

**Design Guidelines  
For  
Residential Improvement**

**Northpark  
Homeowners Association**

**September 7, 2017**

**These Design Guidelines were prepared by the Architectural Control Committee of the Northpark Homeowners Association.**

**The Architectural Control Committee reserves the right to add or modify these Guidelines at its discretion. Please check with the Management Company to be certain you have the latest edition.**

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## I. INTRODUCTION

### 1.1 DEFINITIONS

The following words, when used in these Guidelines, shall have the meaning hereinafter specified:

- A. **Association** - Shall mean Northpark Homeowners Association, Inc., a Colorado corporation not for profit, its successors and assigns.
- B. **Committee** - Shall mean the Architectural Control Committee, duly appointed in conformance with Article VIII, of the Declaration to see that all Improvements, construction, landscaping and alterations on lands within the Properties conform to and harmonize with existing surroundings and structures.
- C. **Common Area** - Shall mean all the real Property, including Improvements thereon, owned by the Association and/or the City of Westminster, including those portions of right-of-way that the Association may be obligated to maintain per approved Plat(s) for the Subdivision, for the common use and enjoyment of the Owners of the Properties. Common areas include Open Space areas (areas that may be bounded on 1 or 2 adjacent sides, or Greenbelt areas (bounded on 2 opposite sides).
- D. **Declaration** - Shall mean the Declaration of Covenants and Restrictions for Northpark Homeowners Association, Inc. recorded in Adams County, Colorado, on July 25, 1983, under Reception No. B449901, Book 2771, Pages 676-696, as thereafter Amended and Supplemented.
- E. **Developer** - Shall mean the Developer as defined in the Declaration of Covenants and Restrictions for Northpark Homeowners Association, Inc., Article 2, Section 2.15.
- F. **Improvement(s)** - Shall mean Improvement(s) as defined in the Declaration of Covenants and Restrictions for Northpark Homeowners Association, Inc., Article I, Section 1 (G).
- G. **Lot** - Shall mean any numbered plot of land shown upon any recorded subdivision plat of the Properties which is not designated as a common area
- H. **Owner** - Shall mean the recorded Owner, including contract sellers, whether one or more persons or entities, of fee simple title to any lot or living unit situated upon the Properties.
- I. **Property(ies)** - Shall mean all lots and common areas, developed or undeveloped, within the Northpark Subdivision.
- J. **Subdivision** - Shall mean the Northpark Subdivision, as well as all other areas that are annexed into the Northpark Homeowners Association in accordance to the Declaration.

## **1.2 GUIDELINES FOR THE ARCHITECTURAL CONTROL COMMITTEE**

The Declaration requires prior approval by the Committee or its designated representatives before any building, fence, or other structure is erected, placed, or altered ("Improvements to Property"). Improvements to Property include, but are not limited to, any landscaping of Property; the construction or installation of a patio, deck, pool, hot tub; the construction, demolition or removal of any building or other structure; and any change of the exterior appearance of a building or other Improvement. The Guidelines contained herein establish certain acceptable designs for different types of Improvements. These Guidelines apply to residential Property in the Subdivision. The Guidelines are intended to assist the Owners in the Association. All proposed Improvements to Property must be submitted to the Committee except where noted herein.

## **1.3 CONTENT OF GUIDELINES**

In addition to the introductory material, these Guidelines contain:

**Listing** of specific types of Improvements which Owners might wish to make, with specific information as to each of these types of Improvements;

**Summary** of procedures for obtaining approval from the Committee; and

**Figures** showing approved designs for fences and mailboxes.

## **1.4 EFFECT OF THE DECLARATION**

Copies of the Declaration are provided to new and resale Owners when they purchase their homes. Each Owner should receive and become familiar with the Declaration. Nothing in these Guidelines shall supersede or alter the provisions or requirements of the Declaration's provisions relating to the use of the Properties, and to Improvements to Property, which are found in Articles VIII, IX and X of the Declaration.

## **1.5 EFFECT OF GOVERNMENTAL AND OTHER GUIDELINES**

Use of the Properties and Improvements to Property must comply with applicable building codes and other governmental requirements and Guidelines. Approval by the Committee does not assure that improvements comply with governmental requirements, codes, or guidelines. Permits or approvals may also be required from applicable governmental authorities and determining such is the responsibility of the Owner. For information about City of Westminster requirements, Owners must write or call the City of Westminster Building Department.

## **1.6 INTERFERENCE WITH UTILITIES**

In making Improvements to Property, Owners are responsible for locating all water, sewer, gas, electric, telephone, cable television, irrigation lines, or other utility lines or easements. Owners should not construct any Improvement over such easements without the consent of the utility involved, and Owners will be responsible for any damage to utility lines. Underground utility lines and easements can usually be located by contacting the following:

Colorado 811: 1 (800) 922-1987 or 811 to locate the following utilities:

City of Westminster

Xcel Energy/ Public Service Company (PSCO)

Century Link Comcast/Xfinity

Notify separately: Northpark Homeowners Association, Inc. for Common Area sprinkler system irrigation lines

**1.7 GOAL OF GUIDELINES**

Compliance with these Guidelines and the provisions of the Declaration will help preserve the inherent architectural and aesthetic quality of the Subdivision. It is important that the Improvements to Property be made in harmony with, and not detrimental to, the rest of the community. A spirit of cooperation with the Committee and neighbors will go far in creating an optimum environment which will benefit the Owners. By following these Guidelines and obtaining approvals for Improvements from the Committee, Owners will be protecting their financial investment and will help to promote Improvements that are compatible with the standards for the Subdivision.

**1.8 INTERPRETATION OF THE GUIDELINES**

The Architectural Control Committee shall interpret these Guidelines.

**1.9 ENFORCEMENT OF DECLARATION AND GUIDELINES**

The Management Company on behalf of the Architectural Control Committee shall have primary responsibility for the enforcement of the Declaration and Guidelines. The Committee will investigate written complaints of Owners on violations of Declaration or Guidelines if such complaints are dated and signed by the Owner. The Committee, the Association Board of Directors, and employees of the Association shall use all reasonable means to maintain the anonymity of complaining Owners. If a violation is found, the Committee will notify the Owner in violation, in writing, requesting that appropriate action be taken to maintain compliance. If the Owner in violation does not come into compliance with the Declaration or Guidelines after receipt of two written letters from the Committee, the Committee will request that the violation be referred to the Association Board of Directors for enforcement action.

**1.10 ADVISEMENT OF NEIGHBORS**

Homeowners should advise neighbors prior to submitting forms for changes or additions. In certain cases, the Committee may require adjacent neighbor approval.

## **II. GUIDELINES FOR SPECIFIC TYPES OF IMPROVEMENTS**

### **2.1 GENERAL**

The following alphabetical list covers a wide variety of specific types of Improvements or alterations which Owners and builders typically consider installing. Pertinent information is given as to each. Unless otherwise specifically stated, drawings or plans for a proposed Improvement shall be submitted to the Committee, and written approval of the Committee shall be obtained before the Improvements are made. Drawings or plans shall include dimensions, setbacks, roof slopes, and both elevation and plan views of all proposed expansions or additions. Applications for paint change must be accompanied by samples or chips of the colors to be approved, along with a written description of color schemes of adjacent homes. Drawings, plans and other color samples will be retained in Association files for future reference. If needed, the Committee will submit the request to the Association Board of Directors for its separate review and response. In some cases, where specifically stated, a type of Improvement is prohibited. Improvements not listed will require Committee approval.

The architectural style of a proposed residence shall be consistent with the style and character of the other single family residences built in the Subdivision, per the opinion of the Committee.

### **2.2 ADDITIONS AND EXPANSIONS**

Committee approval is required. Homeowners must use the "Accessory Building Request Form" when submitting an addition or expansion for approval. Additions or expansions to the home will require submission of detailed plans and specifications, including description of materials to be used, and plan and elevation drawings showing dimensions, setbacks, roof slopes, etc. Additions and expansions must be of the same architectural style and color as that of the residences.

### **2.3 ADDRESS NUMBERS**

Relocating address numbers to a position different from that originally installed by the builder requires Committee approval.

### **2.4 ADVERTISING**

See signs.

### **2.5 AIR CONDITIONING EQUIPMENT**

Committee approval is required. Air conditioning equipment and swamp coolers must be ground-mounted and installed in the rear or side yard; they should not be visible from the street right-of-way. Installation of air conditioning equipment, including swamp coolers, on the roof of the house or in a window of the house will not be permitted. Garage fans and attic fans are permitted on the interior of the house/garage but any associated vents or louvers must be painted to match roof shingles.

### **2.6 ANIMALS**

Under Article X, of the Declaration, no animals or poultry shall be kept on any Lots within the Properties except ordinary household pets belonging to the households. Owners shall conform to all City of Westminster ordinances regarding animals.



## 2.7 ANTENNAS

The Association has adopted rules, regulations and restrictions for the installation and maintenance of exterior antennas in the community in compliance with the FCC Rule which became effective October 4, 1996 as follows:

### A. Notification

- (1) Before installation of any DBS (direct broadcast satellite) satellite dish that is one meter or less in diameter, MMDS (multichannel multipoint distribution service wireless cable) antenna that is one meter or less in diameter or diagonal measurement, or television (TV) antenna (collectively referred to as "antenna") is permitted, the Owner of the Property where the antenna is being installed must notify the Association in writing using the Notification Form for Installation of Satellite Dish, MMDS Antenna or TV Antenna (see Forms Section, page 26).
- (2) The regulations contained in this Resolution do not relieve any Owner from obtaining approval for other exterior modifications, alterations and additions for painting, landscaping or fence installation as may be required by the Association's governing documents.
- (3) Any antenna installation without proper notification, or not in compliance with this regulation may result in a fine against the owner of up to \$250 following notice and opportunity for hearing and such further action, legal or otherwise, as permitted by declaration or statute.

### B. Antenna Location

- (1) The primary installation location for a DBS satellite dish and MMDS antenna shall be in a location in the backyard that is shielded from view from the street(s) and adjacent residences, provided such location does not preclude reception of an acceptable quality signal.
- (2) The secondary location: If the primary location prevents reception of an acceptable quality signal, the antenna shall be installed in a location that is shielded from view from the street(s) and adjacent residences, provided such location does not preclude reception of an acceptable quality signal.
- (3) A TV antenna shall be installed wholly within the physical structure of the residence so long as the signal received is substantially the same as the signal received by an outdoor TV antenna. If a TV antenna is installed outdoors it shall be installed in a location that is shielded from view from the street(s) and adjacent residences.
- (4) Installation of an antenna on any Common Areas as defined in the Declaration or Property not owned and under the exclusive use or control of the Owner is strictly prohibited.
- (5) Installation of any antenna designed to transmit radio, television, cellular, or other signals that does not also receive over the air video programming services as described in Paragraph I A is strictly prohibited.

- (6) Installation of any antenna not described in this regulation is subject to prior written approval of the Board of Directors and/or the Committee.

**C. Antenna Installation.** Installation of an antenna permitted in Sections I and II above shall be subject to the following:

- (1) Installation shall be by a qualified person knowledgeable about the proper installation of antennas.
- (2) Installation shall be in accordance with all applicable building, fire, electrical and related codes and a building permit shall be obtained, if required by local ordinance.
- (3) Installation shall be in accordance with the manufacturer's installation specifications. The installer shall have a copy of such specifications on site at all times during the installation.
- (4) Wiring or cabling shall be installed so as to be minimally visible and blend into the material to which it is attached. If the antenna is installed on the side of a structure, the penetration of the wire or cable from the exterior to the interior of the residence shall be made as close as possible to the location the antenna is attached to the siding and through existing penetrations for wire and cable, if available.
- (5) If the antenna is installed on a structure, such as a roof or siding, it shall be painted so as to blend into the background to which it is mounted or placed.
- (6) An antenna installed on the ground shall be screened from view from any street or adjacent Lot by a solid wood fence or appropriate landscaping.
- (7) No antenna shall be placed in a location where it blocks fire exits, walkways, ingress or egress from an area, fire lanes, fire hoses, fire extinguishers, safety equipment, electrical panels, or other items or areas necessary for the safe operation of the Association or individual units.
- (8) No antenna may obstruct a driver's view of an intersection or a street.

**D. Mast Installation**

- (1) Antennas mounted on masts are prohibited except where necessary for reception of an acceptable quality signal.
  - a. Due to safety concerns, a mast plus antenna structure which extends twelve feet or less above the roof must be properly anchored to withstand winds as required by local ordinances or codes.
  - b. Due to safety concerns relating to wind loads and the risk of falling structures, installation of a mast plus antenna structure which extends more than twelve feet above the roof must be

approved in writing by the Committee prior to installation. The Owner shall submit an application using the Application Form For Permit To Install Mast (See Forms Section, page 27) including detailed drawings of the mast structure and methods of anchorage.

- c. Due to safety concerns relating to wind loads and the risk of falling structures, installation of a mast plus antenna structure which extends more than twelve feet above the roof shall comply with all local ordinances and codes.
- (2) Masts shall be painted to match the antenna mounted on it and to blend with the surroundings.
- (3) Masts which are installed in the ground shall be anchored to withstand winds as required by local ordinances and codes.
- (4) No mast installed on a roof shall be installed nearer to the **Lot** line than the total height of the mast plus antenna structure above the roof.
- (5) No mast shall be erected nearer to electric power lines than the total height of the mast plus antenna structure above the roof.
- (6) No mast shall encroach upon any Common Area, street or other public space.
- (7) Guy wires and other accessories shall not cross or encroach upon any common area, street or other public space, or over any electric power lines, or encroach upon any other privately owned Property.
- (8) Masts shall be constructed of approved corrosion-resistant noncombustible material.
- (9) Masts shall be designed for the dead load plus the ice load.
- (10) Adequate foundations and anchorage shall be provided to resist two times the calculated wind uplift.
- (11) Masts shall be permanently and properly grounded.
- (12) All applicable provisions of Section III above shall apply to the installation of masts.

**E. Maintenance and Repair**

- (1) The Owner of the Property on which the antenna is installed shall be responsible for the maintenance of any antenna and mast. Maintenance and repair shall include, but not be limited to:
  - a. Reattachment or removal of antenna or mast, within seventy-two (72) hours of dislodgment, for any reason, from its original point of installation.
  - b. Repainting or replacement, if for any reason the exterior surface of the antenna or mast becomes worn, disfigured or deteriorated.
  - c. Repair or replacement, if for any reason the antenna or mast no longer retains its original condition.

- d. Repair or replacement to prevent the antenna or mast from becoming a safety hazard.
- (2) Should the Owner fail to properly maintain the antenna or mast, the Association may, after notification of the Owner, fine the unit owner up to \$250.00 following notice and opportunity for hearing and take such further action, legal or otherwise, as permitted by Declaration or statute.
- a. Except in an emergency situation, the Board of Directors and/or the Committee shall notify the Owner, in writing, that the antenna and/or mast requires maintenance, repair or replacement, and that such maintenance, repair or replacement must be completed within thirty (30) days of such notification.
  - b. The Owner may request a meeting with the Board of Directors and/or Committee to be held within thirty (30) days of such notification, to review the reasons for the required maintenance, repair or replacement. Within thirty (30) days of such meeting, the Board of Directors and/or Committee shall notify the Owner, in writing, of its final decision.
  - c. If any required work is not completed within thirty (30) days of notification of final decision if reviewed, the Association may remove and/or repair the antenna or mast at the expense of the Owner, such expense being added to the Owner's annual assessment.

**F. Responsibility.** The Owner of the antenna (including mast) shall be responsible for any damage to any and all real or personal Property, or for any injury resulting from the installation of the antenna (including mast) and/or its use, including but not limited to:

- (1) Damage to any real or personal Property caused by, related to, or arising from the installation due to dislodgment, use, maintenance of any antenna or mast.
- (2) Injury to any person resulting from the installation of the antenna or mast or their use.

**2.8 ASTRO-TURF**

Or other indoor/outdoor carpeting shall not be used on front porch or balconies.

**2.9 AWNINGS**

See Overhang.

**2.10 BALCONIES**

See Decks.

**2.11 BASKETBALL BACKBOARDS**

Temporary basketball backboards also are acceptable but must be placed in such a manner that they do not block sidewalks and pedestrian walkways and are not placed in streets Committee approval is required. Backboard and support structure

should be clear or neutral colored or painted the house field and trim colors, unless otherwise approved by the Committee. Garage-mounted backboards in the front yard may not project more than two (2) feet from the front of the garage. Rims and nets on all types of basketball units must be maintained in a neat and clean appearance.

**2.12 BIRDHOUSES AND BIRDFEEDERS**

A birdhouse or birdfeeder may only be installed in the back yard.

**2.13 BOATS**

See Motor Home Vehicles.

**2.14 BUG ZAPPERS**

If used, shall only be on while the Owner is outside in close proximity.

**2.15 BUILDING HEIGHT**

Only as regulated by City of Westminster code and as approved and amended by the City of Westminster on the Official Development Plan for the Subdivision.

**2.16 CABLE TV ANTENNAS**

See Antennas.

**2.17 CAMPERS**

See Motor Home Vehicles.

**2.18 CARPORT**

Not permitted.

**2.19 CIRCULAR DRIVES**

See Driveways.

**2.20 CLOTHESLINES AND HANGERS**

Only retractable clotheslines are permitted. All laundry must be removed by sundown and clotheslines retracted.

**2.21 CLOTH OR CANVAS OVERHANGS**

See Overhangs.

**2.22 COLOR**

See Painting.

**2.23 CORNER VISIBILITY**

Compliance with City of Westminster intersection sight distance criteria is required.

**2.24 DECKS**

Committee approval is required. Decks must be constructed of wood or other material matching the material of the residence and, if painted, must match the color scheme of the residence, unless otherwise approved by the Committee. Decks must be installed as an integral part of the residence and patio area. Construction of decks over easement areas is not permitted.

## **2.25 DOG RUNS**

Committee approval is required. Dog runs must be constructed with fencing of the same design as approved in Section 2.32 or as otherwise approved by the Committee. Dog runs should preferably be located in the rear or side yard, abutting the home and substantially screened from view. They are limited in size to 575 square feet, cannot be higher than the lot boundary fence, and in no case can be more than six (6) feet high. Dog runs must have double fence when next to any Association fence and may not use any Association fence as any part of the dog run fence.

## **2.26 DOORS**

Committee approval is required for the addition of screen or other type doors to a home. The material should match existing doors on the house, and the color should be the same as that of the existing doors on the house, unless otherwise approved by the Committee. Colors of black, bronze, almond, white or matching the existing house colors are permitted. Security doors or security window bars require Committee approval. Security window bars are not permitted in front yards, but may be permitted on the lowest level of back yards upon Committee approval.

## **2.27 DRAINAGE**

All drainage devices, such as French drains, etc. must be approved in writing by the Committee. Approval shall not be granted unless provision is made for adequate alternative drainage. The established drainage pattern over any property cannot be changed without written permission from the Committee. All drainage directed to or across Association common property of Association maintained area must receive Committee approval. Any change to the drainage flow, direction, manner, etc., may require City approval. A homeowner is strongly advised to consult with City of Westminster on any project that may affect drainage. French drains, trench drains, or similar devices may not discharge into any Association property. If required by the Committee, drainage may be carried across Association property or City property via a Committee-approved mechanism at the homeowner's cost.

## **2.28 DRIVEWAYS**

All driveways leading from the street to an Owner's home or Property are to be constructed of permanent, properly formed, hard-surfaced paving (i.e., concrete with a four (4) inch minimum thickness). Modifications to the original driveway require Committee approval. Extensions to existing driveways may not be more than three feet (3') in width on either side. Extensions must be constructed of concrete, natural or artificial stone, or brick pavers. No asphalt extensions are acceptable. Driveways may not be painted.

## **2.29 EVAPORATIVE COOLERS**

See Air Conditioning Equipment.

## **2.30 EXTERIOR LIGHTING**

See Lights and Lighting.

## **2.31 EXTERIOR MATERIALS**

The only acceptable exterior building materials are hardboard siding, engineered wood, fiber cement siding, vinyl siding, brick, stone, or other harmonious materials utilized for accent or home details as approved by the Committee.

Traditional exterior details such as front porches, gables, columns, bay windows, shutters, and window trim shall be used where appropriate if approved by the Committee. Colors shall be more of earthen tones and shall harmoniously blend to the visual benefit of the development.

## 2.32 FENCES:

- A. **General** - Fences and/or walls/brick columns/entrance monuments constructed by developer along or abutting Property lines, arterial streets, collector streets and local streets may not be removed, replaced, stained or painted a different color or altered, including adding a gate, without approval of the Committee. If any such fences and/or walls/brick columns/entrance monuments constructed by developer which are located upon an Owner's Property are damaged or destroyed by Owner or Owner's agents, the Owner shall repair and recondition the same at the Owner's expense. Owner is responsible for day-to-day maintenance of said fences.
  
- B. **Drainage Under Fencing** - It is important to remember that certain drainage patterns may exist along or under proposed fence locations. When constructing a fence, be sure to provide for a space between the bottom of the fence and the ground elevation so as not to block these drainage patterns.
  
- C. **Fence Design** - Fences may not be constructed without Committee approval. The recommended construction shall be in accordance with the specifications shown on Figures 1 through 5, and compatible with neighbors' existing fences. All Lot Boundary Fences cannot exceed a maximum of six feet in height (Figure 4). Such lot boundary fences may be solid wood, open split rail, or open flat rail and must be constructed from new materials. The height for a solid lot boundary fence is six feet. Open rail fences must be approximately three feet six inches (3'6") or four feet six inches (4'6") in height and must be constructed in accordance with Figures 1, 2, or 3. Transitions between a six foot (6') fence and fences of lower heights must be as shown in Figure 4. Gates in fencing must be constructed in accordance with Figure 5. As to lots with a slope rising away from the house, the Committee will consider approval of the six foot (6') fence at the toe of the slope rather than on the property line at the top of the slope, or the three foot six inch (3'6") open fence (mentioned above) along the property line at the top of the slope. In this case, a landscaping and maintenance plan for the slope area may be required by the Committee. All of the above-mentioned fencing must be constructed of rough-sawn material. All fences must adhere to sight triangle regulations by City of Westminster.
  
- (1) **Front Yard Property Line Fencing** - Height limitation will be three foot six inches (3'6"). Design must be similar to that shown in Figure 1.

- (2) **Lot Boundary Fences** - Height limitations will be six feet (6') for privacy fences (Figure 4), 4'6" for 3-rail fences (Figures 2 and 3), and 3'6" for 2-rail fences (Figure 1).
- (3) **Perimeter Fences** - Fencing along the boundary between Association Tracts and individual lots will be six feet (6') high per the Final Development Plan. Gates, removal sections, or any other type of access through the perimeter fence is not permitted.
- (4) **Open Space Fence** - In addition to other locations where permitted, the Open Space Fence (see Figure 3) is the only fence that may be installed between those lots that back and/or side to open space and open space adjacent to the Community. The location of this fence is shown on the Official Development Plan.
- (5) **Fences or Screening Located Within Property Line** - Must be an integral part of the landscape design.
- (6) **Double Fencing** - Not permitted, except see Dog Run, Section 2.25. Double fencing is not the same as double facing. Check with the Committee.
- (7) **Solid Fences** - Must be constructed with the 2x4 framing and 4x4 posts on the constructing Owner's Property. The smooth side of the wood slats on the front side wing fences and side lot fences for corner lots must face away from the Owner's house). Alternating panels (smooth side in, then smooth side out) of no more than eight feet (8') in width are allowed only between adjacent Properties. Side yard fences ("return fence") may not extend past the front corner of the house/garage. The Committee will require fence returns to be set back from the front of the house/garage a minimum of eight (8) feet (see Final Development Plan).

**D.** No plastic chicken wire, hog wire, barbed wire, or strand wire will be allowed. Chain link fences will only be allowed for Dog Runs (see Section 2.25). Welded wire (2"x4") galvanized mesh, may be attached to an open fence, if installed on the inside of the fence and not extending above the top rail. In general, only open rail fencing will be allowed on property lines abutting common walkways and greenbelts. All property line fence height differentials must be treated with a transition fence similar in design to that shown on Figure 7.

**E.** Fences shall not be constructed within the street right-of-way areas. The setback for the sideyard fence adjacent to the street shall be a minimum of two and one-half (2-1/2) feet from the back of the sidewalk. The fence setback from the sidewalk shall be the same distance from all adjacent



corner lots so that the side lot boundary fences of both Owners shall meet at the back property line shared between the two Owners. Front fence returns of adjacent homeowners should meet at the same point when possible with a preferred minimum setback from the front of the house of eight feet (8').

#### **F. Maintenance Responsibility**

- (1) Perimeter Fences** - A 6' solid perimeter fence may bound those homes with lots adjacent to residential collector streets or peripheral arterial streets. These fences have been constructed by the Association. Maintenance of the fence is the responsibility of the homeowner. Maintenance of any brick columns is the responsibility of the Association. Deteriorated materials must be replaced by the homeowner with materials identical to the original in quality, quantity, and design. If the Board deems it necessary, it will direct the Association to repair the perimeter fence. The cost of repair may be assessed against the individual homeowner. Perimeter fences may not have gates or removable sections of any sort. There can be no rear or side yard access through perimeter fences. (Refer to Addendum A for additional maintenance and replacement responsibilities.)
- (2) Lot Boundary Fences** - Lot boundary solid fences usually run along common lot lines separating two homeowners' yards. Ownership is sometimes shared between the two homeowners and maintenance is the shared responsibility of the two homeowners. Front wing fence returns between the house and side lot lines may have a gate. Preservatives that do not contain color tints are acceptable.
- (3) Greenbelt Fences** - A greenbelt fence separates a homeowner's property from the greenbelt/public land/other landscaped tracts. Maintenance is the responsibility of the homeowner. If the Board deems necessary, it will direct the Association to repair the greenbelt fence. The cost of repair may be assessed against the individual homeowner. Color must not be altered from the original fence material. Gates in greenbelt fences are permitted if constructed per Figure 5. At such time as the Association deems it necessary to replace the greenbelt fence, the gate will not be replaced unless the homeowner assumes the replacement cost for said gate.
- (3) Mesh Line Fences** - May be erected on the homeowner's side of a rail fence to assist in containment of pets or children. Ownership and responsibility for maintenance is solely the homeowner's.
- (4) Chain Link Fences** - Are only acceptable for construction of dog runs. They may not be used as part of the lot boundary fencing. Ownership and responsibility for maintenance is solely the homeowner's.

Figure 1: 2 Rail Cedar Fence

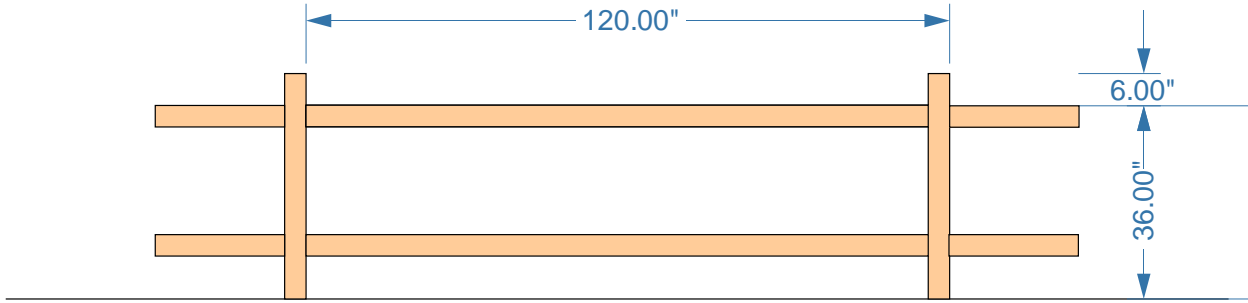


Figure 2: 3 Rail Cedar Fence  
(Original Greenbelt Perimeter Fence)

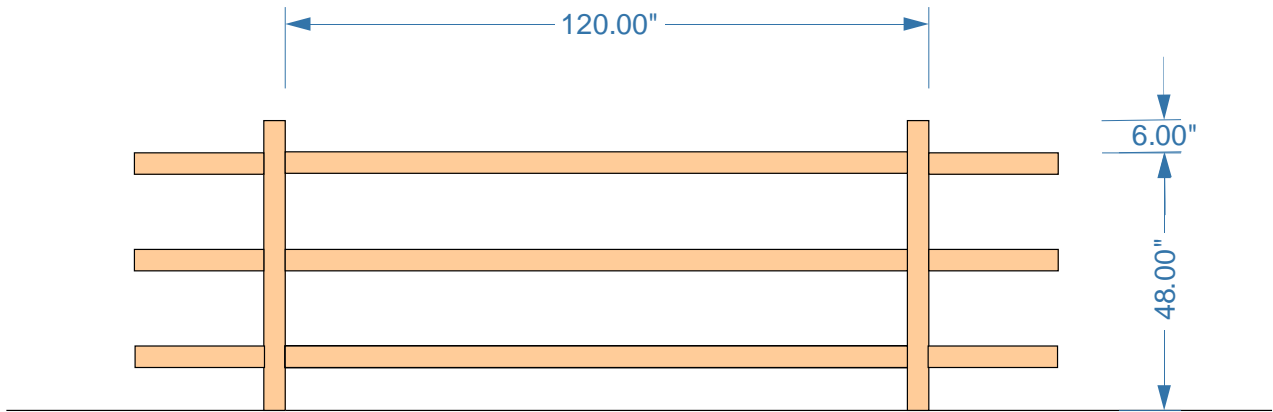
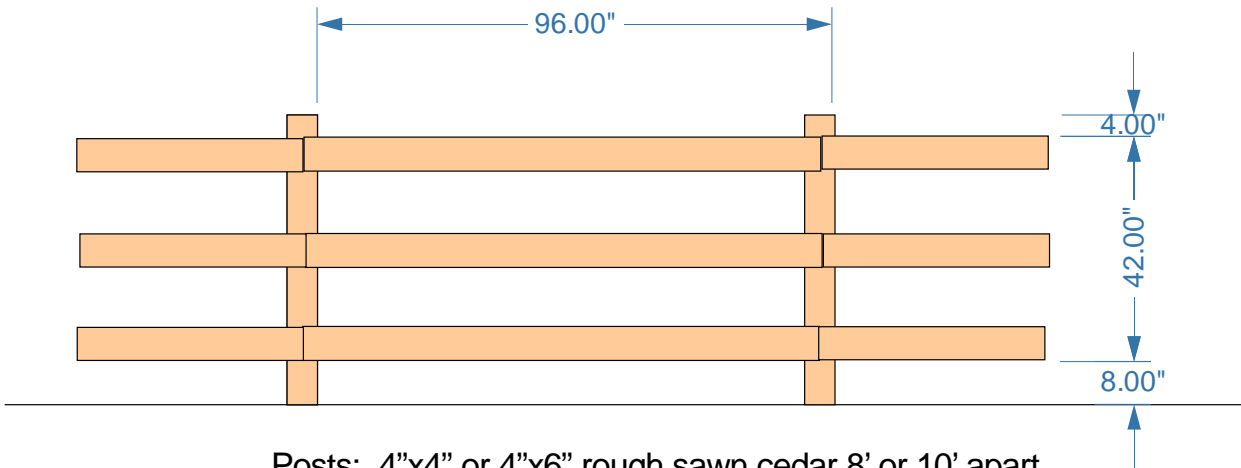


Figure 3: 3 Rail Cedar Fence  
(Current Greenbelt Perimeter Fence)



Posts: 4"x4" or 4"x6" rough sawn cedar 8' or 10' apart  
Rails: 4"x4" (figures 1 or 2) or 2"x6" (figure 3)

Figure 4: Solid Boundary Fence  
(rear elevation)

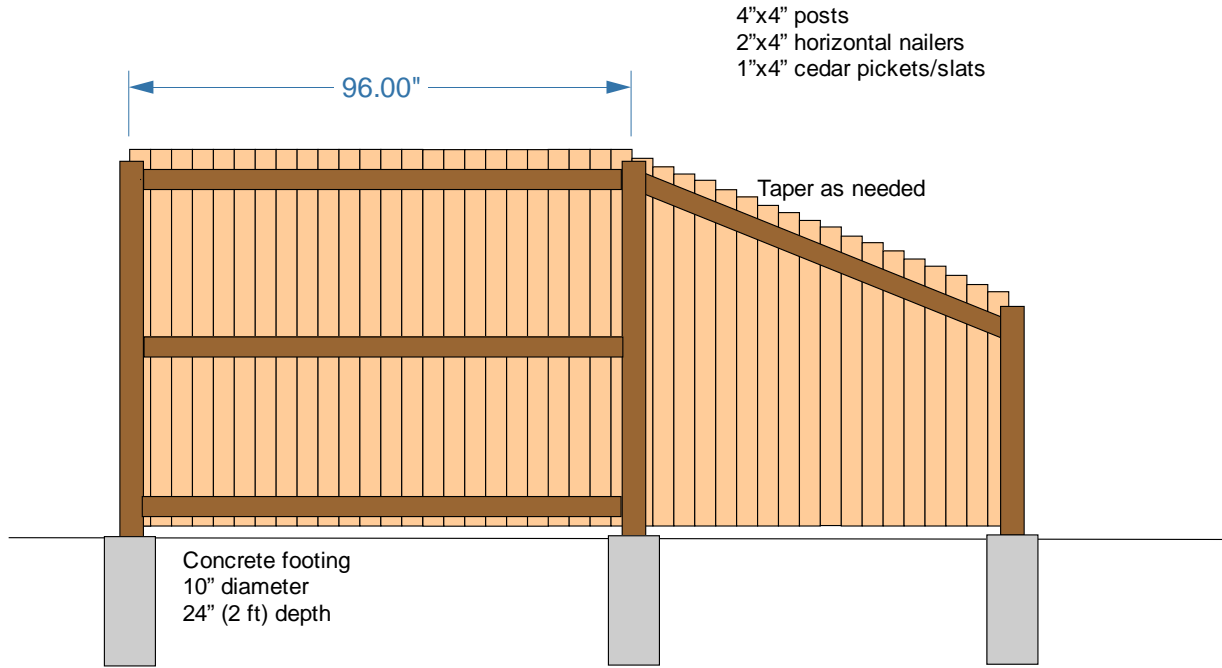
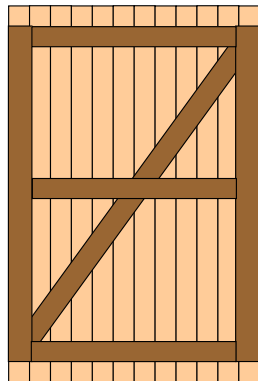
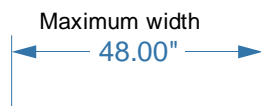


Figure 5: Gate Construction



Gate height must match fence height

### **2.33 FIREWOOD STORAGE**

See Wood Storage.

### **2.34 FLAGPOLES**

Flagpoles attached to the front of the house or balcony do not require approval as long as the pole top does not rise above the level of the bottom sill of the second story windows and is a maximum of 8'-0" long. Free-standing poles are acceptable provided they do not exceed fifteen (15) feet in height and are located within six feet of the front of the home. All flagpoles are to be used for the flying of U.S. flags and military service flags only. U.S. and military service flags are also permitted to be displayed on the inside of a window or door of an Owner's or occupant's residence. Flags must be flown in accordance with the Federal Flag Code. Flag sizes should be in proportion to the flagpole staff and military service flags may not exceed a dimension of thirty-six by forty-eight inches. Free-Standing flag poles require Committee approval.

### **2.35 GARAGES**

A double car garage or maximum three car garage is to be attached as an integral part of the residence design. Garage doors shall be wood, hardboard, fiberglass or metal. Garage doors must be painted to match the residence field color or trim color. Garage door design shall be a raised panel door with windows permitted only on the upper panel of the door. Committee approval is required.

### **2.36 GARBAGE CONTAINERS AND STORAGE AREAS**

See Trash Storage.

### **2.37 GARDENS-FLOWERS**

Committee approval is not required. All flower gardens must be weeded, cared for and carefully maintained.

### **2.38 GARDENS-VEGETABLE**

Committee approval is not required, if located in the rear or side yard. Must be weeded, cared for and carefully maintained.

### **2.39 GRADING AND GRADE CHANGES**

See Drainage.

### **2.40 GREENHOUSES AND GREENHOUSE WINDOWS –**

Committee approval is required. Must be located in rear or side yard; must be a contiguous integral part of the home.

### **2.41 HANGING OF CLOTHES**

See Clotheslines and Hangers.

### **2.42 HOT TUBS**

Committee approval is required. May not be located on second story decks. Must be an integral part of the deck or patio area and of the rear yard landscaping. Must be in the rear yard. Must be screened with a fence, shrubs, etc., and the bottom of which may not be more than 24" from the ground.

**2.43 HOLIDAY DECORATIONS**

All seasonal decorations must be removed within thirty (30) days of that particular holiday or celebration. Consideration of neighbors should be exercised when decorating for any occasion.

**2.44 HOUSE NUMBERS**

See Address Numbers.

**2.45 IRRIGATION SYSTEMS**

Underground manual or automatic irrigation systems will not require approval of the Committee.

**2.46 JACUZZI**

See Hot Tubs.

**2.47 JUNK VEHICLES**

See Motor Home Vehicles.

**2.48 LANDSCAPE AND MAINTENANCE**

Committee approval required. New front yard landscape must include sod. Owners are encouraged to consider xeriscape applications when considering changes to landscape. The proportion of sod should be considered in the overall landscape design and in no event should sod in the front yard landscape be 0%. An all-rock or all-mulch front yard landscape is not permitted.

- A. Grasses:** Use of specialized turf grass that is promoted to conserve water, such as 90/10 fescue/bluegrass mix, is recommended. For the purposes of this standard, turf grass is defined as continuous plant coverage consisting of hybridized grasses that, when regularly mowed, form a dense growth of leaf blades and roots.
- B. Xeriscaping:** For the purposes of this standard, xeriscape is defined as the application of the principles of landscape planning and design, soil analysis and improvement, appropriate plant selection, limitation of turf area, uses of mulches, irrigation efficiency, and appropriate maintenance that results in water use efficiency and water-saving practices. Plans that only include rock for the total yard without the inclusion of organic materials (turf grass, plants, shrubs, bark, etc.) will not be approved.
- C. Gravel, rock and/or soil piles** left in front or on visible side yards of houses, in the street, or on the driveway shall be left no longer than a period of thirty (30) days. Leaving gravel, rock and/or soil piles in the street is a violation of City of Westminster ordinance.
- D. Delivery and placement of landscape materials** shall not damage greenbelt or entry/median areas. Delivery trucks are not allowed to cross these areas (to avoid sprinkler and landscape damage). If this regulation is violated and damage to the common Properties results, the Owner will be

held financially responsible for remedying the damage caused by Owner or their agents.

- E. **Landscape design and installation** must take into account the Fire Department regulation that no obstruction may be placed within three (3) feet of a fire hydrant.
  
- F. **When water use restrictions are imposed** by the City of Westminster, Owners shall maintain their yards by watering in accordance with municipal restrictions and shall make all reasonable efforts to maintain turf viability. When municipal restrictions are lifted by the City of Westminster, Owners shall revive their yards with regular watering, turf replacement (if necessary) and ongoing maintenance within sixty (60) days after the date that the water use restrictions are lifted. In the event that water use restrictions are lifted after September 15<sup>th</sup>, then the Owner shall comply with this provision no later than June 30<sup>th</sup> of the following year. Ongoing weed control shall be provided by Owners at all times, including periods when water use restrictions may be in place.

**2.49 LATTICEWORK (PATTERN)**

Committee approval is required. Lattice work must be a minimum of 1/2" thick if it does not adjoin directly to the house.

**2.50 LIGHTS AND LIGHTING**

Committee approval is not required for exterior lighting if in accordance with the following guidelines: Exterior lights should complement the home, both proportionally and in style. Exterior lighting should be directed downward, towards the house and must be of low wattage to minimize glare sources to neighbors and other Owners. The Committee encourages the use of low-voltage and energy-efficient lighting. Usage of high wattage spotlights or flood lights requires Committee approval.

**2.51 LIVESTOCK**

See Animals.

**2.52 MAILBOXES**

Neighborhood Box Units (commonly called N.C.B.U. or cluster mailboxes) are provided and therefore individual mailboxes are precluded by postal regulation.

**2.53 MICROWAVE DISHES**

See Antennas.

**2.54 MINING AND DRILLING**

Not permitted. The Declaration, Article 3, Section 3.22, prohibits use of the Properties for the purpose of mining, quarrying, drilling, boring, or exploring for or removing oil, gas, or other hydrocarbons, minerals, rocks, stones, gravel, or earth.

**2.55 MOTOR HOME & EMERGENCY VEHICLES**

Not permitted to be located or parked permanently on the Properties or on streets within the Subdivision unless stored within an enclosed garage. The Declaration provides that "boats, trailers, trucks, campers or commercial vehicles shall not be parked or maintained in the Properties." The Resolution, Consent and Amendment of the Bylaws of the Northpark Homeowners Association dated August 11, 1997 further defines this regulation. These vehicles (except trucks as defined in Addendum B) must be moved from the general area within 48 hours unless approved in writing by the Committee. Such vehicles may be kept only within garages. The Association does not permit enclosed structures other than garages for this type of storage.

- A. **Inoperable (or junk) vehicles**, as defined in the City code may be referred to City of Westminster Code Enforcement by an individual Owner in the subdivision.
- B. **Emergency service vehicles** as defined in Colorado statute 38-33.106.5(d) belonging to emergency service providers (primary providers of emergency fire-fighting, law enforcement, ambulance, emergency medical, or other emergency services) are permitted to be parked in an Owner's or occupant's driveway or community streets under the following conditions:
  - (1) The emergency motor vehicle **MUST** be required by the Owner's or occupant's employer as a condition of employment; and,
  - (2) The emergency motor vehicle has a gross weight ten thousand pounds or less;
  - (3) The Owner or occupant who is a member of a volunteer fire department OR is employed by a primary provider of emergency fire fighting, law enforcement, ambulance, or emergency medical services; and,
  - (4) The vehicle bears an official emblem or other visible designation of the emergency service provider; and,
  - (5) While parked, the emergency vehicle shall not obstruct emergency access or interfere with the reasonable needs of other Owners or occupants to use the streets, driveways, and guest parking spaces within the community, as determined by the Board of Directors.

## **2.56 MOTORIZED VEHICLES**

Motorized Vehicles are not to be driven on greenbelts or Common Areas. This includes snowmobiles, golf carts, motorcycles, minibikes, go-carts, mopeds and delivery trucks, but excludes lawn cutting, snow removal or maintenance equipment. Such vehicles shall not be parked as to be visible from any of the Properties.

## **2.57 OVERHANGS - CLOTH OR CANVAS**

Committee approval is required. The color must be the same as or complementary to the exterior of the residence, unless otherwise approved by the Committee. Metal or fiberglass awnings are not permitted.

## 2.58 PAINTING

Color or color combination changes require Committee approval, and must be selected from the approved list of colors (See Addendum C) which can be checked out from the Management Company or designated Board Member(s).

- A. Refer to NorthPark HOA Architectural Control Committee guidelines for additional detail on use of newly-adopted colors.
- B. All exterior color requests, outside the use of the pre-approved colors, must be reviewed for approval by the Committee. The Committee will assess the overall color composition of the proposed color combination for neighborhood uniformity.
- C. All roof vent caps, louvers, plumbing stacks, chimney flashing, valley flashing, etc., are to be painted a color which blends in with the color of the roofing.
- D. Whenever exterior painting is to be done, all changes must be approved by the Committee prior to any painting commencing.
- E. The Committee recommends that all homes be painted on a regular schedule to avoid chipping and peeling of paint, and degradation of underlying substrates.
- F. All paints are to be semi-gloss paints, except in the case of doors and shutters which may be a gloss paint. (Please note: metal doors will not successfully accept latex paint. They need an enamel, oil base paint.)
- G. Paint schemes must be different from neighboring homes. Submittals without a description of neighbors' paint colors will not be considered by the Committee.
- H. Garage doors are to be either the same color as the siding or the trim, or an accent color as approved by the Committee. Outlining the garage door panels in a contrasting color or in a checkerboard design is not permitted.
- I. Most homes in the Subdivision have multiple tone paint schemes (e.g., siding color, trim color and accent color for shutters and doors). New color combinations submitted, outside of the pre-approved colors, should preserve this multiple tone scheme. For example, if the trim was a different color than the doors and shutters originally, they should also be different in the submitted colors.
- J. Selections should be submitted to the Committee, using the Paint Request Form. **PLEASE PLAN SUBMITTAL AHEAD OF THE THIRTY DAY REVIEW TIME FRAME ALLOWED FOR THE COMMITTEE.**
- K. All selections are reviewed by the Committee.
- L. In general, after approval, only those areas that are painted may be repainted; only those areas stained may be restained; unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained.

## 2.59 PATIO COVERS

Committee approval is required. Plans must show the exterior elevation, designate materials and colors, and include dimensions.



**2.60 PATIOS - ENCLOSED**

See Additions and Expansions.

**2.61 PATIOS - OPEN**

Committee approval is required. Must be an integral part of the landscape plan. Must be the same color and design as the residence, unless otherwise approved by the Committee. Patios and balconies shall not be used for storage other than patio furniture and barbecues.

**2.62 PAVING**

Committee approval is required for front yard changes (See Section 2.48), regardless of whether for walks, driveways, patio areas or other purposes, and regardless of whether concrete, brick, flagstones, stepping stones, pre-cast, patterned, exposed aggregate concrete or asphalt pavers are used as the paving material.

**2.63 PETS**

See Animals.

**2.64 PIPES**

See Utility Equipment.

**2.65 PLAY AND SPORTS EQUIPMENT**

Committee approval is required. Equipment shall be located in the rear or side yard. Size of play yards will be considered on a case-by-case basis depending on lot size and proximity to neighbors. The maximum height of the equipment shall be considered on a case-by-case basis depending upon location, and proximity to neighbors. In some cases, written consent from adjacent neighbors may be required.

**2.66 POLES**

See Flagpoles, Utility Equipment, Basketball Backboard, etc.

**2.67 POOLS**

Committee approval is required. Solid fencing for security reasons is encouraged. Above-ground pools will not be allowed. Pools will not be allowed on lots abutting parks and open space areas.

**2.68 RADIO ANTENNAS**

See Antennas.

**2.69 ROOFS**

All roof replacements must be submitted to the Committee for approval prior to installation. The following guidelines will be used as acceptable criteria for roofing replacements:

- A. In the Executive Series (homes which originally had shake shingles by the builder), residents may replace roofing with shake shingles, featherweight concrete shingles, dimensional or laminate shingles, or Stone Coated Steel roofing.

- B. In the Village Series, the above products may also be used but are not required. In the Village series, the resident must match the current quality and color of shingle as a minimum standard for shingle replacement.
- C. 3-tab or T-lock shingles are not acceptable.
- D. The following brands and colors of shingles are acceptable products for approval:

<p><u>GAF/Elk Prestique</u></p> <ul style="list-style-type: none"> <li>Antique Slate</li> <li>Wood Barkwood</li> <li>Sandlewood</li> <li>Hickory</li> <li>Weatherwood</li> </ul>	<p><u>Grand Sequoia</u></p> <ul style="list-style-type: none"> <li>Weatherwood</li> <li>Slate Blend</li> <li>Mesa Brown</li> <li>Cedar blend</li> <li>Antique Silver</li> </ul>	<p><u>Celestial Presidential</u></p> <ul style="list-style-type: none"> <li>Weathered</li> <li>Shadowtone</li> <li>Autumn blend</li> <li>Bark Brown</li> <li>Wood tone</li> </ul>
<p><u>Presidential TL (Certain Teed)</u></p> <ul style="list-style-type: none"> <li>Autumn Blend</li> <li>Shadow Gray</li> <li>Weathered Wood</li> <li>Charcoal Black</li> <li>Bark Brown</li> </ul>		<p><u>Grand Manor (Certain Teed)</u></p> <ul style="list-style-type: none"> <li>Gatehouse Slate</li> <li>Stonegate Gray</li> </ul>
<p><u>Tamko Heritage Series</u></p> <ul style="list-style-type: none"> <li>Weathered Wood</li> <li>Natural Timber</li> <li>Oxford Gray</li> <li>Mountain Slate</li> <li>Autumn Brown</li> <li>Black Walnut</li> </ul>		<p><u>GAF Timberline Series</u></p> <ul style="list-style-type: none"> <li>Weathered Wood</li> <li>Stone Wood</li> <li>Heather Blend</li> <li>Mission Brown</li> </ul>
<p><u>Owens Corning Oakridge</u></p> <ul style="list-style-type: none"> <li>Driftwood</li> <li>Estate Gray</li> <li>Teak</li> <li>Brownwood</li> </ul>		<p><u>Chancellor RGM</u></p> <ul style="list-style-type: none"> <li>Weathered Wood</li> <li>Black Walnut</li> </ul>

- E. Residents may request other roofing products than those mentioned above, but they must submit six brochures describing the shingle and showing the color desired before approval can be considered. Shingle products must have a minimum 30-year warranty, must be of a neutral color (grey, brown, black, tan), and must be a dimensional shingle. In general, the ACC will not approve colors in the tones of green, blue, red, bright rust, or white.
- F. Partial replacement or patching of damaged roof sections must be completed with the same brand and color of shingle to match existing

house shingles. In cases where the existing shingle brand and color is no longer manufactured, replacement of damaged shingles must be done with a shingle that closely matches the existing shingles in texture and color.

**2.70 ROOFTOP EQUIPMENT**

Not permitted.

**2.71 SAUNAS**

See Additions and Expansions.

**2.72 SCREEN DOORS**

See Doors.

**2.73 SETBACKS**

Are defined by the Official Development Plan (O.D.P.) as approved by City of Westminster.

**2.74 SEWAGE DISPOSAL SYSTEMS**

Are not allowed.

**2.75 SHEDS**

Committee approval is required. Homeowners should use the "Accessory Building Request Form" to request approval. Materials shall be the same materials as on the exterior of the house. Sheds shall be screened from view by a fence, and shall be located in the side or rear yard as close to the home as possible. Sheds must be the same color as the exterior of the house, unless otherwise approved by the Committee. Sheds shall not be more than ten (10'-0") feet high at the peak, nor larger than ten (10) feet wide by twelve (12) feet long. Siding, roofing, and trim materials must match those on the house and the roof pitch be similar to the house. For example, if the house has horizontal lap siding, then the shed must also have horizontal lap siding, and if the house has a shake shingle roof, then the shed must have a shake shingle roof. The Committee, in reviewing the application for shed approval, shall consider lot grading, fence locations, landscape screenings, etc., in granting any approvals for a shed..

**2.76 SHUTTERS - EXTERIOR**

Committee approval is required. Should be of the same material and painted to match the color scheme of the exterior of the house, unless otherwise approved by the Committee. Styles should be consistent with other homes in the community.

**2.77 SIDING**

Committee approval is required. Siding must be essentially the same as the siding installed by the builder on other houses in the Subdivision, and must be painted according to guidelines in Section 2.58 "Painting." Aluminum or steel siding will not be permitted. Vinyl siding will be permitted if colors match the approved paint color list (See Section 2.58 "Painting").

## **2.78 SIGNS**

The City of Westminster Sign Code 11-11.1-9 and Article X of the Declaration (except as related to political signs) control signs. In addition, the following guidelines shall be applied to signs:

- A. For Sale/For Rent signs: one professional sign per dwelling advertising a dwelling for sale or rent is permitted.
- B. Business and Security System signs: non-advertising security system signs are allowed on the Owner's property. Signs advertising a business are not permitted.
- C. Garage sale signs shall be removed at the end of the last sale day.
- D. Political signs: may be located on an Owner's or occupant's property in accordance with City of Westminster sign code 11-11-6 (C). Political signs are not allowed on Common Areas, including Association landscape tracts and perimeter fencing. Political signs may be displayed no longer than forty-five (45) days before an election and shall be removed within ten (10) days following an election. An Owner or occupant may display one political sign per political office or ballot issue that is contested in the election. A political sign may be no larger than 36"x48" or the maximum allowed by any applicable county ordinance that regulates the size of political signs on residential property, whichever is smaller. A political sign is defined as a sign that carried a message intended to influence the outcome of an election, including supporting or opposing the election of a candidate, the recall of a public official, or the passage of a ballot issue.
- E. Special Clubhouse Event Signs: A sign advertising the existence of a special event at the clubhouse and advertising the date, time and location of the event with such signs having a maximum area of six (6) square feet, a maximum height of three (3) feet, and posted for the period of the date of the special event only. Such signs shall not block or interfere with traffic visibility, shall be free-standing, shall be limited in number to six (6) signs, and shall be posted only upon the clubhouse property or within the City of Westminster road right-of-way portion of the common areas.

## **2.79 SKYLIGHTS –**

Committee approval is required.

## **2.80 SOLAR ENERGY DEVICES**

Committee approval is required. Must be designed to appear as if it is an integral part of the roof. No exterior plumbing may be visible from adjoining street.

## **2.81 SPAS**

See Hot Tubs.

## **2.82 SPRINKLER SYSTEMS**

See Irrigation Systems.

- 2.83 SQUARE FOOTAGE**  
The Official Development Plan may define any square footage requirements for the original living area (above finished ground level and fully enclosed) for residences.
- 2.84 STATUARIES AND FOUNTAINS**  
Committee approval is required.
- 2.85 STORAGE SHEDS**  
See Sheds.
- 2.86 SUNSHADES**  
See Overhangs.
- 2.87 SWAMP COOLERS**  
Not permitted as rooftop equipment or in windows. See Air Conditioning Equipment.
- 2.88 SWINGSETS**  
See Play and Sports Equipment.
- 2.89 TELEVISION ANTENNAS**  
See Antennas.
- 2.90 TEMPORARY STRUCTURES**  
Committee approval is required. Camping tents set up for cleaning or occasional overnight sleeping by children will not require Committee approval if left up no longer than 72 hours.
- 2.91 TEMPORARY VEHICLES**  
See Motor Home Vehicles.
- 2.92 TRAILERS**  
See Motor Home Vehicles.
- 2.93 TRASH CONTAINERS AND ENCLOSURES**  
See Article X of the Declaration.
- 2.94 TREE HOUSES**  
Not Permitted.
- 2.95 UNDERDRAINS**  
Modification or impeding the flow is prohibited.
- 2.96 UTILITY EQUIPMENT**  
Installation of utilities or utility equipment requires Committee approval unless located underground or within an enclosed structure. Pipes, wires, poles, utility meters and other utility facilities must be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure.

**2.97 VANES**

Committee approval required.

**2.98 VEHICLES**

See Motor Home Vehicles.

**2.99 VENTS**

See Rooftop Equipment.

**2.100 WALLS**

See Fences.

**2.101 WALLS - RETAINING**

A single retaining wall shall not be more than thirty-six (36) inches in height (measured at the exposed side) without an engineering plan. Where required by the Committee, a detailed landscape plan, indicating the size and exposure of the retaining wall, shall be provided by the Owner at the time of plan review for approval. Property Owners are liable for their respective lot drainage. Retaining walls shall be constructed of: brick, treated wood, "Versalock" (TM), natural stone, or similar materials, subject to approval by the Committee. Exposed concrete retaining walls are permitted only with surface treatment approved by the Committee.

**2.102 WELLS**

Not permitted.

**2.103 WIND TURBINES**

Wind-electric generators that meet interconnection standards established in rules promulgated by the Public Utilities Commission pursuant to Section 40- 2-124, C.R.S. are permitted provided that the devices meet all local municipality requirements and that the sound associated with the wind-electric generators does not interfere with the use and enjoyment by residents of property situated nearby.

**2.104 WINDOWS**

Committee approval is required for all windows not of the same make or design as originally installed by builder. Submission of plans and specifications to the Committee shall include a description of the window frame material and color. Mill (unpainted) finish on aluminum windows is specifically prohibited. Replacement windows shall be substantially the same as those initially installed. See Section 2.40 for restrictions on greenhouse windows.

**2.105 WOOD STORAGE**

Committee approval is not required. Must be located in the garage, side or back yard behind privacy fence, adjacent to the house, and must be neatly stacked, and must not be located so as to block any existing drainage pattern on the lot.

**2.106 WOOD STOVE STACKS**

Committee approval required. All new and added stove stacks shall be enclosed and shall meet the City of Westminster specifications for fire hazard compliance.

### **III. PROCEDURES FOR COMMITTEE APPROVAL**

#### **3.1 GENERAL**

In a few cases, as indicated in the listing in the preceding Section II, a specific type of Improvement is not permitted under any circumstances. In all other cases, including Improvements not included in the listing in Section II, advance or prior written approval by the Committee is required before an Improvement to Property is commenced. This section of the Guidelines explains how such approval can be obtained.

#### **3.2 DRAWINGS OR PLANS**

Article VIII of the Declaration requires an Owner to submit to the Committee, prior to commencement of work on any Improvement to Property, descriptions, plot plans, construction plans, specifications and samples of materials and colors, etc., as the Committee shall reasonably request, showing the nature, kind, height, width, color, materials and location of the proposed Improvement. In the case of major Improvements, such as room additions, decks, or structural changes, detailed plans should be professionally prepared by an architect, engineer, and/or draftsman and should meet City of Westminster requirements. However, simple drawings and descriptions may be sufficient for other Improvements. Whether done by the Owner or professionally, the following Guidelines should be followed in preparing drawings or plans:

- A.** The drawing or plan should be done to scale, and should depict the property lines of your lot and the outside boundary lines of the home as located on the lot. Drawings made from a lot survey base are preferred.
- B.** Existing Improvements, in addition to the home, should be shown on the drawing or plan, and identified or labeled. Such existing Improvements include driveways, walks, decks, trees, bushes, etc.
- C.** The proposed Improvements should be shown on the plan and labeled. Either on the plan, or an attachment, there should be a brief description of the proposed Improvement, including the materials to be used and the colors.
- D.** The plan or drawing and other materials should show the name of the Owner, the address of the home, and a telephone number where the Owner can be reached.

#### **3.3 SUBMISSION OF DRAWINGS AND PLANS**

The "Request for Approval Form" and copies of the drawing or plan shall be submitted to the Committee. Submission of plans may occur electronically and drawings must be legible and clear, regardless of the medium of submission. Plans should be submitted to the Architectural Control Committee in care of the Association's property management company.

**3.4 REVIEW FEE**

No fee is charged at this time, for review/approval of plans by the Committee. All costs for submittals shall be borne by the Owner. Any engineering consultant fees or other fees reasonably incurred by the Association in reviewing any proposed Improvement will be assessed to the homeowner requesting the Improvement.

**3.5 ACTION BY THE COMMITTEE**

The Committee will meet as needed to review plans submitted for approval and review covenant/regulation violation complaint letters received. The Committee may require submission of additional information or material, and the Committee may deny the request until all required information or materials have been submitted. The Committee will contact the Owner by phone, if possible, if additional information or materials are required. The Committee will act upon all requests within thirty (30) days after receipt of all additional information or materials requested by the Committee, unless the time is extended by mutual agreement. All decisions of the Committee will be in writing.

**3.6 PERFORMANCE OF WORK**

After approval by the Committee, a proposed Improvement to Property should be accomplished as promptly as possible, in accordance with the approved plans, drawings and descriptions. The work must be completed, in any event, within twelve (12) months unless a shorter time period is specified by the Committee.

**3.7 RIGHTS OF APPEAL**

An Owner may appeal to the Association Board of Directors in the event of disapproval of a request by the Committee.

**3.8 COMPLAINTS**

Should be submitted to the Committee, in writing, and must be dated and signed by an Owner. The Board of Directors and the Committee will take all reasonable action to preserve the anonymity of complaining Owners.

**3.9 DECLARATION PREVAILS**

The foregoing Architectural Control Committee Guidelines and procedures are supplementary to all of the terms and provisions of Articles VIII, IX and X of the Declaration, and shall remain in full force and effect. In the event of any actual or apparent conflict between these procedures and said Articles, the latter shall prevail.



## ADDENDUM A: APPROVED LIST OF NORTHPARK PAINT COLORS

Sherwin Williams and Benjamin Moore paint colors listed in this Addendum is not to be interpreted as a requirement for or endorsement of either of those companies. Their use is merely to precisely identify approved colors.

### 1. ORIGINAL COLORS

The following colors are listed with the Writer (builder's) color name and the equivalent Sherwin Williams name and number. The Sherwin Williams colors are a close, but not exact, match to the Writer color. Use the Sherwin Williams equivalents for repaints, but not touch-ups.

Writer Color	FIELD COLOR		TRIM COLOR		
	Sherwin Williams Equivalent	S/W Color #	Writer Color	Sherwin Williams Equivalent	S/W Color #
<b>GRAYS</b>					
GN-190	Worldly Gray	SW7043	(Northpark) White	Extra White	SW7006
			Old Manse	Felted Wool	SW9171
Antique Gray	Dorian Gray	SW7017	(Northpark) White	Extra White	SW7006
Cape Cod Gray	Mindful Gray	SW7016	Writer White	Natural Choice	SW7011
Dusty Olive	Ethereal Mood	SW7639	Guardsman	Warm Stone	SW7032
Guardsman	Warm Stone	SW7032	Dusty Olive	Ethereal Mood	SW7639
			Writer White	Natural Choice	SW7011
Mushroom	Techno Gray	SW6170	Tudor Green	Studio Clay	SW9172
Old Manse	Felted Wool	SW9171	(Northpark) White	Extra White	SW7006
			Writer White	Natural Choice	SW7011
Partridge	Truly Taupe	SW6038	(Northpark) White	Extra White	SW7006
Soft Gray	Unusual Gray	SW7059	(Northpark) White	Extra White	SW7006
			Writer White	Natural Choice	SW7011
<b>BLUES</b>					
Blue Wing	Foggy Day	SW6235	Writer White	Natural Choice	SW7011
Eucalyptus	Attitude Gray	SW7060	Writer White	Natural Choice	SW7011
Heritage Blue	Grays Harbor	SW6236	Writer White	Natural Choice	SW7011
			½ Cape Cod Gray	Repose Gray	SW7015
<b>BROWNS</b>					
IM-10	Down Home	SW6081	Navaho White	China Doll	SW7517
			Coffee	?	?
			Beige Gray	?	?
IM-11	Suitable Brown	SW7054	Beige Gray	?	?
IM-14	Thatch Brown	SW6145	Beige White	Malabar	SW9110
Teasel	Nut Hatch	SW6088	Navaho White	China Doll	SW7517
<b>YELLOWS</b>					
New Beige Gray	Macadamia	SW6142	Writer White	Natural Choice	SW7011
Aspen Cream	August Moon	SW7687	Writer White	Natural Choice	SW7011
HC-5	Ivorie	SW6127	(Northpark) White	Extra White	SW7006

Writer Color	FIELD COLOR Sherwin Williams Equivalent	S/W Color #	Writer Color	TRIM COLOR Sherwin Williams Equivalent	S/W Color #
Oyster	Maison Blanche	SW7576	Writer White	Natural Choice	SW7011
<b>BEIGES</b>					
IM-5	Favorite Tan	SW6157	Oyster	Maison Blanche	SW7576
			Writer White	Natural Choice	SW7011
Camouflage	Quinoa	SW9102	Writer White	Natural Choice	SW7011
			Navaho White	China Doll	SW7517
Clay	Utaupeia	SW9088	Writer White	Natural Choice	SW7011
			Navaho White	China Doll	SW7517
Old Beige Gray	Studio Taupe	SW7549	Writer White	Natural Choice	SW7011
			Coffee	?	?
Olive Branch	Dried Edamame	SW9122	Writer White	Natural Choice	SW7011
			Bronze	?	?
Shadow Gold	Mexican Sand	SW5719	Oyster	Maison Blanche	SW7576
			Bay Leaf	Burlap	SW6137
Wheat	Tarnished Treasure	SW9118	Writer White	Natural Choice	SW7011
<b>GREENS</b>					
IM-2	?	?	Old Beige Gray	Studio Taupe	SW7549
			IM-5	Favorite Tan	SW6157
IM-4	?	?	Writer White	Natural Choice	SW7011
IM-9	Verde Marron	SW9124	Oyster	Maison Blanche	SW7576
			Writer White	Natural Choice	SW7011
			Bronze	?	?
Bay Leaf	Burlap	SW6137	Greco Bronze	?	?
			Stone	Hardware	SW6172
Beachwood	Sandy Ridge	SW7535	Beige White	Malabar	SW9110
			Old Beige Gray	Studio Taupe	SW7549
			Writer White	Natural Choice	SW7011
Harvest	?	?	Writer White	Natural Choice	SW7011
Mesa Gray	?	?	Writer White	Natural Choice	SW7011
Sage	Connected Gray	SW6165	Writer White	Natural Choice	SW7011
Stone	Hardware	SW6172	Writer White	Natural Choice	SW7011
			Brown Olive	?	?
			Navaho White	China Doll	SW7517

## ORIGINAL COLOR EXTERIOR SELECTIONS

BRICK	WRITER FIELD / TRIM Color	S/W Number	WRITER TRIM / FIELD Color	S/W Number
Chesapeake	IM-10	SW6081	Navaho White	SW7517
	Camouflage	SW9102	Writer White	SW7011
	Clay	SW9088	Navaho White	SW7517
	Dusty Olive	?	Writer White	SW7011
Dover Gray			Navaho White	SW7517
	Blue Wing	SW6235	Writer White	SW7011
	Soft Gray	SW7059	(Northpark) White	SW7006
			Writer White	SW7011
	Guardsman	SW7032	Dusty Olive	?
			Writer White	SW7011
	Clay	SW9088	Navaho White	SW7517
			Writer White	SW7011
	Old Manse	SW9171	Navaho White	SW7517
			(Northpark) White	SW7006
		Writer White	SW7011	
	IM-10	SW6981	Navaho White	SW7517
	Partridge	SW6038	(Northpark) White	SW7006
	Teasel	SW6088	Navaho White	SW7517
	Dusty Olive	?	Guardsman	SW7032
Duo-Dover	Blue Wing	SW6235	Writer White	SW7011
	Clay	SW9088	Writer White	SW7011
			Navaho White	SW7517
	Guardsman	SW7032	Writer White	SW7011
	Dusty Olive	?	Navaho White	SW7517
			Guardsman	SW7032
Mission Gold	Soft Gray	SW7059	(Northpark) White	SW7006
			Writer White	SW7011
	Clay	SW9088	Writer White	SW7011
			Navaho White	SW7517
	IM-10	SW6081	Navaho White	SW7517
	Dusty Olive	?	Guardsman	SW7032
	Camouflage	SW9102	Writer White	SW7011
	Partridge	SW6038	(Northpark) White	SW7006
	HC-5	SW6127	(Northpark) White	SW7006
	Old Manse	SW9171	(Northpark) White	SW7006
			Writer White	SW7011
	Beachwood	SW7535	Beige White	SW9110
	Shadow Gold	SW5719	Oyster	SW7576
Old Beige	SW7549	Writer White	SW7011	
Gray				
IM-5	SW6157	Oyster	SW7576	
IM-14	SW6145	Beige White	SW9110	

BRICK	WRITER FIELD / TRIM Color	S/W Number	WRITER TRIM / FIELD Color	S/W Number
Used Red Brick	Stone	SW6172	Writer White	SW7011
	Olive Branch	?	Writer White	SW7011
	IM-9	SW9124	Oyster	SW7576
	Aspen Cream	SW7687	Writer White	SW7011
	Soft Gray	SW7059	(Northpark) White	SW7006
	Antique Gray	SW7017	Writer White	SW7011
	Blue Wing	SW6235	(Northpark) White	SW7006
	Old Manse	SW9171	Writer White	SW7011
	Clay	SW9088	(Northpark) White	SW7006
	Partridge	SW6038	Writer White	SW7011
	Mushroom	SW6170	(Northpark) White	SW7006
	Old Beige	SW7549	Tudor Green	SW9172
	Gray		Writer White	SW7011
	Shadow Gold	SW5719	Navaho White	SW7517
	IM-9	SW9124	(Northpark) White	SW7006
	IM-14	SW6145	Tudor Green	SW9172
	IM-5	SW6157	Writer White	SW7011
	Olive Branch	?	Oyster	SW7576
	Aspen Cream	SW7687	Oyster	SW7576
	Stone	SW6172	Beige White	SW9110
	Beachwood	SW7535	Oyster	SW7576
	Heritage Blue	SW6236	Writer White	SW7011
	Cape Cod	SW7016	½ Cape Cod Gray	SW7015
	Gray		Writer White	SW7011

## 2. Benjamin Moore Colors added March, 1994.

### Benjamin Moore Approved Colors

Field or Trim	Trim Only
PE-18	PE-91
PE-19	PE-80
PE-29	PE-78
PE-48	
PH-174	PH-173
PH-45	PH142
PH-33	PH-136
PO-88	

### 3. ADDED COLORS, effective April 2017

\*Asterisked colors are those also among original Northpark colors in Section 1.

***[Per our decision to keep the number of colors to 3, the Accent Color column below lists the Accent color on top and the Body 2 + Garage color on the bottom. That way, no Legacy Ridge colors were eliminated. Do we keep them all?]***

Field Color	S/W Color #	Trim Color	S/W Color #	Accent Color	S/W Color #
Mega Greige	SW7031	Popular Gray	SW6071	Darkroom	SW7083
Homburg Gray	SW7622	Taupe Tone	SW7633	Versatile Gray	SW6072
Yearling	SW7725	Nomadic Desert	SW6107	Turkish Coffee	SW6076
Cocoa	SW6047	Amazing Gray	SW7044	Spalding Gray	SW6074
Mink	SW6004	Amazing Gray	SW7044	Turkish Coffee	SW6076
Attitude Gray*	SW7060	Analytic Gray	SW7051	Canoe	SW7724
Downhome*	SW6081	Practical Beige	SW6100	Black Magic	SW6991
Cork Wedge	SW7539	Chop Sticks	SW7575	Keystone Gray	SW7504
Tea Chest	SW6103	Dormer Brown	SW7521	Sealskin	SW7675
Warmstone	SW7032	Stone Lion	SW7507	Pavestone	SW7642
				Black Fox	SW7020
				Intellectual Gray	SW7045
				Raisin	SW7630
				Sands of Time	SW101
				Carriage Door	SW7594
				Row House Tan*	SW7689
				Polished	SW2838
				Mahogany	SW6102
				Portabello	
				Carmelian	SW7580
				Sycamore Tan	SW2855

**The following colors are also adopted, effective April, 2017.** Colors in the left column may be used as either the field color or trim color. Those in the right column may be used only as trim color.

<b>Field or Trim Color</b>		<b>Trim Color Only</b>	
<b>Color</b>	<b>SW Color #</b>	<b>Color</b>	<b>SW Color #</b>
Anonymous	SW7046	Andiron	SW6174
Argos	SW7065	Merlot	SW2704
Bateau Brown	SW6033	Rock Bottom	SW7062
Brandywine	SW7110	Rookwood Dark Red	SW2801
Clary Sage	SW6178	Rookwood Red	SW2802
Cocoon	SW6173	Rustic Red	SW7593
Cotton White	SW7104	Urban Bronze	SW7048
Dapper Tan	SW6144		
Dover White	SW6385		
Downing Sand	SW2822		
Fiery Brown	SW6055		
Foothills	SW7514		
Grays Harbor*	SW6236		
Interactive	SW6113		
Khaki Shade	SW7533		
Less Brown	SW6040		
Marea Baja	SW9185		
Meadow Trail	SW7737		
Outer Banks	SW7534		
Retreat	SW6207		
Rookwood Antique Gold	SW2814		
Roycroft Suede	SW2842		
Rugged Brown	SW6062		
Sanderling	SW7513		
Sandy Ridge	SW7535		
Sea Serpent	SW7615		
Serengeti Grass	SW9116		
Smoky Blue	SW7604		
Status Bronze	SW7034		
Stucco	SW7569		
Tempe Star	SW6229		
Tin Lizzie	SW9163		
Toasty	SW6095		
Tree Branch	SW7525		
Underseas	SW6214		
Vital Yellow	SW6392		
Wheat Penny	SW7705		

**ADDENDUM B: FORMS**

**1. REQUEST FOR APPROVAL**

NORTHPARK HOMEOWNERS ASSOCIATION  
 ARCHITECTURAL CONTROL COMMITTEE  
 REQUEST FOR APPROVAL  
 c/o Vista Management Associates, Inc.  
 8700 Turnpike Drive, Suite 230 Westminster, CO 80031  
 Ph: (303)429-2611 Fx: (303)429-2632

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

Dates (approx.) building will begin: \_\_\_\_\_ End: \_\_\_\_\_

My request involves the following types of improvements:

Basketball Backboard		Deck/ Patio Slab		Dog Run		Drive/Walkway Addition	
Fencing		Landscaping		Painting		Patio Cover	
Play Equipment		Roofing		Room Addition		Sauna/ Hot Tub	
Security Door		Shed		Wall(s)		Windows	
Other							

If Other,  
describe: \_\_\_\_\_

\_\_\_\_\_

Describe improvement and submit 4 copies of this form and plans or fax ONE set:

Anticipated Date of Completion: \_\_\_\_\_

I understand that the approval of the Design Review Committee must be obtained before I can proceed with my project. I understand that approval by the ACC does not constitute approval of the local building department and that I may also be required to obtain a building permit. I agree to complete improvements promptly after receiving approval from the DRC. I have read the Residential Improvement Design Guidelines and will comply with all requirements.

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACC Action Needed By: \_\_\_\_\_

ACC Action:

Approved as Submitted
-----------------------

Approved with Conditions as follows:

Disapproved as Submitted for the following reasons:

ACC Member  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**2. PAINT APPROVAL REQUEST**

NORTHPARK HOMEOWNERS ASSOCIATION  
EXTERIOR PAINT REQUEST FOR APPROVAL  
c/o Vista Management Associates, Inc.  
8700 Turnpike Drive, Suite 230 Westminster, CO 80031  
Ph: (303)429-2611 Fx: (303)429-2632

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

Dates (approx.) will begin: \_\_\_\_\_ End: \_\_\_\_\_

Colors Currently On Your Home:

Brick \_\_\_\_\_  
Field \_\_\_\_\_  
Trim \_\_\_\_\_  
Accent \_\_\_\_\_

Neighbors Colors:

Brick \_\_\_\_\_ Brick \_\_\_\_\_  
Field \_\_\_\_\_ Field \_\_\_\_\_  
Trim \_\_\_\_\_ Trim \_\_\_\_\_  
Accent \_\_\_\_\_ Accent \_\_\_\_\_

(PLEASE NOTE DO NOT CHOOSE COLORS TOO CLOSE TO YOUR NEIGHBORS' COLORS)

Your Choices:

Brick \_\_\_\_\_  
Field \_\_\_\_\_  
Trim \_\_\_\_\_  
Accent \_\_\_\_\_

PLEASE PROVIDE 4 SETS OF PAINT CHIPS

Design Review Committee Action Needed By: \_\_\_\_\_

ACC Action:

Approved as Submitted
-----------------------

Approved with Conditions as follows:

Disapproved as Submitted for the following reasons:

ACC Member  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**3. ACCESSORY BUILDING REQUEST**

NORTHPARK HOMEOWNERS ASSOCIATION  
ACCESSORY BUILDING REQUEST FOR APPROVAL  
c/o Vista Management Associates, Inc.  
8700 Turnpike Drive, Suite 230 Westminster, CO 80031  
Ph: (303)429-2611 Fx: (303)429-2632

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

Dates (approx.) building will begin: \_\_\_\_\_ End: \_\_\_\_\_

Details from Your Plans:

- | 1) Measurements:  | Height | Length | Width |
|---|--------|--------|-------|
| 2) Is the siding material the same as your house?   |        | _____  |       |
| 3) Is the Roofing Material the same as your house?  |        | _____  |       |
| 4) Is it painted to match the field and trim colors on your house?  |        |        | _____ |
| 5) Are the details (trim boards) consistent with your house?  |        |        | _____ |
| 6) Does the pitch of the roof match your house?   |        |        | _____ |
| 7) Have you provided space around the accessory building, or made design considerations, that will allow for future maintenance (repainting)? |        |        |       |

PLEASE ATTACH YOUR PLANS (MEASUREMENTS ARE NEEDED) AND A MATERIAL LIST

- 1) BIRD'S EYE PLAN OF THE ENTIRE LOT SHOWING WHICH NEIGHBORS OR STREETS WILL SEE THE ACCESSORY BUILDING
- 2) SIDE DRAWINGS SHOWING VIEW SEEN BY NEIGHBORS AND FROM STREET WHERE AFFECTED. (PLEASE SEND IN 4 SETS OF THIS FORM AND PLANS OR FAX ONE SET OF FORMS AND PLANS)

Design Review Committee Action Needed By: \_\_\_\_\_

ACC Action:

Approved as Submitted
-----------------------

Approved with Conditions as follows:

Disapproved as Submitted for the following reasons:

ACC Member

Signature: \_\_\_\_\_ Date: \_\_\_\_\_