

**Return To:**

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

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- Disapproved** See comments below.

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

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

Design Review Committee Member(s)

# COPPERLEAF HOMEOWNERS ASSOCIATION

## ARCHITECTURAL IMPROVEMENT - INSTRUCTION SHEET

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

**NOTE: The approval process can take up to 45 days. Please remember this when planning your project.**

The Design Review Committee (DRC) is here to protect the neighborhood's total value, and integrated community by reviewing plans and information for compatibility with the architectural and materials of the neighborhood. The DRC will not regulate, recommend or dictate the construction or installation techniques of the homeowner or their contractors. That is the responsibility and liability of the individual homeowner.

### REQUIREMENTS

#### PAINING:

Owner shall obtain a sample of each color of actual paint to be used on the structure and apply them to a location on the house for review by the ARC. The location must be visible from the street.

Body color shall be 2' x 2' and trim colors in strips of 2' x 4" wide immediately adjacent to the body color. The sample shall be painted on the garage of the resident's home.

#### LANDSCAPING:

Include a plot plan showing the completed project. Size details can be easily drawn using 1/4" or 1/8" graph paper. Be sure to include existing conditions. Proposed improvements should 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. PLEASE NOTE: You can void your structural warranty by making changes to the final grade and altering the grade can affect your neighbor's grade.

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

Provide a description of the project: i.e. retaining wall constructed of 6" x 6" x 8" 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 and color will be used to construct it and how they will be finished. Not all items listed above require finishing, but if that is part of your plan, please list it, i.e. clear sealer or paint to match existing home.

#### ROOFING:

Write 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:

Write 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.

## **COPPERLEAF HOMEOWNERS ASSOCIATION PAINTING INSTRUCTION SHEET**

### **❖ Plan to submit your request at least 45 day in advance of date.**

- Per the Covenants, an Architectural Improvement Request response can take up to 45 days to complete its processing. This starts after Vista Mgmt receives the request and logs the date received.
- I would suggest giving yourself plenty of time.
- To be safe, do not arrange a date with you contractor until your request has been approved.
- Also, submission does not guarantee approval.

### **❖ Painting Samples**

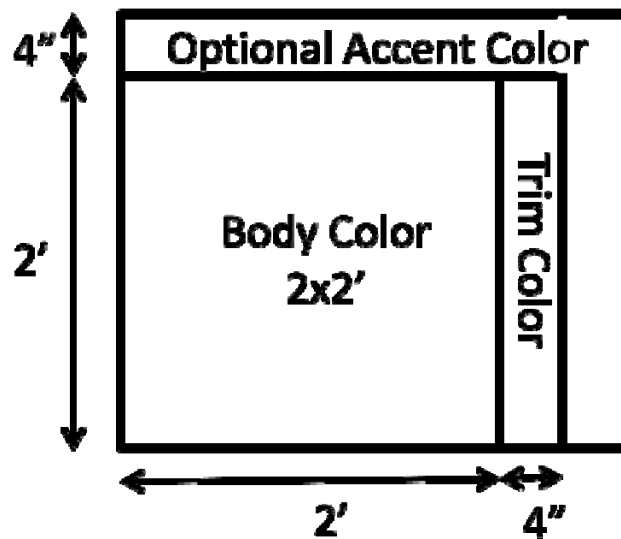
- Decide on a single paint scheme, made up of body, trim & accent colors, before submitting your request.
- Paint your sample on your garage door, before submitting your request.
  - Paint a two square foot body color sample on your garage door.
  - Adjacent to one side of the body color square, paint a 2 foot by 4 inch trim sample, such that the longer side of the rectangle is next to the body color sample.
  - Adjacent to another side of the body color square, paint a 2 foot by 4 inch accent sample, such that the longer side of the rectangle is next to the body color sample.
- Display a single sample when you submit your request, multiple samples may confuse the committee and may lead to delays.
- Provide the color chip samples for each color in the paint scheme.
- The color chip samples should include the following information: a sample of the color, the color name, brand name, and identifying number.
- Pick up the color chip samples where you purchase your paint.
- Or create your own on white 3"x5" index cards, apply each paint color sample to a single card and provide the color name, brand name, and identifying number on the card.
- Must be visible from the street.

### **❖ Please remember everything in the covenants still applies.**

**Painting:**

Decide on a single paint scheme with body, trim and accent colors, before submitting your request. Paint sheen must NOT be gloss or semi-gloss. Satin, flat or matte are acceptable finishes for exterior paint. Homeowner shall obtain a sample of each color of actual paint to be used on the structure and apply them to the garage door location on the hour for review by the ARC. The location must be visible from the street. Please provide only one color option to the ARC in your submission. Should you have multiple samples on the garage door/ front of your home, please clearly indicate which sample is being submitted for consideration. .

Body color shall be 2'x2' and trim colors in strips of 2'x4" wide immediately adjacent to the body color, as shown below.



Color chips must be submitted with your Architectural Improvement request. The manufacturer name, color name and identifying number should be clearly indicated on your request. Do not submit the same color scheme as your immediate neighbors, as it will be rejected. Provide detail that shows where on the house the trim color and accent color will be used.

**Landscaping:**

Include a plot plan showing the completed project. Size details can be easily drawn using ¼ " or 1/8 " graph paper. Be sure to include existing conditions. Proposed improvements should be highlighted with marker or dark circles/bubble around them. If you will be planting trees and shrubs, be sure to indicate the specific species and mature size on the plot plan or graph paper. The ARC will review the specific planting to make sure they remain within your property at maturity. If this information is not provided, the ARC will in all likelihood ask you for it, and cause a delay in the review of your request. It is also important to list the type of color or rock or mulch.