

To all residents and future residents:

DESIGN REVIEW PROCESS

The Carriage Homes at Stapleton Association's mission is to promote the long term value, and harmony between the residents for the greater good of the neighborhood. To enable the Association to succeed in their mission, there are Guidelines, Rules and Regulations of the Associations, which must be followed by all residents of the neighborhood. The Design Review Process is a very important component of the Association's missions.

The Design Review Process includes:

1. The resident or future resident to obtain a Design Review application from the Association's Management Company.
2. The resident or future resident to complete the Design Review application, include all necessary documents, such as plans, materials, photos, drawings, paint color swatches, etc. and forward the application and materials to the Association manager.
3. The Association's Management Company stamps the date the application was received, reviews the application for completeness and then forwards the complete application to the Design Review Committee.
4. The Design Review Committee reviews the application and then approves or denies the application.
5. The Association's Management Company will forward the decision back to the resident.
6. If approval by the Master Community Association at Stapleton's Residential Renovation and Remodeling Design Review Committee is deemed necessary, the resident will be required to submit a plan to the Master Community Association at Stapleton's Residential Renovation and Remodeling Design Review Committee as well.

Frequently Asked Question regarding the Design Review Process:

- May I perform this architectural improvement to my home? *Please obtain an answer by contacting your Association's Management Company or by submitting a design review request form.*
- Will I need to obtain the Design Review Committee's approval to perform this architectural improvement to my home? *Please review the Design Review Submittal Form or obtain an answer by submitting a design review request form or contacting your Association's Management Company.*
- How long does the Design Review Process take? *The Design Review Process could take up to 45 days, so please plan accordingly.*
- What happens if I construct or install an improvement to my home and I fail to go through the Design Review Process, when necessary? *The Association will require you to submit an application after-the-fact. In doing so, the Association has a record of*

the improvement and the Design Review Committee's decision. If the Design Review Committee does not accept the improvement, the Association may ask you to retro your efforts to meet the required guidelines or remove the improvement at your expense.

If you have any further questions please contact your Association Manager.

Carriage Homes at Stapleton
Colorado Property Management Group, Inc.
2620 S. Parker Rd. Suite 105
Aurora, CO 80014
303-671-6402 ext. 27
Virginia M Johnson, CMCA, AMS
Association Manager

Carriage Homes at Stapleton Association
Design Review Request Form

NAME: _____

ADDRESS: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

The following type of improvement/change is hereby requested (Check one):

*DRC approval only required if deviating from the original installed material, color, location or type

**Variance from required guidelines or rules and regulations

- Windows*
- Exterior Light Fixtures*
- Colors*
- Any penetration to the building
- Solar Collectors/Evaporative Coolers
- Air Conditioner**
- Satellite Dishes**
- Common Area (Landscaping, etc.) (Alteration or addition)
- Exterior deck/balcony
- Additions or Architectural Style Change

Other _____

Note: If more than one type of improvement is requested, describe all using additional sheet as necessary.

Describe Improvement: (attach a picture, drawing, site plan, brochure, etc. of the proposed improvement)

Proposed Completion Date: _____

I/We understand that approval of the Design Review Committee is required in advance to proceed. I/We also understand that the DRC approval does not constitute approval of the Master Community Association at Stapleton's Residential Renovation and Remodeling Design Review Committee or local City/County building departments and that a Building Permit may be required. I/We agree to complete all proposed improvements promptly after receiving DRC approval. Completion of Improvement is required by the proposed date shown above. I/We have read these instructions and shall comply accordingly.

Homeowner Signature _____ Date _____

If you have not received written notice confirming receipt of this application seven days following submission, please contact Colorado Property Management Group, Inc. 303-671-6402 ext. 27

FOR OFFICE USE ONLY

Carriage Homes at Stapleton Association DRC ACTION:

~ Approved ~ Approved subject to ~ Denied because:

Carriage Homes at Stapleton Association DRC Member Signature

Date _____ Name: _____

If required:

Master Community Association at Stapleton's RRDRRC ACTION:

~ Approved ~ Approved subject to ~ Denied because:

Master Community Association at Stapleton RRDRRC Member Signature

Date _____ Name: _____

Phone: 303-671-6402 ext. 27

Fax: 303-671-6430

Virginia@withcpmg.com