

**MEADOW RANCH HOMEOWNERS ASSOCIATION, INC.**

**Construction Checklist**

**NAME:** \_\_\_\_\_ **UNIT NUMBER:** \_\_\_\_\_

- \_\_\_\_\_ Invoice Owner for \$1,000 deposit
- \_\_\_\_\_ Deposit Received
- \_\_\_\_\_ Copy of Certificate of Insurance from Contractor
- \_\_\_\_\_ Copy of Contractor's License
- \_\_\_\_\_ Neighborhood Notification(s) received
- \_\_\_\_\_ Signed Construction Rules
- \_\_\_\_\_ Letter of Consent

## MEADOW RANCH CONSTRUCTION REGULATIONS

REVISED 01/26/2026

1. All work requiring a building permit must be performed by a contractor who is licensed by the Town of Snowmass Village and who is properly insured according to the Town. Building Permit must be posted in a conspicuous location along with contact information of responsible parties.

EXCEPTION: Owners of single family and duplex units may act as their own contractor per Snowmass Village Building Dept. Regulations. Attached- Exhibit III: Affidavit of Homeowner Builder Compliance Form.

2. The contractor must provide Certificates of Insurance for General Liability and Workers' Compensation with Meadow Ranch Condominium Assoc., Inc. listed as Additional Insured- prior to the commencement of any work.

3. Depending upon the scope of work, Duplex and Fourplex owners or contractors should carry "Builders' Risk" insurance in an amount sufficient to rebuild entire building.

4. Clean-up/damage deposit must be received prior to Meadow Ranch issuing a letter of approval for the project and prior to the commencement of any work. Depending upon the scope of the work, a minimum deposit of \$1000. is required. Exact amount to be determined by the Board.

5. All adjacent neighbors will be notified of the scope of work by email from the Property manager. Their comments will be considered in the final review process.

6. Meadow Ranch dumpsters are NOT to be used for construction debris. The location of a dumpster/dump truck provided by the owner/contractor must be per the Board approved staging plan. The parking area underneath dumpster must be protected with 5/8" plywood. It is the responsibility of the owner or contractor that no household garbage or anything to attract wildlife is placed into the dumpster. SMV fines are the responsibility of the owner. "No excuses".

7. Work hours per TOSV: Mon. through Sat. 7 a.m. to 6 p.m. No work on Sundays or holidays.

8. Meadow Ranch property must be restored to existing or better condition after work is complete and prior to the return of the deposit. The Property Manager will inspect for compliance.

9. Construction work and/or vehicles must not interfere with or with the safety of other property owners. Work areas and parking must be per the Board approved staging plan.

10. No trucks over 40 ft. or 40,000 lbs. GVW on Meadow Ranch property without prior approval. No cranes allowed on property without prior Board approval, proof of general liability insurance, and additional minimum \$1000. deposit.

11. Roofing material shall be black, gray, or otherwise approved by the HOA. If white is used it should have a ballast. No membrane flashing shall be left exposed more than 18 inches above adjacent roof surface. Fire retardant membrane must be used below regular membrane.

12. Parapet caps and metal flashing shall match trim or base color. Owner to supply sample for approval.
13. Clad window colors must have Board approval. Sample required.
14. New siding shall be installed per IBC 2009 and TOSV. Siding shall be 1 x 8 channel lap cedar (*compliant with TOSV Building Department and Fire codes.*) applied vertically. Siding and trim shall be primed and painted with approved Meadow Ranch colors- when installed. MRHOA does not paint any unprimed/unpainted siding or trim. Approved colors are available from the property manager.
15. No exposed piping, {radon, plumbing, gas, etc.}, or wiring, {electrical, cable, satellite, etc.}, allowed without prior Board approval. All roof drains must be internal and connected to the sub-surface French drain system. No connection to SWSD sewer lines allowed. No scuppers or down spouts allowed without prior Board approval. MR is a potential slide area; drains are to be hooked up to the existing sub-surface French drain system that was installed to mitigate the problem.
16. No dogs belonging to workers may be on the premises. No excessive noise, (radios and yelling), or vulgarity will be tolerated.
17. Porta-johns may be required; color should be gray; location per the Board approved staging plan. Appropriate cleaning schedule is required.
18. In all cases Meadow Ranch property and residents must be treated with respect.
19. No parallel parking of vehicles or trailers on either side of Bunting Court or Meadow Ranch Drive except during active loading or unloading materials or equipment.
20. No storage of materials or equipment on Bunting Court or Meadow Ranch Drive or walkways. Equipment and materials shall be stored immediately adjacent to unit.
21. No construction activity (e.g., sawing, hammering, assembling) on Bunting Court or Meadow Ranch Drive or walkways.
22. If a dumpster is required, it shall be placed on plywood in location approved by the Board.
23. Owner shall be required to remediate any damage to common areas.
24. No more than two vehicles belonging to your contractor(s) or it's/their employees may be parked on Bunting Court or Meadow Ranch Drive. Additional vehicles must park on the gravel extension of Meadow Ranch Drive.
25. Only one parking space may be occupied by a construction vehicle (trailer, truck, car) overnight.
26. No music played by workers shall be audible outside the unit.
27. No work other than what has specifically been described shall be permitted by you without obtaining additional approval.
28. No work requiring a building permit(s) shall begin until such permit(s) has/have been obtained and is/are conspicuously posted on your unit.
29. Failure by you to obtain required building permits potentially endangers the health and safety of the community, thereby subjecting you to a fine in accordance with the Design Review Guidelines.

30. All work must conform to all applicable codes, rules, and regulations of the Town of Snowmass Village, and any other codes adopted by the Town of Snowmass Village.

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**OWNER**

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**DATE**

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**CONTRACTOR**

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**DATE**

# MEADOW RANCH HOMEOWNERS ASSOCIATION, INC.

## Neighbor Notification Form

UNIT REQUESTING CHANGE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

Dear Neighboring Homeowner,

A modification to unit \_\_\_\_\_ has been proposed and the scope of change is attached. Any input from adjacent homeowners is appreciated. Please sign in the appropriate place and mail, email, or fax to:

Meadow Ranch Condominium Association, Inc.  
c/o Integrated Mountain Management  
PO Box 908  
Glenwood Springs, CO 81601  
Email – customer.service@integratedmtn.com

prior to (date) \_\_\_\_\_.

\_\_\_\_\_ I have no objections to the modification

\_\_\_\_\_ I have objections to the modification because

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\_\_\_\_\_  
Signature of Neighboring Property Owner

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Date

Sincerely,

*Board of Directors*

Board of Directors  
Meadow Ranch Condominium Association, Inc.

# MEADOW RANCH HOMEOWNERS ASSOCIATION, INC.

## Hot Tub Rules

The following are additional requirements for the installation, maintenance, repair, and replacement for hot tubs:

- Hot tubs must be fully enclosed on deck or patio. No equipment will be exposed.
- Installation shall comply with the applicable requirements of the National Electrical Code (NEC), the International Residential Code (IRC), and the Town of Snowmass Village.
- Hot tubs must have a locking cover.
- The hours of use for the hot tub are from 7:00 am to 10:00 pm local time.
- Public nudity is not allowed.
- All users of the hot tub shall exhibit courteous behavior to any neighbors at all times.
- Landscaping/planting may be required to screen the hot tub from neighbors.
- Owners must provide Proof of Liability Insurance with Meadow Ranch Homeowners Association, Inc., listed as an *additional insured*.
- By signing below, the owner agrees to indemnify and hold harmless Meadow Ranch Homeowners Association, Inc., its officers, and its Association Manager and its employees from any and all claims and damages, whatsoever, including injury and/or loss of life, as a result of the existence, installation, use, maintenance, service, repair, replacement of the hot tub by any persons, authorized or not.

I, \_\_\_\_\_, Owner of Unit # \_\_\_\_\_,  
Owner's printed name

Meadow Ranch Condominiums, agree to abide by all rules, covenants, and policies of the Meadow Ranch Homeowners Association, Inc., including the additional rules noted above, and agree to indemnify and hold harmless Meadow Ranch Homeowners Association, Inc., its officers, its Association Manager and its employees from any and all claims and damages, whatsoever, including injury and/or loss of life, as a result of the existence, installation, use, maintenance, service, repair, replacement of the hot tub by any persons, authorized or not.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

# MEADOW RANCH HOMEOWNERS ASSOCIATION, INC.

## Construction Deposit Return Request

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Description of project: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Amount: \_\_\_\_\_

Date of Construction Completion: \_\_\_\_\_

I, \_\_\_\_\_, Owner of Unit # \_\_\_\_\_,  
Owner's printed name

Meadow Ranch Condominiums, certify that the construction work permitted by the Meadow Ranch Homeowners Association, Inc., under this approval has been properly completed, all affected areas have been properly cleaned, the site has been returned to its pre-construction condition or better, and any *Certificate of Completion* or *Certificate of Occupancy* required has been properly issued by the Town of Snowmass Village. **Attached is a copy of the final inspection.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

On behalf of the Meadow Ranch Homeowners Association, Inc., I certify that the work has been completed in accordance with the Meadow Ranch requirements and that the construction deposit may be returned to the owner of record.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

Signature on behalf of the Meadow Ranch Homeowners Association, Inc., must be that of an officer of the corporation or the Association Manager.

Check will be made payable to the *owner of record* as listed in the records of the Pitkin County Clerk & Recorder.

Mailing Address for check: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
Suite or Apartment No.

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip code