



The Colorado Property Management Group Inc.

ACCREDITED ASSOCIATION MANAGEMENT COMPANY ®

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HORIZONS AT TOWNE MEADOW REVISED DESIGN STANDARDS UPDATED EXTERIOR PAINT COLORS

December 2014

TO: Horizons At Towne Meadow Homeowners
FROM: Horizons At Towne Meadow Board of Directors/CPMG

It is important to read the enclosed 2014 Revised Design Standards *before* you plan all exterior projects.
NOTE: Highlights of common projects are provided, but do not list each change in the document.

An Architectural Improvement form must be submitted for all exterior projects. Forms are available at www.withcpmg.com on the main website at "FORMS."

PAINTING

An approved exterior color book has been developed and now includes updated colors to select from with a guide to complement the exterior brick colors.

This section is on page 14 of the Design Review Standards. The approved color book was developed by a professional consultant.

If you are considering changing exterior colors, you must select from the approved book. No exceptions will be permitted. The book is available for viewing at the management company during business hours Mondays through Fridays from 9:00 a.m. to 6:00 p.m. (closed noon to 1:00 p.m.) Appointments are not necessary.

Even if you are not changing colors, you must submit an Architectural Improvement form to the Association in care of the management company.

DRIVEWAYS

Modifications to the original driveway of each house are not permitted. See page 7.

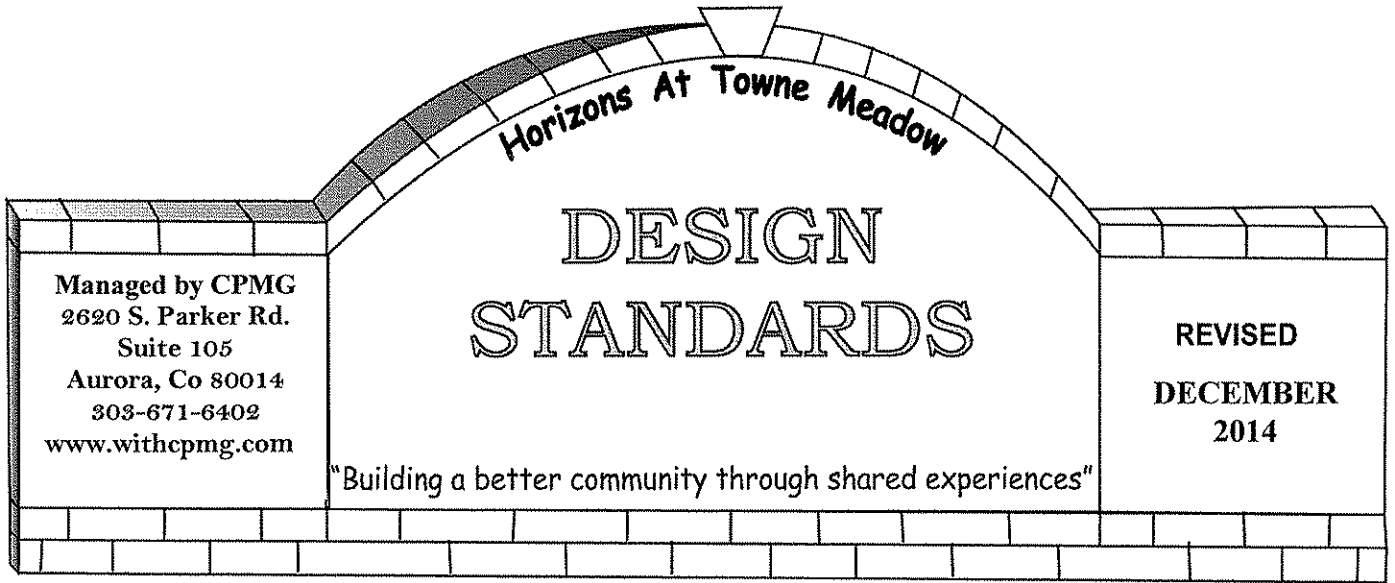
FENCES

Please refer to pages 7-9 for rules regarding fence maintenance and color. As a reminder, an Architectural Improvement form is required.

LANDSCAPE & MAINTENANCE

Approval is required for new or alteration to existing landscaping (pages 12 and 13). Decorative bark is not allowed. Small brown bark mulch may be used as bedding material in flower gardens. Rock shall be $\frac{3}{4}$ inch granite river rock as originally installed. Colored, white, volcanic or black rock is not permitted.

*THANK YOU FOR FOLLOWING THE DESIGN STANDARDS
ESTABLISHED TO PROTECT YOUR PROPERTY VALUES*



**ARCHITECTURAL REVIEW COMMITTEE
DESIGN STANDARDS**

Horizons at Towne Meadow Homeowners Association, Inc.
ARCHITECTURAL REVIEW COMMITTEE DESIGN STANDARDS

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ONLINE: www.withcpmg.com & follow link to <i>HORIZONS AT TOWNE MEADOW</i>	

ARCHITECTURAL REVIEW COMMITTEE DESIGN STANDARDS

I. Introduction

1.1 DEFINITIONS —The following words, when used in these Regulations, shall have the meaning hereinafter specified:

A. Association — Shall mean Horizons at Towne Meadow Homeowners Association, Inc., a Colorado corporation not for profit, its successors and assigns.

B. Declaration — Shall mean the Declaration of Covenants, Conditions and Restrictions of Horizons at Towne Meadow Homeowners Association, Inc. recorded in Arapahoe County, Colorado, on November 23, 1993 in Book 7265, pages 451 – 500, as thereafter Amended and Supplemented.

C. Committee — Shall mean the Architectural Review Committee (ARC), duly appointed in conformance with Article V of the Declaration to review the erection, placement, and alteration of Improvements to Property in Horizons at Towne Meadow.

D. Subdivision — Shall mean the Horizons at Towne Meadow.

E. Property(ies) —Shall mean all units and common areas, developed or undeveloped, within the Horizons at Towne Meadow Subdivision.

F. Unit — Shall mean any numbered unit of land shown upon any recorded subdivision plat of the Properties that is not designated as a common area.

G. Common Area — Shall mean all the real Property, including Improvements thereon, owned by the Association and/or the Arapahoe County and/or City of Aurora, including those portions of right-of-way that the Association may be obligated to maintain per approved Plat for Horizons at Towne Meadow, for the common use and enjoyment of the Unit Owners.

H. Unit Owner — Shall mean the recorded Unit Owner, including contract sellers, whether one or more persons or entities, of fee simple title to any unit or living unit situated upon the Properties.

I. Improvements(s) —Shall mean improvement(s) as defined in the Declaration of Covenants, Conditions and Restrictions of Horizons at Towne Meadow Homeowners Association, Inc.
ARTICLES OF INCORPORATION—ARTICLE I §1-23

1.2. REGULATIONS FOR THE ARCHITECTURAL REVIEW COMMITTEE —The Association in accordance with the Declaration of Covenants requires prior approval by the Committee or its designated representatives before any building, fence, landscaping or other structure is erected, placed, or altered. Failure to obtain Architectural Review Committee approval prior to starting covenant controlled alterations can result in monetary fines in accordance with the Association's Covenant Enforcement policy. Fine can be assessed even if the alteration is subsequently approved. ("Improvements to Property"). Improvements to

Property include, but are not limited to, any landscaping of Property; the construction or installation of a patio, deck, pool, hot tub; the construction, demolition or removal of any building or other structure; and any change of the exterior appearance of a building or other Improvement. The Standards contained herein establish certain acceptable designs for different types of Improvements. These Standards apply to residential Property in the Horizons at Towne Meadow Subdivision. The Standards are intended to assist the Unit Owners in the Association. All Improvements or changes to the exterior of the property must be submitted to the Committee. All improvements must meet all City, County, State and Federal Codes and have all required permits to be submitted with the ARC form.

Interior improvements are not regulated by the Association but may require City of Aurora permit(s) and are regulated by and required to meet all city, county, state, and federal regulations and standards.

1.3 CONTENT OF REGULATIONS —In addition to the introductory material, these Regulations contain:

- A. a listing of specific types of Improvements which Owners might wish to make, with specific information as to each of these types of Improvements,
- B. a summary of procedures for obtaining approval from the committee; and
- C. figures showing approved designs for fences.

1.4 EFFECT OF THE DECLARATION —Copies of the Declaration are provided to new and resale Unit Owners when they purchase their homes. Each Unit Owner should receive and become familiar with the Declaration and other Association documents. Nothing in these Regulations shall supersede or alter the provisions or requirements of the Declaration's provisions relating to the use of the Properties, and to Improvements to Property, which are found in Articles V, VIII and IX of the Declaration.

1.5 EFFECT OF GOVERNMENTAL AND OTHER REGULATIONS —Use of the Properties and Improvements to Property must comply with applicable building codes and other governmental requirements and Regulations. Approval by the Committee will not constitute assurance that Improvements comply with applicable governmental requirements and Regulations, or that a permit or approvals are not also required from applicable governmental bodies. For information about The City of Aurora requirements, Unit Owners must write or call the City of Aurora.

1.6 INTERFERENCE WITH UTILITIES —In making Improvements to Property, Owners are responsible for locating all water, sewer, gas, electric, telephone, cable television, irrigation lines, or other utility lines or easements. Owners should not construct any Improvement over such easements without the consent of the utility involved, and Owners will be responsible for any damage to utility lines. Underground utility lines and easements can usually be located by contacting the following entities:

Arapahoe County and the City of Aurora
Xcel Energy (formerly Public Service Company of Colorado)
City of Aurora Water and Sanitation District
Century Link (formerly Qwest Communications)
Comcast (cable television)
Horizons at Towne Meadow Homeowners Association, Inc. (Common Area irrigation lines)

1.7 GOAL OF DESIGN STANDARDS —Compliance with these Design Standards and the provisions of the Declaration will help preserve the inherent architectural and aesthetic quality of the Horizons at Towne Meadow Subdivision. It is important that the Improvements to Units be made in harmony with and not in detriment to, the rest of the community. A spirit of cooperation with the Committee and neighbors will go far in creating an optimum environment that will benefit the Owners. By following these Design Standards and obtaining approvals for Improvements from the Architectural Review Committee, Owners will be protecting their financial investment and will help to promote Improvements that are compatible with the standards for Horizons at Towne Meadow Subdivision.

1.8 INTERPRETATION OF THE REGULATIONS —The Architectural Review Committee shall interpret these Regulations.

1.9 ENFORCEMENT OF THE DECLARATIONS AND REGULATIONS —The Property Manager, or others as designated by the Executive Board, shall have primary responsibility for the enforcement of the Declaration and Design Standards. The Property Manager will investigate written complaints of violations of Declaration or Design Standards if such complaints are dated and signed by the Complainant. If a violation is found, the Property Manager will notify the Unit Owner in violation, in writing, requesting that appropriate action be taken to maintain compliance. If the Unit Owner in violation does not come into compliance with the Declaration or Design Standards after receipt of two written letters from the Committee, the Committee will request that the violation be referred to the Association Board of Directors for enforcement action.

1.10 ADVISEMENT OF NEIGHBORS —It is advised that Unit Owners advise neighbors prior to submitting forms for changes or additions. In certain cases, the Property Manager may require adjacent neighbor approval.

ARTICLES OF INCORPORATION—ARTICLE I §14; V; VIII; IX

II. SPECIFIC TYPES OF IMPROVEMENTS — REGULATIONS

2.1 GENERAL

A. The following alphabetical list covers a wide variety of specific types of Improvements or alterations which Owners and builders typically consider installing. Pertinent information is given as to each. Unless otherwise specifically stated, drawings or plans for a proposed Improvement shall be submitted to the Committee, and written approval of the Committee shall be obtained before the improvements are made. Drawings or plans shall include dimensions, setbacks, roof slopes, and both elevation and plan views of all proposed expansions or additions. If needed, the Committee will submit the request to the Association's Board of Directors for its separate review and response. In some cases, where specifically stated, a type of improvement is prohibited. Improvements not listed will require Architectural Review Committee approval.

B. The architectural style of a proposed residence shall be consistent with the style and character of the other single family residences built in Horizons at Towne Meadow Subdivision, per the opinion of the Committee.

2.2 ADDITIONS AND EXPANSIONS —Committee approval is required. Homeowners must use the Architectural Committee Improvement Request Form when submitting an addition or expansion for approval. Additions or expansions to the home will require submission of detailed plans and specifications, including description of materials to be used, and plan and elevation drawings showing dimensions setbacks, roof slopes, etc. Additions and expansions must be of the same architectural style and color as that of the residences. Gazebo or other type of structures must have committee approval. City of Aurora permit(s) is required for this type of improvement. A copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

DECLARATIONS—ARTICLE V §2

2.3 ADDRESS NUMBERS — The fire department requires address numbers on all homes. Committee approval is required to relocate to a position different from that originally installed by the builder.

2.4 ADVERTISING —See Signs §2.79.

2.5 AIR CONDITIONING EQUIPMENT —Committee approval is required. Air conditioning equipment, including swamp coolers, must be mounted below fence line and installed in the rear or side yard; they should not be visible from the street right-of-way. It should be installed in such a way that any noise to adjacent Unit Owners is minimized. Installation of air conditioning equipment, including swamp coolers, on the roof of the house or in a window of the house will not be permitted. DECLARATIONS—ARTICLE IX §7 (c)

2.6 ANIMALS —No animals, livestock, birds, poultry, reptiles or insects of any kind shall be raised, bred, kept or boarded in or on tried Units; provided, however, that the Unit Owners of each Unit may keep a reasonable number of dogs, cats, or other domestic animals which are bona fide household pets, so long as such pets are not kept for any commercial purpose and are not kept in such number or in such manner as to create a nuisance to any resident of the Units.

Under the city of Aurora Zoning laws, only customary household pets are allowed. A maximum of three (3) adult dogs and five (5) adult cats may be kept at one unit. All cats and dogs must have yearly rabies vaccinations and be licensed with the city. It is the responsibility of the occupants or the Unit Owners to remove all animal droppings from their property on a daily basis. Animal owners/custodians are responsible for the IMMEDIATE removal of ALL excrement deposited by their animal upon any public property or any common areas of the association. Dogs found running at large may be impounded by the City of Aurora Animal Care Division.

DECLARATIONS—ARTICLE IX §5

2.7 ANTENNAS — Committee approval is required for any exterior radio antennas, television antennas or other antennas. Committee will consider for approval satellite dishes that are less than one meter (36.3”) in diameter (or as otherwise specified by law) or length and flat array wireless cable TV antennas. Requests to the Committee for approval of installation of such instruments must meet the following minimum requirements:

A. Each dish or antenna must be located in a discreet location. The apparatus cannot be placed

on any roof or the front of any home except as provided by FCC §1.4000.

B. A written request with specifications and a photograph of the home indicating the location where the instrument is to be placed must be submitted for approval prior to any installation.

DECLARATIONS—ARTICLE IX §7(d)

2.8 ASTRO-TURF — Astro turf is not permitted.

2.9 AWNINGS —See Overhang §2.58.

2.10 BALCONIES —See Decks §2.24.

2.11 BASKETBALL HOOPS/BACKBOARDS —Committee approval is required.

All garage or pole mounted backboard and support structures must be clear unless otherwise approved by the ARC. Garage mounted backboards in the front of the home may not project more than two feet from the front of the garage. Pole mounted basketball backboards must have a black or galvanized steel pole and must be installed midway between the front of the house and sidewalk. Rims and nets on all types of basketball units must be maintained in good condition. Backyard concrete pads for basketball units may not exceed 17 feet by 17 feet.

Approval is granted to commercially-purchased, portable, wheeled basketball backboards as long as they are properly maintained and must be placed in such a manner that they do not block sidewalks and pedestrian walkways and are not placed in streets or on the Association's common areas. **WHEN NOT IN AN UPRIGHT POSITION, PORTABLE UNITS MUST BE STORED OUT OF SIGHT OF THE STREET.**

2.12 BIRDHOUSES & BIRDFEEDERS —may only be installed in the back yard.

NOTE: these can attract squirrels and other rodents that can create nuisance and health problems.

2.13 BOATS — See Vehicles – §2.101.

2.14 BUG ZAPPERS —If used shall only be on while the Unit Owner is outside in close proximity.

2.15 BUILDING HEIGHT —Only as regulated by Arapahoe County and City of Aurora code and as approved and amended on the Official Development Plan for Horizons at Towne Meadow Subdivision.

2.16 CABLE TV ANTENNAS —See Antennas §2.7.

2.17 CAMPERS — See Vehicles – §2.101.

2.18 CARPORT —Not permitted.

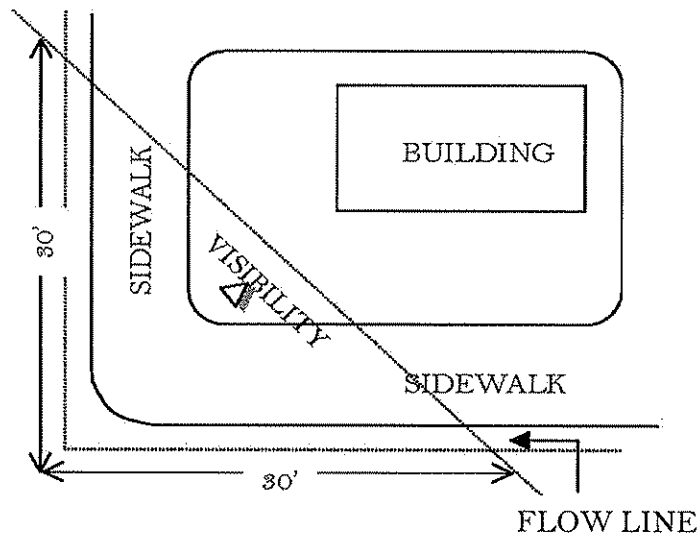
2.19 CIRCULAR DRIVES —See Driveways §2.28.

2.20 RETRACTABLE CLOTHESLINES — Must be installed only in the backyard.

2.21 CLOTH OR CANVAS OVERHANGS —See Overhangs §2.58.

2.22 COLOR —See Painting §2.59.

2.23 CORNER VISIBILITY —Compliance with Arapahoe County and City of Aurora intersection sight distance criteria must be adhered to. To ensure pedestrian and vehicular safety, no plants, fences, trees and/or other objects over 26" high may be maintained in the visibility triangle. The visibility triangle is measured from the intersecting 30 feet each way along the flow line (street gutter).



2.24 DECKS —Committee approval is required. Must be constructed of wood or other material matching the material of the residence and must match the color scheme of the residence, unless otherwise approved by the Committee. Decks must be installed as an integral part of the residence and patio area must be located so as not to obstruct or diminish the view of the adjacent Unit Owners. Construction of decks over easement areas is not permitted. City of Aurora permit is required.

2.25 DOG RUNS —Committee approval is required. Dog runs must be constructed with fencing of the same design as approved in Section 2.32 or as otherwise approved by the Committee. Dog runs must be located in the rear or side yard, abutting the home and must be substantially screened from view. They are limited in size to 575 square feet, cannot be higher than the unit boundary fence, and in no case can be more than six (6) feet high. Wood screening or mature landscape screening is required to hide a substantial view of the run. Dog runs must have double fence when next to any Association fence and may not use any Association fence as any part of the dog run fence. DECLARATIONS—ARTICLE IX §7(b)

2.26 DOORS —Committee approval is required for the addition of screen or other type doors to a home. The material should match existing doors on the house, and the color should be the same as that of the existing doors on the house, unless otherwise approved by the Committee. Security door or security window bars require Committee approval. Security window bars are not permitted in front yards, but may be permitted on the lowest level of back yards upon Committee approval.

2.27 DRAINAGE —Committee approval is required for all drainage devices, such as French drains, etc. Approval shall not be granted unless provision is made for adequate alternative drainage. The established drainage pattern over any property cannot be changed. All drainage directed to or across Association common property or Association maintained area must receive Committee approval. Any change to the drainage flow, direction, manner, etc., may require City approval. A Unit Owner is strongly advised to consult with Arapahoe County and City of Aurora on any project that may affect drainage. French drains, trench drains, or similar devices may not discharge into any Association property. If required by the Committee, drainage may be carried across Association property or County property via a Committee approved mechanism at the homeowner's cost.

Drainage hoses and pipes must extend completely across the Unit property so that it discharges directly into the sidewalks cuts (if provided) so that no discharge flows across any property or sidewalks. The discharge hose should be covered or concealed as much as possible.

DECLARATIONS—ARTICLE IX §19; §22(a) (b)

2.28 DRIVEWAYS —All driveways leading from the street to a Unit Owner's home or Property are to be constructed of permanent, properly formed, concrete with a four (4) inch minimum thickness. Modifications to the original driveway dimensions are not permitted.

2.29 EVAPORATION COOLERS —See Air Conditioning Equipment §2.5.

2.30 EXTERIOR LIGHTING —See Lights and Lighting §2.51.

2.31 EXTERIOR MATERIALS —The only acceptable exterior building materials are high-quality hardboard lap siding, high-quality state of the art vinyl siding, brick, stone, or other harmonious materials utilized for accent or home details as approved by the Committee. Traditional exterior details such as front porches, gables, columns, bay windows, shutters, and window trim shall be used where appropriate if approved by the Committee. Colors shall be more of earthen tones and shall harmoniously blend to the visual benefit of the development.

2.32 FENCES:

A. General —Fences and walls/brick columns/entrance monuments constructed by developer and/or builder along or abutting Property lines, arterial streets, collector streets and local streets may not be removed, replaced, stained or painted a different color or altered, including adding a gate, without approval of the Committee. If any such fences and/or walls/brick columns/entrance monuments constructed by developer and/or builder which are located upon an Owner's Property are damaged or destroyed by Unit Owner or Unit Owner's agents, the Unit Owner shall repair and recondition the same at the Owner's expense.

B. Drainage Under Fencing —It is important to remember that certain drainage patterns may exist along or under proposed fence locations. When constructing a fence, be sure to provide for a space (2" clearance recommendation) between the bottom of the fence and the ground elevation so as not to block these drainage patterns.

C. Fence Design — Committee approval is required for construction of any fence. No fences

shall be constructed, installed, erected or maintained on any Unit except six foot (6') high cedar fences approved in advance by the Architectural Review Committee as to location and other matters. The construction shall be in accordance with the specifications shown below and all fences must adhere to sight triangle regulations by City of Aurora, see section 2.23.

1. Front Yard Fencing —Not allowed.

2. Lot Boundary Fences —Height limitation will be six feet (6') for privacy fences

3. Fences or Screening Located Within Line —Must be an integral part of the landscape design.

4. Double Fencing —Not permitted, except see Dog Run, Section 2.25. Double fencing is not the same as double facing. Check with the Committee.

5. Solid Fences —Must be constructed with the 2x4 framing and 4x4 posts on the constructing Unit Owner's Property (i.e., the smooth side of the wood slats on the front elevation of the fence in Figures 1 & 2 must face away from the Unit Owner's house). Alternating panels (smooth side in, then smooth side out) of no more than eight feet (8') in width are allowed only between adjacent Properties. Side yard fences ("return fence") may not extend past the front corner of the house/garage. In most cases, the Committee will require fence returns to be set back from the front of the house/garage a minimum of six (6) feet.

(6) Cluster Mail Boxes —Fences bordering cluster mail boxes must allow 3 1/2' to 4' clearance behind cluster box to allow for mail delivery.

D. No plastic chicken wire, hog wire, barbed wire, or strand wire will be allowed. Chain link fences will only be allowed for Dog Runs (see Section 2.25). Welded wire (2'x4') mesh, either galvanized or white-coated (for PVC fences), may be attached if installed on the inside of the fence and not extending above the top rail. Exceptions are as shown on the Plat for Horizons at Towne Meadow and as approved by the Committee.

E. Fences shall not be constructed within right-of-way areas and, therefore, must be set back from the sidewalk a minimum distance of at least three-and-one-half feet (3'-6"). The fence setback from the sidewalk shall be the same distance for all adjacent corner units so that the side unit boundary fences of both Unit Owners shall meet at the back property line shared between the two Unit Owners.

F. Maintenance Responsibility

(1) Perimeter Fences —A 6' solid perimeter fence may bound those homes with units adjacent to residential collector streets or peripheral arterial streets. The builder and/or developer have constructed these fences. Maintenance of the fence is the responsibility of the Unit Owner. Maintenance of any brick columns is the responsibility of the Association. Deteriorated materials must be replaced by the Unit Owner with materials identical to the original in quality, quantity, and design. If the Board deems it necessary, it will direct the Association to repair the perimeter fence. The cost of repair may be assessed against the individual homeowner.

(2) Unit Boundary Fences —Unit boundary solid fences usually run along common unit lines

separating two Unit Owner's yards. Ownership is sometimes shared between the two Unit Owners and maintenance is the shared responsibility of the two homeowners. Front wing fence returns between the house and side unit lines may have a gate.

(3) Greenbelt Fences —A greenbelt fence separates a Unit Owner's property from the greenbelt/public land/other landscaped tracts. The builder and/or developer may have constructed these. Maintenance is the responsibility of the homeowner. If the Board deems it necessary, it will direct the Association to repair the greenbelt fence. The cost of repair may be assessed against the individual homeowner. Gates in greenbelt fences are not permitted.

(4) Fence Maintenance and Color- In order to maintain a unified and harmonious appearance in the development, all fences will be required to undergo regular maintenance. Fence maintenance will include replacement of any broken or rotting cedar wood components, regular power washing, and/or painting. Natural cedar wood fences can be left unstained and unpainted if kept in a clean and well maintained condition. If painted or stained, a semi-transparent or solid color exterior wood finish may be used in Behr Premium colors Navajo White #SC157, or Navajo White #ST-157 or any brand of an equivalent color and quality. Wood that has existing peeling paint or stained finishes or is in poor condition will need to be stripped to remove all previous coatings prior to the application of any new paints or stains.

(5) Chain Link Fences —Are only acceptable for construction of dog runs and may not be higher than the boundary fence nor visible from street. They may not be used as part of the unit boundary fencing. Ownership and responsibility for maintenance is solely the Unit Owner's.

DECLARATIONS—ARTICLE IX §7(f)

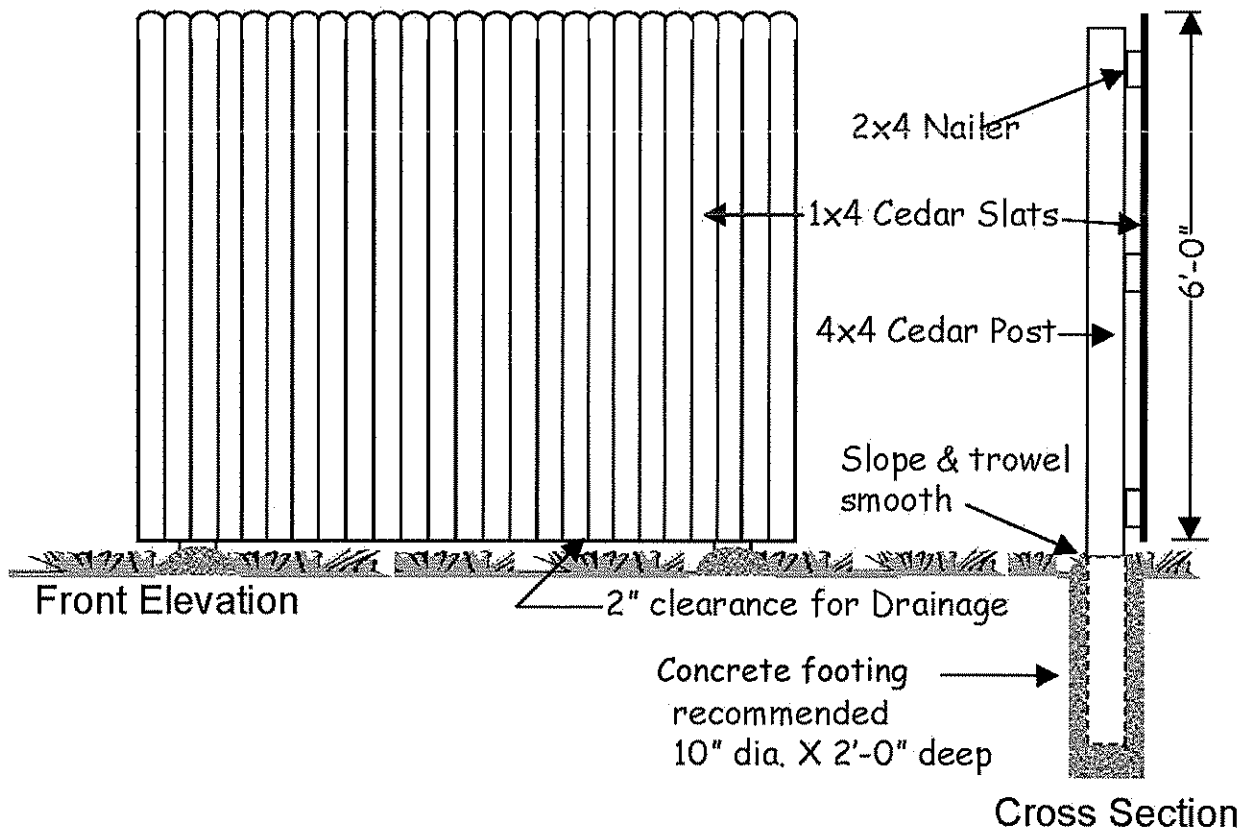


Figure 1

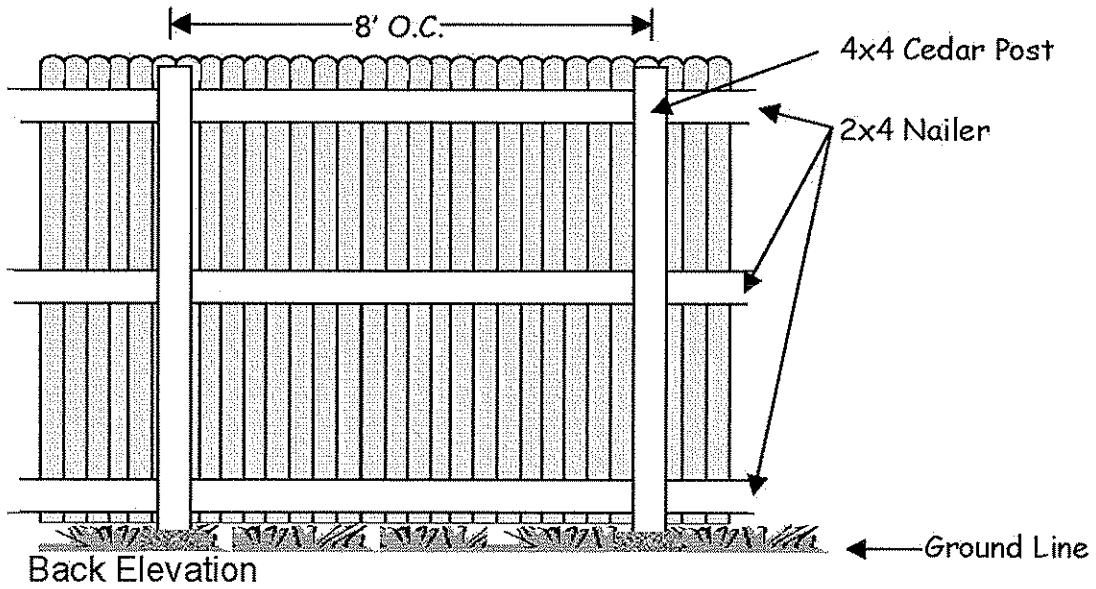


Figure 2

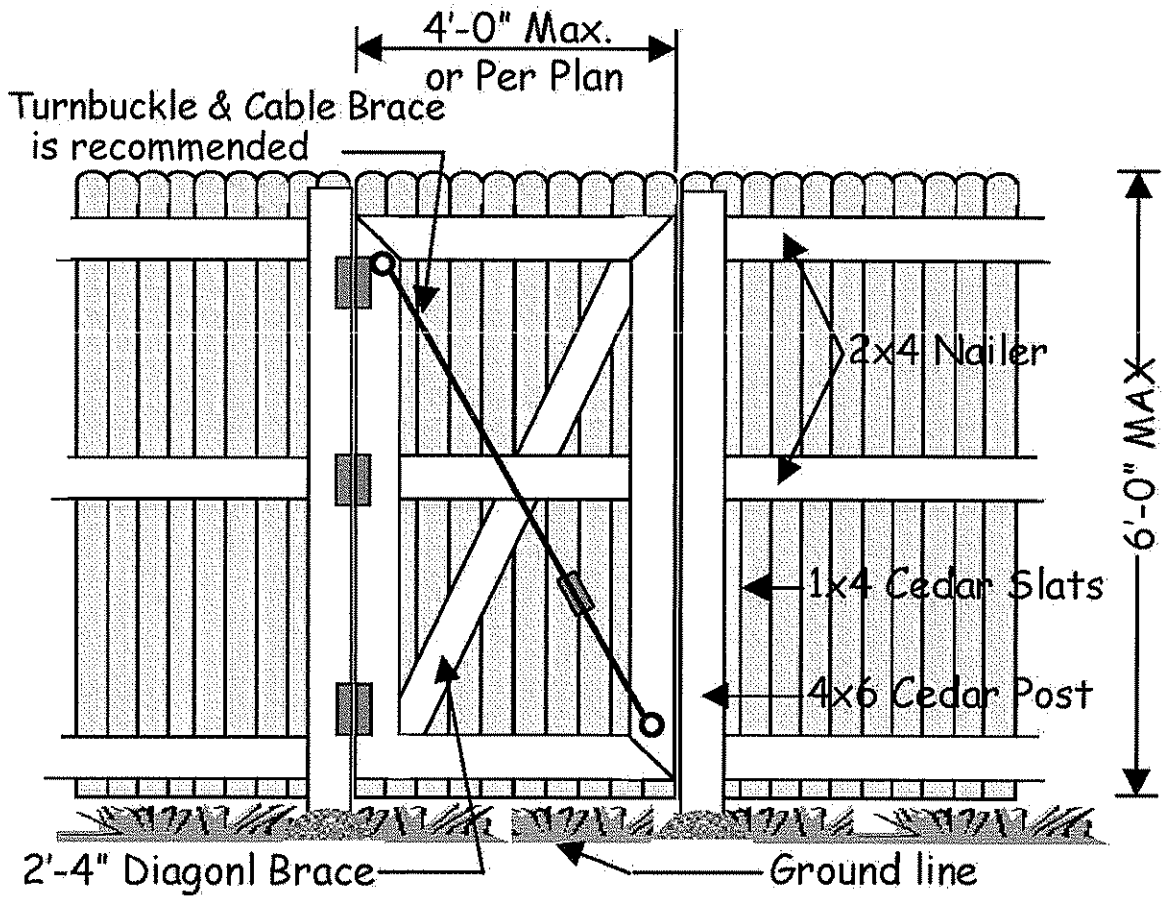


Figure 3

2.33 FIREWOOD STORAGE —See Wood Storage §2.108.

2.34 FLAGPOLES — Flagpoles attached to the front of the house do not require approval as long as the pole top does not rise above the level of the bottom sill of the second-story windows and is a maximum of eight feet long in compliance with the city's height restriction.

According to the city of Aurora, flags are referenced in the zoning sign code which regulates signs that are flags such as fabric signs, not state or national flags. If the flag contains no business advertisement, they are not regulated other than in relation to the height limit set in single family residential zoning districts, which is 35 feet. Any pole over 20 feet would require structural review by the building department.

2.35 GARAGES —A double car garage or maximum three car garage is to be attached as an integral part of the residence design. Garage doors shall be wood, hardboard or metal, painted to match the residence body color.

2.36 GARBAGE CONTAINERS AND STORAGE AREAS —See Trash Containers §2.95.

2.37 GARDENS-FLOWERS —Committee approval is not required. All flower gardens must be weeded, cared for and meticulously maintained.

2.38 GARDENS-VEGETABLE —Committee approval is not required, if located in the rear or side yard. Must be weeded, cared for and carefully maintained.

2.39 GAZEBO — See Hot Tubs §2.43

2.40 GRADING AND GRADE CHANGES —See Drainage §2.27.

2.41 GREENHOUSES AND GREENHOUSE WINDOWS —Committee approval is required. Must be located in the side or rear yard, and must be a contiguous integral part of the home. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.42 HANGING OF CLOTHES —See Clotheslines and Hangers §2.20.

2.43 HOT TUBS —Committee approval is required. Must be in the rear yard and ground mounted as an integral part of the deck or patio area and of the rear yard landscaping. Must be installed in such a way that it is not immediately visible to adjacent Property Owners, i.e., hidden by fence, shrubs, etc., and the bottom of which may not be more than 24" from the ground. Gazebo or other type of tub covers must have committee approval. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.44 HOLIDAY DECORATIONS —All seasonal decorations must be removed within thirty (30) days of that particular holiday or celebration. Consideration of neighbors should be exercised when decorating for any occasion. Holiday decorations may not include any audio that can be heard beyond the limits of the units.

2.45 HOUSE NUMBERS —See Address Numbers §2.3.

2.46 IRRIGATION SYSTEMS —Committee approval is required if the system is part of a landscape change. Underground manual or automatic irrigation systems will not require approval of the Committee. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.47 JACUZZI —See Hot Tubs §2.43.

2.48 JUNK VEHICLES —See Vehicles §2.101.

2.49 LANDSCAPE AND MAINTENANCE — Committee approval is required for any new or alteration to existing landscaping. Landscaping must be installed or brought within Association's standards within sixty (60) days (weather permitting) after acquisition of record title to a Unit by another Unit Owner thereof and shall thereafter maintain such landscaping in a neat and attractive condition. Front and side yards on existing developed properties visible from a street must consist of at least 50% of long-lived organic material such as sod, turf, shrubs, trees or other similar living material. Plants, shrubs, turf and other landscaping must be maintained in healthy condition.

Barren soil, patches of dirt and weeds are not considered approved landscaping material. In the event that the landscaping becomes diseased or dead, the Unit owner must remove, revive or replace the landscaping in accordance with applicable Association standards.

- (A) When installing new or altering existing landscaping, the front and side yards must consist of at least 50% of long-lived organic material such as sod, turf, shrubs, trees or other similar living material. Decorative bark is not allowed; small brown bark mulch is allowed as bedding material in flower garden areas only. Rock ground cover materials used must be ¾" granite river rock of the type originally installed by the developer. **Colored, white, black or volcanic rock is not permitted.**
- (B) It is the responsibility of the Unit Owner to cut and remove all weeds and most grasses over 8" in height excluding ornamental grasses that are part of the landscape design. Weeds outside rear and side fences to the curb must also be removed.
- (C) The Unit Owner must cut and remove any unsafe tree or branches from property. Any tree or part (branch) which becomes diseased or hazardous or which in any way endangers the security or use of street or sidewalk must be cut and removed. All trees must be trimmed to a clear height of 7 feet above the surface of any street or sidewalk.
- (D) Bushes over sidewalks must be cut back from the sidewalk to clear walkway. The maximum height of hedges in the front yard is 42".
- (E) Gravel, rock and/or soil piles left in front or on visible side yards of houses, in the street, or on the driveway shall be left no longer than a period of thirty (30) days. Leaving gravel, a rock and/or sod pile in the street is a violation of City of Aurora ordinance.
- (F) Delivery and placement of landscape materials shall not damage greenbelt or entry/median areas. Delivery trucks are not allowed to cross these areas (to avoid sprinkler and landscape damage). If this regulation is violated and damage to the

common Properties results, the Unit Owner will be held financially responsible for the Association remedying the damage caused by Unit Owner or their agents.

(G) XERICSCAPE- plans must be submitted to the ARC for approval. Xeriscape yard areas must be weeded, cared for and meticulously maintained.

2.50 LATTICEWORK (PATTERN) —Committee approval is required.

2.51 LIGHTS AND LIGHTING – Committee approval is not required for exterior lighting if in accordance with the following regulations:

- A. Exterior lights must be of the traditional style and character as installed by builder on other residences in the Subdivision, and be as small in size as is reasonably practical.
- B. Exterior lighting should be directed towards the house and must be of low wattage to minimize glare sources to neighbors and other Unit Owners. Lighting fixtures should be of a type and material complementary to the house color(s) and in harmony with the style and character of the community. Low voltage lighting offers safety advantages over conventional house-voltage systems. Any variance from these regulations or usage of high wattage spotlights or floodlights requires Committee approval.

DECLARATIONS—ARTICLE IX §7(g) and §12

2.52 LIVESTOCK —See Animals §2.6.

2.53 MAILBOXES —Neighborhood Box Units (commonly called N.B.U. or cluster mailboxes) have been installed by the builder, therefore precluding individual mailboxes by postal regulation.

2.54 MICROWAVE DISHES —See Antennas §2.7.

2.55 MINING AND DRILLING —The Association prohibits use of any Unit for the purpose of mining, quarrying, drilling, boring, or exploring for or removing oil, gas, or other hydrocarbons, minerals, rocks, stones, gravel, or earth.

2.56 MOTOR HOME VEHICLES —See Vehicles – §2.101.

2.57 MOTORIZED VEHICLES —Motorized Vehicles are not to be driven on greenbelts or Common Areas. This includes snowmobiles, golf carts, motorcycles, mini bikes, go-carts, mopeds, motorized scooters and delivery trucks, but excludes lawn cutting, snow removal or maintenance equipment. Such vehicles shall not be parked as to be visible from any of the Units.

2.58 OVERHANGS – CLOTH OR CANVAS —Committee approval is required.

The color must be similar to the exterior of the house and in accordance with Colorado House Bill 08-1270: an awning, shutter, trellis, armada, or other shade structure that is marketed for the purpose of reducing energy consumption.

2.59 PAINTING —All house painting requires prior Committee approval. Pre-Approved paint schemes are available at the management company office.

(A) Unit owners must select from one of the 30 pre-approved paint color schemes and patterns on file at the management office.

(B) All roof vent caps, louvers, plumbing stacks, chimney flashing, valley flashing, etc., are to be painted a color not in contrast with the color of the roofing.

(C) Selected paint color schemes for each individual unit will be kept on file at the management company. A new ARC request form and committee approval will be required each time the house is painted.

(D) It is recommended that all homes be painted on a regular schedule to avoid chipping and peeling.

(E) All paints used are to be semi-gloss paints.

(F) Garage doors are to be painted the same color as the house body. Outlining the garage door panels in a contrasting color or in a checkerboard design is not permitted.

(G) All window trim and wood and metal areas surrounding windows are to remain white, except where painted a different color originally by the builder.

(H) All pre-approved paint color and scheme selections have been reviewed by the Committee and by a professional consultant therefore deviations from these standards will not be considered.

(I) In general, after approval, only those areas that are painted may be re-painted; only those areas stained may be re-stained; unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained.

2.60 PATIO COVERS —Committee approval is required. Plans must show the exterior elevation, designate materials and colors, and include dimensions. Materials used such as roofing, paint and siding should be of the same color and type as the existing house. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.61 PATIOS – ENCLOSED —See Additions and Expansions §2.2.

2.62 PATIOS – OPEN —Committee approval is required. Must be an integral part of the landscape plan, and must be located so as not to create an unreasonable level of noise for adjacent Unit Owners, and must be the same color and design as the residence, unless otherwise approved by the Committee. Patios and balconies shall not be used for storage other than patio furniture and barbecues. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.63 PAVING —Committee approval is required for front yard changes, regardless of whether for walks, driveways, patio areas or other purposes, and regardless of whether concrete, brick,

flagstones, stepping stones, pre-cast, patterned, exposed aggregate concrete or asphalt pavers are used as the paving material.

2.64 PETS —See Animals §2.6.

2.65 PIPES —See Utility Equipment §2.97.

2.66 PLAY AND SPORTS EQUIPMENT —Committee approval is required. Equipment shall be located in the rear or side yard and substantially hidden from view. Size of play yards will be considered on a case-by-case basis depending on lot size and proximity to neighbors. The maximum height of the equipment should not exceed ten (10) feet. In some cases, written consent from adjacent neighbors may be required.

2.67 POLES —See Basketball Backboard §2.11, Flagpoles §2.34; or Utility Equipment §2.97.

2.68 POOLS —Committee approval is required. Solid fencing for safety reasons is required. Above ground pools will not be allowed. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.69 RADIO ANTENNAS —See Antennas §2.7.

2.70 ROOFS —It is desired that the roofing material in any related group of residences be the same in appearance and type. All roofs shall be of upgrade synthetic material such as Class A fiberglass asphalt rustic roof shingle, and upgrade multidimensional state of the art fire resistant roofing materials. Any upgrade synthetic material will also need approval by Arapahoe County and/or the City of Aurora. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request. NO WHITE OR GREY COLORS PERMITTED.

2.71 ROOFTOP EQUIPMENT —Committee approval is required. Must be installed only in the backyard and should not be visible from the front of any unit. Installation shall be in compliance with HB-08-1270.

2.72 SAUNAS —See Additions and Expansions §2.2.

2.73 SCREEN DOORS —See Doors §2.26.

2.74 SETBACKS —Are defined by the Plat for Horizons at Towne Meadow as approved by Arapahoe County and/or the City of Aurora

2.75 SEWAGE DISPOSAL SYSTEMS —Not Permitted.

2.76 SHEDS —Committee approval is required. Materials shall be the same materials as on the exterior of the house. Sheds shall be screened from view by a fence, and shall be located in the side or rear yard. Sheds must be the same color as the exterior of the house, unless otherwise approved by the Committee. Sheds shall not be more than eight (8'-6") feet six inches high at the

peak, nor larger than eight (8) feet wide by ten (10) feet long. Siding, roofing, and trim materials must match those on the house. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.77 SHUTTERS – EXTERIOR —Committee approval is required. Should be of the same material and painted to match the color scheme of the exterior of the house.

2.78 SIDING —Committee approval is required. See Section 2.31. Siding must be essentially the same as the siding installed by the builder on other houses in the Subdivision, and must be painted according to standards in Section 2.59 "Painting." Aluminum or steel siding will not be permitted. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.79 SIGNS —No advertising or signs of any character shall be erected, placed, permitted, or maintained on any Unit other than a name plate of the occupant and a street number, and except for a "For Sale," "Open House" or "For Rent" sign of not more than five (5) square feet, provided that such use shall not interfere with the Unit Owners' use and enjoyment of their Unit or with their ingress or egress from a public way to their Unit. DECLARATIONS—ARTICLE IX §7(a)

2.80 SKYLIGHTS —Committee approval is required. Skylights must be like the same type as installed in new homes by builders, and exterior materials must be according to §2.31. Skylights should have a flat or low arc profile.

2.81 SOLAR ENERGY DEVICES —Committee approval is required. Devices must be designed to appear, as if it is an integral part of the roof. No exterior plumbing or wiring may be visible. The Committee will require, in writing, proof of compliance with 100 MPH wind load stamped by a registered professional engineer. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request. Installation shall be in compliance with HB1270.

2.82 SNOW REMOVAL —It is the unit owner's responsibility to keep city sidewalks adjacent to their property free of snow and ice, even though the sidewalk may be outside of fences. Snow must be removed within 24 hours after snowfall ends and 48 hours after a snow emergency is declared by the city. This is City of Aurora code. Violators will be referred to city authorities.

2.83 SPAS —See Hot Tubs §2.43.

2.84 SPRINKLER SYSTEM —See Irrigation Systems §2.46.

2.85 SQUARE FOOTAGE —The Horizons at Towne Meadow Official Development Plan defines the square footage requirements for the original living area (above finished ground level and fully enclosed) for residences.

2.86 STATUARIES AND FOUNTAINS – Committee approval is required. These must not exceed four feet in height and six feet in diameter in front yards.

2.87 STORAGE SHEDS —See Sheds §2.76.

2.88 SUNSHADES —See Overhangs §2.58.

2.89 SWAMP COOLERS —See Air Conditioning Equipment §2.5.

2.90 SWING SETS —See Play and Sports Equipment §2.66.

2.91 TELEVISION ANTENNAS —See Antennas §2.7.

2.92 TEMPORARY STRUCTURE —Committee approval is required. Camping tents set up for cleaning or occasional overnight sleeping by children will not require Committee approval if left up no longer than 72 hours.

2.93 TEMPORARY VEHICLES —See Vehicles §2.101.

2.94 TRAILERS — See Vehicles §2.101.

2.95 TRASH CONTAINERS AND ENCLOSURES —Trash must be kept in an approved and secure trash container. Trash container(s) shall be stored inside or in the rear or side yard if screened by the property's privacy fencing from view from the adjacent street. Trash containers may not be placed in front yard prior to 5:00 p.m. on the day before trash pickup and must be removed within 12 hours after pickup. DECLARATIONS—ARTICLE IX §13

2.96 TREE HOUSES —Not Permitted.

2.97 UNDER DRAINS —Modification or impeding the flow is prohibited.
DECLARATIONS—ARTICLE IX §19; §22(a) (b)

2.98 UTILITY EQUIPMENT — Committee approval is required for the installation of utilities or utility equipment unless located underground or within an enclosed structure. Pipes, wires, poles, utility meters and other utility facilities must be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure. City of Aurora permits must be submitted with ARC form.

2.99 VANES —Committee approval is required.

2.101 VEHICLES —

A. Parking —No house trailer, recreational motor home, camping trailer, boat trailer, hauling trailer, boat, or accessories thereto, truck (larger than 3/4 ton), self-contained motorized recreational vehicle, or other type of recreational vehicle or equipment, may be parked or stored in driveways at Horizons at Towne Meadow, unless such parking or storage is within the garage area of any Unit or will be suitably screened from view as approved in advance by the Architectural Review Committee. NOTE: the streets within the Association are City of Aurora streets and subject to city ordinances.

B. Abandoned or Inoperable Automobiles —No vehicles of any kind shall be stored or parked in Horizons at Towne Meadow. An “abandoned or inoperable vehicle” shall be defined as any

automobile, truck, motorcycle, or other similar vehicle, which has not been driven under its own propulsion for a period of one (1) week or longer, or which does not have an operable propulsion system installed therein; or is not currently registered and displays a valid license plate, provided, however, that otherwise permitted vehicles parked by Unit Owners while on vacation (for a maximum of two weeks) or during a period of illness shall not be deemed to be abandoned.

The City of Aurora prohibits that any vehicle that is apparently inoperative, partially or totally dismantled, or is wrecked or damaged to the extent that it would be unlawful to operate on public streets cannot be stored outside on any public or private property. Motor vehicles must have current registration and display a valid license plate. **IT IS UNLAWFUL TO CONDUCT MAJOR AUTO REPAIR OUTSIDE ON PRIVATE PROPERTY.** Any camper, trailer, boat or inoperative or abandoned auto on the street is prohibited and should be reported to the Police Department 303-739-6000. This is City of Aurora code. Violators will be reported to city authorities.

C. Repairs —No activity such as, but not limited to, maintenance, repair, rebuilding, dismantling, repainting or servicing of any kind of vehicles, trailers or boats, may be performed or conducted in the Horizons at Towne Meadow, unless such activity is done within completely enclosed structure(s) which screen the sight and sound of the activity from the street and from adjoining property. The foregoing restriction shall not be deemed to prevent washing and polishing of any motor vehicle, together with those activities normally incident and necessary to such washing and polishing.

D. Loading or unloading is allowed, but not to exceed 48 hours.

2.102 VENTS —See Rooftop Equipment §2.71

2.103 WALLS —See Fences §2.32

2.104 WALLS – RETAINING — Committee approval is required. A single retaining wall shall not be more than 36 inches in height (measured at the exposed side) without an engineering plan. Where required by the Committee, a detailed landscape plan, indicating the size and exposure of the retaining wall, shall be provided by the Unit Owner at the time of plan review for approval. Property Owners are liable for their respective unit drainage. Retaining walls shall be constructed of brick, treated wood, natural stone or similar materials, subject to approval by the Committee. Exposed concrete retaining walls are specifically forbidden. City of Aurora permit(s) is required for this type of improvement. Copy of permit(s) must be submitted to the Association with the Architectural Improvement Request.

2.105 WELLS —Not permitted.

2.106 WIND TURBINES —Committee approval is required. Must be installed only in the backyard and not be visible from the street and in compliance with HB-08-1270.

DECLARATIONS—ARTICLE IX §7(e)

2.107 WINDOWS —Committee approval is required for all windows not of the same make or design as originally installed by builder. Submission of plans and specifications to the Committee shall include a description of the window frame material and color. Mill finish on

aluminum windows is specifically prohibited. Replacement windows shall be substantially the same as those initially installed. Permit is required for a structural change by the City of Aurora. See Section 2.41 for restrictions on greenhouse windows.

2.108 WOOD STORAGE —Committee approval is not required. Must be located in the garage, side or back yard behind privacy fence, adjacent to the house, and must be neatly stacked, and must not be located so as to block any existing drainage pattern on the unit.
DECLARATIONS—ARTICLE IX §7(b)

2.109 WOOD STOVE STACKS —Committee approval required. All new and added stove stacks shall be enclosed and shall meet the City of Aurora specifications for fire hazard compliance.

2.110 Xeriscape Landscaping —See Landscape and Maintenance §2.49

III. PROCEDURES FOR COMMITTEE APPROVAL

3.1 GENERAL —In a few cases, as indicated in the listing in the preceding Section II, a specific type of Improvement is not permitted under any circumstances. In all other cases, including improvements not included in the listing in Section II, advance or prior written approval by the Committee is required before an Improvement to Property is commenced. This section of the Regulations explains how such approval can be obtained.

3.2 DRAWINGS OR PLANS —No Improvements shall be constructed, erected, placed, planted, applied or installed upon any Unit unless complete plans and specifications therefore (said plans and specifications to show exterior design, height, materials, color, and location of the Improvements, plotted horizontally and vertically, location and size of driveways, location, size, and type of landscaping, fencing, walls, windbreaks and grading plan, as well as such other materials and information as may be required by the Committee), shall have been first submitted to and approved in writing by the Architectural Review Committee.

In the case of major improvements, such as room additions, decks, or structural changes, detailed plans should be professionally prepared by an architect, engineer, and/or draftsman and should meet Arapahoe County and/or the City of Aurora requirements. However, simple drawings and descriptions may be sufficient for other improvements. Whether done by the Unit Owner or professionally, the following Regulations should be followed in preparing drawings or plans:

(A) The drawing or plan should be done to scale, and should depict the property lines of your unit and the outside boundary lines of the home as located on the unit. Drawings made from a unit survey base are preferred.

(B) Existing Improvements, in addition to the home, should be shown on the drawing or plan, and identified or labeled. Such existing Improvements include driveways, walks, decks, trees, bushes, etc.

(C) The proposed improvements should be shown on the plan and labeled. Either on the plan, or an attachment, there should be a brief description of the proposed Improvement, including the materials to be used and the colors.

(D) The plan or drawing and other materials should show the name of the Unit Owner, the address of the home, and a telephone number where the Unit Owner can be reached.

DECLARATIONS—ARTICLE V §2

3.3 SUBMISSION OF DRAWINGS AND PLANS —A copy of the Architectural Committee (AC) Improvement Request Form (Section IV) and a copy of the drawing or plan shall be submitted to the Committee. Plans should be submitted to the Architectural Review Committee in care of the Association's property management company.

DECLARATIONS—ARTICLE V §2

3.4 REVIEW FEE —No fee is charged at this time, for review/approval of plans by the Committee. All costs for submittals shall be borne by the Owner. Any reproduction, engineering consultant fees or other fees reasonably incurred by the Association in reviewing any proposed Improvement will be assessed to the Unit Owner requesting the Improvement.

DECLARATIONS—ARTICLE V §2

3.5 ACTION BY THE COMMITTEE —The Committee will meet as required to review plans submitted for approval and covenant/regulation violation complaint letters received. A majority vote of the Committee is required to approve a request unless the Committee has appointed a representative to act for it, in which case the decision of such representative shall control. The Committee may require submission of additional information or material, and the Committee may deny the request until all required information or materials have been submitted. The Committee will contact the Unit Owner by phone, if possible, if additional information or materials are required. The Committee will act upon all requests within forty-five (45) days of its regularly scheduled meetings, or within thirty (30) days after receipt of all additional information or materials requested by the Committee, unless the time is extended by mutual agreement. All decisions of the Committee will be in writing.

If the Architectural Review Committee fails to approve or disapprove any request within thirty (30) days after the complete submission of all plans, specifications, materials and other information with respect thereto, approval shall not be required and this Article shall be deemed to have been fully complied with. DECLARATIONS—ARTICLE V §3

3.6 PERFORMANCE OF WORK —After approval by the Committee, a proposed Improvement to Property should be accomplished as promptly as possible, in accordance with the approved plans, drawings and descriptions. The work must be completed, in any event, within eighteen (18) months. Should the work not be completed within the 18-month period, a new request must be submitted prior to starting the work (except landscaping which must be completed within sixty (60) days of certificate of occupancy, unless the Committee specifies a shorter time period).

3.7 RIGHTS OF APPEAL — In the event a representative acting on behalf of the Architectural Review Committee approves or denies a request for architectural approval, any Unit Owner shall have the right to an appeal of such decision to the full Committee, upon a request therefore submitted to the Committee within thirty (30) days after such approval or denial by the Committee's representative. In the event an application for architectural approval is approved or denied by the Architectural Review Committee, whether pursuant to an original request for approval or on appeal from a decision of a representative of the Committee, any Unit Owner

shall have the right to appeal such decision to the Executive Board, if a written request for a hearing on an appeal of the same shall be submitted to the Executive Board within thirty (30) days after such approval or denial by the Committee. DECLARATIONS—ARTICLE V §4

3.8 COMPLAINTS — Should be submitted to the Executive Board, in care of the management company, in writing, and must be dated and signed by a Unit Owner.

3.9 DECLARATION PREVAILS —The foregoing Architectural Review Committee Regulations and procedures are supplementary to all of the terms and provisions of Article V of the Declaration, and shall remain in full force and effect. In the event of any actual or apparent conflict between these procedures and said Article V, the latter shall prevail. In the event that an apparent conflict between the Declaration of Covenants, Conditions and Restrictions, and local, state or federal law, the latter shall prevail.

Horizons at Towne Meadow

FOR OFFICE USE ONLY

Architectural Review Committee (ARC) Improvement Request



SEND TO: The Colorado Property Management Group,
2620 S. Parker Road, Suite 105 Aurora, Co 80014
Phone: 303-671-6402 Fax: 303-671-6430 www.withcpmg.com

DATE RECEIVED _____
CRITICAL DATE _____
DATE SENT TO AC _____
DATE RECEIVED FROM AC _____
REP _____

Name: _____ Filing: _____ Block: _____ Lot: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Work Phone: _____

Mailing address if different than proposed improvement(s) _____

My request involves the following type of improvement:

- Painting
- Landscaping
- Fencing
- Deck/Patio Slab
- Patio Cover
- Other _____
- Roofing
- Room Addition
- Drive/Walk
- Basketball Backboard

Describe Improvements: (Include paint chips, building materials, landscape plans, fence layout, and other plans or brochures for patios, decks, structures, or sheds.) _____

Planned Completion Date: _____

I understand that I must receive approval of the Architectural Committee in order to proceed. I understand that AC approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I agree to complete improvements promptly after receiving approval. I have read the instruction sheet and will comply. I also understand that I shall maintain proper drainage away from my foundation and not impede proper drainage swales on my lot when installing landscape or building improvements. Upon the completion of my improvement, I hereby authorize the Architectural Committee and The Colorado Property Management Group to enter onto my property for exterior inspection at a mutually agreed upon time.

Date _____ Homeowner's Signature _____

THIS APPROVAL DOES NOT APPLY TO DRAINAGE FROM YOUR LOT OR NEIGHBORING LOTS. CAREFUL STUDY PERTAINING TO THE PROPER DRAINAGE OF BOTH IRRIGATION AND STORM DRAINAGE SHOULD BE MADE OF YOUR LOT AND YOUR NEIGHBOR'S LOTS BY QUALIFIED INDIVIDUALS.

AC Action:
Approved as Submitted.
Approved subject to the following requirements: _____

Disapproved: _____

Architectural Committee Member _____ Date _____

PLEASE REMEMBER TO GET ANY PERMITS THAT MAY BE REQUIRED FOR YOUR IMPROVEMENT FROM THE CITY BEFORE CONSTRUCTION BEGINS