

# **CASTLEWOOD RANCH**

A Master Planned Residential Community

in

Castle Rock, Colorado

**Design Guidelines**

**and**

**Application Review Procedures**

**of the**

**New Construction Committee (NCC)**

**Adopted: April 29, 2000**

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## **I. Introduction**

### **A. About Castlewood Ranch**

Castlewood Ranch is a master planned community including separate and distinct neighborhoods (also referred to as Planning Areas) within a network of trails and walkways connecting to centrally located school sites, parks and other recreational amenities.

These Guidelines have been adopted to give direction to builders, architects, designers and owners in preparing plans and designs that enhance and reinforce the appearance of high quality neighborhoods within the master planned setting. These Guidelines apply to New Construction (as defined in paragraph D below) throughout Castlewood Ranch.

Due to the unique characteristics of individual Planning Areas, certain special requirements relating to house design, site planning, landscaping, fencing or any other facet of New Construction, may be applicable to a particular Planning Area. These special requirements are set forth in "Site Specific Requirements" for such Planning Areas.

Although the Site Specific Requirements are distributed separately, they are, by this reference, incorporated in these Guidelines with the same force and effect as if the full text of such Site Specific Requirements were set forth in these Guidelines. Builders and owners should become familiar with the applicable Site Specific Requirements at the outset of the design process. If there is any conflict between applicable Site Specific Requirements and these Guidelines, the Site Specific Requirements shall control.

Additionally, due to unique characteristics of individual Lots and/or groups of Lots, certain additional special requirements relating to housing design, site planning, landscaping, fencing or any other facet of New Construction may be imposed by the NCC during the review process.

### **B. Who administers the procedures set forth in these Guidelines?**

The Design Review Procedures, as described in Section II below, are administered by the New Construction Committee (NCC). The NCC is composed of three (3) members who are appointed by the Declarant, Castlewood Ranch LLC.

The NCC's approval of any proposed New Construction is within the sole and unfettered discretion of the NCC, and the Committee may elect to enforce or waive, in whole or in part, any or all of these Guidelines, including any applicable Site Specific Requirements.

For assistance with the design process and compliance with these Guidelines and any applicable Site Specific Requirements, the NCC requires that each Lot owner and/or Builder retain the services of a

qualified architect or residential designer in preparing New Construction designs.

### **C. Who is subject to the procedures set forth in these Guidelines?**

The Lot owner or Builder (the person who is, or shall become the owner of the Lot) desiring to undertake any New Construction within the boundaries of Castlewood Ranch, is responsible for complying with the provisions of these Guidelines, initiating the reviews and obtaining the approvals required by these Guidelines. There are no exemptions or automatic approvals and each submittal shall be reviewed on an individual basis.

### **D. What constitutes “New Construction”?**

New Construction is any residential or non-residential structure and its associated improvements, including but not limited to landscaping, signage and lighting (whether permanent or temporary) constructed or installed on a site within the boundaries of Castlewood Ranch. Alterations or additions to *existing* lot improvements are subject to approval by the Design Review Committee referenced in Article 4 of the Declaration.

### **E. Application for Review**

An application for NCC review is attached hereto as Appendix B (additional copies of such applications and information regarding Design Review procedures can be obtained from the Secretary of the NCC). Applications and other related materials required for approval of New Construction must be submitted to the NCC Secretary for NCC review.

### **F. Submittals and Response**

All submittals required by Section II of these Guidelines must be received, reviewed and approved by the NCC prior to commencement of New Construction or other disturbance of the Lot. The NCC will generally render and mail its written decision no later than twenty (20) business days after the NCC meeting at which the application for approval is considered.

### **G. Meeting Schedule of the New Construction Committee**

The NCC will convene meetings for the review of Applications on a schedule established by the NCC from time to time. The meetings, which will be private or open at the sole discretion of the Committee, will be held at the offices of Castlewood Ranch LLC or at such other location as may be determined by the NCC from time to time.

## **II. Design Review Procedures**

### **A. General Residential Design Review Procedures**

All New Construction within Castlewood Ranch is subject to these Guidelines, including any applicable Site Specific Requirements. All New Construction, including but not limited to all design elements (including

paint, stain, masonry or other surface treatment) of any Residences, fences, trellises, decks, patios, patio covers, exterior stairs, balconies or other appurtenances and structures, permanent street or outdoor furnishings, landscaping, lighting and signage, shall be submitted to the Secretary of the NCC for NCC review and approval, which approval shall be obtained prior to application for a building permit for, or any commencement of, such New Construction. The NCC's approval of any proposed New Construction shall be within the sole and unfettered discretion of the NCC, and the Committee may, in its sole discretion, determine to enforce or waive, in whole or in part, any or all of these Guidelines.

## **B. Categories of New Construction**

The procedures set forth in these Guidelines address four major categories of New Construction, with review procedures tailored to such categories as follows:

### **1. Single Lot Program**

Characterized by individual detached semi-custom or custom Residence designs that are constructed on individual Lots (refer to Section III below).

### **2. Multiple Lot Program**

Characterized by several detached production model home Residence designs that are constructed on multiple Lots, with or without modifications (refer to Section IV below).

### **3. Multi-Family Program**

Characterized by a single site project comprised of one or more Lots, involving one or more buildings, each incorporating attached residential units (refer to Section V below).

### **4. Other New Construction**

All other New Construction, structures and improvements, including but not limited to model home complexes, permanent and temporary sales offices, construction offices and trailers, signage for community features, parks and/or recreational equipment and structures shall be subject to NCC approval. Builders shall contact the Secretary of the NCC regarding submittal requirements and applicable approval procedures.

## **III. Single Lot Program**

### **A. Introduction**

The review procedure for New Construction in the Single Lot Program consists of three (3) steps. It is the responsibility of the Builder to initiate each of the following steps:

Concept Review

Site Plan, Architectural Drawings and Specifications Review

Landscape Plans Review

### **B. Concept Review**

The Concept Review meeting is intended to be a working meeting between the Builder and the NCC, the purpose of which is the initial approval of the use of the Lot and the

preliminary design of the Residence. The submittal package shall include a dimensioned site plan, floor plans and building elevations, which may be preliminary but prepared to convey the overall design intent of the project. The Builder shall submit two (2) submittal application forms and two (2) sets of conceptual plans to the NCC Secretary. In the event that the proposed plans are not complete or are otherwise unacceptable to the NCC, the NCC may require an additional submittal for review before proceeding forward.

### **C. Architectural Drawings and Specifications Review**

The Builder shall submit to the Secretary of the NCC, two (2) sets of architectural drawings to include the following:

**1. Building Plans, including:**

- a) All Exterior Elevations clearly indicating heights and materials and showing finished floor elevation above grade, approximate finish grade lines, any deck and balcony locations with railing details, and any chimneys, skylights or other exterior structural elements
- b) Floor Plans (as reference for elevation and site review), indicating the finished square footage of the residence, along with decks, balconies, patios, atriums, garages and all other structural elements
- c) Roof Plans, indicating materials, pitches, ridges, chimneys, skylights and all roof-mounted equipment

**2. Site Plan, including:**

- a) North orientation
- b) Property and building envelope lines
- c) Easements
- d) Footprint of all structures on the Lot
- e) Existing topography and proposed grades at one foot intervals
- f) Location of driveways, walkways, patios, decks and walls
- g) Location of all Lot accessories, including but not limited to fencing, mailbox, trash container storage, exterior lighting and play equipment
- h) Location of air conditioning compressors, power and gas meters and telephone pedestals
- i) Location of any proposed pool, decking, accessory structures, fencing and pool equipment

**3. Exterior Materials, Finish and Color Schedule, including:**

- a) Color palette for body and trim colors
- b) Sample of roofing material
- c) Samples of masonry materials

### **D. Landscape Plans Review**

The builder shall submit to the Secretary of the NCC, two (2) sets of the following:



1. **Landscape Plans, including:**

- a) Planting plan showing turf and other ground cover materials, paving or other non-plant materials, and locations of proposed trees, including detailed information about all materials, including the size and type of such materials
- b) Irrigation plans, where irrigation is proposed or required by these Guidelines (including any applicable Site Specific Requirements)
- c) Fencing plan design (including any applicable Site Specific Requirements) and materials specifications

## **IV. Multiple Lot Program**

### **A. Introduction**

The review procedures for New Construction in the Multiple Lot Program consist of three (3) steps. It is the responsibility of the Builder to initiate each of the following steps:

Concept Review  
Site Plan, Architectural Drawings and Specifications Review  
Landscape Plans Review

### **B. Concept Review**

The Concept Review meeting is intended to be a working meeting between the Builder and the NCC, the purpose of which is the initial approval of the neighborhood concept and preliminary design of the proposed model Residence designs ("Models"). The submittal package shall include floor plans, building elevations, materials selections, colors and landscape concepts, which may be preliminary, but shall be prepared to convey the design intent of the project. Site planning issues to be reviewed will generally include master drainage, Lot restrictions, adaptation of house designs to specific Lot conditions, easements, utility locations, fencing and setback requirements.

The Builder shall submit two Application for Review forms and two (2) sets of Multiple Lot Program plans to the NCC Secretary. If the plans are incomplete, or if substantial design changes are required resulting from the Concept Review, the NCC may require an additional submittal for review before proceeding forward.

### **C. Architectural Drawings and Specifications Review**

1. **Site Plans, including:**

- a) Street and Lot layout (if raw or unplatted land)
- b) Typical Lot dimensions
- c) Building pad and garage placement
- d) Typical minimum building setback
- e) Fencing
- f) Walkways and driveways

- g) Decks and accessory structures
- h) Walk-out configurations, if applicable

**2. Building Plans, including:**

- a) All four Exterior Elevations for each Model (including walk-out configurations, if applicable), to include clearly indicated heights and materials, any deck and balcony locations with railing details, any chimneys, skylights or other exterior structural elements
- b) Floor Plans (to allow for elevation and site plan review), indicating the square footage of the residence and including balconies, decks, patios, atriums, garages and all other structural elements
- c) Roof Plans, which shall indicate materials, pitches, ridges, valleys, chimneys, skylights and any and all roof-mounted equipment

**3. Exterior Material, Finish and Color Schedule, including:**

- a) Palette of all brick and masonry veneer samples
- b) Palette of trim and exterior paint colors and combinations to include three different paint colors required on each house: body, trim and punch (doors or architectural features)
- c) Complete combinations of brick, stone or other masonry material, trim and exterior paint selections
- d) Palette of roof materials and colors, including samples of all materials and colors
- e) Such other materials or information as may be requested by the NCC

**Before any commencement of New Construction or site disturbance on any Lot, the Builder shall receive NCC approval of the construction of the particular Model home proposed for construction on such Lot. This request for approval shall include the Model number/name, the Lot number, the garage orientation, description of any deviations from the plans for the Model, as submitted to and approved by the NCC, and any and all other information requested by the NCC.**

## **D. Landscape Plans Review**

The purpose of the Landscape Plans Review meeting is the approval of landscape plans, which shall be obtained prior to installation of any landscaping, including any open space or other common areas. In the case of multiple installations, typical plans for front yard landscaping and for side yard landscaping on corner Lots, shall be submitted. The Builder shall submit to the NCC Secretary two (2) sets of the following:

**1. Landscape Plans, including:**

- a) Planting Plans showing turf and other ground cover materials, along with locations of proposed trees and detailed information about all materials, including the size and type of such materials
- b) Irrigation Plans, where irrigation is proposed or required by the Guidelines (including any applicable Site Specific Requirements)

- c) Fencing Plans (which shall satisfy the requirements set forth below, and any applicable Site Specific Requirements)

## **V. Multi-Family Program**

### **A. Introduction**

The review procedures for New Construction in the Multi-Family Program consist of five (5) steps. It is the responsibility of the Builder to initiate each of the following steps:

- Concept Review
- Preliminary Design Review
- Site Plan, Architectural Drawings and Specifications Review
- Landscape Plans Review
- Final Site Review

### **B. Concept Review**

The Concept Review meeting is intended to be a working meeting between the Builder, architect or designer and the NCC, the purpose of which is initial approval of the general layout of the site and preliminary designs of building(s). The Builder shall submit to the Secretary of the NCC, two Application for Review forms and two (2) sets of the following sketch plans and building drawings:

1. Site plan showing layout of building(s) on the site, typical arrangements of units within individual building(s), site development, adjacent roads and site access, footprints of adjacent buildings, site amenity features and landscaping concept
2. Grading and drainage concept plan, including drainage ways, significant retaining walls, easements, streets and driveway(s)
3. Schematic elevations showing all elevations of each building type, the site as a whole, and typical street frontages
4. Schematic floor plans of each unit type
5. Numerical tabulation of unit types, building coverage, density and parking ratio
6. Such other information or materials as may be requested by the NCC

If the proposed Multi-Family Program plans are incomplete, or if substantial design changes are required resulting from the Concept Review, the NCC may require an additional submittal for review before proceeding forward.

### **C. Preliminary Design Review**

The Preliminary Design Review is a working meeting between the NCC and the Builder, the purpose of which is preliminary approval of the building project design, in substantial detail, prior to the commencement of working drawings. Builder shall submit to the Secretary of the NCC, two (2) sets of the following:

1. Site plan, showing north arrow, property lines, grade elevations, building footprints, parking and vehicular circulation patterns, decks, patios, walkways, services, site amenities, site appurtenances (such as mechanical, trash, gates, fences, lighting, signs and all other accessory structures or other improvements, including trash pick-up areas), setbacks, easements and adjacent roadways and their uses
2. Floor plans for each unit type
3. Exterior elevations of each building type, including materials, building fences and walls, meter banks, mailboxes, roof vents, exterior mechanical equipment, and all other exterior structures, including, but not limited to recreation buildings, garages and carports
4. Building section(s) as appropriate to show unit arrangement, unusual spaces and common areas
5. Roof plan showing pitches, ridges, valleys, materials, chimneys, skylights and all roof mounted equipment
6. Color and materials board, including samples of all proposed exterior finish materials and colors
7. Numerical tabulation including unit square footage, number of each of the unit types, density, ground coverage of building and parking areas, landscape area and parking ratio
8. Phase Plans (if building project is to be phased), including site/landscape plans indicating the finished appearance of the building project at the end of each phase
9. Signage program showing locations and design of all exterior signs and graphics
10. Exterior lighting plan
11. Preliminary landscape plan
12. Such additional information or materials as may be requested by the NCC

If substantial design changes are required resulting from the Preliminary Design Review meeting, the NCC may require an additional submittal for approval and/or an additional Preliminary Design Review meeting before proceeding forward.

#### **D. Architectural Drawings and Specifications Review**

The purpose of the Architectural Drawings and Specifications Review meeting is to review the architectural and landscape construction documents prepared following the Preliminary Design Review meeting. The Builder shall submit the following to the Secretary of the NCC:

1. Construction documents, including two (2) complete sets of drawings and specifications, suitable for construction purposes
2. Any materials samples requested during the Preliminary Design Review meeting

3. Such other information or materials as may be requested by the NCC

## **E. Final Landscape Plans Review**

The purpose of the Final Landscape Plans Review meeting is the approval of landscape plans, which shall be obtained before installation of any landscaping. The Builder shall submit to the Secretary of the NCC, two (2) sets of the following:

1. **Landscape Plans, including:**

- a) Planting plans showing turf and other ground cover materials, locations of proposed trees and detailed information about all materials, including the size and type of such materials
- b) Irrigation plans, where irrigation is proposed and required by the Guidelines (including any applicable Site Specific Requirements)
- c) Fencing plan design (including any applicable Site Specific Requirements) and materials specifications

## **F. Final Site Review**

Following completion of the Building Project (including all required landscaping), the Builder shall contact the Secretary of the NCC to schedule an on-site review and evaluation of whether the Multi-Family Building Project has been completed in conformance with all plans and specifications approved by the NCC and with these Guidelines, including any applicable Site Specific Requirements. The Builder shall be responsible for scheduling the Final Site Review meeting, which shall occur before any occupancy of the building project. The Final Site Review shall not relieve the Builder of responsibility for compliance with all approved plans and specifications and with these Guidelines, including any applicable Site Specific Requirements.

# **VI. Design Guidelines**

## **A. Introduction**

These Guidelines are intended to provide a framework of design and development standards, based upon which the Builder and the NCC will be able to make informed decisions relating to all exterior design elements within Castlewood Ranch. These Guidelines contain both rules and informational direction. Where the terms “shall” or “shall not” are used in a statement, the statement constitutes a binding rule. Where the term “preferred” or the phrase “the NCC may permit” is stated, the statement constitutes informational direction provided for the guidance and convenience of Builders. It shall not create any duty of the NCC to approve or permit the design elements referred to in such statement, nor shall any Builder rely in any manner upon the NCC’s possible approval of such design element. However, once a proposed design element has been approved, such decision is mandatory unless modified with the approval of the NCC.

Where the provisions of any applicable Site Specific Requirements conflict with the provisions of this Section VI, the applicable Site Specific Requirements shall be controlling. Where the provisions of applicable Town of Castle Rock or Douglas County Standards are more restrictive than the provisions of these Guidelines (including any applicable Site

Specific Requirements), the Town of Castle Rock or Douglas County Standards shall be controlling.

Where the provisions of these Guidelines (including any applicable Site Specific Requirements), are more restrictive than the provisions of the applicable Town of Castle Rock or Douglas County Standards, then these Guidelines shall be controlling. A variance from the Town of Castle Rock or Douglas County Standards may not be requested unless the prior written approval of the NCC shall have been first obtained.

## **B. Permitted Use**

Permitted use(s) and minimum square footage requirements are set forth in Site Specific Requirements for individual Planning Areas.

## **C. Site Planning**

### **1. Drainage**

Drainage shall conform to the Master Drainage Plan available from the Declarant, and shall comply with all other applicable regulations, including but not limited to any Town of Castle Rock or Douglas County regulations and all applicable FHA and VA regulations. Proper drainage of each Lot is the responsibility of the Builder.

### **2. Variety**

Two houses of the same design and/or color scheme shall not be located on adjacent lots or directly across the street from one another. House plans should have rear elevations that are noticeably different from one another, and care must be taken to avoid three consecutive similar rear elevations.

### **3. Garage Orientation**

In the Single Lot and Multiple Lot Programs, where lot dimensions allow, side-loaded garages are strongly preferred and encouraged.

### **4. Exposed Side and Rear Elevations**

Houses on corner Lots, Lots adjacent to open space or Lots that border the perimeter of a Planning Area shall be designed with side and/or rear elevation exposure as a primary consideration. The NCC shall give priority to Builder models having the most architecturally interesting side and/or rear elevations.

### **5. Building Setbacks**

Building setbacks shall comply with applicable Town of Castle Rock requirements and any restrictions resulting from utility, drainage or other easements that may exist. Solely the Town of Castle Rock or appropriate utility company or other governmental entity can grant a setback variance from these requirements and restrictions. Written approval of any request for such a variance must be obtained from the NCC at its sole and exclusive discretion before submission of such request to the appropriate authority.

### **6. Projections Above Foundation Line**

Subject to Town of Castle Rock approval, the NCC may permit cornices, canopies, chimneys, bay windows and other projections above a foundation line, extending no more than two feet into a side yard setback so long as such projections do not add floor area to the house.

### **7. Patios and Decks**

Subject to Town of Castle Rock approval, the NCC may permit the installation of patios or decks no more than 10' feet above ground. Rear patios must consist of a minimum open concrete dimension of 100 square feet. All vertical deck railings and support columns shall be painted and all deck support columns shall be enlarged to a size greater than the deck's dimensional lumber in a style that matches the house.

### **8. Parking**

Unless otherwise specified by applicable Site Specific Requirements (e.g. the Multi-Family Program), a minimum of four off-street parking spaces, including a minimum of two and a maximum of three fully-enclosed garage spaces of 10' x 20' attached to each Residence, shall be provided for each Lot upon which a Residence is constructed. On-street parking shall otherwise comply with applicable local governmental regulations.

## **D. Landscaping**

### **1. Landscape Plan Submittal**

All front, side and rear yard landscaping that is required to be installed before initial occupancy of any Building Project, must be submitted for NCC review. Approval must be obtained prior to landscape installation; however, a production Builder of pre-approved models may satisfy the requirements of this section by submission to and approval by the NCC of prototypical landscaping schemes to be used in connection with all such pre-approved models.

### **2. General Landscape Design**

The Landscape standards for Castlewood Ranch have been developed in an effort to allow personal expression on individual properties while maintaining the overall theme and natural beauty of the community. The Design Review Committee shall review all landscape plans to ensure that proposed plantings and materials enhance the overall cohesiveness of the community.

The use of indigenous plant and landscape materials is strongly encouraged. In general, traditional ornamental landscaping will be allowed immediately adjacent to homes, however as the landscape feathers into native areas, the use of indigenous plant materials will be strongly encouraged. Some of these plant materials may not necessarily be native to the area, however they should be similar in appearance, water requirements and hardiness. Invasive or exotic species of plants will not be allowed.

Landscaped areas should compliment the home design, enhance public views, designate buffers and transitions and provide screening. Informal groupings of colorful shrubs and flowers are encouraged to provide visual interest. Linear, hedgerow type plantings along fences and property lines are strongly discouraged. All plant materials used shall conform to the standards of The American Association of Nurserymen and the Colorado Nurserymen Association.

### **3. Xeriscape Design**

The concepts of Xeriscape design should be utilized in an effort to conserve water. Xeriscape does not mean “zeroscape” or the sole use of rock, gravel, yucca or cacti. Xeriscape is a term that was coined in 1981 by the Associated Landscape Contractors of Colorado and was first used publicly in the Denver area in 1982. The principles are basic, promoting low water use through water-efficient landscaping. Highly irrigated areas may still exist in Xeriscape designs, however plants must be located and grouped properly, and should be thoughtfully combined according to their watering requirements. There are seven fundamentals considerations regarding Xeriscaping:

- a) Plan and design comprehensively from the beginning.
- b) Create practical turf areas of manageable shapes, sizes and with use of appropriate grasses.
- c) Use appropriate plants and zone landscaping according to the water needs of various plants.
- d) Consider improving the soil with organic matter such as compost or manure and utilizing natural mulches such as wood chips.
- e) Maintain the landscape appropriately by mowing.
- f) Irrigate efficiently with properly designed systems, including hose-end equipment, and by applying the right amount of water at the right time.

### **4. Front Yard Landscaping**

Except for Residences first occupied during the winter months, where, upon prior approval by the NCC, landscaping may be delayed until the immediately following spring, front yard landscaping shall be installed before the initial occupancy of the Residence:

- a) The front yard shall be sod or a combination of sod and shrubs, and shall be installed on both sides of the driveway. Gravel, stone or wood chip front yards are prohibited.
- b) A sprinkler system shall be installed in all front yards. Sprinkler heads shall be oriented to prevent direct spraying onto fences or into natural areas where added irrigation may encourage uncontrolled growth.

### **5. Side Yard Landscaping**

In any location where the side yard of a corner lot is exposed to a street in front of a fence, the side yard shall be landscaped at the same time as the front yard. The side yard landscaping shall be visually integrated with the front yard landscaping and must include irrigated sod, which shall not be held back more than 5' from the foundation where directly exposed to street view.

### **6. Rear Yard Landscaping**

Rear yard landscaping shall be completed in accordance with a landscape plan approved by the Design Review Committee within twelve (12) months after the date of initial occupancy of the Residence, unless the Residence is situated on the perimeter of a Planning Area, then within six (6) months after the date of initial occupancy. All Residences backing to the perimeter of a Planning Area shall be required to plant a minimum of two 1-1/2" caliper trees within the above-referenced schedule for landscaping completion.



## **E. Fencing**

Fencing within Castlewood Ranch falls within three (3) categories, each of which is subject to the specific design criteria set forth below:

### **1. Perimeter Fencing**

Perimeter Fencing is located adjacent to principal frontage roads and Planning Area boundaries, with exposure to principal roadways and common areas. The initial Perimeter Fencing design shall be determined by the Declarant and installed by either the Declarant or Builder in a Planning Area, and shall conform to one of the two Standard Perimeter Fencing designs depicted in Appendix E.

### **2. Open Space Fencing**

Open Space Fencing is the rear and side yard fencing located adjacent to open space areas, and shall conform to the Standard Open Rail Fencing design depicted in Appendix F.

### **3. Yard Fencing**

Yard Fencing is the fencing located on individual Lots, but not adjacent to open space. Yard Fencing shall conform to one of the two Standard Yard Fencing designs depicted in Appendix G and shall comply with the following generally applicable requirements:

- a) Use of open rail fences on interior side lot lines is encouraged and shall comply with the Standard Yard Fencing detail shown in Appendix G.
- b) Any required fencing shall be installed prior to initial occupancy of the Residence. Builders shall provide side yard “wing fencing” between residences that shall conform to one of the two Standard Yard Fencing designs depicted in Appendix G.
- c) Fences installed by the Declarant or its Builders shall not be altered in any way without the prior written consent of the Declarant.
- d) Any fence exposed to a street or open space area shall have its finished side facing such street or open space and shall be stained the color specified in Appendix G.
- e) There shall be no gaps between fences and a fence shall run no more than forty feet in a straight line without an offset of at least two (2) feet.
- f) Open rail fences shall not have gates. The NCC may permit gates in solid privacy fences where they match the appearance of the fence.
- g) The NCC may permit dog runs in accordance with an approved location plan, provided that any such dog run shall be visually compatible with the Residence and shall be screened by Privacy Yard Fencing at the property lines as depicted in Appendix G. Structure must be constructed of chain link or wire mesh with wood or metal posts, and shall not be visible from streets (see “Home Improvement and Landscaping Guidelines” for more detailed criteria).
- h) The NCC may permit grid wire, for the containment of pets or small children, attached to an open rail fence as depicted in Appendix F.
- i) The front yard of a Residence shall not be fenced.

## F. Architectural Design

### 1. Materials and Colors

a) In addition to masonry, there shall be 2 siding types used on every primary elevation. There shall be no excessive or elaborate brick patterns, extreme variation in brick colors (e.g. salt and pepper look), stucco swirls, or separations, splashes or artificial textures used on any Residence in Castlewood Ranch. Brick and stone shall not be used together on the same Residence.

b) There shall be two complementary body colors appearing on any Residence, preferably on every primary elevation, which shall be a natural "earth tone" approved by the NCC for use on such Residence. The NCC may permit subdued compatible accent blends ("trim colors") on fascia, trim, columns and other structural elements; the NCC may permit accent colors from a dark or richer pallet on doors and shutters.

c) All projections, including, but not limited to chimney flues, gutters, downspouts, utility boxes, porches, decks, exterior railings and exterior stairways, trellises, patio covers and sunrooms shall match the permanent color of the surface from which they project, unless the NCC shall have permitted the use of a "trim color" on such projections.

d) Brick or other masonry veneer on front elevations shall be continued around the corner of the Residence, extending no less than two (2) feet along side elevations *or* to a natural break line. Where brick or other masonry wainscoting is used on front elevations, such brick or other masonry shall be wrapped around the corner of the Residence no less than two (2) feet along side elevations *or* to a natural break line *or* to the side yard "wing" fencing line.

e) Minimum masonry requirements for front elevations, as measured on the solid portions of the elevations (excluding doors and windows) are:

Filing 1		
PA 27	5%	
PA 28	10%	
PA 38A	15%	
PA 39, 44		20%
PA 38B, 42/45, 46, 47	25%	
Filing 2		
Parcel 1, 8, 9		20%
Parcel 5, 7, 10, 11		25%

### 2. Roof Construction and Materials

a) Roof shall be consistent with the architectural style of the proposed building and shall not exceed thirty-five (35) feet at maximum height from top of the foundation.

b) Flat roof designs are prohibited. The roof pitch on any major roof form shall not be less than 4:12, however the NCC may permit a lesser pitch if consistent with other design elements of the Residence.

c) Dormers shall be in proportion to the overall scale of the roof. Overly simplified roofs are not acceptable.

d) Unless otherwise specified in applicable Site Specific Requirements, all roofs within Castlewood Ranch shall be, at minimum, a dimensional asphalt shingle material with a 30-year rating/warranty.

**3. Windows and Doors**

a) Windows and doors shall be consistent in proportion, detailing and expression on all exterior elevations.

b) All windows and doors on all elevations shall receive window trim; corners with siding shall also receive trim detail.

c) Windows shall be clear glass. Glass block is not permitted on front elevations. Highly reflective glass tinting is prohibited.

d) Window frames in mill-finish clear or gold anodized aluminum are prohibited. Any metal window frames shall be white or dark anodized aluminum, or painted or clad with a color consistent with the design character of the building.

e) Dormer windows shall not be painted, coated with tinted film or otherwise blocked out.

f) All sliding glass, atrium and French doors shall open onto a useable, existing, exterior deck, patio or balcony.

g) Window and porch screening shall be bronze or charcoal in color. Mill-finished or brightly anodized aluminum is prohibited in window or porch screening.

h) Elaborate or decorated screens, storm windows and doors are prohibited.

i) Metal, Masonite and fiberglass garage doors shall be either wood texture embossed or have embossed panels. Use of corrugated panels is prohibited.

**4. Roof Accessories and Chimneys**

a) Plumbing stacks and roof vents shall match roofing colors and shall be placed as inconspicuously as possible.

b) Exposed flashing, gutters, downspouts and any attachment straps shall be painted to blend with the adjacent materials. All roofs shall have straight line counter flashing matching the slope of the roof. All flashing shall be black or painted to blend with adjacent materials.

c) All pre-fabricated fireplace units shall have an architectural metal terminal cap, which cap shall be painted. All flues shall be encased. Chimneys shall be integrated with the building architecture. Exterior masonry chimneys shall extend all the way to the ground. A direct vent gas fireplace shall be painted the color of the item from which it projects.

d) Skylights on sloped roofs shall be flat and shall not be white in color. Any solar applications shall be installed to give the appearance of a

skylight, with a finished trim material or curb. Active solar appurtenances shall be non-reflective and integrated with the building architecture.

**5. Accessory Structures**

- a) Enclosed accessory structures must be attached to or visually compatible with the house in materials and color.
- b) Certain other accessory structures may be permitted within an enclosed rear or side yard if not visible from any street or open space, including, but not limited to dog houses, dog runs and other pet enclosures, play structures, gazebos, hot tub structures, trellises, playhouses, storage sheds, and other accessory structures, and including any accessory structures built or located on decks and patios.
- c) Basketball backboards may be permitted subject to the criteria outlined in the Castlewood Ranch "Design Guidelines and Application Review Procedures for Home Improvements and Landscaping".
- d) Decks shall have all vertical components painted the trim color of the house. Deck columns shall be of size and composition greater than dimensional lumber, in architectural style matching the house and painted the trim color.

**6. Exterior Lighting**

- a) Light sources shall be concealed and shielded to prevent glare. There shall be no spillover of light onto neighboring properties.
- b) Tree up-lights shall be concealed or located in shrub masses. Soffit mounted unshielded spotlights are strictly prohibited.
- c) Exterior building-mounted lighting shall not exceed 60 watts. No "barnyard", "wall pack" or sodium vapor lighting shall be used, nor any permanent flood lighting or spot lighting of exterior elevations.

**7. Mailboxes, Outdoor Furnishings, Utility Services, Antennae, Etc**

- a) Before initial occupancy of any Residence, a mailbox conforming to the Standard Mailbox selection made by the Declarant shall be installed on the common property line post at curbside. Such mailbox shall be purchased from Declarant's designated provider and shall thereby comply with applicable United States Postal Service requirements. There are some areas of the site where the USPS has required the use of gang mailboxes. Builder shall determine if this is applicable on his lots, and those shall be the cost obligation of the Builder.
- b) The NCC may permit, if compatible with other design elements of the Residence, permanent street or outdoor furnishings directly visible from the street, including lampposts and house address numbers.
- c) All utility services to the home shall be installed underground. Where possible, surface mounted mechanical equipment shall be screened from view and grouped together away from street and public view. The NCC may permit satellite dishes, security cameras and antennae if concealed in an approved manner to visually integrate with the house and/or site.

- d) The NCC may permit freestanding flagpoles, only as *temporary* installations at model home complexes and sales offices.

## **G. Signage**

### **1. Generally**

The NCC may permit signage that is compatible in design and placement with other exterior design elements within Castlewood Ranch.

### **2. Planning Area / Neighborhood Identification Signs**

Temporary signage that identifies and describes a Lot owner's/Builder's neighborhood under development and construction, may be placed on a Lot owner's/Builder's property during the course of construction in that specific Planning Area, and shall be removed immediately upon completion of construction in said Planning Area. The maximum size for Planning Area/ Neighborhood Identification Signs shall be 48 square feet.

### **3. Builder Lot Identification Signs**

Temporary signs that identify the Lot owner/Builder, Lot number and sales status (Available, Under Contract or Sold), may be placed on an owner's Lot before construction begins and shall be removed immediately upon initial occupancy of the Residence. The maximum size for Builder Lot Identification Signs shall be 6 square feet. Subcontractor, lender or other such signs are strictly prohibited.

### **4. Builder Model Home Signs**

Each lot upon which a model home is located may contain one sign approved by the NCC indicating the Model name and/or Lot owner or Builder name. The size of a Builder Model Home Sign shall not exceed 16 square feet.

### **5. Real Estate Signs**

If a Lot owner desires to sell a Lot or Residence, one real estate sign (maximum size of 6 square feet) may be used to advertise the sale of the Lot upon which the real estate sign is located. The sign shall be erected only on such Lot, with the sign face oriented toward the street that corresponds to the Lot's frontage address. Real Estate Signs are not permitted on fences or in windows, and placement is prohibited on open space and common areas, any public property, or any Lot other than the Lot advertised on such sign.

## **VII. Miscellaneous**

### **A. Authority and Enforcement**

Pursuant to the contract between Declarant and Builder, or if a builder is not a Principal Builder or the Declarant, then Section 4.1 of Article 4 of the Master Declaration of Covenants, Conditions and Restrictions for Castlewood Ranch, the NCC is directed to prepare, and on behalf of the DRC, promulgate Design Guidelines and Application Review Procedures which shall be the standards and procedures of the DRC, and the NCC has the sole and full authority to prepare and amend such standards and procedures. The NCC is a sub-committee of the DRC for those applicants which are subject to Article 4 of the Master Declaration.

## **B. Waivers, Amendment and Third Party Benefit**

The NCC maintains the right from time to time, at its sole discretion, to waive, amend or modify these Guidelines. Neither the NCC nor its agents, representatives or employees shall be liable for failure to follow these Guidelines as herein defined. These Guidelines confer no third party benefit or rights upon any entity, person or Lot owner/Builder.

## **C. Non-Liability of the New Construction Committee**

Neither the NCC nor its respective members, Secretary, successors, assigns, agents, representatives, employees or attorneys shall be liable for damages or to anyone submitting plans for approval, or to any Builder by reason of mistake in judgment, negligence or non-feasance, arising out of any action of the NCC with respect to any submission, or for failure to follow these Guidelines or Procedures.

The role of the NCC is to review and approve the use, site planning, appearance, architectural vocabulary and aesthetics of residential construction. The NCC assumes no responsibility with regard to design and construction, including, without limitation, the civil, structural, mechanical, plumbing or electrical design, methods of construction or technical suitability of materials used.

## **D. Accuracy of Information**

Any person submitting plans to the NCC shall be responsible for the verification and accuracy of all components of such submission, including, without limitation, all site dimensions, grades, elevations, utility locations and other features of the site or plans.

## **E. Lot Owner and/or Builder Representation**

Each Builder represents by the act of entering into the Review process with the NCC, that all of its representatives, including, but not limited to the Lot owner and/or Builder's architect, engineer, subcontractors and their agents and employees, shall be made aware of all applicable requirements of the NCC and shall abide by these Guidelines and the Declaration with respect to approval of development plans and specifications.

## **F. Conflict with Declaration of Covenants, Conditions and Restrictions**

In the event of a conflict between these Design Guidelines and the terms of the Declaration of Covenants, Conditions and Restrictions, the Declaration shall prevail.

## **G. HOA Use Restrictions**

The Board of Directors of the Castlewood Ranch Homeowners' Association may from time to time promulgate use restrictions governing the use of Lots and Association common areas. Each Builder should review any such use restrictions to ensure that Lot improvements comply with such use restrictions.

## **H. Regulatory Compliance**

It is the responsibility of the Builder to obtain all necessary permits and to ensure compliance with all applicable governmental regulations and other requirements. Plans submitted for NCC review shall comply with all applicable building codes, zoning regulations and the requirements of all governmental entities having jurisdiction over the building project or property within Castlewood Ranch. Regulatory approvals do not preempt the Design Review authority of the NCC, and NCC approval does not incorporate any governmental approvals that are the sole responsibility of the Builder.

## **I. Final Approval**

Notification of the NCC's Final Approval constitutes a binding agreement between the Builder and the Castlewood Ranch Master Association. Deviation from approved plans is prohibited, unless such proposed deviation has been submitted to and has been expressly approved by the NCC. Failure to comply with approved plans shall result in the NCC directing the Builder to take immediate steps to correct the non-conforming action taken and/or to promptly remove and replace non-conforming materials with previously approved conforming materials.

The NCC may, in its discretion during a Design Review session, assist the Builder by suggesting alternative design solutions; however, such suggestions shall not necessarily constitute an approved design solution and the NCC shall have no responsibility for ensuring or making any determination regarding compliance of such suggested design solutions with applicable governmental regulations or other requirements.

## **J. Appeals**

Within ten business days following notice of an NCC decision, the Builder may file with the Secretary of the NCC, a written request that the NCC reconsider such decision. Any such request for reconsideration shall include a statement of the basis for such request and technical design information supporting such request. The NCC may require additional information in connection with any request for reconsideration. The Builder's written request for reconsideration may include a request to personally address the NCC at its next scheduled meeting.

All reconsiderations shall be reviewed on a case-by-case basis, and the granting of a request for reconsideration with respect to one Building Project does not imply or warrant that a similar request will be granted with respect to any other Building Project. Each case shall be reviewed on its own design merits, in light of the overall objectives of these Guidelines.

## **K. Variances**

If the Builder and/or its architect(s) or designer(s) feel that any portion of these Guidelines should be waived, based on the design characteristics of a particular Building Project, then the Builder may apply for a variance from such portion(s) of these Guidelines. The burden of establishing why

a specific portion should be waived lies with the Builder, who shall provide reasonable assurance in the application for variance that the overall intent of these Guidelines shall be accomplished with the Building Project as proposed.

The NCC may grant or deny the variance applied for in its sole discretion, and the granting of a particular variance with respect to one Lot does not imply or warrant that a similar variance will be granted with respect to any other Lot. Each variance request shall be reviewed on a case-by-case basis, in light of the overall objectives of these Guidelines.



**VIII. APPENDIX A**  
**MEMORANDUM OF ADOPTION OF THE NCC'S**  
**"Design Guidelines and Application Review Procedures"**

The undersigned members of the New Construction Committee of the Castlewood Ranch Master Association, representing all of the members thereof, hereby adopt as of April \_\_\_\_\_, 2000, pursuant to Article 4, Section 4.1 of the "Master Declaration of Covenants, Conditions and Restrictions" for Castlewood Ranch and recorded in the Real Property Records of Douglas County, Colorado, these "Design Guidelines and Application Review Procedures", for use by the New Construction Committee (NCC), a copy of which is attached hereto for reference.

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**IX. APPENDIX B**  
**NCC APPLICATION FOR REVIEW FORM**

BUILDER/OWNER \_\_\_\_\_ DATE  
\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE  
\_\_\_\_\_

PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_ FAX  
\_\_\_\_\_

PLANNING AREA# \_\_\_\_\_ LOT#  
\_\_\_\_\_

STREET ADDRESS  
\_\_\_\_\_

**PLEASE CHECK APPROPRIATE ITEMS BELOW:**

INITIAL SUBMITTAL \_\_\_\_\_  
\_\_\_\_\_

RE-SUBMITTAL

REQUEST FOR APPROVAL OF:

\_\_\_\_\_ Site Plan

\_\_\_\_\_ Building Elevations (4)

\_\_\_\_\_ Exterior Materials, Finish and Color Schedule

\_\_\_\_\_ Landscape Plan

\_\_\_\_\_ Fencing Plan

\_\_\_\_\_ Final Site Review

\_\_\_\_\_ Other

SOURCE OF BUILDING DESIGN:

\_\_\_\_\_ Custom Design

\_\_\_\_\_ Builder's Portfolio: \_\_\_\_\_ New Plan \_\_\_\_\_  
Previously Approved

STORIES: \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3

GARAGE ORIENTATION: \_\_\_\_\_ Front Entry \_\_\_\_\_ Side Entry

DOES THIS LOT HAVE OPEN SPACE FRONTAGE? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

If so, right \_\_\_\_\_ left \_\_\_\_\_ or rear \_\_\_\_\_?

DOES THIS LOT BORDER A PLANNING AREA? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

IS THIS A CORNER LOT? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

BUILDING SIZE: \_\_\_\_\_ Finished Sq Ft \_\_\_\_\_ Ft MAX. BUILDING HT:

RETAINING WALL(S): \_\_\_\_\_ Yes \_\_\_\_\_ No Maximum Ht \_\_\_\_\_  
Material \_\_\_\_\_

EXTERIOR MATERIALS (list all applicable materials being used):

Siding Materials: \_\_\_\_\_ Wood \_\_\_\_\_ Brick \_\_\_\_\_ Stone \_\_\_\_\_  
Stucco

Other (specify):

\_\_\_\_\_

Roof Material:

\_\_\_\_\_

Trim Material:

\_\_\_\_\_

Stoop/Steps Material:

\_\_\_\_\_

Chimney Material:

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EXTERIOR COLOR SELECTIONS (list manufacturer and color specs):

Brick/Stone/Stucco:

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Siding:

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Trim:

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Windows:

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Shutters:

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Front Door:

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Garage Door(s):

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Roof:

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Chimney:

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ESTIMATED START DATE:

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ESTIMATED COMPLETION DATE:

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OTHER COMMENTS/CONSIDERATIONS:

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APPLICANT'S SIGNATURE:

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Please Print Name Clearly:

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Please make Design Review submittals to:

Secretary, New Construction Committee  
c/o Castlewood Ranch Homeowners' Association  
8480 East Orchard Road, Suite 5550  
Englewood, CO, 80111

# X. APPENDIX C NCC COMMITTEE REVIEW REPORT

At its \_\_\_\_\_ meeting, the NCC took the action detailed below on the submittal for:

BUILDER/OWNER \_\_\_\_\_ LOT # \_\_\_\_\_ PLANNING AREA \_\_\_\_\_

A. Construction Status: Approved for start \_\_\_\_\_ Not approved for start \_\_\_\_\_

B. Review Item Status (Builder may **not** begin construction on any of the following items until approved by the NCC):

	<u>Approved</u>	<u>Conditionally Approved</u>	<u>Disapproved</u>	<u>Deferred</u>
Site Plan _____		_____	_____	_____
Exterior Elevations _____		_____	_____	_____
Exterior Materials Schedule. _____		_____	_____	_____
Landscape Plan _____		_____	_____	_____
Other _____		_____	_____	_____

C. NCC Design Checklist:

1. Site Plan - Setbacks Observed  
\_\_\_\_\_
- Driveways Noted \_\_\_\_\_
- Utility Locations Noted \_\_\_\_\_
- Garage/Location Adequate \_\_\_\_\_

2. Drainage Plan - Existing Grading Noted

\_\_\_\_\_ Proposed Grading Noted  
Conforms to Master Drainage Plan \_\_\_\_\_  
\_\_\_\_\_

D. General Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**NCC MEMBERS PRESENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



The Applicant acknowledges and agrees that the NCC and the Castlewood Ranch Homeowners' Association assume no liability resulting from the approval or disapproval of any plans submitted by the Applicant. Further, the NCC and the Homeowners' Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governmental requirements.

## **XI. APPENDIX D** **DEFINITIONS**

All initially capitalized terms contained in these Guidelines, as defined below, shall have the meanings ascribed to such initial capitalized terms in this Appendix D.

*"Application"* shall mean an application for NCC review and approval as required to be submitted under Article II of the Guidelines, in the form set forth in Appendix B to the Guidelines, or in such other form as may be required by the NCC.

*"Association"* or *"Master Association"* shall mean the Castlewood Ranch Homeowners' Association, a Colorado non-profit corporation.

*"Builder"* shall mean any person who has or will become the owner of a Lot, or any person acting as an agent of the owner of a Lot or a prospective owner of a Lot, seeking approvals pursuant to and as required by the Guidelines.

*"Building Project"* shall mean the total scheme of improvement constructed or proposed to be constructed upon any Lot.

*"Building Setback"* shall mean areas measured from the property line to any structure, which areas shall be unobstructed by structures from the ground upward, but which may include surface driveway areas or other similar surface improvements.

*"Castlewood Ranch"* shall mean the property subject to the Declaration, located in the Town of Castle Rock, Colorado.

*"Declarant"* shall mean Castlewood Ranch LLC, a Colorado corporation, and any of its successors and assignees that are designated "Declarant" by the previous Declarant, in a recorded amendment to the Declaration.

*"Declaration"* or *"Master Declaration"* shall mean the Master Declaration of Covenants, Conditions and Restrictions for Castlewood Ranch, as recorded in the Real Property Records of Douglas County, together with all amendments, supplements or other modifications thereto, made in accordance with the provisions thereof.

“*Guidelines*” shall mean the “Design Guidelines and Application Review Procedures” for New Construction, adopted by the NCC as of April \_\_\_\_, 2000, and any amendments, supplements or other modifications thereto made in accordance with the provisions of the Declaration. The term “Guidelines” expressly includes all applicable Site Specific Requirements.

“*Lot*” shall mean each of the Lots described upon any recorded plat of the property encumbered by the Declaration or any portion thereof, excluding property dedicated to any municipality or any other governmental entity.

“*New Construction*” shall mean any residential or non-residential structure and associated improvements constructed on a previously undeveloped site within the boundaries of Castlewood Ranch.

“*Open Space*” shall mean any areas within Castlewood Ranch, Filings 1 and 2, which are dedicated to be preserved as tracts, without residential development, for the enjoyment of the public (“Public Open Space”) or for the exclusive use and enjoyment of the owners of land within Castlewood Ranch (“Private Open Space”).

“*Planning Area*” shall mean any one of the neighborhood subdivisions located within Castlewood Ranch.

“*Residence*” shall mean a Building Project which consists of an individual detached dwelling unit located on a Lot with building setbacks to the front, sides and rear.

“*Secretary*” shall mean that person appointed to manage the administrative affairs of the NCC, or any successor person as may be hereafter designated by the NCC to assist the NCC in the administration and documentation of the NCC’s functions, which person or person may or may not be a member of the NCC.

“*Site Specific Requirements*” shall mean any special requirements imposed with respect to a Planning Area, as promulgated by the NCC to apply to the Lots in the designated Planning Area.

“*Square Footage*” shall mean the total square feet of finished floor space, exclusive of garages, basements, porches, patios, decks and other appurtenant structural elements.

**XII.APPENDIX E**  
**STANDARD PERIMETER FENCING DETAIL (2)**

**XIII. APPENDIX F**  
**STANDARD OPEN SPACE FENCING DETAIL (1)**

**XIV. APPENDIX G**  
**STANDARD YARD FENCING DETAIL (2)**

**XV. APPENDIX H**  
**RECOMMENDED PLANT MATERIALS LISTING**

**XVI.                    APPENDIX I**  
**STANDARD MAILBOX DETAIL**