

Third Amended and Restated Rules and Regulations

Heritage Ridge Metropolitan District
Berthoud, Colorado

Dated September 12, 2024

“Disclaimer:” The property within the Heritage Ridge Subdivision is also subject to Declaration of Covenants, Conditions, Restrictions and Easements of Heritage Ridge, Town of Berthoud, Larimer County, Colorado (“Covenants”) which contains further restrictions and limitations which are also binding on the owners of all Lots within Heritage Ridge. The Governing Board (as defined below) shall have the right, power and authority to amend these Rules and Regulations from time to time as deemed appropriate in the future.

INTRODUCTION:

These Rules and Regulations, referred to as the “Rules & Regulations,” have been adopted by the Board of Directors of Heritage Ridge Metropolitan District (the “District”) in accordance with the Covenants to give direction to Owners, as defined in the Covenants, in preparing plans and designs that reinforce the appearance of the high-quality Heritage Ridge neighborhood. The Covenants require approval from the ACC (as defined in the Covenants) prior to the installation, construction, erection or alteration of any improvement, including any structure, attachment to any structure, or landscaping of any Lot, as defined in the Covenants. These Rules & Regulations are intended to supplement and clarify the requirements of the Covenants.

Due to unique characteristics on individual Lots and/or groups of Lots, certain additional special requirements, relating to house design, site planning, landscaping, fencing, or any other facet of modification, addition or alteration, may be imposed by the Governing Board or, as appointed, their representative(s), during the review and approval process. Reference to the Governing Board shall be inclusive of its designated representative(s) as it relates to the process.

Pursuant to Section 2.4 of the Covenants, the Governing Board may adopt rules and regulations from time to time establishing procedures, criteria and guidelines in furtherance of the Covenants. Such guidelines and rules adopted by the Governing Board shall have the same force and effect as if they were set forth in and were a part of the Covenants.

These Rules & Regulations amend and restate the December 1, 2021 Seconded Amended and Restated Rules and Regulations.

DEFINITIONS:

“Application” shall mean an application for review and approval by the ACC, or its designee, as required to be submitted under the Rules & Regulations and/or Covenants. An Application shall be substantially in the form attached hereto as Attachment A, or other form provided by the District.

“Contractor” shall mean any person who has or will become the Owner of a Lot, or any person acting as an agent of the Owner of a Lot or a prospective Owner of a Lot, seeking approval of an Application pursuant to and as required by the Rules & Regulations.

“Governing Board” or **“Board”** shall mean the board of directors of the District.

“Impartial Decision Maker” shall mean a person or a group of persons, engaged by the Board: (a) with the authority to make a decision regarding the enforcement of the covenants and restrictions that the District enforces including, but not limited to, any architectural requirements and; (b) that does not have any direct personal or financial interest in the outcome of the matter being decided.

BASIS FOR GUIDELINES AND INTERPRETATION:

- a) Covenants. The Covenants is a document governing all Properties (as defined in the Covenants) within Heritage Ridge. The Covenants are available at any time from the District and are also recorded in the real property records of Larimer County, Colorado. Each Owner should review and become familiar with the Covenants. Nothing in these Rules & Regulations supersedes or alters the provisions or requirements of the Covenants and, if there is any conflict or inconsistency, the Covenants control.
- b) Governmental and Other Regulations. Use of Property and Improvements, as defined in the Covenants, must comply with applicable building codes and other governmental requirements and regulations. Where the provisions of applicable Town of Berthoud standards are more restrictive than the provisions of these Rules & Regulations, the Town of Berthoud standards shall be controlling.
- c) Interpretation. These Rules & Regulations contain both rules and informational direction. Where the terms “shall” or “shall not” are used herein, it denotes a mandatory direction that may have penalties associated with its violation. Where the terms “preferred” or the phrase “the ACC may permit” are used in a statement, the statement constitutes informational direction provided for the guidance and convenience of Owners and Contractors and shall not create any duty for the ACC to approve or permit the design elements referred to in such statement, nor shall any Owner or Contractor rely in any manner upon the ACC’s potential approval of such design element, the approval of which shall remain within the ACC’s discretion in accordance with these Rules & Regulations.

PROCEDURES FOR APPROVAL:

Who is subject to the procedures set forth in these Rules & Regulations?

Any Owner and her/his Contractor desiring to undertake any modification, addition, or alteration relative to any Improvement within the Property is responsible for complying with the provisions of these Rules & Regulations and initiating the reviews and obtaining the approvals required by these Rules & Regulations before any such modification is undertaken. There are no exemptions or automatic approvals. Each Application will be reviewed on an individual basis in accordance with the Design Review Requirements and processes set forth in Article 2 of the Covenants. As is indicated in the listing of specific types of Improvements below, there are some cases in which advance written approval will not be required if the Rules & Regulations, with respect to that specific type of Improvement, are followed.

Conflicts with the Covenants.

In the event of a conflict between these Rules & Regulations and the terms of the Covenants, the Covenants shall prevail.

Administration of the procedures set forth in these Rules & Regulations.

The review procedures are described in the Covenants, as supplemented by these Rules & Regulations, and are administered by the ACC or their appointed representative(s). Approval of any proposed modification, addition, or alteration of any Improvement is within the discretion of the ACC or its designated representative(s) with regard to: design; harmony of external design with existing structures; and location in relation to surrounding structures, topography and finish-grade elevations. In accordance with the Covenants, the Governing Board of the District has appointed the ACC to act on its behalf relative to enforcement, review and approval of Applications under the Covenants and these Rules & Regulations. The actions of the ACC shall be deemed actions of the Governing Board, subject to the right of appeal provided for in the Covenants.

Waiver, Amendment and Third-Party Benefit.

The Governing Board maintains the right, from time to time, and at its sole discretion, to waive, amend or modify these Rules & Regulations. These Rules & Regulations confer no third-party benefit or rights upon any entity, person, Owner or Contractor.

Neither the Governing Board, nor the ACC, its respective members, Secretary, successors, assignees,
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agents, representatives, employees or attorneys shall be liable for damages or otherwise to anyone submitting plans to it for approval, or to any builder by mistake in judgment, negligence or nonfeasance, arising out of any action of the ACC with respect to any submission or for failure to follow these Rules & Regulations. The role of the ACC is directed toward applications for review and approval of use, site planning, appearance, architectural vocabulary and aesthetics. The ACC assumes no responsibility with regard to design or construction, including, without limitation, the civil, structural, mechanical, plumbing, or electrical design, methods of construction, or technical suitability of materials.

Applications for Review.

Applications for review and approval as well as information regarding design review procedures can be obtained from the District's Management Company ("Management Company"). The Applications for review must use the form attached hereto as Attachment A, or as provided by the Management Company. All Applications for approval of a modification, addition or alteration to an Improvement, including all other related materials, shall be submitted to the District's Management Company and the ACC for review by, or on behalf of, the Governing Board, before work commences. Once an Application submittal has been developed, three (3) copies of a plan (minimum size 11" x 17") shall be submitted to the Management Company and the ACC. The Application must contain the following information:

- a) Lot, Block, Filing Number and Owner's name, address, and telephone number;
- b) Contractor and/or designer's name, address, and telephone number (if applicable);
- c) Scale of one (1) inch – ten (10) feet and north arrow;
- d) All existing conditions, including house, walks, driveways, patios, decks, walls, plants, trees, drainage ways, property lines, and any easements;
- e) All proposed Improvements, including information (to the extent applicable) described in "Drawing or Plans" below.

Review Fee.

The ACC reserves the right to charge a reasonable fee to cover the cost of any engineering consulting or other fees incurred in reviewing any application.

Drawings or Plans.

As a part of any Application, Owners are required to submit complete plans and specifications prior to commencement of any work on any Improvement (said plans and specification to show exterior design, height, materials, color, location of the structure or addition to the structure, plotted horizontally and vertically, location and size of driveways, general plan of landscaping, fencing, walls, windbreaks and grading plan, as well as such other materials and information as may be required). In most cases, the materials to be submitted will not have to be professionally prepared by an architect, a landscape architect or draftsman and a simple drawing and description will be sufficient. In the case of major modifications, alterations or additions to Improvements, such as room additions, structural changes, or accessory building construction, detailed plans and specifications, prepared by a licensed architect, may be required. Whether prepared by the Owner or a professional, the following guidelines should be followed in preparing drawings or plans.

- a) In some instances, elevation drawings of the proposed Improvement will be required. The elevation drawings should indicate materials to be utilized in constructing or adding such improvements. The drawing or plan should be done to scale and should depict the property lines of the Owner's Lot, all recorded easements and the outside boundary lines of the home as located on the Lot. If a copy of an improvement location certificate (survey) of the Lot is available, it should be used as a base from which to draw.
- b) Existing Improvements, in addition to your home, should be shown on the drawing or plan and identified or labeled. Such existing Improvements include driveways, fencing, walks, decks, trees, bushes, etc.
- c) The proposed Improvements should be shown on the plan and labeled. Either on the plan or on an attachment, there should be a brief description of the proposed Improvement, including the

materials to be used and the colors. (Example: Redwood deck, 10' x 12' with 2" x 4" decking. Natural stain.)

- d) The plan or drawing and other materials should show the name of the Owner, the address of the home and a telephone number where the Owner can be reached.
- e) The proposed Improvements must take into consideration the easements, building location restrictions, and sight distance at intersections.
- f) Owners should be aware that most Improvements require a permit from the Town of Berthoud (the "Town"). The ACC reserves the right to require a copy of such permit as a condition of its approval.

Regulatory Compliance.

It is the responsibility of the Owner and Contractor to obtain all necessary permits and to ensure compliance with all applicable governmental regulations and other requirements. Plans submitted for ACC review shall comply with all applicable building codes, zoning regulations and the requirements of all governmental entities having jurisdiction over the building project or Property within Heritage Ridge. Regulatory approvals do not pre-empt the design review authority of the ACC, and ACC approval does not incorporate any governmental approvals. Governmental approvals shall be the sole responsibility of the Owner and Contractor. Owner is requested to provide a copy of the permit to the ACC once it is obtained by the governmental entity for which the permit was applied.

Interference with Utilities and Limitations on Use.

When making Improvements or modifying or altering existing Improvements, Owners are responsible for locating all water, sewer, gas, electrical, cable television, or other utility lines or easements. Owners should not construct any Improvements over such easement without the consent of the utility involved and Owners will be responsible for any damage to any utility lines. All underground utility lines and easements can be located by contacting:

Utility Notification Center of Colorado 1-800-922-1987
<http://colorado811.org/>

The Property, other than any portion of the Property owned by a political subdivision of the State of Colorado, shall be used only for residential, recreational, and related purposes as may be more particularly set forth in the Covenants, these Rules & Regulations and any amendments thereto or hereto. The District, acting through the ACC, shall have standing and the power to enforce use restrictions contained in the Covenants as if such provision were a regulation of the District. The District, acting through the ACC and/or designee, shall have authority to make and to enforce standards and restrictions governing the use of Lots, including the homes thereon, and to impose reasonable user fees therefor. Land use standards constituting the initial restrictions and standards are explained in the Covenants. These Rules & Regulations shall not apply to any portion of the Property while owned by a county or other political subdivision of the State of Colorado. These Rules & Regulations are independently amendable in accordance with the Covenants and an amendment of the Covenants shall neither constitute nor require an amendment of these Rules & Regulations. Each Contractor and Owner is responsible for compliance with any and all use restrictions contained in the Covenants to ensure that improvements are in compliance with these use restrictions.

Accuracy of Information.

Any person submitting plans to the ACC shall be responsible for verification and accuracy of all components of such submission, including, without limitation, all site dimensions, grades, elevations, utility locations, neighbor acknowledgement and other pertinent features of the site plans.

Action by ACC.

The ACC will regularly review all Application submittals. The ACC may require submission of additional material and may postpone action until all required materials have been submitted. The applicant will be contacted by phone or email, if possible, if the ACC feels additional materials are necessary or if they have any suggestions for modification to the Application.

Owner's Responsibility.

In accordance with the Covenants, all maintenance of the home and Lot and all structures, parking areas, and other Improvements thereon shall be the sole responsibility of the Owner thereof, who shall maintain said Property in a manner consistent with the Rules & Regulations and the Covenants, provided that if this work is not properly performed by the Owner, the District may, at its sole option, perform it and assess the Owner; provided, however, whenever entry is not required in an emergency situation, the District shall afford the Owner reasonable notice and an opportunity to cure the problem prior to entry.

SPECIFIC TYPES OF IMPROVEMENTS/GUIDELINES:

These Rules and Regulation's purpose is to keep with community standards, good taste and architectural integrity. All things not specifically outlined in these guidelines shall need ACC approval.

Accessory Buildings, Storage Buildings: Accessory buildings and storage buildings shall be submitted to the ACC for approval prior to construction. All such buildings shall be consistent with the architectural style, materials and color of the primary residence. All accessory buildings and storage buildings shall be located to the rear of the primary residence. See also: "Sheds".

Additions, Expansions or Reconstruction: Additions, expansions or reconstruction of any improvements constructed by the original builder of each Lot shall require prior ACC approval and must be in accordance with the architectural guidelines. Upon approval, construction must commence within six (6) months.

Advertising: See "Signs".

Air Conditioning and Heating Equipment/Evaporative Coolers/Attic Ventilators: No heating, air conditioning, air movement or refrigeration equipment may be placed or installed on rooftops or extended from windows. Ground mounted air conditioning equipment installed in the side yard shall be installed in a manner so as to minimize visibility from the street and to minimize any noise to adjacent property owners. Swamp coolers are not allowed under any circumstances. Attic fans and mini-splits need ACC approval.

Antennas: As set forth in the Covenants, the types of receiving equipment which do not require architectural review and approval include: (i) a "dish" antenna which is thirty-nine (39) inches or less in diameter; or (ii) an antenna which is thirty-nine (39) inches or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable). All transmission or receiving devices, including those governed by the Federal Communications Commission, shall be installed in a manner in which the device is not affixed to the front elevation of the residence, or higher than the ridge line of the roof of the residence on the Lot on which the receiving or transmitting device is being installed, the location of which, to the extent permitted by law. Also see "Satellite Dishes" and "Television Antennae".

Awnings: Overhangs or awnings of any material must be retractable and will require prior ACC approval. A swatch of the proposed awning material must be provided along with identification of the color on the home (body or trim) that is being matched. Color must be the same as or generally recognized as complementary to, the primary residence color. Overhangs or awnings may be used over the patio or deck in the rear yard of a residence ONLY. Also, overhangs and awnings shall be maintained in good condition and appearance. No overhangs or awnings will be allowed anywhere on the front of the home or in the yard/landscaping of residence. No aluminum or fiberglass awnings will be allowed.

Balconies: Construction of a balcony (after the completion of the home by the original builder) must receive prior approval by the ACC.

Barbecue/Gas Grills: No barbecue grills, smokers, etc. shall be placed on decks or balconies within 36" of flammable materials and must be maintained in the rear yard or within an enclosed structure and shall not be visible from the front of the home. All applicable governmental fire/smoke bans must be adhered to in all cases.

Basketball Backboards: Only free-standing basketball backboards in good condition will be allowed, and they must not be permanently installed. Temporary backboards cannot be placed in any public or private right of way, street, or sidewalk.

Bird Houses and Feeders: Birdhouses and feeders do not require ACC approval up to a maximum size of one (1) foot by two (2) feet and a height of four (4) feet. No birdhouses or bird feeders (of any size) may be attached to fencing. No birdhouses or feeders are allowed in the front yard of any residence.

Boats: Boats and boat trailers shall not be parked on the streets of the property or stored on any Lot unless fully contained within a garage. Notwithstanding the foregoing, recreational vehicles/campers may be parked upon the driveway of the Lot or upon the street immediately adjacent to the Lot for a period not to exceed forty-eight (48) continuous hours at a time. No vehicles of any kind shall be parked in a driveway in a way that blocks the city sidewalk.

Carports: Free standing carports are not allowed.

Chimneys/Smokers/Fire, Pits/Outdoor, Fireplaces etc.: Approval is required for all permanent installations. Gas-fired fire pits are recommended. In all cases, chimneys and smokers must not create an unreasonable amount of smoke for adjoining Owners. Wood-fired fires shall not be located on decks and shall be no less than fifteen (15) feet from the home or any flammable materials. Wood fires shall be extinguished after use and shall not be allowed to smolder. All applicable governmental jurisdictional fire/smoke bans must be adhered to in all cases.

Clotheslines: All approved clotheslines shall be retractable, located on the rear of the home, no more than twenty (20) feet in total length and shall remain retracted unless in use. Retractable clotheslines may not be mounted or attached to a Lot fence. All use of retractable clotheslines must cease by sundown.

Concrete (driveways and walkways): It is recommended that only a neutral tone concrete be used for all concrete work. Colored or decorative concrete will be allowed only with specific approval by the ACC. See landscaping for concrete curbing.

Construction Staging and Materials Storage: Construction materials (other than those used in the initial construction of each home) including storage containers may not be placed on any Lot without ACC permission. Additionally, storage of construction materials/storage containers are only permitted fifteen (15) days prior to the beginning of construction (not including the original construction of each home) within the development and must be removed within fifteen (15) days of construction completion. Utility trailers are not permitted. All containers must be in good condition and the amount of materials stored must not exceed the amount required for the current project.

Decks & Balconies: Approval is required. The deck must be constructed of material that would be considered similar to the material of the residence or maintenance-free type decking products as may be previously approved and be located so as not to obstruct or greatly diminish the view or create an unreasonable level of noise for adjacent Owners. Maintenance-free type decking products may be used provided that the decking material is consistent throughout the front, side or rear elevation of a building and must be of a color that complements either the existing body or trim color only on the home. Owners are reminded that as with wood, some types of maintenance-free decking products may also require periodic

maintenance for proper care and to retain the product's aesthetic conformity, including, but not limited to, fading, warping, etc. Decking that extends no greater than thirty (30) inches directly above the grade of the structure may utilize a lattice skirting provided the skirting is made of the same material as the deck, minimum three-eighths (3/8) inches thick boards and stained or painted to match the remaining portion of the deck. Decks may not be more than twenty-five percent (25%) of the entire rear Lot of the home. Construction shall not occur over easements beyond the side plane of the home and must be set back a minimum of five (5) feet from the Property line. Construction of decks over a sloped area is discouraged. The applicant may also be required to plant vegetation for additional screening purposes. The deck must be installed as an integral part of the home and/or patio area.

Dog Houses & Dog Runs: Dog house(s) and Dog Run(s) require plan submission to the ACC prior to installation/construction must include materials used, dimensions and landscaping methods of concealment. All dog runs shall be free-draining and shall not discharge urine or diluted waste onto abutting Properties. Dog runs shall be limited to two hundred (200) square feet.

Doors: Approval is NOT required for repair or replacement of an existing main entrance door to a home IF the material matches existing doors on the home. "Complementary colors" include the body color of the house. Approval IS required for repair or replacement of an existing main entrance door to a home if the material does not match the door being replaced.

Drainage/Grading & Grade Changes: The Covenants require that there be no interference with the established drainage pattern over any Property. The "established drainage pattern" means the drainage pattern as engineered and constructed by the original developer or homebuilder prior (or in some cases, immediately following) conveyance of title from the homebuilder to the individual Owner. When performing any landscaping work or performing any work to maintain the established drainage pattern, it is very important to ensure that water drains away from the foundation of the house into the street and that the flow patterns prevent water from flowing under or against the house foundation, walkways, sidewalks, and driveways. A report may be required from a drainage engineer as part of the Application. Landscaping should conform to the established drainage pattern. Sump pump drainage should be vented at least six (6) feet from the property line, on the Owner's property, to allow for absorption. Adverse effects to adjacent properties will not be tolerated and correction of such will be the responsibility of the offending Lot.

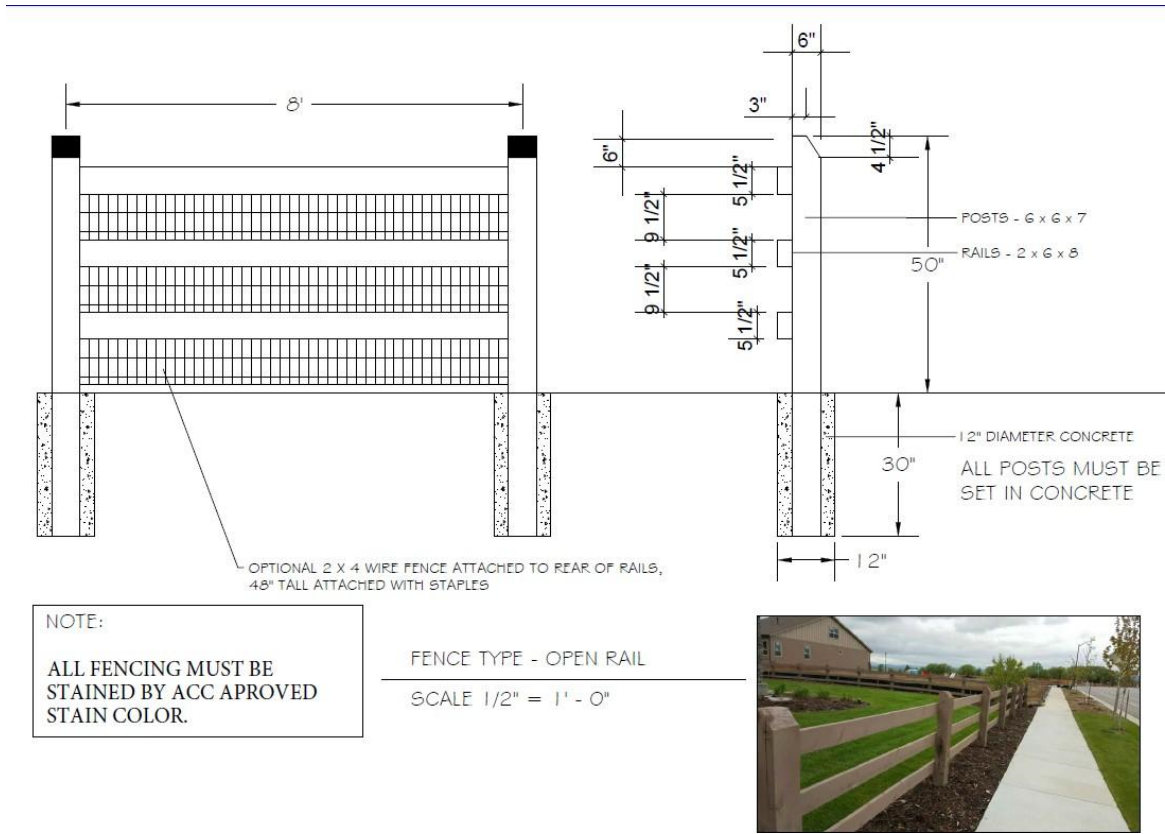
Driveways: There shall be no extension or expansion of driveways without prior ACC approval. Driveways to the garage shall be constructed only with neutral tone concrete. If driveway extension or expansion is desired, drawings shall be submitted to the ACC showing the desired changes/additions.

Energy Devices:

- a) Solar: Approval is required by the ACC. Non-glare or non-reflective finishes are preferred. Installations being made for energy-efficient measures may be further defined by State or Federal regulations. Devices must be designed to appear as if they are an integral part of the roof. Every attempt shall be made to mount such devices on the back side of the roof if possible, to minimize visibility from front of residence. Block out screens are required for approval (i.e.: rooftop solar panels). The Owner shall be responsible for eradication of any animals that may nest in, around or under such devices.
- b) Electric Automobile/House Charges/Storage Batteries: Must be locked within the home.
- c) Generators: Approval is required for all types of stand-by power generators.

Evaporative Coolers: Evaporative coolers are not allowed.

Fences: Fencing is allowed only in accordance with the community standard, which, except where Lots back up to the existing Hillsdale Subdivision, is a maximum height of four (4) feet (not including columns) with three (3) rails, as shown below:



The approved fence stain color for Heritage Ridge is: **Monterey Tan SW3049 Sherwin Williams Superdeck**. Fences must be maintained including re-staining as necessary to keep in good standing.

The Community fence must be installed in any portion of the Lot which adjoins common area, per the approved Fencing Plan for Heritage Ridge. Fences must be maintained on both sides by the homeowner, except for any fence adjoining Spartan Road, which will be maintained by the District.

Fences and privacy fences, require ACC approval prior to installation. Drawings showing fence location, layout, design, height and material shall be submitted to the ACC. No fencing will be allowed anywhere within the front yard of residence unless adjoining a common area. Upon review and approval by the ACC, installation of wire mesh to the three (3) rail fence may be allowed for pet containment purposes. Owners are advised that various utility companies and other service vendors may have the right to access the Lot because of established easements (including removal of fence with no obligation to restore).

Lots that back up to the existing Hillsdale Subdivision are allowed a six (6) foot high cedar fence along the rear boundary line. Such fences shall be stained to the community standard and shall have a border trim at the top. Side yards for these Lots shall have the community standard fence (four (4) feet tall with three (3) rails), with a "stepdown" transition allowed with prior approval of the ACC.

Lots on Ellie Way and Tristan Place are allowed a six (6) foot high cedar fence along the rear boundary line. Such fences shall be stained to the community standard and shall have a border trim at the top. Side yards for these Lots shall have the community standard fence (four (4) feet tall with three (3) rails), with a

“stepdown” transition allowed with prior approval of the ACC. The fence will be funded and maintained by the owners on Ellie Way and Tristan Place.

Firewood/Wood Storage: Is permitted if not visible from the street.

Flagpoles: Freestanding flagpoles require ACC approval. One wall mounted flag bracket per residence shall be allowed.

Gardens: Vegetable gardens shall be allowed but not detract from the appearance of the home. It is recommended that flower beds (especially annuals), vegetable gardens and other landscaping which requires regular watering that are near the foundations should avoid excessive watering. All flower gardens must be weeded, cared for and carefully maintained.

Gazebos: Approval is required by the ACC. Gazebos must be similar in material and design to the residence - Painted or stained colors must be submitted to the ACC for approval and must comply with all existing set-back requirements. Roof material must match that of the house, if applicable.

Greenhouses: Permanent greenhouses require prior ACC approval.

Hard Surfaces, Including Driveways, Patios, Front Porches, Stairways, Pads and Owner-Owned Walkways: Owners are responsible for ensuring the proper condition of hard surfaces on their Property, including driveways and sidewalks (except for sidewalks along streets), such that surfaces are intact and free of excessive cracks, crumbling, and settling. Approval is required for any revisions or additions to hard surfaces:

- a) Approved replacement or repair will be required if any displacements, cracks or portions of a crack are more than six (6) inches long and are one-half ($\frac{1}{2}$) inch wide or greater.
- b) Approved replacement or repair will be required if any displacements or cracks result in an uneven surface of one-half ($\frac{1}{2}$) inch or more on either side of the crack or next to a garage slab.
- c) Approved replacement or repair will be required if any surface crumbling/spalling/pitting occurs, regardless of reason, that covers more than fifty percent (50%) of the surface area of the particular hard surface.

Hot Tubs/Spa Tubs: Hot tubs/spa tubs shall require ACC prior approval. Hot tubs/spa tubs shall be an integral part of the deck or patio area and of the rear yard landscaping. Also, hot tubs/spa tubs must be installed so as not to be immediately visible from the front yard/street. Hot tubs/spa tubs shall be installed in such a manner that they will not cause noise disturbance for adjacent property owners. Owners shall take all necessary precautions to prevent accidental drowning, including appropriate tub covers.

Home Business/Office: Home business/offices are allowed if they are not visible and do not disrupt their neighbors with signage, traffic or deliveries, as set forth in the Covenants. Every resident should also inquire with the Town prior to implementing a home business to become aware of any Town requirements or restrictions, which will also apply.

Household Pets: No animals, livestock, birds, poultry, reptiles or insects of any kind shall be raised, bred, kept or boarded in the Property; provided, however, that the Owners and residents of each Lot may keep a reasonable number of bona fide household pets (including dogs, cats or other domestic animals), so long as such pets are not kept for any commercial purpose, including breeding and are not kept in such number or in such manner as to create a nuisance to any resident of the Property.

Landscaping: Landscaping plans must be approved by the ACC prior to installation. With high cost of water and the need to conserve water xeriscape will be allowed in both the rear and front yards. Once the landscaping plan has been approved, no alterations can be made unless approved by the ACC. The ACC may require form(s) to accompany submitted landscaping plans and payment of a review fee (except for

the original builder). Plans shall depict types and locations of: fencing, decks, playing areas, sod, seeded areas, edging, retaining walls, rock areas, sprinkler systems, flower beds/gardens, other planting beds, mulch areas, landscape lighting and any other components of the proposed plan. All trees must be on the Town of Berthoud approved tree list. Aspen trees and other water-seeking root plants may not be placed within 15 feet of the foundation. Owners of a Lot must maintain the builder installed tree(s) shown on the Town of Berthoud's street tree plan for Heritage Ridge. Owners of a Lot adjacent to a street tree lawn are required to plant and maintain grass or groundcover of a type approved by the ACC in the adjacent street tree lawn abutting the Lot and shall install (including boring under the sidewalk) and maintain an underground sprinkler system. Lot Owners are responsible for replacing dead or diseased trees (with the species and size specified by the Town of Berthoud) or plantings. No more than forty percent (40%) of the front yard landscaping shall be non-living materials, unless otherwise approved by the ACC and the Town of Berthoud. The same standard shall apply to back yards. Landscaping work/installation can be accomplished by a professional landscaping designer/contractor, by a construction contractor or by residence owner(s). The Owner of each Lot (other than Declarant, as defined in the Covenants or a builder with the express written approval of the Declarant) shall install landscaping on such Lot within one hundred eighty (180) days after acquisition of such Lot by such Owner if said acquisition occurs between April 1 and October 1; if said acquisition does not occur between such dates, then such landscaping shall be installed by such Owner by the following October 1. The ACC may request additional information and/or resubmittal, as it deems appropriate. Sprinkler systems must be installed to irrigate landscaping in the front lawn. The following are some facts to consider in selecting the type and location of the irrigation system you are going to use.

- a) Size and shape of areas to be watered.
- b) Type of turf or ground cover.
- c) Available water supplies and pressure.
- d) Environment of the area-wind, rain, temperature, exposure, and grades.
- e) Low spraying irrigation devices may help to minimize wasted water due to wind.
- f) Installation of an irrigation system directly adjacent to front sidewalks may eventually cause undermining and deterioration to concrete and paved areas.
- g) Type of soil and its ability to accept water. Local nurseries or do-it-yourself sprinkler stores have detailed information concerning the type and installation of irrigation systems.
- h) Drip irrigation systems are recommended for tree and shrub areas.
- i) Weeds on all Lots shall be cut and may not exceed 4".

Lattice Work: Lattice work shall require prior ACC approval. Any lattice work shall be incorporated within the "general" landscaping theme and must be maintained in good condition and appearance. Lattice work may not be attached to any fencing. Lattice work is permitted on rear decks or trellises but shall NOT be permitted on the front elevation of the Lot/home.

Lights and Lighting: Lights and Lighting shall be of conventional style with illumination patterns which do not cause a nuisance to neighboring properties

Ornaments: Ornaments, such as fountains, statuary, artificial plants, wagon wheels or equipment, or other ornamental features commonly known as "yard art" shall not be placed or allowed to remain where visible from streets unless the same have been approved by the ACC. The ACC may require removal of any ornamental feature placed in the front yard which is not in keeping with community standards for good taste and architectural integrity.

Painting: All exterior painting of residences shall be kept in good condition and in the color approved with the original construction submittal. Color changes thereafter must be prior approved by the ACC. A master approval for paint colors may be provided for each building in the community. No two adjoining homes may have the identical paint color scheme

Patio Coverings: Patio coverings must be approved by ACC. They must be constructed of wood or materials generally recognized as complementary to the residence and must be similar or generally recognized as complementary in color to the primary residence color.

Paving: Paving can be performed with a variety of materials and used to enhance the resident landscaping or to create patio areas, walkways, stoops, porches, landscaping trim, etc. Approved paving materials are as follows: neutral tone concrete, flagstone, stepping stones, pre-cast patterned or exposed aggregate concrete pavers, and colored or natural rock. All material must be installed/located so as not to block any existing drainage pattern of the Lot. All paving will require prior ACC approval.

Pergolas: The following rules apply:

ALL APPROVALS ARE SUBJECT TO TOWN OF BERTHOUD REQUIREMENTS

- **Materials:** The pergola must be constructed of material that would be considered similar to the material of the residence or maintenance-free type products as may be previously approved and be located so as not to obstruct or greatly diminish the view or create an unreasonable level of noise for adjacent Owners. Maintenance-free type products may be used provided that the decking material is consistent throughout the front, side or rear elevation of a building and must be of a color that complements either the existing body or trim color only on the home. Owners are reminded that as with wood, some types of maintenance-free products may also require periodic maintenance for proper care and to retain the product's aesthetic conformity, including, but not limited to, fading, warping, etc. Pergolas may not be more than twenty-five percent (25%) of the entire rear Lot of the home. Construction shall not occur over easements beyond the side plane of the home and must be set back a minimum of five (5) feet from the Property line. Construction of pergolas over a sloped area is discouraged. The applicant may also be required to plant vegetation for additional screening purposes.
- **Maximum Peak Height:** The maximum height at the peak of the roof shall be 10 feet.
- **Setback from Property Line:** A 5-foot setback from the property line is required in order to take care of drainage and access for maintenance. The pergola should be capable of being maintained without going over onto a neighbor's property and creating.
- **Special Exception:** A special exception may be granted by the ACC to the above restrictions, as long as such exception does not materially deviate from the existing standards.

Play and Sports Equipment: Play and sports equipment are to be maintained in a "like-new" condition and shall be promptly removed if the structure falls into disrepair or becomes unsightly due to degradation of any of the component materials.

Playhouses: Playhouses shall not exceed eight (8) feet in height at the peak, shall have no more than one hundred and twenty (120) square feet of interior floor space, and shall be located in the rear yard of the residence. Basic design, materials, colors and roof materials must be architecturally appealing. Playhouses are to be incorporated into, and at least partially screened by, landscaping and should not unreasonably obstruct adjacent neighbor's corridor views. "Play and Sports Equipment" also applies. Any outside of these guidelines requires ACC approval.

Pools: Moveable small children type (twelve (12) feet in diameter or less and eighteen (18) inches in depth or less) swimming pools need not receive ACC approval. Swimming pools may be located only in the rear of residence. All other pools need ACC approval.

Retaining Walls: Retaining walls require prior approval of ACC. Retaining walls may be used to accommodate or create abrupt changes in grade. Such walls should be properly anchored to withstand overturning forces. Stonewalls should be made thicker at the bottom than at the top to achieve stability. To avoid destructive freeze-thaw action, all retaining walls should incorporate weep holes into the wall design to permit water trapped behind them to be released. Walls shall not be located so as to alter the existing drainage patterns, and shall provide for adequate drainage over or through (by means of weep holes) the wall structure. Also see "Landscaping".

Roofing: Approval is not required for re-roofing with the same material and color as originally installed on the home or accessory structure. Approval is required for all changes to an alternate roofing material, if not originally installed on a home either attached or detached or an accessory structure and must maintain an appearance that is similar to the surrounding homes. Owners wishing to change the roofing materials or color of the roof on their homes must receive prior approval. In the case of a neighborhood or Filing that primarily has one consistent roofing color, such as "weathered wood," requested changes to roof color selections will be discouraged.

Roof Top Equipment: No roof top equipment is allowed (see also "Air Conditioning Equipment" and "Antennae"). Lightning rod(s) are permissible. Decorative roof mounted weather vanes require prior ACC approval.

Satellite Dishes: Microwave and/or satellite television dishes are permitted as long as they are mounted or placed on the side or rear of residence with prior approval by ACC and are appropriately screened, or architecturally integrated into residence. The types of receiving equipment which do not require architectural review and approval include: (i) a "dish" antenna which is thirty-nine (39) inches or less in diameter and is designed to receive direct broadcast satellite service including direct to home satellite service; or (ii) an antenna which is thirty-nine (39) inches or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable). Also see "Antennae".

Seasonal Decorations: Seasonal decorations are permitted with the following qualifications and conditions: (i): Christmas decorations shall not be displayed prior to November 15 and must be removed by January 15 of the following year; (ii) other holiday decorations shall be removed within one week after the celebrated holiday; (iii) no decorations shall be displayed in such a manner as to be offensive to the neighborhood or create a public nuisance.

Sheds: The following rules apply:

ALL APPROVALS ARE SUBJECT TO TOWN OF BERTHOUD REQUIREMENTS

- **Materials:** Storage shed materials should be the same character and quality of the house, and use the same colors. If the storage shed comes in a different color than the house, it should be repainted. The roofing shall match that of the main structure, both in type and color. Resin or plastic sheds are not allowed.
- **Maximum Size:** 10-foot x 12-foot.
- **Maximum Peak Height:** The maximum height at the peak of the roof shall be 10 feet.
- **Setback from Property Line:** A 3 to 4-foot setback from the property line is required in order to take care of drainage and access for maintenance. The storage shed should be capable of being maintained without going over onto a neighbor's property and creating.
- **Anchored:** Any storage shed in the community should be adequately anchored to a concrete pad to eliminate the hazard of flying objects during a storm.

- **Screening:** Depending on the location on the lot, screening may need to be provided, particularly if the storage shed can be viewed from the street
- **Special Exception:** A special exception may be granted by the ACC to the above restrictions, as long as such exception does not materially deviate from the existing standards.

Signs/Banners: All signs require ACC prior approval, except temporary real estate "For Sale", "Open House" or "For Rent" signs. These temporary signs advertising property for sale shall be no larger than five (5) square feet in the aggregate. Signs may be placed only on the Lot for which the sign is intended, and off-site lead-in signs in the city right of way shall be only allowed from 5:00 p.m. on Fridays until 9:00 p.m. on the following Sunday. Builder signage will be regulated by the Declarant and is exempt from this provision. All trade signs, which include, but are not limited to, landscaping, remodel, painting and roofing may only be displayed while work is in progress and must be removed upon completion of the job. There will be no more than one sign per Lot permitted. Sold signs must be removed within twenty-four (24) hours after closing, unless otherwise required by law. No political sign may be placed on any Common Area owned or maintained by the District, unless first receiving written consent of the Board of Directors. Owners and occupants may have one political sign per candidate or ballot issue placed on their Lot. Political signs and banners shall be the smaller of what may be allowed by the Town of Berthoud sign ordinance or thirty-eight (38) inches by forty-eight (48) inches; and Owners and occupants may have one political sign per candidate or issue installed on their Lot no earlier than forty-five (45) days before the day of an election and must be removed no later than seven (7) days after the election day.

Solar Panels: Require prior ACC approval. Where possible, back-up generators shall be placed so as not to create a noise nuisance for adjacent property owners during self-test cycles.

Street Trees: The governing documents for street tree requirements shall be the plans and specifications prepared by TB Group, a landscape architectural firm located at 444 Mountain Avenue, Berthoud, Colorado 80513. A summary of street tree requirements can be downloaded from the community website for Heritage Ridge located at the following internet address: www.heritageridgemd.com.

The Overall Site and Landscape Plan for Heritage Ridge is provided within the approval documents of the Town of Berthoud as required by the Preliminary and Final Development Plans for the community. In accordance with such a plan, there are trees required to be installed by the developer in common areas of Heritage Ridge, and additional trees to be installed by the Contractor in the street right of way adjacent to Contractor Lots prior to the Certificate of Occupancy for any residence.

Certain aspects of the Street Tree Requirements require specific attention and are highlighted below:

Street Trees shall be the species indicated and the size noted on the plans prepared by TB Group, and shall be shown on the Landscape Plans required by the ACC. No substitutions shall be permitted without the advance express written permission of the ACC.

All Street Trees shall be provided with adequate irrigation from each individual Lot adjacent to the right of way where such tree(s) are located. All irrigation expense and maintenance shall be at the cost of the Contractor/Owner.

Street Trees shall be maintained in a healthy condition free of disease and shall be pruned as necessary by the respective Contractor/Owner in order to preserve the health of such trees.

No trees shall be planted within ten (10) feet of water and sewer lines, four (4) feet from gas, electric or telephone utilities and ten (10) feet from any driveway.

There shall be a minimum clearance of three (3) feet on each side of fire hydrants, and no vegetation other than turf or ground cover planted in front of fire department connections.

No substantial impediment to visibility shall be created by any tree between the height of three (3) feet and eight (8) feet at any street intersection within a site triangle beginning at the point of intersection of the edges of the driving surface, then to forty (40) feet along both intersecting edges and then along a transverse line connecting these points.

Replacement of trees shall be the responsibility of the Contractor/Owner, in accordance with the above requirements.

Contractor/Owner installed trees shall be warranted by the Contractor or the Landscape Contractor for one (1) year after installation.

Swing Sets: Swing sets must be maintained and in good condition

Television Antennae: Television antennae are not allowed to be mounted anywhere on the exterior of residence. Also see "Antennae" and "Satellite Dishes".

Temporary Structures: Temporary structures are not allowed without express prior written approval of the ACC and in accordance with Section 3.4 of the Covenants. See also "Accessory Buildings, Storage Buildings".

Trash (garbage) Containers, Enclosures and Pickup: Refuse, garbage, trash, lumber, grass, shrub or tree clippings, plant waste, compost, metal, bulk materials, scrap, refuse or debris of any kind may not be kept, stored or allowed to accumulate on any Lot except in sanitary containers or approved enclosures. Garbage and trash cans must be directly behind front fencing against the house or in an enclosure. The following enclosures can be used without prior ACC approval.

Custom built enclosure



Store Purchased Enclosure



No garbage or trash cans or receptacles shall be maintained in an exposed or unsightly manner (except that a container for such materials may be placed outside at such times as may be necessary to permit garbage or trash pickup.) Trash may be placed on the street for pickup after 4:00 p.m. the night before that such trash is to be picked up. Trash containers shall be properly stored the evening of pickup.

Tree Houses: Shall NOT be permitted.

Underground Installations: ACC approval is required.

Utility Equipment: Installation of utilities or utility equipment requires approval. Pursuant to the Covenants, pipes, wires, poles, utility facilities must be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure.

Vehicles and Vehicular Parking: In accordance with section 3.6.1 of the supplemental declaration vehicles shall be parked only in the garages and private driveways serving the lots. No bus, large commercial or construction type of vehicles shall be parked, stored or kept on any Lot except where reasonably necessary during construction of improvements or residences. No abandoned or inoperable vehicles shall be stored or permitted to remain unless fully enclosed within a garage. An "abandoned or inoperable vehicle" is one that has not been moved under its own power for more than one week, or is incapable of being moved. Recreational vehicles and/or campers shall not be parked on the streets of the property or stored on any Lot unless fully contained within a garage. Notwithstanding the foregoing, recreational vehicles/campers may be parked upon the driveway of the Lot or upon the street immediately adjacent to the Lot for a period not to exceed forty-eight (48) continuous hours at a time; and no such parking shall be allowed which exceeds more than a total of six (6) days during a thirty (30) day period. Utility trailers shall not be parked on the streets of the property or stored on any Lot unless fully contained within a garage. Notwithstanding the foregoing, recreational vehicles/campers may be parked upon the driveway of the Lot or upon the street immediately adjacent to the Lot for a period not to exceed forty-eight (48) hours at a time; and no such parking shall be allowed which exceeds more than a total of 6 days during a thirty (30) day period. Guest parking is allowed for up to 72 hours. If more time is required please inform the Management Company in order to avoid a possible violation.

Parking upon any common area shall be regulated by the District. Parking on side-yards shall NOT be permitted.

The following may not be parked or stored within the community, unless such parking or storage is within the garage, or is otherwise exempted by Colorado law:

- Oversized vehicles, longer than a standard twenty (20) foot long driveway;
- Commercial vehicles (not including work vehicles that are passenger cars or light duty trucks or vans);
- Trailers;
- Camping trailers;
- Boat trailers;
- Hauling trailers;
- ATV's or UTV's;
- Snowmobiles;
- Boats, or accessories thereto;
- Self-contained motorized recreational vehicles; or
- Any other oversized types of vehicles or equipment as prohibited by rule or regulation.

The above may be parked as a temporary expedience (but not to exceed a forty-eight (48) hour period) for loading, delivery of goods or services or emergency. The Board may adopt rules and regulations regarding registration of such vehicles in order to enforce this restriction and the time limitations contained herein. This restriction shall not apply to commercial vehicles temporarily located within the community which are necessary for the construction or for the maintenance of any common elements or construction of new homes.

No parked vehicle may impede the safe and efficient use of the streets by residents, obstruct emergency access to/from the community, or interfere with the reasonable needs of other residents to use their driveway, the common drive or guest parking, if any. **Street parking between 2 a.m. and 6 a.m. is prohibited except as noted above.**

No activity such as, but not limited to, maintenance, repair, rebuilding, dismantling, repainting or servicing of any kind of vehicle, trailer or boat may be performed or conducted outside of garages. Minor repairs may be performed, provided they may be completed the day commenced, and all equipment and parts are removed upon completion of the work. No vehicles may be left unattended on jacks or jack stands.

Vehicles parked on public streets are subject to the parking regulations of the Town of Berthoud, and if any vehicle is parked in violation of such regulations, the Board may place a notice on the vehicle specifying the nature of the violation and stating that after twenty-four (24) hours the vehicle will be reported to the Town of Berthoud for further action.

Wells: Shall NOT be permitted.

Windows and Window Tinting: Approval is required, unless the windows are being replaced with the exact style and color as previously installed and approved on the home. The use of mounting bars for all replacement windows is optional, but in all cases shall be consistent with each side's exterior elevation. For instance, if the Owner is replacing their windows in the front of the home only (the front elevation), then all the windows must have or not have the mounting bars. Any mounting design except for the standard checkerboard shall first be submitted for approval. Any type of window material except for standard glass shall first be approved (glazed, opaque, glass blocks etc.). For window tinting and window replacement applications, only non-glare or non-reflective tints will be considered. A sample of the material shall be provided with the Application for approval. The following fine policy and fee schedule will govern all infractions of the Rules & Regulations outlined above:

FINE POLICY and SCHEDULE

INTENT

A. In accordance with the Covenants, and other governing documents, the District has adopted the Rules & Regulations to promote the health, safety, and welfare of the Owners and the maintenance and aesthetic appearance of the community for the preservation of property values and the assets of the District.

B. While many violations are resolved through a courtesy/warning notice there are instances when further action is required. Fines are intended to bring properties into conformance with the Covenants, Architectural Guidelines, Rules & Regulations, and any other regulations set forth by the District (collectively, the "Governing Documents") in a timely manner while providing due notice and appeal rights to property owners.

C. In order to gain compliance, the District intends to impose and collect monetary penalties as authorized by 6.2.2 in the Covenants and reserves the right to enforce the community's restrictions in any other legal manner.

NOTICE OF VIOLATION

A. Notice Required: Upon an Owner's first violation of any provision of the Governing Documents, the District shall provide a written Courtesy/Warning ("Warning") to the Owner to allow the Owner the right to cure said violation as stated in the Warning.

B. Courtesy/Warning Notice: A Warning of the first violation shall be mailed via email or first-class mail to the Owner and contain, at a minimum, the following information:

- The nature of the alleged violation of the Governing Documents;
- The action(s) and timeline required to cure the alleged violation;
- A statement that the District Manager confirmed an alleged violation;
- A timeline for the fair and impartial fact-finding process; and
- The Owner's right to appeal the violation.

C. Right of Appeal: An Owner who receives a Warning regarding a violation may appeal the violation by sending a written response via certified mail to the District's address (as listed on the Warning of contact form recorded with the county recorder) within ten (10) days of the date of the Warning.

NOTICE AND IMPOSITION OF FINES

A. Notice of Imposition of Fine: If the Owner fails to cure the violation within fifteen (15) days of the date of the Warning, the District shall send the Owner a Notice of Imposition of Fine ("Notice") via certified mail, which Notice shall state that the Owner has been assessed a fine for the violation in accordance with the Schedule, and that failure by Owner to cure the violation within the period stated in the Notice shall result in additional fines to the Owner.

B. Further Failure to Comply: **Additional Notices citing Owner's failure to cure the violation shall be mailed to the Owner at the frequency and fine rate stated in the Schedule. Each Notice shall indicate the current fine, past due fines and late fees, if any, the date that the violation must be cured to avoid additional fines, and Owner's right to appeal.**

CONTINUOUS, REPETITIVE, AND MULTIPLE VIOLATIONS

A. **"Continuous Violation:"** in the event that the Board determines, after providing an Owner with Notice and an opportunity to be heard, as outlined below, that one or more violations continues to exist 60 days after the Board's final determination, such violation shall be deemed a Continuous Violation until the

Respondent cures such Continuing Violation or the Board determines there is adequate proof that he or she is diligently seeking to cure such Continuing Violation.

B. **“Repetitive Violation:”** in the event that the Board determines, after providing an Owner with Notice and an opportunity to be heard, as outlined below, that one or more violations, after the Owner cured the initial violation, reoccurs within 1 year after the Board's final determination, such violation shall be deemed a Repetitive Violation until the Respondent cures such Repetitive Violation or the Board determines there is adequate proof that he or she is diligently seeking to cure such Repetitive Violation. Such fine shall be levied at the current rate of a 2nd violation in accordance with the Schedule then in effect.

C. **“Multiple Violations:”** In the event the Board determines, after providing a Respondent with Notice and an opportunity to be heard, that the Respondent has various multiple violations with regard to any other provisions of the Governing Documents, including but not by way of limitation, landscaping installation, on the non-compliant property, the violations shall be deemed Multiple Violations until the Respondent cures such Multiple Violations or provides adequate proof that he or she is diligently seeking to cure such Multiple Violations.

D. In the case of either a Continuing Violation, Repetitive Violation, or Multiple Violations, the Board may, in its discretion, in addition to the imposition of fines and other penalties, impose a fine of up to \$100 for each day that one or more of the Continuing Violations, Repetitive Violations, or a Multiple Violations continue and/or record a Notice of Noncompliance against such owner's property. Unless the Board, in its discretion, determines otherwise, the Respondent shall not be afforded additional Notice or opportunity to be heard prior to imposition of fines and other penalties for a Continuing Violation or Multiple Violations.

E. In the case of a Continuing Violation, Repetitive Violation, or Multiple Violations, this system of fines may ultimately lead to prosecution of non-responsive violators. Fines will not take the place of legal action but will be used as an additional remedy. Fines shall not exceed the level, if any, established by state law.

F. In addition, the District shall have the right to remedy the violation and seek reimbursement from the Owner for collection costs and reasonable attorney fees and costs incurred as a result of such failure to comply with the Governing Documents without the necessity of legal proceedings.

G. The Governing Board may take legal action against the Owner at any time after a fourth notification has been sent to the Owner, when accrued fines equal or exceed \$300, or if the District determines, in its sole discretion, that immediate legal action is necessary to preserve the health, safety, and welfare of the Owners. Pursuant to State law, in any legal action pursued hereunder, the court shall award reasonable attorney fees, costs, and costs of collection to the prevailing party.

H. To ensure that the District is aware of continuing violations, the Management Company shall list the violating Owner on the Executive Session agenda when a fourth Notice has been sent to the Owner, when accrued fines equal or exceed \$300, or when the Management Company believes immediate action by the District is necessary to preserve the health, safety and welfare of the Owners. At such time, the District shall deliberate as to whether the District should take other appropriate action against the Owner as provided herein.

FAILURE TO PAY

A. Fines shall be due and payable within thirty (30) days of the notice. Fines not paid within thirty (30) days shall be charged a late fee.

B. All rights and remedies of the District are cumulative and not exclusive, and the District shall have all rights and remedies to levy and collect fines which may be available to it under the Governing Documents and applicable law.

C. Until paid by the Owner, all fines, fees, and charges assessed against the Owner pursuant to the Schedule, as amended from time to time, including, but not limited to, the cost of collecting fines, fees, and charges such as collection agents and attorney fees, shall constitute a lien on and against the property in accordance with the Covenants and Title 38, Article 33.3 of the Colorado Revised Statutes, notifying the Owners mortgager and possible legal proceedings.

D. Fee Schedule:

- Late Fee Charge: A late fee of 10% will be assessed on every account that is not paid in full within the thirty (30) days reference above. The late fee charge may be amended from time to time by resolution of the District.
- Bad Check Charge: For each check that for any reason is returned to the District unpaid, the Owner shall owe the District a “bad check” charge of \$50.00. The bad check charge may be amended from time to time by resolution of the Governing Board.
- Collection Fees: The Owner shall be responsible for all collection costs incurred by the District as part of the collection process, including, but not limited to, attorney fees, collection agent fees, and court costs.

APPEAL PROCESS

A. Notice

1. Any Owner who receives a Notice may appeal such violation to the District by providing the District, via certified mail, a written request for an appeal. Such a request must be submitted to the District within ten (10) days of the date of the Notice. Fines set forth in any Notice from the District will continue to accrue during the appeal process so that the appeal process is not used to delay effective enforcement of the Governing Documents, as defined in the Schedule noted above.

2. If a timely request for an appeal is submitted by the Owner, the District shall set a date and time for the appeal and notify the Owner in writing of the date and time of the appeal.

B. Appeal Process

1. The appeal process shall be held before an Impartial Decision-Maker.

2. The Governing Board President shall summarize the appeal request before the Impartial Decision-Maker and introduce all parties.

3. The Owner has the opportunity to be heard before the Impartial Decision-Maker.

C. Denied Appeals

1. All decisions of the Governing Board are final and may not be further appealed through the District.

2. If the Governing Board denies the Owner’s appeal, the Owner must bring the violation into compliance and pay all outstanding fines and charges accrued to date within the time period specified in the written notice received from the Governing Board regarding the Governing Board’s decision. Failure to cure the violation within the designated time period stated therein shall constitute a continuing violation and subject the Owner to subsequent fines at the rate and frequency noted in the Schedule, which additional fines shall not be subject to the appeal process.

3. The Governing Board may, in its sole discretion, take legal action against the Owner at any time after an Owner's appeal has been denied and the Owner has accrued fines equal to or greater than \$250 or the Governing Board determines that immediate legal action is necessary to preserve the health, safety, and welfare of the Owners.

SCHEDULE OF FINES

Fines may be levied as shown in Attachment B, attached hereto. The Governing Board may amend the Schedule from time to time as it deems necessary by a majority vote of the Governing Board.

FURTHER QUESTIONS OR CONCERNS

For further questions regarding rules and regulations, submittal procedures or process, or the fine policy and schedule, please visit the website www.heritageridgemd.com or contact Alex Carlson, Centennial Consulting Group, LLC, 2619 Canton Court, Suite A, Fort Collins, CO 80525.

Phone: (970) 484-0101

Email: heritageridge@ccgcolorado.com

Website: www.heritageridgemd.com

Attachment A
FORM OF APPLICATION



HERITAGE RIDGE METROPOLITAN DISTRICT

Architectural Improvements Request

Pursuant to the Declaration of Covenants, Conditions and Restrictions for Heritage Ridge and the Board of Director's Resolution regarding Rules and Regulations, I/We submit the following application to make improvements:

Date: _____

Address of Property: _____

Name(s) of Owner: _____

Mailing Address: _____

Phone Number: (Home) _____ (Mobile) _____

Email Address: _____

Description of Work (Including design, nature of the work, type, size, height, width, color, materials and location of proposed improvements):

_____ Plans, including location, elevations and dimensions, if applicable

_____ Specifications

_____ Samples of Colors

_____ Samples or Description of Materials

_____ Photographs

_____ Other (Please specify) _____

A \$50 fee is required with all application submittals. The \$50 fee made payable to **Heritage Ridge Metropolitan District** is due at the time the application and plans are submitted for review.

I/We understand that under the Covenants and Rules and Regulations the Committee will act on this request and provide me with a written response of their decision within 30 days of completed submittal. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Architectural Control Committee.
2. All work will be done at my expense, and all future upkeep and maintenance will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in good workmanlike manner by myself or a contractor.

work must be completed within one year after the date of approval

- 4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other owners in the community.
- 5. No trash or debris from the project will be placed on property belonging to any other owner, or on District common area.
- 6. I/We assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
- 7. I /We will be responsible for the conduct of all persons, agents, contractors, and employees who are connected to this work.
- 8. I /We will be responsible for complying with all applicable federal state and local laws, codes, regulations and requirements in connection with this work and will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Heritage Ridge Metropolitan District, its Board of Directors and its Architectural Review Committee have no responsibility with respect to such compliance and that the Board of Director's or its designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specification or work comply with any law, code, regulation or governmental requirement.
- 9. The contractor name and contact number is:

- 10. In the event of approval, I will notify the Architectural Control Committee in writing when the work is completed so that can inspection can be made to assure that it conforms to what was approved.
- 11. If approved, work would start on or about _____ and would require _____ days to be completed.

THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE ABOVE CONDITIONS:

Owner's Signature

_____/_____/_____
Date:

Print Name

Email, fax or mail / hand deliver to:

Alex Carlson, District Manager
Centennial Consulting Group, LLC
2619 Canton Court, Suite A
Fort Collins, CO 80525

Phone: (970) 484-0101 ext. 19

Fax: (970) 300-1042

heritageridge@ccgcolorado.com

I, _____, hereby acknowledge receipt of the above and its marked attachments on this _____ day of _____, 20____.

This receipt is not acknowledgement that such submission is complete

For Committee Use:

Approval: _____ Denied: _____

Approved upon Completion of Contingencies: _____

Date: ____/____/____ Signed: _____

Attachment B
SCHEDULE OF FINES

Violation	Amount of Fine				Assess	CC&R's
	1st	2nd	3rd	Thereafter		
Architectural Committee Review and Approval Required	Warning	\$25	\$50	\$100	Bi-weekly	Article 2 and Rules & Regulations
Architectural Review, Improvement not Conforming to Request/Approval	Warning	\$25	\$50	\$100	Bi-weekly	Article 2 and Rules & Regulations
Residential Use: Professional or Home Occupation	Warning	\$25	\$10	\$100	Bi-weekly	Section 3.2 and Rules & Regulations
Declaration of Covenants, Other Not Listed	Warning	\$25	\$50	\$100	Bi-weekly	Section 3.1 and Rules & Regulations
Vehicle Parking, Storage and Repairs	Warning	\$25	\$100	\$200	Bi-weekly	Section 3.6 and Rules & Regulations
Light, sound and Orders	Warning	\$25	\$50	\$100	Bi-weekly	Section 3.9 and Rules & Regulations
Nuisances	Warning	\$25	\$50	\$100	Bi-weekly	Section 3.7 and Rules & Regulations
Hazardous Activities	Warning	\$25	\$50	\$100	Bi-weekly	Section 3.8 and Rules & Regulations
Completion of Landscape	Warning	\$25	\$100	\$200	Bi-weekly	Article 3 and Rules & Regulations
Lot Maintenance	Warning	\$25	\$50	\$100	Bi-weekly	Article 3 and Rules & Regulations
Miscellaneous Requirement & Improvements including signage	Warning	\$25	\$50	\$200	Bi-weekly	Section 3.5 and Rules & Regulations
Temporary Structures	Warning	\$25	\$50	\$200	Bi-weekly	Section 3.4 and Rules & Regulations
Trash and Materials	Warning	\$25	\$50	\$50	Bi-weekly	Article 3 and Rules & Regulations