

**ARCHITECTURAL CONTROL
PROCEDURAL GUIDELINES**

OF THE

INDIAN CREEK ASSOCIATION

Architectural Control Committee

I. Procedural Guidelines

- A. The Committee considers only written (hardcopy or electronic) proposals. All proposals must be sent to Management & Maintenance, Inc. at 2130 S. Valentia St., Denver, CO 80231. Forms are available at the Indian Creek website, <http://www.managementandmaintenance1.com/indiancreek/> or from the Management & Maintenance, Inc. office.
- B. The description of the planned project or modification must include all information necessary to enable the Committee to make an informed decision. All project proposals must contain at least two parts. The **first part** must consist of a written description of the proposal, including contractor information, and the expected project completion date; the **second part** must consist of a scaled diagram of the project, in relation to the applicant's house and neighboring houses where necessary. It must provide the Committee with exact dimensions (or anticipated growth dimensions for vegetation), shape, color, and location of the improvement. (Please see Art. VI. Sec. 2 of the Covenants). Sales brochures, photographs, and sketches of similar completed projects may be submitted to supplement the proposal. If the proposal affects the existing drainage pattern in either the front yard or backyard, such effects must also be fully described and diagrammed.
- C. The Committee will decide on a proposal as promptly as practicable, but is allowed 30 days under the Covenants.
- D. The Committee may conduct an on site visit during the progress of the project.
- E. The Committee will follow up within one week of completion of project to confirm work has been completed according to the specification provided and approved.
- F. If a proposal is not approved, the applicant is free to request that the Committee reconsider its decision. Applicants are encouraged to present additional information, which might clarify the proposal or demonstrate its acceptability.
- G. A variance from the restrictions or conditions imposed by Articles of the Covenants must be specifically requested in writing. All requests must state the particular Article and Section, which restricts the desired conduct or project.

II. Building Modification and Detached Structures

- A. A permanent exterior modification to an existing building or proposal for any new attached or detached structure must have written approval by the Committee BEFORE any work is undertaken. See Art. VI, Sec. 2 and Art. VII, Sec. 4 (a) of the Covenants.

- B. Any exterior structural change must have written approval from immediate surrounding neighbors as determined by the Architectural Control Committee.
- C. Awnings for windows are prohibited.
- D. Window-mounted air conditioners and evaporative coolers will only be permitted where "concealed." Per Art. VII, Sec. 12 of the Covenants. A window-mounted air conditioner shall only be considered concealed when:
 - 1. It is mounted on the lowermost portion of a window located at a first-floor level; and
 - 2. It is mounted on a side of the residence opposite or not abutting the nearest street or other public right of way located within the geographic boundaries of the Association; and
 - 3. Its sound level during operation does not exceed that of the central air conditioning unit originally offered by the builder at the time of home purchase.
- E. Satellite dishes are permitted per FCC regulations. Be courteous to your neighbors and install in an unobtrusive location (rear of the unit, and away from neighbors windows, etc).
- F. Storm doors and security doors, in a color consistent with the neighborhood, do not need prior Committee approval.
- G. Additional and/or changes to existing exterior lighting fixtures must be submitted to the Architectural Control Committee for prior approval.
- H. Exterior painting, including doors, will only be permitted when performed by or approved by the Association. Only those areas that are painted may be repainted and unpainted surfaces such as brick shall remain unpainted. Contact Management & Maintenance, Inc. at 303-755-2732 for the approved colors.
- I. No perimeter fences other than the existing style will be permitted.
- J. Roof repairs and replacement must conform to the materials, color, and style of existing roof.
- K. Active and passive solar systems approval requests must be submitted in complete detail and approved by the Architectural Control Committee prior to their installation. Passive solar systems such as greenhouse windows, greenhouses, and/or any system designed for the purpose of capturing solar energy, shall be submitted to the Architectural Control Committee before construction starts. Homeowners desiring to submit plans and specifications for an active or passive solar systems should also submit complete plans for encasing the solar unit in materials aesthetically compatible with building materials use on the residences.

- L. Skylights and solar tubes approval requests must be submitted in complete detail and approved by the Architectural Control Committee prior to their installation.
- M. Approval of any project by the Committee does not waive the necessity for obtaining the required City and County of Denver building permits.
- N. Obtaining a City and County of Denver building permit does not waive the need for Committee approval.
- O. The Committee will not knowingly approve a project, which is in violation of the building or zoning codes.

III. Landscaping Guidelines

- A. Each homeowner is responsible for the maintenance of the entire front yard landscaping. Changes to the front yard landscaping requires submittal of a site plan, which shows the relationship of plantings to driveways, fences, sidewalks, and the structure itself. In addition, a legend must be included with this site plan, indicating what genus and species of plants or trees will be installed. The Committee will take special care in evaluating trees and shrubs that are likely to encroach upon adjacent properties upon maturity.
- B. The ACC suggests no more than 25% of the front lawn be decorative rock. Boulders should be no more than three feet wide and fifteen inches high.
- C. Flowers will be permitted throughout the community with no necessity for obtaining Architectural Control Committee approval.
- D. Article VI, Sec. 3 of the Covenants provides for a ten (10)-foot wide surface drain pattern between residences. This ten (10)-foot surface drainage pattern runs from the front sidewalk directly between residences which do not share a party wall, through to the back of each lot. No landscaping, patio treatments, or ground cover will be permitted to be installed that could possibly interfere with this drainage plan. The Architectural Control Committee is suggesting that rock or bark be installed in these areas in order to provide consistent drainage. Grass sod is likely to present a drainage problem and is not suggested in these areas.
- E. Patio covers, arbors, decks, and other permanent backyard structures, that are visible above the fence, must have Architectural Control approval before installation.
- F. All contractor advertisement signs must be taken down within one week after the completion of the project.

IV. American and Service Flags

- A. Flagpoles must be attached to the home, and cannot exceed six feet in length.

- B. Poles must be mounted on either side of the garage door at a 45-degree angle.
- C. All American and Service Flags, greater than or equal to 9"x12", must be pole mounted and attached to the home.
- D. Flags are limited to one per household.

V. Political Signs: Denver Revised Municipal Code: Section 59-537

- A. Election signs are limited to one per candidate or issue per street frontage. If you have an interior lot you may have only one sign per candidate. If you have a corner lot, you may have one sign facing each street per candidate or issue.
- B. Maximum dimensions for political signs is eight square feet. They cannot flash, blink, fluctuate, or be animated.
- C. Political signs are prohibited on Common Area property.
- D. Political signs may be displayed no more than 90 days prior to the election date, and no more than 15 days after the election date.
- E. Election signs cannot be placed on the public right of way. Keep them at least 3 feet back from the sidewalk.

Adopted April 4, 2006 by the Indian Creek Board of Directors

Application for Project Approval
Indian Creek Architectural Control Committee

Date of Request: _____

Owner(s)' Name(s): _____

Address: _____

Home/Cell Phone: _____

Work Phone: _____

Email Address: _____

Project Description

Please describe the project for which approval is requested. Attach drawings, pictures, or any visual aid that will make the nature of the project perfectly clear. See Section 1B in attached Architectural Control Committee Guidelines.

Name of your Contractor, Supplier or Manufacturer:

Expected Projected Completion Date: _____

Important: Each applicant is responsible to use only licensed and bonded contractors.

Agreement: If my project requires a building permit from the City and County of Denver, I will obtain the permits. If my project requires an Indemnity Agreement, I will sign it. I understand that my project may, upon completion, be inspected by the Indian Creek ACC. I will inform Management and Maintenance of the date of the completion of my project. I understand that all work must be in compliance with the Indian Creek ACC standards as set forth in the Indian Creek ACC guidelines.

Owner(s)' name(s): _____

Date: _____