

**TROUT LAKE OWNERS ASSOCIATION**  
DESIGN REVIEW COMMITTEE

**DESIGN REVIEW MANUAL**

DESIGN GUIDELINES & APPROVAL PROCESS

**Prior to undertaking any development of, or change to, a building site, the proposed development or change shall undergo design review by the Design Review Committee, and the Member MUST obtain written approval from the Board of Trustees.**

The Design Review Committee of the Trout Lake Owners Association is given authority through the Protective Covenants of the Trout Lake Land Company. These guidelines and procedures are a supplement to the Protective Covenants, and shall not be construed in any other manner. They were adopted by the Committee and the Board, and may be amended from time to time by the same.

## **OBJECTIVES OF DESIGN REVIEW:**

1. To preserve and protect the natural environment and scenic beauty within the Trout Lake Land Company Subdivision.
2. To promote privacy and the protection of views.
3. To promote a harmonious relationship of cabins, landscape, topography and natural beauty.
4. To minimize the environmental and visual impact on nearby neighbors and the entire Trout Lake community through appropriate architectural design, proper site planning and re-vegetation.
5. To ensure compliance with the Protective Covenants of the Trout Lake Land Company Subdivision.
6. To help Members bring their cabins and sites into compliance with the Protective Covenants and these Design Guidelines when additions or remodels are planned.
7. To preserve, protect and enhance property values within the Trout Lake Land Company Subdivision.

## **DESIGN GUIDELINES:**

When building plans are being developed, consideration should be given to these design guidelines.

Architectural design should have an aesthetic appeal that is timeless and appropriate to our scenic mountain environment. This may be achieved through simple forms and style, through the use of natural building materials, and by nestling cabins into their sites.

Sensitivity to the landscape will minimize the visual impact of cabins. Buildings should merge and blend rather than emerge from their surroundings.

In gently sloping open meadow areas, the building mass should be low profile with horizontal forms dominant. On steep slopes and heavily wooded areas, understated vertical building forms may be more appropriate.

Interest within the design may be achieved by breaking up rooflines, providing decks, covered porches, and/or other architectural features.

Roofs should be kept simple and make a visual connection with the building site. In keeping with traditional mountain architecture, gable roofs with pitches of 5:12 to 12:12 are preferred. Secondary roofs attached to the building may be shed roofs with pitches of not less than 4:12 preferred. Dormers are encouraged, both to break up long expansive rooflines, and to make habitable space within the roofs.

## **BUILDING SITE POINT LOCATION:**

1. Survey. When a Member seeks approval for new construction on an un-built site, a survey of the site point location, by a licensed surveyor, shall be required.
2. Site Point Change. If a Member wishes to move the location of the site point, the Member **MUST** obtain approval through the design review process.
3. Approval. If the Design Committee recommends approval of a site point move and the Board of

Trustees vote to approve, then the approval shall be sustained by a vote of the Board of Directors of the Trout Lake Land Company, who alone have authority from San Miguel County to approve site point moves on the plat of the Trout Lake Land Company Subdivision. A site point move must be approved before final building plan approval will be given.

4. Copy of Survey. If the site point move is approved, a certified copy of the survey of the new location of the site point, suitable for filing and recording with the office of the San Miguel County Recorder for the purpose of amending the plat of the Trout Lake Land Company P.U.D. Subdivision, shall be given to the TLLC Directors.

**SITE PLANNING:**

1. Building Siting. Building siting must respect and relate to existing topography and vegetation to help ensure that structures blend with the surrounding landscape, rather than dominate it. Siting of all improvements shall consider visual and aesthetic impact, views and privacy, and should be designed to cause the least impact to the site. Existing trees should be preserved whenever possible. Design solutions will be specific to each site.

2. Site Plan. A topographic survey of the building site circle (showing site contours at two foot intervals) shall indicate: the site point; site circle boundary; adjacent roads; any existing improvements; any special features such as streams, ponds and trees; the proposed building footprint; and, any other proposed improvement(s) such as driveway, routing of utilities, sewage treatment systems, propane tank, and the like.

3. Staking. Before any request is approved, the location of the proposed building footprint, the centerline of the proposed driveway, and the location(s) of any other proposed improvement(s) must be staked for on-site viewing. Trees proposed to be removed must be flagged. Staking may be labeled for clarity.

**SITE RESTORATION AND LANDSCAPING:**

1. Grading. Grading and excavation requirements resulting from development shall be kept to a minimum and be designed to blend into the natural landscape. Extreme care shall be taken to avoid damage to existing trees and their root structures. Whenever possible, the use of existing roads and utility routing is encouraged to avoid new scars on the land.

2. Revegetation. Road, driveway and utility cuts, and all other excavations and site disturbances shall be restored and re-vegetated using the custom Trout Lake seed mix of native grasses and wildflowers (available from Greg Stob (970) 728-4223). Newly seeded areas should be protected from erosion through the use of mulch (wood chips, straw, etc.).

3. Landscaping. Any new plantings should be plants that are indigenous to the area and should be planted in natural looking groups. The use of native shrubs, aspen, spruce and/or fir trees is encouraged to help blend cabins into their surroundings. Ornamental plants and manicured or groomed yards are not appropriate.

**SITE IMPACT DEPOSIT:**

Prior to giving final approval, a Site Impact Deposit will be collected from the applicant to be held in escrow by the Trout Lake Owners Association. The deposit shall be refunded in full if, after final inspection by the Committee, it is found that the project conforms to the approved plans and that construction clean-up and site restoration have been completed in a satisfactory manner. (Projects on

the south side of the lake shall pay an additional amount equal to 14% of their deposit to the 'South Trout Lake Road Fund' to help repair construction vehicle damage to the south Trout Lake road.) A minimum deposit of \$500.00 is required for any project needing a building permit from the county. The formula to calculate the total dollar amount of the cash deposit is:

$$\text{SID} = \text{total square footage} \times \$1.50 + \text{running feet} \times \$1.50$$

Site Impact Deposit equals the total square footage of the project (including decks and septic systems) multiplied by one dollar fifty cents per square foot **PLUS** the total running feet of the underground utilities, driveway, etc. for the project multiplied by one dollar fifty cents per running foot.

### **CONSTRUCTION REGULATIONS:**

1. Location. All construction activity shall be contained on the site for which a building permit has been issued, unless specific approval in writing has been given.
2. Noise. Excessive construction noise shall be kept to a minimum and be confined to reasonable hours.
3. Trash. The Member shall be responsible for maintaining a clean construction site and for disposing of all construction waste. For new cabin construction or a major remodel, an on-site trash container (i.e. dumpster) shall be required.
4. Time Limit. Once commenced, construction should proceed with due diligence toward completion. Exterior construction and site clean-up and restoration **MUST** be completed within two (2) years of the issuance of a building permit.

### **BUILDING RESTRICTIONS:**

This is a summary; for full text, refer to Article II Section 3 of the Protective Covenants.

- single family dwelling only
- compliance with county building codes and requirements
- review of aesthetic impact of height, building footprint and total square footage to site and surroundings
- location and height of structure to preserve views of others
- no new construction within 100 feet of another cabin (without a variance)
- only one structure per site (no outbuildings or detached sheds) (all outhouses must be removed)
- maximum of 3500 square feet (may be less due to aesthetic impact and view preservation)
- maximum height of 30 feet (may be lower due to aesthetic impact and view preservation)
- no fences or driveway gates
- propane tanks to be underground (pre-existing above ground tanks must be screened from view)
- building materials: siding of wood and/or native stone;  
roofing of metal, wood or asphalt shingles, or other acceptable materials in compliance with county fire code
- exterior colors (**to blend into shadows**):
  - native stone left natural
  - wood siding darkish brown tone
  - roofs non-reflective black or dark brown
  - alternative materials and colors may be used if deemed by the DRC and the TLOA Board to better blend into the environment and surroundings of the site.
- all hard-wired light fixtures in areas visible from other cabins, shared roadways and common areas

must have the light source shielded from view.

## **APPROVAL PROCESS:**

The process for project approval is twofold: A. design review by the Design Committee resulting in a recommendation to approve or deny the project; and, B. official action by the Board of Trustees to approve or deny the project. **The authority to grant approval rests solely with the Board.**

Leadership of a project review shall be the responsibility of the DRC chairperson or one designated DRC member. This Project Leader shall be the sole spokesperson for all DRC communication directed to the Applicant who must be a TLOA Member in good standing and listed as an owner on the TLLC Stock Certificate for the Site under review

If more than one owner is listed on the TLLC Stock Certificate they shall appoint their own spokesperson. All DRC forms shall be signed by that spokesperson.

A written record of all communication between the Design Committee or Project Leader and the Applicant shall be kept.

All DRC decisions and recommendations shall be the action of at least a majority of the committee. This shall include plan review, site checks, advice to Applicant, Recommendation to Approve or Deny, and final Sign Off Recommendation and SID Refund.

### **A. DESIGN REVIEW by the Committee:**

1. Pre-review Meeting. Applicants for design review should have an informal meeting, either in person or by telephone, with the Committee Chairperson to familiarize themselves with the design review process and discuss their project.

2. Submittal and Fee. After the pre-review meeting, the applicant shall pay a design review fee and make a full submittal of neighbor comments, site plan, building plans, and samples of exterior materials and colors (see Design Review Checklist for details).

Color and finish samples of all exterior materials proposed for the structure shall be submitted with the application. For factory finishes on metal roofing or door and window cladding, manufacturer's color charts are acceptable. For any other materials and for field-applied finishes such as painted or stained wood siding, physical samples of the actual materials to be used shall be submitted.

3. Committee Review. The Committee will review the submittal to determine whether or not the proposed project is in compliance with the Protective Covenants of the Trout Lake Land Company and these Design Guidelines.

4. Site Visit. During the review process, the applicant shall have all on-site staking and flagging ready for viewing by the Committee. Be advised that this may delay design review if snow cover prohibits a reasonable site walk by the Committee.

5. Recommendation to Approve or Deny. After design review of the applicant's submittal, the Committee shall vote to recommend approval or denial of the project.

If the Committee finds the submittal to be complete and the applicant's request to be in compliance with the Protective Covenants and these Design Guidelines, it shall recommend in writing that the Board vote to approve the project.

The formal Recommendation to Approve shall include all specific restrictions and conditions of approval, and shall be signed by the Applicant as well as the DRC Chairperson and two Trustees (upon final approval.) Colored finish samples of all exterior materials as described above shall be presented to Trustees with plans, neighbor comments & Recommendation To Approve.

If the Committee finds the applicant's request to be out of compliance with the Protective Covenants or these Design Guidelines, it shall recommend in writing that the Board vote to deny the project, and shall state the reasons why.

**B. OFFICIAL ACTION by the Board of Trustees:**

1. Vote to Approve or Deny. No later than 45 days after receiving the recommendation of the Committee, the Board shall vote on the applicant's request for approval. The Design Committee will give a report and the Board will review the plans. The Board may either uphold or overturn the recommendation of the Committee.

2. Final Plan Approval. If the Board approves the project, the applicant shall execute a Site Impact Deposit Agreement and place a cash deposit in escrow with the Trout Lake Owners Association. The Board shall then give Final Plan Approval and stamp, sign and date the approved plans. Such approved plans may not be changed, modified or altered without written authorization from the Board and all work shall be done in accordance with the approved plans. The Board shall retain one (1) set of the applicant's approved plans.

Project approval is valid for two (2) years, unless prior to expiration, a building permit has been issued and construction has begun.

**FINAL SIGN-OFF AND DEPOSIT REFUND:**

**A. PROJECT MONITORING by the Committee:**

1. Project Monitoring. The Committee will monitor the project from time to time to ensure compliance with the approved plans and TLOA building regulations.

During the construction phase, the designated DRC Project Leader shall monitor the project. A monthly report shall be filed to both DRC and TLOA Trustees. A Trustee who serves on DRC will present the DRC reports at Board of Trustees meetings.

DRC shall offer instruction or advice only to the designated spokesperson as specified above. Each Applicant shall acquaint the General Contractor with the Trout Lake Managing Documents, and shall be responsible for the compliance with the Documents by his Contractor and Subcontractors,

2. Final Inspection and Recommendation to Refund or Retain Deposit. Upon substantial completion of the approved project, but not later than two (2) years after the issuance of a building permit, the Member shall notify the Committee to conduct a final on-site inspection. The Member shall submit to the Committee a copy of the certificate of occupancy or final building approval issued by the county.

If the Committee finds that the project conforms to the approved plans and that construction clean-up

and site restoration are satisfactory, it shall recommend in writing that the Board sign-off on the project and refund the Site Impact Deposit.

If the Committee finds the final inspection to be unsatisfactory, it shall recommend in writing that the Board deny a final sign-off and retain the Site Impact Deposit. The Committee shall state the reasons why and shall list what actions need to be taken to obtain a satisfactory final inspection.

**B. OFFICIAL ACTION by the Board of Trustees:**

1. Vote. At the first meeting of the Board after the final inspection, the Board shall act on the recommendation of the Committee. The Board may either uphold or overturn the recommendation of the Committee.
2. Refund of Site Impact Deposit. If the Board finds the final inspection to be satisfactory, it shall sign-off on the project and refund the Site Impact Deposit.
3. Retention of Site Impact Deposit. If the Board finds the final inspection to be unsatisfactory, it shall deny a final sign-off and retain the Site Impact Deposit until the final inspection is found to be satisfactory.

If, on or before ninety (90) days after having been given written notice of the deficiencies, the Member fails to initiate action that would result in a satisfactory final inspection, the Member shall forfeit the Site Impact Deposit. The Board may then cause such action to be taken and use the deposit to recover the costs so incurred.

**MINOR REQUESTS:**

A streamlined procedure will be used for minor requests (i.e. tree removal, TV dish, propane tank, exterior paint or stain, roofing, decks, hot tubs, etc.).

**DEFENSIBLE SPACE PLAN:**

Removal of vegetation around a dwelling for fire mitigation purposes is permitted when performed in compliance with a registered defensible space plan as defined in Colorado Statute # C.R.S. 38-33.3-106.5(1)(e). The full text of the Statute is available in the documents section of the TLOA website at <http://www.trout-lake.net>.

**DESIGN REVIEW SCHEDULE:**

The Committee will not hold pre-scheduled meetings, but will review projects as they are submitted by applicants. Be advised, however, that site staking of the project is a requirement of design review and this may delay final review if snow cover prohibits a reasonable site walk by the Committee.

**DESIGN REVIEW COMMITTEE:**

Please see the DRC page on our website for the current membership of the committee and contact information:  
[www.trout-lake.net](http://www.trout-lake.net)

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