

EAST QUINCY HIGHLANDS II HOMEOWNERS
ASSOCIATION, INC.

DESIGN CRITERIA GUIDELINES AND STANDARDS

I. INTRODUCTION

A. DEFINITIONS – The following words, when used in these Regulations, shall have the meaning hereinafter specified:

1. "Association" means the East Quincy Highlands II Homeowners Association, Inc., a Home Owners association organized under section 38-33.3-301 of the Act.
2. "Board" means the Board of Directors of the Association.
3. "Committee" or "Design Review Committee" means the committee appointed by the Declarant or by the Association to review and approve or disapprove requests for architectural approval, as more fully provided in the Declaration.
4. "Common Elements" means any real estate owned or leased by the Association other than a home.
5. "Community" means the real estate described on Exhibit A attached to the Declaration, as supplemented and amended from time to time, with respect to which a person, by virtue of such person's ownership of a Unit, is obligated to pay for real estate taxes, insurance premiums, maintenance, or improvement of other real-estate described in this Declaration.
6. "Declarant" means The Ryland Group, a Maryland corporation, and any other person or group of persons acting in concert, to whom the Declarant, by recorded document, expressly assigns one or more of the Declarant's rights under the Declaration (which shall be the extent of the Declarant's rights to which such assignee succeeds), and who:
 - a) As part of a common promotional plan, offers to dispose of to a purchaser such Declarant's interest in a Lot (as defined in the Declaration) not previously disposed of to any purchaser; or
 - b) Reserves or succeeds to any Special Declarant Right (as defined in the Declaration).
7. "Declaration" means the Declaration of Covenants, Conditions and Restrictions of East Quincy Highlands II, recorded in Arapahoe County, Colorado, on May 6, 1999, under Reception No. A9075590 as amended and supplemented.
8. "Design Guidelines" means these Design Criteria Guidelines and Standards, as such may be amended from time to time by the Board.

9. "Existing Improvements" means all existing exterior improvements, structures, and any appurtenances thereto or components thereof, of every type or kind, and all existing landscaping features, including, but not limited to, buildings, outbuildings, swimming pools, tennis courts, patios, patio covers, awnings, solar collectors, painting or other finish materials on any visible structure, additions, walkways, sprinkler systems, garages, driveways, fences, screening walls, retaining walls, basketball hoops, stairs, decks, hedges, windbreaks, plantings, trees, shrubs, flowers, vegetables, sod, gravel, bark, exterior light fixtures, poles, signs, exterior tanks, and exterior air conditioning, cooling heating and water softening equipment.
10. "Home" means a residence that has been built, or is to be built, on property that is in the Community.
11. "Parcel" means any separate lot, plot of land, or parcel of land, which is contained in the Community, and on which a home is located or is planned to be constructed or located (or on which more than one home may be located in the case of property which contains or is planned to contain condominiums, cooperatives or apartments).
12. "Proposed Improvements" means any Existing Improvement, which has not yet been constructed, installed or erected, and includes demolition or removal of any building or other structure, and also includes any change of the exterior appearance of a building or other Existing Improvement.
13. "Owner" means the Declarant, a builder, or other person who owns a home, but does not include a person having an interest in a Unit solely as security for an obligation. The Declarant is the owner of each Unit provided for in the Declaration until that Unit is conveyed to another person who may or may not be a Declarant.

B. DESIGN GUIDELINES FOR THE ARCHITECTURAL COMMITTEE –
The Declaration requires prior approval by the Committee or its designated representative before any Proposed Improvement is constructed, erected, placed, or altered. These Design Guidelines establish certain acceptable designs for different types of Proposed Improvements. These Design Guidelines apply to residential property in the Community, and are intended to assist the Owners. Prior to installation or commencement of construction, all Proposed Improvements must be submitted to the Committee for review and approval. See Section 3C for submission process.

- C. **CONTENT OF DESIGN GUIDELINES** – In addition to the introductory material, these Design Guidelines contain:
1. A list of specific types of Proposed Improvements which Owners might wish to make, with specific information as to each of these types of Proposed Improvements.
 2. A summary of procedures for obtaining approval from the Committee, and
 3. Figures showing approved designs for fences.
- D. **EFFECT OF THE DECLARATION** – Each Owner shall receive and should become familiar with the Declaration. Nothing in these Design Guidelines shall supersede or alter the provisions or requirements of the Declaration.
- E. **EFFECT OF GOVERNMENTAL AND OTHER REGULATIONS** – Use of any property in the Community and any Existing Improvements must comply with applicable building codes and other governmental requirements and regulations. Approval by the Committee will not constitute assurance that Existing Improvements or Proposed Improvements comply with applicable governmental requirements and regulations or that a permit or approvals are not also required from applicable governmental bodies. For information about Arapahoe County's requirements, Owners should write or call Arapahoe County Building Department.
- F. **INTERFERENCE WITH UTILITIES** – In making Proposed Improvements, Owners are responsible for locating all water, sewer, gas, electric, telephone, cable television, irrigation lines, or other utility lines and easements. Owners should not make any Proposed Improvements over such easements without the consent of the utility involved, and Owners will be responsible for any damage to utility lines. Underground utility lines and easements can usually be located by contacting the Utility Notification Center of Colorado at 1-800-922-1987.
- G. **GOAL OF DESIGN GUIDELINES** – Compliance with these Design Guidelines and the provisions of the Declaration will help preserve the inherent architectural and aesthetic quality of the Community. It is important that the Proposed Improvements be made in harmony with, and not detrimental to, the rest of the Community. A spirit of cooperation with the Committee and neighbors will go far in creating an optimum environment, which will benefit the Owners. By following these Design Guidelines and obtaining approvals of Proposed Improvements from the Committee, Owners will be protecting their financial investment and will help to promote Proposed Improvements

that are compatible with the other homes and property within the Community.

- H. INTERPRETATION OF THE DESIGN GUIDELINES – The Committee shall interpret these Design Guidelines.
 - I. ENFORCEMENT OF DECLARATION AND DESIGN GUIDELINES – The Committee shall have primary responsibility for the enforcement of the architectural requirements of the Declaration and these Design Guidelines. The Committee will investigate written complaints of Owners for violations of the architectural requirements of the Declaration of these Design Guidelines if such complaints are dated and signed by the Owner. The Committee, the Board, and employees of the Association shall use all reasonable means to maintain the anonymity of the complaining Owner(s). The Committee shall be allowed access to the property of the Owner filing the complaint for purposes of verification of the complaint. If a violation is found, the Committee shall notify the Owners whose property is in violation, in writing requesting that appropriate action be taken to achieve compliance. If such Owner does not bring his property into compliance with the Declaration and Design Guidelines within thirty (30) days, or the time specified by the notice, the Committee will request that the violation be referred to the Board for enforcement action, which may include the Board fining the Owners for such non-compliance.
 - J. ADVISING OF NEIGHBORS – It is suggested that Owners advise neighbors prior to submitting forms for Proposed Improvements. In certain cases, the Committee may request adjacent neighbor input.
- II. SPECIFIC TYPES OF IMPROVEMENTS – DESIGN GUIDELINES
- A. GENERAL
 - 1. The following alphabetical list covers a wide variety of specific types of Proposed Improvements which Owners and builders typically consider installing. Pertinent information is given as to each. Unless otherwise specifically stated, drawings or plans for Proposed Improvements shall be submitted to the Committee, and the written approval of the Committee shall be obtained before the Proposed Improvement is made. Drawings or plans shall include dimensions, setbacks, roof slopes, types of materials and both elevation and plan views of all proposed expansions or additions. Applications for paint change must be accompanied by samples or chips of the colors to be approved, along with a written description of color schemes of adjacent homes. Drawings, plans and other color samples will be

retained in association files for future reference. If desired by the Committee, the Committee may submit the request to the Board for its separate review and response. In some cases, where specifically stated, a type of Proposed Improvement is prohibited. Proposed Improvements that are not listed will require Committee approval.

2. The architectural style of a proposed home shall be consistent with the style and character of the other residences built in the same general area of the Community. The Committee in its sole discretion shall determine such consistency.

ADDITIONS AND EXPANSIONS – Committee approval is required. Owners must use the "Design Review Request Form" when submitting a request for an addition or expansions. Additions or expansions to the homes will require submission of detailed plans and specifications, including description of materials to be used, and plan and elevation drawings showing dimensions, setbacks, roof slopes, etc. Additions and expansions must be of the same architectural style and color as that of the home. All work is subject to obtaining required permits from Arapahoe County.

ADDRESS NUMBERS – Committee approval is required to relocate the address numbers to a position different from that originally installed by the builder.

ADVERTISING – See Signs.

AIR CONDITIONING EQUIPMENT – Committee approval is required. Air conditioning equipment, including swamp coolers, must be ground mounted and installed in the rear or side yards; it should not be visible from the street right of way. It should be installed in such a way that any noise to adjacent homes is minimized. Installation of air conditioning equipment, including swamp coolers, on the roof of the home or in a window of the home will not be permitted.

ANIMALS – Except as provided in Article IX, Paragraph 5 of the Declaration and this paragraph, no animals, livestock or poultry of any kind shall be raised, bred or kept on any property in the Community or in any home. Not more than three (3) dogs, cats or other household pets in the aggregate constitutes a "reasonable number" which may be kept in any home, but only if such household pets are not raised, bred, kept or maintained for any commercial purpose. No horses shall be kept in the Community. Dogs, cats or other household pets owned by Owners or their guests shall not be permitted to run at large, but shall be kept under the control of such Owner by leash, cord or chain. The Owner of any dog, cat or other household pet shall immediately remove excrement deposited by said animal upon any property in the Community.

ANTENNAS – Pursuant to Article IX Paragraph 7(d) of the Declaration, no exterior radio antennas, television antennas or other antennas may be erected unless approved in writing by the Committee. Any facility for the transmission or reception of audio or visual signals shall be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure. Notwithstanding the foregoing, neither the restrictions nor the requirements of this Section shall apply to those antennas (which may include some satellite dishes and other devices) that are specifically covered by the Telecommunications Act of 1996, as amended from time to time. As to antennas which are specifically covered by the Telecommunications Act of 1996, as amended, the Committee shall be empowered to adopt rules and regulations governing the types of antennas that are permissible hereunder, and to the extent permitted by the Telecommunications Act of 1996, as amended, establishing reasonable, non-discriminatory restrictions relating to appearance, safety, location and maintenance.

ASTRO TURF – Neither Astro-turf nor any other floor covering shall be used on the front porch or any balcony.

AWNINGS – See Overhangs.

BALCONIES – See Decks.

BASKETBALL BACKBOARDS – Committee approval is required. If garage or pole mounted, the backboard and support structure should be clear or painted the same color as the house, unless otherwise approved by the Committee. Garage mounted backboards in the front yard may not project more than two feet (2') from the front of the garage. Pole-mounted basketball backboards must have a black or galvanized removable steel pole and must be installed midway between the front of the house and the sidewalk. Rims and nets on all types of basketball units must be maintained in a neat and clean appearance. Backyard concrete pads for basketball courts may not exceed seventeen feet (17') in any direction. Temporary basketball backboards also are acceptable but must be placed in such a manner that they do not block sidewalks and pedestrian walkways and are not placed in streets. Temporary basketball backboards must be stored within the home or behind the fence and must not be observable from the street when not in use.

BOATS – See Motor Homes Vehicles

BUG ZAPPERS – Approved subject to compliance with Article IX, Paragraph 9 of the Declaration.

BUILDING HEIGHT – Required to comply with applicable building codes and zoning regulations established by Arapahoe County.

CABLE TV ANTENNAS – See Antennas.

CAMPERS – See Motor Home Vehicles.

CARPORT – Not Permitted.

CIRCULAR DRIVES – See Driveways.

CLOTHESLINES AND HANGERS – Not Permitted.

CLOTH OR CANVAS OVERHANGS – See Overhangs.

COLOR – See Painting.

CORNER VISIBILITY – Compliance with Arapahoe County intersection sight distance criteria required.

DECKS – Committee approval is required. Decks must be constructed of wood or other material matching the material of the home and, if painted, must match the color scheme of the home, unless otherwise approved by the Committee. Decks must be installed as an integral part of the home and patio area. Construction of decks over easement areas is not permitted and applicable building permits are required. Dimensions and location must be submitted on drawings.

DOG RUNS – Committee approval is required. Dog runs must be constructed with fencing of the same design as approved in these Design Guidelines (see Page 9) or as otherwise approved by the Committee. Dog runs must be located in the rear or side yard, abutting the home and substantially screened from view. Dog runs are limited in size to 575 square feet, cannot be higher than the Parcel boundary fence, and in no case can be more than five feet (5') high. Wood screening or mature landscape screening is required to hide a substantial view of the dog run. Dog runs must have double fence when next to any association owned fence and may not use any Association owned fence as part of the dog run fence. In some cases, if required by the Committee, written consent from adjacent neighbors may be requested.

DOORS – Committee approval is required for the addition or replacement of storm or other type doors to a home. The material should match existing colors of the home unless otherwise approved by the Committee. Security doors or security window bars require Committee approval. The approval existing colors will be white, black and colors of the approved home colors.

DRAINAGE – See Article IX, Paragraph 18 of the Declaration.

DRIVEWAYS – All driveways leading from the street to an Owner's home or Parcel are to be constructed of permanent, properly formed, hard surfaced paving (i.e., concrete with a four inch (4") minimum thickness). Modifications to the original driveway require Committee approval. Extensions to existing driveways may not be more than three feet (3') in width on either side, and must match the existing driveway. Asphalt extensions are not acceptable.

EVAPORATIVE COOLERS – See Air Conditioning Equipment.

EXTERIOR LIGHTING – See Lights and Lighting.

EXTERIOR MATERIALS – The only acceptable exterior building materials are high-quality hardboard siding, brick, stone, or other harmonious materials utilized for accent or home details as approved by the Committee.

FENCES

1. General – Fences and/or walks/brick columns/entrance monuments (individually and collectively "Fences") constructed by developer and/or builder along or abutting Parcel lines, arterial streets, collector streets or local streets may not be removed, replaced, stained or painted a different color or altered, including adding a gate, without approval of the Committee. If any such Fences constructed by developer and/or builder which are located upon an Owner's Parcel are damaged or destroyed by Owner or Owner's agents, guests, or tenants, the Owner shall repair and recondition the same at the Owner's expense.
2. Drainage – It is important to remember that certain drainage patterns may exist along or under proposed Fence locations. When constructing a Fence, be sure to provide for a space between the bottom of the fence and the ground elevation so as not to block these drainage patterns.
3. Design – Fences may not be constructed without Committee approval. All Fences must adhere to any sight triangle regulations of Arapahoe County.
 - a) Fences or Screening located Within Parcel Line – Must be an integral part of the landscape design.
 - b) Double Fences – Not permitted, except see Dog Run. Double Fences are not the same as double facing. Check with the Committee.
 - c) Cluster Mail Boxes – Fences bordering cluster mail boxes must allow 3-1/2' to 4' clearance behind the cluster box to allow for mail delivery.

4. No plastic or metal chicken wire, barbed wire, chain links, or strand wire will be allowed. Hog wire may be used to enclose an open rail fence.
5. Fences shall not be constructed within right-of-way areas or side Parcel easements and, therefore, must be set back from the sidewalk the distances established in Arapahoe County's requirements.
6. Maintenance Responsibility – Deteriorated materials must be replaced by the Owner with materials identical to the original in quality, quantity and design.

FLAGPOLES – Committee approval is required.

GARBAGE CONTAINERS AND STORAGE AREAS – See Trash Containers.

GRADING AND GRADE CHANGES – See Drainage.

GREENHOUSE WINDOWS – Committee approval is required.

HANGING OF CLOTHES – See Clotheslines and Hangers.

HOT TUBS – Committee approval is required. Must be ground mounted and an integral part of the deck or patio area and of the rear yard landscaping. Must be in the rear yard.

HOLIDAY DECORATIONS – All seasonal decorations must be removed within thirty (30) days following that particular holiday or celebration. Consideration of neighbors should be exercised when decorating for any occasion. See Article IX, Paragraph 7(g) of the Declaration.

HOME NUMBERS – See Address Numbers.

IRRIGATION SYSTEMS – Underground manual or automatic irrigation systems do not require approval of the Committee. Such systems must meet Arapahoe County's building codes, if applicable.

JACUZZI – See Hot Tubs.

JUNK VEHICLES – See Motor Home Vehicles.

LANDSCAPE AND MAINTENANCE – Committee approval required. Landscaping must be installed within six (6) months after the date of original closing with builder. Landscaping includes sod.

7. In addition, landscaping shall follow all requirements of Arapahoe County.
8. Gravel, rock and/or soil piles left in front or on visible side yards of Parcels, in the street, or on the driveway shall be left no longer than a period of thirty days. Leaving gravel, rock and/or soil piles in the street is not suggested. Contact Arapahoe County for more specific information.
9. Delivery and placement of landscape materials shall not damage greenbelt or entry/median areas. Delivery trucks are not allowed to cross these areas (to avoid sprinkler and landscape damage). If this regulation is violated and damage to the Common Elements results, the Owner will be held financially responsible for repairing the damage caused by the Owner of the Owner's agent, guests or tenants.

LIGHTS AND LIGHTING – Committee approval is not required for exterior lighting which is in accordance with the following regulations: Exterior lights must be of the same style and character as those installed by builder on other homes or Parcels, and be as small in size as is reasonably practicable. Exterior lighting should be directed towards the home and must be of low wattage to minimize glare sources to neighbors and other Owners. Any variance from these Design Guidelines or use of high wattage spotlights or floodlights requires Committee approval. See Article IX, Paragraph 7(g) of the Declaration. Also see Holiday Lighting.

LIVESTOCK – See Animals.

MICROWAVE DISHES – See Antennas.

MINING AND DRILLING – Not Permitted.

MOTOR HOME VEHICLES – Not permitted to be located or parked permanently within the Community as set forth in Article IX, Paragraph 8 of the Declaration. These vehicles must be moved from the general areas within 72 hours unless approved in writing by the Committee. This 72-hour period is allowed for loading or unloading before and after trips. Such vehicles may be stored only within garages. The Association does not permit enclosed structures other than garages for this type of storage.

MOTORIZED VEHICLES – Motorized vehicles are not to be driven on greenbelts or Common Elements. This includes snowmobiles, golf carts, motorcycles, minibikes, go carts, mopeds and delivery trucks, but excludes lawn cutting, snow removal or maintenance equipment. Such vehicles shall not be parked so as to be visible from any of the homes or the street.

OVERHANGS – CLOTH OR CANVAS – Committee approval is required. The color must be the same as the exterior of the home, unless otherwise approved by the Committee. Metal or fiberglass awnings are not permitted.

PAINTING – Committee approval is not required if color and color combinations are identical to the original color painted by builder. Color and/or color combinations changes require Committee approval.

1. All exterior colors must be reviewed for approval by the Committee, including repainting of all existing Improvements. The Committee will assess the overall color composition formed by the individual materials.
2. All roof vent caps, louvers, plumbing stacks, chimney flashing, valley flashing, etc., are to be painted a color not in contrast with the color of the roofing.
3. Whenever exterior painting is to be done, all changes must be approved by the Committee prior to commencement of such painting. Changes include any paint or color scheme other than the original brand paint, color number and scheme which is on file with the builder or the Committee.
4. It is recommended that all homes be painted on a regular schedule to avoid chipping and peeling.
5. Paint schemes must be different from neighboring homes. Submittals without a description of neighbors' paint colors will not be approved by the Committee. Failure by the Committee to so inform the Owner requesting such approval shall not be deemed an approval under Article V, Paragraph 3 of the Declaration.
6. Garage doors are to be the same color as the siding or trim of the home, unless otherwise requested and approved by the Committee. Outlining the garage door panels in a contrasting color or in a checkerboard design is not permitted.
7. Most homes have multiple tone paint schemes (e.g., siding color, trim color and accent color for shutters and doors). New colors submitted should, but are not required to, preserve this multiple tone scheme. For example, if the trim was a different color than the doors and shutters originally, it should also be different in submitted colors.
8. Color selections should be submitted to the Committee in the form of four (4) sets of manufacturer's paint chips. Please indicate which color chips are for trim, siding and accent (doors and shutters) color. PLEASE PLAN TO SUBMIT REQUESTS

IN ADVANCE OF THE FORTY-FIVE (45) DAY REVIEW TIME FRAME ALLOWED FOR UNDER THE DECLARATION AND THESE DESIGN GUIDELINES.

9. All selections are reviewed by the Committee and, in some cases, by a professional consultant.
10. In general, after approval, only those areas that are painted may be repainted; only those areas stained may be restained; unpainted surfaces and unstained areas (such as brick or stone) shall remain unpainted and unstained.

PATIO COVERS – Committee approval is required. Plans must show the exterior elevation, designate materials and colors, and include dimensions. Applicable building permits must be obtained from Arapahoe County.

PATIOS – ENCLOSED – See Additions and Expansions.

PATIOS – OPEN – Committee approval is required.

PAVING – Committee approval is required for front yard changes, regardless of whether for walks, driveways, patio areas or other purposes.

PETS – See Animals.

PIPES – See Utility Equipment.

PLAY AND SPORTS EQUIPMENT – Committee approval is required. Equipment shall be located in the rear or side yard. Size of play yards will be considered on a case-by-case basis depending on Parcel size and proximity to neighbors. The maximum height of the equipment should not exceed ten (10) feet. In some cases written consent from adjacent neighbors may be required.

POLES – See Flagpoles, Utility Equipment, Basketball Backboard etc.

RADIO ANTENNAS – See Antennas.

ROOFS – Committee approval is required. Submit colors and type of materials to be used. Uniformity with existing Units in the Community is required.

ROOFTOP EQUIPMENT – Not permitted.

SAUNAS – See Additions and Expansions.

SETBACKS – All setbacks are established by Arapahoe County's Building and Zoning Requirements.

SEWAGE DISPOSAL SYSTEMS – Not permitted.

SHEDS – Committee approval is required. Owners should use the Design Review Request Form to request approval. Materials shall be the same materials as on the exterior of the home. Sheds shall be allowed only in rear yards. Sheds must be the same color as the exterior of the home, unless otherwise approved by the Committee. Sheds shall not be more than eight feet six inches (8'6") high at the peak, nor larger than 120 square feet. Siding, roofing, and trim material must match those on the home. The Committee, in reviewing the application for shed approval shall consider parcel grading, fence locations, landscape screenings, etc., in granting any approvals for a shed.

SHUTTERS – EXTERIOR – Committee approval is required. Exterior shutters must be the same materials and painted to match the color scheme of the exterior of the home, unless otherwise approved by the Committee.

SIDING – Committee approval is required. Siding must be essentially the same as the siding installed by the builder on other homes in the Community, and must be painted according to standards established in the Design Guidelines. See Painting. Aluminum or steel siding will not be permitted.

SIGNS – Arapahoe County's Sign Code and Article IX, Paragraph 7(a) of the Declaration control signs. Unless permitted in the Declaration, no sign of any kind shall be displayed to the public view on any part of the Parcel or home, except one professional sign per dwelling advertising a dwelling for sale or rent, and signs used by a builder to advertise dwellings for sale or rent during the construction and sale period. Non-advertising security system signs will be allowed. Builder marketing signs are permitted. Garage sale signs shall be removed at the end of the last sale day.

SKYLIGHTS – Committee approval is required.

SPAS – See Hot Tubs.

SPRINKLER SYSTEMS – See Irrigation Systems.

STORAGE SHEDS – See Sheds.

STORM DOORS – See Doors.

SUNSHADES – See Overhangs.

SWAMP COOLERS – See Air Conditioning Equipment.

SWINGSETS – See Play and Sports Equipment.

TELEVISION ANTENNAS – See Antennas.

TEMPORARY STRUCTURES – No tent, shack, temporary structure or temporary building shall be placed upon any property within the Common Interest Community except with Design Review Committee consent. See Article IX, Paragraph 6 of the Declarations.

TEMPORARY VEHICLES – See Motor Home Vehicles.

TRAILERS – See Motor Home Vehicles.

TRASH CONTAINERS – See Article IX, Paragraph 12 of the Declarations.

TREE HOUSES – Not Permitted.

UNDERDRAINS – Modification or impeding the flow of drainage is prohibited.

UTILITY EQUIPMENT – Installation of utilities or utility equipment requires Committee approval unless located underground or within an enclosed structure. Pipes, wires, poles, utility meters and other utility facilities must be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure.

VANES – Committee approval is required.

VEHICLES – See Motor Home Vehicles.

VENTS – See Rooftop Equipment.

WALLS – RETAINING – A single retaining wall shall not be more than thirty-six inches (36") in height (measured at the exposed side) without an engineering plan. Where required by the Committee, the Owner shall provide a detailed landscape plan, indicating the size and exposure of the retaining wall, at the time of plan review for approval. Owners are liable for their respective lot drainage. Retaining walls shall be constructed of brick, treated wood, natural stone, or similar materials, subject to approval by the Committee. Exposed concrete retaining walls are specifically forbidden. Maintenance of retaining walls on individual lots is the responsibility of the Owner.

WELLS – Not permitted.

WIND TURBINES – Not permitted.

WINDOWS – Committee approval is required for all windows not of the same make or design as originally installed by the builder. Submission of plans

and specifications to the Committee shall include a description of the window frame material and color. Mill finish on aluminum windows is specifically prohibited. Replacement windows shall be substantially the same as those initially installed.

III. PROCEDURES FOR COMMITTEE APPROVAL

- A. GENERAL – In a few cases, as indicated in the listing in the preceding Section II, a specific type of Proposed Improvement is not permitted under any circumstance. In all other cases, including Proposed Improvements not included in the list in Section II, advance or prior written approval by the Committee is required before a Proposed Improvement is commenced. This section of the Design Guidelines explains how such approval can be obtained.
- B. DRAWINGS OR PLANS – Article V of the Declaration requires an Owner to submit to the Committee, prior to commencement of work on any Proposed Improvement, descriptions, plot plans, construction plans, specifications and samples of materials and colors, etc., as the Committee shall reasonably request, showing the nature, kind, height, width, color, materials and location of the Proposed Improvement. In the case of major Proposed Improvements, such as room additions, decks, or structural changes, detailed plans should be professionally prepared by an architect, engineer, and/or draftsman and should meet Arapahoe County's requirements. However, simple drawings and descriptions may be sufficient for other Proposed Improvements. Whether done by the Owner or professionally, the following provisions should be followed in preparing drawings or plans.
1. The drawing or plan should be done to scale, and should depict the property lines of the Parcel and the outside boundary lines of the home as located on the Parcel. Drawings made from a Parcel survey base are preferred.
 2. Existing Improvements, in addition to the home, should be shown on the drawing or plan, and identified or labeled. Such Existing Improvements include driveways, walks, decks, trees, bushes, etc.
 3. The Proposed Improvements should be shown on the plan and labeled either on the plan, or an attachment. These should be a brief description of the Proposed Improvement, including the materials to be used and the colors.
 4. The plan or drawing and other materials should show the name of the Owner, the address of the home, and the telephone number where the Owner can be reached.

- C. **SUBMISSION OF DRAWINGS AND PLANS** – Two (2) copies of the Design Review Request Form” and two (2) copies of the drawing or plan shall be submitted to the Committee. Plans should be submitted to the Committee in care of the Association’s property management company.
- D. **REVIEW FEE** – No fee is charged at the time for review of plans by the Committee. All costs for submittals shall be borne by the Owner and shall be payable prior to final approval. Any reasonable engineering consultant fees or other fees incurred by the Association in reviewing any Proposed Improvement will be assessed to the Owner requesting approval of the Proposed Improvement.
- E. **ACTION BY THE COMMITTEE** – The Committee will meet as required to review plans submitted for approval. The Committee may require submission of additional information or material, and the Committee may deny the request until all required information or materials have been submitted. The Committee will act upon all requests within the forty-five (45) days after receipt of Design Review Request Form or forty-five (45) days after receipt of all additional information or materials requested by the Committee, whichever is later, unless the time is extended by mutual agreement. All decisions of the Committee will be in writing.
- F. **PERFORMANCE OF WORK** – After approval by the Committee, a Proposed Improvement should be accomplished as promptly as possible, in accordance with the approved plans, drawings and descriptions. The work must be completed, in any event, within twelve (12) months after approval by the Committee (except landscaping which must be completed within six (6) months of original closing date with builder).
- G. **COMPLAINTS** – All complaints should be submitted to the Committee, in writing, and must be dated and signed by an Owner. The Board and the Committee will take all reasonable action to preserve the anonymity of Complaining Owners.
- H. **DECLARATION PREVAILS** – The foregoing Design Guidelines and procedures are supplementary to all of the terms and provisions of the Declaration, and shall remain in full force and effect. In the event of any actual or apparent conflict between these procedures and the Declaration, the Declaration shall prevail.

IV. AMENDMENT

These Design Guidelines may at any time, from time to time, be added to, deleted from, repealed, amended, modified, re-enacted, or otherwise changed by the Board at it's discretion.

THESE DESIGN GUIDELINES WERE INTIALLY ADOPTED BY THE BOARD, at a special meeting of the Board which was held on the 9TH day of AUGUST, 2000. As provided in the Declaration and as provided in this document, these Design Guidelines are subject to amendment by the Board of Directors.

EAST QUINCY HIGHLANDS II HOMEOWNERS ASSOCIATION, INC.
a Colorado non-profit corporation

By: 
Secretary