

DESIGN REVIEW REQUEST INSTRUCTIONS

To make a request for Design Review, complete a request form and submit it with all back-up documents to:

Wildcat Ridge Community Association
c/o Cobblestone Management, Inc.
1425 E. Goldsmith Drive
Highlands Ranch, CO 80126

SPECIFIC REQUIREMENTS FOR SUBMISSION:

When preparing a Design Review Request, please - imagine you are on the Committee and you are reviewing the submitted Design Review Request. Did you include everything necessary in order to visualize the completed project; thereby, allowing the Committee to make a fully informed decision? If after reviewing your Design Review Request there are no unanswered questions in your mind, it is much more likely that you will get a timely and hopefully favorable decision from the committee.

PAINTING – Pick from among the approved color combinations in the color scheme sample book and identify the number and colors desired. *Caution:* You are responsible for the color of your home. If you contract the job, make sure that you are protected if the contractor's work fails to match the approved paint colors. You will be in violation of Wildcat Ridge documents if the contractor does not completely and fully match the approved color.

LANDSCAPING – Include a plot plan showing in detail what you intend to accomplish. Be sure to show existing conditions as well as your proposed improvements. If you will be planting trees and shrubs, be sure to indicate the type and size on the drawing.

If you will be installing rock or bark mulch in planting beds, be sure to specify the type, color and size. If you are using edging, be sure to specify the type of edging. If you are installing a retaining wall you must indicate how it will be constructed.

IT IS EXTREMELY IMPORTANT TO RECOGNIZE THAT YOU MAY NOT ALTER THE DRAINAGE ON YOUR LOT FOR ANY REASON! BE CAREFUL WITH YOUR LANDSCAPE IMPROVEMENTS.

FENCING – Be sure to show the location of the proposed fencing on a plot plan and describe the type of fence and whether you intend to seal or stain it.

ROOFING – Submit manufacturer's sample or brochure showing the type and color of shingle being used.

BRICK – If you are using brick you must submit a sample or brochure indicating the color of brick.

BUILDING ADDITIONS – If you are constructing a room addition to your home, you must submit full working drawings for the improvement. This would include floor plans and elevations of all exterior views as well as construction details.

PATIO COVERS OR GAZEBOS – You must submit a plot plan showing the proposed location in addition to elevations showing construction and exterior appearance. Also include exterior finish if other than natural.

SATELLITE DISH - Please call Cobblestone Management prior to installation so a field meeting can be setup to agree on location.

DESIGN REVIEW QUESTIONS AND ANSWERS

What is a Design Review?

The Design Review is a process whereby the homeowners association can manage and control the exterior appearance of all properties within the community to ensure compliance per the covenants and guidelines and ensure the preservation of community-wide property values.

Where does this authority come from?

The authority comes from the Declaration of Covenants, Conditions and Restrictions for the Association which is a legal document recorded with Clerk & Recorder prior to any home being purchased.

Do I have a choice regarding Design Review?

Yes and No. Upon purchasing your home in a covenant controlled community you have agreed to abide by the covenants and guidelines of the community, which are legally enforceable. Yes, you can submit any Design Review Request that you desire, but before you can proceed, the request must be approved by the Design Review Committee. The Committee has final approval authority and can say no to your request if it does not comply with the spirit, intent, and guidelines in the HOA covenants and guidelines.

Why are there architectural standards?

The benefit of Design Review is basically two-fold. First, the community in which you live can only maintain its attractive appearance if there are standards. Second, if the community maintains its attractive appearance, the value of all properties in the community will be higher than if there were no Design Review and approval process to manage and control the standards.

What types of exterior changes require approval of the Association?

At a minimum, all of the following improvements require Committee approval. This list is not intended to be all-inclusive because the basic premise is any exterior addition, alteration, and/or replacement requires approval.

- Painting
- Siding Replacement
- Garage Door Replacement
- Window Replacement With Other Than Original Type Installed
- Dormer Installation
- Re-roofing
- Sidewalk, Fence and Deck Installation
- Basketball Backboard Installation
- Decorative Items or Sculptures
- Trees, Shrubs, Landscaping
- Changing Color Of Any Exterior Item Such As Roof, Paint, Rock
- Awnings
- Skylights
- Dog Runs(if allowed in the Covenants)
- Playground Equipment
- Note: A manufacturer's brochure is good to include for any submission, if appropriate (example – gazebo kit)



COBBLESTONE MANAGEMENT, INC.

1425 EAST GOLDSMITH DRIVE, HIGHLANDS RANCH, CO., 80126
PHONE: 303-346-5994, FAX: 303-683-7058, MOBILE: 303-475-2200

WILDCAT RIDGE COMMUNITY ASSOCIATION DESIGN REVIEW REQUEST

(Please Print)

HOMEOWNER NAME _____ DATE SUBMITTED: _____

PROPERTY ADDRESS: _____ HOME PHONE: _____

WORK PHONE: _____ FAX: _____ EMAIL: _____

TYPE OF ALTERATION OR MODIFICATION:

PAINTING SCHEME # (If Applicable): _____ DIMENSIONS (If Applicable): _____

CONSTRUCTION MATERIAL (If Applicable): _____

CONTRACTOR: _____ ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

SPECIAL INFORMATION: _____

**A SKETCH OF ALL ALTERATIONS OR MODIFICATIONS MUST BE ATTACHED
TO THE APPLICATION SHOWING LOCATION AND DIMENSIONS.**

I understand that I must receive approval of the Association in order to proceed. If work has commenced prior to approval, I understand I am liable for non-compliant items and must make changes to comply with the approved request and Wildcat Ridge Community Association Design Guidelines. I understand that Association approval does not constitute approval of the Douglas County building department and that I may be required to obtain a building permit. I agree to start the improvements within 6 months of receiving Board approval and the improvements must be completed within 6 months of starting. If I fail to start the improvements within 6 months of receiving approval, I will resubmit the request. I understand that failing to complete the improvements within six months of starting will be in violation of this approval and other community documents.

PAINTING CAUTION: THE HOMEOWNER IS RESPONSIBLE FOR THE COLOR OF THE HOME. IF THE JOB IS CONTRACTED OUT, MAKE CERTAIN YOU ARE PROTECTED IF THE CONTRACTOR’S WORK FAILS TO MATCH THE APPROVED PAINT COLORS. YOU MAY BE IN VIOLATION OF WILDCAT RIDGE DOCUMENTS IF THE CONTRACTOR DOES NOT PROVIDE A 100% MATCH OF THE APPROVED COLORS.

SATELLITE DISH: PLEASE CALL COBBLESTONE MANAGEMENT PRIOR TO INSTALLATION SO A FIELD MEETING CAN BE SETUP TO AGREE ON THE ANTENNA PLACEMENT LOCATION.

Homeowner’s Signature

Date

Please forward this application to Tom Dey at Cobblestone Management, Inc., 1425 East Goldsmith Drive, Highlands Ranch, CO. 80126. The board has 30 days to respond from the date this application is received by the Community Manager.

Please do not write below this line – Committee use only

Date Received: _____

Date Reviewed: _____

Date Returned: _____

COMMITTEE ACTION:

___ APPROVED AS SUBMITTED

___ APPROVED SUBJECT TO THE FOLLOWING REQUIREMENTS:

___ NOT APPROVED FOR THE FOLLOWING REASONS:

COMMITTEE MEMBER SIGNATURE: _____

DATE: _____

SITE INSPECTION BY: _____

DATE: _____

COMPLETION INSPECTION BY: _____

DATE: _____