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1.0 INTRODUCTION

Sanctuary Pointe is located in a pristine natural setting at the western edge of the Black Forest. In order to maximize aesthetic benefits, bolster property values and ensure that a healthy and safe environment is created within Sanctuary Pointe, the following Design Guidelines and Community Standards have been adopted.

These guidelines and standards are a guide to be used by the designated Architectural Control Committee in conjunction with the Declaration of Covenants, Conditions and Restrictions for Sanctuary Pointe to guide the development in a sensible, managed process. These guidelines will also provide direction to the Homeowner in preparing plans that will implement sensitive land use practices, promote design excellence, and make improvements that enhance the appearance of this quality neighborhood.

These guidelines apply to all owners and residents, including tenants; it is the responsibility of the Owner to convey the rules to its tenant. It is highly encouraged that the Purchaser fully understands these guidelines prior to the purchase of their home.

1.03 Forest Management Areas (Open Spaces) and Community Trails

Pedestrian paths and trails are linked throughout the community. The paths are designed to provide recreational opportunities and social interaction while respecting privacy for residents. The trail and path system will allow for multiple uses in appropriate corridor widths and provide traffic crossings that are marked in designated locations. The forest management or open space is not to be disturbed, when in open spaces please stay on designated trails. Trails identified on the plans are for non-motorized use only. **Note:** the trails within Sanctuary Pointe are for public use and open to non-residents of Sanctuary Pointe. The trail along the southern boundary is a County regional trail,

2.0 ADMINISTRATION OF GUIDELINES AND STANDARDS

2.01 Administration of the Design Guidelines and Community Standards

The Design Guidelines and Community Standards address architectural appearance, exterior improvements, landscaping, community standards or rules and will be evaluated by the Sanctuary Pointe Architectural Control Committee and or the Association (hereafter referred to as the “ACC” or “Association”). It is the responsibility of the ACC or Association to ensure that all proposed improvements meet or exceed the requirements of these guidelines and standards. In general, the goals of these various components are focused on creating harmonious relationships with the existing terrain and minimizing harsh contrasts in the landscape.

2.02 Legal Authority

The legal authority for these Design Guidelines and Community Standards is grounded and defined in the governing documents of the “Declaration of Covenants, Conditions, Restrictions and Easements for Sanctuary Pointe (hereafter referred to as the “Declaration”). Under the terms of this document, the Board of Directors for the Sanctuary Pointe Homeowners Association hereby adopts these Design Guidelines and Community Standards. The Declaration shall govern, should any discrepancies occur between these Guidelines and the Declaration. These Design Guidelines and Community Standards are supplemental to regulations normally in effect for this property, including all applicable Federal, State, and County Regulations, as well as pertinent building codes. All construction shall comply with these Design Guidelines and all other applicable regulations. All property owners should refer to the recorded documents for the complete text of the Declaration. The Declaration is the basis of the authority for these procedures and is legally binding.
It is strongly recommended that all persons proposing any construction or improvements subject to review under these Design Guidelines and Community Standards seek the assistance of a qualified design professional, with appropriate skills, such as an architect, landscape architect, civil engineer, surveyor, etc.

2.03 Architectural Control Committee Structure and Responsibilities

The Architectural Control Committee shall consist of three (3) or more persons appointed by the Declarant (until the last lot has been closed or sooner if Declarant elects) and thereafter by the Board of Directors. **Absolutely NO Improvements shall be constructed, erected, placed, planted, applied, or installed upon any unit or property until proposed plans and specifications have first been submitted and approved in writing by the Committee.** The Committee shall use the general and specific provisions of these Design Guidelines in making its decisions regarding plan reviews. Also, the Committee shall exercise its reasonable judgment to ensure that all Improvements conform to and harmonize with the existing surroundings, residences, landscaping and structures (See Section 6.1 of the Declaration for further information).

2.04 Variances

Approval of any proposed plan or improvement is within the sole discretion of the ACC or Association, which also may grant reasonable variances or adjustments from any conditions or restrictions imposed by the Design Guidelines when circumstances such as hardship, aesthetic or environmental conditions require. Such variances or adjustments may be granted only if they shall not be materially detrimental or injurious to other property or improvements in the neighborhood and shall not militate against the general intent and purpose of the Design Guidelines and Community Standards.

2.05 Revisions

The Association reserves the right to revise these Guidelines from time to time as changing conditions and priorities dictate and as outlined in the Declaration. Final approval of all revisions will be given by the Board of Directors. Upon final approval, this document (or portions thereof) shall be distributed to all Owners. Lot improvement approvals given prior to any revision shall remain approved based on the guidelines at the time of approval and shall not require change unless a revision is made at a later time for which the amended standard applies.

2.06 Application Submittal

Applications for review of all architectural plans for new homes are to be submitted to:

Sanctuary Pointe ACC  
C/O Sanctuary Pointe Residential Development  
6385 Corporate Drive, Suite 200  
Colorado Springs, Colorado 80919

An Application for an ACC review is attached (additional copies of such Applications and information regarding Design Review procedures can be obtained from the ACC).

Applications for improvements to the home or landscaping once the home is built are to be submitted to the HOA Community Manager.

2.07 Submittals and Response

All submittals required by Section 3.0 of these Guidelines must be received, reviewed and approved by the ACC prior to commencement of new construction or other disturbance of the Lot. This shall include the transfer of stormwater responsibility from Developer to Lot Purchaser. The ACC shall render and either mail or email its decision within thirty (30) business days after receipt of the Application.
2.08 Site Specific Requirements

Due to the unique characteristics of this development and to the specific neighborhoods within the
development, certain special requirements relating to house design, site planning, landscaping, or any other
facet of new construction, may be applicable to a particular neighborhood. The ACC may also adopt
different requirements for different types of housing within these unique neighborhoods, as well as
location, through a supplement to these guidelines.

3.0 DESIGN REVIEW PROCEDURES

3.01 General Design Review Procedures

Any disturbance to a lot within Sanctuary Pointe, including new construction and landscaping, is subject to
these Guidelines. All new construction, including, but not limited to, all design elements (including paint,
stain, masonry, or other surface treatments) of any residences, trellises, decks, patios, patio covers, exterior
stairs, balconies, or other appurtenances and structures, permanent street or outdoor furnishings,
landscaping, lighting, and signage, shall be submitted to the ACC for review and approval. Approval shall
be obtained prior to application for a building permit for, or any commencement of any new construction,
remodel or improvement on the lot. The approvals shall be within the reasonable discretion of the ACC,
and the ACC may, in its sole and reasonable discretion, determine to enforce or waive, in whole or in part,
any or all of these Guidelines.

3.02 Introduction

The review procedure for new construction and landscaping on a single lot may be conducted by
independent contracted firms and consists of six (6) steps. **It is the responsibility of the Owner or
Builder to initiate each of the following steps:**

1. Concept Review – performed as a courtesy by ACC
2. Architectural Drawings, Site Plan and Specifications Review
3. Landscape Plans Review
4. Final Review of Completed Construction
5. Final Review of Completed Landscaping
6. Transfer of Stormwater Permit from Developer to Lot Owner - The transfer of stormwater
   responsibility (verification) from Developer to the individual Purchaser of Lot(s) will be
   required at the time of initial ACC plan submittal for approval. A State issued stormwater
   discharge certification number from Purchaser is required to verify transfer of
   responsibility.

3.03 Concept Review (Optional)

The Concept Review meeting is intended to be a working meeting (if necessary) between the Owner or
Builder and the ACC, the purpose of which is the initial approval of the preliminary design of the proposed
Residence. The submittal package shall include floor plans, building elevations, materials selections,
colors, and landscape concepts, which may be preliminary, but shall be prepared to convey the design
intent of the project. Site planning issues to be reviewed will generally include master drainage, Lot
restrictions, and design for specific Lot conditions, easements, utility locations, and setback requirements.

3.04 Architectural Drawings, Site Plan and Specifications Review

The Owner or Builder shall submit to the ACC, and electronic PDF copy (preferred) or two (2) sets of
architectural drawings to include the following:

1. Building Plans, including:
a) All four (4) Exterior Elevations clearly indicating heights and materials and showing finished floor elevation above grade, approximate finish grade lines, any deck and balcony locations with railing details, stairs, chimneys, skylights, proposed retaining walls, accessory structure or other exterior structural elements.

b) Floor Plans (as reference for elevation and site review), indicating the finished square footage of the residence, along with decks, stairs, balconies, patios, atriums, garages, accessory structure and all other structural elements.

c) Roof Plans, indicating materials, pitches, ridges, valleys, chimneys, skylights, and all roof-mounted equipment (if any).

2. Site Plan of the Lot, at a scale of 1” = 10’ or 1” = 20’, including:
   a) Lot lines and dimensions, building setbacks, street ROW, easements, slope easements and forest management areas.
   b) Building orientation, property and building envelope lines.
   c) Walkways, driveway, deck, patio, accessory structures, and retaining walls with elevations noted.
   d) Footprint of all structures on the Lot.
   e) Topography with elevations of existing grade and proposed finished grade with two (2) foot intervals.
   f) Drainage plan in compliance with community master drainage plan.
   g) Location of sidewalk (if any).
   h) Location of all Lot accessories, including, but not limited to, dog runs (if applicable) trash container storage, exterior lighting, and play equipment, as applicable.
   i) Location of any proposed pool, pool equipment and hot tub.
   j) Walkout or garden level configurations (if applicable).
   k) North orientation.
   l) Curb cut locations.

3. Exterior Materials, Finish, and Color Schedule, including:
   a) Palette of trim and exterior paint colors to include body, trim and punch colors (color blocking palette).
   b) Complete combinations of stone, stucco, concrete or other masonry material.
   c) Palette of roof materials and colors.
   d) Any siding elements or details.
3.05 Landscape Plan Review

The purpose of the landscape plan review is the approval of landscape plans, which shall be obtained prior to installation of any landscaping. In the case of multiple installations, typical plans for front yard landscaping and for side yard landscaping on corner Lots, shall be submitted.

The Builder or Owner shall submit to the ACC, an electronic PDF copy (preferred) or two (2) hardcopy sets of the following:

1. Firewise Compliant Landscape Plan, including:
   a) Graphically scaled (i.e. 1” = 10’) Planting Plans showing turf, trees and other ground cover materials, along with locations of proposed trees and detailed information about all materials, including the size and type of such materials. Plans shall also show existing vegetation that will remain. The plan should identify all easements, as utility easements do not permit tree planting.

3.06 Final Review of Completed Construction (architectural)

This step is to assure that the actual construction (architectural) has been completed in compliance with the plans and specification approved by the ACC.

3.07 Final Review of Completed Landscaping

This step is to assure that the actual landscaping has been completed in compliance with the plans and specification approve by the ACC.

The Builder or Owner is required to submit a certification letter that the construction and landscaping has been completed. The ACC will visit the site to insure compliance of the Design Guidelines for the approved plans and specifications of landscaping and architecture.

3.08 Period of Plan Validation

Final approval of plans is valid for twelve (12) months unless otherwise agreed to by the ACC and the Builder/Owner in writing. Construction must begin within this period. If not, plans must be resubmitted for review by the ACC, and subject to additional review fees.

3.09 Development Assurances

To ensure the consistent quality and character prior and during construction of improvements at the Sanctuary Pointe Development, a one-time Development Assurance Deposit of $7,500.00 will be collected by the Association at closing.

In instances where the Development Assurance Deposit is waived by the Developer, the lot will be subject to the standard Landscape Assurance Deposit which is currently set at $5,000.00 and is collected at the time of a third party closing on the lot. The Landscape Assurance Deposit will be refunded per Section 3.10, numbers 2 and 3.

The Development Assurance Deposit is comprised of the following and applies to Sanctuary Pointe:

1. Lot Maintenance (if required due to Owner negligence) of vacant lots.
2. Submittal, review and approval of the architectural and site plan for the home.
3. Submittal, review and installation of approved landscape plan.
3.10 Refund of Deposit

1. Approval of architectural and site plan - $2,500.00 minus the architectural review fee.

2. Approval of initial landscape plan - $2,500.00 minus the landscape review fee.

3. Final inspection of approved landscape and architectural design – balance of deposit minus any review fees or additional fees.

3.11 Timing and Deposit Refund/Offsets

1. Assurance deposits will be refunded (minus review fees) by the Association to the Owner within forty-five (45) days following the issuance of approval (compliance) letters by the Association.

2. In addition to charging review fees, the Association is entitled to impose additional administrative and/or maintenance charges if owner of a vacant lot does not maintain it. The Association is permitted to offset the balance of the Development Assurance Deposit (those portions other than the Review Fee component) to satisfy Association charges.

3.12 Miscellaneous

1. Each Development Assurance Deposit will automatically transfer with each Lot transfer to the new lot owner (should a home not be built on the lot) but will remain subject to the terms, conditions and deadlines set forth in this policy, without extension or adjustment due to any Lot transfer.

2. All Assurance Deposits will be deposited by the Association into an interest bearing account with an FDIC-insured banking institution. Interest generated by this account will be deposited into the Associations General Operating Account for the sole benefit of the Association.

3. Any Review or Inspection that is not approved at the time of Review or Inspection may be subject to additional fees at the Associations discretion.

4. All homes built in Sanctuary Pointe are to be landscaped within six (6) Months of completion. The Certificate of Occupancy will serve as the completion date for the home.

4.0 DESIGN GUIDELINES

4.01 Introduction

Where the provisions of these Guidelines (including any applicable Site Specific Requirements), are more restrictive than the provisions of the applicable Town of Monument Standards, then these Guidelines shall be controlling. A variance from the Town of Monument Standards may not be requested unless the prior written approval of the Architectural Control Committee (ACC) shall have been first obtained. Should the Town of Monument require additional modifications to the submittal, such modifications shall be submitted to and automatically be deemed approved by the ACC upon approval by the Town of Monument.

4.02 Site Planning

Many of the lots at Sanctuary Pointe have been situated to maximize views while trying to limit the disturbance of natural vegetation. Minimizing disturbance is always the goal for those sites employing the use of building centrums as the means for home location per the approved Preliminary Plan/PUD Development Plan. The following elements shall be employed in all situations within the Sanctuary Pointe Community.
1. **Drainage.** Drainage shall conform to the Master Development Plan which is available from the Declarant, and shall comply with all other applicable regulations, including but not limited to any Town of Monument regulations. Upon completion of construction and prior to closing, each Lot at a minimum will have the final grade completed. It is highly recommended that the final grade is certified by a surveyor or surveying firm with a Final Grade Improvement Certificate (GIC) to ensure that the Lot has proper drainage. All disturbed areas shall be revegetated or landscaped in accordance with an approved landscape plan.

Residents of Colorado are subject to extreme weather conditions such as heavy, rapid rain showers and extreme amounts of snow resulting in substantial drainage runoff. The runoff generated from this moisture can create eroding conditions on unimproved lots that may result in grading and drainage problems.

Surface drainage upon and across any lot must be addressed through the implementation of sound construction, grading and erosion control practices. Existing points of entry to and from a Lot by historic surface drainage must be respected. **Any improvement, which creates an obstruction to surface flows resulting in a backup of water onto a neighboring lot or tract, is strictly prohibited.** It is the responsibility of the Owner to ensure that proper drainage & erosion control around and through the lot is provided and maintained. The Owner is responsible for any damage caused to adjacent properties that is the result of their failure to properly install erosion control, maintain the final grade or properly install their landscaping. The Owner will be responsible for any fines associated with failure to properly install and maintain proper erosion control.

2. **Diversity.** Identical floor plans, including mirrored plans are prohibited on adjacent lots on the same street. This rule includes any lot directly across the street or any portion of a lot directly across the street. House plans should have front and rear elevations that are noticeably different from one another. **Four sided architecture is highly encouraged and will be required on homes that abut open spaces and Sanctuary Rim Drive.**

3. **Exposed Side and Rear Elevations.** Houses on corner lots, lots adjacent to open space or lots that border the perimeter of a neighborhood shall be designed with side and/or rear elevation exposure as a primary consideration.

4. **Building Setbacks.** Building setbacks (if any) shall comply with applicable Town of Monument as depicted on the approved PD Site Plan requirements and any restrictions resulting from utility, drainage or other easements that may exist. Only the Town of Monument or appropriate utility company or other governmental entity can grant a setback variance from these requirements and restrictions. Written approval of any request for such a variance must be obtained from the ACC at its sole and reasonable discretion before submission of such request to the appropriate authority.

5. **Patios and Entryways**

   a. **Patios** – Patios allow homeowners to enjoy the exterior spaces of their lots. The patio layout design should be illustrated on the Landscape Plan. Materials for patios can be standard colored concrete, integral colored concrete, specialty pavers of concrete, brick, stone, or other materials and should be noted on the Landscape Planting Plan.

   b. **Entryways** – Front Yard landscapes should emphasize the home’s entryway with accent plant material and other accent features such as potted annuals. Materials for entryways and walks can be standard colored concrete, integral colored concrete, specialty pavers of brick, concrete, stone, or other materials and should be noted on the Landscape Plan.
6. **Retaining Walls.** If slopes on the lot require terracing with retaining walls, there shall be a minimum of four (4) feet between walls. Any retaining walls visible from a public or private street or within fifteen (15) feet of a right-of-way line shall be no more than six (6) feet tall and shall be constructed with native stone, cultured stone, interlocking pavers or bricks. Other materials require ACC approval. Retaining walls shall not be constructed with timbers. If additional height is required, walls shall be terraced with a minimum of four (4) feet between walls. This four-foot area shall be landscaped to soften the appearance of the walls. Necessary retaining walls that are more to the interior of the lot or that may not be visible from a street may be taller in height. Landscaping should be planted to soften the appearance of all retaining walls. Retaining walls in excess of four (4) feet high will require engineered plans and a building permit.

7. **Fencing.** To allow for a more open, spacious feeling for the neighborhood, individual lot fencing will be STRICTLY LIMITED to a specific style, material and coloration referenced below. It is highly recommended that purchaser’s fully understand the fencing restrictions at Sanctuary Pointe and their fencing needs before they decide to proceed with the purchase of a home in this community.

**Lot Fencing.**

a. Fence Construction: Lot fencing shall be an open – rail fence prototype with 6 x 6 posts at eight (8) feet on center. The fence shall be constructed with Pressure Treated 6” X 6” posts and Pressure Treated 2” X 8” rails. The top RAIL shall be 48” (inches) in height, with the POSTS placed 54” (inches) in height from the ground level to the top (the rail spacing shall be uniform and equal). The top of the post shall have a 45 degree angle with angle cut to outside of post. All rails must be installed with 3/8” lag bolts & face outwards toward the street. The fence shall not be connected to the residence. A two inch (2”) clearance is required between the residence and the fence post. *(See Addendum A for detail of required fencing)*

Pending approval by the Committee, stone, cultured stone, or wrought iron fencing may be approved. On alternative fence designs, the Committee may require documented consultation with adjacent neighbors that are directly affected by the proposed fence.

Privacy fences may be allowed in certain circumstances (eq.to screen a hot tub), with location and design being subject to ACC approval.

**In addition to ACC approval, the Town of Monument requires a fence permit be obtained prior to installation of a fence.**

b. Corner Lot Fencing: ALL fencing on side yard corner lots shall be installed a minimum of Four feet (4') in from the edge of the sidewalk.

c. Containment: Limited-visibility welded wire fabric mesh having 2” x 4” openings may be used, however the wire mesh MUST be fastened to the INSIDE of the fence (on the Owner’s property side) in all situations to improve containment of pets. (In other words…the wire mesh is sandwiched between the rails and the posts). All welded wire fabric mesh must be 16 to 18 gauge non-rusting material and non-colorized. The fence will NOT be allowed to have the 2 x 4 weld wire on the outside rails facing the street. The weld wire must be sandwiched between the post and rail.

d. Front (Wing) Fence Setback: The ONLY Front (wing) fencing allowed in a front yard shall be setback a minimum of five (5) feet from the corners of any front elevation of any home, not including the front porch.

e. Common Property Line Fencing: Double fencing of property lines is NOT allowed. Double fencing occurs when both Homeowners install a 3-rail fence alongside each other down the same property line. Each Homeowner must tie into, or transition into a neighbors existing
f. Fence Treatment: A clear wood sealer with NO pigmentation shall be the only sealant allowed on fencing to maintain a consistent appearance throughout the community. The Association recommends that the sealant shall be applied a minimum of once every two years to maintain the appearance and integrity of the wood material. If the Association in its discretion determines that a fence needs a sealant applied, the Owner will be required to apply a fence treatment at their expense to the fence.

g. Animal Control Fencing: NOT ALLOWED (sometimes referred to as dog run containment fences). The only animal containment allowed is the individual lot fencing referenced above. Invisible (underground) electronic fencing used for pet containment is encouraged as an alternative to the 3-rail wood fencing.

h. Access to Trail System: Since the trails and open space are not managed or maintained by the Homeowners Association, Homeowners who want to install a gate in their fence for accessing these areas must obtain permission from the managing entity for these areas before installing a gate. This permission must be obtained prior to submitting your plan for approval. A document granting or showing permission for the gate must be included with your plan submittal. Please contact the Community Manager for the contact information for the entities who manage the open spaces.

8. **Accessory Structures, Guest Quarters, Storage, Gazebos, Hot Tubs and Pools.** In order to maintain the character of the Sanctuary Pointe community, the above referenced, but not limited to, are controlled by the following standards.

a. Accessory structures shall be defined as completely enclosed structures having door(s) or window(s). Gazebos are defined as open structures that cannot be enclosed with either windows or doors. Accessory structures and gazebos will be defined and interpreted solely by the ACC and shall include but not be limited to sheds, playhouse, garden, utility or storage sheds, etc. All structures must have ACC approval.

b. Storage sheds should not exceed eight (8) feet in height and should not exceed ten (10) feet by ten (10) feet in width. Exterior materials for the shed including roofing, exterior wall treatments (I.E if the primary exterior wall finish for the home is stucco, the exterior finish for the shed shall be stucco. If the primary exterior wall finish is siding, the exterior wall finish for the shed shall be a complimentary siding material) and paint colors, shall match the materials and color of the home. Sheds shall be located in the rear yard of the home and screened with appropriate landscaping to block from neighboring views. No metal or plastic sheds will be permitted.

c. Storage sheds should not exceed eight (8) feet in height and should not exceed ten (10) feet by ten (10) feet in width and depth. Exterior materials including roofing shall match the colors of the home. No metal or plastic sheds will be permitted. Sheds shall be located in the rear yard of the home and screened with appropriate landscaping to block from neighboring views.

d. Gazebos or other exterior structures are to be illustrated on the Landscape Plan and approved by the ACC prior to installation. Gazebos should not exceed eight (8) feet in height and be limited to ten (10) feet by ten (10) feet in width and depth. Gazebos shall be screened from neighboring views preferably with landscape treatment.
All accessory structures are to be illustrated on the Site Plan and approved by the ACC prior to installation. Location of all exterior structures will be reviewed to harmonize with the home’s architecture, not compromise the aesthetics or views of the neighborhood, and overall design of the landscape. Exterior structures shall be screened from surrounding property views using landscape materials including trees and shrubs. In addition, all the above mentioned or any additions are NOT permitted within any public right of ways or utility easements. Any utilities to accessory building shall be underground. Additionally the structures must be of the same, or generally recognized as a complimentary, architectural style and color as that of the residence.

e. Swimming Pools and Hot Tubs/Spas are permitted in Sanctuary Pointe in the rear yard. Swimming pools must meet all County requirements. Pools, hot tubs and pool equipment should be screened from view by adjacent properties and should be positioned so as to have minimal noise and visual impact on open spaces and neighboring properties.

f. Guest Quarters (“guest houses”) which include a separate kitchen, that are clearly subordinate and incidental to the main building, and located on the same lot, are permitted. In no case shall the guest quarters be separately rented, let, or leased whether compensation is direct or indirect. Guest quarters may be attached or detached, but shall meet all the Town of Monument set back, height and ACC requirements. In no case shall more than one guest quarters unit be allowed for each principal dwelling unit.

Requests for approval of accessory buildings will be reviewed on case-by-case basis, taking into consideration the lot size, square footage of the home, proposed location and the impact on adjacent properties. Any more than one (1) “accessory structure” of any kind per lot, will be discouraged. No structure will be permitted to be placed such that it will interfere with drainage flow on the lot.

9. **Play and Sports Equipment:** Brightly colored equipment should be avoided in favor of earth-toned colors. No permanent structures shall be placed within easements or setbacks on the property.

   a. All play equipment shall be screened from neighboring views by a minimum of one (1) evergreen tree and six (6) shrubs. These are in addition to the standard tree and shrub requirements. All play equipment shall be Fire-wise compliant.

   b. Play and sports equipment, except for basketball hoops, will be limited to a maximum height of eight (8) feet. No play or sports equipment is allowed in the front or side yards.

   c. Permanent basketball hoops are permitted in the rear yard only. The hoops are to be screened. Lights for basketball hoops are not permitted. Backboard colors are limited to clear, white, neutral, or green. **Non-permanent portable basketball hoops are not allowed.**
Sanctuary Pointe Landscape Wildfire Prevention Requirements

Recognizing that Sanctuary Pointe is within a natural forest, the community is designated as a Fire-wise Community. The goal of a Fire-wise community is to protect the homes and the forest by reducing the natural and manmade fuels surrounding a home that are available for a fire should there be one.

As a Fire-wise community, Owners and Residents of the community are required to install and maintain their property so that it remains in compliance with the following Firewise guidelines. The Sanctuary Pointe Homeowners Association will conduct routine Firewise inspections with the date determined by the Board. Owners who are not in compliance with Firewise guidelines or have items that require maintenance due to Firewise guidelines will be notified by the HOA and given a set time frame to bring their property back into compliance with Firewise guidelines. The Board at the direction of an approved Firewise Representative will make the final decision as to what constitutes Firewise compliance.

General:

1. These landscape guidelines are modeled from the Colorado State University Extension fire-wise guidelines; however, these guidelines have been modified to reflect the level of fire retardant materials used in home construction, which is also a component of the fire-wise preventative measures. The ACC reserves the right to make changes or additions to a submitted plan to bring it into Firewise compliance.

2. No trees shall be planted within utility easements.

3. All submitted landscape plans must show all easements (2) and Zone 1 setback lines for ACC review.

4. All plants selected must meet the ‘Fire-Wise Species List’ appendix. Other plant selections may be proposed and will be assessed for fire-wise compliance.

5. Adjacent lots must maintain a twenty (20) foot separation between single or groups of trees. This includes existing trees. (Consider incorporating proposed plantings among existing vegetation.)

6. Cul-de-sac lots will be assessed on a case-by-case bases.

Zone 1 Landscaping (High Hazard Areas): Zone 1 is the well irrigated area within twenty (20) feet of all sides of the home and its attachments (decks, fences and accessory buildings).

Requirements for this Zone are:

1. Create a “fuel free” area within five (5) feet of the home by installing landscape rock with either metal or concrete edging. Mulch (wood or rubber), bark or plants are not allowed in this area. Decorative boulders are allowed in this area.

2. All trees, whether existing or planted, are to be spaced fifteen (15) feet between tree trunks.

3. Deciduous and ornamental trees to be planted at a minimum of fifteen (15) feet from the home, measured at the tree trunk.

4. All trees must be maintained to a minimum separation of five (5) feet from the home while maintaining a separation of fifteen (15) feet between tree trunks.

5. Prune trees up six (6) to ten (10) feet from the ground. Trim back all trees that overhang a home, so as to maintain a 5’ separation.
6. Plants should be carefully selected; low-growing, free of resins and oils that burn easily. Plants in this zone may be selected from the ‘Zone 1’ section found in the Fire-Wise Species List appendix. Plants may be selected outside the Fire-Wise Species List, but are subject to approval and assessed for fire-wise compliance.

7. Remove dead vegetation from under decks and within ten (10) feet of the home.

8. Mow the lawn regularly to maintain a grass height of four (4) inches.

9. Firewood stacks are not allowed within Zone 1.

10. Annually clear roofs and gutters of pine needles and other flammable debris.

11. Consider fire-resistant material for patio furniture, swing sets, play equipment, etc...

**Zone 2 Landscaping (Moderate Hazard Areas):** Zone 2 is the area that is twenty (20) to one hundred (100) feet from the home.

Requirements for this Zone are:

1. Leave fifteen (15) feet between single or clusters of trees, measured at the trunk(s).

2. Deciduous and ornamental trees may be planted anywhere within this zone. Coniferous (evergreen) trees to be planted a minimum of twenty (20) feet from the home.

3. All trees must be maintained to a minimum separation of five (5) feet from the home while maintaining a separation of fifteen (15) feet between tree trunks.

4. Plants should be carefully selected; free of resins and oils that burn easily. Plants in this zone may be selected from the ‘Zone 2’ section found in the Fire-Wise Species List appendix. Plants may be selected outside the Fire-Wise Species List, but are subject for approval and assessed for fire-wise compliance.

5. Prune trees up six (6) to ten (10) feet from the ground.

**Zone 3 Landscaping (Low Hazard Areas):** Zone 3 is the area that is beyond one hundred (100) feet from the home.

Requirements for this area are:

1. Reduce the density of tall trees so that canopies are not touching.

2. Remove smaller conifers that are growing between taller trees.

3. Remove heavy accumulations of woody debris.

**Maintaining Landscaping:** The following are guidelines for maintaining the landscaping around the homes within the community:

1. Keep trees pruned six (6) to (10) feet from the ground.

2. Remove leaf clutter and dead or overhanging tree branches.

3. Mow the lawn regularly and promptly dispose of cuttings and debris.

4. Store firewood at least thirty (30) feet away from the home.
5. Maintain and use the irrigation system.


4.04 Landscape Design Principles

Residential lot landscapes are an important part of the community aesthetics. To create a harmonious landscape image, and to assist the homeowner, the following Landscape Design Principles in conjunction with the Fire-wise requirements should be incorporated. Please refer to the approved Fire-wise plant materials list for direction concerning approved plants for specific situations.

1. Streetscape/Parkway Zone

The Streetscape/Parkway Zone along Sanctuary Rim Drive consists of the area between the street and the sidewalk (if applicable). At a minimum, the Streetscape Parkway Zone is roughly fifteen (15) feet from the back of the street curb. Within this area, the homeowner shall plant deciduous trees to shade the sidewalk, and shrubbery and other plantings to create an attractive and interesting streetscape. If a sidewalk is not required on a particular side of the street, the streetscape plantings shall still be incorporated to establish a cohesive experience throughout Sanctuary Pointe. Approved streetscape zone plants should be used in these areas. Refer to approved plant material lists below and requirements in section 4.13a.

2. Corner Lots

Special attention needs to be applied to the plantings for Corner Lots, lots at the corner of two streets. Corner lots must meet the Streetscape/Parkway Zone requirements on street frontages. The home’s true front yard should be emphasized within the landscape design.

3. Double Frontage Lots

For those lots that have street frontage on the rear of the lot, additional landscaping will be strongly encouraged when reviewed.

4. Lot-to-Lot Transitions

When applicable with homes in close proximity, Lot-to-Lot Transitions should be smooth, creating a cohesive transition between lots. Sod and planting areas should connect with flowing planting bed edges from one Lot to another. Landforms, and at times retaining walls, should be continued across property lines to create cohesive landforms. Plantings of similar species or type, as well as similar wood mulch or rock should be utilized on both sides of a property line to create a harmonious planting bed and blended at the property line for a smooth transition.

Homeowners are encouraged to coordinate with their neighbors to create these smooth transitions. Should a homeowner’s landscape adjoin an adjacent undeveloped lot, the homeowner should anticipate this lot-to-lot transition and install a landscape to allow for a smooth transition. Homeowners should also plan for and guard against current and future drainage surface flows within their landscape design, by incorporating appropriate rock swales near lot lines to carry these potential surface flows from their lot and any adjoining lots. Also refer to approved plant material lists.
To meet fire-wise standards adjacent lots must maintain a twenty (20) foot separation between single or groups of trees. This includes existing trees. (Consider incorporating proposed plantings among existing vegetation.)

5. **Open Space Transitions**

In general, open space areas within Sanctuary Pointe are areas of preserved native plant materials. These areas were preserved to display the regional character of the landscape and to conserve energy and water. Homes that are adjacent to these areas should attempt to blend into this landscape by incorporating an Open Space Transition. This area should be a planting bed containing native plant materials. It is also encouraged to match the open space treatment with native grass, turf, or plant beds with shrubs and perennial flowers.

4.05 **Plant Materials**

Please refer to the attached Fire-Wise Species List prepared by Colorado State University for approved Sanctuary Pointe Landscape Plant Materials. These lists are presented as a guide for selection of plants. Final plant selection should be based on the homeowner’s landscape design preferences and desired aesthetic style. **All plant materials shall be illustrated and labeled on the Landscape Planting Plan to be reviewed by the Sanctuary Pointe ACC prior to landscape installation, including a plant list summarizing the selection. Initial landscape plans with incomplete plant listings will be rejected.**

1. Minimum plant sizes should be used as follows:
   - Deciduous Street trees – 2” minimum trunk caliper
   - Deciduous Yard trees – 1 ½” minimum trunk caliper
   - Evergreen trees – 8’ minimum height
   - Shrubs – 5 gallon container minimum (Note: A combination of shrubs and ornamental grasses will count toward the required shrub count)
   - Ornamental Grass – 5 gallon container minimum
   - Perennials/Groundcovers – 1 gallon container minimum

3. Planting beds, shall receive soil amendments of three (3) cubic yards of well-decomposed organic matter for each 1,000 square feet of planting bed area.

4. All turf and native grass areas shall receive soil amendments of three (3) cubic yards of well-decomposed organic matter for each 1,000 square feet of grass area.

4.06 **Irrigation System Requirements**

1. An automatic irrigation system is required for all turf grass areas. Sprinkler heads shall be oriented to prevent direct spraying onto streets, drives, walks, or into natural areas where added irrigation may encourage uncontrolled growth. Because water conservation is a desired community goal, system designs should utilize the most current water conservation technologies. Digital controllers, drip irrigation, low water consumption irrigation heads and micro-jet spray heads are just a few examples of the technology currently available.

2. Homeowners shall specify which area of the landscape plan will utilize an automatic irrigation system. This can be incorporated into the general notes.

4.07 **Landscape Requirements**

1. **Existing Trees and Shrubs** – Existing vegetation shall be retained unless removal is required to meet Fire-wise standards. Removal of any existing trees or shrubs without approval of the ACC is prohibited. Where native vegetation has been preserved, these plants may be applied toward the
required tree or shrub requirements at the discretion of the ACC. Show and label all preserved trees and shrubs on the Planting Plan.

2. **Turf Grass Areas** – Turf Grass Areas may be either Kentucky Bluegrass or drought tolerant fescue, which may cover a maximum of twenty five (25) percent of the lots pervious area, but shall not exceed 2,000 square feet per lot.

   Turf grass shall not be used on slopes greater than 33%. This is required to lessen irrigation runoff. Shrubbery or alternative native grasses requiring less supplemental water than Bluegrass, erosion netting with seed, Fescue, or planting beds are to be used in this situation. Erosion control blankets are required to assist seed establishment and control sedimentation for all seeded areas and required on slopes greater than 33% in Sanctuary Pointe.

3. **Remainder of lot (non-turf area)** – The remainder of the pervious area on any residential lot shall be covered with a combination of natural colored cobble or gravel and/or native grasses. 30 (30) percent of the remaining area shall be covered with a combination of shade trees, conifer trees, and/or ornamental trees; and shrubs, flowers, and/or ground cover. If native grasses are used to cover fifty (50) percent of the pervious area, then thirty-three (33) percent of the native grass area shall be covered with approved Fire-wise plantings as identified and described in the attached Fire-wise Plant Materials. Mature coverage (as measured by canopy diameter) shall be demonstrated to be fifty (50) percent of the remaining pervious area. All plantings should be of a drought-tolerant variety and shall be irrigated with a drip system or micro-spray system that uses a minimum amount of water. **Note:** If Firewise guidelines require reduced plantings, the Firewise requirements shall override this guideline.

4. **Decorative Planting Beds** – decorative beds where rock or wood mulch (see below) is installed shall contain a minimum of three (3) shrubs and/or ornamental grasses per one hundred (100) square feet, three (3) ground cover plants per one hundred (100) square feet, and one (1) deciduous, ornamental or conifer tree per six hundred twenty five (625) square feet shall be required to be planted. All species should conform to the attached Fire-wise Plant Materials. **Wood mulch is discouraged and will be reviewed on a case by case basis. The Association has the authority to deny the use of wood mulch based on the parameters that each planting bed shall not exceed a total size of (250) two hundred and fifty square feet and is installed a minimum of (15) fifteen feet from and no further than (30) thirty feet from any home. Multiple planting beds if approved shall be placed a minimum of (10) ten feet from other beds. Rubber mulch or rubber based landscape materials are not allowed in Sanctuary Pointe.**

4:08 **Installation of Landscaping (Timing of Installation)**

Homeowners are required to install front yard landscaping within six (6) months and remainder of landscaping within twelve (12) months of the issue of a certificate of occupancy for the home.

4:09 **Additional Requirements**

1. Synthetic turf is NOT encouraged unless it is to be installed in specialty areas, such as putting greens or heavily used play areas, requiring its use in rear yards only. The homeowner should illustrate the areas of requested synthetic turf on the Planting Plan, and within the submittal provide a justification for this material.

2. Landscape Rock, if utilized, should be selected for size and color to harmonize with the home’s architecture. Rock shall not exceed 6” diameter in size. Rock shall be of earth tone colors – bright or unnatural color rock is not permitted. Lava rock, White Granite or Marble are not approved for this community.

3. **Edging:** Planting beds are to be edged by steel, stone or concrete edging
4:10 Vegetable Gardens: Vegetable Gardens are discouraged within Sanctuary Pointe and if allowed by ACC approval, shall be in the rear yard and screened from view. The location of all Vegetable Gardens shall be illustrated on the Planting Plan.

1. Vegetable gardens must be ten (10) feet from any property line and five (5) feet from the home’s foundation and screened from neighbors view.

2. Vegetable gardens may be within raised planters provided that the planter conforms to retaining wall section, and not be over two feet (2’) in height.

4.11 Architectural Design

The residential architecture for Sanctuary Pointe is not defined by any one style. Instead, multiple influences including, but not limited to American Craftsman, Mountain Ranch, Colorado Contemporary and European Village will be referenced to create a variety of architectural elements. No mandatory architectural “style” is required for Sanctuary Pointe. However, it is the intent of these standards that residential design solutions develop proportions and details appropriate to the chosen style, home site and neighboring properties. To this end, careful scrutiny will be given to the massing, proportions, asymmetry, symmetry, repetition, balance, unity, overall scale and the homes’ materials, color and textures. To accomplish this goal the following minimum architectural standards shall apply to both new home construction and home remodels or renovations.

1. Minimum Square Footage. Ranch style plans shall have a minimum square footage (above grade) of 1,400 square feet. Two story homes shall have a minimum square footage of 2,000 square footage (above grade). For purposes of this rule, it shall apply to gross livable floor area; EXCLUDING garages, porches, patios, covered but unenclosed areas and excluding basements. The ACC will have total authority and discretion to make variances based on, but not exclusively, on a variety of factors that are completely subjective and related to compelling and compatible architecture.

2. Setback for Homes: The setback for homes varies for the different phases or filings in Sanctuary Pointe. Check with the Developer for the approved setbacks for the phase or filing you are building in.

3. Massing. In reviewing the forms of a proposed building, careful scrutiny will be given to the massing, proportions, and overall scale of the building in relation to the building site. The ACC will encourage designs that use appropriate residential building scale. Large, unbroken planes are not considered in keeping with the desired scale of the development. Therefore, courtyards, stepped walls, integrated decks with well-designed and proportioned railings, and covered entries or decks are encouraged to develop well balanced massing. A lower level wrapping element (such as a porch, an arcade, or a room) can effectively help to reduce the apparent mass of a building.

   a. Building forms should work in concert with surrounding land forms whenever possible, allowing the structure to follow the contours of the topography.

   b. Building on a slope should engage into that slope, digging in to set a lower profile rather than modifying the site to fit the building. This would result in the building form stepping down the slope.

   c. Building height is limited to a maximum of 30’ high as calculated by El Paso County.

   d. Exterior wall surfaces that are full three story walls above finished grade or the near equivalent of that (which can include one story plans with basements) are regulated and limited if located to be visible from the public streets. Please note that a two-story home plus an above-grade basement wall area can frequently have such an exterior wall, so two
story homes with exposed basement walls are “discouraged,” as well as single level plans with extended ceiling heights that result in equivalent wall heights.

e. The ACC will also review the location, type, and size of door and window openings for their effect on proportions and continuity. Side and rear elevations of the home which are prominently viewed from public streets, parks or other public areas will be given equal importance and must maintain the continuity of the building massing and detailing. Residents on corner lots are encouraged to incorporate a ranch style home or other significant single story elements, other than a garage, and should be located on the side facing the intersecting streets.

4. Sanctuary Pointe Architectural Requirements for Wildfire (Firewise) Mitigation

a. Decks that are planned at ground level (within 4’ of existing grade) are to be sealed off and enclosed in order to prevent the accumulation of flammable debris underneath them.

b. Roof vents in structure overhangs (soffits) should be secured at six points of contact instead of four, particularly where the positioning of the roof vents will not be readily accessible for regular maintenance. Soffit vents are to have metal screen behind the vents.

c. Non-combustible roof materials to include fascia and soffit shall be used in the construction of all structures on this site.

d. It is recommended that where slopes exceed 15% in areas where the wildfire hazard is considered extreme, non-combustible siding or stucco should be used in the construction of structures.

5. Architectural Detailing: In order to add definition and break up flat planes of walls the use of architectural elements to create shadow lines is encouraged to be incorporated in the design of the home. Architectural elements to accomplish this definition include recessed windows, deep eaves and offset wall planes, window shutters, well-proportioned porches, etc.

6. Strategies: Good design elements support the vision of Sanctuary Pointe. The following strategies should be explored as structures are fit into the site and the surrounding context.

a. Extensive development of protected outdoor spaces such as wrapping covered porches, arcaded courtyards, covered walkways connecting buildings and terraces.

b. Use of materials which are simpler and more rustic, such as native stone, stucco, and faux wood elements. Examples of refined materials that are considered less appropriate (in large quantities) to the setting would be brick, and panelized metal with a finish.

c. Large amounts of glass would be desirable but would need to be broken down into groupings of smaller window forms.

d. A variety of design elements contribute to the overall character of a home’s elevation and its appearance as seen from the street (i.e., “streetscape”). These include, but are not necessarily limited to, the following: porches or entry features, window sizes, shapes and placement, and roof forms and pitches. Each of these key elements should be considered in a home’s design, and the resultant review by the ACC.

e. Front porches are encouraged.

f. Architectural elements forward of garage are encouraged.

g. Housing should be designed to step with the terrain to avoid excessive retaining walls.
7. **Materials, Elements & Exterior Walls:** These standards shall be required for every home constructed within Sanctuary Pointe.

a. All homes are required to have a relatively consistent level of architectural detailing continuously surrounding the home on all four (4) sides. Homes along Sanctuary Rim Drive and the perimeter of the community will be required to have additional Developer required detailing.

b. Stucco: All-stucco houses are only acceptable if all four (4) exterior elevations have an appropriate amount of extensive architectural detailing (as determined by the ACC). An All-stucco exterior that is approved will be required to have at least TWO separate body colors. Stone can be the second color.

c. Stone: The use of the stone will be highly encouraged.

d. Siding: A broad range of more rusticated materials will be acceptable, as long as they present a natural appearance. Siding with an architectural lap dimension greater than 8” is not permitted. Such materials include, but are not necessarily limited to:
   - Wood-looking (Cementous) lap siding with different styles and textures can be used as a primary wall material.
   - Vertical board and batten, to be used as a secondary wall material.
   - High quality Cementous shake style shingles, to be used as either a primary wall, or for accents.
   - Brick accents.
   - Non-combustible Cementous siding materials are required.

e. Foundations: All exposed foundation surfaces shall be stucco, stone or painted with a finish color that matches or compliments the body of the home. The exposed foundation surface shall never be more than 18’ vertically exposed from finished grade to the bottom of the main wall surface material. All exterior chimney chases are required to extend down into grade.

f. Roofing: A broad range of more rusticated roof materials will be acceptable, as long as they present a more natural, unrefined appearance and are not light colored or reflective. Non-combustible materials are to be used on all structures. Acceptable roofing materials would include:
   - Minimum roofing requirements are an asphalt 50-year lifetime warranty, heavy weight dimensional Class “A” fire rated shingle.
   - Non-reflective metal can be used sparingly as a roof material, but it is considered more appropriate for lower level shallow porch roofs and arcades. Examples would be rusted corrugated steel or oxidized standing seam in copper, zinc, or other acceptable metal.
   - Stone slate, clay tile, or concrete tile.

8. **Colors.** Since the primary objective for Sanctuary Pointe is to be in harmony with the natural setting and to recede into the natural landscape, the use of exterior colors will be highly regulated. Primary building colors will be chosen to harmonize with the colors of the natural surroundings so
that, when viewed from a distance, the buildings will blend in with the overall setting. Tones will be in the medium to the medium-dark range, and hues will be derived from the native materials found in Sanctuary Pointe – the earth tones of the soils, the warm gray-browns of the bark, the gray-greens of the needles and leaves. Large, flat uninterrupted wall planes of a single color and material are highly discouraged. Accent colors can have a wide range of hues in dark tones, so that once again, they do not stand out from a distance.

- All submittals are required to include an exterior color application diagram (aka: “color blocking diagram”) to show the locations of all different color and material on all sides of each house.
- All homes are required to have two body colors at a minimum. This is in addition to, and not including, trim or accent item colors. A second wall material such as manufactured stone or brick does qualify as the required second body color. Exterior elevations with one exterior wall material are required to have a second body color provided and submittals must identify this color and indicate clearly and thoroughly where the second body color will go (on the exterior color application diagram that is to be submitted for review and approval).
- Exterior body (wall) colors are highly discouraged to “match” houses immediately next to neighboring properties or directly across a street. The ACC will provide the determination for what is “matching” from the submitted color samples. The determination is solely at the discretion of, and rests completely with the ACC. Color approvals will be granted and set in the chronological order (date) of being approved.
- Garage doors are required to be the body (wall color) that is adjacent to the garage door. Trim colors, accents colors or punch colors are not acceptable for garage doors. Natural wood door colors will be reviewed on a case by case basis.

9. **Roofs, Roof Overhangs, Fascia and Soffits.** Roof overhangs are recommended for their aesthetic quality as well as practical functions. They create relief and shadow patterns that visually reduce height and scale, provide shade for walls and windows, and control rainwater. In all cases, overhangs shall follow building regulations regarding fireproofing of these elements within a hillside area.

The roof form is one of the most prominent visual element of a home and central to define its architectural character. Therefore, the form and materials used to create a building’s roof will be carefully reviewed by the ACC. Styles such as; Gable, hip, and shed roofs will generally be acceptable for residential construction, while mansard, flat and A-frame roofs are strongly discouraged. Care must be given when combining roof forms to maintain the integrity of the architectural forms. Well-detailed fascia and eave treatments serve to frame the roof as a strong design element.

All extensions from the roof, such as chimneys, flues, roof vents, gutters, skylights, etc. must be carefully located and finished to complement other elements of the design. Unfinished and exposed metal detailing will not be allowed if visually prominent. If possible, flues and vents should be located out of view of the front of the home.

a. Overhangs should be proportional to the sizes of roofs, pitches, and building heights. Larger roof areas, shallow pitches, and roofs high from the ground generally indicate larger overhangs. Steeper roofs typically require less overhang.

b. Generally, overhangs should be a minimum of twelve (12) inches, unless design styles and treatments (such as built-up frieze bands), require alternative solutions.

c. Fascia and soffit details should be proportional to the size of overhangs and roof pitches.
d. Traditional fascia and soffit details are more appropriate with smaller overhangs and roof pitches.
e. Roof vents with metal screening behind the vents in structure overhang (soffit) should be secured at six (6) points of contact instead of four (4), particularly where the positioning of the roof vents will not be readily accessible for regular maintenance.

12. **Columns and Supports.** Columns and supports are important elements of the architectural image of a building. Their architectural presence includes their scale in relation to what they support, as well as their general character and detailing. Column proportions should be consistent with any involved entryways, porches, and roof areas. Tapering columns set on larger, more massive bases, and supports for balconies and decks, helps transition these design elements to the ground plane. Minimum column dimension on porches and deck columns shall be 5 -1/2 inches (finished dimension) except when backing up to Sanctuary Rim Drive or Open Spaces where they are to be a minimum of 11 -1/2 inches (finished).

13. **Decks:** Decks must maintain the overall form and be a natural extension of the architecture. Decks and balconies must be integrated into the building (match the existing exterior finish) through the use of similar materials and detailing.

Wood deck materials shall not be left to weather naturally. Decks can be treated with either stain or paint. Stain shall consist of no more than a 10% pigmentation color. The color shall be an earth or natural tone as determined by the ACC and must match either the trim or body color of the home.

a. Home design should give consideration to the connection of the deck to the home, ensuring that rails do not conflict with windows, and that the extent of the deck compliments the exterior elevation.

b. Deck size should be scaled so as not to be long and narrow and “stretch” across the back of the home, but rather, to approach a proportioned rectangular or square form.

c. Decks that are planned at ground level (within four (4) feet of existing grade), are to be sealed off and enclosed in order to prevent the accumulation of flammable debris underneath.

12. **Garages:** A minimum Two Car garage is required. A line of garage doors should not dominate the street scene. An effective design strategy for minimizing the dominance of the garage door is to sufficiently recess the wall of the garage. A good rule of thumb is to have the garage doors not comprise more than 60% of the ground floor street facing front elevation. Additional architectural treatments to the garage is encouraged. Side loaded garages shall have a minimum of one (1) proportionally sized window on the front elevation. No plain slab doors will be permitted. Garage Doors will be required to be recessed at least 9 ½” from the front façade. Colors of the garage doors should complement or match the exterior of the garage itself. Natural wood stained garage doors can complement the structure and will be reviewed on a case by case basis. All garage doors will be reviewed to ensure architectural integrity with the primary structure.

Using a variety of different design criteria is recommended when the garage of the home in question is a “front load”:

a. An offset between the front face of a double bay and a single bay will require a minimum of two (2) feet.

b. Detached garages will be reviewed on a case by case basis, but must be of the same, or generally recognized as a complimentary architectural style and color as that of the main
residence. The ACC will take into consideration the lot size, square footage of the home, proposed location and the impact on adjacent properties.

c. Oversized Recreational Vehicles (RV) garage doors will be reviewed on a case-by-case basis.

d. Adjoining a portion of the front porch, entry element, or home to the side garage wall shall be no more than 12’ from the garage’s front face.

13. **Roof Accessories and Chimneys:**

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

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

c. All pre-fabricated fireplace units shall have a metal terminal cap, which cap shall be painted to blend in with adjacent materials. Chimneys shall be integrated with the building architecture. Exterior fireplace chimneys shall extend all the way to the ground (no cantilevered chimneys). A direct vent gas fireplace shall be painted the color of the item from which it projects.

d. Skylights on sloped roofs shall be flat and shall be painted to blend with adjacent materials. Active solar appurtenances require ACC approval and shall be non-reflective and integrated with the building architecture.

14. **Exterior Lighting:** Each home is required to provide an outdoor lighting plan and it shall identify all outdoor lighting fixtures by location, size, type, height, and wattage and include manufactures information sheets detailing the actual fixture to be used. All fixtures shall be switched and be directed and focused in such a way to minimize the impacts to the surrounding homes and adjoining properties (especially security motion detector lighting).

a. The following are the standards for all outdoor lighting at Sanctuary Pointe:

   • All homes are required to have a post lamp with a photo cell in the front yard. The style of post lamp will be determined by the Developer until the community is completed at which time the Association will determine the style of post lamp that is acceptable.

   • Lights shall be oriented toward the ground. Lighting may be reviewed after installation for final adjustments, if necessary.

   • A maximum of 100 watt fixtures are permitted for all outdoor lighting.

   • Other than Developer required post light or very low-level light sources, used for path lighting, address identification and similar purposes, no stand-alone exterior light fixtures shall be allowed without the express prior approval of the Homeowners Association (HOA).

b. The HOA shall be responsible for implementation and enforcement of these provisions.

c. Soffit mounted unshielded spotlights are strictly prohibited.
d. Lighting in excess of the above standards shall be allowable if absolutely required to meet any applicable federal or state law, regulation or requirement. Additionally, the Town of Monument shall have administrative authority to allow and/or require exceptions to this outdoor lighting plan provided such modifications are justified for the purposes of protecting health or safety. This would specifically include a demonstrated need for downcast streetlights in excess of 100 watts.

15. **Mailboxes**: No individual mailboxes may be installed for any Residence. Cluster Mailbox locations have been pre-determined by the developer.

16. **Driveways and Parking**: Driveways at garage shall not exceed more than the total width of the combined garages doors plus two (2) feet additional width on each side. It must then “neck” down to no more than twenty four (24) feet in width at the front property line. Limit driveway at the street frontage to a maximum width of twenty four (24) feet not including the 5.5’ transition aprons.

   a. Driveways paralleling property lines should be avoided. Driveways should intersect the street at no less than 60 degrees and should not exceed twelve (12) % in slope **Driveways shall be paved with concrete, colored or stamped concrete or asphalt**. Colored, stamped and alternative driveway materials require specific ACC approval.

   b. Request for circular driveways will be reviewed on a case-by-case basis by the ACC with consideration given to, but not necessarily limited to, the setback of the home from the street, the size of the lot and distance of street frontage.

   c. Parking of Vehicles: Following construction of a Dwelling Unit, no automobiles (primary or other), boats, trailers, motorcycles, campers (on or off supporting vehicles), tractors, commercial vehicles, mobile home, motor homes, any towed trailer unit or trucks shall be parked overnight on ANY street or within any Lot except on the driveway or in a completely enclosed building such as a garage, or unless screened in a manner approved by the ACC. Absolutely no parking of any vehicles on the common driveway access easements. Parking on driveways is limited to a maximum of three (3) vehicles.

   d. Inoperative Vehicles: No unused, stripped down, partially wrecked or inoperative motor vehicle or part thereof shall be permitted to be parked on any street or on any Lot in such a manner as to be visible at ground level from any neighboring property or street, unless fully screened in a manner approved by the Architectural Control Committee or Association. An unused vehicle shall be any vehicle which is not properly licensed or as determined by the Association. Nothing contained in this Section shall permit or be deemed to permit any Owner to maintain more than one (1) inoperative motor vehicle or part thereof, even if screened, within his Lot.

   e. Vehicle Repairs: No maintenance, servicing, repair, dismantling, sanding or repainting of any type of vehicle, boat, motorcycle, machine or device may be carried on except within a completely enclosed Improvement which screens the sight and sound of the activity from adjoining streets and from neighboring property.

17. **Sidewalks**: It shall be the responsibility of the Builder/Owner to install a 5’ DETACHED sidewalk on the entire lot frontage (from property line to property line) where specified by the approved PD Site Plan.

18. **Curb Cuts**: One curb cut per lot is allowed. Two curb cuts on non-corner lots will be reviewed on a case by case basis.
19. **Waste Water (Sewage) Lift Stations:** Due to the length of drive and topography, certain individual lots within Sanctuary Pointe may require a whole house, self-contained, sewage ejection system. Purchasers are responsible to investigate their lot to determine if a sewage ejection system is required. If a sewage ejection system is needed, purchaser is responsible for the costs of the system.

20. **Residential Details:**

   a. **Hardware and Accessories:** Materials such as vents, louvers, flashing, gutters, downspouts, chimney caps, railings, mechanical equipment and utility boxes should match the color of the adjacent building or roof surface.

   b. **Antennae, Satellite Dishes and Security Cameras:** Any antennae or satellite dishes should be screened from view from adjacent properties. One satellite dish/antennae may be installed on a residential lot subject to the following conditions:

      The satellite dish/antennae shall be one meter or less in diameter. No HAM radio towers or antennas are allowed.

      To the extent feasible, the satellite dish/antennae should be placed in the rear or side of the home or yard preferably on a pole or stake rather than the main structure.

      The satellite dish/antennae shall be installed at the lowest possible placement, utilizing ground level sighting (unless a signal is unattainable).

   c. **Solar Design:** All solar equipment should not be visible from the street or from adjacent properties. Parcels located on slopes should take special care to screen these features from view of neighboring structures.

   d. **Flagpoles:** Exterior flagpoles cannot exceed twenty-five (25) feet in height and are to be lighted. Flagpoles require ACC approval prior to installation.

   e. **Address Identification Structure:** Any driveway monument/pilaster placed near street for purposes of address identification (due to lengthy drive), must have ACC approval. Structure cannot be located in easements or right of way. Structure must conform and harmonize with main structure.

   f. **Sport and Tennis Courts:** Individual sport and tennis courts will only be approved if they are appropriate in size and scale to the lot, and if negative impacts of noise, location, materials, colors or landscaping can be mitigated.

   g. **Yard Ornaments:** Lawn decorations or yard ornaments such as freestanding decorative statues, fountains, or animal representations are Highly Discourage and will be reviewed by the ACC on a case-by-case basis.

   h. **Seasonal Decorations:** Use of seasonal lighting will be limited in placement and in duration. Exterior seasonal lighting is permitted from late October through New Year’s Day. Use is limited to the exterior of the main home and on several exterior trees. Seasonal wreaths may be displayed but must be changed as the seasons change. All holiday wreaths must be taken down no later than 30 days after the Holiday has passed.

   i. **Common Element Exemption:** Common infrastructure elements designed to serve the Community of Sanctuary Pointe, such as street lamps and retaining walls will be subject to a different set of standards than those outlined in this guideline.
j. **Awnings, Patio Covers and Shutters**: Awnings, patio covers and shutter colors must be complimentary to the exterior color of the home and must have ACC approval prior to installation.

k. **Window Treatments**: Window treatments facing a street or common area park must appear permanent and be maintained in like-new condition. Cloth, blankets, newspaper, etc. are not allowed. Window tinting is also prohibited. Use of bright, unfinished, colored, reflective, or mirrored surfaces on or behind glass is not permitted.

21. **Signage**: All comprehensive signage within Sanctuary Pointe will be coordinated. Specific landscape and streetscape designs will be determined for all major and minor entryways. **All signage must be submitted for approval by the ACC prior to production:**

The purpose of the Sanctuary Pointe Community Signage Program is to maintain the residential character and high aesthetic value of the community. Consequently, the use of signs will be strictly limited within Sanctuary Pointe according to the following guidelines and objectives:

a. **Objectives** – A community signage program has been established by Sanctuary Pointe. The signage requirements and guidelines apply to all permanent and temporary signs posted within the community. Builders must adhere to all signage requirements.

b. **Builder Sales Center Signage** – Builder may design its own sales center signage, subject to Developer approval.

c. **Builder Lot Signage** – Builders are allowed one sign for each lot/property. The sign must not exceed 2’ x 3’ and sign design/layouts must comply with the pre-approved builder sign concept. Contact Developer for samples of approved signage.

d. **Resale Signage** – Owners/Realtors may place one “For Sale” or “For Rent” sign on their property. These signs may be located in the yard, or in a window only. Such real estate signs may not be larger than three (3) feet by three (3) feet and must be professionally produced (no hand lettered signs). Real estate signs must be removed within 10 days of sale or lease of the property.

e. **Builder Directional Bandit Signs** – Builders with model homes in Sanctuary Pointe are allowed up to four (4) bandit signs per model home to serve as directional signage to the builder’s sales model. These signs must be located within the neighborhood village where the model home is located. The signs must be professionally produced (no hand lettered signs). Vinyl banners of any type are not allowed in Sanctuary Pointe. Builder bandit signs are allowed on weekends only; the signs may be posted as early as Friday, and must be removed no later than Sunday at 7:00 pm. Any signage not removed prior to Monday will be removed by the Developer. Signage removed by the Developer may be discarded, without notice, at Developer’s discretion.

f. **Developer Provided Signage** – The following is a list of community signage that will be provided by the Developer.

**On-Site Signage**
- Community Entry Signage
- Neighborhood – Monument Signs
- Construction Signage
- Marketing Signage
- Directional and Way-Finding Signage
g. **Miscellaneous Signage:**

1. **Security Decals:** Small decals placed on windows or the exterior of the Home indicating a security system exists on the property are allowed.

2. **Political Signs:** In an effort to be sensitive to neighborhood aesthetics, while granting an individual's opportunity to express and support their political candidate or issue, the Association shall permit political signage to be displayed based on the following:
   a. **Time frame:** Installed up to forty five (45) days prior to the election and removed within seven (7) days after the election.
   b. **Maximum size:** twenty four (24) inches by thirty six (36) inches, displayed in window of home or directly adjacent to front door steps. Political signs cannot be placed in common areas throughout the Community.
   c. **Number of signs:** Maximum of one (1) political sign per political office or ballot issue.

### 5.0 Auxiliary Improvement Standards

All of the following improvements require ACC or Association approval, unless specifically noted otherwise.

#### 5.01 Parking and Storage of Vehicles

The extension and expansion of driveways is strongly discouraged and requires specific Association approval. Any approved expansion or extension shall comply with all pertinent building codes. Any approved expansion or extension will NOT be intended for parking or storage of any vehicle off the driveway on a side yard. Any vehicles, not limited to, but including trailers, RV’s, campers, boats, motorcycles or vehicles in need of repair or stored may NOT be located in a driveway, yard or Right of Way (street or parkway).

No motor vehicles owned, leased, rented or used by Owners or related users shall be parked overnight on any street within the community area. The Association reserves the right to approve temporary parking.

Recreational vehicles are NOT permitted to be kept or parked in residential areas unless they are parked and stored in garages that have been approved by the Association. Owners are given up to forty eight (48) hours for loading and unloading purposes.

#### 5.02 Air Conditioning Units

Ground level air-conditioning units must be installed at street level only and must be located in a side or rear yard and screened from neighbors view. Window and roof-mounted air-conditioning units and evaporative coolers (when approved by Association) are to be placed on the rear and sides of the home except in locations where the rear and/or side of the home abuts a street or open space.

#### 5.03 Trash Collection and Containers

Each Purchaser acknowledges that in an effort to save the Community and the residents money, avoid multiple trash collections, excessive wear on community streets, increased traffic within the Community and safety concerns, the Homeowners Association has selected one residential trash collection service provider for the Community. The chosen service provider will collect trash on a specified date for the entire Community.
Upon occupancy of a dwelling unit, service will be established by the Associations Management Company for the new residents. The cost of waste removal shall be a common expense, included in the assessment. Trash service charges will NOT be refunded to any Owner regardless of a home sale, relocation, non-occupancy, military deployment, or non-use of the services for extended vacation or other reason.

Owners must acknowledge that they are required to use the residential trash collection services (including any limitation in collection limits and date of collection) selected by the Association and are expressly prohibited from arranging alternative trash service. Service does not include re-cycling.

The cost of trash service cannot be separated from the assessment for Owners renting their unit; this arrangement must be a separate agreement between the Owner and its tenant, not involving the Association.

Collection containers shall be stored in a screened location and in a manner not visible from the street. Trash containers must be removed from the street on the pickup day. Trash containers are not to be put out at the curb until the evening before the day of service; all trash must be placed within a container having a lid or secured in such a way to prevent the trash from blowing onto the property of others or into the common areas.

Any issues arising regarding an Owners service should be addressed to the Associations Management Company for prompt resolution. Because the service contract is written between the Association and the Trash Service Company, the company will not have the individual unit owners name in their record.

5.04 Outside Storage of Lawn Equipment and Firewood

When not in use, all equipment and materials for the maintenance and recreation of a Lot or Dwelling Unit shall be stored in an enclosed building or otherwise adequately screened so as not to be visible from neighboring properties or adjoining streets. Firewood kept on the property must be placed in the rear yard a minimum of thirty (30) feet away from the home neatly stacked and adequately screened so as not to be visible from neighboring properties or adjoining streets. Association approval is not required for wood storage as long as it is properly stacked and screened with Firewise approved shrubbery.

5.05 Exterior Painting and Repainting

Association approval is required for the exterior repainting of lot improvements. The submittal must contain the manufacturer's paint chips with name and code number. Approval will be based on, but not be limited to, the color tone and brightness, the home's architecture, stone or brick accents, roofing color, compatibility with other body/trim colors, and the colors of neighboring properties.

5.06 Security Hardware

Security doors, window bars and roll-up coverings are not permitted without ACC approval.

5.07 Clotheslines

Outdoor clothes poles, clotheslines or other facilities for drying, airing clothing or household goods are not permitted on any Lot. No laundry or wash shall be dried or hung outside any dwelling unit or other improvement.

5.08 Dog Houses

Dog houses are to be constructed with fire resistant materials (no metal) with colors that match the residence. The maximum size shall be 4’ x 4’ and shall not exceed 4’ in height. In making submittal for plan approval, owners should include the proposed location of dog house along with a sketch or diagram, identifying materials and colors.
5.09 Animals and Pets

No animals, livestock, horses or poultry shall be kept, bred or raised on any lot within the properties except domesticated household pets belonging to the household. Additionally, pet breeding is NOT allowed. Household pets, such as dogs and cats, must be contained upon the owner’s privately owned site, and such pets shall not be permitted to run at large at any time. (“At large” means off the premises of the pet owner). Pedestrians who are accompanying a pet must have the pet under control by use of a leash. Voice commands alone are NOT acceptable measure for adequate pet control. Animal excrements must be collected immediately and disposed of by the owner in respect to the property of others, including the common areas. In compliance with Town of Monument resolutions, an owner must prevent his/her dog (or pet) from disturbing the peace of others caused by loud, habitual, or persistent barking, howling, yelping, or whining. Pet Owners are limited to a total of four (4) domesticated animals but no more than two (2) dogs or two (2) cats.

5.10 Tree Houses

Tree houses are not permitted.

6.0 Miscellaneous

6.01 Waiver of Liability

Association or ACC approval, whether or not the approval is pursuant to these Design Guidelines does not reflect any representation, approve or guarantee any engineering design or compliance with laws and applicable governmental ordinances or regulations (such as zoning, building or any other ordinances).

Neither the Committee, its members, its agents, the Association, the Directors of the Association, the Declarant, nor any successors, assigns, agents, employees or officers of them shall be liable to any Owner or other person for any damage, loss, or prejudice suffered or claimed an account of: (1) approval or disapproval of any plans, (2) performance of any work, whether or not pursuant to approved plans, drawings and specifications, or (3) development of any property within the subdivision.

6.02 Aesthetic Considerations

Aesthetic considerations relating to any improvement or other matter that is addressed in these Design Guidelines are within the scope of the design review process. The Architectural Control Committee and/or the Board of Directors may deny or condition any application or request before it on the basis of aesthetic considerations, including the design theme for the development and specific areas within the development as well as the aesthetic consistency of a proposed improvement or other matters with the surrounding landscape and structures.

6.03 Short Term Rentals

Short term occupancies and rentals of less than ninety (90) days, of Lots, including but not limited to transient, hotel, bed-and-breakfast or vacation-type rentals, are prohibited without prior written permission from the Association. Any of the uses set forth in the preceding sentence shall be prohibited on any Lot even if such use is determined to be a residential use. Upon the expiration of any lease of at least ninety (90) days, the Owner may thereafter extend that lease on a month-to-month basis. All leases shall be for the entire Lot without the subdivision of dwelling units for leasing purposes. Subleasing, meaning the leasing or rental of a leased Lot from the tenant under the lease to another person, is prohibited. See the Amendment of Declaration of Covenants, Conditions, Restrictions and Easements for Sanctuary Pointe for additional restrictions.
6.04 Prohibition of Marijuana and Illicit Drug Distribution and Growing

Prohibition of marijuana and Illicit Drug Distribution and Growing. Except for the growth of marijuana for personal use as permitted by Colorado law, no Owner or occupant of a Lot may utilize such Lot for the purpose of growing or distributing marijuana, medical marijuana, hash oil, or any other illicit drugs. This prohibition may further be clarified by the Board of Directors through rules and regulations. Owners will be responsible for any damage resulting from a violation of this restriction. Further, no Owner or occupant of a Lot may engage in any activity of practice which, in the sole discretion of the Board, is considered a threat to the health and/or safety of other Owners and residents within the Community Area, including but not limited to, boarding, creating conditions conductive to indoor fires, allowing Lots to fall into a state of disrepair to the point that rodents or other pests enter, or any other conditions which could cause damage or harm to other Lots in the Community Area.

7.0 Construction Regulations & Expectations

In the interest of all Builders and Homeowners, the following regulations shall be enforced during the construction period. These regulations shall be a part of the construction documents contract for each residence, and all Builders and Homeowners shall abide by these regulations.

7.01 OSHA

All applicable OSHA regulations and guidelines must be strictly observed at all times.

7.02 Construction Hours

Construction hours shall be between the hours of 7:00 A.M. and 7:00 P.M., Monday through Saturday. No outside construction activity will be allowed on Sundays as well as Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Independence Day and Labor Day.

7.03 Construction Zone and Sales Activity

Purchasers are hereby informed that certain construction and sales activities will occur after occupancy within and in the vicinity of the community, until build-out is complete. This may result in some inconveniences to Purchasers due to increased traffic noise, mud, trash, blowing trash, receptacles, road hazards (such as nail and debris), and dust from construction activities and the operation of model homes and sales activity. While reasonable efforts will be made to minimize the inconveniences in the community, individuals may be impacted from enjoyment from time to time.

7.04 Construction Trailers, Sheds or Temporary Structures

All construction shelters shall be approved by the ACC as to their size, configuration, and location. All temporary structures shall be removed upon completion of construction. Maximum duration per approval shall be 12 months.

7.05 Excavation

Excess excavation material shall be removed from the property and shall not be placed in common areas or on roads. Excavation, except for utility trenching, shall be on the Homeowner’s home site only. Contractors are prohibited from spreading excess debris or material over/in forest management areas, roadways, other property, or any other home site without approval.

7.06 Debris and Trash Removal

Regular cleanup of the construction home site is mandatory on a daily basis. All trash and debris shall be stored in a bin or trash container and shall be removed on a weekly basis or when full. All soil and debris
flowing into the street(s) or open spaces from the construction home site shall be cleaned as needed. All trash must be disposed of off home site on a weekly basis. A fine may be imposed by the ACC or Association for noncompliance with these requirements.

7.07 Vehicles, Access and Parking

All vehicles must be parked so as not to inhibit traffic or damage surrounding natural landscape. Vehicles shall not be left on community roads overnight. The Declarant may designate, at time of plan review or during construction, specific areas for parking or access construction workers vehicles and/or equipment.

7.08 Pets

Contractors, subcontractors, and employees are prohibited from bringing dogs and other pets to the construction home site.

7.09 Blasting

If any blasting is to occur, the contractor shall be responsible for informing all residents required and following all state and federal regulations and laws related to monitoring and mitigating of the blasting area.

7.10 Restoration and Repair

Damage to any property other than the Lot owners shall be promptly repaired at the expense of the person or entity causing the damage.

7.11 Dust, Noise and Odor

Every effort shall be made to control dust, noise (including the personal use of radios, CD, phone devices or tape players), and odor emitted from a construction area. The contractor will be responsible for watering, screening or alleviating dust problem areas as well as controlling noise and offensive odors from the home site.

7.12 Prohibited Uses and Activities

The following items are prohibited in this community:

2. Concrete equipment cleaning or concrete dumping shall be confined to the home site and shall be removed prior to completion of home.
3. Removing any rocks, trees, plants, or topsoil from any portion of the property other than the Homeowner’s home site subject to ACC approval.
4. Careless treatment of trees, open space or forest management areas.
5. Signs other than approved construction or real estate signs.
6. Careless use of cigarettes or flammable items.
7. Use or carrying of Firearms.
8. Open Fires.
9. Home site dumping of trash or EPA controlled disturbances.
10. Careless or reckless driving.
11. Driving or across any forest management or non-designated construction areas.
12. Illegal drugs as determined by Federal law.
13. Use of alcohol.
ACKNOWLEDGEMENT.

The foregoing Architectural Design Guidelines and Community Standards, setting forth the community’s standards, policies and procedures of the Architectural Control Committee are hereby adopted January 1, 2019 by the Association Board of Directors.

Owner/Purchaser certifies that he/she has read and fully understands each and every part of The Sanctuary Pointe Design Guidelines & Community Standards and agrees that these Guidelines are binding upon his/her Lot.

______________________________________________________________
PURCHASER

______________________________________________________________
PURCHASER

______________________________________________________________
ADDRESS

______________________________________________________________
DATE
Addendum A: (Fence Detail)

3 Rail Fence Detail (Elevation Detail)

Specifications:

1. Fence shall not be attached to the residence with a two inch (2") clearance between the residence and the fence post
2. Pressure Treated Lumber
3. 6” x 6” pressure treated posts with 45 degree angle cut on top of post, angle sloping to outside of fence, away from residence
4. Concrete footing for fence posts
5. 2” x 8” pressure treated rails; rails on outside of posts
6. 3/8” lag bolts, nuts on inside of fence
ACC (NEW HOME CONSTRUCTION) APPLICATION FOR SANCTUARY POINTE

Builder/Owner(s):________________________________________________________ Date: ________________

Contact Person: _________________________________________________________ Title: ________________

Phone: _______________________ Mobile: ____________________________ Fax: ________________________

Email: _______________________________________________________________________________________

Lot Address:  _____________________________________________________Lot #: _______________________

PLEASE CHECK APPROPRIATE ITEMS BELOW:

Initial Submittal: ____________________________ Re-Submittal: ____________________________

REQUEST FOR APPROVAL OF:

______ Site Plan
______ Building Elevations (4)
______ Exterior Materials, Finish, and Color Schedule
______ Landscape Plan
______ Final Site Review
______ Approved State Stormwater Management Plan
______ Other

SOURCE OF BUILDING DESIGN:

______ Custom Design  ____ New Plan
______ Builder’s Portfolio:  ____ Previously Approved

STORIES:  1: _____  2: _____  3: _____

GARAGE ORIENTATION: Front Entry: _____ Side Entry:_____

DOES THIS LOT HAVE OPEN SPACE FRONTAGE: Yes: _____ No: _____
If so, right: _____ left: _____ or rear: _____?

IS THIS A CORNER LOT? Yes: _____ No: _____

BUILDING SIZE (Square feet): ________ Main Level: ________ Upper Level: ________ Basement: ________

MAXIMUM BUILDING HEIGHT: ________ Ft

RETAINING WALL(S): Yes: ____ No: ____ Maximum Height: ______ Material(s):______________________

EXTERIOR MATERIALS (list all applicable materials being used):


Roof Material: ________________________________________________________________________________

Trim Material: ________________________________________________________________________________

Porches/Patios/Steps Material: __________________________________________________________________
Chimney Material: ____________________________

Driveway Grade: ___________ Top of Foundation: ___________ Top of Finish Floor: ___________

Options: ____________________________

**EXTERIOR COLOR SELECTIONS** (list manufacturer and color specs):

Brick: ________________________________

Stone: ________________________________

Stucco: _______________________________

Stucco Pop Outs: _______________________

Siding: _______________________________

Trim: _________________________________

Exterior Shutters: _____________________

Deck: _________________________________ Deck Railing: ______________________

Windows: ______________________________

Shutters: ______________________________

Front Door: ___________________________

Garage Door(s): _______________________

Roofing: ______________________________

Chimney: ______________________________

Options: ______________________________

_____________________________________________________________________________________

BMP’s installed in preparation for construction: ________________________________

**ESTIMATED START DATE:** ______________________________

**ESTIMATED COMPLETION DATE:** ______________________________

**OTHER COMMENTS/CONSIDERATIONS:** ______________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

35
APPLICANT(S) SIGNATURE: ____________________________________________________________
                                                                                           ____________________________________________________________
                                                                                           ____________________________________________________________
                                                                                           ____________________________________________________________

Please Print Name(s) Clearly: __________________________________________________________
                                                                                           ____________________________________________________________
                                                                                           ____________________________________________________________
                                                                                           ____________________________________________________________

Date Received: ____________________________ Date Approved: ____________________________

Approved By: _______________________________________________________________________

Notes: ______________________________________________________________________________
                                                                                           ____________________________________________________________
                                                                                           ____________________________________________________________
                                                                                           ____________________________________________________________
                                                                                           ____________________________________________________________
The following Checklist is to be used for homes within Sanctuary Pointe. This Checklist is based on the Landscape Design Guidelines. The homeowner should review the Guidelines in preparing the required Landscape Planting Plan.

The homeowner is responsible for preparing a Landscape Planting Plan to be submitted and approved by the Sanctuary Pointe Architectural Control Committee (ACC) prior to installing any exterior elements or improvements. The homeowner is required to submit (preferred electronically) 2 copies of each of these two items:

1. An application explaining the request (include front and rear photos of the home if available).
2. A Landscape Planting Plan – graphically scaled drawing (i.e. 1” = 10’). Plan is to include all proposed planting and landscape materials.

The Landscape Planting Plan should follow the Landscape Plan Checklist, indicating with labeling existing and proposed exterior elements. To expedite reviews, please include additional plans, such as deck and home addition details as required by the Pikes Peak Regional Building Department, and manufacturer’s information for any specialty features or elements so the ACC can thoroughly review the Landscape Planting Plan.

**LANDSCAPE PLANTING PLANS SHALL INCLUDE THE FOLLOWING PLAN ELEMENTS AND NOTES:**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ 1. Lot boundaries with dimensions, lot area, lot number, adjacent streets with names, north arrow, drawing scale, and adjacent land labeled as residential or open space</td>
<td>______</td>
</tr>
<tr>
<td>______ 2. Indicate and label plant materials that satisfy the landscape requirements:</td>
<td>______</td>
</tr>
<tr>
<td>- Streetscape/Parkway trees (1) one per address -</td>
<td>______</td>
</tr>
<tr>
<td>- Yard trees per Design Guidelines</td>
<td>______</td>
</tr>
<tr>
<td>- Yard shrubs per Design Guidelines</td>
<td>______</td>
</tr>
<tr>
<td>- Yard grasses/perennials per Design Guidelines</td>
<td>______</td>
</tr>
<tr>
<td>- Turf allowance per Design Guidelines</td>
<td>______</td>
</tr>
<tr>
<td>- Percentages of plantings and materials within plant beds -</td>
<td>______</td>
</tr>
<tr>
<td>______ 3. Lot-to-Lot Transitions illustrated on plan for landscape to match neighboring lots</td>
<td>______</td>
</tr>
<tr>
<td>- Field adjust and blend as necessary to create a smooth transition</td>
<td>______</td>
</tr>
<tr>
<td>______ 4. Notes on Landscape Plan indicating:</td>
<td>______</td>
</tr>
<tr>
<td>Soil amendments @ min. 3 cubic yards/1,000 sq. ft. for all turf and plant bed areas</td>
<td>______</td>
</tr>
<tr>
<td>Plant bed edging material specified</td>
<td>______</td>
</tr>
<tr>
<td>Method of Irrigation within the automated system (drip, microspray, spray)</td>
<td>______</td>
</tr>
</tbody>
</table>
5. All architectural elements including Decks, Trellises, Gazebos, and Shade Structures – indicate sizes, heights, materials, and associated plant requirements of each element.

6. All Hot Tubs/Spas and Pools and their fence enclosures (if any) – indicate sizes, heights, materials and colors of any enclosures, and associated plant requirements of each element.

7. All Paved Surfaces including driveway, entryway and walk, public sidewalk, and patio – indicate the materials and colors of each.

8. All Retaining Walls (if any) – indicate types, heights, materials, and colors.

9. All Play and Sports Equipment (if any) – indicate type, height, colors, and screening plants where required: (1) evergreen tree and (6) large shrubs.

10. All Exterior Lighting – indicate type, height, voltage, bulb type, and bulb wattage.

11. Approximate square footage of turf areas labeled by type and installation method (sod or seed). Approximate square footage of wood mulch, rock, or other mulch labeled.

12. All Existing Trees and Shrubs labeled to identify those to be retained or to be removed.

13. Provide a Plant Schedule – indicate scientific names, common names, total quantities, and sizes of all proposed plants to be installed.

14. Dog Run (if approved) locations, surfacing, and their fence enclosures – indicate materials and heights

15. Vegetable Gardens and their fence enclosures (if any)

16. Satellite Communication Dishes (if any)

17. Any other proposed landscape or exterior improvements (if any)
Additional Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Plan Accepted
☐ Please Revise & Resubmit Plan

Plan checked by: ______________________________________________________  Date: _____________

It is the responsibility of the homeowner to contact N.E.S. Inc. when the landscape installation is completed. At that time, N.E.S. Inc. will inspect the landscape for compliance with the approved Landscape Plan and advise you and the homeowner if the installation is acceptable.

☐ Landscape Installation inspected and Accepted
☐ Landscape Installation inspected and corrections needed

Installation inspected by: ________________________________________________  Date: _____________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please contact the Sanctuary Pointe Architectural Control Committee with your submittal and any questions:

Sanctuary Pointe Architectural Control Committee  N.E.S. Inc. - Landscape Architecture
C/O Hammersmith Management  619 N. Cascade Ave., Suite 200
1155 Kelly Johnson Blvd., Suite 495  Colorado Springs, CO  80903
Colorado Springs, CO  80920  (719) 471-0073
(719) 389-0700

Revised: August 15, 2017