

Architectural Guidelines
Administered by the Design Review Committee
of the Board of Directors



Poncha Meadows Block 5
Poncha Springs, CO

Last Updated
May 2022

FUNCTION OF THE DESIGN REVIEW COMMITTEE

The Design Review Committee (DRC) of Poncha Meadows Subdivision is organized by the Board of Directors (Board) of the Homeowners' Association (HOA), and is comprised of up to three members, at least two of whom shall be on the Board and a third is an appointee. Modifications and changes to these Design Standards and Guidelines may be periodically required and implemented by the DRC. During the Declarant Control Period (the period before 75% of all home lots are sold individually to homeowners), the Declarant shall appoint the members of the DRC and may act as the DRC solely. The Declaration of Covenants, Conditions and Restrictions governing the Poncha Meadows Block 5 has created these Architectural Guidelines for the purposes of maintaining the aesthetics of the community and promoting and enhancing the quality of life and neighborhood feel within the residential community.

The purpose of developing these Guidelines is to establish a framework of standards to help guide Owners in the design and construction of additions to their homes. To maintain the architectural character and aesthetics of Poncha Meadows, it is necessary that modifications and additions are compatible with the Dwellings and overall architectural style of the Poncha Meadows community. This process assures the continuity of character and appearance of our community and enhances the overall value of every property.

Town of Poncha Springs zoning regulations are in force throughout the community. Zoning codes are available [here](#). These guidelines are intended to complement and clarify development within our community in addition to those uses allowed under the zoning classification.

The DRC assumes no liability for any structural or design flaws relating to submitted plans, adherence to any codes or ordinances, or for any damages to neighboring property during the construction process. The DRC is solely responsible for enforcing these Guidelines.

WHO CAN UTILIZE THE DRC PROCESS?

Only Poncha Meadows homeowners can avail themselves of the process described in this document. However, once under contract to purchase a home, a "future" homeowner may submit requests, following the process described herein, and the DRC will review the submission package for compliance and completeness. The formal review process will not begin, but guidance and feedback will be provided so the start of the review process can be accelerated upon closing on the home.

Both Owners and "future" Owners are responsible for conforming to the most recent version of the Guidelines and should not rely on older versions. The current version of the Guidelines will be available on the Quartz Properties Website (provide link) during the Declarant period.

THE REVIEW PROCESS

The DRC will meet on a regularly scheduled basis to address an agenda of submissions for review and response. To be placed on the agenda, submittals must be received at least seven days prior to a scheduled meeting. Submittals should be sent via email to ponchablock5DRC@quartzproperties.com with a cc: to michelle@quartzproperties.com the subject: Attention Design Review Committee and attaching the application form found at the end of these Guidelines.

Simple requests will be administered as quickly as possible. More involved projects (e.g., garages or other permanent structures) will take more time, as detailed below.

The Design Review and Construction Process is a series of five steps that take the Owner through the DRC approval process, summarized in the table below:

Step	Description	Responsibility	Response Time
1. Preliminary Design Submission	Submit Preliminary Design Review Committee Application & accompanying design documentation	Owner	Owner's discretion
2. Preliminary Design Review	Written response provided to homeowner	DRC	Within 15 days
3. Final Design Submission	Submit Final Design Review Committee Application & accompanying design documentation	Owner	Owner's discretion
4. Final Design Approval*	Written response provided to Owner	DRC	Within 15 days
5. Project Closeout	Final inspection by DRC; Documented response to owner	DRC	Within 15 days of notification of project completion

**If the Final Design Submission does not comply with these guidelines or the submission is denied, the Owner may resubmit until the submission is approved.*

Preliminary Design Submission

The Preliminary Design Submission should include the following (as applicable to the project):

- **Required for all projects:** Design Review Committee Application cover sheet (attached to the end of these guidelines)
- **Required for all projects with exterior work:** A Site Plan of the Lot at either 1" = 20' or 1" = 10' scale. Setbacks, easements, driveways, and building locations must be clearly shown and the change to be reviewed by the committee clearly marked on the site plan.
- All elevations, if applicable, illustrated with the initial and proposed final grades, at either 1/8" = 1' or 1/4" = 1' scale.
- Overall building height must be clearly shown.
- All proposed exterior materials must be noted and clearly delineated. This includes landscaping materials including cultivar of trees, shrubs, and bushes.
- Window types and grille patterns must be clearly shown or indicated.
- All roof pitches must be indicated.
- Square footage for all heated and unheated/unfinished areas must be noted for each level.

- Excavation, clearing and grading plan showing existing and proposed contours drainage, and any retaining walls, if applicable
- Tree removal plan, if applicable. This plan should identify all trees to be removed within the construction area. The construction area, as defined within these Guidelines, must be shown on the plan.
- Erosion and Drainage Control Plan, including any plans required by Buncombe County
- Attaching photos, drawings (architectural or other), web links, and contractor proposals is recommended and encouraged.

Final Design Submission

If the preliminary design submission was denied or any information in the preliminary Design Review Application has changed since submitted in Step 1, a revised Application must be resubmitted indicating the updates. If any aspect of the design changes during construction the Owner must immediately notify the DRC and re-submit noting the changes to the DRC for approval.

If the Final Design Submission does not comply with the DRC guidelines or the application is denied for any reason, the Owner is not permitted to commence construction, installations, or alterations until the application is approved by the DRC.

Owners are responsible for securing all required permits prior to commencing work.

Fees

The HOA, its manager or the DRC reserves the right to assess a nominal fee for reviewing Applications that are complex in nature (e.g., garages, sheds, dormers) or require professional, third-party review.

Prevailing Interpretations

In the event the language in these Guidelines is unclear and/or interpreted differently between Owners and DRC members, the parties should ***first*** look elsewhere in the document for additional clarification or language that infers the original intent of the disputed language. When additional information or references are not available to clarify, the DRC is responsible for the ultimate interpretation of the disputed guideline and shall promptly clarify and/or correct the provision within these Guidelines.

TYPES OF CONSTRUCTION REQUIRING APPROVAL

Approval from the DRC is required prior to construction of all additions or alterations that meet any of the following criteria:

- All exterior structures or alterations that are visible from public or private sidewalks, streets, trails, walkways, and parks (Examples: any change of architectural elements, exterior paint colors, garages, sheds, decks, porches, driveways, exterior lighting, room additions, screen doors, flagpoles, retaining walls, roofing materials, etc.)
- All mechanical equipment (Examples: air conditioners, spas, solar panels, waterfall pumps, gas tanks, trash container storage areas, etc.) that is located outside the home.
- All major alterations to landscaping such as trees, perennial shrubs, or bushes, landscaping stairs, retaining walls, and fencing.

Additional guidance is described below:

DECKS – Approval Required

Uncovered decks shall be located on the rear of the Dwelling only, though a select number of lots may be suitable for side decks. As they are an extension of the Dwelling, they should be in keeping with the style, materials, color and detailing of the main structure. Retractable fabric awnings and metal awnings may be permitted only with DRC approval.

ACCESSORY STRUCTURES

No lot within the community shall have more than one outbuilding. Since all lots have garages, no additional outbuildings are permitted.

EXTERIOR COLORS

Accepted exterior siding and paint colors are provided at **Exhibit A**. Out building exterior colors should match the Lot's Dwelling.

MECHANICAL AND UTILITY EQUIPMENT

Equipment such as HVAC condensing units, generators, or other similar devices outside of the Dwelling or any accessory structures must be in a rear or side yard.

RESIDENTIAL SOLAR PANELS – Approval Required

Solar panels can only be mounted on the roof of your home or garage and must be installed flush with the roof line.

FENCES – Approval Required

Any fence installed in violation the HOA's guidelines may be subject to removal or modification at Owner's expense.

Adjoining lots should share side or rear fence panels to eliminate small lawns to be maintained between fences. Fences should be installed on common side lot lines.

Fence guidelines are as follows:

Installation & Location

- Permitted fence location, types, and sample designs are included in **Exhibit B**.
- No fence shall be erected or maintained within or on any municipal or utility right-of-way.
- Site lines must be kept clear to facilitate safe vehicular travel on the roadways. No fence shall be placed in such a manner as to obstruct vision at any intersection of any streets.
 - For corner lots, fences must be setback from the intersection by at least 20 feet.
- Fencing must not impede or obstruct firefighting or emergency access.
- Fencing must not damage, impede or obstruct drainage swales, utilities, or other infrastructure.
- Fences are not permitted in front yards.
- Fences should, to the extent possible, be erected on the Lot Line for the benefit of both Lots. Fences should continue from the Rear Lot Line along the Side Lot Line until such point as they are either as per **Exhibit B**.
- The frontal plane of the fence should align to the neighboring fence in most cases to create a uniform look throughout Poncha Meadows, however the Lot specific diagrams developed by the DRC and/or Developer provides specific information on location and allowed types. The DRC's determination of approved location shall ultimately prevail to maintain the aesthetic nature of the community while minimizing any potential detriments to all Homeowners.
- Fences must follow the natural contours of the terrain using a stepped method between posts.

Design

- Fencing material must be cedar or pine (pressure treated is acceptable) wood treated with a "natural" or "clear" stain or polyurethane. Instead of vertical slats, fencing will consist of matte black "hog-wire" material.
- Fences must be 4-feet tall with posts every 6 feet.
- Pedestrian gates may be a maximum of 4-feet wide and should be in the same style as the fencing on either side of the gate.

A sample fence design is included in **Exhibit C**.

Fences located within easement areas upon any lot may be removed by the Declarant and/or the Association at any time for the installation, repair and/or maintenance of utility lines or other permitted uses within the easement(s). After any such work, fences will be replaced and restored to the same condition as existed prior to the Declarant and/or HOA action.

ANTENNAS

Antennas with a diameter of 1 meter (39.37 inches) or less, which include, but are not limited to, satellite dish antennas, may be installed without prior approval from the DRC provided they are installed in the least visible location as viewed from the road or other vantage points and the color reasonably blends with the background color at the point of attachment.

If the DRC deems the antenna location or color unacceptable, modification of the antenna will be required to conform to the above guidelines.

SIGNS and FLAGS

Except as provided for in Declaration or as required by state law or legal proceedings, no signs, flags, advertising posters, political placards or billboards of any kind may be erected, placed, or permitted to remain in the Community without the Association's prior written consent. The following signs are permitted:

- One professional security sign not to exceed six inches by six inches in size may be displayed within five feet of the Residence's foundation.
- One professionally lettered "For Rent" or "For Sale" sign not to exceed two feet by two feet in size may be displayed within five feet of the Residence's foundation, on a Lot, actively being offered for sale or for lease.
- Political signs as allowed by Colorado law; and
- One flag that does not otherwise violate the Declaration or these Architectural Guidelines as offensive or a nuisance.
- The Association has the right to erect reasonable and appropriate signs or flags on its behalf.

Flags must meet the following criteria to be displayed without approval from the DRC:

- Flagpoles attached to the Dwelling or garage must not exceed 6 feet in length and must blend with the existing color scheme of the dwelling or be natural wood. The maximum flag size allowed is 3 feet by 5 feet.
- Ground installed flagpoles 15' or less in height with a flag no larger than 4' x 6'.
- A maximum of 1 flag on the front side and 1 flag on the rear side of a Dwelling will be allowed.
- Flags that become faded, torn, or otherwise deteriorated must be removed or replaced with a new flag.

FIRE PITS

Fire pits are only allowed in the rear yard of a Dwelling. Use of a spark screen is required with all fire pits.

If trees with low hanging limbs are present, there must be a minimum 10 feet between the drip line of the tree and the fire pit.

The use of a fire pit is prohibited for the duration of any state or county--imposed burn ban. Homeowner is encouraged to check <http://chaffeesheriff.org/fire-restrictions/> to stay informed of burn bans.

PEDESTRIAN RAMPS – Approval Required

The location and materials of all ramps must be in keeping with the design of the Dwelling. Ramps leading to the entrance of a Dwelling may be constructed upon a Lot and require DRC approval. All ramps must be for the purpose of providing pedestrian access to a Dwelling and may not be used for any other purpose (including but not limited to the moving or storage of motorcycles, bicycles, or other equipment to a Dwelling). All ramps must meet the requirements of the American with Disabilities Act and any requirements therefor imposed by The Town of Poncha Springs.

LANDSCAPING – Approval Required

The installation of all trees and perennial shrubs requires approval of the DRC. Homeowners should submit a site plan with the proposed location of the installation or removal and type of plant to the DRC. Landscape stairs and other major components such as retaining walls also require approval. Small flowers and gardens located in the rear or side of a home that is shielded by a fence do not require approval if they do not include invasive species of plants or trees.

Invasive species are prohibited in Poncha Meadows. Information regarding regional invasive species can be found on the following websites:

- [USDA National Invasive Species Information Center](https://www.usda.gov/nis/)
- [Colorado Department of Agriculture](https://www.colorado.gov/agriculture)
- [Colorado Parks and Wildlife](https://www.colorado.gov/parks) – Invasive Species

- [Land Conservation Assistance Network Colorado](#)

These lists may or may not contain all invasive species and Homeowners should diligently research before applying to plant landscaping.

Additionally, large trees or trees or other plants with root systems that may impact sidewalks, foundations or other infrastructure in the neighborhood are not permitted. Trees that are permitted will be required to be located so they do not impede sight lines.

Poncha Meadows Block 5

Color Palette



ONYX



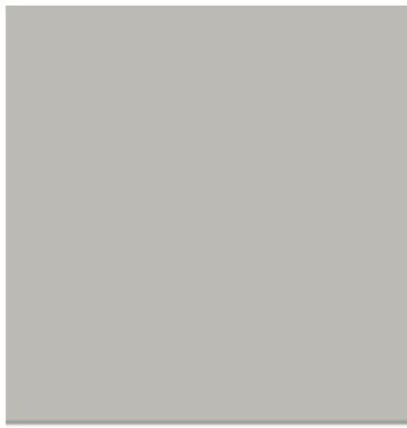
MOUNTAIN LAKE



CHESTNUT



GRAPHITE



LIGHT GRAY



SMOKY ASH

Exhibit B – Fencing Diagram



Exhibit C – Sample Fence Design Image



Poncha Meadows HOA

Design Review Committee Application

Applicant Information

Applicant Name: _____ Date: _____

Street Address: _____

Phone Number: _____ Email: _____

Instructions

Review the Preliminary Design Submission instructions in the Poncha Meadows Design Review Committee Guidelines. Complete this form with as much information as possible; attaching photos, drawings (architectural or other), web links, and contractor proposals is recommended and encouraged.

Submit this form and all accompanying information via a *single* email to ponchablock5@quartzproperties.com with a cc: to michelle@quartzproperties.com the subject: Attention Design Review Committee.

Project Information

General description of the proposed improvements / additions to your Lot or Dwelling. Include size/square footage, location, materials, paint colors, etc.:

Projected Start Date: _____

Projected Completion Date: _____

****DRC USE ONLY BELOW THIS LINE****

Date Received		Reviewed by	
Date Reviewed		Signature	

Approved	
Approved as Noted	
Denied	

DRC Comments: