the IRC regarding the structural integrity or engineering of the proposed structure or the compliance of the proposed plans with applicable provisions of the building ordinances of Archuleta County or the terms and provisions of any applicable building code.
- 3. The IRC shall endeavor to review and approve, conditionally approve, or disapprove each application within 45 days after the *complete* submission of all plans, specifications, and other materials and information the IRC requires. Applications are deemed to have been submitted on the day the complete request for approval package is submitted to the chair of the IRC or his/her representative on the committee. If the IRC fails to approve, conditionally approve, or disapprove plans within this time frame, the plans shall be deemed *disapproved*.
- 4. The IRC may require that the applicant reimburse the Association for the actual expenses incurred by the Committee or the Board in the review and approval process. The IRC may obtain the services of an architect, engineer, attorney or other professional in its review process, as it may deem appropriate.

5. All changes, modifications and improvements approved by IRC must be commenced within three (3) months of the date of approval and must be completed within 12 months of commencement of construction. If not commenced within said time frame then such approval shall be revoked. If the construction is not completed within the 12 months after commencement, an Owner may apply to the IRC for an exception, providing proper substantiation as to why such an extension is required. All approved changes, modifications and improvements must be completed in their entirety. An Owner may not construct only a portion or part of an approved change, modification, or improvement.
6. A majority vote of the IRC is required to approve an application.
7. Upon approval of the property improvement, a Colorado Timber Ridge building permit will be issued by the IRC to the lot owner which must be posted in plain view. Once the Colorado Timber Ridge building permit and the Archuleta County Building permit are posted work may commence on site.
8. It is the responsibility of the owner, not the IRC , to ensure that the improvement is per the IRC approved permit.
9. The lot owner or their representative (builder) shall be responsible for complying with the requirements, rules, regulations, and building codes of Archuleta County and any other state or federal agencies, *including* maintenance of driveway swales after the Certificate of Occupancy is issued by the County. The owner must obtain all approvals, licenses, and permits, including the CTR permit, prior to the commencement of construction. The owner must also comply with all building guidelines and covenants of Colorado Timber Ridge.

FAILURE TO COMPLY

Every violation of the protective covenants and property improvement guidelines will be subject to the imposition of a reasonable fine by the Association. Please read Section VI. I for further information.

SIGNATURES:

My signature below acknowledges that I have reviewed and accepted all terms and conditions presented in this document:

COLORADO TIMBER RIDGE PROPERTY IMPROVEMENT PROCEDURES

Owners(s) signature: _____ Date_____

Owner(s) signature: _____ Date_____

Builders signature: _____ Date_____