

## DESIGN GUIDELINES PROCESS & PROCEDURES

Harvest Master Association

Effective March 2, 2024

### **Purpose of the Master Declaration**

The Master Declaration Article V Design Review Committee Section 5.1 Committee and Guidelines states there is hereby established a Design Review Committee, which shall be responsible for the establishment and administration of Design Guidelines to facilitate the purposes and intent of this Declaration. The DRC may issue and enforce separate and distinct Design Guidelines applicable to a specific Project or other area within the master planned community of Harvest, as well as Design Guidelines that relate to Harvest generally. The DRC reports to and serves at the pleasure of the HAM Master BOD. Further, the DRC may amend, vary, repeal and augment the Design Guidelines from time to time; in the DRC's sole discretion but should only make changes based on concerns for good planning and design, the aesthetic, architectural, and environmental harmony of Harvest, or other factors as necessary or desirable to fulfill the intent of the Design Guidelines. The Design Guidelines shall be binding on all owners and other persons governed by this Declaration. The BOD may appoint, remove, or replace any member at any time.

Although not required, it is recommended that a member of the Master BOD be a DRC member and serve as a liaison between the DRC and the BOD. The optimum makeup of the committee would be three single family home members and two town home members since the majority of the applications come from single family owners.

Committee members must read this Design Guidelines Process & Procedures as well as section V of the Covenants at the first DRC meeting after a new member is appointed by the BOD as well as once a year at their first meeting of the year. If they are not meeting in person as a committee, they will schedule a meeting with the BOD for this review of the Guidelines. This will assure that all committee members are aware of the guidelines.

### **Abbreviations:**

BOD: Master Board of Directors

CCRs: Master Association Declaration of Covenants

DRC: Design Review Committee

DRR: Design Review Request

HAM: Harvest Master Association

HO: Homeowner

### **Proposed Improvements**

The DRC shall review, study, and either approve or reject proposed Improvements on the Property as stated in the Declaration of Covenants Section 5.3. No Improvement shall be erected, placed, reconstructed, replaced, repaired, or otherwise altered, nor shall any

construction, repair, or reconstruction be commenced until plans for the Improvements shall have been approved by the DRC; provided, however, that Improvements that are completely within a building may be undertaken without such approval. All Improvements shall be constructed only in accordance with approved plans.

As in the Declaration Section 2.25 Improvement(s) shall mean all buildings, parking areas, loading areas, fences, walls, hedges, plantings, lighting, poles, driveways, roads, ponds, irrigation facilities, lakes, swimming pool and related facilities, park improvements, facilities and equipment, signs, changes in any exterior color or shape, excavation and all other site work, including, without limitation, grading, road construction, utility improvements, removal of trees or plantings, and any new exterior construction or exterior improvement which may not be included in the foregoing. Improvement(s) does not include turf, shrub, or tree repair or replacement of a magnitude which does not change exterior colors or exterior appearances. Improvement(s) does include both original improvements and all later changes and improvements.

A DRR (see pp.11-12), accompanied by drawings and/or plans for the proposed improvement(s), must be submitted to the Design Review Committee through MSI at MSI, LLC, 8201 Spinnaker Bay Drive, Suite D, Windsor, CO 80528, Attn: Stefanie Bartz. **Written approval** must be obtained **before** the improvements are made.

### **Maintenance Responsibility**

HO shall be responsible for the maintenance of any approved alteration or addition added to original house or property.

### **Compliance with Governmental and Other Regulations**

The HO is responsible for obtaining all necessary permits and locating utilities, as required, for the proposed improvement. To locate utilities, call Utility Center of Northern Colorado at 811 or 1-800-922-1987.

Approval of plans by the DRC does not constitute compliance with the requirements of local, zoning, health, safety, fire or electrical codes as determined by such governmental and/or regulatory agencies. The HO is responsible for ensuring that all Improvements comply with all applicable laws, ordinances, codes, rules, regulations and engineering standards.

### **Design Review Procedures**

- Article 5, Section 5.1 through 5.13 of the CCRs requires an owner to submit to the DRC, prior to the commencement of work on any proposed improvement, description, plot plans, construction plans, specifications and samples of color, etc., as the DRC shall reasonably request, showing the nature, kind, height, width, color, materials and location of the proposed improvement.

- In the case of a major proposed improvement, such as room addition, deck or structural change, detailed plans should be professionally prepared.
- Plans and drawings should be done to scale and should depict property lines and outside boundary lines of the house as located on the parcel.
- Existing improvements should be included in the drawing/plan such as decks, walks, landscaping.
- HO's name, address and telephone number should be placed on all submitted drawings/plans.
- No fee is charged for the review of plans for a proposed improvement by the DRC. However, any reasonable engineering or consultant fees or other fees incurred by the DRC in reviewing any proposed improvement will be assessed to the HO requesting approval. The DRC may require the payment of such fees before processing and reviewing a DRR.
- The DRC meets as required to review plans submitted for approval. The DRC may require submission of additional information or material and the DRR will be tabled until all required information/materials have been submitted. In such event, the DRC will provide notice to the applicant that the DRR is incomplete and specify the information needed by the DRC to move forward with its evaluation.
- The DRC shall exercise reasonable efforts to approve or disapprove plans submitted to it within thirty (30) days after submission. All decisions of the DRC will be in writing.
- After receipt of DRC approval, the proposed improvement project should be accomplished as promptly as possible and within the time specified on the approved, signed DRR.
- The Design Guidelines and procedures are supplementary to all the terms of and provisions of the CCRs. In the event of any actual or apparent conflict between these procedures and the CCRs, the CCRs shall prevail.
- These guidelines are meant to represent the Harvest Master Association and not the Subassociation. The Harvest Subassociation has their own separate Design Guidelines.

### **Specific Types of Improvements**

The following alphabetical list covers, but is not limited to, a wide variety of proposed improvements. The HO shall submit a DRR, accompanied by drawings or plans for the proposed improvement.

### **Addition and Expansion:**

1. The HO shall submit a DRR, detailed plans and specifications, including description of materials to be used, plan and elevation drawings showing dimensions, setbacks, roof slopes, etc.
2. Additions and expansions must be of the same architectural style, quality and color as that of the home and the siding must be essentially the same as the house siding.

**Address Numbers:**

DRC approval is required to install a different style house number and/or relocate the address numbers to a position different from that originally installed by the builder.

**Air Conditioner/Evaporative Cooler:**

1. Air conditioning equipment must be ground mounted on a pad and installed in the rear or side yard.
2. Location of evaporative coolers requires approval of the DRC.
3. The equipment should be installed in such a way that any noise to adjacent homes is minimized.
4. All electrical and/or water lines to and from the unit must be installed interior to the home.
5. Submit a DRR with plans or drawings including the unit's specifications to the DRC for approval.
6. An Air Conditioner/Evaporative Cooler with the same size, style, and location does not require a DRR.

**Awning/Patio Awning:**

1. The HO shall submit a DRR with drawings of the awning depicting its location, dimensions and composition.
2. No restrictions on color or pattern but a color sample of the home and the awning still must accompany the DRR.
3. Metal and fiberglass awnings are not permitted.
4. HO must replace awning when materials become faded or worn.
5. Note that townhomes further require subassociation guidelines.

**Basketball Backboard:**

1. All basketball fixtures, both permanent and movable, must be approved by the DRC
2. Approval is required to consider location, size, safety, and proximity to adjacent lots

**Clothesline:**

Per City of Fort Collins Ordinance, Sec.12-122, Promotion of Conservation, retractable clotheslines are permitted in backyards.

**Deck:**

1. HO shall submit a DRR, a copy of the site plan showing the house, associated elements, property lines, significant existing vegetation and plan for the proposed deck, indicating location and dimensions, materials, color and finish.
2. Paint or stain color must be approved by the DRC.
3. Decks must be installed as an integral part of the home and patio area.
4. Construction of decks over easements is not permitted.
5. HO is responsible for maintaining original drainage patterns established by builder.

**Energy Saving Measures:**

Colorado Revised Statute 38-30-168 promotes the use of certain solar and wind energy generating devices. Associations cannot prohibit installation of such devices. See section 38-33.3-106-7 of this law for details.

**Exterior Doors:**

1. Any changes to the exterior door(s) require a DRR be submitted with accompanying description, photos and/or brochure.
2. Color must be non-metallic and a solid color.

**Exterior Lighting:**

1. New lighting which differs in style or character from that originally installed by the builder needs to be approved by the DRC.
2. HO shall submit a DRR and drawings or pictures of light fixtures, including the planned location for the lights.

**Fence:**

1. A DRR and a plot plan or other illustration showing location of the fence must be submitted by the HO.
2. Fence accents such as gates and lattice toppers must be illustrated.
3. Step-downs or step-ups for front yard facing portions must be clearly shown.
4. Approved fencing consists of solid or picket white vinyl fencing at least three (3) feet in height and not to exceed four (4) feet in height unless extended by one foot topper as described below: Four (4) foot solid white vinyl fencing may be extended to five (5) feet total using a 1-foot lattice top. Four (4) foot straight picket fencing may be extended to five (5) feet total with a matching one (1) foot picket top with a horizontal separator at the four (4) foot level. No fence of any kind higher than five feet will be approved.
5. Fences must be set back 2 feet from alleyways and city sidewalks.

**Flag/Banner:**

1. Colorado Statute HB21-1310 promotes the use of flags and yard banners. Associations cannot prohibit or regulate the display of flags on the basis of their subject matter, message, or content.
2. The American flag may be displayed on the property, in windows and on balconies if the display complies with the Federal Flag Code, 4 U.S.C. 4 to 10. Please refer to CCRs, Sec. 6.12.
3. The American Flag is restricted in size to as large as four (4) by six (6) feet , as long as flown in accordance with Federal Flag Code.
4. The size of all non-American flags can measure up to three (3) feet by five (5) feet.
5. Flagpoles are allowed on private property and cannot exceed 18' in height. Placement of the flagpole must receive DRC approval.

**Gazebo and/or Yard Arbor:**

1. Gazebos and/or Yard Arbors are subject to approval for size, location and construction.
2. Stain or paint color must be approved by the DRC.
3. The structure shall not exceed a single story in height.
4. HO must submit a DRR and attach plans/drawings for the structure.

**Handrail:**

1. Submit DRR to include details and picture.
2. Approved handrail colors are white, cream, almond, black or color/trim color of home.
3. Handrail material for single-family properties can be any material provided approval of DRC.

**Hot Tub/Spa/Jacuzzi:**

1. This equipment must be in the rear yard or well-screened in the side yard; it must be an integral part of the deck or patio area.
2. The HO shall submit a DRR accompanied by drawings showing placement & dimensions of the hot tub/spa/Jacuzzi.

**Landscaping:**

1. Changes to the home's originally approved landscape design must be approved by the DRC.
2. A DRR accompanied by detailed plans including a list of proposed materials and a copy of the original landscape design shall be submitted by the HO.
3. Underground manual or automatic irrigation systems should not be installed within five feet of the foundation. No modification of the HOA systems is allowed.
4. Per City of Fort Collins regulations, gravel, rock or soil piles left in front or on visible sides of property, in the street or in the driveway shall be left no longer than 5 days. Piles shall not be left in the alleyways. Leaving such piles in the street is not suggested.
5. Delivery and placement of landscape materials shall not damage greenbelt or entry/median areas. HO will be financially responsible should such damage occur.
6. In accordance with Colorado SB23-178 and municipal regulations, the HOA cannot restrict the use of xeriscaping.

<https://leg.colorado.gov/bills/sb23-178>

**Painting:**

1. All painting, regardless of color change or refreshing existing color, requires approval from the DRC.
2. All dwellings and other structures shall be stained or painted in such colors as approved by the DRC. Refer to the approved color palette for color selection.
3. Siding, accent, trim, garage door, and entry doors must be from a single color palette.
4. Entry door colors can be any solid color within or in addition to the approved color palette and must receive DRC approval. No painted color sample on the home or door is required.

5. HO shall paint samples of new colors on their garage door and label them "siding", "trim", "accent", and "garage door".
6. Change in existing dwelling colors shall be different from adjacent homes or those directly across the street.
7. Only flat/satin paint is allowed – no gloss, or shiny paint.
8. The DRC cannot restrict the number of approved color palettes to be less than 25.

#### **Patio:**

1. Patios must be installed as an integral part of the home.
2. Construction of patios over easements is not permitted.
3. HO shall submit a DRR, a copy of the site plan showing the house, associated elements, property lines, significant existing vegetation and plan for the proposed patio, indicating location and dimensions, materials, color and finish.
4. HO is responsible for maintaining original drainage patterns established by builder.

#### **Patio Cover/Roof:**

1. Patio cover/roof must be attached to house.
2. Wooden and vinyl lattice products are permitted for use as patio covers.
3. If wood is used, the lumber must have a decorative cut to the end and must be stained, sealed and properly maintained.
4. If shingled, patio roof must be shingled to match the house.
5. Fiberglass cover/roof is not permitted.
6. A DRR and detailed plans must be submitted to the DRC for approval indicating location dimensions, materials, color, and finish.

#### **Pergola:**

1. HO must submit DRR and include specific dimensions, color, construction materials, a detailed drawing and any other information that would assist the DRC in reviewing your request.
2. Lumber must have a decorative cut to the end.

#### **Pet Doors:**

1. Installation of a pet door requires DRC approval.
2. Pet doors shall be installed on doors or walls leading to a contained fenced area, excluding front entry doors.

#### **Pet Runs / Enclosures:**

1. No pet runs or other enclosures for the containment of dogs or other pets shall be permitted on any lot.
2. Owners in need of such an enclosure are encouraged to submit a DRR to fence the perimeter of the rear yard.

3. No invisible fences or similar restraints may encroach upon any portion of the Common Elements.

### **Recreation and Sports Equipment:**

1. Installation of all recreational or sports equipment intended to consecutively stay outside for more than 1 week requires DRC approval.
2. The HO shall submit a DRR accompanied by plans, drawings, dimensions of the recreational sports equipment.
3. The height should not exceed 10 feet.
4. Tree houses are not permitted.
5. Trampolines can only be installed in fenced areas.

### **Roof:**

1. Changes to the original roof shingle color of the home must be approved by the DRC.
2. Submit a DRR accompanied by composition of shingles and color sample.
3. Shingle choice must comply with the aesthetic, architectural, and environmental harmony of Harvest.

### **Satellite Dishes and Antennas:**

The Telecommunications Act of 1996 states that certain antennas, and satellite dishes that are less than one (1) meter in diameter, are allowed and therefore DRC approval is not required. The Act allows community associations to enforce restrictions that do not impair the installation, maintenance, or use of types of antennas/dishes identified in said Act. With this in mind, the DRC has issued the following guidelines:

1. Installation of satellite dishes and antennas not covered by the Telecommunications Act of 1996 require DRC approval.
2. Satellite dishes and antennas shall be located in the most concealed location that allows for reception.
3. Wiring penetrations through the exterior shall be located as close as reasonably possible to the satellite dish or antenna to minimize exposure of wires to neighbors or the public. Any external wiring shall run in horizontal or vertical lines and tight to the exterior.

### **Shed:**

1. Shed shall be allowed only in rear or side yards.
2. Shed shall not be more than one story in height, nor larger than 120 square feet.
4. Shed must match or add to the aesthetic of dwelling.
5. No metal sheds shall be permitted.
6. A DRR and detailed plans must be submitted to the DRC for approval indicating location dimensions, materials, color, and finish.



**Shutters – Exterior:**

1. Exterior shutters must be the same materials and painted to match the color scheme of the exterior of the home.
2. A DRR must be submitted with drawings, photos or color brochure of the shutters and color sample.

**Sidewalk Connectors:**

1. Walkways between the common sidewalk and a curb require approval by the DRC.
2. Materials used shall be of a size, shape and weight that will allow for stability and which will not interfere with mowers and other maintenance equipment.
3. Sidewalk connectors may not exceed the height of existing concrete walk/curb.
4. Color of materials should be compatible with the aesthetics of the community.
5. The HO is responsible for maintenance and/or repairs.

**Siding:**

1. Submittal of a DRR is required.
2. Siding must be of similar material or construction of siding installed by the original builder.
3. Siding must be painted according to the approved color palette of the dwelling.
4. Aluminum, vinyl, and steel siding are not permitted.

**Skylight:**

Plans and a DRR must be submitted for approval to the DRC.

**Storm/Screen Door:**

1. Storm and/or screen door installation requires DRC approval.
2. Drawings, photos/brochure and the color of the door must be included in DRR.
3. Color of Storm and/or screen door shall be compatible with the aesthetics of the dwelling.

**Wooden Screen:**


1. A DRR and detailed plans must be submitted to the DRC for approval indicating location dimensions, materials, color, and finish.
2. Wood/lattice is permitted to screen patios and in the makeup of pergolas, arbors, arches and planter boxes.
3. Patio screening will be approved or disapproved based on Declaration 5.3.1.
4. All wooden structures must be maintained in a sightly manner and must have a stain and/or sealant applied to them. Stain and/or paint color requires approval of the DRC.

### Presidents Certification

The undersigned, being the president of the Association, a Colorado Nonprofit Corporation, certified that the forgoing Resolution was approved and adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors of the Association on November 1, 2023 and in witness thereof the undersigned has subscribed his or her name.

Harvest Master Homeowners Association  
A Colorado nonprofit corporation.

James Boyd  
President



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04/25/2024

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Signature Date

Harvest Master Design Review Committee

Kyle Carson  
Chairperson



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April 24, 2024

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Signature Date