

SIENA DESIGN GUIDELINES AND PROCEDURES

TABLE OF CONTENTS

- 1. INTRODUCTION & PURPOSE OF THE DESIGN GUIDELINES..... 4**
 - 1.1 Introduction 4
 - 1.2 Purpose and Philosophy of Design 4
 - 1.3 Definitions 5
- 2. SITE AND LANDSCAPING GUIDELINES 7**
 - 2.1 Introduction 7
 - 2.2 Building Envelope, Setbacks, and Use of Common Areas 7
 - 2.3 Driveway Access..... 7
 - 2.4 Parking..... 7
 - 2.5 Building Coverage 8
 - 2.6 Site Utilities 8
 - 2.7 Grading 8
 - 2.9 Retaining Walls 8
 - 2.10 Paths, Outdoor Spaces, and Terraces..... 9
 - 2.11 Fences and Landscape Boundaries 9
 - 2.12 Exterior Utility Areas..... 9
 - 2.13 Miscellaneous Improvements 9
 - 2.14 Exterior Lighting 10
 - 2.15 Landscape within the Lot..... 10
 - 2.16 Golf Course Edge 10
 - 2.17 Landscape within the Building Envelope 11
 - 2.18 Manicured Lawns 11
 - 2.19 Irrigation..... 11
 - 2.20 Plant Materials..... 12
 - 2.21 Typical Planting Treatments 12
 - 2.22 Installation and Maintenance of Landscape..... 12

2.23 Pre-Construction Lot Maintenance 13

2.24 Extent of Snowmelt 13

3. ARCHITECTURAL GUIDELINES 14

3.1 Introduction 14

3.2 Floor Area Limitations..... 14

3.3 Building Height..... 14

3.4 Building Form 14

3.5 Roofs..... 15

3.6 Chimneys, Flues, and Vents 15

3.7 Walls 16

3.8 Trellises & Exterior Rooms..... 16

3.9 Entry 16

3.10 Colors..... 17

3.11 Windows and Doors..... 17

3.12 Garage Doors..... 17

3.13 Architectural Detailing..... 18

3.14 Accessory Structures 18

3.15 Skylights and Solar Applications..... 18

4. CONSTRUCTION PROCESS MANAGEMENT 19

4.1 Introduction 19

4.2 Construction Management Plan..... 19

4.3 Limits of Construction..... 19

4.4 Protection of Existing Vegetation..... 19

4.5 Location of Construction Trailers 19

4.6 Sample Materials 20

4.7 Temporary Sanitary Facilities 20

4.8 Construction Phasing and Schedule 20

4.9 Construction/Damage Deposit 20

4.10 Compliance Deposit 20

4.11 Construction Site Maintenance 20

4.12 Dust and Noise Control 21

4.13 Construction Hours 21

4.14 Construction Agreement 21

4.15 Contractor Checklist & Agreement..... 21

4.16 Nuisance Noise/Loud Music 21

4.17 Dogs on Site during Construction 21

5. THE SIENA DESIGN REVIEW BOARD 22

5.1 Introduction 22

5.2 Design Review Board Membership 22

5.3 Functions of the Board..... 23

5.4 Design Review Board Meetings..... 23

5.5 Design Review Assessments, Compliance Deposits and Fines 24

5.6 Design Consultants / Compensation 24

5.7 Amendments of Design Guidelines 24

5.8 Enforcement..... 25

5.9 Non-Liability 25

5.10 Conditional Approvals (Contingencies) 25

5.11 Conditions Applying to all Approvals 26

6. DESIGN REVIEW BOARD PROCEDURES 27

6.1 Introduction 27

6.2 Pre-Planning Meeting 27

6.3 One Step Review and Approval Process 27

6.4 Design Review Board Appeal Process 31

6.5 Modifications 31

6.6 Local Governing Agency Plan Review and Approval..... 32

6.7 Construction Submittals and Approval 32

APPENDIX A: SUGGESTED PLANT LIST HIGH INTENSITY PLANTING AREAS 33

APPENDIX B: SUGGESTED PLANT LIST NATURAL PLANTING AREAS 35

APPENDIX C: DRB MEETING SCHEDULE & FEE AND DEPOSIT SCHEDULE..... 37

APPENDIX D: SIENA DESIGN REVIEW APPLICATION FORM 39

1. INTRODUCTION & PURPOSE OF THE DESIGN GUIDELINES

1.1 Introduction

The Siena Architectural Design Guidelines provide a general guide for the design and development of homes and improvements in the Siena community. The Guidelines are the principal tool for maintaining the desired design quality of the built environment of Siena.

Page | 4

They are intended to encourage architectural diversity within the overall framework of the Siena goals and philosophies. These include the following:

- Integration and enhancement of the built environment with the natural landscape;
- A modern architectural style that is based on the mountain and historical ranching and agrarian style of the Gypsum Creek Valley and region; and
- Designs that are simple in form and construction but possessing a richness of expression, materials, and details.

All construction, landscaping, development, addition, and/or alteration to any property at Siena shall be subject to these guidelines. These Guidelines are administered by the Siena Design Review Board (DRB) and are meant to inform design and construction at Siena .

The Guidelines have been adopted by the DRB and may be amended from time to time by the DRB. It is the responsibility of the Owner, Architect, Contractor, or Authorized Agent to understand the requirements of the current version of these Guidelines.

1.2 Purpose and Philosophy of Design

Siena's design philosophy is to create a modern active lifestyle community focused on respecting the rich ranching and agrarian heritage of the Gypsum Creek Valley. This is accomplished through the integration and enhancement of the built environment with the natural landscape and design.

There are many design principles that can be employed to achieve design continuity while allowing for individual interpretations and expressions of the modern mountain and ranch architectural vernacular. Some of these principles are the uses of varied and continuous architectural styles, appropriate building materials, incorporating design elements of human scale, and landscaping well integrated to both the home and site. Through the implementation of these and other design principles, Siena will be a community that allows expression of individual design styles yet has an overall sense of harmony with its surroundings.

1.3 Definitions

Applicant: An owner or Owner's representative who is authorized to represent and/or act upon any application materials or submittals.

Architect: A licensed Architect is recommended for the design and preparation of submittal documents for all buildings.

Page | 5

Builder: An insured person or entity engaged by an 'Owner' for the purpose of constructing any improvement within the project – the 'Builder' and 'Owner' may be the same person or entity.

Building Coverage: The total area of a Lot covered by a building or buildings, measured at the ground surface – building coverage is measured from outside of all exterior walls, excluding veneers at ground level and shall include stairways, fireplaces, covered parking and enclosed walkway areas, porte-cocheres, and all cantilevered building areas – in effect, it is the area that is covered by building(s) and does not include roof overhangs, driveways, unenclosed walkways, usable areas under above-grade decks, or similar extensions – it excludes uncovered decks, porches, patios, terraces and stairways less than 30 inches above finished grade.

Building Envelope: An area designated on the approved final plat drawings recorded with the County, which is effectively the area within the building setbacks.

Building Height: The distance measured vertically on all sides of a structure from the natural or finished grade (whichever is more restrictive) of any given point to a point directly above that location that is: (a) the top of a flat roof, or mansard roof; (b) the midpoint between the eave line and the peak of a gable, gambrel, hip, shed, or similar pitched roof; or (c) the peak of any roof that exceeds a slope of twelve to twelve (12:12) exclusive of chimneys, chimney caps, or similar approved items. Existing grade is the natural topography that exists before any development takes place. The height measurement from the lowest calculated point around the building determines the maximum height of the building. Height measurements of a building with stepped roofs will be reviewed and interpreted at the discretion of the DRB.

Compliance Deposit: The deposits that the owner is required to deliver to the Design Review Board prior to commencing Construction Activity.

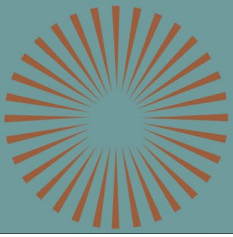
Construction Site: A site upon which Construction Activity takes place.

Construction Activity: Any site disturbance, construction, addition, or alteration of any building, landscaping, or other improvement on any Site.

Construction Vehicle: Any car, truck, tractor, trailer, or other vehicle used to perform any part of a Construction Activity or to transport equipment, supplies or workers to a Construction Site.

Designer: A designer of architectural buildings used for the design and preparation of submittal documents for all residential building.

Design Guidelines: The review procedure, restrictions, and construction regulations adopted and enforced by the Design Review Board (this document) and as amended from time to time by the Design Review Board.



Design Review Board (DRB): The committee appointed at the sole discretion of the Developer or the Property Owners Association pursuant to the Declaration of Covenants as the Design Review Board. The DRB shall review and either approve, approve with conditions, or disapprove proposals, submittals and/or plans and specifications for all design and construction activity within Siena.

Elevation. An elevation is a view of a building seen from one side, a flat representation of one façade. This is the most common view used to describe the external appearance of a building.

Excavation: Any disturbance of the surface of the land (except to the extent reasonably necessary for planting approved vegetation or soil testing), including any trenching which results in the removal of earth, rock, or other substance or any grading of the surface.

Fill: Any addition of rock, earth, or other material to the surface of the land, which increases the natural elevation of such surface.

Gross Floor Area: The total floor area of a building including basements, crawl spaces over 60" in height, storage, and mechanical areas as measured from the exterior surface of the outside wall.

Improvement: Any change, alteration, or addition to a platted land tract including excavation, fill, residence or building, outbuilding, road, driveway, parking area, wall, retaining wall, stair, patio, courtyard, landscape planting, fence, sign, and/or built structure of any type.

Impervious Coverage: The total area of the lot covered by a building or buildings and related site improvements such as patios, decks, terraces, pools, tennis courts, walks, paths, and all paved areas including driveways and roof covered areas, excluding roof overhangs of 4 feet or less.

Owner: The record holder of legal title to fee simple interest in a land parcel and/or unit or interest therein.

Residence: The building or buildings, including any garage, or other accessory building, used for residential purposes constructed on a Lot, and any improvements constructed in connection therewith.

2. SITE AND LANDSCAPING GUIDELINES

2.1 Introduction

Site development involves the location and orientation of buildings, driveways, and other improvements on a lot. Generally, buildings should be oriented to maximize the attributes of the site, while minimizing disturbance to the natural surroundings.

The overall massing and placement of buildings should be designed in response to the natural characteristics of the site, maximizing views, and providing sun exposure. Access to the site should be given careful consideration. Given the lot size and required setbacks within Siena the siting of homes is generally straightforward.

The underlying goal of landscape design at Siena is to integrate homes and related improvements into their site and to establish a common natural landscape element throughout the community. Since the predominance of building sites are in previously cultivated fields, new landscape plantings on residential lots are crucial to the creation of a highly desirable living environment.

2.2 Building Envelope, Setbacks, and Use of Common Areas

The Building Envelope defines the location for all buildings and improvements, except for driveways, landscaping, and utility connections. Building envelopes and setbacks are identified on the final plats for the subdivision. The Common Areas in the Cabin and Homestead (Di Lusso) Lots (Tracts 3A, 3B, 3C and 3D) may be used for placement of landscaping provided it conforms to the Site and Landscaping Guidelines and does not impact easements that may be within the Common Areas.

2.3 Driveway Access

One driveway access point is allowed for each lot. A second access point, though discouraged, may be permitted for circular driveways at the DRB's discretion. Driveways should be designed to have the least amount of width required to provide adequate access to the home. Generally, driveways should be 12' in width but may be wider to accommodate driveways with direct access to a two-car (or larger) garage. In no case should a driveway's access point be greater than 20' in width. Driveways should follow alignments that minimize grading, tree removal or other disruption of the site. Allowable surfaces for driveways are asphalt, concrete, concrete pavers, stamped concrete, and/or stone. Gravel and porous stone are not permitted as driveway materials. The first 20' of the driveway shall have a maximum slope of 5%. After the first 20', driveway slopes may have a maximum of 12%. Slopes greater than 10% are required to be snow melted. Unique approaches to driveways such as shared driveways will be considered for approval at the discretion of the DRB.

2.4 Parking

Every home is required to provide a minimum of four on-site parking spaces. The minimum parking space size shall be 9' by 18'. All parking shall occur within the building envelope or within a garage. No recreational vehicle, trailer, boat, tractor, ATV, motorized or non-motorized vehicle

is permitted to be parked outside of a garage except as may be allowed by the rules and regulations for Siena.

2.5 Building Coverage

Building coverage is limited to 30% of the total lot area and shall not exceed the boundaries of the building envelope (see definition of [building coverage](#)). Building Coverage limitations do not apply to the smaller cabin and homestead (Di Lusso) lots. All primary residences must be a minimum of 2500 sf.

Page | 8

2.6 Site Utilities

Site utilities are required to be installed underground on alignments that minimize grading, tree removal, or other unnecessary disturbances to the site. All self-contained site utilities must conform to all federal, state, and local governing codes. Above grade utility leads must be screened by approved meter enclosures.

2.7 Grading

Site grading should be designed with a combination of cuts, fills, and retaining walls that appear to be a natural extension of the surrounding landscape. Whenever possible, natural slopes are to be used instead of retaining structures. Cut and fill slopes are to be revegetated with native plant materials and blended into the surrounding site. In no instance shall the design and construction of improvements on a lot cause a condition that will lead to soil erosion. With the exception of grading for site access, all grading should be limited to areas within the building envelope. If any site water is encountered, mitigation techniques prescribed by a licensed Colorado Civil Engineer will be required. A Geotechnical Engineer is required for the design of excavation for foundation systems and their required bearing capacity. Natural site drainage should be used whenever possible and must substantially comply with the approved civil engineering drawings for each subdivision filing.

2.8 Drainage Systems and Structures

All natural drainage courses shall be protected, and existing drainage patterns maintained. New drainage ways must be designed to appear and function as natural drainage ways. Complex drainage systems are to be designed by a licensed Professional Civil Engineer.

2.9 Retaining Walls

Retaining walls may be constructed of approved boulders, finished concrete, veneer walls, or laid stone. Keystone block retaining walls are prohibited. Retaining walls over 4' in height are discouraged. Any wall over 4' must be designed by a licensed structural engineer. Retaining walls should blend into their surroundings, avoid abrupt transitions, and be integrated into the design, colors, and materials of the home.

2.10 Paths, Outdoor Spaces, and Terraces

Indoor/outdoor spaces are encouraged in Siena. Outdoor living spaces can provide an effective transition between a home and the outdoors and reinforce the visual connection of a building with its site. Terraces, verandas, patios, porches, courtyards, and other similar outdoor spaces should be an integral element in the design of homes.

Page | 9

All paths, outdoor patios, and terraces shall be located within the property boundary, blend into the natural topography and vegetation, and designed to be harmonious and integral with the architecture of the home. Terraces, patios, walkways, and decks can serve as an effective transition between the mass of a building and the topography, vegetation and other natural characteristics of a site. Their location and size should be determined by the characteristics of the site as well as the location of the interior spaces. On above grade decks, support columns and underside decking should be finished to match or be sympathetic to the materials used on the main residence. Unless specifically approved by the DRB, these improvements must be made within the Building Envelope. Acceptable paving materials for terraces, patios, and walkways include flagstone, sandstone, concrete pavers, or colored concrete.

2.11 Fences and Landscape Boundaries

Fencing, walls, and gates should be incorporated into the design of the home. All fences, walls, and gates shall be located within the property boundary. All fence designs are to be fragmented suggesting a boundary, an extension of the house, or as a transition element. Perimeter lot fencing is not permitted. At the discretion of the DRB, small enclosures up to a maximum of 100 sq. ft. may be permitted to allow for privacy and/or to provide a pet enclosure. These enclosures should be attached to and integrated with the house.

2.12 Exterior Utility Areas

Trash disposal, outdoor service areas, and satellite dishes shall be located within the building envelope, and, as appropriate, made inaccessible to wildlife. Trash containers, maintenance equipment, and firewood must be enclosed and attached to or within the building. Large freestanding satellite dishes and/or other types of similar equipment are prohibited.

2.13 Miscellaneous Improvements

At its discretion, the DRB may approve other miscellaneous improvements, including but not limited to pools, outdoor kitchens, sculptures, hot tubs/spas, swing sets, playhouses, gardens, and flag poles. Materials and colors should be sympathetic to the design of the home. Trampolines must be in-ground. Landscaping may be required to screen users from adjacent property owners. All miscellaneous improvements shall be located within the building envelope and sited to minimize impacts to adjacent property owners. Accessory Dwelling Units (ADUs) are prohibited.

2.14 Exterior Lighting

The intent is to ensure safe passage and movement during nighttime hours while preventing unnecessary light pollution on neighboring lots or when viewed from a distance. The maximum number of exterior light fixtures should generally be limited to the minimum number of light fixtures required for each structure by the building code. Residence address lighting is to conform to neighborhood design guidelines (see Appendices). Driveways, porches and patios, entrances and pathways may be illuminated for safety reasons. In all cases, down-lighting shall be installed such that the light source is not directly visible. All exterior lighting is subject to approval by the DRB and shall meet the following criteria:

Page | 10

- No lighting is permitted outside the building envelope.
- Large area illumination, up lighting of trees and other landscape elements, or accent lighting of buildings or landscaped forms are inconsistent with the rural character of Siena and prohibited.
- **All exterior lighting must be [Dark Sky Initiative](#).**
- Exterior lighting must be low-level fixtures with a maximum of 400 lumens. If a light fixture is on a dimmer switch, the lumen output at the highest setting must not exceed 400 lumens.
- No exterior lighting in which the direct source is visible from a neighboring property, or which produces excessive glare to pedestrian or vehicular traffic shall be permitted.
- With the exception of the seasonal display of decorative holiday lighting (between November 15 through January 15), and small white lights in a reasonable number of trees (between November 15 through March 15), the use of exterior landscape lighting is not permitted.

2.15 Landscape within the Lot

The native landscape area is generally described as the portion of the lot located outside of the building envelope or substantially removed from the home. In addition to providing a natural buffer between homesites, one of the primary purposes of the native landscape area is to establish a common natural landscape element throughout the community. This area is to be maintained in a predominantly natural state and defined with a gradual transition between other more formal landscape areas of the lot.

2.16 Golf Course Edge

The introduction of all plant materials on lots adjacent to the golf course is subject to the approval of the DRB. The native landscape area of each homesite should interface with the rough, or natural landscape area of the golf course to create a uniform edge treatment. Upon completion of landscape improvements, the property line between the golf course and individual lots should not be discernible. Consideration should be given to the proposed plantings and how they influence visibility for golf play and the safety of residents.

2.17 Landscape within the Building Envelope

Landscaping within the building envelope may include the use of permanent irrigation and shade to create “microclimates” that will support a wide variety of plant materials. As such, ornamental plants, planting beds, gardens and other formal landscape designs may be introduced within the building envelope. High Intensity Plantings should be located within the Building Envelope. The DRB may approve High Intensity Plantings outside of the Building Envelope at driveways or other critical amenities to the lot and community experience ([see Appendices A & B](#)).

Page | 11

2.18 Manicured Lawns

In order to minimize the use of water and reinforce the integration of buildings and improvements with the natural environment, the introduction of formal manicured lawns should be minimized. The use of fescue grasses for manicured lawns is required in lieu of water intensive grasses such as Kentucky Bluegrass. Due to the ongoing drought conditions in Colorado and concerns for excessive water usage and wildfires Siena encourages all residences and landscape designs to incorporate minimal irrigation and ‘[xeriscape](#)’ practices in the overall landscape design and installation (see Irrigation – below).

2.19 Irrigation

Domestic water service is provided by the Town of Gypsum through the municipal system. In acknowledgement of the limited supply of water in the arid west and wise-water stewardship, Siena encourages xeriscape landscaping and has restrictions on the total area of permanent landscape irrigation allowed on each lot. All temporary and permanent irrigation systems shall be reviewed and approved by the DRB prior to installation. All irrigation systems must comply with the Final Plat for Siena.

Each single-family residence is restricted to lawn irrigation of not more than 18% of each lot.

All lots shall be required to install an underground, automatic timer-controlled irrigation system. The irrigation system shall be installed within 180 days from the issuance of the certificate of occupancy. Any landscaping bond, if applicable, must include the cost of the required irrigation system. A portion of the landscaping bond will be held by the DRB administration until such time as the temporary irrigation system is removed.

The use of moisture sensors, drip irrigation, and pop-up heads that conserve water are encouraged. Backflow preventers are required, and manual valves are prohibited.

Irrigation shall be limited to three times per week following the initial establishment of landscaping. Other local government regulations may further limit irrigation.

Landscape areas planted with native or drought resistant plants outside the restricted areas will be allowed an establishment period; up to two years for grasses and wildflowers and up to four years for trees and shrubs, during which time these areas may be irrigated by sprinkler or drip systems or hand watering for the purpose of assisting in the initial establishment of these plantings.

2.20 Plant Materials

Recommended plant lists are included in the appendix ([see Appendices A & B](#)) to assist the owner's designer. The recommended plant lists are intentionally limited to create harmony throughout Siena. Micro-climate conditions created on each site by the proposed structures, earth forms and landscape planting play heavily in the selection of appropriate plant materials. It is strongly recommended that a landscape architect or designer familiar with the local growing conditions and appropriate plant pallet be utilized.

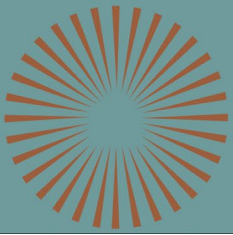
Page | 12

2.21 Typical Planting Treatments

- a. High Intensity Plantings (within the Building Envelope) - includes manicured lawns and other irrigated ground covers, flower beds, intense shrub beds and deciduous and evergreen trees. The area would typically be irrigated with permanent underground sprinkler systems and would represent the highest irrigation water consumption on a lot. These plantings should be utilized in areas where they will have the greatest visual and environmental impact upon the residents of the lot.
- b. Transitional Plantings (outside of the Building Envelope) - The purpose of transitional planting areas is to reduce the consumption of irrigation water while maintaining a strong impact of landscape plantings. The seed mix used in the rough areas of the golf course is recommended for these transition areas because of their ability to survive with significantly reduced amounts of irrigation water. These grasses may be mown and maintained in a semi-manicured character although they will generally turn brown and dormant during the hotter and drier portions of the summer season. Irrigation systems are not allowed for these types of plantings after the initial establishment period. Trees and shrubs are the most important elements of the Transitional Planting Area because of the ability to create significant landscape impact with only moderate consumption of irrigation water. "Drip" type irrigation systems are permitted and must be installed underground for trees and shrubs.

2.22 Installation and Maintenance of Landscape

- a. Installation:
Each lot's landscaping shall be completed in compliance with plans approved by the DRB within 180 days of the issuance of the certificate of occupancy of the residence. The DRB may approve extensions of this performance period due to weather conditions that are not conducive to the survival of the plantings.
- b. Maintenance:
The lot owner shall diligently maintain the landscape plantings in a manner that is consistent with the normal character of the plants. This shall include cooperation with the Association to minimize fire hazard through appropriate mowing and irrigation schedules and removal of dead branches and brush.
- c. Maintenance Practices Restricted:
Fertilization: A maximum of three applications of fertilizers are allowed annually. Fertilizers shall be prohibited from lot areas located within 20 feet of the normal high-water line of the



river. The DRB may require more stringent limitations on some lots depending on a lot's drainage patterns and vegetational conditions. These restrictions are necessary to comply with the Association's commitment to the protection of the quality of native waters at Siena.

d. Pesticides and Herbicides:

Please see the [Colorado Department of Agriculture Pesticide Safety](#) Guidelines for the warranting of use and application methods.

e. Wetlands Protection:

No criteria established above in any way alters the restrictions of the Wetlands Requirements. Existing wetlands shall be preserved without interference from any landscape maintenance activities except for fire hazard elimination activities that the DRB may specifically require in wetland areas during unusually dry weather conditions.

2.23 Pre-Construction Lot Maintenance

The DRB/POA shall have the authority to enter the property and conduct maintenance measures as may be required to bring the lot into compliance to minimize fire hazard and the presence of noxious weeds and dust.

2.24 Extent of Snowmelt

Snow melted areas in Siena shall be restricted to the concrete apron at the garage(s) and patio areas directly adjacent to common areas of the home (such as Living Rooms, Dining Rooms, and Kitchens) and driveways with 10% - 12% slope. Approval for areas beyond this will be at the discretion of the DRB.

3. ARCHITECTURAL GUIDELINES

3.1 Introduction

The intent of the Siena Architectural Residential Guidelines is to allow diversity and flexibility in design while developing a general unity between the style and appearance of individual residences. Each residence should respond to the natural features of its lot, while allowing individual personalities to flourish within the parameters of the Guidelines.

Page | 14

The ranching and agrarian style is to use simple forms with additive elements of shelter. The scale of the home should be in direct proportion to that of the lot. Shelter from the elements is critical with deep overhangs and covered porches providing both shade and protection from the harsh winter wind, snow, summer sun, and rain. Creating spaces for outdoor gathering and living is encouraged, to take advantage of the climate by creating a community that lives both indoors and outdoors.

Siena encourages individual expression in the architecture and design of homes. Recognizing the changing desires of residents, more modern designs may be approved at the discretion of the DRB. However, in all cases, the basic tenets of a style that is based on the modernized mountain and historical ranching and agrarian style, and a design that is simple in form but with a richness of materials and detailing must be reflected in the design.

3.2 Floor Area Limitations

Homes in Siena are subject to floor area maximum limitation of 7,500 sq. ft. and a floor area minimum limitation of 2,500 sq. ft. Floor area is defined as all livable, enclosed space of a building, as measured from the exterior face of structure. Only garages and appropriately sized mechanical spaces can be excluded from the calculation of livable floor area.

3.3 Building Height

The maximum building height is 35' above existing or finished grade, whichever is more restrictive. See [Building Height](#) definition for more information.

3.4 Building Form

The line between built form and the landscape is meant to be intentionally blurred. The aim is to have the built form mimic or grow from the site to create a harmony within the community.

While the massing of the home must be designed in relationship to its lot, homes should be designed to blend into and conform with the natural landscape. This can be achieved in a number of ways. For example, a composition of smaller structures may have a more comfortable scale than a single larger structure. The mass of a structure can also be reduced by stepping building heights and by providing offsets in building elevations. Large expanses of continuous vertical wall planes should be avoided.

The portion of the building facades between the ground level and the roof should appear lighter than the base and contain siding materials, windows, and expressed structural elements.

3.5 Roofs

Roof forms should be composed of primary and secondary roof elements. Primary roof forms should be shed, gable, or flat. Hip (or clipped hip) are not to be used as the primary roof form. Primary roof pitches should be flat or pitched between 2:12 and 12:12. Allowable primary roof materials include dimensional asphalt shingles (aka high-quality architectural shingles), standing seam metal roofing, membrane roofing (visible areas of membrane roofs must be in darker colors unless the lighter color supports the overall design of the house), concrete or tile for flat roofs (not visible to neighbors). Alternate roofing materials, such as a Tesla solar roof, will be considered for approval by the DRB. Roof colors shall be limited to the darker spectrum, including black, bronze, gray, brown, etc. When asphalt or simulated shake materials are used, a soft blend of colors is encouraged to give some relief to large expanses of materials. To minimize risk from wildfire, cedar shake roofs are prohibited. See method of max Building Height calculation [here](#).

Page | 15

Secondary roof forms may be gable, shed, or hip, with pitches ranging from 2:12 to 6:12. The materials for secondary roof forms should be a different material than the primary roof form, and may be copper, or other metal materials. Roof pitches less than 2:12 on secondary roof forms may be approved at the discretion of the DRB. Green roofs are also allowed.

Roof materials shall be non-reflective and therefore may require treatment prior to installation. When replacing a cedar shake roof, a permitted roof material must be used.

Roof overhangs are to be at the discretion of the architectural designer, to be consistent with the modern aesthetic of the neighborhood and will be reviewed for approval by the DRB. Deeper roof overhangs are encouraged at important architectural elements if it fits within the architectural style. Roof overhangs and specific pitches can be used to encourage shady areas and indoor/outdoor spaces.

3.6 Chimneys, Flues, and Vents

Chimneys are often prominent visual elements of a home. They should be designed to be well integrated into the home and be in proportion to the rest of the home. They should be appropriately designed and have a custom cap that fully conceals the more mechanical and pipe elements of a chimney. Building height limitations do not apply to chimneys. Flues, vents, and mechanical equipment should be organized and housed in chimney forms. When it is not feasible to be enclosed within a chimney, such projections must penetrate the roof behind the ridge and be compatible in height, material and color with the existing built form.

3.7 Walls

A limited palette of materials based upon the natural context should be used in the composition of all walls. Every house is to be designed on all four sides, not designed for the front façade only. Building masses should generally be comprised of no more than three materials.

Stone should be primarily used to express structural massing. The stone used must enhance the form, it should terminate at inside corners. Stone provides a visual anchor, which attaches the building to the site. This common base is the unifying element, which will coordinate cohesion throughout the community. The foundation should step down and should follow the contours of the site. Exposed concrete foundations may be approved by the DRB if the use of materials supports the architectural style of the home.

Notwithstanding the above, the home should not appear to be just “dipped” in stone. Stone should be utilized on prominent building masses and to highlight areas of architectural interest. Stone must terminate on an inside corner of a wall plane.

Exterior wall cladding can take many forms and materials. Steel, wood, tile and stone are encouraged. The exterior materials should encourage and complement the modern architectural styling. Wood wall cladding material can be substantial and in proportion to the scale of the residence and be of adequate dimension to prevent the spread of wildfire or cupping. Appropriate wood siding includes western cedar, redwood spruce, or pine with sound tight knots or better. When such materials are used, they shall be treated with natural preservatives, semi-transparent stain, pigmented stain or paint. All colors and treatment of wood techniques must be approved by the DRB prior to their implementation. Window and door casing should be steel and/or wood and exterior window trim should relate to other building materials.

All material and color selection considerations will be reviewed and approved by the DRB.

3.8 Trellises & Exterior Rooms

Trellises and exterior rooms are an integral portion of any building form in Siena. Trellises should be constructed of materials that appear as natural extensions of the building structure. Decks and patios should reinforce the connection with nature by extending the interior living space to the exterior and inviting people outside. Decks should be appropriate in scale and designed as an integral element of the home. Covered decks should have roof forms that are consistent with the rest of the home and appear to be natural extensions of the home. The undersides of decks that are visible should have a finished, architectural quality.

3.9 Entry

The entry shall be designed as an understated form on the main façade. The roof form may create some emphasis, such as a small overhang over the entry door. The entry door should be well crafted and intimate in scale.

3.10 Colors

A limited palette of subdued colors derived from nature is encouraged. Wood shall be treated with natural preservatives, semi-transparent stain, pigmented stain, or paint. These hues should be stained to enhance the natural beauty of the material used. Colors should be selected to reflect those found in the existing landscape and architecture of Siena. The use of bright colors should be avoided. Accent and trim colors should harmonize with building field colors using similar tones and hues.

3.11 Windows and Doors

Windows and doors throughout Siena will have the utmost importance to creating a sense of quality and style. Windows should be arranged to create a rhythm along the length of an elevation to break up the scale, and express horizontality. Simulated divided lite windows are typically discouraged but will be reviewed on a case by basis.

Large window assemblies are encouraged to be under deep overhangs to help provide shade and relief to the window assembly. Major view windows may be permitted as larger single panes in limited quantities.

Openings of unusual shapes and sizes that detract from the overall design of the home should be avoided. The use of colored, reflective, or mirrored glass is not permitted.

Openings for windows and doors are to be appropriate to the structural expression of the building. Larger stone, wood, or steel structures with piers and larger spans should accommodate larger window openings. Windows and doors should be designed with sills.

All exterior doors must be constructed of high-quality materials. The entry door should create interest through innovative detailing. Materials such as wood, glass, or metal are recommended for doors. The hardware should be made of high-quality materials.

3.12 Garage Doors

Garage doors should complement the architectural style of each residence. A maximum of 4 single garage doors in the same elevation are allowed per residence. Doors beyond 2 in a single plane may be required to have a horizontal setback to avoid a long unbroken appearance. Side entry garages, where feasible, are preferred to those visible from the street. Materials and treatment of doors should reinforce, yet not overpower the existing vernacular. The garage is not intended as a focal point for the house. Recommended materials for garage doors are wood, frosted glass, and high-quality metal panels. Stamped aluminum, vinyl, plastic, and other simulated garage door products are not permitted.

3.13 Architectural Detailing

Architectural details are an important element of the Siena design style and also add individuality and creative expression to a home. Architectural details should be consistent throughout a home. The use of the following architectural details is encouraged:

Page | 18

- Deep overhangs.
- Large expanses of glass walls and or accordion windows
- Indoor/outdoor spaces
- Consistent patterns of exposed structure and structural detailing.
- Main entry doors and garage doors are designed to complement the home.
- Decorative exterior light fixtures that conform to the [exterior lighting](#) section.

3.14 Accessory Structures

Garages may be constructed within an accessory structure. Accessory structures should be well integrated and consistent with the design of the home. Integration can be achieved with the use of similar materials, colors, architectural style, and form. Accessory structures should be visually or physically connected to the home using landscaping, walls, roof forms, or walkways and will be approved at the discretion of the DRB.

3.15 Skylights and Solar Applications

When skylights are used, they should be integrated with the roof form. Roof mounted solar panels must be installed flush with the roof surface. If on flat roofs, they should be hidden by a parapet wall so as to not be visible to neighbors. Solar panels must be dark black in appearance throughout. Support materials and conduit must be black or otherwise match the roof color. Conduit must be penetrated through the roof versus exposed on the siding or trim of the home. Freestanding solar panels of any kind (photovoltaic, hot water, etc.) are prohibited. Solar arrays will be reviewed and considered for approval on a case-by-case basis by the DRB.

4. CONSTRUCTION PROCESS MANAGEMENT

4.1 Introduction

The construction process at Siena is the final key to the realization of these design guidelines. The purpose of these construction procedures is to regulate construction activity within Siena to minimize the impacts of construction on Owners and Guests. Further, it is the intention of the DRB that the entire construction process has rigorous guidelines to ensure quality development that is envisioned from the outset.

Page | 19

Construction shall not begin until final plan approvals have been issued by the DRB and a building permit has been issued by the local governing agency. Refer to the [Appendices](#) of this document for the full regulation on construction activity.

4.2 Construction Management Plan

All building projects are to provide the DRB with a Construction Management Plan (CMP) prior to final plan approval showing the limits of construction, location of construction trailer, parking, lay down area, sanitary facilities, dumpster and location of mock-up. The scale of drawing is to be same as the site plan. A Construction Schedule will be required for Final Approval (see section 4.8).

4.3 Limits of Construction

The physical limits of construction and related activity shall be indicated on the Construction Management Plan (CMP). Prior to initiating any sort of site disturbance, grading or grubbing, the limits of construction shall be delineated on site with a temporary construction fence. All construction activity, storage of all construction materials, temporary construction trailer and sanitary facilities, vehicle parking, dumpsters and other construction equipment or facilities shall be located consistent with the approved Construction Management Plan (CMP).

4.4 Protection of Existing Vegetation

Methods for protecting existing vegetation, particularly vegetation within the Limits of Construction, shall be indicated on the Construction Management Plan. All protective measures shall be taken prior to construction. Consult with a landscape architect as to their recommendation for protection.

4.5 Location of Construction Trailers

Trailers should be located consistent with the approved Construction Management Plan (CMP). Construction signs shall conform to the standard Siena sign regulations.

4.6 Sample Materials

A digital sample board will be required for all projects. If requested by the DRB a Construction Mockup may be required. Specific requirements of the mockup will be determined by the DRB.

4.7 Temporary Sanitary Facilities

Job sites shall be equipped with sanitary facilities consistent with the approved Construction Management Plan (CMP).

Page | 20

4.8 Construction Phasing and Schedule

A construction schedule indicating the estimated start and completion date of all major phases of construction shall be submitted to and approved by the DRB prior to construction.

4.9 Construction/Damage Deposit

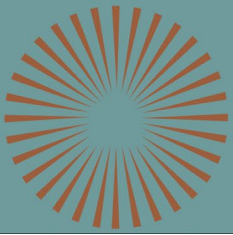
A construction deposit of \$10,000 shall be required prior to the beginning of any new construction or site preparation in Siena. The deposit shall be maintained at a balance of \$10,000 during the duration of construction. The deposit shall be paid directly by the general contractor and is in addition to any DRB compliance deposit. The deposit shall be used as security to ensure that contractors comply with the approved construction management plan and the performance standards as outlined in this section. Any damage that is caused during construction (i.e., curb or street damage, landscape or wetland damage) shall be paid for from the Construction/Damage Deposit. The General Contractor shall compensate any reductions from the original total. [See Payment Method.](#)

4.10 Compliance Deposit

In order to maintain the quality and integrity of Siena, a compliance deposit of \$10,000.00 shall be required prior to beginning new construction or significant exterior remodel and renovation. This deposit is in addition to the required construction deposit and is paid by the owner. The deposit may be used to complete any required improvements or to remove any nonconforming improvements in order to ensure compliance with the approved plans. The deposit is fully refundable only if the improvement is completed as per the submitted and approved plans. [See Payment Method.](#)

4.11 Construction Site Maintenance

Job sites shall be cleaned up daily to remove construction material and debris. Any debris that cannot be temporarily stored in dumpsters shall be removed from the site daily. Concrete remaining from the cleanup of trucks shall be removed from the site within seven days. All excavation material not used for backfill or final grading shall be removed from the construction site and the development within one month of excavation. Roads are to be swept and cleaned on



a regular basis during construction per the time of year. Temporary gravel driveways are required to prevent mud on Siena roads.

4.12 Dust and Noise Control

Reasonable noise and dust levels shall be maintained at all times. When necessary, mitigating measures may be required by the DRB to reduce noise or dust levels. Page | 21

4.13 Construction Hours

Hours of construction shall be limited to 7 a.m. to 7 p.m. Monday through Friday. Saturday construction will be permitted and strictly limited to the hours of 9 a.m. to 5 p.m.

4.14 Construction Agreement

A letter of agreement between the Owner and the Siena Property Owners Association will be required to secure a completion commitment to the construction process. Each General Contractor is required to carry a minimum liability insurance policy with minimum coverage and insured parties as specified.

4.15 Contractor Checklist & Agreement

The Contractor Checklist and Agreement is available on the website. The Agreement between the POA and Job Contractor outlines critical paths and rules regarding jobs and jobsite conduct and maintenance. This form should be signed and submitted prior to the commencement of construction.

4.16 Nuisance Noise/Loud Music

Music during Construction. Music at the jobsite is to be kept to levels that do not affect the neighbors and/or Neighboring properties. This is particularly relevant during the initial phases of construction (excavation, footings and foundations, and rough framing (or while the building is open)).

4.17 Dogs on Site during Construction

Dogs are not allowed at construction sites in Siena without the written permission of the Siena Manager and/or the property owner, and if allowed must be under the control of the dog owner at all times.

5. THE SIENA DESIGN REVIEW BOARD

5.1 Introduction

Page | 22

The Siena design review process consists of a series of submittals to and meetings with the lot Owner(s) and/or the Owner's Representative(s), Architect(s), Designer(s) and the Siena Design Review Board (DRB). This process starts with an informal meeting and ends with the completion of site improvements. For milestones throughout the process, a series of meetings have been established to ensure a smooth, productive and cohesive design process for each site, lot, parcel and/or residential development. The DRB should be viewed as an integral member of the Owner's design and construction team, whose purpose is to guide the Owner through the guidelines established to ensure Siena is a tremendous example of modern active lifestyle community living.

The DRB will evaluate each proposal based upon the Architectural Design Guidelines and Procedures. Some of the guidelines are written to relatively broad standards, leaving interpretation to the Applicants and to the discretion of the DRB. Other guidelines such as building height, utility setbacks and the size of the residence are determined by the local governing authority. Still others such as a building's colors, materials, and landscape zones are more clearly established by the DRB.

Design, development, and construction at Siena will occur in tandem with the unique and site-specific lot characteristics, as well as the individual goals of the Owner. With the idea that each project will have its own unique qualities, characteristics, and goals, the DRB has the authority to approve deviations from any of the guideline design standards. However, any request to deviate from the Siena Architectural Design Guidelines and Procedures will be evaluated at the sole and absolute discretion of the DRB. It will be incumbent upon the applicant to creatively demonstrate that the proposal is consistent with the overall objectives of these guidelines, and further, that the deviation will not adversely affect adjoining lots of Siena as a whole.

The DRB has the authority to update these guidelines, along with the structure of the Design Review Board, its members and its consultants, from time to time as necessary.

5.2 Design Review Board Membership

The Siena Design Review Board shall consist of three to five members appointed by the Developers. They will be selected to represent a cross-section of design professionals and others familiar with Siena. A majority of members shall constitute a quorum to transact any business of the Design Review Board. At its discretion, the Developers may designate an alternate member if a regular member is unable to be present at regularly scheduled meetings. The regular term of office shall be one year, coinciding with the Association's fiscal year. The Developers may remove any member from the DRB at any time by written notice to such appointee. A successor to fill such vacancy shall serve the remainder of the term. Any member of the DRB may at any time resign upon written notice delivered to the Developers.

5.3 Functions of the Board

All plans for site preparation, building construction, site modifications, modifications to the exterior of the buildings, alterations or enlargement of an existing structure, paving, fencing, sign erection or other improvements must receive written approval from the DRB. Approval from the DRB must be received prior to initiating any of the above activities. Alterations or remodeling of the existing improvements completely within a structure and which do not change the exterior appearance of a structure may be undertaken without DRB approval.

Page | 23

During construction, no changes, alterations or additions to any DRB Approved plan or specification shall be made prior to obtaining written approval by the DRB.

The DRB shall rely on and have the right to interpret the guidelines contained herein as the primary basis for evaluating development proposals. The approval or consent of the DRB shall not be unreasonably withheld, actions taken shall not be arbitrary or capricious and decisions shall be conclusive and binding on all interested parties, subject only to the right of appeal by the applicant and review by the DRB. Notwithstanding the above, the DRB shall have sole and absolute discretion to approve or deny any proposed improvement or development. Upon showing of good cause, the DRB may approve variances from any regulation or restriction contained herein.

The DRB or its designated representative may monitor any approved project to the extent required to ensure that the construction or work on such project complies with any and all plans and construction procedures. The DRB or its designated representative may enter upon any property at any reasonable time to inspect the progress, work status, or completion of any project. In addition to the enforcement of these guidelines, the DRB may withdraw approval of any project, and require all activity at such project to cease and desist if deviations from approved plans or construction procedures are not corrected or reconciled within 24 hours after written notification to the Owner specifying such deviations. Any material to be submitted or notice given to the DRB shall be submitted to the Architectural Advisor.

5.4 Design Review Board Meetings

The DRB shall select its own chairperson and vice-chairperson from among its members. The chairperson, or vice chairperson (in his or her absence), shall be the presiding officer of the DRB meetings. In the absence of both the chairperson and the vice-chairperson, the members shall appoint a member to serve as acting chairperson. Meetings shall be held upon call of the chairperson or vice-chairperson.

A majority of members shall constitute a quorum for the transaction of business. The affirmative vote of a majority of the members of the DRB shall constitute the action of the DRB on any action before it. An alternate member may participate at meetings where there is not a quorum and shall have the full authority of a regular member. In the absence of a quorum, DRB meetings shall be adjourned to a later time or date as determined by the chairperson.

5.5 Design Review Assessments, Compliance Deposits and Fines

The Declarant has established a design review fee schedule, which is included in the [Appendices](#) of this document. These fees have been established to defray the costs of reviewing applications submitted to the DRB, as well as to secure a level of commitment to the quality of construction at Siena. A compliance deposit shall also be required in order to guarantee compliance with construction regulations and the completion of all improvements as proposed and approved. Finally, additional escrowed funds in an amount sufficient to guarantee completion of proposed landscaping or other site work may be required if a Certificate of Compliance is requested prior to the completion of landscaping and site improvements. All fees and deposits shall be payable to Siena Property Owners Association.

Page | 24

Building envelope, property line amendments and other miscellaneous variance requests will require payment of an additional fee as established in the Design Review Application Fee Schedule.

Failure to appear at a DRB or pre-construction meeting may result in additional fees. Failure to ensure a site is completely finished (including removal of all construction materials) at the Final Inspection, and scheduling of more than two meetings with the DRB for the review process, may also result in additional fees. Assessments for non-compliance will be determined by the DRB.

5.6 Design Consultants / Compensation

The DRB is authorized to retain the services of one or more consulting architects, landscape architects or land planning consultants to advise the DRB in performing design review functions. Such consultants may be retained to assist the DRB on a single project, on a number of projects, or on a continuing basis. Unique costs of such services outside of that covered by the Plan Check Fee shall be borne by the applicant.

If the charges to the project by the DRB during the review and construction period reasonably exceed the amount of the Plan Check Fee at any time, the property owner will be required to supplement the Plan Check Fee immediately upon receipt of an invoice from the DRB. The Architectural Advisor's time and the DRB Attorney's time will be charged to each project at a rate of 1.25 times the cost charged to the DRB by each of the two professionals to provide an adequate additional fee, as solely determined by the DRB. Payment(s) will be due upon receipt of the invoice(s). The DRB shall have the right to draw upon any funds or security held pursuant to either the Construction Deposit to pay any such outstanding invoices if payment is not received within fifteen calendar days of the date of the invoice(s).

5.7 Amendments of Design Guidelines

The Siena Architectural Design Guidelines and Procedures may be amended from time to time at the sole and absolute discretion of the DRB. All such additions, revisions or other amendments shall have an effective date designated and shall be made part of the Siena Architectural Design Guidelines and Procedures and shall, therefore, have the same force and effect. Each owner is responsible for obtaining the most current set of design guidelines from the DRB in effect as of the date of submittal.

5.8 Enforcement

The DRB shall have primary responsibility and authority for the enforcement of the Design Guidelines and restrictions set forth herein. The Siena Property Owners Association may file litigation against the owner for all unpaid damages, losses, costs and expenses, including, without limitation, reasonable attorneys' fees and disbursements incurred by the DRB as a result of any violation of any term or condition of these regulations.

Page | 25

5.9 Non-Liability

Neither the Siena Design Review Board, nor any member thereof, shall be liable to the Owners or to any Owner or other Person for any damage, loss or prejudice suffered or claimed on account of (a) the approval or disapproval of, or failure to approve, any plans, drawings and specifications, (b) the construction or performance of any work, whether or not pursuant to any approved plans, drawings and specifications, or (c) the development or manner of development of any property within Siena. Every Owner and other Person who submits plans for approval agrees, by submission of such plans and specifications, that he will not bring any action or suit against the Siena Design Review Board, nor any member thereof. It shall be the sole responsibility of the Owner or other Person submitting the plans to the Siena Design Review Board or performing any construction to comply therewith.

5.10 Conditional Approvals (Contingencies)

Submittal to the DRB should include all the required documents however, there may be circumstances beyond the control of the Owner. In an effort to ensure progress can be made in respect to obtaining the necessary approvals required to begin the building process, the DRB will consider approving submittals with contingencies.

Examples include the absence of a Landscape plan, Irrigation plan, or a Construction Schedule due to difficulty, beyond the control of the Owner, in obtaining said document prior to submission. Provided the DRB has enough information to make a decision, the DRB will consider an approval with the contingency that the missing information or documentation will be presented for consideration prior to a final DRB Approval being issued. Building cannot begin until this approval is received.

5.11 Conditions Applying to all Approvals

- a. Construction must commence within 24 months after Final Approval, or the approval expires. In such an event, the project must be re-approved by the Design Review Board and additional fees may be levied at the discretion of the DRB.
- b. As outlined in the Submission Requirements ([Construction Phasing and Schedule](#)) a construction schedule is required as part of the Final Approval Package. Once construction begins, the entire construction process should be completed within 18 months unless a longer construction period is approved by the Architectural Committee as part of the Final Approval for the project. If a project is not completed within the approved time period, the homeowner will be required to pay a fee equal to the initial approval fee. The project timeline will then be extended for one year. For each year (beyond this point) the project is not completed, the same fee will be due, and the timeline extended for an additional year until the project is completed.

6. DESIGN REVIEW BOARD PROCEDURES

6.1 Introduction

The following is meant to provide a “road map” to guide an Applicant (Owner, Architect, or Owner’s representative) through the review and approval process of the Design Review Board at Siena. This design review process must be followed for all construction activity to include:

Page | 27

- the construction of a new building.
- the renovation, expansion or refinishing of the exterior of an existing structure.
- landscape changes to, any disturbance and/or improvements on a site.

The applicant must also meet the submittal requirements of the local governing agency in order to obtain a Building Permit which may be obtained from the [Local Governing Agency](#). All projects must have a licensed Structural Engineer prepare the submittal drawings. A licensed Colorado Geotechnical Engineer must prepare a Soils Report with a minimum of soils conditions and recommended foundation bearing conditions.

6.2 Pre-Planning Meeting

This meeting will take place via a zoom (or on-site) meeting with the Architectural Advisor, the Owner, or owner’s representative and/or the Architect, to informally discuss issues relating to the siting and the scope and architectural parameters of the proposed project.

Requirement	Responsibilities	Timing
The nature of this step is to provide the Applicant with the introductory information that will establish the overall regulations, restrictions, and/or special conditions of the development. This will act as a means to discuss the nature and the general scope of the project. It is critical that this step take place in order to ensure the success and efficiency of the ‘One-Step’ review process. In addition to the overall scope and look of the project, issues such as Fees, Deposits, Timing, and Schedule will be discussed.	Applicant & DRB Staff	Well in advance of submitting for Review.

6.3 One Step Review and Approval Process

Regularly scheduled submittal and meeting dates will be established by the DRB to review applicant submittals and to provide feedback regarding the proposed project and its interpretation of the guidelines.

Requirement	Responsibilities	Timing
Applicant to provide the DRB with all the necessary information needed to reflect the proposed building(s), landscape and all other features requiring DRB approval. The One Step Approval Package should include the following drawings and the Plan Check Fee as determined by the fee scale. One fully Digital Set of drawings submitted to the Siena Architectural Advisor. All drawings must contain a north arrow and a correct graphic scale.	Applicant	Per the DRB Submittal Date Schedule
Detailed Written Description A one-page summary of the proposed project (in editable digital format).	Applicant	Per the DRB Submittal Date Schedule
Survey Submit survey (minimum 1" = 20') prepared by a licensed surveyor indicating the Building Envelope, Driveway Location and any Easements of Record. Topography at 2' intervals and including any natural land features such as rock outcroppings, watercourses, golf courses, wetlands, outline of existing tree locations, utilities, view angles, north arrow, adjacent roadway elevations and graphic scale.	Applicant	Per the DRB Submittal Date Schedule

Requirement (cont.)	Responsibilities	Timing
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<p>Site Plan : min 1" = 10'-0" The Final Site Plan shall indicate existing and proposed topography at 2' contours, line of building envelope, the proposed building(s) footprints, roof overhangs, fences, easements and building separation distances, underground utility locations and setbacks, area of disturbance and existing vegetation to remain and to be removed, areas of cut and fill, drainage, proposed driveways, sidewalks, decks, and any other proposed improvements with spot elevations, graphic scale, utility services line locations and north arrow.</p>	Applicant	Per the DRB Submittal Date Schedule
<p>Floor Plans: min 1/4" = 1'-0" Indicate all room sizes, door and window locations and sizes, plumbing fixtures, fireplaces, kitchen appliances.</p>	Applicant	Per the DRB Submittal Date Schedule
<p>Building(s) Elevations: min 1/4" = 1'-0" Illustrate all exterior appearances of all views labeled in accordance with the site plan. Indicate the height of chimneys as compared with the ridge of the roof, the ridge height of the roof, the elevation of each floor and existing and proposed grade lines. Describe all exterior materials, colors, and finishes (walls, roofs, trim, chimneys, windows, doors, etc.) and the location of all exterior light fixtures. Provide one color elevation to illustrate all material colors and textures.</p>	Applicant	Per the DRB Submittal Date Schedule
<p>Site Sections: min 1" = 10'-0" Indicate building walls, floors, roofs, exterior material, interior relationships, finished exterior grades and any other information that describes the interior/ exterior relationships of the building and to the site.</p>	Applicant	Per the DRB Submittal Date Schedule

Requirement (cont.)	Responsibilities	Timing
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<p>Roof Plan: min 1/4" = 1'-0" Indicate the slope of each roof plane and the length of each overhang. In addition, indicate the location of all mechanical devices which penetrate the roof (chimneys, flues, plumbing vents, etc.)</p>	Applicant	Per the DRB Submittal Date Schedule
<p>Building Height Calculations: One copy of Building Height Calculation drawn over building elevations, relating to and coordinated with the required topographic survey. Existing and finished grades should be clearly indicated around the perimeter of all proposed structures.</p>	Applicant	Per the DRB Submittal Date Schedule
<p>Model: Digital model which indicates three-dimensional massing and relationship to site. Model to incorporate and represent overall site. Comprehensive views of the model should be provided. The DRB will accept a physical model (1/8" scale).</p>	Applicant	Per the DRB Submittal Date Schedule
<p>Final Landscape Plan: min 1" = 10'-0": Planting Plan: indicate plant materials, sizes and quantities, rock outcrops, driveways, patios, and irrigation. Include areas and percentages manicured. Lighting: all proposed outdoor lighting with cutsheets. Erosion Control and Revegetation Method.</p>	Applicant	Per the DRB Submittal Date Schedule
<p>Digital Materials Board: Architectural Sheet showing: Exterior wall materials and colors. Window and exterior door colors. Exterior trim materials and colors. Flashing. Roof Material and Colors.</p>	Applicant	Per the DRB Submittal Date Schedule

Requirement (cont.)	Responsibilities	Timing
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Construction Management Plan: Shall indicate where the limits of construction, location of construction trailer, parking, lay down area, sanitary facilities, dumpster, and location of mock-up.	Applicant	Per the DRB Submittal Date Schedule
Exterior Lighting Plan Provide separate exterior lighting plans with locations, quantity of fixtures and cut sheets.	Applicant	Per the DRB Submittal Date Schedule
Design Review Application and Fee 1. Submit one copy of completed application and fee with drawings.	Applicant	Per the DRB Submittal Date Schedule
2. DRB Property/Site visit. At the DRBs election it may determine that a site visit is warranted to check on compliance with the Siena DRB Guidelines (optional).	DRB	At DRB discretion, up to one week prior to scheduled meeting
3. DRB and Owner and/or representative, meet to discuss findings at the regularly scheduled DRB meeting.	Applicant & DRB	Per the DRB Submittal Date Schedule
4. Applicant may resubmit the revised One Step Review Packet once under initial fee if findings are negative.	Applicant	Within two meeting cycles

6.4 Design Review Board Appeal Process

All appeals shall be made to the Siena Property Owners Association.

1. Submit an appeal to the POA in writing	Applicant	Within 30 days of DRB decision.
2. Review Applicants appeal and render a decision	POA	Within 21 days of receiving appeal
3. Transmit decision to applicant	DRB	Within 30 days of receiving appeal

6.5 Modifications

Approval by the DRB is required for all exterior modifications to an existing home or lot. This includes improvements such as changes to exterior materials, landscaping, or the addition of new windows or an outdoor patio. The review of modifications to existing homes will generally follow the procedures outlined in step three. Submittal requirements will generally be limited to plans, written information, material samples of color samples necessary to demonstrate the proposed modification. Prior to beginning the design of any modifications to an existing home, owners are encouraged to contact the DRB Architectural Advisor to outline a review process and submittal requirements for the modification.

6.6 Local Governing Agency Plan Review and Approval

It is the responsibility of the applicant to obtain all required permits from the local governing agency. Precise submittal requirements can be obtained from the local governing agency.

6.7 Construction Submittals and Approval

Site visits may be conducted at regular intervals to observe construction and to verify that the limits of construction are within the building envelope, and that general building appearances are consistent with prior submittals.

APPENDIX A: SUGGESTED PLANT LIST HIGH INTENSITY PLANTING AREAS

All landscaping to meet the intent of the High Intensity Planting Areas with the use of the following list of Evergreen and Deciduous trees and shall conform with the below listed Minimum Size at the time of planting.

<u>Botanical Name</u>	<u>Common Name</u>	<u>Suggested Min. Size</u>
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EVERGREEN TREES:

Abies concolor	Concolor Fir	10'
Picea pungens	Colorado Blue Spruce	10'
Pinus aristata	Bristlecone Pine	8'
Pinus cembroides edulis	Pinyon Pine	6'
Pinus contorta	Lodgepole Pine	10'
Pinus nigra	Austrian Pine	10'
Pinus ponderosa	Ponderosa Pine	10'
Pinus sylvestris	Scotch Pine	8'
Pseudo menziesii	Douglas Fir	6'

DECIDUOUS TREES: Shade Trees

Acer platanoides (Varieties: Columnar, Deborah, Emerald Lustre, Emerald Queen, Schwedler and other locally available varieties.)	Norway Maple	2-1/2"
Acer rubrum	Red Maple	2"
Acer saccharinum	Silver Maple	3"
Betula nigra	River Birch	2-1/2"
Celtis occidentalis	Hackberry	2"
Elaeagnus angustifolia	Russian Olive	3"
Fraxinus pennsylvanica (Varieties: Patmore and Summit)	Marshall Seedless Ash	2-1/2"
Gleditsia triacanthos inermis (Use in protected areas only. Varieties: Imperial, Skyline, Shademaster)	Honerlocust	2"
Populus angustifolia	Narrowleaf Cottonwood	3"
Populus alba	Silver Poplar	3"
Populus deltoides	Siouxland Cottonwood	2"
Populus tremuloides	Aspen	2"
Tilia cordata (Varieties: Greenspire and Glenleven)	Littleleaf Linden	2"

DECIDUOUS TREES: Ornamental

Acer ginnala	Amur Maple	1-3/4"
Malus var. Crabapples 2"		
(Varieties: Dolga, Hopa, Radiant and other locally available varieties.)		
Prunus armeniaca	Moorpark Apricot	1-1/2"
Prunus cerasifera	Flowering Plum	2"
(Varieties: Newport and Thundercloud)		
Prunus maacki	Amur Chokecherry	1-1/2"
Prunus padus	Mayday Tree	1-1/2"
Prunus virginiana 'Shubert'	Shubert Chokecherry	2"
Sorbus aucuparia	European Mountain Ash	2"
(Use only in protected locations)		

EVERGREEN SHRUBS:

5 Gal.

Juniperus chinensis	Pfitzer Juniper varieties
Juniperus Sabina	Savin Juniper varieties
Juniperus horizontalis	Horizontal Juniper varieties
Picea glauca conica	Dwarf Alberta Spruce
Pinus mugho	Mugho Pine
Pinus mugho pumilo	Dwarf Mugho Pine

DECIDUOUS SHRUBS:

5 Gal.

Acer ginnala	Amur Maple
Amelanchier alnifolia	Saskatoon Serviceberry
Amelanchier Canadensis	Shadblow Serviceberry
Caragana frutex	Russian Peashrub
Cercocarpus ledifolius	Curlleaf Mountain Mahogany
Cercocarpus montanus	Mountain Mahogany
Cornus sericea	Dogwood Varieties
(Varieties: Red Twig, Colorado Red Osier, Kelsey's Dwarf, and Yellow Twig)	
Cotoneaster acutifolia	Peking Cotoneaster
Cotoneaster horizontalis	Rock Cotoneaster
(Use in protected locations only.)	
Euonymus alatus compacta	Dwarf Burning Bush
Forsythia intermedia	Lynwood Gold Forsythia
Lonicera tatarica	Tatarian Honeysuckle varieties
Ligustrum vulgare	Common Privet varieties
Mahonia aquifolium	Oregon Grape Holly
(Use in protected locations only.)	
Physocarpus opulifolius	Ninebark varieties
(Varieties: Dwarf, Golden, and Common.)	
Potentilla fruticosa var.	Potentilla varieties
Prunus besseyi Western	Sandcherry

Rosa rugosa
Salix purpurea "Nana"
Shepherdia argentea
Spiraea bumalda
(Varieties: Anthony Waterer and Froebel)
Spiraea vanhouttei
Symphoricarpos orbiculatus
Symphoricarpos ablus
Syringa vulgaris
Vibemum dentatum
Vibemum lantana
Vibemum lentago
Vibemum opulus 'Roseum'
Vibemum opulus
Vibemum trilobum
Vibemum trilobum 'Alfredo'

GROUND COVERS:

Arcostaphylos ura-ursi
Cerastrum tomentosum
Cornus Canadensis
Dianthus deltoids
Dianthus plumarius
Euonymus fortunei 'Coloratus'
Fragaria sp.
Mahonia repens
Potentilla verna

Rugosa Rose
Artie Blue Willow
Silver Buffalo berry
Spirea varieties

Bridalwreath Spirea
Red coralberry
Snowberry
Common Lilac (purple and white)
Arrowwood vibemum
Wayfaring Tree Vibemum
Nannyberry Vibemum
Snowball Vibemum
European Cranberry Bush
American Cranberry
Dwarf American Cranberry

APPENDIX C: DRB MEETING SCHEDULE & FEE AND DEPOSIT SCHEDULE

Standard DRB Meeting and Review Schedule

<u>MEETING DATE</u>	<u>SUBMITTAL DATE</u>
First Tuesday of each month	Third Tuesday of each month

Page | 37

Please contact the [Architectural Advisor](#) for alternate submittal and meeting dates if federal holidays conflict.

A Siena DRB Meeting Schedule is published on an annual basis. A copy of the schedule can be obtained through the Architectural Advisor.

Alternate DRB Meeting and Review Schedule

<u>MEETING DATE</u>	<u>SUBMITTAL DATE</u>
Special sessions can be scheduled as required at the discretion of the Siena DRB.	

Siena Fee and Deposit Schedule (Amended March 20, 2023)

DRB PLAN REVIEW FEE SUBMITTAL

\$3,000.00 Sketch and Final Plan (one step, one fee)

(max. 2 meetings per submittal)

\$1000.00 Additional meetings

\$500.00 Modification to Approved Plans

\$250.00 Working Drawing Review (Additional Drawings or Documents submitted beyond deadline)

\$500.00 Administrative Review – Plan Check Fee

This is a non-refundable fee paid to the Association to cover the costs that the Association incurs for the services of the Architectural Advisor and any additional associated fees/cpsts.

DRB DEPOSIT SUBMITTAL

\$10,000 Construction Deposit

\$10,000 Compliance Deposit

Deposits are held by the Association until the Final Inspection has been completed. Any overages of costs incurred by the Associations are held by the Association to cover these costs. The remaining balance will be returned to the homeowner/property owner. Both the \$10,000 Construction Deposit and the \$10,000 Compliance Deposit can be submitted after DRB Final Approval but must be submitted before construction begins.

If a property owner is developing more than 5 residences, the cap for deposits will be 100,000. If funds have to be accessed at any time, the developer will replenish the funds to maintain the 100,000. balance within 30 days. As the final 5 homes are completed deposit funds greater than 20,00 per home will be returned to the developer.

DRB FEES AND DEPOSIT SUBMITTAL METHODS

Payments can be made by Check or ACH transfer. Checks should be mailed to Brightwater Club Property Owners Association, 28 2nd Street, Unit 213, Edwards, CO 81632 and be made payable to Brightwater Club Property Owners Association. The memo on the check should include the lot #(s), filing(s), street and street address number(s). If making an ACH transfer, please send an email including the same 'memo' information to Erin McCauley, erin@mwcpaa.com, requesting the account and transfer information.