

## **EXHIBIT A**

### **ELK RIDGE ESTATES HOMEOWNERS ASSOCIATION INC. PROCEDURES OF THE ARCHITECTURAL REVIEW COMMITTEE**

The Architectural Review Committee (ARC) has been formed by the Elk Ridge Homeowners Association and has the task of reviewing and approving of all plans for all improvements to be constructed on each Elk Ridge lot. Owners should refer to the Declaration of Elk Ridge for more detail on the role and powers of the ARC.

The purpose of the ARC is to assure and maintain the superior quality of the improvements constructed on the project and to evaluate the effect of the improvements on any adjacent or neighboring properties. Before any construction work begins owners shall be responsible for submitting complete plans, specifications and color/material/texture samples for the scheduled work and the qualifications of the parties to be performing the work.

The process chosen by the ARC encourages an informal meeting with the spokesperson of the HOA at which any questions about the requirements of a submission can be clarified. Following this meeting the Applicant should submit three (3) sets of reduced size copies of plans (11x14) with all dimensions and notes to be clearly legible. Plans must clearly show:

- 1) Topographic map of the parcel illustrating the location of all buildings and improvements;
- 2) Site plan indicating the boundaries of the parcel, the location of the building envelope, the location of proposed buildings, driveways and parking areas, existing and proposed grading and drainage, easements, utility locations, retaining walls, patios and terraces, well and septic system;
- 3) Exterior elevations, in sufficient detail to indicate the architectural character of the buildings including a description of exterior materials and colors and samples of actual exterior materials to be used;
- 4) Floor plans, indicating the square footage of each floor for all enclosed spaces for each building and the location of mechanical and electrical systems;
- 5) Roof plan indicating the type, pitch, proposed materials and colors and height from finished grade to the highest point on the ridge line, the type and locations of all penetrations and projections and an actual sample of the roofing material to be used;
- 6) Specifications including all exterior wall materials, exterior doors and trim materials, all paint and stain colors to be used, roof and flashing materials, fireplace and flue caps and exterior lighting;
- 7) Landscape plan indicating all vegetation to be removed, measures to be undertaken to prevent erosion during construction and a re-vegetation plan for the lot upon completion of construction
- 8) Lighting plan indicating the type and specifications of all exterior lighting features proposed

Copies of the plans should be sent to the following addresses:

- 1) Charles Livingston, POB 620696, Littleton, CO 80162  
Phone: 303/987-3415 Fax (303) 987-3416  
Email: [charles@sofstone.com](mailto:charles@sofstone.com) with any questions.
- 2) Gerry Cooke, 2221 Big Bear Drive, Sedalia, CO 80135  
Phone: 303-814 6849
- 3) Mike Steerman, 921 Anaconda Drive, Castle Rock, CO 80108  
Phone: 303.888.7105

Material samples should be delivered to Charles Livingston. Mr. Livingston is your designated contact for applicants with the ARC.

The ARC will endeavor to review the submissions and provide their verbal comments, approval or disapproval within 15 days of the complete submission of the materials listed above. Following this, the ARC will schedule a second meeting with the applicant at his or her lot at which time the ARC will view the site. Prior to this meeting the applicant should have the site staked to indicate the property lines, building envelope, footprint of all buildings, site access and all existing vegetation to be removed.

Final approval or disapproval by the ARC shall be made in writing within thirty days of the receipt of complete submissions and the on site meeting. If the ARC denies approval the ARC shall state the reason(s) for denial; thereafter, the applicant may revise the plans and resubmit. Should the ARC deny approval after the second submission, the applicant may appeal the decision within ten days to the Executive Board of the Elk Ridge Homeowners Association.

No construction may commence until the ARC review committee has granted final written approval of all construction drawings and a building permit has been issued by the Douglas County Building Department. At least 15 days prior to commencement of construction the applicant shall submit to the ARC, at least one set of the final construction drawings to ensure that the construction drawings are in compliance with the final submittal.