



Homeowner Handbook

Design Guidelines

Rules and Regulations

Revised 06/01/2022

THE CAB RESERVES THE RIGHT TO MODIFY THESE RULES AND REGULATIONS AND THE POLICIES THEREIN AT ANY TIME IN ITS SOLE DISCRETION. PLEASE CONTACT THE MANAGEMENT COMPANY (CONTACT INFORMATION ON PAGE 6) TO BE CERTAIN OF THE LATEST VERSION OF THIS DOCUMENT.

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Welcome to The Aurora Highlands

Welcome to The Aurora Highlands (the “Community”), a one-of-a-kind master planned community located in Aurora, Colorado.



All residents should be aware that The Aurora Highlands Community Authority Board (the “CAB”) is the governing body formed to own, operate, manage, and maintain various CAB Properties and other common areas, to provide services for the benefit of the real property owners in the Community (each an “Owner” or “Homeowner”), and to administer and enforce the Master Declaration (defined below) and other Governing Documents (described therein and summarized below). The CAB is administered by a Board of Directors and assisted by a third-party management company (the “Management Company”).

Management Company:

Timberline District Consulting, LLC
2641 E. Uintah St., Box 9001
Colorado Springs, CO 80909
T: 303-597-8573

A spirit of cooperation between the CAB, its committees, its contractors and vendors, and all Owners will go far in creating an optimum environment for the Community to thrive. Compliance with these Guidelines and the provisions of the Master Declaration will help preserve the inherent architectural and aesthetic quality of the Community. Please note that capitalized terms used, but not otherwise defined in these Guidelines will have the same definition given to such terms in the Master Declaration.

THE CAB RESERVES THE RIGHT TO MODIFY THESE RULES AND REGULATIONS AND THE POLICIES THEREIN AT ANY TIME IN ITS SOLE DISCRETION. HOMEOWNERS MUST CONTACT THE MANAGEMENT COMPANY TO ENSURE THEY HAVE THE LATEST VERSION.

This Handbook includes:

- An Overview of the Community Governance
- General Rules and Regulations concerning improvements or modifications to lots, including landscaping Improvements and the design review process
- The submittal process for architectural or landscaping changes to residential Lots
- A listing of specific Rules and Regulations applicable to Homeowners

- Parks and Open Space Rules and Regulations
- An Overview of the Covenant Enforcement Process

This Handbook and other resources are available on The Aurora Highlands website:

<https://theaurorahighlands.specialdistrict.net/>

An Overview of the Community Governance

The Community is governed by various documents including, but not limited to:

- The [Master Declaration of Covenants, Conditions and Restrictions for The Aurora Highlands](#) recorded in the Office of the Clerk and Recorder of Adams County on February 3, 2020, at Reception No. 2020000010483 (as may be amended or supplemented from time to time (the “Master Declaration”);
- The [Second Amended and Restated Establishment Agreement](#) for the Aurora Highlands Community Authority Board, approved and executed on April 27, 2022.
- This document, The Aurora Highlands Homeowner Handbook: Rules and Regulations, Amended June 1, 2022.

Owners should review the documents described above, as well as any other policies, amendments, and other materials available through the CAB’s Management Company, collectively the “Governing Documents.” In the event that any of the above-referenced documents conflict with the Master Declaration, the terms and conditions of the Master Declaration shall control.

The CAB (and/or its committees) are responsible for:

- **Design review**
- **Covenant enforcement services within the Community**
- **Maintenance of CAB Properties certain open space areas, and recreation facilities**
- **Maintenance of entry monuments and perimeter fences**
- **Hosting certain Community social events**
- **Trash/recycling services.** Trash and recycling services will be provided by the CAB.

The CAB is NOT responsible for:

- **Maintenance and snow removal on public streets.** Unless otherwise described herein, all streets within the community are public streets owned and maintained by the City of Aurora.
- **Maintenance of any home or privately-owned Lot.** This is the responsibility of each Homeowner. However, the CAB retains certain rights and remedies as described in the Governing Documents.
- **Intervening in matters of civil law such as boundary or drainage disputes.** Items of this nature might also include roaming animals, abandoned or unauthorized vehicles on public streets, and/or persistent noise problems, where the Aurora Police Department, Aurora Building Division, or other governmental entity will be the appropriate resource to address the matter.

Article 1. *Improvements to Lots and the Design Review Process*

1.1 Overview: Authority and Intent

Article III, Section 3.01 of the Master Declaration requires that no exterior improvements or modifications be undertaken, conducted, constructed, placed, planted, installed, modified, or removed upon any Lot, nor shall any new use be commenced upon any Lot, unless complete Plans and Specifications have been first submitted to, and approved in writing, by the Community Wide Architectural Review Committee (“CARC”) of the CAB, or a committee, or subcommittee appointed by the CAB or the CARC, established for such purpose. CARC approval is required for the Original Improvements constructed, on a Lot, by a Builder. The Master Declaration authorizes the CAB to enforce design standards and guidelines and adopt Rules and Regulations and to interpret and implement the provisions of the Master Declaration. The CAB hereby establishes the residential “Design Review Committee” (“DRC”) to review and consider approval for all subsequent Improvements or modifications to residential Lots proposed by a Homeowner after initial construction of the home by a Builder.

This document, the Homeowner Handbook: Rules and Regulations (the “Rules and Regulations”), shall constitute such residential design standards and guidelines and is intended to assist Owners with basic information about the Community and its design standards, rules, use restrictions and procedures. This document also includes a section on the Rules and Regulations governing activities on CAB Properties, common areas, and open space areas and a section concerning the enforcement process. The CAB intends for these Rules and Regulations to help Homeowners to: (a) identify best practices for improving or modifying their properties, (b) prepare design submittals and receive timely reviews, and (c) assist with enforcement matters.

The intent of these Rules and Regulations and guidelines with respect to landscaping standards is to reflect the overarching landscape themes of The Aurora Highlands, while allowing for individual Homeowners to tailor their yards for individual needs and taste. Individual neighborhoods will be allowed to propose unique twists on the overall themes of The Aurora Highlands. Minimum City of Aurora Standards are still required to be met, but the use of plant material, patios, decks, and other yard elements may be proposed by the individual homeowner. To maintain the common design themes of The Aurora Highlands, limited use of ornamental grasses, street side landscape design, and common fence and other materials will be expected, while also adhering to the City of Aurora planting guidelines: [Sec. 4.7 Landscape, Water Conservation, Storm water Management | Aurora Unified Development Ordinance \(municipal.codes\)](#)



PLEASE NOTE: ANY IMPROVEMENT OR MODIFICATION INSTALLED WITHOUT APPROVAL IS SUBJECT TO REMOVAL AT THE HOMEOWNER’S SOLE EXPENSE. THE HOMEOWNER MAY ALSO BE SUBJECT TO FINES OR OTHER LEGAL ACTION. ALL APPROVALS MUST BE IN WRITING. ON-SITE PERSONNEL, INCLUDING A SALESPERSON OR CONSTRUCTION SUPERVISOR, DO NOT HAVE AUTHORITY TO APPROVE DRC APPROVAL REQUESTS.

1.2 The Submittal Process: Overview

Although all three stages are not mandatory, the DRC review process for Improvements generally consists of three stages: a pre-design meeting with the DRC, a conceptual design submittal, and a mandatory final design submittal. While final design submittal is the only mandatory step, final design submittal applications made without prior completion of the pre-design meeting and conceptual design submittal have a significantly increased probability for denial by the DRC. The DRC shall decide each request for approval within 30 days after the complete submission of the application or request, and submission to the DRC of all Plans and Specifications and other materials and information which the DRC may require in conjunction with such application or request. If the DRC fails to decide any application or request within 30 days after the complete submission of the Plans and Specifications and materials and other information with respect thereto, then such application or request for approval shall be deemed to have been denied by the DRC. The DRC may grant variances or adjustments from any conditions and restrictions subject to the limits of Section 3.16 of the Master Declaration and the Rules and Regulations stated herein.

If a request is denied, you may contact the Management Company for more information, or appeal the decision of the DRC to the Appeals Board established by the CAB. Appeals must be submitted in writing through the Management Company within 15 days of denial. The Appeals Board will then set a date for a hearing and notify you as to the time and place. The final authority for determination of appeals is with the Appeals Board.

Planning ahead is required. The DRC strives to respond to requests quickly. However, the DRC normally dispositions requests once per month at irregular intervals and may require up to 30 days after your complete submittal is received, for a decision to be made.

In reviewing any matter, neither the DRC, the CAB, the Appeals Board, nor the Declarant, shall be responsible for the safety, whether structural or otherwise, of any item(s) submitted for review, or conformance with applicable building codes or other governmental laws or regulations, and any approval or conditional approval of an improvement/modification by the DRC, the CAB, the Appeals Board, or the Declarant, shall not be deemed a representation that the same complies with any such codes, laws, or regulations.

1.3 Approval Request; Plans and Specifications.

General. Each request for DRC approval (an "Approval Request") at the conceptual design submittal and final design submittal phases shall be accompanied by an appropriate Submittal Form together with the required Plans and Specifications for the proposed Improvement, that show, the design and other characteristics of the proposed Improvement, or modification as are set forth in the applicable Design Guidelines herein, and a review fee as established by the DRC (the "Review Fee"). The DRC will submit a schedule of proposed review fees annually to the CAB for review and approval. The DRC may postpone review of any material submitted until it has received all required or requested Plans and Specifications and other information. The DRC shall notify the Owner in writing upon receipt of all required Plans and Specifications and that the Owner's Approval Request is complete.

1.4 Submittal Forms. Use the appropriate Submittal Form, which you can obtain from the Management Company or on The Aurora Highlands website under the [Community Services and Resources](#) tab of the

Metropolitan District website. Forms are also in Exhibit B of this document.

Architectural Improvements or Modifications: provide complete Plans and Specifications for the proposed Improvement(s)/Modification, including:

- Plot plan showing the location of the Improvement(s) or modification.
- Dimensions (i.e., height, width, and length), description of materials, and color samples for any Structures or equipment. Paint samples should be at least 8" x 10". In some cases, the DRC may require a sample of the material for its review. All samples will be provided at the applicant's sole expense.
- Applicant information including name, street address, email address and phone number (and mailing address if different than that of the Lot or Parcel upon which the proposed Improvements will be located).
- The DRC may require additional information depending on the nature of the request.

Landscaping Improvements: provide complete Plans and Specifications for the proposed project. These submittals shall follow the City of Aurora minimum requirements. Minimum requirements will be per the entitlement documents for the neighborhood, or the Xeriscape standards found in the City of Aurora Code. [Sec. 4.7 Landscape, Water Conservation, Storm water Management | Aurora Unified Development Ordinance \(municipal.codes\)](#) Use of these minimum requirements are outlined in the Design Guidelines set forth in Article 2, below. It will be the responsibility of the installation contractor or the homeowner to manage the submittal and approval process.

Plans and Specifications for Landscaping Improvements shall include:

- Plot plan showing the location of the Improvement(s).
- Dimensions and location of landscaped areas, description of hardscape materials, identification by species and variety of trees, shrubs, and other plant materials and numbers and location of same, and specifications of any fencing and walls proposed. Additional requirements for specific items are included in the Residential Design Guidelines and Rules and Regulations herein in Article 2.
- Applicant information including name, street address, email address, and phone number (and mailing address if different than that of the Lot or Parcel upon which the proposed Improvements will be located).
- The DRC may require additional information depending on the nature of the request.

All Design Review Applications ("DRA") must be submitted in writing by email, or hard copy. When a complete DRA is received, the Management Company will forward the request to the DRC, track the Request, and return a written decision to the applicant.

1.5 Review Procedure.

Approval of a majority of the members of the DRC, either at a meeting or in writing, shall be required to approve any Approval Request. If DRC approval is granted subject to conditions, the Owner shall revise its Plans and Specifications to incorporate such changes and shall deliver the required number of complete sets of revised Plans and Specifications (reflecting responses to all items) to the DRC, which shall again be reviewed in accordance with and in the timeframe described in Section 1.2, above.

1.6 Modifications to Approved Plans and Specifications.

Any modification or change to an approved set of Plans and Specifications must again be submitted to the DRC for its approval in the same manner as for initial approval of Plans and Specifications.

1.7 Appeal of DRC Decision.

If the DRC denies any part of the Plans and Specifications submitted (or approves the same subject to conditions) or denies a request for a variance (as described in Section 1.9 herein), the Owner may, within fifteen (15) days after the DRC's denial, make a written request for a hearing before the Appeals Board, established by the CAB in accordance with the Master Declaration, to reconsider the Plans and Specifications or denial of a variance. A written Request for Hearing must be submitted to the Management Company. Upon receipt of a valid written request for hearing, the Appeals Board shall set a time, date, and place of the hearing, which shall be conducted no later than sixty (60) days after receipt of the Request for Hearing, and so notify the Owner. The Owner or other interested parties may provide testimony at the scheduled hearing. The Appeals Board shall provide the applicant or registrant with written findings and a ruling by written communication, within 15 business days after the completion of the hearing. Any decision rendered by the Appeals Board shall be final.

1.8 Prosecution of Work; Notice of Completion; Notices of Noncompliance.

All work approved by the DRC in an Approval Request must be diligently prosecuted to completion, and a Notice of Completion delivered to the DRC in accordance with and within the time allotted in Article 3 of the Master Declaration. In addition, the DRC shall have the powers to inspect the work and issue Notices of Noncompliance as set forth in the Master Declaration.

1.9 Variances.

Exceptions from the provisions of the Design Guidelines are considered by the DRC on a case- by- case basis for specific applications only and shall not establish a precedent for any other project or future development.

(a) Submittal Requirements for a Variance.

- (i) Criteria from which the variance is sought.
- (ii) Identification of the alternative design, improvement, construction technique or material proposed to be used.
- (iii) Supporting documentation including justification for the variance, including how the intent of the criteria is still being achieved, related calculations, details, exhibits, etc.
- (iv) The variance request shall be signed by the owner or design professional.

(b) Review Criteria for Variances. A variance may be approved if one or more of the following criteria are met, provided that the no variance shall not impose a detriment or injury to other property or Improvements within the Community, and will not militate against the general intent and purpose of the Design Guidelines and the Master Declaration:

- (i) The standards may be met by an alternative method that is demonstrated to have an equivalent or better function and meet the same objective.
 - (ii) Physical constraints exist, such as steep topography or other natural hazards, which limit the ability to install the Improvement or Modification, would limit healthy plant growth, or could cause safety concerns. Site conditions, including geology, topography, indigenous soils, or issues related to water demand, may be better addressed through the alternative proposal.
- (c) Documentation of a Variance. Variances shall be documented on drawings for construction and inspection purposes, including: the variance number, description of the variance, any conditions of approval, and the approval date.
- (d) Appeals of Denials to the CAB/Appeals Board. If the DRC denies a request for a variance, it shall provide notice thereof within thirty (30) days after such denial. Notice shall include the reason for the action and shall be delivered to the address of record, if no notice is provided within 30 days, the variance request is deemed to be denied. The Owner requesting such variance may appeal such decision to the Appeals Board, pursuant to the procedures set forth in Section 1.7 herein.

Article 2. Residential Design Guidelines and Rules and Regulations

Please note: The Residential Design Guidelines (“Design Guidelines”) are a part of the Rules and Regulations for The Aurora Highlands and are subject to modification or amendment from time to time. OWNERS SHOULD REVIEW THESE RESIDENTIAL DESIGN GUIDELINES AND RULES AND REGULATIONS CAREFULLY. THE RESIDENTIAL DESIGN GUIDELINES INCLUDE PROVISIONS RELATING TO DESIGN, CONSTRUCTION AND OPERATION OF INTERIOR, EXTERIOR AND LANDSCAPING IMPROVEMENTS AND RULES AND REGULATIONS REGARDING THE USE OF LOTS.

The following Residential Design Guidelines and Rules and Regulations are not all- inclusive. Questions should be directed to the Management Company. Any requests not specifically addressed below will be reviewed by the DRC on a case-by-case basis. Unless otherwise stated below, the term “approval” refers to DRC approval.

Accessory Structures

- All Accessory Structures (meaning all Structures located on a Lot other than a Residential Structure), including pergolas, gazebos, greenhouses, play equipment, etc., shall be subject to prior DRC approval and will be evaluated on their individual merit, use, location on Lot, and appearance. Two accessory structures are allowed, per lot.
- No Structure of a temporary character, including, but not limited to, a house trailer, shack, storage shed, or outbuilding, shall be placed or erected upon any Lot; provided, however, that during the actual construction, alteration, repair, or remodeling of a Structure or other Improvement, necessary temporary Structures for storage of materials may be erected and maintained by the Declarant, Builder or a Person doing such work.
- Notwithstanding the foregoing, a storage shed may be considered an Accessory Structure of a “permanent character” if assembled on-site, of new materials, constructed of the same materials found on the exterior of the home, and painted colors matching or complimentary to the home. Storage sheds of a permanent character are subject to DRC approval and will only be allowed under the following conditions:
 - In rear yard only,
 - Not exceeding 8’0” high at the peak,
 - Not larger than 80 square feet,
 - At least 5’ from the side and rear lot lines
 - Maintained in like new condition
 - Not over or within any utility or drainage easements on the Lot and within setback requirements for the City of Aurora.
 - Prefabricated, rubber, or plastic and metal sheds are not permitted.



See also **Play Equipment**

Additions and Remodeling

- Approval is required for all additions, expansions, or remodeling which will alter the exterior of the residence. Submittals must include detailed Plans and Specifications, dimensions, and location. All plans for such improvements must match the overall theme of the residence. Any addition to the exterior of a residence must match the original structure in architectural style, mass, material, and color.
- The DRC may also require certification of any plans or drawings by a licensed architect and/or engineer, as well as copies of building permit(s) upon their issuance.

Address Numbers

- Address numbers may not exceed 6" in height. Submittal should specify location and materials.

Advertising: See Signs

Air Conditioners: See HVAC

Animals: See Pets and Pet Enclosures

Antennas and Satellite Dishes

- No Owner or Resident may install exterior wiring for electrical or telephone installation, or for any other purpose, nor shall any items, including but not limited to internet, television, cable, or radio antennae, furnace or other vent, machines, or air conditioning unit vents, be installed on the exterior of a Residential Structure or protrude through the walls or the roof of Improvements, except with the approval of the DRC.
- Notwithstanding the foregoing, and subject to the Telecommunications Act of 1996 and applicable regulations, no exterior radio antenna, television antenna, or other antenna, satellite dish, or audio or visual reception device of any type shall be placed, erected, or maintained on any Lot, except inside the home or otherwise "concealed from view".
- For the purposes of this section, a device shall be considered "concealed from view" if located in the rear yard or in a side yard behind front 1/3rd of the home, and not exceeding 36" x 22" in size, nor greater than 5' from ground level.
- All other devices will be considered on a case-by-case basis.

Artificial Turf

- Approval is required prior to the installation of artificial turf. Artificial turf products will be considered on a case-by-case basis. Applicant shall include a product sample (minimum 10"x 10") with the request. Artificial turf will only be allowed in rear yards.
 - **General Guidelines:**

- The synthetic turf must be natural in appearance and integrated into the overall landscape design in a natural looking manner, so as not to appear as a sports field and it shall not be installed directly adjacent to the property line.
- Turf shall be comprised of two yarn type colors (green and tans) for a natural appearance. (Putting greens may be single yarn type – green)
- The general appearance of the synthetic turf must be designed and installed in such a manner as to effectively simulate the appearance of a well-maintained lawn.
- The synthetic turf uniformity must be maintained for all areas.
- The synthetic turf shall not be installed on slopes greater than 6% unless it has been reviewed and approved by a licensed professional. This consultation service will be an expense of the homeowner.
- All synthetic turf will need to be screened by a 3' rock or mulch bed boarding the perimeter of the property. Edges of turf rolls shall not be exposed.
- No synthetic turf shall be installed or approved in the front yard. Artificial turf is approvable for use in rear yards only.
- Maximum area of artificial turf permitted in rear yard shall follow the same standards for turf in rear yards.
- Pile height must be at least 1.75" inches and no more than 3 inches (practice putting areas excluded).
- Pile weight must be in the range of 30 to 80 ounces per square yard.
- Turf must have a minimum of an 8-year product warranty and the warranty shall not be limited to the amount of usage, lawn elevation, nor the type of footwear that can be worn.
- The product shall allow for vertical drainage at a minimum 10' of standing water per hour.
- Turf must have UV protection.
- The yarn denier needs to be a minimum of 5700 for putting greens and 7000 for yards.
- Infill material shall consist of sand, rubber, or a combination of the two products.
- Sand will need to be silt free.
- Rubber with steel filaments will not be allowed.
- Primary backing system will require a minimum 8 ounces per square yard.
- No felt backing is allowed.

○ **Product Installation Requirements:**

- Turf must provide adequate drainage both horizontal and vertical.
- Turf cannot be placed directly on top of existing grass, dirt, or hardscape. Adequate subgrade must be installed.
- **Subgrade:**
 - Should include a geotextile fabric that is placed between the existing, compacted soil and the porous aggregate material.
 - Porous Aggregate layer is defined as a material that is compacted and will provide stability for the subgrade and the material should be porous enough to allow for sufficient vertical drainage.

- Turf must be adequately secured – no ripples or seams showing.
 - Seaming should be completed using an approved tape and glue or stitching.
 - Stitch rate should be a minimum of 10 stitches per 3”.
 - Tear Strength should be a minimum of 200 lbs.
 - Turf edges must be finished and anchored with either concrete curb, treated wood header, trench drain or an approved composite edging material. Turf needs to be securely fastened to prevent any lateral movement of the backing material.
 - Turf must have prepared base of “infill” as defined in the product specification section.
 - Turf must have a minimum 1-year installation/workmanship warranty.
- **Maintenance Guidelines:**
- The manufacturer and/ or installer shall provide the homeowner with detailed maintenance instructions for the synthetic turf.
 - Removal of all organic material from the surface shall be done before decomposition occurs.
 - Animal feces must be removed on a frequent basis and wash with a hose.



- A spray irrigation system is recommended if using synthetic turf in yards containing pets, as this allows for regular washing of the material.
- Color and appearance of turf must remain as originally submitted to the DRC. If not, this constitutes and is subject to covenant violation. In more detail the property would be considered in violation of landscape maintenance and possibly subject to levied fines until matter is rectified.

See also **Landscaping**.

Awnings and Overhangs

- Approval is required prior to installation. Awnings or overhangs should be an integral part of the house or patio architecture. The color must be the same as, or generally recognized as complementary to, the exterior of the residence.
- Submittal must include a sample of the fabric/material to be used and state whether the awning or overhang is retractable or permanent. A photo of the home must also be included to ensure awning color is complementary to the home.

Basketball Hoops

- Garage-mounted basketball hoops are not allowed.
- Requests for free standing, pole mounted basketball hoops will be considered by the DRC in the front yard along the side of the driveway only or inside the rear yard areas subject to the following considerations: driveway configuration, at least 5’ from the property lines, proximity to the neighbor’s living areas, landscaping, and vehicles.
- Portable basketball hoops are allowed and shall not require DRC approval. However, all portable basketball hoops shall be stored out of view when not in use, preferably in the garage or behind

the front 1/3rd of the house, behind a fence or landscape buffering.

Boats: See **Vehicles**

Business Activities

- Lots are intended for residential use only. Business activities must be secondary to the residential use of the home and conducted entirely within the home.
- Business activities shall not involve regular visitors, clients, employees, deliveries, or excess vehicular traffic. AirBNB type activity is prohibited. Business activities shall not be apparent or detectable by sight, sound, or smell from the outside of the home.

Campers: See **Vehicles**

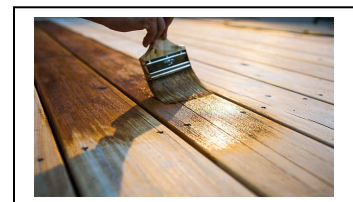
Clotheslines and Drying Racks

- No permanent clotheslines, clothes poles, drying racks, or drying yards shall be constructed, installed, or erected.
- Notwithstanding the foregoing, a retractable clothesline may be installed in the rear yard or in a side yard behind the front 1/3rd of the home and shall not require DRC approval. It shall not be visible from the street or common areas. It shall be retracted when not in use and maintained in like new condition.

Decks

- Decks must be cedar, redwood, or a wood-look/textured material (e.g., “Trex” brand deck material). Wood decks shall be left their natural color stained with a clear sealer, or stained to match fences, using [Diamond Vogel Grain Stain Exterior Semi-Transparent Oil Stain-Natural Tone Cedar-Product #AG-8319 stain color](#). Painted decks are not permitted. Wood-look materials must be a color compatible with the color scheme of the home.
- Decks must appear to be an integral part of the residence, and, in general, no part of the stairs or landings will be allowed to extend into the side property area beyond the back corners of the home. Deck railing must also match that of the deck, existing railing on the house, or the general scheme within the Community. Iron pickets/balusters are permitted with DRC approval.
- Deck skirting, ie. Lattice, is not allowed on decks that are more than 2’ above finished grade. Freestanding decks will be considered on a case-by-case basis.
- All decks must comply with setback restrictions.

See also **Fences**



Deck Covers: See **Awnings and Overhangs**

Decorations, Holiday and Seasonal

- No approval is required provided that materials are in good taste, not installed earlier than thirty (30)

days prior to the holiday and removed within fifteen (15) days following the holiday.

- Colored lights may be used to celebrate the holiday and colors can cascade or waterfall, but they cannot be twinkling, pulsating, rotating, etc.
- Lawn ornaments/decor for the holiday shall be limited to the front yard, not exceed 10' in height, and shall not overwhelm the yard. The DRC reserves the right to determine whether Decorations have become unreasonable and may request residents remove décor for Nuisance, per the Master Declaration.

See also **Flags and Flagpoles**

Decorations, Permanent

- Any permanent items such as yard statuary, benches, arbors, birdbaths, fountains, wall-mounted art, and so forth are not allowed in the front yard of the property. Such items may be permitted in the rear yard subject to DRC approval.



Dog Runs and Houses: See **Pet Enclosures**

Doors, Storm/ Entry

- No DRC approval is required for screen storm and security doors which are neutral in color: black, white, gray, bronze, or consistent with color scheme of residence, and which do not contain excessive scrollwork or filigree. Storm doors must be aluminum or steel. Wood screen doors are not permitted.
- No DRC approval is required for entry doors which are stained or painted a color that is compatible with trim and siding of the home.
- All other door styles and colors must be submitted for DRC approval.

See also **Painting, Garages**

Drainage

- There shall be no interference with the established drainage pattern over any property within the Community except as approved in writing by the DRC. Approval shall not be granted unless provision is made for adequate alternate drainage. Submittal package may also require certification of an alternate drainage plan by a licensed engineer. The “established drainage pattern” shall mean the drainage pattern that exists at the time that the overall grading of any Lot is completed and shall include any established drainage pattern shown on any plans approved by the DRC or the Declarant, or any applicable governmental or quasi- governmental entity, in connection with the initial construction of the Residence.
- Each Owner is required to contain mud, silt, or other debris on his/her own property. Owners are not

allowed to increase or decrease historical flows of water onto adjacent property.

Driveways, Sidewalks and Patios

- No DRC approval is necessary when repair or replacement involves identical materials, location, and dimensions. However, any changes will require DRC approval.
 - Repair or Replacement:
 - Materials:
 - Pavers, flagstone, or concrete are generally permitted materials, subject to DRC approval. Submittal package must specify which material and include a sample or color photo/brochure. Asphalt is not permitted.
 - No Widening of Driveways:
 - Extending, expanding, or widening of a driveway is not permitted. Additionally, parking in the rear or side yard areas of the Lot is not permitted.

See also **Vehicles**

- New Projects:
 - New projects not installed by the Builder (ex. A path through the side yard or a patio in the rear yard) shall require DRC approval.
 - Submittal package must show location and dimensions, and must specify the material, including a sample, brochure, or color photo. Materials must be installed in a workmanlike manner so as to avoid excessive cracking or spalling.
 - Submittal package may also require certification of any plans or drawings by a licensed architect and/or engineer.
 - Any project shall not impede drainage.

See also **Drainage**

See also **Snow Removal and Maintenance**

Drones

- Drones are not permitted per Section 4.9 of the Master Covenants.

Fences and Walls

- Pursuant to Section 4.07 of the Master Declaration, no fences shall be permitted without the prior, written approval of the DRC, except such fences as may be constructed, installed, or located by Declarant or Builder.

- All fences will meet the requirements set out in [The Aurora Highlands Urban Design Standards](#), and must adhere to the City of Aurora Location, Setback and Height Requirements.
 - Lots Less than 60' Wide
 - Privacy fence will be used along property lines but should not be “doubled-up” along the property line; only one fence will be allowed.
 - All fencing must transition (taper) when adjacent to another type of fencing (ex. a privacy fence must taper to the height of split rail)

- Lots 60' Wide and Larger

- Privacy fences should only be used on the interior of lots and not along the property lines.
 - If a Lot 60' wide or larger is located within a filing that primarily has Lots less than 60' wide, then the larger Lot shall be permitted to install privacy fencing in order to maintain a cohesive appearance and functionality throughout the filing and to avoid awkward fencing transitions.
- Privacy fences should only be in the backyard area and along the main body of the building and used for screening patios, hot tubs, or similar type areas. In order to maintain views down property lines, privacy fences should not extend the entire length of the property line and should attach to the structure to which they are associated.

General Fence Standards:

- Fences along Parks, Open Space, and Common Landscape Areas shall be installed per the entitlement documents for the neighborhood.
- When applicable, masonry screen walls shall be installed per the entitlement documents for the neighborhood.
- Internal rear and side yard fences shall be at the discretion of the Homebuilder and shall conform to the fence options in the FDP. For consistency, all internal fences shall be the same within the neighborhood.
- Wood fences shall be stained to match [Diamond Vogel Grain Stain Exterior Semi-Transparent Oil Stain - Natural Tone Cedar – Product #AG-8319 stain](#) color.
- Fence gates shall be permitted between the side and front yards.
- Fence gates to CAB Property, parks, open space, common landscape areas, side yard streets, or between adjoining side yards, shall not be permitted.
- Wire mesh (pet mesh) will be permitted on 3-rail fences. Wire mesh shall be 2' x 4' grid, 12 gauge galvanized welded wire, and installed to the interior of the respective Lot owner. Wire mesh will not be permitted to extend above the top rail of split rail fencing.
- Metal picket fencing is allowed and encouraged in the Community.
- Refer to the [Urban Design Standards, Fencing Design Plan \(pg. 11-13\)](#) for additional fencing requirements.



Maintenance Obligations:

- Homeowners shall maintain all Improvements located on their Lot, including but not limited to the fences.
 - Fences located on a Lot line separating two Owners' Lots shall be jointly maintained by the Owners.
 - Fencing installed by the CAB, adjacent to CAB property, will be maintained by the CAB.

Fireplaces, Firepits and Grills

- Built-in grills and outdoor kitchens constructed on patios and raised decks shall be no higher than 48 inches.
- Materials used should match those found on the exterior of the home.
 - All masonry, stucco and stone should be identical to that found on the exterior of the home.
- All cooking appliances, whether built-in or free standing, must consist of a fuel/power source that is contained, and a feature that allows the fuel/power source to be extinguishable.
 - Open-type charcoal grills and/or cooking appliances that hold or deposit ashes into an open vestibule will not be permitted.
- Fire pits shall be gas only. No open wood fires allowed. Independent of a patio's position in a yard, standalone gas fire pits, permanent or portable, must be at least 10- feet from any Lot line (side and/or rear).
- No fireplaces, fire pits, or grills are allowed in any front yard.

Fireworks; Firearms: See Hazardous Activities, Materials or Chemicals

Flags and Flagpoles, Signs

- A flag may be displayed on a bracket holder attached to the home, in a window, or on a balcony and shall not require DRC approval. Nonetheless, the American flag must be displayed in accordance with the Federal Flag Code.
- In total, two flags or signs, or aggregate thereof are permitted, to be displayed per home, and must be maintained in like new condition.
 - Flags shall not exceed 3' x 5' in size.
 - Signs shall not exceed 2' x 3' in size.
- Permanent, free-standing flagpoles must be approved by the DRC prior to installation.
- Owners and Residents are not permitted to place Flags and Signs upon CAB Property.
 - Permitted Events upon CAB Property may place event signage, with DRC approval.

Garage Sales, Yard Sales

- No approval is required for garage sales provided the items for sale are personal household goods, and have not been purchased for resale in bulk, at auction or estate sale, and provided the sale is held in such a manner so as to not disturb other residents of the area.
- All garage sales must comply with applicable municipal requirements. The DRC reserves the right to place limitations on the number of times per year that an individual Residential Structure can be used for garage sales.
- After the conclusion of the garage sale, no items can be left out on the driveway, sidewalk, or street unless the Homeowner is having the items picked up. In no circumstances shall items remain visible for more than forty-eight (48) hours.
- All garage sale signage must be removed promptly at the conclusion of the garage sale.
- Garage sale signs must not be placed on CAB Property. Garage sale signs shall be placed only on the Owner's lot.

Garages

- Each single-family detached residence shall have a garage with the capacity for a minimum of two (2) vehicles. No garage shall exceed capacity for four (4) vehicles.
- Garage doors shall be wood, hardboard, fiberglass, or metal.
 - All garage doors must be painted the same as, or generally recognized as a complementary to, the exterior of the residence.
 - Garage doors should not remain open, unless for ingress/egress of vehicles, or when actively conducting actions within the garage.

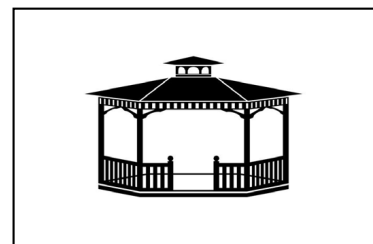
See also **Painting, Exterior**

Gardens, Flower, and Vegetable

- Vegetable beds or gardens are limited to back yards. The mature height of garden plants shall not exceed 6'. All gardens shall be kept in a neat, weed-free condition.
- Raised planters and garden beds shall be constructed of rock, split face masonry units, redwood, or cedar timbers. Pressure treated, railroad ties, or other types of wood timbers are not permitted. Chain-link fencing is also prohibited.
- Garden beds shall be cleaned of fruit or vegetables at the end of each growing season.

See also **Fences, Landscaping**

Gazebos: See **Accessory Structures**, but in general, gazebos are limited to a max of 12' in height.



Grade Change: See **Drainage**

Greenhouses and Sunrooms: See Accessory Structures

Hazardous Activities, Materials or Chemicals

- No Lot or Improvement may be used for any use, and nothing may be stored on any Lot or Improvement, which would constitute an unusual fire hazard, or would result in jeopardizing any insurance maintained on other lots, or Improvements within, or on any other portion of the Community.
- No incendiary or explosive devices shall be permitted within the Community. “Incendiary or explosive device” shall include, but not by way of limitation, any device consisting in whole or in part of flammable material or other material having the capability of exploding, igniting, or burning, other than reasonable sized propane tanks (no larger than 20 pounds) intended for use with gas grills
- No fireworks or firearms may be fired or discharged within the Community, except (i) in any areas specifically designated therefor and in compliance with all Applicable Laws, (ii) with the permission of CAB and (iii) firework displays performed by professional pyrotechnics companies/persons approved by CAB.
- Owners, Residents, or guests shall not store any flammable, combustible, odorous, explosive, or other inherently dangerous fluids, chemicals, or substances anywhere within the Community, except those reasonably required for normal household use and in accordance with these Rules and Regulations.
 - Gasoline or fuel for a lawn mower, snow blower, and the like may be maintained on an incidental basis on a Lot if the amount so kept does not exceed five gallons and is kept in UL approved containers. Gasoline or other volatile or incendiary materials or devices shall be stored only in a manner that strictly complies with all Applicable Laws.
 - The CAB reserves the right to require Owners to promptly remove any such materials that the CAB believes might constitute a hazard. Owners agree to remove such contents upon receipt of written notice from the CAB.
 - Further restrictions are found in the Master Declaration.

Hot Tubs, Spas and Saunas

- DRC approval is required for exterior hot tubs, spa equipment, saunas, or jetted tubs (sometimes called Jacuzzis).
 - Equipment must be installed in such a way that it minimizes visual impact to and will not create a nuisance to adjacent lot owners, parks, trails, or neighbors by noise, drainage or other such problems. Equipment will only be permitted in back yards at ground level. In some cases, the DRC may require the consent of the adjacent Homeowner.
 - Free standing units must visually complement the residence in color and be buffered by adequate landscaping, or screened from common area and street view, to minimize visual impact to neighboring properties.
 - Examples of screening include plant, shrub, or tree material, or privacy fencing in lots greater than 60’.

See also **Nuisances, Lights, Sounds, and Odors**

HVAC and Swamp Coolers

- All heating, ventilation and air conditioning equipment shall be installed at, or near ground-level. To the extent practicable, equipment shall be located in the rear yard or in a side yard behind the front 1/3rd of the home, preferably behind a fence, gate, or landscape screening.
- Roof mounted (ex. Swamp Coolers) or window-mounted HVAC equipment is not permitted.

Landscaping Guidelines and Standards

General Standards:

- a. Plant materials identified as prohibited in the City of Aurora, Adams County, and the State of Colorado municipal code are not permitted. Please refer to [Section 146.4.7.3, Section B.4](#) of the code for prohibited plants.
- b. All turf and plants shall be fully irrigated to insure survivability by an electric, 100% underground irrigation system.
- c. Trees, shrubs, perennials, groundcovers are to be irrigated with some type of drip or bubbler irrigation.
 - Irrigation shall be controlled by an automatic controller with a rain sensor shut-off system.
 - Irrigation zones shall be divided into cover common hydrazones based on water needs of common plant material.
- d. Turf species shall be moderate to lower water type species.
- e. Builder, Owner, and Contractor shall be familiar with, and follow the geotechnical recommendations for foundation-related planting and irrigation.
- f. Builder, Owner, and Contractor shall be aware of utilities.
- g. Proper drainage per the Lot plot plan shall be maintained.
- h. All shrub and mulch beds shall be contained by a rolled top metal or concrete edging.
- i. Mulch types shall be per the yard type designation below:



Front Yard Landscape:

- Front yard landscape installation will be the responsibility of the Home Builder or Owner and will include the portion of the side yard when adjacent to a public street. Tree and shrub diversity shall come comply with the [Landscape Reference Manual](#). Refer to page 39 of the manual for more information. When following the minimum requirements, use plant material in the following method(s):
 1. Use plant material sizes appropriate for the area to be planted.
 2. Lot size will determine the minimum planting requirements per the City of Aurora minimum planting requirements.
 - Small lots (3,700-5,999sf) – 8 front yard shrubs
 - Standard Lots (6,000-8,999sf)- 16 shrubs

- Large Lots (9,000sf-14,999sf) – 26 shrubs
- Estate lots (15,000sf and higher) 36 shrubs
- 3. Use a minimum requirement of shrubs and/or a combination of ornamental grasses and shrubs (see number 3), based on lot size
- 4. Use 3 ornamental grasses as part of the required minimum quantity (1 shrub = 3 grasses or perennials).
- 5. The Street Side Landscape (tree lawn) may be planted with plant material when used as a continuation of a planting bed on the yard side of the sidewalk.
- 6. Street Side Landscape plantings shall not violate sight line or sight triangle restrictions.
- 7. Shrub and open mulch beds shall be mulched with 3" deep, ¾" to 1 ½" natural colored (tans, browns) river rock over weed control fabric. White rock is not allowed.
- 8. Perennials, annuals, and trees in turf area shall be mulched with double shredded cedar wood mulch, natural in color. Pea gravel may be permitted for perennials and annuals.
- 9. Painted or stained wood mulch is not permitted.
- 10. Cobble mulch is not permitted unless used as part of a drainage condition or small accents.
- 11. Landscape Boulders are permitted.
- 12. No more than 40% of front yard turf is allowed.
- 13. All lots must have 1 Shade Tree, and either 1 Ornamental, or 1 Evergreen Tree
- 14. Xeriscape design requests are permitted subject to DRC approval. Refer to pg. 44 of the City of Aurora [Landscape Reference Manual](#)
- 15. Xeriscape landscape requests must provide 50% living plant material coverage at the time of planting.
- 16. Zeroscape is not permitted.

Rear Yard Landscape:

- Rear Yard landscape installation will be the responsibility of the Owner or Contractor. The City of Aurora has minimum landscaping standards outlined in the [Landscape Reference Manual](#) that must be met in addition to the Community Standard:
 1. Turf areas shall not exceed 45% of the rear yard.
 2. Side yards (corner of structure to side property line) shall not be included in the calculation. Rear yards at corner lots exposed to public view shall be landscaped.
 - Use 3 ornamental grasses can be used as part of the required minimum quantity (ex. 1 shrub = 3 grasses or perennials).
 3. Rear yards shall have a minimum of 1 tree, 2" in caliper, when backing or siding to other yards.
 4. Rear yards with a continual length wider than 50' at the rear property line shall have 1 trees, 2" minimum caliper, and 5 shrubs, per 25 linear feet when backing or siding to Parks, CAB Open Space, or Common Landscape Areas. 50% of tree species will be evergreen.
 5. Shrub and open mulch beds may be mulched with a natural in color mulch type, at the discretion of the homebuilder or owner. Dyed mulch is prohibited.
 6. Rear yard mulch types can extend down the side yards to a fence, gate or hard edge separating the front yard.

7. Perennials, annuals, and trees in turf area shall be mulched with double shredded cedar wood mulch. Pea gravel may be permitted for perennials and annuals.

Side Yard Landscape:

1. Planting between homes is not required on internal lots, not exposed to public view.
 - No plant material is required but mulches are required for soil stability.
2. External side yards on corner lots exposed to public view, shall be landscaped with turf, shrubs, and trees at the rate of one tree and 10 shrubs per 40 linear feet of side yard.
 - External side yards on corner lots exposed to public view – Shall be landscaped by combining visible side and front yard areas and applying front yard standards
 - Perennials and ornamental grasses may be substituted for shrubs at 3 one-gallon perennial or ornamental grass species per one five-gallon shrub
3. Coverage IS required upon the entirety of the lot.

Landscape Maintenance Standards:

- Landscaping is to be kept in a well maintained, healthy, weed free condition. Generally, this means the following practices are applicable:
 1. Turf is mowed regularly and does not exceed four (4") inches in height.
 2. Planting beds, driveways, sidewalks, and turf areas are weed free, and turf is green.
 3. Dead branches are pruned out of shrubs and trees; dead plants are removed and replaced and disposed of properly. Dead trees must be replaced in order to maintain the minimum requirements.
 4. Trees in "Tree Lawns" (the grassy area between the sidewalk and the street): as trees grow toward maturity, the tree branches shall be removed up to eight feet above the ground. This is for safety of passers-by and provides an open visual corridor for pedestrian traffic. Owners are responsible for any tree lawns unless otherwise provided by the CAB.
 - Trees are maintained in a natural shape after pruning.
 5. Regular insect control to maintain healthy planting environments.
 6. Areas not covered by plant materials remain covered by mulch.
 7. An automated irrigation system shall be required for all front and rear yards. Lawns, trees, and plant materials shall be watered in compliance with applicable watering restrictions.
 8. Depositing of yard waste onto any CAB Property, open space, or common landscape areas is prohibited.

Timing of Installation:

- Subject to obtaining prior DRC approval and the winter deferral period noted below, the Builder or Owner of each Lot (other than Declarant) shall install front yard landscaping on such Lot no later than 60 days after closing and rear yard landscaping must be completed by the Owner or Contractor within 90 days after closing.
- **A WINTER DEFERRAL PERIOD is granted from November 1 to April 30. The completion window begins on the day of closing. This completion window is suspended during the**

deferral period and begins again on May 1.

See also Artificial Turf, Fences

Lattice Work

- Requires DRC approval and will generally be limited to use under decks, 2' or less of exposed clearance.

Lights, Exterior: See Nuisances, Lights, Odors, and Sounds

Motor Homes and Recreation Vehicles (RV's): See Vehicles

Nuisances, Lights, Odors, and Sounds

- No nuisance shall be permitted which is visible within or otherwise affects the Community or any portion thereof, nor any use, activity or practice which unreasonably interferes with the peaceful enjoyment or possession and proper use of other Lots or CAB Property, open space, or common landscape areas.
- No light shall be emitted from any Lot which is unreasonably bright or causes unreasonable glare; no sound shall be emitted from any Lot which is unreasonably loud or annoying; and no odor shall be permitted from any Lot which is noxious or offensive to others.
- All lighting, including any security type fixture, must be directed downwards and the light "cone" created must be contained within the Lot boundaries to avoid a glare to neighboring Lots.
- Landscape lighting is permitted provided the light fixture bulb is not visible from CAB Property, parks, open space or common landscape areas, roadways, or other homes. Walkway lighting must be directed to the ground and shall not exceed 24" in height.
- No Owner or Resident of a Lot shall operate any machines, appliances, electronic devices, accessories, or equipment in such a manner as to cause, in the judgment of DRC, an unreasonable disturbance to others, or cause any damage to, or overloading, of any mechanical, electrical, plumbing, or any other system serving any building within the Community. So as not to disturb other Owners, Owners and Residents of Lots shall not permit, within Lots, loud noises or playing of musical instruments, radios, stereos, televisions, etc. in such a manner as to disturb others and volumes shall be appropriate between the hours of 10:00 p.m. to 8:00 a.m., and at all other times, as determined by the CAB (this provision shall not be deemed to restrict Commercial Parcels).
- All roadways and walkways shall be clear for emergency traffic. No furniture, bicycles, barbecues, toys, or other items of personal property shall be stored, left, or parked on a roadway, walkway, or any other place within the Community other than an Owner's Lot; provided, however, that bicycles may be stored in designated bicycle parking areas within the Community, if any.
- The CAB and DRC assumes no liability for any loss or damage to articles left or stored in any portion of the Community.

See also **Lights, Exterior; Unsightly Conditions**

Painting, Exterior

- DRC approval is not required when repainting a home using identical paint (manufacturer, colors, and color scheme) as originally applied by the Builder. However, any changes to the exterior paint will require DRC approval.
- In general, the exterior colors of a home shall be primarily muted earth tones (e.g., gray, green, brown, beige, ivory, slate, etc.) with one or two accent colors applied to trim areas and architectural features/details.
- Color samples must be at least 8"x10" and marked clearly as to the areas in which they will be used. Submittal package must also include a current color picture of the home depicting the existing color scheme.
- Approved paint schemes shall not be repeated more than once every four lots, or directly across the street.

See also **Garages**

Patios: See **Driveways, Sidewalks, and Patios**

Patio Covers: See **Awnings and Overhangs**

Pets

- No animals, horses, livestock, birds, poultry, reptiles, or insects of any kind shall be raised, bred, kept or boarded in the Community; provided, however, that the Owners of each Lot may keep a reasonable number of bona fide household pets (including dogs, cats and other domestic animals approved by the DRC, so long as such pets are not kept for any commercial purpose and are not kept in such number or in such manner as to create a nuisance to any resident of the Community. Pigs, including pot-bellied pigs, are considered livestock, not household pets, or domestic animals.
 - For the purposes of this section, a "reasonable number" shall mean no more than three (3) household pets per Residential Structure.
- A Homeowner's right to keep household pets is coupled with the responsibility to clean up after the pet and to pay for any damage caused by such pets.
- No animal shall be permitted to make an unreasonable amount of noise or cause any objectionable odor or become a nuisance. All pet waste must be removed from any property immediately and disposed of properly. This includes CAB Property, open space areas, parks, landscape tracts, commercial properties, and residential properties. Each Owner with household pet(s) shall be financially responsible and liable for any damage caused by said pet.
- Pets must be leashed or otherwise contained and/or controlled, at all times. Leashes shall be no longer than 10' in length per City Ordinance. Pets shall not be leashed, chained, or tethered to any building,

stake, sprinkler, fence, trees or other improvements or landscaping contained within the Community, or otherwise left unattended, in each case, outside of such Owner's Lot, except for short durations and in such locations as may be permitted by the owner of the property upon which it is leashed, chained or tethered.

- Tethering to CAB Property is not permitted.
 - The Owner or Resident so leashing, chaining or tethering remains responsible for such pets, including any damage they cause.
 - Tethers should be at least 6' in length and used solely upon the Owner's lot.
- Owners agree to comply with current inoculations of pets as required by Applicable Law; and all other applicable governmental laws and regulations pertaining to keeping, maintaining, or raising a pet, including, without limitation, registration of pets.
 - The City of Aurora has provided the following additional information:
 - [City of Aurora Municipal Code on Pets](#)
- The DRC may prohibit the keeping of certain breeds or kinds of pets, restrict the size of such pets, and impose conditions and restrictions upon the keeping of such pets, based upon a specific determination that such type or size of pet or that more than one of a particular type of pet may constitute a safety concern or nuisance to other Owners.

See also **Nuisances, lights, Odors, and Sounds; Pet Enclosures**

Pet Enclosures

- Approval is required for all pet enclosures. Fenced pet enclosures (dog runs) are permitted in rear or side yards provided the standard neighborhood fencing is utilized. Side yard dog runs will be allowed behind the front 1/3 of the home and require approval of adjacent Homeowner.
- Specialized dog run fencing may be submitted for consideration by the DRC, subject to written agreement by the adjacent Homeowner.
- Chicken wire and chain link materials are not permitted. The maximum size of a pet enclosure is three hundred (300) square feet.
 - Suggested methods of containment are:
 - Privacy Fence.
 - "Invisible" below-ground electronic containment systems
 - Split rail fencing with "pet-mesh" lining, refer to section on Fencing.
- Approval is required for all pet houses (e.g., dog houses). The maximum size of a pet house is 4' x 4' or combination, not to exceed a total of 16sf. Pet houses must be located in the rear yard and not be visible above the fence line. Pet houses must be constructed with materials and colors which are compatible with the exterior of the home.
 - Architecture to be reviewed and approved by the DRC prior to installation.

Play Equipment

- Approval of the DRC is required prior to installation.
 - This includes fort-style play structures, tree houses, playgrounds, swing sets, climbing equipment, trampolines, etc.
 - The Submittal package must specify location and dimensions of play equipment and include a product brochure or color photo.
 - All play equipment shall be located in the rear yard and must be a minimum of 5' from any Lot line, and not adversely impact drainage or utility easements. The maximum height of play equipment is ten (10) feet from ground.
 - Play structures must be installed to ensure safety and prevention of tipping over.
 - In some cases, the DRC may require the consent of the adjacent Homeowner and/or additional landscaping.
 - Sport courts will be evaluated on their individual merit, use, location on Lot, and appearance.
- See also **Basketball Hoops**



Recreational Vehicles and Motor Homes: See Vehicles

Rentals

- Owners, Residents, or their agents are not permitted to use Lots for short-term rentals or lodging, vacation rentals “hotel” purposes, i.e., rental or leasing on a day-to-day or week-to-week basis, or any similar temporary lodging or living quarter arrangements. Leases shall be for a minimum term of thirty (30) days and shall be in writing. All leases are fully subject to the Governing Documents.

Retaining Walls

- Approval of the DRC is required.
 - All walls shall be constructed of rock, brick, split face masonry units, cedar, or redwood construction. Pressure treated, railroad ties, other types of wood timbers or unfinished concrete masonry units are not permitted.
 - Retaining walls shall follow all City of Aurora requirements and the Aurora Highlands Urban Design Standards. A single retaining wall shall not exceed thirty-six (36) inches in height (as measured at the exposed side) without an engineering plan.

See also **Drainage**

Roofing

- Approval is required. In general, roofs shall be constructed with either asphalt shingle, designer shingle, or concrete tile materials and utilize a product which is a minimum 30- year quality. Roofs must be a neutral color (e.g., brown, black or gray).

- Partial replacement or patching of damaged roof sections must be completed with the same brand and color (or suitable replacement) such that the repaired section shall not be distinguishable.
 - In general, rooftop equipment is not permitted.

See also **HVAC; Skylights; Solar Panels and Solar Energy Devices**

Satellite Dishes: See **Antennas and Satellite Dishes**

Sheds: See **Accessory Structures**

Siding and Exterior Materials

- Approval is required for any changes to the siding or exterior materials of the home.
 - In general, siding material should be wood or fiber cement (e.g., Hardie Plank brand).
 - The use of masonry (including stucco) is encouraged.
 - In general, all siding and exterior materials should utilize earth tone colors.

See also **Painting, Exterior**

Signs: See **Flags, Flagpoles, and Signs**

Skylights

- Skylights must be installed at the same pitch and angle of the existing roof. Bubble style skylights are not permitted. Skylights not included in a builder package, must be approved by the DRC.

Snow Removal and Maintenance

- Snow removal and maintenance of driveways and certain sidewalks in front of or adjacent to the home are the responsibility of the homeowner.
- Snow removal and maintenance of mail kiosks and sidewalks in Common Areas are the responsibility of the CAB.
- Per the city of Aurora, snow and ice must be removed within 24 hours after a snowfall ends, and 48 hours after a snow emergency is declared by the City.

Solar Panels and Solar Energy Devices

- Homeowners are encouraged to install solar panels. Solar panels will be reviewed on a case-by-case basis. In general, solar panels should follow the same pitch and angle of the existing roof so as to minimize visual impact to adjacent Owners.
 - When submitting to the DRC for approval, applicants should include a picture of the roof or area indicating placement of panels, and an information sheet with specifications/type of panel

to be installed.



Storage Structures: See Accessory Structures.

Swimming Pools

- Swimming pools require DRC approval prior to installation. Permanent above-ground pools are prohibited.
 - Inflatable or lightweight wading pools and splash pools not to exceed twelve (12) feet in diameter may be located in the rear yard without DRC approval between the months of May and September.
 - Pools shall be 5' from the lot line and not impede drainage or intrude upon utility easements.
- All appropriate permits must be obtained from the governing municipality and all safety requirements met.

Trash and Recycle Containers, Service

- Trash and Recycling services are provided by the CAB. Please contact the current Metro District Management Company with any questions or concerns.
 - Trash and recycle containers may be placed at curbside for pickup after 6:00 p.m. on the evening before pick-up and shall be returned to a proper storage location by 9:00 p.m. the day of pick-up.
 - Trash containers shall be kept within garages or stored out of sight behind suitable enclosures or locations approved by the DRC at all other times except pickup and shall be kept in a clean and sanitary condition. This is to prevent wildlife from accessing trash.

Unsightly Conditions

- The following are examples, but not all inclusive of unsightly conditions:
 - Rugs, clothing, or other household items hung from any window, balcony, fence, or facade of the buildings.
 - Clotheslines of any type that are visible from the street or any neighbor's Lot.
 - Retractable clotheslines that have not been retracted when not in use.
 - Uncontained or excessive refuse and hoarder type conditions.
 - Excessive weeds and not maintained landscape.

- Pet waste not promptly removed.

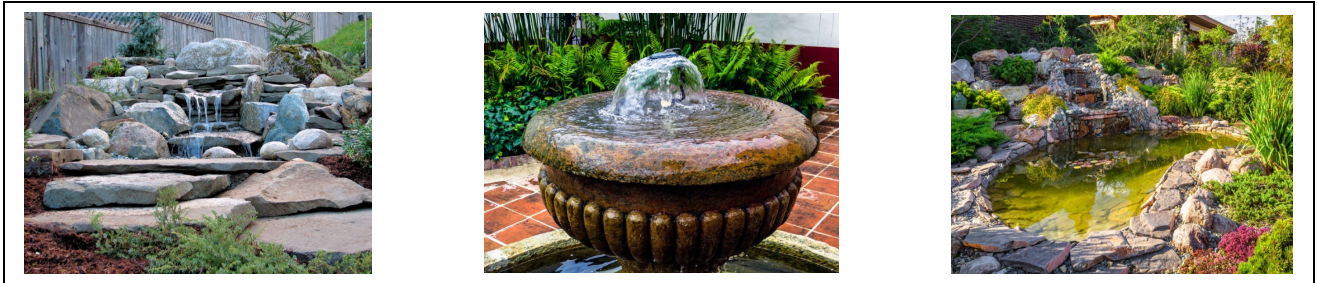
Vehicles, Parking

- **Parking Restrictions:**
 - Parking shall only occur in garages, on driveways, on streets (where permitted by law), or in designated parking areas. Parking in rear or side yard areas is not permitted. Parking on landscaped areas is prohibited.
- **Restrictions, Commercial Vehicle and Recreation Vehicle(s):**
 - Commercial vehicles, tractors, mobile homes, recreation vehicles, trailers (either with or without wheels), campers, camper trailers, boats and other watercraft, golf carts and boat trailers must be parked only in enclosed garages and may not be parked on the street.
 - Notwithstanding the foregoing, recreation vehicles and motor homes may be temporarily parked for a maximum of seventy-two (72) consecutive hours in the driveway of a Lot for the purposes of loading, unloading and delivery.
 - For the purposes of this section, a “commercial vehicle” means a vehicle that meets any of the following: is used to transport cargo or passengers for profit or hire; or may (but is not required to) contain signage, advertising, or written information on the vehicle or extending from the vehicle; or is any vehicle registered with the State Motor Vehicles Department as a “commercial vehicle”; or meets the definition of local ordinances for being a commercial vehicle; or is any vehicle that is larger than 1-ton payload capacity.
 - Additionally, “recreation vehicle” means motor homes, pick-up trucks with camper shells, trailers, self-contained recreational vehicles, motorcycles, motorbikes, snowmobiles, jet skis, boats, all-terrain vehicles, and other apparatus intended for use on land, water, or in the air, and the trailers used for their transportation.
 - Notwithstanding the foregoing, any such recreational vehicle may be otherwise parked temporarily for loading, unloading and/or delivery.
- **No Abandoned or Inoperable Vehicles:**
 - No abandoned or inoperable automobiles or vehicles of any kind shall be stored or parked in the Community except in a garage.
 - An “abandoned or inoperable vehicle” shall be defined as any automobile, truck, motorcycle, or other similar vehicle, which has not been driven under its own propulsion for a period of two weeks or longer, or which does not have an operable propulsion system installed therein, is up on blocks or covered with a tarpaulin for 72 consecutive hours, or which is not then currently registered and licensed, or which exhibits other characteristics of being abandoned or inoperable, such as, but not limited to, flattened tires or broken windows.
- **No Maintenance or Repair of Motor Vehicles, Trailers, or Boats:**
 - No activity such as, but not limited to, maintenance, repair, rebuilding, dismantling, repainting, or servicing of any kind of motor vehicles, trailers, or boats, may be performed or conducted in the Community. This restriction does not prevent washing and polishing of any

motor vehicle, trailer, or boat.

Water Features

- Low volume water features may be permitted provided they are not audible to the adjacent homeowner. Design approval shall be at the discretion of the DRC and low volume water features will be evaluated on their individual merit, use, location on Lot, and appearance.
 - Water features must be designed with water conservation in mind, and must be complimentary, in color, to the home.



Weathervanes

- Weathervanes require prior DRC approval and will be evaluated on their individual merit and appearance; however, generally roofing accessories are not permitted.

Wind Energy Devices

- Wind energy devices require prior DRC approval and will be evaluated on their individual merit, use, location on Lot and appearance.

See also **Nuisances, Lights, Odors, and Sounds**

Windows

- All window frames shall be painted or stained wood, vinyl, composite or non-reflective metal framers and dividers. Reflective glass and reflective window tinting are not permitted.
 - For bathrooms ONLY, frosting is permitted to create privacy and shall be neutral in color: white, off-white, light tan, frost. Samples shall be provided to the DRC prior to approval for installation.
 - For Design Review Applications: window replacements without material changes do not require DRC approval.
 - Window replacements that desire changes in materials or aesthetic will need to be reviewed and approved by the DRC.
 - The DRC will consider window replacements according to The Aurora Highlands Architectural Character section of the Residential Architectural Design Guidelines.

Wildlife Precautions

- Wildlife may be present in the Community, including but not limited to coyotes, foxes, rabbits, raccoons, skunks, etc. In order to minimize harmful interactions, homeowners shall:
 - Keep all pet food and pet food bowls inside;
 - Keep trash sealed and/or enclosed within the home; and
 - Never leave pets or children unsupervised outdoors.

Wood Storage

- No wood piles or storage areas shall be so located as to be visible from a street, from the ground level of any Lot or from any Common Area.
 - Firewood shall be neatly stacked and shall be located within a screened enclosure or other appropriate feature. Wood piles and enclosures may not exceed four (4) feet in height and sixteen (16) square feet in total area.
 - Wood piles shall not be located within 5' of the fence line or impact drainage.

Article 3. *Parks and Open Space Rules*

The following rules apply to CAB owned, managed, and leased properties within the Community (“CAB Properties”):

- 3.1 Dog owners must always leash and have physical control of their dog(s), unless permitted within designated dog parks. Dog owners shall pick up and properly dispose of pet waste.
- 3.2 Motorized vehicles are prohibited in parks, trails, and open space except as provided in Section 3.26, below.
- 3.3 Glass containers, littering, dumping, and misuse of public property are prohibited.
- 3.4 Fires are permitted within charcoal burning grills provided at park shelters, or within liquid-fueled or gas-fueled grills/stoves on CAB owned, leased, or managed developed park sites and parking lots when no fire restrictions apply.
- 3.5 Firing or shooting any firearm or archery equipment in or into any CAB Properties is prohibited. Firearms are defined as any pistol, revolver, rifle, bow, crossbow, or other weapon of any description from which a shot, projectile, arrow, or bullet may be discharged. This includes and is not limited to compressed air guns, CO2 and battery-operated guns, BB guns, pellet guns, air soft pellet guns, paintball guns, and slingshots. Archery equipment is defined as any bow and includes, but is not limited to, a crossbow, longbow, or compound bow, which shoots arrows or other projectiles. Model rockets and airplanes are defined as any craft that is propelled off the ground by a gas or electric engine, CO2, compressed air, or any other form of power. Only model gliders propelled by humans and airplanes propelled by elastic bands are permitted.

Possessing fireworks, firearms, archery equipment, model rockets and airplanes on any CAB Properties is prohibited, except as provided by C.R.S. Section 18-12-201et seq.
- 3.6 The operation of any unmanned aerial system (UAS), also known as drones, on CAB Properties is generally prohibited. Events or specific activities can use a drone if granted permission by the DRC and issued a permit
- 3.7 Swimming or the use of watercraft and/or floatation devices is prohibited. Use of model, or remote-controlled toy boats on CAB owned or managed ponds and open water may not interfere with, or disturb fish, wildlife, and fishing activities.
- 3.8 Ponds and Open Water. The following activities are prohibited: walking on ice covered pond surfaces, swimming, use of watercraft, and use of floatation devices.
- 3.9 Parks and open space are open from 5:00 a.m. to 11:00 p.m. daily.
- 3.10 Hitting golf balls in or into CAB Property is prohibited.

- 3.11 Amplified sound systems are prohibited unless specifically authorized in writing by the Managing Agent.
- 3.12 Disorderly conduct as defined in C.R.S. 18-9-106 is prohibited.
- 3.13 Relocating or releasing animals, fish, birds, or insects on CAB Property is prohibited.
- 3.14 CAB owned and managed ponds and water bodies are regulated by both statewide rules and the CAB's posted site rules.
- 3.15 Harassment of wildlife as defined in C.R.S. 33-6-128 is prohibited. All this statute is incorporated herein except sub-section (3).
- 3.16 Camping is prohibited without permit.
- 3.17 The safe use of small stakes (not to exceed 10 inches in length) is permitted in parks. All other staking requires an application and permit issued by the Managing Agent.
- 3.18 Motorized vehicles are not permitted in open space except as provided by Section 3.26, below. Private property may not be accessed through CAB open space.
- 3.19 Dumping and littering of any kind is prohibited. This includes grass clippings, sod, soil, trash, debris, landscape materials, and dog waste.
- 3.20 Recreation amenities such as playgrounds, tetherball, volleyball courts, ball fields, trampolines, horseshoe pits, tree houses, rope swings and archery ranges not constructed by the CAB are prohibited. Personal items shall not be affixed to structures, signs, and posts without being permitted in writing by the CAB. Attaching personal items to trees is prohibited.
- 3.21 Extended Landscaping: Improvements including irrigation, landscape materials, shrub and tree planting, gardening, structures of any kind or retaining walls are prohibited on CAB Properties. Tree and shrub growth extending onto CAB Property that interferes with CAB maintenance practices is prohibited.
- 3.22 Storage or staging of any type of equipment or materials is prohibited.
- 3.23 Dog Off-Leash Areas (if any) hours are from 7:00 A.M. until sunset year-round.
- 3.24 Damage or misuse of CAB Property is prohibited. This includes, but is not limited to applying herbicide, digging, and erosion caused by drainage from adjacent property.
- 3.25 Fence Rules:
- (a) Owners of property adjacent to fences maintained by the CAB shall not place any landscaping or other materials in such a manner as to cause damage to the CAB's fence. Additionally, nothing shall be placed or affixed on to any CAB fence. The CAB may remove

any such materials at any time. Any person causing any damage to any fence maintained by the CAB shall be responsible for the cost incurred by the CAB to repair the fence. Homeowners will be required to remove all landscaping or other materials so that the CAB may repair such damages.

- (b) Owners of properties adjacent to fence owned by the CAB shall not remove any portions of fence for yard access or any other reason.
- (c) Owners of properties adjacent to fence owned by the CAB shall not install any gates in CAB fencing.

3.26 Operation of Motorized Vehicles and Equipment

The operation of any motorized vehicle or equipment on or through parks and open space owned or maintained by the CAB is prohibited except for the following:

- (a) CAB service vehicles and equipment.
- (b) Law enforcement, fire, rescue, and emergency vehicles and equipment, including the sheriff, police, Colorado Division of Wildlife, and animal welfare.
- (c) Vehicles and equipment operated at the direction of public agencies, such as the City of Aurora, Urban Drainage and Flood Control, Colorado Interstate Gas, and Fire and Rescue when being used by such entities to install or maintain facilities located in their easements or rights-of-way.
- (d) Vehicles and equipment operated by contractors of the CAB provided the contractor has obtained an access permit from the CAB.
- (e) Class I and II electrical assisted bikes as defined by C.R.S. 42-1-102 are permitted.
- (f) Other Power-Driven Mobility Devices are permitted in accordance with Applicable Law, including the Americans with Disabilities Act:

3.27 Violations of Article III:

Violations any of the provisions of Article III of the Rules or Regulations are misdemeanors punishable as provided in §18-9-117 of the Colorado Revised Statutes.

3.28 Other Remedies of the CAB:

Any violations adjacent to private property shall be deemed to have been placed by the owner of the adjacent property and that property owner shall be responsible for the correction of the violation.

- (a) In addition to any penalties provided by the Colorado Revised Statutes, the CAB may

correct violations at the expense of the responsible party.

- (b) Prior to correcting any violation pursuant to Subsection (a) above, the CAB shall give the party responsible 3 days written notice. Immediate action will be required when the violation is determined by staff to be a public safety issue.
- (c) In the event the CAB corrects any such violation, the responsible party shall be assessed a fee equal to the amount required to correct the violation plus 18% for administrative expenses. Any party aggrieved by this section may appeal to the CAB designated Appeals Board.

3.29 Temporary Access to Park and Open Space:

Any person working on CAB property must obtain a Temporary Access Permit from the CAB. A Temporary Access Permit Application must be completed and submitted to the Management Company and approved by the CAB before work may commence.

3.30 Programs and Lessons on CAB Properties:

All lessons and/or programs held on CAB Properties must be approved by the CAB prior to any use. Approval shall be in the form of a park permit, lease, or a personal services contract with the CAB. All uses are subject to current park reservation or lease fees. Parents instructing their children or family members and friends recreating in parks are exempt from this rule provided that a fee is not charged, and that the activity is not regularly scheduled and ongoing.

3.31 Temporary Park Vending:

- (a) Any vendor selling concessions or food items in the Community must obtain a Temporary Vending Permit. A Temporary Vending Permit Application must be completed and submitted with associated fees to the CAB via the Managing Agent. Vending shall be permitted only within designated areas of the community parks.
- (b) Vending is limited in scope to days and times approved by the CAB.

Article 4. *Covenant Enforcement*

- 4.1 Owner Complaints. Any complaint by an Owner which alleges a violation of the [Master Declaration](#), or any other Governing Document shall be made in writing. A form Witness Statement may be obtained from the Management Company, the Community website, or at the end of this Handbook. At a minimum, the complaint shall set forth:
- (a) The name, Lot address or unit number and phone number of the complaining witness.
 - (b) The name, if known, and Lot address or unit number of the violator.
 - (c) The specific details or description of the violation, including the date, time, and location where the violation occurred.
 - (d) A statement by the complaining witness that he or she will cooperate in the enforcement procedures and will provide testimony at any proceedings, hearings or trial which may be necessary.
 - (e) The signature of the complaining witness and the date on which the complaint is made.
- 4.2 Notification of Alleged Violation. If an investigation or inspection reveals that any part or portion of a Lot is not in compliance with the Governing Documents, the DRC has submitted a Notice of Noncompliance with respect to a Lot, or another Owner has submitted a complaint in accordance with Section 4.2 above, the Owner shall be notified of the complaint and alleged violation by the Community's duly authorized agent. [Per CAB Resolution](#), the Owner shall have fourteen (14) days to correct or cure the violation, except those certain violations constituting a nuisance or a threat to the health, safety or welfare of another resident may require immediate correction or cure. If the complaint is based on conduct of the Owner's Resident, the Resident shall also be notified of the alleged violation.
- 4.3 Opportunity for a Hearing Before the Appeals Board. Any Owner receiving a Notice of Alleged Violation and who has not corrected or cured the violation within the permitted time is entitled to an opportunity for a hearing. If the Owner desires a hearing, the Owner must proceed as follows:
- (a) If the Owner desires a hearing on the alleged violation, within fifteen (15) days after the Notice of Alleged Violation has been delivered on the Owner and the time for correction or cure of the violation has expired, the Owner must complete the Request for a Hearing form, and return it to the Appeals Board, or duly authorized agent.
 - (b) If a request for a hearing is timely filed, a hearing on the complaint shall be held before the Appeals Board. The Owner shall be notified of the date and time of the hearing, which shall be conducted no later than sixty (60) days after receipt of the Request for a Hearing, as determined by the Appeals Board. The hearing shall be conducted in accordance with any rules and procedures therefore promulgated by the Appeals Board.
 - (c) At any such hearing, the Appeals Board shall hear and consider arguments, evidence, or statements regarding the alleged Violation. Following a hearing, the Appeals Board shall

issue, within 15 business days, its determination regarding the alleged Violation. Notification of the Appeal Board's determination shall be provided to the Owner. Where the Lot is determined to be in Violation of the Governing Documents, the Notification shall be considered a notice of violation (a "Notice of Violation"), and shall include the timeline, which may be immediate and may not exceed 45 forty-five days, in which the Violation is to be corrected, remedied, or otherwise removed, as well as any Fines or other sanctions imposed. Fines may be imposed according to the Fees and Fines Schedule adopted by CAB and may be amended from time to time.

- (d) At any time prior to the Appeals Board final determination of Violation, an Owner may notify the Appeals Board, or Managing Agent, in writing that any Violation has been corrected, remedied, or removed. Following inspection of the Lot by any duly authorized agent, and confirmation that the Lot is in compliance, the Appeals Board may suspend or dismiss all actions to enforce its remedies.
- (e) If no Request for a Hearing is filed within fifteen (15) days after a Notice of Alleged Violation, a hearing will be considered waived, the allegations in the Notice of Alleged Violation shall be deemed admitted by default, and appropriate sanctions shall be imposed per the Enforcement Policy. The Owner shall be notified by the Appeals Board or Managing Agent of any such determination using the same form and in the same manner as if a hearing had been conducted.
- (f) The final authority for decisioning lies with the Appeals Board.

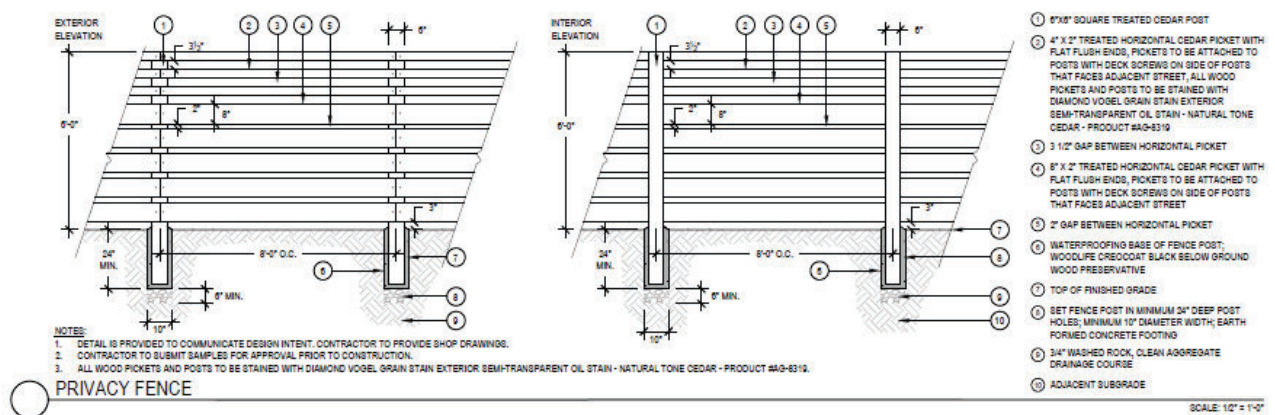
4.4 Remedies. If an Owner does not cure any Violation within the time period set forth in the Confirmed Notice of Violation, the CAB shall have all of the remedies set forth in Section 6.05 of the Master Declaration.

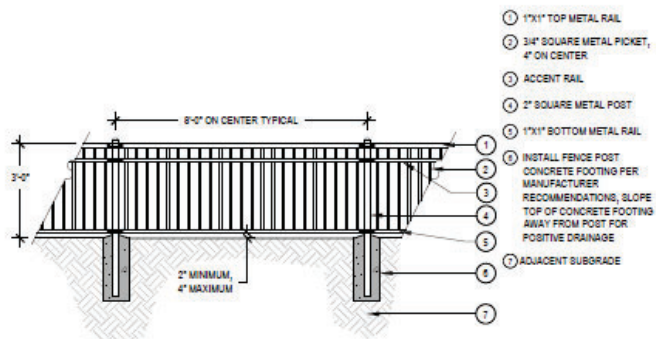
Article 5. *Miscellaneous*

- 5.1 Master Declaration Prevails. In the event of any inconsistency between the provisions of these Rules and Regulations and the Master Declaration, the Master Declaration shall prevail. Capitalized terms used herein, but not otherwise defined in these Rules and Regulations will have the same definition given to such terms in the Master Declaration.
- 5.2 Amendment. The CAB may amend, supplement, repeal, replace or modify these Rules and Regulations from time to time as it deems appropriate or convenient in its sole discretion.
- 5.3 Construction and Development. Notwithstanding anything to the contrary herein contained, normal construction activities and parking in connection with Declarant's building of improvements within the Community or Declarant's other developmental activities shall not be considered a nuisance or otherwise be prohibited by these Rules and Regulations.
- 5.4 Remedies. All remedies set forth in the Master Declaration and these Rules and Regulations shall be cumulative of any remedies available at law or in equity, except as limited in the Master Declaration. The decision to pursue enforcement action in any case shall be left to the CAB's duly authorized Agent, or Appeals Board discretion, except that neither the CAB, CAB's Agent, nor the Appeals Board shall be arbitrary or capricious in taking enforcement action. Without limiting the generality of the foregoing sentence, the CAB, CAB's duly authorized Agent, or Appeals Board may determine that, under the circumstances of a particular case:
- (a) the position is not strong enough to justify taking any or further action;
 - (b) the covenant, restriction, or rule and regulation being enforced is, or is likely to be construed as, inconsistent with applicable law;
 - (c) although a violation may exist or may have occurred, it is not of such a material nature as to be objectionable to a reasonable person or to justify expending the CAB's resources; or
 - (d) that it is not in the CAB's best interests, based upon hardship, expense, or other reasonable criteria, to pursue enforcement action.

Such a decision shall not be construed as a waiver of the CAB's, Appeals Board's or Managing Agent's right to enforce such provision, at a later time, or preclude the CAB, the Appeals Board, or Managing Agent from enforcing any other covenant, restriction, or rule.

EXHIBIT A Fence Details



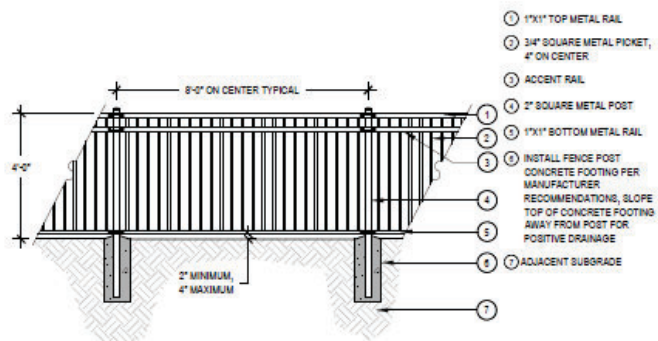


NOTES:

1. FENCE TO BE AMERISTAR 3' MONTAGE ORNAMENTAL METAL FENCE WITH BLACK FINISH, REFER TO AMENITY SCHEDULE, SHEET L-XXX, FOR MORE INFORMATION.

3' METAL FENCE

SCALE: 1/2" = 1'-0"



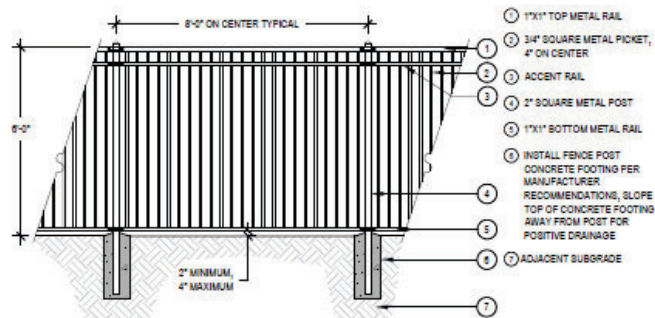
NOTES:

1. FENCE TO BE AMERISTAR 4' MONTAGE ORNAMENTAL METAL FENCE WITH BLACK FINISH, REFER TO AMENITY SCHEDULE, SHEET L-XXX, FOR MORE INFORMATION.



4' METAL FENCE

SCALE: 1/2" = 1'-0"

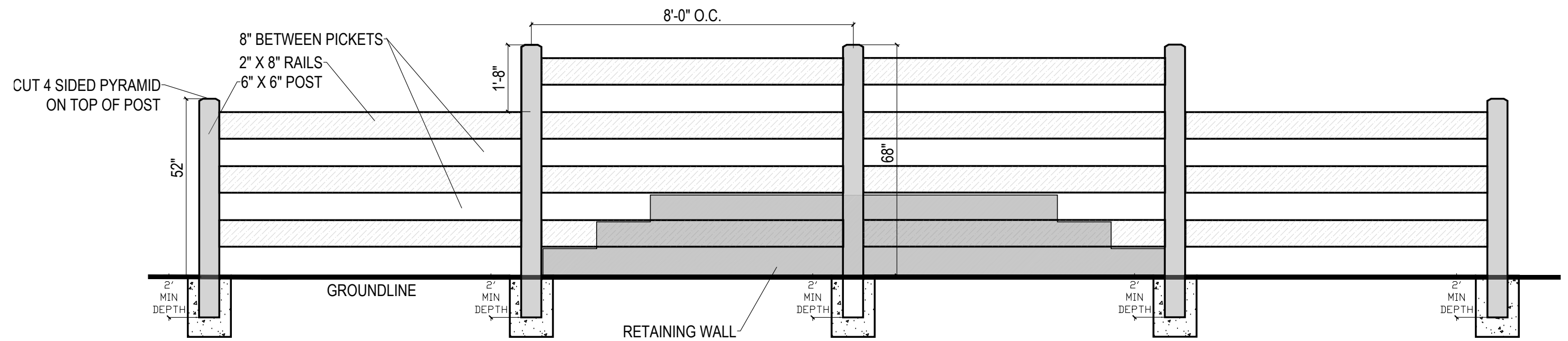


NOTES:

1. FENCE TO BE AMERISTAR 6' MONTAGE ORNAMENTAL METAL FENCE WITH BLACK FINISH, REFER TO AMENITY SCHEDULE, SHEET L-XXX, FOR MORE INFORMATION.

6' METAL FENCE

SCALE: 1/2" = 1'-0"



SPLIT RAIL FENCE DETAIL: 3 RAIL TO 4 RAIL TRANSITION AT RETAINING WALL

EXHIBIT B



APPLICATIONS AND FORMS

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The Aurora Highlands Design Review Application

NAME: _____ HOME PHONE: _____

ADDRESS: _____ EMAIL: _____

The following type of improvement/modification/design change is requested (check applicable boxes):

- ☐ Landscaping: Initial/Mod (circle) ☐ Deck/Patio/Slab ☐ Room Addition ☐ Painting ☐ Hot Tub
- ☐ Drive/Walk Addition ☐ Fire Place/Pit ☐ Patio Cover/Awning/Gazebo/Accessory Structure
- ☐ Satellite/Antenna ☐ Pet Enclosure/Run ☐ Fencing/Side Yard Fencing ☐ Roofing/Solar
- ☐ Other _____

Note: If more than one type of improvement is requested, describe the project(s) using additional sheets, as necessary.

Describe Improvement: (also, attach a picture, drawing, or brochure showing the proposed improvement, including a plot plan showing the location and measurements, of the improvement, on the lot and any other items required per the Aurora Highlands Homeowner Handbook, as they may be amended).

Completion Deadline: _____

I/We understand that approval of the Design Review Committee ("DRC") is required before beginning work. I/We also understand that the DRC approval does not constitute approval of the local City/County building departments or any other governmental or private entity and that a building permit or other items may be required. I/We agree to complete all DRC approved improvements promptly after receiving, and consistent with, DRC approval. Completion of the improvement(s) is required by the completion deadline shown above. I/We will immediately report to the DRC any delay in such completion to request an extension, which the DRC may approve or deny in its sole discretion. I/We understand that if there is no written response to this request from the DRC within 30 days the request is **denied**. I/We understand that the modification must be **commenced within 6 months, and initial installation for Landscaping must be installed on the front lot within 60 days** from the date of closing, and 90 days for rear landscaping, or the approval is **rescinded**. The only exception is the Winter Deferral Period. I/We have read these instructions, the Declaration of Covenants, Conditions and Restrictions for The Aurora Highlands, as it may be amended, and the Aurora Highlands Homeowner Handbook, as they may be amended, and shall comply accordingly. Review process begins when a **completed** request is received, to include fee.

Homeowner Signature: _____ **Date:** _____

(Please check box) ☐ Fee of \$150 for Initial Design ☐ Fee of \$50 for Improvement or Modification
☐ Fee of \$50 for Variance

For Internal Use only:

DRC ACTION: ☐ Approved ☐ Approved, subject to: ☐ Denied because:

DRC Member Signature: _____ **Date:** _____

Completed Request Received on: _____ Returned on: _____

Submit to: The Aurora Highlands c/o Timberline District Consulting, 2641 E. Uintah St., Box 9001, Colorado Springs, CO 80909, or email to theaurorahighlands@timberlinedc.com



DESIGN REVIEW: REQUEST FOR A HEARING BEFORE THE APPEALS BOARD

I hereby request a hearing before the Appeals Board on the decision made by the DRC denying my request for Approval of Architectural Improvements/Modifications, Approval for Landscape Improvements/Modifications, and/or for a variance from the Design Guidelines.

Owner/Resident Name (please print)

Address

City, State, Zip

Phone Number

Email Address

Signature

Date





DESIGN REVIEW: APPEALS BOARD DETERMINATION

To: _____
(Owner/Resident)

Date: _____

NOTICE OF DETERMINATION REGARDING DESIGN REVIEW

On _____, 20____ you were notified regarding denial of a Design Review Application or Request for Variance. Pursuant to the Declaration, Design Guidelines, and Rules and Regulations of The Aurora Highlands:

() A hearing before the Appeals Board was held at your request regarding your Design Review Request or Request for Variance.

() Your Design Review/Variance disposition remains the same as communicated on _____, and is denied.

() Your Design Review Application or Request for Variance has been GRANTED, subject to the following conditions: _____

_____.

() Your Design Review Application, or Request for Variance, has been approved, as submitted.

Sent on Behalf of The Aurora Highlands Community Authority Board,
Appeals Board

By: _____

Title: _____

c/o Timberline District Consulting
2641 E. Uintah St., Box 9001
Colorado Springs, CO 80909





VIOLATION COMPLAINT - WITNESS STATEMENT

PLEASE PRINT OR TYPE. Complete all the information you know. If unknown, please state so. Attach additional sheets if necessary.

INFORMATION CONCERNING WITNESS(ES) TO VIOLATION

Reporting Witness Name

Date

Parcel or Lot Address

Area Code - Phone number

ADDITIONAL WITNESSES

Name & Address

Area Code - Phone Number

Name & Address

Area Code - Phone Number

INFORMATION CONCERNING THE VIOLATOR

Violator's Name

Area Code - Phone Number

Parcel or Lot Address

Parcel or Lot Owner's Name, Address & Phone No. if different than the Violator.

INFORMATION CONCERNING THE VIOLATION

Violation Date

Time

Location

Section(s) of Master Declaration or Rules and Regulations that was violated

Reporting Witness' Observations:

Were any photographs or sound recordings made? Yes _____ No _____ By whom? _____

Include any audio or videotapes or photographs with this form or forward as soon as possible. Include the name of the person who made the tape or photograph(s), the date it was made, the location it was made and the name of anyone else who was present.

I HAVE MADE THE ABOVE STATEMENTS BASED ON MY PERSONAL KNOWLEDGE AND NOT UPON WHAT HAS BEEN TOLD TO ME. I WILL FULLY COOPERATE WITH THE CAB AND ITS ATTORNEYS TO PROVIDE ADDITIONAL STATEMENTS OR AFFIDAVITS, AND IN THE EVENT A HEARING OR TRIAL IS NECESSARY, I WILL _____ WILL NOT _____ APPEAR TO TESTIFY AS A WITNESS.

Signature

VIOLATION: REQUEST FOR A HEARING BEFORE THE APPEALS BOARD

I hereby request a hearing before the Appeals Board on the statements made against me as contained in the Notice of Alleged Violation dated _____, 20____alleging a violation of the Master Declaration or Rules and Regulations for The Aurora Highlands.

Owner/Resident's Name (printed)

Address

City, State, Zip

Area Code and Phone #

Signature

Date



NOTICE OF VIOLATION: APPEALS BOARD DETERMINATION

To: _____
(Owner/Resident)

Date: _____

NOTICE OF DETERMINATION REGARDING VIOLATION

On _____, 20____ you were notified of a violation of the Master Declaration or Rules and Regulations of The Aurora Highlands. Pursuant to Rules and Regulations:

- () A hearing before the Appeals Board was held at your request regarding the alleged violation.
- () You have admitted to the violation by default and waived your right to request a hearing. After considering the complaint and evidence, the following determination has been made and the following action(s) will be taken:
 - () You were found not to have committed the violation and no action will be taken.
 - () A 1st, 2nd, 3rd or subsequent violation (circle one) of the Master Declaration or Rules and Regulations has occurred and a fine in the amount of \$_____ is now due.
 - () A violation of the Master Declaration or Rules and Regulations of a continuing nature has occurred and a fine in the amount of \$_____, per day, from _____, 20____ is now due. A FINE FOR A CONTINUING VIOLATION WILL CONTINUE UNTIL THE VIOLATION HAS BEEN ELIMINATED AND THE MANAGING AGENT HAS BEEN NOTIFIED.
 - () Damages & expenses in the amount of \$_____ have accrued and are due.
 - () Legal expenses in the amount of \$_____ have been incurred by the COMMUNITY and are due.
 - () Damage has occurred, or an architectural violation exists, as charged in the complaint. You have _____ days from the date of this Notice of Violation to correct the violation. If you fail to correct the violation within such time, the Community will proceed to have the damage or violation corrected or repaired at your expense or may exercise other legal remedies.
 - () As a result of a second or subsequent violation, we have instructed our attorneys to inform you that legal proceedings will be instituted if further violations occur, and you will be responsible for paying the fees and expenses incurred.

Sent on Behalf of The Aurora Highlands Community Authority Board,
Appeals Board

By: _____

Title: _____

c/o Timberline District Consulting
2641 E. Uintah St., Box 9001
Colorado Springs, CO 80909



The Aurora Highlands
Form to Request Use of CAB Property

NAME: _____ HOME PHONE: _____

ADDRESS: _____ EMAIL: _____

The following use type is requested (check applicable boxes):

☐ Entertainment Event ☐ Concert ☐ Conference ☐ Class ☐ Trade show ☐ Other

Location of request:

☐ CAB Open Space ☐ Park ☐ Community Center ☐ Other

Activities included in the request:

☐ Vending ☐ Food Sales ☐ Alcohol (Permit required____) ☐ Other

Number of Attendees: _____ **Proof of Insurance:** _____ **Date/Time of Event:** _____

Deposit: _____ Rental Fee: _____ TOTAL: _____

Please provide a detailed description of the Event with details on set up, usage, and breakdown of event:

Alternate Contact Information:

NAME: _____ HOME PHONE: _____

ADDRESS: _____ EMAIL: _____

For Internal Use only:

DRC ACTION: ☐ Approved ☐ Approved, subject to: ☐ Denied because:

DRC Member Signature: _____ **Date:** _____