

2/14/94

CORTINA-MESA CORTINA-MESA CORTINA WEST

ARCHITECTURAL REVIEW PROCEDURES

The following Site and Building Requirements are guidelines for construction in Cortina-Mesa Cortina-Mesa Cortina West. Specific variations may be approved by the Architectural Review Committee in special instances where the proposed blueprints advance a design which would enhance the ambience of the Development.

The Cortina-Mesa Cortina-Mesa Cortina West development requires written approval of all building plans prior to commencement of construction on any and all exterior improvements upon the property such as exterior painting, fences, etc. or other items that will be visible from the exterior of the property. Additionally, any and all improvements or alterations to the property must be approved by the Summit County Building Department.

The Architectural Review approval process is designed to protect the value of the properties in Cortina-Mesa Cortina-Mesa Cortina West, assuring a harmonious architectural style among the dwellings currently in place and any dwellings which will be constructed. To this end, all projects will be evaluated for approval upon the following general criteria:

- A. Relationship of proposed structure(s) to the lot on which it will be constructed:
- B. Relationship of proposed structure(s) to neighboring structures:
- C. Harmony of external design to itself and to other structures throughout Cortina-Mesa Cortina-Mesa Cortina West:
- D. Fitness of proposed structure to climate of the area:
- E. Proposed structure(s) coincides to the specific structural requirements as specified i.e. size, shape, architectural design, color, etc.

IMPORTANT: It is essential that each land owner consult the Architectural Review Committee during the conceptual stage of their planning and before contacting the Building Department of Summit County.

SITE

1. SET BACK - Conform to County Code
2. VIEWS - Structure shall be oriented to; maximize views, solar exposure, and preserve view of neighboring structure(s).
3. DRIVEWAY- Conform to County Code
4. PARKING- Because of County Mandated on-street parking prohibition, each dwelling shall provide at least 3 parking spaces on the property.
5. SNOW STORAGE - Adequate snow storage shall be provided on each lot.
6. ADJACENT LOTS - The relationship of the proposed dwelling to existing, adjoining structures shall be such that windows do not face into windows of others and that adequate privacy is maintained.
7. LANDSCAPING - Because of the expense and availability of water, irrigation intensive sodded lawns with sprinkler systems shall not be allowed. Disturbed land around the building site shall be reseeded with natural grasses, ground cover, or wood chips.
8. FENCES - All fence proposals must be brought before the ARC for review. Perimeter fencing is discouraged, invisible fences are encouraged. Fences must blend with the environment.

STRUCTURAL REQUIREMENTS

1. SIZE - Dwellings shall be a minimum of 1,800 square feet of living space, with a minimum of 900 square feet on the main level.
2. ROOF LINES - There shall be multiple roof lines with functional building offsets. Roof slopes shall be a minimum of 5/12, with the exception of decks over rooms or garages designed for outdoor living.
3. SIDING - Wood siding, a maximum of 1"X 8" material, may be applied in a combination of diagonal, horizontal, or vertical configurations as appropriate to the design of the structure. The use of moss rock, river rock, field stone, stucco, or brick in conjunction with the siding is encouraged. Exposed concrete is strictly prohibited. T1-II, manufactured siding, aluminum siding and material of similar composition are prohibited.

4. EXTERIOR COLOR - Exterior colors of the roof, siding, trim, window frames, skylights, doors, etc. shall be earthtones to blend with the natural environment. Additionally, any re-painting or re-staining must be approved by the Architectural Review Committee.
5. GARAGE(S) - Each dwelling will have a minimum of one (1) attached, single car garage.
6. DECK(S) - Each dwelling shall have at least one exterior deck or patio (walkways, porches, etc.) with an area totaling not less than 10% of the square footage of the interior living space.
7. WINDOWS AND PATIO DOORS - Large windows and interesting window shapes are encouraged. The structure needs to meet the aesthetic standards of adequate fenestration on the street facing side. Mill finished aluminum windows are prohibited.
8. SOLAR - Passive solar applications using greenhouses, atrium, skylights, airlock entries, etc. are encouraged.
9. FACTORY COMPONENTS- The use of "manufactured", modular, or factory produced structures is generally prohibited in Cortina-Mesa Cortina-Mesa Cortina West. The Architectural Review Committee may approve the use of these components if the exterior design meets the criteria set forth herein. Roof shapes, siding, and trim shall be site applied as necessary to prevent the "modular" appearance. Components must be placed on the foundation within 36 hours after arrival at the site.
 - a. Before the Committee approves the use of any manufactured, modular, or factory components, they shall receive from the owner a construction schedule showing the projected date of the foundation inspection and the anticipated delivery date of the factory component(s).
 - b. Factory components may be stored only on the owner's lot, not on open space or streets within Cortina-Mesa Cortina-Mesa Cortina West.
 - c. To assure compliance with the prompt installation of a factory component the owner will deposit the amount of \$10,000.00 with the Association. Upon timely installation of the factory components upon the foundation, the escrow amount will be returned to the owner. In the event the owner violates any part of these requirements pertaining to the installation, the Association will use the escrow amount to remove and store the factory components to a suitable off-site location and to reimburse the Association for any costs and/or legal fees which result from said violation. Any such breach shall result in the architectural approval being revoked.

APPROVAL APPLICATION

1. Application for approval to begin construction shall be made on forms and according to checklists provided by the Architectural Review Committee(ARC). Applications which do not present complete information as required, which are drawn to incorrect scale, or are not professionally drawn, shall be returned to the applicant. The applicant may resubmit the application to the Committee when completed.

2. Along with the completed application, the owner proposing a project on any lot in Cortina-Mesa Cortina- Mesa Cortina West, shall also submit a refundable deposit of \$500.00 into the Home Owners Association Development Review Account. This deposit will insure completion of the improvements in accordance with the Declaration, By-Laws, and the drawings proposed by the owner and approved by the ARC. If the Association incurs expenses in excess of the \$500.00 deposit, the owner/applicant shall pay the cost of such additional expenses to the Association upon demand.

3. Before a Certificate of Occupancy is issued by Summit County, The ARC shall be notified and shall have seven (7) days to inspect the premises to insure that all items covered by the covenants and the approved plans have been complied with. This will include, but not be limited to, construction clean-up, landscaping, restoration of neighboring lots to the natural state, driveway grading, etc. If the ARC fails to inspect or advise the owner of any noncompliance within seven days, it shall be presumed that all ARC requirements have been satisfactorily completed.

A. Plans provided by an architect, or person regularly engaged in the design and planning of dwellings, professionally drawn to scale, and containing the following items:

1. SITE PLAN - 1" = 10' scale to include North Arrow, lot number, block number, filing number, street address, and:
 - a. Building location, dimensions to property lines
 - b. Set backs and easements, solar easements
 - c. Contour lines for grading, drainage flow arrows
 - d. Driveway and parking spaces
 - e. Utilities (location and routes)
 - f. Garage location
 - g. Out buildings (dotted lines if future location)

2. FLOOR PLAN - Minimum 1/8" = 1' scale, showing and/or describing:
 - a. Type of construction and insulation values
 - b. Exterior dimensions, room dimensions and square feet contained in each room
 - c. Name of each room
 - d. Fire walls
 - e. Additional out buildings

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3. ELEVATIONS - Minimum 1/8" = 1' scale, showing and/or describing:
 - a. The four major view elevations, or a perspective and two views of the opposite sides
 - b. Height dimensions from grade to highest roof elevation
 - c. Exterior materials for walls, roof, trim, etc.
 - d. Exterior colors described, not just color numbers
 - e. Exterior lighting

B. All completed application items and checklist must be delivered to the chair or a designated member of the Architectural Review Committee in three (3) sets. A personal conference may be required with the ARC or a designated member of the ARC after the documents have been submitted and before the project is approved to insure the applicants understanding of the approval. Upon approval, the ARC will sign three (3) copies, one being kept for the ARC files, two copies returned to the applicant, one copy which will be submitted to Summit County and one for personal records.

ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FOR PERMISSION TO BUILD
CHECKLIST

1. GENERAL INFORMATION

DATE _____

OWNER/DEVELOPER _____

LOCATION: LOT _____ BLOCK _____ FILING _____

STREET ADDRESS: _____

OWNER/DEVELOPER ADDRESS: _____

TELEPHONE: (OFFICE) _____
(HOME) _____

CONTRACTOR _____

STARTING DATE _____

ESTIMATED DATE OF COMPLETION _____

PLANNING CONSULTANT _____

FINANCING AGENCY _____

PROJECT: Sq. feet living area Sq. feet deck

1. New Construction: _____ _____

Comments: _____

2. Alteration/Addition: (Description of Project)

3. Re-staining/Re-painting: (Description of Project)

MATERIALS

DOORS		Color*
Entry	_____	_____
Garage Door	_____	_____
WINDOWS	_____	_____
SIDING	_____	_____
TRIM	_____	_____
ROOF	_____	_____

* A sample of all exterior colors will be submitted at time of application.
 Color to include manufacturer color name and number.

3. ACKNOWLEDGEMENT - The undersigned acknowledges the he/she has been a advised:

- a. That temporary buildings and construction trailers are permitted on the building site. Campers, travel trailers, mobile homes or other temporary quarters intended for living purposes are not permitted.
- b. That it is the responsibility of the Owner and/or Contractor to provide a closed container to store and remove all construction waste materials and trash from the building site. Paper, insulation, roofing materials, and other lightweight materials shall not be permitted to be carried by the wind to other areas of the subdivision. Provisions are required to be made for private toilet facilities, accessible to all workers, on the job site.
- c. All adjoining lots, open space, and easements must be restored to their natural state if damaged in any way, and property corner survey pins shall be replaced if removed or destroyed. All construction activities shall be confined within the projects property lines.
- d. It is required that funds be placed in escrow to cover the cost of any incomplete construction caused by the weather.
- e. Applicant hereby understands that all criteria aforementioned must be complied with and agreed upon by the ARC through proper methods. After reasonable notification, applicant will be required to correct any items not in compliance with ARC guidelines. If said items are not corrected within a reasonable time by the applicant, the ARC will refer the matter to the Associations Attorneys, and Applicant will be responsible for any and all legal fees which result.

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Applicants Signature _____

Date _____

Recommended Changes:

Other Comments :

ARC APPROVAL

DATE _____

BY: _____
