

**The
Reserve
At
Frisco**

DESIGN STANDARDS AND PROCEDURES

Frisco, Colorado
Fourth Edition October 2007

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STATEMENT OF INTENT

It is the intent of these standards and procedures to be a guide to thoughtful design and construction of The Reserve at Frisco. The guidelines may be amended from time to time and it is the responsibility of the owner to obtain and review all changes. (Copies may be obtained from the ARC upon request). In maintaining these standards, the community enhances and secures its quality of life, property values, and visual effectiveness.

The architecture and planning of this community is bound within a unique Rocky Mountain environment and it is intended that design be sensitive and responsible to this environment as well as embrace the design vision outlined in this document.

The Architectural Review Committee (ARC) and the Reserve at Frisco Homeowners Association are committed to achieving the highest practical quality and design of the built environment in The Reserve through their relationship with knowledgeable property owners and their representatives in a spirit of cooperation.

All parties should understand the subjective nature of architectural review and be attentive to the vision and intent of The Reserve at Frisco.

All homes built at The Reserve at Frisco must conform to the Architectural Guidelines as set forth in the *Design Standards and Procedures*. In addition, compliance with Town of Frisco design standards is required. While the ARC has made every attempt to be clear and specific in the *Design Standards and Procedures*, misunderstandings or misinterpretations may sometimes arise. In these cases, interpretation of the Guidelines is left exclusively to the ARC. Pursuant to Article XI, Section 2(c) of the *Declaration of Covenants, Conditions, Easements, and Restrictions of The Reserve at Frisco*, the Architectural Review Committee shall approve Plans and Specifications submitted for its approval only if it deems that the construction, alteration or addition contemplated thereby, and the location indicated, will not be detrimental to the Property as a whole, that the appearance of any Improvement affected thereby will be in compliance with the provisions of the *Declaration* and the *Design Standards*, and in harmony with the surrounding Improvements.

DESIGN VISION

The Reserve at Frisco is based on five basic design concepts:

1. Awareness and understanding of this unique mountain environment: weather, terrain, snow, vegetation, sun and views.
2. Understanding of commonly held tenets of mass, form, scale and detail in architecture.
3. Achieving a common goal of visually connecting the neighborhood yet providing variety and vitality.
4. Expressing images of shelter, structure, and indigenous materials in creating what we refer to as a subdued Colorado Rocky Mountain vernacular architecture.
5. Preserving open space and property values by minimizing disturbance to the site.

As a primary goal, the ARC considers each home at The Reserve a one-of-a-kind residence that responds to its individual site and location and the spirit of the *Design Standards and Procedures*.

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ARCHITECTURAL STANDARDS

GENERAL

It is a requirement of the Architectural Review Committee that property owners use the services of Colorado licensed or Colorado affiliated professionals familiar with mountain design and construction: architects, engineers, contractors, landscape architects and planners. Contractor experience and qualifications are subject to approval.

The use of manufactured or modular housing is prohibited. Individually designed residences with site-specific design solutions are required at The Reserve at Frisco. All designs will be reviewed on their merit and conformance.

The 18 properties slated for auxiliary units receive special review attention and emphasis as to how well the design conforms to the single-family appearance. The overall appearance and function should not detract from the single-family character in the adjacent neighborhood.

The ARC is very concerned about the matter of garage presentation along the streetscape and encourages all design to lessen the automobile emphasis within neighborhoods.

The ARC reviews projects for conformance to the *Design Standards*. It is the responsibility of the applicant to read, understand and adhere to the requirements within these *Design Standards*.

ARCHITECTURAL STANDARDS

BUILDING FORM AND DETAIL

- The building form, as defined by mass, scale, and detail should step with the natural undisturbed terrain and fit comfortably on the site.
- Box-like designs are not appropriate.
- Form, detail, or finish that has the appearance of lacking substance is discouraged. Elements applied or tacked-on to a wall are not acceptable, i.e. Structural and non-structural decorative elements such as beams, trusses and gable-end trusses must not be in the same plane as an exterior wall, and should project from the wall.
- Recessed and projecting design elements (bays, covered entries, chimneys, roof projections, porches, etc.) should be used to break up the elevations creating visual interest and depth.
- Large columns are better than small supports for scale, detail, and expression of structure.
- Garages are required: two car are preferred, three car are acceptable with design constraints.
- Efforts to vary the garage presentation and street orientation are encouraged.
- Large flat unbroken planes are not acceptable on roof and walls.
- All residences shall have a covered entry with a minimum 100 square feet of roof area.
- Expressed structures such as beams and columns are encouraged.
- Carports or carport-type structures are not acceptable.
- Board trim is preferred over shaped trim.
- Auxiliary units must be architecturally integrated within the overall design and are subject to the directions of the ARC.
- Two-story structures are strongly encouraged, so that the environment is the dominant theme.
- Any structure having three distinct levels must step with the natural terrain.
- Structures with living space in the roof areas complete with dormers, such as 1-1/2 story homes, are acceptable.

ARCHITECTURAL STANDARDS

SIDING

- The following materials are acceptable:
 1. Wood shingles
 2. Wood siding: beveled, tongue & groove, log, board and batten
 3. Stucco or synthetic stucco: maximum coverage of 40% on any elevation . Stucco coverage is calculated as follows: Stucco wall area divided by total wall area of the elevation minus fenestration (i.e. windows & doors) may not exceed 40%. Color and texture must be reviewed.
 4. Pre-stained composite board

- The following materials are not acceptable:
 1. Plywood (including T-1-11 and/or plywood board and batten). True board and batten is acceptable.
 2. Ferro cement
 3. Smooth faced block
 4. Brick
 5. Angled siding
 6. Plastic or metal extruded siding
 7. Concrete

- Window and door trim is required.

- Wood siding on garage door is required.

- Siding should cover the foundation and stop 6 inches above the finished grade.

- Siding shall be horizontal or vertical.

- Stone veneer is encouraged using the muted color of Colorado stone varieties. Authentic stone is preferred, but synthetic is also acceptable. Specified color, size, synthetic stone manufacturer, arrangement and mortar joints for stone must be reviewed. Materials shall be terminated at inside corners.

- Dry stack stone appearance is preferred.

- Wall vents are subject to review. Simple, visually-integral vents are encouraged with finish to match the roof or blend in with the wall color.

- Large unbroken wall planes of a single material must be avoided.
- Exterior meters shall be screened from view with enclosures, landscaping or other devices acceptable to the ARC and to Public Service. Painting exterior meters to match the siding is required.

WINDOWS / DOORS

- Window proportion, arrangement and size are review concerns.
- Window shapes
 1. Square or rectangular shapes are preferred.
 2. Hexagonal or unusual shapes are not acceptable.
 3. Trapezoids, half-round or arched windows will be reviewed for appropriate placement and should be used sparingly.
- Windows should convey a traditional rectangular pattern.
- All windows and doors will be trimmed with a minimum 1 x 4 wood or 1 x 6 stucco.
- Colored, reflective, or mirrored glass is not permitted.

ARCHITECTURAL STANDARDS

ROOF

- Strong and simple forms shall be combined to create visual interest.
- Stepped-down or stepped-back roofs are required.
- Mansard, gambrel, shed, or A-frame shapes are not acceptable.
- Gable, hip, Dutch hip (clipped), broken back (double slope) and minor shed are acceptable forms.
- When combined with other elements of visual interest, full-hipped roofs are acceptable at the discretion of the ARC.
- Flat roofs (low sloped) as a minor element may be used to link together major acceptable forms.
- Flashing, vents, and roof penetrations must be organized, gathered, and painted to match adjacent materials in order to neutralize the visual effect.
- Roof slopes shall be a minimum of 7/12 and a maximum of 12/12.
- Roof fascia must be two or three boards unless exposed rafters are used.
- Soffit material
 1. Wood board preferred.
 2. Rough sawn cedar plywood is acceptable when trimmed properly.
- Roof height shall be measured per the Town of Frisco Code. Verify the current code and conform to its requirements. Verify height restrictions of The Reserve.
- Roof overhangs shall be a minimum of 1" - 6". 2'-0" overhangs are preferred. Overhangs up to 2'-0" are excluded from the building coverage calculations.
- Roof overhangs may not exceed the setback.
- Acceptable roof materials are:
 1. Architectural grade composition shingles.
 2. Factory finished metal standing seam (non-glare).
 3. Other per discretion of the Architectural Review Committee.
- Dormers shall be congruous with the design of the home.

ROOF (CONTINUED)

- All fireplace flues will be finished with an architectural sheet metal cap or equal.
- Fireplace flues shall be enclosed and expressed as a part of the overall design.
- Fireplaces (including exterior fireplaces) and other wood burning appliances are subject to Town of Frisco and Colorado building codes.
- The utilization of solar panels on a roof is acceptable upon approval by the ARC.

COLOR

- As a general rule, subdued colors in earth tone ranges are required.
- Trim color may be used to accent doors, garage door, window sash, roof fascia, window and door trim, but not corner trim.
- Deck color must be coordinated with the entire design.
- Semi-transparent coloration is required.
- High contrast coloration is discouraged.
- Subtle color relationships are encouraged.
- Roof penetrations, exterior vents, chimney caps and all exposed metal shall match adjacent materials in order to neutralize the visual effect.

SITE PLANNING STANDARDS

BUILDING COVERAGE

- Each lot has building setbacks from the property lines.
- Each lot has a maximum building coverage.
- The maximum building coverage for each lot is included in the PUD Agreement as approved by the Town of Frisco and must be strictly adhered to. Conformance to building coverage limits will be inspected upon completion and violations must be corrected.
- The remainder of the lot outside of the maximum building coverage is designated private open space. The private open space of each lot shall be left in its natural state of indigenous and native plants. No permanent structures including storage sheds, fences or gates, barbecue pits, playground equipment or dog runs shall be permitted to be located within the private open space of each lot.
- Building footprint, roof overhangs over 2'-0", driveway, driveway edging, parking area, walkways, patios, terraces, decks, hot tubs, and other hard surface areas are included in the maximum building coverage.
- Each design shall describe the maximum building coverage and show the limits of the coverage on the site plan.
- If similar floor plans are repeated on different lots, the mass, orientation and finish must be varied to produce a distinct design.
- Applicant should be aware of Town of Frisco regulations on slope percentage and development allowed on slopes. A slope analysis is available for each lot.
- Roof overhangs may not exceed setbacks.
- Satellite dishes one meter or smaller are allowed with ARC regulation. Size, color and location are reviewed and must be approved by the ARC. Care should be taken in choosing the location so as to minimize the visual impact on the home and the neighbors.
- Parking is not allowed on the streets of The Reserve.
- Please confirm that the principal living area square footage conforms to the range specified by the Town of Frisco's requirements.

SITE PLANNING STANDARDS

LANDSCAPE DESIGN

- New planting shall complement existing plant communities and extend existing vegetative edges.
- Native plants should be used in the landscape.
- Ornamental, non-native plants are discouraged and should only be planted in the rear yard.
- All newly landscaped areas shall be watered as needed to insure survival.
- Low water use design principles (xeriscape) are encouraged.
- Bluegrass, fescue or other turf grass lawns shall be of minimal size and limited to the rear yard.
- Mulch is recommended in limited amounts for planting beds.
- Additional tree planting is required to replace trees that have been removed, including those removed during installation of utilities. This is a requirement of Town of Frisco zoning. All trees over 6" diameter must be surveyed and marked on the site plan, showing diameter and species.
- Trees removed outside of the building coverage limit shall be replaced on an equal caliper basis, per the Town of Frisco Code. For example, an existing 8" tree may be replaced with two 4" caliper trees. Beetle kill trees that the owner has been required to remove can be replaced or not at the owner's option. Replacement evergreen trees should be of different varieties to minimize the impact of future beetle attacks.
- Due to the relatively short growing season at The Reserve, large-caliper deciduous trees and mature evergreens are strongly recommended.
- Revegetation with native grasses and wildflowers of all disturbed areas is required and must be completed in a timely manner. This includes areas disturbed during installation of utilities and all areas within the Town of Frisco right of way.

- Refer to Appendix II for a list of recommended plants.
- Refer to Appendix II for minimum size requirements for trees.
- Landscaping deposits are returned upon approval of the ARC after evidence of landscape completion, restoration and clean up. All disturbed areas must show evidence of revegetative growth. Request for review must be made within six months of Certificate of Occupancy.

SITE PLANNING STANDARDS

SITE DESIGN

- Building, siting and access shall respect the natural character of a lot and minimize site disturbance.
- The impact on existing trees and other natural features shall be minimized to the extent possible.
- Retaining walls to preserve grade within the drip line around existing trees are encouraged.
- In all cases, cut and fill banks and berms should be a maximum 2:1 slope (less slope is preferred). A berm has a mounded top as opposed to a flat top.
- Fill banks shall be revegetated.
- Natural drainage patterns on a lot may not be altered.
- Grading shall blend with the natural contours and landscape of the site.
- Grading and drainage shall be represented on the site plan and landscape plan.
- Compliance with Town of Frisco regulations regarding slope disturbance is required.
- Garage and driveway configurations should respond to the natural terrain.
- Curved driveways are encouraged.
- Driveways shall be asphalt, concrete or concrete pavers.
- The maximum driveway width, excluding parking areas immediately adjacent to garages, must not exceed 12 feet.
- Elevation of the sanitary sewer and water locations must be verified prior to design.
- Culvert sizes on Larson Lane shall be per Town of Frisco standards.
- Exterior pools or hot tubs are subject to ARC approval.

SITE PLANNING STANDARDS

SITE DESIGN

- Fences of any kind are not permitted.
(see *Declaration of Covenants*, Article VIII, Section 4(b). p. 22-23)
- Electric dog fences are permitted and must be set back a minimum of five feet from the property line.
- The design, location and type of any exterior lighting requires approval by the ARC. Catalog cut sheets and placement of planned exterior lighting must be provided.
- Dark Sky compliant exterior lighting is required.
- Colored exterior lighting is prohibited, except at recognized holidays for a normal duration of time.
- Size, color and placement of exterior speakers is subject to review and approval.

SITE PLANNING STANDARDS

DECKS, PATIOS & RETAINING WALLS

- Material used for decks, patios and other hard landscape surfaces should be consistent with the materials and colors of the residence and other site improvements.
- Horizontal or vertical railings and balusters must be a part of the overall design.
- 2" x 2" vertical balusters are not acceptable unless combined with balusters of other dimensions.
- Supports for decks should be an architectural extension of the home and incorporate the materials and colors of the residence. Supporting elements should be large in scale.
- Care should be taken on hillsides to consider the appearance of the underside of decks and terraces.
- Patios may be concrete, flagstone, or pavers.
- Retaining walls should be designed as an architectural extension of the home.
- Retaining walls should be indigenous boulders, dry stacked stone, stone veneer, or pressure-treated timbers (brown color only). Other materials are subject to approval by the ARC.
- Natural stone is encouraged.
- The use of railroad tie timbers is prohibited.
- Maximum total vertical exposure of retaining walls shall not exceed four feet.
- The use of plantings to soften the visual impact of retaining walls is encouraged.

SITE PLANNING STANDARDS

GENERAL

- Security systems shall be monitored.
- Recreational vehicles, boats, ATVs, snowmobiles, and trailers must be stored outside of The Reserve or enclosed within the garage.
- Storage sheds are not acceptable.
- Tarpaulin-covered storage is not acceptable.
- Home offices are acceptable, although parking must be designated, and business signs are not allowed.
- No elements shall be nailed or attached to trees.
- No tree houses.
- Play equipment, hot tubs and other amenities are subject to ARC approval. Subdued colors, natural materials, and simple configurations are preferred.
- Snowmobiles are not allowed to operate on open space and home sites.
- Woodpiles shall not be unsightly.
- Stored items in general are not acceptable on the property.
- Snow storage shall not interfere with adjacent properties.
- Yard sculpture, wind whirligigs, lawn ornaments, and other ancillary elements are not allowed.
- Weather vanes are acceptable and subject to ARC approval.
- Antennas are not acceptable.
- All signs shall conform to these standards and Town of Frisco regulations. See **Appendix III**.

CONSTRUCTION STANDARDS

- For safety, orderly construction activity, and to protect the lifestyle of The Reserve at Frisco residents, construction regulations will be strictly enforced.
- These regulations shall be a part of the construction contract document specifications for each building. Contractors and property owners are also responsible for abiding by all applicable construction regulations of the Town of Frisco, Summit County and the State of Colorado.
- Failure to comply with these standards will result in a written notice of non-compliance describing the particular violation. In the event that the violation is not cured within ten days, the ARC may assess fines for violations as follows: first violation, \$100; second violation, \$250; third and all subsequent violations, \$500. However, any construction-related activity commencing prior to Step 5: The Pre-Construction Conference, shall be assessed a fine of \$500.00. The fines shall constitute a continuing lien upon the lot and, if not paid by completion of construction, will be deducted from the construction compliance deposit.
- A separate **Construction Management Plan** shall be provided showing size and location of construction material storage, limits of excavation, drive areas, parking, chemical toilet location, safety fencing, temporary structures (if any), dumpsters, storage of debris, fire extinguisher, utility trenching, and construction sign. No trees shall be removed from the property without prior approval of the ARC. During construction, proper soil stabilization, water control, and timely revegetation are required. The Construction Management Plan will also provide an approximate time schedule of start and completion dates for construction, landscaping and anticipated occupancy date. Access to the property during construction will be as approved by the Architectural Review Committee.
- Temporary structures and/or trailers must be located on the owners property and must be approved by the Architectural Review Committee.
- Storage areas shall be designated and fenced according to the approved “Construction Management Plan”.
- Daily working hours shall be 7:00 am to 6:00 pm, Monday through Friday. Saturday and Sunday work is allowed from 8:00 am to 5:00 pm.
- Extended working hours from 6:30 pm to 9:00 pm shall be limited to a fully enclosed structure. No work will be allowed after 9:00 pm on Saturday and Sunday. Holiday working hours shall be 8:00 am to 5:00 pm.
- Loud construction noise such as pneumatic hammers, electric saws, etc., is limited to the hours of 9:00 am to 6:00 pm.
- Concrete trucks shall not be cleaned in The Reserve.

- Damage done by contractors to any property, other than the owners, shall be promptly repaired at the expense of the contractor.
- Every effort shall be made to control dust and noise. Radios and other amplified devices are limited to use within structures.
- Excess excavation material shall not be stored on the property.
- Proper disposal of refuse and storage material is the property owners and contractors responsibility.
- Construction areas shall always be kept free of unnecessary debris and litter.
- All vehicles will be parked so as not to inhibit traffic or inconvenience neighbors.
- No construction vehicles can be left on the construction site during non-working hours.
- Permanent water connection and temporary enclosed chemical toilets must be provided by the contractor/builder.
- A minimum of one serviceable 1016 ABC-rated dry chemical fire extinguisher shall be located on each construction site in a conspicuous location.
- Careless use or storage of flammable items will not be allowed.
- No pets are allowed on the construction site, in the residence, or in vehicles.
- No changing of oil of any vehicle on the site.
- Discharging of firearms at The Reserve at Frisco is prohibited.
- Any common ground, adjacent lots or road improvements which are damaged during construction shall be promptly restored to their original condition and to a state which is satisfactory to the ARC.
- Construction staging will not be allowed in the road right of way.
- It is the responsibility of the contractor to clean and maintain the roadway areas leading to and from the construction site.
- All lot owners in The Reserve will be responsible for the conduct and behavior of their representatives, builders, contractors and subcontractors.

- All construction employees and subcontractor employees will abide by the rules and regulations set by The Reserve at Frisco.
- “Any signs to be placed on a lot are subject to Architectural Review Committee (ARC) review and approval. Advertising signs placed by a Principal Builder, or a “For Sale”/ “For Rent” sign erected by the owner or owner’s agent, shall conform to the specifications shown in Appendix III. These two types of signs may be affixed to the existing lot marker post or mounted on a 4” x 4” wooden post if there is no lot marker. In all cases, any approved sign must be located within the boundaries of the lot. No signs shall ever be mounted on a tree or in any way supported by a tree. No other signs or advertising of any description shall be erected, placed, permitted or maintained on any lot without the prior written consent of the ARC. Street number designation and security monitoring (maximum 10” x 10”) signs are permitted. However, their placement must be unobtrusive as determined by the ARC. In addition, real estate for sale informational literature pertaining to the property may be made available on site in a simple weather proof container, which need not necessarily be affixed to the “For Sale” sign, but under no circumstances may such container be affixed to, or in any way supported by a tree. “For Sale”/ “For Rent” signs must be removed from the property immediately after a sale or rental agreement has been finalized.”
- All areas disturbed by construction shall be revegetated with a native grass and wildflower mix. Seeded slopes steeper than 3:1 must receive erosion control protection.

DESIGN REVIEW AND CONSTRUCTION PROCESS OVERVIEW

STEP	SUBMITTAL REQUIREMENTS	ARC ACTIONS
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STEP ONE - in person & on-site Pre-Design Conference	Application Design review fee Conceptual Sketches	Informational Only
STEP TWO - by mail/meeting if necessary Schematic Design	Application Complete submittal per checklist	Approve/Table/Deny
STEP THREE - by mail/ meeting if necessary Final Drawings Application	Construction compliance & Landscape deposit fees Complete submittal per checklist	Approve/Table/Deny
STEP FOUR Construction Plans	Permit drawings as submitted to Town of Frisco Building Dept.	Notification if inconsistent with Final Drawings
STEP FIVE - in person & on-site Pre-Construction Conference	Schedule the conference date and time	Review Construction Standards
STEP SIX Construction Period		On-site visits to confirm compliance
STEP SEVEN Project Completion / Deposit Return	Request ARC Review and Deposit Refund	Approval Letter

DESIGN REVIEW AND CONSTRUCTION PROCESS

NEW CONSTRUCTION

The **Design Review** is a three-stage process established to ensure that as designs progress they are consistent with the Guidelines as well as to ensure that time and money spent by the owner is utilized efficiently.

Step One: Pre-Design Conference

Step Two: Schematic Design

Step Three: Final Drawings

Following approval of the final drawings, there is a four- step **Construction Process** to see the project through to completion:

Step Four: Construction Plans

Step Five: Pre-Construction Conference

Step Six: Construction Period

Step Seven: Project Completion

Following are brief descriptions of each of the seven steps. Please be certain to carefully review the submittal checklists, which are part of the applications for each step.

- **Step One: Pre-Design Conference.** The first step in the Design Review Process is a meeting with the owners and/or their architects and a representative(s) from the ARC. This meeting shall take place at the building site. The purpose is to discuss the owners' development objectives, review the *Design Standards* and resolve any questions regarding design and building requirements. It is strongly recommended that this meeting occur prior to initiating any formal design work.

The Pre-Design meeting will include a walking tour of the home site and will address the following issues:

- Property boundaries and building coverage requirements.
 - Utilities and easements.
 - Architectural design style, site planning and landscape design guidelines.
 - Site specific characteristics and design opportunities.
 - Preliminary design concepts.
 - Design review and approval process.
 - Design review fees and deposits.
 - Projected construction timeline.
 - Other relevant design considerations and regulations.
 - The required **design review fee of \$1500** must be included with this application
 - **Conceptual drawings and/or sketches of the proposed design** are also required to be submitted with this application
- **Step Two: Schematic Design.** The first formal design submittal to the ARC is the Schematic Design. This shall include a topographic survey, site plan/landscape plan and sketches (1/4 scale) of the proposed residence. Prior to the Schematic Design meeting the proposed building shall be staked on the site in order to provide the ARC with a clear indication of where improvements are proposed on the site.

Please be certain to review the submittal checklist, which is part of the Schematic Design application, for a description of the requirements for a complete application. Applications which are not complete will be tabled until such time as all requirements are submitted.

The ARC will take formal action on the Schematic Design application by voting to either approve, approve with conditions, deny or table the application. Applications that receive approval or approval with conditions may move on to the Final Drawings submittal. Applications that are tabled or denied may submit a revised Schematic Design. In all cases the ARC will provide the owner with a written statement describing the ARC's action and if applicable, a list of issues that must be addressed during the next step in the design process.

In the event the ARC tables or denies a Schematic Design submittal, the owner may revise and resubmit a Schematic Design. No additional fee shall be required for this resubmittal. If the Schematic Design is tabled or denied after a second review by the ARC, the applicant may again revise and resubmit, subject to the payment of an additional \$250 design review fee.

- **Step Three: Final Drawings.** This is the last stage of the design approval process. A comprehensive submittal including final design drawings and a Construction Management Plan is required for the Final Drawings application. Changes made to the drawings since the last Schematic Design application shall be highlighted or otherwise clearly noted.

Please be certain to review the submittal checklist, which is part of the Final Drawings application for a description of the requirements for a complete application. Applications which are not complete will be tabled until such time as all requirements are submitted.

Payment of the \$3000 Construction Compliance Deposit and the \$2000 Landscape Improvement Deposit shall accompany the Final Drawings submittal. Both deposits will be placed in an interest bearing account at a commercial bank located in Summit County, with interest accruing to the owner.

The Construction Compliance Deposit is to ensure compliance with all construction standards as well as to ensure that the residence is built as approved. If the ARC determines at any point in the construction process that any of the improvements shown on the approved Construction Plans are not constructed in compliance with said approved plans, the ARC may withhold refund of the deposit or utilize such funds as may be necessary to complete the improvements as approved.

Landscape design and revegetation of disturbed areas are critical to the long term success of The Reserve. In order to assure the completion of approved landscape and revegetation plans, the Landscape Improvement Deposit is required. The Landscape Improvement Deposit will be held for one year after the owner notifies the ARC in a written statement that landscaping is complete. At that time, provided all landscape materials have survived and are deemed by the ARC to be in good condition, the deposit along with accrued interest will be returned to the owner. In the event landscape materials have died or are deemed by the ARC to be in poor condition, the ARC shall notify the owner in writing and said materials shall be replaced by the owner.

In the event the owner does not replace said materials, the ARC may withhold refund of the deposit or be entitled to utilize the deposit to replace said materials.

The ARC will take formal action on the Final Drawings application by voting to either approve, approve with conditions, deny or table the application. Applications that receive approval or approval with conditions may move on to the next step (Construction Plans submittal). Applications that are tabled or denied may submit a revised Final Drawings application. In all cases, the ARC will provide the owner with a written statement describing the ARC action and if applicable, a list of issues that must be addressed during the next step in the design process.

In the event the ARC tables or denies a Final Drawings submittal, the owner may revise and resubmit a Final Drawings. No additional fee shall be required for this resubmittal. If the Final Drawings application is tabled or denied after a second review by the ARC, the applicant may again revise and resubmit, subject to the payment of an additional \$250 design review fee. Final Drawings approval by the ARC is valid for **one year**. If construction does not commence within one year from the date of Final Drawing approval by the ARC, said approval shall expire. In this event, applications shall be resubmitted to the ARC prior to initiating any construction related activity.

Step Four: Construction Plans. Step Four in the design review and construction process is the submittal and review of Construction Plans. Construction Plans may be submitted to the ARC following approval of Final Drawings. Construction Plans constitute the full set of plans to be submitted to the Town of Frisco for permit. Any changes required by the Town of Frisco for permit must also be submitted to the ARC.

The purpose of Construction Plan Review is to ensure that all aspects of construction drawings approved by the Town of Frisco are consistent with plans approved by the ARC during the Final Drawings application. If Construction Plans are consistent with the approved Final Drawings, the owner may proceed to the next step - the Pre-Construction Conference. Construction Plans that deviate from approved Final Drawings will be returned to the owner with a written statement describing why the Construction Plans were not approved and what changes are necessary in order for Construction Plans to comply with approved Final Drawings. It is anticipated this would be an extremely rare occurrence.

- **Step Five: Pre-Construction Conference.** In order to ensure close coordination and cooperation during the construction process, the owner and their general contractor shall meet with a representative of the ARC. This meeting will occur on the home site prior to any construction related activity including tree removal and excavation. The purpose of this meeting is to review the general Construction Standards and the site-specific Construction Management Plan and will address the following issues:
 - Placement of the limits of excavation fencing.
 - Location of construction material storage.
 - Location of temporary structures, trailers, or dumpsters.
 - Placement of soil stabilization and erosion control measures.
 - Vehicle parking for contractors and workers.
 - Review of the violation and fine system.
 - Timelines and scheduling for the entire construction period.

- **Step Six: Construction Period.** During the construction period, the ARC and the property management company will each periodically and independently monitor the progress of the project to ensure compliance with both construction standards and approved design. It is very important for the owner, architect and builder to remember that **any changes to the approved design must be submitted to the ARC for review and approval.**

Completion of construction, including issuance of a final Certificate of Occupancy from the Town of Frisco as well as landscaping and paved driveway, must occur no later than fifteen months after commencement of construction related activity. Construction at no time shall be abandoned for more than 120 days (except for a foundation, which may be left in its unfinished state for up to six months). Failure to comply will result in forfeiture of the construction compliance deposit. An extension of six months to complete landscaping and driveway paving may be granted by the ARC upon written request.

- **Step Seven: Project Completion.** When construction and/or landscaping are complete, the owner may request in writing that the ARC review the residence and/or property for compliance with the approved plans and refund of the respective construction and/or landscape compliance deposit. If the owner has not applied for a refund within 2 years (24 months) from the date of issuance of the Certificate of Occupancy from the Town of Frisco, the deposit monies will be forfeited. The ARC reserves the right to consider extenuating circumstances and to examine each individual situation separately. Prior to any review, the ARC will send the owner a copy of a site review checklist to serve as a reminder of some of the items the ARC will refer to when conducting the completion review.

If the ARC determines the residence has been built in compliance with the approved plans, the **construction compliance deposit** plus accrued interest will be refunded to the owner. If the ARC determines the residence is not yet complete or not in compliance with the approved plans, the owner must make changes necessary to bring the project into compliance. In all cases, the ARC will provide the owner with a written statement describing the ARC action and if applicable, a list of items that need to be addressed to ensure refund of the construction compliance deposit.

When all of the stated issues have been addressed, the owner may again request a review of the residence. Each additional review after the first will require a \$250 fee which will be deducted from the construction compliance deposit.

The **landscape improvement deposit**, as described above in Step Three: Final Drawings, will be held for one year after the owner has notified the ARC that landscaping is complete. At that time, provided all landscape materials have survived and are deemed by the ARC to be in good condition, the deposit along with accrued interest will be returned to the owner. In the event landscape materials have died or are deemed by the ARC to be in poor condition, the ARC shall notify the owner in writing and said materials shall be replaced by the owner. In the event the owner does not replace said materials, the ARC may withhold refund of the deposit or be entitled to utilize the deposit to replace said materials.

DESIGN REVIEW AND CONSTRUCTION PROCESS

REMODEL OR ADDITION

The **Design Review** for a remodel or addition is slightly abbreviated from that for new construction. The two-stage process is designed to ensure that the design of the remodel or addition is consistent with the current *Design Standards* and that allowable building coverage for the lot is not exceeded.

Step One: Pre-Design Application

Step Two: Schematic Design

Following the approval of Schematic Design, there is a two-step **Construction Process** to see the project through to completion:

Step Three: Construction Plans

Step Four: Project Completion

The following are brief descriptions of each of the four steps. Please be certain to review carefully the submittal checklists, which are part of the applications for each step.

- **Step One: Pre-Design Application.** The first step in the Design Review Process is the submittal of the standard *Pre-Design Conference Application* (all items on the application and checklist must be completed) along with conceptual drawings and/or sketches of the proposed remodel or addition. A **non-refundable design review fee of \$500** must also accompany this application. The Architectural Review Committee (ARC) will review the proposed project and vote whether or not the project is viable to proceed to Schematic Design. A written statement describing the ARC's action will be provided to the owner.
- **Step Two: Schematic Design.** This submittal shall consist of a completed *Schematic Design Application and Checklist* along with ¼ -inch scale drawings of the proposed project. Only items on the checklist that are applicable to the proposed project need to be submitted/detailed on the plans. The ARC will take formal action on the Schematic Design application by voting to either approve, approve with conditions, deny or table the application. Applications that are tabled or denied may be submitted as a revised Schematic Design. In all cases the ARC will provide the owner with a written statement describing the ARC's action and, if applicable, a list of issues that must be addressed. Applications that receive approval or approval with conditions may proceed to Step Three – Construction Plans and application to the Town of Frisco for a building permit.

- **Step Three: Construction Plans.** Additional plans are required only in the event that Town of Frisco requires changes to the Schematic Design plans approved by the ARC. If changes are required by the Town of Frisco, the revised plans, as well as any written comments, must be submitted to the ARC for review. In all cases, the following are required:
 1. A copy of a completed *Town of Frisco Building Permit Application Form*
 2. Payment of a refundable **Construction Compliance Deposit**. The amount of this deposit is equal to 5% of the estimated valuation of the project as indicated on the *Town of Frisco Building Permit Application Form*, but not to exceed \$3,000, the amount of the Construction Compliance Deposit currently required for new construction. The ARC reserves the right to require, at its discretion, a higher percentage deposit, based on the magnitude or complexity of the project.
 3. A copy of the Building Permit as granted by the Town of Frisco and a set of stamped of construction drawings as approved by the Town of Frisco. Under no circumstances may construction on the project commence until these documents have been submitted to the ARC.

- **Step Four: Project Completion.** When the project has been completed, the owner may request, in writing, that the ARC review the project for compliance with the approved plans and refund of the Construction Compliance Deposit.

If the ARC determines that the project has been completed in compliance with the approved plans, the construction compliance deposit will be refunded to the owner. If the ARC determines that the project is not in compliance with the approved plans, the owner must make changes necessary to bring the project into compliance. In all cases the ARC will provide the owner with a written statement describing the ARC's action and, if applicable, a list of issues that must be addressed to ensure refund of the construction compliance deposit.

When all of the stated issues have been addressed, the owner may again request a review of the project and refund of the construction compliance deposit. Each additional review after the first review will require a \$100 fee which will be deducted from the construction compliance deposit refund.

PRE-DESIGN CONFERENCE APPLICATION

Date _____

Property

Lot _____ Block _____

NAME of property owner _____

ADDRESS _____

PHONE _____ FAX _____

NAME of principal representative _____

ADDRESS _____

PHONE _____ FAX _____

Architect _____

Contractor (if known) _____

PROJECT TYPE

- Residence
- Exterior addition or alteration to a residence
- Ancillary improvement
- Painting/staining/re-finish/re-roof/landscaping
- Sign

SCHEMATIC DESIGN APPLICATION & CHECKLIST

Date _____

Property

Lot _____ Block _____

NAME of property owner _____

NAME of principal representative _____

ADDRESS _____

PHONE _____ FAX _____

Owner _____

Architect _____

Contractor (if known) _____

PROJECT TYPE

- Residence
- Exterior addition or alteration to a residence
- Ancillary improvement
- Painting/staining/re-finish/re-roof/landscaping

CHECKLIST:

- Submittal explanation (4 copies required)
 - 1. Narrative _____
 - 2. Drawings/details _____
 - 3. Meeting requested _____
- Explain how this concept responds to the Design Standards _____

- Allowed and proposed building coverage
- Site Plan/Landscape Plan legal information. Must include existing and proposed grading
- Topographic survey with site contours at 2 foot intervals, easements, setbacks, final plat information, driveway easement, drainage patterns, and all trees of 6-inches or greater caliper designated
- Roof plan penetrations, flue caps, details
- Floor plans square feet, patio, deck, covered porch
- Exterior elevations 1/4" scale material callouts, existing grades, proposed grades, height
- Show dimension line on height how each elevation is measured
- Site staking requirement includes corners of building linked with continuous flagging tape, driveway limits, trees to be removed, significant trees to preserve
- Exterior lighting - location
- Deck or porch rail
- Chimney cap design
- Window and door trim

FINAL DRAWINGS APPLICATION & CHECKLIST

Date _____

Property

Lot _____ Block _____

NAME of property owner _____

NAME of principal representative _____

ADDRESS _____

PHONE _____ FAX _____

Owner _____

Architect _____

Contractor _____

PROJECT TYPE

- Residence
- Exterior addition or alteration to a residence
- Ancillary improvement
- Painting/staining/re-finish/re-roof/landscaping

FEES *(Check only please payable to: The Reserve at Frisco Homeowners Association)*

- Construction Compliance Deposit \$3000
- Landscape Improvement Deposit \$2000

LIST OF REQUIRED DRAWINGS AND CONTENT:

(4 sets of plans required)

- Site Plan/Landscape Plan
 - Setbacks, easements, calculation, square footage coverage and building
 - Grade of drive
 - Driveway culvert if applicable (size, type) per overall civil engineering
 - Utilities water, sewer, power, gas, TV cable
 - Guest parking
 - Snow storage
 - Grading (existing and proposed)
 - Retaining walls
 - Finished floor elevations
 - Plant material type, size, location
 - North arrow
 - Trees removed/trees to remain
- Foundation Plan
 - Depths of all footings
 - Top of wall heights
 - Dimension and thickness of walls
- Framing Plan
- Roof Plan

- Floor Plans
 - Doors/windows
 - Decks, patios, porches
- Exterior Elevations
 - Existing grade at the building
 - Proposed grade at the building
 - Vertical dimension line for height on all four elevations
 - Materials callout
 - Dotted foundation and footing outline
- Building Section/Exterior Details
 - Cross section showing finish grades/existing grades
 - Deck including rail detail, support, and undercarriage detail
 - Exterior light fixtures and type (cut sheets) – Dark Sky Compliant required
 - Vents and chimney cap detail
- Sample Board mounted on 8 1/2" x 11" foam core board and 4 color paper copies clearly labeled with
 - Colors
 - Materials - siding, roof, window, stone, trim, soffits, doors. Include manufacturer and style.
- Specifications detail shall include reference to compliance with the Reserve Construction Standards (p.17-19)
- Construction Management Plan (see *Construction Standards p. 17*)
- Identify general contractor and submit statement of qualifications

- Signs must comply with the *Design Standards* (p.19, 44-45)
- Other information volunteered or as required by ARC
- Sketches
- Perspectives
- Models
- Details

PRE-CONSTRUCTION CONFERENCE

Date _____

Property

Lot _____ Block _____

NAME of property owner _____

NAME of principal representative _____

ADDRESS _____

PHONE _____ FAX _____

Owner _____

Architect _____

Contractor _____

PROJECT TYPE

- Residence
- Exterior addition or alteration to a residence
- Ancillary improvement
- Painting/staining/re-finish/re-roof/landscaping

In order to ensure close coordination and cooperation during the construction process, the owner and their general contractor shall meet with a representative of the ARC and a representative of the property management company. This meeting will occur on the home site prior to any construction-related activity including tree removal and excavation. The purpose of this meeting is to review the general Construction Standards and the site-specific Construction Management Plan and will address the following issues:

- Placement of the limits of excavation fencing.
- Location of construction material storage.
- Location of temporary structures, trailers, or dumpsters.
- Placement of soil stabilization and erosion control measures.
- Vehicle parking for contractors and workers.
- Review of the violation and fine system.
- Timelines and scheduling for the entire construction period.

MEETING DATE & TIME: _____

Signatures

ARC Representative

Date

CONSTRUCTION PERIOD COMPLIANCE

Date _____

Property Lot _____ Block _____

NAME _____

ADDRESS _____

PHONE _____ FAX _____

Review comments by: _____

Review comments copy to: _____

PROJECT TYPE

- Residence
- Exterior addition or alteration to a residence
- Ancillary improvement
- Painting/staining/refinish/re-roof/landscaping
- Sign

CHECKLIST:

COMMENTS:

- Backfill _____
- Construction parking _____
- Construction material storage _____
- Construction debris _____
- Chemical toilet location _____
- Dumpster location _____
- Construction fencing _____
- Tree protection _____
- Safety or traffic _____
- Damage _____
- Snow storage _____
- Conformance to design _____
- Noise or light issues _____
- Culvert/drainage _____
- Nonconformance _____
- Other _____

DEFINITIONS

Accessory Unit - a leased or rented living space separate yet architecturally combined within a single family unit

Alteration, Remodel, Addition - exterior work affecting a present structure

Architect – architect licensed in the State of Colorado

Architectural Review Committee (ARC) - refers to the committee appointed by the Board of Directors, see *the Declaration of Covenants, Conditions, Easements and Restrictions for The Reserve at Frisco (CCR)*, p.2

Association - refers to The Reserve at Frisco Homeowners Association, see CCR, p.2

Builder - general contractor in good standing with the ARC constructing residences on individual lots

Building Coverage - refers to the limits within each of the lots, see CCR, p.2, and town regulations

Building Height - verify with Town of Frisco code

Change - any design aspect given approval that needs to be resubmitted

Declarant - refers to The Reserve at Frisco LLC, see CCR, p.2

Driveway - the paved area, used to maneuver automobiles from street to garage

Excavation - materials stored or removed from the site

Finishes - all exterior materials in the landscaping and building needed to complete the residence

Grade - existing or finished elevation of ground plane around and continuous to the structure

Gross Square Feet - measured from outside face of wall

Guest Parking - on-site parking for other than the owner

Lot - property, home site

Owner - refers to the owner of record, see CCR, p.3

Preservation Area - area outside of the building coverage, see CCR, p.4

Private Open Space, see CCR p.22

Property - certain real property, see CCR, p.4

Property Line - the boundary of individual ownership

Residence - single-family residence with optional alternative accessory unit

Signs - any element with letters or numbers

The Reserve at Frisco - the planned community including neighborhoods, roads, buildings and landscaping

Utilities - sewer, water, gas, electric, cable (TV and telephone) to include apparatus, easements and lines

APPENDIX I

SNOW COUNTRY DESIGN CONSIDERATIONS

- Snow storage/snow staking marks site elements not to be disturbed by plowing
- Snow shedding from roofs
- Melting and run-off
- Ice dams
- Ice build-up on ground plane - pedestrian and vehicular concern
- Snow stops, fences, gutters, and downspouts
- Sunlight and solar access
- Snow plowing and shoveling
- Protected walkways
- Landscape material protection and drainage
- Snow loading at roofs

APPENDIX II

APPROVED LANDSCAPE MATERIALS LIST

Plant material from this list may be selected to revegetate or landscape the disturbed and undisturbed areas outside the building envelope.

(An * indicates native plant)

EVERGREEN TREES (minimum size - 6' height)

<u>Common name</u>	<u>Botanical name</u>
Colorado Spruce	Picea pungens*
Douglas Fir	Pseudotsuga menzielsii*
Limber Pine	Pinus flexilis*
Ponderosa Pine	Pinus ponderosa*

DECIDUOUS TREES (minimum size - 2" caliper)

<u>Common name</u>	<u>Botanical name</u>
Alder, Thinleaf	Alnus tenuifolia*
Aspen	Populus tremuloides*
Bigtooth Maple	Acer grandidentatum*

DECIDUOUS SHRUBS (minimum size - 5 gallon)

<u>Common name</u>	<u>Botanical name</u>
Birch, Bog	Betula glandulosa*
Buffaloberry, Silver	Shepherdia argentia*
Currant, Alpine	Ribes alpinus*
Current, Golden	Ribes aureum*
Dogwood, Colorado	Cornus sericea coloradense*
Ninebark, Dwarf	Physocarpus opulifolius nana*
Ninebark, Native	Physocarpus monogynus*
Plum, American	Prunus americana*
Potentilla	Potentilla fruticosa var.*
Rose, Native Pink	Rosa rugosa sp.*
Serviceberry	Amelanchier ainifolia*
Snowberry, Mountain	Symphoricarpos albus*
Willow, Bluestem	Salix irrorata

PERENNIALS/GROUND COVERS

Common name

Columbine
Fireweed
Flax, Wild Blue
Kinnikinnick
Mahonia, Creeping
Penstemon
Potentilla

Botanical name

Aquilegia sp.*
Epilobium angustifolium*
Linum perenne*
Arctostaphylos uva-ursi*
Mahonia repens*
Penstemon sp.*
Potentilla sp.*

APPENDIX III

PERMITTED SIGNS AND PRESELECTED ELEMENTS

ALL SIGNS PLACED ON PROPERTIES IN THE RESERVE ARE SUBJECT TO ARC APPROVAL

(See Construction Standards, page 19 and **EXHIBIT A – SIGN DESIGN & SIZE** for additional details)

Temporary Signs

- real estate
- construction

Permanent Signs

- house sign and numbers

Ancillary Elements

- bird houses or feeders
- security monitoring signs (maximum 10" x 10")

SIGN DESIGN & SIZE

