

PineRidge Homeowners Associations

A GUIDE TO THE PINERIDGE COMMUNITY STANDARDS AND IMPROVEMENT GUIDELINES

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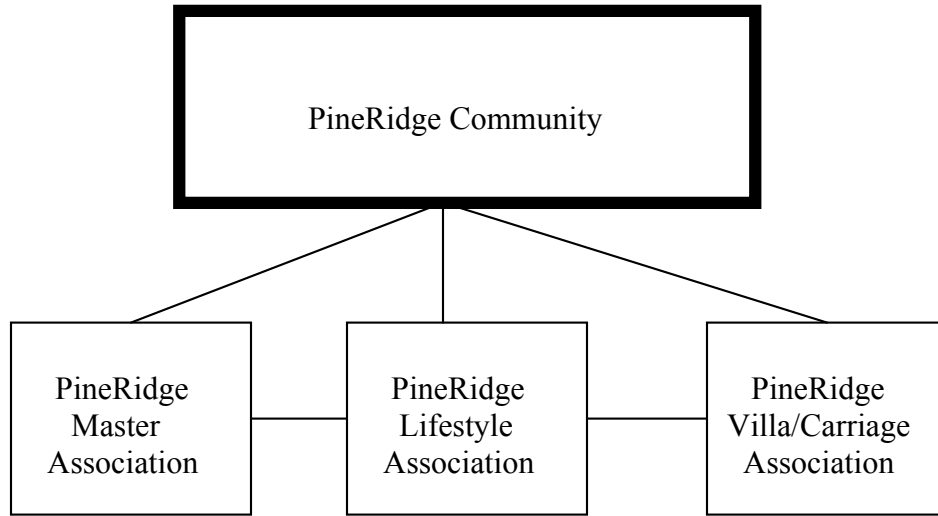
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The PineRidge Homeowners Association

TABLE OF CONTENTS

Resolution	2
Overview	4
Section I – Community Standards	6
Item A – Grounds	6
Item B – Trash	7
Item C – Animals	7
Item D – Construction.....	8
Section II – Residential Design and Improvement Guidelines.	9
Item A – Architectural Review Process.....	10
Item B – Specific Types of Improvements.....	12
Item C – Overall Landscape Design Theme.....	15
Item D --Approved Trees and Plants.....	16

CASTLE PINES NORTH MASTER ASSOCIATION



The PineRidge community is comprised of 3 Homeowner Associations. Each of these 3 associations govern separate segments of the community. The Master Association is responsible for all roads and road lighting within the community, and it's open space. The Lifestyle Association is responsible for all issues relating to the single family homes. The Villa/Carriage Association is responsible for all issues relating to the duplex (Villa) and fourplex (Carriage) buildings/units and their common space.

Rules and Restrictions of the Castle Pines North Master Association also influence the PineRidge community.

OVERVIEW

This first issue of *The PineRidge Community Standards, Design and Improvement Guidelines* was prepared by The Architectural Review Committee (ARC) to provide guidance for owners, architects, landscape architects, and construction companies in developing appropriate design improvements for individual properties, as well as, common space and open space.

The *Standards and Guidelines* is a concise, easy to reference, collection of frequently used sections of The Declaration of Covenants, Conditions and Restrictions (CC&Rs) as they pertain to the aesthetic aspects of the community. It is not all inclusive of the CC&Rs and does not attempt to cover every aspect that may arise. Refer to the CC&Rs for specific questions or circumstances. The *Standards and Guidelines* also outlines the procedure for a Design Improvement Application. This document is superceded by the CC&Rs of the three homeowner associations and Castle Pines North Master HOA. The ARC will work with and report to the Lifestyle Board of Directors on Lifestyle related issues, to the Villa/Carriage Board of Directors on Villa/Carriage related issues, and to the Master Board of Directors on open space issues. Procedures for addressing non-conformance are the same for both the CC&Rs and the *Standards and Guidelines*.

The ARC may, from time to time, adopt, amend, or otherwise revise additional guidelines, standards, criteria, regulations, and procedures governing its responsibility for the purposes of:

1. Further enhancing, defining, or interpreting what other items or improvements are covered by these Guidelines; and
2. Providing for changes in technology, industry standards, style, materials, safety issues, consistency with updating building codes or other laws or ordinances, or for any other reason that the Committee and/or Board, in their discretion, deem to be proper, necessary, or in the best interests of the Associations.

Section I. COMMUNITY STANDARDS

It is important for all of us to remember that we are neighbors and respect and consideration for others will make our community strong and a place we are proud to call home. The following standards are a reference of frequently addressed issues as they pertain to the aesthetic aspects of the community and are a subset of the CC&Rs for the PineRidge Master, Lifestyle, and Villa Carriage homeowner associations. They are not all inclusive of the CC&Rs and are superseded by the CC&Rs.

Item A. GROUND

1. All structures, decking, patios, and their adjacent premises must be maintained and kept in an orderly and neat appearance. Items of personal property, such as tools, indoor furniture, toys, etc. may not be stored on roadways, drives, decks, patios, or in open spaces.
2. Hanging flags, materials, garments, rugs, cloths, etc. from decks, fences, windows, is prohibited. One (1) United States of America flag may be flown per home on a wall mounted pole. Ground mounted flag poles are not permitted. The flag may not exceed six (6) feet in width.
3. Nothing shall be done or maintained on any part of a unit that emits foul or noxious odors outside the unit or creates noise or other conditions that tend to disturb the peace, quiet, safety, comfort or serenity of the residents and guests of other units.
4. Signs may not be displayed to the public view on or from any unit without prior written approval of the Board., except for one “for sale” sign per unit, not exceeding 2’ x 3’ (two feet by three feet), located in a window or in front of a unit within the decorative rock area. Trade signage used by landscapers, contractors, etc. may be posted during construction. Trade signage shall be limited to one sign per unit, not exceeding 2’x3’ (two feet by three feet), located in front of the unit and must be removed when work is completed. No signage shall be attached or fastened to any natural feature or existing tree. No flashing lights or banners will be permitted.
5. Parking is very limited. Resident vehicles shall only be parked in garages and driveways. “No Parking” signs are located on many areas of the streets. Guest parking is permitted in remaining areas. Commercial vehicles, tractors, mobile homes, recreational vehicles, trailers, campers, boats, etc. shall be parked only in enclosed garages.

6. Open space is a great natural asset for our community. Trees, plants and topsoil are to be undisturbed unless approved by the board. No dumping of trash or debris is permitted.
7. Fires of any kind in the open spaces are strictly prohibited. Torches, open fires, chimeneas and fire pits are not permitted anywhere within the community.
8. Garden hoses are to be kept out of sight when not in use, and it is encouraged that the hose color blends with the building color. It is the responsibility of each homeowner to assure hoses are disconnected in preparation for freezing weather. Any damages caused by frozen pipes due to connected hoses are the homeowner's responsibility.

Item B. TRASH

1. Trash for pickup shall be put out on trash pickup day or the night before. Trash containers shall not be overfilled leaving potential for animals or high winds spreading trash.
2. All trash containers must be concealed from view when not placed by the curb during the day of pickup. Containers must not remain outside after trash pickup for more than one day. Arrangements must be made with friends or neighbors if owners are not able to return containers in this timely manner.
3. No trash or debris of any kind may be placed, accumulated and/or allowed to emanate an odor from outside the home or from the open space.

Item C. ANIMALS

1. No animals may be chained, tied or tethered in front yards, side yards, or open spaces. Animals are to be on attended leashes at all times. Animals roaming about, whether attended or unattended, are strictly prohibited. Invisible fences must be approved by the ARC.
2. Animal feces must be cleaned up immediately in common areas and open space. In Lifesyle homes, animal feces must be picked up immediately in front yards and on a daily basis in side and back yards
3. Dogs are not permitted to bark excessively. Any pet that inflicts injury upon any person, pet, or wildlife in the community or open spaces will be required to be permanently removed from the community.
4. The Douglas County Animal Control should be contacted regarding any animal complaints or questions.

Item D. CONSTRUCTION

The management company will enforce the construction regulations. Owners will be responsible for the behavior and conduct of their contractor, sub-contractor, representatives, employees, etc., while they are in the PineRidge community.

1. Occupational Safety and Health Act compliance (OSHA): All applicable OSHA regulations and guidelines must be strictly observed at all times.
2. Equipment/Structures: Construction related equipment, trailers, portable toilets, trash receptacles, dumpsters, etc. are permitted only if they are contained to the owners driveway and/or garage. Other arrangements may be approved at the discretion of the ARC. Such equipment and structures must be removed upon completion of construction.
3. Debris and Trash Removal: Owners and builders must clean up all trash on the construction site daily. Trash and debris must be removed from the construction site at least once a week to a legally established dumping site. Construction material shall be prevented from blowing off the construction site. Owners and builders are prohibited from dumping, burying, or burning trash anywhere on the lot or in open spaces. During the construction period, the construction site and the routes to the construction site shall be kept neat and clean and policed so as not to become an undue visual distraction.
4. Construction Hours: Construction hours shall be limited to 7:00 am to 7:00 pm Monday through Friday and 9:00 am to 7:00 pm Saturday and Sunday. The ARC may allow construction outside of the allowed construction hours, if the builder can show the variance will not create a disturbance to neighbors.
5. Vehicles and Parking: All construction related vehicles should not be parked on adjacent lots, open space and/or private/public roads. Emergency access shall be maintained to the construction site at all times.
6. Restoration and Repair of Damages Off Site: The owner and his/her contractor will be responsible to restore and repair any off-site damages within thirty (30) days unless the ARC allows additional time for restoration and repair. The ARC recommends that the contractor maintains two (2) ten (10) pound ABD rated dry chemical fire extinguishers in plain view with other fire fighting equipment as appropriate and as required.
7. Maintenance: Maintenance of construction vehicles and cleaning of equipment, concrete trucks, forms etc. on the street or private drives is not permitted.
8. Also Prohibited: Loud music, firearms and unruly behavior. Smoking is not permitted on the construction site or in the community unless the contractor defines a designated smoking area. The contractor will be responsible for any damages as a result of fire.

Section II. IMPROVEMENT GUIDELINES

These guidelines have been prepared in order to implement standards and provide direction to homeowners with landscaping and/or other improvements to their property. The requirements, objectives, standards and procedures contained within are all intended to establish and maintain overall continuity throughout the community.

Specific to the Lifestyle Homes CC&R's, Subject to Article XII, Section 12.1(b) and Section 12.8, no improvements shall be constructed, installed, modified or renovated on any lot, except in compliance with the Design Guidelines and with the prior approval of the ARC .

Specific to the Villa/Carriage CC&R's, Subject to Article 9, Section 9.9, no improvements shall be commenced, placed, erected, constructed or altered until the location and complete plans and specifications have been submitted to and approved in writing by the ARC.

If a question ever arises as to the correct interpretation of any terms, phrases or language contained in these guidelines and regulations, the interpretation of the relevant Board shall be final and binding.

Review and approval of any application is made on the basis of The Community Standards and Improvement Guidelines only and the ARC shall not bear any responsibility for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes and other governmental requirements. In reviewing any matter, the ARC does not guarantee a right of privacy or a right to a view. Neither the Associations, the Boards, the ARC, nor any member of any of the foregoing shall be held liable for the approval or rejection of any submittal, nor any injury, damages or loss arising out of the manner or quality of approved construction on or modifications to any lot. The ARC reserves the right to waive or vary any procedure, standard, and/or regulation for good cause shown.

Item A. ARCHITECTURAL REVIEW PROCESS

1. ARC Submittal Package shall include, but is not limited to, an application form listing name and contact information, descriptions, surveys, plot plans, drainage plans, elevation drawings, construction plans, specifications and samples of materials and colors showing the nature, kind, shape, height, width, and location of the proposed improvement to the property. In the case of major improvements, detailed plans and specifications, prepared by an architect are required upon submittal. Three copies of all paperwork should be included in the package.
 - i. The Design Review Application Form is available on line at our neighborhood web site <http://www.cpnhoa.org/pineridge> or from the management company. The application form has a designation for either Lifestyle home or Villa/Carriage unit.
 - ii. Drawings or plans shall be done to scale (1"=10') and shall depict the property lines of the lot, the home as located on the lot, and existing conditions on the lot. A copy of the lot survey was included in closing paperwork and could be used as a base for the drawings or plans. The proposed improvements should be clearly shown and identified. Either on the plan or on an attachment, there shall be a brief description of the proposed improvement, including materials and colors to be used
2. The ARC submittal package should be sent to the management company of record, (*Currently Hallmark Management, Inc. 9250 East Costilla Ave. Suite 460, Centennial, Colorado 80112*) where it will be logged in and forwarded to the ARC for review and disposition. Do not send requests directly to board or ARC members.
3. The ARC usually meets during the second week of the month. Allow enough time for the application to be processed. The ARC will review the submittal package and will provide a written response within thirty (30) days. In reviewing each submission, the ARC may consider the quality of materials and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography and finish grade elevation, among other things. Decisions of the ARC are based on either aesthetic considerations and/or adherence to the standards.
 - i. If the ARC feels additional materials are necessary or if it needs any additional information or has any suggestions for change, the homeowner may be contacted or the application may be denied for incompleteness. If the ARC requires an extension of time for request approval, a written agreement with the homeowner, signed by both parties to extend the time period shall be required.
 - ii. A particular request may involve a situation beyond the normal design improvements, liabilities, and maintenance responsibilities. The ARC will refer the request to the Board for a decision. The homeowner and the association

may choose to enter into a Restrictive Covenant Agreement that identifies the situation and states it may exist as long as certain conditions are met and maintained. If the conditions are not met, the situation must be returned to the original condition at the owner's expense. The Agreement will be filed as a Deed Restriction with the Clerk and Recorder of Douglas County so that subsequent property owners are fully aware of the situation "prior" to their purchasing the property and they fully understand the association's concerns, liabilities, and maintenance issues. All legal fees, filing charges, and associated costs will be the responsibility of the homeowner.

- iii. In the event of disapproval, a revised landscape plan and/or site plan submittal will be required. NO submittal shall be considered approved without an ARC approval letter. Any changes or revisions require another submittal.
4. The decision of the ARC will be verified in writing and a letter sent to the homeowner by the management company.
5. The homeowner is required to give the ARC a notice of completion. The ARC has the right to inspect the work, verify the work conforms to the original intent of the application, and work was done in a satisfactory manner.
6. If the ARC does not approve the work of any change or addition, it shall be deemed to be nonconforming. Upon written request from the ARC, the owner shall, at such owner's own cost and expense, remove such improvement and restore the lot to substantially the same condition as existed prior to the nonconforming work, or if applicable, cure such nonconformance by bringing the improvement into compliance with the requirements of the ARC. Should an owner fail to remove and restore the cure as required, then the Board or the ARC in accordance with the CC&Rs shall have the right to enter the lot, remove the nonconforming improvement and restore the lot to substantially the same condition as previously existed. All costs of any such entry, removal and restoration, may be assessed against the subject lot and collected as a specific assessment.
7. The Association will be responsible for general maintenance of the landscape improvements; however, replacement of dead trees and/or landscape materials is owner responsibility. If owner fails to replace dead trees and/or landscape materials, the Association may remove and replace said improvements at owner's expense.
8. The ARC will summarize all application requests and related activity by their Lifestyle or Villa/Carriage location designation, and provide a monthly report to the relevant Board of Directors.

Item B. SPECIFIC TYPES OF IMPROVEMENTS

The following are types of improvements that are typically considered by homeowners for installation. This list is not all inclusive and the ARC reserves the right to address other issues not listed on a case by case basis. Any questions about ARC procedures should be addressed in writing to the ARC c/o the Management Company.

1. Additions and Expansions. ARC approval is required. Additions or expansions to the home shall require submission of detailed plans and specifications. Materials should match the existing unit. A building permit from the County may be required.
2. Address Numbers. House numbers shall maintain the aesthetics and continuity of the area.
3. Advertising. All trade signs, which include, but is not limited to, landscaping, painting, and roofing, may only be displayed while work is in progress and must be removed upon completion of the job.
4. Air Conditioners. ARC approval is required to ensure proper placement only. Window units are not permitted. No rooftop installations or evaporative coolers are permitted.
5. Antenna/Satellite. It is the intent to protect the interest of all property owners of the Associations by affording a safe, comfortable, and pleasant living environment and still be in compliance with the TELECOMMUNICATIONS ACT of 1996. All antenna or satellite installations require ARC approval. Include in the ARC request form the following: Type and size of antenna, desired location of antenna and a statement regarding whether any architectural restrictions will be violated by this installation due to reception issues. The associations have the right to a second opinion, if necessary, as to the placement of the antenna. The preferred location of the antenna is to the back of the unit/building so as not to interfere with the neighbors. Antennas cannot be installed directly on any roofs, or any common area unless owner has obtained written approval from the ARC.
6. Animals and pets. Pet enclosures and electric fences require ARC approval.
7. Awnings. ARC approval is required.
8. Balconies. See Decks.
9. Basketball/Recreational Devices and Sports Equipment. Not permitted.
10. Birdbaths and Birdhouses. ARC approval is required.

11. Boats, Trailers, Campers, Commercial vehicles. Must be parked in a garage.
12. Clotheslines. No outside clotheslines are permitted.
13. Color. Color changes to any part of the exterior of the Lifestyle homes, including doors, trim, siding, etc. require ARC approval, and must fit within the original color palate options. Any exterior color changes to the Villa/Carriage buildings/units are forbidden as per the Villa/Carriage CC&Rs.
14. Compost Container. Not permitted.
15. Decks. ARC approval is required. Extensions or additions to an existing deck also require ARC approval. Must be of material and color similar to or generally acceptable as complimentary to the residence and community.
16. Doors. ARC approval is required to change door, color of door, or addition of security or storm doors.
17. Drainage. No owner shall do or permit any work, construct any improvements, place any landscaping, or suffer the existence of any condition whatsoever which, shall alter or interfere with the drainage pattern on any property.
18. Fences. ARC approval is required.
19. Flagpoles. Ground mounted flag poles are not permitted. One (1) United States of America flag may be flown per home on a wall mounted pole. The flag may not exceed six (6) feet in width.
20. Hot Tubs. ARC approval is required.
21. Landscaping. ARC approval is required for new landscaping, additional landscaping to already established plans, and replacement of existing landscaping. It is the intent of the PineRidge ARC to maintain an overall 'native' landscaping that blends in with our beautiful immediate environment. See Section II Item D for list of approved trees and plants
22. Lights and Lighting. ARC approval is required to change or add exterior lighting.
23. Outdoor Planters, Furniture and Ornaments. May be located on patio areas in moderation. The ARC reserves the right to require such items be removed if they pose an unsightly or unkempt condition.
24. Patios. ARC approval is required.
25. Seasonal lighting and displays. Must be removed within 14 days of conclusion of celebrated season.
26. Skylights. ARC approval is required.
27. Solar Energy Devices. ARC approval is required.

28. Statues. ARC approval is required.
29. Water Features. All fountains, ponds, rock waterfalls and other water features are permitted only in the backyard, and require ARC approval.
30. Windows. ARC approval is required for additions or changes to a replacement window. Steel or wrought iron bars or similar fixtures, whether designed for decorative, security or other purposes are not permitted.

Item C: OVERALL LANDSCAPE DESIGN THEME

PineRidge is situated on one of the most beautiful ridges in Colorado. We are adjacent to two of the top golf courses in the nation, historic Daniels Park, and 30,000 acres of dedicated open space. Our “construction” phase is over and the ARC is developing an overall design theme that enhances our natural landscape and not only maintains, but increases our property values. The primary objectives of the design theme are:

1. Integrate improvements with native surroundings. This includes the addition of boulders and berms as well as, grasses, trees, and plants that thrive in this environment.
2. Establish a balance between our high density levels, continuity, and individuality.
3. Reduce dependence on irrigation resulting in significant savings in water fees and surcharges.
4. Reduce overall long term maintenance costs.
5. Get the most for our landscaping dollar.
6. Create a community that is the showcase for Castle Pines North.

The ARC is working with landscape architects and other community agencies. It is a work in process and will take time to design, budget, and prioritize. The initial intent is to provide a uniform and cohesive look as residents and visitors approach and travel through our community.

Landscaping will be more restricted in areas that are clearly visible from the street. Restrictions will be more relaxed for back yards, side yards and areas not a primary focus. All homeowners are encouraged to improve their properties and common areas following the overall design theme and objectives. To insure continuity and a seamless look, all changes and improvements must be submitted to the management company on a Architectural Review Application prior to the start of work.

Item C: APPROVED TREES AND PLANTS

The following list of landscaping guidelines matches other Castle Pines communities efforts to also maintain this 'native' approach.

Deciduous trees

Native Thin-leaf Alder, Thornless Cockspur Hawthorn, Crusader Hawthorn, Washington Hawthorn, white oak, burr oak, English oak

Evergreen trees

White fir, Rocky Mountain Juniper, Pinon Pine, Austrian Pine, Ponderosa Pine, Scotch Pine, Douglas Fir

Deciduous shrubs and small trees

Ginnala Maple, Rocky Mountain Maple, Western Serviceberry, Shadblow Serviceberry, Red Chokeberry, River Birch, Curlleaf Mountain Mahogany, Mountain Mahogany, Redtwig Dogwood, Cliffrose, Gambel Oak, Native Chokecherry, Wayfaringtree Viburnum

Small to Medium deciduous shrubs

Black Chokeberry, Winter Fat, Isanti Dogwood, Dwarf Blue Rabbitbrush, Apache Plume. Waxflower, Mountain Ninebark, White Flowering Potentilla, Three-Leaf Sumac, Golden Current, Wax Current, Woods Rose, Boulder Raspberry, Snowberry, Mohican Viburnum

Evergreen Shrubs

Effusa Common Juniper, Buffalo Juniper, Calgary Carpet Juniper, Blue Carpet Juniper, Compact Andorra Juniper, Wilton Juniper, Mountain Lover, Mugo Pine, Yucca

Ground covers and vines

Pussytoes, Kinnikinnick, Fringed Sage, Poppy Mallow, Snow-in-Summer, Purple-leaf Wintercreeper, Wild Strawberry, Creeping Oregon Grape Holly, Virginia Creeper, Lemon Thyme, Periwinkle

Perennial Flowers

White (Red) Yarrow, Leadplant, Native Blue/yellow/red Columbine, Butterfly Weed, Alpine Aster, Harebell, Purple Coneflower, Fireweed, Fleabane Daisy, Aspen Daisy, Sulfur Flower, Blanketflower, Dwarf Blanketflower, Dwarf Pink Geranium, Wild Geranium, Blue Flag Iris, Spiked Gayfeather, Blue Flax, Red Lupine, Scarlet Bee-Balm, Native Rose-Pink Bee-Balm, Yellow Evening-Primrose, Creeping Red Penstemon, Rocky Mountain blue Penstemon, Pasque Flower, Rock Soapwort, Navaho Tea, Rose Verbena