



# LOOKING GLASS

## QUESTIONS ASKED ABOUT DESIGN REVIEW COMMITTEE (DRC) PROCEDURES

### 1. WHAT IS THE PURPOSE OF THE DRC?

The purpose of the DRC is to maintain property values by protecting the environmental and architectural integrity of the Subdivision in accordance with the provisions of the Declaration. Most covenants state that no building, structure, or improvement of any character shall be erected, placed, added to, or altered on any lot until the building plans, specifications, and a site plan showing the location of the proposed structure or structures have been submitted to and approved by the DRC for the Association as being in compliance with the restrictions as to use, quality of workmanship and materials, nature of materials, harmony of external design and colors with existing and proposed structures, and location of improvements with respect to topography, finished grade elevation, lot boundary lines and building lines, and within the scheme and design of Declarant.

### 2. WHAT ACTION IS REQUIRED OF HOMEOWNERS, AND WHY?

A number of homeowners have already requested and been granted approve to add improvements to their property by following the procedures outlined in the Declaration of Covenants, but there are some homeowners who have expressed surprise and consternation about having to “ask permission” to improve their own property. Your subdivision was developed and made subject to a Declaration of Covenants and all homeowners become obligated to follow the terms of the Declaration when they receive the deed to their property.

Prior to making any change or improvement, any homeowner planning to change or add to the existing structure(s) on a lot must (1) submit a request in writing to the DRC stating the details of the intended change, improvement, or need for variance, and (2) attach samples or plans that clearly describe the proposed change or addition. If any change, improvement, or action in variance from the Declaration is taken prior to written approval of the DRC, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property.

### 3. WHAT TYPES OF ITEMS REQUIRE WRITTEN APPROVAL?

Some examples of improvements/changes requiring written approval from the DRC include, but are not limited to, the following. Refer to the Residential Improvement Guidelines and Site Restrictions (commonly known as the DRC Guidelines) for more complete details.

- Fences and walls
- Play structures / equipment
- Solar panels
- Pergolas, patio covers, or gazebos
- Patio, deck, concrete
- Exterior painting / shingle color change
- Major changes in landscaping
- Storage buildings
- Flagpoles, light fixtures
- Swimming pools
- Retaining walls / change of grade
- Satellites / antennae / vents

### CAN THE DRC GRANT VARIANCES FOR CERTAIN DETAILS?

The DRC is authorized to grant selective variances for things such as location, height, number of improvements, materials, etc., but the homeowner must request this variance, giving reasons why it should be granted so that the DRC can make a reasoned decision.



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## **4. WHY DO WE HAVE TO PUT EVERYTHING IN WRITING?**

The formal request and approval process is necessary to assure that every homeowner's desire to improve his or her property can be given due process without discrimination. It will also provide the homeowner, the DRC, and the Association Board with a permanent record of actions taken under the Declaration.

## **5. WHAT DO WE NEED TO INCLUDE IN THE REQUEST?**

- (1) A completed DRC Improvement Request Form
- (2) Complete and detailed building plans, including material listing, specifications, and paint color chips
- (3) A property site/plot plan showing the location of the proposed improvement
- (4) Review fees for the applicable type of plan

## **6. WHAT ARE THE FEES FOR SUBMITTING PLANS?**

- Architectural / structural changes or additions: \$200.00
- Major improvements including new landscape and fencing installations: \$150.00
- All other requests: \$100.00

The DRC strongly encourages submitting multiple improvements at once to avoid additional fees for multiple submissions. Any improvements to be completed within one (1) year may be included on the same plan. Payment may be submitted by check or our office can request payment online via the payment portal once plans are submitted.



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## LOOKING GLASS DRC IMPROVEMENT REQUEST INSTRUCTIONS

In accordance with the recorded Covenants, Conditions, and Restrictions of the Association, and to protect each individual homeowner's rights and values, it is required that any homeowner who is considering improvements of his or her deeded property submit the following to the DRC prior to beginning work on the planned improvements.

1. A completed DRC Improvement Request Form
2. Complete and detailed building plans, including material listing, specifications, and paint color chips
3. A property site/plot plan showing the location of the proposed improvement
4. Review fee check or request to bill for review fee

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS (ITEMS 1, 2, 3, AND 4, ABOVE) PRIOR TO BEGINNING WORK MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT. If any change is made without approval, the DRC has the right to require the homeowner to remove the improvement from his or her property. Homeowners considering any exterior improvement to their property are urged to review the recorded deed restrictions and DRC Guidelines prior to initial request.

**PLEASE FILL OUT THE FORM ON THE FOLLOWING TWO PAGES AND SUBMIT TO:**

### Looking Glass Owners Association

- Via HOA Portal: [www.ccgcolorado.appfolio.com/connect](http://www.ccgcolorado.appfolio.com/connect)
- By email: [reviews@ccgcolorado.com](mailto:reviews@ccgcolorado.com)
- By fax: (970) 300-1042
- By mail / drop off: 2619 Canton Court, Suite A, Fort Collins, CO 80525

If you have any questions, please contact our team at [reviews@ccgcolorado.com](mailto:reviews@ccgcolorado.com), or by phone to (970) 484-0101 ext. 657.

Governing documents and other information may be found online at [www.livellookingglass.com/hoa](http://www.livellookingglass.com/hoa).



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## Application for Modifications or Improvements

### A. General Information:

Owner(s): \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### B. My request involves the following type of improvement:

- |   |  |
|---|--|
| <input type="checkbox"/> Landscaping  | <input type="checkbox"/> Storage shed                    |
| <input type="checkbox"/> Fencing ( <i>see Covenants 3.24 and Guidelines</i> ) | <input type="checkbox"/> Deck / Patio / Concrete Slab    |
| <input type="checkbox"/> Driveway or sidewalk addition or improvement         | <input type="checkbox"/> Roofing                         |
| <input type="checkbox"/> Basketball backboard / pole                          | <input type="checkbox"/> Patio Cover / Awning / Pergola  |
| <input type="checkbox"/> Storm doors  | <input type="checkbox"/> Painting (please see Section D) |
| <input type="checkbox"/> Room addition  | <input type="checkbox"/> Other _____                     |

### C. Description of work (include materials, kind, exterior color(s), & location of improvement)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### D. Paint form for exterior paint (if applicable)

Please include a sample of the requested paint colors and fill out the below box indicating the color name and code that you are requesting for each area to be painted. Home exterior paint does not need approval for original home colors.

Base / Body	
Trim	
Front Door	
Accent	

### E. Name and contact information of contractor or other owner representatives, if any:

\_\_\_\_\_  
 \_\_\_\_\_

### F. Attachments:

- |   |   |
|---|---|
| <input type="checkbox"/> Color sample / description     | <input type="checkbox"/> Plot plan              |
| <input type="checkbox"/> Specifications (e.g. brochure) | <input type="checkbox"/> Elevation drawings     |
| <input type="checkbox"/> Construction plans             | <input type="checkbox"/> Architectural drawings |
| <input type="checkbox"/> Photographs                    | <input type="checkbox"/> Sample of materials    |
| <input type="checkbox"/> Other _____                    |   |

I understand that I must receive the written approval of the Design Review Committee (DRC) in order to proceed. I understand that the HOA may request additional information prior to reviewing this request.



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I understand that I must receive the written approval of the Design Review Committee (DRC) in order to proceed. I understand that the HOA may request additional information prior to reviewing this request. DRC approval does not constitute approval of the local building or zoning department, drainage design, structural or engineering safety and/or soundness. I understand that I may be required to obtain building or other permits prior to the commencement of any work. I agree that my failure to obtain required building or other permits/approvals will result in the withdrawal of DRC approval.

I further agree not to alter existing drainage patterns on the Lot without the express approval in writing by the Board or DRC. I will not damage or alter HOA property at any time, and resulting damages may be repaired by the HOA and my responsibility to pay. Upon completion of my improvement, I hereby authorize the DRC or its delegate to enter onto my property for exterior inspection at a mutually agreed upon time, if requested. I agree that my refusal to allow inspection may result in the withdrawal of DRC approval.

I further agree that if, at any time during the process, the DRC requests to enter onto the Lot or requests further information to determine if the improvement is being constructed in accordance with the approval plan and/or Covenants, I will comply with the request. I agree that my failure to comply with the request shall result in the withdrawal of DRC approval. In addition, I agree that my failure to start or complete the Improvement within the time specified on the application shall result in withdrawal of DRC approval unless an extension is requested in writing and approved in writing.

Planned start date: \_\_\_\_\_ Planned completion date: \_\_\_\_\_

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**Note:** Review fees apply. Please review Question 6 of the attached FAQ for details.

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## Design Review Committee

The DRC / Board of Directors, having reviewed the submission above, hereby find that the request is:

- Approved as submitted.
- Approved with the following provisions and/or subject to HOA governing documents: \_\_\_\_\_

\_\_\_\_\_

Must be completed by: \_\_\_\_\_

Further information is requested: \_\_\_\_\_

Denied for the reason(s) stated below:

Improvement does not comply with governing documents: \_\_\_\_\_

Improvement is not reasonably suited for the lot.

Other reason: \_\_\_\_\_

\_\_\_\_\_  
DRC / Board Member / Authorized Representative

\_\_\_\_\_  
Date



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