

Vista Ridge Architectural Review Request

Management Specialists, Inc.
390 Interlocken Crescent
Suite 500
Broomfield, Colorado 80021-8041
(303) 420-4433 ♦ Toll Free 1-888-420-4433 ♦ Fax (303) 420-6611

FOR OFFICE USE ONLY

Date Received MS _____
Crucial Date _____
Date Sent To Committee _____
Date Rcvd From Committee _____
CM _____
Request # _____

Name: _____ Association: _____
Address: _____ Home Phone: _____
City: _____ State: _____ Zip: _____ Work Phone: _____

My request involves the following type of improvement:

- | | | | |
|--------------------------------------|--|--|---|
| <input type="checkbox"/> Painting | <input type="checkbox"/> Deck/Patio Slab | <input type="checkbox"/> Roofing | <input type="checkbox"/> Drive/Walk Addition |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Basketball Backboard |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Other: _____ | | |

Describe improvements (attach additional documentation as needed):

Planned completion date: _____

I understand that I must receive approval of the Architectural Review Committee in order to proceed with installation of Improvements. I understand that the Architectural Review Committee is not responsible for passing on safety, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations, nor does its approval of an Improvement constitute approval of any building codes or other governmental laws or regulations, and that I may be required to obtain a building permit to complete the proposed Improvements. The Architectural Review Committee and the members thereof, as well as the Association, the Board of Directors, or any representative of the Architectural Review Committee, shall not be liable for any loss, damage or injury arising out of or in any way connected with the performance of the Architectural Review Committee for any action, failure to act, approval, disapproval, or failure to approve or disapprove plans, if such action was in good faith or without malice. All work authorized by the Architectural Review Committee shall be completed within the time limits established specified below, but if not specified, not later than one year after the approval was granted.

Date: _____ Homeowner's Signature: _____

Committee Action:

- Approved as submitted.
- As specified in the plans submitted by the homeowner, the following items have been approved:

Approved subject to the following requirements:

Disapproved for the following reasons:

*All work to be completed no later than: _____

Committee Member Signature: _____ Date: _____

Architectural Review Request Instructions

To make a request for Architectural Review, complete a request form and submit it with all back-up documents to:

Vista Ridge Homeowners Association, Inc.
c/o Management Specialists, Inc.
390 Interlocken Crescent
Suite 500
Broomfield, CO 80021

Specific Requirements for Submission:

All Improvements must be made in accordance with the Master Declaration of Covenants, Conditions and Restrictions for Vista Ridge and the Vista Ridge Architectural Review Committee Guidelines. Please review these documents carefully, and make sure your plans comply with their requirements. Unless specifically exempt, all Improvements must be approved by the Architectural Review Committee. A general rule of thumb is this - imagine you are on the Committee and you are reviewing the submission. Do you have everything necessary in order to visualize the completed product so you can make a judgement? If there are no unanswered questions in your mind based on the submission, then it is likely your submission will be acceptable.

Painting - submit paint samples - large samples help give a better impression of color than small ones. Indicate the color in general terms of the houses on either side of yours (Example - light beige with brown trim).

Landscaping - Include a plot plan showing in detail what you intend to accomplish. Be sure to show existing conditions as well as your proposed improvements. If you will be planting trees and shrubs, be sure to indicate the type and size on the drawing.

If you will be installing rock or bark mulch in planting beds, be sure to specify the type, color and size. If you are using edging, be sure to specify the type of edging. If you are installing a retaining wall, you must indicate how it will be constructed.

IT IS EXTREMELY IMPORTANT TO RECOGNIZE THAT YOU MAY NOT ALTER THE DRAINAGE ON YOUR LOT BY YOUR LANDSCAPE IMPROVEMENTS.

Fencing - Be sure to show the location of the proposed fencing on a plot plan and describe the type of fence and whether you intend to seal or stain it.

Roofing - Submit manufacturer's sample or brochure showing the type and color of shingle you are using.

Brick - If you are using brick you must submit a sample or brochure indicating the color of brick.

Building Additions - If you are constructing a room addition to your home, you must submit full working drawings for the improvement. This would include floor plans and elevations of all exterior views as well as construction details.

Patio Covers or Gazebos - You must submit a plot plan showing the proposed location in addition to elevations showing construction and exterior appearance. Also include exterior finish if other than natural.

Architectural Review Questions and Answers

What is Architectural Review?

Architectural Review is the **power of the Homeowners Association to govern the exterior appearance of all properties in the community upon which homes are built.**

Where does this authority come from?

The authority comes from the Declaration of Covenants, Conditions and Restrictions for the Association which is a legal document **recorded** with the Clerk & Recorder prior to any home being **purchased**.

Do I have a choice regarding Architectural Review?

No. By virtue of the purchase of your home in your community, you have subjected yourself to the legal documents of the Association and to the jurisdiction of the Committee.

Why are there architectural standards?

The benefit of Architectural Review is basically two-fold. First, the community in which you live will maintain its attractive appearance if there are standards. Second, if the community maintains its attractive appearance, the value of all properties in the community will be retained at a higher level than if there were no Architectural Review and approval.

What type of exterior changes require approval of the Association?

All of the following improvements require Committee approval. This list is not intended to be all-inclusive because the basic concept is **any exterior improvement requires approval**.

- Painting
- Siding replacement
- Garage door replacement
- Accessory buildings, such as storage sheds
- Window replacement with other than original type installed
- Dormer installation
- Re-roofing
- Sidewalk, fence and deck installation
- Basketball backboard installation
- Decorative items or sculptures
- Trees, shrubs, landscaping
- Changing color of any exterior item such as roof, paint, rock
- Awnings
- Skylights
- Dog runs (if allowed in the Covenants)
- Playground equipment

Note: A manufacturer's brochure is good to include for any submission, if appropriate (example — gazebo kit).