

INTRODUCTION

WELCOME TO WILLOW SPRINGS!

This packet has been assembled in an effort to get together most of the material and information you will need to proceed in an orderly fashion in building or remodeling the exterior of a home in Willow Springs. We feel that the enclosed information will answer most of your questions. After reading this packet and the Protective Covenants for your Filing, should you have any additional questions, feel free to contact the Architectural Control Committee.

Architectural Control Committee

The Architectural Control Committee is composed of five individuals whose purpose is to review and approve all architectural plans prior to construction. Upon approval of your plans, construction or remodeling of the residence must be initiated within ninety (90) days or the plans must be resubmitted for re-approval. Construction of the residence must be completed within nine (9) months after plan approval: Once submitted, your plans will be reviewed within two (2) weeks after submittal.

WORKING WITH THE ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

Purpose

Willow Springs' Architectural Guidelines assure all residents that the homes that are built, individually and collectively, will “beautify the community.”

The visual contribution of single-family homes is as important to you and to Willow Springs as is the careful planning of parks, open spaces, golf courses, street systems, lakes, and recreation areas. All these elements combine to assure the community's residents that Willow Springs will ALWAYS be a desirable place to live.

Furthermore, the value of your home will be enhanced by the addition of nicely designed and well-landscaped homes. Real Estate agents will tell you that the value of your home is directly affected by the overall appearance of your neighborhood. Historically, thoughtful architectural design initiates and perpetuates handsome neighborhoods; valued places in which to buy.

If, in the opinion of the Committee members, there is a question as to the capability of the owner/builder to complete the house in nine (9) months, a letter of commitment from the party responsible for the construction on the site may be required to show evidence of ability to perform a timely completion of the house so that no uncompleted dwelling will affect other houses in the area.

The Architectural Control Committee seeks an overall architectural unity. At the same time, they encourage you to express your individuality in the design of your home. The following design requirements define the major architectural elements so that harmony and unity are achieved without sacrificing the individuality and character of each home.

Design Requirements

1. Protective Covenants - these documents are included in your closing papers by the Title Company, whenever property (land and/or home) is sold in Willow Springs and provide the necessary legal strength to enforce the Architectural Guidelines. They are on record with the Jefferson County Clerk's Office.

The new homeowners should familiarize themselves with the applicable covenants. They form guidelines which will be most helpful in the design of a new home.

2. To prevent loss of time and effort, we suggest that sketches of your home design showing general style and layout be submitted prior to working drawings completion and submittal.

In General A Home Should:

- a. Be professionally custom designed to match the individual site.
- b. Have interesting and complex facades and roof lines using the approved materials.
- c. Aesthetically fit the surrounding area.
- d. Be placed on the lot so as to minimize the obstruction of scenic views of other home.

General Requirements in achieving this architectural harmony are:

- A. Exterior materials - the only acceptable exterior building materials are brick, natural wood, stone and stucco. All homes shall conform to normal building practices of the Denver-Metro area.
- B. Building height - Building heights should not vary greatly in a related group of houses. The maximum height for residential structures is 30', as measured from a point which represents an average elevation between the highest and lowest point of land around the home. No structure shall exceed 45' from grade.
- C. Roofs - major roof areas should have a minimum pitch of 4" x 12. A residence may have a portion of the total structure in flat roof configuration depending on design and location of the home; however, this portion should not exceed 40 percent of the total roof, area of structure. It is desired that the roofing material shall be of concrete tile or composition metal roofing. Asphalt shingles would be considered provided they are a designer/premium grade heavy duty three or two layer shingle. Other alternative materials could be approved on an individual basis. Wood shakes are HIGHLY discouraged as an original or replacement material. This and any roofing material and color must have Board approval.

- D. **Ranch** – The ground area of the main structure, exclusive of one story open porches and garages.

Two Story - the first floor of a two-story dwelling shall be at least 1500 square feet exclusive of porch and garages with second story being at least 800 square feet.

Tri-Level - two main levels above ground shall be not less than 2000 square feet.

Bi-Level - ground floor area, exclusive of one story open porches and garages, shall be not less than 2000 square feet.

Square footage to be counted has to be above ground height. Square footage below ground level cannot be counted.

- E. Setbacks: 25' front
 10' Sides
 10' Rear

If consideration for a variance is needed, please put this request in the form of a letter to the Committee when submitting application. You will then have to apply to the County for a variance approval.

- F. Garages - a minimum double-car garage or maximum of a four-car garage is to be attached as an integral part of the home design. No garage door shall exceed 10 feet in height.
- G. Color – All exterior colors will be natural earthen tones and will be reviewed for approval by the Architectural Control Committee (including re-painting of existing homes). The committee will assess the overall color composition formed by the individual materials. Natural earthen tones are considered to be browns and warm groups.

Roof colors are to be "natural earthen tones" (preferably cedar-tone). All roof vent caps, louvers, plumbing stacks, chimney flashing, basketball backboards, downspouts, etc., are to be painted to match the color of the field or the trim.

Samples of siding, siding stain, trim color, amount of trim to be painted, brick or stone to be used shall be submitted for approval. (Samples of stain colors are available from the committee.)

- H. Garage doors - shall be wood or hardboard, or metal which is painted to match the house.
- I. Retaining walls - extreme use of retaining walls is to be avoided. Wherever necessary, a detailed landscape plan, adequately minimizing the size and exposure of the retaining wall shall be required at the time of plan review for approval. Contractor and/or property owner is liable for their respective lot drainage. Retaining walls over 3 ft. are to be designed by a registered professional engineer.
- J. Exposed concrete - must be painted the color of the siding or covered with siding.
- K. Fences - maximum height is four (4) feet above finished grade. The Architectural Control Committee encourages the design of fences, where used, to be treated as an extension of the residence's architecture, materials, and color. Six (6) foot fences may be approved for patio privacy on an individual case basis.
- L. Air conditioning - rooftop air-conditioning units and/or swamp coolers are not allowed unless totally enclosed and out of general view.
- M. Solar panels are allowed if they are an integral part of the roof and architecture and are built in or attached to the roof.

Landscaping requirement

- A. Within twelve (12) months of occupancy of any home, the landowner must have substantially completed the landscaping of his lot. A plan must be submitted to the Architectural Control Committee for approval.
- B. Front and side yard landscaping shall include, but not be limited to: the planting of lawn grass seed, sod or other appropriated ground cover, appropriated shrubbery and mulched areas, and the construction of drainage improvements. (See drainage section, page 8). The definition of the word "appropriate", as used above, can, in most cases be defined as being of what would generally be

considered "good taste", locally available nursery stock or material, and compatible with established landscaping on adjacent lots. Natural landscaping is encouraged.

- C. Landscaping in the rear of lots adjacent to open space should blend with the natural materials of that open space. If grass or sod is used, there should be a transition material between the lawn and the open space. Use of natural ground cover and shrubs which are indigenous to the area is encouraged.
 - D. Maintenance: All home owners are expected to maintain their landscaped areas with regular fertilizing, watering, mowing and pruning of grass, trees and shrubbery. Diseased trees must be removed by the homeowner within a reasonable time after the diseased condition is discovered. However, no healthy tree can be removed, or any other major change be made to a lot's landscaping without approval of the Architectural Control Committee.
- 3.
- E. Willow Springs is in full agreement with the Denver Water Department's Xeriscope concept. The Xeriscope concept is a landscaping system which uses plants which require little water and limits the areas of grass, especially bluegrass, which requires large amounts of water. More information about this system can be acquired from the Architectural Committee or from the Denver Water Department.

Additional Guidelines

1. House numbers - should be located in a position clearly visible and legible from the street. House numbers are assigned by the County Building Department.
2. Mail boxes - are grouped in several locations Contact the U.S. Postal Service for locations.
3. Refuse - must be kept out of sight except on collection days. Storage areas for refuse are to be built into garages. While under construction, trash and debris should be removed weekly. Failure to control trash will result in a "Stop Work Order" being posted on the site by the Jefferson County Building Inspector and no further work will be permitted until complied with. (See page 8 for further information).
4. Antennas - Willow Springs has been planned with all utilities underground. Outside antennas would mar the skyline and are not approved for use. They must be concealed within the house. Approval must be received from the Architectural Committee and/or the Property Owners Association for installation outside.
5. Satellite Antenna' - Willow Springs has been designed to create a living atmosphere in harmony , as much as possible, with nature. Satellite dish antennae are an eye sore and disrupt the scenic views that make Willow Springs so desirable. If a satellite antenna is to be placed on the property, it must be designed with an architectural or landscape enclosure to hide the dish from view. All satellite dish antennae installations must be approved by the Architectural Committee and the Property Owners Association.
6. Clothes lines - must be hidden from view of the street and other houses.

7. Driveways - all driveways leading from the street to a resident's home or property are to be constructed of permanent, hard-surfaced paving (i.e. asphalt, concrete, «minimum depth of 4"» or brick, etc.) and must connect to the paving on the street. Area between road pavement and the property line must be asphalt. Culverts or pans must be installed as approved on the plot plan.
8. Remodeling - all exterior modifications and/or additions to the original approved plans, including color changes and major landscape changes must be submitted to the Architectural Control Committee for approval; this includes any exterior color changes.
9. Construction commencement - construction of, the approved residence must be initiated (exclusive of the foundation) within ninety (90) days after approval or the plans must be resubmitted for reapprove. Construction must be completed within 9 months.
10. Incinerators - outside incinerators are NOT ALLOWED. Signs - no sign of any kind shall be displayed to the public view on any lot except one sign of not more than five square feet advertising the property for sale or rent or signs used by a builder to advertise the property during construction or sales period. A one square foot maximum sign can be used for the owner's name and house number. if the sign matches the house design and color. Sanitary facilities during construction - Jefferson County requires that every builder furnish: temporary facilities within/300 feet of the construction site. In Willow Springs these facilities must be on the owner's lot. .
11. Dog Control - Jefferson County prohibits dogs from running at large and from being off the premises of its owner and not under their control. (A copy of the Jefferson County Resolution can be reviewed at the Jefferson County Commissioners Office in the Jefferson County Courthouse). Contractors and subcontractors are forbidden to bring dogs into the development.
12. Off-street parking MUST be provided for all vehicles parked overnight. Campers, boats, pickups, vans and other recreational vehicles shall not be stored on the owner's property unless stored inside the garage.

END ACC GUIDELINES

GENERAL BUILDING INFORMATION

WILLOW SPRINGS ACC PLAN REVIEW FEE AND COMPLIANCE DEPOSIT:

A \$1,000 review fee is required for Architectural Committee review of all new home construction. The non-refundable plan review fee is \$100 and the Compliance Deposit is \$900. This amount will be refunded upon request within a period of twenty- one (21) months from date application is approved by the ACC provided:

- a. The dwelling is completed within nine (9) months according to plans and application approved by the ACC.
- b. Hard-surface driveway is completed.
- c. Grading completed including drainage, and lot seeded.
- d. Landscaping substantially completed within twelve(12) months after the home is occupied.

Compliance with trash clean-up as outlined;

Failure to comply with any and all of the above could result in forfeitures of the Compliance deposit and/or possible legal action.

TRASH CLEAN UP AND GARBAGE DISPOSAL DURING CONSTRUCTION

All garbage and waste material must be kept in a container 8' x 12' x 4' to prevent debris blowing away. Containers should be emptied weekly.

1. Careful attention must be given not to pile dirt and/or materials on adjacent lots or greenbelts. ALL VEHICLES AND EQUIPMENT MUST BE KEPT OFF ADJACENT LOTS AND GREENBELTS. LOT OWNERS AND/OR CONTRACTORS WILL BE HELD RESPONSIBLE FOR ALL DAMAGES TO ADJACENT LOTS AND GREENBELTS AND CHARGED FOR REPAIR OF THE DAMAGE.
2. The contractor and/or lot owner will have seventy-two (72) hours after notification to repair the damage or accomplish the clean-up. After that period of time, the Architectural Control Committee will make arrangements to have the damage repaired and/or the clean up done and deduct the total expenses, including labor, from the Compliance Deposit. Should the deposit be insufficient to cover the cost of repairs, the Property Owner's Association reserves the right to take legal action to obtain reimbursement for any excess costs involved.
3. Ready-mix trucks should be cleaned on the building site after delivery of concrete, NOT ON THE ROAD, DITCH, OR ROAD RIGHT-OF-WAY OR ADJACENT LOTS. Care should be taken to avoid damage to asphalt pavement by ready-mix trucks or other heavy equipment and to keep ditches open to permit proper drainage.
4. Utility cuts in pavement shall be cut and not ripped. BUILDERS WILL BE HELD RESPONSIBLE

FOR ROAD DAMAGE DUE TO NEGLIGENCE IN THIS AREA.

SOILS AND FOUNDATION INVESTIGATION

Responsibility for obtaining necessary soils and foundation investigation lies with the owner or builder.

Drainage

Drainage control within Willow Springs in streets and between lots is extremely important. The soils within our community are very erodible and care must be taken to prevent erosion from lots. Due to this, a drainage plan must be submitted with building plans for consideration by the Architectural Control Committee. The drainage design should direct water to the street ditch or to a ditch adjoining the lot. A temporary or permanent grass cover shall be seeded and mulched over the entire lot within 30 days after construction is completed, if completion is within April 1st. to Nov. 1st., or by May 1st. if construction is completed from Nov. 1st. through April 1st.

See:

Willow Springs Property Owner's Association Covenants exhibit C paragraphs 10 and 32, and Willow Springs Block 3 Property Owner's Association Covenants, Article 2 sec. 2.01.

Responsibility

The prime contractor or the owner acting as the prime contractor shall be responsible for the actions of all subcontractors.

APPLICATION TO THE W. S. ARCHITECTURAL CONTROL COMMITTEE

DOCUMENTS REQUIRED FOR SUBMITTAL Complete application.

Photographs - color photo of houses located on adjacent lots and directly across the street, illustration view from the street, with lot description on back of photo.
Vacant lots need not be photographs:

Attach check for \$1,000 payable to Willow Springs ACC. (\$900 for compliance deposit and \$100. Nonrefundable plan review.)

Plans (2 sets)

- a. Site plan (Submit 2 drawings) - indicate 2' existing contour intervals (no smaller than 1"=10); indicate finish-grading plan, size and location of existing trees, building location showing setbacks (from the property lines) on all sides, drainage plan, designed by a registered Professional Engineer, with flow direction, location of Drainage exit from lot, and proposed landscaping.
- b. Indicate complete lot description (lot, block, filing) on both sets of plans.

- c. Indicate driveway location (must be hard-surfaced), Walks, patios and fences.
- d. Floor plans, indicating all exterior dimensions with square footage of finished space on each floor clearly indicated. Include building section.
- e. Exterior elevations (all 4), indicating siding materials, window and garage door material. The elevations pictured must be a precise representation of the elevations to be constructed. Verbal or written descriptions of changes to the elevations submitted are not acceptable.
- f. Indicate roofing material. Submit samples
- g. Color Samples (Including exterior brick or stone). One complete set of all exterior colors in the form of samples or color chips, with detailed information as to the location of that color, brick, stone, siding, trim, etc. Must be included. Actual proposed brick and stone samples are required.
- h. Signed Compliance Agreement

Caution: Any and all substitutions and/or alterations in the materials submitted for approval must be re-submitted prior to instituting such changes. Builders, please inform your homeowners that this is a requirement of the protective covenants for Willow Springs and compliance is mandatory.

APPLICATION FOR ACC REVIEW

Two (2) pages

Builder's Name: _____ Phone: _____

City: _____ State: _____ Zip: _____

License Name: _____ Number: _____

Permit: _____ Date Issued: _____ JEFECO Y N

Total finished square footage ground floor:

Square footage by floor: 1. _____ 2. _____ 3. _____ Other: _____

Total finished area:

Unfinished Basement:

I have read and agree to comply with the Architectural guidelines outlined in the Builder's Packet. I have reviewed the Protective Covenants pertaining to the above referenced lot, as recorded in the land records of Jefferson County, especially as to the authority of the Architectural Control Committee and its inherent power to enforce the Protective Covenants. I further understand that the provisions of these Covenants and the Conditions imposed in the construction of this house by the Architectural Control Committee, if approval is granted, are enforceable in the court of law.

I understand that the \$900 Compliance Deposit will be refunded to me upon request within a period of 21 months from date application is approved by the Committee provided:

- a. The dwelling is completed within 9 months according to plans and application as approved by the Architectural Control Committee.
- b. Hard-surface driveway is completed.
- c. Grading is completed and landscaping is initiated.
- d. Compliance with trash clean up.
- e. Over lot seeding in lieu of landscaping is completed.
- f. Drainage construction is completed. I understand that failure to comply with *any* and all of the above could result in forfeiture of the Compliance Deposit and/or possible legal action.

DISCLAIMER

Approval of plans by this committee only states that the house meets the standards set forth in these guidelines., No. guarantee of structural integrity or building code compliance is stated or

implied.

I understand that failure to comply with any and all of the above could result in forfeiture of the compliance deposit and / or possible legal action.

Property Owner Name Printed: _____

Builder Licensed Contractor Name and license number: _____

AGREED TO:

Property Owner

Date

Builder

Date

COMPLIANCE AGREEMENT

Attention All Owners and Contractors

Willow Springs Country Club and the Home Owner's Association requires your cooperation in keeping the development safe, clean, and presentable to homeowners, prospective buyers and visitors. As Owners and General Contractors, we ask your help in the following areas. Please share this request with your sub-contractors and suppliers.

1. Willow Springs is a private community. All open space and streets are privately owned.
2. Please observe the 25 MPH speed limit at all times.
3. No dogs are allowed on job site, and please no loud radios.
4. A dumpster is required at all times and all trash is required to be placed in the dumpster and the dumpster should be covered to prevent the wind from spreading trash throughout the development.
5. Site should be cleaned daily.
6. Before digging for utilities, check with the Willow Springs office and with Xcel Energy. Xcel will stake your property so no accidents happen.
7. Water meters must be inside the property line, and value boxes on the property line.
8. Survey pins must be easily located and marked at all times, and be visible and marked when the job is finished. If not the cost of re-staking and survey will be charged to the lot owner's architectural deposit.
9. 15" Driveway culverts are required and are to be located 3'in from the property line.
10. Cement trucks are NOT to be washed out on roads, vacant lots, drainage ditches or on open space.
11. Vehicles must use roads only. Please do not start ruts and paths on vacant property.
12. Each contractor must furnish a portable toilet for his crew.
13. Permission must be obtained from other lot owners before dirt is placed on or removed from those lots and before driving on other lots.
14. Please do not remove dirt from the Willow Springs Development. If you need a place to stockpile or dump extra dirt, please contact the ACC and we will provide a suitable place to either temporarily, or permanently dump excess dirt.
15. This compliance is REQUIRED. At any time the ACC does not feel the General Contractor is not making a good faith effort to comply, a fine may be assessed to the Property Owner.

I have read this compliance agreement and I agree to abide by its contents.

Contractor Name

Permit #

Date