



## Design Review Committee Outline of the Approval Process

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*The intention of the Creekside I Homeowners Association (“Creekside HOA”) is to uphold the Covenants of the HOA while facilitating changes or improvements to the exterior of homes. To accomplish these goals in a timely and efficient manner, the Creekside HOA has streamlined and outlined the approval/denial process, which consists of 5 steps.*

### 1. Submission

The homeowner submits the completed Project Submission Form (PSF) with design and site plans by email [architecture@creeksideneighborhood.com](mailto:architecture@creeksideneighborhood.com) or mail to the **Creekside I Homeowners Association, Attn: DRC, P.O. Box 2510, Longmont, CO 80502**. Members of the Design Review Committee will review the application and site plan.

### 2. Site Visit

One or more members of the Design Review Committee (DRC) may go to the homeowner’s property to view the project. The site visit is a major portion of the approval process, allowing the DRC to visualize the project and the homeowner’s desire to expedite the approval process by being available to answer questions, point out details of the project, and address any issues or concerns of the CHOA.

### 3. Clarification and Consideration

During or after the site visit, the DRC and homeowner may have discussed issues that need further consideration or clarification. There may be changes to the original plan that need to be addressed. If all issues have been resubmitted, clarified, or resolved, the DRC will discuss the project in regard to approval or disapproval. During this time, the homeowner should have a good idea of how the approval is shaping up.

### 4. Approval

Members of the DRC will discuss and agree by majority vote to approve or disapprove the project.

**Approval** – the approval will outline what is being approved and the homeowner will sign the document acknowledging their understanding of the approval. A copy of the signed document will be retained by the HOA.

**Approval with Conditions** – Under certain circumstances, the DRC may approve a project with conditions that need to be met for the project to move forward. The DRC may also defer sections of the approval for larger projects.

**Disapproval** – the document will outline why the project has been disapproved. If possible, it may outline what steps can be undertaken to bring the project to approval. You also may appeal to the Board of Directors to appeal a disapproval.

### 5. Follow-up

During the project and/or following completion of the project, the DRC will visit the site to verify that the project follows the approval that was granted. The DRC will also conduct a final inspection of the site after the project is completed to ensure compliance with the Approval.



## Frequently Asked Questions

### **How long will the CHOA take to approve my project?**

The DRC is dedicated to a fast approval or denial process. We are here to help you get your project completed in a timely manner. The better prepared the homeowner is the faster the process can work. While 45 days is allowed for approval, The DRC's goal is a prompt turn around and will work with homeowners who have timetables that may require a quicker turn around.

### **What usually slows down the approval process?**

Unfortunately, it is usually the homeowner being unprepared. Not having a completely filled out project submission form, or a sub-standard site plan, or not having informed the neighbors are common causes of delays.

### **Speaking of site plans, how professional does it need to be?**

Depending on the scope of the project it could be as simple as a hand drawing, to architectural renderings or 3D models for home additions. Better site plans make for easier and quicker approvals. Any site plan should be drawn to scale.

### **Do I really need to speak to all my neighbors?**

Yes, it is an important part of the approval process for any buildings (new or additions) as well any landscaping within the 5' property line. The worst thing to happen is having your project just about to be approved and then having a neighbor grind it to a halt. By speaking to them early in the process we get all the issues out in the open early.

### **Will a neighbor's opposition to my project cause it to not get approved?**

Yes, it may. Often a neighbor just needs some clarification or details to satisfy them, but your neighbor's approval is a requirement for any project listed in the PSF. The DRC takes all issues presented into consideration on all approvals. The DRC's procedures are strictly defined by the board and must be followed by the DRC. However, you may appeal to the board for approval.

### **I have a contractor involved, who submits the forms for approval?**

It is the homeowner's responsibility to submit the form and receive approval. You have agreed to the Creekside I Homeowners Association Covenants when you purchased your home, and, therefore, are ultimately responsible to receive approval. A good contractor will not begin work on a project without a copy of the approval letter to protect him from litigation.

### **When should I get a building permit from The City of Longmont?**

You need your approval from the DRC before you or your contractor applies for a city building permit.

### **Do I just submit and wait for your approval? What if it comes back disapproved?**

The process is one of communication, the DRC would have a hard time trying to process your application without speaking to you, and so you will be in contact and aware of any issues as they come up.

### **I'm renting and not a member of the homeowner's association; do I still need an approval?**

Yes, every household in the subdivision whether you are the paying member or not, is still bound to abide by the Creekside I Homeowners Association Covenants.

### **What types of projects require approval from the CHOA?**

Just about any outside project that will affect the looks of your home or impacts a neighbor. Sheds, landscaping, concrete driveway work, home additions, decks, fences, and some roofs are just a few of the projects that require approval. If you are in doubt, contact the DRC for clarification.