

The Springs
At
Coal Creek Ranch

Guidelines Handbook

Revision Date

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OVERVIEW

The Springs at Coal Creek Ranch is a community of 102 homes situated on 18 acres. Our homes are set along one main winding street and three smaller streets in a random pattern that contributes to the unique characteristics of the community. Residents enjoy seven ponds or creeks, some with water falls. Some homes are built around the ponds and others look across the Coal Creek Golf Course and at Colorado's front range. Every homeowner in The Springs is surrounded with a landscaping of trees, shrubs, and grass that gives the area an attractive and cared-for appearance.

When The Springs was created in 1991, Covenants were established to maintain these unique features. Everyone who purchases a home in The Springs agrees, at closing, to abide by the Covenants. However, the Covenants can be a little long and difficult to read through, so The Springs HOA Board has created this Handbook with guidelines for homeowners compiled by extracting pertinent articles from the Covenants as well as from Board- approved resolutions. They are rephrased in simpler, non-legal language for the homeowners' convenience. The Guidelines Handbook does not replace our Covenants but serves to simplify some of its contents and following these Guidelines will help homeowners adhere to the basic principles of the Covenants. The Handbook contains useful information for everyone who owns property in our community and will help us all preserve the attractive features of the neighborhood for the enjoyment and benefit of everyone in our Springs community.

The Springs at Coal Creek Ranch

The Springs at Coal Creek Ranch was designed as a total integrated community. Common areas, trees, ponds, and homes are important elements of a total community. As such it is critical that homeowners interact with each other to produce a cohesive environment. As a homeowner who signed the Covenants, you are responsible for your own actions, as well as your guests' and your renters' actions. This document is divided into six major divisions:

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I. GENERAL GUIDELINES

A. HOA's and Dues

The Springs community has two HOA's. Distinctive Community Management (DCM), is our primary Property Management company. Beth Silverman, Manager, oversees our grounds, streets, sidewalks, trees, ponds and other issues. DCM can be reached at 720-787-9800, or after-hours emergency 303 -281-9945 (fires, flooding, property damage, etc.) Any call to the emergency line for non-emergency issues will be at the owner's cost of \$25.00.

DCM offers online dues payment, either monthly or annually. For information, or questions please call the number above or contact jacque@dcmhoa.com for assistance.

Vista Management is our second HOA. It manages trash pickup, pool, tennis courts, playground and the clubhouse. The number for Vista Management is 303-429-2611.

B. Parking

Due to limited space in the common drive areas and to ensure adequate access for emergency, medical, and fire equipment, no parking is permitted in the common drive areas except for (1) temporary use for loading, delivery, or emergency or (2) temporary use by trucks or commercial vehicles necessary for maintenance or repair pertaining to homes in the immediate area. You are encouraged to park in your garage or on your apron. Overnight parking on Springs Cove, Springs Drive, and Diamond Circle is not allowed. Violations of this parking restriction will be enforced according the Covenants.

C. Exterior Storage

Exterior storage is not permitted on any property. This includes boats, trailers, RV's or non-operable vehicles. In addition, no building materials, sports equipment, or other materials may be stored outside.

D. Trash & Recycling Containers

Western Disposal is the HOA's contracted trash service and is covered by the Master Association dues. If you need new trash barrels, contact Western Disposal at 303-429-2611. Trash & recycling containers should be set out at the curb no earlier than 5pm the night before the scheduled pick-up, currently on Thursday. Containers should be stowed away in garages as soon as possible after the pick-up. No container should be left at the curb overnight after the trash has been collected. Please do not block access to driveways or mailboxes.

E. Outside Lighting

The Springs HOA policy requires that homeowners cooperate in keeping their exterior garage lights on at night by replacing burned-out bulbs. The lights are designed as a supplement to reach the dark corners in our subdivision that street lighting doesn't cover. The Louisville police urge all homeowners to keep properties lit at night: it's the best deterrent against crime. Architectural Review Committee (ARC) approval is required to modify a lighting plan or add exterior and landscape lighting. Considerations will include, but not be limited to, the visibility, style and location of the fixture. Holiday lighting and decorations do not require approval. They may be installed 30 days prior to the holiday and must be removed 15 days following the holiday.

F. Signs

Real estate signs are allowed only on homeowners' properties. No homeowner sign of any type is permitted in the common areas. Political signs may be displayed 45 days before an election and must be removed within 7 days after the election.

G. Ponds and Water Features

Our seven ponds and water features are a huge asset for the community. Keeping them beautiful and well maintained is a large effort. The HOA contracts out the maintenance and repair of all ponds, including installation of water lilies, grasses and other water plants, and removal of bottom weeds. The ponds have been here since the development was started and have a plastic liner which is covered with a thin layer of concrete. Over the years the liner has become brittle and will easily

crack or tear. Going into the ponds is not permitted (people or pets). Walking out on the rocks in the ponds is also not permitted for safety reasons.

Neighbors who want to help out are welcome to remove weeds and algae around the edges of the ponds but must leave any other maintenance or repair issues to our pond contractor. Adding shading/coloring materials, removing HOA planted grasses or other plants is not permitted. If you see problems that need to be addressed, contact the Property Manager (Beth@dcmhoa.com), Pond Committee or Board of Directors.

H. **Turf, Shrubs, Trees and Leaves**

Homeowners are responsible for maintaining plantings within the 3' perimeter of their home. In the 3' perimeter area around your house, homeowners are free to plant, garden, and mulch; however, landscaping, including shrubs, grasses, and flowering shrubs/trees must be approved by the Landscape Committee. The HOA maintains all other turf, shrubs, and trees. It does not replace turf, shrubs or trees where they do not thrive in accordance with the HOA maintenance program. Though maintained by the HOA, the turf on individual lots, including the grass and other grounds treatment in-between homes, are NOT common areas; they are the property of the adjacent homeowner(s)

Any work pertaining to irrigation and sprinklers may only be provided by the HOA vendor at homeowner expense. Homeowners may not make changes to sprinklers, sprinkler heads, location, etc., on their own. (Please see Landscape section.)

Every Fall, our HOA Landscape contractor will schedule two leaf removal pickups. Emails will be sent out advising homeowners.

I. **Pool, Tennis and Clubhouse**

The Springs community enjoys a pool, tennis courts, playground and clubhouse located on West Dillon Rd and St Andrews Ln, which is maintained by the Master Association, Vista Management. Access to the tennis courts, pool and playground require a FOB. These are available for purchase through Vista Management, 8700 Turnpike Drive, Ste 230, Westminster, for \$25.00 each. Tennis is first come, first served. A sign is posted limiting playing time if others are waiting.

Our pool is open from Memorial Day to Labor Day, 10 am-9 pm, with lap swim 7 am-9 am. It is for the entire Master Association of 486 homes. Children under the age of 13 must be supervised by an adult. The pool is not available for private functions. Currently there is no life guard hired by the HOA. It is “swim at your own risk” with normal rules of no glass, bottles, running, diving, pets, etc. We also offer a small, shallow children’s pool for younger ones to enjoy with parent supervision.

The clubhouse is available for rent for social events through Vista Management at a nominal cost. Clubhouse rental does not include the pool. You are required to clean up afterwards and maximum occupancy is 42. For additional information, please contact Vista Management at 303-429-2611.

J. Snow Removal

The City of Louisville plows Fairfield Lane. Our contractor will plow the Springs streets, cul-de-sacs and driveways, currently when there are 5 inches or more of snow.

K. Springs Social Gathering

Once a month, there is a social event that is hosted by one of the Springs’ neighbors for the purpose of getting to know one another in a casual and informal basis. The hosts provide their home for the gathering and it’s either outside or inside depending on weather. Currently, it is held on the 3rd Wednesday of every month from 5:00 pm – 7:00 pm. An email is sent to all neighbors who have indicated an interest in these relaxed and fun evenings.

II. ARCHITECTURAL DESIGN GUIDELINES

The Architecture Review Committee (ARC) acts as the HOA Board representative for approving changes to exterior of homes. Anything done to the exterior of a home requires approval of the ARC.

A. **Exterior Attachments**

The location and finish treatment ANY and ALL changes on the exterior included but not limited to: light fixtures, satellite dishes, storm doors, patios, decks, coverings, hot tubs, skylights, vents, solar panels, and mechanical equipment such as evaporative coolers or radon mitigation devices. The location must be indicated on all drawings submitted to the ARC. Approved satellite dishes must be located so they are not objectionable to neighbors. Any change should be compatible with the home's exterior and roof. Storm doors must be compatible in both design and color with the home's exterior. All exterior additions and modifications must be approved in advance by the ARC. *Any work pertaining to irrigation and sprinklers may only be provided by the HOA vendor at homeowner expense.*

B. **Painting**

For all exterior house painting, including repainting in an original or existing color, homeowner must submit an ARC Improvement Request Form (Appendix A) and receive approval from the ARC prior to painting. Regular maintenance is excluded from this requirement. Homeowners are responsible for maintaining good condition of their home's body and trim. It is required that a minimum two square feet of each paint sample, both base and trim, be applied on any part of the house or on a suitable piece of primed wood for ARC viewing. The Improvement Request Form must include the paint manufacturer's paint chip sample or samples indicating the manufacturers' color number or name. Painting must be completed within 60 days of ARC approval. Failure to adhere to these guidelines may require repainting at the homeowner's expense.

C. **Roofs**

Should a roof need to be replaced it must be replaced by roofing material of equal or higher quality than the current roof. See Appendix B for a list of approved roofing materials.

D. Dog Runs

Dog runs or patio enclosures shall be of a type, color, and finish compatible with the home and approved by the ARC. There shall be no dog runs closer to the street than the front of the home or within twenty feet of the golf course or open space. See Covenants for size specifications. Permission for any new or replaced fencing must be obtained from the ARC. Chain-link fencing materials, solid-type fences and property line fences are not allowed. Maintenance of any turf or plant material within a homeowner's fenced area is the responsibility of the homeowner.

E. Driveways

Driveways within the property boundaries are the responsibility of the owner.

F. Construction Site

During construction of any kind, the site must be kept neat and clean with materials secured to avoid blowing onto adjacent sites. All trash and debris are to be cleaned daily and stored in an enclosed area until weekly removal. There shall be no construction activity before 8:00 am or after 6:00 pm on weekdays, or before 8:00 am or after 4:00 pm on Saturdays. Construction activity is prohibited on Sundays without special permission from the Board of Directors. Any dogs on the construction site must be on leash or within the body of a vehicle and shall not be a nuisance.

Exceptions:

The following types of changes, additions, or alterations by homeowner do not require the approval of the ARC. Although exempt from review, all work must proceed in accordance with all federal, state and local codes, ordinances and regulations having jurisdiction at the site.

Moderations to the interior of a structure when those modifications do not affect the outside appearance.

Repairs to a structure in accordance with previously approved plans and specifications

III. ARCHITECTURAL REVIEW PROCESS

A. Approval Required

Any construction, reconstruction, refinishing, painting, or alteration of any part of the exterior of any building in The Springs at Coal Creek Ranch is prohibited until the homeowner obtains approval from the ARC. All improvements are to be implemented only in accordance with approved plans.

B. Submittal Contents and Timeline

Every project requires that the homeowner submit the following to the Property Manager. While not a necessity for approval, the ARC highly recommends that you talk with your neighbor about any exterior changes.

- 1. ARC Improvement Request Form**

(Appendix A of this Handbook)

- 2. Site Plan**

Drawings must show the location and details of any changes or additions. Indicate any sprinklers, trees, or utilities which would be affected by the project. Show north arrow. As necessary show property lines, grade elevations, building footprint and patio. If impacted, include walks, services, site amenities, and mechanical equipment. In the case of an add-on to the existing home, this site plan must show distances from the home and property lines.

- 3. Exterior Building Elevations**

Include as necessary views of all building surfaces and any other visible features. Elevations must indicate both existing and proposed grade lines. If a deck or patio is being added, these elevations must accompany the application.

- 4. Color/Sample Board**

Indicate all exterior materials and colors (sample painted on garage door).

5. Timeline

- a. Submit required documents (see form for address).
- b. ARC has 30 days to respond to applicant.
- c. If additional information is required, the ARC has 30 days from receipt of requested information to respond.

C. Final Project Review

An review of the completed project will be undertaken by the ARC with the purpose of compliance and ensuring its conformity to the design and construction documents already approved. The ARC may require the homeowner to remove anything constructed, reconstructed, finished, altered or maintained in violation of the ARC approval. In addition, the homeowner shall reimburse the HOA for all expenses incurred by the HOA in connection with said changes.

D. Appeal Process and Timeline

1. If the homeowner appeals the decision of the ARC, the Board has 30 days to respond to the appeal.
2. Within 7 days of ARC's final decision appeal may be made to the Board of Directors.
3. The Board will review appeal within 30 days of receipt.
4. Board must act within 50 days of review to render a decision.

D. Building Permits and other regulations

Review and approval by the ARC does not relieve the homeowner from meeting the requirements of the building codes or rules and regulations of the City of Louisville, Boulder County and State of Colorado.

IV. LANDSCAPE DESIGN GUIDELINES

The Landscape Review Committee (LRC) acts as the HOA Board representative for approving changes to the landscape of homes.

While the Covenants require the HOA to provide the maintenance of all landscaping unless it is enclosed by a fence or other structure, it has been an accepted practice of the community that each homeowner be responsible for planting and maintaining the 3' perimeter beds. This practice requires the approval of the LRC for these bedding areas to maintain consistency in community landscaping.

A. Perimeter Beds

The Springs is a LOW, not a NO maintenance community. The perimeter beds surrounding each home, as well as any landscape beds in the homeowner's yard, are the responsibility of that homeowner. The HOA does not provide weeding or pruning support for perimeter beds. All plant material must be regularly pruned and must not obstruct the operation of sprinkler heads. In addition, beds should be kept free of weeds, undesirable grasses, and tree suckers; and mulched where appropriate. Drip systems may be installed at the homeowner's expense.

B. Trees

All approved trees at The Springs shall be planted, pruned, sprayed, removed and/or replaced when necessary by the HOA. The Board of Directors shall determine when such pruning, spraying and removal and/or replacement is needed. The new planting of Cottonwoods, Columnar Poplars, Russian Olives, and Aspen trees is NOT allowed.

C. Sprinklers

Sprinkler adjustments or changes are at the homeowner's expense, work performed by the HOA vendor. Include applicable plans, details, dimensions, colors, styles, brand, materials, etc.

V. LANDSCAPE REVIEW PROCESS

A. Approval Required

Any plantings outside the established perimeter beds, as well as significant renovations to established perimeter beds is prohibited until the homeowner first obtains approval from the LRC. The LRC is also responsible for approving the planting, removal and replacement of all trees. Every attempt should be made to contact impacted neighbors and have them initial the Request form confirming knowledge of the proposed change.

B. Submittal Contents and Timeline

Every project requires that the homeowner submit the following to the Property Manager.

1. Landscape Improvement Request Form

(Appendix C of this Handbook)

2. **Site plan** should include property lines and landscape design, complete with plant options (Appendix D) and placement, with necessary sprinkler adjustments noted. *Sprinkler adjustments are at the expense of the homeowner and will be completed by the HOA contractor.* Plans for new or replacement trees should include preferred tree type, (Appendix D) its mature size and site placement.

3. Timeline:

- a. Submit required documents.
- b. LRC has 30 days to respond to applicant.
- c. If additional information is required, the LRC has 30 days from receipt of requested information.

D. Final Project Review

An ongoing review of the completion of the project will be undertaken by the LRC with the purpose of monitoring the appearance of the project and ensuring its conformity to the design approved. Any deviations which are thought to be significant will be brought to the applicant's attention along with the measures the LRC requires to mitigate or eliminate the deviation.

D. Appeal Process

1. If the homeowner appeals the decision of the LRC, the LRC has 30 days to respond to the appeal.
2. Within 7 days of LRC's final decision an appeal may be made to Board of Directors.
3. Board will review appeal within 30 days of receipt.
4. Board must act within 50 days of review to render a decision.

APPENDIX A

**ARCHITECTURAL REVIEW COMMITTEE (ARC)
IMPROVEMENT REQUEST
The Springs at Coal Creek Ranch HOA**

Name: _____ Phone: _____

Address: _____ Work: _____

Email: _____

My request involves the following type of improvement:

Describe improvements on a separate attachment. Submit form 20 days prior to expected start date. Sprinkler adjustments or changes are at the homeowner's expense, work performed by the HOA vendor. Include applicable plans, details, dimensions, colors, styles, brand materials, etc.

I understand that I must receive the approval of the Architectural Review Committee in order to proceed. I understand that the ARC approval does not constitute approval of the City of Louisville codes or regulations and that I may be required to obtain a building permit. I further understand that work must be completed within 180 days after work has begun. Painting must be completed within 60 days of approval.

Signature: _____ Date: _____

ARC Committee Action: _____

Date Received: _____ Date Approved: _____

_____ Approved as submitted

_____ Approved subject to compliance with the following requirements:

_____ Disapproved for the following reasons:

ARC Member Signatures:

APPENDIX B

APPROVED ROOFING MATERIALS

The following patterns are authorized for replacement of GAF Grand Canyon, RGM Products, Chancellor or GAF Timberline pattern roofs.

1. Grand Canyon pattern, colors: Black Oak, Sedona Sunset, Storm Cloud, Mission Brow.,
2. Grand Sequoia pattern, colors: Autumn Brown, Mesa Brown, Weathered Wood, Charcoal.
3. Grand Sequoia Armorshield pattern, colors: Adobe Sunset, Dusky Gray, Weathered Wood.
4. Glenwood pattern, Colors: Weathered Wood, Dusky Gray, Autumn Harvest.

The following patterns are authorized for replacement of Timberline roofs only.

1. Timberline Armorshield II pattern, colors: Barkwood, Slate, Weathered Wood.
2. Timberline HD pattern, colors: Barkwood, Pewter Gray, Shakewood, Weathered Wood.
3. Timberline Ultra HD pattern, colors: Barkwood, Shakewood, Weathered Wood.

The following roofs manufactured by CertainTeed are those on the Master Association list of approved roofs.

These are also approved for The Springs as noted.

1. Landmark TK pattern, colors: Shenandoah, Aged Bark, Country Gray.
These are for replacement of Timberline only.
2. Presidential TL pattern, colors: Weathered Wood, Autumn Blend, Platinum.
These are replacement for Timberline, Grand Canyon and Chancellor patterns.

High definition ridge caps are required for all roofs.

For GAF products, RIDGLASS and TIMBERTEX are approved high definition hip and ridge cap shingles. For CertainTeed products, MOUNTAINRIDGE is approved high definition hip and ridge cap shingle.

APPENDIX C

LANDSCAPE IMPROVEMENT REQUEST FORM

Name: _____ Phone: _____

Address: _____ Work phone: _____

Email: _____

My request involves the following type of improvement:

Tree Removal* _____ Tree Planting* _____ Other _____

*See the LANDSCAPE GUIDELINES for information on Trees

Describe improvements on back and attach a site plan.

- Submit Request Form for approval to **Beth@DCMHOA.com** 30 days **prior** to expected start date.
- Site plan should include property lines and landscape design, complete with plant options and placement, with necessary sprinkler adjustments noted. Sprinkler adjustments are at the expense of the homeowner. Any work pertaining to irrigation and sprinklers may only be provided by the HOA vendor at homeowner expense. Homeowners may not make changes to sprinklers, sprinkler heads, location, etc., on their own. (Please see Landscape section.)
- Plans for new or replacement trees should include preferred tree type, its mature size and site placement.
- Every attempt should be made to contact affected neighbors and have them initial the Request form.
- Project must conform to LRC timetable provisions.

I have read the LANDSCAPE GUIDELINES, and I understand and agree to abide by them:

Signature: _____ Date: _____

Neighbor(s) Initials: _____

LANDSCAPE COMMITTEE ACTION

Date Received: _____ Date Approved: _____

Approved as submitted _____

Approved subject to compliance with the following requirements:

Disapproved for the following reasons:

LANDSCAPE COMMITTEE. MEMBER SIGNATURES:

APPENDIX D

APPROVED PLANT MATERIALS

Deciduous Shade & Ornamental Trees

Ash, Mountain
Blue Spruce
Buckeye, Ohio Columnar
Catalpa, Western
Crabapple: Radiant, Royal Raindrops, Spring Snow
Hackberry
Honey Locust, Shademaster, Skyline, Thornless
Horsechestnut
Lilac: Japanese Tree
Linden: Greenspire, Redmond
Locust: Globe
Maple: Amur Multi-stem, Red Point, Big Tooth, Norway, Norway Columnar, Hedge, Globe
Oak White: Bur, Swamp, Chinkiapin, Gambel
Oak, English, English Columnar
Pear: Chanticleer, Cleveland
Pine: Scotch, Pinon, Australian
Spruce: Colorado Blue & Green, Norway
Redbud: Eastern & Western
Shadowblow Serviceberry
White Firs (need watered by homeowner)
Upright Evergreens: Upright Junipers, Arborvitae
Cedars: Blue Arrow, Idyllwild, Manhattan Blue

Shrubs: Less than 4 Feet Mature Height

Almond: Pink Flowering
Barberry, Japanese Green Leaf
Barberry, Japanese Red Leaf
Burning Bush: Compact
Cotoneaster, Cranberry
Cranberry: Compact American “Bailey”

Shrubs, continued

Currant, Alpine

Dogwood, Isanti

Forsythia: Arnold Dwarf

Hardy Hibiscus: Dwarf Robert Fleming, Rose Mallow

Honeysuckle, Emerald Mound

Hydrangea, Compact: Bobo, Cityline, Little Lamb, Little Lime

Lilac, Dwarf Korean

Mockorange, Minnesota snowflake dwarf

Mugho Pine, Dwarf versions

Potentilla: Golden Drop, Jackmans, Katerine Dykes, Pink Beauty

Perennials

Various non-invasive species only