



SADDLER RIDGE METROPOLITAN DISTRICT

FREQUENTLY ASKED QUESTIONS ASKED ABOUT ARCHITECTURAL REVIEW COMMITTEE (ARC) PROCEDURES

WHAT IS THE PURPOSE OF THE ARC?

The purpose of the ARC is to maintain property values by protecting the environmental and architectural integrity of the Subdivision in accordance with the provisions of the Declaration. Most covenants state that no building, structure, or improvement of any character shall be erected, placed, added to, or altered on any lot until the building plans, specifications, and a site plan showing the location of the proposed structure or structures have been submitted to and approved by the ARC for the Association as being in compliance with the restrictions as to use, quality of workmanship and materials, nature of materials, harmony of external design and colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary lines and building lines, and within the scheme and design of Declarant.

WHAT ACTION IS REQUIRED OF HOMEOWNERS, AND WHY?

A number of homeowners have already requested and been granted approval to add improvements to their property by following the procedures outlined in the Declaration of Covenants, but there are some homeowners who have expressed surprise and consternation about having to “ask permission” to improve their own property. Your subdivision was developed and made subject to a Declaration of Covenants and all homeowners become obligated to follow the terms of the Declaration when they receive the deed to their property.

Prior to making any change or improvement, any homeowner planning to change or add to the existing structure(s) on a lot must (1) submit a request in writing to the ARC stating the details of the intended change, improvement, or need for variance, and (2) attach samples or plans that clearly describe the proposed change or addition. If any change, improvement, or action in variance from the Declaration is taken prior to written approval of the ARC, the District has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property.

WHAT TYPES OF ITEMS REQUIRE WRITTEN APPROVAL?

Some examples of improvements/changes requiring written approval from the ARC include, but are not limited to, the following. Refer to the Rules and Regulations and Guidelines for more complete details.

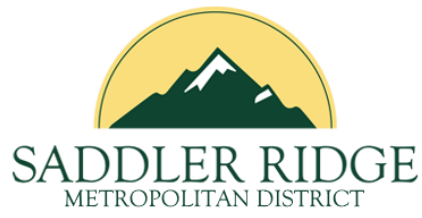
- Fences and walls
- Play structures / equipment
- Solar panels
- Pergolas, patio covers, or gazebos
- Patio, deck, concrete
- Exterior painting / shingle color change
- Major changes in landscaping
- Storage buildings
- Flagpoles, light fixtures
- Swimming pools
- Retaining walls / change of grade
- Satellites / antennae / vents

CAN THE ARC GRANT VARIANCES FOR CERTAIN DETAILS?

The ARC is authorized to grant selective variances for things such as location, height, number of improvements, materials, etc., but the homeowner must request this variance, giving reasons why it should be granted so that the ARC can make a reasoned decision.

WHY DO WE HAVE TO PUT EVERYTHING IN WRITING?

The formal request and approval process is necessary to ensure that every homeowner’s desire to improve his or her property can be given due process without discrimination. It will also provide the homeowner, the ARC, and the Association Board with a permanent record of actions taken under the Declaration.



WHAT TYPES OF PROJECTS REQUIRE A REVIEW FEE?

A \$50.00 review fee applies for certain projects. Additional review fees may be charged if the plan needs to be sent off to a professional review firm, such as in the case of new construction.

- Landscape Review and/or Fence Review, new backyard landscaping and/or significant modifications
- A home addition or any significant property improvement requiring a building permit
- Paint Color – if changing any colors from original builder scheme

WHAT DO WE NEED TO INCLUDE IN THE REQUEST?

- (1) A completed ARC Improvement Request Form
- (2) Complete and detailed building plans, including material listing, specifications, and paint color chips
- (3) A property site/plot plan showing the location of the proposed improvement

**SADDLER RIDGE METROPOLITAN DISTRICT
ARC IMPROVEMENT REQUEST INSTRUCTIONS**

In accordance with the recorded Covenants, Conditions, and Restrictions and Rules and Regulations of the District, and in order to protect each individual homeowner’s rights and values, it is required that any homeowner who is considering improvements of his or her deeded property submit the following to the ARC prior to beginning work on the planned improvements.

1. A completed ARC Improvement Request Form
2. Complete and detailed building plans, including material listing, specifications, and paint color chips
3. A property site/plot plan showing the location of the proposed improvement

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, AND 3, ABOVE) PRIOR TO BEGINNING WORK MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the ARC has the right to require the homeowner to remove the improvement from his or her property. Homeowners considering any exterior improvement to their property are urged to review the recorded deed restrictions and Rules and Regulations prior to initial request.

PLEASE FILL OUT THE FORM ON THE FOLLOWING TWO PAGES AND SUBMIT TO:

Saddler Ridge Metropolitan District

- By email: saddleridge@cgcgcolorado.com
- By fax: (970) 300-4682
- By mail / drop off: 2619 Canton Court, Suite A, Fort Collins, CO 80525

If you have any questions, please contact our office at saddleridge@cgcgcolorado.com, or by phone to (970) 484-0101 ext. 949.



SADDLER RIDGE
METROPOLITAN DISTRICT

Application for Modifications or Improvements

A. General Information:

Owner(s): _____
Property Address: _____
Email Address: _____ Phone Number: _____

B. My request involves the following type of improvement:

- Landscaping (new homes / renovations*)
- Fencing*
- Driveway or sidewalk addition or improvement
- Basketball backboard / pole
- Storm doors
- Room addition*
- Storage shed / accessory building*
- Deck / Patio / Concrete Slab
- Roofing
- Patio Cover / Awning / Pergola
- Painting (please see Section D)*
- Other _____

**A \$50.00 ARC review fee applies. Contact our office to make a payment after submitting paperwork.*

C. Description of work (include materials, kind, exterior color(s), & location of improvement)

D. Paint form for exterior paint (if applicable)

Please include a sample of the requested paint colors and fill out the below box indicating the color name and code that you are requesting for each area to be painted.

Base / Body	
Trim	
Front Door	
Accent	

E. Name and contact information of contractor or other owner representatives, if any:

F. Attachments:

- Color sample / description
- Specifications (e.g. brochure)
- Construction plans
- Photographs
- Other _____
- Plot plan
- Elevation drawings
- Architectural drawings
- Sample of materials



SADDLER RIDGE
METROPOLITAN DISTRICT

I understand that I must receive the written approval of the Architectural Review Committee (ARC) in order to proceed. I understand that the District may request additional information prior to reviewing this request. ARC approval does not constitute approval of the local building or zoning department, drainage design, structural or engineering safety and/or soundness. I understand that I may be required to obtain building or other permits prior to the commencement of any work. I agree that my failure to obtain required building or other permits/approvals will result in the withdrawal of ARC approval.

I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Board or ARC. I will not damage or alter District property at any time, and resulting damages may be repaired by the District and my responsibility to pay. Upon completion of my improvement, I hereby authorize the ARC or its delegate to enter onto my property for exterior inspection at a mutually agreed upon time, if requested. I agree that my refusal to allow inspection may result in the withdrawal of ARC approval.

I further agree that if, at any time during the process, the ARC requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approval plan and/or Covenants, I will comply with the request. I agree that my failure to comply with the request shall result in the withdrawal of ARC approval. In addition, I agree that my failure to start or complete the Improvement within the time specified on the application shall result in withdrawal of ARC approval unless an extension is requested in writing and approved in writing.

Planned start date: _____ Planned completion date: _____

Homeowner Signature

Date

Architectural Review Committee

The ARC, having reviewed the submission above, hereby find that the request is:

- Approved as submitted.
- Approved with the following provisions and/or subject to HOA governing documents: _____

Must be completed by: _____

Further information is requested: _____

Denied for the reason(s) stated below:

Improvement does not comply with governing documents: _____

Improvement is not reasonably suited for the lot.

Other reason: _____

ARC / Board Member / Authorized Representative

Date