SINGLETREE

Design Guidelines

October 2022

SINGLETREE DESIGN REVIEW GUIDELINES
TABLE OF CONTENTS

1.	**The Singletree Philosophy**		**1**
	1.1.	Design Philosophy	1
	1.2.	Intent of the Guidelines	1
	1.3.	The Design Process	1
	1.4.	Design Review Committee	2
2.	**Architectural Design Rules and Standards**		**4**
	2.1	Site Coverage and Density	4
	2.2	Building Height	4
	2.3	Setbacks	4
	2.4	Grading	5
	2.5	Siting	6
	2.6	Adjacent Homes	7
	2.7	Driveways	7
	2.8	Architectural Composition	8
	2.9	Roofs	9
	2.10	Foundations	10
	2.11	Exterior Wall Materials	10
	2.12	Windows and Openings	10
	2.13	Skylights	11
	2.14	Chimneys and Mechanical Vents	12
	2.15	Reflective Finishes	12
	2.16	Garages and Garage Doors	13
	2.17	Porches and Decks	14
	2.18	Meter Boxes	15
	2.19	Antennas and Satellite Dishes	15
	2.20	Trash Management	15
	2.21	Air-Conditioning Condensers	15
	2.22	Manufactured Housing and Plan Services	16
	2.23	Duplexes	16
	2.24	Solar Design	16
	2.25	Other Improvements	17
3.	**Landscape Design Rules and Standards**		**18**
	3.1	Landscape Philosophy	18
	3.2	Paved Areas	18
	3.3	Fences and Walls	19
	3.4	Shade Trees	20
	3.5	Ornamental Plantings	21
	3.6	Groundcover	22
	3.7	Vegetable Gardens	23
	3.8	Windbreaks and Erosion	23
	3.9	Native Plant Species	23
	3.10	Ornamental Plant Species	24
	3.11	Soils and Geologic Conditions	24
	3.12	Planters and Retaining Walls	24
	3.13	Exterior Lighting	25
	3.14	Exterior Barbecues and Fire Pits	25

3.15 Other Miscellaneous 25

4. Golf Course Lots - Design Standards and Guidelines 26
4.1 The Golf Course 26
4.2 The Golf Course Easement 26
4.3 Siting Homes Along the Golf Course 26

5. Signage - Design Standards and Guidelines 27
5.1 Signage 27
5.2 "For Sale" Signs 27
5.3 "Project" Signs 27

6. Construction Practices and Guidelines 28
6.1 Limit of Construction Activity 28
6.2 Construction Hours 28
6.3 Temporary Structures and Sanitary Facilities 28
6.4 Trash Removal 28
6.5 Site Maintenance 29
6.6 Noises, Fines, and Completion Requirements 29
6.7 Demolition of Existing Structures 29
6.8 Final Inspection by DRC 30
6.9 Compliance with Approvals 30

7. Supplemental Information 31
7.1 The Climate at Singletree 31
7.2 List of Consultants and Contacts 32

8. Design Review Process 33
8.1 Submittal of Plans 33
8.2 Conceptual Design Review 33
8.3 Preliminary Design Review 34
8.4 Final Design Review 37
8.5 Technical Plan Review 39
8.6 Inspections 40
8.7 Review of Major and Minor Modifications 41
8.8 Duplex Remodels 43
8.9 Temporary Structures 43
8.10 Fees and Deposits 44

9. Design Review Checklists 49

10. Appendices
A. Conceptual, Preliminary and Final Design Review Applications i
B. Design Review Fee Schedule iv
C. Compliance Acknowledgement x
D. Duplex Owner Written Approval Letter xi

Section 1. The Singletree Philosophy

1.1 DESIGN PHILOSOPHY

Located in the Upper Eagle River Valley, the Singletree community enjoys the best of Colorado Rocky Mountain living. With a mild climate, spectacular views, an eighteen-hole Championship Golf Course, and other recreational amenities, Singletree offers a diverse and unique community. It is the obligation of every Singletree resident to preserve and enhance the natural environment so that the enjoyment of Singletree may be shared by property owners and visitors for years to come.

From the beginning of the development, and as Singletree has evolved, the owners and their consultants have sought to apply planning and design principles which take advantage of the unique characteristics of each site. The design philosophy of Singletree is to create a harmonious relationship between architecture and landscape, on both an individual and an overall level.

1.2 INTENT OF THE GUIDELINES

The intent of the Singletree Design Guidelines is to encourage individual expression of the Singletree design philosophy by providing an outline of basic and simple criteria for good design. It is not meant to overwhelm you with information, but, rather, to be as specific, realistic - and helpful - as possible.

The natural environment at Singletree is very special and will more than repay efforts to preserve it. The terrain is dramatic, the views spectacular, the air invigorating, and the sunlight bright. But, as those familiar with the Upper Eagle River Valley are aware, conditions in the high mountains are different from life on the coast, on the plains, or in the East. So, to help property owners make the most of their unique opportunities, we include in these Design Guidelines several requirements and suggested responses to the physical conditions that prevail at the site.

Further, the growing density of homes at Singletree adds another dimension to design considerations; the integration of the built-out community into the landscape. Following these guidelines will preserve the overall design integrity of Singletree and its fragile mountain environment.

1.3 THE DESIGN PROCESS

Designing a home should be an exciting and rewarding process for owners and their design teams. The role of the Singletree Design Review Committee, (sometimes referred to as the “DRC”), is to guide you toward the design goals which have been established for the community.

Your design team should have a thorough understanding of your lot, the Singletree Design Guidelines, and your own needs. From that basis, they can develop with you a design solution

which satisfies all these requirements. They will be required to communicate your concepts and ideas to the DRC through drawings and a model. For these reasons, the DRC strongly recommends that you retain a competent Architect who is experienced in dealing with design issues peculiar to the environment at Singletree.

1.4 DESIGN REVIEW COMMITTEE

1.4.1 Authority of the Design Review Committee

The Covenants provide for the establishment of a Design Review Committee to adopt written Design Guidelines. The Guidelines are to be a more specific interpretation of the Covenants' provisions which can then be used by the DRC to implement Singletree's design philosophy.

These Design Guidelines may, from time to time, be amended by a majority of the DRC, subject to the approval of the Singletree Property Owners Association. ("SPOA"). Prospective owners and builders are advised to contact the DRC to obtain the most current copy of the Guidelines. The DRC may from time to time contract with an Architectural Consultant ("DRC Consultant") or other consultants to administer aspects of the design review process.

1.4.2 The Design Review Committee

A group of five persons shall be responsible for the administration of the Design Guidelines.

1.4.3 Selection of DRC Members

Members, all of whom must be resident Owners, are appointed by the Board of Directors of SPOA and serve for a three (3) year term. Any member of the DRC shall be permitted to serve successive terms.

1.4.4 Attendance

Input from committee members is vital to the success of the design review process. A member may be removed by the DRC for failure to perform his or her duties. A new member will then be appointed to serve the remainder of the current term.

1.4.5 Committee Procedure

It is inherent that procedures and standards are subject to interpretation. The DRC will use its best judgment in making its interpretations in the best interest of Singletree.

Minutes of the projects discussed, and actions taken by the DRC shall be maintained and posted to the SPOA website for access by all homeowners, once approved at the subsequent DRC meeting.

In the case of a decision by the DRC to deny approval of a project, the DRC will inform the owner (or their representative) at the meeting where such decision is made, if present, and by written notification, sent by either registered or certified mail, postage pre-paid in the name of the owner at the registered mailing address.

Such DRC determinations may be appealed to the SPOA Board. The owner must make a written request to appeal the decision of the DRC within twenty (20) days of the date of mailing the written notification of the Committee's decision. Any such appeal is to be considered by the SPOA Board at the next regularly scheduled meeting of the board, provided that written notice of such appeal is received by the board seven (7) days prior to such meeting.

Failure to initiate an appeal within twenty (20) days of the date of the written notice of denial shall terminate any rights of appeal.

1.4.6 Code Compliance

Compliance with Eagle County codes and regulations is beyond the jurisdiction of the DRC. Similarly, County approval of a project **does not** constitute compliance with Singletree Covenants or Design Guidelines. **Both** approvals must be obtained by the owner before the start of construction.

1.4.7 Nonconforming Conditions

A building, structure or landscaping which does not conform to these Design Guidelines, but which was constructed or installed with the approval of the DRC may be continued, except as provided herein. Such nonconforming conditions shall not be extended or expanded or altered to a different nonconforming condition. If a nonconforming condition is damaged or destroyed to the extent of more than fifty percent of its value, it shall be rebuilt or restored as a conforming condition. Notwithstanding any other provision of this section or these Design Guidelines, all designs must conform to these Design Guidelines.

These guidelines shall be applicable to nonconforming conditions on any modification, change or remodel. For example:

A. Screening of utility meters.
B. Landscaping.
C. Galvanized material to be concealed and /or painted out.
D. Dark-sky compliant light fixtures
E. Chimney caps
F. Trash enclosures

1.4.8 Enforcement

If any person shall violate or threaten to violate any of the provisions of these Design Guidelines, it shall be lawful for the Berry Creek Metropolitan District and/or SPOA, or any entity, person or persons owning real property in Singletree, to institute proceedings at law or in equity to enforce the provisions of the Covenants or these Design Guidelines, to restrain the person violating or threatening to violate them, and to recover damages, actual and punitive, together with reasonable attorneys' fees, for such violations. For detailed information review SPOA's Covenant Administration Policies, Regulations and Procedures found at www.singletreetoday.com. Charges and/or fines for Infractions for non-compliance with the approved plans may be withheld from the Compliance Deposit.

Section 2. Architectural Design Rules and Standards

2.1 SITE COVERAGE AND DENSITY

Allowable Site Coverage and Habitable area are discussed in the Covenants. Refer to this document for this information. Definitions of these terms are as follows:

Site Coverage is defined as that part of the site covered by buildings only, including garage. It does not include such items as decks, terraces, roof overhangs, driveways, walks, or other impervious materials. **Site coverage may not exceed 25% of the lot acreage.**

In siting your home, you should first contact the Wildfire Mitigation Manager at Eagle County Community Development to determine the Wildfire Hazard rating for your property i.e.: Low, Moderate or High. This will assist you in selecting the proper exterior construction materials and landscaping.

Habitable Area shall include all enclosed space except garages and mechanical rooms. Habitable Area shall be measured from the outside faces of exterior walls. Stairwells, including landings, shall be measured at 100% at the lowest floor level, and at 50% at all other floor levels. Habitable Area shall include all space with a ceiling height of 5 feet or greater, measured from the finished or unfinished floor to the underside of the structural members of the floor or roof structure above. Dropped ceilings, soffits, and the like shall not be considered in calculating ceiling height. Any such areas having a ceiling height of 5’ or less shall be clearly denoted on the plans. **Habitable area may not exceed 25% of the lot acreage.**

2.2 BUILDING HEIGHT

No structure located on a single family, duplex, or multi-family lot shall exceed, at any point on the structure, thirty-five feet in height or 3 stories, whichever is less.

Building height shall be measured vertically from any point on original or finished grade, (whichever is more restrictive), to the top of the building’s roof structure directly above that point.

The dimension of the building’s maximum height is to be clearly labeled on the elevations. The building height dimension calculated from the most restrictive grade shall be clearly indicated on the preliminary and final approved plans that are retained by the DRC.

2.3 SETBACKS

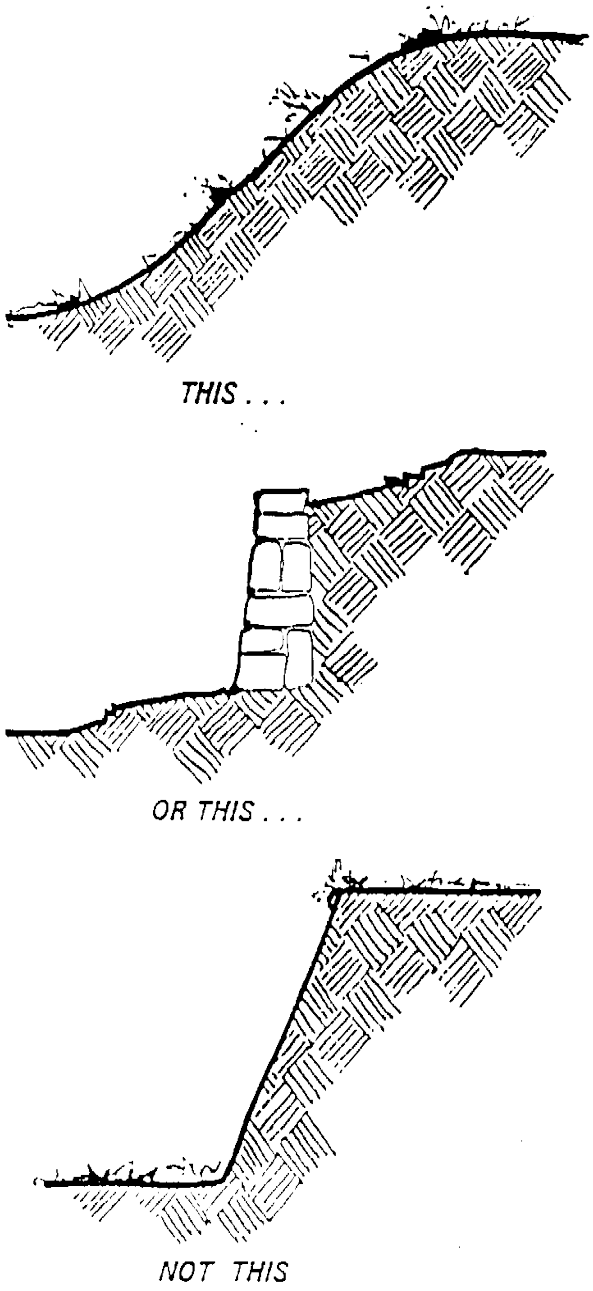
No part of the building may go into the setbacks. This includes roof overhangs, constructed site work, decks, terraces, patios, fences, parking areas and vehicle turn around facilities. **Minimum setbacks for the location of structures with relation to property lines shall be the greater of 25 feet from the road right-of-way or 12 feet 6 inches from the road easement, 15 feet from the rear property line and 12 feet 6 inches from side property lines.**

2.4 GRADING

When you build your home at Singletree, you may want to use grading to create visual interest, provide privacy, or improve climate control. However, it is important that disruption of natural conditions be kept to a minimum and that all grading be softened to avoid abrupt changes in the natural terrain. The Design Review Committee will not consider site planning and grading that will have any adverse drainage or other negative impacts on neighboring lots.

Because steep slopes and dry soils are characteristic of Singletree, the drainage system for your site should typically distribute the runoff from storms or irrigation over large areas of land to slow runoff velocity and to increase absorption. Natural overland drainage is recommended. Open, lined channels or pipes are not allowed since they concentrate runoff rather than disperse it evenly and slowly.

You should also be aware that disturbing large areas of native vegetation on slopes of great steepness can create extensive erosion, and, with occasional brief heavy rain, earth slides. Extensive cut and fill work will therefore be discouraged, and retaining walls and terracing are recommended in areas where large changes in grade occur.

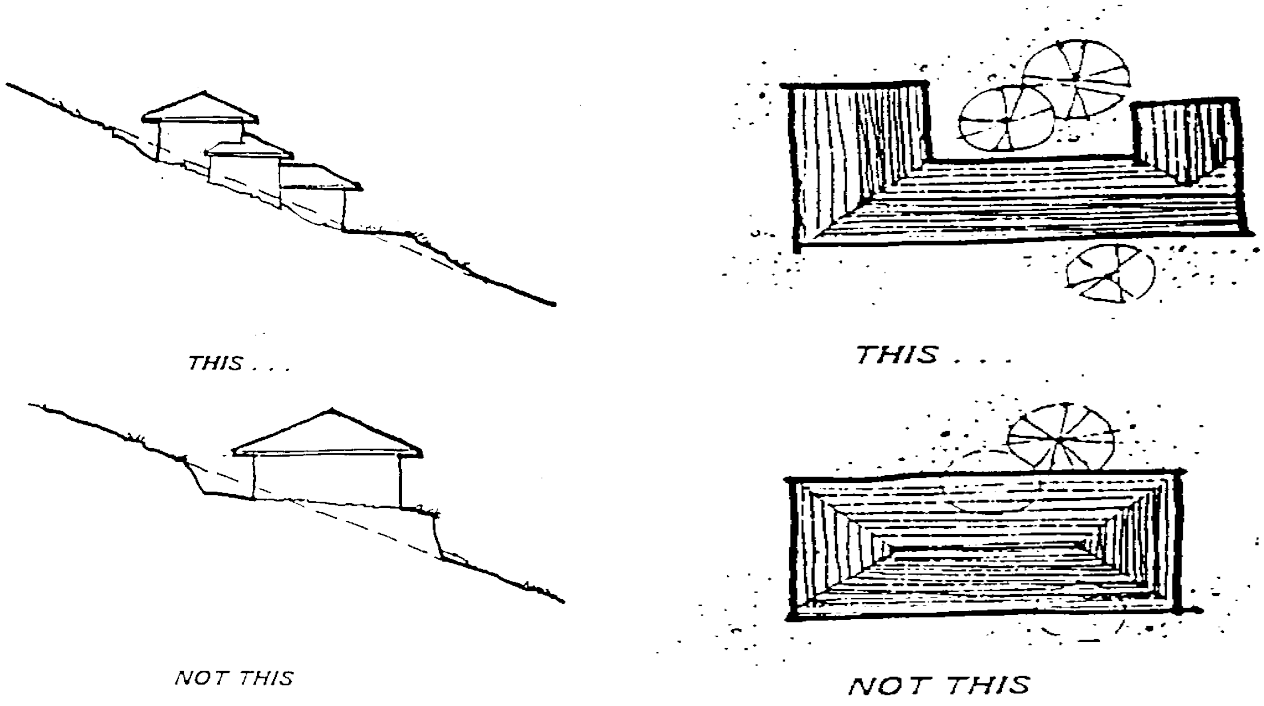


2.5 SITING

You will want to site your house to take advantage of the wonderful views that surround Singletree. There are other siting considerations you should also keep in mind.

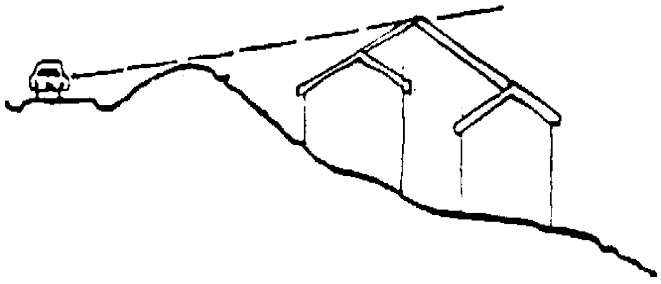
Buildings on the hillside should step down the slope. Siting the long axis of the building parallel to land contours and avoiding protrusions above ridge lines will help the building fit naturally into the landscape.

Building siting should be responsive to site features such as trees, terrain, drainage patterns, views, sun exposure, and rock outcrops, and there should be as little disruption of existing vegetation as possible.



Berming can and should be used, where appropriate, to create privacy and to screen your home from public areas.

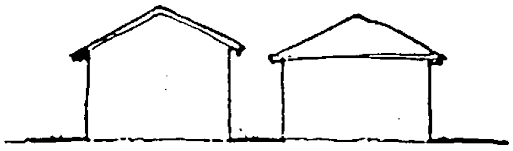
Properly siting your home can also save energy, a particularly important consideration in the high country. Orienting living areas to the South or slightly East of South helps these areas stay warm in the winter and comfortable in the summer. Blocking wind and drifting snow to the North also reduces the impact of winter weather.



2.6 ADJACENT HOMES

Siting of new homes and alterations to existing homes should relate well with neighboring and particularly adjacent homes. The type of construction, scale and general context of the neighboring homes should be taken into consideration when designing a home that will be constructed next to an existing home. By stepping back the bulk of the building on upper levels, the narrow, unpleasant "canyon" between buildings can be avoided.

THIS . . .



NOT THIS

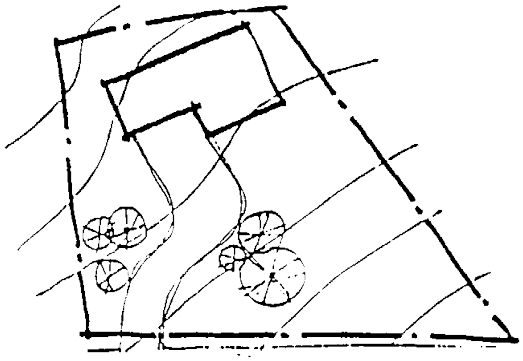
2.7 DRIVEWAYS

Safe access onto public roads from private driveways is an important consideration. Minimizing the disturbance of natural grade and existing vegetation, and providing durable materials are other aspects of driveway design in Singletree which the Design Review Committee will carefully review.

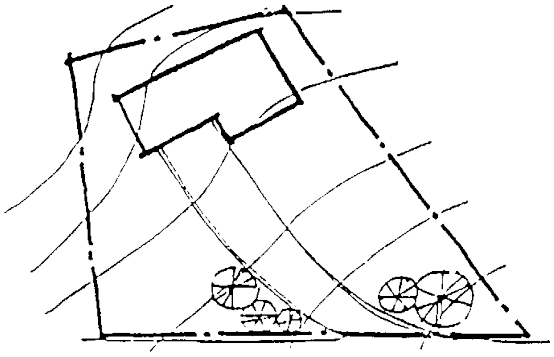
Clear visibility of roadways from driveways and a degree of intersection as close to 90 degrees as possible will improve the safety of access onto the public road.

Drives on sloping ground should not run perpendicular to land contours, and all cut-and -fill should be softened in accordance with grading guidelines and then revegetated. Interference with natural drainage flows should be avoided, as should the interception of surface drainage from roadways. Properly engineered culverts must be installed at all locations where driveways intersect drainage patterns. Such culverts must be in place during construction, as well as permanently after construction.

Snow storage space is critical and should be indicated on the final approved plans that are retained by the DRC. Plowing or storing snow on the streets is to be avoided.



THIS . . .



NOT THIS

No hammerheads, extensions of driveways or parking areas shall be constructed within the setbacks of any lot.

Driveway slopes should not exceed 8% for satisfactory year-round access. Driveways at Singletree must be paved. Driveways should be no wider than necessary to provide safe access to your home.

To limit the extent of paved surface, duplex owners are encouraged to build driveways that can be jointly used.

More than one driveway cut per lot will be discouraged. Exceptions may be granted in circumstance where the lot is located on a corner, with street access from 2 different streets.

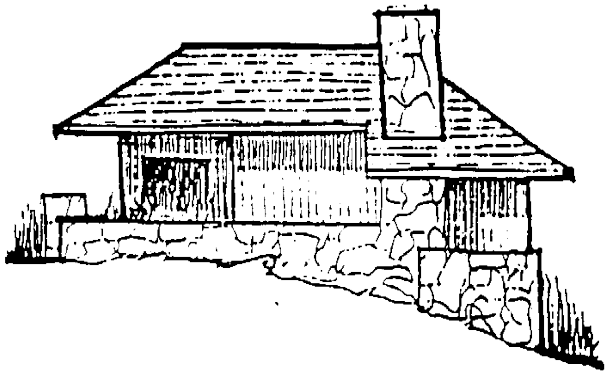
2.8 ARCHITECTURAL COMPOSITION

The architectural compositions of homes at Singletree should coordinate and unite all the pieces that make up the design. Individual elements, openings, and special treatments used arbitrarily become distracting to a good overall design. Indeed, attempts to "dress up" a weak design by applying detail and ornament are not usually successful.

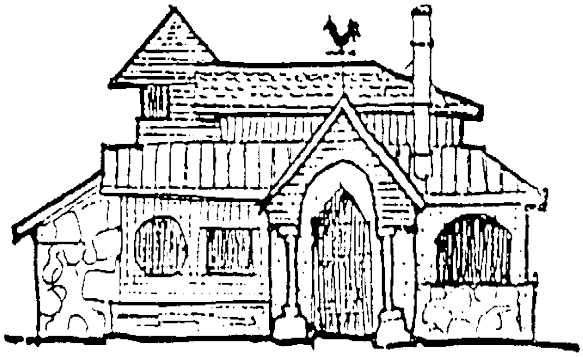
Good design involves a site plan, floor plans, sections and elevations that are well thought out in how they take advantage of the site, relate to the neighbors, use of materials, and make the most of your budget.

Elevations should be well composed with details that are consistent with the selected materials and used in a logical manner. An excessive number of sizes, shapes, and materials, both in massing and detailing usually results in a weak design.

Particular attention should be given to entry areas, to increase "curb appeal" and a "sense of arrival".



THIS . . .



NOT THIS

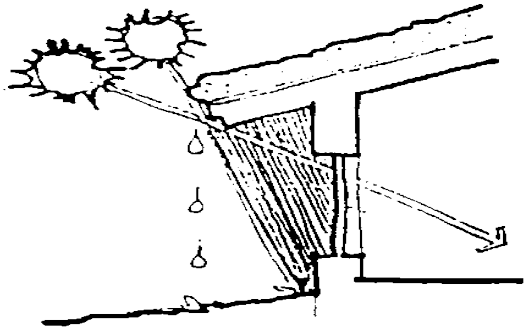
2.9 ROOFS

Roofing materials on sloped roofs should be concrete shakes, slate tiles, approved fire-resistant wood alternative roofing materials or equals. Wood shakes are permitted if allowed by the Eagle County Wildfire Hazard requirements for the subject lot. (See Section 2.1)

Metal roofs will be considered based on specific site conditions and design appropriateness. Minimizing reflectivity to adjacent properties should be the major consideration in the application of metal roofing. Roof reflectivity, which is defined as the percentage of the sun's rays reflected, shall not exceed 29% for metal roofs.

Other acceptable manufactured materials may be approved by the DRC but said materials will be reviewed on a case by case basis to assure design appropriateness. As roofing materials are approved by the DRC, a list of these approved materials will be made available to applicants found at www.singletreetoday.com. **Asphalt composition roofing materials and pressed-wood shakes are prohibited.**

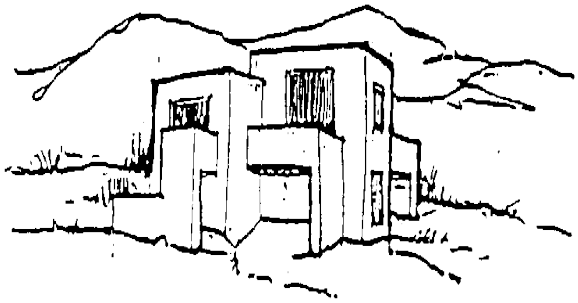
Roofing material colors shall be muted earth tones that complement the home's exterior color scheme.



For sloped roofs, several considerations will determine the appropriate pitch. Generally, it is desirable for a sloped roof to hold snow, thus providing added insulation and preventing snow slides. The ability of a roof to hold snow will depend on the pitch and on the roof material. Aesthetically, a shallower slope can visually reduce the height of the building, which is sometimes desirable. However, a steep roof can provide drama and style which may be appropriate. Roof slopes will be evaluated by the DRC on a case-by-case basis.

Overhangs should be designed to shade exterior walls and interior spaces from summer sun, and to allow winter sun into the house. Overhanging roofs can also conduct water away from the house.

Roof overhangs cannot encroach on building setback requirements. (See Section 2.3)



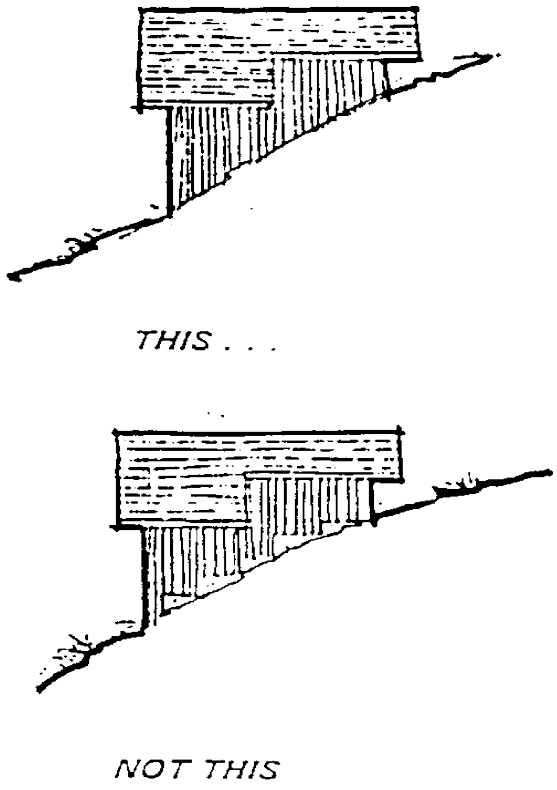
The view of flat roofs from above is often unattractive, and therefore flat roofs should be handled with particular care. To avoid "naked" membrane materials, flat roofs that are visible from any street or neighboring homes may require ballasting. Whether ballast is required will be determined by the DRC on a case by case basis. Parapet walls and flat-roofed buildings may be most appropriate on the upper hillsides, where the building is viewed from below against a backdrop of the mountains.

2.10 FOUNDATIONS

In most cases, spread footings with foundation walls will be suitable for structures at Singletree. It is **required** that qualified soils and structural engineers be retained to determine the foundation requirements of your site.

Concrete foundation walls which are exposed more than one foot above the ground should be faced or stained to match exterior wall materials. Exterior wall materials that extend from walls down over foundation walls should follow grade lines, not the steps in the concrete foundations.

Your soils engineer can determine the foundation drainage requirements. In general, at locations where the footing lies below bedrock, a continuous perimeter drain at the foundation footing should be provided and drained to daylight.



2.11 EXTERIOR WALL MATERIALS

In keeping with the goals of Singletree to maintain and preserve the natural surroundings, design in harmony with nature should be extended to materials, finishes and color selection. Synthetic or cultured stone finishes will not be permitted for exterior wall materials.

Building materials of a natural type such as wood, rock, stucco, and native materials indigenous to the area are encouraged. Flat finished metal panels with low reflectivity are permitted as an exterior wall material or as a wall accent material. Low-reflective and rusted corrugated metal may be approved as an accent material and shall not be approved as a roofing material. With the use of any metal as a wall material, a detail of the application (fasteners) shall be provided to the DRC for final review. Natural, earth tone colors like the general colors found in the hills that form the backdrop for Singletree are required. These colors or transparent finishes on the specified materials will enhance them and improve with age. Pure white is not a permitted exterior wall material color, though shades of off-white or cream are permissible stucco colors. Glossy or reflective finishes are not allowed. (See Section 2.15)

2.12 WINDOWS AND OPENINGS

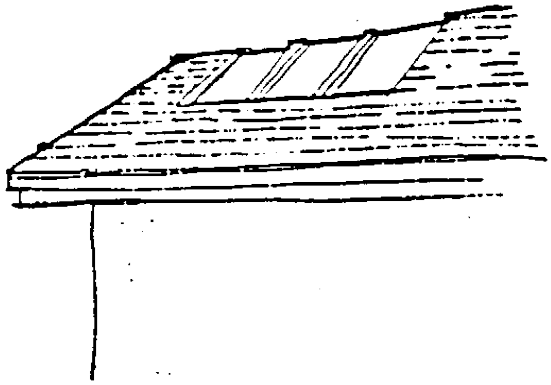
The detailing of windows in homes at Singletree should be an integral part of the home's design. The wall materials will help determine the type of opening which is appropriate. For instance, in a stucco wall, a deep opening gives the wall a feeling of thickness and weight.

The effect of windows on heat loss and heat gain should be of paramount importance in the design of your mountain home. Insulating glazing (double-paned or triple-paned glass) should be used in all cases. Wood window frames are preferred because of their thermal qualities. The DRC encourages the use of the latest window and glass technologies. Ultraviolet protective glazing, low-emissivity windows and related technologies are recommended.

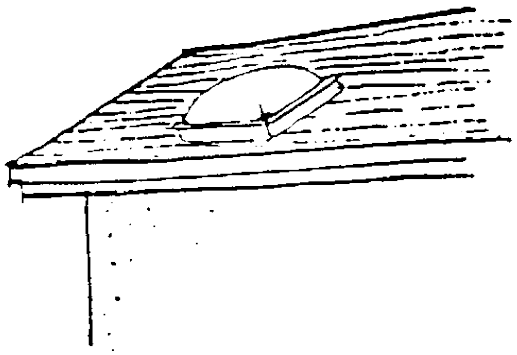
The positioning of windows, however, has the greatest effect on heat flow in a home. Large window areas oriented to the South and Southeast serve as auxiliary heat sources during the cool autumn, winter, and spring months, admitting early morning sunlight that heats living areas rapidly. Low sill heights in combination with radiation-absorbing floor materials can provide heat storage and passive solar heating.

2.13 SKYLIGHTS

Skylights are a wonderful way to introduce natural light to the inner spaces of your home. Skylights present many opportunities but should be integrated into the design of your home and should be selected so that reflections from the glass surface will not impact neighboring homes.



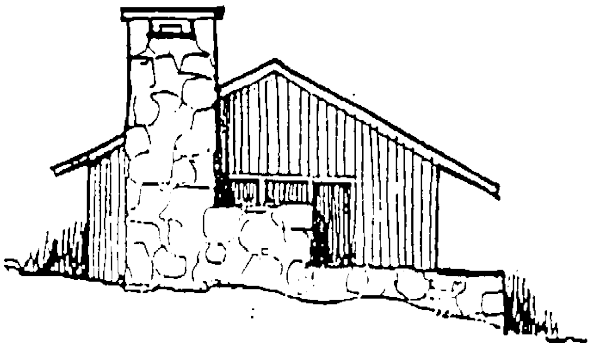
THIS . . .



NOT THIS

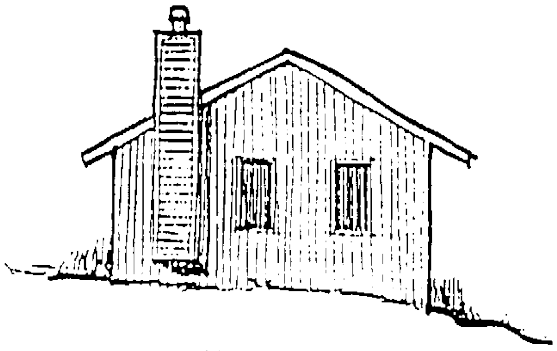
2.14 CHIMNEYS AND MECHANICAL VENTS

Chimneys are usually very strong roof elements that are required by code to extend higher than adjacent roof lines. This makes proportions important, and materials should give a chimney an appearance which is consistent with the design of the building.



THIS . . .

Flue vents and all mechanical and/or heating vents shall be enclosed in a chimney chase with the top being concealed by a chimney cap with a spark arrester as required by Singletree covenants. Flues and vents shall be painted black or another color approved by the DRC. The final plans shall include details on the chimney cap design.



NOT THIS

2.15 REFLECTIVE FINISHES

Reflecting or contrasting finishes are not acceptable, and all exposed metals such as fascia, flashing, wall and roof vents, metal enclosures, galvanized material and other items shall be painted an approved color, (usually the color of contiguous materials). Reflective glass windows, skylights or other similar materials are not permitted.

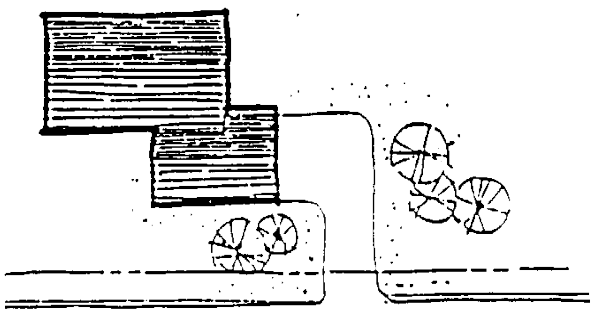
2.16 GARAGES AND GARAGE DOORS

A minimum of one garage per unit is required at Singletree.

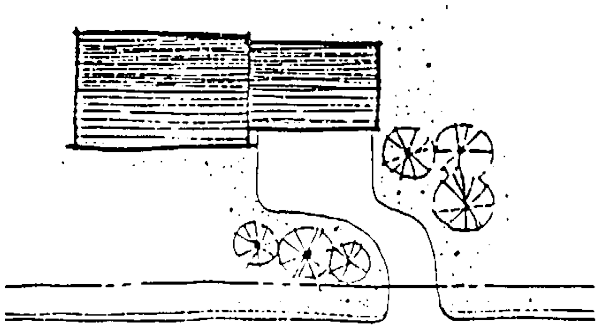
Care should be taken to ensure that the garage doors do not dominate the entire residence. The material of garage doors should be consistent with the rest of the house. Stamped metal or metal clad garage doors are discouraged. Garage doors finished in metal will be considered on a case by case basis.

Garage doors which directly face the street and straight, full-width driveways are to be avoided. This is especially important on duplexes. Solutions such as recessing the doors, rotating them away from the street, screening them with landscaping, and providing two single doors instead of one double door are encouraged.

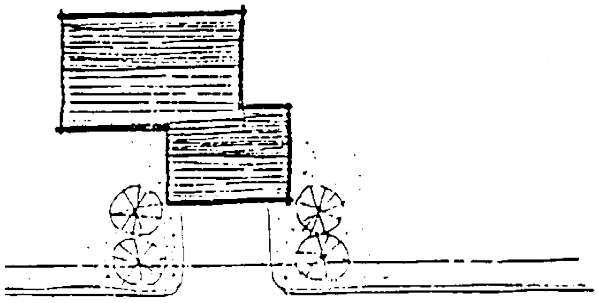
Garages must be connected to the main structure and must be integral with the design of the residence.



THIS . . .



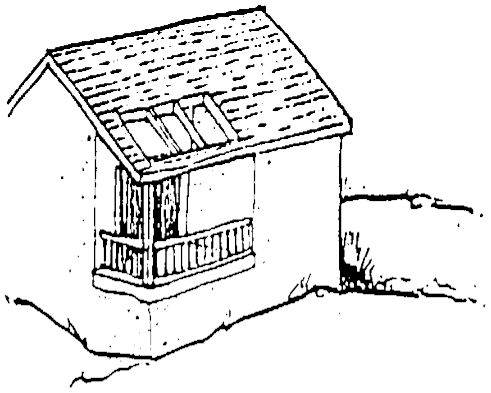
OR THIS . . .



NOT THIS

2.17 PORCHES AND DECKS

On spring and fall days, and on cool summer evenings in the high country, outdoor living takes place more comfortably on protected porches and decks than on open lawns. Depending on its intended use, a porch or deck may or may not have an overhead covering such as a roof or trellis to protect it from rain and from the summer sun. The use of walls and railings can protect the outdoor space from wind and can also help to tie a porch or deck architecturally to the rest of the building.

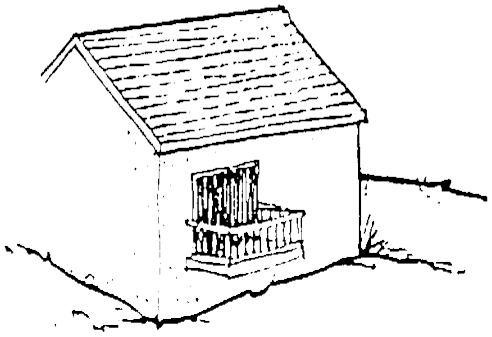


THIS . . .

Visual integration of both on- and above-grade decks into the rest of the building is very important. A “tacked-on” look should be avoided, and effort should be made, using massing and materials, to make the deck appear to be part of the building design. All visible deck joists and beams are to be painted to match the trim color or the primary color of the house to make them as unobtrusive as possible.

OR THIS . . .

If porches or decks are elevated above the ground on hillside sites, their understructures should be enclosed so that warm updrafts are not trapped to create a wildfire hazard. The Wildfire Hazard rating of the site as determined by Eagle County will affect the design of decks and the materials utilized. This is less critical if the ground under and adjacent to the porch or deck is a patio, some type of xeriscape or hardscape material, and/or other maintained landscaping.



NOT THIS

2.18 METER BOXES

Meter boxes shall be attached to the home. Meter boxes shall be concealed and enclosed when possible. Holy Cross Energy regulates meter enclosures and has specific requirements for meter screening and enclosures. Holy Cross Energy allows for meter cabinets with the following requirements:

> "Doors of meter cabinets shall be constructed of lightweight materials, have handles, and open wide enough for easy access for maintenance and reading. The doors shall be hinged on the side and shall not be locked. The door openings shall be a minimum of 30 inches in height and the lowest extension of the door will be at least 30 inches above grade so that snow/ice will not impair access. All enclosures must meet NEC [National Electric Code] working space requirements. A 7-inch view hole is required at the meter. All meters shall be maintained and are the responsibility of the homeowner."

Accordingly, any meter concealment strategy must address these concerns and in cases where appropriate concealment is not feasible, electric meters, similar to gas meters, should be painted to match the adjacent exterior wall material and shielded from view by evergreen landscaping material without precluding access by utility company employees.

2.19 ANTENNAS AND SATELLITE DISHES

Non-standard television or radio antennas or satellite dishes are not allowed in Singletree. (Standard size in 2014 is less than 39")

Mounting locations for antennas or satellite dishes on the exterior of the home should be considered in the design of the home and should be placed in an obscure location, to minimize visibility by neighboring homes or public spaces.

2.20 TRASH MANAGEMENT

All trash cans must be placed in enclosed areas. These enclosures should be an integral part of the home. A trash enclosure shall be considered a structure and may not be in the lot minimum setbacks.

Separate enclosures are strongly discouraged but may be necessary in multifamily (not duplexes) complexes. Should such an enclosure be necessary, it must be constructed of the same materials as the complex, and it shall be designed to provide outside access. Any such separate enclosures must be approved by the DRC prior to construction.

2.21 AIR-CONDITIONING CONDENSERS

All mechanical equipment and air-conditioning condensers installed on the exterior of the home shall require DRC approval. Such equipment shall be installed within the setbacks and as close to the home as possible. Air-conditioning condensers shall have a 10 or higher SEER Rating

(Seasonal Energy Efficiency Ratio) and noise output shall not exceed 60 decibels as measured from any property line. Air-conditioning equipment and condensers shall be screened from view from adjacent property owners and public property with evergreen landscaping, including trees and/or large shrubs. The landscape used to screen shall be of a size to screen the sides of the unit within one year of planting, and when possible, planted within 5 ft. of the unit. If terrain or proximity to other structures or uses limits the ability to screen air-conditioning equipment with evergreen vegetation, the DRC may require a screen or fence to be constructed. The screen shall be of colors and materials compatible with the exterior materials of the home.

2.22 MANUFACTURED HOUSING & PLAN SERVICES

Attempts to achieve appropriate solutions using manufactured housing and pre-designed plans at Singletree have been unsuccessful to date. The use of either of these methods is strongly discouraged and will receive special scrutiny from the committee. In addition to the other Guidelines set out herein, the primary issues to be considered will be the scale of the components, their integration into the overall project, the siting of the proposed project and customizing the design in a site-specific manner.

2.23 DUPLEXES

Duplex units shall be architecturally integrated, with a unified architectural and site/landscape design. This is accomplished using consistent building materials, colors, architectural style, roof forms, building massing, landscape materials, site grading, retaining wall materials, and driveway materials, etc. Mirror-image duplexes are prohibited.

Additions and/or modifications to existing duplex units are required to comply with this section. This includes roofing material modifications and exterior color changes.

Requests to re-roof one side of a duplex with a different material shall be subject to consideration of the availability of materials and the SPOA Board shall use its judgment in reviewing a proposed roofing material as to whether it is similar in composition and color, recognizing that an exact match may not be possible. When an exact material match is not possible the new roofing material shall be applied across an entire roof plane even if the roof plane is not entirely on the applicant's side of the duplex, and not break part way across a continuous roof plane.

2.24 SOLAR DESIGN

Both active and passive solar design are encouraged in Singletree.

The comfort and convenience of a home can be improved using passive solar heating. This can be accomplished through site planning, architectural design, and the use of landscape furnishings. Passive solar features are encouraged to be appropriately integrated into the overall design.

Active solar systems are also feasible at Singletree. Careful placement of collectors will be necessary to provide maximum solar gain, and minimum visual impact. Collectors and other elements must be integrated into the design of the home and site. Special consideration should be given to finishes and reflective surfaces so they will not adversely affect neighbors and golfers.

Ground level or ground mounted solar collectors are prohibited.

Roof-mounted solar panels shall be mounted parallel to the roof surface and shall not extend higher than the ridge line or below the eave line of the roof area they are mounted to. Panels shall not be staggered and should generally fill the roof plane they are attached to as a rectangle. Solar panels installed on flat roofs should not extend beyond the height of the parapet when possible and shall be installed at the least angle possible. On flat roofs, panels should be installed in such a way as to minimize visibility from public view.

In all cases, solar equipment, other than the panel, shall be of a compatible color or may be required to be painted to a color compatible with the roof or other surface it is attached to. Wiring and conduit shall not be exposed on the exterior surface of the structure.

2.25 OTHER IMPROVEMENTS

Hot tubs are allowed and must comply with setbacks and be screened from public view. Hot tub areas shall be integrated into the existing site and architecture of the home.

All recreational equipment shall be appropriately screened from roadways with mature landscaping. Earth tone colors are encouraged.

Section 3. Landscape Design Rules and Standards

3.1 LANDSCAPE PHILOSOPHY

It should be kept in mind that the DRC considers the landscape plan to be very important to the plan. Only carefully thought-out and detailed plans will be considered. The DRC will require that an approved landscape plan be installed as presented from the standpoint of type, quantity, size, and location of landscape materials.

The overall landscape theme of Singletree shall be developed so that any defined manicured garden or bluegrass planting flows back into the natural landscape. Manicured or groomed yards shall be defined by borders of native grasses, wildflowers, groundcovers, and rocks. These materials, in turn, shall work naturally into the existing topography and flora of Singletree.

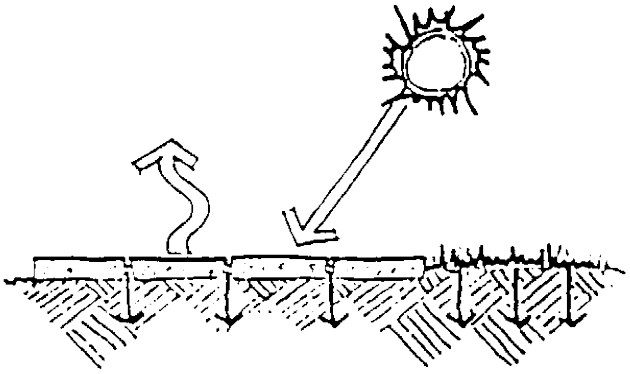
Effort equal to the design of the home should be put into the landscape plan's design and installation. The grading, planting, and other landscaping elements should serve to further integrate the building into its environment. Xeriscape is encouraged as a landscaping method developed especially for arid and semiarid climates that utilizes water-conserving techniques (such as the use of drought-tolerant plants, mulch, and efficient irrigation).

All disturbed areas must be planted or reseeded. Proper erosion control techniques, as detailed in The Covenants, shall be observed.

The landscape design should consider the Eagle County Wildfire Hazard rating (See Section 2.1)

3.2 PAVED AREAS

You may wish to pave areas around your house that will be subject to intensive use, such as patios and walks. Poured monolithic slabs of concrete or asphalt, (which tend to chip and crack,) are far less desirable for pedestrian areas than paving that uses smaller units such as bricks, flagstones, or pre-cast concrete pavers. These materials offer an aesthetic advantage in that they can be used to create attractive patterns and textures on a small scale. They also contribute to controlling runoff, because water can percolate into the ground through spaces between paving units. Paving materials with high thermal density are good, because on cool evenings they re-radiate heat absorbed during the day. Large, paved areas with reflective surfaces and southern exposures should be shaded to reduce reflected heat and glare.



Paved areas are considered "constructed elements" and therefore are not permitted in the lot's setbacks. (See section 2.3)

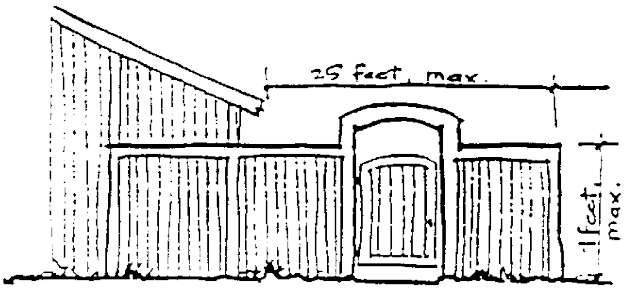
3.3 FENCES AND WALLS

While everyone is entitled to the privacy of their home, the environment of the Rocky Mountains promotes the idea of open space. A sensitive design can promote open space and still define "what's mine" with planting and other, less rigid, landscaping elements. This approach is highly encouraged by the DRC. Indeed, the greatest preservation of the natural environment and wildlife habitat at Singletree would be realized if no fences were to be built. However, fences and walls are sometimes necessary for a variety of reasons. Therefore, fences and walls are allowed at Singletree, **provided they have been approved by the DRC prior to construction.**

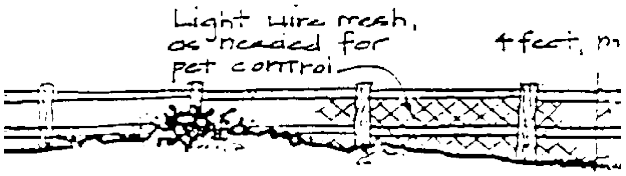
Fences and walls should be an extension of the architecture and architectural materials and used only where necessary. Fencing that simply defines property boundaries are not allowed.

Natural plantings should be used to further mask the fence from roads and surrounding properties, and to integrate it into the landscape design. **No fence or wall shall be permitted to be constructed in any required setbacks.**
(See Section 2.3)

Solid fencing and walls, which have more impact on the landscape than open fencing, should be attached to the building and used only within 25 feet of the home. Materials and colors should be compatible with the architecture of the home, such as wood, metal, stone, and stucco. Solid fencing or walls shall not exceed 7'-0" in height.



Fencing further than 25 feet away from the house should be of a more open design, with the intent to minimize the visibility of the fence. This fencing shall be no more than 4 feet in height. Split rail fencing and/or wood posts are preferred. Other material and design of fencing may be considered by the DRC. Fence materials, such as wood or metal, including aluminum or wrought iron, should be compatible with the architecture, color, and materials of the home. Light wire mesh may be applied to the inside of open fencing for the purposes of controlling pets and children, as it is generally not visible. Chain link and vinyl fencing is prohibited. Architectural large gauge welded wire panels may be used within a wood or heavy metal fence frame. The wire panels must be painted, or powder coated to be consistent with the overall fence design and the home. Galvanized metal wire panels are not allowed.



Pet Enclosures: Article VI, Section 3 of the Covenants states: "No pet enclosure, cage or kennel, either of a temporary or permanent nature, shall be placed on the properties unless specifically

approved by the Association; such approval shall be granted only if the Association can impose conditions which reasonably assure that such pet enclosure, cage or kennel is concealed from view from adjacent lots and public areas.

3.4 SHADE TREES

Very hot days are rare in the high country, but you will want some shade for relief from the intense, bright light of the summer sun. Shade trees should be placed to shade walls or outdoor activity areas, and to frame views. When integrated with a passive solar design, deciduous trees provide shade in summer and allow sunshine through in the winter.

Trees should be planted in clustered, natural groups, as part of an overall landscape scheme. Trees that are planted by themselves, or in rows, or are used to identify lot boundaries, driveways, etc., will be discouraged.

Climate and soil conditions limit the varieties of shade trees that will thrive at Singletree. Most non-indigenous species will require extensive watering and extra attention. Drip irrigation systems are recommended for all transplanted trees in the arid Singletree climate.

Minimum sizes for landscape plant material are:

1. Deciduous trees - minimum of 2 ½" caliper;
2. Evergreen trees - minimum of 6' from top of root ball, and
3. Shrubs - minimum 5 gallons.

A list of suggested species follows:

TREES	**SPECIES**
ANGUSTIFOLIA	*ANGUSTIFOLIA*
ROCKY MOUNTAIN JUNIPER SCOPULORUM	*JUNIPERUS*
UTAH JUNIPER OSTEOSPERMA	*JUNIPERUS*
PINYON PINE	*PINUS EDULIS*
ASPEN	*POPLUS*
BLUE SPRUCE	*PICEA PUNGENS*
ENGLEMAN SPRUCE	*PICEA ENGLEMANNII*

SHRUBS	**SPECIES**
BIG SAGEBRUSH	*ARTEMISIA TRIDENTATA*
RABBITBRUSH NAUSEOSIS	*CHRYSOTHAMNUS*
DWARF RABBITBRUSH VISCIDIFLORUS	*CHRYSOTHAMNUS*
WILLOWS	*SALIX Species*
GAMBEL'S OAK	*OUERCUS GAMBELLI*
SERVICEBERRY ALNIFOLIA	*AMELANCHIER*
SNOWBERRY OREOPHILUS	*SYMPHOCARIPOS*
ANTELOPE BRUSH	*PURSHIA TRIDENTATA*
CHOKECHERRY	*PRUNUS VIRGINIANA*
MOUNTAIN SAGE	*ARTEMISIA FRIGIDA*
GOLDEN CURRANT	*RIBES AUREUM*
THREE LEAF SUMAC	*RHUS TRILOBATA*
MOUNTAIN MAHOGANY MONTANUS	*CERCOCARPUS*

BUCKHORN	*RHAMMUS SMITHII*
NEW JERSEY TEA	*CEANOTHUS FENDLERI*
BUCKHORN	*RHAMMUS SMITHII*
NEW JERSEY TEA	*CEANOTHUS FENDLERI*

3.5 ORNAMENTAL PLANTINGS

Decorative plantings provide accent and color, define areas of your site, and enhance the setting of your home.

Native plant materials or hardy species that tolerate dry, cold winters, and short growing seasons will do well at Singletree, whereas introduced species will require additional attention to thrive, if they do so at all. Sagebrush, rabbitbrush, serviceberry, and a variety of other plant materials native to the area can make an impressive showing when they are thoughtfully placed and carefully established.

Native plants are more subtle than non-natives. They are most effective when they are massed in dense groupings at strategic locations, rather than randomly dispersed about your site. However, a single ornamental plant can be effective, if it is used as an accent in a garden or in a fashion that again, enhances the landscape design. The replanting or installation of new or removed sage shall not be considered in calculating the number of shrubs used in landscaping a project.

A list of suggested species follows:

ORNAMENTAL TREES	**SPECIES**
GREEN ASH	*FRAXINUS PENNSYLVATICA*
ROCKY MOUNTAIN BIRCH	*BETULA FONTINALIS*
BOXELDER MAPLE	*ACER NEGUNDO*
CRABAPPLE	*MALUS Species*
AMUR MAPLE	*ACER GINNALA*
MOUNTAIN ASH	*SORBUS SCOPULINA*
AUSTRIAN PINE	*PINUS NIGRA*
BRISTLECONE PINE	*PINUS ARISTATA*
MUGO-SWISS PINE	*PINUS MUGO MUGHUS*
PONDEROSA PINE	*PINUS PONDEROSA SCOPULORNUM*

ORNAMENATAL SHRUBS	**SPECIES**
SIBERIAN PEASHRUB	*CARAGANA ARBORESCENS*
WINGED EUONYMUS	*EUONYMUS ALATUS*
VARIGATED DOGWOOD	*CORNUS ELECANTISSIMA*
ZABEL HONEYSUCKLE	*LONICERA KOROLOXOWII "ZABELI"*
COMMON LILAC	*SYRINGA VULGARIS*
MOUNTAIN NINEBARK	*PHYSOCARPUS MONOGYNUS*
BUSH CINOUEFOIL	*PONTENTILLA FRUTICOSA*
PURPLE LEAF SANDCHERRY	*PRUNUS CISTENA*
COMMON SNOWBERRY	*SYMPHORICARPOS ALBUS*
SNOWMOUND SPIREA	*SPIREA NIPPONICA*
SMOOTH SUMAC AMERICAN CRANBERRY	*RHUS GLABRA*
VIBURNUM	*VIBURNUM TRILOBUM*

NANNYBERRY VIBURNUM	*VIBURNUM LENTAGO*
GROUNDCOVER JUNIPER	*JUNIPERUS HORIZONTALIS*
SPREADING JUNIPER	*JUNIPERUS CHINENSIS*
	JUNIPERUS SABINA

3.6 GROUNDCOVER

Ground cover plays an important role in conditioning the surface of the fine-grained soils of Singletree to prevent erosion and sedimentation. The variety of leaves and flowers lends color, and the plants provide a form of natural cooling by absorbing radiation from the sun.

Groundcover at Singletree can be of two types: irrigated lawn, or drought tolerant, native grass and herbs.

In general, areas of irrigated lawn should be kept to a minimum, for practical as well as aesthetic reasons: obtaining water for Singletree is expensive, and the vivid green of an irrigated lawn contrasts strongly with the muted hues of the natural environment. Still, irrigated turf wears well in high-use areas and is considered acceptable for relatively flat areas which will retain water.

Drought-tolerant grasses and herbs offer you several advantages, and their use will be encouraged. They provide variety and visual interest, they look attractive in a mountain setting, and they are easy to care for once they have been established.

During the period, these grasses are being established, the owner shall be responsible for eliminating and eradicating all noxious weeds.

A list of suggested species follows:

HERB GROUNDCOVER	**SPECIES**
LUPINE	*LUPINUS ARGENTEUS*
BALSAM ROOT	*BALSAMORRHIZA SAGITTATA*
BEARDTONGUE	*PENSTEMON Species*
YUCCA	*YUCCA GLAUCA*
OREGON GRAPE	*BERBERIS REPENS*

GRASSES	**SPECIES**
GREAT BASIN WILD RYE	*ELYMUS CINEREUS*
NEEDLE & THREAD GRASS	*STIPA COMATA*
WESTERN WHEAT GRASS	*AGROPYRON SMITHII*
BLUE BUNCH WHEATGRASS	*AGROPYRON SPICATUM*
INDIAN RICE GRASS	*ORYZOPSIS HYMENOIDES*

3.7 VEGETABLE GARDENS

Although the growing season in the high country is brief, the sunny exposure of the site increases the potential for vegetable gardening at Singletree. There are approximately 100 to 110 consecutive frost-free days in Singletree, generally from early June through the middle of September. This growing period can be lengthened by maximizing the sun exposure of the garden. Screening it from cool, North winds, and placing it in a location that does not trap cold air as it moves downslope at night can also increase a vegetable garden's productivity.

Like other irrigated areas, vegetable gardens can look out of place if they are highly visible, so it is important to site them carefully. Gardens on the hillsides should be avoided, where possible, or terraced into the hillside.

Fencing used for protection of vegetable gardens requires DRC approval.

3.8 WINDBREAKS AND EROSION

Relief from the wind should be formed by planting and earth-berms. These can help protect you home from heat loss and shelter outdoor areas, so they are comfortable earlier in the spring and later in the fall.

Windbreaks should be low (4 feet to 6 feet high) to be visually compatible with the open character of Singletree's environment. To be effective, they should also be dense and placed close to the area or structure they are designed to protect.

It is required that all areas disturbed by construction be permanently stabilized by seed and mulch, sod, and/or other plant material. Straw is recommended as a mulch over seed-grown areas to improve and hasten the germination. Any areas that have a 2:1 slope or steeper should be controlled by an erosion control blanket.

3.9 NATIVE PLANT SPECIES

Refer to the accompanying tables set out in Sections 3.4 and 3.5 for a list of plants which are native or adapted to the Singletree area and which have potential for landscape use in the Controlled and Domestic Landscape Zones. In addition to general limitations of climate and water, there are localized variances in soils, slope, and exposure from site to site that must be considered when you select plant materials.

Many native species are drought-resistant because of the nature of their deep, broad root system and other adaptive mechanisms. For this reason, some are harder to propagate than introduced species, but once established, are much hardier and more maintenance-free. Clearing of native vegetation should be avoided wherever possible to preserve the native stands.

Existing areas of native sagebrush will become denser and taller if watered properly, resulting in a denser shrub growth than exists in under-normal conditions. This will be an inevitable by-product in areas near irrigated zones which receive spray and runoff or have higher local

humidity. In other areas, sage may be encouraged by direct irrigation. However, large amounts of water are detrimental to sage and other dryland species.

3.10 ORNAMENTAL PLANT SPECIES

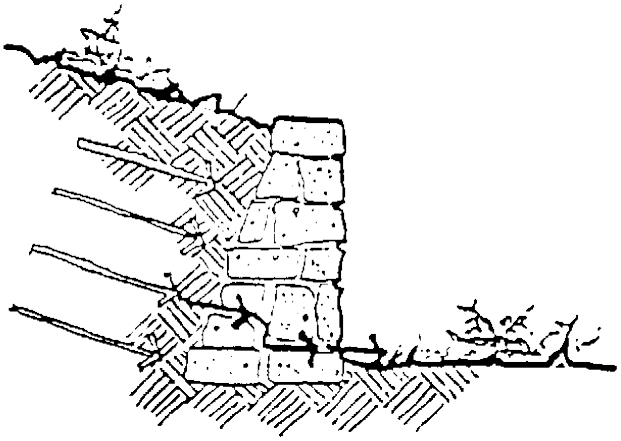
It is advised that care be taken when designing with ornamental plants. The ornamentals in the accompanying table found in Section 3.5 are domestic plants that may survive our climate depending on their hardiness, exposure, and the care they receive. Other factors may contribute to a higher mortality rate for ornamentals.

3.11 SOILS AND GEOLOGIC CONDITIONS

Prior to installing landscape material, an owner should have a consulting engineer verify soil and geologic conditions on their sites before they begin landscape construction.

3.12 PLANTERS & RETAINING WALLS

Steep or unusual terrain will in many cases present an opportunity to use retaining walls or planters to resolve an otherwise difficult relationship between grades.



Stone- and stone-faced concrete are the preferred materials, although carefully designed construction with nested boulders or other appropriate materials may be acceptable. In some circumstances, nested boulder walls will require engineering to assure their effectiveness. In general, such boulder walls shall not exceed four (4) feet in height. The use of exposed concrete, concrete blocks and/or split-faced concrete block will not be permitted.

Retaining walls and planters must be securely anchored into the ground to withstand overturning pressures. Site walls exceeding 7 feet will not be permitted. Mortarless stone walls must be made thicker at the bottom than at the top. To avoid destructive freeze-thaw action, all retaining walls and planters must also permit water trapped behind them to be released through weep holes and drain tile.

Like fences, planters and retaining walls will be most attractive when they are like your house in color and character.

3.13 EXTERIOR LIGHTING

Exterior lighting is intended to define entries, to provide for safety and security, and to accent architectural features and landscape elements such as decks and patios. Exterior light fixtures shall be of materials and quality consistent with the architecture of the home. All exterior light fixtures shall be dark sky compliant. Dark sky compliant fixtures require the installation of incandescent bulbs 60 watts or less, or LED bulbs of no more than 800 lumens and no more than 3000 kelvin color temperature. Any fixtures installed prior to the dark sky compliant requirement introduced in 2018 and any fixtures that have a visible source of illumination shall require installation of incandescent bulbs that total 25 watts or less or, if LED bulbs, no more than 300 lumens and no more than 3000 kelvin color temperature.

Exterior lighting which produces excessive glare to neighboring homes, or pedestrian or vehicular traffic shall be prohibited.

Floodlights and spotlights are prohibited.

Specification sheets (cut sheets) for all exterior light fixtures shall be submitted by each applicant for approval by the DRC. Specifications sheets shall prove a fixture is dark sky compliant. For new projects, the exterior lighting specification sheets shall be submitted at the Preliminary Design Review phase.

3.14 EXTERIOR BARBECUES AND FIRE PITS

Article VI, Section 8 of the Amended and Restated Declaration of Covenants prohibits “open fires”. Accordingly, no wood burning fire pits or barbecues shall be permitted. Fire pits fueled by natural gas or propane may be permitted only with the approval of Eagle County and the DRC. In considering such an approval, the DRC shall make a determination regarding an appropriate defensible area for fire control, attendance of a responsible individual while in use and strict compliance with all Eagle County and State of Colorado fire ordinances, regulations and statutes.

Any such fire pit or barbecue shall be integrated into the landscaping of the lot and shall harmonize with the surrounding area.

3.15 OTHER MISCELLANEOUS

Flagpoles are permitted by the DRC, with certain limitations. The height of the flagpole shall be no more than 21 ft above existing grade. The flagpole material shall be dark, low-reflective metal. The flag shall be no more than 4 ft. by 6 ft.

Rain barrels are permitted by the DRC. Rain barrels shall be screened by landscaping to minimize impact to adjacent properties.

Section 4. Golf Course Lots – Design Standards and Guidelines

4.1 THE GOLF COURSE

The Sonnenalp Golf Club is an important feature of Singletree. Its successful maintenance will benefit everyone living and visiting Singletree. Some special requirements are therefore placed on the owners fortunate enough to own a lot on the golf course.

4.2 THE GOLF COURSE EASEMENT

Along the golf course a 15-foot setback has been maintained as a transitional area between the golf course and the individual lots that border the course. **Absolutely no construction and no construction staging will be allowed in the golf course easement.** The Design Review Committee will carefully review the relationship of the landscaping within this easement to that of the golf course, as well as to that of the home.

Landscape in the golf course easement should address the safety issues associated with the golf course and create an interface between the individual home site and the adjacent fairway, green, or tee.

The DRC highly recommends the use of landscaped berms and plantings that safely separate the two entities and discourage golfers and stray shots from entering home sites. If executed properly and in conjunction with the careful siting of the home, these solutions should eliminate any need for safety netting.

4.3 SITING HOMES ALONG THE GOLF COURSE

The placement of your home on a golf course lot is important for a several reasons. The play of the course can be greatly affected by improperly sited homes. Furthermore, the safety of residents along the golf course can only be ensured by thoughtfully placing and orienting windows and occupied outdoor areas.

Homes along the golf course are deemed to have two ‘front elevations’. The DRC will review the golf course elevations for aesthetics and architectural interest due to their high visibility.

It is strongly recommended that any owner or architect who is unfamiliar with the play of the course contact the Design Review Committee. The members of the DRC are familiar with the course and will review each submittal carefully to ensure the protection of both the owner and the golf course.

Locating the building in an area protected from stray golf shots is the responsibility of the owner and the owner’s design team. Thoughtfully locating windows, patios, and outdoor play areas away from tees enhances the wonderful experience of living on a golf course.

Golf ball protection netting is permitted **only** adjacent to the driving range.

Section 5. Signage - Design Standards and Guidelines

5.1 SIGNAGE

All signs at Singletree must abide by the following sign guidelines. Any other signs are prohibited and will be removed.

Four types of signs shall be allowed at Singletree: (1) "For Sale Signs" used for selling lots or developed properties, (2) "Project Signs" for projects under construction, (3) "Commercial Signs" located on and identifying property zoned and used for nonresidential purposes, and (4) "Public Safety Signs" installed by governmental entities for public safety purposes. Subcontractor signs, material supplier signs, signs advertising services and all other signs are prohibited.

For Sale Signs and Project Signs must be placed 20 feet from the edge of the asphalt road, facing the street. **Such signs are prohibited along the golf course.**

SPOA or its agents may enter upon the subject property to remove and retain the prohibited signs. The prohibited sign shall be returned to the property owner or his agent at no charge for a first-time violation. Thereafter, a $50 charge shall be imposed for each sign returned.

5.2 "FOR SALE" SIGNS

Information will be limited to the following:

A. "Property for Sale"
B. "By Owner" or Realtor Name
C. Address
D. Phone Number
E. Property Description

Sign size shall not exceed 24" by 36".

5.3 "PROJECT" SIGNS

Information will be limited to the following:

A. Lot, Block, Filing, and Street Address
B. Owner or Project Name
C. General Contractor, Address, Phone #
D. Licensed Architect or Designer, Address, Phone #
E. Real Estate Broker, Address, Phone #
F. Building Permit #

Sign type will be 24" tall x 36" wide, supported by two posts. All signs must be professionally lettered.

Section 6. Construction Practices and Guidelines

6.1 LIMIT OF CONSTRUCTION ACTIVITY

All construction activity must take place within the property lines of the lot being improved, unless written authorization has been granted by an adjoining property owner. Furthermore, staging, storage, and construction activity of any kind are not permitted in the Golf Course Easement under any circumstances. Construction within any easement is subject to the terms of the easement.

Every effort shall be made to protect and preserve natural site features not directly impacted by construction activity. A construction management plan shall be submitted with final plan review specifying the limits of construction activity. This limit of construction activity shall be identified in the field with 4 ft. to 6 ft. high chain link fencing with a green mesh fabric covering. In addition, silt fencing is required on the down-hill portion of the site or areas of possible erosion. Fencing shall be maintained during all construction activities, up to the completion of exterior of the building and general completion of site grading and landscaping.

6.2 CONSTRUCTION HOURS

All construction activities are limited to the time between 7:00 a.m. and 7:00 p.m. during the week, between 8:00 a.m. and 5:00 p.m. Saturdays, and is prohibited on Sundays and holidays. Holidays when construction is prohibited includes: New Year's Day, Presidents Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, and the day after, and Christmas Day. There are no exceptions for interior work.

6.3 TEMPORARY STRUCTURES AND SANITARY FACILITIES

On-site office trailers and sales offices are prohibited, unless specifically approved by the DRC. Approval can be obtained by following the Design Review Procedure for temporary structures. (See Section 8.8)

Under no circumstances will a trailer be allowed for living purposes.

Temporary sanitary facilities are required and shall be provided by the contractor. Such facilities shall be located to minimize impacts to adjacent properties and must be located entirely within the site's setbacks.

6.4 TRASH REMOVAL

Construction sites must be kept trash-free and orderly for the protection of the workers and the neighbors. Construction debris must be collected and contained at the end of each day in a dumpster or other receptacle. Dumpsters shall be emptied on a weekly or as-needed basis.

Food waste is not to be disposed of in a construction dumpster, and must be disposed of in a separate, bear-proof trash receptacle.

6.5 SITE MAINTENANCE

The general contractor and/or owner shall always be responsible for maintaining a clean job site, including any trash, debris and mud along the adjacent roadways and properties. Contractors are required to clean or repair any damage to roadways, pedestrian paths, sidewalks, drainageways or ditches.

All construction material shall be stored in a designated materials storage area. Contractors are responsible for delivery, unloading, and storage of all construction materials.

Construction vehicles, heavy equipment, and construction workers shall park only in areas approved by the DRC and as identified on the Construction Management Plan. Construction and workers' vehicles shall not be parked on other lots or open space areas without written authorization from the property owner and approval by the DRC.

6.6 NOISE, FINES, AND COMPLETION REQUIREMENTS

Loud music at the job site is prohibited. All noise disturbance shall be kept to a minimum. Pets are not permitted at construction sites under any circumstances.

Construction shall be completed in a timely, orderly, and efficient manner, and in accordance with the submitted construction schedule. Sites that are not timely completed or kept clean from trash, debris and waste will result in fines and/or the forfeiture of some or all the compliance deposits per the adopted Covenant Administration Policies, Regulations and Procedures, found at www.singletreetoday.com. Written or email notice to the owner/builder shall be required before the assessment of any forfeiture or fine.

As the Singletree neighborhood is largely developed, additions and modifications to existing homes can have significant impact to adjacent properties. Every effort shall be made to minimize impacts, provide for safety, and complete the project in a timely manner but in no case take longer than one year from commencement without approval from the DRC.

6.7 DEMOLITION OF EXISTING STRUCTURES

The demolition of existing structures requires approval by the DRC. A revegetation plan shall be included with the demolition request. Revegetation shall include ground cover for erosion control and may include trees or shrubs. For any site where an existing structure is demolished, construction activity shall occur within two months of demolition. A compliance deposit is required for the demolition of any existing structure. If construction does not occur, the site will be required to be revegetated in accordance with the approved revegetation plan.

6.8 FINAL INSPECTION BY DRC CONSULTANT

The owner or contractor must request in writing a Compliance Inspection by the DRC Consultant. This inspection will verify that the completed building has been constructed in substantial compliance with the approved plans and specifications, as well as the Singletree Design Guidelines.

6.9 COMPLIANCE WITH APPROVALS

If any construction or improvement is deemed by the DRC to be inconsistent with the approved plans or specifications, the owner will be responsible for revising the construction to comply with the approved documents or amend the approved plans and receive DRC approval of changes to the approved plans.

Any desired changes to the approved plans must be presented to the DRC for approval prior to said changes being made.

The owner and contractor are responsible for the cost of repairing any damage caused by construction activities.

If, during construction, a contractor or subcontractor in any way breaches these regulations, the DRC reserves the right to restrict and/or prohibit future work by that contractor on the current project, as well as on future projects.

Section 7. Supplemental Information

7.1 THE CLIMATE AT SINGLETREE

The climate at Singletree is typically dry, with mild summers and occasionally severe winters.

Features of the climate include wide temperature ranges, abundant sunshine, low precipitation, and low humidity. While climatic data are not available for each site, records made in Eagle, Colorado are a useful guide to conditions at Singletree, with some interpolation of data for elevation and aspect. (In general, higher elevation makes temperatures at Singletree 3-4 degrees cooler than in the Eagle area, while the southern exposure of the site causes daytime temperatures to be 6-12 degrees warmer than normal for that area of the valley.)

Singletree receives abundant sunshine throughout the year. Summer days are warm with cool nights - the average daily temperature fluctuation in summer will be more than 40 degrees. July is the warmest month, with an average temperature of about 63 degrees. The maximum temperatures average over 92 degrees, and the minimums near 40 degrees during this month. December and January are the most severe winter months, with average temperatures around 16 degrees. Maximum temperatures average 32 degrees, and minimums average 0 degrees. Daily temperature fluctuations in the winter are less severe than in the summer - about 30 degrees.

The area receives only 10 to 11 inches of precipitation annually. The average annual snowfall exceeds 50 inches. December and January have the most snowfall, (10 inches,) and occasional snowstorms can occur as late as May and as early as September. Summer precipitation commonly occurs in the form of afternoon showers. Precipitation is generally evenly dispersed throughout the year.

Wind characteristics are generally predictable because of the confined nature of the valley. During the day, the prevailing winds blow from the west up the Eagle River Valley at 5 to 15 mph. At night, downslope conditions cause the winds to reverse direction and blow down the valley from the east. Calm conditions prevail about 40% of the time.

7.2 LIST OF CONSULTANTS AND CONTACTS

Architectural Consultant to DRC
JMP Architects (John Perkins)
P.O. Box 2007
Avon, CO 81620
(720) 201-9760
mailto:perk.jmparchitect@gmail.com

Fire Protection
Eagle River Fire Protection District
(970) 748-9665
White River Center
90 Benchmark Road, Suite 101
P.O. Box 7980
Avon, Colorado 81620
http://www.erfpd.org

Police Protection
Eagle County Sheriff's Office
(970) 328-8500
0885 E. Chambers Ave.
P.O. Box 359
Eagle, CO 81631
http://www.eaglecounty.us/sheriff

Electricity
Holy Cross Energy
(970) 949-5892
41266 Hwy. 6 & 24
P.O. Box 972
Avon, CO 81620
http://www.holycross.com

Natural Gas Supply
Black Hills Energy
(888)890.5554
http://www.blackhillsenergy.com

Telephone (Local)
CenturyLink
(800) 366-8201
http://www.centurylink.com

Water & Sewage
Eagle River Water & Sanitation District
(970) 476-7480
846 Forest Road
Vail, CO 81657
http://www.erwsd.org

Building Permits/Zoning Regulations
Eagle County Building Department
(970) 328-8730
500 Broadway
P.O. Box 179
Eagle, CO 81631
http://www.eaglecounty.us/Building/Permits/Applications

Singletree Property Owners Association
(970) 926-2611
P.O. Box 1200
Edwards, CO 81632
http://www.singletreetoday.com

Community Manager at the Singletree Community Center
Post Office Box 1200
Edwards, CO 81632
(970) 926-2611
mailto:manager@singletreetoday.com

Berry Creek Metropolitan District
(970) 926-2611
P.O. Box 1058
Edwards, CO 81632
http://www.singletreetoday.com
mailto:manager@singletreetoday.com

Section 8. Design Review Process

8.1 SUBMITTAL OF PLANS

For any new building, addition, demolition, exterior renovation or remodel, minor modifications, and site or landscape changes, the procedures outlined in the Covenants and these Design Guidelines shall be followed. The Covenants and Design Guidelines together provide direction and assistance to the owner for the development of a home or site and impose certain requirements for approval.

The Design Review Committee's review process includes:

1) Conceptual Design Review (recommended, but not required)
2) Preliminary Design Review
3) Final Design Review
4) Technical Plan Review

The DRC therefore requires information and/or drawings necessary to confirm compliance with the Covenants and the Design Guidelines. Submittal requirements are outlined in the following sections.

The DRC provides a schedule for plan submittal and corresponding meeting dates. This schedule is generated annually and is found at www.singletreetoday.com.

8.2 CONCEPTUAL DESIGN REVIEW

Owners are strongly encouraged to meet with the DRC for Conceptual Design Review of the proposed project during the early design stages. This step in the process gives the owner an opportunity to understand whether the design direction of the project is in general compliance with the Design Guidelines and will help eliminate unnecessary expenditures by identifying issues early in the design process.

All submitted conceptual plans should be of a quality that is easy to read and understand. The DRC has the right to reject any proposal that it deems unreadable.

The conceptual review submittal shall include one paper set of the submittal and one PDF file of the entire submittal. The following information is required for a conceptual review:

A. **Topographic Survey**, at a scale of 1" = 10'-0", showing: all topography at two foot contours; the property lines; all required setbacks; all easements; all existing vegetation, rock outcroppings, and other site features; and existing utilities. The survey shall be stamped by a Colorado Licensed Surveyor.

B. **Site Plan,** at a scale of 1" = 10'-0", showing: proposed and existing topography; all proposed improvements including building and access locations; property lines; setbacks; and easements. A calculation of lot coverage should be indicated.

C. Basic **Floor Plans and Building Elevations,** at a minimum scale of 1/4" or 1/8" = 1'-0" or scaled to the Site Plan for the proposed design. In the case of Additions or Remodels, "As-

Built" project drawings should be included. A calculation of estimated habitable area should be indicated.

D. **Conceptual Design Application Form** (Section 10 – Appendix A)

E. **Photos** relevant to the proposed project, including surrounding properties, existing structure elevations and details, etc.

F. **Submittal Fee – Additions/Major Modifications** (Section 10 – Appendix B)

G. **Conceptual Review Fee – New Construction** (Section 10 – Appendix B)

H. List of **Proposed Materials**, and in the case of Additions/Remodels, indication of how proposed new materials relate to existing materials.

I. **Wildfire Rating** issued by Eagle County.

J. **Conceptual Design Review Checklist** (Section 9.1)

8.3 PRELIMINARY DESIGN REVIEW

Preliminary Design Review is mandatory, and preliminary design approval shall be obtained before a project will be allowed to continue through the approval process. Preliminary Design submittals shall be submitted in accordance with the adopted submittal and meeting schedule found at www.singletreetoday.com. Incomplete submittals will not be accepted.

The DRC has the right to reject any proposal that it deems unreadable.

The following information is required. Please provide one paper set of the submittal and one PDF file of the entire submittal:

A. **Topographic Survey**, at a scale of 1" = 10'-0", showing: all topography at two foot contours; the property lines; all required setbacks; all easements; all existing vegetation, rock outcroppings, and other site features; and existing utilities. Survey must be stamped by a Colorado Licensed Surveyor.

B. **Site Plan,** at a scale of 1" = 10'-0", showing proposed and existing topography (such as natural site features and including all trees) as well as all improvements, including: the proposed building location with dimensions from property lines; property lines; setbacks; easements: and the line of proposed roof overhangs.

The site plan shall indicate proposed regrading, the height, and materials of retaining walls, the proposed location of fences, decks, and patios, along with proposed walks, driveway, parking areas (including dimensions of each) and snow storage locations.

A designation as to the location of outdoor mechanical equipment (such as air conditioning compressors, etc.) as well as utility and meter locations is also required. The plan needs to demonstrate that no constructed elements occur in the setbacks.

The site plan may also include proposed roof ridgeline heights and/or top of parapet wall heights if not provided on a separate roof plan.

The site plan shall also indicate the existing and proposed grade elevations at all building corners and a calculation of total lot coverage.

C. **Floor Plans**, at a minimum scale of ¼" = 1'-0", including: all exterior building dimensions; door and window openings with dimensions; designation of walls, partitions and stairways; decks, porches and balconies, with materials noted; mechanical rooms and crawl spaces indicated; proposed roof overhangs; location of heating/cooling systems; and utility and meter locations.

Floor Plans shall provide a calculation of habitable area and indicate finished floor elevation on all levels.

For Additions and Remodels clearly indicate: a) existing walls to remain; b) existing walls to be removed; and c) new walls.

D. **Exterior Elevations**, at a minimum scale of ¼" – 1'-0", that are rendered to show steps in the building plane (shade and shadow); expression of proposed materials; and the relationship of elevations to the site.

The Exterior Elevations must include a view from each side of the proposed building and should include: door and window locations with dimensions, as necessary; roofing material and slope; siding material and type/color; stucco material and type/color; chimney design and the dimension above the roof; exterior mechanical terminations (flues/vents/exhausts); railings, including details and dimensions; skylight locations; and utility and meter locations. A general materials note should provide additional information deemed necessary to fully understand the proposed renderings.

The Exterior Elevations also need to designate: the actual building height along with the maximum allowable building height (Section 2.2); designation of proposed and existing grade; and finished floor elevations.

E. **Roof Plan,** shall include design of ridges and valleys for pitched roofs. Flat roof designs shall include the locations of roof drains, scuppers, and indication of drainage strategy. The roof plan shall also indicate the elevations and height of all ridge lines and tops of parapet walls.

On Remodels or Additions, the roof plan shall include an indication of the method for integration of the new roof portions with the existing roof.

F. **Building Sections**, at a minimum scale of ¼" = 1'-0", at cross sections through the building at locations of primary massing.

G. **Details**, on selected elements are required at Preliminary Design Review including: windows and doors, head, jamb and sill; fascia and soffits; chimney cap with materials and dimensions; and deck details, including framing members, decking material and handrail detail. Complete details of all other elements particular to the design of this property are required at Final Design Review.

H. **Landscape Plan**, at a minimum scale of 1" = 10'-0", shall indicate: proposed building location, including dimension to setback lines; proposed roof overhangs; and the existing and proposed site contours.

The Landscape Plan shall also indicate: all intended landscape improvements, including: location of all plants and trees, sod and seeded areas; driveway; walks; terraces; and/or decks, with material indicated. The locations of rock outcroppings, boulders or retaining walls (including size/ dimension), fences, utilities and meters, and all outdoor and landscaping lighting must also be designated.

A plant schedule is required. The schedule must include the quantity, common and botanical name, and size of each planting. Please note that all evergreen trees should be at least six to eight feet high, measured from the top of the root ball to the top of the tree and all deciduous trees must have a caliper of at least two and one-half inches. All shrubs must be a minimum of five-gallon containers.

A general description of erosion control techniques should also be included.

I. **Electrical Plans** shall indicate all exterior building and landscape lighting fixtures and include their respective specification sheets. (Section 3.13)

J. **Massing Model** (constructed at either a 1/8" or 1/10" = 1'-0" scale) or **3D computer model** (for New Construction) or **3D representation** (drawing) **or 3D computer model** (for Additions or Remodels), showing the proposed building and site topography. (Massing Model can be submitted the day before the DRC meeting; 3D computer model to be included with all other Preliminary Design submission materials.)

K. **Photo Survey,** taken from the approximate center of the lot or the center of the proposed building. This must be mounted in such a manner that shows the surrounding area for the proposed structure, the views and view corridors, the surrounding neighbors, and any lot-specific issues. (Can be submitted the day before the DRC meeting.)

L. **Color Board** of exterior material samples and colors, including: wall materials and colors; roof materials and colors; door and window colors; exterior trim colors; and fireplace chimney material and colors. The samples are to be mounted on an 8-1/2" x 11" Color Board made of white or manila card stock. The manufacturer's color-code and number for each of the colors and finishes shall be listed on the Color Board. (Can be submitted the day before the DRC meeting.)

M. **Submittal Fee for Additions/Major Modifications** is required on the day of submission to the DRC Consultant, and must be received before the project will be reviewed, if the project had not been previously submitted for Conceptual Review. If submitted for Conceptual Review, no further fees collected at this point in the process.

N. **Preliminary Review Fee for New Construction** is required on the day of submission to the DRC Consultant, and must be received before the project will be reviewed.

O. **Preliminary Design Review Application** (Section 10 – Appendix A)

P. **Duplex Owner Written Approval Letter** - for **Additions/Major Modifications** (for duplex properties only)

Q. **Wildfire Rating** from Eagle County.

R. **Preliminary Design Review Checklist** (Section 9.2)

The Preliminary Design Review approval shall not be an approval for construction of any kind and will be valid for a period of one year. The DRC Consultant may extend this approval for one additional year, if there have been no amendments to the Design Guidelines which would affect the DRC's ability to approve the project as originally approved.

8.4 FINAL DESIGN REVIEW

Following preliminary design approval from the DRC, an application may be submitted for a Final Design Review. All plans submitted must be of professional quality, easy to read, and contain sufficient information and detail. They must contain all the information that the Eagle County Building Department requires to obtain a building permit, as well as any conditions imposed by the DRC at the conclusion of the Preliminary Design Review process.

Final Design submittals shall be submitted in accordance with the adopted submittal and meeting schedule found at www.singletreetoday.com. Incomplete submittals will not be accepted.

The DRC has the right to reject any submittal it deems has insufficient information about the construction of the proposed structure to make a final determination.

All of submittal requirements of the Preliminary Design Review (Section 8.3) are to be re-submitted for the Final Design Review. Fundamentally, the Final Design Review requires additional details as described below, as well as responses or resolution to the questions/comments/concerns raised during the Preliminary Design Review process and the conditions to such approval, as documented in the minutes of the DRC.

Therefore, the following information is required for a complete submission. Please provide one set of all drawings:

A. **Topographic Survey** – Same as at Preliminary Design Review (Section 8.3)

B. **Site Plan** – Same as at Preliminary Design Review (Section 8.3)**, plus:**

The Site Plan should also indicate the materials and specifications for all proposed: fences; decks; patios; walks; driveway; parking areas; and snow storage locations.

C. **Floor Plans** – Same as at Preliminary Design Review (Section 8.3), **plus:**

The Floor Plans must display the habitable area calculation, along with a summary table of total square footage.

D. **Exterior Elevations** – Same as at Preliminary Design Review (Section 8.3), **plus:**

The Exterior Elevations must include the material, type, style and color description, along with dimensions and details for each of the following: doors; windows; roof; siding; stucco; chimney; decks; railings; fascia; trim; entry door; garage doors; and skylights. A general materials note should provide additional information deemed necessary to fully understand the proposed renderings.

E. **Roof Plan** – Same as at Preliminary Design Review (Section 8.3)

The roof plan should indicate the pitch of the roof and the drainage pattern for flat roofs. If a flat roof is proposed, the roof plan must indicate whether it will be ballasted or not, and the color of the proposed ballasting material.

F. **Building Sections** – Same as at Preliminary Design Review (Section 8.3), **plus:**

A minimum of two (2) locations is required.

The Building Sections should indicate, at a minimum, the following information: foundation wall heights; exterior wall material and height; roof construction, material, and slope; ridge heights; existing and proposed grades; and floor elevations.

G. **Details** – Same as at Preliminary Design Review (Section 8.3), **plus:**

Details of material, color and dimension on all exterior elements, including: windows; doors; fascia; soffits; gutters; chimney cap; decks; and handrails. Complete details of all other elements particular to the design of this property are also required. (e.g. solar panel attachment)

H. **Landscape Plan** – Same as at Preliminary Design Review (Section 8.3), **plus:**

The Landscape Plan requires a description of the proposed irrigation system.

The Landscape Plan needs to demonstrate that no constructed elements occur in the setbacks.

I**. Electrical Plans** – Same as at Preliminary Design Review (Section 8.3)

J. **Footing and Foundation Plan** shall indicate: the depth of all footings; top of wall heights for all foundation walls; and the dimensions and thicknesses of all walls.

K. **Construction Management Plan** shall be submitted with final plan review specifying the limits of construction activity. This limit of construction activity shall be identified in the field with 4 ft. to 6 ft. high chain link fencing with a green mesh fabric covering. In addition, silt fencing is required on the down-hill portion of the site or areas of possible erosion. Fencing shall be maintained during all construction activities, up to the completion of exterior of the building and general completion of site grading and landscaping. The Construction Management Plan shall also include the location of construction vehicle parking, material staging areas, temporary toilet location, snow storage, etc.

L. **Massing Model** (constructed at either a 1/8" or 1/10" = 1'-0" scale) or **3D computer model** (for New Construction) or **3D representation** (drawing) **or 3D computer model** (for Additions or Remodels), showing the proposed building and site topography-Same as at Preliminary Design Review (Section 8.3), **except:**

Applicant should bring the model submitted for Preliminary Design Review once again to the Final Design Review meeting; it does not need to be submitted in advance.

M. **Photo Survey** – Same as at Preliminary Design Review (Section 8.3), **except:**

The Photo Survey is optional for Final Design Review, at the discretion of the DRC.

N. **Color Board** – Same as at Preliminary Design Review (Section 8.3), **except:**

The Color Board should be updated for any changes since the Preliminary Design Review approval. This Color Board will be considered the final approved colors and materials.

O. **Construction Schedule**, which includes anticipated project start and completion dates, as well as landscape installation timing. Failure to adhere to the approved Construction Schedule or obtain DRC approval for an amended Construction Schedule may result in fines and/or the forfeiture of some or all of the Compliance Deposits (per the adopted Covenant Administration Policies, Regulations and Procedures, found online at www.singletreetoday.com.)

P. **Final Review Fee for Additions/Major Modifications** is required on the day of submission to the DRC Consultant, and must be received before the project will be reviewed.

Q. **Final Review Fee for New Construction** is required on the day of submission to the DRC Consultant, and must be received before the project will be reviewed.

R. **Duplex Owner Written Approval Letter – Additions/Major Modifications** (for duplex properties only.)

S. **Final Design Review Checklist** (Section 9.3)

The final design approval by the Design Review Committee does not reflect any requirements or approvals by the Eagle County Building Department. The DRC will not consider, and assumes no responsibility for, the structural capacity, life safety, or building code compliance of the proposed improvement.

Final approval is valid for a period of one year. The DRC Consultant may extend this approval for one additional year, if there have been no amendments to the Design Guidelines which would have an effect on the DRC's ability to approve the project as originally approved.

Subsequent modifications of any type to the approved plans and specifications shall be submitted and approved by the DRC prior to commencing any such changes.

8.5 TECHNICAL PLAN REVIEW

The purpose of the Technical Plan Review is to ensure that all prior conditions of approval have been addressed in the construction documents and that the drawings conform to the Design Guidelines.

The Technical Plan Review is done by the DRC Consultant and does not require a meeting of the DRC.

The following are required materials for the Technical Plan Review:

A. **2 full scale plan sets and one PDF set.** The PDF is a record set for the DRC and the 2 sets are for submittal to Eagle County for the Building Permit Process.

B. **Construction Compliance Deposit,** payable to SPOA with a separate check. (Section 10 – Appendix B)

C. **Technical Plan Review Fee,** required for both New Construction and Additions/Major Modifications (Section 10 – Appendix B)

D. **Signed Compliance Acknowledgment** (Section 10 – Appendix C)

E. **Construction Schedule**

Upon the approval of the DRC Consultant, the plan sets shall be stamped as approved by the DRC Consultant and may be submitted to Eagle County for the Building Permit Process. NO PLANS SHALL BE SUBMITTED TO EAGLE COUNTY NOR BUILDING PERMIT APPLIED FOR UNTIL APPROVED BY THE DRC CONSULTANT AND STAMPED APPROVED BY THE DRC CONSULTANT.

8.6 INSPECTIONS

The DRC or its agents may at any reasonable time, or during any repair or reconstruction, enter upon any property subject to the Declaration of Covenants, Conditions and Restrictions as amended, for the purpose of determining compliance with these Design Guidelines and any approved plans. Neither the DRC, SPOA, the Board of County Commissioners for Eagle County, nor any of their members or agents shall be liable to any person for actions taken unless it be shown that such entity or person acted with malice or wrongful intent.

Eagle County is the responsible agency for construction inspections. The Design Review Committee will also monitor construction progress as follows:

A. Pre-Construction Meeting On-Site

1. A Pre-Construction Meeting on site is required between the General Contractor and the DRC Consultant prior to any work beginning on the site.
2. The primary purpose of the meeting is to ensure that all the items on the Construction Management Plan have been addressed and to review the regulations governing construction activities in Singletree.
3. All required silt fencing, construction fencing etc. shall be in place prior to the Pre-Construction Meeting.

B. Foundation Improvement Location Certificate

1. After the completion of the foundation a Foundation Improvement Location Certificate is required to be completed by a Colorado Licensed Surveyor.
2. The purpose of this is to ensure the foundation was placed according to the approved plans before more construction activity takes place.
3. The Contractor is to provide the DRC Consultant with a copy of the Foundation Improvement Location Certificate for their approval prior to proceeding with framing.

C. Framing Improvement Location Certificate

1. Upon the completion of framing and prior to roofing a Framing Improvement Location Certificate is required to be completed by a Colorado Licensed Surveyor.

2. The purpose of this is to ensure that the framing of all buildings was done according to the approved plans and complies with height requirements before more construction activity takes place.
3. The Contractor is to provide the DRC Consultant with a copy of the Framing Improvement Location Certificate for approval prior to proceeding with the roofing materials being applied.
4. This Certificate shall show the heights of all the ridges or high points of all the roofs relative to the existing and proposed grade below.

D. Compliance Inspection

1. The purpose of the Compliance Inspection is to ensure that the improvements are in substantial compliance with the approved plans and specifications, as well as the Singletree Design Guidelines.
2. Upon completion of all improvements on the lot, the DRC Consultant shall perform a Compliance Inspection. The project shall not be given any portion of the refundable Compliance Deposit until the DRC Consultant has completed their inspection and outstanding DRC matters are resolved.
3. Upon determination of satisfactory completion of the Compliance Inspection by the DRC Consultant, 50% of the Construction Compliance Deposit may be refunded. The remaining 50% of the Construction Compliance Deposit may be refunded 1 year later to ensure landscape improvements have survived.

8.7 REVIEW OF MAJOR AND MINOR MODIFICATIONS

All proposed major and minor modifications to existing homes, or proposed changes of a project under construction, must be reviewed and approved by the Design Review Committee (DRC) before such action is taken. Any change done without approval will be in violation of the protective covenants and subject to enforcement action by SPOA. All major and minor modification application types are defined below:

Major Modification: Any exterior alteration to an existing home that adds or removes livable area, adds, or removes site coverage, adds, or removes density, or modifies existing roof lines.

Minor Modifications: Any exterior alteration to an existing home that does not constitute a Major Modification. Minor Modifications include, but are not limited, to the following: Deck or patio additions or modifications; landscape revisions or modifications; site grading or adding retaining walls; exterior material changes; exterior color changes; roof replacements or changes; window additions, replacement, or removal; addition or modification of mechanical equipment, solar equipment, air conditioning equipment; exterior lighting; flagpoles; fencing; rain barrels, etc.

All requests for the review of a Major Modification shall be submitted in accordance with the adopted submittal and meeting schedule found at www.singletreetoday.com.

Major Modification projects will be categorized as either A, B, or C by the DRC. The following parameters define each of the categories:

A Projects:

- No new Habitable Area proposed
- Less than $100,000 project cost

B Projects:

- Less than 100 square feet of new Habitable Area proposed
- More than $100,001 and less than $250,000 project cost

C Projects:

- More than 101 square feet of new Habitable Area proposed
- More than $250,001 project cost

Non-refundable Design Review Fees shall be assessed based on the project category. (Section 8.10 and Section 10 – Appendix B)

Incomplete submittals will not be accepted. At the discretion of the DRC Consultant, Major Modifications may be reviewed by the DRC as a final review only. In some cases, the DRC Consultant may administratively approve major modifications.

The drawings (architectural and/or landscape) must be of professional quality and provide sufficient information for the DRC to make an informed decision.

A Major Modification shall include the submittal requirements as outlined for a final review. However, the DRC Consultant may waive certain requirements based on the nature and extent of the Major Modification.

Final Major Modification approval is valid for a period of one year. The DRC Consultant may extend this approval for one additional year, if there have been no amendments to the Design Guidelines which would affect the DRC's ability to approve the project as originally approved.

At the discretion of the DRC or DRC Consultant, depending on the particular circumstances of an individual project, the DRC or DRC Consultant may require that an Improvement Location Certificate (ILC) be obtained at the completion of framing to verify height and/or setback restrictions. The applicant will be advised of this requirement at Final Approval.

Requests for a Minor Modification may be submitted at any time and need not follow the DRC submittal and meeting schedule. At the discretion of the DRC Consultant, Minor Modifications may be reviewed by the DRC as a final review only. In most cases, the DRC Consultant may administratively approve minor modifications.

The submittal requirements for Minor Modifications vary for each application type. The DRC and the DRC Consultant require adequate information to ensure the application complies with the Singletree Design Review Guidelines. It is within the Architectural Consultant's discretion to request additional information, or to waive certain requirements if it is deemed unnecessary.

Submittals for Minor Modifications shall require the following:

A. Applications are at www.singletreetoday.com under Design Review Forms. The following applications are available:
    1. Minor Exterior Alteration
    2. Exterior Repaint
    3. Flagpole Installation
    4. Rain Collection Barrels
    5. Re-Roof
    6. Tree Removal
    7. Solar Installation
B. Submission of photographs of relevant portions of the structure or surrounding areas.
C. Submission of color and material samples (paint colors, window cladding, fence, and deck materials, etc.)
D. Submission of architectural drawings, landscape plan, site plan or other relevant materials necessary to fully understand the scope and nature of the request.
E. If a duplex, submission of the Duplex Owner Written Approval Letter (Section 10 – Appendix D) signed by the adjoining duplex owner agreeing to such minor alterations, with an updated signature and notarization upon Final Approval.

8.8 DUPLEX REMODELS

A change in the exterior, in any manner, including colors, material (including roofing materials), or square footage of any duplex, is likely governed by the Party Wall Agreement for the property. All matters covered by the Party Wall Agreement or arising out of the duplex ownership, shall be resolved by the respective parties separately from the design review process. The Association is not a party to the Party Wall Agreement and has no rights under that agreement. A Duplex Owner Written Approval Letter signed by the owners of both sides of the duplex is required.

8.9 TEMPORARY STRUCTURES

Temporary structures are generally not permitted and are discouraged within Singletree. Requests for permission to erect a temporary structure are subject to evaluation on a case-by-case basis by the DRC. It is recommended that a homeowner who is contemplating a temporary structure meet with the DRC to discuss the temporary structure before investing time or effort in the proposed project.

8.10 FEES AND DEPOSITS

The DRC has established design review fees to defray the costs of reviewing applications submitted to the DRC. A Compliance Deposit shall also be required to guarantee compliance with construction regulations and the completion of all improvements as proposed and approved. A Compliance Deposit is required for any exterior modifications of existing structures or landscaping defined as a Major Modification (Section 8.7.) All fees and deposits shall be payable to SPOA.

Fees and Deposits differ based on the nature of the project:

1. Additions/Major Modifications; or
2. New Construction; or
3. Minor Modifications; or
4. Demolition.

Please refer to Section 10 – Appendix B for the current Design Review Fee Schedule.

Additions/Major Modifications:

1. Submittal Fee: The Submittal Fee is payable upon initial submission of a project to the DRC Consultant. The Submittal Fee is non-refundable.
2. Review Fee: Additions/Major Modification projects will be categorized either A, B, or C Projects by the DRC. The following parameters define each of the categories:

   A Projects:

   - No new Habitable Area proposed
   - Less than $100,000 Project Cost

   B Projects:

   - Less than 100 square feet of new Habitable Area proposed
   - More than $100,001 and less than $250,000 Project Cost

   C Projects:

   - More than 101 square feet of new Habitable Area proposed
   - More than $250,001 Project Cost

   Project Cost, as parameters described for A, B & C Projects, shall be defined as the estimated cost of all exterior construction costs, including hard costs (materials, labor, etc.) plus soft costs (overhead, professional services, fees, etc.). The fact that the exterior project cost includes certain elements (such a new roof or new windows) that on a stand-alone basis would be considered a Minor Modification does not preclude these costs from being included in the total Project Cost as it reflects the overall scope and complexity of the project. If the Project Cost includes the addition of square footage the full cost of the project (interior and exterior) shall be included. Interior renovations

not related to exterior changes may be excluded from the Project Cost. Landscaping/hardscaping costs are considered exterior project costs. The homeowner will be asked for a Project Cost and to include it on their Conceptual Application (Section 10 – Appendix A) or Preliminary Application (Section 10 – Appendix A) if the Conceptual Review is bypassed. The Project Cost is subject to review by the DRC Consultant and/or the DRC for reasonableness.

The Review Fee, as determined by the DRC's designation of Project category, is payable upon the project's submission to the DRC Consultant for Final Review. The Review Fee is non-refundable.

The Review Fee is subject to adjustment at the discretion of the DRC depending on the scope and nature of the project. Fees will be stipulated upon Preliminary Approval (or Conceptual Approval if Preliminary Approval is bypassed) by the DRC and documented in the minutes of the Design Review Committee.

3. Additional DRC Meetings Fee: If additional DRC meetings are required for a project to receive Final Approval, an additional fee can be assessed by the DRC at its discretion. The Additional DRC Meeting Fee is non-refundable.

4. Technical Plan Review Fee: The Technical Plan Review Fee is payable upon submission to the DRC Consultant for the Technical Plan Review (Section 8.5). The Technical Plan Review Fee is non-refundable.

5. Compliance Deposit: Construction Compliance Deposits are payable upon submission of the project for Technical Plan Review (Section 8.5). Upon determination of satisfactory completion of the Compliance Inspection by the DRC Consultant (Section 8.6), 50% of the Construction Compliance Deposit may be refunded. The remaining 50% of the Construction Compliance Deposit may be refunded 1 year later to ensure landscape improvements have survived.

   Compliance Deposits are subject to adjustment at the discretion of the DRC depending on the scope and nature of the project. Compliance Deposits will be stipulated upon Final Approval by the DRC and documented in the minutes of the Design Review Committee.

   The refundable portion of the Construction Compliance Deposit is subject to forfeiture if there is not a written request for the refund of same within 1 year of the completion of the Compliance Inspection (Section 8.6) for the first 50% or 2 years for the remaining 50% of the deposit.

   Non-compliance with the Design Guidelines may result in fines and/or the forfeiture of some or all the Compliance Deposits per the adopted Covenant Administration Policies, Regulations, and Procedures found at www.singletreetoday.com.

In the case where Additions and Major Modifications are occurring on both sides of a duplex property, the Construction Compliance Deposit will be held by SPOA until there is satisfactory completion of the Compliance Inspection (Section 8.6) for both units. The completion of work on one-half of the duplex, while work remains incomplete or unfinished on the other unit, will not entitle the owner of the unit where work is completed to their share of the refundable Construction Compliance Deposit.

New Construction (including re-builds):

1. Conceptual Review Fee: The Conceptual Review Fee is payable upon submission of a project to the DRC Consultant. The Conceptual Review Fee is non-refundable.

2. Preliminary Review Fee: The Preliminary Review Fee is payable upon submission of a project to the DRC Consultant. If the project by-passed Conceptual Review, the Preliminary Review Fee will be increased by the Conceptual Review Fee stipulated in the Design Review Fee Schedule (Section 10 – Appendix B). The Preliminary Review Fee is non-refundable.

3. Final Review Fee: The Final Review Fee is payable upon submission of a project to the DRC Consultant. The Final Review Fee is non-refundable.

4. Additional DRC Meetings Fee: If additional DRC meetings are required for a project to receive Final Approval, an additional fee can be assessed by the DRC at its discretion. The Additional DRC Meeting Fee is non-refundable.

5. Technical Plan Review Fee: The Technical Plan Review Fee is payable upon submission to the DRC Consultant for the Technical Plan Review (Section 8.5). The Technical Plan Review Fee is non-refundable.

6. Compliance Deposit: Construction Compliance Deposits are payable upon submission of the project for Technical Plan Review (Section 8.5). Upon satisfactory completion of the Compliance Inspection by the DRC Consultant (Section 8.6), 50% of the Construction Compliance Deposit may be refunded. The remaining 50% of the Construction Compliance Deposit may be refunded 1 year later to ensure landscape improvements have survived.

   Compliance Deposits are subject to adjustment at the discretion of the DRC depending on the scope and nature of the project. Compliance Deposits will be stipulated upon Final Approval by the DRC and documented in the minutes of the Design Review Committee.

   The refundable portion of the Construction Compliance Deposit is subject to forfeiture if there is not a written request for the refund of same within 1 year of the completion of

the Compliance Inspection (Section 8.6) for the first 50% or 2 years for the remaining 50% of the deposit.

Non-compliance with the Design Guidelines may result in fines and/or the forfeiture of some or all the Compliance Deposits per the adopted Covenant Administration Policies, Regulations, and Procedures found at www.singletreetoday.com.

Demolition:

1. Application Fee: The Demolition Application Fee is payable upon initial submission of a project to the DRC Consultant. The Demolition Application Fee is non-refundable.

2. Compliance Deposit: The Demolition Compliance Deposit is payable upon Final Approval of the demolition and revegetation plan (Section 6.7). If an existing structure is demolished, construction activity shall occur within 2 months of demolition. If construction does not occur, the site will be required to be revegetated in accordance with the approved revegetation plan within 6 months. The Demolition Compliance Deposit may be fully refundable when construction commences, or the site is revegetated.

   Compliance Deposits are subject to adjustment at the discretion of the DRC depending on the scope and nature of the project. Compliance Deposits will be stipulated upon Final Approval by the DRC and documented in the minutes of the Design Review Committee.

   Non-compliance with the Design Guidelines may result in fines and/or the forfeiture of some or all the Compliance Deposits per the adopted Covenant Administration Policies, Regulations, and Procedures found at www.singletreetoday.com.

Other Application Types:

1. Extension of Approval Fee: The Extension of Approval Fee is payable at the discretion of the DRC depending on the scope and nature of revisions made to the previously approved plans. Consideration will be given to any amendments to the Design Guidelines which would affect the DRC's ability to approve the project as originally approved. The Extension of Approval Fee is payable upon submission to the DRC Consultant for updated final stamping of the plans. The Extension of Approval Fee is non-refundable.

2. Solar Installation: The Solar Installation Fee is payable upon initial submission of a project to the DRC Consultant. The Solar Installation Fee is non-refundable.

Minor Modifications: Any exterior alteration to an existing home that does not constitute a Major Modification. (Section 8.7)

In general, no fees will be charged by the SPOA for maintenance and construction of items in the Minor Modifications category, including remediation work.

However, at the discretion of the DRC, depending on the scope and nature of the project, a refundable Compliance Deposit may be assessed. Such refundable deposit shall be disclosed to the owner or their representative at the time of Final Review and may be refunded upon successful and timely completion of the project.

Non-compliance with the Design Guidelines may result in fines and/or the forfeiture of some or all the Compliance Deposits per the adopted Covenant Administration Policies, Regulations, and Procedures found at www.singletreetoday.com.

Fees and Deposits are subject to change. Please refer to Section 10 – Appendix B for the current Design Review Fee Schedule. The SPOA Board may use its discretionary authority to change such schedule of fees and deposits from time-to-time. When changes are made, the approval thereof will be documented in the SPOA meeting minutes.

Section 9. Design Review Checklists

9.1 CONCEPTUAL DESIGN REVIEW CHECKLIST FOR NEW CONSTRUCTION AND ADDITIONS/MAJOR MODIFICATIONS

Licensed Survey

_____ Scale: 1" = 10'-0"
_____ 2-foot contours
_____ Property lines
_____ Setbacks and easements
_____ Existing natural site features
_____ Existing utilities

Site Plan

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1" = 10'-0"
_____ North arrow
_____ Proposed building location
_____ Property lines
_____ Setbacks and easements
_____ Lot coverage calculation
_____ Eagle County Wildfire Hazard rating

Floor Plans and Building Elevations

_____ Scale: 1/4" or 1/8" = 1'-0" or scaled to Site Plan
_____ Basic floor plans of proposed design
_____ Basic elevations of proposed design
_____ Existing or "As-Built" project drawings (for Additions/Remodels)
_____ Habitable area calculation

Non-drawing Items

_____ Conceptual Design Review Application form (Section 10 - Appendix A)
_____ Photos relevant to the proposed project including adjacent homes and views
_____ Submittal Fee for Additions/Major Modifications (Section 10 – Appendix B)
_____ Conceptual Review Fee for New Construction (including re-builds)
_____ List of proposed new materials (for Additions/ Remodels, indicate how proposed new materials relate to existing)
_____ Estimated Project Cost for Additions/Major Modifications (Section 8.10)

9.2 PRELIMINARY DESIGN REVIEW CHECKLIST FOR NEW CONSTRUCTION AND ADDITIONS MAJOR MODIFICATIONS

Licensed Survey

_____ Scale: 1" = 10'-0"
_____ 2-foot contours
_____ Property lines
_____ Setbacks and easements
_____ Existing natural site features
_____ Existing utilities

Site Plan

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1" = 10'-0"
_____ North arrow
_____ Natural site topography
_____ Existing natural site features, including all trees
_____ Proposed building location with dimensions from property lines
_____ Property lines
_____ Setbacks and easements
_____ Line of proposed roof overhangs
_____ Proposed re-grading, height, and materials of retaining walls
_____ Proposed location for fences, decks, and patios
_____ Proposed walks, driveway, and parking areas and dimensions of each
_____ Proposed location for snow storage
_____ Outdoor mechanical equipment locations (e.g. a/c compressors)
_____ Utility and meter locations
_____ Confirm that no constructed elements occur in setbacks
_____ Proposed roof ridgeline heights and/or top of parapet wall heights
_____ Finished floor elevations
_____ Existing and proposed grade elevations at all building corners
_____ Lot coverage calculations
_____ Eagle County Wildfire Hazard rating

Floor Plans

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1/4" = 1'-0"
_____ North arrow
_____ All exterior building dimensions
_____ Door and window openings and dimensions
_____ Walls, partitions, and stairways
_____ Decks, porches, and balconies with materials noted
_____ Mechanical rooms and crawl spaces noted

_____ Location of heating/cooling systems
_____ Utility and meter locations
_____ Line of proposed roof overhangs
_____ Habitable area calculation
_____ For Additions and Remodels clearly indicate: a) existing walls to remain; b) existing walls to be removed; and c) new walls

Exterior Elevations

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1/4" = 1'-0", minimum size
_____ Elevation of each exterior view
_____ Door and window locations and dimensions as necessary
_____ Roof material and slope
_____ Siding material and type/color
_____ Stucco material and type/color
_____ Chimney – dimension height above roof
_____ Exterior mechanical terminations (flues/vents/exhausts)
_____ Railings – detail and dimension
_____ Skylight locations
_____ Utility and meter locations
_____ General material notes
_____ Actual building height and maximum allowable building height line (Section 2.2)
_____ Proposed and existing grade
_____ Finish floor elevations

Roof Plan

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1/4" = 1'-0", minimum size
_____ Plan of roof to include design of ridges and valleys for pitched roofs. Flat roofs to include locations of roof drains, scuppers, and indication of drainage strategy. On Remodels and Additions, clearly indicate method of integrating new roof with existing roof

Building Sections

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1/4" = 1'-0", minimum size
_____ Cross sections through building at locations of primary massing

Details

_____ Window and door: head, jamb, and sill
_____ Fascia and soffits
_____ Chimney cap, materials, and dimensions
_____ Deck details including framing members, decking material, and handrail detail

Landscape Plan

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1" = 10'-0"
_____ North arrow
_____ Building location – dimension offset to setback lines
_____ Proposed roof overhangs
_____ Existing and proposed contours
_____ Location of all plants, trees, sod, seeded areas, etc.
_____ Driveway, walks, terraces, and decks with materials listed
_____ Location and dimension of any boulder and/or retaining walls
_____ Location of fences, utilities and meters and a/c enclosures, etc.
_____ Plant schedule with quantity, common and botanical name, and size. **(All evergreen trees should be at least six to eight feet high, measured from the top of the root ball to the top of the tree. All deciduous trees must have a caliper of at least two and one-half (2-1/2") inches. All shrubs must be a minimum of five-gallon containers.)**
_____ Description of erosion control techniques

Electrical Plans

_____ All exterior building and landscape light fixtures and their respective specification sheets (Section 3.13)

Non-drawing Items

_____ Preliminary Design Review Application form (Section 10 - Appendix A)
_____ Massing model or 3D computer model for new construction and additions/remodels showing building and site topography
_____ Photo survey showing views and building location
_____ Color board on 8 1/2" x 11" card stock showing all exterior materials and colors
_____ Duplex Owner Written Approval Letter (duplex properties only; Section 10 - Appendix D)
_____ Preliminary Design Review Fee for New Construction (Section 10 – Appendix B)
_____ Estimated Project Cost for Additions/Major Modifications (Section 8.10)

9.3 FINAL DESIGN REVIEW CHECKLIST FOR NEW CONSTRUCTION AND ADDITIONS/MAJOR MODIFICATIONS

Licensed Survey

_____ Scale: 1” = 10’-0”
_____ 2-foot contours
_____ Property lines
_____ Setbacks and easements
_____ Existing natural site features
_____ Existing utilities

Site Plan

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1” = 10’-0”
_____ North arrow
_____ Natural site topography
_____ Existing natural site features, including all trees
_____ Proposed building location with dimensions from property lines
_____ Property lines
_____ Setbacks and easements
_____ Line of proposed roof overhangs
_____ Proposed re-grading, height, and materials of retaining walls
_____ Proposed locations and materials for fences, decks, and patios
_____ Proposed dimensions and materials for walks, driveway, and parking areas
_____ Proposed location for snow storage
_____ Outdoor mechanical equipment locations (e.g. a/c compressors)
_____ Utilities and meter locations
_____ Confirm that no constructed elements occur in setbacks
_____ Proposed roof ridgeline height and/or top of parapet wall heights
_____ Finished floor elevations
_____ Existing and proposed grade elevations at all building corners
_____ Lot coverage calculations
_____ Eagle County Wildfire Hazard rating

Floor Plans

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1/4” = 1’-0”
_____ North arrow
_____ All exterior building dimensions
_____ Door and window openings and dimensions
_____ Walls, partitions, and stairways
_____ Decks, porches, and balconies with materials noted and dimensioned

_____ Mechanical rooms and crawl spaces noted
_____ Location of heating/cooling systems
_____ For Additions and Remodels clearly indicate: a) existing walls to remain; b) existing walls to be removed; and c) new walls
_____ Utilities and meter locations
_____ Line of proposed roof overhangs
_____ Habitable area calculation and summary table of total square footage

Exterior Elevations

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1/4" = 1'-0", minimum size
_____ Elevation of each exterior view
_____ Door and window locations, material, color, and dimensions as necessary
_____ Roof material and slope
_____ Indicate roof pitch on roof plans and drainage pattern on flat roofs
_____ Flat roof plan must include whether ballasted and if not, color of proposed ballasting material
_____ Siding material and type/color
_____ Stucco material and type/color
_____ Chimney material and dimension height above roof
_____ Exterior mechanical terminations (flues/vents/exhausts)
_____ Deck materials
_____ Railing material, type/color, and dimensions
_____ Fascia and trim material, type/color
_____ Final design of entry and garage doors
_____ Skylight type/color
_____ Utilities and meter locations
_____ All other materials, finishes, and color, materials, and color
_____ Actual building height and maximum allowable building height line (Section 2.2)
_____ Proposed and existing grade
_____ Finish floor elevations

Roof Plan

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1/4" = 1'-0", minimum size
_____ Plan of roof to include design of ridges and valleys for pitched roofs. Flat roofs to include locations of roof drains, scuppers, and indication of drainage strategy. On Remodels and Additions, clearly indicate method of integrating new roof with existing roof

Building Sections

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1/4" = 1'-0", minimum size
_____ Cross sections through building at locations of primary massing-minimum of 2

_____ Foundation wall heights
_____ Exterior wall material and height
_____ Roof construction, material, slope
_____ Ridge heights
_____ Existing and proposed grades
_____ Floor elevations

Details

_____ Window and door: head, jamb, and sill
_____ Fascia, gutters and soffits, materials, and dimensions
_____ Chimney cap, materials, and dimensions
_____ Deck details including framing members, decking material, and handrail detail
_____ Other trim or details particular to the project (e.g. solar panel attachment)

Landscape Plan

_____ Title Block, including Lot/Block/Filing, name of project, owner, date
_____ Scale: 1" = 10'-0"
_____ North arrow
_____ Building location – dimension offset to setback lines
_____ Proposed roof overhangs
_____ Existing and proposed contours
_____ Location of all plants, trees, sod, seeded areas, etc.
_____ Driveway, walks, terraces, and decks with materials listed
_____ Location and details of fences, utilities and meter locations and a/c enclosures, etc.
_____ Location and dimension of any boulder and/or retaining walls
_____ Plant schedule with quantity, common and botanical name, and size. **(All evergreen trees should be at least six to eight feet high, measured from the top of the root ball to the top of the tree. All deciduous trees must have a caliper of at least two and one-half (2-1/2") inches. All shrubs must be a minimum of five-gallon containers.)**
_____ Description of erosion control techniques
_____ Description of proposed irrigation system
_____ Confirm that no constructed elements occur in setbacks

Electrical Plans

_____ All exterior building and landscape light fixtures and their respective specification sheets (Section 3.13)

Footing and Foundation Plan

_____ Depth of all footings
_____ Top of wall heights for all foundation walls
_____ Dimensions and thicknesses of walls

Construction Management Plan

_____ Title Block, including Lot/Block/Filing, name of project, owner, date

_____ Location of green netted construction fencing, construction vehicle parking, material staging areas, temporary toilet location, snow storage, etc.

Non-drawing Items

_____ Final Design Review Application form (Section 10 – Appendix A)

_____ Massing model or 3D computer model for new construction and additions/remodels showing building and site topography

_____ Photo survey showing views and building location

_____ Color board on 8 1/2" x 11" card stock showing all exterior materials and colors

_____ Construction Schedule

_____ Additions/Major Modifications Review Fee (Section 10 – Appendix B)

_____ Final Review Fee for New Construction (Section 10 – Appendix B)

_____ Compliance Acknowledgment form (Section 10 – Appendix C)

_____ Duplex Owner Written Approval Letter (duplex properties only; Section 10 – Appendix D)

Following Final Design Review approval, the project must be submitted for the Technical Plan Review. (Section 8.5). The 2 full-size plan sets, and one PDF set will be reviewed to assure compliance with the conditions of Final Design Review approval as reflected in the DRC Minutes. These sets must include final architectural and structural drawings. In addition, the following must be submitted:

_____ Construction Compliance Deposit (Section 10 – Appendix B)

_____ Technical Plan Review Fee (Section 10 – Appendix B)

_____ Signed Compliance Acknowledgement (Section 10 – Appendix C)

_____ Construction Schedule

Singletree Conceptual Design Review Application

Project Name: _____ Date Submitted: _____

Lot:_____Block:_____Filing:_____

Project Representative: _____Phone#: _____

Physical Address: _____

Duplex: Yes_____ No_____

Description of Project[1]: _____

_____

_____

_____

_____

_____

_____

_____

Additions/Major Modifications – Project Cost Estimate[2] $_____

New Construction Conceptual Review Fee: $500

Additions/Major Modifications Submittal Fee: $1,000

Owner's Signature: _____

Owner's Phone #: _____

Owner's email address: _____

[1] Include all information relative to the scope of the project, including whether it is New Construction or Addition/Major Modification. Please indicate any other information that will facilitate the review of this submission, including the documents/drawings listed on the Conceptual Design Review Checklist – Section 9.

[2] See Project Cost definition in Section 8.10.

Singletree Preliminary Design Review Application

Project Name: _____ Date Submitted: _____

Lot:_____Block:_____Filing:_____

Project Representative: _____ Phone#: _____

Physical Address: _____ Owner's email address: _____

FLOOR PLANS: _____ LANDSCAPE PLAN:_____ BUILDING ELEVS: _____

MODEL:_____ SITE PLAN: _____ LICENSED SURVEY: _____

PHOTO SURVEY: _____ COLOR BOARD: _____

MATERIALS: **COLORS:**

ROOF: _____ _____

STUCCO: _____ _____

SIDING: _____ _____

TRIM: _____ _____

STONE: _____ _____

_____***FOR OFFICE USE ONLY***_____

Lot size: _____sq.ft. Allowable sq.ft.: _____

Building size: _____sq.ft. %: _____

Building height: _____ Setbacks: _____

Units: _____ Site Coverage: _____

Additions/Major Modifications Project Cost Estimate[1] $_____

Preliminary Review Fee – New Construction $_____

General Comments:

_____

_____

_____

Applicant: I (we) have been advised that we shall be required to be familiar with the Singletree Design Guidelines and that this proposed project shall be constructed in compliance with said Guidelines and existing Covenants.

OWNER(S') SIGNATURE: _____

[1] See Project Cost definition in Section 8.10.

Singletree Final Design Review Application

Project Name: _____ Date Submitted: _____

Lot:_____Block:_____Filing:_____

Project Representative: _____ Phone#: _____

Physical Address: _____ Owner's email address: _____

FLOOR PLANS: _____ LANDSCAPE PLAN: _____

BUILDING ELEVATIONS: _____ MODEL: _____

SITE PLAN: _____ LICENSED SURVEY: _____

PHOTO SURVEY: _____ COLOR BOARD: _____

BUILDING SECTIONS _____ DETAILS: _____

FOUNDATION PLAN: _____ CONSTRUCTION SCHEDULE: _____

MATERIALS: **COLORS:**

ROOF: _____ _____
STUCCO: _____ _____
SIDING: _____ _____
TRIM: _____ _____
STONE: _____ _____

_____***FOR OFFICE USE ONLY***_____

Lot size: _____sq.ft. Allowable sq.ft.: _____
Building size: _____sq.ft. %: _____
Building height: _____ Setbacks: _____
Units: _____ Site Coverage: _____

PROJECT CATEGORY DESIGNATED BY DRC (A, B, or C) _____

REVIEW FEE – ADDITIONS/MAJOR MODIFICATIONS: $_____

FINAL REVIEW FEE – NEW CONSTRUCTION: $_____

CONSTRUCITON COMPLIANCE DEPOSIT: $_____

General Comments:

_____

_____

_____

Dates:

Stamped Final Approval: _____ Compliance Inspection: _____ 1-Year Landscape Inspection:_____

Design Review Fee Schedule

Application Type	Fee/Deposit
Additions/Major Modifications:	
Submittal	$1,000
Review[1]	Minimum $500; Maximum $2,750
A Projects[2]	$500
B Projects[2]	$1,500
C Projects[2]	$2,750
Additional DRC Meetings	$500 (if necessary)
Technical Plan Review	$250
Total Fees – Additions / Major Modifications (non-refundable)	**Minimum $1,750; Maximum $4,000 (+ addl. $500 for more than two meetings)**
Additions/Major Mod. Compliance Deposit	
Construction Compliance	$7,500[3]
Total Deposit Refundable[4]	**$7,500[4]**

[1] **Non-refundable Review Fees for Additions/Major Modifications are subject to adjustment at the discretion of the DRC depending on the scope and nature of the project. Fees will be stipulated upon Preliminary Approval (or Conceptual Approval if Preliminary Approval is bypassed) by the DRC and documented in the minutes of the Design Review Committee.**

[2] Projects will be categorized as either A, B or C by the DRC. The following parameters define each of the categories:

A Projects:
- No new Habitable Area proposed
- Less than $100,000 project cost

B Projects:
- Less than 100 square feet of new Habitable Area proposed
- More than $100,001 and less than $250,000 project cost

C Projects:
- More than 101 square feet of new Habitable Area proposed
- More than $250,001 project cost

[3] **Compliance Deposits for Additions/Major Modifications are subject to adjustment at the discretion of the DRC depending on the scope and nature of the project. Compliance Deposits will be stipulated upon Final Approval by the DRC and documented in the minutes of the Design Review Committee.**

[4] Non-compliance with the Design Guidelines may result in fines and/or the forfeiture of some or all the Compliance Deposits per the adopted Covenant Administration Policies, Regulations, and Procedures found at www.singletreetoday.com.

Application Type	Fee/Deposit
New Construction (including re-builds)	
Conceptual Review[1]	$500
Preliminary Review	$1,500
Final Review	$1,500
Additional DRC Meetings	$500 (if necessary)
Technical Plan Review	$500
Total Fees – New Construction (non-refundable)	**$4,000 (+ addl. $500 for more than one meeting per application type)**
New Construction Compliance Deposit	
Construction Compliance	$20,000
Total Deposit Refundable[2]	**$20,000[2]**

Other Application Types:	
Demolition Application Compliance Deposit (refundable[2])	 $500 $20,000[2](to guarantee revegetation of site if no new construction within 6 months)
Extension of Approval	$300
Solar Installation	$500
Duplex Re-Roof with Different Materials	$500

All Fees are payable to SPOA.

For Additions/Major Modifications, upon initial project submission to the DRC Consultant, a Submission Fee payment of $1,000 is required. The Review Fee, as determined by the DRC's designation of Project category is payable upon the project's submission for Final Review. The $250 Technical Plan Review Fee is payable upon submission for the Technical Plan Review (Section 8.5).

Fees for New Construction are payable at the time of submission to the DRC Consultant for each of the various review stages.

All Compliance Deposits are payable to SPOA and must be paid by separate check. Compliance Deposits are payable upon submission of the project for Technical Plan Review (Section 8.5). Upon determination of satisfactory completion of the Compliance Inspection (Section 8.6) by the DRC Consultant, 50% of the Construction Compliance Deposit may be refunded. The remaining 50% of the Construction Compliance Deposit may be refunded 1 year later to ensure landscape improvements have survived.

[1] If a Conceptual Review does not occur, the Preliminary Review Fee will be increased by $500.

[2] Non-compliance with the Design Guidelines may result in fines and/or the forfeiture of some or all the Compliance Deposits per the adopted Covenant Administration Policies, Regulations, and Procedures found at www.singletreetoday.com.

Minor Modifications: Any exterior alteration to an existing home that does not constitute a Major Modification. (Section 8.7)

Minor Modifications include, but are not limited, to the following: Deck or patio additions or modifications; landscape revisions or modifications; site grading or adding retaining walls; exterior material changes; exterior color changes; roof replacements or changes; window additions, replacement or removal; addition or modification of mechanical equipment, solar equipment, air conditioning equipment; exterior lighting; flagpoles; fencing; rain barrels, etc.

In general, no fees will be charged by the SPOA for maintenance and construction of items in the Minor Modifications category, including remediation work.

However, at the discretion of the DRC, depending on the scope and nature of the project, a refundable Compliance Deposit may be assessed. Such refundable deposit shall be disclosed to the owner or their representative at the time of Final Review and may be refunded upon successful and timely completion of the project.

Application forms for various Minor Modifications can be found under the tab "Design Review" at www.singletreetoday.com.

All Minor Modifications must be approved before the changes are implemented or constructed. Failure to obtain approval will be subject to SPOA's Covenant Administration Policies, Regulations, and Procedures found at www.singletreetoday.com.

Fees for New Construction are payable at the time of submission to the DRC Consultant for each of the various review stages.

All Compliance Deposits are payable to SPOA and must be paid by separate check. Compliance Deposits are payable upon submission of the project for Technical Plan Review (Section 8.5). Upon satisfactory completion of the Compliance Inspection (Section 8.6), 50% of the Construction Compliance Deposit may be refunded. The remaining 50% of the Construction Compliance Deposit may be refunded 1 year later to ensure landscape improvements have survived.

Compliance Acknowledgment

I (We) have read and thoroughly understand both the Singletree Design Guidelines and the existing Amended and Restated Declaration of Covenants, Conditions and Restrictions, and hereby agree to abide by all provisions of each of these documents. I (We) understand that any violations of any provisions of these documents may result in the forfeiture of the Compliance Deposit set out in Section 10-Appendix B and that I (We) may be subject to fines in addition to the possible forfeitures referenced above. Additionally, I (We) understand that, for as long as violations are unresolved, the DRC or its agents may refuse to perform inspections.

_____	_____
Owner/Developer – Signature	Contractor/Builder – Signature
_____	_____
Owner/Developer – Print name	Contractor/Builder – Print name
_____	_____
Date	Date

Duplex Owner Written Approval Letter

I, (print name)_____, a joint owner of property located at _____ (address/legal description of lot, block and filing) provide this letter as written approval of the plans dated_____which have been submitted to the Singletree Design Review Committee for the proposed improvements to be completed at the address noted above.

I understand that the proposed improvements include:

_____

_____

_____

_____

Preliminary Design Review

_____ _____
Owner – Signature Date

_____
Telephone number

Final Design Review

_____ _____
Owner – Signature Date

_____ _____
Notary Date and Stamp