



## SADDLER RIDGE METROPOLITAN DISTRICT

### **FREQUENTLY ASKED QUESTIONS ASKED ABOUT ARCHITECTURAL REVIEW COMMITTEE (ARC) PROCEDURES**

#### **WHAT IS THE PURPOSE OF THE ARC?**

The purpose of the ARC is to maintain property values by protecting the environmental and architectural integrity of the Subdivision in accordance with the provisions of the Declaration. Most covenants state that no building, structure, or improvement of any character shall be erected, placed, added to, or altered on any lot until the building plans, specifications, and a site plan showing the location of the proposed structure or structures have been submitted to and approved by the ARC for the Association as being in compliance with the restrictions as to use, quality of workmanship and materials, nature of materials, harmony of external design and colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary lines and building lines, and within the scheme and design of Declarant.

#### **WHAT ACTION IS REQUIRED OF HOMEOWNERS, AND WHY?**

A number of homeowners have already requested and been granted approval to add improvements to their property by following the procedures outlined in the Declaration of Covenants, but there are some homeowners who have expressed surprise and consternation about having to “ask permission” to improve their own property. Your subdivision was developed and made subject to a Declaration of Covenants and all homeowners become obligated to follow the terms of the Declaration when they receive the deed to their property.

Prior to making any change or improvement, any homeowner planning to change or add to the existing structure(s) on a lot must (1) submit a request in writing to the ARC stating the details of the intended change, improvement, or need for variance, and (2) attach samples or plans that clearly describe the proposed change or addition. If any change, improvement, or action in variance from the Declaration is taken prior to written approval of the ARC, the District has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property.

#### **WHAT TYPES OF ITEMS REQUIRE WRITTEN APPROVAL?**

Some examples of improvements/changes requiring written approval from the ARC include, but are not limited to, the following. Refer to the Rules and Regulations and Guidelines for more complete details.

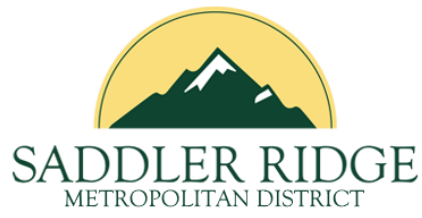
- Fences and walls
- Play structures / equipment
- Solar panels
- Pergolas, patio covers, or gazebos
- Patio, deck, concrete
- Exterior painting / shingle color change
- Major changes in landscaping
- Storage buildings
- Flagpoles, light fixtures
- Swimming pools
- Retaining walls / change of grade
- Satellites / antennae / vents

#### **CAN THE ARC GRANT VARIANCES FOR CERTAIN DETAILS?**

The ARC is authorized to grant selective variances for things such as location, height, number of improvements, materials, etc., but the homeowner must request this variance, giving reasons why it should be granted so that the ARC can make a reasoned decision.

#### **WHY DO WE HAVE TO PUT EVERYTHING IN WRITING?**

The formal request and approval process is necessary to ensure that every homeowner’s desire to improve his or her property can be given due process without discrimination. It will also provide the homeowner, the ARC, and the Association Board with a permanent record of actions taken under the Declaration.



**WHAT TYPES OF PROJECTS REQUIRE A REVIEW FEE?**

A \$50.00 review fee applies for certain projects. Additional review fees may be charged if the plan needs to be sent off to a professional review firm, such as in the case of new construction.

- Landscape Review and/or Fence Review, new backyard landscaping and/or significant modifications
- A home addition or any significant property improvement requiring a building permit
- Paint Color – if changing any colors from original builder scheme

**WHAT DO WE NEED TO INCLUDE IN THE REQUEST?**

- (1) A completed ARC Improvement Request Form
- (2) Complete and detailed building plans, including material listing, specifications, and paint color chips
- (3) A property site/plot plan showing the location of the proposed improvement

**SADDLER RIDGE METROPOLITAN DISTRICT  
ARC IMPROVEMENT REQUEST INSTRUCTIONS**

In accordance with the recorded Covenants, Conditions, and Restrictions and Rules and Regulations of the District, and in order to protect each individual homeowner’s rights and values, it is required that any homeowner who is considering improvements of his or her deeded property submit the following to the ARC prior to beginning work on the planned improvements.

1. A completed ARC Improvement Request Form
2. Complete and detailed building plans, including material listing, specifications, and paint color chips
3. A property site/plot plan showing the location of the proposed improvement

**FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, AND 3, ABOVE) PRIOR TO BEGINNING WORK MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.** If any change is made without approval, the ARC has the right to require the homeowner to remove the improvement from his or her property. Homeowners considering any exterior improvement to their property are urged to review the recorded deed restrictions and Rules and Regulations prior to initial request.

**PLEASE FILL OUT THE FORM ON THE FOLLOWING TWO PAGES AND SUBMIT TO:**

**Saddler Ridge Metropolitan District**

- By email: [saddleridge@cgcgcolorado.com](mailto:saddleridge@cgcgcolorado.com)
- By fax: (970) 300-4682
- By mail / drop off: 2619 Canton Court, Suite A, Fort Collins, CO 80525

If you have any questions, please contact our office at [saddleridge@cgcgcolorado.com](mailto:saddleridge@cgcgcolorado.com), or by phone to (970) 484-0101 ext. 949.