

# DESIGN GUIDELINES

## FOR THE

# CARRIAGE HOMES

### DOCUMENT REVISION HISTORY

<b>Date</b>	<b>Update</b>
08/11/2005	Initial guidelines
07/13/2006	Updated screen/storm door guidelines
09/20/2018	Added section for Railings
11/19/2020	Updated screen/storm door guidelines; corrected style issues
2/25/2021	Edited for clarity; remove reference to founders; remove reference to evaporative coolers; clarify Board's right to act as DRC; removal of most references to Stapleton.

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# DESIGN GUIDELINES FOR THE CARRIAGE HOMES

Adopted by the Board on February 25, 2021

## STATEMENT OF PURPOSE

The mission of the Carriage Homes Condominium Association (“the Association”) is to promote the long-term value of the neighborhood, as well as the harmony and social interaction between its residents. To enable the Association to succeed in its mission, there are guidelines and Rules and Regulations of the Association which must be followed by all residents. The Design Review Process is an important component of the Association’s mission and is a service provided by the Association. These guidelines are adopted pursuant to the authority granted to the Board of Directors of the Association (“the Board”) and its Design Review Committee (“DRC”) in the Charter for the Association (“the Charter”). These guidelines are intended to set forth the specific design guidelines governing the DRC’s review and approval of plans and specifications for improvements to be placed, erected, or installed within the Neighborhood and the procedures to be followed by the DRC.

## ACTIVITIES REQUIRING DRC APPROVAL

No improvements shall take place except in compliance with these guidelines and with the approval of the DRC as provided herein. Such improvements may include, but are not limited to: the reconstruction, remodeling, addition to, penetration, alteration, destruction, erection of the exterior of any Home or other structure, and the construction or material alteration of any of the grading, excavation, filling or similar disturbance of the surface of the land, including removal of trees; and any change or alteration of any previously approved improvement. These Guidelines shall not apply to improvements to the Common Elements by or on behalf of the Association. DRC approval does not replace the need to obtain the required approvals or permits from the City of Denver, the Master Community Association Residential, Renovation and Remodeling Design Review Committee (RRRDRC), or other entity whose approval or permitting is required.

## SUBMITTAL REQUIREMENTS

Before work is commenced on any activity requiring DRC approval, the person seeking approval for such work (“the Applicant”) shall submit an application containing all information necessary for the DRC to consider the application. Acceptable Design Review Request Forms can be found at [http://www.withcpmg.com/carriage\\_homes\\_at\\_stapleton/Governing%20Documents/Rules%20and%20Regulations/Design%20Review%20Process.pdf](http://www.withcpmg.com/carriage_homes_at_stapleton/Governing%20Documents/Rules%20and%20Regulations/Design%20Review%20Process.pdf) or <http://www.withcpmg.com/forms/Architectural%20Committee%20Improvement%20Request.pdf>. Depending on the complexity of the request, other and/or additional documentation may be necessary.

A processing fee may be established by the Board. Currently, no such processing fee is charged.

No improvements should be performed until the Applicant has received written approval from the DRC.

## **GUIDELINES**

### ***EXTERIOR OF THE BUILDING***

As depicted in the Charter, the exterior of the Carriage Home building, to include but not limited to the roof, siding, brick, color, windows, window frames, and light fixtures, are architectural components of the neighborhood that create a unifying element. Accordingly, no homeowner may alter or change the originally installed materials, location, or color without the written consent of the DRC. No prior approval is necessary to repaint the exterior of an existing Carriage Home using the most recently approved color scheme or to rebuild or restore any damaged structures in a manner consistent with the plans and specifications most recently approved for such structures. Modifications to the interior of porches, patios, and any other portions of a structure visible from outside of the structure do require prior written approval from the DRC. Per the Charter, any changes to the architectural style of the Carriage Home buildings may also need to be approved by the Master Community Association's RRRDRC.

### ***ATTACHMENTS TO THE BUILDING AND COMMON AREAS***

To ensure that all warranties are upheld and the long-life expectancy of the buildings is not jeopardized, the following guidelines exist regarding attachments to the Carriage Home buildings.

#### ***WOOD COMPONENTS***

The exterior wooden components of the Carriage Homes building are non-structural. Therefore, they should not be used to hold substantial weight. Items which weigh more than 10 pounds while being used should not be suspended from, attached to, or in any other way be supported by the buildings' wooden components.

#### ***SIDING, BRICK, CONCRETE, ROOFING, FIBERGLASS COMPONENTS***

All other components of the buildings, including siding materials, brick, concrete, roofing, fiberglass, and whatever else may exist, where each exist, should not be damaged or penetrated in any way. In the event that such damage has or does occur, the responsibility to repair said damage shall attach to the homeowner and/or future owners. The homeowner may also be responsible for any subsequent damage caused by the penetration.

All material attached to, displayed from, or used on the exterior of the building shall be non-offensive in nature and well-maintained. Freestanding elements are recommended.

Satellite Dishes and Antenna are addressed in their own section, below.

### ***SATELLITE DISHES AND ANTENNA***

Consistent with the prohibition against damaging the materials that make up the buildings, prior DRC approval is not required for:

- An antenna designed to receive direct broadcast satellite services, including direct-to-the-home satellite services, that is one meter or less in diameter; or
- An antenna designed to receive video programming services via multipoint distribution services, including multichannel multipoint distribution services, instructional television fixed services, including multipoint distribution services, that is one meter or less in diameter or diagonal measurement; or
- An antenna that is designed to receive television broadcast signals.

As long as the satellite dish or antenna:

- Is contained within the structure or otherwise screened from public view or placed in a location that is not exposed to public view to the extent feasible and so long as such placement does not substantially degrade the reception of the signal; and
- Is not placed on roof tops due to maintenance issues that may be caused by penetration of the roof.

If it is necessary for the cables to be in public view, then the cables need to be painted the same color as the home. Satellite dishes or an antenna larger than one meter in diameter must be approved by the DRC prior to installation.

Notice to and coordination with the management company regarding the installation of satellite dishes and antenna is encouraged.

### ***ALL SEASON, STORM and SECURITY DOORS***

All-season, storm, and security doors must be metal. Frames should be black, bronze (brown), or match the existing trim color. Locks and handles of the exterior door should match the interior door in style and color. Style examples for doors are shown below.

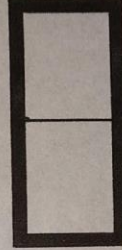
Maintenance is expected and is the responsibility of the owner.

## STORM & SCREEN DOORS



### Full View Interchangeable

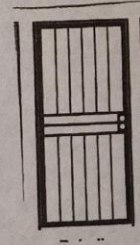
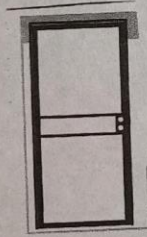
Let in the maximum amount of light and air while beautifully framing your entryway.  
See pages 4-7.



### Full View Self-Storing Retractable

Let in an abundance of light while benefiting from a convenient, built-in retractable screen without removing a glass panel.  
See pages 8-10.

### Security Doors



## DECKS, BALCONIES OR PATIOS

DRC approval is required for additions, improvements or enclosures of any deck, balcony, or patio. Decks, balconies, and patios must be constructed entirely within allowable building setbacks or building envelopes and need to adhere to the following guidelines:

- The Final Development Plan filed with the City, State, and/or Master Community; and
- Shall match or be compatible with materials and colors used in construction of the other structures; and
- Must be constructed entirely within allowable building setbacks as established by the Final Development Plan; and
- Must be attached to the Owner's Home by decks or walls.

Per the Charter, any additions to the Carriage Home buildings, porches, or other building element most also be approved by the RRRDRC

### ***HAND RAILINGS:***

Hand railings next to stairs leading to a unit:

- Must be installed by a licensed and insured contractor; and
- Must be metal painted black; and
- Cannot be mounted in the concrete that makes up the existing walkway or steps, or protrude into the walkway; and
- Owner (and future owners) accepts all liability for the installation and maintenance.

### ***HOT TUB***

Exterior Hot Tubs are prohibited within the Community.

### ***BASKETBALL HOOPS***

Per the initial Rules and Regulations of the Association, basketball hoops are not permitted within the Carriage Homes Neighborhood due to safety issues and City Ordinances.

### ***SOLAR COLLECTOR GUIDELINES***

Pursuant to Colorado Law, Carriage Homes has adopted a Solar Device Policy. ([http://www.withcpmg.com/carriage\\_homes\\_at\\_stapleton/Governing%20Documents/Rules%20and%20Regulations/Solar%20Policy.pdf](http://www.withcpmg.com/carriage_homes_at_stapleton/Governing%20Documents/Rules%20and%20Regulations/Solar%20Policy.pdf).) The Indemnity Agreement referred to can be found at: ([http://www.withcpmg.com/carriage\\_homes\\_at\\_stapleton/Governing%20Documents/Rules%20and%20Regulations/Solar%20Panel%20License%20Agreement.pdf](http://www.withcpmg.com/carriage_homes_at_stapleton/Governing%20Documents/Rules%20and%20Regulations/Solar%20Panel%20License%20Agreement.pdf)).

Use of solar power is encouraged. Any solar collector must be specifically approved by the DRC prior to installation.

### ***AIR CONDITIONERS***

As depicted in the Charter, all air conditioners must be installed by a licensed HVAC professional in the location of the pre-wiring for such unit as part of the Homes' original construction. Prior DRC approval is not required if the air conditioner is installed in the location of the pre-wire. All exterior air conditioning units must be screened from the view of sidewalks and streets. Window air conditioners are prohibited.

## **COMMON AREA LANDSCAPE**

Per the Charter, the landscape surrounding the buildings is a unifying element of the Carriage Homes. Accordingly, no one shall alter, add to, or change the common area surrounding the building without prior written consent of the DRC.

## **DESIGN REVIEW COMMITTEE PROCEDURES**

- The Association's Board of Directors may choose to act in the place of the DRC.
- The Association's Board of Directors appoints the DRC. The DRC may consist of three or more members.
- The DRC will serve a term of three years each.
- The DRC will appoint a chairperson.
- The DRC will meet on an as-needed basis with at least a majority of the members present.
- No DRC member shall be allowed to review an application made by them, made on their behalf, or affecting a unit in which they have any interest.
- The DRC will receive the application and review for completeness. If the application is not complete, the DRC will forward the application back to the homeowner noting the missing information.
- The DRC will review the application and either 1) approve the application with a completion date, 2) approve it with stipulations and a completion date, or 3) reject it with specific reasons for rejection and with suggestions that would lead to acceptance. \*All decisions will be in writing.
- The DRC may grant variances as long as a full explanation of the situation and why they chose to grant a variance is explained in writing to the homeowner and the Board of Directors.
- A majority vote of the DRC members present constitutes action by the DRC. In the event of a tie vote, the request shall be treated as having been denied.
- The DRC shall have the right to disapprove any application which does not meet the guideline restrictions as detailed throughout this document.
- The Association's Manager will maintain a record of submittals with date received, a record of actions taken, and the date a response was sent. Immediately after receipt of the decision, the Association's Manager will forward the response back to the homeowner.
- If the DRC cannot make a decision within 30 days of receipt of the complete application the homeowner will be informed of the delay.
- If approved, the homeowner can complete approved improvements or changes.
- If denied or if the homeowner does not accept stipulations set forth by the DRC, the homeowner may appeal to the Board of Directors by resubmitting the application to the Association's Manager within 10 days after the decision of the DRC. The decision of the Board of Directors shall be final and binding.

## **GENERAL STANDARD**

The DRC shall approve plans and specifications submitted for its approval only if it deems that: (1) the improvement complies with the Design and Guidelines and all other Governing Documents; (2) the appearance of such improvement will be in harmony with



and not detract from the beauty and attractiveness of the area; and (3) the improvement will be consistent with the Community-Wide Standard, as defined in the Charter.

### **CONDITIONAL APPROVAL**

The DRC may condition its approval upon any or all of the following: (1) the Applicant furnishing the Association with a Security Deposit as described in the Charter; (2) such changes in the proposal as the DRC considers appropriate; and (3) completion of the proposed work by a date certain.

No approval, whether expressly granted or deemed granted pursuant to the foregoing, shall be inconsistent with the Association Design Guidelines unless a variance has been granted in writing by the DRC. All approvals or disapprovals shall be in writing and maintained by the DRC. Actions by DRC shall require the vote of a majority of the members of DRC.

### **NO WAIVER**

Approval of proposals, plans and specifications, or drawings for any work done or proposed, or in connection with any other matter requiring approval, shall not be deemed to constitute a waiver of the right to withhold approval as to any similar proposals, plans, and specifications, drawings, or other matters subsequently or additionally submitted for approval.

### **INSPECTIONS**

The DRC may make periodic inspections of the Homes to ensure compliance with these Design Guidelines and any existing DRC approvals.

### **VARIANCES**

The DRC may, in its sole and absolute discretion, grant variances to or adjustments of these Design Guidelines in order to overcome practical difficulties, prevent unnecessary hardship and to accommodate innovation with new trades or new products. Such variances may only be granted, however, when unique circumstances dictate and no variance shall (1) be effective unless in writing; (2) be materially detrimental or injurious to other property or improvements within the Neighborhood; or (3) stop the DRC from denying a variance in other circumstances. For purposes of this paragraph, the inability to obtain approval of any governmental agency, the issuance of any permit, or the terms of any financing shall not be considered a hardship warranting a variance.

### **AMENDMENTS**

These Guidelines may be amended from time to time by the Board. Any amendments to these Guidelines shall apply to construction and modifications commenced after the date of such amendment, only, and shall not apply to require modifications to or removal of improvements previously approved once the approved construction or modification has commenced.