



**Camels Ridge**  
**Townhomes Homeowners Association**

**DESIGN**  
**GUIDELINES**  
**(ACC Design Rules)**

(Adopted: May 13, 2015)

Managing Agent  
c/o Bennett-Shellenberger Realty, Inc.  
1710 E. Pikes Peak Avenue, Suite 200  
Colorado Springs, CO 80909-5745  
(719) 471-1703  
FAX (719) 471-1707  
[propertymgr@camelsridgehoa.com](mailto:propertymgr@camelsridgehoa.com)

## TABLE OF CONTENTS

<b>Introduction and Definitions</b>	.....	<b>5</b>
<b>1.0 Design Guidelines</b>	.....	<b>6</b>
1.1	General	
1.2	Amendments	
1.3	Variance from Guidelines	
1.4	Maintenance After Construction	
<b>2.0 Site Guidelines</b>	.....	<b>6</b>
2.1	Goals	
2.2	Site Survey	
2.3	Lot Use	
2.4	Utility Services and Easements	
2.5	Set Back Areas	
2.6	Driveways	
2.7	Paths, Outdoor Stairs, Courtyards, Terraces	
2.8	Walls and Fences	
2.9	Exterior Service Areas	
2.10	Mailboxes	
2.11	Basketball Backstops	
2.12	Play Structures and Play Areas	
2.13	Flag Poles	
<b>3.0 Architectural Guidelines</b>	.....	<b>9</b>
3.1	Design Objectives	
3.2	Compliance with Codes and Ordinances	
3.3	Standards	
3.4	Exterior Walls Materials	
3.5	Windows	
3.6	Roofs, Gutters and Downspouts	
3.7	Exposed Concrete	
3.8	Colors	
3.9	Garages	
3.10	Screening of Equipment	
3.11	Exterior Metal	
3.12	Skylights	
3.13	Rebuilding or Restoration	
3.14	Energy Efficiency Structures and Devices	

3.15	Antenna and Satellite Dishes	
3.16	Hot Tubs	
3.17	Exterior Speakers	
<b>4.0</b>	<b>Landscape Guidelines</b> .....	<b>11</b>
4.1	Existing Character of the Mesa	
4.2	Landscape Objectives	
4.3	When is a Landscape Plan Required?	
4.4	Components of the Landscape Plan	
4.5	Grading and Slope	
4.6	Xeriscape	
4.7	Turf Design	
4.8	Native Areas	
4.9	Tree Removal Policy	
4.10	Tree and Plant Selections	
4.11	Irrigation	
4.12	Screening	
4.13	Lot Coverage	
4.14	Landscape Lighting	
4.15	Vegetable Gardens	
4.16	Hardscapes	
4.17	Site Management	
4.18	Landscape Maintenance	
4.19	Fire Mitigation	
<b>5.0</b>	<b>Architectural Control Committee (ACC)</b> .....	<b>16</b>
5.1	Appointments	
5.2	Meetings	
5.3	Amendment of Guidelines	
5.4	Non-Liability	
<b>6.0</b>	<b>Project Submittal Process</b> .....	<b>17</b>
6.1	Projects Requiring ACC Approval	
6.2	Project Proposal Application	
6.3	Required Elements of Project Proposal	
6.4	Project Proposal Application Package Submittal	
6.5	ACC Review and Approval	
6.6	Observation of Work In Progress	
6.7	Notice of Completion	
6.8	Final ACC Inspection	
6.9	Appeal	

- 7.0 Construction Rules and Contractor Requirements ..... 18**
  - 7.1 Goals
  - 7.2 Access to Construction Area
  - 7.3 Daily Operations
  - 7.4 Parking of Construction Vehicles
  - 7.5 Signage
  - 7.6 Chemical Toilets
  - 7.7 Dust, Noise and Odor
  - 7.8 Material Storage/Construction Debris
  - 7.9 Excavation/Grading/Erosion Control
  - 7.10 Street Cut and Repair
  - 7.11 Speeding and Noise Violations
  - 7.12 Insurance Requirement
  - 7.13 Utility Service
  - 7.14 Camels Ridge Maintenance Manager
  
- Attachment 1 - Construction Rules and Contractor Requirements ..... 21**
- Attachment 2 - Project Proposal Application ..... 23**

## **INTRODUCTION**

The Architectural Control Committee (ACC), with the authority of the Board of Directors, has written these Design Guidelines to assist in the planning of new construction, renovation, and landscaping projects. Since Camels Ridge is located within Kissing Camels Estates and all Camels Ridge Owners are also members of the Kissing Camels Property Owners Association (KCPOA), these Guidelines are the same as or similar to the Design Guidelines of the KCPOA. Additions, deletions, and changes have been made when necessary to accommodate the many unique aspects of Camels Ridge.

The Design Guidelines preserve the value of each Homeowner's investment by setting certain standards for the exterior design of homes and landscapes in Camels Ridge to help make our community more beautiful, as well as to enhance the value of the properties. Whether you are planning to remodel the exterior of your current home, build or modify walls and fencing, or wish to modify landscaping, your plans shall be evaluated by the ACC using these Guidelines and the plans must be approved by the ACC before work can begin. Remodeling the interior of a home does not require ACC approval so long as the work does not change the exterior appearance of the home when viewed from the outside.

Whether planning an interior or exterior project, the Owner must review and comply with all restrictions imposed by the Association's Governing Documents including these Design Guidelines. The Association's Governing Documents are available at the website:

***<http://www.camelsridgehoa.com>***

If ACC approval is required, complete the "Project Proposal Application" (Attachment 2). Forward all completed application packages to the ACC through the Managing Agent.

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For the convenience of Homeowners, completed application packages may also be submitted to the Camels Ridge Managing Agent by delivering them to the KCPOA Onsite Management Office (719) 623-2655.

## **DEFINITIONS**

Unless the context clearly indicates otherwise, the capitalized terms used in this document shall have the meanings ascribed to them in the Declaration of Covenants. The Camels Ridge Townhomes Homeowners Association, also known as the Camels Ridge Homeowners Association (CRHOA) may be referred to as "the Association". References herein to the term "Lot" shall mean a platted building site, or portion thereof, within the Property intended to be used for the construction of a "Living Unit" which shall refer to that portion of a building designed and intended for use and occupancy as a residence by a single family. Homeowners of Living Units may be referred to as "Owners".

## **1.0 Design Guidelines.**

### **1.1 General**

Design Guidelines are recommended by Colorado State Law in order to ensure that no decision to approve or deny a Living Unit Owner's application for architectural or landscaping changes be made arbitrarily or capriciously. These guidelines apply to any construction or landscape in Camels Ridge, including alteration of any previously approved improvement(s) to your property. Any modifications visible when viewed from the outside shall be subject to approval. No approval shall be required for minor maintenance or rehabilitation such as trimming trees by removing dead growth or bottom branches, glass repair in windows and doors, resurfacing exterior surfaces, and to repair or replace improvements in strict accordance with the original approved color scheme or approved plans.

*The Colorado Common Interest Ownership Act (CCIOA) at C.R.S. §38-33.3-302 regulates architectural and landscaping standards.*

### **1.2 Amendments**

These Guidelines may be amended from time to time. Generally, no improvement to property existing at the time of such amendment will be deemed in violation.

### **1.3 Variances from Guidelines**

Applications for variances from these Guidelines may be requested from the ACC which shall determine if said requests may be granted. Committee action shall be reported to the Owner in writing. In case of denial, the application can be appealed to the Board which is the final authority.

### **1.4 Maintenance after Construction**

Refer to the Association Governing Documents including the Declaration of Covenants, Policies and Procedures, and Rules and Regulations for maintenance requirements subsequent to the completion of construction of your residence.

### **1.5 Fine Schedule**

Refer to Policies and Procedures (Exhibit B) for the current policy regarding fines for violations of Association Governing Documents including these Design Guidelines.

## **2.0 Site Guidelines.**

### **2.1 Goals**

Site planning is the first step in the design of a home or an addition. Among the goals for a successful site plan are: minimizing grading, protection of surface drainage routes, maximizing your privacy and that of your neighbors, maintaining view corridors and preserving the dominance of the natural setting.

### **2.2 Site Survey**

Prior to beginning the design of a house or addition you must have the lot surveyed and lot corners staked to ensure setback requirements are met.

### **2.3 Lot Use**

No Living Unit may be used for any purpose other than a private residential dwelling to be occupied by a single family. Only one residence occupied by a single family plus bona fide household help shall be maintained within any Lot. No business activities of any kind shall be conducted in any portion of the Properties, however at the discretion of the Board, a home office activity may be permitted with little or no visual or traffic impact allowed. No temporary quarters may be used for living purposes and no other temporary or permanent building shall be placed on a Lot, temporary backyard and camping activities of children notwithstanding.

### **2.4 Utility Services and Easements**

All utilities shall be installed underground. They include but are not limited to water, sewer, electrical, telephone and cable. All side lot lines, except those occupied by residential buildings, are subject to a five (5) foot wide easement for drainage and utilities, and all rear lot lines are subject to a twelve (12) foot wide easement for drainage and utilities. *Refer to Declaration of Covenants, Article XIV, Section 3, for additional utility easement information.*

### **2.5 Setback Areas**

The standard setback line is five (5) feet from the property line of Lots. With the exception of property lines defined by Party Walls (Common Walls) between adjacent Living Units in the same building, no improvements are allowed beyond the setback line and all easements must be observed. *Refer to Declaration of Covenants, Article VI, for Party Wall guidelines.* Only landscaping and approved walls/fences are allowed in the setback areas of Lots. All construction must conform to the building code, zoning code and subdivision regulations of the City of Colorado Springs. Current codes and ordinances can be found on the Colorado Springs city website: <https://www.springsgov.com>.

### **2.6 Driveways**

Driveway surfaces have traditionally been asphalt, occasionally edged with colored and patterned concrete, precast concrete pavers, stone, or brick. The ACC may consider the use of colored and/or patterned concrete driveways or other suitable surface.

### **2.7 Paths, Outdoor Stairs, Courtyards, and Terraces**

The organization of outdoor spaces is to be designed as one unified whole. The use of materials such as stone, precast concrete pavers, brick and tile is encouraged. Concrete may be used provided it is colored and/or textured to compliment the residence. The ACC may consider other suitable surfaces.

### **2.8 Walls and Fences**

Although walls and fences serve many purposes in the development of a residential lot, the concept of Kissing Camels Estates and Camels Ridge is to promote an open, fence-free environment to maintain the harmony of the community with a goal of preserving sightlines. Fenced areas should be limited in size, placed in discrete locations and with limited visual impact to neighboring properties. Preferred materials are rock, painted metal, and wrought iron. Consideration will be given to alternate materials if they are in harmony with neighboring properties.

- A. Screening walls/fences** may be used for patios, entrance courtyards, privacy extensions of common/party walls, privacy between Living Units of adjacent buildings, planters and other appropriate exterior services areas. The walls/fences are either directly attached to or an integral part of the Living Unit or the landscape design. These walls/fences should be constructed of the same materials as the residence such as wood, natural or manufactured stone or brick. It is recommended that the top surfaces be covered with stone or other suitable material to prevent deterioration caused by freeze-thaw expansion. All restrictions below apply.
- B. Retaining walls** may be needed to accommodate grade changes, either within the Lot or at the Lot line. These walls are generally landscape ties, reinforced concrete, natural stone or masonry or other ACC approved material compatible to the residence. Retaining walls are limited in height by local building codes. Current codes and ordinances can be found on the Colorado Springs city website: <https://www.springsgov.com>.
- C. Dog Runs** are to be designed as an integral part of the overall landscaping plan and should be limited in size so as to compliment the residence and consideration must be given to the neighboring properties and specific site issues. Preferred dog run location is immediately adjacent to the Living Unit but in no case may any portion of a dog run be closer than five (5) feet of a property line. All restrictions below apply.
- D. “Invisible Fences”** are recommended for dog owners who prefer perimeter type fencing. The products provide a flexible area for the dog, relative low cost, ease of maintenance and no visual impact on the neighboring properties. Perimeter installation is restricted to no closer than three (3) feet from the property line.
- E. Restrictions:**
1. No walls or fences shall be used as a perimeter or lot line designation.
  2. Fences bordering the golf course or common areas shall be prohibited.
  3. No fences of vinyl, wire mesh, chain link design or combinations of these are permitted.
  4. Wood use shall be restricted to screening walls/fences.
  5. No fences may exceed six (6) feet in height measured from the lowest natural grade or surface abutting the fence, regardless of the material used.
  6. No walls or fencing shall be allowed that surrounds any portion of the front yard or extend beyond the property setback lines.
  7. Fences that surround a portion of the back or side yard must have gate(s) to ensure the yard maintenance contractor will have unrestricted access for lawn maintenance equipment.
  8. All fences and walls must be level and not sloped to follow ground contours. Periodic step downs must be incorporated to accommodate grade changes.

## 2.9 Exterior Service Areas

- A.** Trash disposal areas, outdoor work areas, mechanical equipment and outside equipment are to be screened from off site views by thoughtful location and the use of architectural features or plant materials.
- B.** Pool, spa equipment, and air conditioning units shall be located behind walls to contain noise. Solid noise absorbing covers for equipment may be required after installation if it is discovered that the equipment is audible from adjacent properties.
- C.** Fixed BBQ's, outdoor kitchens, fire pits, or similar amenities must be located within the setback line and approved by the ACC.



### **2.10 Mailboxes**

Mailboxes and their pedestals within Camels Ridge are of a standard design and color. Any alternative design or color must be approved by the ACC.

### **2.11 Basketball Backstops**

Fixed in place basketball backstops are not permitted. Folding backstops are acceptable so long as they are completely out of sight when not in use.

### **2.12 Play Structures and Play Areas**

No recreational structure, playhouse, swing set, jungle gym, slide or other similar apparatus shall be constructed or placed upon any Lot unless it is approved by the ACC for design, color and placement prior to construction and/or installation. Wood stain or subtle colors shall be required. Placement must minimize the visual impact from neighboring properties and roadways and screening may be required.

### **2.13 Flag Poles**

Flag Poles are allowed for the display of the Flag of the United States of America. The maximum flag size is three (3) feet by five (5) feet. Maximum flag pole height is fifteen (15) feet. Submit flagpole description, specifications and site plan with location noted for ACC approval to ensure appropriate placement and size.

*The Colorado Common Interest Ownership Act ("CCIOA") at C.R.S. §38-33.3-106.5 regulates the display of United States of America flags.*

## **3.0 Architectural Guidelines.**

### **3.1 Design Objectives**

The overriding goal at the Camels Ridge is to create environments which are harmonious with the rest of the community and with the powerful vistas and the very specific microclimate of the mesa. The nature, kind, shape, height, materials, color, architectural appearance and location of exterior additions and/or alterations must be in harmony with the corresponding characteristics of surrounding structures, provided, however, a person with disabilities may obtain approval of modifications reasonably necessary for full use and enjoyment of the property.

### **3.2 Compliance with Codes and Ordinances**

Designs and construction shall comply with all applicable ordinances and codes established and enforced by the City of Colorado Springs and the Regional Building Department. When required, the Owner is responsible to make submittals to government authorities and obtain any required permits. Current codes and ordinances can be found on the Colorado Springs city website: <https://www.springsgov.com>.

### **3.3 Standards**

The Camels Ridge Governing Documents including these Design Guidelines establish standards which are mandatory for all Living Units and Lots.

### **3.4 Exterior Wall Materials**

Exterior walls of Living Units are currently wood siding or fire-proof fiber cement siding called Hardi Board which simulates the look of wood siding. Other exterior wall elements are of stone or brick. Any alternative materials must be approved by the ACC or Board.

### **3.5 Windows**

Metal, wood, or other windows complementing the color of the structure and approved by the ACC are permitted.

### **3.6 Roofs, Gutters and Down spouts**

All pitched and flat roofs must be of a material as approved by the Board. Gutters and down spouts shall be painted the same color as the adjoining surface. Gutter leaf guards shall be installed in areas where leaf and pine needle accumulation is a problem.

### **3.7 Exposed Concrete**

Exposed concrete on foundations or elsewhere shall be stuccoed or surfaced to blend with the dwelling.

### **3.8 Colors**

All colors are uniform throughout Camels Ridge and are approved by the Board.

### **3.9 Garages**

All Living Units shall include at least two (2) and not more than three (3) fully enclosed garage spaces attached to the dwelling. Garage doors shall be painted or prefinished metal or other material approved by the Board. Garage doors on all Living Units throughout Camels Ridge shall be uniform by design, model, color, and manufacturer and must be equipped with automatic garage door openers.

### **3.10 Screening of Equipment**

To the extent possible, roof, wall, or ground mounted mechanical and electrical equipment shall be screened from view by thoughtful placement and with permanent, attractive structures or landscaping.

### **3.11 Exterior Metal**

All exterior metal shall be colored or painted to blend with the color of the Living Unit.

### **3.12 Skylights**

Skylights on sloping roofs shall be made of bronze anodized frames, bronze tinted plastic, or painted to match the Living Unit color. Sola Tubes are permitted. Installation of skylights or Sola Tubes requires ACC approval.

### **3.13 Rebuilding or Restoration**

Any Living Unit or Improvement which may be wholly or partly destroyed must be promptly repaired and reconstructed in accordance with Article XI of the Camels Ridge Declaration of Covenants and other Governing Documents including these Design Guidelines.

### **3.14 Energy Efficiency Structures or Devices**

ACC approval shall be obtained for awning, shutter, trellis, ramada, or other shade structure installation and for the installation of solar panels or other energy efficiency structures or devices. All awnings or sunshades must be fully retractable and appropriately concealed when in a retracted position. Awnings shall be of a neutral color(s) which is fully compatible with the exterior colors of the Living Unit.

*The Colorado Common Interest Ownership Act ("CCIOA") at C.R.S. §38-33.3-106.7 regulates HOA restrictions of energy efficiency measures.*

### **3.15 Satellite Dishes and Antenna**

Satellite dishes are permitted without prior approval of the ACC; however, the Owner or resident shall adhere to all the following restrictions. Satellite dishes shall be no larger than thirty nine (39) inches (one meter) in diameter and no supporting structures which raise the dish in the air will be permitted. Only one satellite dish is permitted on each Living Unit and it shall be painted in a color approved by the ACC, normally the exterior color of the Living Unit. When selecting the installation location, consideration should be given to the visibility from neighboring properties, the golf course, or the street with wall or landscape screening if possible.

*The Federal Communications Commission (FCC) OTARD Rule implementing Section 207 of the Telecommunications Act of 1996 regulates HOA restrictions of satellite dishes and antennae.*

### **3.16 Hot Tubs**

Hot tubs located on patios are permitted but require the Owner's mutual understanding that their use shall not create a nuisance to neighbors. Hot tubs shall be located behind walls to contain noise and plumbed to drain to the sewer and not onto the surrounding area. Appropriate visual and noise shielding of hot tubs is required. Design and installation of hot tubs must be submitted to the ACC for approval.

### **3.17 Exterior Speakers**

Exterior sound system speakers on patios are permitted with ACC approval but require the Owner's mutual understanding that their use shall not create a nuisance to neighbors. Exterior speakers for security systems shall not be permitted.

## **4.0 Landscape Guidelines.**

**All landscape projects including tree removal must be submitted and approved by the ACC before work can begin. Projects started without ACC approval may be subject to a fine and work stoppage until ACC approval is obtained.**

### **4.1 Existing Character of the Mesa**

The indigenous vegetation of the Mesa is indicative of the semi-arid climate, the elevation, and the soils. Elevation of the development is about 6500 feet, with an average annual precipitation of about fifteen (15) inches that occurs mostly from April to October, frequently in the form of thunderstorms. Winter desiccations from drying winds combined with extreme fluctuations in

temperature are factors which contribute more to plant loss than the actual lowest temperature. These factors combined with high solar intensity and alkaline soil favor plant communities that include cool and warm season grasses combined with tough multi-stemmed shrubs and trees. Cool season lawns have traditionally been a primary landscape element. While water and maintenance issues render this type of landscape unsustainable, the cooling benefits combined with noise, dust control and glare reduction, as well as the unifying effect justify the inclusion of practical turf areas in the landscape. Therefore the inclusion of practical, properly installed and well-managed areas of turf grass are encouraged in the landscape.

#### **4.2 Landscape Objectives**

- A.** A professional plan and design is recommended to retain the high quality appearance of the landscape in our community.
- B.** The new landscape should blend with existing landscapes, common areas, and the golf course. Landscapes are to blend with neighboring properties along property lines and fit the context of the surrounding neighborhood.
- C.** Promote the conservation of water and energy through the use of appropriate landscape solutions and efficient irrigation practices. *Refer to Policies and Procedures for the Association Irrigation System policy.*
- D.** Xeric Landscape is encouraged as an option to reduce water consumption and turf areas.

#### **4.3 A Landscape Plan is required**

- A.** For new construction, full renovation or major renovation, a landscape plan submittal requires a professional landscape architect or contractor. The professional shall be well informed of local climate, soil, plant material, and irrigation practices and should be able to communicate their knowledge via a landscape plan.
- B.** For a partial or smaller renovation project submit an application form, simple drawing, and photographs.
- C.** All landscape projects shall be submitted for ACC approval.

#### **4.4 Components of the Landscape Plan**

- A.** Landscape plans shall include property lines, street location, footprint of house and any other existing improvements such as driveways, walkways, patios, and decks. Include pertinent notes regarding blending with neighboring properties. If modifying existing landscape, show existing trees/shrubs/beds.
- B.** Plans shall specify basic landscape components including soil prep, turf, native areas, plants, edging, mulch, gravel, and paths.
- C.** Plans shall include all proposed plant locations, types, quantities and sizes, as well as ground cover materials and installation specifications.
- D.** Plans are to show grading, layout and specifications for improvements such as walls, berms, and walks in addition to play/sports equipment, dog runs, hot tubs, trellises, lighting, etc.
- E.** Plans may include photos of areas to be considered for approval
- F.** Planning consideration should be given to reduce impact of wildfires.  
*Refer below to 4.19, Fire Mitigation.*

#### **4.5 Grading and Slope**

All grading standards shall conform to Colorado Springs Code and Policy Manual Grading Standards. The current standards can be found on the Colorado Springs City website: <https://www.springsgov.com>.

#### **4.6 Xeriscape**

- A. “Xeriscape” is defined as “the application of the principles of landscape planning and design, soil analysis and improvement, appropriate plant selection, limitation of turf area, use of mulches, irrigation efficiency, and appropriate maintenance that results in water use efficiency and water-saving practices.” To learn more about Xeriscaping, visit the Colorado Springs Utilities Mesa Xeriscape Demonstration Garden at 2855 Mesa Road.
- B. Mulch beds and rock beds shall be contained by edging material such as metal, rock or concrete borders.
- C. Rocks beds can be interspersed with the mulch beds and plant materials.
- D. Large fields of rock are not Xeric Landscaping and are not permitted.
- E. Xeric Landscape requires regular maintenance.
- F. Professional Landscape design is recommended.

The *Colorado Revised Statute at C.R.S. §37-60-126 regulates HOA restrictions of Xeriscaping.*

#### **4.7 Turf Design**

- A. Kentucky bluegrass is the predominate and preferred turf grass variety throughout the irrigated portions of Lots and Common Areas.
- B. Use organic mulches to reduce surface evaporation and weed growth.
- C. Incorporation of native grasses is encouraged.
- D. Artificial turf is not allowed as a lawn replacement.

#### **4.8 Native Areas**

- A. Healthy, weed free native grass areas shall be allowed with ACC approval.
- B. Improve soil as recommended by a landscape professional.

#### **4.9 Tree Removal Policy**

- A. Owners desiring tree removal from Owner’s Lot or a Common Area shall submit a written application to the ACC utilizing the procedures outlined in the Design Guidelines. The application must accurately describe the location of the tree or trees and the justification for removal. Once authorized to remove a tree, the Owner shall be responsible for the liability and cost to complete the work. If the tree is located in a turf grass area, the stump must be removed or ground down below grade to allow turf grass sod to be installed to the affected area. If the tree is located in the Common Area, the Association may arrange for its removal. In all cases, the cost and responsibility for tree removal and re-landscaping shall remain solely with the Owner making application for removal.
- B. When an Owner applies for tree removal the ACC may consider view corridor preservation to be adequate justification for tree removal if it determines that the view corridor cannot be preserved by trimming the tree. Under this policy, the Owner shall bear the cost and liability of tree removal and the ACC may require the Owner to plant one or more approved replacement trees, at the Owner's expense, in an ACC approved

location near the site of the removed tree. Under no circumstances may an Owner remove any tree without prior ACC approval. Failure to obtain prior approval may result in fines and a replacement tree being installed at the Owner's sole expense.

- C. As required, the Association may employ an independent contractor to remove dead or unhealthy trees from Camels Ridge Common Areas and/or Lots. Removal costs from Lots will be paid by the Living Unit Owners. Removal costs from Common Areas will be paid by the Association. Additional valid reasons for tree removal on the Lots and Common Areas include:
1. Fire mitigation.
  2. Tree is dead, unhealthy or badly shaped.
  3. Tree is a threat to the health of a neighboring tree.
  4. Tree possess a safety risk.
  5. Tree provides a habitat for nuisance animals.
  6. Potential for damage to a nearby Living Unit.

#### **4.10 Tree and Plant Selections**

Camels Ridge and Kissing Camels Estates have many great examples of beautiful landscaping. Drive neighborhoods and identify what you like.

- A. Work with a landscape professional.
- B. Take into account climate and wildlife conflicts.
- C. Views of neighbors should be considered when planting trees.
- D. The future size of all trees must be considered when determining the location for planting. Large evergreens are not to be planted within eight (8) feet of any roadway, walkway or entrance or where their mature size may obstruct passage or view. In general, trees, which may exceed maximum roof heights, are discouraged.
- E. Recommended plant material sizes are as follows:
  1. Evergreen Trees - minimum five (5) feet tall
  2. Deciduous trees - minimum one and one half (1 ½) inch caliper
  3. Evergreen and deciduous shrubs - minimum five (5) gallon container
  4. Semi-woody perennials and grasses - minimum four and one half (4.5) inch container
  5. Groundcover and perennials - minimum four and one half (4.5) inch container

#### **4.11 Irrigation**

The Association maintains and controls the irrigation system used on all irrigated areas of Common Areas and Lots. Owners are responsible to ensure that the Association Maintenance Manager is notified before any work is begun which may impact any system sprinkler heads, water lines, or controllers. *Refer to CRHOA Policies and Procedures for the Association Irrigation System Policy.*

#### **4.12 Screening**

To the extent possible, all roof, wall, or ground mounted mechanical and electrical equipment shall be screened from view with permanent, attractive structures or landscaping.

#### **4.13 Lot Coverage**

Camels Ridge has no specific turf grass coverage requirements. Colorado Springs has experienced periodic drought conditions which have resulted in increasing water rates and

mandatory watering restrictions. The Board has adopted a policy to help reduce water use by updating the efficiency of the irrigation system, restricting system access, and encouraging a long term reduction in turf grass areas requiring irrigation and increased use of Xeriscape techniques.

#### **4.14 Landscape Lighting**

- A. Lighting regarding light wattage, fixture type and layout are to be included in landscape plan.
- B. Lighting shall stay within the borders of the property and shall not cast a glare onto adjacent properties.
- C. Lighting shall be directed away from adjacent properties and rights of way so as to confine direct rays to the site.
- D. No flood or spotlights are allowed.

#### **4.15 Vegetable Gardens**

- A. Vegetable gardens are allowed in individual fenced/walled areas directly adjacent to Living Units where they can be managed in a non-intrusive manner and screened from neighboring properties.
- B. Vegetables and herbs may be planted in portable containers such as pots and planters and placed as you desire.

#### **4.16 Hardscapes**

- A. All planned hardscapes such as patios, BBQ grill islands, water features and ponds, outdoor fireplaces, fire pits and walls are to blend with the home and landscape plan.
- B. Hardscape features must be included on the landscape plan.
- C. Hardscape plans must be submitted and approved by ACC.

#### **4.17 Site Management**

During installation of the landscape all construction debris and equipment is to be kept in a tidy and organized manner. Loose dirt, construction materials, and construction litter are to be managed in such a way that there is minimal impact to neighbors.

#### **4.18 Landscape Maintenance**

All landscaping shall be maintained in a neat and attractive condition. Minimum maintenance requirements include watering, mowing, edging, pruning, re-mulching, removal, and replacement of dead or dying plant material, elimination of weeds and removal of trash. *Refer to Policies and Procedures for explanation of Homeowner and Association landscape maintenance responsibilities.*

#### **4.19 Fire Mitigation**

- A. With ACC approval, Owners may remove vegetation around their Living Units for fire mitigation purposes as long as the removal complies with a written defensible space plan created by the Colorado state forest service; an individual or company certified by the local government to create a defensible space plan; or the fire chief, fire marshal, or the property's fire protection district.

- B. The Unit Owner has the responsibility to not remove more vegetation than is necessary to comply with the applicable written defensible space plan; register the plan with the ACC by using a Project Proposal Application before beginning removal of the vegetation; and comply with all requirements of these Design Guidelines including contractor requirements.
- C. The Association retains the right to require changes to the plan if it obtains the permission of the entity that originally created the plan.

*The Colorado Common Interest Ownership Act ("CCIOA") at C.R.S. §38-33.3-106.5 regulates HOA restrictions of fire mitigation measures.*

## **5.0 Architectural Control Committee (ACC).**

### **5.1 Appointments**

The ACC shall consist of three (3) or more individuals, of which at least one (1) shall be a CRHOA Board member. The Committee members shall select the Chair. The ACC shall have jurisdiction over all original construction, all modifications, additions, or alterations made on or to existing structures and landscaping of the adjacent open space on any portion of the property. The CRHOA Board shall appoint the members of the ACC who shall serve and may be removed in the Board's sole and absolute discretion. Vacancies on the ACC shall be appointed by the Board upon recommendation of the ACC. Any ACC decisions may be appealed to the Board for final resolution.

### **5.2 Meetings**

The ACC will decide on meeting and inspection times and locations. The ACC may establish a procedure to consider and approve or deny applications without a meeting as long as all Committee members agree to the procedure. When a Project Proposal Application package in acceptable form and content is received by the Managing Agent, it shall be forwarded to the ACC for review. Action on a complete application will be taken as soon as possible but no later than within thirty (30) business days. *Refer to section 6.5.* The Owner will be notified by the Managing Agent of the Committee's decision in writing.

### **5.3 Amendment of Guidelines**

The ACC may, with the approval of the CRHOA Board, adopt, amend and repeal provisions to be included into, or supplement the Design Guidelines. Each Owner is responsible for obtaining a copy of the most recently revised Guidelines prior to beginning design of any improvement to the property. The latest revision of Design Guidelines and all other Governing Documents can be found on the CRHOA website: <http://www.camelsridgehoa.com>.

### **5.4 Non-Liability**

In addition to limitations on liability set forth in the Covenants, neither the Board, nor the ACC, nor any member of either body will be liable to any Owner or any other person for any damage, loss or prejudice suffered or claimed on account of approving or disapproving any plans and specifications whether or not defective.



## **6.0 Project Submittal Process.**

### **6.1 Projects Requiring ACC Approval**

Whether planning to remodel the exterior of your Living Unit, build or modify walls and fencing or wish to modify your landscaping, your plans must be approved by the ACC before work can begin. Remodeling the inside of a Living Unit does not require ACC approval so long as the work does not affect the exterior of the Living Unit as viewed from the outside.

### **6.2 Project Proposal Application**

Use the Project Proposal Application (Attachment 2) to complete your written request. The form is also available from the Managing Agent or on the CRHOA website: <http://www.camelsridgehoa.com>.

### **6.3 Required Elements of Project Proposal**

The completed package should contain:

- A. A completed and signed Project Proposal Application. (Attachment 2)
- B. A statement that best efforts have been made to notify adjacent neighbors of the project. In the event that a neighbor objects, the owner has the right to appear before the Board to seek approval. In this case the decision of the Board shall be final.
- C. Photos of the project area, design or landscape drawings or sketches, catalog cuts, color samples or samples of the materials needed to fully describe the project.

### **6.4 Project Proposal Application Package Submittal**

Association approval is obtained by submitting the completed application package to the Managing Agent. For the convenience of Owners, project proposal applications may be submitted by delivering them to the KCPOA Onsite Management Office (719 623-2655) with instructions to forward the application package to the Camels Ridge Managing Agent.

### **6.5 ACC Review and Approval**

When the ACC receives a complete Project Proposal Application package, it will review it as soon as possible and advise the Owner through the Managing Agent of its action. The Association Declaration of Covenants, Article VII state that *"In the event the Board or its designated committee fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been complied with."* The Board defines a day to be a business day thus the first day of the thirty (30) days shall be the first business day the Managing Agent receives a complete Project Proposal Application package. After all approvals and permits have been obtained, the project must be started within six (6) months and completed in an expedient manner. If project is not started within six (6) months, the ACC approval shall expire and the project application must be resubmitted.

### **6.6 Observation of Work In Progress**

The ACC may periodically check construction to determine compliance with approved final design documents. If instances of noncompliance are found, the ACC shall notify the Owner and contractor who are required to resolve discrepancies and may be liable for costs incurred by the Association to enforce standards.

### **6.7 Notice of Completion**

The Owner must notify the Managing Agent within thirty (30) calendar days of project completion.

### **6.8 Final ACC Inspection**

Upon receipt of notice of completion, the ACC shall inspect the property to assure completion in accordance with the plan described on the Project Proposal Application approved by the ACC.

### **6.9 Appeal**

In the event the ACC should deny a project proposal in whole or in part or determine that instances of noncompliance are found, the Owner may appeal the ACC decision to the CRHOA Board in accordance with CRHOA Policies and Procedures. In such case, the decision of the Board will be final and absolute.

## **7.0 Construction Rules and Contractor Requirements.**

### **7.1 Goals**

These rules and requirements are intended to protect Camels Ridge Homeowner's privacy; guard against damage to streets, driveways, and landscaping; and for neighborhood assurance that inconveniences from construction operations shall be minimized. These rules and requirements apply to all contractors, their employees and all suppliers of goods and services. Owners shall be responsible for ensuring that all contractors they employ are aware of these rules and requirements. The contractor shall assume liability for damage to grass, bushes, trees, shrubs, and sprinkler heads caused by them, their employees and/or suppliers.

### **7.2 Access to Construction Area**

Kissing Camels Estates Security may designate an access route that the contractor, subcontractors and workers shall follow to the site. Identification tags, if provided, must be exhibited on all vehicles. Violations may result in revocation of commercial access. Security may require that general contractors and subcontractors sign a copy of KCPOA regulations.

### **7.3 Daily Operation**

Working hours shall be between 7:00 a.m. and 6:00 p.m. daily (except holidays), Monday through Saturday, unless prior written approval is given by the CRHOA Board.

### **7.4 Construction Vehicles and Equipment**

All vehicles shall be parked so as not to inhibit traffic or damage surrounding natural landscape or adjoining property. Construction vehicles on Camels Ridge Lane shall be parked in the driveway or parallel parked off the east edge of the street. Vehicles are not to be left on community roads overnight. Trailers may be parked within the garage. Construction equipment may only remain on the property until the purpose for its use is complete.

### **7.5 Signage**

Camels Ridge does not allow contractor signage on lots.

**7.6 Chemical Toilets**

A chemical toilet, when required, shall be provided by the contractor and placed as inconspicuously as possible on the Lot where work is being done. As a minimum, it must be cleaned weekly.

**7.7 Dust, Noise and Odor**

The contractor shall be responsible for watering or screening dust problem areas and eliminating any odors. No pets or loud radios are allowed.

**7.8 Material Storage/Construction Debris**

Excess dirt or construction debris may not be left on any Lot or public right of way. Surrounding streets and properties shall be kept clean with debris swept daily. On site debris must be cleaned at the close of each day's work. Debris is to be confined to a trash receptacle or dumpster placed in the driveway (not in the street) and emptied regularly. No dumping of debris on the lawns or common areas is permitted. Concrete dumping is not allowed. Building materials may be stored temporarily on the lot during continuous construction.

**7.9 Excavation/Grading/Erosion Control**

Excess excavation material is to be taken away. During all site disruptions and grading operations, approved techniques for controlling erosion within the site and onto other sites shall be used.

**7.10 Street Cut and Repair**

All roads within Kissing Camels Estates are maintained by KCPOA. If requested, the contractor shall provide compaction tests and warranty repair for two (2) years.

**7.11 Speeding and Noise Violations**

Contractors must respect the posted speed limit and noise restrictions. Failure to adhere is grounds for revocation of entry pass.

**7.12 Insurance Requirements**

The Owner and/or contractor must carry all insurance necessary for the protection of the Kissing Camels Estates, CRHOA and its neighbors.

**7.13 Utility Service**

The Owner and/or contractor must provide and pay for any utility services required for the project.

**7.14 Camels Ridge Maintenance Manager**

The Association employs a Maintenance Manager who monitors construction and maintenance projects within Camels Ridge to ensure compliance with Association rules and requirements. He speaks with the authority of the Board. The contractor must contact the Maintenance Manager to locate irrigation system sprinkler heads and lines before digging begins.

These Design Guidelines may be changed or added to by the Board of Directors of the Camels Ridge Townhomes Homeowners Association in support of the Association and/or in response to Colorado Law.

Adopted by Camels Ridge Townhomes Homeowners Association Board, May 13, 2015.

**Attachment 1**  
**Construction Rules and Contractor Requirements**

These rules and requirements are intended to protect Camels Ridge Homeowner's privacy; guard against damage to streets, driveways, and landscaping; and for neighborhood assurance that inconveniences from construction operations shall be minimized. These rules and requirements apply to all contractors, their employees and all suppliers of goods and services. Owners shall be responsible for ensuring that all contractors they employ are aware of these rules and requirements. The contractor shall assume liability for damage to grass, bushes, trees, shrubs and sprinkler heads caused by them, their employees, and suppliers.

**Access to Construction Area**

Kissing Camels Estates Security may designate an access route that the contractor, subcontractors and workers shall follow to the site. Identification tags, if provided, must be exhibited on all vehicles. Violations may result in revocation of commercial access. Security may require that general contractors and subcontractors sign a copy of Kissing Camels Property Owners Association (KCPOA) regulations.

**Daily Operation**

Working hours shall be between 7:00 a.m. and 6:00 p.m. daily except holidays, Monday through Saturday, unless prior written approval is given by the Camels Ridge Townhomes Homeowners Association (CRHOA) Board.

**Construction Vehicles and Equipment**

All vehicles shall be parked so as not to inhibit traffic or damage surrounding natural landscape or adjoining property. Construction vehicles on Camels Ridge Lane shall be parked in the driveway or parallel parked off the east edge of the street. Vehicles are not to be left on community roads overnight. Trailers may be parked within the garage. Construction equipment may only remain on the property until the purpose for its use is complete.

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**Chemical Toilets**

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**Dust, Noise and Odor**

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**Material Storage/Construction Debris**

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**Excavation/Grading/Erosion Control**

Excess excavation material is to be taken away. During all site disruptions and grading operations, approved techniques for controlling erosion within the site and onto other sites shall be used.

**Street Cut and Repair**

All roads within Kissing Camels Estates are maintained by KCPOA. If requested, the contractor shall provide compaction tests and warranty repair for two years.

**Speeding and Noise Violations**

Contractors must respect the posted speed limit and noise restrictions. Failure to adhere is grounds for revocation of entry pass.

**Insurance Requirements**

The Owner and/or contractor must carry all insurance necessary for the protection of the Kissing Camels Estates, CRHOA and its neighbors.

**Utility Service**

The Owner and/or contractor must provide and pay for any utility services required for the project.

**Camels Ridge Maintenance Manager**

The Association employs a Maintenance Manager who monitors construction and maintenance projects within Camels Ridge to ensure compliance with Association rules and requirements. He speaks with the authority of the Board. The contractor must contact the Maintenance Manager to locate irrigation system sprinkler heads and lines before digging begins.



# Camels Ridge Townhomes Homeowners Association Project Proposal Application

Date: \_\_\_\_\_  
Homeowner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Contractor's Phone: \_\_\_\_\_  
Project Start Date: \_\_\_\_\_  
Estimated Completion Date: \_\_\_\_\_

X \_\_\_\_\_  
(Homeowner's Signature)

**Project Description:**

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**Return to:**

Managing Agent  
c/o Bennett-Shellenberger Realty, Inc  
1710E. Pikes Peak Avenue, Suite 200  
Colorado Springs, CO 80909  
(719) 471-1703  
FAX (719) 471-1707  
[propertymgr@camelsridgehoa.com](mailto:propertymgr@camelsridgehoa.com)

**Step 1**

**Read the Covenants, Design Guidelines and other Governing Documents. They will be enforced!**

*“No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural control committee composed of three (3) or more representatives appointed by the Board.” (Covenants, Article VII)*

**Step 2**

**Complete and sign this Project Proposal Application.**

**Step 3**

**Attach complete project plans to this application.**

Have your contractor prepare the required plans.

**Step 4**

**Submit complete package to the Managing Agent.**

For your convenience, package can be dropped off at KCPOA Onsite Management Office: (719) 623-2655

*“In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted, approval will not be required and this Article will be deemed to have been fully complied with.” (Covenants, Article VII)*

**Applicant will be notified of ACC approval/disapproval in writing by the Managing Agent.**

