



# Architectural Control Policy and Guidelines

Revision #4

Cottonwood Green Association  
P.O. Box 135  
Salida, CO 81201

Website: [www.cottonwoodgreen.org](http://www.cottonwoodgreen.org)

Revised by the Board of Directors  
January 26, 2015  
Supersedes 2005, 2013 and 2014 Revisions

**Cottonwood Green Subdivision**  
**“A Tuscan Style Community”**  
**Design Guidelines**

**Overall Scheme**

The goal of Cottonwood Green subdivision (“Cottonwood Green”) is to create and preserve a tranquil, peaceful, private and relaxing living environment. This will be done through the use of tree-lined street and open space, streetscape designs. These guidelines provide Cottonwood Green with architectural diversity and continuity in the homes and neighborhood to create a community that is distinctly Cottonwood Green.

**Objective and Mission**

The Design Review Committee (“Committee”) has prepared the following guidelines to supplement the Cottonwood Green Subdivision Declaration of Covenants, Conditions, Restrictions and Easements (“Declaration”) in order to assist property values. These Guidelines are not intended to be all-inclusive, but should serve as a guide as to what improvements may be made in Cottonwood Green.

The mission of the Committee is to work in conjunction with the Cottonwood Green Homeowners’ Association Board of Directors (“Board”) to represent the interests of the community as a whole. The Committee exists in order to regulate the external design, appearance, and locations of the property and improvements in such a manner as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography. The Committee shall protect the seclusion and natural view of each separate parcel as much as possible.

**For Cottonwood Green Condominiums:** Cottonwood Green condominium residents should review Cottonwood Green Condominium’s governing documents, which are not incorporated into these guidelines. Cottonwood Green residents must abide by the Cottonwood Green Homeowners Association and the Colorado Condominium Ownership Act. All requests for modifications must be forwarded to the condominium’s management company for approval by the Cottonwood Green Condominium Board of Directors. Any modification approvals granted by the Cottonwood Green Condominium Board of Directors must be consistent with the spirit and intent of both the Cottonwood Green Subdivision and Cottonwood Green Guidelines and documents. Additionally, Cottonwood Green subdivision’s Design Review Committee must approve any proposed condominium modifications or projects undertaken by Cottonwood Green Condominium’s Board on behalf of its Association.

**Approval**

In order to ensure a consistent, high quality and integrated design throughout all phases of the project, the Committee will review and approve all proposed development

plans and submittal documents prior to submission to the county. No work may be performed in Cottonwood Green without prior approval of the Committee.

The Committee's purpose in the plan review is to meet the intent of these guidelines and supporting documents. Neither the Master Developer nor the Committee assumes responsibility for plan review of, or conformance to applicable local codes of ordinances. These Guidelines are subject to interpretation by the Committee and may be amended from time to time to meet specific site or functional requirements consistent with the objectives of these Guidelines, as well as the Declaration.

These guidelines do not supersede or modify any existing applicable city or county codes of regulations. Any requests for variances to the laws, regulations, or standards adopted by the city or county shall be submitted to the appropriate agency according to established procedures following review and approval by the Committee. In the event of any conflict or discrepancy between these guidelines and any other lawful authority, including the Declaration, the most restrictive standards shall apply. Any issue that arises that has to do with the design, construction, improvement or maintenance or any Lot not explicitly provided for in these guidelines will require prior approval from the Committee.

The Guidelines are not the exclusive basis for decisions of the Committee and compliance with the Guidelines does not guarantee approval of any application. Guidelines are subject to amendment at any time as stated in the Declaration.

## **Procedures**

Except as otherwise specifically provided in these Guidelines, no activities shall commence on any portion of the Project until an application for approval has been submitted to and approved by the Committee. Such application shall include plans and specifications showing site layout, structural design, exterior elevations and building heights on each elevation, exterior materials and colors, landscaping, drainage, exterior lighting, irrigation, and other features of proposed construction, as applicable. The Committee may require the submission of such additional information as may be reasonably necessary to consider any application. In reviewing limitation, harmony of external design with surrounding structures and environment, decisions may be based on purely aesthetic considerations. Each Owner acknowledges that determinations as to such matters are purely subjective and opinions may vary as to the desirability and/or attractiveness of particular improvements. The Committee shall have the sole discretion to make final, conclusive, and binding determinations on matters of aesthetic judgment and such determinations shall not be subject to review so long as made in good faith and in accordance with procedures set forth herein. The Committee shall make a determination on each application within 30 days after receipt of a completed application and all required information. The Committee may (i) approve the application, with or without conditions; (ii) approve a portion of the application and disapprove other portions; or (iii) disapprove the application. The Committee shall notify the applicant in writing of the final determination of any application within 10 days after the approval of said application. In

the case of disapproval, the Committee may, but shall not be obligated to, specify the reasons for any objections and/or offer suggestions following any objections.

In the event that the Committee fails to respond within 30 days, approval shall be deemed to have been given. However, no approval, whether expressly granted or deemed granted shall be inconsistent with the Design Guidelines unless a written variance has been granted as outlined in section (*variance section*). Notice shall be deemed to have been given at the time the envelope containing the response is deposited with the mail carrier. Personal or e-mail delivery of such written notice shall, however, be sufficient and shall be deemed to have been given at the time of delivery to the applicant. If construction does not commence (defined as footings and foundations poured or otherwise installed) on a project for which plans have been approved within one year after the date, such approval shall be deemed withdrawn and it shall be necessary for the Owner to reapply for approval before commencing any activities. Once construction is commenced, it shall be diligently pursued to completion. All work shall be completed within one year of commencement unless otherwise specified in the notice of approval or unless the Committee grants an extension in writing, which it shall not be obligated to do. If approved work is not completed within the required time, it shall be considered nonconforming and shall be subject to enforcement action by the Association, Board, or any aggrieved Owner. The Committee may, by resolution; exempt certain activities from the application and approval requirement of this Article, provided such activities are undertaken in strict compliance with the requirement of such resolution.

### **Variances**

The Committee may authorize variances from compliance with any of its guidelines and procedures when circumstances such as topography, natural obstructions, hardship, or aesthetic or environmental considerations require, but only in accordance with duly adopted rules and regulations. No variance shall (a) be effective unless in writing, (b) be contrary to this Declaration, or (c) stop the Committee from denying a variance in other circumstances. For purposes of this Section, the inability to obtain approval of any governmental agency, the issuance of any permit, or the terms of any financing shall not be considered a hardship warranting a variance.

### **Architectural Design Principals**

The design of a new residence shall consider the massing, scale, texture, and color of the residence to its neighbors. New homes shall be designed as a product of their own time but incorporated design elements of the primary architectural style(s) of the surrounding area. The design of alterations and additions shall be compatible with the existing structure in terms of architectural detail, scale, materials, and colors. Materials for new construction and additions shall have architectural character and should be selected for harmony within a building and with adjoining buildings.

General Design Principal: The general design principles and features proposed to achieve the desired architectural character for Cottonwood Green include architectural theming, which reflects a Tuscan Mountain Community.

1. Interesting and varied streetscape architecture, which de-emphasizes and mitigates the impact of garages. Usable front porches, covered entryways, varied garage orientations and setbacks are important components.
2. Avoiding large unbroken wall planes and windowless elevations, and mitigating the impact of garages by integrating them into the building mass and design.
3. Strong and compatible design elements and details, which help articulate building forms and add depth, shadows, visual interest, and relief to individual houses and the street scene. Such elements include covered porches and entryways, balconies, roof overhangs, expressive materials, and the articulation of window and door openings.
4. Natural building materials with strong textures and rich colors, including masonry and stucco to provide visual interest, depth, and detail, as well as desirable “natural” look. Appropriate roof and wall materials and colors are addressed in the following guidelines.

### **General Design Criteria**

Site Planning: No structure or thing shall be placed or erected, or installed upon any lot and no improvements or other work (including staking, clearing, excavation, grading and other site work, exterior alterations or existing improvements or planting or removal of landscaping) shall take place within the Project, except in compliance with these Guidelines. No approval shall be required to repaint the exterior of a structure in accordance with the originally approved color scheme or to rebuild in accordance with originally approved plans and specifications. Any Owner may remodel, paint, or redecorate the interior of his or her residence without approval. However, modifications to the interior of screened porches, patios, and similar portions of a Lot visible from outside the structure shall be subject to approval. All dwellings constructed on any portion of the Project shall be designed by and built in accordance with the plans and specifications of a licensed architect unless the Design Review Committee approves in its sole discretion.

### **Size of Residence:**

#### **Size of Single Family Residence**

Each residential unit constructed on a Lot shall have at least 1,800 square feet of heated area above ground, exclusive of open porches, courtyards and garages.

The maximum square footage for each residence shall be no more than is allowed under local zoning laws. No residence may have more than two levels of living space above grade and may have no more than one level of living area above the garage. For the purpose of these restrictions, the ground floor area shall be determined from the area of the house

measured from the outside of the building foundation exclusive of open porches, breezeways, courtyards, garages, chimney and eaves.

### **Size of Multiple Single Family Dwelling Unit**

Each unit constructed on a lot shall have at least 1,400 square feet of heated area above ground, exclusive of open porches, courtyards, and garages.

Site Building: All homes shall be built on site. No manufactured or modular homes, trailers, or mobile homes shall be permitted.

### **Roofs**

Roof Form and Design: Roof form and design shall be consistent with the basic architectural style of the home. Color variation of roofing materials is an element in creating architectural interest, and should complement the color scheme of the house. Blended slate or concrete tile colors rather than a single tile color look is encouraged.

#### Roof Materials:

No exterior surface of any resident or structure, constructed on any lot may be of metal construction. All roofing shall be finished with slate or tile material, in compliance with the Design Guidelines, and approved by the Design Review Committee. The use of any other roofing materials must be approved by the Design Review Committee. Each roof overhang shall be detailed appropriately for each architectural style.

Roof Appurtenances: All flashing, sheet metal, vent stacks and pipes shall be colored to match the material that they are attached or from which they project. All stack vents, and attic ventilators shall be located in the rear roof slopes perpendicular to the ground plane and shall not be visible from public areas.

Gutters and Downspouts: Gutters and downspouts should be integrated into the designs of buildings and appear as a continuous architectural element. Drainage solutions should be unobtrusive to the overall building. Downspouts should be located on vertical members in inconspicuous locations. The colors of gutters and downspouts should match those of the surfaces to which they are attached.

Satellite Dishes, Solar Panels and Antennae: Satellite dishes two feet in diameter or smaller shall be dark colored, installed at the lowest possible level, and screened from public view. However if any such dish or antenna can be viewed from the street, the dish or antenna must be approved by the Design Review Committee prior to installation. Large antennas and wind-powered devices are not permitted. Solar panels and satellite dishes greater than two feet in diameter are not permitted unless approved by the Committee. If solar panels are approved, they are to be integrated into roof designs and positioned flush with roof slopes. Frames must be colored to complement roofs to which they are attached.

Related plumbing and mechanical equipment must be enclosed and/or screened from view.

## **Exterior Wall Materials**

Exterior Design: The material selection and its detailing should successfully contribute to the creation of the desired architectural style. As such, multiple wall materials should blend harmoniously with one another and frequent material changes shall be avoided. In general, no more than two dominant materials should be used per home. Building elements should be designed so that the structure is visually more massive or “heavier” below, and less massive and visually “lighter” above. A second story should not appear heavier and have disproportionately greater bulk than that portion of the structure that supports it. Accordingly, all exterior building elements should be appropriately scaled in size and in relationship to each other.

Wall Materials: Real or synthetic stucco with architectural imitation or real stone accents are acceptable wall materials exposed to the elements. Accents with metal such as copper, metal railings, or natural wood may be considered. Natural wood accents shall be stained in all applications. Aluminum siding, painted smooth (non-textured) hardboard siding, smooth-faced fiber reinforced cement board, vinyl siding, reflective materials, unfinished concrete or concrete block are not permitted.

Stucco: Two coat and three coat applications of synthetic or real are acceptable. Stucco finishes should not be heavy and/or irregular. Stucco substitutes including staccato board will not be permitted except as approved by the Committee. Natural, earth-tone colors are preferred.

Material Changes: Material changes should occur along a horizontal line, such as a floor line or gable end. Horizontal transitions between two different exterior wall materials should be detailed with molding, banding or soffit/eave treatments. Vertical transitions between stone and stucco should occur as inside corners only, and should use color that compliments the color of the stucco.

Masonry/Artificial or Real Stone: Masonry elements such as artificial or real stone must appear substantial and be integral to the architecture and not merely an applied feature. Masonry shall wrap columns and other elements in entirety. Large mortar joints are not permitted. Modeled stone face textures and colors are encouraged. Masonry or stucco used to express a building’s base or to create a wainscot should wrap corners and terminate at a prominent building element on side elevations.

Exposed Foundation: Exposed foundation walls must not exceed 12 inches above grade. When more than 12 inches of foundation is visible, cover walls with masonry that has been painted or finished with stucco or cement wash.

Building Colors: Exterior-building colors shall be compatible within individual sites and to adjacent building. Enriched, earth-tone colors are encouraged, while bright and pastel colors are not allowed. Accent colors should be used with discretion. Trim colors should accentuate roof forms, windows, and door openings. Color swatches must be submitted to the Committee for approval.

### **Exterior Trim and Embellishments**

Trim, Rake, and Eave Moldings: Trim, rake and eave moldings should be consistent with the architectural style of the building. All exterior trim elements, except for front doors, deck walking surfaces, rail caps, and porch ceilings, must be painted or sealed with a semi-solid or opaque stain.

Window and Door Trim: Windows on the first and second stories must not be linked with exterior trim and/or different siding treatments.

Columns and Support: Columns and supports (for front elevations) should appear substantial, and in proportion to the overall building mass. They shall be a minimum of 6 inches in section and incorporate relief or built-up elements such as top and bottom trim or masonry bases. The character and detailing of columns and railings should be consistent with the architectural style or the building.

House Numbers: There is no specific standard for house numbers, but special care should be given to their character and finish. Generally, house numbers should be legible enough to be read from the street, but not over-scaled. House numbers must be approved by the Committee.

Accessibility: Accessible units such as ramps, landings, and railings must correspond with local, state and federal accessibility requirements, as well as be compatible with the architectural style of the building.

### **Doors and Windows**

Doors: All exterior doors, including storm doors, shall be architecturally compatible and coordinating in color with the individual residence. Acceptable door material shall be wood or the appearance of wood. Wood doors shall be painted or stained in coordination with the colors of the residence. Sliding glass doors are permitted only on rear or interior side yard elevations.

Window Design: Windows are perhaps the single most important element in establishing an image of quality of a residence in the neighborhood. Window quality, detail, and proportion must be consistent on all elevations of the residence. Windows shall be placed to complement the overall building character and scale. Groupings of windows should be generally centered in the building form on which they occur. Windows with distinctive



shapes, sizes or details (such as divided-glass, arches, or bays) shall compliment the architectural style of the building.

Window Types: Acceptable window materials include wood, metal or vinyl-clad wood, vinyl, enameled metal, or aluminum. Mill-finished aluminum windows are not permitted. No reflective or colored glazing, or obscured glass will be allowed on a front or side window, which is permanently visible from any public area.

### **Exterior Lighting:**

Outdoor Lighting Design and Restrictions: All exterior building lighting shall be designed to avoid spilling onto adjacent residences. Colored, moving or flashing lights are prohibited. Decorative building lighting shall be designed to reduce harsh glares by illuminating downward or upward and minimizing lateral effects. Light fixtures with cut-off or concealed light sources are preferred. This may include wall sconces, recessed lighting, soffit lighting, and directional lighting. Decorative fixtures should be of an understated design and complement the architectural style of the residence.

### **Garage and Driveway:**

Garage Design Guidelines: Garage elevations and doors shall be an integral part of the design of the home and not dominate the front elevations. Residential streetscapes that are dominated by protruding “snout-garages” will be viewed with disfavor by the Committee. To that end, front garage configurations are encouraged as well as the use of recessed garage doors, heavier and deeper head trim, columns, and other architectural features to provide shadow lines and depth around garage doors. All garage doors shall be sectional roll-up types only. Acceptable materials include manufactured wood, wood grained or natural wood doors painted or stained to match the home.

Garage Restrictions: Each residence shall have an enclosed garage for the off-street parking of a minimum of two automobiles. Detached garages, when provided, must provide a similar massing, roof, and detail treatment to the residential buildings they serve. Front-loaded garages shall not project more than 10 feet from the main building face. The width of a front-loaded garage shall not exceed 50% of the width of the front elevation unless approved in writing by the Committee. All garages shall be used for the parking and storage of vehicles and other customary uses only (e.g.: finished office or storage space). Finished garages may not exceed 24 feet in height and can in no circumstances exceed the height of the house. The use of a garage as a temporary or permanent residence at any time is strictly prohibited.

### **Building Envelope Area and Driveways:**

All Lots shall be subject to the setbacks and/or building envelope area restrictions as shown on the Plat of Cottonwood Green. All buildings and structures shall be limited to said building envelope area. Each Lot shall have no more than one driveway not to exceed twenty-two (22) feet where the driveway intersects the street in front of the Lot.

Driveways shall intersect the street at a ninety (90) degree angle. Driveways shall be concrete only; asphalt driveways shall not be permitted. The Board may adopt additional provisions in the Design Guidelines regarding the placement of driveways for single family Lots and for the condominium Lots. Said guidelines may include additional landscaping requirements connected to driveway borders setbacks of driveways from side Lot lines.

### **Decks, Porches and Patios:**

All deck, porch and patio construction must comply with any city or county regulations.

Decks: Deck railings shall not exceed 42”in height. Enclosing the area under a deck or the addition of a trellis, arbor, screen or lattice will be considered on a case-by-case basis. The key factors in the decision of the Committee with respect to deck and porch additions will be whether the design and location will preserve all natural and scenic views and will enhance the visual impact on neighboring homeowners. Decks shall be left natural in color and architecturally consistent with similar structures within the surrounding neighborhood. The painting of decks is not permitted. Preservatives with toner are preferred; however, staining of decks may be permitted using subdued earth-tone colors to blend with the natural surroundings.

Porches: Porches shall be constructed of materials so as to match the existing structure in color, style and roof. Colors should be consistent with the existing siding and foundation colors.

Patios: Patios will be considered on a case-by-case basis.

### **Fencing**

Fencing shall be aesthetically pleasing and shall be uniform throughout the Subdivision. The design, material, height, location and construction of all fences shall be in strict accordance with the Design Guidelines. No fencing shall be erected or placed upon the Property without the prior written approval of the Design Review Committee. Permitted fencing shall comply with City of Salida regulations.

#### **Fencing Guidelines:**

Any subdivision perimeter fencing that is installed by the Developer and/or the Association shall be maintained by the individual lot owners abutting such perimeter to the subdivision, and shall not be painted or removed by any owner.

Fencing along the side yards must be shared. The shared section of fencing cannot be erected directly on the property line; it must fall into one of the lots. Each property owner agrees to allow the adjoining lot owner to connect to an existing fence on his or her property.

Fencing along interior lots adjacent to Lot A shall have the same fencing (Option A). Fencing along the exterior lots will be reviewed on a case-by- case basis.

Fencing should not encroach on any drainage or utility easement (Refer to the Cottonwood Green Restrictive and Protective Covenants.) Any fencing placed on an easement will be removed in the event the fencing obstructs required access or maintenance. Replacement of a fence will be the responsibility of the homeowner or homeowners.

Permissible Materials: Fencing to be constructed of aluminum, wrought iron, or stucco. All fences require Design Review Committee approval. Exceptions to the above materials may be granted if the materials are of high quality and aesthetically pleasing. All exceptions require Design Review Committee approval and a material sample.

Fencing Appearance: Any licensed fence installer may construct fences in Cottonwood Green. An individual homeowner may construct a fence on their property provided it is installed to the same quality standards as all other fences in the subdivision. If a homeowner installs their own fence and it fails to meet “community standards” the Design Review Committee shall cause the offending structure to be repaired or replaced at the homeowners expense.

Aesthetic characteristics of the fence shall be compatible with the surrounding dwellings and fences and shall not create an unsightly appearance or be a nuisance to the other residents of Cottonwood Green. They shall not negatively impact property values of the surrounding homes. Any protrusions or ornamentation attached to fencing will be subject to review by the Design Review Committee.

The only fencing permissible within the subdivision is open fencing. Open fencing is not limited to the setback areas. Open fencing will be constructed of black aluminum or wrought iron.

Fencing Dimensions: The maximum height of any fence shall be 5” above finished grade throughout the entire length of the fence. Fences can vary in height but not extend more than 5” above grade. Stucco Pillars are not to exceed 5 ½ feet above grade.

The distance between stucco pillars is between 16 feet and 35 feet.

Connecting pillars will be 16 inches. Stucco pillars not to extend 6 inches above the height of the fencing. To be the color of the home. Pillars to be constructed with a 2-inch thick cap on top. Contact the Design Review Committee for fencing suppliers.

Submittals: The Design Review Committee will meet as needed. Submittals should be received by the Committee according to the schedule established by the Committee. Any submittal received later than the deadline will be reviewed at the subsequent meeting. Submittals must be in writing. No verbal submittals will be considered. Submittals should be sent to the address published by the Committee.

Submittals shall include:

- A. Completed Cottonwood Green Submittal Form. A copy of the form is attached.
- B. Site Plan – The site plan must indicate the address and lot number, the position of any existing structures, the location of any existing utility or drainage easements that affect the property, and the area of the proposed work.
- C. Sketch – The sketch should illustrate the proposed improvement and should include appropriate notation and description for clarification of the proposed ideas. If a photograph or picture is available of the product to be used, this should be included with the sketch.

Homeowners will be notified of the Committee’s action, in writing, within three days after the Committee meets.

Courtyards: A courtyard is defined as a solid wall connected to the home, constructed of stucco that is an addition to the house. Courtyard fencing must be of the same color and technique as the residence not to exceed a square footage of 400 square feet, not to exceed a height of 5 ½ feet.

Courtyards may not extend beyond the front face of the home. It is suggested that the front face of the courtyard be set back from the home by at least 6 inches for variation in the expanse of wall.

Any solid stucco wall shall be considered a courtyard wall and must be approved by the Design Review Committee.

Please refer to attached elevations of fencing (see Page 15).

### **Landscaping**

Landscaping Guidelines: The goal of landscaping is to blend the physical structure of a house along with structural features such as driveways, walks and retaining walls to its surrounding natural environment, which becomes an integral part of converting a house on a lot into a visually appealing home site. In recognition of this close relationship between the natural and built environments, Cottonwood Green encourages the use of natural materials, and abundant landscaping with native plants. In that end, homeowners are encouraged to conserve water when landscaping by utilizing methods such as xeriscaping, which creates a visually attractive landscape by using plants selected for their water efficiency. Xeriscaping should not be confused with “zeroscaping,” however, which is a term used to describe areas landscaped substantially with materials such as gravel, rock or artificially colored mulches. Gravel, rock and similar materials are not approved materials for landscaping, and may only be considered for use in small areas to enhance landscaping.

The Committee must approve the use of gravel and other similar substances as mulch and under no circumstances will it encompass more than 30% of the total landscaped area.

City Requirements: All Owners are responsible for complying with the City of Salida ordinances concerning trees, shrubs and other landscaping.

Landscape Installation Timing: All landscaping shall be installed within nine (9) months of the date of completion of construction, or six (6) months of the initial date of occupancy, whichever comes first, excluding the months of October through April.

Front Yard Landscaping: Front yards shall be fully landscaped and irrigated using a combination of turf grass, trees, shrubs, perennials, and live groundcovers. Thirty (30) percent of all front-yard trees and shrubs shall be evergreen plant material. Lawn ornaments/sculptures/fountains must be approved by the Design Review Committee.

Corner Side Yard Landscaping: The ground area of side yards shall have a minimum of 70% living plant material coverage, including trees, shrubs, ground covers, and turf grass. Shrubs should be planted in such position as to screen any exposed house foundation.

Interior Side and Rear Yard Landscaping: Interior side and rear yard landscaping, including material, quantity, and size shall be at the Owner's discretion; however; Owner should continue to abide by the Landscaping Guidelines as set forth above.

Street Tree Lawn Landscape: The placement of street trees along the street frontage should be carefully considered in relation to individual homes and Lots, as well as meeting the requirements of the City of Salida ordinances. A minimum of one (1) street tree shall be planted within the front and/or side yard tree-lawn of the Lot so as to meet the City of Salida requirements of one (1) tree every 50 feet along the street frontage. Trees in the tree-lawn area should be located away from driveway entrances so as not to obstruct or block the view of oncoming traffic and should be spaced as required by the City of Salida ordinances. For tree-lawns of uniform width, street trees should be centered in the tree lawn between the back of curb and sidewalk. Street tree-lawns shall be planted with grass and irrigated. Rock or wood mulch is not permitted in this area.



