



PROJECT DESIGN STANDARDS MANUAL



Part V of the Policies, Procedures, Rules and Regulations of Woodmoor Improvement Association

Policies, Procedures, Rules and Regulations, Part V
Revised March 14, 2023, Effective March 22, 2023

CONTENTS

PREFACE..... iii

INTRODUCTIONiv

DISCLAIMER.....v

CHAPTER 1 – AUTHORITY1

CHAPTER 2 – RESPONSIBILITIES3

CHAPTER 3 – NEW CONSTRUCTION PROJECT PROCEDURES.....7

CHAPTER 4 – MAJOR MODIFICATION PROJECT PROCEDURES.....14

CHAPTER 5 – MISCELLANEOUS PROJECT PROCEDURES16

CHAPTER 6 – PROJECT FEES18

CHAPTER 7 – DESIGN & CONSTRUCTION REQUIREMENTS19

CHAPTER 8 – REFERENCES FOR SPECIAL CIRCUMSTANCES.....39

GLOSSARY40

APPENDIX A – APPLICATION FOR NEW CONSTRUCTION PROJECT44

APPENDIX B – APPLICATION FOR MAJOR MODIFICATION PROJECT45

APPENDIX C – APPLICATION FOR MISCELLANEOUS PROJECT46

APPENDIX D – CHANGE APPLICATION FORM.....47

APPENDIX E – CONSTRUCTION COMPLIANCE AGREEMENT PAGE 148

APPENDIX E (CONT’D) – CONSTRUCTION COMPLIANCE AGREEMENT PAGE 2.....49

APPENDIX F – APPLICATION FOR LANDSCAPING50

APPENDIX G – ANTENNA REGISTRATION FORM51

APPENDIX H - REF DOC FOR FIREWISE CONSTR’N & DEFENSIBLE SPACE52

INDEX.....53

PREFACE

- I.** This *Project Design Standards Manual* (hereafter “PDSM”) revision, approved by a resolution of the Woodmoor Improvement Association (hereafter “WIA”) Board of Directors (hereafter “BOD”), governs any approval, disapproval, or other action taken by the Architectural Control Committee (hereafter “ACC”). Any existing building or improvement which was approved under the previous versions of these standards shall remain approved; however, any modifications, additions, re-painting, re-roofing, and/or other changes to an existing building structure or lot shall be bound by the PDSM provisions in effect at the time approval is requested. Any existing building or improvement which was not approved under the previous versions or otherwise violates the Covenants shall require correction and approval under the Covenants and these standards, if applicable.

Note: Any gender references to “he”, “his”, or “him” are used in a generic sense, and are intended to apply equally to “she”, “hers”, or “her”.

- II.** Changes to this manual may be initiated at either an ACC or a WIA BOD meeting as follows:
- A. In general, any Woodmoor lot owner may *recommend* a change by presenting the recommended change at either a WIA BOD meeting or an ACC meeting. Any member of the WIA BOD or the ACC may then submit the recommended change via motion in accordance with the procedures as stated below:
1. A motion may be made by an ACC member during a regularly scheduled ACC meeting. If the motion passes, the motion becomes a Formal Proposed Change, which the ACC Chairman should then present at the next WIA BOD meeting.
 2. A motion may be made by a WIA Board member during a regularly scheduled WIA BOD meeting.
- B. Formal Proposed Changes should be announced on the WIA website (www.woodmoor.org) at least five (5) days preceding the regularly scheduled WIA BOD meeting. Amendments to the Formal Proposed Change shall not require re-publication of the Formal Proposed Change.
- C. A Formal Proposed Change, if approved by vote of the WIA BOD, shall become an Approved Change and shall be effective immediately, unless stated otherwise as part of the Formal Proposed Change.
- D. Once approved, all Approved Changes should be announced in the WIA newsletter and published on the WIA website.

Note: ACC approval of project application packets does not ensure design adequacy, construction quality, contractor performance, or compliance with applicable governmental codes. Thorough preparation and pre-submittal coordination are essential. The ACC does not undertake to rework unacceptable proposals. It is, therefore, necessary for the Owner/Owner’s Agent to ensure the application packet is complete before it is submitted for ACC consideration.

INTRODUCTION

- I.** The PDSM has been prepared in accordance with Woodmoor’s governing documents and Colorado state law. Woodmoor was established in the early 1960s. It is a community of custom homes nestled in a mix of forest and prairie along the Front Range, north of Colorado Springs, and east of Monument and I-25. Through the years, the WIA has enhanced the overall character of the community by maintaining high standards of design, construction, landscaping, and wildfire mitigation that protect property values and the environment. The WIA BOD maintains and enforces the *Covenants and the Policies, Procedures, Rules and Regulations (the “Rules and Regulations”)*, to include the PDSM. This manual provides rules and regulations that govern the construction or modification of a principle residence and its surrounding property/lot and other improvements and installations on the property/lot.

- II.** In addition, the WIA, through the ACC, may assist, in its sole discretion, the lot Owner/Owner’s Agent in matters that may not be covered in this publication. A lot Owner/Owner’s Agent must submit an application packet to the ACC Administrator (hereafter “ACC Admin”) *prior* to initiating construction or modification of a principle residence and any other improvement or installation on the surrounding property/lot. Please contact the ACC Admin for further guidance at (719) 488-2693 or visit the WIA office located at 1691 Woodmoor Drive, Monument, CO 80132.

DISCLAIMER

- I. THE WIA AND ITS ACC ARE PRIMARILY CONCERNED WITH THE LOCATION, HEIGHT, FLOOR AREA, AND EXTERIOR APPEARANCE OF THE STRUCTURES ON THE LOT, ALONG WITH OTHER INSTALLATIONS AND/OR IMPROVEMENTS TO THE LOT. THE WIA AND ITS ACC ARE NOT CONCERNED WITH THE INTERIOR PLAN OF THE BUILDING. ADHERENCE TO EL PASO COUNTY REGIONAL BUILDING CODES, AND RELATED SAFETY AND QUALITY REQUIREMENTS ARE ENFORCED BY LEGALLY APPOINTED COUNTY BUILDING INSPECTORS, AND NOT BY THE WIA. OWNERS/OWNER’S AGENTS MUST COMPLY WITH THESE REQUIREMENTS.**

- II. IT IS THE LOT OWNER/OWNER’S AGENT’S RESPONSIBILITY TO ENSURE COMPLIANCE WITH THE WIA PDSM AND APPLICABLE CONSTRUCTION LAWS, RULES, REGULATIONS AND STANDARDS. PERSONS/ENTITIES CONTRACTED TO PERFORM IMPROVEMENTS OR MODIFICATIONS TO THE LOT ARE RESPONSIBLE TO THE LOT OWNER/OWNER’S AGENT TO FOLLOW THESE STANDARDS. THE LOT OWNER/OWNER’S AGENT IS RESPONSIBLE FOR ANY VIOLATION OR OMISSION ON THE PART OF PERSONS OR ENTITIES CONTRACTED TO PERFORM ANY OF THESE OPERATIONS ON THE LOT.**

- III. APPROVAL OF ANY BUILDING MATERIALS FOR USE WITHIN WOODMOOR DOES NOT CONSTITUTE A RECOMMENDATION FOR SUCH USE OR A WARRANTY OF QUALITY, IMPLIED OR OTHERWISE, BY THE ACC. WHILE THE WIA STAFF AND VOLUNTEERS EXERCISE REASONABLE EFFORTS TO CONSISTENTLY AND FAIRLY INTERPRET AND APPLY THESE PROJECT DESIGN STANDARDS, THE WIA DOES NOT ASSUME ANY RESPONSIBILITY FOR A BUILDER’S OR OWNER’S/OWNER’S AGENT’S FAILURE TO COMPLY WITH THESE PROJECT DESIGN STANDARDS, THE COVENANTS, OR ANY OTHER WOODMOOR RULE OR REGULATION.**

Note: Hard copies of the PDSM are available from the WIA Office or by mail or phone request at: Woodmoor Improvement Association; 1691 Woodmoor Dr., Monument, Colorado 80132. Phone: (719) 488-2693; The PDSM can also be found on the WIA website at www.woodmoor.org.

CHAPTER 1 – AUTHORITY

The PDSM establishes requirements for new construction, major modifications, and miscellaneous projects, as well as tree removal and landscaping. The authority for this document is derived from the following:

I. GOVERNING DOCUMENTS

- A. Applicable Woodmoor Corporation *Declarations of Covenants, Conditions, and Restrictions* and amendments thereto (hereafter referred to as the “Covenants”).
- B. Amended *Articles of Incorporation and By-laws* of the WIA.
- C. The WIA’s Rules and Regulations (including the PDSM) and any decisions or resolutions of the WIA’s BOD.
- D. Applicable provisions of Colorado or Federal statutes.

Note: Reference to the above Governing Documents shall include any and all amendments whether existing or adopted in the future. The Colorado courts have confirmed that WIA has the authority to establish and enforce standards and interpretations of the Covenants. The WIA seeks to enforce the specific provisions of the Covenants, but interpretations of the Covenants and changes to the PDSM may be requested through the appropriate process.

II. THE ARCHITECTURAL CONTROL COMMITTEE (ACC)

- A. The ACC is designated the WIA’s agent to exercise the aforementioned authority, enforce standards and procedures, and furnish pertinent interpretation of the same to the WIA BOD, when required. These responsibilities are delegated to the ACC, subject to appeal to the final authority of the WIA BOD. The Chairperson of the ACC is an elected member of, or appointed by, the WIA BOD. The Director of the ACC shall be a member of the ACC. The WIA BOD approves the appointment of the ACC members on an annual basis at the BOD reorganization meeting.
 1. Prospective committee members are required to attend three ACC meetings as an observer, *prior* to being recommended to the WIA Board for voting membership by the ACC chairman.
 2. An ACC voting member must attend at least one scheduled ACC meeting in any consecutive two-month period to retain voting member rights. The Chairman may excuse a series of absences due to extenuating circumstances.
 3. Each ACC member must sign the WIA/ACC Conflict of Interest Statement form, which shall be kept on file at the WIA business office.
- B. Subject to the provisions of this Governing Documents, the WIA BOD gives the ACC authority to:
 1. Render decisions that apply the Covenants to new construction, major modifications, miscellaneous projects, tree removal and landscaping.
 2. Render decisions with regard to application of the PDSM.
 3. Render decisions using WIA’s Rules and Regulations, where applicable.
 4. Approve waivers, not in conflict with the Covenants (excluding setback waivers) which are in

Policies, Procedures, Rules and Regulations, Part V
Revised: March 14, 2023 Effective: March 22, 2023

conformance with the intent of the PDSM.

5. Monitor ACC Admin activities regarding construction, landscaping, and conformance to established standards within WIA.
 6. Recommend enforcement actions to the WIA BOD to obtain compliance with the PDSM.
- C. The WIA BOD retains the right to enact policies with regard to ACC responsibilities, to revoke or revise said policies, and to hear and act on appeals of ACC decisions.

CHAPTER 2 – RESPONSIBILITIES

This chapter describes the responsibilities of each party involved in a typical project application process.

I. WIA OFFICE STAFF

The WIA office staff should provide lot Owners/Owner's Agents with the following services:

- A. Receive application packets for approval of construction and/or landscaping plans from applicants and any revisions thereof.
- B. Forward all originals and revised plans to the ACC Admin for review *prior* to scheduling them for review by the ACC.
- C. Receive all filing fees and compliance fees in connection with an application packet, and disburse any refundable fees authorized by the ACC.
- D. Notify adjacent lot Owners/Owner's Agents of proposed construction.

II. ACC ADMINISTRATOR

The ACC Admin should, at the direction of the ACC, perform the following functions:

- A. Review each construction application packet for completeness, report findings to the ACC, and schedule application packets for ACC review.
- B. Perform on-site reviews with the Owner/Owner's Agent as required, and hold meetings with the Owner/Owner's Agent, at no cost to the Owner/Owner's Agent, in advance of submitting plans for approval.
- C. Review approved projects for compliance throughout the construction and landscaping process, assist the Owner/Owner's Agent by providing guidance on WIA standards, and serve as a communication link between the Owner/Owner's Agent and the ACC.
- D. Review foundation forms on-site *prior* to the placement of concrete footings or foundations.
- E. Observe ongoing construction to check conformity with approved project application packet and WIA standards.
- F. Perform appropriate final construction and landscape review.
- G. Receive, and when appropriate, approve project application packets and routine Change Applications authorized by the ACC, refer to the ACC any Change Applications beyond approval authority, and ensure that approved changes conform to the PDSM.

III. ARCHITECTURAL CONTROL COMMITTEE (ACC)

The ACC should perform the following functions:

- A. Evaluate applications for new construction, major modifications, and miscellaneous projects to ensure compliance with WIA standards, with special consideration given to:
 1. Contribution and enhancement to the community in style
 2. Compatibility with surrounding structures and environment
 3. Conformance to the standards set forth herein, by and for the community

4. Protection of property values
- B. Ensure compliance with WIA Covenants and the Rules and Regulations (including the PDSM) by:
 1. Approving or disapproving construction and landscaping application packets.
 2. Approving or disapproving return of project compliance fees.
 3. Retaining fees for non-compliance with governing documents.
- C. Recommend annually to WIA BOD which project types and routine Change Applications that the ACC Admin may approve without ACC review.
- D. Delegate annually review of all tree removal requests and firewise lot evaluations, as they pertain to project application packets, to the Director of Forestry. The Director of Forestry's review should result in recommendations to the ACC which should be considered as part of the project application packet review.
- E. Delegate annually review of all applications to operate a business in a home to the Director of Covenants at regularly scheduled Covenant Hearings.

IV. WIA BOARD OF DIRECTORS (BOD)

The WIA BOD should perform the following functions:

- A. Exercise discretion over the design review process and establish rules and regulations.
- B. Establish requisite fees for project application packets and publications.
- C. Serve as arbiter on behalf of the WIA with respect to appeals concerning ACC decisions.
- D. Levy fines and retain fees for non-compliance with the Covenants and the Rules and Regulations (including the PDSM and any agreements).

V. OWNER/OWNER'S AGENT

The Owner/Owner's Agent shall:

- A. Be familiar with, and ensure contractors and sub-contractors comply with the Woodmoor Covenants, the WIA Rules and Regulations, including the PDSM, and applicable laws and building codes.
- B. Select a building design that is appropriate for the lot (i.e. avoid adapting a lot to a building design through extensive grading, cut or fill).
- C. Prepare and submit to the ACC a completed project application packet.
- D. Obtain all required permits and approvals for new construction projects, including, **but not limited to** the following:
 1. El Paso County/Pikes Peak Regional Building Department permits
 2. Utility connections, including water and sewer (i.e. Woodmoor Water & Sanitation District), gas, electric, etc.
 3. Fire District permit
 4. Driveway access permit
- E. Accurately stake and mark lot property lines on all sides of the lot *prior* to construction. Provide a clear line of sight from the property line to the foundation. Maintain lot property line markers during construction.

- F. Verify footings and foundation locations for conformance with approved project application packet, and request an ACC Admin inspection two (2) days *prior* to concrete placement.
- G. *In the event that new construction plans have been stamped "Survey Required" by the ACC*, provide a certified survey, performed by a licensed land surveyor, showing, at a minimum, the location of the foundation walls with respect to each property line.
- H. Ensure that contractors and sub-contractors comply with the PDSM, to include the following:
1. Concrete Washout - Concrete cleanout/washout materials may only be placed into excavated foundations or garage pad areas, or in a lined temporary concrete washout. No other locations on the lot or elsewhere in Woodmoor are allowed for this use. Dumping of any kind in or along public roadways is strictly prohibited.
 2. Construction Debris - Construction debris and other trash shall be confined to trash collection bins on the lot. Trash and tree slash shall be removed from the lot during the construction period to minimize unsightliness.
 3. Building Material Storage - Building materials, soil and debris shall be confined within the property lines and within the designated "disturbed area".
 4. Sanitation Facilities - Sanitation facilities shall be provided on the lot during construction.
 5. Construction Noise - Noise-producing construction on any lot, regardless of size, shall be restricted to the following times: 7:00 a.m. (12 noon on Sunday or legal holidays) to 7:00 p.m. Unnecessary noises, such as loud radios, are prohibited.
 6. Animals - Dogs or other pets shall not run loose on the lot.
 7. Traffic/Parking - Traffic shall be confined to the lot on which the project is being built and to the adjoining road. All parking shall be on one side of the street, and shall not block access to other lots or mailboxes in the area. Parking in blind spots or other potentially hazardous sections of streets is prohibited.
 8. Adjacent Lots - If parking on neighboring lots or encroaching on neighboring lots for utility service is planned, advance written permission shall be obtained from the Owner/Owner's Agent of the neighboring lots, and filed with the ACC Admin. If access to a neighboring lot in a utility easement is planned, that Owner/Owner's Agent shall be notified in writing, and a copy of the notification shall be filed with the ACC Admin. Repairs for any damage caused by a contractor or sub-contractor to surrounding lots, or to Woodmoor common areas, shall be the responsibility of the Owner/Owner's Agent.
 9. Off-Site Excavation - All excavation in public streets or common access areas shall be filled and compacted within 24 hours. Any subsequent settlement shall be filled within the following 24 hours. Permanent pavement repairs must be completed within one (1) month of excavation.
- I. Ensure construction and landscaping are in accordance with approved project application packet. All changes affecting exterior appearance must be approved, in writing via a Change Application, by the ACC Admin or the ACC before the changes are incorporated into the project.
- J. Ensure New Construction, Major Modification, or Miscellaneous Project construction is completed within the

required time period, per the ACC approved project application packet, or obtain an extension from the ACC before the approved project completion date expires.

- K. Call for a final inspection of the project before expiration of the project completion date, as stated in the ACC-approved project application packet.

CHAPTER 3 – NEW CONSTRUCTION PROJECT PROCEDURES

This chapter describes the process for executing a New Construction Project lifecycle.

Note: New Construction projects typically require an El Paso County Building Permit

I. PLANNING PHASE (PRIOR TO SUBMITTING APPLICATION PACKET)

- A. The Owner/Owner’s Agent must comply with the WIA Covenants and PDSM.
- B. A preliminary meeting with the ACC Admin is required.
- C. It is the Owner’s/Owner’s Agent’s responsibility to accurately stake the lot **BEFORE** submitting an application packet to the ACC. The staking must clearly identify the following:
 1. Property corners and property lines. Note: if property lines are curved, provide sufficient additional staking to give an accurate representation of curved lines.
 2. Foundation corners. Note: where overhangs, decks, or other structural elements are planned within two (2) feet of any setback lines, additional staking must be placed to clearly demonstrate the distance of the structural element from the setback lines. In this case, the ACC may require a certified survey by a licensed land surveyor to confirm distances from setbacks or to address other concerns.
 3. Driveway and parking area boundaries.
 4. All standard dimension trees proposed for removal (identified by flagging tied around each tree).

II. SUBMITTING A NEW CONSTRUCTION PROJECT APPLICATION PACKET

- A. The Owner/Owner’s Agent must complete an ACC New Construction project application packet, including all pertinent information. Two (2) hard copies and one (1) electronic copy (on CD or similar electronic media) shall be submitted. An emailed submittal is acceptable, but must contain the *complete* application packet with all required drawings attached, etc. The application packet must clearly communicate the intended work and how the lot shall be affected. The ACC’s procedure is not to rework application details during an ACC meeting. No part of the application should be left blank; if a section is not applicable it should be annotated accordingly (i.e. “N/A”). The Owner/Owner’s Agent must ensure the project application packet is complete. Acceptance of the project application packet by the ACC Admin does not imply the application packet shall be approved by the ACC. The following must be included with the project application form, and comprises the “application packet”:
 1. Site Plan - A site plan at one (1) inch = twenty (20) foot scale or larger, typically based on a certified survey performed by a licensed land surveyor. Site plan must, at a minimum, indicate the following:
 - a) Vicinity Map - Vicinity Map including the following (any scale that provides the information accurately and legibly is acceptable):
 - (1) Streets within a quarter mile of lot
 - (2) Location of lot within Woodmoor
 - (3) Outline of adjacent lots, including lots across the street(s) from the lot, and any adjacent common areas

- b) Area Identification - *Dotted* line(s) identifying the limits of land within the lot that shall be disturbed by the proposed project (labeled “Disturbed Area”), areas to be used for temporary access during construction (labeled “Temporary Access”), material and excavation storage areas (labeled “Storage”), and front, rear and side setbacks (labeled accordingly with distance - in feet - from the property line).
 - c) Common Areas Impact - Clear identification of any common area use that is required to support the project. Note: an approved “Application for Common Area Use” form must be included with the project application packet. This form is available from the WIA office. (For rules regarding Common Area use, see Chapter 7, Section XIV).
 - d) Existing Contours - *Light, dashed* lines indicating the natural, existing contours of the lot topography in two (2) foot intervals.
 - e) Proposed Contours - *Bold, solid* lines indicating all proposed finished grade contours within the disturbed area in two (2) foot intervals.
 - f) Terracing/Retaining - All proposed terracing and retaining walls.
 - g) Drainage - All existing and proposed drainage swales, ditches, culverts, and french drains, showing direction of flow from the lot.
 - h) Structure Location - The location of buildings, roof overhangs, cantilevers, patios, decks, trash enclosures, air conditioner condensers, outside tanks, fences, walls, walks, pathways, signs, gazebos, playground equipment, and any other structures – planned or existing.
 - i) Access - The boundary of vehicular access areas (permanent and temporary) on the lot, including driveways, turn-arounds, and parking areas. Indicate type of finished surface for each area.
 - j) Trees – Trees and other vegetation location and identification, including identification of all Standard Dimension Trees (see Glossary, “Standard Dimension Tree” for definition) proposed for removal.
 - k) Finished Floor Elevation - The reference elevation of the finished floor level at each level of the building, including the garage.
 - l) Benchmark Elevation - The location and elevation of the reference benchmark on, or adjacent to the lot. This reference must be protected and accessible to the ACC Admin for the entire duration of the project.
2. Floor Plans - Floor Plans of all proposed structures at one-quarter (1/4) inch = one (1) foot scale.
 3. Sections – A minimum of one (1) architectural cross-section through the structure from front to rear. Cross sections shall be drawn at one-quarter (1/4) inch = one (1) foot scale. All cross sections shall include vertical dimensions from one floor to another, and clearly identify the roof peaks and roof elevations.
 4. Elevations - Exterior elevations drawn at one-quarter (1/4) inch = one (1) foot scale showing all sides of the structure. Indicate all proposed finish materials for exterior surfaces. Indicate existing grade at the structure perimeter in a light, dashed line, and proposed finished grade at the structure in a bold, solid line.

5. Landscaping Plan - Landscaping plan drawn at one (1) inch = twenty (20) foot scale or larger. (See Chapter 7, Section VIII)
6. Modular Plans – In the event that modular buildings are proposed, all modular or pre-manufactured structures shall be clearly identified, including the word “MODULAR” in bold letters no less than one-half (½) inch high on each page of the applicable drawings. Additionally, one copy of the manufacturer’s publication for the proposed construction, including the manufacturer or local distributor name, address, and phone number, must be included.

III. APPROVAL PHASE

- A. The approval phase begins once the ACC Admin receives a completed New Construction Project Application packet from the Owner/Owner’s Agent. **The application packet must be received a minimum of two (2) weeks prior to a scheduled ACC meeting to be considered.**
- B. The Owner/Owner’s Agent must submit all supporting documents pertinent to the application packet to the ACC Admin, with payment for applicable administrative and compliance fees.
- C. Upon receipt of the completed application packet, the ACC Admin should:
 1. Send a project notification to Owner/Owner’s Agents of adjacent lots. Lot Owner/Owner’s Agents may submit either written comments to the ACC, or attend an ACC meeting to present their PDSM-related concerns on the proposed project. Lot Owners/Owner’s Agents may review proposed project plans in the WIA office any time *prior* to the ACC meeting. Phone comments shall not be accepted. Comments received after the ACC decision shall not be considered.
 2. Notify the Owner/Owner’s Agent when the ACC meeting date is scheduled for consideration of the Project Application packet. The Owner/Owner’s Agent is strongly encouraged to attend the ACC meeting to clarify or resolve any questions ACC members may have pertaining to the project.
 3. Provide a Notice Sign and a stake for posting at the lot of the proposed project. This paper sign is available with no return obligation, but it is not weather-durable. It must be mounted on a suitable support structure, and maintained for legibility. The sign shall not be mounted on a tree. The sign shall be prominently displayed on the lot of the proposed project, and be clearly visible from the street that shall be the project’s permanent address when the project is complete. The sign shall be posted at the lot for at least seven days before the scheduled ACC meeting. The ACC Admin shall visit the lot of the proposed project to verify the sign is posted in compliance with these Standards.
 4. Review the application packet and inspect the staked lot *prior* to the scheduled ACC meeting. The Owner/Owner’s Agent must accompany the ACC Admin on this visit.
- D. The ACC’s primary concern is to ensure the project plans comply with Woodmoor Covenants and the PDSM. Any concerns from residents that are presented during the meeting within the scope of the Woodmoor Covenants and the PDSM should be considered.
- E. Project Application plans may be stamped “SURVEY REQUIRED” if the proposed new construction is located

two (2) feet or less from the setback lines on one or more sides, or if there are other exceptional circumstances involved. In this case, a certified survey by a licensed land surveyor, certifying the location of the footers and/or addressing other ACC concerns, must be provided to the ACC for review *prior* to placing the concrete for the footers/foundation walls. Note: an Improvement Location Certificate (ILC) shall not be accepted.

- F. If the project application packet is approved, the ACC Admin should return to the Owner/Owner's Agent up to two (2) hard copies of the approved project application packet, stamped "approved". The Owner/Owner's Agent may then proceed with the project as approved, but must comply with any conditions or requirements and must await any further action by the BOD.
- G. If the project application packet is disapproved, the ACC Admin should return to the Owner/Owner's Agent up to two (2) hard copies of the application packet, stamped "disapproved". The Owner/Owner's Agent may then request return of the applicable compliance fees and any refundable admin fees.
- H. A disapproved application packet may be revised and resubmitted to the ACC Admin within sixty (60) days of the original submittal date or a date negotiated between the Owner/Owner's Agent and the ACC Admin, without incurring additional application fees, unless any fees have been previously refunded for the project. It is the Owner/Owner's Agent's responsibility to revise plans in accordance with specific requirements established by the WIA Covenants, the Rules and Regulations, and the ACC. If a disapproved project application packet has not been revised and resubmitted to the ACC Admin within the required timeframe, the ACC Admin should refund all applicable fees to the Owner/Owner's Agent.
- I. Any ACC decision may be appealed by the Owner/Owner's Agent or any adjacent lot owner, in writing, to the WIA BOD within fourteen (14) days of the Owner/Owner Agent notification. In the case of an appeal, construction shall not begin until the WIA BOD has rendered a decision.
- J. If an application packet is not approved or disapproved within twenty-nine (29) calendar days of the date that the completed project application packet is submitted to the ACC (this is not the date it was submitted to the ACC Admin), **the application packet is automatically deemed to be disapproved.** The ACC Admin should annotate the submittal date on all copies of the application form. Note: this submittal date is the date the ACC Admin identifies as the first scheduled ACC project review date.

IV. CONSTRUCTION PHASE

- A. This phase starts after the ACC or the WIA BOD approves the project application packet. NO CONSTRUCTION SHALL START UNTIL AFTER THE REQUIRED APPROVALS ARE FINALLY OBTAINED IN WRITING. COMMENCEMENT OF ANY CONSTRUCTION PRIOR TO FINAL APPROVAL IS A VIOLATION OF THE COVENANTS AND THE RULES AND REGULATIONS, INCLUDING THE PDMS. This phase ends when construction and landscaping have been completed per the ACC-approved project application packet, and all requirements of the application packet are fulfilled.
- B. The Owner/Owner's Agent must comply with the following time limits:
 - 1. Construction must be completed within one (1) year after project approval.

2. Landscaping must be completed within eighteen (18) months after project approval. Suitable landscaping and satisfactory restoration of all disturbed areas and drainage patterns are basic requirements of any project. (See Chapter 7, Section VIII for landscaping recommendations.)
3. An extension may be granted by the ACC upon formal request from the Owner/Owner's Agent. The extension request must be received by the ACC Admin *prior* to the completion deadline. Justification must demonstrate conditions clearly beyond the anticipation and control of the Owner/Owner's Agent, and that a conscientious effort was made to complete the project in a timely manner.
4. If stated or approved extension timelines are not met, twenty per cent (20%) of the compliance fee is subject to forfeiture for every thirty (30) days the project remains incomplete. If the compliance fee is exhausted, the matter should be referred to the WIA Director of Covenants for additional action.
5. Construction hours are Monday thru Saturday 7AM to 7PM. Sundays and Federal holidays Noon to 6PM. No construction activity is allowed on Thanksgiving Day and Christmas Day. Verified violations of construction work hours can result in progressive fines/forfeitures of the construction compliance deposit at the discretion of the ACC and the ACC Administrator.

C. Foundations and Footings

1. The ACC Admin should inspect the footer forms when they are sufficiently complete to establish the shortest distance from the footer to all property lines. Concrete footers must be inspected by the ACC Admin *prior* to concrete being placed. The Owner/Owner's Agent must notify the ACC Admin of concrete placement two (2) days in advance. The ACC Admin should confirm that the location is consistent with the approved project application packet. If the ACC Admin is not notified for inspection of footers *prior* to concrete placement, 50% of the compliance fee shall be forfeited.
2. If concrete for the footers is planned to be placed on multiple dates, the provisions of this section shall apply to the first placement date AND any subsequent placement dates, as determined by the ACC Admin. This is necessary to ensure that the ACC Admin has the opportunity to verify all footer locations.
3. If footers are not used in the foundation system, then the provisions of this section apply to the foundation walls, or whatever foundation system is initially placed on the lot, for the permanent location of the structure.
4. The Owner/Owner's Agent must ensure property line markers are not obscured during footer inspection. This includes ensuring that excavation material does not prevent an accurate determination of property lines and does not impede any measuring from property lines to the proposed structure. The Owner/Owner's Agent is encouraged to provide stakes or other devices to make compliance readily apparent to the ACC Admin.
5. The ACC Admin should document the results of the site visit; specifically noting whether the forms are located consistent with the approved project application packet, or if an accurate determination of the form location was not possible because of obstructions, obscured property lines, or other causes.
6. If the ACC Admin's examination of the footer or foundation placement cannot verify that placement of

the structure on the lot is in accordance with the ACC-approved project application packet, the Owner/Owner's Agent shall be at risk of having to remove any work that is not located or constructed per the approved project application packet.

7. Approved project plans marked "SURVEY REQUIRED" by the ACC shall have the structure location certified by a licensed land surveyor. The Owner/Owner's Agent must ensure the surveyor provides a Land Survey directly to the ACC Admin that:
 - a) Certifies the structure location is in accordance with ACC-approved project application packet, in which case the Owner/Owner's Agent may proceed with placing all foundation walls without delay, or
 - b) Provides details of how the structure deviates from the ACC-approved project application packet.
- D. The Owner/Owner's Agent must obtain a Change Application Form, signed by both the Owner/Owner's Agent and the ACC Admin, for any proposed exterior changes to the approved project application packet, *prior* to implementation of any changes. The ACC Admin should take one of the following actions on Change Application Forms:
 1. Grant immediate approval.
 2. Advise the Owner/Owner's Agent that the changes are extensive, and require ACC review before approval. In this case, the ACC Admin should notify the Owner/Owner's Agent of approval status within ten calendar days of submission of the Change Application Form.
- E. The Owner/Owner's Agent is responsible for ensuring that standards for orderliness and cleanliness on the lot, as well as other responsibilities outlined in the Responsibilities chapter of this document, are observed throughout all phases of construction. (See Chapter 2, Section V)
- F. The Owner/Owner's Agent shall grant the ACC Admin full access to the lot to verify project compliance until the project is complete.
- G. The standards for drainage control are listed in Chapter 7, Section IV. Lot Owner/Owner's Agents are solely responsible for controlling drainage from their lot during and after construction. As part of the overall construction approval and compliance process, drainage may be monitored by the ACC Admin. If the Owner/Owner's Agent fails to adequately correct drainage problems, the ACC may withhold construction compliance fees, but the WIA shall have no responsibility or liability for any damage or erosion problems.
- H. An enclosed storage container for storing contractor's construction tools and materials may be kept on a lot until the structure is framed and enclosed, with the following conditions:
 1. The unit is no larger than one-hundred (100) square feet in footprint and no more than six (6) feet high from floor to ceiling.
 2. The unit may be kept on the lot no more than 120 days, unless extended by the ACC Admin
 3. The unit must be placed within the designated disturbed areas.
 4. The unit shall be used for storage only. Habitation or office use is not allowed.
 5. The unit must be enclosed, locked and secured when contractors are not on-site.

6. Vandalism, graffiti or other unsightly conditions must be remedied immediately.

V. COMPLETION PHASE

- A. The completion phase begins when either the Owner/Owner's Agent or the ACC Admin requests a Final Project Review. The ACC Admin shall conduct this review.
- B. The Final Project Review should be conducted when the project is completed in accordance with the approved project plans. The ACC Admin reserves the right to initiate a Final Project Review if the Owner/Owner's Agent has not requested a review by the approved project expiration date.
- C. During the Final Project Review site visit, the ACC Admin should verify the following:
 1. Exterior finishes and all components of the approved project plans are complete and compliant
 2. Lot is clear of construction debris
 3. Final grading is completed
 4. Landscaping meets PDSM requirements
 5. Any deviations from approved project plans were approved via Change Application Form, *prior* to implementation.
- D. The ACC Admin should give a Final Project Review report to the ACC.
- E. If the ACC authorizes a refund, the compliance fees should be refunded in the amount directed by the ACC to the person(s) who originally submitted the fees. Any change in recipient of the refund shall require a notarized letter to the ACC Admin from the person(s) who submitted the fees designating the new recipient. Any refund of the compliance fee may also be rolled over for use towards the required landscaping compliance fee.
- F. Any unapproved project changes shall be grounds for withholding a portion of, or the entire compliance fee, and may also result in Covenant violation action.
- G. After the ACC has approved a refund of any or all of a compliance fee (construction, landscape or other), the ACC Admin should notify the Owner/Owner's Agent when the refund is available. Any refundable compliance fee not claimed by the Owner/Owner's Agent within twelve (12) months of the refund approval date shall be considered abandoned and shall be retained by the WIA.
- H. If the WIA Office receives a request for an HOA Statement on behalf of a prospective buyer before final construction and/or landscape compliance has been determined, the HOA Statement may note any incomplete requirements and outstanding compliance issues.

CHAPTER 4 – MAJOR MODIFICATION PROJECT PROCEDURES

This chapter describes the complete process for executing a Major Modification Project lifecycle.

Note: Most Major Modification projects require an El Paso County Building Permit.

I. QUALIFYING PROJECTS

The following project types are considered Major Modification Projects:

- A. **ADDING SQUARE FOOTAGE TO AN EXISTING RESIDENCE (INCLUDING GARAGE)** - Adding floor space, in any quantity, by altering an exterior surface of the structure, is considered a major modification. Increasing the volume of the principle residence *without* altering an exterior surface or increasing the floor space, is not considered a major modification.

- B. **CREATING AN EXTERIOR ENCLOSURE** - Enclosing an existing deck or patio or other element is considered a Major Modification. Enclosing areas under decks or stairways to create a secured outdoor storage area with no access to the principle residence interior from the enclosed storage area, and with no windows in the enclosed storage area, is not considered a major modification.

- C. **ADDING TO OR ALTERING AN EXISTING ROOFLINE** - Roof alteration is considered a Major Modification, since it has the potential to change the principle residence height, which is strictly controlled by WIA Covenants. However, installing a skylight in an existing roof, or adding a roof fan or exhaust stack does not, in itself, constitute a Major Modification. Such a project is a Major Modification when a structural portion of the roof is altered, or a change in the existing roofline is made. If a roof is added over an existing front entry, deck, or patio, it is considered a Miscellaneous Project, as long as it does not alter the main roof line.

- D. **ADDING AN ANCILLARY BUILDING** - An ancillary building shall not exceed 530 square feet in area. Such buildings shall comply with the same standards that apply to the principle residence on the lot regarding setbacks. Exterior finish materials, colors, roofing, and roof pitch shall closely match those of the existing structure. Architectural accents on the existing structure shall be repeated on the ancillary building to reflect coordinated construction. The ancillary building shall not be used for living quarters or an office.

- II. PLANNING PHASE (*PRIOR TO SUBMITTING PROJECT APPLICATION PACKET*)**
(Identical to New Construction. See Chapter 3, Section I)

- III. SUBMITTING A MAJOR MODIFICATION PROJECT APPLICATION PACKET**
(Identical to New Construction. See Chapter 3, Section II)

- IV. APPROVAL PHASE**
(Identical to New Construction. See Chapter 3, Section III)

- V. CONSTRUCTION PHASE**
(Identical to New Construction. See Chapter 3, Section IV)

- VI. COMPLETION PHASE**
(Identical to New Construction. See Chapter 3, Section V)

CHAPTER 5 – MISCELLANEOUS PROJECT PROCEDURES

This chapter describes the complete process for executing a Miscellaneous Project lifecycle.

Note: Some Miscellaneous projects may also require a permit from Pikes Peak Regional Building Department (PPRBD).

I. QUALIFYING PROJECTS

A Miscellaneous Project is any project that does not fit the criteria for classification as a New Construction project or a Major Modification project.

1. The following is a list of Miscellaneous Projects that may be approved by the ACC Admin at his/her discretion. *Note: the ACC Admin may choose to submit any project in this list to the ACC for approval.*

A Miscellaneous Project Application is required. Refer to the Quick Reference Guide for applicable fees:

- a) Re-paint principle residence or trim with same color as existing or a new color
- b) Re-roof principle residence with same roofing material as existing or a new material
- c) Replace windows and/or doors, including storm doors and garage doors, with no change in size, materials, or location
- d) Perform maintenance on an existing fence that complies with PDSM fence requirements
- e) Perform maintenance on an existing deck that complies with PDSM deck requirements
- f) Re-surface an existing driveway, with no changes to the existing footprint
- g) Install a flagpole
- h) Install a basketball hoop (portable or in ground)
- i) Erect a seasonal snow fence (Nov. 1 to April 30)
- j) Install or relocate playground equipment
- k) Install a hot tub/spa and associated concrete pad within setbacks
- l) Place a pod or dumpster for temporary use. *Note: This can be approved for up to a two (2) month time period, unless extended by the ACC*
- m) Install seasonal equipment
- n) Perform maintenance on an existing retaining wall that complies with PDSM retaining wall requirements
- o) Install an antenna or satellite dish
- p) Replace exterior finish material/siding with new/different materials (i.e. stucco, Hardie Board etc.)

2. The following is a list of Miscellaneous Projects that require approval by the ACC. A Miscellaneous Project Application is required. Refer to the Quick Reference Guide for applicable fees:
 - a) Install new windows and/or doors, including garage doors, in new locations and/or different sizes.
 - b) Alter an existing driveway footprint or install a new driveway
 - c) Alteration of drainage and/or grading of lot
 - d) Construct a new shed
 - e) Install new awnings
 - f) Install a permanent green house
 - g) Construct a roof over an existing un-roofed element, such as a front entrance, deck, porch or patio
 - h) Install a new fence
 - i) Install a new deck
 - j) Install a tree house
 - k) Install a retaining wall
 - l) Re-subdivision of a lot/tract

II. PLANNING PHASE (*PRIOR TO SUBMITTING PROJECT APPLICATION PACKET*)

(Identical to New Construction. See Chapter 3, Section I)

Note: The contents of the miscellaneous project application packet shall be determined by the ACC Admin at the initial meeting with the Owner/Owner's Agent

III. SUBMITTING A MISCELLANEOUS PROJECT APPLICATION PACKET

(Identical to New Construction. See Chapter 3, Section II)

Note: The contents of the miscellaneous project application packet shall be determined by the ACC Admin at the initial meeting with the Owner/Owner's Agent

IV. APPROVAL PHASE

(Identical to New Construction. See Chapter 3, Section III)

V. CONSTRUCTION PHASE

(Identical to New Construction. See Chapter 3, Section IV)

VI. COMPLETION PHASE

(Identical to New Construction. See Chapter 3, Section V)

CHAPTER 6 – PROJECT FEES

Refer to the ***PDSM Quick Reference Guide*** for the current fee schedule and a quick reference list of typical approval requirements. The Quick Reference Guide is a companion document to the PDSM, and is available from the WIA office and on the WIA website.

CHAPTER 7 – DESIGN & CONSTRUCTION REQUIREMENTS

This section describes the general WIA design philosophy, as well as the requirements and restrictions imposed upon all exterior work performed on a lot within Woodmoor. Overall, WIA seeks to maintain the harmony of the exterior design and location, in relation to surrounding structures and topography, while avoiding repetition of architectural themes.

I. OVERALL BUILDING DESIGN CONCEPTS

- A. The building shall adapt to the existing natural grades on the lot with as little topographical disturbance as possible.
- B. Buildings with simple, box-like straight walls and roofs shall not be approved. Custom exterior features shall be incorporated to add interest and variation to the appearance (e.g. bay windows, decks, offset rooms, offset garages, variation in roof lines, roof lines with ridges in more than one direction, large roof overhangs, porches, covered entryways, offset chimneys, stairs, cantilevers, wing walls, natural stone, and brick). Walks, stairs, terraces, patios, exterior paved areas, fences, walls, etc. shall be unobtrusive, natural in appearance, and an integral part of the architectural design.
- C. The building design shall consist of predominantly one style of architecture, appearing as the same building from all sides.
- D. No building may be built that substantially duplicates any existing building within sight of the proposed building, or within the same filing. A duplication of a building design is considered to be a plan which satisfies the following criteria:
 - 1. The footprints of the buildings are alike or substantially alike;
 - 2. The building elevations are substantially alike when considering doorways, windows, rooflines, gables, garage placement, decks, porches, and trim (i.e. the addition or deletion of an extra garage to a building that otherwise duplicates another building is still considered a duplication of design); and
 - 3. The same materials are used for corresponding portions of the exterior of the building.
- E. IT IS STRONGLY RECOMMENDED TO REFER TO THE WIA’S LIBRARY OF FIREWISE AND DEFENSIBLE SPACE LITERATURE WHEN DEVELOPING SITE PLANS, LANDSCAPING PLANS, AND BUILDING DESIGNS, AND WHEN SELECTING MATERIALS FOR CONSTRUCTION ON WOODMOOR LOTS. THIS LITERATURE IS AVAILABLE FOR FREE FROM THE WIA OFFICE AND ON THE WIA WEBSITE. ALSO SEE APPENDIX H OF THE PDSM FOR A REFERENCE DOCUMENT REGARDING FIREWISE CONSTRUCTION AND DEFENSIBLE SPACE.

II. LOT SITING

Setbacks: Setback lines vary by lot location within Woodmoor.

- A. Setback lines typically run parallel to property lines. Where side setbacks intersect front or rear setbacks, the more restrictive setback distance shall take precedence.

PROJECT DESIGN STANDARDS MANUAL DESIGN & CONSTRUCTION REQUIREMENTS

B. Setback standards: No part of any dwelling, auxiliary building, or other structures may be closer to the property line than:

LOCATION	FRONT	REAR*	SIDES*
Woodmoor, North of Hwy 105	40 feet	40 feet	20 feet
Woodmoor, South of Hwy 105	40 feet	40 feet	15 feet
Lake Woodmoor Filing	15 feet	0 feet	15 feet
Placer Filing	50 feet	50 feet	50 feet

**Notwithstanding any setback distances specified above, side or rear setbacks from a public road shall be equal to or greater than the twenty-five (25) foot setback required by El Paso County Department of Transportation, unless an appropriate variance is obtained from the Department of Transportation and presented to the WIA.*

III. SETBACK DETERMINATIONS

Setbacks do not relate to any particular orientation of a building, thus the “front” of the building need not be facing the “front” of the lot. While the majority of lots have front, side, and rear property lines that can be readily defined, some situations require special consideration. When the guidance given in this section does not lead to an obvious determination of setbacks, the ACC, in consultation with the Owner/Owner’s Agent, should designate setbacks after considering the lot shape, dimensions, terrain, and orientation with respect to roads and adjoining lots.

A. Lots with four (4) sides:

1. If only one of the four sides fronts a road that side shall be designated the “front” of the lot.
2. If two sides border roads, the front shall be the side (Side A in Figure 1) which borders one road, the length of which, when added to the length of the directly opposite side (C), is less than the sum of the lengths of the other sides (B+D). In any case, only one of the two sides on the border roads will have forty (40) foot setback. Once the front setback has been determined, the remaining side bordering the road shall be designated a side setback.
3. Rear Setback: The rear setback shall be at the opposite side of the lot from the front, if practical. Otherwise, in consultation with the Owner/Owner’s Agent, the rear setback is to reviewed and determined by the ACC.
4. Side Setback: The side setback shall designate all setback lines that are not front or rear.

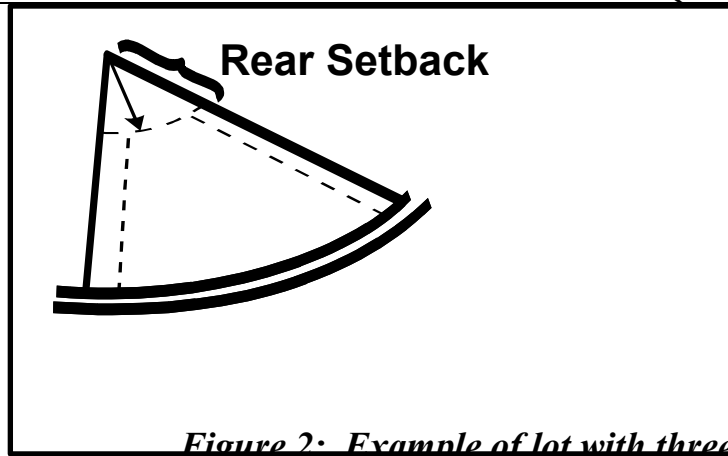


Figure 2: Example of lot with three (3) sides

- B. Lots with three (3) sides:
1. Front Setback: If one side of the lot borders a street, that side shall be the front of the lot and the front setback shall be applied.
 2. Rear Setback: For three-sided lots with road frontage, the rear of the lot shall be determined by intersecting the two sides of the lot not on the road. The rear setback shall be set as an arc from the rear corner equal to the rear setback distance for the filing. The arc shall adjoin the side setback lines. (See Figure 2).
 3. Side Setback: The sides are the remaining setbacks.
- C. Flag Lots: Flag lots have an access from the road but do not have a property line on a road.

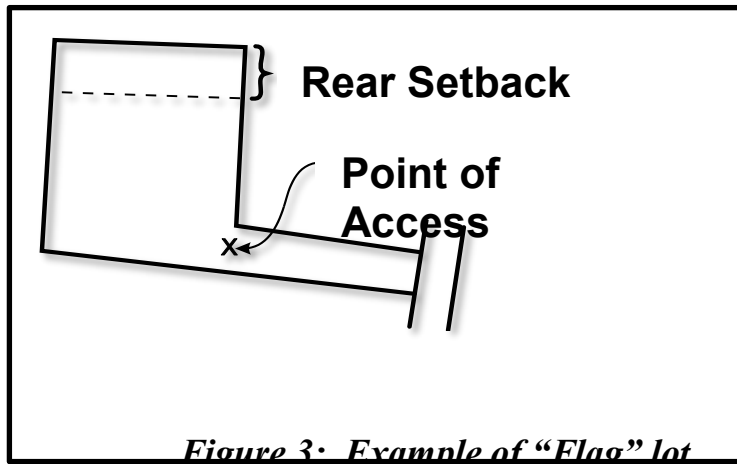


Figure 3: Example of “Flag” lot

1. Front Setback:
 - a) Normal Case: Determine a point where the access meets the main portion of the lot. The front property line adjoins the road, the point of access and the main portion of the lot. (Figure 3)
 - b) Special Case: Due to the lot’s topography, the normal front setback determination may not be the most advantageous. Should this be the case, the Owner/Owner’s Agent, in consultation with the ACC, may choose which side is to be the front property line.
2. Rear Setback:
 - a) Normal Case: The rear setback is opposite from the front property line. (Figure 3)

- b) Special Case: The rear setback is opposite from the chosen front property line.
- 3. Side Setbacks: All sides not defined above as the front or rear property line shall be considered to be side property lines and used for determining side setbacks.

D. Lots with more than four sides:

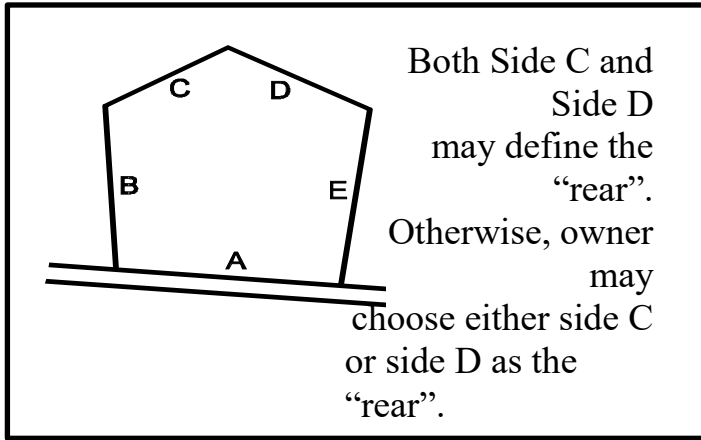


Figure 4: Example of lot with more than four sides.

- 1. The front is adjacent to the street.
- 2. Rear setback: A property line which most nearly parallels the front line (see Figure 4, sides C or D) shall be used to determine the rear setback. If two property lines are close to satisfying this requirement, the Owner/Owner’s Agent, in consultation with the ACC, may choose one of these lines to be the rear.
- 3. All remaining sides not designated as front or rear property lines shall be considered to be side property lines, and shall be used for determining side setbacks.

IV. RE-SUBDIVISION OR RE-PLATTING OF LOTS OR TRACTS

A. Pursuant to the Woodmoor covenants, any subdivision, re-subdivision, or replat (hereinafter collectively called “Replat”) of any lot or tract within Woodmoor requires prior approval by the ACC. Applicant shall be required to submit a miscellaneous project application and a surveyor stamped plat map of the existing lot configuration and of the proposed replat configuration. Proposed replat configuration map shall include dimensions of all the proposed lots and any existing structures on the lot(s) with dimensions from the structure(s) to all lot lines on the replat proposal. In addition to the application and proposed replat configuration map, when reviewing any replat proposal, the ACC shall also consider the following:

- 1. The proposed replat must meet the criteria set forth in Article V, Section 2 of the Woodmoor covenants, which requires a minimum footprint of 1,800 square feet for a single family home. The proposed replat cannot create an unbuildable lot due to insufficient square footage and must be in harmony with Article V, Section 3 of the Woodmoor covenants.

2. The proposed replat must meet the criteria set forth in Article V, Section 3 of the Woodmoor covenants regarding the proscribed building setbacks. The proposed replat cannot create a lot where the building setbacks are impossible to establish and remain in harmony with Article V, Section 2 of the Woodmoor covenants concerning minimum square footage for a residence.
 3. The Woodmoor dues must be current and up to date. If the replat involves previously vacated lots, “all assessments which would have accrued against the lot(s) had the lot lines not been vacated would be deemed due to the WIA as a re-subdivision fee thirty (30) days after the lots are re-subdivided, with 8% interest per annum” pursuant to the terms and conditions outlined in the “Resolution of the Board of Directors 94-6, approved by the WIA Board of Directors (BOD) on November 2, 1994. If the replat involves the vacation of existing lot lines, the approval of the replat will have BOD Resolution 94-6 requirements as a condition of approval.
 5. Any covenant violations present on the property must be corrected as a condition of approval for the replat application. Any fines or fees associated with a covenant violation must be paid and brought up to date. Access to the property by WIA staff and/or Board members for covenant inspection review is a condition of review and approval of the replat application by the ACC.
 6. Adjoining property owners must be notified of the proposed replat and provided the date and time of the ACC meeting when the application will be reviewed. The ACC Administrator will allow for a minimum of fourteen (14) days for adjoining property owner(s) responses. Adjoining property owners should also have the opportunity to review the proposed replat map at the WIA office upon appointment with the ACC Administrator. All comments of adjoining property owners must be submitted to the ACC Administrator, in writing, prior to the date of the ACC meeting for consideration by the ACC.
- B. If the replat application meets all of the above criteria, the ACC may approve the replat application.
- C. A proposed replat application will also require an application to the El Paso County Planning Department for review and approval. El Paso County Planning Department’s approval is independent from the ACC’s review and approval of a replat application.
- D. Any ACC decision regarding replats shall be communicated to the Owner/Owner’s Agent in writing as quickly as possible by the Administrator. Any ACC decision regarding replats may be appealed by the Owner/Owner’s Agent or any adjacent lot owner, in writing, to the WIA BOD within fourteen (14) days of notification of Owner/Owner Agent. In the case of an appeal, construction shall not begin until the WIA BOD has rendered a decision. The ACC Administrator and/or the HOA Manager shall make an effort to have the appeal heard by the WIA BOD at the earliest possible quorum of the WIA Board of Directors.

V. TOPOGRAPHY, DRAINAGE AND EROSION CONTROL

- A. Cut and Fill. Cutting and filling shall be limited to not more than four (4) feet, unless topography or architectural considerations warrant an exception by the ACC. Topographic alterations shall be blended into the adjacent ground levels through the use of terraces not more than four (4) feet high, by retaining walls, or by surface grading. (See Glossary, “Retaining Wall”)
- B. Retaining Walls. Retaining walls shall be of natural rock (mortared or dry laid), brick, railroad ties, treated timbers, natural-appearing concrete block, or stucco-veneered concrete (the latter shall match the building). Retaining walls shall not extend more than six (6) inches above the retained material and shall have vertical exposure of no more than four (4) feet. When terracing is accomplished using retaining walls, the walls must have a minimum horizontal separation of two (2) feet.
- C. Erosion control. Erosion control is the Owner/Owner’s Agent’s responsibility. No mud, silt, construction material runoff or erosion of bare soil shall be allowed to cross the property lines. Pollution of streambeds and drainage areas is not allowed.
- D. Surface Drainage. Surface Drainage direction and velocity shall be controlled and slowed by proper placement of landscape elements, ditches, culverts, diversions and other appropriate devices. All drainage areas with a flow line greater than 15 percent and with side slopes greater than 15 percent are to be lined with permanent erosion control material and stabilized with aggregate as necessary. Special attention shall be given so that the natural drainage flow is not negatively altered. The WIA shall not be responsible for any pollution, erosion or surface drainage.
- E. It is strongly recommended that perimeter drains be installed where the potential for basement and crawl space flooding exists.
- F. Finished Grade. Finished grade is achieved when disturbed areas are restored to their natural contours, grading visually matches the approved plan, and the soil has been smoothed to a uniform surface. The finished grade shall drain according to the approved drawings without retaining runoff in surface irregularities. Surface irregularities caused by vehicle tracks must be removed. Environmental protection must be maintained by preserving natural rock formations and other scenic features, and restoring disturbed areas to their pre-construction condition.

VI. UTILITIES

- A. Utility services shall be brought underground from the point of utility company connection to the structure.

VII. FOUNDATIONS

- A. Foundations must not be exposed more than eight (8) inches between the siding, stucco, brick, stone or other exterior building surface and finished grade, unless an exception is approved by the ACC. All exposed concrete or block shall be finished to blend with the color of adjoining exterior building surface or trim treatments.
- B. Exposure of metal window wells shall be limited to four (4) inches above the ground, where practical, and the outside exposed portion shall be painted to blend with the color of adjoining exterior building surfaces or trim treatments.

VIII. BUILDING ELEMENTS

Only one single-family dwelling shall be built on a lot. Duplex homes are not allowed. The overall design concept shall consider building position, size, height, exterior walls, colors, finishes, roof lines, chimneys, decks and driveways. Specific requirements associated with these details:

1. Minimum Size

- a) The footprint for each home shall be a minimum of 1400 square feet. The footprint is equal to the land area contained within the building foundation, excluding the garage and any porches.
- b) Each dwelling shall have a minimum of 1800 square feet of finished floor space. A maximum of 200 square feet of the garage or porch can be included in the total 1800 square feet.

2. Height Limitations

- a) Maximum building heights are specified in Article V, Section 1 of the Covenants. WIA has no responsibility to ensure privacy or protect views between neighboring lots. Each lot Owner/Owner's Agent has the right to build on their own lot within the limits of the Covenants and the PDSM. An effective way for an Owner/Owner's Agent to maintain a view or privacy is to purchase the adjacent lot(s).
- b) No slabs shall be allowed to be placed on fill to raise the general elevation of the structure, unless topography or architectural considerations warrant an exception by the ACC. (See Section Chapter 7, Section IV Topography and Drainage)
- c) The height of each home is limited in two ways: A maximum height measured on one side elevation, and an average height measured on the remaining sides.
- d) The greatest height measured at any one of the sides of the building shall not exceed thirty-six (36) feet.
- e) The greatest heights measured at each of the remaining sides of the building shall be added together and averaged. The value of the average height of these remaining sides shall not exceed thirty (30) feet.
- f) Building heights shall be determined by viewing the building in elevation view from all sides. For each side, the height vertical dimension(s) shall be measured from a horizontal projection placed at the highest point along the roof ridgeline, to a point on the ground (at finished grade) directly below the highest point. Where the finished grade slopes, or where there are several points along the roofline where a measurement may be taken, the greatest measurable vertical dimension shall be considered the height for that side of the building.

3. Exterior Walls

- a) Natural wood, fiber cement board (i.e."Hardie Board"), stone, stucco, and brick, of approved texture and color, are acceptable siding materials. Where concrete is used, it must be covered or colored to minimize its visibility. Other manufactured exterior wall materials, not specifically disallowed below, may be considered for approval by the ACC on a case-by-case basis.

- b) The following exterior wall materials are not allowed:
 - (1) Engineered vinyl siding will be considered on a case-by-case basis. Factors to be considered in vinyl siding include; texture, thickness, and resistance to color fade.
 - (2) Asphalt siding
 - (3) Asbestos siding
 - (4) Metal siding
 - (5) Engineered wood products (i.e. plywood, MDF, OSB, etc.)
 - (6) Raw concrete block (i.e. “cinder block”)
 - (7) Glass block (may not be used for walls, but may be used in place of windows)
- c) Blank or uninterrupted wall surfaces shall not exceed 250 square feet. Such areas are defined as a surface area that can be inscribed with a convex polygon, having corners less than 180 degrees. In addition to windows and doors, permanent architectural treatments may be used to reduce large wall expanses. Such architectural treatments include, but are not limited to trim, gable vents, variation in materials or patterns, “pop-outs”, bands (vertical or horizontal) or tasteful introduction of other materials. Note: downspouts do not qualify for this purpose.

3. Exterior Colors and Finishes

- a) Colors. Colors should blend with the natural surroundings. Combinations of grays, greens, browns and olives preserve the natural beauty of the Woodmoor area and therefore are preferred. Garish tones or vivid colors shall not be allowed. Other colors found in nature such as muted reds, blues, and off-whites shall be considered on a case-by-case basis. Any exterior changes, to include new colors or finishes, must be approved by the ACC. The type of finish is largely a matter of personal choice, except that reflective or shiny finishes shall not be approved. Intumescent or other fire resistive paints and finishes are recommended.
- b) Wood. Exterior wood shall not be left unfinished. Preservative stains must have a minimum of ten (10) percent pigment. A light color wood such as fir or pine shall be approved only if stained or painted to blend or harmonize with the natural surroundings. Darker woods such as cedar or redwood may be finished in a natural color but a sample must be provided for approval.
- c) Metal. All exposed metal such as skylights, frames, stacks, vents, gutters, downspouts, flashings, flues, air handling equipment, etc., must be finished to blend with the building. Metal windows and doors, including storm doors and windows, or any other metal framing are to be anodized or otherwise finished to eliminate the raw metal appearance and blend with the decor. Specific applications of copper may be left untreated if approved by the ACC.

4. Roofs

- a) Pitched roofs shall be of composite tiles or shingles that provide the visual appearance of natural-material roofs. Materials are to exhibit texture and dimension that produce a real or simulated shadowing effect. Roofing repairs must be of a consistent color and composition. Colors must

be approved by the ACC.

- b) Due to the risk of wildfires, wood shakes or shingles are not allowed. Replacing entire existing wood roofs with wood shakes or wood shingles is not allowed. Routine repairs of wood roofing that do not involve more than five (5) percent of the roof area are allowed.
- c) Pitched roofs are strongly recommended due to the heavy periodic snows and rains experienced in Woodmoor. Class-A fire-rated, Class C wind-rated compliant roofs are required by El Paso County.
- d) Built-up roofs, elastomeric roofing membranes (excluding reflective or light colors), felt, tar or other weatherproofing layer and gravel may be allowed for flat or low-pitched roofs, but the roof must offer minimum visual exposure to adjoining lots and roads. Aggregate colors shall blend with the natural surroundings.
- e) Metal roofing, which is either a decorative roof or a primary roof, will be considered on a case-by-case basis. Metal roofing must not have a reflective quality. Muted colors or matted finishes on metal roofs are preferred.

5. Chimneys and Permanent Fire Pits

Each chimney, vent, fire pit, fire place, or other heating appliance in which solid or liquid fuel is used shall have a spark arrester. In the case of chimneys, a minimum 3/8" and maximum 1/2" metal mesh shall be used. In the case of fire pits, vents, or other appliances, a maximum 1/4" metal mesh shall be used. Homeowner must follow all burn bans issued by El Paso County and/or Tri-Lakes Fire Department.

6. Decks

Decks (new, moved, replaced or modified) shall be designed with the appearance of strength and unity with the overall architectural design concept of the principal residence. For aesthetics, if a deck is supported by pillars or posts, such supports must be not less than six inches by six inches (6" x 6") in cross-section, if one or more of the deck supports equals or exceeds six (6) feet in height. All support pillars or posts shall be of consistent cross-section. Projects that replace decking only do not require supporting structure modifications. Views of large unfinished spaces under decks or buildings are recommended to be minimized by appropriate screening, plantings, or lattice. Metal mesh is recommended behind the lattice to minimize build-up of fire fuels and discourage pest infestation. Deck supports and columns/posts shall be stained or painted to match the deck finish. Steel structures, composite decking materials, and other fire resistant materials are recommended.

7. Driveways

- a) Driveways and parking areas must be clearly marked on project plans. Additional vehicular traffic areas may be designated by submitting the appropriate project application for ACC approval. Driveways must be surfaced with road base, concrete, asphalt, bricks, or paving stones.
- b) The minimum width of driveways shall not be less than twelve (12) feet to allow emergency vehicle access. The minimum unobstructed vertical clearance along the driveway shall not be less than

thirteen (13) feet, six (6) inches.

- c) For shared driveways, further details are provided in Chapter 7, Section XIII, Paragraph B, and in the Glossary under “Common Driveway.”

8. Detached Structures

- a) A maximum of two (2) detached structures are allowed per lot, in a combination of any of the detached structures listed below;
 - (1) Ancillary building
 - (2) Shed
 - (3) Permanent Green House
 - (4) Treehouse
 - (5) Gazebo
 - (6) Detached pergola

9. Ancillary Buildings

- a) The ancillary building is defined as having a minimum of one hundred twenty-one (121) square feet and a maximum of five hundred thirty (530) square feet in floor space.
- b) The roof slope shall match that of the principal residence.
- c) The side wall height shall be no more than fourteen (14) feet high. This measurement is taken from the lowest part of the ceiling to the floor or ground level, whichever has the lowest elevation. Ground level is measured at the primary entry of the building..
- d) The roof of the ancillary building shall have the same ACC-approved roof as the principal residence.
- e) The siding shall match the color, texture and material of the principal residence. Any deviation from the existing siding will be reviewed on a case-by-case basis.
- f) Architectural accents on the principal residence shall be repeated on the ancillary building to reflect coordinated construction.
- g) The ancillary building is not allowed to be constructed past the front façade of the principal residence nor encroach upon any setback.

10. Sheds

- a) There are two (2) classifications for standalone sheds in Woodmoor, a regular shed and a large shed. The regular shed shall not exceed one hundred twenty (120) square feet in floor space and not exceed fourteen (14) feet in height. A large shed shall not exceed two hundred (200) square feet and not exceed fourteen (14) feet in height. There are different administrative fees associated with the two shed classifications. Please consult the Woodmoor Quick Reference Guide (QRG) for more information about fees.
- b) The roof slope should match that of the principle residence as closely as possible. Deviation of

the roof pitch from the principle residence shall be reviewed on a case-by-case basis.

- c) The side wall height shall be no more than eight (8) feet high. This measurement is taken from the lowest part of the ceiling to the floor or ground level, whichever has the lowest elevation. Ground level is measured at the primary entry of the shed.
- d) The shed must be either; (1) attached to a concrete foundation; (2) anchored to a set of concrete pillars or blocks around the perimeter of the structure; or (3) anchored to the soil using an earth ground anchor, to ensure permanence against the high winds experienced in Woodmoor.
- e) The shed roof shall match the principal residence's roof material in texture, pattern and color. If the principal residence has a metal, slate or tile roof, the shed may use a composite shingle that closely matches the color and appearance of the principal residence roof.
- f) The siding of the shed shall match the color of the principal residence. If the principal residence is; (1) stucco; (2) Thomas Hardie board; (3) brick; (4) stone; or (5) textured siding material; siding material such as T1-11, may be used for the shed exterior wall material. (This is typical siding material for Tuff Sheds and Sunset Sheds). Siding must be painted the same color as the stucco, Thomas Hardie Board, brick, or stone on the principal residence.
- g) Architectural accents on the principal residence shall be repeated on the shed, as closely as possible, to reflect coordinated construction.
- h) The shed cannot be constructed past the front façade of the principal residence nor encroach upon any setback. Exceptions shall be considered at the discretion of the ACC, based on topography of the lot or location of underground utilities which renders adherence to the front façade impractical.

11. Permanent Green Houses

- a) A Green house is a building constructed primarily of a rigid metal frame or finished wood and rigid plastic translucent panels in which the temperature and humidity can be regulated for the cultivation of delicate or out-of-season plants.
- a) Wooden greenhouses will be considered on a case-by-case basis. Wood must be stained and/or treated to create a finished look. Wood cannot be left unstained or untreated as it will deteriorate in Woodmoor's high altitude environment. Greenhouse kits are preferred.
- b) A green house may include, but is not limited to, the use of heating devices, water and electrical utilities.
- c) The green house shall not exceed one hundred twenty one (121) square feet in floor space and fourteen (14) feet in height measured from the floor to the highest point on the structure.
- d) The frame of the green house shall be made of metal or finished wood (please see subparagraph 12(b)) and comply with Chapter 7, Section VII, Paragraph 4, "Exterior Colors and Finishes."
- e) The roof may either be constructed using the same materials as the side walls of the green house, shall match the roof material of the principal residence, in texture, pattern and color.

- f) The green house cannot be constructed past the front façade of the principal residence, or encroach upon any setbacks. Location variances will be considered on a case-by-case basis but cannot be in conflict with the Woodmoor covenants.
- g) A permanent greenhouse structure must be either; (1) attached to a concrete foundation; (2) anchored to a set of concrete pillars around the perimeter of the structure; or (3) anchored to the soil using an earth ground anchor, to ensure permanence against the high winds experienced in Woodmoor.
- h) A temporary or seasonal green house is not allowed.

12. Tree Houses

- a) The tree house must blend into the natural surroundings with neutral or earth-tone colors.
- b) A treehouse must be attached to or built within the body of a tree.
- c) Pursuant to the WIA rules & regulations, all dead trees must be removed from a lot within 21 days of identification, therefore if a treehouse is located in a tree that subsequently dies, the treehouse must be removed or relocated to a living tree.
- d) The tree house shall not exceed one hundred twenty (120) square feet in floor space, eight (8) feet in height, measured from the interior floor to the highest point of the roof, and sixteen (16) feet in overall height, measured from finished grade at the foot of the associated tree to the highest point on the tree house structure.
- e) If supported by posts, the posts must have a minimum cross-section of not less than six (6) inches.
- f) The tree house shall be built with fire-treated wood or a textured material that is not rubber or plastic. Fire resistant materials are strongly recommended.
- g) The tree house must be securely attached to the tree or posts so as to ensure permanence against the high winds experienced in Woodmoor.
- h) The tree house roof shall match the principal residence's roof material in texture, pattern and color. If the principal residence has a metal, slate or tile roof, the tree house may use a shingle that closely matches the color and appearance of the principal residence roof.
- i) The tree house cannot be constructed past the front façade of the principal residence nor encroach upon any setback. Exceptions may be considered at the discretion of the ACC, based on topography of the lot.

13. Gazebos

A gazebo is a roofed structure that offers an open view of the surrounding area. A Gazebo is typically round or octagonal with a roof. The following are guidelines for gazebos;

- a) A gazebo is typically made of wood. Materials other than wood will be considered by the ACC on a case-by-case basis.
- b) A gazebo is considered a structure by the ACC with a maximum square footage of 300 square feet.

If the topography of the lot will not allow for one gazebo, then two smaller gazebos may be allowed but the total square footage of both shall not exceed 300 square feet.

c) A gazebo shall not be placed within any utility easement or building setback

14. Pergolas

A pergola is an outdoor structure consisting of columns that support a roofing grid or beams and rafters. The roofing grid may be left open or covered so as to create an area sheltered from the elements. A pergola may be freestanding or attached to a house.

a) A pergola is typically made of wood. Materials other than wood will be considered by the ACC on a case-by-case basis.

b) A pergola is considered a structure by the ACC with a maximum square footage of 300 square feet.

c) A pergola is general placed on an existing deck or patio and cannot encroach on any utility easement or building setback.

15. Solar Applications and Energy Conservation

Energy conservation-related construction is expected to conform to the standards of appearance and design that shall permit it to be integrated as tastefully and inconspicuously as possible. Active and passive solar applications must blend in with the overall architectural design and concept of the principle residence. Active solar panels shall be flush-mounted on the roof unless this seriously hinders performance. If roof panels are raised, they must be finished in all aspects, to include enclosed ends. Placement of solar panels on the ground will be considered by the ACC on a case-by-case basis, with solar light exposure being the primary consideration.

XI. LANDSCAPING

A. A landscaping plan must be submitted for approval with the project application packet. Aesthetics, erosion control, and establishment of defensible space are major considerations in obtaining ACC approval of the landscaping plan. Xeriscaping and the use of native species is strongly recommended. The landscaping plan must be in compliance with Chapter 7, Section IV Topography, Drainage, and erosion control.

B. IT IS STRONGLY RECOMMENDED TO REFER TO THE WIA’S LIBRARY OF FIREWISE AND DEFENSIBLE SPACE LITERATURE WHEN DEVELOPING SITE PLANS, LANDSCAPING PLANS, AND BUILDING DESIGNS, AND WHEN SELECTING MATERIALS FOR CONSTRUCTION ON WOODMOOR LOTS. THIS LITERATURE IS AVAILABLE FOR FREE FROM THE WIA OFFICE AND ON THE WIA WEBSITE. ALSO SEE APPENDIX H OF THE PDSM FOR A REFERENCE DOCUMENT REGARDING FIREWISE CONSTRUCTION AND DEFENSIBLE SPACE.

C. Clear cutting or removal of all trees on lots is not allowed. Owner/Owner’s Agents wishing to thin or cut any Standard Dimension Trees or larger, thirty (30) feet beyond their structure (home) or five (5) feet from the designated vehicular area must submit a tree removal application to the ACC Admin for review by the Director of Forestry. Trees that are within thirty (30) feet of the principle residence and within five (5) feet of the designated vehicular area (driveway) may be removed without obtaining a permit.

- D. Suitable landscaping and satisfactory restoration of all disturbed areas and drainage patterns are basic requirements of any project. Disturbed areas shall be restored to pre-construction condition or match undisturbed areas on the lot. The landscaping, as approved in the project application packet, must be completed and inspected in the first growing season after completion of the building or within 18 months from the date of project application packet approval. Failure to do so may result in forfeiture of the compliance fee, and subject the lot to covenant action.

X. FENCING, WALLS, ENCLOSURES, & RAISED GARDENS

- A. Erection of a fence, section of wall or enclosure must be approved *prior* to construction.
- B. Fencing - Only decorative split rail/dowel fences are allowed. These fence types are to be rustic and open in appearance and require either two or three rails.

- 1. Location

- a) No fence or partial fence may be placed in any easement.
- b) Fences are restricted to the lot sides and rear and may not extend beyond the front facade of the principal residence. Perimeter fences that completely enclose the lot are not allowed.
- c) Decorative split rail/dowel fences may be approved for use on either or both sides of the driveway entrances or exits. These may not exceed four (4) feet in height. The fence sections may form an “L” on each side of the driveway. No section of fence shall exceed ten (10) feet in length. Any deviations desired from the aforementioned length must be approved on a case-by-case basis.
- d) Snow fences may be approved by the ACC Admin. Snow fences must be removed at the end of the snow season (November 1 through April 30). There are no restrictions regarding location of the fence on the lot. The project application packet must include a site plan marking the area where the fence shall be placed, and must be submitted to the ACC Admin for approval on an annual basis. However, if the snow fence is to be in the identical location indicated on the site plan each year, the subsequent application submittal may be accomplished by calling the ACC Admin for renewal of the application. Snow fences of a natural subdued color are allowed. Bright colors are not allowed.
- e) Alternative fencing material that simulates the look of wood will be considered by the ACC on a case-by-case basis
- f) Variations on wooden gates and Firewise metal gate styles will be considered by the ACC/Administrator on a case-by-case basis.

- 2. Construction

- a) A split-rail or dowel fence is defined by the following characteristics:
 - (1) Construction is entirely of split natural timber or dowel except for small discreet hardware fastening components such as nails, bolts, or screws.
 - (2) A maximum of three (3) horizontal rails are allowed, spaced no closer than one (1) foot

on center. Vertical posts shall be spaced evenly and separated by a minimum of five (5) feet.

- (3) The wood shall not be painted or stained and must remain a natural color. It may be protected by a clear sealant.
 - (4) Any section of such fence that lies within a side or rear setback is limited to four (4) feet in height. Fences that are not in the setback are limited to five (5) feet in height.
 - (5) A wire mesh lining may be attached to the inside of the fence. The wire mesh lining shall be of 14 or 16 gauge galvanized wire with at least one (1) square inch openings and must be approved by the ACC. Mesh is not allowed to extend above the top rail of the fence or beyond any end post. Plastic mesh is not allowed.
 - (6) Gates must be constructed of the same type of wood as the fence line and blend with the split rail or dowel fence, unless the homeowner is utilizing a Firewise metal gate.
- b) Chain link, metal and plastic fences or gates are not allowed, with the exception of Firewise metal gates, as approved by the ACC on a case-by-case basis.

C. Walls/Pillars

- 1. There are two categories of walls:
 - a) Decorative wall
 - b) Retaining wall (See Chapter 7, Section IV, “Topography and Drainage”)
- 2. Location
 - a) No wall may encroach upon any easement.
 - b) Perimeter walls around a lot are not allowed.
 - c) A pillar with lighting is allowed on either or both sides of driveway entrances or exits.
- 3. Construction
 - a) Decorative walls or pillars shall be constructed of stone, brick or stucco.
 - b) Decorative walls shall not exceed an exposed height of two (2) feet.
 - c) A pillar shall be no more than seven (7) feet in height, including any lighting fixtures, and no wider than three (3) feet.

D. Enclosures

- 1. Location
 - a) The enclosure must have three walls, two of which attach to the principle residence.
 - b) The enclosure is considered part of the building structure, and is subject to the same setback restrictions as the principle residence.
- 2. Construction
 - a) Enclosures may be built as an extension of the principle residence and constructed of the same siding material, style, and color as that of the principle residence.

- b) The enclosure shall not exceed six (6) feet in height.
- c) The enclosed area shall not exceed two hundred (200) square feet.

E. Raised Vegetable Gardens

A raised garden is a type of landscaping in which soil is raised above the surrounding soil and is framed by some type of barrier, usually wood, rock, or decorative concrete blocks.

Location

- a. A raised garden must be located in either the back yard or side yard of the residence.
- b. A raised garden cannot be placed within any utility easement on the lot.

1. Construction

- a. A raised garden is limited to a maximum height of two (2) feet.
- b. The framing for a raised garden shall be made of wood (cedar or redwood), stone, brick, decorative concrete, or cast stone. Railroad ties are discouraged due to creosote being used as a preservative.
- c. The maximum size for a raised garden is 400 square feet.
- d. Construction materials such as lumber, PVC, or cinder block are prohibited.
- e. Netting for the purposes of hail protection or to keep animals out will be considered on a case-by-case basis.

XI. TRELLIS AND LATTICEWORK

A. A trellis is defined as a frame of latticework used for a screen, windbreak, camouflage, arbor or support for climbing plants. The trellis or latticework must be approved *prior* to construction, and must be open in appearance.

- 1. Trellis or lattice panels shall be wood, plastic (vinyl) or wrought iron.
- 2. Color is determined by where the panel(s) is used, as follows:
 - a) For a garden setting, the color redwood, cedar or white is allowed.
 - b) For a deck or patio, the color redwood, cedar or the color of the deck is allowed.
 - c) Panels attached to the principal residence are to be painted the same color as the principal residence, or may be redwood/cedar in color.
- 3. Allowable uses are as follows:
 - a) As a screen under a deck, or around the base of a detached structure. Wire mesh is recommended to be placed behind the latticework to prevent build-up of fire fuels and to discourage pest infestation.
 - b) As a windbreak on one side only of a patio or deck. It is not to be used as an enclosure. The height may not exceed eight (8) feet.
 - c) As a camouflage for garbage can storage or a small compost pile. The area may not exceed twenty (20) square feet. The lattice may not exceed four (4) feet in height.
 - d) As a freestanding support for climbing plants. The height may not exceed four (4) feet, and the length may not exceed eight (8) feet. Only one (1) such structure is allowed per lot.

- e) As an arbor consisting of two (2) panels. A connecting arch may be used on top. The total height may not exceed eight (8) feet. Only one (1) such structure is allowed per lot.

XII. OUTDOOR LIGHTING

Careful consideration to placement and intensity of outdoor lighting is required to avoid unwanted illumination of other lots. Outdoor lighting must be positioned so that it does not interfere with vehicular traffic, and must either be shielded or be sufficiently dimmed so as to not disturb neighbors. High intensity flood lamps must be pointed downward to reduce illumination in the horizontal direction.

XIII. HOUSE NUMBERING

- A. The Woodmoor-Monument Fire Protection District Fire Code requires that house numbers be placed on all buildings in such a location and position as to be plainly visible and legible from the street or road. An identifying set of house numbers at the road end of a driveway is also required. Address numbers shall be:
 - 1. A minimum of five (5) inches high, and one-half (1/2) inch wide for all address numbers mounted on the principle residence
 - 2. A minimum of three (3) inches high for numbers at the end of the driveway (may not be attached to a tree)
 - 3. Contrasting color, or reflective material; easily visible both day and night
 - 4. Placed on the street named in the address, and visible in both directions from the street.

XIV. COMMON AREAS

- A. Common areas or green belts are found throughout Woodmoor, and are controlled by the WIA.
 - 1. Common areas are not to be used for access to lots in Woodmoor. However, there are situations that may require an exception to this policy, including access for construction. In such instances, application must be made for use of a common area for construction access. Refer to the *PDSM Quick Reference Guide* for applicable compliance fees. The Owner/Owner's Agent must ensure compliance with the following conditions:
 - a) Use cannot commence until the Director of the ACC, the Director of Forestry and the Director of Common Areas have reviewed the application and granted permission for use. The ACC may impose conditions on the use of common areas in addition to those listed below, on a case-by-case basis.
 - b) The common area may be used only for temporary access to and from a lot; the ACC Admin shall delineate the route across the common area. No storage of construction materials is allowed, including soil, sand or gravel. No parking on the common area is allowed, unless such parking has been explicitly requested in the application and approved by the approving authorities.
 - c) No alteration in the grade of the land is allowed in a common area. It is prohibited to disturb the soil in a common area to improve access to a lot.
 - d) At the end of the project, the common area must be restored to its former condition, as documented by the ACC Admin, including removal of any soil materials deposited by erosion from the lot associated with the construction project, replacement of soil eroded away from the

common area, and establishment of native grasses as an effective ground cover. Restoration shall be completed no later than three months after completion of the construction project.

2. The ACC Admin may refund the compliance deposit at the discretion of the ACC, upon completion of the construction project and verification of restoration. If a WIA employee or consultant performs verification, the cost of such an inspection shall be deducted from the compliance deposit. The ACC reserves the right to retain all or a portion of any compliance deposit, including applicable construction and landscaping compliance fees, for the purpose of repairing an inadequately restored common area, or as a fine for non-compliance with the conditions of the use permit.
3. Permanent use of the common area for specific approved purposes when other alternatives are not available shall only be undertaken as a result of a signed formal agreement (i.e., License for Underground Utilities) between the WIA and the entity making application.

B. Common Driveways

1. A residential lot that does not have direct access to a public road shall use the platted common access driveway. This driveway, between the street and the lot, shall be considered a common driveway. In the event more than one lot meets the above condition, access to the common driveway by all adjacent lot Owners/Owner's Agents is allowed, and a separate or additional driveway to the street shall not be allowed.
2. Owners/Owner's Agents of lots that adjoin both a street and a common driveway must receive ACC approval *prior* to using a common driveway.
3. WIA is not responsible for the construction or maintenance of common driveways. It is the responsibility of the lot owner/owner's agent to construct and maintain common driveways.

XV. FLAG POLES

- A. One flagpole may be located on a lot. The flag pole must not be placed in setbacks or easements and must be approved by the ACC Admin.
- B. Flagpole colors shall be either white, non-reflective "brushed metal", or a subdued earth-tone color.
- C. Flagpoles shall not be greater in diameter than six (6) inches. The flagpole shall be no higher than 25 feet, nor shall it extend above the highest ridge of the principle residence's roof, whichever is lower.
- D. Noise caused by the rope or hardware banging against the pole is a nuisance to neighbors. Flagpole Owners/Owner's Agents must ensure this does not occur by modifying the pole, if necessary, to prevent this nuisance. Night lighting of flagpoles must comply with outdoor lighting standards. (See Chapter 7, Section XI, "Outdoor Lighting.")
- E. Flags and/or flagpoles cannot be mounted onto any tree or split rail fence.

XVI. SEASONAL EQUIPMENT

- A. Seasonal equipment that requires ACC approval includes but is not limited to all types of non-vehicular equipment used outdoors for more than 24 hours, such as non-permanent playground equipment, and temporary protective

fencing around gardens. (For swimming pools, see Chapter 7, Section XVIII)

- B. Seasonal equipment is equipment that complies with all of the following conditions:
 - 1. The equipment requires no more than a half-day to set up or remove.
 - 2. The owner/owner’s agent typically does the set-up and removal.
 - 3. The equipment is stored indoors, or out of sight, for at least seven (7) consecutive months in any twelve (12) month period, during which time it is not used outdoors.
 - 4. When in use, the equipment is not permanently anchored to the ground.
- C. If any re-grading of the lot is required for the seasonal equipment’s installation, approval to re-grade the lot must be obtained in advance from the ACC.
- D. Seasonal equipment is not a “building” and may therefore be approved for location in the setback, although the ACC shall endeavor at all times to preserve the open space of the setbacks wherever possible.

XVII. MOTHER-IN-LAW APARTMENT

- A. A mother-in-law apartment is defined by El Paso County and Pikes Peak Regional Building Department codes and ordinances.
- B. The exterior appearance of the resulting structure shall be that of an architecturally-integrated single family dwelling, and shall comply with all design requirements described in Chapter 7 of the PDSM.
- C. Specific additional requirements for a mother-in-law apartment are found in the El Paso County Land Development Code.

XVIII. PATIOS, CONCRETE PADS AND WALKWAYS

- A. Patios and Concrete pads are allowed in setbacks, easement encroachment for driveways is reviewed by the ACC on a case-by-case basis.. Any part of the patio or concrete pad which is in the setback or easement cannot have any vertical structure on or above it.
- B. Walkways can be stone slabs, concrete, brick, wood planks or gravel. All walkways are allowed in the setbacks.

XIX. SWIMMING POOLS & PLAYGROUND EQUIPMENT

- A. Two categories of swimming pools are allowed:
 - 1. Kiddie Pools or Wading Pools on ground, which are temporary and
 - 2. Larger swimming pools which are regulated by El Paso County Regional Building Codes.
- B. Kiddie Pools or Wading Pools are limited in size to a surface area of less than one-hundred (100) square feet, and a side height of maximum two (2) feet. This category of pool must be stored indoors or out of sight for at least seven (7) consecutive months in any twelve (12) month period, during which time it is not used outside. The ACC does not require approval of this category of pool.
- C. Other structures intended for swimming, recreational bathing or wading that contain water over twenty-four (24) inches deep, and have a surface area of more than one hundred (100) square feet require an El Paso County building permit. The ACC will review these project application on a case-by-case. This includes, but is not limited to, in-ground, above-ground and on-ground pools, hot tubs, spas, fixed-in-place wading pools, and similar pool structures.
- D. If any re-grading of the lot is required for installation, approval to re-grade the lot must be obtained in advance from

the ACC.

- E. Playground equipment is equipment that is designed for recreation and play such as swing sets, fort play sets, and trampolines.
 - 1. Swing sets, fort play sets and trampolines are limited to one of each per lot.
 - 2. All playground equipment must be located in the back yard or side yard of the residence and cannot be located past the front façade of the residence.
 - 3. Playground equipment cannot be located within any utility easement.
 - 4. All playground equipment permits are limited to a maximum of three (3) years, after which time the homeowner can either reapply for a new permit or must remove the playground equipment from the lot.

XX. YARD ART

Yard Art is allowed in Woodmoor with the approval of the ACC. The art object(s) must be tasteful, within the harmony of Woodmoor, and comply with the open look of the area, avoiding an overly-cluttered appearance. Before and after photographs are required for each piece of yard art. The following are guidelines for yard art within Woodmoor;

- 1. The color of the object must be neutral and blend into the natural surroundings. If the object is an antique, such as farm equipment or an old wagon, it may be restored to its original colors or left to its weathered look.
- 2. Only one structure over eight (8) feet in height can be approved by the ACC, on a case-by-case basis.
- 3. No more than six (6) structures over 3 feet are allowed per lot
- 4. Only one vehicle allowed (farm equipment, sled, wagon, or carts are permitted. No cars or trucks are allowed.
- 5. No more than ten (10) structures or objects are allowed per lot, subject to the above limitations.
- 6. An application for each piece of art or group of art must be submitted to the ACC for approval.

CHAPTER 8 – REFERENCES FOR SPECIAL CIRCUMSTANCES**A. MULTI-FAMILY HOMES**

For Multi-Family projects, please refer to the separate document “Project Design Standards for Multifamily Homes”. Hard copies are available from the WIA Office or by mail or phone request at: Woodmoor Improvement Association; 1691 Woodmoor Dr., Monument, Colorado 80132. Phone: (719) 488-2693.

B. ACCESSIBILITY CONSIDERATIONS

The WIA encourages full compliance with accessibility standards and limits its review authority to aesthetics as defined by the PDSM. Please refer to the Federal Fair Housing Act and all applicable State and federal statutes for more information.

C. FIREWISE AND DEFENSIBLE SPACE CONSIDERATIONS

The WIA strongly encourages all lot owners/owner’s agents to review the WIA’s library of Firewise and Defensible Space literature when developing site plans, landscaping plans, and building designs and when selecting materials for construction on Woodmoor lots. This literature is available for free from the WIA office and on the WIA website. Also see Appendix H at the end of the PDSM for a reference document regarding how to “harden” a lot and its structures against the threat of wildfires.

GLOSSARY**ANCILLARY BUILDING**

A small building, separate from the principal residence, that does not exceed five hundred and thirty (530) square feet in area, and is limited to one story.

APPLICATION FEE

A non-refundable fee that is paid when submitting an application packet and is used to offset administrative expenses of processing the application packet, monitoring the construction and enforcing the *WIA Rules and Regulations*, including the *Project Design Standards Manual*.

BENCHMARK

An easily located reference point which is assigned a convenient base elevation such as 100 feet. All other lot elevations are expressed relative to the benchmark elevation.

BUILDING

Any structure having a roof, supported by columns or walls.

COMMON DRIVEWAY

A driveway that is located between the street and the lot, and is used by a lot that does not have access to a public road.

COMPLIANCE FEE

A refundable fee that is paid when submitting an application packet and is used to ensure that the project proceeds in accordance with the approved design. The refunding of this fee is based on compliance at project completion.

DISTURBED AREA

An area established during the construction phase which is clearly marked on the site plan and represents locations where existing vegetation or topography shall be disturbed, graded, etc., including, but not limited to, the areas where excess dirt or other materials shall be stored.

EASEMENT

An area that is reserved, conveyed, or dedicated for a specialized or limited purpose without the transfer of fee or title, including, but not limited to, utility and drainage access, trails, planting, solar access, or open space.

FENCE

A structure supported above the ground by posts, enclosing or delineating an area of a lot. **Note: the WIA PDSM requirements for fences and walls are more restrictive than those of El Paso County.**

FINISHED GRADE

The grade that is achieved when the land contours visually match the approved drawing contours, and soil has been smoothed to a uniform surface, free of dirt clumps greater than three (3) inches in their longest dimension. A finished grade shall drain as intended in the approved drawings without catching water, and with all surface irregularities restored.

FOOTPRINT

The land area within the limits of the building foundation.

GREENHOUSE

A building constructed primarily of a rigid metal frame and rigid plastic translucent panels in which the temperature and humidity can be regulated for the cultivation of delicate or out-of-season plants.

IMPROVEMENT

Any item or condition, including any exterior changes, which result in an addition to, replacement of, change to or alteration of the exterior appearance of a structure or lot/property.

LOT

A term exclusively described within the Woodmoor covenants (RE: Article V, Section 1) as being known as residential tracts for the exclusive use of residential home construction.

PERIMETER FENCE

A fence directly along, or parallel to and within three (3) feet of, all of the property lines, with openings only at access points to the lot – such fences are not allowed in Woodmoor.

PRELIMINARY MEETING

The required meeting with the ACC Admin during any project's Planning Phase.

PROJECT DESIGN STANDARDS MANUAL

This document, Part V of the "Policies, Procedures, Rules and Regulations of Woodmoor Improvement Association Parts I, II, III and IV".

PROPERTY LINE

A line dividing a specific lot from other lots, common areas, or from a street.

RAILING

A barrier or support required for building code compliance or to assist the mobility of handicapped individuals. Railings are typically found on balconies, raised decks, and stairways, or placed at ground level along walkways, specifically to aid the physically handicapped. Provisions that relate to fences and walls do not restrict the placement or use of railings.

RE-SUBDIVIDING

A covenant term (RE: Article V, Section 4) used to describe land development activities within Woodmoor which include; subdivision, re-subdivision, plats, and replats of any tract or combination of tracts as shown on the plat maps.

RETAINING WALL

A wall used to retain earth or other landscaping materials which may be constructed of rocks, timbers, or any ACC-approved material. Retaining walls shall not extend more than six (6) inches above the retained material and shall have vertical exposure of no more than four (4) feet. When terracing is accomplished using retaining walls, the walls must have a minimum horizontal separation of two (2) feet.

RULES AND REGULATIONS

The shortened name for the document titled “Policies, Procedures, Rules and Regulations of Woodmoor Improvement Association, Parts I, II, III and IV”. Part V is this Project Design Standards Manual.

SETBACK

Boundaries around the perimeter of each lot in which buildings are prohibited and other structures are restricted. The setback line extends to infinity vertically up and down from the surface of the ground, thus restricting the intrusion of eaves, overhangs, decks, cantilevers, porches, chimneys, steps, patios, underground projections of the basement and similar elements.

SHED

A small building, separate from the principal residence, which does not exceed one hundred and twenty (120) square feet in floor space and fourteen (14) feet in height to the top of the roof ridge.

STANDARD DIMENSION TREE

A tree with a trunk that measures four (4) inches in diameter or greater, when measured four (4) feet, six (6) inches above the existing ground level.

STRUCTURE

Anything constructed or erected, the use of which requires more or less permanent location on the ground or attachment to something having a permanent location on the ground.

SURVEY

A Land Survey that is prepared, signed and stamped by a state-registered professional land surveyor.

TRACT

A term exclusively described within the Woodmoor covenants (RE: Article V, Section 1) with which all lots shall be known as. Residential tracts are known and described as lots. The El Paso County land development code has a different definition for the word tract.

TREE HOUSE

A small building built principally as outdoor playground equipment, separate from the principle residence, and attached to a tree or raised above the ground on posts, which does not exceed one hundred and twenty (120) square feet in floor space, eight (8) feet in height when measured at the floor of the enclosed space, and sixteen (16) feet in height from the grade at the foot of the tree to the top of any part of the tree house structure.

WALL

A structure supported by the ground along its entire length that is substantially solid in appearance. Spaces between any posts or similar elements shall be constructed of the same material as the posts. **Note: the WIA PDSM requirements for fences and walls are more restrictive than those for Pikes Peak Regional Building Department (PPRBD).**

WALL EXPANSE

A blank, uninterrupted exterior wall surface in a common plane consisting of essentially similar material and color, void of architectural features such as windows, doors, or trim. The area is defined as a surface area that can be inscribed with a convex polygon, having corners less than 180 degrees.



WIA

The abbreviation for “Woodmoor Improvement Association” located in Woodmoor.

WOODMOOR

The geographic locality in El Paso County that is referenced in this publication.

APPENDIX A – APPLICATION FOR NEW CONSTRUCTION PROJECT

APPLICATION FOR NEW CONSTRUCTION PROJECT

OWNER/OWNER'S AGENT NAME: _____ PHONE: _____

CURRENT ADDRESS: _____

ADDRESS OF PROPOSED PROJECT: _____

LOT LEGAL DESCRIPTION: LOT _____ BLOCK _____ FILING _____

CONSTRN CONTRACTOR'S NAME: _____ PHONE: _____

CONSTRN CONTRACTOR'S ADDRESS: _____

PROJECT SCHEDULE		PROJECT SIZE			
ESTIMATED START DATE	BUILDING SQUARE FOOTAGE	TOTAL SQ. FT. FINISHED SPACE	TOTAL SQ. FT. GARAGES	TOTAL SQ. FT. DECKS	TOTAL SQ. FT. FOOTPRINT (including garage)
ESTIMATED COMPLETION DATE	<i>(as shown on floor plans/site plan)</i>	TOTAL SQ. FT. UNFINISHED SPACE			

SITE SETBACKS <i>(as stated in PDSM)</i>	FRONT (ft)	REAR (ft)	SIDE 1 (ft)	SIDE 2 (ft)

PROPOSED MATERIALS AND COLORS: *All exterior finishes/colors must include manufacturer's name, product number, and color chart, and must comply with the requirements set forth in the Project Design Standards Manual.*

MATERIAL TYPE	MANUFACTURER	PRODUCT NAME	COLOR NAME
ROOF			
EXTERIOR FINISH 1			
EXTERIOR FINISH 2			
EXTERIOR FINISH 3			
WINDOW FRAMES			
DOOR FRAMES			
DOORS			
GARAGE DOORS			
GUTTERS/DOWNSPOUTS			
VENTS/TRIM			
RETAINING WALLS			
OTHER 1			
OTHER 2			

REQUIRED FEES & SUBMITTALS <i>(in addition to this New Construction Application form)</i>	<input type="checkbox"/> CONSTR COMPLIANCE FORM	<input type="checkbox"/> CERTIFIED SURVEY	<input type="checkbox"/> FLOOR PLAN
<input type="checkbox"/> ADMIN FEES \$ _____	<input type="checkbox"/> SITE PLAN	<input type="checkbox"/> EXTERIOR ELEVATIONS	<input type="checkbox"/> BUILDING CROSS SECTIONS
<input type="checkbox"/> COMPL FEES \$ _____	<input type="checkbox"/> LANDSCAPING PLAN		

I/We hereby certify that I/We have read the Covenants, Rules and Regulations, including the Project Design Standards Manual, and the conditions and restrictions recorded with the deed for this property, and will fully comply with all provisions of each. I/We understand that approval of this application for construction by the ACC does not ensure construction quality or construction contractor performance.

I/We agree that: (a) I/We am/are fully responsible for all contractors and subcontractors working on this project, (b) the project will be completed in strict accordance with the plans approved by the ACC, and (c) any changes to the approved plan will be submitted to the ACC for approval prior to the changes being incorporated into the project. I/We understand that any changes implemented into the project without prior approval by the ACC will be subject to fines in accordance with the Compliance Fee Agreement.

OWNER SIGNATURE: _____ DATE: _____

CO-OWNER SIGNATURE: _____ DATE: _____

OWNER'S AGENT SIGNATURE: _____ DATE: _____

WIA REP SIGNATURE: _____ DATE: _____

(written authorization from owner must be attached)

(WIA rep who received and verified completed application packet)


(date completed application packet rec'd by WIA)

NOTICE: The review and subsequent approval of this application packet by WIA's ACC does not ensure construction quality or construction contractor performance. These are the responsibility of the owner/owner's agent and his/her contractors.

WIA FORM UPDATED:

2013


APPENDIX B – APPLICATION FOR MAJOR MODIFICATION PROJECT


	<h1 style="margin: 0;">Woodmoor</h1>		
APPLICATION FOR MAJOR MODIFICATION PROJECT			
OWNER/OWNER'S AGENT NAME: _____		PHONE: _____	
CURRENT ADDRESS: _____			
ADDRESS OF PROPOSED PROJECT: _____			
LOT LEGAL DESCRIPTION: LOT _____ BLOCK _____		FILING _____	
CONSTRN CONTRACTOR'S NAME: _____		PHONE: _____	
CONSTRN CONTRACTOR'S ADDRESS: _____			
PROJECT SCHEDULE	PROJECT DESCRIPTION (check one)	PROJECT DESCRIPTION/DETAILS	
ESTIMATED START DATE	<input type="checkbox"/> ADD SQ. FT. TO AN EXISTING RESIDENCE (INCL. GARAGE)		
	<input type="checkbox"/> CREATE AN EXTERIOR ENCLOSURE		
ESTIMATED COMPLETION DATE	<input type="checkbox"/> ADD TO OR ALTER AN EXISTING ROOF LINE		
	<input type="checkbox"/> ADD AN ANCILLARY BUILDING		
SITE SETBACKS (as stated in PDSM)			
FRONT (ft)	REAR (ft)	SIDE 1 (ft)	
SIDE 2 (ft)			
PROPOSED MATERIALS AND COLORS: <i>All exterior finishes/colors must include manufacturer's name, product number, and color chart, and must comply with the requirements set forth in the Project Design Standards Manual.</i>			
MATERIAL TYPE	MANUFACTURER	PRODUCT NAME	COLOR NAME
ROOF			
EXTERIOR FINISH 1			
EXTERIOR FINISH 2			
EXTERIOR FINISH 3			
WINDOW FRAMES			
DOOR FRAMES			
DOORS			
GARAGE DOORS			
GUTTERS/DOWNSPOUTS			
VENTS/TRIM			
RETAINING WALLS			
OTHER 1			
OTHER 2			
REQUIRED FEES & SUBMITTALS (in addition to this New Construction Application form)			
<input type="checkbox"/> CONSTR COMPLIANCE FORM	<input type="checkbox"/> CERTIFIED SURVEY	<input type="checkbox"/> FLOOR PLAN	
<input type="checkbox"/> ADMIN FEES \$ _____	<input type="checkbox"/> SITE PLAN	<input type="checkbox"/> EXTERIOR ELEVATIONS	
<input type="checkbox"/> COMPL FEES \$ _____	<input type="checkbox"/> LANDSCAPING PLAN	<input type="checkbox"/> BLDG CROSS SECTIONS	
<p><i>I/We hereby certify that I/We have read the Covenants, Rules and Regulations, including the Project Design Standards Manual, and the conditions and restrictions recorded with the deed for this property, and will fully comply with all provisions of each. I/We understand that approval of this application for construction by the ACC does not ensure construction quality or construction contractor performance.</i></p> <p><i>I/We agree that: (a) I/We am/are fully responsible for all contractors and subcontractors working on this project, (b) the project will be completed in strict accordance with the plans approved by the ACC, and (c) any changes to the approved plan will be submitted to the ACC for approval prior to the changes being incorporated into the project. I/We understand that any changes implemented into the project without prior approval by the ACC will be subject to fines in accordance with the Compliance Fee Agreement.</i></p>			
OWNER SIGNATURE: _____		DATE: _____	
CO-OWNER SIGNATURE: _____		DATE: _____	
OWNER'S AGENT SIGNATURE: _____		DATE: _____	
<small>(written authorization from owner must be attached)</small>			
WIA REP SIGNATURE: _____		DATE: _____	
<small>(WIA rep who received and verified completed application packet)</small>		<small>(date completed application packet rec'd by WIA)</small>	
<p>NOTICE: <i>The review and subsequent approval of this application packet by WIA's ACC does not ensure construction quality or construction contractor performance. These are the responsibility of the owner/owner's agent and his/her contractors.</i></p>			

WIA FORM UPDATED:

2013

APPENDIX C – APPLICATION FOR MISCELLANEOUS PROJECT





APPLICATION FOR MISCELLANEOUS PROJECT

OWNER/OWNER'S AGENT NAME: _____ PHONE: _____

CURRENT ADDRESS: _____

ADDRESS OF PROPOSED PROJECT: _____

LOT LEGAL DESCRIPTION: LOT _____ BLOCK _____ FILING _____

CONSTRN CONTRACTOR'S NAME: _____ PHONE: _____

CONSTRN CONTRACTOR'S ADDRESS: _____

PROJECT SCHEDULE	PROJECT DESCRIPTION/DETAILS	
ESTIMATED START DATE		
ESTIMATED COMPLETION DATE		

SITE SETBACKS (as stated in PDSM)	FRONT (ft)	REAR (ft)	SIDE 1 (ft)	SIDE 2 (ft)
-----------------------------------	------------	-----------	-------------	-------------

PROPOSED MATERIALS AND COLORS: *All exterior finishes/colors must include manufacturer's name, product number, and color chart, and must comply with the requirements set forth in the Project Design Standards Manual.*

MATERIAL TYPE	MANUFACTURER	PRODUCT NAME	COLOR NAME

REQUIRED FEES & SUBMITTALS (in addition to this Miscellaneous Project Application form)	<input type="checkbox"/> CONSTR COMPLIANCE FORM	<input type="checkbox"/> CERTIFIED SURVEY	<input type="checkbox"/> FLOOR PLAN
	<input type="checkbox"/> ADMIN FEES \$ _____	<input type="checkbox"/> SITE PLAN	<input type="checkbox"/> EXTERIOR ELEVATIONS
	<input type="checkbox"/> COMPL FEES \$ _____	<input type="checkbox"/> LANDSCAPING PLAN	<input type="checkbox"/> BLDG CROSS SECTIONS

I/We hereby certify that I/We have read the Covenants, Rules and Regulations, including the Project Design Standards Manual, and the conditions and restrictions recorded with the deed for this property, and will fully comply with all provisions of each. I/We understand that approval of this application for construction by the ACC does not ensure construction quality or construction contractor performance.

I/We agree that: (a) I/We am/are fully responsible for all contractors and subcontractors working on this project, (b) the project will be completed in strict accordance with the plans approved by the ACC, and (c) any changes to the approved plan will be submitted to the ACC for approval prior to the changes being incorporated into the project. I/We understand that any changes implemented into the project without prior approval by the ACC will be subject to fines in accordance with the Compliance Fee Agreement.

OWNER SIGNATURE: _____ DATE: _____

CO-OWNER SIGNATURE: _____ DATE: _____

OWNER'S AGENT SIGNATURE: _____ DATE: _____
(written authorization from owner must be attached)

WIA REP SIGNATURE: _____ DATE: _____
(WIA rep who received and verified completed application packet) (date completed application packet rec'd by WIA)



ACC ADMIN REVIEW COMMENTS/DECISION:	<input type="checkbox"/> APPLICATION APPROVED IN-OFFICE	SIGNED: _____	DATE: _____
	<input type="checkbox"/> APPLICATION DISAPPROVED IN-OFFICE	SIGNED: _____	DATE: _____
	<input type="checkbox"/> ACC REVIEW REQUIRED	ACC SCHEDULED MEETING DATE: _____	

NOTICE: *The review and subsequent approval of this application packet by WIA's ACC, does not ensure construction quality or construction contractor performance. These are the responsibility of the owner/owner's agent and his/her contractors.*

WIA FORM UPDATED:

2013

APPENDIX D – CHANGE APPLICATION FORM For amending an ACC-approved application

			
CHANGE APPLICATION			
OWNER/OWNER'S AGENT NAME: _____		PHONE: _____	
CURRENT ADDRESS: _____			
ADDRESS OF PROPOSED PROJECT: _____			
LOT LEGAL DESCRIPTION:	LOT _____	BLOCK _____ FILING _____	
CONSTRN CONTRACTOR'S NAME: _____		PHONE: _____	
CONSTRN CONTRACTOR'S ADDRESS: _____			
PROPOSED CHANGE:			
REQUIRED FEES & SUBMITTALS (in addition to this Change Application form)	<input type="checkbox"/> ADMIN FEES \$ _____ <input type="checkbox"/> OTHER \$ _____ <input type="checkbox"/> OTHER \$ _____	<input type="checkbox"/> SKETCH: _____ <input type="checkbox"/> SKETCH: _____ <input type="checkbox"/> SKETCH: _____	<input type="checkbox"/> OTHER: _____ <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> OTHER: _____
<p><i>This change application modifies the approved project application, and comprises the written record of approval, as required by the Covenants, of requested change(s) in currently approved plans for construction on the lot described above. Applicable fees (as of 11/1/02) for changes to approved project applications are required upon approval of requested changes. See "Required Fees & Submittals" above.</i></p> <p><i>I/We hereby certify that I/We have read the Covenants, Rules and Regulations, including the Project Design Standards Manual, and the conditions and restrictions recorded with the deed for this property, and will fully comply with all provisions of each. I/We understand that approval of this application for construction by the ACC does not ensure construction quality or construction contractor performance.</i></p> <p><i>I/We agree that: (a) I/We am/are fully responsible for all contractors and subcontractors working on this project, (b) the project will be completed in strict accordance with the plans approved by the ACC, and (c) any changes to the approved plan will be submitted to the ACC for approval prior to the changes being incorporated into the project. I/We understand that any changes implemented into the project without prior approval by the ACC will be subject to fines in accordance with the Compliance Fee Agreement.</i></p>			
OWNER SIGNATURE: _____		DATE: _____	
CO-OWNER SIGNATURE: _____		DATE: _____	
OWNER'S AGENT SIGNATURE: _____		DATE: _____	
<small>(written authorization from owner must be attached)</small>			
WIA REP SIGNATURE: _____		DATE: _____	
<small>(WIA rep who received and verified completed application packet)</small>		<small>(date completed application packet rec'd by WIA)</small>	
ACC ADMIN REVIEW COMMENTS/DECISION:	<input type="checkbox"/> APPLICATION APPROVED IN-OFFICE	SIGNED: _____	DATE: _____
	<input type="checkbox"/> APPLICATION DISAPPROVED IN-OFFICE	SIGNED: _____	DATE: _____
	<input type="checkbox"/> ACC REVIEW REQUIRED	ACC SCHEDULED MEETING DATE: _____	
<p><small>NOTICE: The review and subsequent approval of this application packet by WIA's ACC does not ensure construction quality or construction contractor performance. These are the responsibility of the owner/owner's agent and his/her contractors.</small></p>			

APPENDIX E – CONSTRUCTION COMPLIANCE AGREEMENT PAGE 1



Woodmoor

CONSTRUCTION COMPLIANCE AGREEMENT

The undersigned, as owner or authorized agent of the owner (hereinafter called "Owner") of the property described below (the "Lot") agrees with the Woodmoor Improvement Association, a Colorado non-profit corporation (the "WIA") as follows:

1. Compliance with Documents. Owner has received, read and understood the WIA's Covenants, Conditions and Restrictions (the "Covenants") recorded against the Lot, the WIA's Design Standard regulations (the "Rules"), and any other agreements or documents which are listed below, all of which are called the "Operative Documents" and are incorporated herein by the reference. Owner covenants and agrees to comply fully, timely and completely with the Operative Documents and with the plans approved and all requirements imposed by the WIA's Architectural Control Committee (the "ACC"). The plans as approved by the ACC may be changed only after the approval of a written change request; no changes may be started prior to such approval.

2. Payment of Compliance Fee. Owner agrees to pay the compliance fee stated below (the "Compliance Fee"), together with any other sums reasonably required by the Operative Documents. Payment of the Compliance Fee by anyone other than Owner, for example the contractor and signature of this Agreement by that person shall be presumed to have been made with the agency, authority and knowledge of Owner. The Compliance Fee will be held by the WIA without interest to Owner; any interest, shall be paid to the WIA for its administrative and other expenses.

3. Retention of Compliance Fee. The Compliance Fee will usually be retained by the WIA according to the following schedule:

- 100% Extreme non-compliance: e.g. over height, setbacks, etc.
- 50% Pouring foundation without monitor approval
- 50% Pouring foundation without a required survey to WIA/ACC
- 15% Major exterior changes without ACC approval: e.g. adding a deck, changing from cedar to stucco, etc.
- 5% Other exterior changes without ACC approval: e.g. for each window removed, added or changed; each chimney omitted or added; stairs omitted or added; drive-way change; retaining wall; color change; adding or omitting a bump-out, etc.

The WIA reserves the right to change the above retention schedule in its discretion and may increase retention percentages for willful or injurious non-compliance or other violations. Owner agrees that the entire Compliance Fee may be retained by the WIA in its general funds as liquidated damages because actual damages will be difficult or impossible to calculate and because of the expenses and costs likely to be incurred by the WIA. The Compliance Fee may also be used in whole or in part to pay for any services provided by the WIA or for remedial services, including but not limited to trash removal, sanitary services, fencing, filling of unguarded excavations, restoring construction damage to the green belt, protecting uncompleted structures and similar services. In addition to retention of the Compliance Fee, the WIA may exercise any or all of its legal and equitable rights set forth in Paragraph 7 hereof or otherwise.

4. Payment of ACC Admin. The WIA will retain and pay its ACC Admin for up to one hour of consultation with the Owner, or the contractor. The ACC Admin's sole purpose shall be to explain any disapproval of submitted plans; any additional time spent by the ACC Admin in explaining the disapproval of submitted plans will be paid by the Owner at the rate then in effect for the ACC Admin. Owner or contractor may retain the ACC Admin for additional architectural or design services at his regularly scheduled professional fee, and under such circumstances, the ACC Admin shall be working solely for Owner or contractor and not as agent or representative of the WIA. The ACC Admin will bill Owner or contractor directly for any services rendered in excess of the one-hour consultation paid from the Compliance Fee.

5. WIA Inspection. The Compliance Fee shall only be returned if a written application for refund is made to the WIA and Owner obtains an acceptable final written report by the WIA Project Monitor. In his final report, the WIA Project Monitor shall state that he has made a final inspection of the construction, that all details of the finished construction appear to conform to the WIA approved plans and specifications, or to any WIA approved change request. If the WIA Project Monitor requires corrective action, which Owner fails or refuses to undertake, the entire Compliance Fee will be retained by the WIA, which may exercise its other rights also. Similarly, if any construction is pursued without inspections or approvals required by the Operative Documents, (for example, pouring foundation without prior approval of siting forms by the monitor), the entire Compliance Fee will be retained by the WIA. In the event of any disagreement between the Owner and the Project Monitor as to whether construction is in total compliance with the plans and specifications, the procedures of the Manual and the Rules shall be used in an attempt to resolve the dispute.

Owner shall be solely responsible for the compliance of the construction with the Operative Documents, even if Owner delegates or relies upon such contractors or professionals in the construction. For example, Owner is responsible for obtaining an accurate survey and staking of foundations and improvements. The review and approval of any aspect of the construction by the monitor or the ACC does not ensure quality of construction, compliance with law, or performance by any contractor, and Owner shall look solely to those contractors or parties performing such construction, and shall be responsible for the acts and omissions of such contractors and persons.

6. Procedure for Return. Owner has one year from the time of approval of plans and specifications by the WIA to complete all construction. If Owner does not apply for a refund of the Compliance Fee within that one-year period, the WIA will inform Owner by mail at his last known address. If no application for return of the Compliance Fee is made within 90 days after the notice has been mailed, by certified mail, return receipt requested, the WIA Project Monitor will make a final inspection and return all of his files and reports to the WIA office and the entire Compliance Fee shall be paid to the WIA for transfer to its general fund.

page 1 of 2

For all major project applications



CONSTRUCTION COMPLIANCE AGREEMENT

(continued)

7. Enforcement Rights. The payment of the Compliance Fee to the WIA shall not prevent or impair the WIA's right to impose additional fines pursuant to the WIA's Rules and shall not bar the WIA from taking any legal or equitable action against Owner or other persons, including without limitation, obtaining an injunction or temporary restraining order without the deposit of a bond, to enforce the Operative Documents and decisions of the WIA. In the event that this Agreement or any obligation under the Operative Documents or the decisions of the WIA must be enforced by the WIA through legal proceedings or advice, the WIA shall be entitled to recover all of its costs and expenses of such enforcement including, without limitation, reasonable attorney's fees. Similarly, the Compliance Fee may be applied, in whole or in part, towards any costs and expenses of enforcement. No approval and no act or omission by the WIA, the ACC, the monitor or other representative shall waive any provision of the Operative Documents or constitute any estoppel or bar to enforcement of the Operative Documents.

8. RELEASE OF CLAIMS. OWNER UNDERSTANDS AND AGREES THAT THE WIA IS A NON-PROFIT CORPORATION REPRESENTING ITS MEMBERS AND THAT THE ACC, THE MONITOR, AND THE WIA'S BOARD AND AGENTS ARE VOLUNTEERS ACTING WITHOUT COMPENSATION AND PROTECTED BY STATUTORY IMMUNITIES. OWNER, FOR HIMSELF, HIS CONTRACTORS, HEIRS, AGENTS, SUCCESSORS AND ASSIGNS WAIVES, RELEASES AND INDEMNIFIES THE WIA, THE ACC, THE MONITORS, AND THEIR SUCCESSORS AND ASSIGNS FROM ANY AND ALL CLAIMS, LOSSES AND DAMAGES RELATING TO THE APPROVALS, INSPECTIONS, STATEMENTS, AND CONSTRUCTION DESCRIBED IN THIS AGREEMENT. THIS RELEASE SHALL BE IN ADDITION TO STATUTORY IMMUNITIES FOR SUCH PERSONS AND ENTITIES. OWNER ASSUMES ALL RISKS AND RESPONSIBILITIES RELATING TO SUCH CONSTRUCTION.

IN WITNESS WHEREOF, the undersigned have executed this Construction Compliance Agreement this ___ day of _____, 20__.

OWNER NAME: _____ CO-OWNER NAME: _____

OWNER SIGNATURE: _____ CO-OWNER SIGNATURE: _____

LOT: _____ BLOCK: _____ FILING: _____

STREET ADDRESS: _____

COMPLIANCE FEE: _____ CONTRACTOR: _____

WOODMOOR IMPROVEMENT ASSOCIATION, a Colorado non-profit corporation by: _____

Title: _____

ATTACHMENTS: APPLICATION FOR NEW CONSTRUCTION, LANDSCAPING AGREEMENT, OTHER: _____

STATE OF COLORADO)
COUNTY OF EL PASO)

The foregoing instrument was acknowledged before me this ___ day of _____, 20__.

by _____.



Witness my hand and official seal.

My commission expires: _____

Notary Public



APPENDIX F – APPLICATION FOR LANDSCAPING

For use with all project type applications

		
<p>APPLICATION FOR LANDSCAPING</p> <p><small>(this application shall accompany the application for a new construction project, major modification project, or miscellaneous project)</small></p>		
OWNER/OWNER'S AGENT NAME: _____		PHONE: _____
CURRENT ADDRESS: _____		
ADDRESS OF PROPOSED PROJECT: _____		
LOT LEGAL DESCRIPTION: LOT _____ BLOCK _____		FILING _____
CONSTRN CONTRACTOR'S NAME: _____		PHONE: _____
CONSTRN CONTRACTOR'S ADDRESS: _____		
PROJECT SCHEDULE	PROJECT SIZE	
ESTIMATED START DATE _____	LOT SIZE <small>(as shown on site plan/landscaping plan)</small>	
ESTIMATED COMPLETION DATE _____		
SITE SETBACKS (as stated in PDSM)		
FRONT (ft) _____	REAR (ft) _____	SIDE 1 (ft) _____
SIDE 2 (ft) _____		
DESCRIPTION OF EXISTING LANDSCAPING		
DESCRIPTION OF PROPOSED LANDSCAPING		
REQUIRED SUBMITTALS (in addition to this Landscaping Project Application form)	<input type="checkbox"/> CONSTR COMPLIANCE FORM <input type="checkbox"/> LANDSCAPING PLAN	
	<input type="checkbox"/> ADMIN FEES \$ _____ <input type="checkbox"/> OTHER DRAWINGS (list in open boxes) _____	
	<input type="checkbox"/> COMPL FEES \$ _____	
<p><i>I/We hereby certify that I/We have read the Covenants, Rules and Regulations, including the Project Design Standards Manual, and the conditions and restrictions recorded with the deed for this property, and will fully comply with all provisions of each. I/We understand that approval of this application for landscaping by the ACC does not ensure landscaping quality or landscaping contractor performance.</i></p> <p><i>I/We agree that: (a) I/We am/are fully responsible for all contractors and subcontractors working on this project, (b) the project will be completed in strict accordance with the plans approved by the ACC, and (c) any changes to the approved plan will be submitted to the ACC for approval prior to the changes being incorporated into the project. I/We understand that any changes implemented into the project without prior approval by the ACC will be subject to fines in accordance with the Compliance Fee Agreement.</i></p>		
OWNER SIGNATURE: _____		DATE: _____
CO-OWNER SIGNATURE: _____		DATE: _____
OWNER'S AGENT SIGNATURE: _____ <small>(written authorization from owner must be attached)</small>		DATE: _____
WIA REP SIGNATURE: _____ <small>(WIA rep who received and verified completed application packet)</small>		DATE: _____ <small>(date completed application packet rec'd by WIA)</small>
<p><small>NOTICE: The review and subsequent approval of this application packet by WIA's ACC does not ensure landscaping quality or landscaping contractor performance. These are the responsibility of the owner/owner's agent and his/her contractors.</small></p>		

APPENDIX G – ANTENNA REGISTRATION FORM

For registering an external antenna

		
ANTENNA REGISTRATION		
OWNER/OWNER'S AGENT NAME: _____		PHONE: _____
CURRENT ADDRESS: _____		
ADDRESS OF PROPOSED PROJECT: _____		
LOT LEGAL DESCRIPTION:	LOT _____	BLOCK _____ FILING _____
WIA ANTENNA POLICY (12/4/96)		
<p><i>The Telecommunication Act of 1996 changed the way that covenant controlled communities such as Woodmoor may deal with video antennas. The Federal Communications Commission (FCC) has issued rules regarding the new law and it's application. Covered by the rules are antennas for television broadcast signals (TBS), multichannel multipoint distribution service (MMDS), and direct broadcast satellite services (DBSS). All other types of antennas, such as ham radio antennas, CB antennas, etc. are fully restricted by the WIA Covenants.</i></p> <p><i>Residents in covenant-controlled communities are allowed to have DBSS antennas less than one meter in diameter (39.37"), MMDS antennas less than one meter (39.37") in size or a TBS antenna. Homeowner associations may enforce reasonable restrictive covenants on these types of antennas, but may not prevent, unreasonably delay or unreasonably increase cost of antenna installation, maintenance or use or preclude acceptable signal reception.</i></p> <p><i>Exterior antennas, including satellite dishes, are generally considered unsightly and are discouraged in Woodmoor. However, if a homeowner chooses to have a satellite dish or other antenna installed, the owner is strongly encouraged to consider the impact on his neighbors and the community. It is highly desirable that where possible, antennas be sited so as to be unobservable from the street and/or neighbors. If this is impossible, or the siting results in significantly impaired reception, other locations can be selected. However, in such cases, the satellite dish must be painted to blend with the surroundings or be concealed using approved landscaping techniques such as imitation rocks, shrubbery, etc. All exterior antennas must be grounded in accordance with UL specifications. Because of the frequent lightning storms and extremely high winds along the Front Range (at times in excess of 80 miles per hour), exterior antennas should not rise above the highest point of the roof. Because of these safety concerns, the WIA requires that all exterior antennas in Woodmoor be registered with WIA.</i></p> <p><i>Homeowners who desire to install (either do-it-yourself or by vendor) a satellite dish or other exterior antenna are required to pick up and complete a registration form (this form) from the WIA.</i></p>		
ANTENNA TYPE:	<input type="checkbox"/> TELEVISION BROADCAST SIGNALS (TBS) <input type="checkbox"/> MULTICHANNEL MULTIPOINT DISTRIBUTION SERVICE (MMDS, I.E. AS TRANSMITTED BY CHEYENNE MTN) <input type="checkbox"/> DIRECT BROADCAST SATELLITE SERVICE (DBSS, I.E. SIGNAL TRANSMITTED FROM A SATELLITE)	
ANTENNA LOCATION:	(If antenna is to be mounted on the ground, describe where on the property it is located, including distances from property boundaries. If antenna is to be mounted on a structure, such as a house, describe where on the house it is to be mounted.)	
ANTENNA SIZE:	HEIGHT: _____ <small>(from ground to top of ant when installed)</small>	WIDTH: _____ <small>(at top of ant and at base of ant)</small>
	DIAMETER: _____ <small>(if applicable)</small>	OTHER: _____
MATERIALS/FINISHES: <small>(if ant is to be exposed to view, identify finishes/color. If ant is to be concealed, identify the materials to be used.)</small>	COLOR 1: _____	COLOR 2: _____
	COVER OR CONCEALMENT MATERIALS: _____	OTHER: _____
INSTALLATION: <small>(must be properly grounded.)</small>	<input type="checkbox"/> INSTALLATION BY OWNER <input type="checkbox"/> INSTALLATION BY CONTRACTOR	
	CONTRACTOR NAME: _____	
ACC ADMIN APPROVAL:	<input type="checkbox"/> APPROVED	SIGNED: _____ DATE: _____
OWNER SIGNATURE: _____		DATE: _____
CO-OWNER SIGNATURE: _____		DATE: _____
OWNER'S AGENT SIGNATURE: _____		DATE: _____
	(written authorization from owner must be attached)	

WIA FORM# UPDATED:

2013

APPENDIX H - REF DOC FOR FIREWISE CONSTRUCTION & DEFENSIBLE SPACE

Copies of the brochure “Preparing a Personal Wildfire Action Plan” are available at the WIA office or may be downloaded from the WIA website.

INDEX

- ACC, iii, iv, v, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 16, 17, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 33, 34, 35, 37, 38, 43, 45
- ACC Admin, iv, 5, 7, 10, 11, 13, 30
- ACCESSIBILITY**, 36
- Adjacent Properties, 5
- Admin, iv, 2, 3, 5, 6, 8, 9, 10, 11, 13, 17
- ADMINISTRATOR**. *See* Admin
- Aggregate, 25
- ancillary building, 14, 26, 27
- Ancillary building, 26
- Animals, 5
- antenna, 16
- arbor, 31, 32
- ARCHITECTURAL CONTROL COMMITTEE**, 1, 3, 37
- Articles of Incorporation*, 1
- AUTHORITY**, 1
- Awnings, 17
- basement, 23, 38
- Basketball, 16
- Benchmark Elevation, 8
- BOD, iii, 1, 4
- brick, 19, 22, 23, 24, 27, 31, 34
- camouflage, 31
- chimney, 26
- colors, 14, 23, 25, 28, 30, 33, 35
- Colors, 25, 28
- common areas, 5, 7, 32
- COMMON AREAS**, 32
- Common Areas Impact, 8
- compliance, iii, 2, 3, 4, 9, 10, 11, 12, 13, 29, 32, 33, 36
- compliance fee, 11, 13, 29, 32
- composite, 25, 26
- concrete, 3, 5, 10, 11, 22, 23, 24, 26, 27, 28, 34, 37
- debris, 5, 13, 37
- Debris, 5
- deck, 14, 16, 17, 26, 31
- Deck, 16, 17, 26
- Declarations of Covenants, Conditions, and Restrictions*, 1
- Design Standards Manual*, 1, iii, 37, 38, 39
- detached structures, 26
- deviations, 13, 30
- Director of Forestry, 29, 32
- DISCLAIMER**, v
- drainage, 8, 11, 12, 17, 23, 29, 37
- Drainage, 8, 12, 24, 29, 30
- driveway, 17, 26, 29, 30, 31, 32, 33, 37
- Driveway, 4
- DSM, iii, iv, v, 1, 2, 3, 4, 5, 7, 9, 13, 16, 18, 32, 36, 38
- Dumpster, 16
- Duplex homes, 23
- enclosure, 29, 31
- ENCLOSURE**, 14
- Enclosures, 31
- EROSION**, 22
- extension, 6, 11, 31
- exterior, 6, 9, 12, 14, 16, 19, 23, 24, 25, 27, 34, 37, 39
- FEES**, 18
- fence, 16, 17, 29, 30, 37, 38
- Finished Floor Elevation, 8
- finishes, 23, 25
- Finishes, 25, 28
- fire, 25, 26, 31
- Fire, 4, 26, 32
- fireplace, 26
- FIREWISE**, 19, 29
- Flag lots, 21
- flagpole, 33
- Flagpole, 16, 33
- footers, 10, 11
- Footings, 11
- footprint, 12, 16, 17, 23
- garage, 5, 8, 16, 17, 19, 23, 39
- Gates, 30
- Glass, 24
- grade, 8, 9, 23, 32, 34, 35, 37
- gravel, 25, 32, 34
- Green House, 17, 27
- ground level, 27, 38, 39
- HardiePlank, 16
- heights, 23, 24
- HOA, 13
- hot tubs, 35
- house numbers, 32
- Kiddie Pools, 34
- landscaping, iv, 1, 2, 3, 4, 5, 10, 11, 13, 29, 33, 37
- landscaping plan, 29
- Landscaping Plan, 9
- lattice, 26, 31
- latticework, 31
- lighting, 31, 32, 33
- membranes, 25
- mesh, 26, 30
- metal, 23, 25, 26, 27, 28, 30, 33, 38
- Modular Plans, 9
- mother-in-law apartment, 34
- MULTI-FAMILY HOMES**, 36
- Noise, 5, 33
- Notice Sign, 9
- Owner/Owner's Agent*, iv, 2, 3, 4, 5, 7, 9, 10, 11, 12, 13, 17
- Owner/Owner's Agents, 2, 3, 12, 33
- Policies, Procedures, Rules and Regulations, Part V**
Revised: March 14, 2023 Effective: March 22, 2023

- pads, 34
 parking areas, 8, 26
 patio, 14, 31, 37
 Patio, 17, 34
 Perimeter fences, 29
 pillar, 31
 pillars, 26, 28, 31
 Plastic mesh, 30
 playground, 8, 16, 34
 Pod, 16
 porch, 23
 porches, 19, 23, 38
 posts, 26, 30, 37, 39
 PREFACE, iii
 principle residence, 29, 31
 refund, 10, 13, 33
 Re-paint, 16
 Re-roof, 16
 RESPONSIBILITIES, 3
 retaining wall, 16
 Retaining walls, 22
 roof slope, 26, 27
 roofline, 14, 24
 sand, 32
Sanitation, 4, 5
 Satellite dish, 16
 screen, 31
 Seasonal equipment, 16, 34
 setback, 2, 7, 10, 19, 20, 21, 22, 27, 28, 30, 31, 34, 38
 Setback, 19, 20, 21, 22
 setbacks, 7, 8, 14, 19, 20, 22, 28, 33, 34, 37, 39
 shed, 27
 Shed, 17, 26, 27
 shingle, 27, 28
 shingles, 25
 siding, 16, 23, 24, 27
Site Plan, 7, 37, 39
 slabs, 24, 34
 Snow Fence, 16
 Snow fences, 30
 Solar, 28
 Spa, 16
 spark arrester, 26
 spas, 35
 split rail, 29, 30
STAFF, v, 3
 stains, 25
 Standard Dimension Tree, 39
 stone, 19, 23, 24, 27, 31, 34
 storage container, 12
 stucco, 16, 22, 23, 24, 27, 31
 SURVEY, 10, 12, 39
SWIMMING POOLS, 34
 tiles, 25
 topography, 8, 19, 22, 24, 27, 28, 37
Traffic/Parking, 5
 Tree House, 28
Trees, 7, 8, 29
UTILITIES, 23
 Utility, 4, 23
Vicinity Map, 7
 Wading Pools, 34
 wall, 24, 27, 29, 30, 38, 39
 walls, 5, 8, 10, 11, 12, 19, 22, 23, 24, 26, 28, 30, 31, 37, 38, 39
 WIA, iii, iv, v, 1, 2, 3, 4, 7, 9, 10, 11, 13, 14, 19, 20, 23, 29, 32, 33, 36, 37, 39
 windbreak, 31
 windows, 14, 16, 17, 19, 24, 25, 39
 winds, 27, 28
 wire mesh, 30, 31
 wood shakes, 25
 Woodmoor Improvement Association, iii, v, 36, 38, 39
 Yard Art, 35