

*ATTACHMENT A
TO THE COUNTRY CLUB TOWNHOME (“CCTH”) RULES*

ARCHITECTURAL/LANDSCAPE DESIGN GUIDELINES
Adopted by the CCTH Board May 2018

These Architectural/Landscape Design Guidelines (“ALDG”) are intended to help Owners, especially new Owners, understand the limitations of any exterior changes, remodels, construction projects, or landscaping in all General and Limited Common Areas.

All exterior changes require written Board approval, and Owners must apply before altering or installing exterior walls, doors, windows, at-grade entrances, lower and upper decks, existing or new hot tubs, privacy screens, planters, skylights, television dishes, or other visible mechanical or electrical equipment to be mounted on the exterior of the Unit, or before changing anything else impacting the external appearance of the Unit. Owners must also apply for any changes or additions to landscaping. ***The Application Procedures are outlined in Section 1 below.***

The CCTH Board has no desire or authority to influence interior remodel design but has the responsibility to regulate workers and changes that affect adjacent Units or common areas under and around Units. Interior changes may not impact General or Limited Common Areas or affect adjacent Units other than as expressly allowed by the Board. Any interior changes made by Owners, including lofts and crawl spaces, must comply with Town of Snowmass Village Code and with the CCTH PUD (Planned Unit Development), a copy of which can be found on the CCTH website. **To secure the Owner’s performance in accordance with the Architectural/Landscape Design Guidelines, including any conditions of approval as well as timely completion, the Owner must provide to the Association a cash deposit or irrevocable letter of credit acceptable to the Board in the amount of \$10,000 unless a greater or lesser amount is specified by the Board. The Owner must provide the deposit prior to commencement of any work and no approvals are valid until such deposit or letter of credit is received by the Board. The Board may apply some or all of the deposit to cure an Owner’s failure or refusal to comply with the Architectural/Landscape Design Guidelines or any conditions of approval, and, if the work is not complete, may require the Owner to replenish the deposit. The funds will be placed in a non-interest bearing escrow fund and the unused portion of the deposit will be returned within 30 days of final completion of the work in compliance with the Architectural/Landscaping Design Guidelines and any conditions of approval.**

1. APPLICATION PROCEDURES FOR UNIT OWNERS BEFORE MAKING EXTERIOR OR LANDSCAPE CHANGES

1.1 The Owner must apply to the Board through the CCTH Operations Manager (970-309-1636 or maintenance@sccth.com) for approval of any exterior change to buildings or landscaping, such as, but not limited to, all landscaping requests, constructing a new deck or installing hot tubs, decorative fountains, privacy screens, exterior windows or doors, or PUD “bump-

outs” under ALDG Section 6. The application request must be in writing, preferably email, and must include drawings, photographs, and neighbor approval or comment letters or emails or an explanation of the unsuccessful efforts the applicant has made to contact the neighbors. If the application cannot be emailed, Owner may deliver the proposal to the Operations Manager; and the Owner will then be required, if requested, to mail or deliver multiple copies of the application and all attachments to the Board President or a committee or others designated by the President. By making an application, the Owner agrees that, if the project is approved, the Owner will notify all workmen about the Construction Rules for Workmen, Form A, attached, will require all workmen to agree to comply with the Construction Rules for Workmen, and will complete an Owner/Contractor Contact, Insurance, and Scheduling Information, Form B, attached.

1.2 The materials used must be the same as those used in the 2009 renovation of the townhomes and with the 2007 Administrative Modification (Reception No. 543813). A list of these materials can be requested from the Operations Manager.

1.3 All neighbors possibly affected by the architectural/landscape change must be notified by the Owner, and Owner must submit written responses from the neighbors with the application. Neighbors to be notified include immediate or adjacent Owners or Owners in adjacent buildings whose sight lines may be affected by the proposed changes.

1.4 The application, except for very minor projects, must include architectural/site drawings and a detailed list of materials to be used, as well as scale drawings with specific dimensions, orientation, location, elevations, and details. Information on specific trees, shrubs, plants, walls, or other structures must also be submitted along with the size of each item to be used and their proposed placement and location. Drawings must show current placement of plantings and placement of any new or replacement plantings.

1.5 When the nature of the proposed change dictates, the application must include construction agreements between the Owner, contractor and subcontractors; and the applicant must supply licenses and insurance information and the Association may require that it be named as an additional insured as a condition of approval. As-built drawings or current photos are helpful. As-built plans can be obtained from the Snowmass Village Building Department at the Snowmass Center. If the creek or wetlands areas are adjacent to or might be affected by such plans, Snowmass Village and Town officials must be notified and their written approval submitted to the Board.

1.6 After receiving Board approval of a project, the Owner must then apply to the Town of Snowmass Village for approval and building permits if required.

2. BOARD REVIEW AND APPROVAL

2.1 Because any proposed changes affect other CCTH Owners and the entire CCTH community, the Architectural Review Committee of the Board (and eventually the entire Board) will review all requests for changes and will evaluate visual, auditory, and privacy issues that could affect other Owners. Landscaping change requests must be sent to the Operations Manager (970-309-1636 or maintenance@sccth.com) and will then be reviewed by the Landscaping Committee of

the Board. After review, both committees will send their recommendation to the Board for final review. All Board decisions, regardless of disputes or agreements between neighboring Owners are final and at the discretion of the CCTH Board of Managers.

2.2 The Board will notify the Owner applicant in writing whether the application has been approved or disapproved, together with, if a request is disapproved, the reasons for disapproval. It will do this within 45 days after the Board meeting where the application has been presented. The CCTH Board of Managers has the final decision in all application matters.

2.3 The CCTH Declarations grant the CCTH Board the authority to make these decisions based on the Architectural/Landscape Design Guidelines it creates, and in making decisions may rely upon any criteria reasonably related to enhancement or preservation of the Project or protection of the Property or Association assets. Criteria may include, without limitation, (i) the materials to be used; (ii) exterior colors; (iii) harmony with other improvements within the Project; (iv) location of the proposed improvements; (v) harmony of landscaping with the natural setting and native vegetation; and (vii) consistency with the Architectural Guidelines. The Board acts only in an attempt to further promote and protect the value, desirability, and attractiveness of CCTH property.

3. DECK AND AT-GRADE ENTRANCES POLICIES

3.1 The Board, recognizing that all upper and lower decks and entrances are different in size and materials, has tried to establish rules that are fair to all Owners. The Board's interpretation of Lower Decks and At-Grade Entrances appears below in 3.2, and the Board's interpretation of Upper Decks appears at 3.3.

3.2 Lower Decks and At-Grade Entrances: Lower Decks have been built in the front and back of Units to give ground level access to Units. Contiguous to, or in some cases instead of, the Lower Decks are At-Grade Entrances that include walkways, steps, railings, and gardens leading to the Lower Decks or, in some cases, directly to Unit accesses.

(a) Structural repairs and/or rebuilding of Lower Decks or At-Grade Entrances, regardless of the material used, are the sole responsibility of the Owner. All maintenance of Lower or At-grade decks, old or new, including painting, staining or sealing of the horizontal surface and all vertical surfaces surrounding the deck(s) are the sole responsibility of the Owner.

(b) Resurfacing or replacement of existing Lower Decks and At-Grade Entrances shall be done only with Board approved materials and colors, a list and samples of which can be obtained from the Operations Manager.

(c) Any proposed changes to, replacements of, or alterations to the size or shape of Lower Decks or At-Grade Entrances shall comply with the applicable Architectural/Landscape Design Guidelines and be submitted to the Board in writing, complete with plans, drawings and specifications.

(d) If approved by the Board, some decks may be expanded as permitted by the Town of Snowmass Village PUD amendment, and Owners are directed to Section 6 below for further information.

(e) These Rules apply to all Lower Decks and At-Grade Entrances and the steps attached thereto.

3.3 Upper Decks: Upper Decks, defined as all decks above the first living level, are part of the architecture of the buildings and were originally built with sub-surface membranes to catch and drain rain and melting snow. Upper Decks have a variety of deck surfaces such as stone, wood, concrete, synthetic decking, or other materials installed by individual Owners. Since these Upper Decks are visible only to the Owner, the choice of material and color used to resurface the deck is not subject to Board review. The Owner is responsible for maintaining the Upper Deck and the waterproof integrity of the Upper Decks, including the sub-surface membrane, drain and plumbing from the Upper Deck(s). Any damages caused by leaking deck membranes, drains or plumbing pipes connected to the Upper Deck(s) are the responsibility of the Owner. Replacement of sub-surface membranes, drains and plumbing connected to Upper Deck(s) are the responsibility of the Owner. If replacing the sub-surface membrane, it must be installed at least 18" around all vertical walls surrounding the Upper Deck(s) and finished with flashing per the detail of the 2008 renovation.

4. LANDSCAPE POLICIES

4.1 Owners must apply for any changes to landscaping in the General and Limited Common Areas, which include the areas immediately adjacent to the Unit. Landscaping requests must be sent to the Operations Manager (970-309-1636 or maintenance@sccth.com) and will then be addressed by the Landscaping Committee. The Landscaping Committee will send its recommendation to the Board for final decision. The installation or removal of flowers or other plants, trees, water features, shrubbery, arbors, trellises, fences, or rock gardens must first be approved in writing by the Board. No flag poles will be allowed to be erected in General or Limited Common Areas. (Refer to CCTH Rule 3.5 for American flag mounting guidelines.)

4.2 CCTH has no responsibility to maintain any approved landscaping installed by a Owner or previous Owner. The Board reserves the right to return such areas to grass if the Owner does not maintain the changed areas, and any expense of tearing out unmaintained landscaped areas will be the responsibility of the Owner.

4.3 Wetlands must remain unchanged.

4.4 **Tree Management Policy.** Drawing on the experience of other HOA's, the SCCTH Board of Managers, its Operations Manager and Landscape Committee developed the guidelines below. As a reminder all trees in our community are common property, are sprayed and treated annually, and are continually evaluated with guidance and advice from a certified arborist as

needed. Trees classified under the following criteria will be considered for modification, removal or replacement.

(a) Safety

1. Trees that pose a safety risk to people, personal property, or HOA Common Elements.

(b) Property Damage

1. Trees whose roots cause damage to driveways, sidewalks, foundations, underground utilities or irrigation lines.
2. Tree branches or canopy that encroach on roofs, gutters, chimneys, decks or patios of Units depending on the severity of the existing or potential damage.

(c) Diseased/Damaged Trees

1. A tree with highly contagious fungus (example: Ganoderma).
2. Any tree that is dying, dead, or severely damaged by wind lightning, snow, etc. Examples: cracked main trunk, deeply split crotches, broken or snapped branches.

(d) Overplanting/Potential Growth/Views

1. When a tree (s) growth is inhibited because of over planting, one or more trees may be removed to enhance the health of those remaining.
2. Any tree designated for removal will be tagged and an email alert will be sent out.
3. To maintain the original alpine setting, the thinning process may be accomplished over several seasons.
4. Owners wishing to modify or remove a tree (s) blocking views from windows, decks or patios, may make a request following the procedure below.

(e) Landscaping Committee Procedure

1. All trees considered for planting, modification or removal will be subject to the following procedure
 - a. Requests must be presented in email or written communication to the pod's Landscape Committee representative, who will then go to the Operations Manager to determine feasibility. If feasible, the request with the knowledge of the Landscape Committee Chairman is returned to the representative who will then begin the vetting process with those in the pod and those possibly affected outside the pod. Homeowner responses shall then be submitted in email or writing by the Landscape representative and forwarded to the Chairman. The Landscape Committee will review the collective input and then present its email or written recommendation to The Board of Directors.
 - b. The Board will consider the recommendation and if approved, will determine financial responsibility for planting, modification or removal of trees in our community.

The Board's decision will be emailed to the Landscape Chairman who in turn will inform the Landscape pod representative so that the Owner may be advised.

5. POLICIES REGARDING TELEVISION DISHES AND OTHER ATTACHMENTS TO EXTERIORS.

5.1 Owners must obtain written Board approval before installing any type of media technical equipment and must fully comply with public safety rules. Under no circumstances shall a Owner attach any equipment directly to the stucco exterior walls.

5.2 Dishes may not be visible by neighbors or from the street.

5.3 Wires or lines attached to television dishes, antennas, or other similar equipment must be installed inside the exterior walls or otherwise concealed within an architectural element. No lines may be strung across or attached to the roof, stucco, or siding. Any damage to existing improperly installed equipment or attached lines will be the Owner's sole responsibility and not the responsibility of CCTH.

5.4 No electrical and/or plumbing conduits, including gas lines and irrigation lines, may be attached to the exterior of any Unit. American flag mounts may be attached in accordance with CCTH Rule 3.5.

6. EXPANSION OF UNITS AND PROHIBITIONS TO EXPAND CERTAIN AREAS, AS OUTLINED IN TOWN OF SNOWMASS VILLAGE PUD AMENDMENT

6.1 The Minor Amendment to a Final Planned Unit Development (PUD) approved by the Town of Snowmass Village in 2009 enables many Owners to expand their interior heated square footage within the existing eave lines over decks. Before expanding a Unit with these "bump-outs", Owners must obtain written Board approval outlined in Section 1 above. Owners should be aware that such expansion will result in additional square footage to their Unit and an increase in their assessment charges.

6.2 The PUD also permits some existing lofts to be converted into calculable/habitable floor area, provided the space is not used as sleeping area or bedroom containing closet space, in accordance with applicable municipal, building and fire code requirements.

6.3 The size of rear decks allowed by the PUD imposes a maximum of fifteen feet beyond the outermost rear wall of such Unit, not including any protruding chimney or wall that extends rearward to accommodate a chimney. End Units may extend up to six feet beyond the side of the Unit up to the building's back side of the chimney wall. Expansion of decks must first be approved by the Board in writing.

6.4 The PUD prohibits the conversion of crawl space into calculable/habitable floor area. These areas can be used solely for mechanical and utility equipment purposes and for limited storage.

6.5 Owners may check "The Ordinance Approving a Minor PUD Amendment and Rezoning Regarding Country Club Townhomes" or the Plat on the CCTH website to find out whether or not their Unit qualifies for any expansion.

7. CCTH BOARD CONTACTS

7.1 All contact information for the Board is on the SCCTH website.

7.2 Proposed drawings, neighbor approvals, and other documents relating to an application should be sent to the Operations Manager (maintenance@sccth.com) or other person designated by the Board President.

8. ENFORCEMENT

The Board may enforce any provision of these ALDG's under Article 4 of the Rules. In addition, the Board may take immediate court action to obtain a temporary restraining order or preliminary injunction or similar action to protect the Project during the pendency of a dispute or enforcement action if reasonably necessary to prevent alterations to the Project that the Board has in good faith determined that such alterations violate these ALDG's.

THESE ARCHITECTURAL/LANDSCAPE DESIGN GUIDELINES were adopted by the Country Club Corporation Board of Managers in May 2018. This document supersedes all past rules or guidelines regarding architectural and landscape design.

COUNTRY CLUB TOWNHOMES CORPORATION
 P. O. Box 6159, Snowmass Village, Colorado 81615 970-309-1636
maintenance@sccth.com

FORM A
Architectural/Landscape Design Guidelines 5/2018

CONSTRUCTION RULES FOR WORKMEN

Owners are responsible for advising all workmen about these Construction Rules:

Approved Work Hours: Monday to Friday 7am-5pm
 Saturdays 8am-12 noon
No work on Sundays or Holidays

No contractor advertising or signs at work site

Clean-up/Snow Removal: Construction dumpsters are to be used for construction waste. Use of the CCTH garbage/recycling facility is NOT allowed for construction waste. The placement of the dumpster must be approved by the CCTH Operations Manager (970-309-1636). Owner and Contractor are responsible for all snow removal around the Unit, walkways, dumpster and toilet facility.

Vehicle Parking: All work vehicles must park in common parking areas or in the TOSV parking at the CCTH entrance. Workmen can, at no time park or store equipment in such a way as to damage the grass or other landscaping, or the Owner must pay for the repairs. The only vehicles allowed at the Unit/on site are those delivering or containing building materials that must be promptly unloaded.

Dogs/pets: No dogs of workmen are allowed on grounds.

Neighbor access: At no time should common or private driveways, walkways or roadways be blocked. Owners and residents have priority during loading and unloading of materials/tools.

Violations: The Board reserves the right to negate approvals and stop a project if the contractor and Owner do not comply with the plan approved by the Board.

Agreed to by Owner: _____ Unit # _____

Date: _____

Agreed to by Contractor/Workman: _____

Date: _____

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FORM B
Architectural/Landscape Design Guidelines 5/2018

***OWNER/DEPOSIT/CONTRACTOR CONTACT, INSURANCE,
AND SCHEDULING INFORMATION***

A Deposit of \$10,000 is required and will be returned upon completion of project

Date: _____

Owner Name: _____

Unit #: _____ Unit Address: _____

Mailing Address: _____

Cell Phone: _____ Other Telephone: _____

Scope of Work: _____

Building Permit #/Date: _____

Contractor Name: _____

Address: _____

License #: _____

Insurance WC/Liability: _____

(Please attach Certificate and those of all subcontractors)

Office Phone: _____

Cell Phone: _____

On-Site Foreman: _____

Cell Phone: _____

Subcontractor's Name: _____

Cell Phone: _____

Duration of Project:

Anticipated Start and Completion Date: _____