

THE TERRACE HOA (B)  
EAGLE, CO

FIRST SUPPLEMENT

DESIGN GUIDELINES

**TERRACE HOA(B)  
DESIGN GUIDELINES**

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## 1. INTRODUCTION

### 1.1. Purpose

The Terrace being an urban residential development extending into the rural Brush Creek Valley has taken care to ensure that each lot within the development has good solar, visual, pedestrian and recreational access. Structures should be designed to take full advantage of each.

Each structure may be unique in design however, each must relate to the overall development.

The Design Control Committee (DCC) is in place to assist homeowners with their design reviews, design enforcement and overseeing of the quality standards as set forth in the Design Guidelines. Careful design and material selection will ensure the Terrace community's quality in the years to come.

### 1.2. Grandfather Use Policy

A grandfather clause as defined will protect any decision made previous to the release of the First Supplement to the Terrace HOA (B) Design Guidelines. All Design Control applications submitted after the release of the First Supplement to the Terrace HOA (B) Design Guidelines will be subject to the Guidelines as set forth in this document.

## 2. DESIGN REVIEW

**2.1. Design Control Committee (DCC).** Please refer to the Declaration of Protective Covenants, Conditions, and Restrictions of The Terrace, Filing , NO. II for further information.

### 2.2. Design Control Committee Review Process.

**2.2.1. Meetings.** The DCC shall meet monthly as needed for review of lot owner written request(s) to the Design Control Committee.

All exterior and landscaping modifications, upgrades, changes and/or redesigns must be submitted for DCC review.

To be put on the agenda at a DCC meeting, lot Owners must submit all plans and supporting documentation to the management team no later than twenty (20) days prior to the next scheduled DCC meeting. All submittals must be in writing and include the DCC Application Form in order to be considered for review.

The DCC reserves the right to add any late submissions for review to the agenda if proper adjacent lot owner notification timelines are still able to be met. If no Lot Owner reviews are submitted for a scheduled DCC meeting, the DCC reserves the right to cancel the scheduled meeting not less than twenty **(20) days prior** to the next scheduled DCC meeting.

**2.2.2. Notice.** Any Lot Owner submitting an application, plans, and/or documentation for Design Review must ensure that all adjacent property owners of the lot line are notified, in writing, not less than **(10) days prior** to the 1<sup>st</sup> Tuesday DCC Meeting for which a Design Review Application has been submitted. Adjacent property owners are those lots contiguous with the applicant's lots plus those separated by a street within 60 feet of the applicant's lot. It is the applicant's responsibility to provide proof of notice by obtaining initials of adjacent lot owners on the application. The DCC reserves the right to further request supporting project review(s) if deemed necessary in the effort of determining approval/disapproval for a project; i.e. structural engineering review; landscape architect review, etc. Any

costs associated with further reviews will be the responsibility of the Owner.

**2.2.3. Committee Review.** The DCC reserves the right to approve or disapprove any application and plans submitted to the DCC. In the event a complete set of plans for the proposed work has been submitted to the DCC and the DCC has not taken any action on such plans within thirty (30) days after such complete plans have been received by the DCC, then such complete plans shall be deemed approved. The DCC may establish what plans are required for standard projects or may require an applicant supplement a submittal to be complete. The DCC may take action on such plans submitted by (a) approving such plans; (b) denying such plans; (c) requesting further documentation to complete such plans; or (d) continuing such application for further investigation as necessary. By taking any of these actions no submittal shall be deemed approved without action by the DCC.

**2.2.4. Appeals Process.** In the event of the DCC disapproving any application or part thereof, the Lot Owner submitting the application ("Applicant") may appeal the decision of the DCC. Unless and until such time as a decision of the DCC is overturned by the BOD or Members as below specified, the decision of the DCC shall be in effect and shall be complied with by the Applicant.

The Applicant may appeal a disapproval decision of the DCC to the BOD where a majority vote upon the appeal shall decide the matter. Such appeal shall be made in writing, not less than **(15) days prior** to the next regularly scheduled BOD meeting. No appeal can be made to the BOD more than **(30) days** after the DCC's decision.

If the BOD denies the Applicant's appeal, or if the Applicant does not appeal to the BOD, the Applicant may still appeal a disapproval decision of the DCC to the next annual or special meeting of the Members of the Association, where a vote of at least two thirds (2/3<sup>rd</sup>s) of the votes entitled to be cast at said meeting is required to change the decision of the DCC.

Such appeal to the Members shall be made in writing, not less than ninety (90) days prior to the next annual or special meeting of the Members of the Association so that the Association may give notice of the appeal with notice of such meeting as required by the Bylaws and the appeal documents as below specified.

An appeal to the Members shall be heard upon the written appeal of the Applicant and the written response of the Association, both to be supplied with notice of such meeting of the Members. No written supplement of these written materials may be made thereafter. At the Members' meeting, (a) the Applicant may (but is not required to) present any relevant information by oral presentation to the Members and shall be given no more than five (5) minutes for such presentation, and (b) the Association may (but is not required to) present relevant information by oral presentation to the Members and shall be given no more than five (5) minutes for such presentation. If the Applicant elects to make an oral presentation the Applicant shall present first and the Association second, unless the Applicant makes no presentation, in which case the Association may still make its presentation.

After such oral presentations as may be made, the Members may then submit written questions of either the Applicant or the BOD upon the issue and the Applicant or BOD may, in addition to the oral presentation, give the Members an oral answer. Such process will be by the Secretary reading aloud to the Members the question and the Applicant or BOD responding orally. The response to any question may be made (but is not required) in not more than two (2) minutes. Members' questions and responses shall be allowed for not more than twenty (20) minutes and shall be dealt with in a "first come, first answered" process in the order received by the Secretary at the Members' meeting.

The President of the Association or his/her designee acting as chair of the Members' meeting shall enforce all limits specified herein.

Upon the written appeal and response, together with any oral presentation as given, the Members shall vote on written ballot. The Secretary or his/her designee shall collect and count the ballots and within ten (10) days of the Members' meeting shall announce the results of the vote and give written notice by mail to the Applicant of the results. This decision shall be final and binding upon the Applicant and the Association.

*(Please also refer to the Declarations of Protective Covenants, Conditions, and Restrictions of the Terrace Filling No. II; Article VI Design Control Committee for further information)*

### 3. BUILDING DESIGN, CRITERIA & STANDARDS

#### 3.1. Roofs

**3.1.1. Roof Form.** The primary roof of each structure shall not have less than a 5/12 pitch. New attached secondary roofs may be of less pitch but not less than a 3/12 pitch. Tar and gravel roofs and other flat roofs are only allowed on underground structures or where they compromise no more than 25% of the total roofed area, and where the roof surface is not visible from neighboring properties. Exceptions for southwest architecture will be considered.

**3.1.2. Roof Materials.** Metal roof elements may be approved as an accent material but may not consist of entire roof. Low reflective metal roofing such as tile, metal, "Gavlatique" pre-weathered galvanized steel, painter copper, or weathering steel may be approved for porch and other low pitched minor roofs.

Terra Cotta clay tile, spanish, oriental or other shaped tile, and glazed tile roofing are only to be used if fitting with the design of the home. Such designs will be determined on a case by case basis upon application.

Dormers protecting entries and steps from snow and ice are encouraged.

It is desired that roof penetrations and equipment (i.e. plumbing stacks, exhausts fan caps, combustion gas vents, HVAC equipment, etc.) not be installed on roof planes facing the front street and shall match all existing materials. The burden is on the applicant to show the preferred roof penetration locations if an alternate location cannot be reasonably achieved.

#### 3.2. Structures

**3.2.1. Exterior Wall Materials.** Stucco (Drivit & Settef) in warm off-white colors and native rocks (not volcanic) should be expressive of mass rather than infill panels, generally the heavier masonry exposure should be below and visually supporting the lighter wood sheeting structural elements. Synthetic materials may be approved as long as it has a natural look and finish. Exposed concrete should be kept to a minimum and will require special approval from the DCC.

Plywood, wood shakes, metal, masonite and asbestos are examples of siding that are not generally acceptable. Concrete is generally a pre-approved material for siding.

**3.2.2. Exterior Colors.** Colors on exterior surfaces must be approved by the DCC prior to the beginning the project. Earth tones and neutral shades or shades of white are examples of colors that tend to receive DCC approval.

#### 3.3. Foundations

Foundations should be designed by an architect or professional engineer to be consistent with soil tests for this specific site. Exposed concrete and concrete masonry foundations should be painted or covered. It is preferred that foundation walls be faced with material consistent with other exterior walls of the building. For a list of approved exterior wall materials please see the guideline for Exterior Wall Materials

All foundations should meet that of the Town of Eagle's Land Use and Development Regulations.

### 3.4. Insulation

All insulation requirements should meet that of the Town of Eagle's Land Use and Development Regulations.

### 3.5. Driveways & Parking Standards

#### 3.5.1 Design.

Consideration for location of driveways and grades should meet the Town of Eagles Land Use and Development Guidelines.

- 3.5.2. Materials.** Driveway surfaces will be hard surfaces such as asphalt or concrete. Gravel driveways are not permitted. All other proposed materials will need to be reviewed by the Design Control Committee.

- 3.5.3 Additional Parking.** All additional parking must be approved by the DCC. Not more than one (1) additional parking space shall be granted per lot provided the parking surface and drainage conforms to the Town of Eagle Land Use and Development Code and the Design Control Guidelines for the Terrace. Not more than one (1) vehicle may be parked in the additional parking space at any given time.

The additional parking space and access to the additional space must be clearly defined from the lot's existing drive. No additional parking will be granted if the only access to the additional parking crosses a public walkway or sidewalk. No additional parking shall be parallel to the street. For further reference, please refer to Town of Eagle Land Use and Development Code.

All additional parking space boundaries and access points must be constructed with materials approved by the DCC. Suggested materials for such review are; gravel, rock, asphalt, approved pavers, rock or wood ties, etc. Xeriscaping with large boulders or other landscape elements that would discourage or prevent access to the additional parking from the street is recommended as a transition area between the street and the additional parking space.

Home sites currently utilizing Additional Parking areas that have not been formally approved by the DCC **and** to which there is no record on file with the DCC can be considered in violation of the Terrace HOA(B) Design Guidelines and therefore may result in violation notices and fees as outlined in Section 6; Code Enforcement. Once notified it is mandatory that the Homeowner work with the DCC in order to bring the issue into compliance.

- 3.5.4 RV/Camper Parking.** Vehicles larger than 1 ton shall not be permitted on any lot for long-term parking or storage.

The Terrace Covenants prohibit long term storage of RV/Campers except in a closed garage or screened parking area. These Guidelines explain screened parking areas and their proper application. The DCC desires to allow flexibility for Lot Owners to have temporary "short term" RV parking by the following rules:

- (a) Short-term parking for RV(s) and large camper(s) may be permitted with DCC approval for a maximum of seven (7) days on a case by case basis once reviewed by the Design Control Committee for approval.
- (b) Prior notification of temporary parking is required; contact a member of the management team to obtain the necessary parking approvals.

Prohibited Long Term Parking or Storage

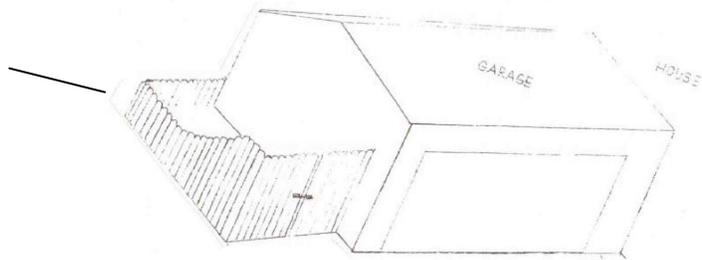
- Commercial Vehicles larger than 1 ton (i.e. dump trucks, excavating/construction equipment or tractor trailers)
- Vehicles over 9ft tall (as measured from the ground to the highest point on the vehicle)
- RV(s) per Covenants Article VIII, Section 3

**3.6 Storage.**

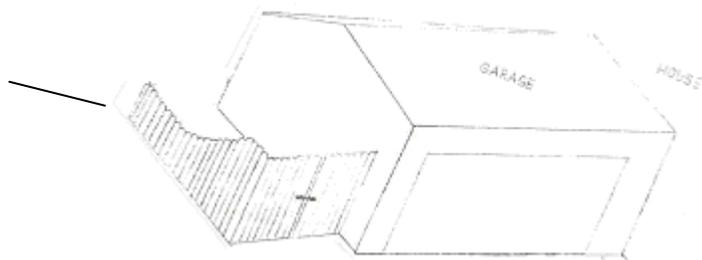
**3.6.1 Screening Structures.** Not more than (1) screened area per lot if lot design permits. Screened structures shall not exceed the length of the existing home. Screening should begin flush with the exterior wall; i.e. garage wall and/or home wall. Structure walls shall not exceed a maximum height of 6ft. Materials are to be presented to the DCC as outlined in 2.3, Design Control Process and will be reviewed at such time on a case-by-case basis.

The DCC has (2) Approved Designs for Screening Structures:

**Design #1**  
Approved Screening Structure:  
6' Tall Fence Enclosure  
with tapered 42"



**Design #2**  
Approved Screening Structure:  
6' Tall Fence Enclosure  
with open rear.  
  
*Note: Tapering not necessary if  
fence enclosure is intended to be  
open in the rear.*



**3.6.2. Trailer Storage.** Not more than (1) trailer shall be permitted per lot. All storage should be placed within an approved Screening Structure or in an approved additional parking space or driveway as approved by the DCC. Please see related sections.

All trailer storage must be approved by the DCC. Trailer Storage is for the purpose of storing snowmobile(s), 4x4 vehicle(s), jet-ski(s), a boat or a similar item (motorized/non-motorized watercraft) on a trailer.

All items on trailers must be covered (see examples below) or in an enclosed trailer environment. Trailers may not exceed the length of the existing driveway. The maximum trailer height including the item being stored (enclosed or covered) shall not exceed 9 ft. in height.

Campers or commercial trailers over 9ft. in height shall not be permitted in additional parking or trailer storage under the Terrace Homeowners Association Design Control Guidelines.

Please see Campers/Commercial Trailers Guidelines and/or Additional Parking for further explanation.



Ex: Approved Cover/Trailer



Ex: Approved Boat/Cover Example

### 3.6.3. Out Buildings and Recreational Structures.

- 1) Outbuilding and Recreation Structures may be located in the side or rear yard areas and must respect the building envelope or building setback whichever apply. Such structures may not be located in the front yard.
- 2) All permanent Outbuilding or Recreational Structures (i.e. garden tool sheds, greenhouses, pool and spa equipment enclosures, swimming pools, hot tubs, shade shelters, gazebos, etc...) must be approved by the DCC. These structures must be architecturally related to the residence. Plastic, metal clad, and gambrel roofed sheds are not permitted.
- 3) Ball courts such as tennis, paddleball and sports courts are generally not permitted unless special approval is granted.
- 4) Casual uses such as a basketball hoop with backboard are acceptable whether permanent, free standing or mounted above garage door.

Under no circumstances will a trailer, whether recreational or construction be allowed for living purposes.

### 3.7 Garage Buildings.

Carports are not appropriate for our climate and are not acceptable. A garage is recommended.

Care should be taken to ensure that the garage doors do not dominate the entire residence. The material of garage doors should be consistent with the rest of the house.

### 3.8 On-Street Parking.

The Town of Eagle does not allow on-street parking in the Development. The Town of Eagle is responsible for enforcement.

### 3.9 Fencing.

- 3.9.1. Yard Fencing.** Fencing should generally be limited in use only for areas requiring screening, such as, campers, trucks, trailers, recreational vehicles and private yard runs. Fence design should relate to the dwelling. Fences are not permitted in

front yards. Fences that are constructed shall not exceed 42" in height. Variances may be granted for active licensed home day care business.

If other locations or fence designs are proposed the burden is on the applicant to show a hardship or justify a unique cause.

- 3.9.2. Deer/Landscape/Animal Fencing.** Dogs will not be allowed unless a fenced yard is constructed that can adequately contain the dog; this includes above ground fencing as well as underground or "invisible" fencing. Kennels will be approved on a case by case basis per the DCC. Fences must be pre-approved by the DCC prior to installation.
- 3.10. Towers and Antennas (FCC Regulations).** Only those antennas or other signal transmitting and receiving devices provided by television or telephone providers are acceptable. Any other devices are subject to DCC review and approval. Inoperable devices must be removed promptly upon discontinuing use or service.
- 3.11. Tanks.** Storage tanks of any type are generally not acceptable. The DCC will review and consider items that are possibly necessary in certain circumstances.
- 3.12. Temporary Structures.** No temporary house, structure, house trailer, or non-permanent outbuilding shall be placed, erected, or allowed to remain on any residential lot, except during construction with DCC approval. Under no circumstances will temporary structures be approved or used for living purposes.
- 3.13. Exterior and Seasonal Lighting.** Exterior lighting systems should be chosen with care to ensure minimal glare. No exterior lighting should be installed that directly cast onto neighbor's properties.

We encourage lighting with a number of low-intensity sources close to the area requiring illumination. This will in nearly all cases be more effective than lighting with a remote single source. All exterior lighting should direct light downward. Pole-mounted lights are discouraged. Nevertheless there are circumstances which may require a pole mounted light. In those cases, the light source should be within six (6) feet from the ground. Specification sheets (cut sheets) for all exterior light fixtures shall be submitted by each applicant for approval by the DCC. For new projects, the exterior lighting specification sheets shall be submitted at the Design Review phase.

**3.14. Chimneys and Fireplaces.**

**3.14.1 Fireplaces.** Restrictions in the number of solid fuel burning devices to be located on the property are contained in the Protective Covenants for the neighborhood. They limit the total number of solid fuel burning appliances to 30 dwellings, one device per unit. In addition, all such solid fuel burning devices shall meet or exceed the then prevailing United States Environmental Protection Agency Phase III Guidelines. There shall be no restriction on the number of natural gas fireplaces located on the property. The Terrace has already reached its maximum number of solid fuel burning devices and requests for such devices will no longer be considered.

**3.14.2 Chimneys.** Chimneys are usually very strong roof elements that are required by code to extend higher than adjacent roof lines. This makes portions important, and materials should give a chimney an appearance which is consistent with the design of the building.

- 1) The Town of Eagle does not permit any indoor solid fuel appliances (e.g. fireplaces, wood or pellet stoves, etc.) in new construction within its corporate limits.

- 2) The Town of Eagle does not regulate outdoor solid fuel devices such as fire pits and BBQ installations. The Terrace does regulate this type of installation. Please apply for approval prior to installation.
- 3) Direct-vent appliance vents may not be placed on the front elevation of any residence.
- 4) Chimneys may be clad in masonry materials (i.e. stone or stucco) only. Wood or other non-masonry cladding is not permitted on chimneys.
- 5) Decorative chimney caps are required of such scale and configuration as to screen vents and other roof penetrations housed therein.
- 6) All installations are subject to the review and approval of the Town of Eagle Building Department.

**3.15. Utilities.** All secondary utility extensions (from trunk lines to individual structures) must be underground. Locations of all utility mains are available from the Town of Eagle Building Department. Connections and on-site lines must be indicated on the site plan.

**3.16. Solar.** The use of solar and/or energy efficient designs is encouraged for all structures in the Terrace. Many lots have adequate solar access to consider use of solar gain, and the climate allows a high return of costs invested when compared to many areas of the country. Proper window location and size will allow for deep winter sun penetration in to the house. Proper overhangs at south facing windows will eliminate summer sun penetration.

The comfort and convenience of your home can be improved through the use of passive solar heating. This can be accomplished through site planning, architectural design, and the use of landscaping furnishings. Passive solar features can be appropriately integrated into the overall design of your home, and can enhance its appeal.

Active solar systems are also feasible in the Terrace. Careful placement of collectors will be necessary to provide maximum solar gain, and minimize visual impact. Collectors and other elements must be integrated into the design of your home and your site. Special consideration should be given to finished and reflective surfaces so they will not adversely affect neighbors. All equipment and related appurtenances must be approved by the DCC prior to purchase and installation by the homeowner.

Notwithstanding any provision in the Declaration, bylaws or rules and regulations of the Association to the contrary, the Terrace shall not effectively prohibit the installation or use of any energy efficient measure. However, the measure must be reviewed and approved by the DCC prior to any installation taking place.

**3.17. Trash.** All rubble (i.e., left over construction materials) and trash shall be removed from all Lots in the Terrace and shall not be allowed to accumulate or be burned thereof.

All garbage containers must be stored in a location that is not offensive to adjoining property, and not obvious when viewed from the roads.

**3.18. Signage.** All signs with the Terrace Homeowners Association (B) must abide by the following sign guidelines. Any other signs are prohibited and will be removed.

Three types of signs shall be allowed at The Terrace: (1) "For Sale" sign used for selling lots or developed properties, (2) "Construction Permit" signs for projects under construction, (3) "Public Safety" signs installed by governmental entities for public safety purposes. Subcontractor signs, material supplier signs, signs advertising services and all other signs are prohibited. Standard "Project" signs, "For Sale" signs and "Yard Sale" signs are generally accepted without prior

approval by the DCC. "Advertising" signs and "Commercial" signs are not permitted within the Association.

Signs that are posted without the required approval by the DCC shall be removed.

Any sign larger than (24" x 36") is required to be approved by the DCC.

All signage, with the exception of signs installed by the government, are considered temporary.

#### **"For Sale" Signs**

Information will be limited to the following:

- A. Property for Sale
- B. By Owner or Realtor Name
- C. Address
- D. Phone Number
- E. Property Description

Signs shall not exceed 24" by 36"

Any flyer or brochures stored on the sign shall be kept clean at all times.

#### **"Construction Permit" Signs**

Information will be limited to the following:

- A. Lot, Block, Filing, and Street Address
- B. Owner or Project Name
- C. General Contractor, Address, Phone #
- D. Licensed Architect or Designer, Address, Phone #
- E. Real Estate Broker, Address, Phone #
- F. Building Permit #

Sign type will be 24" tall by 36" wide, supported by two posts. All signs must be professionally lettered.

## **4. LANDSCAPE**

### **4.1. Landscaping Guidelines.**

Homeowners should note that per the terms of the Final Plat for The Terrace, the individual lot owners are required to maintain their yards all the way to the edge of the public roadway. This includes the areas between sidewalks and roadways. Permanent landscape structures such as berms, retaining walls, elevated planter boxes, etc. require DCC approval.

### **4.2. Minimum Vegetation Requirements.**

The entire lot must be planted and maintained with an approved groundcover and irrigated as necessary to maintain sustainability. Hardscaping, mulches, and xeriscaping applications are also encouraged. In no cases is bare dirt or weeds acceptable.

## **5. CONSTRUCTION RULES & REGULATIONS**

All construction activities in the Terrace must follow The Town of Eagle guidelines. This includes: permitting, dust control, erosion control, safety, noise control, hours of work, etc.

## **6. CODE ENFORCEMENT**

### **6.1. Overview.**

The Terrace (B) Association contracts a Code Enforcement Officer who inspects and enforces the DCC Guidelines, decisions and other Rules and Regulations as may be adopted. The Code Enforcement officer will not live or own property within

the Association. Please see the Terrace Association (B) Enforcement Policy adopted on 8/23/2011 under the Resource Center tab on the Association website at [www.theterrace.org](http://www.theterrace.org).

## 7. VARIANCES

### 7.1. Hardship Clause.

The DCC may, on a case-by-case basis, grant a variance or adjustment for an extension (in writing) of up to one (1) year from the originally approved completion date in order to overcome practical difficulties and/or to prevent unnecessary hardships that the lot owner may have experienced after the DCC's initial review and approval decision. The request for an extension must be made in writing by the lot owner to the designated management team and not less than (30) days prior to the end of the originally approved completion date and evidence of said practical difficulties and hardships should be provided. The DCC may also grant a variance in cases where evidence of hardship exists in order to comply with DCC Guidelines. Such variance, if granted, will attempt to mitigate any negative impact on surrounding neighbors.

Such decisions, in no way guarantee a variance or overturn of any similar or related plans to another lot, lot owner or design.

### 7.2. Time Variance Clause.

If in the event a lot or Lot owner is unable to complete a project within the approved timeframe, the DCC may on a case-by-case basis grant a variance from the original date if written notification from the lot owner is received by the designated management team and the DCC not less than thirty (30) days prior to the originally projected completion date.

## 8. APPENDICES

**8.1. Design Control Committee Review Application:** (please see next page for a "SAMPLE" copy of Design Control Committee Review Application)

**8.2. Standard Homeowner Notification Letter:**

(On file, For Management Reference Only, please contact representative for copy)

**8.3. Design Control Committee Review Form (includes owner sign-off section)**

(On file, For Management Reference Only, please contact representative for copy)

**TERRACE HOMEOWNERS ASSOCIATION (B)**  
**Design Control Committee Application Form**

APPLICATION DATE: \_\_\_\_\_

DATE OF DESIRED DCC MEETING: \_\_\_\_\_

TYPE OF:             Exterior             Exterior             Additional             Misc.  
REVIEW            Modification            Remodel            Parking            Request

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1. Please note that all DCC requests are subject to approval by the DCC Board.
  2. DCC Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday's of each month.
  3. Applications with all supporting documents; i.e. plat maps, project designs, architectural drawings, etc... must be submitted to the Association Management team at least 10 Days prior to the desired DCC Meeting to ensure scheduling.
  4. All adjacent homeowners will be notified by the association of the upcoming project review and meeting location for the DCC at least 5 days prior to the meeting.
- 

**PROJECT INFORMATION**

- A. NAME OF PROJECT: \_\_\_\_\_  
PROJECT DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_
- B. LOCATION OF PROJECT, LOT NUMER: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
- C. NAME OF APPLICANT/HOMEOWNER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
- TELPEHONE: \_\_\_\_\_ ALT #: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_
- 

**ADJACENT HOMEOWNER(S) TO PROJECT (use additional page if necessary)**

NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ (Signature acknowledges approval of proposed changes.)

NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ (Signature acknowledges approval of proposed changes.)

NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ (Signature acknowledges approval of proposed changes.)

NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ (Signature acknowledges approval of proposed changes.)

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SIGNATURE OF HOMEOWNER/APPLICANT

DATE

**Office: (970) 328-4464 Fax: (970) 328-0311**  
**P.O. Box 5621 Eagle, CO 81631**  
**Email: management@theterrace.org**