

Design Guidelines
for
Residential Improvement

NorthPark
Homeowners Association

August 2022

These Design Guidelines were prepared by the Architectural Control Committee of the NorthPark Homeowners Association. The Architectural Control Committee and the Board of Directors reserve 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. The official process to follow to address questions, concerns, complaints, and feedback is to contact the **Management Company** as defined in the Sec. 1.1 below.

Change Log

August 2022

- Updated Sign guidelines according to new legislation
- Updated Flag guidelines according to new legislation
- Updated Greenhouse guidelines

May 2022

- Added Artificial Turf guidelines

April 2022

- Added Lending Library guidelines

September 2020

- Updated Hot Tubs guidelines

May 2020

- Added the “official communication is to contact the management company” above.
- Updated and added definitions.
- Reformatted the entire document to clean up section numbering, punctuation, grammar, formatting, tables, etc.
- Added clarifications and revised guidelines in numerous items of the list of Improvements. The *Building Height*, *Corner Visibility*, *Setbacks*, and *Square Footage* items have been moved to Definitions.
- New Guidelines: *Brick and Stonework* and *Trampolines*
- The old *Doors* item has been split into *Entry Doors* and *Screen/Security/Storm Doors*).
- Removed Guidelines: *Color*
- Verified references to other documentation and corrected as needed.
- Updated information about enforcement of design guidelines.
- Replaced request forms included in this document with directions to access them from the Management Company’s website.
- Updated Landscape section to address the new laws associated with xeriscape design.

- Old Benjamin Moore colors (that were added in 1994) have been removed from the paint options since the specific color codes no longer exist.
- Added Addendum B - Xeriscape Guidelines
- Updated Addendum C - changed the names of the request for approval forms.

April 2019

- Initial version from which changes are henceforth logged.

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1 Introduction

1.1 Definitions

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

- 1.1.1 **ACC** - Shall mean the Architectural Control Committee as defined in the Declaration, Article I [Definitions] Section 1 (H) and charged with ensuring that all Improvements, construction, landscaping, and alterations on lands within the Properties conform to and harmonize with existing surroundings and structures, as described in the Declaration, Article VIII [Architectural Control Committee].
- 1.1.2 **Association** - Shall mean NorthPark Homeowners Association, Inc., a Colorado corporation not for profit, its successors, and assigns.
- 1.1.3 **BOD** - Shall mean the Association's Board of Directors.
- 1.1.4 **Building Height** - 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.
- 1.1.5 **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).
- 1.1.6 **Corner Visibility** - As defined in the City of Westminster Department of Engineering Specifications, Sec. 6.18.00.
- 1.1.7 **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.
- 1.1.8 **Improvement(s)** - Shall mean Improvement(s) as listed in the Declaration, Article VIII, Section 1.
- 1.1.9 **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.
- 1.1.10 **Management Company** - Shall mean a company that is hired to effectively carry out the management of the Association. The key responsibilities of the Management Company are to 1) Guide/Consult with the Board of Directors to fulfill their duties, 2) Execute the

decisions, directives, and policies approved by the Board of Directors, and 3) Document transactions, activities, and records of the Association. This responsibility spans the following areas: 1) Administrative Services, 2) Accounts Receivable Management, 3) Site Management, and 4) Accounting Services.

- 1.1.11 **Owner** - Shall mean the recorded Owner, including contract sellers, whether one or more persons or entities, of a fee simple title to any lot or living unit situated upon the Properties.
- 1.1.12 **Property(ies)** - Shall mean all lots and common areas, developed or undeveloped, within the NorthPark Subdivision.
- 1.1.13 **Setbacks** - Are defined by the Official Development Plan (ODP) as approved by the City of Westminster.
- 1.1.14 **Square Footage** - The Official Development Plan (ODP) may define any square footage requirements for the original living area (above finished ground level and fully enclosed) for residences
- 1.1.15 **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

- 1.2.1 The Declaration requires prior approval by the ACC or its designated representatives before any building, fence, or other structure is erected, placed, or altered ("Improvements to Property").
- 1.2.2 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.
- 1.2.3 The Guidelines contained herein establish certain acceptable designs for different types of Improvements.
- 1.2.4 These Guidelines apply to residential Property in the Subdivision.
- 1.2.5 The Guidelines are intended to assist the Owners in the Association. All proposed Improvements to Property must be submitted to the ACC except where noted herein.

1.3 Content of Guidelines

In addition to the introductory material, these Guidelines contain

- 1.3.1 Listing of specific types of Improvements which Owners might wish to make, with specific information as to each of these types of Improvements.
- 1.3.2 Summary of procedures for obtaining approval from the ACC.
- 1.3.3 Figures showing approved designs for fences and mailboxes.

1.4 Effect of the Declaration

- 1.4.1 Copies of the Declaration shall be provided by the Management Company to Owners when they purchase their homes. Each Owner is responsible to 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 [Exterior Maintenance], and X [Common Scheme Restrictions] of the Declaration.

1.5 Effect of Governmental and Other Guidelines

- 1.5.1 Use of the Properties and Improvements to Property must comply with applicable building codes and other governmental requirements and these Guidelines. Approval by the ACC 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

- 1.6.1 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.
- 1.6.2 Owners should not construct any Improvement over such easements, and Owners will be responsible for any damage to utility lines.
- 1.6.3 Underground utility lines and easements can usually be located by contacting the following:
- Colorado 811 (800-922-1987 or 811) to locate the following utilities:
 - City of Westminster
 - Xcel Energy/ Public Service Company of Colorado (PSCO)
 - CenturyLink; Comcast/Xfinity
 - Notify separately: NorthPark Homeowners Association, Inc. Management Company for Common Area sprinkler system irrigation line.

1.7 Goal of Guidelines

- 1.7.1 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 ACC 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 ACC, 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

- 1.8.1 The ACC shall interpret these Guidelines when reviewing requests for approval.

1.9 Enforcement of Declaration and Guidelines

- 1.9.1 The Management Company, on behalf of the ACC and the BOD, shall have primary responsibility for the enforcement of the Declaration and Guidelines, which is described in the *Policy of the NorthPark Homeowner Association, Inc. Regarding Policies & Procedures for Covenant and Rule Enforcement*.

1.10 Advisement of Neighbors

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

2 Guidelines for Specific Types of Improvements

The following alphabetical list covers the most common, but not all, improvements or alterations that Owners may make. Unless otherwise specifically stated, detailed drawings or plans for a proposed Improvement shall be submitted to the ACC. Written approval from the ACC 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. In the case of the paint applications, the request for paint must include the Sherwin-Williams (SW) color number as listed in [Addendum A](#), along with a written and/or photographic description of color schemes of adjacent homes. Drawings, plans, and other color samples will be retained in Association files for future reference. When a homeowner's request is rejected and s/he requests a board hearing, the ACC will submit the request to the BOD for a separate review and response. 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 ACC.

The guidelines contained in this document 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.

See Section 3 for details of the submission process.

2.1 Additions and Expansions

ACC approval is required. Homeowners must use the *NorthPark ACC Request for Approval - Shed/Building Projects Form* when submitting an addition or expansion for approval. Additions or expansions to the home will require the submission of detailed plans and specifications, including a 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.

2.2 Address Numbers

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

2.3 Advertising

See [Signs](#).

2.4 Air Conditioning Equipment

ACC 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 the field or trim color of the house or the color of the roof based on location.

2.5 Animals

In accordance with Article X of the Declaration, no animals, including bees and poultry, shall be kept on any Lots, for any amount of time, within the Properties except ordinary household pets belonging to the households.

2.6 Antennas

See NorthPark's Antenna and Satellite Dish Regulations Resolution.

2.7 Artificial Turf

Artificial grass is material that is made of synthetic, man-made fibers that look like real grass. The synthetic grass blades are green and come in different pile heights. It is constructed in the same way that carpet is made; it has a

solid backing and then the blades are machine stitched on. Most new artificial grass that is being produced today also weaves in a brown thatch that mimics the look of dead grass that you would see on a real grass lawn.

Each application for the use of artificial turf on a lot will be considered on a case by case basis. **All installations must be approved by the ACC and must be approved prior to installation or delivery of materials.** Artificial Turf installation shall be designed with pets in mind in order for the request to be approved. Homeowners shall not be allowed to remove all planting beds, trees, concrete, etc. to replace with artificial turf. The expectation of uniform look, including the balance of planting beds, rock, shrubs, perennials and annuals shall be adhered to in the landscape plan submitted for review.

The request must meet all of the qualifications described below. The homeowner is required to obtain any necessary permits from appropriate entities prior to starting the project.

The request submission must include the following materials and information:

- ☐ Completed *NorthPark ACC Request for Approval - Exterior Improvement Projects* form including detailed plot plan.
- ☐ A description of the Artificial Turf System that will be used including specific information on:
 - ☐ Artificial Grass Surface including validation of total lead (Pb) content in yarn fibers*
 - ☐ Definition of type and depth of aggregate base materials & site construction plan
 - ☐ Definition of soil stabilizing fabric including permeability specification sheet
 - ☐ Definition of infill materials including specification sheet
 - ☐ Definition of seaming materials and adhesives including specification sheet
 - ☐ Copy of manufacturers warranty for all materials, workmanship and builder's warranty statement for workmanship for construction
 - ☐ A description and proposed plan for drainage of the affected area; include materials lists and site plan.
 - ☐ A minimum 12" by 12" sample of the exact artificial turf or synthetic grass surface materials to be used - substitutions are not allowed without prior approval. *

Artificial Turf Design

- Artificial turf design dimensions:

Artificial turf pile height	Must be a minimum of 1.5". (No golf-course height or looking grass/turf will be allowed)
Artificial turf face weight	Must be a minimum of 65 oz. per sq. yard
Artificial turf blade type	Textured wide blade Polyethylene with built-in antimicrobial protection
Artificial turf color	<ul style="list-style-type: none">- Must be a 3 - 4 color multicolor blend of greens and tan with the thatch monofilament fiber (yellow brown undergrowth under the green to look like natural grass) .- Coloring natural to Colorado type turf – no unnatural light/dark colors will be approved
Artificial turf backing	<ul style="list-style-type: none">- Must be premium grade perforated or a woven backing to maximize draining capacity.- It must be high permeability to allow liquids to flow straight through instantly.- Should incorporate antimicrobial agents into its formula to prevent the growth of toxins and neutralize odors.
Artificial turf underlayment	<p>Recommend quarter inch chip stone / crushed rock as the compacted base with AKA Class II Road Base, CR#6 or GAB. Must include a weed barrier and a properly prepared aggregate base for drainage.</p> <p>Decomposed granite and pea gravel both tend to harbor insects (and pea gravel can carry sharp objects) while rubber matting can inhibit draining, cause the turf to retain heat, and foster issues</p>

- There must be a buffer of a minimum of three feet between the edge of the artificial turf and any impervious surface. This buffer shall be an organic landscape, planted with any combination of trees, shrubs, vines, groundcover, perennial or annual flowers, natural grass sod, and/or natural native grasses.
- Infill must be equipped with anti-microbial protection for the pet friendly yard requirement.

■ **Artificial Turf Installation:**

- Installations shall be applied by certified or experienced professional contractors and include all pertinent material steps as required by the material manufacturer, necessary to insure a long-life warranty.
- Installation applications shall note whether existing sprinkler systems are left in place or removed as part of this approval. Homeowners should consider keeping existing sprinklers in place for future cleaning/maintenance of the artificial turf.
- Installation in accordance with the manufacturer's specifications and maintained in a manner to mimic healthy living turf, including the following:
 - Sod or existing groundcover shall be removed prior to installation of any artificial turf.
 - Artificial turf shall be installed over a compacted and porous road base material that is a minimum of two inches deep.
 - Artificial turf shall be anchored at all edges and seams.
 - All artificial turf seams shall be glued and not sewn.
 - All artificial turf must be set in place with 5" or 6" SS or galvanized nails at perimeter
 - An infill medium must be equipped with anti-microbial protection
 - Infill On Top of Synthetic Grass 1.5 Lbs. per sq. ft min, Preferably Zeolite / Antimicrobial Sand (50/50 mix)

● **Artificial Turf Maintenance**

- Artificial turf shall be warranted for at least 10 years.
- Any wear, tear, burns, cuts, turf movement, color fade, vandalism, abuse or neglect to maintain, shall be addressed by the homeowner and repaired at once.
- The owner will inspect the turf annually after the expiration of the warranty period to ensure the aesthetic properties are maintained. The Association may require replacement if there are signs of damage, lifting, unevenness, worn areas, fading, deterioration, odor, etc.
- Use turf enzyme cleaner periodically as needed but at least twice a year. Monthly in the summer is recommended during the hot, drier weather.

2.8 Awnings

See [Overhangs - Cloth or Canvas](#).

2.9 Balconies

See [Decks](#).

2.10 Basketball Hoops

ACC approval is required for non-portable basketball hoops. A portable basketball hoop is acceptable but must be placed in such a manner that it does not block sidewalks, pedestrian walkways, or streets. It can not be placed in the street. Garage-mounted hoops and their support structures should be clear, neutral colored or painted the house field and trim colors, unless otherwise approved by the ACC. Garage-mounted hoops may not project more than two (2) feet from the front of the garage. All basketball hoops (including backboards and support structures) must be well-maintained with a neat and clean appearance. In-ground hoops are not permitted.

2.11 Birdhouses and Bird Feeders

ACC approval is required if the birdhouse or bird feeder is placed in the front yard and is larger than one foot tall and/or one foot wide. No more than two allowed.

2.12 Boats

See [Motorhome & Emergency Vehicles](#).

2.13 Brick and Stonework

ACC approval is required for all changes to the original brick or stonework.

2.14 Bug Zappers

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

2.15 Cable TV Antennas

See [Antennas](#).

2.16 Campers

See [Motorhome & Emergency Vehicles](#).

2.17 Carport

Not permitted.

2.18 Circular Drives

See [Driveways](#).

2.19 Cloth or Canvas Overhangs

See [Overhangs - Cloth or Canvas](#).

2.20 Clotheslines and Hangers

Only retractable clotheslines are permitted. All laundry must be removed by sundown and clotheslines retracted. Retractable clotheslines shall only be installed in the back yard and shall not be viewable from the street or open space areas.

2.21 Decks

ACC approval is required. Decks must be constructed of standard decking material (e.g., wood, bamboo, composite, cement) and must match the color scheme of the residence, unless otherwise approved by the ACC. Decks must be installed as an integral part of the residence and patio area. Construction of decks over easement areas is not permitted. Natural stain maintenance or repainting with the same color does not require ACC approval. Shall not be used for storage.

2.22 Dog Runs

ACC approval is required. Dog runs must be constructed with fencing of the same design as approved in [Fences](#) (Section 2.32) or as otherwise approved by the ACC. Dog runs shall 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 a double fence when next to any Association fence and may not use any Association fence as any part of the dog run fence.

2.23 Drainage

All drainage devices, such as French drains, etc. must be approved in writing by the ACC. 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 ACC. All drainage directed to or across Association common property of Association maintained areas must receive ACC approval. Any change to the drainage flow, direction, manner, etc., may require City approval. A homeowner is strongly advised to consult with the 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 ACC, drainage may be carried across Association property or City property via a ACC-approved mechanism at the homeowner's cost.

2.24 Driveways

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

2.25 Entry Doors

ACC approval is required for both style and color. Entry doors may be painted in a color that complements the color scheme of the house. While entry door color is not restricted to the set of colors given in [Addendum A](#), do note that the color selection is subject to ACC approval.

2.26 Evaporative Coolers

See [Air Conditioning Equipment](#).

2.27 Exterior Lighting

See [Lights and Lighting](#).

2.28 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 ACC. Traditional exterior details such as front porches, gables, columns, bay windows, shutters, and window trim shall be used where appropriate if approved by the ACC. See [Addendum A](#) for colors.

2.29 Fences

- **General**

Fences and/or walls/brick columns/entrance monuments constructed by the 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 ACC. If any such fences and/or walls/brick columns/entrance monuments constructed by the developer which are located upon an Owner's Property are damaged or destroyed by the Owner or the Owner's agents, the Owner shall repair and recondition the same at the Owner's expense. The Owner is responsible for day-to-day maintenance of said fences.

- **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.

- **Fence Design**

Fences may not be constructed without ACC 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 ACC 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 ACC. All of the above-mentioned fencing must be constructed of rough-sawn material. All fences must adhere to sight triangle regulations by the City of Westminster.

- **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.

- **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).

- **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. Engineered material may be considered for total perimeter fence replacement.

- **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.

- **Fences or Screening Located Within Property Line**

Must be an integral part of the landscape design.

- **Double Fencing**

Not permitted, except see [Dog Runs](#) (Section 2.25). Double fencing is not the same as double facing. Check with the ACC.

- **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 ACC 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).

- **Material**

No plastic chicken wire, hog wire, barbed wire, or strand wire will be allowed. Chain link fences will only be allowed for [Dog Runs](#) (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.

- **Location**

Fences shall not be constructed within the street right-of-way areas. The setback for the side yard 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').

- **Maintenance Responsibility**

- **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.

Total replacement of the fence that occurs every 20 to 25 years is the responsibility of the Association.

- **Lot Boundary Fences**

Lot boundary solid fences usually run along common lot lines separating two homeowners' yards. Ownership is 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.

- **Greenbelt Split Rail Fences**

A greenbelt fence separates a homeowner's property from the greenbelt/public land/other landscaped tracts. These have been constructed by the Association. Maintenance is the responsibility of the homeowner. If needed repairs are not done, and the Board deems necessary, it will direct the Association to repair the greenbelt split rail 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.

- **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.

- **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.

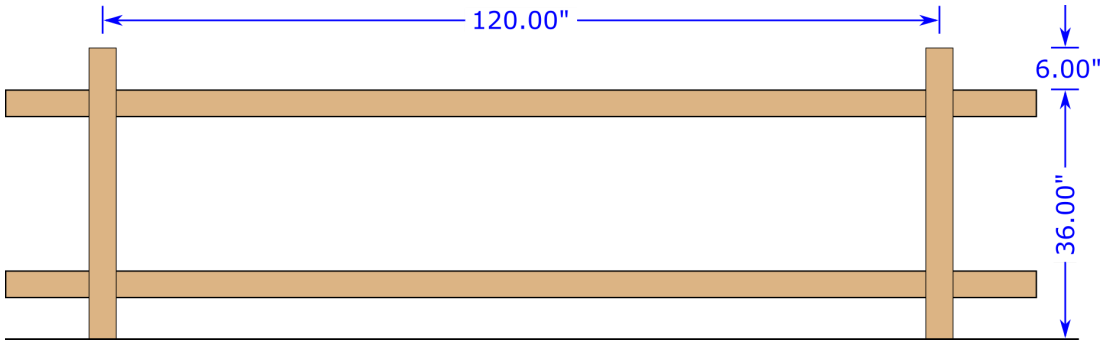


Figure 1: Two-rail Cedar Fence
4"x4" rough-sawn cedar posts, 10' apart; 4"x4" rails

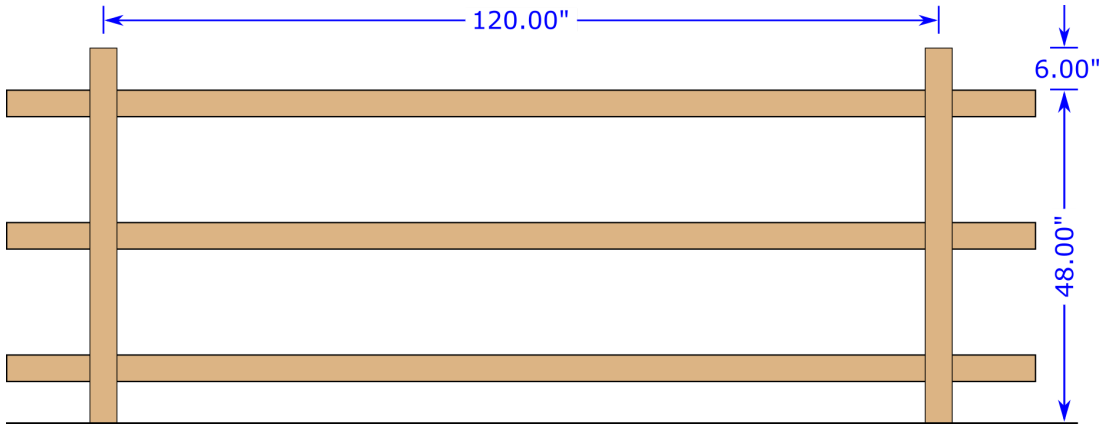


Figure 2: Three-rail Cedar Fence (original greenbelt perimeter fence)
4"x4" rough-sawn cedar posts, 10' apart; 4"x4" rails

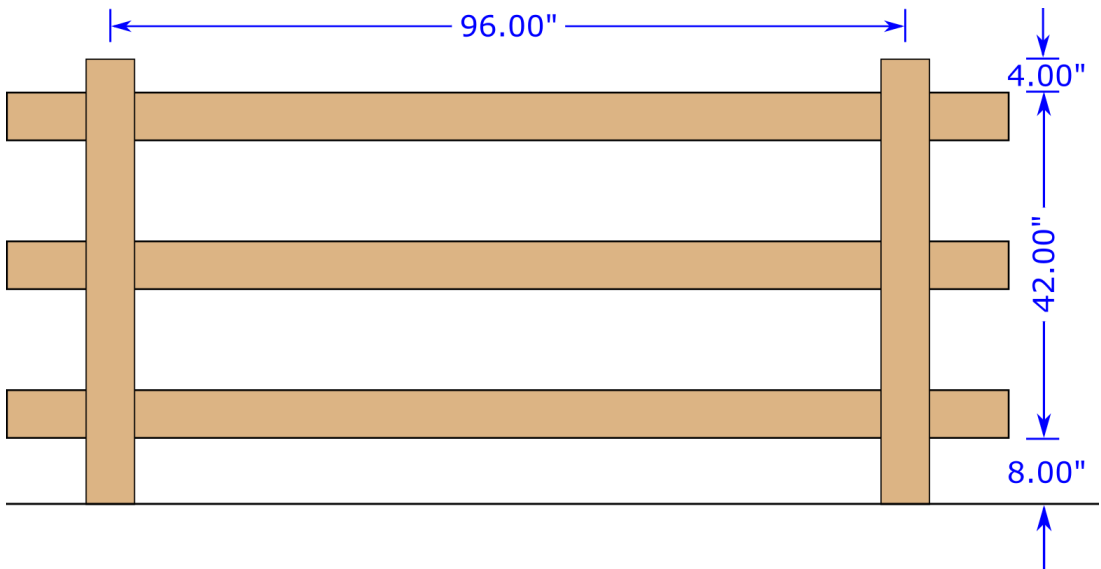


Figure 3: Three-rail Cedar Fence (current greenbelt perimeter fence)
4"x6" rough-sawn cedar posts, 8' apart; 2"x6" rails

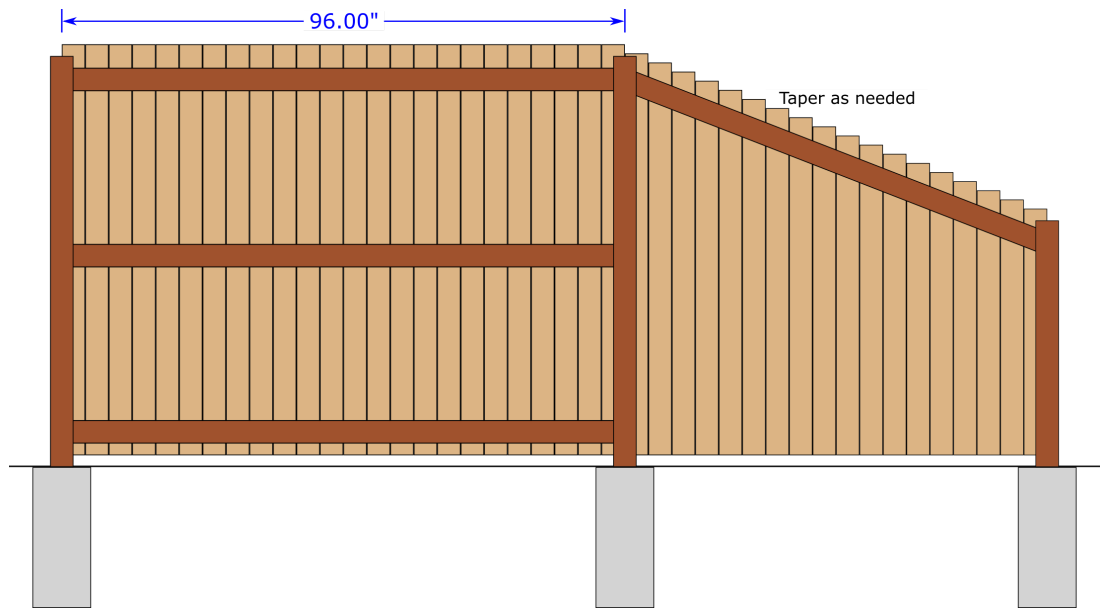


Figure 4: Solid Boundary Fence
 4"x4" posts; 2"x4" horizontal nailers; 1"x4" cedar pickets/slats
 10" diameter, 24" deep concrete footings

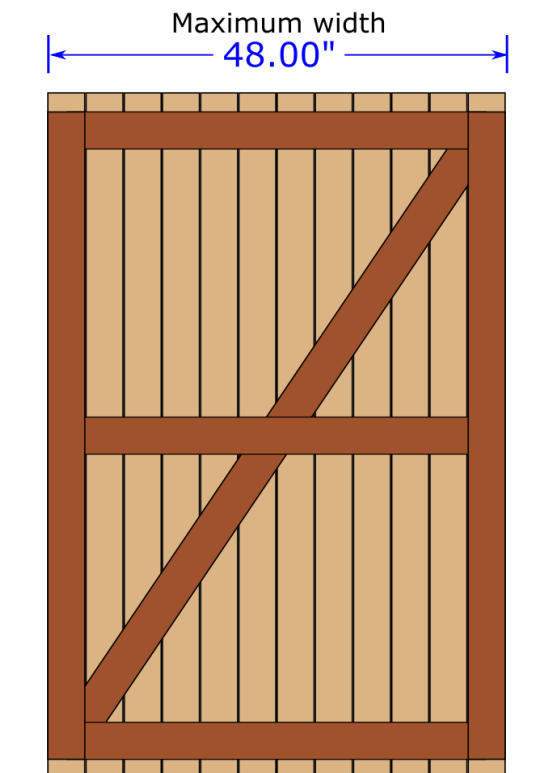


Figure 5: Gate Construction
 Gate height must match fence height

2.30 Firewood Storage

See [Wood Storage](#).

2.31 Flags/ Flagpoles

Flags may be displayed on free standing poles or upon poles attached to the front of the member's house.

- Flags may be no larger than 3 feet by 5 feet.
- No more than two flags may be displayed on a member's property at the same time.
- Free standing flag poles may not be located in the front yard of a member's house. If they are placed in the side yard, they must be placed at least five feet behind the front wall of the house. Poles installed prior to the adoption of this policy may remain in place, although members who replace such poles are encouraged to conform with this policy.
- Flags related to specific events such as elections, garage sales, block parties, and the like should be removed within 2 days after the event.
- No flags or flagpoles may be placed on property owned by the Association, including without limitation, greenbelts, monuments, clubhouse, pool, playground, courts (and their associated fences), perimeter and greenbelt fences. Signs placed in violation of this policy become the property of the Association immediately and may be removed by any member, without notice.

2.32 Garages

ACC approval is required if there is a change to the original garage door design or color. 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 match the residence field color or trim color. Garage door design shall be a raised panel door. Windows are permitted only on the upper panel of the door.

2.33 Garbage Containers and Storage Areas

See [Trash Containers and Enclosures](#)

2.34 Gardens - Flowers

ACC approval is generally not required for flower beds, but see [Landscape and Maintenance](#) below for further guidelines. All flower gardens and flower pots must be weeded, cared for, and carefully maintained.

2.35 Gardens - Vegetable

ACC approval is generally not required if located in the rear or side yard, but see [Landscape and Maintenance](#) below for further guidelines. Gardens must be weeded, cared for, and carefully maintained.

2.36 Grading and Grade Changes

See [Drainage](#).

2.37 Greenhouses and Greenhouse Windows

ACC approval is required. Plans must be submitted and approved before construction begins or materials are delivered. Homeowners must use the NorthPark ACC Request for Approval - Shed/Building Projects Form when submitting a greenhouse request. This request shall require the submission of detailed plans and specifications, including a description of materials to be used, along with plan and elevation drawings showing dimensions, setbacks, photos of kits when applicable, etc. ACC approval is not required for mini greenhouse 4' x 4' x 4' or smaller.

A greenhouse is a structure with walls and a roof made chiefly of transparent material, such as polycarbonate or glass, in which plants requiring regulated climatic conditions are grown. This is not an extension to the living space nor does this structure provide access to the house. It is a space used for any other purpose than growing plants. These structures range in size and vary in design as well as construction materials. Lean-tos and stand alone structures are permitted. A lean to greenhouse is a greenhouse that you build against a wall or the side of another structure. This means it has 3 walls of its own and shares one wall with another building.

A greenhouse must be designed to be cohesive with the aesthetics of the neighborhood to the greatest extent possible.

Maintenance: The greenhouse shall be maintained in good condition. The Board reserves the right to require removal of any greenhouse which is not properly maintained or does not maintain compliance with these standards. Rips, holes or covers that are turning yellow shall be addressed promptly, within 30 days of the damage.

Contents: Only the storage of items pertaining to gardening or plant care shall be permitted. No combustible materials shall be stored for safety reasons. This greenhouse shall not be used for commercial use.

Structure: The greenhouse shall not exceed a footprint of 10 ft wide x 12 ft long and no higher than 8 feet high. It shall be anchored securely to the ground and withstand wind gusts up to 70 mph for safety reasons. The frame shall be made from galvanized steel, aluminum, wood or fiberglass. If there is a color choice, the color shall be complementary to the current house color or a neutral color like white, tan, brown or green. If brick is used in the exterior

design plan, it shall match the house brick. The flooring can be cement, wood, gravel, rock, brick or mulch. The greenhouse covering shall be made from polycarbonate, glass and [Polyethylene](#). Please include the greenhouse specifications - either from the manufacturer or from DIY (Do It Yourself) project plan.

Location: Greenhouses shall be screened from view by a fence, and shall be located in the side or rear yard. The ACC, in reviewing the application for shed approval, shall consider lot grading, fence locations, and/or landscape screenings, etc., in granting any approvals for a greenhouse. The greenhouse will be a minimum of three feet from the property line but may not encroach into any easements.

Lighting: Interior or exterior artificial lighting shall be allowed from sunrise to sunset.

Utilities: All utilities (water, waste water, power, data) that are run to the greenhouse shall meet local building codes for safety and environment. .

2.38 Hanging of Clothes

See [Clotheslines and Hangers](#).

2.39 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.

2.40 Hot Tubs

ACC approval is required. The hot tub must be an integral part of the deck or patio area and be incorporated in the rear yard landscaping. Hot tubs can not be located on second-story decks and must follow all city of Westminster guidelines.

Note: A city permit is required to install a hot tub. The city's requirements include a locked cover as a barrier to the hot tub. See the following City of Westminster document: [City of Westminster - Hot Tub Permit Submittal Requirements](#)

2.41 House Numbers

See [Address Numbers](#).

2.42 Irrigation Systems

ACC approval is not required as long as all surface area is restored to its previous condition when completed. Underground manual or automatic irrigation systems will not require approval of the ACC.

2.43 Jacuzzi

See [Hot Tubs](#).

2.44 Junk Vehicles

See [Motorhome & Emergency Vehicles](#).

2.45 Landscape and Maintenance

ACC approval is required for new landscaping plans including major changes to the current landscaping. Front yard landscape must include at least sixty percent organic matter year-round that includes plants and ground cover such as “long-lived” live plantings (perennials, shrubs, trees), ornamental grasses, shrubs or trees. An all-rock or all-mulch front yard landscape is not permitted. A fully scaled landscaping plan must be submitted in order for the ACC to review the request.

- **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. Bamboo, Buffalo Grass, Dutch Clover, and other turf alternatives of an invasive nature, are not permitted as part of the landscape plan.

- **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, reduced turf area, uses of mulches, irrigation efficiency, and appropriate maintenance that results in water use efficiency and water-saving practices.

It is highly recommended that homeowners consult xeriscape design experts when constructing a proposed plan. Submitted proposals and actual resulting landscape must adhere to NorthPark standard design principles as well as guidelines set forth for xeriscaping in [Addendum B](#) below. Notably, the landscape design must contain the minimum amount of organic matter year-round. Failure to execute and maintain

an approved plan is a violation of the Design Guidelines and will result in fines until the landscape comes into compliance.

Landscaping plans that include xeriscape should be consistent with our Landscaping Guidelines. As such, the Association intends to manage Xeriscaping proposals as “Requests for Variance”, but NOT a replacement of our Landscaping Guidelines.

Large areas may not be composed of a single material such as bare mulch/rock unless interspersed with organic matter in accordance with the Landscaping Guidelines above. Concrete surfaces should be limited to driveways, patios, and sidewalks only.

- **Gravel, Rock, and/or Soil Piles**

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 the City of Westminster ordinance.

- **Delivery and Placement**

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 the Owner or their agents.

- **Landscape Design and Installation**

Design and installation must take into account all City of Westminster regulations including Fire Department regulations, Corner Visibility, and Setbacks to name a few. For example, the City of Westminster Fire Department regulations state that no obstruction may be placed within three (3) feet of a fire hydrant on all sides.

- **Water Use Restrictions**

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 have 60 days to revive their yards. Actions may include: regular watering, turf replacement (if necessary), and fertilization. In the event that water use restrictions are lifted after September 15th, then the Owner shall comply with this provision no later than June 30th 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.

2.46 Latticework (Pattern)

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

2.47 Library

Little lending libraries are limited to 4 libraries in NorthPark in the following locations: the pool area, the green belt bench area, the green belt near squares park and one mailbox location. These libraries follow the **Policy for Memorial Structures and the Policy for Lending Libraries available on our website. As such, this request must be approved by the Board.**

2.48 Lights and Lighting

ACC 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 ACC encourages the use of low-voltage and energy-efficient lighting. Usage of high wattage spotlights or flood lights requires ACC approval.

2.49 Livestock

See [Animals](#).

2.50 Mailboxes

Neighborhood Cluster Box Units (commonly called CBUs or cluster mailboxes) are provided, and, therefore, individual mailboxes are precluded by postal regulations. Mailbox keys are provided by the post office. If a homeowner loses her/his mailbox key, s/he must contact the post office.

2.51 Microwave Dishes

See [Antennas](#).

2.52 Mining and Drilling

Not permitted.

2.53 Motorhome & Emergency Vehicles

Motorhome vehicles are not permitted to be located or parked permanently on the Properties or on streets within the Subdivision unless stored within an enclosed garage. Article X of 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 that Resolution, Consent, and Amendment of the Bylaws) must be moved from the general area within 48 hours unless approved in writing by the Management Company. Such vehicles may be kept only within garages. The Association does not permit enclosed structures other than garages for this type of storage.

- **Inoperable (or Junk) Vehicles**

Inoperable vehicles, as defined in the City code, may be referred to City of Westminster Code Enforcement by an individual Owner in the subdivision.

- **Emergency Service Vehicles**

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:

- The emergency motor vehicle MUST be required by the Owner's or occupant's employer as a condition of employment.
- The emergency motor vehicle has a gross weight ten thousand pounds or less.
- 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
- The vehicle bears an official emblem or other visible designation of the emergency service provider
- 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.

2.54 Motorized Vehicles

Motorized vehicles are not to be driven on greenbelts or Common Areas. This includes snowmobiles, golf carts, motorcycles, minibikes, go-karts, 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.

2.55 Overhangs - Cloth or Canvas

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

2.56 Painting

ACC approval is required before exterior painting is performed. This includes repainting with the same colors. Touch-ups or minor repairs do not require ACC approval. Colors must be selected from the approved list of colors (see [Addendum A](#)). Approved color samples colors can be checked out from the Management Company or designated Board Member(s).

Note: Please allow for the maximum 30-day response time from the ACC, and plan accordingly.

Field colors can only be used for the field, trim colors can only be used for the trim, and accent colors may only be used for accents. Only one color is allowed in each painting area of the house (field, trim, or accent). Accent items include shutters and decorative items on the trim as approved by the ACC.

Brick may not be painted or stained.

All exterior color requests must be reviewed for approval by the ACC. The ACC will assess the overall color composition of the proposed color combination for neighborhood uniformity.

All roof vent caps, plumbing stacks, chimney flashing, valley flashing, etc., are to be painted a color which blends in with the color of the roofing.

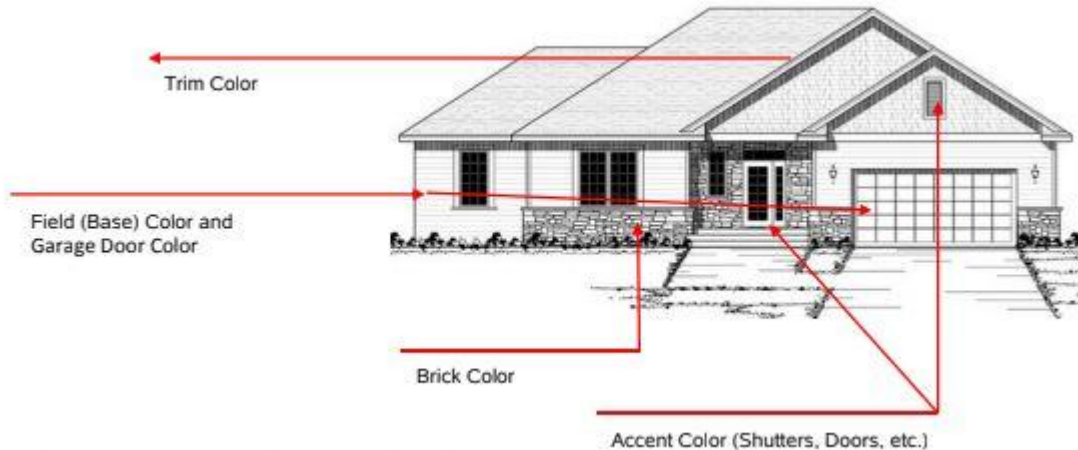
The ACC recommends that all homes be painted on a regular schedule to avoid chipping and peeling of paint, and degradation of underlying substrates.

All paints are to be semi-gloss paints, except in the case of doors and shutters which may be a gloss paint.

Paint schemes must be different from neighboring homes. Submissions without a description of neighbors' paint colors will not be considered by the ACC.

Garage doors are to be either the same color as the field or trim as approved by the ACC. Outlining the garage door panels in a contrasting color or in a checkerboard design is not permitted.

Most homes in the Subdivision have multiple tone paint schemes (e.g., siding color, trim color, and accent color for shutters and doors). All color combinations submitted 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.



Selections should be submitted to the ACC, using the *Northpark ACC Request for Approval - Exterior Paint* form.

2.57 Patio Covers

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

2.58 Patios - Enclosed

See [Additions and Expansions](#).

2.59 Patios - Open

ACC approval is required. Open patios must be an integral part of the landscape plan. Must be complementary to the design of the home. Patios shall not be used for storage.

Patios are most commonly paved with concrete or stone slabs (also known as paving flags). They can also be created using bricks, block paving, tiles, or cobbles.

2.60 Paving

ACC approval is required (see [Landscape and Maintenance](#)), 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.

2.61 Pets

See [Animals](#).

2.62 Pipes

See [Utility Equipment](#).

2.63 Play and Sports Equipment

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

2.64 Poles

See [Flagpoles](#), [Utility Equipment](#), [Basketball Backboards](#).

2.65 Pools

ACC 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. Temporary kiddie pools are excluded from this requirement.

2.66 Radio Antennas

See [Antennas](#).

2.67 Roofs

All roof replacements must be submitted to the ACC for approval prior to installation. Shake 3-tab or T-lock shingles are not permitted. Submissions must include a link to the proposed color, brand, and type of roofing material along with a description.

Shingle products must have a minimum 30-year warranty, must be a neutral color (tones of grey, brown, black, or 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. 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.

2.68 Rooftop Equipment

Not permitted with a few exceptions. See [Antennas](#).

2.69 Saunas

See [Additions and Expansions](#).

2.70 Screen/Security/Storm Doors

ACC approval is required for the addition or replacement of a screen/security/storm door. Colors of black, bronze, almond, white or matching the existing house colors are permitted. Security doors or security window bars require ACC approval. Security window bars are not permitted in front yards, but may be permitted on the lowest level of rear yards upon ACC approval.

2.71 Sewage Disposal Systems

Not permitted.

2.72 Sheds

ACC approval is required. Homeowners should use the *NorthPark ACC Request for Approval - Shed/Building Project* 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. Sheds must be the same color as the exterior of the house, unless otherwise approved by the ACC. 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 must 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 ACC, in reviewing the application for shed approval, shall consider lot grading, fence locations, landscape screenings, etc., in granting any approvals for a shed.

2.73 Shutters - Exterior

ACC approval is required. Shutters should be painted to match the color scheme of the exterior of the house, unless otherwise approved by the ACC. Styles should be consistent with other homes in the community.

2.74 Siding

ACC 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 [Painting](#). Aluminum or steel siding will not be permitted. High quality vinyl siding will be permitted if colors match the approved paint color list (see [Addendum A](#)).

2.75 Signs

Signs may be displayed in a member's yard, or on the windows or balconies of a member's property.

- Signs may be no larger than 3 feet by 4 feet.
- Subject to the exception stated in subparagraph 4, no more than two signs may be displayed on a member's property at the same time.
- Subject to the exception stated in subparagraph 4, no commercial signs may be displayed on a member's property.
- Subject to the removal obligation stated in subsection c. below, members may display signs on their property:
 - advertising the property for sale (limit one sign); and/or
 - advertising a business that is currently and temporarily providing services such as home or fence repair, roofing, siding, window replacement, solar cell installation, landscaping, or painting.
 - Signs displayed under this policy must be removed within 10 calendar days after the service project or home sale is completed.
- Signs related to date specific events such as elections, garage sales, block parties, and the like should be removed within 2 days after the event.
- Notwithstanding subsections 4 and 5, members who have home security systems monitored remotely by a security service may display one small sign (no larger than 10" x 10") and up to 8 small window decals providing notice that a security system is in place and actively monitored by the provider.
- No signs may be placed on property owned by the Association, including without limitation, greenbelts, monuments, clubhouse, pool, playground, courts (and their associated fences), perimeter and greenbelt fences. Signs placed in violation of this policy become the property of the Association immediately and may be removed by any member, without notice. Signs placed by the Association to provide notice of board and member meetings or board-approved events are an exception to the limits of this subsection.

2.76 Skylights

ACC approval is required.

2.77 Solar Energy Devices

ACC 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 streets.

2.78 Spas

See [Hot Tubs](#).

2.79 Sprinkler Systems

See [Irrigation Systems](#).

2.80 Statuaries and Fountains

ACC approval is required.

2.81 Storage Sheds

See [Sheds](#).

2.82 Sunshades

See [Overhangs - Cloth or Canvas](#).

2.83 Swamp Coolers

See [Air Conditioning Equipment](#).

2.84 Swings and Swingsets

See [Play and Sports Equipment](#) for permanent installations. Temporary installations including front tree hanging swings are allowed but must be removed nightly. Properly maintained porch swings are acceptable without ACC approval. Permanent tree hanging swings are not allowed in the front yard.

2.85 Television Antennas

See [Antennas](#).

2.86 Temporary Structures

ACC approval is required. Camping tents set up for cleaning or occasional overnight sleeping by children will not require ACC approval if left up no longer than 72 hours.

2.87 Temporary Vehicles

See [Motorhome & Emergency Vehicles](#).

2.88 Trailers

See [Motorhome & Emergency Vehicles](#).

2.89 Trampolines

See [Play and Sports Equipment](#)

2.90 Trash Containers and Enclosures

See Article X of the Declaration.

Trash containers shall not be visible from the street. Trash containers cannot be placed on the curb earlier than 4 pm of the day before trash pick up. They must be removed no later than 7 am the day after pick up.

2.91 Tree Houses

Not Permitted.

2.92 Underdrains

Modification or impeding the flow is prohibited.

2.93 Utility Equipment

Installation of utilities or utility equipment requires ACC 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.

2.94 Vanes

ACC approval required.

2.95 Vehicles

See [Motorhome & Emergency Vehicles](#).

2.96 Vents

See [Rooftop Equipment](#).

2.97 Walls

See [Fences](#).

2.98 Walls - Retaining

ACC approval is required. 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 ACC, 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 ACC. Exposed concrete retaining walls are permitted only with surface treatment approved by the ACC.

2.99 Wells

Not permitted.

2.100 Wind Turbines

ACC approval is required. Must be located in the backyard. 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. The sound associated with the wind-electric generators shall not interfere with the use and enjoyment by residents of property situated nearby.

2.101 Windows

ACC approval is required for all windows. Submission of plans and specifications to the ACC 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. Window grids are not required in any windows, but are strongly encouraged for windows in the front of the house.

2.102 Wood Storage

ACC approval is not required. Wood storage must be located in the garage, side or rear yard behind a 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.

2.103 Wood Stove Stacks

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

3 Procedures for ACC Approval

3.1 General

In a few cases, as indicated in the listing in the preceding Section 2, a specific type of Improvement is not permitted under any circumstances. In all other cases, including Improvements not included in the listing in Section 2, advance or prior written approval by the ACC 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 Plan

Article VIII of the Declaration requires an Owner to submit to the ACC, 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 ACC 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:

- 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.
- 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.
- 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.
- 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 appropriate Request for Approval form and copies of the drawing or plan shall be submitted to the Management Company. Submission of plans may occur electronically and drawings and text must be legible and clear, regardless of the medium of submission. Plans are then submitted to the Architectural Control Committee in care of the Association's property by the Management Company.

3.4 Review Fee

No fee is charged for review/approval of plans by the ACC.

3.5 Action by the ACC

The ACC will meet as needed to review plans submitted for approval. The ACC may require submission of additional information or material, and the ACC may deny the request until all required information or materials have been submitted. The Management Company, on behalf of the ACC, will contact the Owner by phone, email, or letter if additional information or materials are required. Per Article VIII of the Declaration, the ACC will act upon all requests within thirty (30) days after receipt of all additional

information or materials requested by the ACC, unless the time is extended by mutual agreement. All decisions of the ACC will be in writing via the Management Company.

3.6 Performance of Work

After approval by the ACC, a proposed Improvement to the 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 ACC. Owner will notify the Management Company upon completion of work.

3.7 Rights of Appeal

If a request is not approved, an Owner may appeal, in writing, to the Management Company who will share this request with the BOD and ACC.

3.8 Complaints

Any complaints should be submitted to the Management Company in writing and must be dated and signed by an Owner. The BOD and the ACC will take all reasonable action to preserve, but cannot guarantee, the anonymity of complaining Owners.

3.9 Declaration Prevails

The foregoing ACC 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 Paint Colors

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

Applications for paint change must include the Sherwin-Williams (SW) color number as listed below. Only the paint colors listed in the following tables will be considered for approval.

Original Colors

The following colors are listed with the Writer (builder's) color name and the equivalent Sherwin-Williams (SW) 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.

Field Colors		Trim Colors	
Writer Color	SW Equivalent Color	Writer Color	SW Equivalent Color
Grays			
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)	
Blues					
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)	
Browns					
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	Nuthatch (SW6088)		Navaho White	China Doll (SW7517)	
Yellows					
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)	
Oyster	Maison Blanche (SW7526)		Writer White	Natural Choice (SW7011)	
Beiges					
IM-5	Favorite Tan (SW6157)		Oyster	Maison Blanche (SW7526)	
			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 (SW7519)		Oyster	Maison Blanche (SW7526)	
			Bay Leaf	Burlap (SW6137)	
Wheat	Tarnished Treasure (SW9118)		Writer White	Natural Choice (SW7011)	
Greens					
IM-2			Old Beige Gray	Studio Taupe (SW7549)	
			IM-5	Favorite Tan (SW6157)	
IM-4			Writer White	Natural Choice (SW7011)	
IM-9	Verde Marrón (SW9124)		Oyster	Maison Blanche (SW7526)	
			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)	

Brick and Paint Color Combinations

The following table provides field and trim paint color combinations that are appropriate for each brick color.

Field Colors		Trim Colors	
Writer Color	SW Equivalent Color	Writer Color	SW Equivalent Color
Chesapeake			
IM-10	Down Home (SW6081)	Navaho White	China Doll (SW7517)
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)
Dusty Olive	Ethereal Mood (SW7639)	Guardsman	Warm Stone (SW7032)
Dover Gray			
Blue Wing	Foggy Day (SW6235)	Writer White	Natural Choice (SW7011)
Soft Gray	Unusual Gray (SW7059)	(NorthPark) White	Extra White (SW7006)
		Writer White	Natural Choice (SW7011)
Guardsman	Warm Stone (SW7032)	Dusty Olive	Ethereal Mood (SW7639)
		Writer White	Natural Choice (SW7011)

			Navaho White	China Doll (SW7517)	
Clay	Utaupeia (SW9088)		Writer White	Natural Choice (SW7011)	
			Navaho White	China Doll (SW7517)	
Old Manse	Felted Wool (SW9171)		(NorthPark) White	Extra White (SW7006)	
			Writer White	Natural Choice (SW7011)	
IM-10	Down Home (SW6081)		Navaho White	China Doll (SW7517)	
Partridge	Truly Taupe (SW6038)		(NorthPark) White	Extra White (SW7006)	
Teasel	Nuthatch (SW6088)		Navaho White	China Doll (SW7517)	
Dusty Olive	Ethereal Mood (SW7639)		Guardsman	Warm Stone (SW7032)	
Duo-Dover					
Blue Wing	Foggy Day (SW6235)		Writer White	Natural Choice (SW7011)	
Clay	Utaupeia (SW9088)		Writer White	Natural Choice (SW7011)	
			Navaho White	China Doll (SW7517)	
Guardsman	Warm Stone (SW7032)		Dusty Olive	Ethereal Mood (SW7639)	
			Writer White	Natural Choice (SW7011)	
			Navaho White	China Doll (SW7517)	
Dusty Olive	Ethereal Mood (SW7639)		Guardsman	Warm Stone (SW7032)	
Mission Gold					
Soft Gray	Unusual Gray (SW7059)		(NorthPark) White	Extra White (SW7006)	
			Writer White	Natural Choice (SW7011)	
Clay	Utaupeia (SW9088)		Writer White	Natural Choice (SW7011)	
			Navaho White	China Doll (SW7517)	
IM-10	Down Home (SW6081)		Navaho White	China Doll (SW7517)	

Dusty Olive	Ethereal Mood (SW7639)		Guardsman	Warm Stone (SW7032)	
Camouflage	Quinoa (SW9102)		Writer White	Natural Choice (SW7011)	
			Navaho White	China Doll (SW7517)	
Partridge	Truly Taupe (SW6038)		(NorthPark) White	Extra White (SW7006)	
HC-5	Ivorie (SW6127)		(NorthPark) White	Extra White (SW7006)	
Old Manse	Felted Wool (SW9171)		(NorthPark) White	Extra White (SW7006)	
			Writer White	Natural Choice (SW7011)	
Beachwood	Sandy Ridge (SW7535)		Beige White	Malabar (SW9110)	
Shadow Gold	Mexican Sand (SW7519)		Oyster	Maison Blanche (SW7526)	
Old Beige Gray	Studio Taupe (SW7549)		Writer White	Natural Choice (SW7011)	
IM-5	Favorite Tan (SW6157)		Oyster	Maison Blanche (SW7526)	
IM-14	Thatch Brown (SW6145)		Beige White	Malabar (SW9110)	
Stone	Hardware (SW6172)		Writer White	Natural Choice (SW7011)	
Olive Branch	Dried Edamame (SW9122)		Writer White	Natural Choice (SW7011)	
IM-9	Verde Marrón (SW9124)		Oyster	Maison Blanche (SW7526)	
Aspen Cream	August Moon (SW7687)		Writer White	Natural Choice (SW7011)	
Used Red Brick					
Soft Gray	Unusual Gray (SW7059)		(NorthPark) White	Extra White (SW7006)	
			Writer White	Natural Choice (SW7011)	
Antique Gray	Dorian Gray (SW7017)		(NorthPark) White	Extra White (SW7006)	
Blue Wing	Foggy Day (SW6235)		Writer White	Natural Choice (SW7011)	
Old Manse	Felted Wool (SW9171)		(NorthPark) White	Extra White (SW7006)	

			Writer White	Natural Choice (SW7011)	
Clay	Utaupeia (SW9088)		Writer White	Natural Choice (SW7011)	
			Navaho White	China Doll (SW7517)	
Partridge	Truly Taupe (SW6038)		(NorthPark) White	Extra White (SW7006)	
Mushroom	Techno Gray (SW6170)		Tudor Green	Studio Clay (SW9172)	
Old Beige Gray	Studio Taupe (SW7549)		Writer White	Natural Choice (SW7011)	
Shadow Gold	Mexican Sand (SW7519)		Oyster	Maison Blanche (SW7526)	
IM-9	Verde Marrón (SW9124)		Oyster	Maison Blanche (SW7526)	
IM-14	Thatch Brown (SW6145)		Beige White	Malabar (SW9110)	
IM-5	Favorite Tan (SW6157)		Oyster	Maison Blanche (SW7526)	
Olive Branch	Dried Edamame (SW9122)		Writer White	Natural Choice (SW7011)	
Aspen Cream	August Moon (SW7687)		Writer White	Natural Choice (SW7011)	
Stone	Hardware (SW6172)		Writer White	Natural Choice (SW7011)	
Beachwood	Sandy Ridge (SW7535)		Beige White	Malabar (SW9110)	
Heritage Blue	Grays Harbor (SW6236)		Writer White	Natural Choice (SW7011)	
			½ Cape Cod Gray	Repose Gray (SW7015)	
Cape Cod Gray	Mindful Gray (SW7016)		Writer White	Natural Choice (SW7011)	

Additional color options (added April 2017)

The following table provides additional field, trim, and accent paint color options that were added in April 2017.

Field Colors	
Anonymous (SW7046)	
Argos (SW7065)	
Bateau Brown (SW6033)	
Brandywine (SW7710)	
Clary Sage (SW6178)	
Cocoon (SW6173)	
Cork Wedge (SW7539)	
Cotton White (SW7104)	
Dapper Tan (SW6144)	
Dover White (SW6385)	
Downing Sand (SW2822)	
Fiery Brown (SW6055)	
Foothills (SW7514)	
Homburg Gray (SW7622)	
Hot Cocoa (SW6047)	
Interactive Cream (SW6113)	
Khaki Shade (SW7533)	
Less Brown (SW6040)	
Marea Baja (SW9185)	
Meadow Trail (SW7737)	
Mega Greige (SW7031)	
Mink (SW6004)	
Outerbanks (SW7534)	
Retreat (SW6207)	
Rookwood Antique Gold (SW2814)	

Trim Colors	
Amazing Gray (SW7044)	
Analytical Gray (SW7051)	
Andiron (SW6174)	
Anonymous (SW7046)	
Argos (SW7065)	
Bateau Brown (SW6033)	
Brandywine (SW7710)	
Chopsticks (SW7575)	
Clary Sage (SW6178)	
Cocoon (SW6173)	
Cotton White (SW7104)	
Dapper Tan (SW6144)	
Dormer Brown (SW7521)	
Dover White (SW6385)	
Downing Sand (SW2822)	
Fiery Brown (SW6055)	
Foothills (SW7514)	
Interactive Cream (SW6113)	
Khaki Shade (SW7533)	
Less Brown (SW6040)	
Marea Baja (SW9185)	
Meadow Trail (SW7737)	
Merlot (SW2704)	
Nomadic Desert (SW6107)	
Outerbanks (SW7534)	

Accent Colors	
Black Fox (SW7020)	
Black Magic (SW6991)	
Canoe (SW7724)	
Carnelian (SW7580)	
Carriage Door (SW7594)	
Darkroom (SW7083)	
Intellectual Gray (SW7045)	
Keystone Gray (SW7504)	
Pavestone (SW7642)	
Polished Mahogany (SW2838)	
Portobello (SW6102)	
Raisin (SW7630)	
Row House Tan (SW7689)	
Sands of Time (SW6101)	
Sealskin (SW7675)	
Spalding Gray (SW6074)	
Sycamore Tan (SW2855)	
Turkish Coffee (SW6076)	
Versatile Gray (SW6072)	

Roycroft Suede (SW2842)	
Rugged Brown (SW6062)	
Sanderling (SW7513)	
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)	
Yearling (SW7725)	

Popular Gray (SW6071)	
Practical Beige (SW6100)	
Retreat (SW6207)	
Rock Bottom (SW7062)	
Rookwood Antique Gold (SW2814)	
Rookwood Dark Red (SW2801)	
Rookwood Red (SW2802)	
Roycroft Suede (SW2842)	
Rugged Brown (SW6062)	
Rustic Red (SW7593)	
Sanderling (SW7513)	
Sea Serpent (SW7615)	
Serengeti Grass (SW9116)	
Smoky Blue (SW7604)	
Status Bronze (SW7034)	
Stone Lion (SW7507)	
Stucco (SW7569)	
Taupe Tone (SW7633)	
Tempe Star (SW6229)	
Tin Lizzie (SW9163)	
Toasty (SW6095)	
Tree Branch (SW7525)	
Underseas (SW6214)	
Urban Bronze (SW7048)	
Vital Yellow (SW6392)	
Wheat Penny (SW7705)	

Additional color combinations (added April 2017)

The following table provides additional suggested color combinations. An asterisk indicates the color is from the set of original colors.

Field Colors		Trim Colors		Accent Colors	
Mega Greige (SW7031)		Popular Gray (SW6071)		Darkroom (SW7083)	
				Versatile Gray (SW6072)	
Homburg Gray (SW7622)		Taupe Tone (SW7633)		Turkish Coffee (SW6076)	
				Spalding Gray (SW6074)	
Yearling (SW7725)		Nomadic Desert (SW6107)		Turkish Coffee (SW6076)	
				Canoe (SW7724)	
Hot Cocoa (SW6047)		Amazing Gray (SW7044)		Black Magic (SW6991)	
				Keystone Gray (SW7504)	
Mink (SW6004)		Amazing Gray (SW7044)		Sealskin (SW7675)	
				Pavestone (SW7642)	
Attitude Gray* (SW7060)		Analytical Gray (SW7051)		Black Fox (SW7020)	
				Intellectual Gray (SW7045)	
Down Home* (SW6081)		Practical Beige (SW6100)		Raisin (SW7630)	
				Sands of Time (SW6101)	
Cork Wedge (SW7539)		Chopsticks (SW7575)		Carriage Door (SW7594)	
				Row House Tan (SW7689)	
Tea Chest (SW6103)		Dormer Brown (SW7521)		Polished Mahogany (SW2838)	
				Portobello (SW6102)	
Warm Stone* (SW7032)		Stone Lion (SW7507)		Carnelian (SW7580)	
				Sycamore Tan (SW2855)	

Addendum B: Xeriscape Guidelines

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.

Submitted requests for xeriscaping designs must follow the seven xeriscaping design principles. The ACC will review the request to determine if the design principles are being followed:

- Planning and Design
- Soil Improvement
- Practical Turf Area
- Efficient Irrigation
- Mulch
- Low-Water Use Plants
- Appropriate Maintenance

Helpful information websites and tools:

Colorado State University - Extension Office

[Xeriscaping: Creative Landscaping](#)

[Xeriscaping: Retrofit Your Yard](#)

[Xeriscaping: Perennials and Annuals Flower](#)

<https://www.lot-lines.com/the-20-best-xeriscape-plants-for-colorado/>

<https://www.lot-lines.com/20-more-great-xeriscape-plants-for-colorado/>

<https://extension.colostate.edu/docs/pubs/native/FrontRange.pdf>

[Xeriscaping: Trees and Shrubs](#)

[Xeriscaping: Ground Cover Plants](#)

If the homeowner is not submitting a professional landscaping plan, the ACC strongly suggests the property owner make an appointment, meet with, and tour the Adams County Master Gardener xeriscape garden (or other county's equivalent) to gain insight and information on planning, designing, and maintaining a xeric landscape.

Hardscape is defined as the solid, hard elements in a landscape design which are intended to stay the same for years. Examples include, but are not limited to the following items: rocks, walkways, retaining walls, paver patios, and water features.

Softscape is defined as those landscape elements which do not have the long-term, permanent quality of a hardscape and is generally construed to be the living, animated part of a landscape. Examples include, but are not limited to the following items: soil, plants, shrubs, trees, flowers, vines, and turf.

Note: This Addendum B is a living document which is subject to change.

The ACC will review the submitted plans requesting a xeriscape landscape for the following attributes:

- Variability in elevation (design should be comprised of varying elevations and should not be flat)
- No more than 40% of the area may be covered with rock with the rocked area incorporating a variation of rock sizes - ranging from small stones/pebbles for pathways to large boulders for interest.
- The use of boulders (defined as larger than 10" in diameter and too large for one person to move) and other hardscape materials as an integral part of the overall design.
- Planted areas must be bordered to define planting beds; metal, plastic, or other edging materials, sufficient to contain defined spaces and related contents may be used and must be complementary to the overall design. Areas not defined as planting beds may be planted with ground cover vegetation. The overall design must include at least 60% vegetation, including a mixture of various species and varieties of plants.
- Natural mulch around vegetation which will be maintained annually.
- Vegetation in a natural formation and not in straight rows unless the overall design is contemporary/modern in nature.

Design must be drawn to scale with noted dimensions and placement of hardscape and softscape elements along with the number of plants to be included in the softscape areas (including sizes at maturity). The submitted plan must be determined and may not allow for changes "due to availability"; any changes to the plan, including changes to proposed plantings, will require additional ACC approval.

Property owner acknowledges that xeriscape yards are "low water", not "no water" and must make appropriate provisions for watering of plants to establish and maintain vegetation, especially during the establishment phase of the landscape. Reliance solely on natural precipitation will not be approved.

Property owner acknowledges the xeriscape landscape must be maintained. Sickly and dying plants must be removed or replaced. Plants must be kept trimmed and all areas weeded.

Hardscapes may include water features, urns, and other man-made ornamentation which can add interest in the overall design and will be reviewed by the ACC as part of the overall plan design and aesthetics.

Large areas may not be composed of a single material, e.g. bare mulch/rock, unless interspersed with vegetation. Concrete surfaces should be limited to driveways and sidewalks only.

The hardscape portion of the landscaping project must be completed within the stated timeframe of the project. Homeowner is allowed one-year from hardscape completion for the softscape to be completed in accordance with the approved landscape design plan. The homeowner may be required to use reasonably mature plants to meet the one-year requirement.

Addendum C: Forms

To request a change, go to the Management Company website to download and fill out the required information for approval as required for all improvements. The forms available are as follows:

- NorthPark ACC Request for Approval - Exterior Improvement Projects
- NorthPark ACC Request for Approval - Exterior Paint Projects
- NorthPark ACC Request for Approval - Shed Building Projects

Note: These forms may be combined into 1 downloadable pdf on the Management Company website.