

## **COUNTRYSIDE HOA DESIGN GUIDELINES**

### **I. STATEMENT OF PURPOSE**

The purpose of the Design Guidelines is to clarify criteria in the governing documents for approving or denying alterations to the common or limited common areas in the complex, as well as associated application documents. Current governing documents are vague and overly subjective.

Authority for the design criteria is given in the Bylaws Article VII, Part 1. Common and limited common elements are defined in Covenants 1.6-1.7.

The Board will review changes in two cases: new proposed alterations and cases where there has been a formal written complaint by an HOA member or director.

Plans will only be reviewed on a monthly basis by the Architectural Review Committee (ARC). Plans will be reviewed and approved, approved with conditions, or denied within sixty (60) days of being received by the Committee. If not, approval is automatic. If denied, a notice of appeal must be received in writing within 30 days for the Board to reconsider the decision.

The Owner has 3 months to complete work; work must take no longer than 30 days from start to finish.

### **II. INTENT**

The intent of the Design Review Guidelines for the Countryside Community is to ensure that each unit has individual design quality and integrity while remaining compatible with the neighborhood as a whole.

### **III. SUBMITTAL REQUIREMENTS FOR CHANGES**

Owner must complete and submit a Design Review Request form to the Board prior to proceeding with any alterations to the common or limited common areas. Said request must include a clear description of the changes intended as well as detailed drawings of the change, if applicable. The Board reserves the right to request additional information to clarify any change.

### **IV. KEY CRITERIA**

**A. Compliance with law and codes**

Project must not violate any governmental law or code, including Countryside's governing documents, and homeowner is responsible for all required permits.

**B. Safety**

No project will be approved where there is or may be an impact on the overall safety of the building, including structural soundness, fire risk, electrical danger, or other obvious danger. Approval of a project by the ARC does not necessarily constitute a verification of a project's soundness with regard to safety.

**C. Overall aesthetics**

Plans should be designed to maintain the original aesthetic of the Countryside Community with regards to color, original design intent, workmanship, and materials.

**D. Consistency**

The design review process shall be applied equally to all applicants to avoid selective enforcement.

**E. Project execution**

Project must be executable within the 30-day time limit. Owners may not impede traffic in sidewalks, etc. or use common elements for storage during work, and must have adequate storage for all materials.

**E. Permanence of project**

The ARC will consider whether an alteration is easily reversible in the approval process.

**VI. SPECIFIC DESIGN SPECIFICATIONS AND EXAMPLES**

The following guidelines are based on specific examples of alterations, but are not intended as a comprehensive list of potential alterations.

**A. Paint color**

Any paint must match the existing color or trim of the building per the Covenants. Please contact the Management Company for paint samples or trim guidelines.

**B. Window changes, such as elimination of garden window**

Elimination of garden windows is approved. New windows must use an approved trim color. Reflective glass and reflective shades are discouraged. Detailed submittal of window types and styles shall be included as part of the contractor/owner's submittal package.

**C. New trees or shrubs, other permanent changes to landscaping**

Countryside HOA encourages building residents to landscape the existing beds adjacent to their buildings. Requests for plantings or other landscape changes in the common areas will be considered. Detailed drawings are required.

**D. Air conditioners**

Window air conditioners are discouraged. Units shall be in good mechanical condition and solidly attached to building, with no rust apparent. Window A/C units shall be removed at the end of each cooling season.

**E. Deck trestles, flags, umbrellas, or other deck objects**

Deck trestles, umbrellas, or other deck objects shall be allowed provided that no adverse shading occurs on neighboring units or unacceptable impact on views from neighboring units. For purposes of the ARC, the limited common element of decks is defined as the area below and inside of the line from the top of the diagonal trim and the railing.

The Board reserves the right to approve or deny any object outside of this general boundary if a complaint is received.

Flags are allowed if they meet the above requirement and do not drape upon other units.

**F. Lighting**

Lighting changes, such as to the entryway lighting, shall not impact the overall amount of lighting on adjacent units.

**G. Satellite dishes**

In general, satellite dishes are discouraged. Per FCC rules, tenants have the right to install satellite dish television in their limited common area. Dishes installed outside of the limited common area will be approved on a case-by-case basis based on layout of wiring, impact on view from outside building, and orientation. Dishes shall not exceed 20" in diameter.

## **H. Flooring**

Flooring material in upper level units must have a sound Insulation Impact Class rating of 50 or better when tested in accordance with ASTM E-492. A foam or equivalent underlay is recommended under wood floors to prevent noise transfer to occupants below.

## **I. Doors**

All exterior doors shall be architecturally compatible and coordinated in color with the building. Storm doors shall be integrated architecturally with the individual dwelling units.

## **J. Solar Panels**

Roof-mounted solar panels are not permitted at this time.

In the event that a project is started or completed without following the process and receiving **prior written approval** the Board has the right to require the project to be removed at the owner's expense. Failure to comply with the design guidelines and approval process will result in enforcement and fines as outlined in the Rules and Regulations article 14.

# Architectural Review Request Countryside HOA

Owner Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Description of improvements** (be specific: location, color, plant name, etc.) Add drawings or samples as required.

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I understand that:

1. Approval of the Architectural Review Committee (“Committee”) must be granted **before** proceeding with the improvements, as described in the Countryside HOA Declaration of Covenants, Conditions and Restrictions.
2. The improvements must conform to the Restrictive Covenants as described in the Countryside HOA Declaration of Covenants, Conditions and Restrictions.
3. In addition to Committee approval, I may need to have a building permit or other approvals from local authorities as required by law.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

***Committee Action:***

- Approved as submitted
- Approved subject to the following requirements: \_\_\_\_\_

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- Disapproved for the following reasons: \_\_\_\_\_

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Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Process to file a request with the Architectural Review Committee (ARC):**

- 1. Fill out this form with adequate detail for the ARC to understand your request. Some guidelines\* are:**
  - Generally, any change to the outside of your unit, common space, or their appearances requires approval.
  - Painting or staining your unit requires approval. All colors must be approved by the Committee and be compatible with the surrounding homes.
  - Construction improvements will usually require submission of a drawing or sketch, with dimensions, type and color or materials, and location. Materials must match and be compatible with materials used in construction of unit.
  - Committee approval does not constitute municipal/county building department approval. Homeowner agrees to obtain necessary municipal/county building permit prior to commencement of any work.
  - Committee approval is not a guarantee of structural safety or engineering soundness.
  - Landscaping improvements will usually require submission of a drawing or sketch.
  - Any external utility unit (e.g., an air conditioner) must be approved prior to installation, and must be concealed from view. Please include any concealment plans with the request for the utility unit.
  - Outside antennas are not permitted, except for small direct broadcast satellite television dishes. These must be placed in the least conspicuous location at which an acceptable quality signal can be received and is not visible or is screened from view in a manner consistent with the Design Guidelines.

- 2. Send the completed form and any drawings, samples, etc. to Countryside HOA at the following address:**

Countryside HOA  
Countryside Asset Management Corp.  
7490 Clubhouse Road, Suite 201  
Boulder, Co 80301  
(P) 303-530-0700 (F) 303-530-0217  
Email: office@csamc.com

- 3. Your request will be forwarded to the ARC, which will consider it and notify the Management Company of their decisions. You will receive a written notice of the decision.**
  - **Written approval MUST be received before any improvements can commence.** The ARC makes an effort to respond as quickly as it can, but the process may take up to thirty (30) days. It is your responsibility to plan ahead and submit your request well before your project starts.

**If you need a copy of the Design Guidelines, have questions, or need more copies of this form, please contact the Management Company above.**

\* The above guidelines are for your convenience only and are not a substitute for the language of the Declaration of Covenants, Conditions, and Restrictions or Design Guidelines.