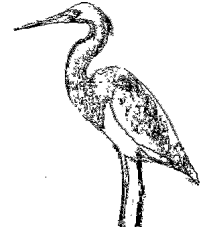


# *The Springs at Mariana Home Owners Association, Inc.*

## Design Review Committee



### APPLICATION PROCEDURES & FEES

General. These procedures are published to assist Owners and Builders in complying with the Covenant provisions of *The Springs at Mariana* and to encourage completion of all residential construction in conformity with the provisions for architectural control. All Lot Owners have agreed to empower the Design Review Committee (DRC) with the final approval authority for the plans submitted. All plans submitted to the DRC will be evaluated by the DRC, and approval will be based upon conformance with the submittal requirements, architectural standards, and the construction regulations per the subjective discretion of the DRC as described in the covenants. Individual items may be waived or other requirements added to produce an acceptable outcome or enhance building/lot compatibility in specific locations. The intent of the review process is to ensure that each home has individual design quality and integrity while remaining compatible with the overall neighborhood. Plan approval must be obtained in writing from the DRC prior to filing a building permit application with the City of Loveland and prior to commencing construction on a Lot. A copy of the written DRC approval shall be submitted to the City with the building permit application.

1. **Predesign Conference.** A predesign conference is NOT required, but is strongly recommended to provide an opportunity for the Lot Owner to present the proposed plan concepts, ask questions, and receive preliminary input from the DRC regarding the acceptability of the proposed design. There is no charge for a predesign conference. This process should help Owners avoid the expense and frustration of a possible DRC disapproval of a formal submittal.
  
2. **Preparation of Drawings or Plans.** The DRC requires all submittals to list the address and legal description of the property and the name and address of the property owner. Submittal must be made prior to commencement of work on any Improvement to Property. The submittal must include descriptions, surveys, plot plans, drainage plans, elevation drawings, construction plans, specifications and samples of materials and colors as the DRC may reasonable request showing the nature, kind, shape, height, width, color, materials and location of the proposed improvement. For landscape plans, the materials to be submitted will not have to be professionally prepared by an architect, a landscape architect or draftsman. A simple drawing and description will be sufficient. In the case of major improvements, such as room additions, structural changes or accessory building construction, detailed plans and specifications, prepared by a licensed professional, may be required. Whether done by the Owner or a design professional, the following guidelines should be utilized in preparing drawings or plans:
  - a. The drawing or plan should be done to scale and should depict the property lines of the Lot and the outside boundary lines of the home to be situated on the Lot. A copy of the subdivision plat is an excellent base from which to draw. Be certain to refer to the approved Grading Plan on file with the City of Loveland and show the specified information for the Lot on the Site Plan. Existing improvements, such existing improvements include walks, fences, trees, bushes, etc. should be shown.

- b. The proposed improvements should be shown on the plan and labeled. Either on the plan or on an attachment, there should be a brief description of the proposed improvement, including the materials to be used and the colors. (Example: Redwood deck, 10'x12' with 2"x6" decking. Natural stain.)
- c. The plan or drawing and other materials should show the name of the property owner, the address of the home and a telephone number where the property owner can be reached, and the parcel legal description & address.

3. **Submission of Drawings and Plans.** The applicant shall complete the "Design Review Committee Approval Application" form by checking off the items that are specific to the request, and confirming that these items are addressed on the drawings or plans. A copy of this form is attached. Samples of exterior color selections must be submitted for DRC approval using the form provided below. One copy of the drawing or plan must be submitted to the DRC and will be retained in the DRC files. Before construction begins each Owner must submit the following items for review by the DRC, and all submittals are to be clearly marked with the Owner's name and phone number, mailing address, lot number and address:

- a. Design Review Committee Approval Application form completed by the Builder/Owner.
- b. Site Plan (1 copy measuring 8.5" x 11") which includes all the information listed on the Design Review Committee Approval Application" form.
- c. Construction Drawings (1 set drawn at a scale not less than 1/4" = 1')
- d. Exterior Colors and Masonry Selections form completed by the applicant showing actual color samples of exterior finishes and paint colors. Photos or samples of roofing, brick, or stone may be submitted to depict color, texture, specifications, and warranty details.
- e. Landscape and Fencing Plans. One copy of the landscape plan shall be submitted which shows the proposed location and type of trees & shrubs, fencing, grass, rock, berms, fountains or ponds, terracing, retaining walls, decorative features, lighting, dog runs, etc. Please attach a copy of the fence detail specific to your lot so that there is no confusion as to criteria. Additional construction to a home or landscaping after completion of an approved site must be submitted to DRC for approval prior to initiating such changes or additions. The landscape plan may be submitted concurrently with the house plans, or separately at a subsequent date not later than twelve (12) months after commencement of the home construction.

#### 4. **Fees**

- a. The \$400 Initial Assessment payable to the "Springs at Mariana Home Owners Association, Inc." is due with this application unless previously collected by the title company at closing on the lot sale. It is a non-prorated payment of the annual HOA dues for the calendar year in which the lot closing occurs, and may also be used to fund architectural review services if deemed necessary by the DRC. Initial Assessments paid for vacant lot purchases in December will be considered

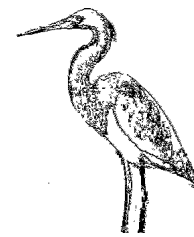
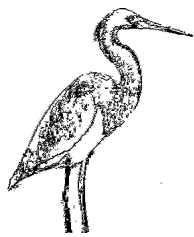
prepayment of the HOA dues for the following calendar year. This fee will allow for one review by the DRC with redline responses and one re-submittal and response. The DRC will provide a written response within 5 working days after receipt of a complete submittal. Final approval of plans is valid for twelve (12) months. Construction must begin within this period or, if not, plans must be re-submitted and reviewed again, as if they had not been submitted or reviewed before. Expired plans will be subject to meeting any new design guidelines that are in effect at the time of resubmittal. This resubmittal may require the payment of a \$150 resubmittal fee as described below. (NOTE: The DRC may adjust the fee schedule for submittals and review at any time.)

- b. Unless paid at the lot sale closing, the \$200.00 Reserve Fund assessment established by the HOA in August, 2006 is due with this application (not applicable to lot sales for speculative homes).
- c. Any outstanding HOA dues and transfer fees must be brought current and paid prior to approval of any DRC application.
- d. If an Architect is retained to perform the plan review, a \$150 fee will be charged for each additional plan revision after the 2<sup>nd</sup> review.
- e. A \$150 Cleanup Fee payable to the "Springs at Mariana Home Owners Association, Inc." will be collected with each Owner's DRC submittal for house plan approval. This fee is used to pay for general trash cleanup, maintenance of storm drainage sediment filters, and street sweeping that cannot be attributed to a specific Builder or Lot Owner. The DRC may take actions to maintain lots, clean up dirt, remove trash, etc., from any lot or adjoining roadway or open space not adequately maintained or properly kept after notifying the Builder and/or Lot Owner at least 48 hours prior to taking such cleanup actions. Any costs for such actions shall also be assessed to the Builder/Owner and may result in the placement of a lien on the Lot if the costs are not reimbursed to the DRC by the Builder/Owner. It is the intent of the DRC to maintain high standards of cleanliness and compliance through the build-out period.
- f. No separate fee is required for submittal and review of the landscape plan.

## 5. Compliance Inspections.

- a. Section 15.10 (b) in the covenants describes the issuance of a **temporary certificate of compliance**. **The home cannot be occupied until this certificate is issued.** This will be based on an inspection of the home exterior conducted by the DRC approximately 6 months after application to verify substantial completion of the improvements in accordance with the plans and specifications approved by the DRC.
- b. After the house and landscaping are completed, a final inspection will be conducted as described in Section 15.10(d)(iv) of the covenants. The issuance of a **Certificate of Compliance** issued by the DRC documents the Lot Owner's completion of their approved construction in compliance with the requirements set forth in the covenants. This must be completed no later than 18 months after application.

- c. **Field Revisions.** We understand that the need for revisions to the approved plans often occurs during the construction process. We ask that you please pay special attention to Section 15.02 of the covenants which states that such **revisions/alterations may not be commenced until plans for the revised improvements have been approved by the Design Review Committee.** If we discuss any revisions early before construction of the change occurs, we can all avoid the awkwardness associated with a request for removal of the revision after it is completed.



**APPLICATION  
FOR  
DESIGN REVIEW COMMITTEE APPROVAL**  
*The Springs at Mariana*

APPLICATION TYPE: New Home Plans: _____ Landscape Plans: _____ Other: _____			
Lot #: _____	Block #: _____	Address: _____	Date: _____
Builder: _____	Phone: _____	Fax: _____	Email: _____
Owner: _____	Phone: _____	Fax: _____	Email: _____
Application Review Deadline: _____		Date returned to Applicant: _____	

**Payment** \_\_\_\_\_ Check payable to the **Springs at Mariana Home Owners Association, Inc** in the amount \$150 (Cleanup Fee) plus any outstanding HOA dues or fees.

**Site and Grading Plans**

\_\_\_\_\_ One set, scaled no less than 1"=20'

\_\_\_\_\_ Legal description, north arrow, name and address of owner & builder

\_\_\_\_\_ Property boundary bearings and distances, easement types and widths, building envelope location and dimensions

\_\_\_\_\_ Front, rear, and side yard setback dimensions from building to property lines

\_\_\_\_\_ Dimensioned distance from street facing garage doors to back of walk and/or right of way (20' min required)

\_\_\_\_\_ Location & width of driveways, walkways, and dimensioned limits of decorative concrete

\_\_\_\_\_ Square Footage: Main \_\_\_\_\_ (1800 sf min, ranch)(1400 sf min, multi-level)  
Upper \_\_\_\_\_ (2200 sf min, main + upper)  
Basement \_\_\_\_\_

\_\_\_\_\_ Drainage paths with flow direction arrows, high point locations and elevation

\_\_\_\_\_ Identification of adjoining properties, streets, utilities, and easements

\_\_\_\_\_ Proposed elevations for top of foundation, lowest building opening, garage slab, finished exterior grade, lot corners. Must match approved grading plan.

**Building Construction Plans**

\_\_\_\_\_ One set, scaled no less than 1/8"=1'

\_\_\_\_\_ Roof plan showing pitch, valleys, hips, and overhangs

\_\_\_\_\_ Floor plan showing dimensioned distance from building face to front loaded garage doors (4' min recess required). Not applicable to side loaded garage.

\_\_\_\_\_ Exterior elevation views for 4 sides. Show window placement, materials, dimensions, original/final grading, floor elevations, and locations of exterior lighting, house number, emergency strobe light

\_\_\_\_\_ Garage door percentage of street facing elevation: \_\_\_\_\_ (40% max)

**Building Materials** \_\_\_\_\_ Complete and attach the Exterior Colors & Masonry Selections form. Subtle earth tones are required. Submittal of sample boards is recommended but not required. Note: 15% max hardboard or vinyl siding allowed.

<b>DRC Approval</b>	DRC Signature: _____	Completion Deadline: _____
	Date approved: _____	Landscape Plan Deadline: _____

## EXTERIOR COLORS & MASONRY SELECTIONS

The following exterior paint colors, masonry/brick selections, and roofing materials are hereby submitted for approval by the Design Review Committee of *The Springs at Mariana* Home Owner's Association. I agree to resubmit any changes to these selections for approval prior to application to the unit.

NOTE: Any change in colors or brick or stone must be approved before application to the house.

Lot # \_\_\_\_\_ Site Address: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Builder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### EXTERIOR PAINT/STAIN/STUCCO COLORS:

(Name & Number)

Body: \_\_\_\_\_

Trim: \_\_\_\_\_

### BRICK or STONE:

Style & Color: \_\_\_\_\_

Company: \_\_\_\_\_

### ROOF MATERIAL:

Name of Manufacturer: \_\_\_\_\_

Make/model/warranty of roofing product: \_\_\_\_\_