



GUIDELINES HANDBOOK

Revision Date

April 2025

Welcome

The Springs HOA Board of Directors welcomes you to this incredibly wonderful and friendly neighborhood where we are actively involved with the day-to-day operations of the HOA, along with our volunteer committees including Architecture, Landscape, Tree, Pond Partners, and Welcome Committee. We enjoy our work supporting the neighborhood, and we are happy that you have moved into the community. We look forward to experiencing good times with our neighbors.

Overview

The Springs at Coal Creek Ranch is a community of 102 homes situated on 18 acres. Our homes are set along one main winding street with three smaller cul-de-sac streets in a random pattern that contribute to the unique characteristics of the community. Neighbors enjoy seven ponds, some with waterfalls, as well as views of the Coal Creek Golf Course and Colorado's front range. Some of the homes are built surrounding ponds and others look across the golf course. Every home in The Springs HOA is surrounded by a landscaping of trees, shrubs, and blue grass that offers an attractive and well cared for community.

When The Springs HOA was developed in 1991, Covenants and Bylaws were established to maintain these unique features. Everyone who purchases a home in The Springs HOA agrees, at closing, to abide by the Covenants and Bylaws. However, those documents can be long and somewhat difficult to read, so The Springs HOA Board of Directors has created this Handbook for homeowners that is compiled from pertinent articles in the Covenants and Bylaws, as well as from Board approved resolutions and rules. They are rephrased in simpler language for the homeowners' convenience. The Handbook does not replace our Covenants and Bylaws. It serves to simplify some of its contents and following these guidelines and rules will help homeowners adhere to the basic principles of the Covenants. The Handbook contains useful information for everyone who owns property in our community, and it helps us all to preserve the attractive features of the neighborhood for the enjoyment and benefit of everyone in our Springs HOA community.

Board Members

Kathryn Oakes, President	(kathrynoakes@me.com)	(303) 550-7112
Roger Hughes, Vice President	(rdhughes66@gmail.com)	(720) 341-8363
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Keystone Pacific Property Management

Annie Douglass, HOA Community Manager
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Main: (303) 429-2611
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Laura Jenkins, Administrative Assistant
Direct: (719) 245-1589 Main: (303) 429-2611
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Websites

www.kppm.com, www.keystoneconnection.net and
<https://thespringsatcoalcreekranch.com>

HOA's and Dues

We are a LOW, not a NO maintenance HOA Community!

The Springs at Coal Creek Ranch HOA belongs to two HOAs. Keystone Pacific Property Management is our primary HOA Management Company. Annie Douglass, Community Manager for The Springs HOA, performs the overall management of our grounds, streets, sidewalks, trees, ponds, homeowner requests, and other issues. She can be reached at (303) 429-2611 including for after-hours emergencies (fires, flooding, property damage, etc.). Any call to the emergency line for a non-emergency issue will be charged \$25 and the fee will be added to the homeowner's HOA account.

Coal Creek Ranch is our Master HOA Association, and they are also part of the Keystone Pacific Property Management team. The Coal Creek Ranch Master HOA handles trash pickup, pool, tennis courts, playground, and the clubhouse. You may contact Rachel Newberg, Director of Community Management, for more Master HOA information at Main: (303) 429-2611 or Direct: (719) 245-1595.

The Keystone homeowner portal offers online dues payments, either monthly or annually. For more information, or how to register and log in to the homeowners portal, please call the Keystone office at (303) 429-2611.

The Springs at Coal Creek Ranch

The Springs at Coal Creek Ranch HOA was designed as a fully integrated, covenant community. The common areas, trees, and ponds are maintained by the HOA and provide the homeowners with special and unique landscape features across the community. The neighborhood is friendly and quite active where neighbors interact regularly resulting in a positive environment. As a homeowner who signed the Covenants, we know that you will be responsible for your

own actions, as well as your guests' and your renters' actions. This Handbook is provided to familiarize you with how "things work around here" and is divided into four major sections:

- I. GENERAL GUIDELINES
- II. ARCHITECTURAL DESIGN GUIDELINES AND PROCESS
- III. LANDSCAPE GUIDELINES AND PROCESS
- IV. APPENDICES
 - A. Architecture Review Request Form
 - B. Landscape Review Request Form
 - C. Approved Roofing Materials
 - D. Neighborhood Directory Form

I. GENERAL GUIDELINES

Ponds and Water Features

Our seven ponds and water features are a huge asset for the community. Keeping them beautiful and well maintained is a large effort. The HOA contracts for the maintenance and repair of all ponds, including installation of water lilies, grasses and other water plants, and removal of bottom weeds. The ponds have been here since the neighborhood started and have a plastic liner which is covered with a thin layer of concrete. Over the years the liner has become brittle and cracks or tears easily. Going into the ponds is not permitted for people or pets. For safety reasons, walking out on the rocks in the ponds is not permitted.

If you see problems or concerns related to one of the ponds that you think need to be addressed, contact Annie Douglass, our current HOA Community Manager at Keystone Pacific Management, adouglass@keystonpacific.com.

Turf, Shrubs, Trees and Leaves

The Springs is an urban forest with over 400 trees that the HOA is responsible for maintaining. These trees were planted 30 plus years ago and they are the neighborhood's value-added treasure. Homeowners, on the other hand, are responsible for maintaining plants within the 3 foot perimeter of their home. In the 3-foot perimeter area around your house, homeowners are free to plant, garden, and mulch, but rocks are encouraged to prevent the spread of fire; however, major shrubs or changes to the 3-foot area requires approval by the Landscape Committee, as well as any planting or changes outside of the 3-foot area. The HOA maintains all turf, shrubs, and trees between homes and in the common areas. It does not replace turf or shrubs where they do not thrive in accordance with the HOA maintenance program. Due to the cost of maintaining our healthy trees, the Board of Directors has made the

decision to not replace trees that are removed due to size or health issues at this time. Any new tree plantings by the HOA will adhere to the fire prevention guidelines.

We have a Landscape contractor who is responsible for maintaining and improving our sprinkler system. Homeowners may not make any changes to sprinklers or sprinkler heads on their own. Problems with sprinklers should be reported to our HOA Community Manager.

Every Fall, our HOA Landscape contractor schedules two leaf removal pick-ups after most leaves have fallen. Emails will be sent out advising the homeowners of the scheduled timing. Homeowners are encouraged to have their gutters cleaned in the fall as a safety and fire protection intervention.

Pool, Tennis and Clubhouse

The Springs HOA community enjoys a pool, tennis courts, playground, and clubhouse located on West Dillon Road and St. Andrews Lane, which is maintained by the Master HOA Association. Access to the tennis courts, pool, and playground requires a fob. These are available for purchase through Keystone Pacific Management, 8700 Turnpike Drive, Suite 230, Westminster, CO 80031 for \$25.00 each. Contact Keystone at (303) 429-2611 to request a key fob. Tennis courts are available on a first-come, first-served basis. A sign is posted limiting playing time if others are waiting.

Our pool is open from Memorial Day to Labor Day, 10:00 a.m. – 9:00 p.m., with lap swim 7:00 a.m. – 9:00 a.m. It is available for use by the entire Master HOA Association of 486 homes. Children under the age of 13 must be on-site with an adult. Currently there is no lifeguard hired by the HOA. It is “swim at your own risk” with the normal rules of no glass bottles, running, diving, or pets. We also offer a small, shallow children’s pool for younger children to enjoy with parental supervision.

The clubhouse is available to rent for social events at a nominal fee; however, the pool is not available for private functions. The maximum occupancy is 42 and the setting up of the chairs and tables, as well as cleanup afterwards is part of the rental contract. For additional information, please contact Rachel Newberg at the Keystone office at (303) 429-2611.

Trash, Recycling & Composting Containers

Western Disposal is the HOA’s contracted trash service and is included in the Master HOA Association dues. If you need new trash barrels, or a schedule for pick-up, contact Keystone at (303) 429-2611. Trash & recycling containers should be set out at the curb no earlier than 5:00 p.m. the night before the scheduled pick-up, currently on Monday. Per Western

Disposal's request, set barrels 2 feet apart for optimal truck access. Containers should be returned to your garage as soon as possible after the pick-up. No trash container should be left at the curb overnight.

Parking

Due to limited space in the common drive areas and to ensure adequate access for emergency, medical, and fire equipment, no parking is permitted in the common shared driveways except for 1) temporary use for loading, unloading, delivery, or emergency or 2) temporary use by trucks or commercial vehicles necessary for maintenance or repair pertaining to homes in the immediate area. Your garage and apron in front of your garage is the best place to park. Please do not block access to other driveways or shared mailboxes. Overnight parking on Springs Cove, Springs Drive, and Diamond Circle is not allowed. Violations of this parking restriction will be enforced according to the HOA Covenants, Bylaws, and Rules.

On Fairfield Lane, a Louisville city street, there are three rules: any vehicle greater than 18' in length may be parked for only 24 hours; any vehicle parked on the street must have a valid registration; any vehicle parked on Fairfield Lane must be parked at least 5' from any intersecting street or cul-se-sac.

Snow Removal

The City of Louisville plows Fairfield Lane, as it is a city street. Our HOA contractor will plow the Springs cul-de-sacs, driveways, and shovel sidewalks, when there are 5 inches or more of snow. The HOA voted for 5" plowing to help keep our HOA dues down. Because of this decision, you can expect to see our snowplow work usually by midday. We have some homeowners who may have difficulty shoveling snow either because it's not deep enough for our contractor to shovel, or the contractor has not yet arrived to clear our sidewalk, driveways and streets. We encourage neighbors to help those homeowners whenever possible. You may also hire someone on your own to shovel your walk if necessary.

Springs HOA Resident Directory

The purpose of the Directory is to provide neighborhood contact information including name(s), address, email addresses, and telephone numbers. Being listed is optional but is a useful way to know who your neighbors are, and how to contact them. When new neighbors move into The Springs HOA, the Welcome Committee provides the Directory Form (Appendix E), to be used if a resident wants to be included in the Springs Resident Directory. Once a year, the Welcome Committee sends an updated version to all neighbors who participate in the Springs Directory.

Springs Social Gathering

Once a month, there is a social event that is sponsored by the Springs' Welcome Committee, and all are welcome. The gathering is hosted by one of the Springs' neighbors in their home for the purpose of getting to know one another in a casual and informal basis. The hosts provide their home for the gathering and it's either outside or inside depending on the weather. Everyone brings their beverage of choice and some food to share with others. Currently, it is held on the 2nd Wednesday of every month from 5:00 p.m. – 7:00 p.m. An email is sent to all neighbors who have indicated an interest in attending these relaxed and fun evenings.

Outside Lighting

The Springs HOA policy requires that homeowners cooperate in keeping their exterior garage lights on at night by replacing burned-out bulbs. The lights are designed as a supplement to reach the dark corners in our subdivision that street lighting doesn't cover. The Louisville police urge all homeowners to keep properties lit at night; it's the best deterrent against crime. Architectural Review Committee (ARC) approval is required to modify lighting or add exterior and landscape lighting. Considerations will include, but not be limited to, visibility, style, and location of the fixtures. Holiday lighting and decorations do not require approval. They may be installed 30 days prior to the winter holiday and must be removed by January 25th following the holiday.

Exterior Storage

Any storage placed outside of your home is not permitted. This includes, for example, boats, trailers, RV's, non-operable vehicles, building materials, sports equipment, or trash barrels.

Signs

Real estate signs are allowed when placed on the homeowners' property. No sign of any type is permitted in the common areas. Contractor signs may not be displayed.

Compliance Walk

Every Spring, HOA Board members and the Community Manager walk the neighborhood with the purpose of keeping high standards of the community regarding homes that may need some work. The Board of Directors looks for things such as homes that need painted, whether the 3-foot perimeter areas need to be weeded or updated in keeping with fire mitigation plantings, and whether roofs need to be cleaned from pine needles as well as other improvements. Letters are mailed to homeowners with an explanation of what needs to be improved and a timeline to complete the request. Following that timeline, the Board of Directors and

Community Manager re-walk the neighborhood to ensure that the compliance request was met.

II. ARCHITECTURAL DESIGN GUIDELINES AND PROCESS

The Architecture Review Committee (ARC) acts as the HOA Board representatives for approving any changes to the exterior of the homes in The Springs HOA. All changes require signed approval by the ARC.

Exterior Changes

ANY and ALL changes on the exterior of a home require ARC approval including, but not limited to light fixtures, satellite dishes, storm doors, patios, decks, coverings, hot tubs, skylights, vents, solar panels, and mechanical equipment such as evaporative coolers or radon mitigation devices. The location must be indicated on all drawings submitted to the ARC. Approved satellite dishes and air conditioners must be located so they are not objectionable to neighbors. Any change should be compatible with the home's exterior and roof, and with the City of Louisville rules, including the fire hardening rules. Should any change requested by the homeowner impact the established irrigation system, the HOA contractor must complete that work at the homeowner's expense.

Painting

For all exterior house painting, including repainting in an original or existing color, the homeowner must submit an ARC Improvement Request Form (Appendix A) and receive approval from the ARC prior to painting. The Improvement Request Form must include the paint manufacturer's paint chip or samples indicating the manufacturers' color number or name. Painting must be completed within 60 days of ARC approval. Failure to adhere to these guidelines may require repainting at the homeowner's expense.

Roofs

Should a roof need to be replaced it must be replaced with roofing material of equal or higher quality than the current roof and must be done with material that is accepted as fire resistant and accepted by the City of Louisville fire hardening code. See Appendix C for a list of approved roofing materials and colors. Residents may seek approval for roofing materials not on the list for the purpose of providing fire resistant roofs and meeting the Louisville code.

Dog Areas

Dog enclosure areas shall be of a type, color, and finish compatible with the home and approved by the ARC. There shall be no enclosed dog areas in front of a home, or within twenty feet of the golf course or open

space. Permission for any new or replacement enclosure must be obtained from the ARC. Fences are only approved for a dog area and must not exceed the height of 4 feet. Chain-link fencing materials, solid fences and property line fences are not allowed. Maintenance of any turf within a homeowner's enclosed dog area is the responsibility of the homeowner. The homeowner must relocate, at their own expense, any sprinkler heads located within the enclosed dog area.

Driveway and Sidewalk

The concrete driveway aprons, the area in front of your garage, and the sidewalk to the front door are the financial responsibility of the owner.

Construction Site

During construction of any kind, the site must be kept neat and clean with materials secured. There shall be no construction activity before 8:00 a.m. or after 6:00 p.m. on weekdays, or before 8:00 a.m. or after 4:00 p.m. on Saturdays. Construction activity is prohibited on Sundays without special permission from the HOA Board of Directors. Dumpsters of any kind must be placed in the homeowner's driveway.

ARCHITECTURAL REVIEW PROCESS

Approval Required

Any construction, reconstruction, refinishing, painting, or alteration of any part of the exterior of any building in The Springs at Coal Creek Ranch is prohibited until the homeowner obtains approval from the Architecture Review Committee (ARC). All improvements are to be implemented only in accordance with the approved plans, Louisville fire hardening rules, and when necessary, a city permit.

Submittal, Contents and Timeline

Every project requires the homeowner to submit the following to the HOA Community Manager.

1. ARC Improvement Request Form

Located on the Springs website <https://thespringsatcoalcreekranch.com> and submit the completed form to Annie Douglass at adouglass@Keystonepacific.com (Appendix A of this Handbook for reference).

2. Site Plan

Drawings must show the location and details of any changes or additions. Indicate any sprinklers, trees, or utilities that would be affected by the project. Show north arrow. As necessary, show property lines, grade elevations, building footprint, and patio. If impacted, include walks, services, site amenities, and mechanical equipment. In the case of an add-

on to the existing home (deck, patio, enclosed dog-area, driveway or walk), this site plan must also include distances from the home and property lines.

3. Exterior Building Elevations

Include views of all building surfaces and any other visible features, as necessary. Elevations must indicate both existing and proposed grade lines. If a deck or patio is being added, these elevations must accompany the application.

4. Color/Sample Board

Indicate all exterior paint colors by painting a 2 x 2 foot sample of the base, trim, and accent colors (front door color) on the garage door.

5. Timeline

- a. Submit required documents (see form for email address).
- b. Architecture Review Committee (ARC) has 45 days to provide a response to the applicant or the application is deemed approved.
- c. If additional information is required, the Architecture Review Committee (ARC) has 45 days from receipt of requested information to provide a decision.
- d. Work must be completed within 60 days after work has begun. Notify Annie Douglass to request a 60 day extension, if necessary, adouglass@Keystonepacific.com.

Building Permits and other regulations

Review and approval by the Architecture Review Committee (ARC) does not relieve the homeowner from meeting the requirements of the building codes or rules and regulations of the City of Louisville including the Fire Hardening Code, and any fencing, deck, and siding materials ordinances, as well as Boulder County and the State of Colorado rules and regulations.

Appeal Process and Timeline

1. Within 30 days of the Architecture Review Committee's (ARC) decision on the application, the homeowner may appeal to the Board of Directors.
2. The Board of Directors will hold an appeal hearing within 30 days of receipt.
3. The Board of Directors will provide a decision within 7 days of the appeal hearing.

Final Project Review

A review of the completed project will be undertaken by the Architecture Review Committee (ARC) with the purpose of compliance and ensuring its conformity to the design and construction of the approved

application. The ARC may require the homeowner to remove anything constructed, reconstructed, finished, altered, or maintained in violation of the approved ARC application at the homeowner's expense. In addition, the homeowner shall reimburse the HOA for any expenses incurred by the HOA in connection with said changes. The homeowner will be responsible to the HOA for any costs incurred in changing landscaping and the sprinkler system when a change to the homeowner's lot is made.

III. LANDSCAPE DESIGN GUIDELINES AND PROCESS

The Springs at Coal Creek Ranch HOA was designed with open lots to provide an integrated and harmonious community with easy access to common spaces and necessary maintenance.

It is the policy and practice of the Springs HOA community that all homeowners are responsible for planting and maintaining the 3-foot perimeter around their individual homes. This responsibility also includes other previously approved homeowners' landscaping areas beyond the 3-foot perimeter.

Major changes to existing perimeter beds, including the addition of large shrubs, and other previously approved areas beyond the 3-foot perimeter require the approval of the HOA's Landscape Review Committee (LRC). A Landscape Improvement Request Form with an accompanying site plan and a suggestion for plants that are fire-resistant, must be submitted to the LRC and approved before work begins. The LRC will not approve the planting of any Junipers at any location. The form is included as Appendix B.

Perimeter Beds

Maintaining the perimeter beds surrounding each home is the responsibility of that homeowner. All plants should be regularly pruned and must not obstruct the operation of sprinkler heads. In addition, beds are to be kept free of weeds, undesirable grasses, and plant debris.

Drip systems for perimeter beds may be installed at the homeowner's expense. It is prohibited to tap into or use old drip systems that are connected to the HOA sprinkler system. Water for perimeter drip systems must be paid for by the homeowner.

Water conservation should be a guiding principle of the layout and selection of plants and garden materials in the landscape design. A list of resources for suitable plants including xeriscape and native plants is included below.

Note: Due to flammability and frequent winds, mulch and bark are not considered appropriate ground covers except when used under plants, and use of rock is encouraged particularly in areas with few or no plants. Low combustible/fire-resistant plantings and ground materials, along with low density spacing of plantings, are strongly encouraged in the interest of the homeowner's property and the community. It is possible that obtaining homeowner insurance in the future will require adherence to best practice fire mitigation principles.

Sprinklers

If changes to perimeter bed landscaping involves sprinkler adjustments or changes, they are at the homeowner's expense and the work must be performed by the HOA's landscaping contractor.

Resources

Information on Colorado specific plant selection and xeriscape designs can be found on the following websites:

[Denver Water - denverwater.org/residential/rebates-and-conservation-tips/remodel-your-yard/xeriscape-plans/xeriscape-principles](https://denverwater.org/residential/rebates-and-conservation-tips/remodel-your-yard/xeriscape-plans/xeriscape-principles)

Resource Central Garden in a Box - resourcecentral.org/gardens

Plant Select: Smart Plants inspired by the Rocky Mountain Region – plantselect.org

Plant Talk - planttalk.colostate.edu

Colorado State University Garden Notes -

<https://cmg.extension.colostate.edu/volunteer-information/cmg-gardennotes-class-handouts>

Colorado State University Extension Fact Sheets -

<https://extension.colostate.edu/topic-areas/yard-garden>

Colorado Native Plant Society, <https://conps.org>

LANDSCAPE REVIEW PROCESS

Approval Required

Any plantings outside the perimeter beds are prohibited unless approved by the LRC. The LRC is also responsible for approving the removal of large shrubs and plants within the 3-foot perimeter of the home. Removal of highly combustible junipers is always encouraged in the interest of fire mitigation.

Submittal Contents and Timeline

Every project requires that the homeowner submit the following to Annie Douglass at adouglass@keystonepacific.com.

1. LRC Improvement Request Form

Located on the Springs website <https://thespringsatcoalcreekbranch.com> and submit the completed form to Annie Douglass at adouglass@keystonepacific.com. (Appendix B of this Handbook for reference).

2. Site plan

The site plan should map out the proposed landscaping on a true to scale diagram, including property lines, perimeter design, plant options and placement. Necessary sprinkler adjustments should be noted. Sprinkler adjustments are at the expense of the homeowner and can only be performed by the HOA's contractor.

3. Timeline

- a. Submit the required documents to Annie Douglass at adouglass@keystonepacific.com
- b. The LRC has 45 days to provide a response to the applicant or the application is deemed approved.
- c. If additional information is required, the LRC has 45 days from receipt of the additional requested information to provide a response.

Final Project Review

A review of the completed project will be performed by the LRC with the purpose of monitoring the appearance of the project and ensuring that it conforms to the approved application. Any deviations from the approved plan will be brought to the homeowner's attention along with the measures the LRC requires to conform to the approved application.

Appeal Process and Timeline

1. Within 30 days of the Landscape Review Committee's (LRC) decision on the application, the homeowner may appeal to the Board of Directors.
2. The Board of Directors will hold an appeal hearing within 30 days of receipt.
3. The Board of Directors will provide a decision within 7 days of the appeal hearing.

IV. APPENDICES

APPENDIX A

ARCHITECTURAL REVIEW COMMITTEE (ARC) REQUEST CHANGE THE SPRINGS AT COAL CREEK RANCH HOA (REV 04/14/25)

PLEASE SEND REQUESTS DIRECTLY TO: ADOUGLASS@KEYSTONEPACIFIC.COM

Name: _____

Address: _____ Email: _____

Home Phone: _____ Cell Phone: _____

My request involves the following exterior improvements:

- | | | |
|---|---|---|
| <input type="checkbox"/> Painting | <input type="checkbox"/> Patio Cover/Awning | <input type="checkbox"/> Satellite Dish/Antenna |
| <input type="checkbox"/> Dog area | <input type="checkbox"/> Air Conditioner/Cooler | <input type="checkbox"/> Screen/Storm Door |
| <input type="checkbox"/> Deck/Patio/Porch | <input type="checkbox"/> Driveway/Walk | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Windows /Siding | <input type="checkbox"/> Outside Lighting | <input type="checkbox"/> Solar |

Additional Information if needed (or add attachment)

The Springs at Coal Creek Ranch is a covenant-controlled HOA community that was developed to be a park-like environment with soothing springs and calm colors. The original concept has served us well as our home values continue to increase. Please consider your requests in that spirit.

Please be neighborly. Talk with all neighbors that might be impacted by your improvement. This may involve immediate neighbors but might also include neighbors across the street or behind your home. This is not asking for approval, only informing them.

Before starting any external changes to your home, the following is REQUIRED:

1. Complete and submit this Architecture Review Committee (ARC) Form.
2. Provide any documentation that might assist the committee to understand your request. (Examples, pictures of new material, design features, dimensions, comprehensive drawing of structures). Paint samples must be painted in a 2' x 2' block on your garage – both base, trim color and front door.
3. The homeowner must follow the City of Louisville building codes, including the recently added fire hardening code, which includes a list of permissible materials to be used in any work done on your property. The information can be found at the City of Louisville website at www.louisvilleco.gov, in the fire code section, fire hardening and the resilience section. The ARC form must include a list of materials to be used, and a statement that the material is compliant with the fire hardening code.
4. The homeowner is responsible for the cost of any change in placement of sprinkler rotors and/or any damage to the irrigation system caused by their construction. The service must be provided by Sun and Shade (the HOA's Landscaper). Further, the homeowner pays for any necessary relocation of sprinkler rotors that may later arise because of irrigation pattern needs. This must also be completed by Sun and Shade.

5. **The ARC committee has 45 days to review your request. YOU MUST HAVE WRITTEN APPROVAL BEFORE STARTING ANY PROJECT. PLEASE DO NOT SCHEDULE WORK WITHOUT THIS APPROVAL.**

I understand that I must receive the approval of the Architectural Review Committee to proceed. I also understand that the ARC approval does not constitute approval of the City of Louisville codes, rules or regulations including the Fire Hardening code, and the fencing, deck, and siding materials ordinance, as well as Boulder County and the State of Colorado rules and regulations.

I further understand that work must be completed within 60 days after work has begun. Notify Annie Douglass at adouglass@keystonepacific.com, to ask for an extension of 60 days should that be necessary.

Homeowner Signature: _____ Date: _____

ARC Committee Action:

Date Received: _____ Date Reviewed: _____ Homeowner Informed: _____

_____ Approved as submitted

_____ Approved subject to compliance with the following requirements: _____

_____ Not approved for the following reasons: _____

ARC Member Signatures:

APPENDIX B

LANDSCAPE REVIEW COMMITTEE (LRC) REQUEST CHANGE

THE SPRINGS AT COAL CREEK RANCH HOA (REV 04/14/25)

PLEASE SEND REQUESTS DIRECTLY TO: ADUGLASS@KEYSTONEPACIFIC.COM

Name: _____

Address: _____ Email: _____

Home Phone: _____ Cell Phone: _____

My request involves the following exterior improvements:

- | | |
|--|--|
| <input type="checkbox"/> Planting | <input type="checkbox"/> Installation of a perimeter drip system |
| <input type="checkbox"/> Plant/shrub removal | <input type="checkbox"/> Modifying HOA sprinkler system |
| <input type="checkbox"/> Tree removal | <input type="checkbox"/> Other |

- Describe improvements on a separate sheet of paper and include a site plan.
- Site plans should include property lines and landscape design, complete with plant options and placement, with any necessary sprinkler adjustments noted. Sprinkler adjustments are at the expense of the homeowner. Any work pertaining to irrigation and sprinklers may only be provided by the HOA landscaping vendor at homeowner's expense. Homeowners may not make changes to sprinklers, sprinkler heads, location, etc., on their own.
- Submit Request Form for a decision at least 45 days **prior** to expected start date to Annie Douglass at adouglass@keystonepacific.com
- Project must conform to LRC timetable provisions.

I have read the LANDSCAPE GUIDELINES, and I understand and agree to abide by them:

Homeowner Signature: _____ Date: _____

LRC Committee Action:

Date Received: _____ Date Reviewed: _____ Homeowner Informed: _____

☐ Approved as submitted

☐ Approved subject to compliance with the following requirements: _____

☐ Not approved for the following reasons: _____

LRC Member Signatures:

APPENDIX C

APPROVED ROOFING MATERIALS

The following patterns are authorized for the replacement of GAF Grand Canyon, RGM Products, Chancellor, or GAF Timberline pattern roofs.

1. Grand Canyon pattern, colors: Black Oak, Sedona Sunset, Storm Cloud, Mission Brown.
2. Grand Sequoia pattern, colors: Autumn Brown, Mesa Brown, Weathered Wood, Charcoal.
3. Grand Sequoia Armorshield pattern, colors: Adobe Sunset, Dusky Gray, Weathered Wood.
4. Glenwood pattern, colors: Weathered Wood, Dusky Gray, Autumn Harvest.

The following patterns are authorized for replacement of Timberline roofs only.

1. Timberline Armorshield II pattern, colors: Barkwood, Slate, Weathered Wood.
2. Timberline HD pattern, colors: Barkwood, Pewter Gray, Shakeswood, Weathered Wood.
3. Timberline Ultra HD pattern, colors: Barkwood, Shakeswood, Weathered Wood.

The following roofs manufactured by CertainTeed are on the Master HOA Association list of approved roofs and are also approved for The Springs HOA as noted.

1. Landmark TL pattern, colors: Shenandoah, Aged Bark, Country Gray.

These are for replacement of Timberline only.

4. Presidential TL pattern, colors: Weathered Wood, Autumn Blend, Platinum.

High-definition ridge caps are required for all roofs. For GAF products, RIDGLASS and TIMBERTEX are approved high-definition hip and ridge cap shingles. For CertainTeed products, MOUNTAINRIDGE is an approved high-definition hip and ridge cap shingle.

APPENDIX D**RESIDENT DIRECTORY INFORMATION FORM
THE SPRINGS AT COAL CREEK RANCH HOA**

Please provide the following information for The Springs at Coal Creek Ranch HOA Resident Directory. This information is to be used ONLY for social contact with your neighbors and will not be given or sold to any outside agency. It may be used occasionally by the Welcome Committee to distribute updates to the Directory or other pertinent information as well as sending reminders about the monthly Springs Social Gatherings.

Name #1: _____
(as you want it to appear in the Directory)

Name #2: _____
(as you want it to appear in the Directory)

Street address: _____
(in The Springs HOA)

☐ Home is homeowner/family occupied ☐ This is a rental property

E-mail address #1: _____

E-mail address #2: _____

Phone #1: ____-____-____ Phone #2: ____-____-____

☐ Please e-mail me a copy of the Directory.
I prefer: ____ PDF version ____ Excel version ____ Word version
(check all that apply)

☐ Please do not include my name in the Directory. If you choose not to be included, you will not receive a Directory or any further communication from the Welcome Committee.

Please return this form to your Welcome Committee

by US Mail or leave under the front door mat at 324 Diamond Circle Louisville, CO 80027

by fax: 866-488-4124

by email: SpringsWelcome@comcast.net

Thank you,

Your Springs at Coal Creek Ranch HOA Welcome Committee