

**ARROWHEAD HOMEOWNER ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**DESIGN GUIDELINES**  
(Revised December, 2010)

**DIRECTORY**

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## **ARROWHEAD HOMEOWNER ASSOCIATION, INC. ARCHITECTURAL REVIEW COMMITTEE DESIGN GUIDELINES**

**Mission, Responsibilities and Duties, (Declaration, Article XIII, Architectural Standards, pages 40-44, Architectural Review Committee, page 2, Design Guidelines 2.21, page 4, General Powers and Duties of Board, page 5)**

**Mission:** The Architectural Review Committee (ARC) is responsible for “promulgating and enforcing Design Guidelines” for ARROWHEAD (the “Association”) and to review all improvement applications subject to review under the following:

- **Subsidiary Declaration of Covenants, Conditions, and Restrictions for The Arrowhead, including Article XIII, Architectural Standards. (Declarations listed in these Design Guidelines are from this Declaration).**
- **Master Declaration of Covenants, Conditions, and Restrictions for The Broadlands, including Article 9, Architectural Approval.**
- **Broadlands Master Association Design Guidelines, amended February 12, 2001.**
- **Broadlands Filing #12 Arrowhead Site Development Plan approved by and on file with the City of Broomfield Community Planning Division.**

### **Responsibilities of Association Board of Directors:**

- Establish an Architectural Review Committee (ARC).
- Interview and select members to serve on the ARC. Members are appointed and serve at the pleasure of the Association Board of Directors which manages and supervises all Association activities.
- Approve proposed Design Guidelines and subsequent revisions or amendments.
- Hear appeal requests from owners who challenge ARC decisions.

### **Responsibilities of Owners:**

- Submit requests to the ARC for any proposed improvement involving construction, installation, modification, or renovation on any lot. This does not include remodeling, painting, or redecorating the interior of a structure on a lot. However, any modification that requires a change to the exterior of a structure requires approval of the ARC. This includes any exterior changes resulting from basement remodeling.
- Comply with and implement any request approved by the ARC according to the terms of the approval.

**Responsibilities of the ARC:**

- The ARC receives, reviews approves or rejects owner requests for any proposed improvement involving construction, installation, modification, or renovation on the lot or to the exterior of the structure on the lot.
- The ARC may adopt Design Guidelines for the approval of the Board. Board approval may be documented in the minutes of a regularly scheduled Board meeting. Design Guidelines provide guidance to Owners but are not the “exclusive basis for decisions” and “compliance does not guarantee approval of any application”. **(Declaration 13.2 (a), Design Guidelines, page 41)**
- The ARC may amend Design Guidelines with Board approval. Amendments do not affect previously approved plans or structures. **(Declaration, 13.2 (b), Design Guidelines, page 42)**
- ARC decisions may be based solely on aesthetic considerations which are subjective and may vary with changes in committee membership. **(Declaration, 13.4 (a), Procedures, page 42)**
- Subject to Board oversight, the ARC has “exclusive jurisdiction over all construction, alteration, and removal of improvements on any portion of the property”. This includes both categories of Common Elements: (Declaration, 2.14 Common Elements, page 3)
  1. General Common Elements are everything except the interior villa space and Limited Common Elements.
  2. Limited Common Elements are the portion of the Common Elements allocated to the exclusive use of one unit. The front porch, driveway, and patio are the Limited Common elements for each villa. **(Declaration, 13.7 (a), Enforcement, page 43)**
- The ARC processes owner requests for landscaping improvements with input from the Landscape Committee. The ARC will submit all landscaping requests with recommendations to the Board of Directors for consideration and approval. The Board of Directors formed the Landscape Committee (LC) to provide technical guidance to the ARC. The committee consists of at least one person appointed by the Board. The duties are:
  1. Evaluating reasons for dead or dying trees, shrubs, and plants to determine whether there is a location, water, disease, or other problem and recommending solutions to the ARC.
  2. Providing technical assistance to the Managing Agent upon request.
  3. Recommending proposed changes to the Site Development Plan or Design Guidelines.
- The ARC is not responsible for:
  1. An Owner’s compliance with City or County codes, although the Association may prosecute violations of the same.
  2. Ensuring that the Owner’s improvements are safe or are built in conformity with good construction practices although the Association may compel the alteration or removal of improvements that it deems are unsafe or not suitable.
  3. Building maintenance and landscaping maintenance of the Common or Limited Common Elements. These are the responsibility of the Property Management Company.

**Procedures, (Declaration, 13.4 (b), Procedures, page 42)**

- “Plans and specifications showing the nature, kind, shape, color, size, materials, and location of all proposed Improvements shall be submitted to the Architectural Review Committee for review and approval or disapproval prior to the commencement of construction of such Improvements.” Design Guidelines are provided as a guide to answer questions about frequently asked subjects. However, these Guidelines are not all inclusive and subjects not directly referred to still need to be addressed through the formal ARC application process.
- The ARC will meet as necessary to perform its duties and consider requests from villa Owners. A majority vote of the ARC shall constitute an act of the ARC. If the ARC fails to approve or reject any request within thirty days after submission, the application is considered rejected.
- **Requests for all exterior modifications to lots and the villas thereon, including all landscaping issues must be submitted to the Architectural Review Committee for review and approval prior to action unless expressly exempted in these Design Guidelines.**
- Owners may print ARC application forms on line at [vistamagm.com](http://vistamagm.com) or request them from Vista Management. All ARC requests should be submitted to the Vista Management at:

**Vista Management Associates**

8700 Turnpike Drive #230  
Westminster CO 80031  
303-429-2611  
Fax 303-429-2632  
[cindy@vistamgmt.com](mailto:cindy@vistamgmt.com)

**Air Conditioners and Attic Ventilators (Declaration 4.7(f), Prohibited Conditions, page 11)**

No window air conditioners or evaporative coolers shall be installed. Furthermore, attic ventilators and or vents that penetrate the siding, roof, or overhanging surfaces of the villas are prohibited. (See “Basement Remodeling” below)

**Awnings (Declaration 2.52, Rules, page 7)**

Retractable awnings including mounted electric wind sensors are the only covering authorized for patios and upper decks but only as approved in writing by the ARC. After ARC approval and installation, the Owner must obtain and pay for an insurance awning rider and furnish a copy to the Association Manager.

**Basement Remodeling (Declaration 2.52, Rules, page 7)**

Owners need to submit requests to the ARC for approval of basement remodeling prior to commencement of the project. The ARC needs to address such issues as placement and duration of dumpsters on site, proper unloading of materials, liability resulting from any damage, and possible compact testing in the event any foundation soil is disturbed. In the event the remodeling includes a bathroom or fireplace that necessitates vents through exterior walls, the ARC needs to review their placement. Also, any issue with window wells needs to be addressed by the ARC.

**Doors, Windows and Painting (Declaration 12.1(b), Maintenance of Landscaping and Improvements, page 38)**

- Exterior painting maintenance including windows and doors (excluding glass surfaces and skylights) is the responsibility of the Association. An Owner may do touchup painting. Contact the Managing Agent to obtain proper colors.
- Owners are responsible for replacing any cracked or broken window, skylight and door glass and damaged screens, and for cleaning exterior and interior glass surfaces.
- Replacement window and door units must conform to existing materials and design.
- All storm doors must be white, have “full view” glass, with brass door handles and bottom plates on front doors. Patio doors may have either brass or brushed nickel handles and plates. Screens may be removable or part of the combination window. Approval is required by the ARC prior to installation.
- “No “burglar bars”, steel or wrought iron bars or similar fixtures, whether designed for decorative, security or other purposes, shall be installed on the exterior of any windows or doors of any building” except any approved by the ARC. **(Declaration 4.7(l), Prohibited Conditions, page 11)**

**Exterior Lighting (Declaration 4.7(g), Prohibited Conditions, page 11)**

- Permanent exterior lighting installed by Owners is not permitted.
- Solar lighting may be used as long as it is placed in rock areas along front entry walks and patios within five feet of villa foundations. They must not be placed in grass areas. Prior approval from the ARC is not required.

**Fencing, (Declaration 4.10, Fencing, page 13)**

All requests for fencing must be submitted to the ARC for approval.

- Only black iron fencing with a gate opening will be considered for approval on patios as long as they are 36-42 inches in height with no scroll work. The gate may be added later.
- For walkout basement models fencing must match upper deck fencing in material, white color and design.
- All approved fencing repair and maintenance is the responsibility of the villa owner.

**Garage Doors (Declaration 12.1(c) (iii), Maintenance of Landscaping and Improvements, page 38)**

Repair, maintenance and replacement of garage doors are the responsibility of the Owner. Requests for replacement garage doors need to be submitted to the ARC for approval before installation. Replacement garage doors need to conform to existing doors in design, have four (4) panels and be painted according to the color scheme of the building involved.

**Hanging Planters, Brackets, and Ornaments (Declaration 2.52, Rules, page 7)**

Refer to **Arrowhead Homeowners Rules and Regulations for information** on Planters, Figurines, Ornaments, Bird Baths, and Bird Feeders.

### **Hot Tubs, Jacuzzis and Spas (Declaration 2.52, Rules, page 7)**

Individual hot tubs, Jacuzzis and Spas regardless of size or portability are prohibited in the community.

### **Landscaping (Declaration 4.7(c), Prohibited Conditions, page 10)**

- **Owners are prohibited from removing, replacing or planting shrubs, bushes or trees in either the grass or stone (non-grass) areas around their villa foundation.**
- Owners may not plant annual or perennial flowers, trees, shrubs or anything else in the ground.
- Owners should notify the Architectural Review Committee through the Managing Agent of dead or dying landscape items so action may be taken to replace them.
- **Owners need to submit all landscape requests to the Architectural Review Committee. The ARC is responsible for reviewing all landscape requests to insure compliance with the Broadlands Filing #12 Arrowhead Site Development Plan approved by the City of Broomfield Community Development Planning Division.** The ARC will review with the Landscape Committee and offer recommendations on the requests for Board approval and budgeting.
  1. **The Site Development Plan** is related to the **Planned Unit Development** documents and addresses not only the impact of landscaping in the ARROWHEAD, but within the entire BROADLANDS development.
  2. The City of Broomfield has modified the **Site Development Plan** to authorize the Board of Directors certain discretion in altering the landscape within the Association's community. The Board has the discretion to replace any dying shrub, bush, or tree with the same species or with a different species from the same category of item on the Site Development Plan.
  3. Requests for changes in plantings should be submitted to the Architectural Review Committee through the Managing Agent for consideration and approval. Requests for species not on the authorized list of the Site Development Plan require approval from the City of Broomfield. Requests for such approval must be generated by the ARC only. The City will not consider administrative modification requests unless approved by the association in writing. If the ARC approves the request, the requesting owner will be subject to a \$50.00 application fee or whatever greater fee is required by the City of Broomfield for an administrative modification request.
  4. **An administrative modification applies to changes affecting no more than 10% of the common area. A variance affecting a greater percentage than 10% requires Common Council approval.**

### **Ramps, (Declaration 2.52, Rules, page 7)**

Requests for ramps should be submitted to the ARC for approval.

- Ramps must be made of light weight aluminum and placed so that walking up the steps is possible.
- Ramps should be attached to the cement with anchors so the ramp may be removed easily and is stable for security reasons.
- When the ramp is removed, the owner is responsible for sealing the holes left in the cement from the ramp installation.
- No wooden ramps are permitted.

**Satellite Dishes (Declaration 4.7(d), Prohibited Conditions, page 10)**

- The term “dish” is used to refer to both satellite dishes and antennas.
- Dish systems must be professionally installed according to manufacturer’s installation specifications.
  1. Dish sizes are normally 18” – 26” in size. If greater, note on ARC request form.
  1. Dishes must be installed in wood material only, never into masonry siding, and never into roofs. Dishes must be firmly secured so they do not jeopardize the integrity or safety of any structure or the safety of any person at or near the dishes.
  2. Dishes must be located as low to the ground as practical for acceptable signal reception but never in a location as to encroach upon the general common elements or upon another Owner’s limited common elements.
  3. Dishes must not be placed in the front of buildings. The front of a building is designated as the side of the structure with the front door.
  4. Installations must comply with all applicable building, electrical and related codes, and take aesthetic considerations into account.
  5. Cable shall be installed so as to be minimally visible and, to the extent possible, blend into the material to which it is attached. The penetration of the cable from the exterior to the interior of the residence shall be made as close as possible to the location of the dish. No cable shall be installed on general common elements.
- Owners are responsible for maintenance of dishes and are liable for any personal injury or damage occurring to persons, common elements, or others’ property arising from their installation, maintenance or use, and shall pay the costs to:
  1. Repair damages to the common elements and any other property;
  2. Pay medical expenses incurred by persons injured;
  3. Reimburse residents or the Association for damages.
- When removing a dish, the Owner is responsible for restoring the building to the original condition by removing all cables, filling all holes, and painting the exterior to meet Association standards.
- When an Owner sells the villa, the purchaser accepts all responsibility for the dish in accordance with these Design Guidelines.
- Should the Owner fail to properly maintain the dish in accordance with these Guidelines, the Association may, after notice and an opportunity to be heard, fine the Owner and/or take such further action, legal or otherwise, as permitted by Declaration or statute.
  1. The Managing Agent will notify the Owner, in writing, that the dish requires maintenance, repair or replacement, and that such remedial action must be completed within thirty (30) days of such notification.
  2. The Owner may request a meeting with the Board to be held within thirty (30) days of such notifications to review the reasons for the required action.
  3. Within thirty (30) days of such meeting, the Board shall notify the Owner, in writing, of its final decision.
  4. If any required work is not completed within thirty (30) days of notification of the final decision, the Association may remove and/or repair the antenna and add the expense to the Owner's annual or monthly assessment.
- High Definition Satellite dishes are about 25” X 29” in size. They are connected through cable boxes and do not require special wiring within cable ready villas. Your ARC request form must note if you want to install a HD satellite dish.

**Sheds (Declaration 4.16, Tents, Mobile Homes, and Temporary Structures, page 14)**

Sheds, tents and accessory buildings like greenhouses, patio enclosures, temporary or permanent, are prohibited.

**Signs and Flagpoles (Declaration 4.7(j), Prohibited Conditions, page 11)**

Refer to **Arrowhead Homeowners Rules and Regulations for information** on Signs and Flagpoles.

**Window & Door Coverings (Declaration 4.7(b), Prohibited Conditions, page 10)**

Refer to **Arrowhead Homeowners Rules and Regulations for information** on Signs and Flagpoles.

**Effective Date**

Design Guidelines and any amendments shall become effective 30 days after final Board approval.

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**Board Approved: February, 2008**

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