SIENA DESIGN GUIDELINES AND PROCEDURES

TABLE OF CONTENTS

1. INTRODUCTION & PURPOSE OF THE DESIGN GUIDELINES 5
1.1 Introduction 5
1.2 Purpose and Philosophy of Design 5
1.3 Approved Architectural Styles 6
1.4 Definitions 6
2. SITE AND LANDSCAPING GUIDELINES 8
2.1 Introduction 8
2.2 Building Envelope, Setbacks, and Use of Common Areas 8
2.3 Driveway Access 8
2.4 Parking 9
2.5 Building Coverage 9
2.6 Site Utilities 9
2.7 Grading 9
2.8 Drainage Systems and Structures 10
2.9 Retaining Walls 10
2.10 Paths, Outdoor Spaces, and Terraces 10
2.11 Fences and Landscape Boundaries 10
2.12 Utility, Trash, and Service Area Screening 11
2.13 Temporary Structures and Recreational Equipment Policy 11
2.14 Address Monuments 12
2.15 Exterior Lighting 12
2.16 Fine Art, Sculptures, and Exterior Decorative Objects 14
2.17 Flag and Flagpoles 14
2.18 Water Features 14
2.19 Landscape within the Lot 15

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

2.20 Golf Course Edge 15
2.21 Landscape within the Building Envelope 15
2.22 Manicured Lawns 15
2.23 Irrigation 15
2.24 Plant Materials 16
2.25 Typical Planting Treatments 16
2.26 Installation and Maintenance of Landscape 17
2.27 Pre-Construction Lot Maintenance 17
2.28 Extent of Snowmelt 17
3. ARCHITECTURAL GUIDELINES 18
3.1 Introduction 18
3.2 Floor Area Limitations 18
3.3 Bedroom & Bathroom Minimums 18
3.4 Building Height 18
3.5 Minimum Plate Heights 19
3.6 Building Form 19
3.7 Massing & Form Standards 19
3.8 Roofs 19
3.9 Chimneys, Flues, and Vents 20
3.10 Walls 21
3.11 Trellises & Exterior Rooms 21
3.12 Minimum Covered Outdoor Living / Terrace Area 22
3.13 Entry 22
3.14 Colors 22
3.15 Windows and Doors 23
3.16 Minimum Glazing Ratio 23
3.17 Garage Standards 23
3.18 Garage Doors 24
3.19 Architectural Detailing 24
3.20 Chalet / Accessory Structures 24

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

3.21 Primary Suites (Design Suggestion/Recommendation) 25
3.22 Skylights and Solar Applications 25
4. CONSTRUCTION PROCESS MANAGEMENT 26
4.1 Introduction 26
4.2 Pre-Construction Meeting 26
4.3 Construction Management Plan 26
4.4 Limits of Construction 27
4.5 Protection of Existing Vegetation 27
4.6 Location of Construction Trailers 27
4.7 Sample Materials and On-Site Curbside Construction Mock Up 27
4.8 Temporary Sanitary Facilities 28
4.9 Construction Phasing and Schedule 28
4.10 Construction/Damage Deposit 28
4.11 Compliance Deposit 29
4.12 Construction Site Management 29
4.13 Dust and Noise Control 29
4.14 Construction Hours 29
4.15 Construction Agreement 29
4.16 Contractor Checklist & Agreement 29
4.17 Nuisance Noise/Loud Music 30
4.18 Dogs on Site during Construction 30
5. THE SIENA DESIGN REVIEW BOARD 31
5.1 Introduction 31
5.2 Design Review Board Membership 31
5.3 Functions of the Board 32
5.4 Design Review Board Meetings 32
5.5 Design Scoring System 33
5.6 DRB Decision Framework 33
5.7 Design Review Assessments, Compliance Deposits and Fines 34
5.8 Design Consultants / Compensation 34

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

5.9 Amendments of Design Guidelines 35
5.10 Enforcement 35
5.11 Non-Liability 35
5.12 Conditional Approvals (Contingencies) 35
5.13 Conditions Applying to all Approvals 36
6. DESIGN REVIEW BOARD PROCEDURES 37
6.1 Introduction 37
6.2 Pre-Planning Meeting 37
6.3 One Step Review and Approval Process 37
6.4 Design Review Board Appeal Process 44
6.5 Modifications 44
6.6 Local Governing Agency Plan Review and Approval 44
6.7 Construction Submittals and Approval 44
6.8 Project Close-Out Procedure 44
APPENDIX A: SUGGESTED PLANT LIST HIGH INTENSITY PLANTING AREAS 46
APPENDIX B: SUGGESTED PLANT LIST NATURAL PLANTING AREAS 48
APPENDIX C: DRB MEETING SCHEDULE & FEE AND DEPOSIT SCHEDULE 50

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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.

They are intended to encourage architectural diversity within the overall framework of the Siena goals and philosophies. The primary goal is to protect long-term property values, reinforce a cohesive luxury community identity, and avoid approvals based on incomplete or misleading design information. 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 possess 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 the Siena Valley Club.

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 into 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 Approved Architectural Styles

Each home shall demonstrate a clear and intentional architectural style. Hybrid designs may be considered only where the combination of forms, materials, rooflines, windows, and details is cohesive and architecturally disciplined. Homes that appear generic, unresolved, overly derivative, or lacking a clear organizing concept shall not be approved.

Proposed approved styles include:

1. Mountain Modern
2. Mountain Contemporary
3. Modern Agrarian
4. Modern Farmhouse
5. Mid-Century Modern

1.4 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.

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.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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.

Landscape design shall reinforce the open, natural, and cohesive character of the community. Planting shall be selected for durability, climate appropriateness, seasonal interest, and resistance to wildlife damage where practical.

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 14' in width. Driveways should follow alignments that minimize grading, tree removal or other disruption of the site. 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.

Acceptable Driveway Materials:

- Concrete
- Textured concrete
- Stamped concrete
- Sand-finished concrete
- Exposed aggregate concrete
- Unit pavers
- Stone pavers
- Belgian block accents
- Asphalt (only if specifically approved or restricted).

Gravel and porous stone are not permitted as driveway materials.

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 3,500 sf (3,000 sf for the smaller cabin and homestead (Di Lusso) lots).

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

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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. A Site Section and Grading Plan is required as part of the submittal set.

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. Any retainage should be located within the Building Envelope, however the DRB may review and approve slight deviations on a case-by-case basis.

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.

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 Utility, Trash, and Service Area Screening

Service, utility, trash, and mechanical areas shall be screened with architecture, walls, fencing, planting, or integrated landscape elements. Screening shall be compatible with the home and shall not appear as an afterthought.
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.

The following should be screened from public view:

- Trash containers
- Utility meters
- Transformer boxes
- Mechanical equipment
- Propane tanks, if applicable
- Generator equipment
- Service yards
- Pool/spa equipment
- HVAC equipment

2.13 Temporary Structures and Recreational Equipment Policy

Temporary structures and recreational equipment shall be located and screened to preserve the visual integrity of the community while allowing reasonable family use.

This section applies to:

- Sport Courts/Areas
- Trampolines
- Swing sets
- Play structures
- Inflatable structures
- Temporary sports equipment
- Portable basketball hoops
- Soccer goals
- Nets
- Tents
- Temporary shade structures
- Storage shed
- Seasonal recreational equipment

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Temporary and recreational equipment shall:

- Be located in rear or side yards where possible
- Be screened from public view
- Not be placed in prominent front yard locations
- Use subdued colors where practical
- Be maintained in good condition
- Be removed when no longer in active use
- Not become permanent visual clutter

Certain additions (sport courts, etc.) may be required to show that the installation will create no negative and/or nuisance noise impacts to neighboring properties. The DRB maintains the right and responsibility to deny approval based on potential for nuisance impact on neighbors or the neighborhood.

2.14 Address Monuments

When considering the design and placement of Address Markers (or monuments) several elements need to be incorporated into the design and installation.

- **Location** – House numbers should be easy to read from the street. The number can be located on the house itself (typically near the front door or garage) or a constructed address monument, or as an address marker sign. An address monument shall not be placed as to create visual clutter along the street. The address numbers, style, and location should be fitting to the composition, style and design of the house. Depending on the location and distance to the street house numbers can range between 6” and 10” with a half inch stroke. House numbers should not be placed in a location where they will be obstructed by elements of the architecture of the house or landscaping.
- **Size and Visibility** – Depending on the location and distance to the street house numbers can range between 6” and 10” with a half inch stroke. House numbers should not be placed in a location where they will be obstructed by elements of the house or landscaping. The address can be spotlighted, back lighted, or internally lighted with low lumen, non-offensive lighting (IDA compliant).
- **Contrast** – the number color, material, and finish should contrast with its mounting surface to provide a clear reading of the numbers.
- **Material** – Be designed with materials compatible with the residence. Numbers should ideally be metal and permanently fixed to the mounting surface. Non-degrading plastics or glass may be acceptable (especially in the case where the numbers may be internally illuminated).
- **Design** - The overall design shall be coordinated with landscape and lighting.

2.15 Exterior Lighting

Exterior lighting is to be used with the intent to ensure safe passage and movement during nighttime hours while preventing unnecessary light pollution on neighboring lots or when viewed

from a distance. Therefore, only the minimum amount of exterior lighting necessary for ingress, egress, and safety will be approved or permitted. Additionally, all residence address lighting is to conform to neighborhood design guidelines.

The Siena Valley Club Design Review Board will consider the guiding principles for Responsible Outdoor Lighting as recommended by the IDA when reviewing the use of exterior lighting in the neighborhood. The five principles are as follows:

- *Useful:* All light should have a clear purpose. Lighting should only be used where it is needed.
- *Targeted:* All light should be shielded and aimed so it only falls downward and where it's useful.
- *Low Light Levels:* No light should be brighter than necessary.
- *Controlled:* Light should only be used when needed.
- *Color:* When possible, use warm-colored lights.
- Preferred color temperature: 2700K to 3000K

All exterior lighting is subject to approval by the DRB and shall meet the following design standards:

- All exterior lighting must be Dark Sky compliant in accordance with the recommendations of the IDA (International Dark-Sky Association).
- Down-lighting shall be installed in such a way that the light source is completely shielded from view, eliminating glare, light trespass, and light pollution by concealing the light source inside the light fixture.
- Driveway, porches, patios, entrances, and pathway lighting shall be limited to what is necessary for ingress, egress, and safety.
- Driveway and pathway lighting shall be mounted in a well or on a post not exceeding eighteen inches (18") in height, permanently fixed in a downward direction, and with the light source fully shielded.
- 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.
- Cut sheets or spec sheets of all exterior light fixtures are required with the design review submittals. Lumens per lamp, total lumens, Kelvin, and Dark Sky compliant certification must be included in the cut/spec sheets.

Prohibited Lighting:

- 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.
- No landscape, yard, or driveway flood or spot lighting (with or without motion sensors).
- 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 (lighting source MUST be shielded).

- With the exception of the seasonal display of decorative holiday lighting (between November 15 and January 15) and small white lights in a reasonable number of trees (between November 15 and March 15), the use of exterior landscape lighting is not permitted.

2.16 Fine Art, Sculptures, and Exterior Decorative Objects

Exterior art, sculptures, and decorative installations visible from public or common areas shall require DRB approval. Approval shall be based on scale, material quality, location, visibility, lighting, and compatibility with the residence and community character.

Exterior art and sculpture shall:

- Be compatible with the architectural and landscape design
- Be appropriately scaled
- Use durable materials
- Avoid excessive brightness, reflectivity, movement, sound, or lighting
- Not create visual clutter

Fine art, sculptures, and exterior decorative objects should require DRB approval when visible from streets, common areas, golf course areas, or neighboring lots.

2.17 Flag and Flagpoles

Flags and flagpoles shall be regulated to preserve the visual character of the community. Flags shall be maintained in good condition, properly mounted, and appropriately scaled. Freestanding flagpoles shall require DRB approval.

2.18 Water Features

Water features, including fountains, ponds, streams, and reflecting pools, shall require DRB approval and shall be reviewed for scale, material quality, sound, lighting, maintenance, and compatibility with the overall landscape design.

Water features shall:

- Be compatible with the landscape design;
- Be appropriately scaled;
- Avoid excessive noise;
- Avoid glare or nuisance lighting;
- Be maintained in good condition;
- Not create drainage, safety, or wildlife issues.

Water features shall be designed and installed with water conversation and evaporation in mind. Overly large installations or large sections of open water will not be approved. Typically, a water feature shall be smaller (scaled appropriately) and make use of recirculating pumps in a measure to conserve water resources.

2.19 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.

2.20 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.

2.21 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).

2.22 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).

2.23 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

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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.

2.24 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.

2.25 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

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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.

2.26 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 conductive 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.

2.27 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.

2.28 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.

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 3,500 sq. ft. 3,000 sq. ft. shall be the minimum for the smaller cabin or De Luca lots. 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 Bedroom & Bathroom Minimums

Each primary residence should include, at minimum:

- 3 bedrooms
- 3.5 bathrooms

3.4 Building Height

The maximum building height is 35’ above existing or finished grade, whichever is more restrictive. See Building Height definition for more information.

3.5 Minimum Plate Heights

All finished residential floors shall have a minimum plate height of:

- 10 feet minimum plate height

10-foot plate height applies to all habitable rooms, excluding secondary spaces such as closets, bathrooms, storage, mechanical rooms, and sloped ceiling areas.

3.6 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 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.

3.7 Massing & Form Standards

Homes shall have a clear organizing concept and massing hierarchy. One dominant architectural move shall be evident. Secondary volumes, roof forms, window groupings, terraces, and garage elements shall support the primary architectural concept. Homes lacking a clear organizing idea, or homes composed of unrelated forms, shall not be approved.

Each home shall demonstrate:

- A clear massing hierarchy;
- One dominant architectural move or organizing concept;
- Secondary forms that support, rather than compete with, the primary volume;
- Rooflines that reinforce the massing hierarchy;
- Balanced proportions across all elevations;
- Avoidance of arbitrary bump-outs, unresolved forms, and excessive complexity.

3.8 Roofs

Rooflines shall reinforce the architectural composition of the home. Overhangs, fascia depths, eave conditions, parapets, ridges, valleys, and roof intersections shall be consistent with the selected architectural style.
Roofs shall:

- Align with the approved architectural style;
- Reinforce the massing hierarchy;
- Maintain consistent overhang logic;
- Avoid arbitrary roof breaks or unresolved intersections;
- Integrate with covered terraces and outdoor living areas;
- Coordinate with snow-shedding, drainage, gutters, downspouts, mechanical penetrations, and roof-mounted equipment.
- High quality roofing material expectation (see below)

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 (a lower shed roof pitch of 1:12 may be considered by the DRB. This will be considered on a case by case basis). 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.

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.

3.9 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.

3.10 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 exteriors 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.

3.11 Trellises & Exterior Rooms

Covered outdoor living areas shall be integral to the architecture of the home and shall include adequate depth, roof coverage, circulation, seating, and dining functionality. Thin, token, or unusable covered patios shall not satisfy this requirement. 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.

3.12 Minimum Covered Outdoor Living / Terrace Area

Estate homes shall include a minimum covered outdoor living area of:

- 300 square feet minimum covered terrace area

The covered outdoor living area shall be designed to accommodate both:

- Outdoor seating
- Outdoor dining

3.13 Entry

Front entries shall be composed as a layered arrival experience. Directly exposed front doors with no architectural transition, landscape sequence, or covered threshold are not permitted.
Each residence shall provide a layered entry experience that includes some combination of:

- Auto court or arrival sequence
- Landscape transition
- Pathway or walkway
- Covered entry element
- Recessed or protected front door
- Lighting
- Address identification
- Architectural threshold

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 match the architecture style and scale of the house.
A direct, exposed front door immediately visible from and directly accessed off the driveway without architectural or landscape layering should not be permitted.

3.14 Colors

A limited palette of subdued colors derived from nature and the natural landscape of Siena 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. *Muted, warm, low-intensity, and low-saturation colors in earth and neutral tones are encouraged.* The use of light colors *(excluding pure white)* such as sand, lighter greys, and taupe will be reviewed on a case-by-case basis and should be part of a larger designed color scheme. Accent and trim colors should harmonize with building field colors using similar tones and hues. Materials and Color Board requirement for the submittal packet can be found here.

3.15 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.

Glazing shall be composed intentionally and shall reinforce the architectural style of the home. Random, undersized, misaligned, or poorly proportioned windows are not permitted.

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.

3.16 Minimum Glazing Ratio

Each home shall provide a minimum glazing ratio of:

- 25% glazing per primary elevation

The glazing ratio should be measured as the total area of windows, glazed doors, and other transparent openings divided by the total wall area of the elevation being reviewed. Primary Elevation is defined as the elevation that faces the street, the golf course, or both. Corner lots may have multiple primary elevations.

3.17 Garage Standards

Garages shall be visually subordinate to the primary residence. Front-facing garage doors shall be avoided unless the garage is carefully recessed, screened, or architecturally integrated. Garage doors shall not dominate the street elevation.

Garages shall:

- Be recessed, rotated, side-loaded, detached, or otherwise visually minimized;
- Not dominate the street-facing elevation;
- Match the architectural language of the home;
- Use doors, trim, roof forms, and materials consistent with the primary residence;
- Avoid large, flat, visually dominant garage faces.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Recommended minimum:

- 2-car garage minimum

Garage Type	Suggested Minimum Size
2-car garage	500 – 600 SF
3-car garage	750 – 900 SF
2-car plus storage/ Golf cart bay	650 – 750 SF

3.18 Garage Doors

Garage doors should complement the architectural style of each residence. A maximum of 4 single garage doors in the same elevation is 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.

3.19 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:

- 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.

3.20 Chalet / Accessory Structures

Accessory structures shall not appear as afterthoughts or generic outbuildings. They shall be architecturally integrated with the primary residence and shall meet the same material and design quality expectations.

Accessory structures shall:

- Match the architectural language of the primary residence;

- Use compatible roof forms, materials, windows, doors, trim, and detailing;
- Include a restroom and plumbing where intended for habitable, guest, recreational, or extended-use purposes;
- Be sited to preserve privacy, views, drainage, and neighborhood character.

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.

3.21 Primary Suites (Design Suggestion/Recommendation)

The primary suite may be identified as a minimum quality expectation for estate homes.

The primary suite should include:

- A dedicated lounge or sitting area
- A spa-quality bathroom
- Strong indoor/outdoor relationship where possible
- Privacy from public areas and adjacent lots

3.22 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.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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.

Construction shall not begin until final plan approvals have been issued by the DRB, a building permit has been issued by the local governing agency, the construction mockup has been approved, and the Pre-Construction meeting has been completed. Refer to the Appendices of this document for the full regulation on construction activity.

4.2 Pre-Construction Meeting

A Pre-Construction Meeting is required prior to the commencement of any Construction Activity. The meeting shall be held on site between the project's General Contractor and the Architectural Advisor, DRB Chair, or a representative of Siena's Administrating company. The Owner or Owner's representative is encouraged to attend.

The purpose of the meeting is to verify that the Construction Site complies with the approved Construction Management Plan (CMP) and the requirements of this section, including the construction fencing, temporary sanitary facilities, and the approved curbside construction mockup (see Section 4.7). The meeting will also serve to remind the General Contractor of the limits of construction, construction hours, the other rules regarding jobsite conduct and maintenance set out in the Contractor Checklist and Agreement (see Section 4.16), which shall be signed at the meeting.

The Construction/Damage Deposit and the Compliance Deposit must be paid before the Pre-Construction Meeting takes place.

If the Construction Site is not found to be in compliance with the CMP or the requirements of this section, the General Contractor and Owner shall correct the deficiencies within fifteen (15) business days, after which a new Pre-Construction Meeting will be held. Construction Activity shall not begin until the Pre-Construction Meeting has been completed and the construction mockup has been approved.

4.3 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).

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

4.4 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).

4.5 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.

4.6 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.

4.7 Sample Materials and On-Site Curbside Construction Mock Up

To ensure that all materials used in the construction or remodel of a Siena residence comply with the design guidelines, all projects will be required to submit a digital sample board and onsite curbside construction mockup.

The digital sample board is to be submitted as part of the final review packet. This digital sample board should use high-quality digital swatches and include the most accurate color representation possible to best reflect the final physical look of the project. Physical samples showing all materials and colors may be requested by the DRB.

The curbside construction mockup should include representative samples of the actual materials and colors to be used. *The mockup should be built after final approval has been granted but before the start of construction*. Mockups must be administratively approved by the DRB before construction commences.

The construction mockups shall meet the following design standards:

- The construction mockup must include samples of all specific materials and colors to be used, including, but not limited to siding, masonry (stone, brick, or exposed concrete), window trim, fascia, soffits, flashing, and the roof (roof portion should replicate the approved roof configuration, i.e. sloped or flat).
- The construction mockup materials must be arranged as they will appear on the project so that it is a fair and accurate representation of the final product usage.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

- Materials must match what was approved on final review (if not, an additional review will be required).
- The display should be placed prominently on-site within 10' of the driveway location and 10' from the curb.
- The mockup should be approximately 4' – 6' wide, 2' – 4' deep, and between 8' and 12' tall (depending on the roof structure).

Mockup construction approval process:

- Within twenty (20) business days after installation of the construction fence, the materials and color sample mockup shall be constructed outside of the construction fence.
- The General Contractor shall notify the Architectural Advisor when the mockup has been constructed and shall schedule the Pre-Construction Meeting (see Section 4.2).
- The Architectural Advisor will notify the members of the DRB of the new mockup and invite them to visit the site within five minutes (5) business days of the notice.
- Following the viewing period, and prior to the Pre-Construction Meeting, the mockup will be reviewed and approved administratively by consensus of the DRB members who have viewed it.
- If the mockup is not approved, the Architectural Advisor will inform the Owner or Owner's representative of the DRB's comments, and the sample board and mockup shall be corrected or replaced as directed. The Pre-Construction Meeting will be postponed until the revised mockup has been resubmitted and approved.

4.8 Temporary Sanitary Facilities

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

4.9 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.

4.10 Construction/Damage Deposit

A construction deposit of $20,000 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 $20,000 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.

4.11 Compliance Deposit

In order to maintain the quality and integrity of Siena, a compliance deposit of $20,000.00 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.

4.12 Construction Site Management

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.

4.13 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.

4.14 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. Sunday work hours (strictly limited to the hours of 9 a.m. to 5 p.m.) will be considered but interior work is preferred and must be reviewed and authorized by the DRB.

4.15 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.

4.16 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.

4.17 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)).

4.18 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

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.

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 Scoring System

DRB decisions shall be based on both objective compliance with required standards and qualitative scoring of design excellence. A submittal must satisfy all minimum standards and receive a minimum design score of 80 out of 100 to be eligible for approval. Any scoring category receiving less than 50% of available points shall require revision.

Category	Points
Massing & Proportion	20
Material Discipline	15
Style Integrity	15
Indoor/Outdoor Integration	15
Site Integration	10
Window Composition	10
Entry Experience	10
Cohesion	5
TOTAL	100

Minimum approval score: 80 / 100

Any category receiving less than 50% of available points shall require revision, even if the total score exceeds 80.

5.6 DRB Decision Framework

All DRB decisions shall be based on compliance with adopted standards and the design scoring system. Approval shall not be granted solely because an application is complete. The DRB may require revisions where the design does not meet the community's architectural quality expectations.

DRB decisions should be based on two standards:

1. Compliance with objective minimum requirements; and
2. Design score based on adopted qualitative criteria

A project should be required to revise and resubmit when:

- The total score is below 80.
- Any category scores below 50%
- Required submission materials are missing.
- Minimum standards are not met.
- The design lacks a clear architectural concept.
- The material palette is incomplete or inconsistent.
- Renderings misrepresent proposed materials or massing.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Any submittal receiving a total design score below 80 or receiving less than 50% of available points in any scoring category, shall be revised and resubmitted prior to approval.

5.7 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.

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.

5.8 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).

5.9 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.

5.10 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.

5.11 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.

5.12 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.

5.13 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 DRB 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.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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 Valley Club. This design review process must be followed for all construction activity to include:

- 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. Approval to move forward at this point in the process is not assured. The critical review is conducted through the final review process, and by the DRB.

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

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

The DRB may use a one-step review process for complete and compliant applications. Incomplete applications or applications that fail to meet minimum standards shall not be scheduled for formal review.

Regularly scheduled monthly submittal and meeting dates have been established by the DRB to review applicant submittals and to provide feedback regarding the proposed project and its interpretation of the guidelines. A copy of the meeting and submittal deadline schedule can be found here.

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

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Requirement	Responsibilities	Timing
Site Plan : min 1”=10’-0” The 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.	Applicant	Per the DRB Submittal Date Schedule
Grading Plan : min 1”=10’-0” The Grading Plan should show: existing contours, proposed contours, finished floor elevations, driveway slopes, retaining walls, drainage direction, swales, snow storage, utility locations, landscape transitions, relationship to adjacent lots	Applicant	Per the DRB Submittal Date Schedule
Site Section : min 1”=10’-0” Site Section shall show: existing grade, proposed grade, building height, terrace relationship, driveway relationship, retaining walls, and neighboring grade impacts where applicable. It shall also 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 to the site.	Applicant	Per the DRB Submittal Date Schedule
Footing and Foundation Plan : min 1/4”=1’-0” Submit plans and sections to illustrate the location and size of foundation walls and footings. Foundation plans should clearly indicate unexcavated and crawl space areas. Drawings to be stamped and signed by licensed Colorado Structural Engineer.	Applicant	Per the DRB Submittal Date Schedule

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Requirement	Responsibilities	Timing
Floor Plans : min 1/4”=1’-0” Indicate all room sizes, door and window locations and sizes, plumbing fixtures, fireplaces, kitchen appliances. Floor Plans should include exterior lighting.	Applicant	Per the DRB Submittal Date Schedule
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 with material/color call outs.	Applicant	Per the DRB Submittal Date Schedule
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.	Applicant	Per the DRB Submittal Date Schedule
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.)	Applicant	Per the DRB Submittal Date Schedule
Details : (scale: as required) Provide design details sufficient to accurately represent the typical visual expression of the building. Include fascia details, window head and sill details, railing details, material transitions, porch, trellis, chimney, ridge and soffit vents, site fencing and other details necessary to represent the exterior of the building(s).	Applicant	Per the DRB Submittal Date Schedule

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Requirement	Responsibilities	Timing
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.	Applicant	Per the DRB Submittal Date Schedule
Model/Photorealistic Renderings: Photorealistic renderings shall be required for new homes and major exterior modifications/additions. Renderings shall accurately represent the proposed design, material and color palette and shall not substitute for coordinated architectural drawings. The photorealistic digital model shall accurately represent: massing and relationship to site, roof forms, window sizes and placement, proposed materials, and realistic landscape context. The model shall show the actual design (not a generic design inspiration) and shall avoid misleading lighting, distortion, or artistic exaggeration. The model shall incorporate and represent the overall site, and comprehensive views of the model shall be provided. Include a complete site model with topography (2' contours). 1/8" minimum scale.	Applicant	Per the DRB Submittal Date Schedule
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. Irrigation plans, Lighting: all proposed outdoor lighting with cut sheets. Erosion Control and Revegetation Method.	Applicant	Per the DRB Submittal Date Schedule

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Requirement	Responsibilities	Timing
Materials & Colors: A high resolution digital sample Board is required with the submittal packet. A physical sample board may be requested by the DRB prior to the review meeting. Material palettes shall be specific, coordinated, and representative of the actual proposed construction. Generic descriptions such as 'wood siding,' 'stone,' or 'dark metal' are not sufficient. Provide written specifications, samples and color boards as to illustrate all exterior materials and colors: Submittals should identify: Roofing material, fascia material, soffit material, primary siding material, secondary siding material, stone / masonry, window color and manufacturer, door color and material, garage door material, exterior trim, railing material, exterior metal finishes, paving materials, landscape wall materials Material palettes should include: product names, manufacturer, color, finish, texture, installation orientation, clear representative images, physical samples when requested.	Applicant	Per the DRB Submittal Date Schedule
Construction Management Plan: Shall include an anticipated construction schedule, and indicate the limits of construction, location/extent of construction fencing, 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 Dark Sky Compliant exterior lighting plans with locations, quantity of fixtures and cut sheets.	Applicant	Per the DRB Submittal Date Schedule
Design Review Application and Fee Submit one copy of completed application and fee with full submittal packet. Submittal payment details can be found here.	Applicant	Per the DRB Submittal Date Schedule

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Requirement	Responsibilities	Timing
DRB Administrator to Complete Completeness Review All required materials must be submitted and all minimum standards must be met prior to scheduling a DRB meeting. The DRB may reject incomplete applications without formal review. The entire packet and all required associated documents will receive a thorough review for completeness. If critical items are missing. The Architectural Advisor will inform the applicant of the missing items. Further review will not continue until all required items have been submitted.	DRB	Per the DRB Submittal Date Schedule
Architectural Advisor performs Preliminary Scoring: A minimum score of 80 out of 100 is required at this point to move forward with the process. The Architectural Advisor will perform the scoring review and will inform the applicant of the score and any pertinent missing items or necessary revisions. Details of the Scoring System can be found here.	DRB	Per the DRB Submittal Date Schedule
DRB Site visit. At the DRB's discretion, it may determine that a site visit is warranted to check on compliance with the Siena DRB Guidelines.	DRB	At DRB discretion, up to one week prior to scheduled meeting
DRB Review Meeting DRB and Owner and/or representative, meet to discuss findings at the regularly scheduled DRB meeting.	Applicant & DRB	Per the DRB Submittal Date Schedule
Applicant may resubmit final plan once under initial fee if findings are negative.	Applicant	Within two meeting cycles

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

6.4 Design Review Board Appeal Process

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

Requirement	Responsibilities	Timing
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.

6.8 Project Close-Out Procedure

As the project nears completion, around the time that a C.O. (Certificate of Occupancy) from the Town of Gypsum is sought after, a Final Inspection Walkthrough should be requested. The arrangements for this on-site meeting should be made with Mark Noel – Siena/Brightwater's Architectural Advisor. The purpose of this meeting is to walk through and review the building, systems, and grounds/landscaping for conformance to the approved plans. The Final Inspection

Walkthrough is typically completed by Mark Noel – Siena/Brightwater's Architectural Advisor. The basic purpose of the Final Walkthrough is to walk through residence and property to confirm that all aspects of what was reviewed and approved was/has been constructed as it was presented, reviewed, and approved. Once the Final Inspection Walkthrough is completed, a Project Close-Out Sheet will be filled out and shared with Don Jennings – Siena/Brightwater DRB President. Once the Close-out Procedure is finalized and all items are confirmed Mark will authorize the return of any monies being held as deposits.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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.

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

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

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	Moutain Mohagany
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 is protected locations only.)	
Physocarpus opulifolius	Ninebark varieties
(Varieties: Dwarf, Golden, and Common.)	

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Potentilla fruticosa var.	Potentilla varieties
Prunus besseyi Western	Sandcherry
Prunus cistena	Purpleleaf Sandcherry
Prunus tomentosa	Nanking Cherry
Prunus virginiana	Green Chokecherry
Rhus var.	Sumac varieties
(Containment must be considered with some varieties.)	
Ribes aplinum	Alpine Currant
Ribes odoratum	Yellow Flowering Currant

APPENDIX B: SUGGESTED PLANT LIST NATURAL PLANTING AREAS

Botanical Name:	Common Name:

EVERGREEN TREES:

Juniperous menosperma	One seed Juniper
Juniperous scopulorum	Rocky Mountain Juniper
Juniperous utahensis	Utah Juniper
Pinus cembroides edulis	Pinyon Pine

DECIDUOUS TREES:

These trees are suggested only where natural moisture availability is high, such as adjacent to a pond or irrigation ditch or in a low area where surrounding runoff collects frequently.

Celtis occidentalis	Hackberry
Elaeagnus angustifolia	Russian olive
Populus angustifolia	Narrow leaf cottonwood

SHRUBS:

Artemesia tridentate	Big Sage
Cercocarpus ledifolius	Curleaf Mountain Mahogany
Cercocarpus montanus	Mountain Mahogany
Chrysothamnus sp.	Rabbitbrush
Prunus virginiana	Green Chokecherry
Quercus gambelii	Gambles Oak (Scrub Oak)
Rhus aromatica	Fragrant Sumac
Rhus glabra cismontane	Dwarf Smooth Sumac
Rosa foetida bicolor	Austrian Copper Rose
Shepherdia argentia	Silver Buffaloberrry

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Yacca baccata	Banana Yucca (Datil Yucca)
Yucca filamentosa	Ivory Tower Yucca
Rosa foetida bicolor	Austrian Copper Rose
Rosa harisonii	Harrison Yellow Rose
Rosa hugonis	Father Hugo's Rose
Rosa rugosa	Rugosa Rose
Salix purpurea "Nana"	Artie Blue Willow
Shepherdia argentea	Silver Buffalo berry
Spiraea bumalda (Varieties: Anthony Waterer and Froebel)	Spirea varieties
Spiraea vanhouttei	Bridalwreath Spirea
Symphoricarpos orbiculatus	Red coralberry
Symphoricarpos ablus	Snowberry
Syringa vulgaris	Common Lilac (purple and white)
Vibemum dentatum	Arrowwood vibemum
Vibemum lantana	Wayfaring Tree Vibemum
Vibemum lentago	Nannyberry Vibemum
Vibemum opulus 'Roseum'	Snowball Vibemum
Vibemum opulus	European Cranberry Bush
Vibemum trilobum	American Cranberry
Vibemum trilobum 'Alfredo'	Dwarf American Cranberry

GROUND COVERS:

Arcostaphylos ura-ursi	Kinnikinnick
Cerastrum tomentosum	Snow-in Summer
Cornus Canadensis	Creeping Dogwood
Dianthus deltoids	Maiden Pink
Dianthus plumarius	Cottage Pink
Euonymus fortunei 'Coloratus'	Purple Wintercreeper
Fragaria sp.	Wild Strawberry
Mahonia repens	Colorado Grape Holly
Potentilla verna	Spring Cinquefoil

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

APPENDIX C: DRB MEETING SCHEDULE & FEE AND DEPOSIT SCHEDULE

Standard DRB Meeting and Review Schedule

MEETING DATE	SUBMITTAL DATE
First Tuesday of each month	Third Tuesday of each month

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

MEETING DATE	SUBMITTAL DATE

Special sessions can be scheduled as required at the discretion of the Siena DRB.

Siena Fee and Deposit Schedule

DRB PLAN REVIEW FEE SUBMITTAL

NEW HOUSES	All	$5,000
ADDITIONS	Less than 1000 SF	$2,500
	More than 1000 SF	$3,500
REMODELS	Minor remodels	$2,500
	Major remodels	$3,500

Minor remodels would include projects that are expected to require a one-step review process. Major remodels would include both preliminary and final reviews, significant changes in materials and/ or colors, and other significant changes which do not involve additional square footage.

VEGETATION THINNING & REMOVAL [WILDFIRE PREVENTION]*

Simple Project Review:	$1,000
Complex Project Review:	$2,000

No fee is required where the work consists solely of the removal of dead trees, but prior approval for all such work from the Siena Manager or Architectural Advisor is still required.

*Fee Waiver – To incentive wildfire mitigation work, the above review fees are waived. Such fee waiver shall remain in effect until such time as reinstated by Board action. During the period of such waiver, the

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

Association shall pay the Association's consultant for the applicable fees above charged for such application review. In the event that a homeowner application includes architectural review components in addition to wildfire safety and mitigation, the fee waiver shall only apply to the wildfire safety and mitigation component of such application, as determined by the Board in its reasonable discretion.

LANDSCAPE & SITE APPROVALS

Minor projects	Fixed Fee per "Fixed Fees" below.
Other projects	$2,000

Minor projects would include landscape changes that qualify for administrative reviews. All other projects would be charged the higher flat rate.

SOLAR ARRAYS (ALL ARRAYS - GROUND OR ROOF MOUNTED OR OTHER)

Simple Arrays (36 panels or fewer)	$1,500
Complex Arrays (37 panels or more)	$3,500
Upgrade to Existing System	$1,000

The determination of a simple solar installation vs a complex solar installation will be made by the Homeowners Association Executive Director and the Architectural Advisor. The criteria used to determine the status will be size of the array and the potential for impact to neighboring properties.

Additional Fees for a solar array may be higher if the project has the potential to directly impact neighbors and involves significant input, review, and negotiation to resolve the details of possible mitigation. The Siena Valley Club DRB reserves the right to invoice for additional cost should the associated time and staff input be required.

Any direct swap for an aging system to a new system where the two systems are the same (or very close) in size, location, and number of panels will be considered Repair and Maintenance and no fee or review is necessary. Typically, the Architectural Advisor can review this and make that determination. If there are plans to upgrade an existing system and the two systems are similar in size and scale but portions or the entire system is to be located in an alternate area, the project will be considered 'Upgrade to Existing System' and will receive review via the Administrative Approval Process and charged the described fee. A new system that replaces an existing system with a new location with different panels (hot water replaced by PV, etc.) will be determined a Simple or Complex Array as a new system and will be subject to the appropriate review process and fees.

FIXED FEES:

The following types of approvals will be charged fixed fees:

MINOR LANDSCAPE AND SITE APPROVALS	$1,000 per request

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778

CHANGES TO APPROVED PLANS	$1,000 per request - simple $2,500 per request - complex
ADMINISTRATIVE APPROVALS	$1,000 per request – simple $2,500 per request - complex
RE ROOF (w/ NEIGHBOR NOTIFICATION)	$1,500 per request
FIRE PIT APPROVALS	$1,000 per request
PROJECTS STARTED WITHOUT APPROVAL	$2,000 per incident

Improvement Review fees are typically paid prior to the Review Meeting.

Projects started without seeking review and approval from the Siena Valley Club DRB that would usually require review and approval will be subject to a 'one time' compensation fee of $2,000. This will be assessed in addition to any regular fees that would normally apply to said project.

DRB DEPOSIT SUBMITTAL

$20,000 Construction Deposit
$20,000 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 $20,000 Construction Deposit and the $20,000 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 $200,000. If funds have to be accessed at any time, the developer will replenish the funds to maintain the $200,000 balance within 30 days. As the final 5 homes are completed deposit funds greater than $40,000 per home will be returned to the developer.

DRB FEES AND DEPOSIT SUBMITTAL METHODS

Payments can be made by Check, ACH transfer or through the Owner Payment Portal. Checks should be mailed to *Siena Valley Club/Brightwater Club Property Owners Association, C/O Clearview HOA Financial, PO Box 3916 Grand Junction, CO 81502-3916*, and be made payable to *Brightwater Club POA*. The memo on the check should include "DRB Fees", the lot #(s), filing(s), street, and street address number(s). If making an ACH payment, please consult the owner's portal.

Mark Noel - Architect, Inc.
P.O. Box 369 Carbondale, CO 81623
mark@mnarchitect.com | tel 970.379.3778