



*Phase I*  
*Final Report to Homestead Farm Homeowners*

**Working Group Findings and Recommendations**  
**Design Review Process and Design Guidelines**

**September 2016**

## Introduction

Since early June 2016, members of the Homeowner Association Board of Directors and members of the Design Review Committee (the Working Group) along with interested homeowners have met to discuss and recommend changes to the Design Review Process and Design Guidelines. The stated purpose of the review was:

- To ***increase certainty*** for homeowners regarding the approvability of a design proposal
- To ***increase consistency*** in design review decisions made by the DRC and ACC.
- To ***reduce the time*** required for review and approval of design proposals.

The Working Group chose to first address and report on those issues that were most frequently requiring the attention of the Design Review Committee and the Board of Directors. This report represents the culmination of the first phase of completed work. This is to be followed by the review of the remaining guideline issues to provide more complete and objective standards for the review of design proposals.

Following an opportunity for neighborhood input regarding the recommendations contained in this initial report, the Board of Directors will take action to amend the Design Review Guidelines. This report presents recommendations regarding the following Design Guideline issues:

### Foundations of the Design Guidelines and Review Process

1. *What is the purpose of the Design Guidelines and Review Process?*
2. *What is the Homestead Farm philosophy regarding Design Guidelines and Review Process?*

### Design Guidelines and Review Definitions

1. *What is the difference between a variance and an appeal?*
2. *What is the definition of a picture window?*
3. *Should the description of approved roofing materials defined as “aged, weathered cedar shake (brown or gray)” be removed from the Design Guidelines?*
4. *What is the definition of a Perimeter Fence?*

### Design Guidelines and Review Process

1. *How should the Design Review Process address a request not covered by the Guidelines?*
2. *How should the Design Review Process be amended to improve certainty, consistency and timeliness?*

### Design Guidelines and Review Standards

1. *What should be the design standard for front doors?*
2. *What should be the design standard for garage doors?*
3. *Is there a method to improve certainty and consistency in the approval of house paint colors?*
4. *What are the design standards for window replacement?*
5. *What are the design standards for window shutters?*
6. *What are the design standards for patio doors?*
7. *What are the design standards for fences?*
8. *Should the painting of house brick be allowed?*
9. *Should we incorporate City of Centennial Land Development Code standards into the Design Guidelines?*

## Foundations of the Design Guidelines and the Design Review Process

### 1. What is the purpose of the Design Guidelines and Review Process?

#### Considerations

The Homestead Farm Residential Improvement Guidelines provide guidance regarding the purpose of the guidelines and design review process:

*“It is important that improvements to and maintenance of Property **including** all improvements be made in harmony with and not detrimental to the rest of the community.”*

#### Findings and Recommendation

Stated in more simple terms, the recommendation is as noted below. As was suggested at the beginning of the review process, these findings could be incorporated as the findings and criteria for every design review decision:

To **assure harmony** in the architectural character of the neighborhood

To assure that design proposals **do no harm** to adjacent property and the neighborhood in general

### 2. What is the Homestead Farm philosophy regarding Design Guidelines and Review Process?

#### Considerations

Two alternative views regarding the philosophy of the Guidelines and Review Process were considered.

Architectural Harmony & Integrity	Market-Driven
<p><i>From the Guidelines</i>                      The goal of the existing Guidelines is to “preserve the inherent architectural and aesthetic quality of the Homestead Farm development...all improvements (should) be made in harmony with and not detrimental to the rest of the community.” By following guidelines, ...you (we) <u>protect financial investment and ensure improvements are compatible</u> with HF standards.</p>	<p>The purpose of the Guidelines and Design Review Process is to preserve our financial investments. We achieve that objective by ensuring that HF properties continue to meet evolving design trends and homebuyer preferences through the periodic review and the administration of reasonable guidelines that give discretion to private interests to improve their property.</p>

#### Findings and Recommendation:

The philosophy of the Homestead Farm Design Guidelines and Review process accepts a balanced view regarding the philosophy of the Design Guidelines and Review Process. Neither philosophical perspective should dominate the consideration of process or guidelines but should carry equal value in making future decisions regarding the guidelines and design review process:

The underlying philosophy of the Design Guidelines and Design Review Process is to **preserve and protect the inherent qualities and characteristics of the neighborhood** AND **appropriately accommodate evolving design trends and homebuyer preferences** through the periodic review and adoption of amended Guidelines.

## Design Guidelines Definitions

### 1. What is the definition/difference between a variance and an appeal?

#### Considerations

The Design Guidelines offer no definitions for the terms *variance* or *appeal*. Definitions of the terms were obtained from governmental and legal sources that use these terms in the regular conduct of business. The Guidelines do however provide references regarding the appropriate processes for both variances and appeals.

#### Improvements Not Listed

“In a few cases, as indicated below, a specific type of improvement is not permitted under any circumstances. In all other cases, including improvements not included in the listing, advance or prior written approval by either the ACC or DRC is required before an improvement to exterior Property is commenced.”(2.01 of the Guidelines)

“If an owner intends to make an improvement not listed below, ACC approval is required.”  
(4.01 of the Guidelines)

#### Variances

“The ACC must approve any application that represent a variance to the guidelines.”  
(3.02 of the Guidelines.)

“Requests requiring a variance to the covenants and/or Guidelines will be handled by the ACC. In addition, the DRC will present their recommendation for any applications that represent a variance to the guidelines to the Board.”  
(3.03 (b). of the Guidelines)

#### Appeals

“An owner may appeal any decision reached by the DRC to the ACC (or the Board) using the appeal process spelled out in Article IX of the Covenants.” (2.06 of the Guidelines)

#### Findings and Recommendations

At the meeting of 9-12-2016 the Working Group asked that previous recommendations be reviewed prior to presentation to the Board to make certain that the recommendations are clear.

#### Previous Recommendation:

“In a few cases, as indicated below, a specific type of improvement is not permitted under any circumstances. In all other cases, including improvements not included in the listing, advance or prior written approval by either the ACC or DRC is required before an improvement to exterior Property is commenced.”(2.01 of the Guidelines)

Upon additional review, the facilitator recommends additional clarification be provided regarding the distinctions in the type of homeowner requests and the appropriate design review processes to be clarified:

1. General Approval Request. A request for approval for an improvement listed and consistent with the Design Guidelines
2. Exception. A request for approval for an improvement not listed in the Design Guidelines.
3. Variance. A request for approval for an improvement listed in the Design Guidelines but deviates from the standards

The facilitator recommends the following suggested definitions:

General Approval Request. A request for approval for an improvement listed and consistent with the Design Guidelines

An *Exception* means a request for an improvement not included in the Design Guidelines.

A *Variance* means a request for an improvement with a deviation from the standards or requirements of the Design Guidelines ~~or a request for any improvement not included in the listing of Guideline improvements.~~

An *Appeal* means a request to the Board to reverse the decision of DRC.

An appeal follows the Appeal Process. The applicant shall present a case for why and how the DRC erred in its decision. At the discretion of the Board, a representative(s) from the DRC shall present their reasoning for denying or partially denying the applicant's request. The Board may take any of the following actions:

- a. Uphold the original decision of the DRC
- b. Uphold the original decision of the DRC in part
- c. Reverse the decision of the DRC
- d. Reverse the decision of the DRC in part
- e. Send the matter back to the DRC for another consideration based on the input of the Board

#### Implications on Procedures

Section 2.01 of the Guidelines should be amended so as to read:

“Prohibited Improvements. In a few cases, as indicated below, a specific type of improvement is not permitted under any circumstances.

Improvements Not Requiring Approval. As indicated below, there are some improvements for which advance written approval by the ACC/DRC is not required if the Guidelines with respect to such improvements are followed.

General Approval Requests. General Improvement Requests are requests for approval that are listed and consistent with the Guidelines. General Improvement Requests are reviewed by the DRC consistent with the established Design Review procedures.

Exceptions. Requests for approvals not listed in the Guidelines shall only be heard by the ACC.

Variances. Requests for approvals of a variance from the Design Guidelines shall be decided by the ACC with a recommendation from the DRC. The role of the DRC in the case of a *variance* is advisory. If the DRC recommends approval of a variance and the ACC concurs, consideration shall be given to amending to Design Guidelines to allow future like cases to be approved without the necessity of a variance request.”

#### Appeals

Paragraph 2.06 of the Design Guidelines cites Article IX of the Covenants for a procedure to appeal the decision of the DRC. Article IX of the Homestead Farm Covenants do not make references to an appeal process as stated in the Guidelines. The Working Group recommends the adoption of the Appeal Process.

#### 2. What is the definition of a picture window?

##### Considerations

The Design Guidelines offer no definitions for the term picture window. The recommended definition utilizes architectural references and the use of the term as applied in Homestead Farm.

##### Findings and Recommendations

A picture window is defined as a large window usually dominating the room or wall in which it is located, designed or placed to present an attractive view. Picture windows shall include the large single pane of unobstructed glass and the associated side windows originally installed by Sanford Homes. Side windows may be double hung or sliding but shall include muntins consistent with the original side window muntin configuration.

3. *Should the description of approved roofing materials defined as “aged, weathered cedar shake (brown or gray)” be removed from the Design Guidelines?*

Considerations

The approval criterion requires roof replacement to resemble an “aged, weathered cedar shake (brown or gray)”. It has been noted that some of the approved roofing material types and colors do not resemble an aged weather cedar shake. The combined discussions of 8-1-2016 and 8-15-2016 resulted in agreement that pre-approved shingle types had enhanced roof proposal review process. One of the primary considerations in addition to color had been to assure the shape of asphalt shingles would be rectilinear- not rounded and the required architectural style shingles provided a texture that resembled a cedar shake.

Findings and Recommendations

Strike reference to “aged weather” (brown or gray)” from the guidelines so as to read:

Material should be of a similar color and design resembling ~~aged, weathered cedar shakes (brown or gray)~~ and be generally accepted as complementary to the exterior of the home.

The DRC should review and recommend to the Board for approval an updated listing of approved roofing materials including the following:

- a. A review of the names of approved asphalt shingle colors and styles; and,
- b. A more complete review of recycled plastic, steel, and concrete roofing materials in order to assure consistency with the goal of cedar shake appearance.

Recycled plastic is the reference in the Guidelines.

4. *What is the definition of a Perimeter Fence?*

Considerations

At some point after 2002, the definition of the perimeter fence was amended to include properties along the south side of Fremont and the first three properties north of Fremont west of Holly. A question has been raised regarding the impact of this change on the open character and feeling of Homestead Farm. Some existing property owners on the south side of Fremont have expressed an opinion that they prefer the current fence style and height. With regard to the three properties west of Holly, the designation as perimeter fence properties requires any fence replacement to be six feet in height. This requirement is inconsistent with the general standard that requires all properties adjacent to an open space have split rail fencing. The three properties have retained their original 48” solid fence. All properties to the west, have replaced their fences with split rail. From an HOA perspective, consistency in appearance during the period that fences were being replace would be preferable to the inconsistency of short and taller fences along the primary entrance to the neighborhood.

Findings and Recommendation

To overcome the potential for an inconsistent appearance during a fence transition period and maintain consistency with the fencing standards adjacent to open space the following recommendations are made:

1. To remove the perimeter fence designations for all the above-mentioned properties.
2. For properties adjacent to the south side of Fremont, require at the time of fence replacement, a four-foot solid dog-eared fence style with 5.5 inch wide vertical pickets generally consistent with the dog-eared fence standard except for a requirement that it be stained.
3. For the three properties on the north side of Fremont west of Holly to require, at the time of fence replacement, the construction of a split rail fence adjacent to the open space.

## Design Guidelines and Review Process

### *1. How should the Design Review Process address a request not covered by the Guidelines?*

#### Considerations

On occasion, the DRC /ACC is confronted with a design request that is not covered by the Design Guidelines. In the interest of responding in a timely way to a homeowner request, the DRC / ACC have used their best judgments to make a design approval decision without adopted approval criteria upon which to make a decision. Despite the best of intentions of all individuals involved, the result of a decision without specific adopted criteria potentially raises a neighborhood concern over the Design Review Process. Decision-making based on individual preferences in the absence of adopted criteria fosters perceptions regarding the arbitrary nature of the design review process.

A potential solution was suggested to insert language into the Design Guidelines that state:

*If a design proposal is not specifically addressed by the Design Guidelines, the design change request would not be allowed.*

Advantages to the Proposal	Disadvantages to the Proposal
<p>The process is slowed to allow a thoughtful amendment to the Design Guidelines.</p> <p>Neighborhood participation in the change to the Guidelines is transparent and builds respect for the process and individuals involved.</p> <p>Perceptions of precedent for future similar cases are avoided.</p> <p>Minimizes homeowner perceptions of unequal treatment for similar requests.</p> <p>Decisions are based on established and accepted criteria.</p>	<p>Without a commitment on the part of the ACC to address the issue in a timely way, a homeowner's desire to improve their property is delayed for an unknown period of time.</p> <p>The denial of the request places a burden on the part of the homeowner to seek a change to the guidelines and the creation of approval criteria to allow the request.</p>

In discussing the proposal the following general comments were made:

#### Perceptions of Precedent

The approval of the any request not shown on the list of improvements will create a precedent that would need to be followed for all subsequent like requests. There was discussion on the definition of legal precedence that explained that stated a single decision does not necessarily create a precedent. The expressed concern was not over legal precedent rather the need to treat all subsequent homeowners requesting the same thing in the same way. The implication of this reasoning is that once an affirmative decision is made for a design request not covered by the Guidelines, there is a belief that all subsequent similar requests would need to be approved.

#### Lack of Criteria for Approval

Subsequent similar projects would need to be considered using the same informal criteria used to approve the initial request. There would be no formal documentation of the criteria used in granting approval to the first request for subsequent members of the DRC or ACC to consider.

#### Need for a Process that Would Quickly Amend the Design Guidelines

If the potential solution were adopted, there would be a need to establish a process that could potentially amend the guidelines in a timely and thoughtful way.

#### Findings and Recommendations

The Working Group and participating residents were unable to arrive at a consensus regarding a recommendation. Action on the proposed language is to be taken by the Board of Directors.

2. How should the Design Review Process be amended to improve certainty, consistency and timeliness?

Considerations

Meeting 2 focused on agreeing to amendments to the Design Review Process. Five steps defined the Design Review process.

1. Plan Submittal
2. Design Review
3. Finding of Approval or Denial
4. Construction Monitoring
5. Certification of Completion

A review of Steps 1, 2, and 3 was completed and amendments were agreed to. Final discussion regarding Step 4 (Construction Monitoring) and Step 5 (Certificate of Completion) were postponed pending the completion of the review of the Design Guidelines.

At the meeting of the Working Group on 9-12-2016 it was recommended that in approving or denying each improvement request, the DRC make a finding with regard to harm and harmony. In denying any design request, the DRC shall refer to the detailed review criteria and shall cite in specific terms the basis for denial.

In preparing for the meeting on September 12, 2016, it was suggested:

In making a “Harm” and “Harmony” determination special clarification should be made for the DRC regarding the use of the term “colonial”. It has been observed the term “colonial” has been loosely assigned by manufacturers or sellers of home improvement components (i.e. front doors, garage doors, etc.) In making a finding of “Harmony”, the DRC shall not rely on labels assigned by manufacturers or sellers to project components in determining harmony with the Homestead Farm aesthetics.

Findings and Recommendations

The Working Group recommends the adoption of Design Review Steps 1, 2, and 3 as presented and as shown in Attachment 1.

As agreed, Steps 4 and 5 of the Design Review Process are to be reviewed following the review of the Design Guidelines.



## Design Guidelines and Review Standards

### 1. What should be the design standard for front doors?

#### Considerations

Front doors are an important design element of the front of a home and should be appropriate to the style of the home. Future front door installations should follow general characteristics of a colonial style door with consideration given to the original Sanford front door designs that allowed windows at the top of the door.

The design guidelines lack specific approval criteria for front door change requests. While there have been several front door styles installed that are of high quality, some of these styles are considered by the Working Group as being inconsistent with the architectural character of the neighborhood. The combined discussions of 8-1-2016, 8-15-2016, and 8-29-2016 resulted in agreement that it is important that general criteria be established to describe and / or illustrate a colonial style front door. Participants referred to a published design guideline that appeared in the Fine Homebuilding magazine dated 4-29-2010. There was an opinion expressed that more examples of colonial front doors should be provided and that broad discretion be given to the DRC to make decisions regarding the appropriateness of a colonial style door. There was an opinion expressed that door requests should be addressed on a case-by-case basis.

#### Findings and Recommendations

Only the first row of approved door styles should be included in the Guidelines as representative examples and not a comprehensive set of templates. (See Front Door Attachment).

The DRC shall use the following features list in the approval of future design requests for front doors:

#### Approved/Required Features

- Raised panels
- Glass is not a dominant feature
- Clear glass
- Muntins
- Divided glass
- Windowpanes
- Proportionate to house windows
- Partial or full sidelites with muntins
- Frosted glass

#### Disapproved Features

- Door asymmetry
- Focal point of door is glass
- Tinted glass
- Beveled glass
- Etched glass
- Stained glass
- Oval, arched top, or disproportionate shapes of glass
- Glass coming
- Simulated vertical planking

### 2. What should be the design standard for garage doors?

#### Considerations

The design guidelines lack specific approval criteria for garage door change requests other than an allowance for decorative non-functional hardware. In keeping with the concept of a balanced architectural-market approach to design guidelines, there was agreement in the combined working group discussions of 8-1-2016 and 8-15-2016 that garage doors should reflect a colonial style and that

appropriate glass should be permitted on garage doors. This represents a change from the existing Design Guidelines that prohibit glass in garage doors.

Findings and Recommendations:

The following approval criteria should be used in the approval of garage door styles.

Style: Garage doors should be in character with the community aesthetic. ~~reflect a colonial style.~~

Form: Single Doors: 4 x 4 grid. Double door: 4 x 8 grid. All panels should be equal in size.

Inset Panels: Solid or simulated vertical planking.

Glass: Single or double rectangular row proportionately divided clear glass separated by simulated muntins at the top of the door to replace top grid row. If used, windows must replace all panels on the top row of the door. Must be proportional to the grid. No semi-elliptical windows will be permitted.

Color: House body or complementary painted color.

Hardware: Simulated colonial style hinges and door handles painted black are permitted and encouraged with vertical planking.

See Figure X for examples of acceptable garage door styles.

3. *Is there a method to improve certainty and consistency in the approval of house paint colors?*

Considerations

Criteria do not exist to provide guidance to the Design Review Committee (DRC) regarding the acceptability of a house paint color or color combination. As a result, DRC members are required to use their personal judgments and preferences regarding the acceptability of a house paint color. The lack of paint color criteria leads to perceptions of DRC arbitrariness and reducing color approval decisions to DRC member personal preferences rather than reliance on an objective standard.

One approach to improve certainty and consistency would be to adopt an approved color palette approach that is in use in other neighborhoods. There was general agreement that this approach had merit. Consideration was given to Sherwin Williams Historic Color Collection that includes approximately 140 house paint colors. There was some discussion that some neighborhoods specify pre-approved color combinations and that approach could be an option for our neighborhood.

There was a suggestion that the number of color options be limited. It was also suggested that color families provide a more general basis for limiting color choices for house color. An additional suggestion was rather than defining allowed colors, defining prohibited colors would be another method of creating additional certainty regarding approval of colors. In reviewing the color palette at the meeting of 8-01-2016, everyone present was able to identify his or her house color on the approved palette. At the meeting on 8-15-2016 there was sentiment expressed that the historic color collection was too limiting and that another palette would be more appropriate.

Findings and Recommendations

The following Design Guideline language was recommended:

Requirement for Approval: The exterior painting of homes including the repainting of an existing color requires the approval of the Design Review Committee.

Color Options: The Design Review Committee shall be responsible for recommending the approved ~~palette~~ color combinations to include house body color and multiple corresponding trim and accent color combinations to the Board of Directors and annually reviewing and making recommendations for changes to the palette.

Use of the Preferred Color Palette: Homeowners are encouraged to select exterior paint colors from the approved Homestead Farm color palette.

Ultimately homeowners would be required to select from the approved palette combinations once those have been fully developed and adopted by the Board.

The Design Review Committee is permitted to approve colors not on the color palette without being considered a variance from the design standards. Approval of deviations from the approved color palette shall be based on the personal judgments of members of the Design Review Committee as to color harmony and suitability. In approving color changes, the Design Review Committee shall assure that the same color is not used on adjacent homes.

In preparation for the September 12, 2016, it was suggested that additional language be added regarding Homeowner requirements to provide photos of adjacent homes showing existing paint colors and that homeowners be required to paint a color swatch of the proposed color on the side of their home. The application has been amended to reflect this suggestion.

The DRC shall:

1. Recommend a preferred Homestead Farm color palette to the Board for adoption
2. Annually recommend to the Board revisions to the color palette for Board adoption.

4. *What are the design standards for window replacement?*

Considerations

According to the existing Design Guidelines, window muntins are viewed as “an essential part of the character of the Homestead Farm neighborhood.” The Working Group agreed this design element should continue to be viewed in those terms. It was further recommended the wording “encouraged” be changed to “required” in support of this design element.

Findings and Recommendations

The language of the Design Guidelines should be changed to read as follows:

DRC approval is not required if the window(s) are replaced with the exact or similar type and style window(s). DRC approval is required for window(s) replacement that would be a change in style, size, or color. The style of window(s) on the front, rear, or sides of a home that have muntin bars **must** be maintained when the window(s) is replaced. Muntin bar windows are considered an essential part of the character of the Homestead Farm neighborhood. Owners are **encouraged required** to replace any non-muntin windows with muntin bar windows to maintain and enhance the overall aesthetic continuity of the community.

Window trim shall be brick molding consistent with the original window trim provided by Sanford Homes and shall be painted white in color.

5. *What are the design standards for window shutters?*

Considerations

Shutters are considered an essential architectural feature in Homestead Farm. It was observed that shutters have been installed that do not meet the design standards and in a recent instance, shutters had been removed from the front of a house and sold creating a difficulty in obtaining compliance from the new property owners.

Findings and Recommendations

Retain the existing Approval Criteria:

DRC approval is required for the replacement of all shutters. All replacement shutters must be the same style and width as the original Sanford supplied shutters.

Shutter Type: Individual slats.

Material: May be made of wood or vinyl

Size: Must be as tall as the window and with a width equal to 1/2 the width of the window.

Shutters may not be permanently removed.

The following maintenance criteria should be deleted from the existing shutter standard and placed in General Guidelines 5.0. of the Design Guidelines.

“Wood shutters must be repaired or replaced when the deterioration of the shutter is visible.  
Wooden slats need to be replaced when they are broken or badly bowed.”

6. *What are the design standards for patio doors?*

Considerations (8-1-2016)

The Design Guidelines do not provide any standards for patio doors. There was a question regarding muntins on sliding glass doors. It was agreed that muntins were required only on the French Door style. There was discussion regarding the desire to limit the amount of the glass expanse on a wall and it was suggested that the total window coverage width not exceed 50 percent of the wall width. There was reference made to a recent approval that allowed for a maximum glass width of 12 feet as a control over the expanse of glass and that the glass be allowed closer than 16 inches to a wall corner.

Findings and Recommendations

The following approval criteria is recommended:

Type: Sliding, French, or Folding

Maximum Width: 12 ft.

Location: May not be located within 16 inches of the corner of a wall.

Maximum Height: 6 ft. 8 inches

Maximum Panel Width: 3 ft.

Muntins: Encouraged on all types. Required on French door type.

Glass: Clear

Frame: White

Trim: White brick molding

Total Window Coverage: Total width of window coverage on any wall shall not exceed 50 percent of the wall's width.

Glass Wall systems are prohibited.

7. *What are the design standards for fences?*

Considerations

During the discussion on 8-01-2016, Working Group members were made aware that detailed guidance regarding fence design exists and is provided in the covenants. The website version of the Design Guidelines currently does not include those illustrated fence standards. It was suggested that the fence design illustrations be included with the Design Guidelines on the website and that this would answer most fence design questions. It was agreed that the illustrations for fences should be added to the Design Guidelines provided on the website.

It was suggested that some fence limitations regarding split rail fencing and solid fencing maybe answered by the approved Subdivision Plat or PUD. It was agreed that copies of the approved subdivision documents would be obtained to help answer questions regarding fence type locations. The Master Development Plan provided guidance regarding the defined open space areas of Homestead Farm that defines required split rail fence locations adjacent to open spaces.

Findings and Recommendations

1. Perimeter Fences.

Maintain existing General Conditions, Specifications, and Approval Criteria with the following exceptions.

- a. Provide a perimeter fence design previously referred to in the Design Guidelines as “Figure A” but not shown. The new illustrations shall reflect the general as-built condition of the existing perimeter fence.

- b. Provide new written specifications consistent with the perimeter fence design illustration.
- c. Change the percentage for destruction or damage from 50 percent to 20 percent to foster replacement of remaining low perimeter fences.  
“If such fences are destroyed or damaged in an amount equal to or greater than 50 20% of the total linear footage, the Owner shall replace the entire fence with a six (6) foot privacy fence in accordance with the style specifications below.”
- d. As previously noted, change the definition of Perimeter Fence.

2. Non-perimeter Fences.

Maintain the existing Definition, General Conditions, Drainage Under Fencing standards.

- a. Improve clarity regarding repair of existing fences and construction of new fences by adding new language regarding repair and replacement definitions and corresponding DRC review.

a. Repair

If any fences and/or walls located on an Owner's Lot are damaged or destroyed, the Owner shall repair and recondition the same at the Owner's expense. Repairs ~~or replacement~~ of fences/walls shall restore the same to its original condition. Repairs are defined as the reconditioning of 20 percent or less of the total linear fence footage. Repairs of fences to restore to the original condition do not require DRC approval.

b. Replacement

Replacement of fences/walls shall be constructed in accordance with the Design Specifications. Replacement is defined as the construction of new fencing exceeding 20 percent of the total linear footage. Replacement requires DRC approval.

- b. Add illustration for definition of open space areas that define the split rail fencing requirement for properties adjacent to open space.
- c. Add new illustrations for fencing types consistent with as- built conditions.
- d. Delete Open Fence Style from allowed fence styles
- e. Delete Solid, Interior Non-Dog-Eared due to limited use of the style from allowed fence styles.
- f. Limit solid fence heights to either 4 ft. or 6 ft. eliminating the allowed range of fence heights.

**Specifications and Approval Criteria**

There are ~~four~~ three defined fence styles in Homestead Farm:

- A). Perimeter Fence
- B.) Non Perimeter Fence
  - 1. Split Rail
  - 2. Dog-eared Solid
  - ~~3. Solid, interior non-dog-eared~~
  - ~~4. Open Fence Style~~

**4.19 Perimeter Fence**

**a. Definition of Perimeter Fence**

All fences that back up to Dry Creek Road, South Holly Street and East Easter Ave all properties that back up to Easter/the Baptist Church property; ~~the south side of Fremont Street between Holly and Grape St.; the north side of Fremont Street for the first three properties that back up to Fremont starting at Holly (7156, 7160 & 7164 S. Hudson Cir.);~~ the S. Glencoe St. entrance from Dry Creek and the S. Grape St. entrance from Easter.

**b. General Conditions**

- 1. Perimeter fences may not be removed, replaced, stained a different color or altered, including adding a gate, without approval of the DRC.
- 2. If an Owner replaces their existing Perimeter fence (the original Sanford Homes design), it shall be replaced with a six-foot privacy fence in accordance with the Perimeter Fence style specifications.
- 3. If any such fences, which are located on an Owner’s Lot, are damaged, the Owner shall repair and recondition the same at the Owner’s expense.
- 4. If such fences are destroyed or damaged in an amount equal to or greater than **50 20%** of the total fence linear footage, the Owner shall replace the entire fence with a six (6) foot privacy fence in accordance with the Perimeter Fence style specifications.
- 5. All perimeter fences must be uniformly stained with the DRC approved color.
- 6. Double sided fencing may be allowed with DRC approval.**
- 7. Animal control wire attached to split rail fence rails and posts shall not extend above the top of the fence post.**

**c. Replacement Perimeter Fence Style**

Any construction or repair of any Perimeter fence shall be in accordance with the specifications shown ~~on Figure A~~ on Figures X-X and as set forth below.

**d. Perimeter Fence Specification** (See also Figures X-X)

<b>Proposed Specification</b>	<b>Existing Specification</b>
Location Located at the perimeters of and along entry streets to the Homestead Farm. See Figure X.	Change in perimeter fence locations.
Maximum Height: 6 ft.	No change.
Material: Rough sawn cedar	No change
Fasteners: Galvanized or weather resistant fasteners must be used.	No change.
Design:	
Rails: Fence to be constructed with three (3) rails evenly spaced mounted flush with the backside of posts using joist hangers. Rails are	Rails: Fence to be constructed with three (3) rails on back evenly spaced. Rails shall be mounted flush with the backside of the posts

2x4 cedar. Eliminates notching option reflecting as-built conditions.	either by joist hangers or the use of a notched post. Rails are 2" x 4" cedar.
<p>Posts: 6x6 cedar. Posts will be set at intervals of 8 feet or less, and properly plumbed. Posts are to be set in holes at least 24" below ground and 12" diameter. Top of posts shall be bevel cut at 45 degrees.</p> <p>Brick Pillars Any existing brick pillars on the fence line are to be increased in height to match the height of the new Perimeter fence line. Top must be finished in current style consisting of two corbel layers and concrete cap; In the alternative, the brick pillars may be completely removed.</p>	No change
<p>Pickets: 5/8" x 5-1/2" cedar Reflects as built conditions.</p>	Pickets: 1" x 6" cedar
<p>Trim Fascia: Two (2) fascia boards on the front. Fascia boards shall be 1x4 cedar. Top Cap Board: 1x6 cedar; or 1"x 5-1/2" composite material stained to match fence color. Reflects as-built condition and option for composite material to improve top rails.</p>	<p>Trim Fascia: Two (2) fascia boards on the fence front. Fascia boards shall be 1" x 4" cedar.  Top Cap Board: 1" x 4-1/2" cedar</p>
<p>Color: All perimeter fences must be uniformly stained with the DRC approved color. HF Perimeter Fence Stain - Sold at Home Depot Behr Base: 211 Solid Color Wood STN/Stain SO Color Name: Plymouth Gray Color ID: (DP-504) Color Formula: BL (lamp black colorant)=246 CL (yellow oxide colorant)=50 LL (raw umber colorant)=1Y106</p>	Change in specifications to correct formula reference.

#### 4.20 Non-Perimeter Fences

##### a. Definition of Non-Perimeter Fence

Any other fence (new or existing) erected within Homestead Farm that are not Perimeter Fences.

##### b. General Conditions

1. Fences and/or walls may not be removed, replaced, painted a different color, or altered, including adding a gate, without approval of the DRC. The construction shall be in accordance with the specifications shown on Figures X through X.
2. If any fences and/or walls located on an Owner's Lot are damaged or destroyed, the Owner shall repair and recondition the same at the Owner's expense. Repairs or replacement of such fences/walls shall restore the same to its original condition.

##### New Section to Clarify Repair and Replacement Requirements for Non-Perimeter Fencing

###### a. Repair

If any fences and/or walls located on an Owner's Lot are damaged or destroyed, the Owner shall repair and recondition the same at the Owner's expense. Repairs or replacement of fences/walls shall restore the same to its original condition. Repairs are defined as the reconditioning of 20 percent or less of the total linear fence footage. Repairs of fences to restore to the original condition do not require DRC approval.

###### b. Replacement

Replacement of fences/walls shall be constructed in accordance with the Design Specifications. Replacement is defined as the construction of new fencing exceeding 20 percent of the total linear footage. Replacement requires DRC approval.

3. Front Yard Fencing. Fencing erected past the front elevation of the home will not be allowed.
4. Double Fencing shall not be permitted. The DRC may consider double-sided solid fencing located on a lot line.
5. Common Areas. Fences constructed adjacent to common areas will be of split rail design only.
6. Pet Animal Control  
Welded wire mesh (2 in. by 4 in.) attached to split rail fences is allowed to insure pet animal control. The welded wire should be of a type designed to be as unobtrusive as possible. Wire shall not extend above the top of fence posts. Poultry netting or 1/2x1/2 inch hardware may be allowed provided it does not extend above the top of the bottom rail of a split rail fence.  
~~Plastic, chicken wire, hog wire, barbed wire, strand wire and/or chain link fences will not be allowed.~~
7. Solid Fencing Constructed Facing a Street. All fencing facing a street must be constructed smooth side out.
8. Drainage under Fencing. It is important to remember that certain drainage patterns may exist along or under proposed fence locations. When constructing a fence, be sure to provide for a space at least 2-3 inches between the bottom of the fence and the ground elevation so as not to block these drainage patterns.

##### c. Fence Designs

1. Lot Line Fencing. Lot line fences may be solid or open except adjacent to common areas.
  - a. Open Fence (Split Rail) (Figures X-X)  
Homeowners are encouraged to install and maintain split rail fencing on the property lines. Two or three horizontal cedar rails characterize a split rail fence. A split rail fence must be no more than 54 48" in height and constructed in accordance with Figures X through X. Gates in split rail fencing must be constructed in accordance with Figures X and X.



b. Solid Fence

While split rail fencing is the preferred property line fence, owners have the right to retain and construct a solid property line fence. A solid non-perimeter fence may be constructed to either a 4ft. or 6 ft. height and must be constructed in accordance with Figures X and X. Transitions between a three foot six inch fence and a six foot fence a low fence and tall fence must be as shown on Figures X and X. Gates in fencing must be constructed in accordance with Figures X and X.

As to Lots with a slope rising away from the Living Unit, the DRC will consider approval of the above mentioned six foot privacy fence located at the foot of the slope rather than on the Lot line at the top of the slope. ~~or the three foot six inch open fence mentioned above on the Lot line at the top of the slope.~~ In this case, a landscaping and maintenance plan for the slope area may be required by the DRC. All of the above mentioned six foot, non-perimeter, privacy fencing must be constructed of rough sawn material and split rail fences must be constructed with "jumbo" rails.

2. Fences or Screening Located within a Lot line

Must be consistent with interior lot line dog eared fence style

Must be an integral part of the landscape design.

Shall not exceed 4 ft. in height.

**New Narrative Specifications Section to Define Illustrations**

**Specifications for Non-Perimeter Fencing**

Proposed Specification	Existing Specification
Location: Shall be located adjacent to common areas. (Figure 1). May be located at the rear and sides of property lines.	No change except to define common areas in Figure 1.
Design Specifications	
Material: Split cedar	No change
Maximum Height Two Rail: Top rail 3 ft. Top of Post: 3'-6" Three Rail: Top Rail 4 ft. Top of Post: 4'-6"	Open fence maximum allowed 54 inches. Clarifies maximum height for split rails per existing split rail specifications.
Rails Evenly spaced. Top rail to be 6" below top of post. Shall be constructed using jumbo rails meaning 4-inch minimum diameter.	No change
Posts Set 10' on center. Minimum 10" diameter x 2' deep concrete pier recommended.	No change.
Gates Maximum Height. Same as posts Construction: Horizontal 2x4 cedar rails in line with fence rails with 2x4 z brace. 5/8"x3-1/2" or	More detailed specifications for gates are provided. Gate Figure had been missing.

<p>5-1/2" dog-eared pickets on exterior side. Top of picket shall be parallel to top rail. Bottom of picket may be parallel to bottom rail or running parallel to ground surface.  Maximum Width: 4'  Footing: Minimum 10" diameter x 2' deep concrete pier recommended.  Drainage: Maintain 2" minimum clearance from bottom of vertical pickets to avoid blocking drainage patterns.</p>	
<p>Optional Pet Control  Welded wire mesh (2 in. by 4 in.) attached to split rail fences is allowed to insure <u>pet animal</u> control. The welded wire should be of a type designed to be as unobtrusive as possible. <u>Wire shall not extend above the top of fence posts. Poultry netting or 1/2x1/2 inch hardware may be allowed provided it does not extend above the top of the bottom rail of a split rail fence.</u></p>	<p>Previous allowance for certain types of screening between posts per original fence figure is eliminated.  Welded wire specification remains unchanged.</p>
<p>Color  Weather-aged natural finish</p>	

**2. Dog-Eared Solid Style (Figures X-X)**

The Dog-Eared Solid Style fence is most prevalent form of solid fencing found in Homestead Farm. It lacks the horizontal trim members at the top and bottom of the fence pickets and the top rail found on the perimeter fence style. Unlike the perimeter fence style with segmented fence sections, this style has a flat face when viewed from the outside of the fence. The "dog-eared tops" of the vertical pickets characterize this style. Posts are shown to be 4"x4" cedar posts.

**Supplemental Requirements for Properties Located on the South Side of E. Fremont Avenue**

In addition to the general requirements noted below for dog-eared fencing, properties located along the south side of E. Fremont Avenue shall be subject to the following supplemental dog-eared fence requirements when replacing the existing fence:

Required Height: Four feet

Picket Width: 5.5 inches

Color: Stained to match the perimeter fence color

Proposed Specification	Existing Specification
<p>Location:  May be located on the rear and side property lines.</p>	<p>No change</p>
<p>Design Specifications</p>	
<p>Material: Rough sawn cedar</p>	<p>No change</p>
<p>Maximum Height: Either 4 or 6 ft.  Fence transitions must be consistent with Figure X.</p>	<p><u>Suggested change to two fence standard heights.</u></p>

<p>Rails  Located at top and bottom of fence with rails interior to fence. 6' fences to include center rail evenly spaced between top and bottom rail. Rails shall be mounted flush with the backside of the posts by joist hangers.</p>	<p>Eliminates option of notched post reflecting as-built conditions.</p>
<p>Posts  4x4 or 4x6 cedar posts set 8' on center.  4x6 cedar posts required for gates.  Minimum 10" diameter x 2' deep concrete pier recommended.</p>	<p>Allows for use of 4"x6" posts consistent with contemporary solid fence style.</p>
<p>Pickets  Shall be 5/8"x3-1/2" or 5/8"x5-1/2' cedar  Reflects as-built condition.</p>	<p>Previously called out as 1"x4" cedar slats.</p>
<p>Gates  Maximum Height. Same as fence.  Construction  Horizontal 2x4 cedar rails in line with fence rails with 2x4 z brace.  Turnbuckle and cable brace recommended located opposite to wood z brace.  Picket tops shall be parallel to top rail.  Maximum Width: 4'  Footing: Minimum 10" diameter x 2' deep concrete pier recommended.</p>	<p>No change</p>
<p>Drainage: Maintain minimum 2" clearance from bottom of vertical rails to avoid blocking drainage patterns.</p>	<p>No change</p>
<p>Color: Weather aged natural finish</p>	<p>No change</p>

**2. Elimination of Style: Solid, Interior, Non-Dog-Eared Style (Figure X-X)**

The Solid, Interior, Non-Dog-Eared Style is similar to the general appearance of the perimeter fence but differs in the following ways: Fence face is smooth and does not appear segmented by posts; does not provide for posts extending above the top horizontal rails; and does not require a top cap board.

**Eliminates Style as an option.**

Proposed Specification	Existing Specification
Location: May be located on the rear and side property lines. Consideration for eliminating solid fencing on property lines?	No change
Design Specifications	
Material: Rough sawn cedar	
Maximum Height: 6 ft. Consideration for maximum 54" or 42"? except for rear property lines abutting adjacent subdivisions? Fence transitions must be consistent with figures.	No change.
Rails Located at top and bottom of fence with rails interior to fence. 6' fences to include center rail evenly spaced between top and bottom rail. Rails shall be mounted flush with the backside of the posts by joist hangers.	Eliminates option of notched post reflecting as-built conditions.
Posts 4x4 and 4x6 cedar posts set 8' on center. 4x6 posts to be used as gateposts. Minimum 10" diameter x 2' deep concrete pier recommended.	Allowance for 4x4 is a change. 4"x6" required for notching. If eliminate notching for the rails, a 4"x4" post is adequate.
Pickets Shall be 5/8"x5-1/2" cedar	Previously called out as 1"x6" cedar slats.
Trim Fascia: Two (2) fascia boards on the fence front. Fascia boards shall be 1 x 4 cedar.	Previously called out as 1"x6" cedar
Gates Maximum Height. Same as fence.  Construction Horizontal 2x4 cedar rails in line with fence rails with 2x4 z brace. Turnbuckle and cable brace recommended located opposite to wood z brace. Maximum Width: 4' Footing: Minimum 10" diameter x 2' deep concrete pier recommended.	No change
Drainage: Maintain 2" minimum clearance from bottom of vertical rails to avoid blocking drainage patterns.	No change
Color: Weather-aged natural finish	No change

## 9. *Should the painting of house brick be allowed?*

### Considerations

#### Previous related Working Group Discussions

##### Perceptions of Precedent

The approval of subsequent brick painting requests must be approved based on previous precedent. The precedent is not a legal precedent but a consistency precedent that requires all subsequent brick painting requests be approved because brick painting had been allowed in the past. There was discussion on legal precedence that explained that stated a decision does not create a precedent. This interpretation of precedent means that once an affirmative decision is made for a design request not covered by the Guidelines, there is a defacto approval by virtue of the previous approval.

##### Lack of Criteria for Approval

Subsequent similar house brick painting requests would need to be considered using the same informal criteria used to approve the initial request. The use of the same criteria to render a decision regarding the approval of the painting of brick does not guarantee the same approval result. However, there would be no formal documentation of the criteria used in granting approval to the initial request for subsequent members of the DRC or ACC to consider.

##### House Brick Color

Just as siding paint color is judged regarding appropriateness by the DRC, the appropriateness for paint color for brick would be judged for appropriateness.

##### Goals of the Design Guidelines

In judging the appropriateness of painting brick, consideration could be given to the general goals of the Design Guidelines:

“To preserve the inherent architectural and aesthetic quality of the Homestead Farm development. It is important that improvements to and maintenance of the Property including all improvements be made in harmony with and not detrimental to the rest of the community. All improvements made must be in a complementary style to the Living Unit and the overall community.”

From the discussion of 8-29-2016

History. Two homes have been authorized to paint their brick to date. A third home has painted brick, the origin of which is not known.

##### Issue of Precedent.

- Previous approvals should not be considered a precedent. The question should be what do we want as a neighborhood going forward?
- Painting of brick should be considered on a case-by-case basis.

##### Use of Harm and Harmony Criteria

- Was the house recently painted harmful in anyway to the immediate homes? It could be argued that no harm was done in fact it elevated the block.
- The painting of the brick diminishes the character of the neighborhood.
- Houses were not constructed with painted brick originally.
- The whiteness of the house that was painted is not consistent with the neighborhood-there is a need for consistency.

##### Comments regarding painting of brick as an updating strategy:

- In some instances a painted brick is preferable to some brick colors that make homes seem dated.
- We need to offer owners this as an option to update the appearance of homes in the neighborhood.
- Eliminating an outdated look is reason for allowing it.
- There are many older sections of Denver where brick has been painted as an updating strategy but many of these areas do not come under the uniform architectural control of an HOA

Enforcement Issue. House brick painting creates another maintenance responsibility that will need to be enforced.

Maintenance. If the brick cannot be matched for a repair it is reason to allow the painting of the brick.

Findings and Recommendations

At the meeting of the Working Group on 9-12-2016, it was recommended that no future painting of house brick should be allowed.

*10. Should we incorporate City of Centennial Land Development Code standards into the Design Guidelines?*

Considerations

During the Fence Discussion on 8-1-16 there was support for the idea that limitations placed on property by the County approved subdivision documents should be considered in the approval process by the DRC.

There was a brief discussion on 8-15-2016 regarding the County approved plan documents noting that the City of Centennial had terminated all previously approved land development standards found on the approved Homestead Farm plan documents and replaced them with development standards of the City's Land Development Code. Homestead Farm is now subject to the land development standards found in Neighborhood Conservation District NC-6. A detailed summary of the NC-6 development standards were included in the meeting materials for the 8-15-2016 meeting.

In a brief discussion held on 8-29-2016 there was support for incorporating appropriate Land Development Code standards into the Design Guidelines as a way of streamlining the approval process and eliminate discrepancies between approval agencies and minimize the need for homeowners to make two applications to the DRC in the event the Land Development Code approval was different than the HOA approval.

Findings and Recommendations

At the meeting of the Working Group on 9-12-2016 it was recommended that the Design Guidelines should incorporate and align the Design Guidelines with the City of Centennial Land Development Code to the extent that the requirements of the Land Development Code do not conflict with a more restrictive standard provided under the Homestead Farm Guidelines.

## **Attachment 1. Steps 1, 2, 3 Amendments to the Design Review Process**

### **Step 1: Plan Submittal**

#### Application

There was a comment regarding the amount of information required. It was explained that the information shown on the application is what is currently required by the guidelines. Reduction in the amount and type of information requested would require a change in the guidelines. There was not a general consensus to change the information required.

1. There was agreement to recommend the removal of the submittal requirement to show all previously approved changes to the property.
2. There was discussion regarding the requirements for Major Improvements as defined by the guidelines. It was suggested that our submittal requirements should be the same as what would be required by a submittal to the City of Centennial. It was suggested that the submittal include the following information:
  - a. Architectural Sheets that would show building elevations
  - b. Site Plan

There was sentiment expressed that requiring these sheets would create no additional burden for the homeowner.

3. Review of the draft Improvement Application form included the following comments:
  - a. Increase the amount of space for Project Description and make a notation that add additional sheet(s) as may be required.
  - b. Provide a check box to identify Standard or Major Project Submittal. Upon additional review it was determined that the checked boxes would define whether the proposed improvement is a major or standard application.

The Improvement Application form *as amended* is included on the following page.



*Homestead Farm Homeowners' Association*  
**Application for Project Approval**

Please complete this application, include the appropriate attachments, and simultaneously submit to:

Homestead Farm Design Review Committee C/O ACCU 2140 S. Holly St. Denver, Co. 80222 Attention: Jenna Woodman Fax: 303-777-2229 or Jenna <a href="mailto:Woodman@ACCUINC.com">Woodman@ACCUINC.com</a>	Chairman, Homestead Farm Design Review Committee  <b>*****NEED APPROPRIATE CONTACT INFORMATION AND PROCESS TO MAKE CERTAIN APPLICATION CHANGES WITH NEW CHAIRMAN*****</b>
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This form is also available to complete online at: [accuinc.com](http://accuinc.com), sign in, go to Resident Services, click on "online forms" from the drop down menu, click on DRC form. Please forward a completed on-line form for the Chairman of the DRC at the above address.

Application Date:	DRC Use: Complete Submittal Date:
Name:	
Address:	
Phone:	E-Mail Address:

**Project Scope:** This application includes the following changes or improvements. Please check all that apply:

<input type="checkbox"/>	Building Addition and Expansion	<input type="checkbox"/>	Air Conditioning Equipment	<input type="checkbox"/>	Antennae
<input type="checkbox"/>	Awning	<input type="checkbox"/>	Balconies	<input type="checkbox"/>	Basketball Backboards, Permanent
<input type="checkbox"/>	Birdbaths Front or Side Yard	<input type="checkbox"/>	Birdhouses, Front or Side Yard	<input type="checkbox"/>	Birdfeeders, Front or Side Yard
<input type="checkbox"/>	Communication Reception / Transmission Systems and Cable Lines	<input type="checkbox"/>	Deck	<input type="checkbox"/>	Door(s)
<input type="checkbox"/>	Drainage	<input type="checkbox"/>	Driveway	<input type="checkbox"/>	Evaporative Coolers
<input type="checkbox"/>	Exterior Lighting	<input type="checkbox"/>	Fences – Perimeter	<input type="checkbox"/>	Fences - Non-perimeter
<input type="checkbox"/>	Gardens (Flower) Greater than 200 sq. ft.	<input type="checkbox"/>	Gardens (Vegetable) Greater than 200 sq. ft.	<input type="checkbox"/>	Gazebos and Pergolas/Arbors
<input type="checkbox"/>	Grading and Grade Changes	<input type="checkbox"/>	Hot Tub	<input type="checkbox"/>	Jacuzzi
<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Lights and Lighting	<input type="checkbox"/>	Painting
<input type="checkbox"/>	Patio / Porch Roof	<input type="checkbox"/>	Patios	<input type="checkbox"/>	Patios - Open
<input type="checkbox"/>	Paving, Not in kind replacement	<input type="checkbox"/>	Play and Sports Equipment	<input type="checkbox"/>	Pole
<input type="checkbox"/>	Pool	<input type="checkbox"/>	Radio Antennae	<input type="checkbox"/>	Roofing
<input type="checkbox"/>	Rooftop Equipment	<input type="checkbox"/>	Satellite Dishes	<input type="checkbox"/>	Screen Doors
<input type="checkbox"/>	Shed	<input type="checkbox"/>	Shutters - Exterior	<input type="checkbox"/>	Siding
<input type="checkbox"/>	Skylights and Tube Lights	<input type="checkbox"/>	Solar Energy Devices	<input type="checkbox"/>	Spas
<input type="checkbox"/>	Statues	<input type="checkbox"/>	Sunrooms	<input type="checkbox"/>	Sunshades
<input type="checkbox"/>	Swamp Coolers/Evaporative Coolers	<input type="checkbox"/>	Swing Set	<input type="checkbox"/>	Vent
<input type="checkbox"/>	Walls - Retaining	<input type="checkbox"/>	Windows, New	<input type="checkbox"/>	Wind Vane and Directionals
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

**Project Description:** Describe the proposed changes. Add additional sheets if necessary.



## Sketch Plan Requirements for Non-Major Improvements

Please use on the attached site template or an 8.5 x 11 inch-sized piece of paper. Draw the plan to scale. Include the following information on the sketch plan:

### Existing Improvements:

- a. Lot lines
- b. Dwelling footprint: Outside boundary lines of the home as located on the lot.
- c. Other structural improvements such as existing decks, porches, accessory structures
- d. Site improvements including walks, paths, driveways, patios, retaining walls, rocked areas, water features, etc.
- e. Existing landscaping including approximate existing tree canopies, bushes, and landscaped planting areas
- f. Water drainage (direction),
- g. All utilities (electrical, water, gas, phone, TV, cable, etc.),
- h. ~~All previously approved changes to the Property \*\*\* (How does current owner know what was previously approved?)\*\*\*~~

### Proposed Improvements:

The proposed improvements should be shown on the plan and labeled and depict the nature, kind, height, width, color, materials, and location of the proposed improvement.

### Color Approvals

Please note that existing house colors **may** NOT be approved for re-painting.

#### **Submittal Requirements**

1. Please specify the paint/stain/deck/concrete colors (including brand, color name, and color number) in the table below. Please include color chip(s).
2. Please submit color photographs showing paint colors of adjacent homes.

#### **Additional Color Approval Requirements**

1. Paint a 2'x2' requested color swatch on the front of the house visible to the street for each requested color..

	Manufacturer	Color Name	Color Number
Structure Body Color			
Structure Trim Color			
Other: (Specify)			
Other: (Specify)			

## Required Submittal for Major Improvements

In addition to the information provided for non-major improvements, please attach the following:

- a. Architectural Sheets showing building elevations
- b. Site Plan

## Conditions of Application

With the submittal of this application, I understand and agree to the following conditions:

The review may take 30 days. In some instances the review may take additional time.

I should not begin work until receipt of approval.

Homestead Farm Design Approval does not constitute approval from the City of Centennial and that I may also be required to obtain a approval of the project from the City.

I understand that I agree to complete improvement promptly after receiving approval from the Committee. I understand that if the work is not complete within 6 months from the date of approval I must resubmit my request

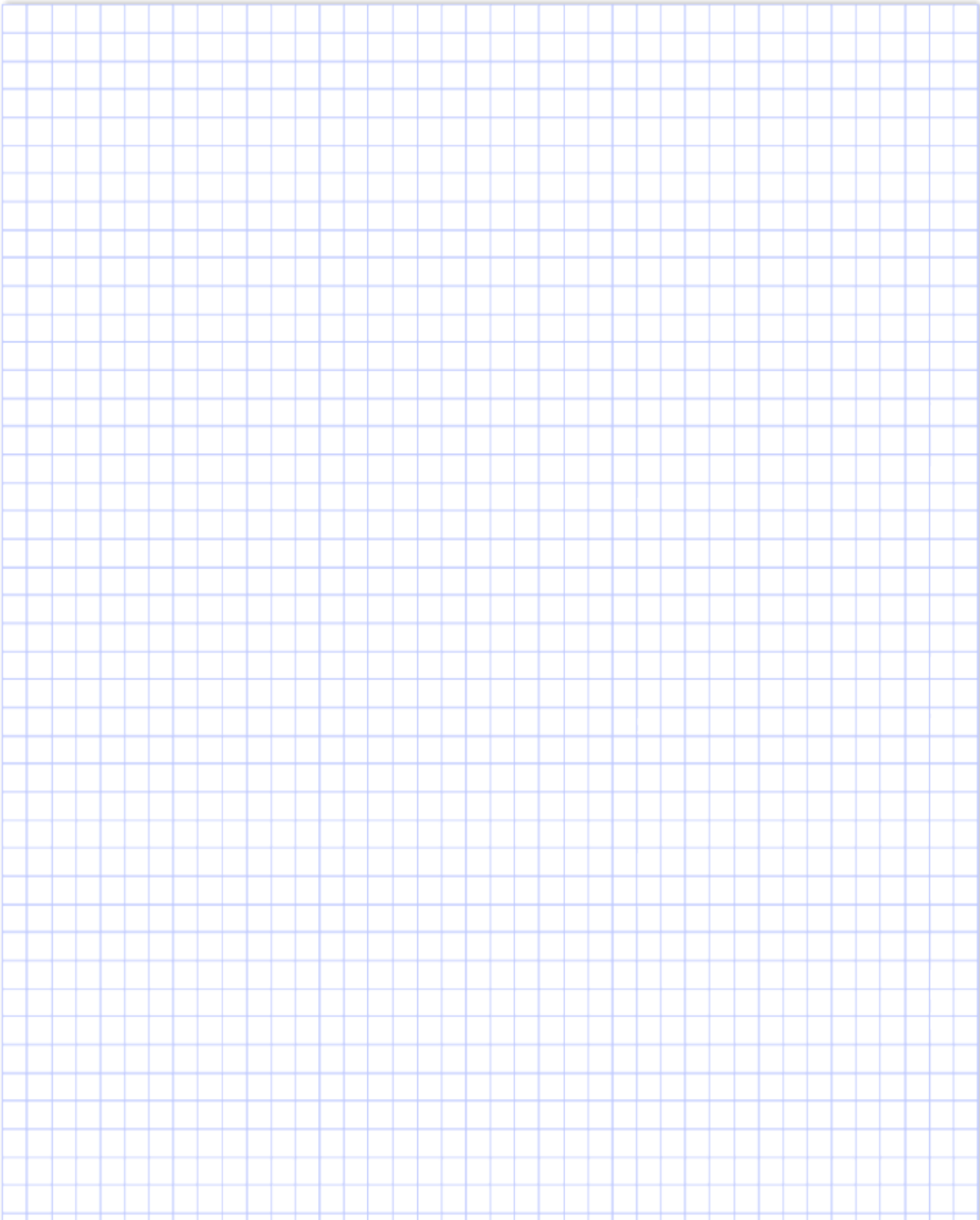
Consistent with the covenants, representatives of the HOA may enter upon my property with proper notice to inspect the progress during the construction.

I will notify the HOA when my project is complete.

I have read the Homestead Farm Covenants and Regulations and will comply with all requirements.

Homeowner's Signature

Please complete a sketch plan for proposed changes to your property.



Completeness Review and Owner Notification

There was discussion regarding the approach to submittal acknowledgement and completeness review.

1. There was a request that narrative space be provided in order that the DRC could provide more specific information to the property owner regarding details of additional information needs.
2. There was a recommendation that a completeness review be completed within 14 days while keeping the total review at 30 days unless a notice of extension is made as provided for in the guidelines and covenants.

A copy of the Acknowledgement of Receipt and Completeness Review *as amended* is included on the following page.



**Homestead Farm**

**Acknowledgement of Application Receipt & Completeness Review**

**Date of Application Receipt:**

Your project application was received by the DRC on:

**Completeness Review Findings**

	The application was found to be complete and the DRC review process has been initiated.
	The application was found to be incomplete and additional information is requested as noted below.

**Project Description:**

Additional details are required to better explain the project. The DRC requests the following information:

	A more complete description of the improvement
	Clarification regarding materials being used
	More complete description regarding improvement heights
	More complete description of the improvement colors.

**Sketch Plan**

Additional sketch plan information is showing existing conditions and improvements:

	Lot lines	Existing landscaping including approximate existing tree canopies, bushes, and landscaped planting areas
	Dwelling footprint: Outside boundary lines of the home as located on the lot.	Water drainage (direction)
	Other structural improvements such as existing decks, porches, accessory structures	All utilities (electrical, water, gas, phone, TV, cable, etc.),
	Site improvements including walks, paths, driveways, patios, retaining walls, rocked areas, water features, etc.	<del>All previously approved changes to the Property</del> <b>*** (How does current owner know what was previously approved?) ***</b>

**Proposed Improvements**

Additional sketch plan information is required by the DRC showing the following details:

	Dimensions or size of proposed improvements	Location of proposed improvements including distance from property lines
--	---	--

**Explanation of Request for Additional Information**

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**Color Approvals**

One or more of the following color specifications was missing from the submittal. Please provide specific information for the areas checked. Please remember to include color chips for all colors being used in the project.

	Manufacturer	Color Name	Color Number	Missing Color Chip
Structure Body Color				
Structure Trim Color				
Other: (Specify)				
Other: (Specify)				

If you have any questions regarding this notice, please contact:

XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

## **Step 2: Design Review**

There was a discussion regarding the design review process. Background information included the defined roles and responsibilities and review authority of the ACC and DRC. The following table summarizes the design review authority and responsibility as defined by the covenants and guidelines.

### **Defined Review Roles and Responsibilities**

	<b>Responsibility of DRC</b>	<b>Responsibility of ACC</b>	<b>Responsibility of Board</b>
<b>Standard Requests</b>			
Requests by Residents	<b>X</b> (Responsibility assigned by Design Review Guidelines as adopted by the Board)		
Requests by DRC Members		<b>X</b>	
Requests by Board Members	<b>X</b>		
<b>Special Requests</b>			
Requests for Variance from Standards		<b>X</b> With recommendation from DRC	In addition, the <b>DRC will present their recommendations for any applications that represent a variance to the guidelines</b> to the Board. <i>(Is that intended to have Board amend the guidelines to permanently address the issue)?</i>
Requests for improvements not listed		<b>X</b>	
Appeals			<b>X</b>

## Improvement Review Criteria

	Finding	
	Affirmative	Negative
<b>Harmony</b>		
<b>1. General Considerations</b>		
The nature, kind, height, width, color, materials, and location are in harmony with existing improvements. (Source: 2.02)		
The proposed project is constructed of wood or material generally recognized as complementary to the home and be similar or generally recognized as complementary in color to the colors in the home (Source: Patio/porch roof)		
<b>2. Compatibility with Existing and Adjacent Structures</b>		
Harmony of external design complementary in style with existing and adjacent structures and property		
All improvements made must be in a <b>complementary style</b> to the Living Unit and the overall community (Dwelling Units and Property) Existing Standard: <i>generally recognized as complimentary architectural style? and color as that of the residence (Source: Sheds)</i>		
Harmony of color with existing and adjacent structures <b>*** (Generally recognized? as a complementary color*** to residence exterior (Source: Awnings)</b>		
<b>3. Consistency with Government Approved Plans</b>		
Improvements are consistent with government all approved plans for Homestead Farm. <b>(Suggested Criteria)</b>		
<b>Harm</b>		
<b>1. Visual Impacts</b>		
<b>A. View Obstructions</b>		
1. Proposed project will not <b>unreasonably obstruct?</b> adjacent Owner's views.		
2. Proposed project will <b>not obstruct or greatly diminish</b> the views of adjacent Owners (Source: Decks)		
3. The proposed change will not adversely impact views or sight lines of properties within <u>  </u> X? <u>  </u> ft. of the subject property. (Source: Air Conditioning, Play and Sports Equipment, Shed, Gazebos, Wood Storage, Decks)		
<b>B. Lighting Impacts</b>		
1. <b>Glare:</b> Proposed project <b>will not produce glare impacts</b> on adjacent property. (Question: <i>Should light source be visible from adjacent property?</i> Guidance: Light source is aimed down or toward dwelling.		
2. <b>Light Spill:</b> Light will not spill onto adjacent property. (Source: Lighting Guidelines)		
<b>2. Noise Impacts</b>		
<b>Audibility:</b> Any noise to adjacent owners is minimized (Source: AC guidelines). Use should not create <b><i>an unreasonable level of noise?</i></b> for the neighbors (Source: Use of the equipment, playhouses, and forts). <b>Possible Criteria:</b> The proposed change will not produce noise audible at the property line. (Problem for play equipment and structures. Difference between improvement impact and use of improvement)		
<b>3. Drainage Impacts</b>		
<b>A. Obstruction:</b> Project or use will not block any existing drainage pattern. (Source: Wood Storage)		
<b>B. Impediment to Flow:</b> Clearance Criteria: Allow 2-3 inches separation so as not to block drainage patterns. (Source: Fence)		
<b>C. Grading:</b> Water drains away from the foundation of the Living Unit and that the flow patterns prevent water from flowing under or collecting near or against the Living Unit foundation, walkways, sidewalks, driveways, and common areas. Water should flow fully over walkways, sidewalks, and driveways into the street. (Drainage)		
<b>D. Diversion:</b> Possible Criteria: The proposed change will not alter existing drainage patterns, impede existing flows, and will not divert water onto adjacent property. (Source: Drainage)		
<b>4. Proximity Impacts (Mass, Bulk, Use Setbacks)</b>		
<b>A. Proximity:</b> Proximity of use may cause adverse impact on adjacent property. <i>Proximity</i> (could be measured in feet) of goal and backboard to the Lot lines, proximity to the Owner's living area, landscaping and vehicles (Source: Basketball standards)		
<b>B. Mitigation of Potential Impact:</b> Must be set back a minimum of 3' from the side of Lot lines and 5' from rear Lot lines or comply with subdivision Setback requirements. <b>Possible Criteria:</b> Must comply with approved subdivision setback requirements or in the absence of subdivision standards, the zoning setback standards.		
<b>5. Time Impacts</b>		
<b>A. Duration:</b> The proposed length of time for project completion (12 months) is consistent with Homestead Farm standards. (Holiday lights, basketball standards, for sale signs, tents, camping equipment, garbage recycling container placement)		
<b>B. Timeliness:</b> Project duration demonstrates intent to complete project in timely manner. Existing Standard: Snow removal as soon as is practical.		
<b>6: Safety</b>		
<b>Impediment to Sightlines.</b> No plantings within 2 and 6 ft. in the triangle formed by twenty five feet from the corners of streets or within 10 ft of driveway and intersection of streets. (Source: Landscaping)		

### **Step 3: Finding of Approval or Denial**

The working group briefly reviewed the process and notification of DRC findings. The DRC or ACC has 30 days from the Certification of a Complete Submittal to render a written decision to the Homestead Farm property owner. In rare circumstances, the DRC may require an extension of time to complete their review. In those instances, the DRC will notify the property owner of the extension in writing.

Based on the first meeting, it was agreed (and has been put into practice) that the DRC shall make a finding regarding Harm or Harmony of a proposed project with the use of similar suggested language:

#### **Approval Finding:**

*The DRC shall be required to make an affirmative written finding regarding the condition for approval consistent with the approval criteria (Suggested language). Approvals will consist of a written confirmation of the Committee's decision sent to the homeowner.*

##### Harmony

The proposed project will be in harmony with the rest of the community.

##### Harm:

The proposed project will not be detrimental the to community.

#### **Denial Finding:**

*The DRC shall be required to make a written negative finding for a denial based on established approval criteria (Suggested language). Denials will be sent via certified mail, or if delivered by a representative of the Design Review Committee within three days of the decision. Receipt will be acknowledged as received by the Owner via a signed receipt.*

##### Harmony

The proposed project will not be in harmony with the rest of the community.

##### Harm

The proposed project will be detrimental and cause harm to the rest of the community.

Findings are based upon application of the review criteria. There was a brief discussion of the Notice of Design Review Authority Decision that is attached.

#### **Failure to Act**

In the event the DRC fails to approve or disapprove the application within 30 days after its receipt of a completed application from an owner, approval of the application will not be required and the related covenant or design guideline shall be deemed to have been fully complied with. In the event the ACC fails to approve or disapprove the application within 30 days after its receipt of a completed application from an owner, approval of the application will not be required and the related covenant shall be deemed to have been fully complied with.

#### **Rights of Appeal (2.06)**

An Owner may appeal any decision reached by the DRC to the ACC (or the Board) using the appeal process spelled out in Article IX of the Covenants.



## Notice of Design Review Authority Decision

<b>Finding for Approval</b>	
The proposed project has been found:	
<ol style="list-style-type: none"> <li>1). To be in harmony with the Homestead Farm Design Guidelines; and:</li> <li>2). Will create no harm to adjacent properties or to the community as defined by the Design Standards.</li> </ol>	
<b>Terms of Approval</b>	
	Approved as submitted
	Approved with Conditions:
Terms and conditions for Conditional Approval as described in the Design Review Guidelines.	
	<b>Disapproved as submitted:</b>
<b>Finding for Disapproval</b>	
The proposed project has been found <b>NOT</b> to be in harmony with the Homestead Farm Design Guidelines and / or will create harm to adjacent properties or the community as defined by the Design Standards.	
Reason(s) for Finding of Disapproval as described in the Design Review Guidelines:	
Review Authority Signature:	Date
Review Authority Signature:	Date

### Rights of Appeal (2.06)

An Owner may appeal any decision reached by the DRC to the ACC (or the Board) using the appeal process spelled out in Article IX of the Covenants. \*\*\*\*\**(Article IX of the covenants does not provide for appeal process)*\*\*\*\*\*



## **PROCEDURE FOR APPEALING DECISIONS OF DESIGN REVIEW COMMITTEE**

### **1. Appeals Board**

The Board of Directors shall hear homeowner appeals of any decision of the Design Review Committee. No board member shall participate in a hearing for which he/she is a party to an appeal.

### **2. Appeal Content Requirement**

The Appeal must be in writing and must identify and discuss the following:

- a. Which of the decisions of the Design Review Committee are being appealed; and/or
- b. Conditions of Approval that are being appealed

The discussion shall include specific information in support of a reversal, including the identification of any provision of the covenants or design guidelines that the appellant believes has been violated.

### **3. Timing**

Appellant has 30 days from the date of the Notice of the Design Review Committee's decision to file a written request with the Board of Directors for an appeal of a Design Review Committee decision. Failure to do so will result in the exhaustion of all rights of appeal.

### **4. Appeal Hearing**

If an appeal is filed at least 10 days prior to the next regularly scheduled board meeting, the appeal will be heard at the next scheduled meeting of the Board. If an appeal is filed less than 10 days prior to the next regularly scheduled Board meeting, the appeal shall be heard at the subsequent meeting of the Board.

At the Board's discretion, the Appellant or his/her representative may make a presentation of the Appellant's position. Such presentation shall not exceed 10 minutes. The Board may also seek a presentation by a representative of the Design Review Committee describing the basis for the Committee's decision. The presentation shall not exceed 10 minutes.

### **5. Review**

The Board of Directors may review all findings of fact and materials submitted by any party regarding the application. The Board of Directors, at its discretion, can seek further information through formal or informal discussions with the Design Review Committee, the applicant or any other party.

The Board may consider any aspect of Appellant's project, not just issues raised in the appeal. In rendering its decision, the Board of Directors normally will do one of the following:

1. Uphold the original decision of the DRC and require enforcement of the conditions of approval
2. Confirm the DRC decision in part.
3. Reverse the decision of the DRC
4. Impose different conditions of approval
5. Send the matter back to the DRC for additional consideration based on the input or instructions of the Board.

In reconsidering the matter, the DRC shall be required to fully consider the directions or instructions of the Board. The decision of the DRC shall be final subject to a homeowners right of appeal. The sole basis for an appeal shall be an appellant's representation that the DRC failed to fully consider the directions or instructions provided by the Board. The decision of the DRC shall be placed in writing by the Chairman of the DRC and delivered within 15 days following the meeting at which the matter was considered by the DRC.

### **6. Written Decision**

A Board's decision shall be in writing and will be rendered within 15 days of the date of the meeting at which the appeal is heard. The Board's decision will be final.

# Remaining Actions

## Board of Directors

### 1. How should the Design Review Process address a request not covered by the Guidelines?

#### Considerations

On occasion, the DRC /ACC is confronted with a design request that is not covered by the Design Guidelines. In the interest of responding in a timely way to a homeowner request, the DRC / ACC have used their best judgments to make a design approval decision without adopted approval criteria upon which to make a decision. Despite the best of intentions of all individuals involved, the result of a decision without specific adopted criteria potentially raises a neighborhood concern over the Design Review Process. Decision-making based on individual preferences in the absence of adopted criteria fosters perceptions regarding the arbitrary nature of the design review process.

A potential solution was suggested to insert language into the Design Guidelines that state:

*If a design proposal is not specifically addressed by the Design Guidelines, the design change request would not be allowed.*

#### Findings and Recommendations

The Working Group and participating residents were unable to arrive at a consensus regarding a recommendation. Action on the proposed language is to be taken by the Board of Directors.

### 2. How should the Design Review Process be amended to improve certainty, consistency and timeliness?

As agreed, Steps 4 and 5 of the Design Review Process are to be reviewed following the review of the Design Guidelines and considered for adoption and/or amend the covenants and guidelines to reflect current/proposed practice.

There was a brief discussion whether the criteria for approval should be made public or whether it was an internal document for use by the DRC. It was suggested that homeowners should have a clear understanding regarding how their proposal was being evaluated. However, a final conclusion was not reached.

How should requests for additional information be handled by the DRC?

The difference in preference for communication regarding the need for additional information was highlighted. Documents suggest that additional information requests shall be mailed or delivered personally and signed for AND references that the Committees will contact the owner by phone if additional materials or information is required. Discrepancy should be reconciled and changed in the guidelines.

### 5. What are the design standards for window shutters?

The following maintenance criteria should be deleted from the existing shutter standard and placed in General Guidelines 5.0. of the Design Guidelines.

“Wood shutters must be repaired or replaced when the deterioration of the shutter is visible. Wooden slats need to be replaced when they are broken or badly bowed.”

### 7. What are the design standards for fences?

It was agreed that the illustrations for fences should be added to the Design Guidelines provided on the website.

## Appeals of the Decision of the DRC

Article IX of the covenants does not provide for appeal process as specified in the Guidelines. Need to clean up the Guideline reference to Article IX and adopt the draft appeals process.

In preparation for the September 12, 2016 Working Group meeting the following change was suggested:

DRC approval is required for all window replacement. The style of window(s) on the front, rear, or sides of a home must include muntins.

## Design Review Committee

3. *Should the description of approved roofing materials defined as “aged, weathered cedar shake (brown or gray)” be removed from the Design Guidelines?*

1. The DRC should review and recommend to the Board for approval an updated listing of approved roofing materials including the following:

- a. A review of the names of approved asphalt shingle colors and styles; and,
- b. A more complete review of recycled plastic, steel, and concrete roofing materials in order to assure consistency with the goal of cedar shake appearance.

3. *Is there a method to improve certainty and consistency in the approval of house paint colors?*

The DRC shall:

1. Recommend a preferred Homestead Farm color palette to the Board for adoption
2. Annually recommend to the Board revisions to the color palette for Board adoption.

10. *Should we incorporate City of Centennial Land Development Code standards into the Design Guidelines?*

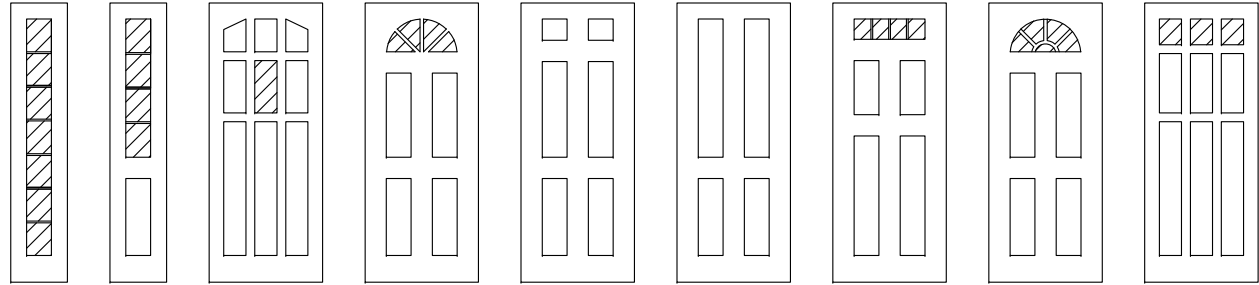
The Design Review Committee should incorporate the City of Centennial Land Development Code standards into the Homestead Farm Guidelines to the extent that they do not conflict with a more restrictive standard of the neighborhood. The DRC may choose to use as a resource the materials provided in the August 15, 2016 Working Group meeting materials that summarized the NC-6 development standards.

**FIGURE X: FRONT DOORS**

APPROVED STYLES:

APPROVED FEATURES:

- RAISED PANELS
- FOCAL POINT OF DOOR IS NOT GLASS
- CLEAR OR FROSTED GLASS
- MUNTINS
- DIVIDED GLASS
- WINDOW PANES PROPORTIONATE TO HOUSE WINDOWS
- PARTIAL OR FULL SIDELITES WITH MUNTINS

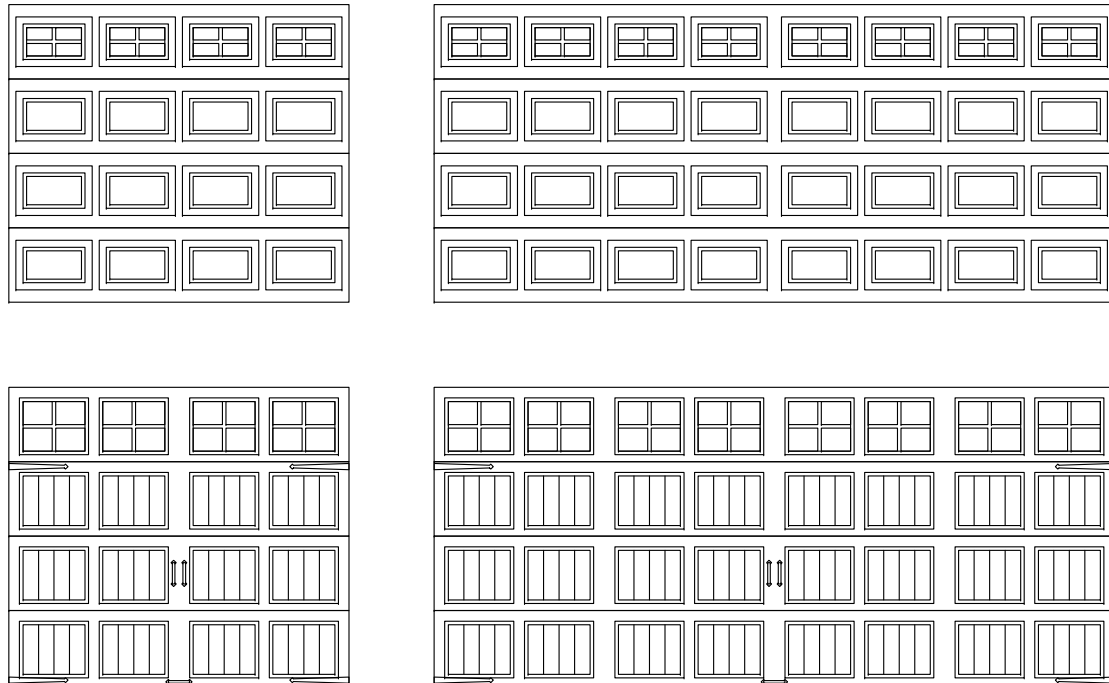


**FIGURE X: GARAGE DOORS**

APPROVED STYLES:

APPROVED FEATURES:

- 4x4 or 4x8 PANEL LAYOUT
- RAISED PANELS OR VERTICALLY GROOVED PANELS
- OPTIONAL TOP SECTION OF WINDOWS WITH MUNTINS
- OPTIONAL CARRIAGE DOOR HANDLE, HINGE, AND STEP PLATE HARDWARE ENCOURAGED ON VERTICALLY GROOVED PANEL DOOR STYLE



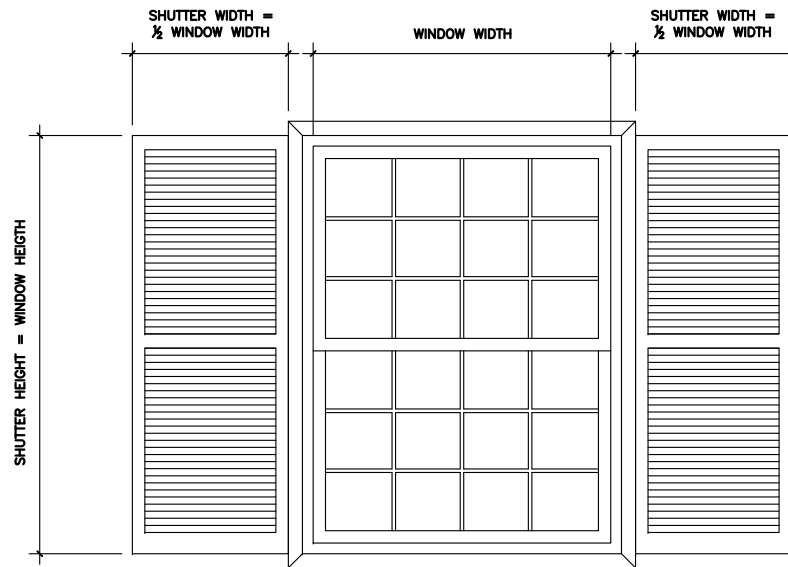
**FIGURE X: WINDOWS AND SHUTTERS**

**APPROVED WINDOW FEATURES:**

- SQUARE MUNTINS REQUIRED AT FRONT, REAR, OR SIDES OF A HOME
- WINDOW TRIM SHALL BE BRICK MOLDING CONSISTENT WITH THE ORIGINAL WINDOW TRIM PROVIDED BY SANFORD HOMES AND SHALL BE PAINTED WHITE IN COLOR

**APPROVED SHUTTER FEATURES:**

- REPLACEMENT SHUTTERS MUST BE MADE OF VINYL OR WOOD AND OF THE SAME STYLE AND WIDTH AS THE ORIGINAL SANDFORD SUPPLIED SHUTTERS
- SHUTTER TYPE: INDIVIDUAL SLATS
- MUST BE AS TALL AS THE WINDOW WITH A WIDTH EQUAL TO  $\frac{1}{2}$  THE WIDTH OF THE WINDOW



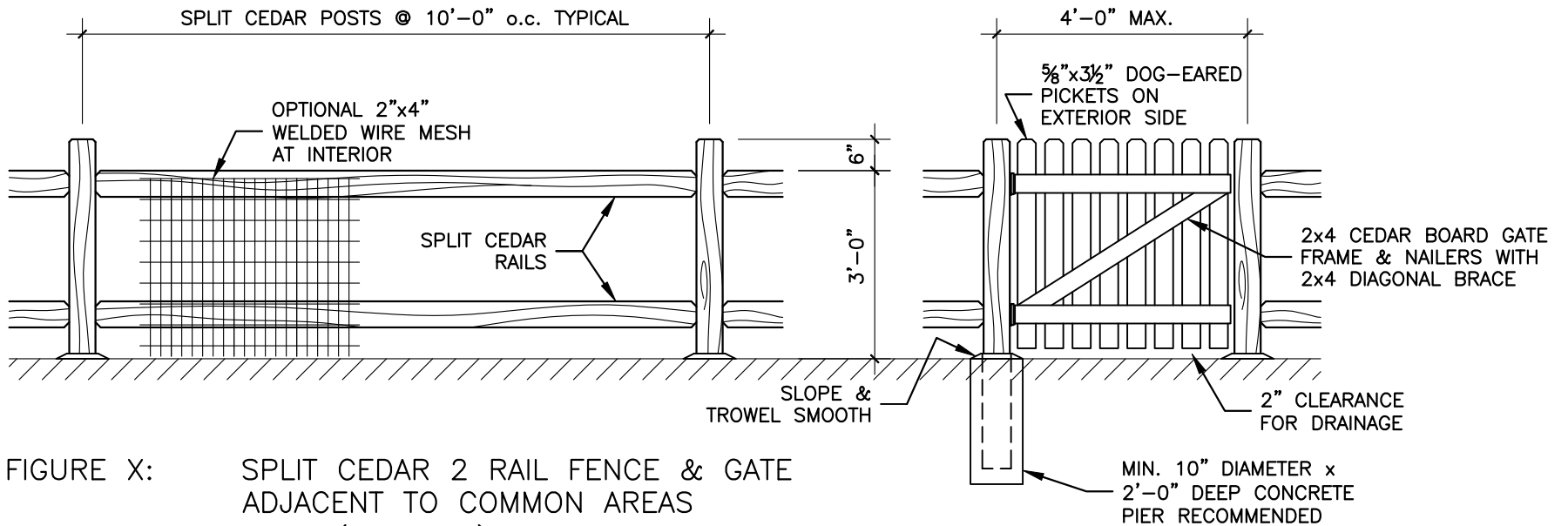


FIGURE X: SPLIT CEDAR 2 RAIL FENCE & GATE ADJACENT TO COMMON AREAS BACK (INTERIOR) ELEVATION

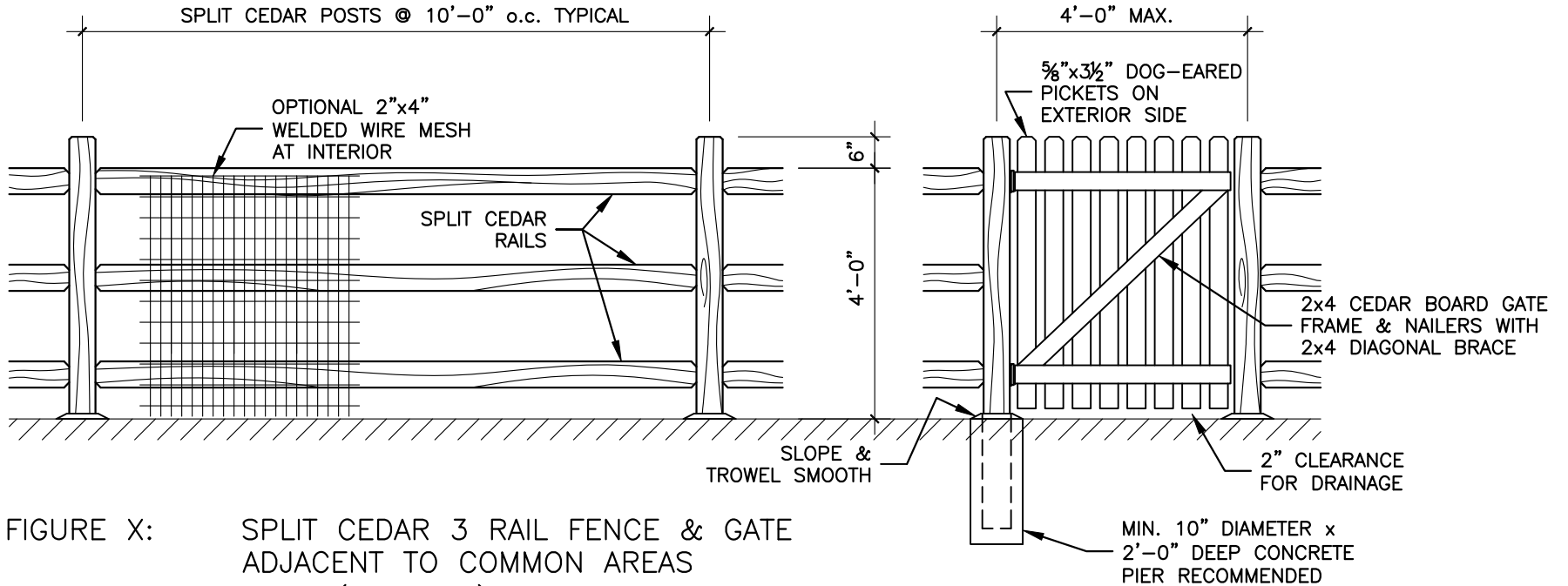


FIGURE X: SPLIT CEDAR 3 RAIL FENCE & GATE ADJACENT TO COMMON AREAS BACK (INTERIOR) ELEVATION

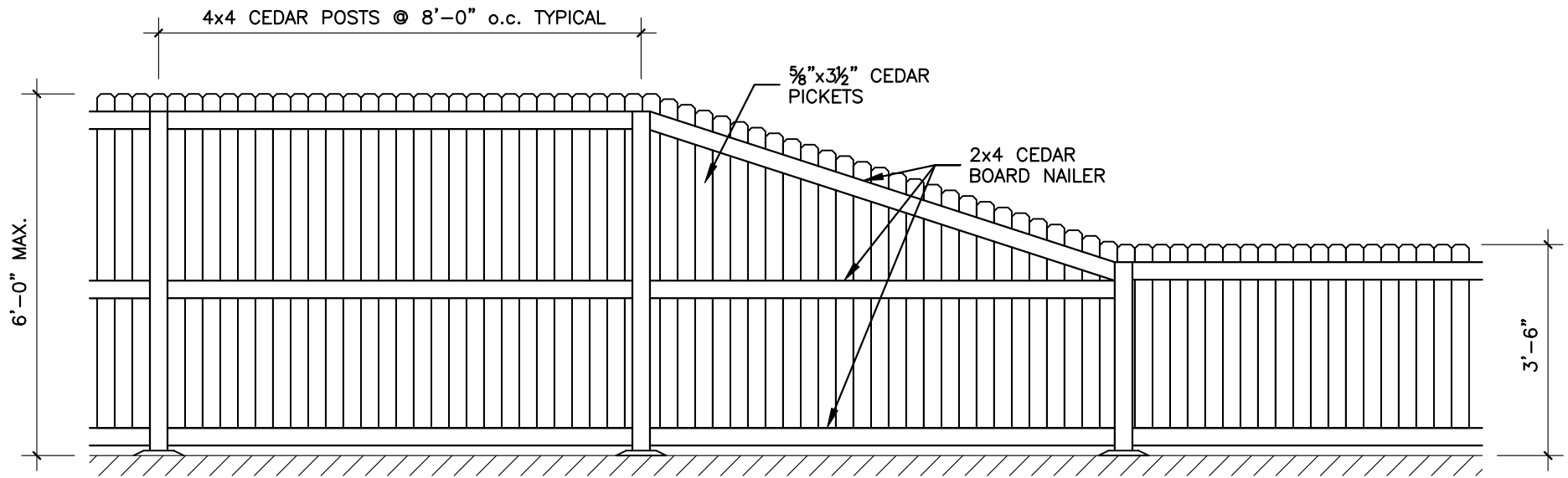


FIGURE X: DOG-EARED SOLID FENCE  
 INTERIOR LOT LINE  
 BACK (INTERIOR) ELEVATION

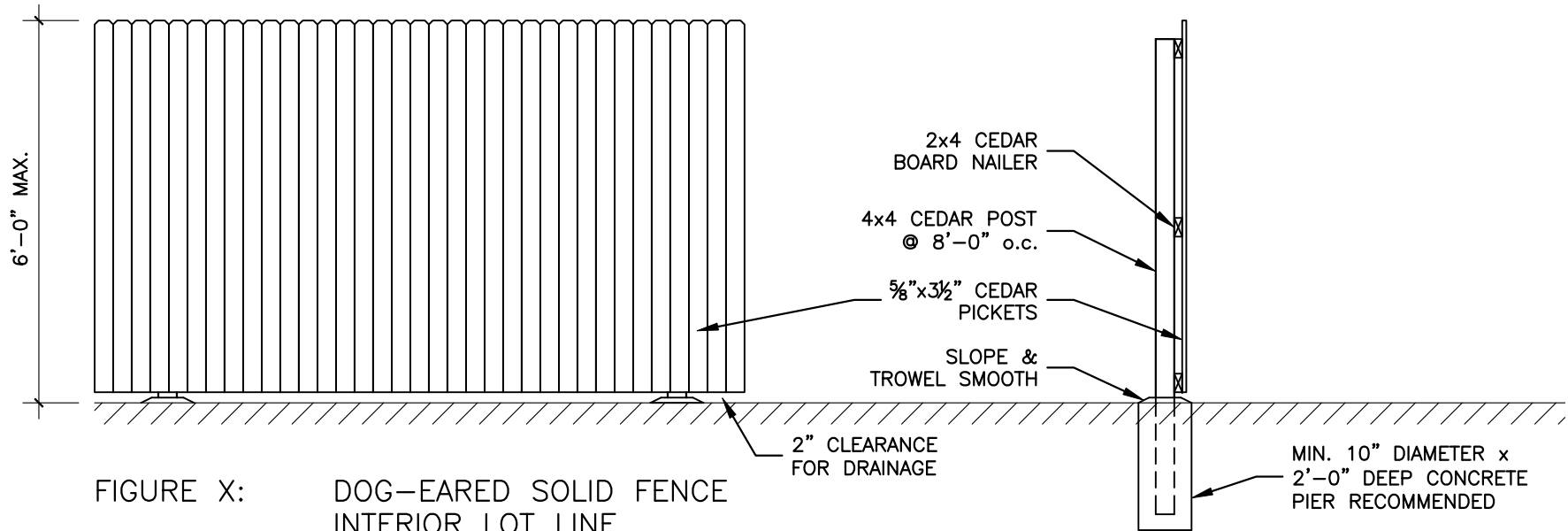


FIGURE X: DOG-EARED SOLID FENCE  
 INTERIOR LOT LINE  
 FRONT (EXTERIOR) ELEVATION & CROSS SECTION

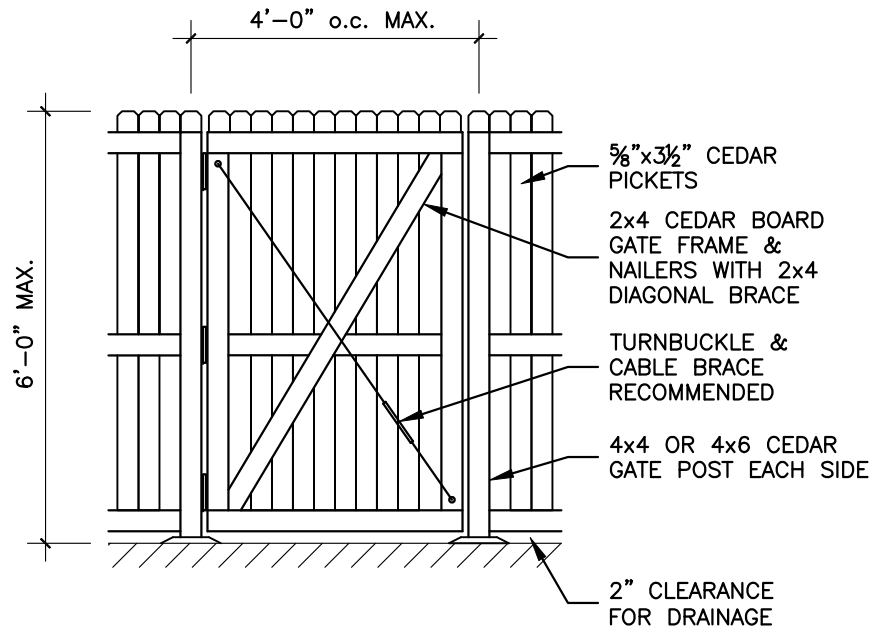


FIGURE X: DOG-EARED SOLID FENCE GATE BACK (INTERIOR) ELEVATION

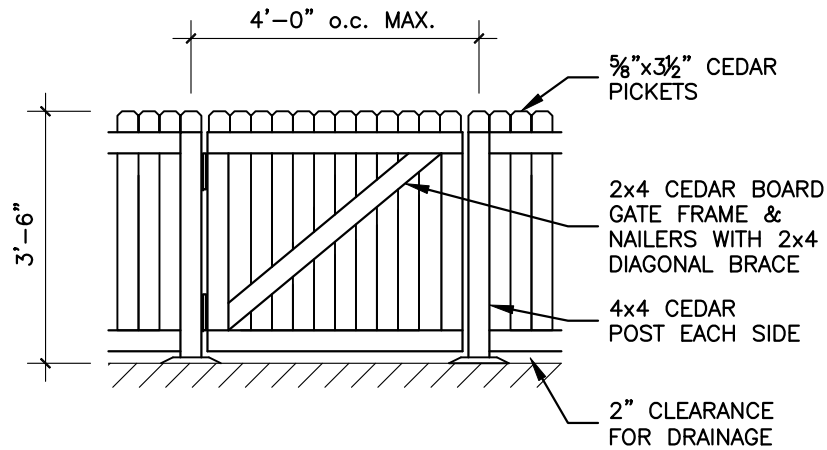


FIGURE X: DOG-EARED SOLID FENCE GATE BACK (INTERIOR) ELEVATION



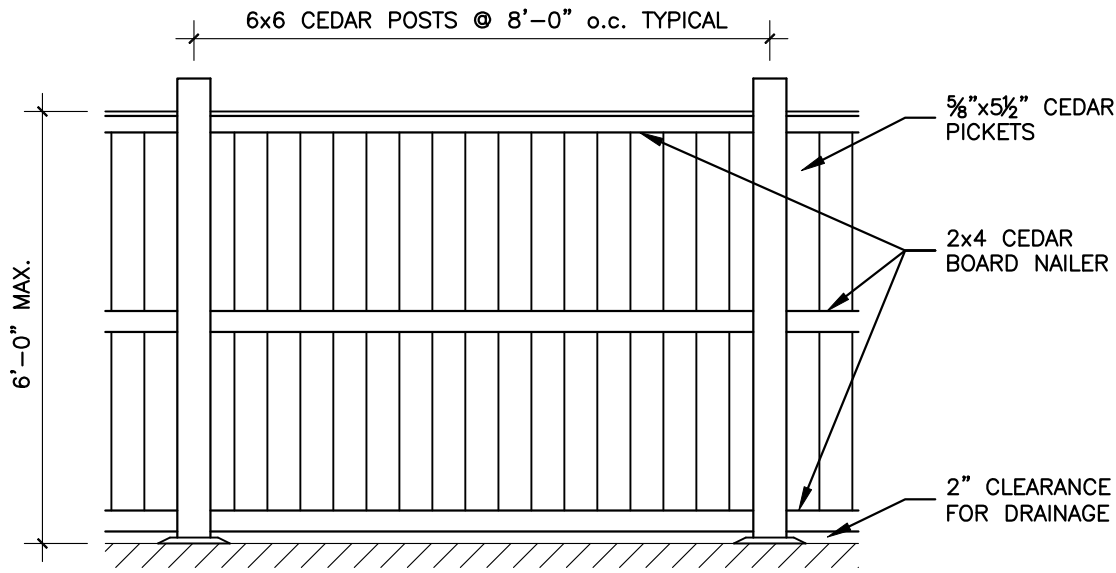


FIGURE X: SOLID FENCE PERIMETER EXTERIOR LOT LINE BACK (INTERIOR) ELEVATION

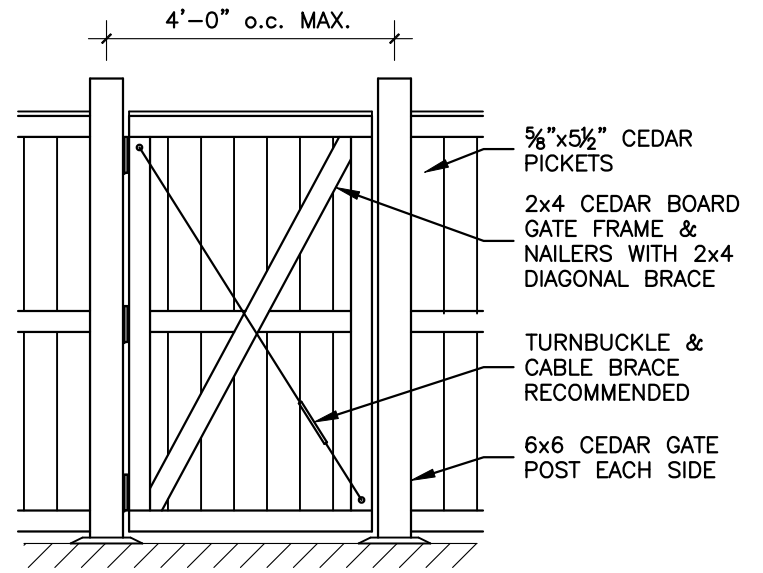


FIGURE X: SOLID FENCE GATE PERIMETER EXTERIOR LOT LINE BACK (INTERIOR) ELEVATION

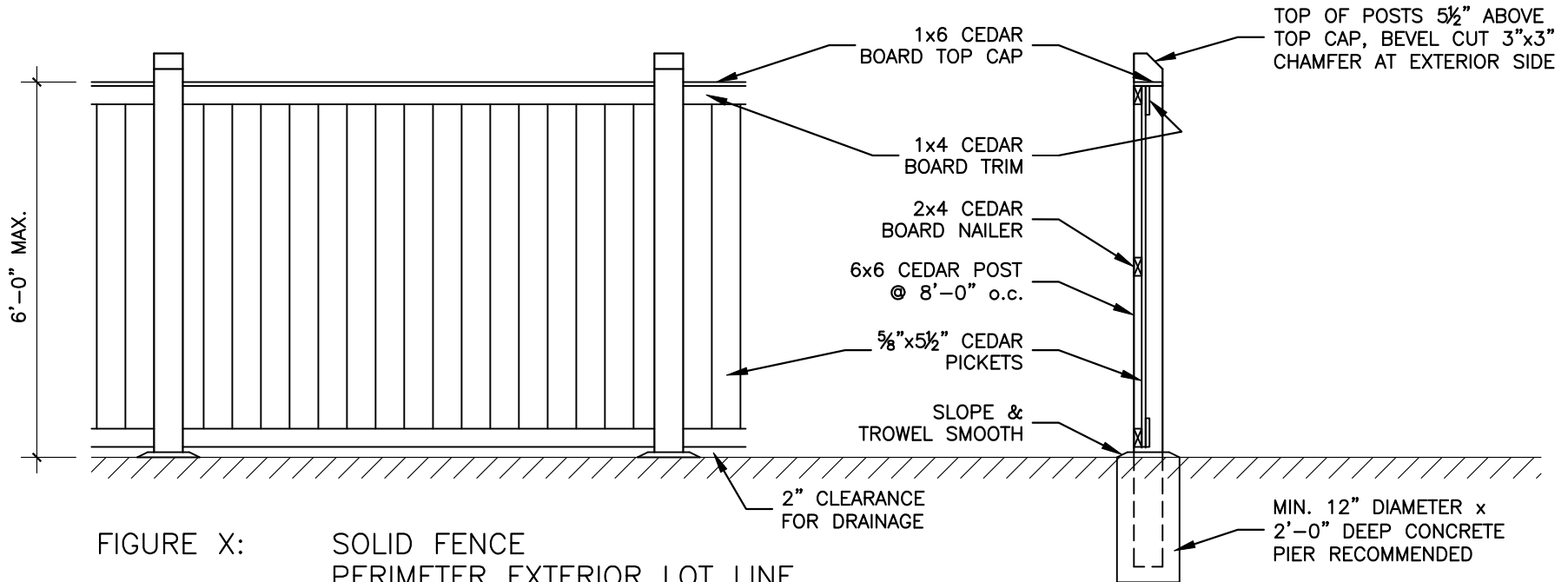


FIGURE X: SOLID FENCE PERIMETER EXTERIOR LOT LINE FRONT (EXTERIOR) ELEVATION & CROSS SECTION