

**Return To:**

Vista Management Associates  
8700 Turnpike Drive #230, Westminster CO 80031  
Ph: (303) 429-2611 Fax: (303) 429-2632  
Email: [rebecca@vistamgmt.com](mailto:rebecca@vistamgmt.com)

Date Received	_____
Rec'd from AC	_____
Mailed	_____
Called	_____

**COPPERLEAF DESIGN REVIEW REQUEST**

**NEIGHBORHOOD:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please x the appropriate requested improvement(s):

- Painting       Landscaping       Fencing       Deck/Patio Slab       Swing Set
- Roofing       Room Addition       Drive/Walk Addition       Basketball Pole / Backboard       Patio Cover
- Other: \_\_\_\_\_

I hereby agree that I must first receive approval from the Design Review Committee in order to proceed. It is also understood that approval from the Association does not constitute approval of the local Building Department and that I may also be required to obtain a building permit. I agree to complete improvements promptly after receiving approval.

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Briefly describe proposed improvement and attach all required information:

Date to be completed: \_\_\_\_\_

*Design Review Committee Decision:*

- Approved** as submitted
- Approved subject** to comments below.

- Disapproved** See comments below.

Required Completion Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Design Review Committee Member(s)

# ARCHITECTURAL IMPROVEMENT - INSTRUCTION SHEET

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1. Complete the Architectural Improvement form.
2. Attach as many visual or written details as needed. (Refer to tips below)
3. Submit to:

Vista Management Associates, Inc  
8700 Turnpike Drive Ste. 230  
Westminster, CO 80031  
Ph: 303-429-2611  
Fax: 303-429-2632

\*Please keep in mind the approval process can take up to 30 days, so remember this in your planning.

## TIPS:

### PAINTING:

Write "to match existing" OR if new color scheme, submit paint samples and indicate color in general terms of the homes on either side of your home (i.e light beige with dark brown trim).

### LANDSCAPING:

Include a plot plan showing what you intend to complete. Size details can be easily drawn using 1/4" or 1/8" graph paper. Be sure to include existing conditions. Proposed improvements can be highlighted with marker or dark circles/bubble around them. If you will be planting trees and shrubs, be sure to indicate the type and mature size on the plot plan or graph paper. It is also important to list the type of color of rock or mulch.

### RETAINING WALL/PATIOS/DECKS/FENCES/PATIO COVERS/GAZEBOS:

Give a description of the project i.e retaining wall constructed of 6" x 6" x8" treated timbers; 12' x 16' patterned concrete patio; 12' x 20' redwood deck; 6' privacy fence of 1" x 4" dog ear pickets; 12' x 18' patio cover-solid roof with shingles and gutter system.

- Include plot plan showing dimension (width, length and height). Elevations (what it will look like from the front and sides) can be sketched on 1/4" or 1/8" graph paper.
- Include a general description of what materials will be used to construct it and how they will be finished. Not all items listed above require finishing, but if that's part of your plan, please list it. i.e clear sealer or paint to match existing home.

### ROOFING:

Writing "to match existing: OR if new color scheme, submit shingles samples or brochure showing the type and color of brick/block you are using.

### BRICK/BLOCK:

Writing "to match existing: OR if new color scheme, submit shingles samples or brochure showing the type and color of brick/block you are using.

### BUILDING ADDITIONS:

If you are constructing a room addition to your home, it is important to include a floor plan and exterior elevations with the plot plan showing location on the lot. These drawings should include dimensions of width, length and height.

Finally, in making landscaping plans, please recognize that you can void your structural warranty by making changes to the final grade and altering the grade can affect your neighbor's grade. Remember, the Architectural Control Committee (ACC) is here to protect the neighborhood's total value, integrated community by reviewing plans and information for compatibility with the architectural and materials of the neighborhood. The ACC is not going to regulate/dictate the construction/installation techniques of the homeowner or their contractors. That is the responsibility and liability of the individual homeowner.

Fence - 6' high, 4" cedar picket privacy fence with clear sealer

(1) Clump Aspen (15' mat. ht.)

Swing set: to be submitted at future date

(3) Juniper (1' mat. ht.)

(3) Red twig Dogwood (4' mat. ht.)

(1) Clump Aspen (15' mat. ht.)

Concrete edging (typical)

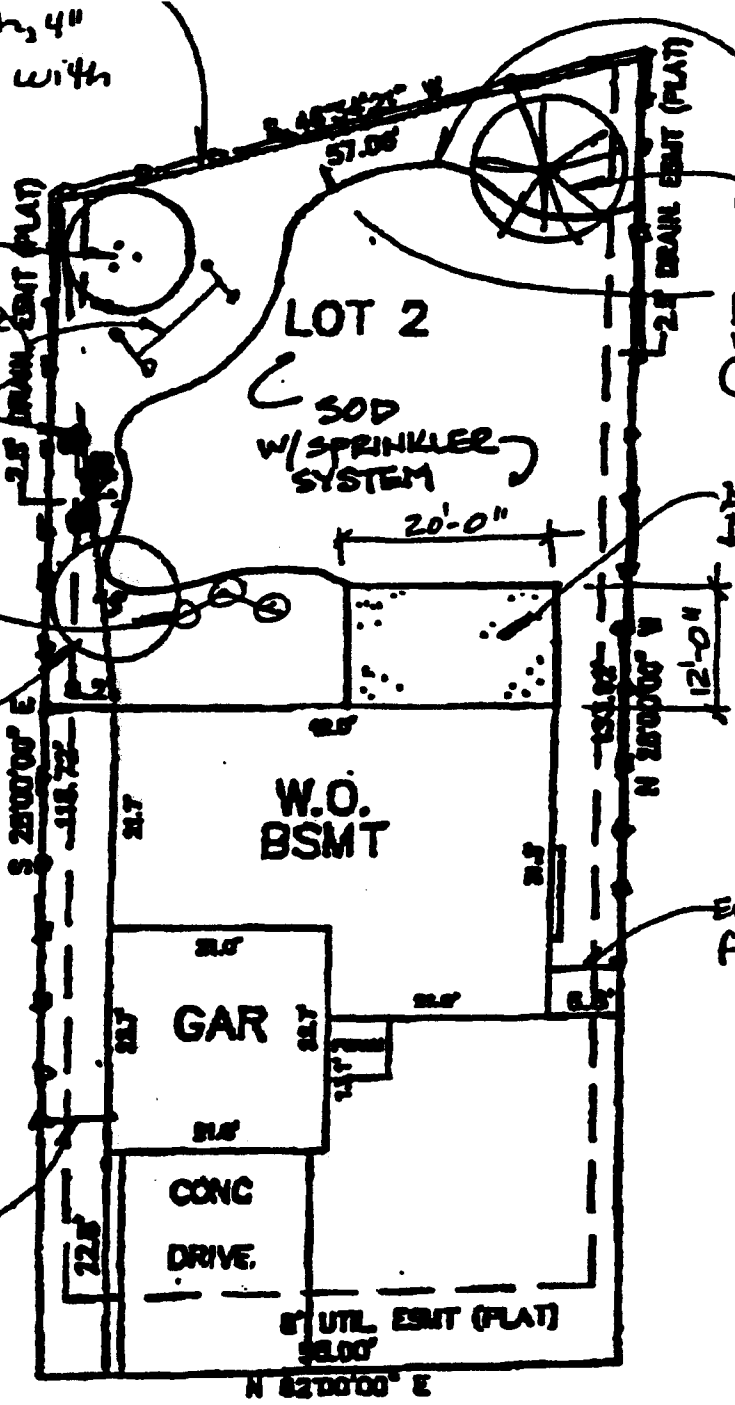
(1) Blue Spruce (20' mat. ht.)

Rock = 1 1/2" riverrock (typical)

NEW CONCRETE PATIO

Existing wing fence

Existing wing fence



W. COOPER DR.  
(50' ROW)

"EXAMPLE"

