

RANCH AT ROARING FORK
Condominium Guidelines and Procedures

Revised
July 25, 2022
April 12, 2021
February 1, 2021
May 28, 2020

RANCH AT ROARING FORK

Condominium Guidelines and Procedures

TABLE OF CONTENTS

| | |
|---|----|
| Introduction..... | 3 |
| I. Application and Review Process for Change in Property..... | 3 |
| II. Minor Change in Property Application..... | 4 |
| A. Submission and Review Process..... | 4 |
| III. Major Change in Property Application..... | 5 |
| A. Submission and Review Process..... | 5 |
| B. Fees..... | 6 |
| C. Architect and Other Professional Review..... | 6 |
| D. Performance or Damage Deposit..... | 6 |
| IV. Patio Structures..... | 6 |
| 1. Patio Screens..... | 7 |
| 2. Storage Areas..... | 8 |
| V. Front Entry Doors..... | 8 |
| VI. Color Palettes and Accent Colors..... | 9 |
| VII. Building Map/Condominium Parcel..... | 9 |
| VIII. Easements..... | 10 |
| IX. Landscaping..... | 10 |
| X. Exterior Lighting..... | 10 |
| XI. Hardscape..... | 10 |

Introduction

The Board of Directors encourages and welcomes projects that enhance the beauty and appearance of properties at the Ranch. These guidelines and procedures are to be interpreted, construed and applied to that effect.

Every "Change in Property" (as defined in the Declaration) requires advance review and approval with conditions of Article XIV satisfied. In addition, the Ranch Rules are to be considered. The Board has designated the Ranch Manager to assist in the review and consideration of proposed Minor Changes in Property. Owners are encouraged to meet informally with the Ranch Manager to discuss any proposed change and the process and paperwork required for approval. When seeking approvals, applicants should use the forms available on the Association website and at the Ranch Office. The terms and requirements of those forms are incorporated as part of these Guidelines. These Guidelines shall constitute Rules adopted by the Association in accordance with Section 8.1 (e) of the Declaration, with the same force and effect as if they were set forth in and were a part of the Declaration. They shall be applicable and applied in administering Article XIV of the Declaration.

I. Application and Review Process for Change in Property

1. Applications for approval will be scheduled for review and consideration only after an applicant has submitted to the Association a full and complete written application, including an illustration, simple or professionally drawn, of the proposed change and all other information and documents reasonably requested by the Association (whether or not specifically enumerated in these Guidelines).
2. In cases of Major Change of Property, the Architectural Advisory Committee (the committee) shall be notified promptly of the Association's receipt of an application.
3. Neighbors will be notified by the Ranch Manager before an application will be deemed complete.
4. Without limitation, in reviewing any request for approval of a Change of Property for a condominium unit and or any associated Limited Common Element (LCE) or Common Element (CE), the Committee, the Manager and the Board shall follow the "Special Objectives" listed in Article XIV, Section 14.2 of the Declaration, including without limitation:
 - a. avoiding any change that would be unsafe or hazardous
 - b. the preservation of visual continuity of the Common Element areas
 - c. assuring that any changes are of good and attractive design
 - d. assuring that all materials and workmanship are of high quality
 - e. consideration of any maintenance impacts.
5. Any modifications, changes or improvements made to LCE or CE by an Owner shall be at Owners expense.
6. The Owner must acknowledge that all elements of the Change in Property will be and remain the property of the Association, even if the Owner paid for the changes in whole or in part.
7. Any reimbursement or credit to future assessments of past improvements completed by the Owner to a condominium will not be allowed.
8. If applicable, NO application will be deemed complete until a written Revocable License has been issued, signed and on file at the Ranch office.
9. Email will be the preferential format for all written notices but in the absence of email, notification will be via letter.

II. MINOR CHANGE OF PROPERTY APPLICATION

As authorized by the Declaration and as provided in Article III E.2 and III E.3(c) of the Ranch Rules, the Ranch Manager (the Manager) determines that a full and complete application including a description of the proposed change has been received. The decision of the Manager on what constitutes a “minor application” shall be final and binding. Examples would include, in the ordinary case:

- a. Routine exterior repairs and maintenance
- b. Removal of dangerous or unhealthy trees
- c. Minor landscaping changes
- d. Ground floor structures such as privacy screens and/or storage areas located within LCE patios
- e. Replacement of or change of color of front entry door
- f. ‘Like for like’ replacement of windows

Submission and Review Process:

1. Within 5 days of submission of a Minor Change of Property Application, the Manager or other Board Designee will conduct a review of the application to determine if it is complete
 - a. All information and materials required by the Declarations and the Guidelines have been provided
 - b. The proposed changes are compliant with the Association’s Governing Documents
2. The Manager has the authority to assess if the project qualifies for a Major or Minor Application. Major applications are to be presented to the Architectural Advisory Committee (the committee) as described in Section III of this document. The Manager has the authority to make decisions on an expedited basis on Minor Applications. Any such decision described must be given in writing.
3. If the Minor Application is deemed incomplete, the Manager will notify the Applicant in writing what additional materials or information are required. The Applicant will have 7 days to provide the missing materials or information or the Application will be automatically denied except to the extent that period is extended by the Manager.
4. Applicants are to communicate with their neighbors and provide neighbor comments on the application form. The Manager may additionally contact surrounding neighbors for more comments depending on the Change in Property proposed.
5. Within 7 days after an application has been deemed Minor and complete, the Manager will notify the applicant of whether the application is approved or denied, along with an explanation for denial and conditions that must be met to gain approval in any subsequent application for the same project. The approved or denied application will be filed in the homeowner file located in the Ranch office. If approved, the Applicant must obtain and sign the written Revocable License from the Manager.
6. Notice of this decision will be posted on the Association website and will be provided to any homeowner upon request.
7. **APPEAL OF A MANAGER DECISION:** An Applicant may appeal a decision of the Manager that denies an application or imposes conditions the Applicant deems unreasonable. Any such objections must be in writing, must state with particularity the reasons for the Applicants objections, and must be filed with the Board not later than 10 days after the Manager’s written decision. The Board may require that the Applicant attend a hearing to consider such appeal, and may ask for the advice of the Committee with respect to it. The Board will have complete discretion to affirm the Manager’s decision, reject it in whole or in part, and/or impose new ones. The Board will notify the Applicant promptly of its decision, in writing, and in any event not later than 45 days after the Applicant appeal.

III. MAJOR CHANGE IN PROPERTY APPLICATION

All applications which are not listed in the description of Minor Applications, including without limitations, interior remodels that include disturbance of sheet rock, any change in wiring or plumbing lines, installation of a satellite dish or other communication device, cooling and/or adjunct heating units, and permanent Hardscape features (see section XI) will be considered Major Change in Property Application. All Major Applications will be considered by the Architectural Advisory Committee (the Committee) as described below and in Section 1 of the Architectural Guidelines and Procedures who will make its recommendation for approval or denial to the Manager and/or the Board of Directors. All communication will be between the Applicant and the Manager until a pre-construction meeting is conducted with the Committee.

A. Submission and Review Process

1. Within 5 days of submission of a Major Application, the Manager or other Board designee in consultation with the Committee will conduct a review of the application to determine if it is complete
 - a. All information and materials required by the Declaration and the Guidelines have been provided
 - b. The proposed changes are compliant what the Association's Governing Documents.
2. The Manager and/or Committee may extend the review period for a reasonable period of time to acquire all information required by the Declarations and the Guidelines. After each request for additional information is issued, the applicant has 7 days to provide the information.
3. When the Manager and the Committee deem the Application complete, immediate notification will be sent to the Applicant in writing. As per the guidelines, the Applicant can expect a decision from the Manager or the Board within 45 days after an application has been deemed full and complete.
4. The completed Application is submitted to the Committee to review and act
 - a. The Committee will have the right to obtain professionals it deems necessary. The Committee shall inform the Applicant in advance if it elects to engage such services and the estimated professional fees. The applicant is responsible for the costs of all such professional services.
 - b. The Manager will send email notifications with complete applications to all other owners in which a condominium unit is located and to such other members of the community as the Manager or the Committee deem reasonable. Replies to email notification are expected within 2 business days. Applicants are encouraged to communicate with their neighbors about their proposed plans as a courtesy and to answer any questions.
5. The Committee will schedule a pre-construction meeting with the Applicant to discuss the application and to review all information gathered from professional sources (if necessary) and the neighbors regarding the proposed change. This meeting may be conducted in person or by conference telephone call at the Committee's discretion. The meeting may be continued to the extent the Committee deems necessary to ensure adequate review.

At this time the Committee may ask the Applicant to provide supplemental materials and may request that the plans and materials be provided in specific formats (e.g. that plans be provided at a certain size or format and/or electronically) in order to facilitate review.
6. When all materials are submitted as requested, the Committee will meet for final review of the final version of the application. At this time, the committee will recommend to the Manager and/or the Board of Directors approval or denial of the application. No later than 7 days after the final meeting, the Manager will provide written notification of the Committee's recommendation to the Applicant and the Board including any recommended conditions to be placed on any approval. The Committee may extend the period of time as needed due to the

extent required by matters beyond the Committee's reasonable control. Notice of any such extension will be provided to the Applicant.

7. If necessary, the Board will act on the Committee's recommendation not later than the next regularly scheduled Board meeting. In the alternative, the Board may choose to act on the recommendation by an action outside a regularly scheduled Board meeting in accordance with the Association Bylaws. However, if there were neighbor objections or comments at the Committee or Manager level, the Board will notify those neighbors that the Board proposed to act outside of a Board meeting and give them an opportunity to comment and/or request that the Board consider the application only at an open meeting. The Board will have complete discretion to accept the Committee's recommendation, reject it in whole or part, and/or to accept or modify conditions recommended by the Committee and /or impose new ones. It is advised that the Applicant attend to participate in the discussion.

8. The Manager will notify the Applicant in writing whether the Application has been approved or denied. The application will be filed in the homeowners file located in the Ranch office. The Applicant must obtain and sign a written revocable license from the Manager before the Application is considered complete.

9. Notice of the Board decision and a copy of the Application will be posted on the Association's website and will be provided to any homeowner upon request.

B. Fees

No fee will be charged for review and consideration of Applications for Change in Property. However, if applicable, an Applicant will be responsible for the costs of professional services obtained by the Committee in accordance with Article III of the Declarations and for any performance or damage deposit required in accordance with Article IV.

C. Architect and Other Professional Review

The committee will have the right to obtain professional advice from an architect of its choice and from any other professionals it deems necessary. The Committee shall inform the Applicant in advance if it elects to engage such services and estimated professional fees. The applicant is responsible for the costs of all such professional services.

D. Performance or Damage Deposit

A performance or damage deposit may be required to ensure completion of an approved project in accordance with the approved plans and any imposed conditions.

The Association may require a damage and performance deposit in an amount not to exceed \$5000.00 prior to the commencement of any work. Deposits will be returned with written notification of compliance if all conditions of approval have been satisfied and no damage to any of the Association's Common Elements or adjacent property has occurred. In the event of non-compliance or in the case of damage, the Association will have the right to apply the deposit to cure or remedy the same, with only the balance to be returned. The deposit may be held until all approval and inspection processes have been completed to the satisfaction of the Association.

IV. Patio Structures

Patio Screen and Storage Area construction, alteration or removal located within a LCE or CE appurtenant to a condominium unit constitutes a Minor Change in Property, requiring approval in accordance with the Declarations and these Guidelines and Procedures. Without limitation, this includes the construction of structures such as privacy screens and/or storage areas located on lower level patios. No other enclosure such as a fence or other addition will be

allowed on LCE or CE surfaces without prior approval of Architectural Advisory Committee and Board by means of a Major Change of Property Application

- a. All approved structures will require a 'Condominium Patio Structure' application and revocable license submitted to the Ranch Manager for evaluation and approval.
- b. No structure shall extend further than the outside edge(s) of the concrete pad
- c. No structure shall extend across the front edge of the concrete pad
- d. No structure shall interfere with any easement (e.g. utility, fishing, pedestrian)
- e. No structure shall interfere with any Ranch irrigation
- f. NO Construction will be allowed without prior approval and appropriate paperwork on file.



1. Patio Screens

A structure that achieves a partition of adjoining condo units. Used to enhance the enjoyment of individual LCE spaces. One partition will be used to divide adjoining condominium patios.

Type I. Horizontal single sided wooden panels with at least three supporting metal or wooden posts affixed to the surface of concrete with metal plates and screws. Must not be attached to any building or carport wall.

Height not to exceed adjacent doors and windows.

Color painted or stained to building Accent selection as described in Section VI.

Type II. Solid wall structure affixed to building, supported by concrete footer and foundation per code. Finished in the body style and color of vinyl siding on the building and carport.

Height not to exceed adjacent doors and windows.

Requires a Garfield County Building Permit prior to construction. Permit must be prominently displayed for project duration.



Cypress. Buildings 1,5,10. "CraneBoard" vinyl. Size: D7. Color code: #37. Product Code: TMD7IP



Clay. Buildings 2,6,9,11,14. "CraneBoard" vinyl. Size: D7. Color code: #10. Product Code: TMD7IP



Metropolitan Gray. Buildings 3,4,7,8,12,13. "CraneBoard" vinyl. Size D7. Color code: #84. Product Code: TMT6IP

2. Storage Areas

A structure used on the front patio only of a ground floor condominium for the purpose of storing out of view without limitation, equipment, tools, bicycles, personal items. **Requires a Garfield County Building permit prior to construction. Permit must be prominently displayed for project duration.**



- a. Back wall shall be solid wall structure supported by concrete footer and foundation per code
- b. Back wall shall be finished on both sides in the same materials as body style and color on the building and carport.
- c. Height not to exceed 6 feet
- d. Gate of storage area will be wooden stockade style, pickets at least four inches in width and anchored with steel plates to existing concrete or set in 3 ft. deep concrete footers.
- e. All materials must be color matched to building exterior.
- f. Hinges and latches may not attach to a building or carport.
- g. Height not to exceed 6 feet

V. Front Entry Doors

Current color and types of front entry doors are accepted as existing. Any further change to color or replacement of entry door constitutes a Minor Change of Property. An application for 'minor change of property in condominium parcel' must be submitted and pre approved by the Ranch Manager or Board designee.

- 1. Color of door must meet the accent colors on the building palette.
- 2. Door types include solid wood or alternate material approved by the Manager.
- 3. Door styles must be solid, ½ glass or keyhole style.

VI. Color Palette and Accent Colors

Based on Sherwin-Williams company "Woodscapes" palette ([Sherwin Williams.com](http://SherwinWilliams.com))



Building 2,6,9,11,14.
Siding: Clay
Accent Colors: Card #269
Salem Red SW3018,
Pepperidge SW 3017
Belvedere Tan SW 3002
Smoke Tree SW 3019
Spicewood SW3021
Shagbark SW 3001

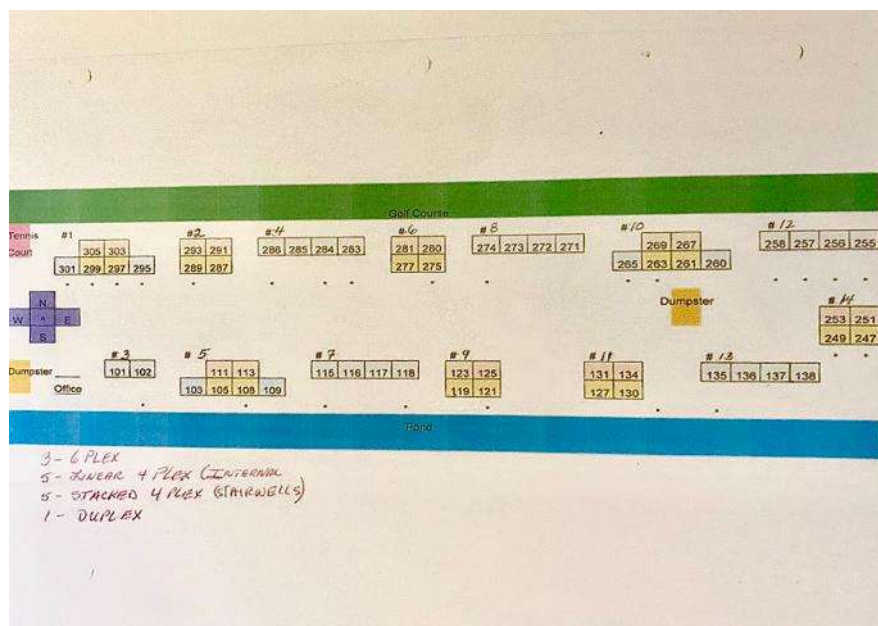


Building 1,5,10
Siding: Cypress
Accent Colors: Card #268
Cheyenne Red SW 3043
Sequoia SW 3015
Rock Rose SW3016
Ranchero Red SW3044
Cape Cod Red SW 3020
Russet Brown SW 3045



Building 3,4,7,8,12,13
Siding: Metropolitan tan Grey
Accent Colors: Card #275
Caribou SW 3025
River Birch SW 3024
Driftwood SW 3027
King's Canyon SW 3026
Flagstone SW 3023
Black Alder SW 3022

VII. Building Map Condominium Parcel



VIII. EASEMENTS

Utility easements, drainage easements and other easements of record must be respected, whether shown on recorded plats, reserved or established in the Declarations, or otherwise.

IX. LANDSCAPING

- a. Any planned material change in landscape or site work of tree/stump removal and/or routine maintenance and repairs of condominium buildings or surrounding areas constitutes a Minor Change of Property application requiring approval in accordance with the Declarations and these Guidelines and Procedures. When in doubt about whether a change is material, ask the Ranch Manager. Neighbor input is required for approval of material landscaping changes
- b. Applicants are encouraged to present preliminary landscaping plans at the time of an application of change of property. All approved landscaping must be completed not later than 180 days after issuance of a written revocable license obtained from the Ranch Manager.
- c. Landscape plantings cannot interfere with views of lake, ponds, streams or viewscapes
- d. Plantings must remain clear of stairwells
- e. Landscape plantings may not interfere with Ranch irrigation system or sweep of sprinklers
- f. Applicant must provide a separate watering source of landscape
- g. Landscape design must remain within 6 feet distance from any edge of any structure, building or siding. Shrubs and small trees allowed with an 8 foot maximum height
- h. Landscape is to be maintained by licensee or representative. Area is to be kept tidy without excessive weeds and regular watering provided as necessary.
- i. Elements required in landscape design:
 - (i). Steel edging or other appropriate edge in order to avoid mower interference
 - (ii). Weed control method; landscape fabric, mulch, etc
 - (iii). Hardscape to be allowed: decorative stone, statuette, trellis, lighting. Not to be permanently adhered to ground surfaces with maximum 6 foot in height or as appropriate to scale of landscape design

X. EXTERIOR LIGHTING

- a. Unless a “minor application” landscaping plan which is subject to approval by the Ranch Manager, all exterior lighting included as part of a new construction, additions, remodels or other material changes, are considered Major Change of Property and so subject to the Architectural Advisory Committee’s review and recommendation and approval by the Board.
- b. Except to the extent, if at all, otherwise approved by the Board, “down light” fixtures shall be required for all exterior lighting. Lights that are unreasonably bright or that cause unreasonable glare and that shine into neighbor’s windows or otherwise interfere with neighbor’s reasonably undisturbed enjoyment are not allowed. All exterior lighting shall be designed so that the lamp point of light source is not directly visible from adjoining properties, public rights of way or the golf course.
- c. Lighting that is part of a landscape plan shall not alter, eliminate or in any way interfere with the electrical system of the building.

XI. HARDSCAPE

Hardscape elements in landscape design are defined as solid, unchanging yet movable parts of the landscape to include items such as gravel, decorative stones, statuette, trellis and lighting. Movable hardscape within the landscape plan and height limitations are allowed and considered a Minor Change of Property Application. Hardscape that is permanent and unchanging such as pathways, walls, patio additions, expansions or patio surface changes are considered Major Change of Property Applications and subject to approval of the Manager, the Architectural Advisory (AAC) Committee and the Board and so requiring approval in accordance with the Declarations and these Guidelines and Procedures.