

# Architectural Control

## WILLOWBROOK MEADOWS

### BOARD LETTER TO OWNERS

#### Amendment to Bylaws

#### Second Amendment to Bylaws

### ARCHITECTURAL REVIEW PROCEDURES

The following Site and Building Requirements are guidelines for buildings in filings One, Two, Three and Four, inclusive. Specified details may be varied by the Architectural Review Committee in instances where the proposed plans provide a design which enhances the Mountain Alpine Design in ways warranting such waiver. These Requirements are part of the recorded declarations in Filing Five, and they can be modified only as provided in the specific items shown below.

Willowbrook Meadows Subdivision requires written approval of all building plans prior to the commencement of construction on *any* and all exterior improvements upon the property such as exterior painting, fences, etc., or other items that will be visible on the exterior area of the project. In addition, any improvements to the property must be approved by the Town of Silverthorne (its various boards), and comply with the Codes as adopted by the Town.

The approval process is designed to protect your property values and those of others in the subdivision by assuring harmonious architectural style including the site and other dwellings already constructed or to be constructed in the future. To this end, all projects will be considered under the following criteria:

A. Relationship of Proposed Structure(s) to Lot on Which Constructed:

B. Relationship of Proposed Structure(s) to Neighboring Lots:

C. Fitness of Structure(s) Within General Development Plan and Layout of Willowbrook Meadows:

D. Harmony of External Designs:

E. Fitness of Structure(s) to General Climate of Area:

*Important:* It is necessary to consult the Architectural Review committee in the conceptual stage of your planning (and before you start the Town process) to review these criteria and others which are important to the integrity of the project. This step can save you time and money in the event the Committee may not approve completed plans upon application.

The Homeowners, Board of Directors of the Association, and the Architectural Review Committee have agreed the major theme for construction of the remaining homes and units in Willowbrook will be "Mountain Alpine Design" as described in the following criteria, which are minimum requirements:

#### SITE REQUIREMENTS:

1. SET BACKS - Three (3) feet from the actual property line. You may build up to the line of a utility easement or snow storage easement.
2. VIEWS - The building shall be oriented to maximize views, solar exposure, and to preserve neighbor's views.
3. DRIVEWAYS - Driveways shall be asphalt paving or concrete surfaced from the garage to the paved surface of the street, inclusive of the Right-Of-Way. *Arrangements will be required to escrow funds to complete this work in the event such driveway surfacing cannot be completed due to weather constraints.*
4. PARKING - The Town requires two (2) parking spaces per dwelling unit. Willowbrook has additional requirements for parking using gravel or hard surface because of on-street parking limitations. The following indicated the total number of spaces required: Single Family - 3 ..... Duplex - 5 ..... Triplex - 7 ..... Fourplex - 10

5. LANDSCAPING - There will be a minimum of five (5) six-foot trees and six (6) shrubs planted per unit, of varieties that will grow in this area. A minimum of 2" topsoil will be applied to the remaining lot area with a seeded or sodded lawn provided. There shall be provisions for freeze-proof hydrants or other methods of lawn watering. The use of berms and "solid" wood or split rail fences is encouraged in conjunction with the landscaping to afford additional privacy. *Escrowing of funds will be required to complete this work in the event such landscaping cannot be completed due to weather constraints.*

6. DRAINAGE - Final grading shall not allow water to run off onto the property of others. The various easements may be used for drainage flow as well as the borrow ditches of all streets. Adequate snow storage will be provided on each lot. In some filings, a snow stacking easement may already exist.

7. ADJACENT LOTS - The Town Architectural Review Board may require that you show the relationship of adjoining building(s) to the proposed construction. It is important that windows do not face directly into the windows of others, and that adequate privacy is maintained.

#### BUILDING REQUIREMENTS:

1. HEIGHT - Buildings shall not exceed twenty-eight (28) feet (thirty (30) feet in Filing 5 only), as measured from the average existing grade to the highest roof line of the structure. Flues and chimney chases are excluded from this restriction.

2. SIZE - Single family dwellings shall be a minimum of 1,300 square feet; multifamily dwellings shall be a minimum of 1,100 square feet per unit of living space using the appraisal method accepted by FHMA and FHLMC.

3. ROOF LINES - Roof slopes shall be a minimum of 4.5: 12 with the exception of decks over rooms or garages for outdoor living use. There shall be multiple roof lines with functional building offsets. The use of shed roof design, "salt box" offset roof or "clerestory" effect is encouraged. The use of symmetrical gables is

discouraged.

4. SIDING - Wood siding can be applied in a combination of diagonal, horizontal, or vertical configurations as appropriate to the design look of the structure. Siding will be a maximum of 1" x 8" material in appropriate lengths. For this climate, it is suggested the moisture content should not exceed 10% prior to application. The use of moss rock, river rock, field stone or brick in conjunction with the siding is encouraged.

5. COLORS - Exterior colors of the roof, siding, trim, window frames, skylights, doors, etc, shall be earth tones in general. Exposed metal flashings, flues, and chimney caps shall be flat black or a dark earth tone color. A "splash" of color, upon approval of the Willowbrook Architectural Review Board, may be used as a design feature where it is deemed appropriate. Also, any repainting or re-staining must be approved by the Architectural Review Board.

6. GARAGES - All dwellings shall have a minimum of one (1) single car garage for each unit. Provisions shall be made on the site plan as dotted lines to show where additional garages or additions to garages may be made in the future.

7. DECKS - At least one exterior deck or patio shall be provided for each dwelling unit with a minimum of 100 square feet or area with appropriate railings and access.

8. WINDOWS AND PATIO DOORS - All windows and patio doors shall be wood frame or other materials with a thermal break with appropriate trim and color. Mill finish aluminum windows are prohibited. Large windows and interesting window shapes are encouraged to take advantage of the views available and solar applications. Be aware that there are Code requirements for the size of bedroom windows to provide adequate emergency exit.

9. SOLAR - Passive solar applications using greenhouses, atriums, skylights, other window expanses, airlock entries, etc., are encouraged.

10. FACTORY COMPONENTS - The use of "manufactured" modular, or factory structures is generally prohibited in the subdivision. The Committee *may* approve the use of these components if they deem the exterior design meets the criteria set forth herein. Roof shapes, siding and trim shall be field applied as necessary to prevent a "modular" appearance. Components must be placed on the foundation within 36 hours upon arrival at the site.

#### APPROVAL APPLICATION:

Application for approval shall be made on forms and according to checklists provided by the Architectural Review Committee. Applications which do not present complete information on the forms provided, are drawn to incorrect scale or are not professionally drawn shall be returned to the applicant to be properly resubmitted before they are considered by the Architectural Review Committee.

The Committee shall have a maximum of thirty (30) days to review said plans. If plans are not accepted or rejected within thirty (30) days from the submittal of the completed plans, the plans shall be considered approved. Plans received by any Friday will have every effort made to have approval process completed by the second-following Monday (approximately 10 days). Any approval granted is valid for 1 calendar year. If construction begins subsequent to the calendar year, the owner must re-apply plans for approval. It must be noted by the applicant that the Architectural Review Committee is comprised of volunteers of the community. The Committee must find a convenient and suitable time to meet based on varied scheduled, and strives to expedite applications for approval as quickly as possible.

Before a C.O. is issued, the Architectural Review Committee shall be notified and shall have seven (7) days to inspect the premises to insure that all items covered by the covenants have been complied with, including but not limited to paving, colors, etc. The Architectural Review Committee shall notify the Town within seven (7) days after this request whether or not all requirements of the ARC have been met. If the Architectural Review Committee does not notify the Town within said seven (7) days, it shall be

presumed that all requirements have been met.

The following items must be submitted to the Architectural Review Committee before approval will be considered:

A. Plans provided by an architect, or person regularly engaged in the design and planning of dwellings, *professionally* drawn to scale, and containing the following items:

1. SITE PLAN - 1" =10' scale to include North arrow, lot number, block number, filing number, street address and:

- a. Building location, dimensions to property lines
- b. Set backs and easements, solar easements
- c. Contour lines for grading, drainage flow arrows
- d. Driveway (must be hard surfaced) and parking spaces
- e. Utilities (show location and routes)
- f. Landscaping plan and plantings description
- g. Garage location
- h. Out buildings (dotted lines if future location)

2. FLOOR PLAN - Minimum 1/8" = 1" scale, showing and/or describing

- a. Type of construction and insulation values
- b. Exterior dimensions, room dimensions and square feet contained in each room
- c. Name of each room
- d. Fire walls and /or party walls
- e. Additional out buildings

3. ELEVATIONS - Minimum 1/8" = 1" scale, showing and/or describing:

- a. The four major view elevations, or a perspective and two views of the opposite sides
- b. Height dimensions from grade to highest roof elevation
- c. Exterior materials for walls, roof, trim, etc.
- d. Exterior colors described, not just color numbers
- e. Exterior lighting

B. All completed checklist and application items must be delivered to a member [representative] of the Architectural Review Committee [Summit Resort Group Property Management] in three sets. If none of the members of the Architectural Review Committee are available, the three sets can be delivered to the President of the Willowbrook Meadows Owners Association, and it shall be the responsibility of the President to deliver the submittal to a member of the Committee within five days. A personal conference is required after submittal and before the project is approved to assure your understanding of an approval. Upon approval, the ARC will sign three (3) copies, keep one for ARC files, return one to you for your records, and one copy will be for your submittal to the Town.

DATE

1. GENERAL INFORMATION

OWNER/DEVELOPER

\_\_\_\_\_

LOCATION: .....LOT \_\_\_\_\_

BLOCK \_\_\_\_\_ FILING \_\_\_\_\_

STREET  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

OWNER/DEVELOPER ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: (Office) \_\_\_\_\_  
(Home) \_\_\_\_\_

CONTRACTOR \_\_\_\_\_  
\_\_\_\_\_

STARTING  
DATE \_\_\_\_\_  
\_\_\_\_\_

ESTIMATED COMPLETION  
DATE \_\_\_\_\_  
\_\_\_\_\_

PLANNING  
CONSULTANT \_\_\_\_\_  
\_\_\_\_\_

FINANCING  
FROM \_\_\_\_\_  
\_\_\_\_\_

*PROJECT TYPE:*

1. New Construction.....Single  
Family.....Duplex.....Triplex.....Fourplex.....  
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Sq. Footage - Living Area  
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Sq. Footage - Deck

Area....  
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Brief

Comments:  
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2. Alteration:

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3. Addition:

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4. Restaining/Repainting: \_\_\_\_\_

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Color: (manufacturer name and number required) \_\_\_\_\_

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*Type of Material*

*Doors:*

*Entry* \_\_\_\_\_

*Color\** \_\_\_\_\_

*Garage Door* \_\_\_\_\_

*Color\** \_\_\_\_\_

*Windows* \_\_\_\_\_

*Color\** \_\_\_\_\_

*Siding* \_\_\_\_\_

*Color\** \_\_\_\_\_

*Trim* \_\_\_\_\_

*Color\** \_\_\_\_\_

*Roof* \_\_\_\_\_

*Color\** \_\_\_\_\_

*Fencing* \_\_\_\_\_

*Color\** \_\_\_\_\_

*Railings* \_\_\_\_\_

*Color\** \_\_\_\_\_

*Deck* \_\_\_\_\_

*Color\** \_\_\_\_\_

A sample of all colors to be submitted at time of application to the Architectural Review Committee. \*Color to include manufacturer color name and number.

2. ACKNOWLEDGEMENT - The undersigned acknowledges that he has been advised:

a. That temporary buildings and construction trailers are permitted on the building site. Campers, travel trailers, mobile homes or other temporary quarters intended for living purposes are not permitted.

b. That it is the responsibility of the Owner and/or Contractor to provide a closed container and remove all construction waste materials and trash from the building site.

c. All adjoining lots, open space, and easements must be restored to their natural state if damaged in any way, and property corner survey pins shall be replaced if removed or destroyed.

d. Escrowing of funds will be required on paving or landscaping which has not been completed or cannot be completed due to weather constraints.

e. Applicant hereby understands that all criteria aforementioned must be complied with and agreed upon by the ARC through

proper methods. After reasonable notification, applicant will be required to correct any items not in compliance with ARC guidelines. If said items are not corrected within a reasonable time by Applicant, the ARC will turn the matter over to Association attorneys, and Applicant will then be responsible for any and all legal fees until the matter is concluded and an agreement is made.

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.....Applicant's Signature.....

.....Date.....

*Recommended Changes:*

*Other Comments:*

ARC Approval

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

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\_\_\_\_\_Appropriate building permits were obtained on  
\_\_\_\_\_.

\_\_\_\_\_ Appropriate building codes have been met.

\_\_\_\_\_ This submission complies with the terms and  
conditions of any party wall agreements.

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Name of Applicant - Date

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Name of Applicant - Date

This page last updated May 9, 2005