

PROCEDURE FOR MAKING CHANGES TO CBHOA BUILDING EXTERIORS AND LANDSCAPING

GENERAL SCOPE

The CBHOA Board has the responsibility for the approval of changes, modifications and additions to the exterior of all buildings and decks, all common areas including landscaping and irrigation, fences, streets and driveways. Changes to these areas must be submitted to the CBHOA Board for approval. Depending on the type and complexity of the proposed change, additional review and approval may be required from the RVR Master Assoc. (MA) and its Design Review Committee (DRC) and the Town of Carbondale Building Dept. Exceptions include volunteer planting in existing flower beds, trimming of bushes, Christmas and other holiday decorations providing timely removal. It is the goal of the Board through this process to maintain and enhance the value of the Crystal Bluffs community.

PROCEDURE

Each CB owner has the right to request changes to the areas identified above. *It is highly recommended that the request be initiated via a submittal to the Board of a LETTER OF INTENT with a general description of the proposed change. This step will often eliminate subsequent lost time and expense.* After a review of this letter the following shall be submitted:

- A. A detailed written description of the proposed change.
- B. To scale plans, elevation drawings, and/or renderings of the proposed change and its relationship to existing surroundings.
- C. Samples or cut-sheets of proposed materials, colors, etc.
- D. A list of any sub-contractors that would be used.

The Board will then consider the above as well as any further testimony at a following board meeting. If the Board disapproves the submittal, the owner(s) may resubmit a revised proposal.

If approved, the proposal may have to be submitted for approval to the (MA) and the (DRC). This will depend in large part on how the proposal impacts the general appearance of the development or what precedents the change may represent.

Certain changes and additions such as decks, deck modifications, hot tubs, building additions or modifications will likely require submittal to the Town of Carbondale Building Dept. for approval.