

HAMLET AT FOUNTAIN GREENS ASSOCIATION, INC.

ARCHITECTURAL & LANDSCAPE CONTROL COMMITTEE GUIDELINS, AND RULES DOCUMENT

PURPOSE:

The purpose of the Architectural Control Documents contained herein is to enhance and protect the value, desirability and attractiveness of property within the Hamlet at Fountain Greens.

MISSION:

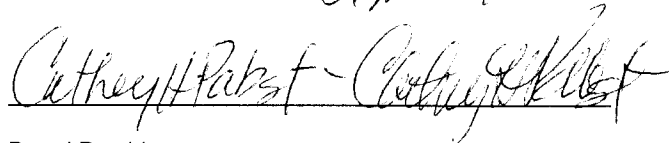
It is our mission to provide fair and honest leadership. To this end we will seek to create opportunities for the homeowners in the Hamlet at Fountain Greens to present their views in an atmosphere that fosters respect and facilitates direct communication.

GOAL:

It is our goal to have an active and effective homeowners' association, with every member encouraged to participate in the life of our neighborhood

Submitted by: The Board of Directors and the Architectural Control Committee, Hamlet at Fountain Greens Association.

Updated on April 18, 2019 2019 and adopted by the Board of Directors, Hamlet at Fountain Greens Association, Inc. on April 18, 2019.


Cathery H. Pabst - Cathery H. Pabst

Board President

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Because the Hamlet at Fountain Greens is a Planned Community Development, there are covenants, conditions and restrictions (CC&R's) applicable to exterior changes that members may want to make to their property. The agency responsible for making sure that the changes are in harmony with the CC&R's is the Architectural Control Committee.

Article 14 of the CC&R's outlines the areas for which the Architectural Control Committee has responsibility. These areas include all changes to the exterior of member units. The purpose of these covenants, conditions and restriction is to guarantee that this Planned Community Development is maintained and attractive to this community, that property values are maintained, and that the residents find that this neighborhood is an enjoyable place to live.

GUIDELINES:

The following are examples of activities that require the approval of the committee.

1. Any alterations to the exterior grounds such as, landscaping, stepping stones, etc.
2. Construction to alter the exterior of any structure such as patio extensions, patio fencing, exterior lighting, garage doors, windows, etc.
3. Any alteration of drainage by any means.

STANDARDS FOR REQUESTS, - EXTERIOR, LANDSCAPING AND/OR COMMON AREA

The following standards are written to inform and clarify for owners, that they must have written approval from the ACC for covered changes and Board of Directors, if changes are not specifically covered below, before making any change to the exterior or their unit. These standards may be amended or the Board may add new standards at any time. If you have any questions about a change you wish to make, contact the Chairman of the Architectural Control Committee or the President of the Board of Directors before taking any action.

1. **Exterior Storm Doors:** An exterior door must qualify as a storm door. It must be white and installed in a professional manner with a carpentry finish. Any wood framing must be painted to match the exterior trim of the unit. A copy of the manufacturer's brochure must be included with the ACC change request.
2. **Solar Sun Screening:** Sun Screen material must be of solar screen quality and installed professionally. The color should match the exterior color of the unit as closely as possible. The screen may be attached to the exterior of the window(s) or the unit, or the screen may be retractable. A sample of the type and color of the screen should be included with the ACC change request if possible. It is required that a manufacturer's brochure be included.
3. **Porch/Patio Fencing:** Must be white vinyl, the same height and design of existing fencing. A complete drawing of placement and design must be submitted with the ACC change request.
4. **Satellite Dishes:** Placement should be as inconspicuous as possible with the connecting cable concealed. The dish may be attached to the fascia board or roof edge over the eave. Owners will be held responsible for any damage to the roof or siding.
5. **Skylights:** Only tubular skylights are allowed and installation must be by a licensed dealer. Complete specifications, re: size and placement must be included with the ACC change request.
6. **Gutter Heat Strips:** Manufacturer's directions must be carefully followed. Gutter heat strips can be a fire hazard.
7. **Stepping Stones:** Due to the narrow boundary of homeowners' lots, stepping stones placed from the front of the unit to the rear may encroach on common area. Requests to place such stones around a unit requires

authorization from the ACC and Board of Directors. Use the ACC change request to describe kind, size, number of stones, etc. you would like to use.

8. **Landscaping - Shrubs and Flowers:** Owners may use pots or tubs to add color to their individual unit. Because of the high water table in our development, no permanent change in the landscaping will be allowed by an owner. Pots on porches or patios, is permissible without a change request, however the ACC should be notified before large tubs are placed and planted.
9. **Application of Insecticides in the Common Areas:** Application of insecticides in the common area is the responsibility of our landscape contractor and they will properly apply insecticides as needed to protect landscape planting in the Hamlet. Some insects pose no threat to the landscape planting, but may still be a nuisance to Hamlet residents. One good example is the Box Elder or Rain Tree bug. Colorado State University Extension Service list many insect control methods on their website and recommend insecticides as a last resort in most cases. However, some owner/residents may feel insecticides are required to reduce insect populations in the common areas adjacent to their residence. In this case the owner must apply to the ACC using the ACC form describing the extent and details of the treatment and identify target landscape plants. Extent of the treatment must respect neighbor rights by maintaining a reasonable standoff to adjacent residences. The ACC will recommend treatment by our landscape contractor. If the owner prefers they can contract with a professional exterminator. If a professional exterminator is used the name and extermination license number must be included with the treatment details on the ACC form. In both cases the owner is responsible for the costs of these services, whether provided by our landscape contractor or professional extermination. Note: Hamlet owner/residents are not allowed to personally apply insecticides to the common areas under any circumstances. Owners are allowed to personally apply insecticides to the inside of their residence and garage and on the exposed exterior portion of the foundation of their residence.

IMPORTANT NOTICE:

The size of the lot for each townhome unit in the Hamlet at Fountain Greens, extends approximately one foot (12 inches) from the foundation of the unit. (Refer to the "Improvements Location Certificate" that may have been included with your closing documents for exact description of the owned lot).

The area outside the boundary of the lot is "Common Area". Under no circumstance can any patio, porch, or wall of a unit be expanded into the common area. Any attempt to encroach upon the common area will result in action by the Board.

RULES

The Board of Directors of the Hamlet at Fountain Greens Association, Inc. has adopted the following rules to be followed when requesting any changes requiring Architectural Control Committee and Board Approval.

1. Requests for change must be submitted in duplicate on a Change Request form (attached). Along with the request, include two complete sets of plans and specifications. Plans and specifications submittals shall show all applicable information, i.e. nature, kind, color, shape, height, materials, location (See Article 14.1, Page 39, of the CC&R's)
2. Any deviation from "approved" plans will result in cancellation of the approval and a directive from the Board to remove the unauthorized work.

ARCHITECTURAL COMMITTEE PROCEDURES

The Architectural Control Committee will meet on a timely basis. Their purpose is to review all submitted requests that are accompanied by a detailed description of the work to be performed and/or specified materials to be used.

The Architectural Control Committee is authorized to approve Change Requests as they apply to the standards included in this document. Requests not addressed in this document will be forwarded to the Board of Directors who

shall have thirty (30) days for the date it has received all materials in which to approve or disapprove the plans or specifications. Board meetings are held on the 3rd Thursday of each month. Homeowners will be notified in writing of the ACC and Board's decisions.

When the Board of Directors, along with the ACC, has denied a request for change to commonly owned (property that does not benefit all homeowners, but would benefit the petitioning owner), the Board may allow the petitioning owner to pay for the costs of the request under these requirements:

1. Written plan is approved by the Board and adjacent neighbors
2. Written approval of costs and payment from the owner to the HOA prior to the start of the project.
3. All work will be done by a Board approved professional.
4. Said property is then considered common property, owned and maintained by the HOA.

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(continued from page 2)

10. **Owner Funded Projects on Common Use Areas:** When the HOA Board, alone with the ACC, has denied a request for change to commonly owned property that does not benefit all homeowners but would benefit the petitioning owner; the Board may allow the petitioning owner to pay for the costs of the request under these requirement:

1. Written plan is approved by the Board and adjacent neighbors.
2. Written approval of costs and payment from the owner to the HOA prior to the start of the project.
3. All work will be done by a Board approved professional.
4. Said property is then considered common use property and owned and maintained by the HOA.

The Board approved on April 18, 2019.

HAMLET AT FOUNTAIN GREENS ASSOCIATION, INC.
ARCHITECTURAL - LANDSCAPE CHANGE REQUEST

HAMLET PROPERTY ADDRESS: _____

YOUR NAME AND ADDRESS (if different from address above): _____

YOUR REQUEST: _____

Use additional sheets if needed - attach all pertinent information.

Homeowners Signature: _____

Date of Request: _____

Finish Date: _____

HAMLET AT FOUNTAIN GREENS ASSOCIATION, INC.

EXTERIOR CHANGE REQUEST BORAD/ARCHITECTURAL- LANDSCAPE CONTROL ACTION

TO: _____

Your request for exterior change at: _____

Was considered on: _____
(Date of Board of Directors Meeting)

Was approved: _____ Was not approved: _____

REASON: _____

Information needed: _____

Signed: _____
(Authorized Board/ACC Signature)

Date: _____

Telephone Contact #: _____