



DESIGN STANDARDS MANUAL  
FOR GREENFIELD  
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## 1.0 OVERVIEW

All homeowners should have a copy of the *Declaration of Covenants, Conditions and Restrictions ("CCR's")*, dated June 20,1995 which contains broad, general objectives regarding the architectural control in the Greenfield community. These objectives, simply stated, are to keep the community attractive for the enjoyment of homeowners and the protection of property values. Unless otherwise defined in these Guidelines, all capitalized words will have the same definition as in the CCR's.

The covenants provide for the formation of a *Design Review Committee ("DRC")*. A minimum of three representatives must be appointed by the Executive Board of the Greenfield Master Owners Association. Any changes to the DRC membership must be approved by the Executive Board ("Board"). Members of the *Design Review Committee* appointed by the Board may be removed at any time by the Board, except during the period of Declarant control, and shall serve for such term as may be designated by the Board or until resignation or removal by the Board. In the event there are no representatives appointed or serving, the Board shall act as the DRC.

The DRC is not liable in damage to any person submitting requests for approvals or to any homeowner within the Community by reason of any loss, damage, or injury arising out of or in any way connected with the performance of the duties of the DRC unless due to the willful misconduct of the party to be held liable. In reviewing any matter, the DRC shall not be responsible for reviewing, nor shall its approval of an Improvement be deemed approval of the Improvement from the standpoint of safety, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations.

Guidelines for Improvements that Require *Design Review Committee* Approval:

An Improvement is defined in the CCR's (page 4) as "all exterior improvements, structures, and any appurtenances thereto or components thereof of every type or kind, and all landscaping features, including but not limited to buildings, outbuildings, swimming pools, tennis courts, patios, patio covers, awnings, solar collectors, painting or other finish materials on any visible surface, additions, walkways, sprinkler systems, garages, carports, driveways, fences, screening walls, retaining walls, stairs, decks, landscaping, hedges, windbreaks, plantings, trees, shrubs, flowers, vegetables, sod, gravel, bark, exterior light fixtures, poles, signs, exterior tanks, and exterior air conditioning, cooling, heating and water softening equipment". Other examples include, but are not limited to, antenna and satellite receivers, outdoor sculptures or artwork, storm doors, security doors, windows, storm windows, and siding.

Design Review Expenses

The DRC may require the reimbursement of actual expenses incurred by the DRC in

the review and approval process (CCR's Article V, Section 2). Such amounts, if any, shall be assessed to the homeowner requesting the Improvement.

## 2.0 DRC REVIEW PROCEDURE

Any decision of the *Design Review Committee* will be made within thirty (30) days after receipt of all materials required by the DRC, unless such time period is extended by mutual agreement. In the event the DRC fails to take action within thirty (30) days after a request has been submitted and all information has been received by the committee, approval will be deemed granted. The homeowner will have the right to appeal any decision by the DRC, pursuant to paragraph 6, below.

A simple majority vote of the DRC will be required for approval or disapproval of proposed improvements. Written records will be maintained of all applications submitted and of all actions taken by the committee.

The DRC has adopted the following procedure to comply with the responsibility to review applications for approval:

- 1) Submit the Design Review Application and appropriate forms including copies of relevant drawings and descriptions explaining your proposal. For painting and accessory buildings (i.e. sheds, patio covers, and room additions), please use the "Greenfield HOA Paint Request Form." A planned completion date must be specified.

Send the submittal to the Greenfield DRC, in care of current HOA Management Company. (Please refer to [www.Greenfieldhoa.com](http://www.Greenfieldhoa.com) for mailing instructions.)

- 2) The documentation will be accepted as complete or returned with a description of missing information. Incomplete submittals do not qualify for the 30-day review period. A revised submittal will initiate a new 30 day review period. All requests, except paint, must be submitted with a plot plan and be drawn to scale. Plot plans should depict the property lines of the lot and the outside boundary lines of the home as located on the lot. Drainage patterns should also be indicated with directional arrows. A plan, as well as a profile view, if appropriate, is helpful. Use a copy of the improvement survey, or plot plan, of your lot obtained when you purchased your home as the basis for such plan drawings. Please include dimensions, colors, and descriptions of materials to be used in detail to aid the DRC in reviewing your request.
- 3) The DRC will evaluate your proposal's compliance with the design guidelines for your proposed Improvement (see Project Guidelines Section in this manual), as well as overall conformance with community standards.
- 4) You will be notified of the DRC's decision (approval, approval with conditions, or disapproval) on or before the expiration of the thirty (30) day review period. If

no decision is rendered in this time frame, the request will be deemed approved, although that shall not be deemed authorization to build any structure or improvement that is otherwise in violation of CCR's or these Guidelines.

- 5) Upon completion of your Improvement, notify the DRC in writing so that your constructed Improvement can be deemed to be in compliance. A representative of the DRC has the right to inspect the Improvement within thirty (30) days after written notification from the homeowner to verify compliance with the approved plan.
- 6) A homeowner may exercise their right to appeal in the event of an adverse decision by the DRC. The first step of the appeal process is to make a written request, within thirty (30) days after receipt of the DRC's decision, to appeal to the DRC. In the event of an adverse action by the DRC on an appeal, the homeowner may then present an appeal to the Executive Board after submitting a written request to do so within thirty (30) days after the appeal decision issued by the DRC.

### 3.0 REVIEW CRITERIA

As stated in the CCR's, the DRC shall approve any proposed Improvement only if it deems, in its reasonable judgment, that the Improvement conforms to and harmonizes with the existing surroundings, residences, landscaping and structures.

The DRC evaluates all submissions on the merits of the application. This evaluation includes the particular design proposal as well as consideration of the characteristics of the housing type and the individual site.

Design decisions made by the DRC in reviewing applications are not based on personal opinion or tastes. Judgments of acceptable design are based on the following criteria, which are presented in more specific terms in the Project Guidelines section of this manual.

#### 3.1 Compliance with Covenants

All applications are reviewed to confirm that the proposed Improvement is in conformance with the Declaration of Covenants, Conditions and Restrictions for Greenfield.

#### 3.2 Relation to the Natural Environment

Fencing, in particular, can have damaging effects on the feeling of open space. Other factors, such as disruption of the natural topography and changes in the rate or direction of storm water runoff can also affect the natural environment.

### 3.3 Design Compatibility

The proposed Improvement must be compatible with the architectural characteristics of the applicant's home, adjacent houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

### 3.4 Location and Impact on Neighbors

The proposed Improvement should relate favorably to the landscape, the existing structure, and the neighborhood. Primary concerns are access, drainage, sunlight, and ventilation. When a proposed Improvement has possible impacts on adjacent properties, the DRC may require neighbor approval. In such a case the DRC will issue the Neighbor Notification Form to directly solicit neighbors' comments regarding the request.

### 3.5 Scale

The size, in three dimensions, of the proposed Improvement should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

### 3.6 Color

Color may be used to soften or intensify visual impact. Parts of an addition that are similar to the existing house, such as roofs and trim, must be matching in color.

### 3.7 Materials

Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house must be reflected in an addition or free-standing structure.

### 3.8 Workmanship

Workmanship is another standard which is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can also cause safety hazards. The DRC and the Association assume no responsibility for the safety of new construction by virtue of its review and decision on a proposed Improvement.

### 3.9 Special Consideration:

- A. Project Schedule The majority of all Improvements can be built or installed by residents themselves, rather than a contractor. However, approved Improvements which remain incomplete for long periods of time

are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated completion dates. If an Improvement (other than landscape improvements) remains incomplete for longer than twelve (12) months, or such shorter period as specified in writing by the DRC, then the Improvement will be considered to be in non-compliance.

#### 4.0 PROJECT GUIDELINES

##### 4.1 Air Conditioners, Evaporative Coolers & Attic Ventilators

All air conditioning equipment, evaporative coolers & attic ventilators must receive DRC approval. No window air conditioning units are allowed.

Special Considerations: Typically, the motors and compressors on air cooling equipment are noisy and could be disturbing to neighbors, particularly if the neighbors don't have air coolers and need to leave their windows open in warm weather. If an air conditioner is installed, consider the location and the potential impact to your neighbors.

Guidelines: No types of refrigerating, cooling or heating apparatus shall be permitted on a roof. However, evaporative coolers may be permitted on a roof upon showing that no other location is reasonably equivalent in terms of the price of the unit, its operating costs, or performance.

No such apparatus shall be permitted elsewhere on a Unit, except when appropriately screened from view by landscaping, fencing or lattice so as not to be visible from any public street, and approved by the DRC (CCR's Article 5, Section 5.16).

##### 4.2 Antennas, Satellite Dishes, Transmitters

No exterior radio antenna, television antenna, or other antenna, satellite dish, or audio or visual reception device of any type shall be placed, erected or maintained on any Unit, except inside a residence or otherwise concealed from view; provided, however, that any such devices may be erected or installed by the Declarant during its sales or construction upon the units; and provided further, however, that these requirements shall not apply to those antenna which are specifically covered by regulations promulgated under the Telecommunications Act of 1996, as amended from time to time. As to antenna which are specifically covered by the Telecommunications Act of 1996, as amended, the Association shall be empowered to adopt rules and regulations governing the types of antenna that are permissible hereunder and, to the extent permitted by the Telecommunications Act of 1996, as amended, establishing reasonable, nondiscriminatory restrictions relating to appearance, safety, location and maintenance.

Antenna: As provided in the Telecommunications Act of 1996, "Antenna" is defined

as follows: (i) an antenna that is designed to receive direct broadcast satellite service, including direct-to-home satellite services and is one meter or less in diameter or diagonal measurement; (ii) an antenna that is designed to receive video programming services via multipoint distribution services, including multichannel multipoint distribution services, instructional television fixed services, and local multipoint distribution services and is one meter or less in diameter or diagonal measurement; or (iii) an antenna that is designed to receive television broadcast signals.

All Antennas are subject to the provisions set forth below:

1. Any Antenna an Owner places on their property must be registered with the Association within ten (10) days of installation. Owners shall submit a registration drawing; detailing how it complies with the guidelines set forth herein.
2. Installation should be by a qualified person knowledgeable about the proper installation of Antennas.
3. All Antennas must be installed in accordance with the manufacturer's guidelines to insure safe installation, and must also be installed in compliance with all federal, state and local statutes and regulations regarding safety. In addition, a building permit shall be obtained, if required by local ordinance.
4. No Antenna can be over 39 inches in diameter or diagonal measurement, at its largest dimension. Any device larger than one meter (39 inches) in diameter is strictly prohibited.
5. All Antennas must be properly grounded and must be placed a safe distance from any power lines.
6. All Antennas must be located in a side or rear yard location, not visible from any street(s) or any neighboring properties, provided such location does not preclude reception of an acceptable quality signal.
7. No mast antennas are allowed without DRC approval.
8. Wiring or cabling shall be installed so as to be minimally visible and blend into the material to which it is attached.
9. No Antenna shall be placed in a location where it blocks fire exits, walkways, ingress or egress from an area, fire lanes, fire hoses, fire extinguishers, safety equipment, electrical panels, or other items or areas necessary for the safe operation of the Association or individual units.
10. No Antenna shall be attached to fencing shared between Units or common areas.
11. No Antenna may obstruct a driver's view of an intersection or a street.



To the extent that interpretation of these provisions is necessary, such interpretation will be undertaken by the Design Review Committee in full compliance with all federal, state and local statutes and regulations, as may be supplemented or amended from time to time.

#### 4.3 Basketball Hoops

All affixed basketball hoops, goal equipment and poles must have DRC approval.

Guidelines: Basketball goals are acceptable if they are installed attached to the house and painted in harmony with the house, i.e., the basketball backboard must be painted the field color of the house and the trim on the board must match the trim color of the house; or the basketball backboard may be clear acrylic without any sports logo.

Basketball hoops, backboards and poles may be considered by the DRC depending on placement of the lot and the size of the equipment. Free-standing equipment with backboards that are not clear acrylic or painted according to the criteria above are not acceptable. Free-standing basketball hoops with concrete slabs in rear yards will require approval from the DRC. Free-standing basketball hoops are not allowed to be permanently installed adjacent to public right of way as provided in the Colorado "Right of Way" statute.

Portable Basketball hoops are allowed provided they are in good repair and used per the manufacturer's specifications. They are considered to be not in use when lying horizontal and must be stored in a garage or an area that cannot be seen from the street. They are not allowed to be stored next to the house. In addition, they shall not obstruct sidewalks or public streets as in accordance with the "Right of Way" statute and may never be kept on the sidewalk or street.

Any other type of outdoor recreational equipment in the front yard, other than basketball hoops and backboards attached to the front of the house and in conformance with the above criteria, is not acceptable.

#### 4.4 Clotheslines

Any clothesline requires approval of the DRC. Retractable clotheslines that meet these guidelines will be permitted.

Guidelines: Clotheslines must be no taller than five feet (5'). They must be screened from view with lattice work or fencing so that the clothes on the line are not visible by any neighbor or from any street. Retractable clotheslines are acceptable, but not required, and they also must be screened from view in the fashion described above.

#### 4.5 Decks, Patios and Covers

All decks, patios, and patio covers require DRC approval. Deck features, which are acceptable, include planters, railings, built-in benches, and steps, and should be clearly identified on the plans submitted for approval.

##### Guidelines:

A. Visibility (Location and Impact on Neighbors): The proposed deck should relate favorably to the landscape, the existing structure, and the neighborhood. When a proposed deck has possible impact on adjacent properties, please discuss the proposal with your neighbor. If deemed necessary, the Neighbor Notification Form will be sent by the DRC to solicit comments from neighbors.

B. Color: The deck must be stained to match the house field color or house trim color, or may be the natural wood color with a protective finish. Any other finish must be approved by the DRC. Railings, seats, planters, vertical supports and coverings must be similarly finished.

C. Permanence: Decks and covers are a permanent addition to the house. Expect to use preservatives to retain the character of the deck as new.

D. Size: Deck size will be considered on a case-by-case basis, depending on the size of the lot and the house.

E. Building Codes and Permits: In most cases, decks must meet certain building standards and may require building permits. The applicant should check with the Arapahoe County Building Department or the City of Centennial to determine if their proposed Improvement requires such a permit.

F. Materials: Acceptable materials may include synthetic, cedar, redwood, pressure treated lumber, stone, tile, brick, wood composite decking, and concrete. Unacceptable materials include, but are not limited to, plywood sheeting, corrugated plastic or metal, concrete blocks, rough poles, logs or slab wood.

G. Design Compatibility: The proposed Improvement must be compatible with the architectural characteristics of the applicant's home, adjacent houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

#### 4.6 Drainage Mechanisms

All drainage devices, such as French drains, etc. must be approved in writing by the DRC. Approval shall not be granted unless provision is made for adequate alternate drainage. The established drainage pattern over any property cannot be altered without written permission from the DRC (CCR's Article IX, Section 18).

Any change to the drainage flow, direction, manner, etc. may require local government approval. For example, retaining walls in easements or drainage ways may present a problem. Applicants are strongly urged to consult with the Arapahoe County Engineering Department, Southeast Metro Stormwater Authority (SEMSWA) and/or the City of Centennial on any proposed Improvement that may affect drainage. DRC approval does not imply approval by Arapahoe County. Homeowners re-routing lot drainage may incur liability for damage to property of adjacent and nearby owners and may also void structural warranties. Damage to community property may also incur additional liabilities.

#### 4.7 Driveways, Parking Pads, Extensions

The addition of an extra driveway or parking area is prohibited. Driveway extensions must have DRC approval.

Special Considerations: On cul-de-sacs, the front yard is frequently narrower than in other areas of the community. Extensions on both sides of the driveway may result in a "concrete yard" look.

Guidelines: All driveways leading into the garage must be constructed of concrete. Extensions to concrete driveways already in existence must be no wider than three (3) feet in width on either side of the existing driveway. Extensions must be constructed of concrete, natural or artificial stone, or brick pavers. Asphalt, gravel or rock extensions are not acceptable.

#### 4.8 Dog Houses, Dog Runs

See 4.20 Pet Enclosures

#### 4.9 Fences

All fencing must be approved by the DRC.

Separation of responsibility of fence maintenance between HOA and Homeowners is as follows:

Greenfield HOA will maintain

- 1) Original HOA brick pillars and brick walls
- 2) The fencing placed within common areas adjacent to walking trails not connected to homeowner fencing

3) Fencing that has the combination of brick and picket detail. (See diagram 4.9.1 A)

Homeowners must maintain any fence that does not meet the above descriptions and are responsible for painting both the front and back sides of the fence.

Guidelines:

- A. Color: All fencing is required to be painted with a solid base white stain.
- B. Pickets: In Greenfield pickets measure 5/8" x 4" and have a 1/2" blunt-cut point which results in a 60° angle between pickets. Picket spacing and arrangement is dependent on fence type. (See details in 4.9.2 and the Fence and Gate Guidelines)
- C. Materials: Fence posts may be wood or composite. Pickets may be wood, composite or vinyl so long as they meet the fencing criteria. Chain link fences are not approved for installation in Greenfield. Homeowners may add 2" x 4" x 12.7 gauge woven wire fence to the inside of the fence. No wire will be permitted on the outside of the fence whatsoever.
- D. Location: No fences will be allowed in front yards. Wing, or side yard fences may not be installed anywhere within six feet (6') of the front of the house or the front setback.

4.9.1 Community Fences

A. Greenfield Perimeter Fence with Brick & Picket Detail

This brick and picket detail fence is located on portions of the rear or side lot lines that are adjacent to arterial and collector roadways (Smoky Hill Road, South Liverpool Street, Arapahoe Road, East Fair Avenue, South Jericho Street, and South Kirk Street).



(Diagram A) Example of Fence with Brick & Picket Detail

B. Perimeter Fence

This 4' high (48") three rail fence is installed along rear or side lot lines that are adjacent to public streets and school property. No gates are allowed in perimeter fences. Maintenance of this fence is the responsibility of the

homeowner. Homeowners may add 2" x 4" x 12.7 gauge woven wire fence to the inside of this perimeter fence to control household pets.

### C. Open Space Fence

This 4' high (48") three rail fence (Type A) is installed along rear or side lot lines that back onto the Greenfield Common areas and along side lot lines adjacent to community trail connections through the Common areas. Maintenance of this fence is the responsibility of the homeowner. Gates are allowed in open space fences (See details on Fence Type A plan in the Fence and Gate Guidelines).

### D. Greenfield Estates Brick Wall

This 8' high brick boundary wall along the north side of Arapahoe Road is the responsibility of the Greenfield HOA; unless it has been damaged by homeowner negligence. No gates are allowed nor is any attachment to this structure allowed without the consent of the Greenfield HOA.

## 4.9.2 Homeowner Fences

### A. Lot Boundary Fence

Type A: This 4' high (48") three rail fence may be installed by homeowners along side and rear lot lines, defining their property. On some corner lots, however, this fence does not meet height requirements, per Arapahoe County Code or Centennial Municipal Code. It is the responsibility of the homeowner to determine the fence requirements as they pertain to their individual lot. In cases where Building Code mandates a 36" high fence on corner lots, such fence will be allowed. Maintenance of this fence is the responsibility of the homeowner; sometimes neighbors share maintenance responsibilities. Type A is the only lot boundary fence allowed on lots that are adjacent to the Greenfield Common areas. Homeowners may add 2" x 4" x 12.7 gauge woven wire fence to the inside of lot boundary fences, to control household pets.

Type B: This 4' high (48") picket fence may be installed by homeowners along side or rear lot lines on any lot that does not back onto the Greenfield Common areas. On some corner lots, however, this fence does not meet height requirements, per local Building Codes. It is the responsibility of the homeowner to determine the appropriate code requirements as they pertain to their individual lot. In cases where Building Code mandates a 36" high fence on corner lots, such fence will be allowed. Pickets alternate on each side of the fence rails, and maintenance is the responsibility of the homeowner; sometimes maintenance is shared by neighbors. All pickets shall be spaced between  $\frac{3}{4}$ " to 1" between pickets. Pickets may be wood, composite or vinyl.

## B. Privacy Fence

Type C: This 5' high fence may be installed by homeowners around outdoor living areas (patios). Privacy fences may not be installed within 15' of any lot boundary fence.

Maintenance is the responsibility of the homeowner. Privacy fences may either be stained to match the field color of the home or with approved paint stain/color stain as referenced in section 4.9".

## C. Wing Fence

Type D: This 4' high (48") picket fence may be installed by homeowners between homes. All pickets face the street on wing fences. All pickets shall be spaced between  $\frac{3}{4}$ " to 1" between pickets. Pickets may be wood, composite, or vinyl. Wing fences must be installed at least 6' back of the front of the home, or the front porch. Gates are allowed in wing fences (see Fence and Gate Guidelines for details).

### 4.10 Flagpoles

Flagpoles which are free-standing are prohibited on homeowner lots. Flagpoles attached to the front of the house do not require approval as long as they do not rise above the level of any second story windows.

### 4.11 Flower Boxes on Windows

Window flower boxes that are the same color as the trim color of the house do not require DRC approval; all others do.

### 4.12 Garage Doors

Garage door replacements must be submitted to the DRC for approval.

Special Considerations: Garage doors are not meant to be a prominent feature of the house. The appearance of the garage door(s) should be integrated into the exterior design.

Guidelines: Garage doors shall be replaced with similar or better construction than the original developer installed doors. Garage Doors can contain one row of window panes on the top row of the doors. Replacement garage doors should be painted to match the main body color of the house. Any variations must be submitted and may require sample colors to be painted on the door for approval.

### 4.13 Gates

All gates must have DRC approval. No gates are allowed in Perimeter Fences as

defined in 4.9.1B.

A lot boundary gate, as well as three types of garden gates (Type A, Type B, and Type C) to be used in conjunction with wing fences have been designed for the neighborhood. Guideline details for these can be found in the Fence and Gate Guidelines.

Guidelines: Gates must be constructed of the same material as the fence and painted in the solid base white stain to match. Gates should be in alignment with the adjacent fencing. Owners must ensure that gates are soundly constructed and maintained so that they do not sag. Gate hardware, such as hinges and latches, should be minimally visible.

#### 4.14 House Numbers

House numbers should be maintained and can be replaced with the same style as installed by the builder. No alternatives are allowed without DRC approval.

#### 4.15 Landscaping, Tree Removal, Vegetable Gardens

All landscaping including, but not limited to, walkways, removal and/or planting of trees, and gardens must be approved by the DRC.

Automatic underground lawn irrigation systems are recommended, and do not need DRC approval if they meet the following requirements: underground PVC piping, pop-up sprinkler heads, automatic timer, and back-flow preventer(s).

Landscape improvements to front yard areas, side yards and rear yards are required to be in place within sixty (60) days of closing, if the closing occurs between April 1st and September 30th of any year. If closing occurs between October 1st and March 31st of any year, landscape improvements are required to be in place no later than May 31st.

Special Considerations: Taking the time to create a landscape plan before you install your home landscape can result in significant savings of both money and water. Plant with regard to Colorado's climate, considering the mature size of species selected. There are many resources available to advise you - local water districts, County extension agents, the Denver Botanic Gardens, naturalists and landscape architects.

Guidelines: Street trees were installed by the builder, in accordance with the Greenfield street tree planting plan. Street trees installed by the builder must be maintained by the homeowner. Landscaping within the adjacent public right-of-way must be installed and maintained by the homeowner. Tree lawns (the area between the curb and the sidewalk) may contain street trees, turf, non-woody annuals or perennials, and irrigation systems only. If street trees need to be replaced they should

be replaced with the same type of tree to be consistent with the street tree planting plan. Any deviation in variety requires DRC approval. Please ensure ample space from the sidewalk/ roads when planting new trees to avoid concrete heaving and interference with public "Right of Way".

Foundation plantings should not be placed within five feet (5') of the foundation of the house. Decorative rock is a far better choice than grass and shrubs in these areas. If evergreen shrubbery and grass is used within five feet (5') of the foundation walls, all irrigation should be by "controlled" hand watering. Avoid excessive watering at all times.

Front yard landscape installations should be attractive, manageable, and include reasonable variety. Homeowners should instruct landscape contractors that the dumping of rock, bark or other landscape materials on the streets and sidewalks of Greenfield is prohibited.

#### 4.16 Lighting

Ornamental garage lights either installed by the builder or consistent with the original builder's design do not require DRC approval.

Temporary holiday lighting does not require approval. Holiday lights are intended to be temporary and should only be used during the holiday season. Lighting must be removed at the earliest convenience, but not later than fourteen (14) days after the holiday. If lights cannot be removed at the conclusion of the holiday because of inclement weather, they may not be luminated.

All other exterior lighting such as post lights, spot lights, security system flood lights and ground lighting (along drives and walkways, accent soft lighting, etc.) does require DRC approval.

Special Considerations: Any new lighting installed must be done in a way so as not to be considered a nuisance to neighbors or street users. The direction, angle, and intensity of the light emitted must be carefully evaluated to curtail light pollution and degradation of the night-time visual environment while maintaining safety and security.

Guidelines: There should be no direct glare visible from adjacent residential structures and common walkway areas caused by unshielded floodlights or other sources of high intensity of lighting. Light from any luminaire that projects onto roadways that causes glare, annoyance, discomfort, or loss of visual ability is not permitted.

All light fixtures shall have bulbs that are fully recessed within the fixture and may not emit light above horizontal plane and the cone of emitted light shall not project onto a



neighboring property.

Flashing or moving lights are not permitted except in the case of triggered home alarm systems and certain low wattage holiday lighting. Luminaires activated by motion detectors shall not remain on for more than 5 minutes and may not be activated by movement that occurs outside property boundaries.

#### 4.17 Mail Boxes

Mailbox support posts have been designed by the builder. Mailbox support posts may not be repainted any color other than the original color (white). Mailboxes must meet U.S. Postal Service standards and do not need DRC approval if they are white. All other styles or colors must be approved by the DRC. Maintenance of the mailbox post is the responsibility of the homeowner(s). Support posts shall be constructed in the same style as the builder installed posts. It is acceptable to utilize white composite materials. Metal posts are not allowed.

#### 4.18 Outdoor Recreational Equipment

All exterior recreational equipment must have DRC approval.

Special Considerations: Many homeowners desire recreational pursuits within their own property. This often results in the construction of various kinds of outdoor recreational equipment. Unfortunately, this equipment is often big, bulky and not always aesthetically pleasing to adjacent landowners. Consideration of neighbors is extremely important in designing any type of outdoor recreational equipment.

#### 4.19 Painting

The "Exterior Paint Request Form" as well as the "Greenfield Design Review Form" must be completed for all house painting projects. The DRC will review your request using the current Greenfield color palette as its basis.

The current Greenfield color palette (found in the Greenfield paint book and its online resource) provides for a variety of combinations of field and trim colors that are within a family of hues. The intent is to provide the homeowner with the opportunity to have a combination of colors that appeal to their aesthetic desires and, at the same time, complement adjacent homes.

The Greenfield collection of approved color schemes is based on the original colors selected by the builder. These schemes give you the opportunity to simply select colors that have been previously approved within the community. Should you find that a specific color or scheme is not contained in the resources, you may submit your own combination of colors on your request form. If the DRC determines that your colors are compatible with the Greenfield color palette and complimentary to each other, your request will be approved.

As time passes, tastes change. Colors used during the original development may no longer be in vogue. It is the DRC's intent to maintain a contemporary color selection that satisfies the majority of homeowners. It is a responsibility of the DRC to ensure that new colors will not adversely affect the existing approved paint palette and colors in use.

Special Considerations: Expect 3-5 years of wear between paintings. You will likely find the trim and accent areas deteriorating more quickly than the field, especially for those areas that receive frequent exposure to sunlight. Faded or discolored features of the house affect the appearance of the entire home and may need to be touched up periodically. Touch-ups do not require DRC approval.

Guidelines: Acceptable colors are those combinations identified as schemes in the Greenfield paint book and approved by the DRC. Specific trim colors go with specific field colors. Adjacent house colors affect the field colors that may be approved. It is imperative that clusters of similar field colors are avoided. The DRC may be able to provide you with resources to help you in identifying your current and future color combinations.

If you are submitting color names or combinations that are not included in Greenfield's preselected schemes, a 2'x2' sample of each color listed on your request must be painted on your garage door for the DRC members to view in context.

Caution: You are responsible for the color of your home. If you contract the job, make sure that you are protected if the contractor's work fails to match the approved paint colors. You may be in violation of the CCR's if the contractor does not match the approved color.

Homeowners painting unapproved colors will be responsible for repainting at their own expense.

#### 4.20 Pet Enclosures

##### A. Dog Runs

All dog runs must be approved by the DRC.

Special Considerations: Dog runs should be constructed so that they minimize the disturbance of neighbors' peace and quiet, and are substantially screened from the street or the ground level sight lines of any other Unit.

Guidelines: Dog runs must be located in the rear yard, abutting the home, and substantially screened from view by a solid board fence. Dog runs must have a double fence along any common fence. Size is limited to 250 square feet; must be no more than five feet (5') maximum height; and must be constructed as a privacy fence or picket fence; chain link fences are prohibited. An exception may be provided

for alternate location and will be considered on a case-by-case basis.

#### B. Dog Houses

Dog houses or other pet structures meeting the guidelines below do not need approval. Any pet structure that does not meet the guidelines below requires DRC approval.

Guidelines: Dog houses must be located in a fenced back yard or in a fenced dog run. Dog houses must be installed at ground level and must not be visible above the fence.

#### C. Chicken Coops

No chicken coops of any type are permitted within the Community.

#### 4.21 Play Yards & Trampolines

All play yards and trampolines must be approved by the DRC. The Design Review Committee may issue the Neighbor Notification Form to solicit comments if it is deemed that the play yard may impact the neighboring property due to size and/or location.

Special Considerations: Consider what affect a play yard or trampoline might have on your neighbors. "Will the location make it too noisy for my neighbors?" Consider the size of your lot when selecting a play yard, in addition to the location the play yard and/or trampoline.

Guidelines: The play yard should be placed to minimize visibility from the street. Wood construction should be a natural stain, or stained to match the field or trim color of the house, and not plywood or pressed board. The original color is satisfactory for metal construction (consider maintenance before painting it a different color). Size will be considered on a case-by-case basis, depending on the lot size and the proximity to neighbors.

#### 4.22 Ponds and Water Features

All ponds and built-in water features require DRC approval. Ponds must meet the requirements set forth by the local building codes in regard to size, depth, and safety, etc. All ponds and water features must be maintained in a healthful manner so as to discourage algae, odors, and the breeding of mosquitos.

#### 4.23 Portable Storage Units and Roll-off Dumpsters

Portable Storage Units and/or Roll off dumpsters may be utilized for a period of up to 30 days; extensions of this time will require HOA Board approval and will need to be approved prior to the end of the initial 30 day window

These units must be placed on the individual's driveway and shall not extend onto the street or sidewalk. Units shall not be located in the street, unless HOA Board approval and City of Centennial or Arapahoe County approval is granted prior to usage.

#### 4.24 Residence Structure Additions

All residence structures and expansions must be approved by the DRC. Detailed plans must be submitted that include the plan of the structure on the lot, elevation views, dimensions, types of materials to be used, types of paint, stain, etc. Homeowner is responsible for obtaining all required building permits.

Guidelines: Structures and expansions shall comply with the approved development standards (including setbacks and height restrictions) of the Greenfield Preliminary Development Plan on file at the Arapahoe County or City of Centennial Planning Department and must harmonize with the house and the neighborhood. Please contact Arapahoe County or the City of Centennial for current requirements.

#### 4.25 Security Doors, Storm Doors, Security Systems

High quality colonial cross buck doors, full panel glass doors, decorative wrought iron doors or decorative aluminum doors do not require approval by the DRC provided they are black, white, the color of the house trim, or the original accent color.

Any other door, enclosure structure, or change of the builder's original design requires DRC approval.

All other security systems or measures which are installed on the exterior of the house require DRC approval. Security bars on windows are not permitted.

#### 4.26 Sheds and Accessory Buildings

No temporary sheds or temporary accessory buildings are allowed. Any sheds or accessory buildings of a permanent nature require DRC approval. Complete the Accessory Building Form to request approval. The DRC may also issue the Neighbor Notification Form to solicit comments.

Special Considerations: Sheds have a permanence of construction and will be part of the property for years; therefore, sheds must be built to meet the quality of construction and workmanship used in Greenfield.

Guidelines:

A. Size: The dimensions of the accessory building are not to exceed a width of ten feet (10'), a length of twelve feet (12'), and a height of ten feet (10') at the peak of the roof. The 10' height represents a roof pitch of 5:12 with 8' tall side

walls.

B. Materials: Both exterior components of the accessory building (the siding and the roof) must be constructed of materials identical with those used for the construction of the house. Plastic, fiberglass or metal are not acceptable materials.

C. Color: The body and trim color of the accessory building must match the body and trim color of the house.

D. Visibility (Location and Impact on Neighbors): If an accessory building is visible to neighbors, common areas and/or drive-by traffic, the roof pitch and style must match the house, and plans to soften the visual effects of the accessory building through the use of landscaping will be required.

E. Permanence: The foundation should be either a poured concrete slab or concrete reinforced piers. It typically has the life expectancy consistent with these materials. If the accessory building is not properly maintained, it will be in violation of the CCR's.

F. Building Codes and Permits: Accessory buildings shall be constructed so as to comply with any and all building codes of Arapahoe County and/or City of Centennial. DRC approval does not imply approval by the Arapahoe County Building Department and/or City of Centennial.

#### 4.27 Shutters

Shutters on windows that are not part of the original construction need DRC approval. Shutters must be consistent with other homes in Greenfield and painted to match the trim or accent color of the house. Shutters installed as part of the original construction shall remain in place or be replaced with identical shutters. Requests to change the existing shutters must be submitted to the DRC for approval.

#### 4.28 Signs

A. Real Estate Signs: Temporary, non-illuminated, real estate signs indicating the availability for sale, rent, or lease of a specific lot upon which this sign is erected or displayed does not need DRC approval if the following criteria are met: 1) Not to exceed five (5) square feet in total area, 2) not to exceed four feet (4') in height, and 3) restricted to one sign per street frontage.

Guidelines: Such signs are not to remain in place more than seven (7) days following sale closing or rental occupancy of the property. Such signs may not be placed on any fence installed by the developer. Open House signs shall conform to the above dimensions, are limited in number to six (6), shall be placed only upon the

owner's property or within the public right-of-way for the duration of the open house, and shall not block or interfere with traffic visibility. All signs must also meet local sign codes.

B. Garage Sale Signs: A sign advertising the existence of a garage sale of personal property may indicate the date, time and location of the sale. Such signs may have a maximum area of three (3) square feet, and may be posted for the period of the garage sale only. Such signs may not block or interfere with traffic visibility, and shall be posted only on the owner's property or within the public right-of-way. Homeowners who do not remove signs within 24 hours of the Garage Sale will be in violation and subjected to a fine.

C. All other signs, including but not limited to, posters, billboards, advertising devices, or displays of any kind, are not permissible for posting in any area of Greenfield without the prior written consent of the DRC. Political campaign signs are allowed 45 days prior to the day of the election and up to 7 days after the day of the election. Only one sign per candidate or ballot issue is allowed. Contractor signs used in conjunction with work being done at a home are permitted ONLY during the time work is being conducted. No signs of any type may be placed on the Common Areas.

#### 4.29 Solar Panels

Solar panels must meet all governmental guidelines for residential use. Arrays may be located on the roof, and preferably built into and made an integral part of the roof structure and/or design, or made an integral part of the structure of the house and solar panel installation. Specific approval in writing by the DRC is required for any solar panel installation.

#### 4.30 Walls

All walls require DRC approval. Retaining walls cannot be constructed in such a manner as to interfere with the established drainage patterns (as defined in the CCR's, Article IX, Section 18). Retaining walls shall be the homeowner's responsibility to maintain.

# Greenfield Master Association – DESIGN REVIEW REQUEST

c/o [CliftonLarsonAllen LLP](#), 8390 E Crescent Parkway, Suite 500, Greenwood Village, CO 80111

Kim Herman, CAM/CMCA® - [kim.herman@claconnect.com](mailto:kim.herman@claconnect.com)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ CO 80016

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**My request refers to the following types of improvements(s):** *(check all that apply)*

<input type="checkbox"/> Basketball Hoop/Backboard	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Sauna/Hot Tub
<input type="checkbox"/> Deck/Patio Slab	<input type="checkbox"/> Painting	<input type="checkbox"/> Shed/Greenhouse
<input type="checkbox"/> Deck/Patio Cover	<input type="checkbox"/> Play Equipment	<input type="checkbox"/> Walls – Retaining
<input type="checkbox"/> Dog Run/Dog House	<input type="checkbox"/> Room Addition	<input type="checkbox"/> Other _____
<input type="checkbox"/> Fencing	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Other _____

**ATTACH PLANS AND SPECIFICATIONS** – include height, width, depth, types of materials, color, location, relation to property line/fencing/neighbor, paint sample, and other information pertinent to the request.

*Approval is based on conformance with the Declaration of Covenants, Design Guidelines and aesthetic concerns. No representation is made of approval of structural integrity. Drainage issues and existing slopes are crucial elements of exterior changes and should be strongly considered in the installation of any materials.*

I understand the approval of the Design Review Committee must be obtained before I can proceed with my project. I understand that approval by the DRC does not constitute approval by the local building department or any other agency which may require prior approvals. I understand I may be required to obtain permits, licenses, pay fees or obtain other professional opinions and/or certifications. I agree to complete all improvements as they are submitted and understand that I must submit my request if modifications to these plans become necessary. I agree to complete the improvements promptly and in a good workmanlike manner.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS AREA TO BE FILLED OUT BY DESIGN REVIEW COMMITTEE**

DATE RECEIVED BY DRC: \_\_\_\_\_ DATE APPROVED OR DENIED BY DRC: \_\_\_\_\_

<b>Approved as Submitted</b>	<b>Approved with Conditions</b>	<b>Denied as Submitted</b>
Signature _____	Signature _____	Signature _____
Signature _____	Signature _____	Signature _____

**Conditions for Approval** (use reverse side if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reasons for Denial:** (use reverse side if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Greenfield Master Owners Association Paint Request Form

Applicant Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Colors currently on your home (Please refer to the Greenfield Color Palette):

Brick/Stone: \_\_\_\_\_

Body: \_\_\_\_\_

Trim: \_\_\_\_\_

Accent 1: \_\_\_\_\_

Accent 2: \_\_\_\_\_

Requested color palette:

Palette Name: \_\_\_\_\_ (if you have selected colors from the HOA  
Paint Book)

Brick/Stone: \_\_\_\_\_

Body: \_\_\_\_\_

Trim: \_\_\_\_\_

Accent 1: \_\_\_\_\_

Accent 2: \_\_\_\_\_

Painting will begin: \_\_\_\_\_

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

Please submit this form along with your Design Review Request and include a picture of your neighbors' homes. Color schemes that are similar or the same will not be approved right next to one another. Please do not submit photographs or paint swatches of the colors you are interested in using for your home.

If you are not selecting colors from the Greenfield HOA Paint Book or if you are mixing and matching colors from different schemes within the Paint Book, you are required to paint a 2' x 2' square patch of each paint color on the garage door of your home for the Committee to review.

Please return all documents to:

Kim Herman

CliftonLarsonAllen

8390 E. Crescent Parkway, Suite 500

Greenwood Village, CO 80111

Or

Kim.Herman@CLACConnect.com



# Greenfield Master Owners Association – Sheds and Accessory Building Standards

## 4.22 Sheds and Accessory Buildings

No temporary sheds or temporary accessory buildings are allowed. Any sheds or accessory buildings of a permanent nature require DRC approval. Complete the "Accessory Building Form" to request approval. Along with the "Accessory Building Form", a letter confirming "Neighbor Notification" is required.

Special considerations: Sheds have a permanence of construction and will be part of the house for years; therefore, sheds must be built to meet the quality of construction and workmanship used in Greenfield.

### **Guidelines:**

- A. **Size:** The dimensions of the accessory building are not to exceed a width of ten feet (10'), a length of twelve feet (12'), and a height of ten feet (10') at the peak of the roof. The 10' height represents a roof pitch of 5:12 with 8' tall side walls.
- B. **Material:** Both exterior components of the accessory building (the siding and the roof) must be constructed of materials identical with those used for the construction of the house. Plastic, fiberglass or metal are not acceptable materials.
- C. **Color:** The body and trim color of the accessory building must match the body and trim color of the house.
- D. **Visibility (Location and Impact on Neighbors):** If an accessory building is visible to neighbors, common areas and/or drive-by traffic, the roof pitch and style must match the house, and plans to soften the visual effects of the accessory building through the use of landscaping will be required.
- E. **Permanence:** The foundation should be either a slab or concrete reinforced piers. It typically has the life expectancy consistent with these materials. If the accessory building becomes an eye-sore, it will be in violation of the CCR's.
- F. **Building Codes and Permits:** Accessory buildings shall be constructed so as to comply with any and all building codes of Arapahoe County. DRC approval does not imply approval by the Arapahoe County Building Department.

ACCESSORY BUILDING REQUEST FORM

Applicant Name: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Details from Your Plans:

- |   |         |       |
|---|---------|-------|
| 1) Measurements:  | Height: | _____ |
|   | Length: | _____ |
|   | Width:  | _____ |
| 2) Is the siding type the same as your home?  |         | _____ |
| 3) Is the roofing material the same as your home?   |         | _____ |
| 4) Is it painted to match the base and trim colors of your home?  |         | _____ |
| 5) Are the details (trim boards) consistent with your home?   |         | _____ |
| 6) Does the pitch of the roof match your home?  |         | _____ |
| 7) Have you provided space around the accessory building or made design considerations, that will allow for future maintenance? |         | _____ |

*NOTE: Please submit this form, along with a completed Design Review Request, and attach two (2) copies of your construction plans, including a birds eye plan of the entire lot showing which neighbors or streets will see the accessory building, and side*

*drawings showing the view seen by neighbors and from streets, where affected.*

NEIGHBOR NOTIFICATION FORM

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The follow are neighbors who will be affected by requested: Play Structure \_\_\_\_\_ Shed \_\_\_\_\_

Trampoline \_\_\_\_\_ Other: \_\_\_\_\_

Neighbor #1:

By signing this form, you are neither showing approval nor disapproval of the proposed modification of your neighbor's property. If you have any concerns, please direct your comments to the Greenfield Architectural Review Committee via our Community Manager.

Neighbors Name: \_\_\_\_\_

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

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor #2:

By signing this form, you are neither showing approval nor disapproval of the proposed modification of your neighbor's property. If you have any concerns, please direct your comments to the Greenfield Architectural Review Committee via our Community Manager.

Neighbors Name: \_\_\_\_\_

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

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_