

PRAIRIE VILLAGE OWNERS  
ASSOCIATION, INC

ARCHITECTURAL DESIGN GUIDELINES

REVISED: January 8, 2020

## TABLE OF CONTENTS

I.	INTRODUCTION.....	4
1.01	Basis for Guidelines .....	4
1.02	Contents of Guidelines.....	4
1.03	Architectural Review Committee.....	4
1.04	Committee Address and Phone .....	4
1.05	Effect of Community and Supplemental Declarations .....	4
1.06	Effect of Governmental and Other Regulations .....	4
1.07	Interference with Utilities .....	5
	Who Do I Call? .....	5
1.08	Goal of Guidelines.....	5
II.	SPECIFIC TYPES OF IMPROVEMENTS-GUIDELINES. ....	5
2.01	General.....	5
2.02	Address Numbers .....	5
2.03	Advertising.....	5
2.04	Air Conditioning Equipment.....	5
2.05	Alleyways. The general intent and look of the alleyways is to be free of any moveable objects. Freestanding objects (i.e., trash receptacles, basketball hoops, etc.) will not be permitted to be placed in the alleyways. ....	6
2.06	Ancillary Structures .....	6
2.07	Antennae .....	6
2.08	Awnings.....	7
2.09	Balconies.....	7
2.10	Basketball Backboards and Portable Hoops .....	7
2.11	Birdbaths .....	8
2.12	Birdhouses and Bird.....	8
2.13	Carports.....	8
2.14	Clothes Lines and Hangers.....	8
2.15	Compost.....	8
2.16	Decks. Approval is required. ....	8
2.17	Dog Houses.....	8
2.18	Dog Runs .....	8
2.19	Doors and Door Trim.....	8
2.20	Drainage.....	9
2.21	Driveways.....	9
2.22	Evaporative Coolers.....	9
2.23	Exterior Lighting .....	9
2.24	Fences.....	9
2.25	Flagpoles.....	9
2.26	Gardens- Flower or Vegetable.....	10
2.27	Gazebos.....	10
2.28	Grading and Grade Changes.....	10
2.29	Greenhouses.....	10
2.30	Hot Tubs and Jacuzzis.....	10
2.31	Landscaping .....	10
2.32	Latticework .....	11
2.33	Outbuildings/Temporary Structures .....	11
2.34	Painting .....	11
2.35	Patio Covers.....	12
2.36	Patios .....	12
2.37	Paving .....	12

2.38	Play Structures and Sports Equipment.....	12
2.39	Playhouses.....	12
2.40	Pools.....	12
2.41	Roofs.....	12
B.	Roof Equipment.....	13
D.	Roofing Materials.....	13
2.42	Satellite Dishes.....	13
2.43	Seasonal Decorations.....	13
2.44	Sewage Disposal Systems.....	13
2.45	Sheds.....	13
2.46	Exterior Shutters.....	13
2.47	Siding.....	14
2.48	Signs.....	14
2.49	Solar Energy Devices.....	14
2.50	Statues.....	14
2.51	Trailers/Boats/Vehicles.....	14
2.52	Tree Houses Trash Containers, Enclosures and Pickup.....	14
2.53	Tree Houses.....	14
2.54	Utility Equipment.....	14
2.55	Walls, Including Walls of Residence and Retaining Walls.....	14
2.56	Weather Vanes and Directionals.....	15
III.	PROCEDURES FOR COMMITTEE APPROVAL.....	16
3.01	General.....	16
3.02	Drawings or Plans.....	16
3.03	Submittal Requirements.....	17
3.04	Action by the Architectural Review Committee.....	17
3.05	Prosecution of Work.....	17
3.06	Rights of Appeal.....	17
3.07	Questions.....	17
4.01	General.....	17
4.03	Soils/Drainage/Grading.....	18
4.04	Soil Preparation.....	18
4.05	Retaining Walls.....	18
4.06	Climate.....	19
4.07	Screening Views and Directing Winds.....	19
4.08	Rockscapes.....	19
4.10	Paved Areas.....	19
4.11	Shade.....	19
4.12	Landscape Materials.....	20
4.13	Mulches.....	20
4.14	Landscape Maintenance.....	20

## I. INTRODUCTION.

**1.01 Basis for Guidelines.** These Architectural Guidelines are intended to assist homeowners living in Prairie Village in implementing exterior changes to their Lot. The Amended and Restated Prairie Village Declaration of Covenants, Conditions and Restrictions (“Declaration”) requires prior approval from the Architectural Review Committee (“Committee”) before the construction, installation, erection, or alteration of any structure, modification to the structure, landscaping or any other improvement to the Lot in Prairie Village shall be made. As clarified in further detail in Section 6.1 of the Declaration, before adding, relocating, removing or installing any structure, fence, wall, exterior lighting, landscaping, or other exterior improvement on the Lot, or modifying any of the foregoing, including paint colors, unless complete plans and specifications are submitted to the Committee, and its prior approval obtained. To assist homeowners, the Board of Directors has established certain pre-approved designs for several types of improvements and to exempt certain improvements from the requirement for approval. This booklet contains the architectural guidelines (“Guidelines”) established by the Board of Directors with respect to changes to your Lot.

**1.02 Contents of Guidelines.** In addition to the introductory material, these Guidelines contain (A) a listing of specific types of improvements which homeowners 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; (C) Some helpful landscaping ideas and information.

**1.03 Architectural Review Committee.** The Architectural Review Committee is to consist of at least three (3) members, all of whom are appointed by the Board of Directors of the Association and are to review requests for architectural approval or disapproval. In these guidelines we use the term “Committee” interchangeably with Architectural Review Committee.

**1.04 Committee Address and Phone.** The address and phone of the Committee will be same as the address of the Association or management company, which is currently: c/o Flagstaff Management Company, 900 Coffman Street, Suite D, Longmont, CO 80502. Phone: 303-682-0098 (“Management Company”).

**1.05 Effect of Community and Supplemental Declarations.** The Declaration is a document governing property within Prairie Village. Particular areas or groups of Lots become part of the Community Association by annexation. Copies of the Declaration including amendments are available at any time from the Association through its management company and on the website: <http://flagstaffmanagement.com/prairie-village-owners-association/>. Each homeowner should review and become familiar with the Declaration including amendments. Nothing in these Guidelines can supersede or alter the provisions or requirements of the Declaration and, if there is any conflict or inconsistency, the Declaration as amended will control.

**1.06 Effect of Governmental and Other Regulations.** Use of property and any improvements must comply with applicable building codes and other government requirements and regulations.

Approval by the Architectural Review Committee does not constitute assurance that

improvements comply with applicable governmental requirements or regulations or that a permit or approvals are not also required from applicable governmental bodies.

**1.07 Interference with Utilities.** In making improvements to property, homeowners are responsible for locating all water, sewer, gas, electrical, cable television, or other utility lines or easements. Homeowners should not construct any improvements over such easements without the consent of the utility involved and homeowners will be responsible for any damage to any utility lines. All underground utility lines and easements can be located by contacting:

**Who Do I Call?**

**At least 48 hours before** you intend to dig, you must call this number:

**811 or (800) 922-1987 Utility Notification Center**

**1.08 Goal of Guidelines.** Compliance with these Guidelines and the provisions of the Declaration will help preserve the inherent architectural and aesthetic quality of Prairie Village. It is important that the improvements to property be made in harmony with, and not detrimental to the rest of the community. A spirit of cooperation with the Architectural Review Committee and neighbors will go far in creating an optimum environment which will benefit all homeowners. By following these Guidelines and obtaining prior written approval for improvements to property from the Committee, homeowners will be protecting their financial investment and will help insure that improvements to property are compatible with standards established for Prairie Village. If a question ever arises as to the correct interpretation of any terms, phrases or language contained in these guidelines, the Board of Director's interpretation thereof shall be final and binding.

**II. SPECIFIC TYPES OF IMPROVEMENTS-GUIDELINES.**

**2.01 General.** The following is a listing, in alphabetical order, of a wide variety of specific types of improvements which homeowners typically consider installing, with pertinent information as to each. Unless otherwise specifically stated, drawings or plans for a proposed improvement must be submitted in duplicate to the Architectural Review Committee and written approval of the Committee obtained before the improvements are made.

**2.02 Address Numbers.** Approval is required to replace or relocate existing address numbers.

**2.03 Advertising.** All advertising, including trade signs (which includes, but not limited to, landscaping, painting; and roofing), may only be displayed while work is in progress and must be removed upon completion of the job. For other types of signs, see Signs, Section 2.48.

**2.04 Air Conditioning Equipment.** Approval is required for all air conditioning equipment including evaporative coolers (swamp coolers) and attic ventilators. No heating, air conditioning, air movement or refrigeration equipment shall be placed or installed on rooftops, or extended from windows. Ground mounted or exterior wall air conditioning equipment installed in the side yard must be installed in a manner so as to minimize visibility from the street and minimizes any noise to adjacent property owners

and must be screened or enclosed in with like materials to the home or with approved plant material.

**2.05 Alleyways.** The general intent and look of the alleyways is to be free of any moveable objects. Freestanding objects (i.e., trash receptacles, basketball hoops, etc.) will not be permitted to be placed in the alleyways.

**2.06 Ancillary Structures.** All ancillary structures such as garages and storage structures are to be designed as integral parts or extensions of the main building in terms of materials and colors, even if they are physically separated.

**2.07 Antennae.** The Association has adopted the following rules, regulations and restrictions for the installation and maintenance of exterior antennas in the community in compliance with the FCC Rule which became effective October 4, 1996:

A. Notification

1. Any Owner desiring to install any device used for the receipt of video programming services, including direct broadcast satellite (DBS), television broadcast, and multipoint distribution service (MDS) or used to receive or transmit fixed wireless signals via satellite or via means other than satellite (collectively referred to as an "antenna") must complete the attached Notification of Intent to Install Antenna form and submit it to the Board. If the planned installation will not comply with any of the following restrictions, the Owner and the Board of Directors shall establish a mutually convenient time to meet to discuss installation methods prior to installation. The Owner may call the current Management Company to schedule a meeting.

B. Antenna Location

1. The primary installation location for a DBS satellite dish and MMDS antenna shall be in a location in the backyard that is shielded from view from the street(s) and adjacent residences, provided such location does not preclude reception of an acceptable quality signal.
2. The secondary location: If the primary location prevents reception of an acceptable quality signal, the antenna shall be installed in a location that is shielded from view from the street(s) and adjacent residences, provided such location does not preclude reception of acceptable quality signal.
3. A TV antenna shall be installed wholly within the physical structure of the residence so long as the signal received is substantially the same as the signal received by an outdoor TV antenna. If a TV antenna is installed outdoors it shall be installed in a location that is shielded from view from the street(s) and adjacent residences.
4. Installation of an antenna on any Common Areas as defined in the Declaration or property not owned or under the exclusive use or control of the Owner is strictly prohibited. Installation of any antenna designed

to transmit radio, television, cellular, or other signals that does not also receive over the air video programming services as described in Paragraph A, 1 is strictly prohibited.

C. **Antenna Installation.** Installation of an antenna permitted in Sections A and B shall be subject to the following:

1. Installation shall be in accordance with all applicable building, fire, electrical, and related codes and a building permit shall be obtained if required by local ordinance. Wiring or cabling shall be installed so as to be minimally visible and blend into the material to which it is attached. If the antenna is installed on the side of the structure, the penetration of the wire or cable from the exterior to the interior of the residence shall be made as close as possible to the location the antenna is attached to the siding and through existing penetrations for wire and cable, if available.
2. If the antenna is installed on a structure, such as a roof or siding, it shall be painted so as to blend into the background to which it is mounted or placed.
3. An antenna installed on the ground shall be screened from view from any street, adjacent lot or Common Area by appropriate landscaping.
4. No antenna shall be placed in a location where it blocks fire exits, walkways, ingress or egress from an area, fire lanes, fire hoses, fire extinguishers, safety equipment, electrical panels, or other items or areas necessary for the safe operation of the Association or individual units.
5. No antenna may obstruct a driver's view of an intersection or a street.

D. **Responsibility.** The Owner of the antenna (including any mast) shall be responsible for any damage to any and all real or personal property, or for any injury resulting from the installation of the antenna and/or its use, including but not limited to: Damage to any real or personal property caused by, related to, or arising from the installation, dislodgment, use, maintenance of any antenna; injury to any person caused by dislodgment, use, or maintenance of any antenna.

E. **Miscellaneous.** If any of these provisions is ruled invalid, the remaining provisions shall remain in full force and effect.

**2.08 Awnings.** Fixed or retractable awnings are permitted. Canvas is the preferred material, although other waterproofed fabrics may be used. Metal or aluminum awnings will not be approved.

**2.09 Balconies.** Balconies must be designed as integral to the identity of the building using compatible forms and materials, and should be appropriate to the architectural style.

**2.10 Basketball Backboards and Portable Hoops.** No basketball backboards shall be attached to the garage. Only portable basketball backboards shall be allowed and do

not require approval if the following guidelines are met: 1) portable units cannot be placed in the public right of ways, streets, or sidewalks; 2) location must be at least half of the length of the driveway away from the street (this location constitutes proper placement and the unit must be kept in this location or stored out of sight). Basketball hoops must not be permanently installed in the yard facing the alley (i.e. still visible from the alley).

**2.11 Birdbaths.** Approval is not required if placed in "rear" yard and if finished height not greater than five (5) feet including any pedestal. Placement in "front" or "side" yard requires approval.

**2.12 Birdhouses and Bird Feeders.** Approval is not required if installed in the rear yard and the size is limited to one foot by two feet. No more than three in number shall be installed on any lot. A birdhouse or bird feeder which is mounted on a pole may not exceed six (6) feet in height.

**2.13 Carports.** Will not be permitted.

**2.14 Clothes Lines and Hangers.** Only retractable clothesline are permitted, as required by Colorado law. However, the placement of such retractable clothesline must be in either the back or side yard, screened from view from the adjacent Lot, Common Area, or street.

**2.15 Compost.** Approval is required. Container must not be immediately visible to adjacent properties and odor must be controlled. Underground composting is not allowed.

**2.16 Decks.** Approval is required. Decks should be an extension of the architecture and provide the transition from indoor to outdoor living spaces.

The deck must be constructed of redwood, composite or other material similar to the material of the residence and stained or painted a similar or complimentary color to the exterior of the residence. It must be located so as not to obstruct or greatly diminish the view or create an unreasonable level of noise for adjacent property owners. Construction shall not occur over easements and must be set back a minimum of five (5) feet from the property line.

**2.17 Dog Houses.** Approval is required. Dog houses are restricted to ten (10) square feet and must be located in a fenced back yard or dog run. Dog houses must be installed at ground level, and must not be visible above the fence. Must match exterior of home (wood, brick, stone, etc.) Limit of one dog house per home/lot. See Fences, Section 2.24.

**2.18 Dog Runs.** Approval is required.

**2.19 Doors and Door Trim.** Doors create a human scale for buildings and serve as a welcoming signature for each home. Consequently care should be given to the type, scale and quality of the selection. Decorative or custom entry doors incorporating sidelights, transoms and/or trim are encouraged as distinctive design elements. Permitted door materials are painted or stained wood, painted hardboard or painted metal. Door color selection should be coordinated with overall house composition and architectural style.



Doors shall be trimmed in a manner appropriate to the architectural style of the building. Materials should be compatible with the palette chosen for the main body of the house. Suggested materials are painted wood or hardboard, brick or stone. When the primary material of the building is stucco, the trim may be a minimum 1" deep stucco raised relief around windows or doors. Rake and eave trim shall be consistent with the building's architectural style.

**2.20 Drainage.** All grading and drainage shall be consistent with the approved grading and drainage plan on file with the City of Longmont. Surface drainage shall provide adequate drainage from the home and should not drain onto adjacent lots except as provided in the approved drainage plan. Compliance with the approved drainage plan shall be the responsibility of the homeowner.

**2.21 Driveways.** Alternatives to standard gray concrete for driveway surfaces are encouraged. Some options are colored concrete, stamped or scored concrete, asphalt colored and textured with aggregates, stone or brick borders, brick pavers, interlocking concrete pavers, landscape pavers or strip concrete and grass drives.

**2.22 Evaporative Coolers.** Approval is required. No rooftop or window mount installations are allowed. See Air Conditioning Equipment, Section 2.04.

**2.23 Exterior Lighting.** Landscape lighting may be utilized to provide for safety and easy identification of entrances and accent plantings and other landscape features. All lighting should be designed and installed to minimize off site glare and impact on adjacent properties. 100-200 watt or LED equivalent is acceptable. Flood lights and uplights that are visible from adjacent properties and public spaces are not permitted.

**2.24 Fences.** Walls and fences shall be architecturally compatible with the style, materials and colors of the principal buildings on the same lot. Privacy fences are not allowed. All fences installed as of the date these Revised Guidelines are adopted must be white vinyl.

**2.25 Flagpoles.** Approval is required for any free standing flagpoles. Approval is not required for flagpoles mounted to the front of the residence provided that they are temporary in nature and are only displayed on holidays or in celebration of specific events. Under no circumstance may the height of the flagpole exceed the height of the roof line of the residence with a maximum length of six (6) feet. No flag shall exceed 20 square feet in surface area.

Notwithstanding anything to the contrary above, the display of the American flag within the Lot boundaries is expressly permitted if displayed consistently with the federal flag code, Pub.L.94-344; 90 Stat.8 10; 4 U.S.C. secs.4 to 10, on the side of the house, and subject to any additional rules the Committee may adopt regarding the location and size of flags and flagpoles.

Additionally, the display of a service flag bearing a star denoting the service of the Owner or occupant of the Lot, or of a member of the Owner's or occupant's immediate family, in the active or reserve military service of the United States during a time of war or armed conflict, on the inside of a window or door of the residence. The Committee may adopt reasonable rules regarding the size and manner of display of service flags except that the maximum dimensions allowed shall not be less than nine inches by sixteen inches.

**2.26 Gardens- Flower or Vegetable.** Approval is not required for flower or vegetable gardens. All flower gardens must be weeded, cared for and maintained. Vegetable gardens should be located in the rear or side yard and screened from view of adjacent homeowners.

**2.27 Gazebos.** Approval is required. A gazebo must be an integral part of the landscape plan and must not obstruct the adjacent property owner's view. A gazebo must be similar in material and design to the residence and the color must be generally accepted as a complementary color to the exterior of the residence.

**2.28 Grading and Grade Changes.** See Drainage, Section 2.20.

**2.29 Greenhouses.** Approval is required. Generally, greenhouses will be discouraged due to the extensive maintenance required. Approval will be based upon but not limited to general aesthetics, quality and permanence of materials used. Adequate screening will be required.

**2.30 Hot Tubs and Jacuzzis.** Approval is required. Must be 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.

**2.31 Landscaping.**

A. INTENT. Landscape improvements will work together with the architecture to help establish the character of Prairie Village. Establishing tree-lined streets will help define pedestrian friendly public places. Additional trees, shrubs and ground cover will define the outdoor rooms that will make up the neighborhood and provide transitions from public to private places on each lot. Front yards will provide inviting transitions from the street to the home. Side yards and rear yards will provide semi private and private places for the residents. Water conservation will be integrated into the design and installation of all landscape elements utilizing Xeriscape principles.

B. PRIVATE YARDS. Each lot has three planting zones:

1. The *Front Yard* will provide the transition from public to private space. It will create an inviting entry to the home and reinforce the character of the neighborhood.
2. *Side Yards* will create transitions between homes. Landscape improvements may provide areas of screening and privacy between homes but should not be used to completely hide homes from adjacent properties. Landscaping installed in side yards should consider the mature size of all plantings and how they will impact the adjacent homes.
3. *Back Yards* will provide private, outdoor living spaces. Landscape improvements may be used to screen portions of the yard from adjacent homes.

C. MINIMUM PLANTING REQUIREMENTS. Each homeowner is required to install

landscaping within the first growing season after the home is built. Installation will be accepted by homeowner or approved landscape contractor. Front yard landscaping and side yards facing public streets should include a combination of trees, shrubs, grass and other live ground cover.

- D. **RIGHT OF WAY LANDSCAPING.** Street trees shall be installed consistent with the tree planting plan approved with the final plat. Each homeowner is responsible for maintenance of the area from the back or curb to the front of the home, including irrigation. Corner lots owners shall also maintain the side yard right of way area.
- E. **SITE GRADING AND DRAINAGE.** All grading and drainage shall be consistent with the approved grading and drainage plan on file with the City of Longmont. Surface drainage shall provide adequate drainage from the home and should not drain onto adjacent lots except as provided in the approved drainage plan. Compliance with the approved drainage plan shall be the responsibility of the homeowner.
- F. **EXTERIOR SERVICE AREAS.** Outside equipment, work and storage areas must be integrated into the landscape through the use of a combination of walls, fences, berming and plantings. Walls and fences should be incorporated into the design of the building to screen mechanical equipment from offsite views.

**2.32 Latticework.** Approval is required for any type of trellis or latticework.

**2.33 Outbuildings/Temporary Structures.** An "outbuilding" shall mean an enclosed or covered structure not directly attached to the dwelling it serves. No outbuilding or temporary structure shall be allowed on any Lot unless approved in writing by the Architectural Review Committee. Sheds, in particular, must comply with 2.45 below.

A tent is permitted to be erected in the backyard for a period of no more than 48 hours for temporary events (e.g., children camping out in backyard, party tent, etc.). Further, other than as specifically provided for tents in the foregoing sentence, no outbuilding or temporary structure shall be used on any Lot at any time for residential purposes, either temporarily or permanently.

**2.34 Painting.** Painting of any residence, structure or other improvement requires Committee approval. The skillful use of color variation is especially important as it can complement a building's architecture as well as contribute to the overall variety of the neighborhood.

Monotonous color palettes and high-gloss paints are prohibited. Variety in color schemes should be used to create visual interest and should acknowledge color schemes used in historic housing types.

Earth tones should be used in general. Bright color hues should be used sparingly as accents, and should be appropriate to the building's architectural style.

Corner trim should be of similar or lighter value than the main body color.

Different colors should be used on adjacent building facades and care should be taken to

treat a block face as a unified composition.

All color schemes must be approved by the Committee.

1. On Attached Residences. As with all residences, Owners of attached residences must obtain written Committee approval prior to painting the residence. However, Owners of attached residences are also responsible for maintaining uniform coverage of exterior paint on the residence(s). The Board may determine that if one of the attached residences needs to be painted in order to maintain such uniform coverage, the other residence(s) must also be painted concurrently; this is to prevent the unbalanced look that could occur if one residence is freshly painted while the paint of the attached residence is faded.

**2.35 Patio Covers.** Approval is required. Patio covers must be constructed of wood or material generally recognized as complementary to the home and be similar or generally recognized as complementary in color to the colors on the house. Free standing patio covers may be permitted as well as extensions of the roof.

**2.36 Patios.** Approval is required. Patios should be an extension of the architecture and provide the transition from indoor to outdoor living spaces.

**2.37 Paving.** Approval is required, for all walks, patio areas, or other purposes and for all materials used, including concrete, brick, flagstones, stepping stones, pre-cast patterned or exposed aggregate concrete pavers. See Driveways, Section 2.21.

**2.38 Play Structures and Sports Equipment.** Approval is required. Consideration will be given to adjacent properties [i.e., reasonable setback from property lines where applicable, e.g. trampoline, swing, fort, etc.) so as not to create an undue disturbance. Wood structures should be constructed of pressure treated or other weather resistant materials.

**2.39 Playhouses.** Committee approval is required for playhouses if a structure is more than 24 square feet and/or over six feet high.

**2.40 Pools.** Approval is required. Above ground pools are prohibited.

#### **2.41 Roofs.**

- A. General. Roofs have a great impact upon the overall image of Prairie Village from many public viewpoints, community spaces and individual Lots. The architectural variety found in typical traditional neighborhoods is dependent upon very few primary roof forms. It is the use of smaller secondary roof elements in conjunction with these simple forms that gives character to the neighborhood.

Large unbroken expanses of single pitch roof are discouraged. A simple main roof mass shall be used in conjunction with complimentary minor roof forms and elements such as dormers, gable ends and eyebrows. These minor roof elements shall be proportional to the spaces they cover as well as the overall roof form. Gable and hip roof forms are encouraged. Flat and mansard roofs will not be approved. Internal volumes and groups of uses within the building should be expressed by changes in roof planes.

- B. Roof Equipment. Approval is required.
- C. Roof Dormers. Locations of roof dormers should be considered in the overall building design. These projections should use compatible forms and building materials and not appear as afterthoughts to the design process, as they play an important role in establishing human scale.

Dormers shall have a symmetrical gable, hip, shed or curved form. They shall be placed so that there is a minimum of two feet from the side wall of the dormer to any outside building wall.

- D. Roofing Materials. All buildings constructed on the properties should be roofed with the same or greater quality than originally used by the Declarant or participating builder. Other materials require prior approval. Roof materials are to reflect those of past architectural styles of the region. Composition shingles are encouraged. Roof colors should be coordinated with the building's wall colors and architectural style. Repairs to an existing roof with the same building material that exist on the home, do not require prior approval.
- E. Roof Overhang and Eaves. Overhangs and eaves shall be appropriately detailed and proportioned to the architectural style of the building.
- F. Roof Pitches. Roof pitches shall be appropriately proportioned to the style of the building. A roof pitch of 6:12 for main roof structures and 4:12 for porches and other accessory forms shall be the minimum pitches for all residential units.
- G. Roof Projections. All roof projections including flues, vents, satellite dishes, swamp coolers and other equipment must penetrate the roof behind the ridge or towards the rear of the lot to minimize visibility from public streets. These projections must be compatible in height and material with the structure from which they project and/or be painted to match the roof color. Brick and stucco chimneys should be compatible with the building's architectural style and are not required to be painted.

**2.42 Satellite Dishes.** See Antennae, Section 2.07.

**2.43 Seasonal Decorations.** Approval is not required if installed on a Lot provided that one is keeping with the Community standards and that the decorations are removed within thirty (30) days of the holiday. The installation of seasonal decorations on any property owned and/or managed by the Association must first have written consent of the Committee.

**2.44 Sewage Disposal Systems.** Will not be permitted.

**2.45 Sheds.** Approval is required. Color shall be the same as the color of the house.

**2.46 Exterior Shutters.** Approval is required. Shutters should be of a similar material and of a color and design generally accepted as complementary to the exterior of the house, and shall be sized in proportion to the window opening.

**2.47 Siding.** Approval is required.

**2.48 Signs.** Approval is required for most signs. One professionally lettered "For Sale" or "For Rent" sign not to exceed three feet by two feet and one professionally lettered security or alarm system sign not exceeding one square foot may be displayed on a Lot.

Political signs may be installed no earlier than 45 days prior to, and removed no later than 7 days after, the election date. Political signs shall be no larger than 36" x 48".

All other signs, including address numbers and name plate signs must be approved. No lighted sign will be permitted. No signs may be placed on any Common Area of the Association.

**2.49 Solar Energy Devices.** Prairie Village encourages the use of appropriate passive energy technologies and the utilization of products made from recycled materials.

Passive and active solar applications are encouraged and should be integrated into the overall design of the building. Components should not appear as afterthoughts or additions to the structure. Non-reflective components are to be used wherever possible.

**2.50 Statues.** Approval is not required if they are installed in rear yard and of a height not greater than five (5) feet, including any pedestal.

**2.51 Trailers/Boats/Vehicles.** Storage or parking of trailers/boats/vehicles, as described in Section 5.12 (a) of the Covenants, shall conform to the stipulations set forth in the Covenants and must be approved in writing by the Association Board of Directors. The Board shall consider adverse effects to neighboring property living areas when approving, on a case-by-case basis, parking or storage of trailers/boats/vehicles, as described in Section 5.12 (a) of the Covenants.

**2.52 Tree Houses Trash Containers, Enclosures and Pickup.** Approval is required for any trash or garbage enclosure. Refuse, garbage, trash, lumber, grass, shrub or tree clippings, plant waste, compost, metal, bulk materials, scrap, refuse or debris of any kind may not be kept, stored or allowed to accumulate on any lot except in sanitary containers or approved enclosures. No garbage or trash cans or receptacles shall be maintained in an exposed or unsightly manner (except that a container for such materials may be placed outside at such times as may be necessary to permit garbage or trash pickup.) Trash receptacles are permitted on the side of houses or in garages and must not be seen free standing in the alleyways (i.e., must be placed behind a fence, etc.) Trash may be placed on the street for pickup after 5:00 a.m. on the day that such trash is to be picked up. Trash containers must be properly stored the evening of pickup. See Compost, Section 2.15.

**2.53 Tree Houses.** Will not be permitted.

**2.54 Utility Equipment.** Installation of utilities or utility equipment requires approval. Under the Declaration, pipes, wires, poles, utility facilities must be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure.

**2.55 Walls, Including Walls of Residence and Retaining Walls.** Historic neighborhoods of the Front Range region typically display great consistency in the choice

and application of materials in all four elevations of a building. To this end, it is strongly encouraged that all elevations of a principal building be built of the same one or two materials in similar configurations. Care should be taken to ensure that any ancillary structures on the lot remain compatible with the primary structure.

Homes shall be finished in material palettes that reflect the styles of Longmont's earlier days. Stone, brick, stucco, painted hardboard, painted fiber cement board and painted or stained wood are all encouraged.

When using masonry products, care should be taken to apply them in a logical and structural position within the overall elevation. Lighter materials should be placed above those of heavier weight.

To encourage the use of masonry, application of brick or stone on all visible sides including the rear is preferred, provided no zoning ordinances supercede this document.

Trim elements like windows and doors contribute to a building's expression of style and quality. Windows and doors shall be trimmed in a manner appropriate to the architectural style of the building. Materials should be compatible with the palette chosen for the main body of the house. Suggested materials are painted wood or hardboard, brick or stone. When the primary material of the building is stucco, the trim may be a minimum 1" deep stucco raised relief around windows or doors. Rake and eave trim shall be consistent with the building's architectural style.

Exposed foundation walls should not exceed 24" above grade. When more than 12" of foundation is visible, wall should be covered with masonry, painted or finished with stucco or cement wash.

Non-landscaping walls higher than two (2) feet require City permit.

**2.56 Weather Vanes and Directionals.** Approval is required.

**2.57 Windows.** Window type, composition, and proportion are key elements that add character to the building façade. The characteristics described here are directly derived from Longmont's older neighborhoods and the selected architectural styles.

The following window types are permitted: double hung, single hung, casement, awning, and fixed. Horizontal sliding windows are not permitted. Permitted window materials are as follows: wood, metal or vinyl clad wood, vinyl, enameled metal or aluminum. Mill finished aluminum windows are not permitted.

Large expanses of undivided glass are strongly discouraged. Large openings should be divided through the use of millings or the gauging of smaller window units, keeping in character with the historic housing types of old Longmont. Individual window proportions should be not less than 1.6 vertical to 1 horizontal, with the exception of separate, small windows less than 5 square feet in area and transom windows.

Divided light windows are encouraged. Divided lights and window grid patterns and proportions should be appropriate to the architectural style of the building.

Specialty windows, such as arches, half rounds, greater circles, diamonds and rounds

are limited to a maximum of one per building unless approved by the Committee.

Glass may be cured or tinted to control solar heat gain, but a full reflective mirrored appearance will not be approved. All glazing is to be double-pane as a minimum for its energy conservation characteristics.

**2.58 Wood Storage.** Will not be permitted.

### **III. PROCEDURES FOR COMMITTEE APPROVAL.**

**3.01 General.** As indicated in the listing of specific types of improvements, there are some cases in which advance written approval is not required if the guidelines with respect to that specific type of improvement are followed. In a few cases, as indicated in the listing, a specific type of improvement is not permitted under any circumstances. **In all other cases, including improvements not included in the listing, advance or prior written approval is required before any improvement to the Lot is commenced,** as further clarified in Article 6, Section 6.1 of the Declaration. This section of the Guidelines explains how such approval can be obtained.

**3.02 Drawings or Plans.** As a clarification of Section 6.1 of the Declaration, Owners are required to submit complete plans and specifications prior to commencement of any work on any improvement (said plans and specification to show exterior design, height, materials, color, location of the structure or addition to the structure, plotted horizontally and vertically, location and size of driveways, general plan of landscaping, fencing, walls, windbreaks and grading plan, as well as such other materials and information as may be required). In most cases, the materials to be submitted will not have to be professionally prepared by an architect, a landscape architect or draftsman and a simple drawing and description will be sufficient. In the case of major improvements, such as room additions, structural changes, or accessory building construction, detailed plans and specifications, prepared by a licensed architect, may be required. Whether done by you or professionally, the following guidelines should be followed in preparing drawings or plans.

1. The drawing or plan should be done to scale and should depict the property lines of your Lot, all recorded easements and the outside boundary lines of the home as located on the lot. If you have a copy of an improvement location certificate (survey) of your lot obtained when you purchased it, this survey would be an excellent base from which to draw.
2. Existing improvements, in addition to your home, should be so shown on the drawing or plan and identified or labeled. Such existing improvements include driveways, fencing, walks, decks, trees, bushes, etc.
3. The proposed improvements should be shown on the plan and labeled. Either on the plan or on an attachment, there should be a brief description of the proposed improvement, including the materials to be used and the colors. (Example: Redwood deck, 10 feet by 12 feet with 2 inch by 4 inch decking, natural stain.)
4. The plan or drawing and other materials should show the name of the homeowner, the address of the home and a telephone number where the homeowner can be reached.
5. The proposed improvements must take into consideration the easements, building location restrictions and sight distance at intersections.
6. Homeowners should be aware that many improvements require a permit from the Building Department. The Board of Directors reserves the right to require a copy of



such permit as a condition of its approval.

**3.03 Submittal Requirements.** Once a landscape or improvement plan has been developed, three copies of an 18" x 24" (minimum acceptable size 11" x 17") plan shall be submitted to the Management Company. Plans not submitted in this format will be rejected. The plan must contain the following information:

1. Project Approval Request Form (available on website)
2. Lot, Block, Filing Number and Owner's name, address, and telephone number.
3. Designer's name, address, and telephone number (if applicable).
4. Scale of 1 inch = 10 feet and north arrow.
5. All existing conditions including house, walks, driveways, patios, decks, walls, plants, trees, drainage ways, property lines, and any easements.
6. All proposed landscape planting improvements and landscape features such as walls, patios, structures, hot tubs, gazebos, water features, shrubs, trees, perennial and annual beds.

**3.04 Action by the Architectural Review Committee.** The Committee may require submission of additional material and may postpone action until all required materials have been submitted. The Committee or its representative will contact you if additional materials are necessary or if it needs additional information or has any suggestions for change.

**3.05 Prosecution of Work.** A proposed improvement to property should be accomplished as promptly and diligently as possible in accordance with the approved plans and description. All improvements approved by the Committee must be commenced within six months from the date of approval. If not commenced within such time, then such approval shall be deemed revoked by the Committee, unless the Committee gives a written extension for commencing the work. Additionally, except with written Committee approval otherwise, and except for delays caused by strikes, fires, national emergencies, critical materials shortages or other intervening forces beyond the control of the Owner, all work approved by the Committee shall be completed within six months of commencement.

**3.06 Rights of Appeal.** If the Board of Directors is not acting as the Committee, an Owner whose plans have been disapproved or conditionally approved may appeal any decision of the Committee to the Board of Directors. The Board of Directors shall review the decision of the Committee pursuant to the criteria set forth in this Article and/or the architectural guidelines. Any decision of the Committee may be overruled and reversed on appeal by a majority of the directors by a written decision setting forth the reasons for the reversal when the directors conclude that the Committee's decision was inconsistent with the criteria set forth in this Article and the guidelines..

**3.07 Questions.** If you have any questions about the foregoing procedures, feel free to call the Management Company representative at the phone number and address listed in the introductory part of these guidelines.

#### **IV. LANDSCAPING SUGGESTIONS.**

**4.01 General.** The purpose of this section of the Guidelines is to help you prepare an appropriate landscaping plan for your Lot. Careful landscape planning and design of your

site will greatly enhance the ultimate appearance of the community. The information set forth in this section is suggestive only and not mandatory.

**4.02 Slopes.** In some cases, there may be relatively steep slopes on an owner's property. It is important to note that if slopes are not landscaped severe erosion and silting may occur. As a result, it is recommended that the homeowner landscape slope as soon as possible after moving in. Slopes and banks should be planted with drought tolerant plants. Terracing, or surfacing with stone or other free draining materials can lessen erosion of slopes. Loose aggregate or wood chips are not recommended on slopes unless measures are taken to prevent erosion or displacement by wind and/or water. Slopes can also be seeded with ground covers, shrubs, and bushes to prevent erosion. Rock gardens are another technique to help prevent slope erosion and create a landscape amenity. Slopes given proper design treatment can become an attractive, interesting part of the landscape.

**4.03 Soils/Drainage/Grading.** Your home may be constructed on "expansive soils". The prime characteristic of expansive soils are that they swell when water is introduced. The soil, in essence, acts as a sponge. When this expansion takes place, extreme pressures are exerted on foundations and other man-made structures, which are placed in the ground. The result can be severe structural damage to your home.

It is our intent to remind you that a potential hazard exists when proper drainage is not maintained and/or when water is introduced to these "expansive soils" adjacent to your foundation.

Residents should investigate the existing drainage conditions and preserve and accommodate the drainage situation, which exists on their particular site at the time they purchased their home from the builder or other previous homeowner. See guidelines under "Drainage" in the listings of specific types of improvements/Minor drainage modifications may be made to your lot providing you do not alter the engineered drainage pattern of the lot existing at the time the lot was conveyed to you from the builder or the previous homeowner. Grading can be used to create berm, slopes and swales which can define space, screen undesirable views, noise and high Winds. It is suggested that berm slopes not exceed 3 feet of horizontal distance to 1 foot of rise or vertical height (3 to 1 slopes) in order to permit greater ease of mowing and general maintenance.

**4.04 Soil Preparation.** Soil conditions may vary throughout the project. Individual soil testing is suggested for each lot to determine the exact nature of the soil and the desired level of amendment needed such as mulch, sand and fertilizer to optimize plant growth. Local nurseries may offer assistance in determining the proper quantity and type of soil amendment. A general guide for amendment of all turf area soils is a minimum of three (3) cubic yards per one thousand (1,000) square feet, and ten (10) pounds per on thousand (1,000) square feet of lawn area. These materials are to be tilled to a depth of six (6) to eight (8) inches into the soil. Acceptable organic matters include aged compost, wood humus from soft/non-toxic trees, sphagnum moss (excluding that from Colorado origin), or aged/treated manure's. Topsoil is not considered an acceptable organic matter

**4.05 Retaining Walls.** Retaining walls may be used to accommodate or create abrupt changes in grade. Such walls should be properly anchored to withstand overturning forces. Stonewalls should be made thicker at the bottom than at the top to achieve stability. To avoid destructive freeze-thaw action, all retaining walls should incorporate

weep holes into the wall design to permit water trapped behind them to be released. Timbers for walls or other landscape use should be treated to resist decay. Walls should not be located so as to alter the existing drainage patterns, and should provide for adequate drainage over or through (by means of weep holes) the wall structure.

**4.06 Climate.** Typical climatic conditions of this area include low precipitation, low overage humidity, variable winds, and a fairly wide temperature range.

**4.07 Screening Views and Directing Winds.** Plant materials can frame pleasant vistas such as views of the mountains. Less desirable views of adjacent land (e.g. highways) can be screened with dense coniferous plantings, earth mounds, fences or walls. High velocity winds can be effectively directed by dense planting. Care should be taken, however, to respect and preserve views of adjacent lots.

**4.08 Rockscapes.** Boulders and cobbles present an attractive alternative landscape element if used sensitively within the overall landscape composition. Large expanses of this type material are not permitted and should be detailed on your plans.

**4.09 Irrigation.** The semi-arid climate makes watering necessary. It is recommended that watering be done in the early morning or evening. One of the most common tendencies is to over-saturate your lot. We urge each homeowner to conserve water and as a result minimize problems on their own lots as well as on adjacent property owner's lots caused by over-watering. This can be accomplished by watering at shorter cycles more often during the course of the day.

Several systems can be used to water your lawn: automatic sprinkler systems and portable sprinklers. The following *are* some facts to consider in selecting the type and location of the sprinkler system you are going to use: A) Size and shape of areas to be watered. B) Type of turf or ground cover. C) Available water supplies and pressure. D) Environment of the area-wind, rain, temperature, exposure, and grades. E] Low spraying irrigation devices may help to minimize wasted water due to wind. F) Installation of an irrigation system directly adjacent to front sidewalks may eventually cause undermining and deterioration to concrete and paved areas. G) Type of soil and its ability to accept water. Local nurseries or do-it-yourself sprinkler stores have detailed information concerning the type and installation of irrigation systems. H) Drip irrigation systems are recommended for tree and shrub areas.

**4.10 Paved Areas.** Paving may be used to define areas of intense activity and circulation patterns, such as patios, walks, and steps. Materials that can be used to create attractive patterns and textures are brick, flagstones, stepping stones, precast patterned or exposed aggregate concrete paver. These materials are often more desirable than asphalt or poured concrete. It is suggested that paving materials be earth tones colors. Sufficient slope should be maintained in all paved areas to insure proper drainage.

**4.11 Shade.** Shade trees should be placed relatively close to the house where they can shade walls or outdoor activity areas. Avoid shading a solar collector, or inhibiting the effectiveness of passive solar design measures. For example, broad-leaved deciduous trees screen out the intense summer sun, but allow winter warmth to penetrate. Trees and shrubs in general should not be planted within existing drainage swales so as to block designated drainage patterns.

**4.12 Landscape Materials.** Deciduous and evergreen trees, provide summer shade or can be used as a windbreak. Evergreens provide good backdrops for displaying ornamental trees and contrasting flowers as well as providing a visual screen.

Shrubs such as junipers, may be used as specimens or in masses. Shrubs can also be used in combination with trees as windbreaks or to add color and texture to the landscape. Low growing, spreading shrubs may be used as groundcover treatment and present an attractive method of reducing water consumption.

Ornamental trees such as flowering crabapples provide accent, color, and additional interest to the residential landscape and may be a more appropriate scale for small areas of a lot.

Groundcovers such as creeping mahonia play an important role in consolidating the surface of fine-grained soils to prevent erosion and sedimentation. They may be useful in place of a lawn, especially on steep banks where they will also require less water than turf grass.

Vines may be used as a groundcover or as a shading element over a trellis or as a screen when planted adjacent to a fence.

Garden flowers may be used as elements of seasonal color. Perennials and annuals should be considered. Vegetable gardens may be integrated with planting beds and used ornamentally.

**4.13 Mulches.** Mulches modify the extremes of soil temperature and improve soil by producing humus, and reducing evaporation loss. Suggested minimum depth for mulches is three inches. Mulches are typically used in shrubs and groundcover beds and may consist of a variety of organic materials such as ground bark, wood chips, pole peelings or chipper chips. Suitable crushed aggregate of dark, earth-toned colors may be used as an alternative mulch material.

**4.14 Landscape Maintenance.** Good consistent maintenance is essential for healthy plant materials. The following are some suggested maintenance considerations and ways of minimizing maintenance problems: A) Plant with regard to climate. Consider ultimate size, shape, and growth rate of species. B) Locate plants and irrigation heads out of the way of pedestrian-bicycle traffic and car bumpers. C) Provide simple guying systems for trees for a minimum of two years and wrap trees most susceptible to sun scald with burlap or paper during fall or winter months. D) Make provisions for efficient irrigation; drain and service sprinkler systems on regular basis and conduct operational checks on a weekly basis to insure proper performance of the system. E) Provide good soil mixes with sufficient organic material, 30% per tilled depth is desirable. F) Use mulch at least three inches deep to hold soil moisture and to help prevent weeds and soil compaction. G) Provide required fertilization, weed and pest controls etc., as required for optimum plant growth. H) Prune woody plants when needed. Never prune more than 1/3 of foliage. I) Space groves of trees or single trees to allow for efficient mowing. J) Locate plants with similar water, sun and space