



## Architectural Guidelines Last Updated June 14, 2023

The following pages are the detailed guidelines for Willow Creek.

- Theme- The general theme of the homes in Willow Creek will be Colorado Craftsman style with complimenting earth tone craftsman typical colors.
- These guidelines are general regulations; the architectural review board may grant variances to any of the guidelines based on architectural merit. If you would like to alter the exterior of your home in a way that is not approved in the guidelines, you may submit a plan to the board for approval.
- These guidelines are not designed to limit your freedom as a homeowner in Willow Creek, but to protect your property value and investment in the community.

### **Architectural Review Board (ARB)**

- a. The ARB will be made up of four people, one managing member who is appointed by the HOA Board of Directors and three voting members that are appointed by the managing member. Voting members may not own a home or lot in Willow Creek and may not be involved in any way with the subject property being considered by the ARB.**

- b. **The managing member will receive all submittals and make sure the submittal is complete and in an emailable form. They will also coordinate the meeting of the ARB, take detailed minutes of the meeting, and communicate in writing to the applicant the findings of the ARB. The managing member is a non-voting member of the ARB.**
- c. **The voting members of the ARB will agree to meet upon seven days' notice from the managing member of the ARB. Generally, these three voting members of the ARB will be made up of one home builder, one home designer and one landscape designer, and they will each have one vote. If any of the three are involved in building the home that is to be reviewed, an alternative voting member will be appointed by the managing member.**
- d. **The Declarant will act as the managing member of the board until the sale of 75% of the entire Willow Creek development to homeowners, at which time the declarant will appoint a homeowner to act as the managing member of the ARB.**
- e. **The ARB will be allowed to grant variances to guidelines and master approval based upon architectural merit or other redeeming qualities of the submittal. Variances do not change the overall guidelines.**

**General.** The following is an alphabetical list of a wide variety of specific types of improvements which homeowners and builders typically consider installing, with pertinent information to each, or procedures that must be followed in order to complete the construction process. Unless otherwise specifically stated, drawings or plans for a proposed improvement must be submitted to the Architectural Review Board (ARB) for Willow Creek, and written approval of the ARB is required. These guidelines can be changed from time to time, as allowed for in the covenants of this subdivision.

**ALWAYS BE SURE YOU HAVE OBTAINED AND READ THE MOST RECENT EDITION OF THE ARCHITECTURAL GUIDELINES. THESE GUIDELINES ARE ADOPTED PURSUANT TO ARTICLE 11 OF THE DECLARATION OF COVENANTS FOR WILLOW CREEK. ALL OWNERS AND BUILDERS SHOULD REFER TO THE DECLARATION IN ADDITION TO THESE GUIDELINES.**

1. **Additions and Expansions.** ARB approval is required. Additions or expansions to homes will require submissions of detailed plans and specifications.
2. **Air Conditioning Equipment.** Only central air conditioning is permitted. Air conditioning equipment installed in any front, side or rear yard should be reasonably screened from view of adjacent property owners and should be installed in such a way that any noise heard from adjacent properties is minimized. Installation of air conditioning equipment on the roof of the house, in a window of the house or through the wall of a house is not permitted.
3. **Antennae.** Not permitted. No exterior radio antennae, television antennae, or any other antennae may be erected. Television dishes are permitted as long as they do not exceed 3 feet in diameter and are screened from view from any angle with landscaping, privacy wall or fence approved by the ARB. If the antennae or dish is installed on the roof of the home, it shall be placed on the rear elevation of the roof.
4. **Basketball Backboards.** ARB review is required for placement and design.
5. **Birdhouses and feeders.** ARB review is not required if limited to 1 foot by 2 feet and if not more than two in number are installed on any lot. A birdhouse or birdfeeder may not be attached to fencing.

- 6. Building Plans.** The review and plan submittal procedures have been written to accommodate the most complex conditions that may exist in the variety of development activities that may occur in Willow Creek. There will be cases where any of the step-by-step procedures will not have to be followed or certain listed submittal items may not be required. The managing members of the ARB should be consulted to determine what information will be required for review by the ARB prior to making the submission. EVERY SUBMITTAL SHOULD INCLUDE THE NAME, EMAIL ADDRESS, MAILING ADDRESS AND TELEPHONE NUMBER OF THE BUILDER.
- a. Submittal fee. A fee payable to the Willow Creek Homeowners Association must be paid with the submittal to the ARB. The fee for the original building is \$150.00. The ARB may not require the fee on every submittal if there is a builder master approval in place.
  - b. Clean Up Fee. All ARB submissions must be accompanied by a \$200.00 payment for a Clean-Up Fee: these funds will be used to maintain the overall appearance of the subdivision during the dwelling construction period i.e., keeping the open spaces, vacant lots, etc. free from windblown construction debris and the like.
  - c. Fee adjustments. The above fees are intended to cover the cost associated with staffing the ARB and keeping the community and surrounding open space free of trash. The ARB may need to increase the fees based upon the actual costs.
  - d. Architects. All schematic drawings and construction drawings shall be prepared by an architect licensed in the State of Colorado, or a home designer approved by the ARB. The ARB reserves the right to waive this requirement based on the background and experience of the applicant or his agents and if the submittal is complete and adequate.
  - e. Schematic Drawings Submittal. The submittal of schematic drawings is optional. It is the ARB's opinion that such submittal will save the applicant time and expense plus unnecessary revisions of working drawings.
  - f. Construction Documents Submittal. All construction drawings must be approved by the ARB prior to the start of any construction. Construction drawings are required to be submitted to the ARB in electronic format. Scale for the drawings should be either  $1/8'' = 1'$  or  $1/4'' = 1'$ . Construction drawings should include the following:
    - Roof plan, showing pitch, valleys, hips, materials and overhangs.
    - Floor plan for each level of the home, showing main structures, accessory structures, including balconies, decks, and square footage of each floor within the main building, square footage of each accessory, and total square footage.
    - All exterior elevations showing materials, dimensions, final and original grade line, and finished floor elevations clearly indicated.
    - Sections, including finished grade, finished floor and maximum roof height.
    - Applicant shall identify all exterior finishes with brand names, color names and numbers in electronic format. THE EXTERIOR FINISHES MUST BE PRESENTED FOR REVIEW BY THE ARB WITH THE SUBMITTAL OF CONSTRUCTION DRAWINGS PRIOR TO THE START OF CONSTRUCTION.
  - g. Site and grading plans. Are to be submitted with the construction drawings, and should be at a scale of not less than 1''-20' and should include the following:

- Legal description, north arrow, name, address, email address and telephone number of owners.
  - Property lines
  - Building envelope dimensions with the location of the envelope established in relation to property lines.
  - Drives, parking areas and walkways
  - Square footage of the building footprint, without any accessory structures
  - Location, elevations and square footage of any other improvements, such as swimming pools, patios and outbuildings.
  - Reference to adjoining properties, streets, utility and other easements, drainage courses, arrows, and references to buildings on adjoining properties and their uses.
  - Top of foundation elevation and drainage plan as it relates to final development grade per engineering plans for development.
- h. Landscaping Plans. An additional \$50 must be paid to Willow Creek Homeowner's Association with submission of landscaping plans. Landscaping plans may be submitted with the construction drawings which will eliminate the need for the additional \$50 fee. ARB approval must be obtained by the applicant prior to commencement of landscaping. Plans must depict fences, decks, sod, seeded areas, retaining walls, rocks, railroad ties, sprinkler system, sizes and species of nursery materials, and include a drainage and grading plan that coincides with the builder's and shows any improvements or alterations thereto.
- i. Review and Architectural Review Board Action. Following the review, the ARB will either:
- Approve the construction drawings in which case the applicant may proceed with construction.
  - Conditionally approve the construction drawings in which case the applicant must revise the plan to comply with the stated conditions and file the drawings with the ARB coordinator and receive written approval prior to beginning construction.
  - Disapprove the construction drawings, in which case the applicant will be required to re-submit new plans as requested by the ARB.
- j. Additional Submittals. There will be an additional \$50 charged for additional submittals to the ARB. For example, color charts or samples, plans for additions or exterior changes- or anything else missing from the original submittal.
- 7. Carports**. Are not allowed.
- 8. Colors**. Generally, typical craftsman style earth tone colors are required; but ALL color and color combinations must be approved by the ARB prior to the application. Repainting when existing color is changed shall require approval by the ARB. All projections including but not limited to, chimney flues, vents, gutters, downspouts, utility boxes, porches, railing, and exterior stairways shall closely match the permanent color on the surface from which they project or shall be of an approved color. Duplicate color schemes shall not be allowed on adjacent lots or across the street from each other.
- 9. Corner Lots and Open Space**. All lots that are adjacent to any open space, and all corner lots are required to have architectural details on all elevations.
- 10. Decks**. ARB approval is required. Must be wood or other material similar to the material of the residence and must be treated or painted in a similar or in what is generally accepted as a complementary color to the residence. Must be installed as an integral part of the residence and

patio area. Must be located so as not to obstruct or greatly diminish the view or create an unreasonable level of noise for adjacent property owners.

**11. Detached accessory buildings.** Accessory buildings will be allowed and must adhere to the following guidelines:

- a. The building must be located in the backyard, inside of the building envelope.
- b. The building must be sided with the same materials and painted the same colors as the home.
- c. The building must be a one-story structure.
- d. The maximum square footage of the building will be 120 square feet with a maximum height of 10 feet.

**12. Driveways.** There shall be no extension or expansion of driveways without prior written ARB approval. All driveways and private lanes shall be constructed entirely of natural tone concrete surface, brick stamped concrete, brick or pavers from the entrance of the garage doors to the property line. Each driveway will have its own direct access to the road.

**13. Elevation Treatments.** All homes shall be required to have stone, brick, or synthetic stone features on the front elevation, that wraps up the side elevations a minimum of 2 feet. Architectural design shall incorporate a consistent level of architectural interest on all elevations. The use of garden level basements, architectural features such as cantilever, window projections, roof elements, decks etc. shall be used to add contrast to elevations.

**14. Exterior elevations and floor plans.** The same floor plan with the same exterior elevation will not be allowed across the street from a home or adjacent to a home that has been built or is being built. The same floor plan with a different exterior elevation may be built across the street or adjacent to a home that has been built or is being built.

**15. Fences.** If the homeowner chooses to install a fence it must be a pre-approved 6-foot-tall solid driftwood style vinyl fence, with tan-colored posts and top and bottom rails. See example of fence below. Front yards are not allowed to be fenced.



- 16. Fence Maintenance Sharing Responsibilities.** If a homeowner installs fencing on the property line, both neighbors on each side of the line are responsible for maintaining their side of the fence.
- 17. Fireplaces.** Gas fireplaces must either be housed within the contours of the exterior wall, or if protruding to the outside, the gas vent must be screened from site with landscaping and/or fencing. Preferably, the venting will be housed in a chase/chimney- like structure to the roof, and finished with a decorative top, but this option is not a requirement.
- 18. Flagpoles.** One free standing pole per lot is allowed. One wall-mounted bracket per home shall also be allowed.
- 19. Foundations.** No more than 12 inches of exposed concrete may be visible on any elevation.
- 20. Gable Ends.** All gable end overhangs must extend a minimum of 12 inches from the side of the building.
- 21. Garages.** There shall be a minimum of two car spaces in a garage that is attached and fully enclosed. Minimum dimensions for each space are 10 feet by 20 feet.
- 22. Garbage collection and containers.** Only one trash removal company, which shall be designated by the Willow Creek Homeowner's Association will be permitted to pick up trash in the subdivision. All homeowners must use uniform containers designated by said company and place these containers outside only on the day they will be emptied. This procedure limits garbage trucks to one day a week, provides uniform containers and permits discount pricing.
- 23. Garage windows.** It is recommended that all garage windows facing the street be covered with a suitable window covering so that the interior of the garage is not visible from the street.
- 24. Gardens.** All vegetable gardens of any type must be shown on the landscape plan and approved by the ARB. No vegetable gardens will be allowed in the front yard.
- 25. Greenhouses.** All greenhouses must be approved by the ARB.
- 26. Height.** The maximum building height is 35 feet.
- 27. Hot tubs.** ARB approval is required. Must be an integral part of the deck or patio area and off the rear or side yard landscaping. Must be installed in such a way that it is not immediately visible to adjacent property owners and does not create the potential for noise disturbance for adjacent property owners. Top of the tub shall not extend above fence level.
- 28. Irrigation systems.** All homes must have a buried landscape sprinkler system for at least the front yard.
- 29. Landscaping.** Landscaping will be complete as soon as the weather permits, but in any event no later than six months after a home receives a certificate of occupancy for the front and backyard. Landscaping materials shall include an attractive mixture of trees, shrubs, flower beds, mulch and grass or synthetic grass. To conserve water, designs that feature xeriscape materials such as draught tolerant native grasses are encouraged. All front yards that are wider than 60 feet shall have a minimum of two trees of at least 2-inch caliper. All front yards that are 60 feet or less will be required to have a minimum of one tree of at least 2-inch caliper.
- 30. Latticework.** ARB approval is required.
- 31. Lights and lighting.** All light fixtures shall be of a conventional style with illumination patterns which do not cause a nuisance to neighboring properties.
- 32. Outside storage.** Outside storage. With ARB approval the outside storage of one boat, trailer, recreational vehicle and/or automobiles will be allowed as long as they are in operable condition, without cosmetic damage and must be parked behind a 6 ft privacy fence. Screening

will be required for lots that back an open field with trees, bushes or shrubs that are a minimum of 6 feet tall and no more than 3 feet apart. All boats must be covered with a fitted boat cover that is in great condition and has no rips. Any boat, trailer, recreational vehicle and or automobile that does not meet these standards will not be eligible for on-site storage.

- 33. Overhangs.** Must be a minimum of 12 inches, including gable ends.
- 34. Overhangs cloth or canvas.** ARB approval is required. The color must be the same as or generally recognized as complementary to the exterior color of the residence. The covering may be used on the patio only. No aluminum or fiberglass awnings are allowed.
- 35. Painting.** All houses shall be kept well painted in the color approved with the original plans. Color changes must be approved by the ARB.
- 36. Patio covers.** ARB approval is required. Must be constructed of wood or material generally recognized as complementary to the home.
- 37. Paving.** ARB approval is required, regardless of whether for walks, driveways, porches, patio areas of other proposes and regardless of whether concrete, asphalt, brick, flagstones, steppingstones, pre-cast patterned or exposed aggregate pavers are uses as the paving material. Must be located so as not to block any existing drainage patterns.
- 38. Pets.** Household pets are defined as dogs and cats. No more than 2 dogs or 2 cats with a total number of 3 household pets will be allowed. Up to 6 chickens per household will be allowed. Roosters will not be allowed on any lot in Willow Creek.
- 39. Play and sports equipment.** ARB approval is required.
- 40. Playhouses.** ARB approval is required. General guidelines are that they are to be less than 8 feet in height at the peak and have less than 64 square feet of interior floor space. Basic design, materials and colors must match the residence and they are to be incorporated into and at least partially screened by landscaping features.
- 41. Pools.** In- Ground and Above ground swimming pools in back yards are allowed, subject to review and approval of the ARB.
- 42. Gas Firepits.** Gas fire pits in the back yards are allowed, subject to review and approval of the ARB.
- 43. Roofs.** The roof pitch shall be consistent with the architectural style of the proposed building and a minimum of 4/12 pitch. Roof vents shall be painted to match the permanent roof color or the trim color, whichever lessens the visual impact. Roof materials shall be high profile designer series asphalt (at least 30-year warranty). Colors are to be approved by the ARB. As much as possible, all roof vents, plumbing vents, HVAC vents are to be located at the rear or the roof peak as viewed from the street.
- 44. Rooftop equipment.** Not allowed.
- 45. Setbacks.**
  - a. The front setbacks of garages will be 20 feet and front setbacks of the home will be 15 feet.
  - b. Side yard setbacks will be at least 5 feet.
  - c. Corner lot yard setbacks adjacent to a street will be 15 feet.
  - d. Rear yard setbacks will be at least 10 feet.
  - e. The accessory building rear yard setback shall be 10 feet. If the homeowner installs a 6-foot-tall privacy fence on the rear and side property lines, the rear yard setback for accessory buildings shall be 5 feet. All other accessory building setbacks shall remain the same.

- f. Attached single family residential homes will be allowed to be built with 20-foot front setbacks, 20-foot rear setbacks, 7 feet side yard setbacks on the end units and 0-foot setback at the lot line where the homes are attached.

**46. Siding.** ARB approval is required for all exterior finish materials. Exterior siding may be of cedar or redwood, brick, stone, wood shingle, synthetic stucco, architectural concrete or synthetic stone. Quality hardboard and strand board material siding products with 7-inch or less reveals may be allowed but must be approved by ARB. Metal, aluminum or vinyl soffit or fascia will be allowed.

**47. Signs.** ARB approval is required for all signs except temporary real estate “for sale” signs. Temporary signs, advertising property for sale which are not more than five square feet may be installed on the lot without ARB approval. All other signs, including address number and name plaque signs must be approved by the ARB. No lighted signs are permitted.

**48. Solar energy devices.** ARB review board approval is required for all active solar systems. They must be designed to appear as if they are an integral part of the roof. No exterior plumbing may be visible.

**49. Square footages.**

- a. The minimum square footage of the main floor of a one-story home shall be 1,200 square feet. The minimum square footage of the first and second floors of a two-story home shall be 1,400 square feet. The minimum square footage for the main three floors of a tri-level home shall be 1,300 square feet.
- b. For attached single family townhomes, the minimum square footage of the main floor of a one-story home shall be 800 square feet. The minimum square footage of the first and second story of a two-story home shall be 1,100 square feet.
- c. Variances may be granted if the home includes oversized front porches and/or other architectural embellishments.

**50. Statues.** Statues and lawn ornaments are not allowed in front yards. Statues in rear or side yards shall not exceed 5 feet in height.

**51. Swamp coolers.** Not allowed.

**52. Swing sets.** ARB approval is required.

**53. Temporary structures.** Not allowed.

**54. Vents.** All exhaust vents on exterior side elevations, including but not limited to dryer, cook tops, range hoods, gas fireplaces and plumbing vents, must be screened from sight.

**55. Walls (retaining).** ARB approval is required.

**56. Wells.** Not allowed.

**57. Windows.** Windows shall be wood frames, vinyl-clad or metal-clad, or solid vinyl or solid fiberglass or composite. Window frames shall be consistent with the character of the building. Window designs shall be consistent with the architectural design statement in size, proportions, detail, and placement on the elevation.