



# RULES, REGULATIONS, AND PROCEDURES



Adopted by the KCRMA Board of Directors  
on August 20, 2019  
Adopted by the KCRMA Architectural  
Committee on April 25, 2024

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## **INTRODUCTION**

This Rules, Regulations, and Procedures document contains the following:

- A summary of procedures for obtaining approval from the Architectural Committee.
- A summary of procedures for enforcement by the Covenant Control Committee.
- A list of specific types of improvements that homeowners might wish to make with detailed information as to each type of improvement.
- A list of rules governing the community.

Rules, Regulations, and Procedures are dynamic in nature. As new issues surface or innovative ideas emerge, new regulations are added, inappropriate ones deleted, and many simply amended or updated. This document supersedes all previous versions. It has been, and will continue to be, revised and updated as needed.

A spirit of cooperation between the Architectural Committee, the Covenant Control Committee, the Master Association Board, and Ranch residents will go far toward creating an optimum environment which will help ensure that improvements and maintenance are compatible with standards established for Ken-Caryl Ranch, will benefit all homeowners, and will protect your financial investments.

If a question ever arises as to the correct interpretation of any terms, phrases, or language contained in this document, the Architectural Committee's or the Master Association Board's interpretation thereof shall be final and binding.

### **A. Master Declaration of Covenants, Conditions, and Restrictions**

Article III, Section 3.07, of the [Master Declaration of Covenants, Conditions and Restrictions](#) requires prior approval of the Architectural Committee before any improvement or alteration may be done to a residential lot or residence.

Improvement or alteration shall mean any structure and all appurtenances thereto of every type and kind, including but not limited to buildings, outbuildings, patios, decks, antennas, driveways, fences, screening walls, retaining walls, landscaping, exterior air conditioning equipment, poles, signs, and painting. If approved, all work must begin within one year from date of approval or approval will be rescinded.

Articles I and III of these Master Association Rules, Regulations, and Procedures have been made and promulgated by the Master Association Board of Directors, and Article II has been made and promulgated by the Architectural Committee. Both the Architectural Committee and the Master Association Board, pursuant to the Master Declaration, have adopted these Master Association Rules, Regulations, and Procedures.

### **B. Authorizations**

Master Association Board of Directors:

Master Declaration, Section 6.05F: To make, establish, and promulgate, and in its discretion to amend or repeal and reenact, such Ken-Caryl Ranch Rules, not in contradiction of this Master Declaration, as it deems proper covering any and all aspects of its functions including the use and occupancy of Association Property. Without limiting the generality of the foregoing

sentence, such Rules may set dues and fees and prescribe the regulations governing the operation of Association Property. Each member shall be entitled to examine such Rules at any time during normal working hours at the principal office of the Association.

Architectural Committee:

Master Declaration, Section 8.03: Review of Proposed Construction. The Committee may also issue Rules or guidelines regarding anything relevant to its functions, including but not limited to minimum standards, procedures for the submission of Plans and Specifications for approval, and fines or other reasonable penalties for prosecution of work in violation of Article 8 of the Master Declaration.

Covenant Control Committee:

As required in Section 6.05H of the Master Declaration, the Master Association must enforce all covenants, conditions, and restrictions. Article 7, Paragraph 1 of the Bylaws authorizes the Master Association Board to appoint a committee that can exercise the authority of the Board. The Board established the Covenant Control Committee to uphold the governing documents of the Ken-Caryl Ranch Master Association and to ensure enforcement in a fair and timely manner.

**C. Architectural Committee**

The Architectural Committee consists of three or five members, appointed by the Master Association Board of Directors. The address of the Architectural Committee is 7676 South Continental Divide Road, Littleton, Colorado 80127, Attn: Community Administrator or can be reached through the Community Administrator at 303-979-1876, ext. 113.

The Architectural Committee and/or its designated representative shall review all applications for improvements and alterations and approve or disapprove, based on the proposed improvement being in harmony with, and not detrimental, to the rest of the community. If deemed appropriate, the Committee may grant a variance to the rules consistent with the Master Declaration of Covenants, Conditions, and Restrictions.

**D. Covenant Control Committee**

The Covenant Control Committee consists of an odd number between 3-7 members, appointed by the Master Association Board of Directors. The address of the Covenant Control Committee is 7676 South Continental Divide Road, Littleton, Colorado 80127, Attn: Community Administrator or can be reached through the Community Administrator at 303-979-1876, ext. 113.

**E. Sub-Associations**

Please visit our website for [the Sub-Associations list](#). The following neighborhoods have their own architectural control and covenant enforcement which govern these communities:

The Enclave	Mountain Gate II	Deer Creek Villas -
Manor Ridge	Mountain Gate III	(Architectural Only)
The North Ranch	The Settlement	
Mountain Gate	Sunset Ridge	

## I. PROCEDURES FOR APPROVAL AND ENFORCEMENT

### 1.01 General

**It is the responsibility of the homeowner to acquire all necessary permits, adhere to Jefferson County regulations, and to NOTIFY ADJACENT PROPERTY OWNERS.** It is also the responsibility of the homeowner to follow these Rules, Regulations, and Procedures.

We assume the work you request is the work that will be completed. All work shall be subject to review by the Architectural Committee. Any unapproved work or violation of these Rules, Regulations, or Procedures shall be subject to Covenant Control Committee enforcement.

### 1.02 Submittal and Approval

It is important that you **DO NOT START WORK PRIOR TO RECEIVING ARCHITECTURAL COMMITTEE WRITTEN APPROVAL.**

Approvals are good for one year from the date approved. All work should be completed in a timely manner, not to exceed one year.

All reviews will be made on an individual basis. It is important to note that an improvement approved on one property may not be approved on another.

Note: Per the [Access to Association Records Amended Resolution 90-05](#): "Records maintained by the Association may be withheld from inspection and copying at the Board's discretion to the extent that they are or concern: A. Architectural drawings, plans, and designs, unless released upon the written consent of the legal owner of the drawings, plans, or designs..."

#### **Submittal**

- Visit our [Home Improvements Page](#) on our website and click on the applicable project title.
- Gather the required documents and a photo of the area where the improvement will be made prior to completing the submittal form. Paint color chips and product samples will need to be submitted in person or by mail.
- Fill out the online form, including projected start and end dates, attach the required supporting documents and submit.
- You may submit a hard copy application if you prefer and mail to or drop off at the Ranch House.

#### **Review**

- The Architectural Committee is committed to providing an answer whether approved, declined, or more info is needed within 30 days of the completed submittal date. Submittals missing the basic required information, or submittals that require additional information or documentation, will not be considered complete and ready for review until all requested documentation is received. If the information is not received within 30 days of request the submittal will be declined.

- Requests shall be submitted to the Community Administrator (CA) by the Tuesday before the scheduled review. Reviews are scheduled approximately every two weeks.
- The Architectural reviews are conducted by a member of the Architectural Committee (the designated “Architectural Consultant”) with the assistance of the CSA every second and fourth Thursday of each month. Some project requests such as home additions, special paint colors, variances, etc. will require full Committee review.

## Results

After the review, homeowners receive an emailed response with one of the following results:

- **Approved:** Your project approval is good for one year from the date approved.
- **Declined:** Your project cannot be approved and will need to be resubmitted with compliant components.
- **Needs More Information:** The Architectural Committee or Architectural Consultant needs additional documentation in order to make their decision.

### 1.03 Rights of Appeal

If a homeowner who has sought approval of proposed work does not agree with a decision of the Architectural Consultant regarding their submittal, that homeowner may appeal the decision to the full Committee in person or by written request submitted not more than 15 days after the decision is issued. No appeals will be entertained after such date, and no appeals by homeowners who are not parties to the submittal will be entertained.

### 1.04 Variances

Master Declaration Section 8.09 Variances: The [Architectural] Committee may authorize variances from compliance with any of the architectural provisions of this Master Declaration or any Supplemental Declaration, including restrictions upon height, bulk, size, shape, floor area, land area, placement of structures, set-backs, building envelopes, colors, materials, or similar restrictions, when circumstances such as topography, natural obstructions, hardship, or aesthetic or environmental consideration may, in its sole and absolute discretion, warrant. Such variances must be evidenced in writing and must be signed by at least a majority of all of the members of the Committee. If such a variance is granted, no violation of the covenants, conditions or restrictions contained in this Master Declaration or any Supplemental Declaration shall be deemed to have occurred with respect to the matter of which the variance was granted. The granting of such a variance shall not operate to waive any of the terms and provisions of this Master Declaration or of any Supplemental Declaration for any purpose except as to the particular property and particular provision and in the particular instance covered by the variance.

### 1.05 Enforcement

#### Inspection Policies and Procedures

- All violations of the Master Declaration, these Rules, and the other governing documents of the Master Association are subject to these enforcement procedures.
- Proactive Monthly/Bi-Weekly Neighborhood Inspections  
Drive-by inspections of public areas visible from the street once per month October

through April and twice per month May through September. Inspections are conducted Monday through Friday between the hours of 8am to 5pm.

- Large Project Inspections  
Large projects that may require financial planning or restrictive scheduling such as exterior paint, fences, concrete, etc., are conducted annually concurrently with monthly/bi-weekly neighborhood reviews. These conditions may also be reviewed during proactive inspections throughout the rest of the year.
- Behavioral Documentation  
If a violation appears to be temporarily reasonable or does not appear to represent the typical behavior for the property (trash cans, stored items, etc.), the violation will be documented and placed on hold until the next review. Should the violation occur again, the Violation Notification Process will be engaged.
- Complaint Follow-Up  
Verification of a complaint must be conducted in a consistent manner. Gathering data must be fair and impartial. Compliance can be verified from the street, greenbelts, or open space. The reporting party may be required to provide evidence of the complaint on the record to the Community Administrator and should include:
  - The address of the perceived violation.
  - A description and/or photo of the concern including the location on the property.
  - The name and contact information for the complainant.
  - Should a complainant invite staff on to their property or provide photos to validate a violation, they put themselves on the record for the complaint and resolution. These scheduled inspections will be conducted with the written permission of the homeowner to access the property for the date and time permitted.
- Anonymous Complaints:  
An anonymous complaint will receive a follow-up inspection to verify the perceived violation during the proactive inspection schedule.
  - If the violation is verifiable through the inspection process the Violation Notification Process will be engaged.
  - If the violation cannot be observed by staff through the inspection process, the complaint will be documented, and no further enforcement will be possible.

### **Violation Notification Process**

- An optional courtesy letter “rule reminder,” requesting compliance within a specified timeframe relevant to the violation, will be sent to the property owner and tenant (where applicable).
- A first notice of violation will be sent via certified, return receipt requested and prepaid, and first class United States Mail which serves as the first official notice, will be sent to the homeowner and tenant (where applicable). This letter indicates the date the violation was observed informing that a fine of \$50 will be levied, and facility privileges may be revoked.
- A second notice of violation will be sent via certified, return receipt requested and prepaid, and first class United States Mail which serves as the second official notice, will be sent to the homeowner and tenant (where applicable). A resident may appear in person or in writing to represent the property. This letter indicates the date the



violation was again observed informing that an additional fine of \$50 will be levied, and facility privileges may be revoked.

- A third notice of violation will be sent via certified, return receipt requested and prepaid, and first class United States Mail which serves as the third official notice, will be sent to the homeowner and tenant (where applicable). This letter indicates the date the violation was again observed informing that an additional fine of \$50 will be levied and may be levied every week until the fine is cured or the maximum amount allowable by law has been levied against the homeowner. Additionally, facility privileges will be revoked.
- Should a property remain in violation the association may commence in legal action, including, but not limited to, commencement of a lawsuit to force compliance or seeking injunctive relief, damages, or both.
- Respondents may request a hearing to appeal any fine for a regular violation by submitting a written request to the Association withing 14 days of the date the Association issues the Notice of Violation or assesses a fine for the violation described in the Notice of Violation. The hearing shall comply with the procedures set forth in the Hearing Procedures of the Covenant Enforcement Policy

### **Enforcement**

Per Master Declaration Section 3.08 and House Bill 1137 the Master Association will impose the fines and cures as outlined above in the Violation Notification Process.

### **Exceptions to Procedures**

- Disregarding a denial by the Architectural Committee and proceeding with denied improvement will result in an immediate violation notice and fine.
- Committee may adjourn to executive session under qualifying criteria.

### **Deferments**

The following violations are enforced by Jefferson County.

- Issues regarding domestic animals must be reported to Jefferson County Animal Control (303-271-5070). In some situations, Ken-Caryl Ranch Master Association will send a courtesy letter to the owner regarding the complaint.
- [Street Parking](#) violations must be reported to Jefferson County Sheriff (non-emergency 303-277-0211).
- Excessive noise may be reported to the Jefferson County Sheriff Department. (non-emergency 303-277-0211).
- Home Occupation and Light Nuisance inquiries may be reported to [Jefferson County Planning and Zoning](#).
- Street and sidewalk maintenance is managed by [Jefferson County Road and Bridge District II](#).

### **1.06 Questions**

If residents have any questions about the review or enforcement processes, please call the Community Administrator at 303-979-1876, ext. 109 or email at [darcic@kcranch.org](mailto:darcic@kcranch.org).



## **II. PROPERTY IMPROVEMENTS**

Following is an alphabetical listing of a wide variety of specific types of improvements which homeowners typically consider installing. All projects submitted for approval require an application form and, unless otherwise specifically stated, detailed drawings, plans, or other applicable information submitted to the Committee and the written approval from the Architectural Committee obtained before the improvements are begun. If you have in mind an improvement not listed below, Committee approval is required.

### **2.01 Accessory Buildings**

**Architectural Committee approval is required.**

Accessory buildings include storage sheds, greenhouses, equipment buildings, or other buildings not directly attached to the residence. Visual impact is considered when locating any accessory building.

Accessory Building Construction Rules

- Height of roof shall not be over 8 feet above ground level to ridge, and the building shall not exceed 100 square feet in floor area.
- The building shall be located 3 feet from any property line or a greater distance as required by County zoning in the neighborhood.
- Applicants are advised to check with the Jefferson County Zoning Department to confirm required setbacks prior to submitting application as zoning requirements vary by neighborhood.
- Any utilities to accessory buildings shall be underground.
- Architecturally enhanced and discreetly placed sheds over 8 feet but less than 10 feet in height will be considered.
- Only one shed/building may be installed per residential lot.
- **Sheds** shall be compatible with the color and architectural style of the house. Roofing and siding material shall match that of the residence.
- **Greenhouse** roof height shall not exceed 8 feet above ground level to ridge, and the building shall not exceed 100 square feet in floor area and must be kept in good repair.
- **Pre-manufactured Sheds, Storage Cabinets, and Storage Chests** over 3 feet tall require Architectural Approval and shall be placed in an unobtrusive location. Units larger than what is described here shall be defined as a shed.

Submittal shall include:

- ✓ Site Plan showing the proposed location in reference to property line setbacks
- ✓ Photo, rendering and/or manufacturer's spec sheet for the building to be installed
- ✓ A description of dimensions, materials, and paint swatches
- ✓ A photo of the house.

### **2.02 Additions and Expansions**

**Architectural Committee approval is required.**

Additions and expansions altering the exterior of any property will require submittal of detailed plans and specifications for approval by the Architectural Committee. It is the responsibility of

the homeowner to acquire all necessary permits and adhere to Jefferson County regulations. Submittal shall include:

- ✓ Site and grading plan showing location of addition and setbacks
- ✓ Floor plans
- ✓ Exterior elevations
- ✓ Description of all materials and colors including paint chips/swatches
- ✓ A rendering of how the final product is intended to look
- ✓ Engineered foundation plan
- ✓ A review fee of a minimum of \$150 must accompany submittal

### **2.03 Address Numbers**

**Architectural Committee approval is required** if numbers are larger than 6 inches in height.

Address numbers are not allowed on street curbing.

Submittal shall include:

- ✓ A photo of the numbers and their dimensions
- ✓ A photo of the house from the street with the proposed location of the numbers marked

### **2.04 Air Conditioner and Evaporative Cooler Equipment**

**Architectural Committee approval is required.**

No equipment is permitted on roofs or on fronts of homes. Evaporative coolers must be installed on ground or in a first-floor opening.

Submittal shall include:

- ✓ Manufacturer's spec sheet of the unit
- ✓ A photo of the house from the street with the proposed location of the unit marked
- ✓ A description and image of proposed screening

### **2.05 Artificial Turf**

**Architectural Committee approval is required.**

The following rules shall apply:

- Artificial turf shall only be used in backyard applications
- A landscape buffer shall surround the turf area
- Pile height will be a minimum of 1.75"
- Color will be compatible with natural turf and be dual, tri, or quad color

See Landscaping Section 2.30

Submittal shall include:

- ✓ Site and grading plan, showing location of installation
- ✓ Landscaping plan showing the proposed layout including edging and other materials
- ✓ 1 foot square sample of the proposed turf

### **2.06 Awnings**

**Architectural Committee approval is required.**

Awnings shall be compatible with the color and architectural style of the house.

Submittal shall include:

- ✓ Manufacturer's spec sheet of awning to be installed
- ✓ Fabric color swatch or color photo of pattern/design
- ✓ Photo of the location of proposed installation

### **2.07 Bee Keeping Fencing**

**Architectural Committee approval is required.**

For bee keeping fencing requirements, see Fences Section 2.20. An architectural submittal is not required for a hive. Bee keeping is allowed on Ken-Caryl in accordance with Jefferson County Zoning Resolution Section 5. A Miscellaneous Permit must be obtained from [Planning and Zoning for the keeping of bees](#).

### **2.08 Below Ground Installations**

**Architectural Committee approval is required.**

All below ground structures, including but not limited to, pools, cellars, and shelters, shall be submitted for approval.

Submittal shall include:

- ✓ Site and grading plan, showing location of addition and setbacks
- ✓ Floor plans
- ✓ Exterior elevations showing all materials and colors
- ✓ Engineered foundation plan

### **2.09 Birdhouses and Birdfeeders - Permanent Installations**

**Architectural Committee approval is required** for permanently installed birdfeeders and birdhouses.

Submittal shall include:

- ✓ Site plan showing where the unit will be installed
- ✓ Color photo of the unit to be installed

### **2.10 Clothes Lines**

**Architectural Committee approval is required.**

Retractable clotheslines screened as much as possible from adjacent properties, streets, and open spaces are allowed but must be restored to a closed position when not in use.

Submittal shall include:

- ✓ Site plan showing where the unit will be installed
- ✓ Color photo of the unit to be installed

### **2.11 Composting Equipment**

**Architectural Committee approval is required.**

Submittal shall include:

- ✓ Site plan showing where the unit will be installed
- ✓ Color photo of the unit to be installed

### **2.12 Decks (New, expanded, and altered)**

**Architectural Committee approval is required.**

Submittal shall include:

- ✓ Site and grading plans showing location of deck in reference to setbacks
- ✓ Floor plans
- ✓ Exterior elevations
- ✓ Description of all materials and colors
- ✓ Photo/renderings of the proposed deck
- ✓ Any roof or screening plans
- ✓ Photo of the area to be improved

**2.13 Demolition and Reconstruction Projects**

**Architectural Committee approval is required.** A review fee will be determined according to the scope of the project.

**Submittal shall include:**

- ✓ Site and grading plan, showing location of addition and setbacks
- ✓ Floor plans
- ✓ Exterior elevations showing all materials and colors
- ✓ Engineered foundation plan

**2.14 Dog Houses**

Must be located in the backyard. Colors and materials shall match residence. Maximum size shall be 4 feet x 4 feet in width and length and not more than 4 feet to highest point.

**Architectural Committee approval is not required.**

**2.15 Dog Runs**

**Architectural Committee approval is required.**

Dog Runs shall be constructed as a privacy fence or transparent open rail fence. Dog run fencing must be attached to the perimeter fence or dwelling unit. Refer also to the fencing rules for your neighborhood for specific requirements.

Submittal shall include:

- ✓ Site plan showing location of dog run with proposed dimensions
- ✓ Photo of the location
- ✓ The chosen fencing style from the fencing rules for your neighborhood. Fencing Guidelines are available at [www.ken-carylranh.org](http://www.ken-carylranh.org) at the Home Improvements page.

**2.16 Doors: External Entry**

**Architectural Committee approval is required.**

Unfinished doors are not permitted.

Submittal shall include:

- ✓ Photo of current door
- ✓ Style, material, color, and manufacturer's spec sheet for door to be installed

**2.17 Drainage**

Section 3.09 of the Master Declaration requires that there be no interference with the

established drainage pattern over any property. When installing landscaping, it is important to ensure that water drains away from the foundation of any house and that the flow patterns prevent water from flowing under, or ponding near or against the house foundation, walkways, sidewalks, and driveways of the primary and all adjacent properties. A resident may be required to provide an engineered drainage plan.

### **2.18 Driveways/Concrete Work**

#### **Architectural Committee approval is required.**

Driveways must be surfaced with asphalt, concrete, or pavers and cannot extend beyond the width of the garage. Extension or expansion of driveways for additional parking is not permitted.

Submittal shall include:

- ✓ Site and grading plan, showing location of driveway/concrete work (patios, paths, etc.)
- ✓ Footprint plans including dimensions
- ✓ Materials and colors, manufacturer's spec sheet, or photo of color/style (pavers, stamped, or pigmented concrete)
- ✓ Photo of the location to be improved

### **2.19 Driveways Ramps**

#### **Architectural Committee approval is required.**

Any temporary driveway ramp shall have committee approval prior to installation, and thereafter be carefully maintained and removed if no longer required.

Driveway Ramps should be:

- Temporary in nature. No permanent driveway ramps will be allowed in Ken-Caryl Ranch. If a permanent solution is desired the resident should work with Jefferson County Road and Bridge to navigate having a "California Curb" installed at the owner's expense.
- Professionally manufactured.
- Allow the free flow of water. Not dam or block debris.
- Solid black or gray in color. No additional colors or variations will be allowed.
- Removed when no longer required / in use.

Submittal shall include:

- ✓ Site plan, showing location of driveway ramp.
- ✓ Product information (including color, dimensions, material, and features).
- ✓ Picture of the front of your home.

### **2.20 Exterior Painting**

#### **Architectural Committee approval is required.**

Submittal of colors is required even if proposed color scheme is the same as the existing.

Submittal shall include:

- ✓ Name of paint brand and finish
- ✓ Color selection including color, brand name, and code for field, trim, and accent colors

- ✓ A description and/or visual reference for accent color locations must be included
- ✓ Actual color chips or swatches must be delivered to the Ranch House for review. Photocopies, print outs, and digital copies are not suitable and will not be considered for review. Custom colors shall be painted onto a paper or cardboard sample in a way that appropriately represents the final color for the review
- ✓ Recent photo of the house
- ✓ A resident may be asked to paint a 2 foot by 2 foot or larger sample on the house in a visible location as needed for reference

### **2.21 Fences (New, expanded, and altered)**

**Architectural Committee approval is required.**

General Fencing requirements are addressed below, neighborhood specific fencing guidelines are available at [www.ken-carylranh.org](http://www.ken-carylranh.org) on the Home Improvements page.

- **OWNERS ARE RESPONSIBLE FOR NOTIFYING ADJACENT PROPERTY OWNERS OF ANY PLANNED CHANGES TO AN EXISTING FENCE.**
- Weld Wire Installation: Weld Wire must without exception be on the inside of fence rails on any fence facing a street, road, trail, greenbelt, or other public right-of-way. Weld wire may be placed on the outside of fence rails, if the fence is along a common lot line with an adjacent lot, and the owner of the adjacent lot does not object to the weld wire on his/her side of the fence rails
- No electric fencing shall be permitted in residential areas unless buried
- The aesthetic side of fencing should be installed facing the street, road, trail, greenbelt, or other public right-of-way
- Protective fencing shall be neatly installed, well maintained, and garden fencing shall be removed at the end of the growing season.
- The only approved fence stain color is:
  - Benjamin Moore Arbor Coat HC-175 Briarwood – Solid Stain
  - Sherwin-Williams Super Deck – Solid Stain color match to above

Submittals Shall Include:

- ✓ Site plan showing where the fence will be installed
- ✓ The type of fence chosen from your neighborhood’s fencing guideline
- ✓ Photo of existing fence or location

### **2.22 Firewood Storage**

No more than one cord of wood (stacked wood measuring 4 feet tall, 8 feet wide, and 4 feet deep) shall be stored on any residential lot at any given time.

Stored wood shall be neatly stacked and placed as unobtrusively as possible at a minimal distance of 15 feet - when possible - from any combustible structure or accessory building.

Temporary coverings, such as tarps are not allowed to cover stored firewood.

**Architectural Committee approval is required** for any covering or storage solution for

firewood. A structure may be built to store the firewood but must meet the following criteria:

- If covered, roof must match that of the house.
- May not be larger than 100' square feet in size.
- May not exceed 8' in height.
- For sided applications it must match the colors of the house.
- Shall not alter historical drainage into neighboring properties.

Any temporary storage solution or housing must also be approved by the Architectural Committee and will be reviewed on an individual basis. All temporary storage solutions and housings must be kept in good condition or will be deemed 'unsightly'.

No more than 5 cubic feet of firewood may be stored near the residence and must be kept neatly stacked and placed as unobtrusively as possible.

Please visit the Firewise page on our website for additional information.

### **2.23 Fire Pits**

**Architectural Committee approval is required.**

Permanent installation Fire Pits must be integrated into a landscape, patio, or deck plan. See also Landscaping Section 2.30

Submittal shall include:

- ✓ Site plan showing proposed location for installation including setbacks to the property line
- ✓ Plans showing fire pit structure as part of the landscape, patio, or deck plan
- ✓ Photo or rendering of what the fire pit will look like
- ✓ A description of materials and colors

### **2.24 Flags and Flagpoles**

**Architectural Committee approval is required** for in-ground flagpoles with the following criteria:

- Shall be a minimum of five feet from all property lines.
- Must be mounted to the ground, not on a deck, patio, or retaining wall.
- May not exceed the roofline of the house.
- May not be illuminated without prior Architectural Committee approval.

Committee approval is not required for flagpoles if they are a type which projects from the house, is mounted on the first story, and does not exceed 6 feet in length.

Submittal shall include:

- ✓ Site showing location of the proposed installation.
- ✓ Photo or manufacturer's spec sheet of the unit to be installed.

Architectural Committee approval is not required for professionally made - noncommercial flags with the following criteria:

- The maximum allowed flag size is four (4) feet x six (6) feet.



- The maximum number of flags is two (2) per property. (See also Rules and Regulations 3.06 for Temporary Signage Posting Rules).
- Flags must be mounted to an approved flagpole.
- Displayed in a window of the unit large enough to display the entire flag.
- On a balcony adjoining the unit, on an approved flagpole.
- No flags bearing commercial messages are allowed.
- Only professionally made flags will be allowed.

See also: [C:\1310\\_enr.txt](http://C:\1310_enr.txt) ([colorado.gov](http://colorado.gov))

## **2.25 Garage Doors**

### **Architectural Committee approval is required.**

Unless approved otherwise by the Committee, garage doors shall match the field or trim color of the house.

Submittal shall include:

- ✓ Manufacturer's details including panels, windows, and hardware
- ✓ Proposed color and material
- ✓ A photo of the house
- ✓ A rendering of what the proposed door will look like on the house

## **2.26 Vegetable Gardens**

**Architectural Committee approval is required for all new and expanded gardens.** Visual impact will be considered when locating and approving any garden.

Garden Rules:

- The mature height of gardens located in front and side yards not to exceed 3 feet.
- The mature height of gardens located in back yards not to exceed 6 feet.
- The design of the garden(s) should integrate into the landscaping and architecture of the home. Consideration of how the garden will look when not in use must be taken into account.
- Vegetable gardens are required to be weeded, watered, trimmed, and maintained to always look neat and tidy.
- Only one vegetable garden will be allowed in the front yard of any home with a maximum square feet size of 50' square.
- Gardens located in front yards may not have protective fencing installed.
- At the end of the growing season all vegetation must be cleared, with the exception of trimmed and maintained cover crops, winter crops or perennials, any approved temporary fencing taken down (side and rear yards), and any equipment from the growing season removed and stored out of sight (such as support cages, sticks, hoses, sprinklers, etc.).
- Per Firewise guidelines we highly recommend keeping gardens at least 5' away from the foundation of your home.

Vegetable gardens should be located in the back yard whenever possible. Vegetable gardens in front and side yards will be considered on a case-by-case basis. All gardens must be well maintained at all times.

Submittal shall include:

- ✓ Site plan and photo showing proposed garden(s) location.
- ✓ Dimensions of garden area(s).
- ✓ Planned items to be located in the garden(s), i.e. vegetables, flowers, bushes, etc.
- ✓ All materials to be used to create the boundaries of the garden(s).
- ✓ Any planned temporary protective fencing (must be removed at the end of the growing season).

## **2.27 Gazebos**

**Architectural Committee approval is required.**

A Gazebo is generally a detached, open, six to eight-sided structure. Gazebos must be submitted for approval on an individual basis.

Submittal shall include:

- ✓ Site plan of the property
- ✓ Elevation plan of the structure
- ✓ Materials and dimensions

## **2.28 Holiday Decorations and Lights**

**Architectural Committee approval is required for Permanent Holiday Lighting Installations.**

- Permanent holiday lighting installations may be illuminated no earlier than one month in advance of the holiday and must be turned off within one week following the holiday.
- For traditional December holidays, permanent lighting shall not be illuminated before November 1 and shall be turned off by February 1. Submittal shall include:
  - ✓ Site plan and photos showing proposed location for installation
  - ✓ Manufacturer's spec sheet showing what the installation will look like
- Committee approval is not required for the display of temporary holiday decorations or lights if these are installed in accordance with the following (See also Lights and Lighting section 2.32):
- With the exception of traditional December holidays, temporary decorations and lighting may be put up no earlier than one month in advance of the holiday and must be taken down (not simply unplugged or turned off) within one week following the holiday.
- For traditional December holidays, decorations and lighting shall not be put up before November 1 and shall be taken down by February 1.
- Traditional December Holiday lights include but are not limited to colored bulb (multi, single color, and changing color) and clear bulb string lights, colored spotlights, icicle lights, laser/projector lights, net lights, and novelty string lights.

- Any holiday decorations that are affixed to, or located on, the roof of a residence – with the exception of traditional December Holiday string lights as defined above – requires Architectural Committee approval prior to installation.
- Holiday decorations are not permitted to be displayed year-round.
- See also Jefferson County Zoning Resolution Section 12: [Zoning Resolution | Jefferson County, CO \(jeffco.us\)](#)

### **2.29 Hot Tubs**

#### **Architectural Committee approval is required.**

Must be integrated into a landscape, patio, or deck plan. See also Landscaping Section 2.30.

Submittal shall include:

- ✓ Site plan showing proposed location for installation including setbacks to the property line
- ✓ Plans showing hot tub structure as part of the landscape, patio, or deck plan
- ✓ Manufacturer’s spec sheet showing what the installation will look like
- ✓ A description of materials and colors

### **2.30 Household Pet Enclosures**

#### **Architectural Committee approval is required.**

Cat patios, rabbit hutches, and any exterior covered domestic animal enclosures must be small in size and as inobtrusive as possible. Colors and materials shall match residence. Size and location may be limited. Chicken coops are not permitted, see Community Rules 3.05 Animals. See also Dog Runs section 2.15.

Submittal shall include:

- ✓ Dimensions and materials
- ✓ Photo of the proposed location
- ✓ Manufacturer's spec sheet, drawing, or photo of the proposed installation

### **2.31 Landscaping (New, expanded, and altered)**

#### **Architectural Committee approval is required.**

Any form of landscaping, such as retaining walls, sidewalks, gravel, rock, impervious surface material, structures, grass, trees, and shrubbery shall have Committee approval prior to installation, and thereafter be carefully maintained.

Design elements such as, but not limited to, rock, engineered block, and mulch must be natural in color. No red or black mulch will be permitted.

The committee seeks to achieve an aesthetically pleasing balance of planting and hardscape material within the lot. See also Artificial Turf Section 2.05. See [Landscape Guidebook](#) for landscape planning suggestions.

Submittal Shall Include:

- ✓ Plot plan showing the location of work
- ✓ List of planting materials and ground cover
- ✓ Illustration showing the work to be completed

### **2.32 Landscaping - Xeriscaping (New, expanded, and altered)**

**Architectural Committee approval is required.** Visual impact will be considered when reviewing any Xeriscape submittal.

Xeriscaping is the art of designing and arranging landscapes to minimize or eliminate the need for irrigation. The idea is to use natural materials and plants that don't require a lot of water to maintain.

#### Xeriscaping Tips:

- Use hardscape (pathways, patios, decks) to define flow and function, maximizing outdoor use and functionality and minimizing water usage.
- Boulders can be installed to enhance aesthetics.
- Dry streambeds can be installed to direct surface runoff and/or enhance aesthetics.
- Use drip systems for plantings.
- Install an automatic irrigation system utilizing water conservation technology, including a rain sensor.
- Group Plants together with similar water requirements.
- Install rock and/or wood mulch for groundcover in planting areas.

#### Xeriscape Rules:

- Design elements such as, but not limited to, rock, engineered block, and mulch must be natural in color. For example - no red or black mulch will be permitted.
- Landscaping shall include mulch and/or rock, and additional plantings such as trees, bushes, plants or ornamental grasses or other items of interest.
- The design of the landscaping should integrate into the architecture of the home and the surroundings.
- Elements of height should be integrated into the xeriscape to bring visual interest to the landscape during all seasons of the year. This can be done with boulders, larger rocks, trees, bushes, and ornamental grasses.
- Artificial turf may only be used in back yards. Artificial turf in side yards will be reviewed on a case-by-case basis. See also Artificial Turf Section 2.05.
- Firewise recommendations should be followed whenever possible.

#### Submittal shall include:

- ✓ Site plan and photo showing proposed landscaping location, and placement of elements within the landscape design.
- ✓ Dimensions of landscaped areas.
- ✓ Planned items to be located in the landscaping including, but not limited to, trees, shrubs, flowers, grasses, boulders, etc.
- ✓ All materials to be used to create the landscaping including, but not limited to, retaining walls, boulders, rock, mulch, flagstone, hardscapes, etc.

- ✓ Any planned temporary protective fencing (must be removed at the end of the growing season for Annual plants).

The committee seeks to achieve an aesthetically pleasing balance of planting and hardscape material within the lot.

### **2.33 Latticework and Privacy Screens**

**Architectural Committee approval is required** for any application, including latticework, trellis, privacy screening (free standing and attached to patio, deck or home).

Privacy screening may not exceed 6' in height (from original grade) unless approved by Architectural Committee.

Acceptable materials for privacy screening include (but are not limited to): Wood, metal, glass, and stone – subject to Architectural Committee approval.

Submittal shall include:

- ✓ Site plan and photo(s) showing location(s) of installation.
- ✓ Dimensions, materials, and colors.
- ✓ Photo or rendering of how the final installation is intended to look.

Lattice may not be installed on or attached to a fence to increase the height or screening capability.

### **2.34 Lights and Lighting**

**Architectural Committee approval is required for Permanent Lighting Installations that are affixed to the residence.** This includes, without limitation, whole-home, under-eve installations, and fixtures hardwired into the home.

Architectural Committee approval is not required for landscape and decorative exterior lighting if conservatively designed, is reasonable in size, and is installed to limit light trespass to adjacent properties and is not directed onto adjacent properties. Light trespass or wash over will be subject to Architectural Committee interpretation.

Decorative lighting includes, but is not limited to, bistro string lights, string lights, net lighting, lanterns, and sconces and is subject to the Architectural Committees interpretation.

Decorative lighting shall be turned off after 12 a.m. unless the space in which the lighting is located is actively being occupied/used.

Landscape lighting includes, but is not limited to, stair lights, post lights, landscape lights, and path lighting and is subject to the Architectural Committees interpretation.

See also Jefferson County Zoning Resolution Section 12. [Zoning Resolution | Jefferson County, CO \(jeffco.us\)](#). See also Holiday Decorations and Lights Section 2.27.

### **2.35 Mailboxes and Mailbox posts:**

**Architectural Committee approval is required.**

- Boxes must have a black finish.
- Boxes on a shared post must match in size, and preferably be the same.
- Wood posts may be natural cedar and may be sealed with a transparent product to protect color of wood. Additionally, wood posts may be painted to match the home in which it services.
- Professional numbers on the side(s) are allowed, however may not exceed 4" in height and may not be a reflective material.
- Vinyl or plastic posts are not allowed.
- Alternative material mailboxes may be considered but must be approved by the Architectural Committee.
- Mailbox may not have any moving parts (such as wings of a duck).
- Metal Mailbox posts may be approved if conservatively designed and compliment the home and neighborhood.
- Oversized mailboxes are not allowed. Oversized is defined as a mailbox exceeding 22 inches in length, 12 inches in width, and 10 inches in height.

**2.36 Patio Covers/Pergolas (New, expanded, and altered)**

**Architectural Committee approval is required.**

Shall be compatible with the color and architectural style of the house.

Submittal shall include:

- ✓ Site plan and photo showing location of installation
- ✓ Dimensions, materials, and colors
- ✓ Roofing style, shingles, and pitch
- ✓ Photo or rendering of how the final installation is intended to look

**2.37 Patio Enclosures (New, expanded, and altered)**

**Architectural Committee approval is required.**

Enclosures of existing covered patios and decks shall be in harmony with the existing structure.

Submittal shall include:

- ✓ Site plan and photo showing location of installation
- ✓ Dimensions, materials, and colors
- ✓ Roofing style, shingles, and pitch
- ✓ Photo or rendering of how the final installation is intended to look

**2.38 Playhouses**

**Architectural Committee approval is required.**

Playhouses must be constructed and/or covered with the same materials as the exterior of the

home. Roofing material shall match the roof of the residence. Pre-manufactured plastic playhouses will be considered on an individual basis. Height of roof shall not be over 8 feet above ground level to ridge, and the building shall not exceed 100 square feet in floor area. The building shall be located 3 feet from any property line or a greater distance as required by County zoning in the neighborhood. Applicants are advised to check with the Jefferson County Zoning Department to confirm required setbacks prior to submitting application as zoning requirements vary by neighborhood. Any utilities to such buildings shall be underground. Plastic playhouses designed for outdoor use shall not exceed 4'x6'x7' high and shall be placed in an unobtrusive location. Additional screening may be required.

Submittal shall include:

- ✓ Site plan and photo showing location of installation
- ✓ Dimensions, materials, and colors
- ✓ Photo or rendering of how the final installation is intended to look

### **2.39 Play and Sports Equipment**

**Architectural Committee approval is required for permanent installations.**

Submittal shall include:

- ✓ Site plan and photo showing location of installation
- ✓ Dimensions, materials, and colors
- ✓ Photo or rendering of how the final installation is intended to look

### **Basketball Backboards/Goals**

- Mounted on house - Backboard shall be of a standard size. **Architectural Committee approval is not required.**
- Fixed free-standing - Backboard shall be of a standard size. **Architectural Committee approval is required.** Submittal shall show location. Placement in or adjacent to the street is not permitted. Location shall be at least ½ the length of the driveway away from the street.
- Portable free-standing – when not in use goal shall be stored in an upright position at least ½ the length of the driveway away from the street. **Architectural Committee approval is not required.**

### **Play Structures**

Submittal shall include:

- ✓ Dimensions and materials
- ✓ Photo of the proposed location
- ✓ Manufacturer's spec sheet or photo of the proposed installation

**Trampolines** Shall not be placed within a 5 foot setback. Please consider your neighbors' views and any noise factor when choosing a location for your trampoline. **Architectural Committee approval is not required.**

**Temporary or Portable Play Equipment** shall be stored when not in use. **Architectural Committee approval is not required.**



## **2.40 Pools**

### **Architectural Committee approval is required.**

Above-ground pools larger than a child's wading pool are not permitted. In-ground pools must be integrated into the landscape; see also Sports Facilities Section 2.49, Hot Tubs Section 2.28, and Swim Spas Section 2.50

Submittal shall include:

- ✓ Site and grading plan, showing location of addition and setbacks
- ✓ Exterior elevations showing all materials and colors
- ✓ Engineered foundation plan

## **2.41 Radon Mitigation Equipment**

When protruding through the roof of a home, the equipment shall be painted to match the roof color. When equipment protrudes from the side of the home, it shall be painted to match the surface to which it is attached. **Architectural Committee approval is not required.**

## **2.42 Rain Barrels**

### **Architectural Committee approval is required.**

May be installed to collect water for outdoor purposes. The rain barrels must be compliant with [Colorado Law](#) and must coordinate with the architectural style of the house.

Submittal shall include:

- ✓ Dimensions and materials
- ✓ Photo of the proposed location
- ✓ Manufacturer's spec sheet or photo of the proposed installation

## **2.43 Roofs**

### **Architectural Committee approval is required.**

Roofing material throughout Ken-Caryl Ranch varies from neighborhood to neighborhood.

#### **Approved Roofing**

- **Standard Composition Roofing:** This roofing may only be installed in Saddlewood, The Territory, The Village, and Cimarron. This conventional asphalt or fiberglass roofing material is currently in use in the above neighborhoods. Two patterns that have been approved for these neighborhoods are Three Tab, and a laminated 2-ply (5-tab) shingle.

- **Premium Composition Roofing:**

- |  |                                     |
|--|-------------------------------------|
| -CeDur Synthetic Shake                     | -GAF Grand Sequoia                  |
| -CertainTeed Presidential                  | -GAF Grand Sequoia Impact Resistant |
| -CertainTeed Presidential Impact Resistant | -GAF Woodland                       |
| -CertainTeed Presidential TL               | -IKO Armourshake                    |
| -CertainTeed Grand Manor                   | -Owens Corning Woodcrest            |
| -CertainTeed Landmark TL                   | -Owens Corning Woodmoor             |
| -GAF Camelot                               | -Tamko Heritage Vintage             |
| -GAF Grand Canyon                          | -Malarkey Windsor                   |
| -Malarkey Vista                            | -Malarkey Legacy                    |

- **Tile/Slate Roofs:** Both tile and natural slate may be installed. Tile roofs are commonly constructed with clay tiles, concrete tiles, or a composite of concrete and fiber.

- Stone-coated Steel Roofs: Tile and shake styles are permitted.
- Tesla Roof

Submittal shall include:

- ✓ Roofing product from the approved list
- ✓ If you are submitting for roofing not on the approved list, a sample and additional processing time will be required.

#### **2.44 Rooftop Equipment**

**Architectural Committee approval is required.**

- Flues/Vents/Pipes. When flues, vents, or pipes protrude from the roof, they should match the roof color. When flues, vents, or pipes protrude from the side of the house they shall be painted to match the surface to which they are attached.
- Wind Vanes and Lightning Rods. The vane or rod shall be made of metal only and shall not be highly reflective. Submittal shall include location, size, and color. Moving action parts (i.e. rotating duck wings, men sawing, or chopping wood, etc.) and fabric components are not permitted.

Submittal shall include:

- ✓ Site plan and photo showing location of installation
- ✓ Dimensions, materials, and colors
- ✓ Photo or rendering of how the final installation is intended to look

#### **2.45 Satellite Dishes/Antennas**

In response to The Telecommunications Act of 1996, which allows DBS and MMDS satellite dishes/antennas that are one meter (39") or less in diameter and for personal use of a homeowner to be installed, the Architectural Committee has adopted the following hierarchy rules:

- DBS and MMDS satellite dishes/antennas larger than one meter are not permitted.
- All satellite dishes/antennas shall be installed with emphasis on being as unobtrusive as possible to the community. The hierarchy for satellite dishes/antennas shown below should be followed, with #1 being the most preferred location.

Hierarchy for satellite dishes/antennas site location

- 1.) Inside structure of home
- 2.) Back or side yard below the fence line
- 3.) Back or side on house in least visible location
- 4.) Side yard in front of fence with screening integrated into landscaping
- 5.) Front yard with screening integrated into landscaping
- 6.) Back rooftop

**Architectural Committee approval is not required.**

#### **2.46 Security Bars for Windows & Doors**

**Architectural Committee approval is required.**

Bars shall match vertical and horizontal mullion location of existing windows and doors.

Submittal shall include:

- ✓ Site plan and photo showing location of installation
- ✓ Dimensions, materials, and colors
- ✓ Photo or rendering of how the final installation is intended to look

## **2.47 Siding**

**Architectural Committee approval is required.**

Vinyl and aluminum siding are not permitted. Steel siding and other materials will be considered.

Submittal shall include:

- ✓ Description on the form of the siding product and color. If painting siding, please see Exterior Painting Section 2.19
- ✓ A description and/or visual reference for accent color locations must be included
- ✓ Actual color chips or swatches must be delivered to the Ranch House for review
  - Photocopies, print outs, and digital copies are not suitable and will not be considered for review.
  - Custom colors shall be painted onto a paper or cardboard sample in a way that appropriately represents the final color for the review.
- ✓ Material sample
- ✓ Recent photo of the house

## **2.48 Signs: Permanent and Commercial**

**Architectural Committee approval is required for all new, or replacement signage.**

**Architectural Committee approval is required for all public facing windows advertising, signage, or marketing materials.**

See also Temporary Signage Posting Rules Community Rules Section 3.06.

Submittal shall include:

- ✓ Photo of the proposed location
- ✓ Photo and dimensions of the proposed sign, lettering, or advertising.

Commercial Signage guidelines:

Basic Signage Guidelines for Ken-Caryl Ranch

**Signs must meet the basic Ken-Caryl Ranch Signage Guidelines for Architectural Committee Review and be approved prior to installation.**

1. All signs shall maintain a minimum distance of one-half the letter height from all architectural features, parapets and building corners, etc.
2. All signs shall be internally illuminated individual letter types (Channel).
3. Business name and logo must be as is registered with the Secretary of State or other authority (Proof of registration of business name/logo may be required), and requires Landlord approval prior to Architectural Submittal. Landlord approval doesn't ensure Architectural Committee approval.
4. No exposed raceways, crossovers, ballasts, or conduit will be permitted (unless existing or specific approval is given).
6. All signs shall be limited to individual Pan Channel letters 5" deep, which will be centered

horizontally and vertically on the respective fascia (unless otherwise approved).

7. Cabinet signs are not allowed.

8. No single letter may exceed 20 inches in height; overall stack height cannot exceed 26 inches in height; linear footage cannot exceed 70% of sign band.

9. All signage shall comply with Section 30- Lighting Standards of the Jefferson County Zoning Resolution.

10. Tenant shall be permitted to place upon its entrance black, gold leaf or white decal lettering not to exceed 4" in height and no more than 256 square inches, indicating hours of business, emergency telephone numbers, etc.

11. Address/Unit Number of business is required at/near entrance.

11. No banners, pendants, names, insignia, trademarks, advertising placards, or other descriptive material shall be affixed or maintained upon the exterior walls of the building, windows, or outside of the building or surrounding structures.

12. No flashing or moving signs allowed.

13. Illuminated "Open" signs are allowed with black backgrounds and white lettering only.

14. No more than 20% of combined storefront windows may be covered with approved product marketing signs, decals, seasonal décor, or other merchandising paraphernalia. No single door or window may be more than 50% covered.

#### **2.49 Skylights**

**Architectural Committee approval is required.**

Submittal shall include:

- ✓ Photo or rendering of proposed location
- ✓ Manufacturer's spec sheet or photo of the unit(s) to be installed

#### **2.50 Solar Installations**

**Architectural Committee approval is required.**

Submittal shall include:

- ✓ Survey showing the location of property lines, setbacks, and existing improvements
- ✓ Drawings and plans with sufficient information and accurately drawn to scale to show the location, placement, size, shape configuration, and dimensions necessary to accurately explain and illustrate the proposed Solar Energy Device
- ✓ Specifications from the manufacturer or vendor for any rooftop portions of the Solar Energy Device, showing dimensions and colors
- ✓ Photographs of the existing home showing a view of the entire home
- ✓ View of the entire side or rear of the home on which the Solar Energy Device will be mounted

#### **2.51 Sports Facilities**

**Architectural Committee approval is required.**

This section is related to improvements such as, but not limited to, tennis courts, in-ground swimming pools, and multi-purpose sports courts. These will be reviewed by the committee in consideration of grading and drainage, specialized fencing, and landscape screenings as further defined below.

- Location: The facility, exclusive of landscaping and screening, shall occupy no more than 50% of the surface area of that portion of the lot lying to the rear of the plane of the front of the house exclusive of the area of the house.
- Setbacks: All physical improvements, including retaining walls and specialized fencing, shall be set back a minimum of 10 feet. Setbacks for specialized fencing shall be 2 feet for every 1 foot height of fence measured from adjacent natural ground surface.
- Grading: Grading required to create minimum slopes for these surfaces shall be accomplished through tiered wall systems of 4 foot tall maximum per wall and spaced at 4 feet 0 inches between tiers. Additional impervious area which will create additional run-off will be controlled to prevent additional run-off from the lot and coordinated with the county for any required detention or retention areas. Grading may not interfere with the established drainage pattern.
- Specialized Fencing: Specialized fencing shall have a maximum height of 10 feet and be of transparent design. Vinyl coated chain link fencing will be approved for tennis and sports courts and be of a color compatible to surrounding areas. These will not be approved for swimming pools.
- Landscaping: Landscape screening will be required to help blend the facility into its surrounding and be of appropriate size and maturity to be approvable by the committee.
- Lighting: Lighting of facilities for nighttime use will not be permitted.

Submittal shall include:

- ✓ Site and grading plan
- ✓ Retaining wall details
- ✓ Fencing details
- ✓ Landscape plans
- ✓ Facility details

## **2.52 Swim Spas**

**Architectural Committee approval is required.**

Must be integrated into a landscape, patio, or deck plan. See also Landscaping Section 2.29.

Submittal shall include:

- ✓ Site plan and photo showing proposed location for installation including setbacks to the property line
- ✓ Plans showing swim spa structure as part of the landscape, patio, or deck plan
- ✓ Manufacturer's spec sheet showing what the installation will look like
- ✓ A description of materials and colors

## **2.53 Temporary Structures**

**Architectural Committee approval is required if structure must be up longer than 72 hours.**

Section 3.11 of the Master Declaration prohibits tents, shacks, temporary structures, or temporary buildings without the prior consent of the Architectural Committee. Structures designed for temporary use do not require Architectural Committee approval if left up for no

longer than 72 hours.

Submittal shall include:

- ✓ Site plan showing proposed location for installation including setbacks to the property line
- ✓ Manufacturer's spec sheet showing what the installation will look like
- ✓ A description of materials and colors
- ✓ Expected date the structure will be removed

#### **2.54 Trash Enclosures**

**Architectural Committee approval is required.** Visual impact is considered when locating and approving any trash enclosure or screening.

Trash Receptacle/Can Enclosures and Rules:

- Shall be setback a minimum of 8 feet from the front of the house.
- Must be installed behind the fence line, when a fence is present.
- Must be attached to home.
- Must be enclosed/covered (consider bear proof lock).
- The height of roof shall not be over 8 feet above ground level to ridge.
- Roof material must match that of the house if enclosure is designed with a roof.
- May not exceed 50 square feet in size.
- Must match color and style of the house, or be made of materials to match or coordinate with property fencing.
- The enclosure shall be located 3 feet from any property line or a greater distance as required by Jefferson County zoning in the neighborhood.
- Applicants are advised to check with the Jefferson County Zoning Department to confirm required setbacks prior to submitting application as zoning requirements vary by neighborhood.
- Only one trash enclosure per residential lot.
- **Pre-manufactured Sheds, Storage Cabinets, and Storage Chests** over 3 feet tall require Architectural Approval and shall be placed in an unobtrusive location. Units larger than what is described here shall be defined as a shed.

Submittal shall include:

- ✓ Site Plan showing the proposed location in reference to property line setbacks
- ✓ Photo, rendering and/or manufacturer's spec sheet for the enclosure or screen to be installed
- ✓ A description of dimensions, materials, and paint swatches
- ✓ A photo of the house.

#### **2.55 Tree Houses**

**Architectural Committee approval is required.**

A tree house is any elevated structure constructed on or around a tree. Please be aware not every lot can accommodate a tree house.

Specifics are as follows:

- Tree houses may not exceed 50 square feet in floor area
- The maximum height from the prevailing ground elevation to the top of the structure may not exceed 14 feet
- Construction shall be of materials that blend in, as much as possible, with the tree itself
- Completed structures shall have a neat and finished appearance
- Structures shall be painted or stained in natural colors and shall not be painted to match the house unless the house colors are natural
- Any roofing material shall be a natural color
- Tree houses shall be located to be as unobtrusive as possible. The visual impact of a tree house location will be considered prior to approval.
- Tree houses shall have a minimum setback from any property line of 3 feet
- Permanent lighting is not permitted

Submittal shall include:

- ✓ Site plan showing proposed location for installation including setbacks to the property line
- ✓ Plans showing tree house as part of the landscape, patio, or deck plan
- ✓ Manufacturer's spec sheet showing what the installation will look like
- ✓ A description of materials and colors

## **2.56 Utility Equipment**

**Architectural Committee approval is required.**

Installation of utilities or utility equipment requires Committee approval conforming to the requirements of Accessory Buildings Section 2.01.

## **2.57 Wind Generators**

**Architectural Committee approval is required.**

Submittal shall include:

- ✓ Site plan showing location of support structure and setbacks
- ✓ Manufacturer's spec sheet including an image of what the unit will look like

## **2.58 Windows**

**Architectural Committee approval is required.**

In selecting replacement window units, the following rules apply:

- All window units shall conform to the architectural style of the house
- All windows in a single elevation (e.g. front, rear, side) shall be consistent
- Mirrored or mirrored tinted glass is not permitted

Submittal shall include:

- ✓ A catalog cut (or sketch) of each new unit
- ✓ A photograph or photographs of the house clearly showing the units to be replaced
- ✓ Exterior elevations showing all materials and colors
- ✓ Color swatches and brand names for paint to be used on the exterior of new window(s) and trim



## **2.59 Yard Décor**

### **Architectural Committee approval is required.**

Committee approval is only required for yard décor over 3 feet in height or length. Yard décor includes but is not limited to decorative tree stumps or sculptures.

Submittal shall include:

- ✓ Site showing location of installation
- ✓ Photo of proposed yard décor

## **III. COMMUNITY RULES**

### **3.01 Effect of Master and Supplemental Declarations**

The Master Declaration of Covenants, Conditions, and Restrictions, recorded April 26, 1974, in Book 2616 at Page 163 of the Jefferson County, Colorado real property records, and amended June 30, 1978, Reception #7805920, is a document governing property within the Ken-Caryl Ranch. Copies of the Master Declaration and of the applicable Supplemental Declarations are delivered to new home buyers when they purchase their homes and are available at any time at the Master Association office (7676 S. Continental Divide Road, Littleton, Colorado 80127, phone 303-979-1876) and are available on our website at [www.ken-carylranh.org](http://www.ken-carylranh.org). Each homeowner should review and become familiar with the Master Declaration and with the Supplemental Declaration applicable to his or her property. Nothing in this document can supersede or alter the provisions or requirements of the Declarations.

### **3.02 Effect of Governmental and Other Regulations**

Use of property and improvements must comply with applicable building codes and other governmental requirements and regulations. Approval by the Committee will not constitute assurance that improvements comply with applicable governmental requirements or regulations or that a permit or approval are not also required from applicable governmental bodies. For general information about Jefferson County requirements, homeowner may write or call the Jefferson County Planning and Zoning Department, 100 Jefferson County Parkway, Golden, Colorado 80419-3540 or call 303-271-8700.

### **3.03 Development Plan**

An Official Development Plan for Ken-Caryl Ranch was approved by the Board of County Commissioners of Jefferson County in October 1972.

### **3.04 Interference with Utilities**

In making improvements, homeowners are responsible for locating all water, sewer, gas, electrical, cable television, or other utility lines on easements. Homeowners should not construct any improvements over such easements without the consent of the utility involved, and homeowners will be responsible for any damage to any utility lines. All underground utility lines and easements can be located by contacting 811 "Call Before You Dig."

### **3.05 Animals**

According to the [Master Declaration Section 4.04 Animals](#)

- No kennel or other facility for raising or boarding dogs or other animals for commercial purposes shall be kept on any Lot or Multi-Family Site.
- No animals of any kind shall be raised, bred, or kept on any Lot or Multi-Family Site except dogs, cats, or other ordinary household pets.
- No poultry or chickens may be kept on any Lot or Multi-Family Site.

### **3.06 Temporary Signage Posting Rules**

According to Section 3.04 of the Master Declaration of Covenants, Conditions, and Restrictions, no sign of any kind shall be displayed to the public view without the approval of the Committee.

The purpose of these Rules, Regulations, and Procedures is to avoid clutter and maintain uniformity throughout the community public spaces.

Approved Signage:

- Professionally made (no handwritten signs) no larger than 18" X 24", in like-new condition and without embellishments. See also Prohibitions.
- Signs no larger than 18" X 24" may be displayed in a window as long as the window is large enough to accommodate the entire sign.
- One sign not to exceed 4" X 10" may be posted on or near the front door (for example, "No Soliciting").
- No more than two 10" X 10" signs may be posted on property to alert residents and guests (for example, "Invisible Fence" or "Dog on Premises").
- Temporary signs posted by MA or MD for various community notices may be approved by staff.
- Marquee signs are for announcing KCR Foundation, KCRMA, and KCRMD sponsored events and activities. Additional announcements from governmental agencies will be posted on a space available basis following approval by the Executive Director.
- Decorative Porch and Garden Signs – Professionally made and maintained Decorative Porch and Garden signs that feature words or artistic details to enhance the look of a space, welcome guests, or celebrate a season are allowed on private property. See Holiday Decorations and Lights (2.27) rules and regulations as it pertains to holiday decorative signage.
- Master Association Banners for annual Community Garage Sale Event.

Property for Sale or Lease:

- Only one sign per residence is allowed.
- All real estate signs shall be free-standing and cannot be attached to a home, garage, or fence. Real estate signs on posts in yard are allowed.
- All signs to advertise a home for sale or rent, either furnished by a real estate company or by the owner, shall be professionally made and in like-new condition.
- Sign shall not exceed 6 square feet, be no taller than 7 feet in height, and shall be installed in a manner to insure vertical alignment of the sign.

- Private homeowners displaying "For Sale/Rent" signs must comply with these same specifications or submit their sign to the Architectural Committee for approval.
- Open House signs may be posted during hours of the open house, one per property per intersection on each side of the street where a turn is required to reach the property, with right or left arrows indicating turns.

#### Sample/Garage/Yard/Estate Sale:

- White 18" X 24" signs may be used
- Direction arrows may be drawn in or applied to the sign but may not protrude outside the edges of the sign.
- Sign shall be posted no sooner than the evening before the sale and must be removed no later than the evening of the last day of the sale

#### Approved Temporary Sign Locations for sales and events:

- Intersections on each side of the street where a turn is required to reach the sale/event.
- The island at Ken-Caryl Avenue and Valley Parkway (see the Temporary Sign Posting Locations Map).
- The intersection of South Valley Road and Club Drive (see the Temporary Sign Posting Locations Map).
  - The intersection of Valley Parkway and South Valley Road (see the Temporary Sign Posting Locations Map).

#### Prohibitions:

- A maximum of two (2) signs per property are allowed at any one given time. See also section 2.23 Flags and Flagpoles of the Rules and Regulations.
- Signs may not be placed within 5' of any property line.
- No signs exceeding 10" X 10" may be attached to buildings or structures.
- No commercial signage, unless approved by Architectural Committee.
- No banners.
- No signs permitted on medians except in approved locations (see the Temporary Sign Posting Locations Map).
- No lighted or self-illuminating signs.
- No signs may be attached to fences, trees, or utilities.
- No multiple signs for the same event, other than at intersections where turns are required.
- Signs shall not be placed in greenbelts or open space areas, except those placed by KCRMA or KCRMD staff.
- Signs are not allowed on Ken Caryl Avenue west of C-470 (see the Temporary Sign Posting Locations Map for exemptions).
- Signs are not allowed on South Valley Road (see the Temporary Sign Posting Locations Map for exemptions).
- Signs are not allowed at the intersection of Ken Caryl Avenue and Continental Divide Road
- Signs may not be posted sooner than the evening before the sale/event and must be removed no later than the evening of the last day of the sale/event

Enforcement:

- Signs in any of the above-mentioned prohibited areas and any other non-complying signs may be removed without notification.
- As a courtesy, any professional free-standing signs will be held at the Ranch House for five days. Any unclaimed signage will be discarded.
- See Enforcement Section 1.05

See also [C:\1310\\_enr.txt](C:\1310_enr.txt) ([colorado.gov](http://colorado.gov))

### **3.07 Outdoor Speakers**

Use of outdoor speakers on Ken-Caryl Ranch properties is approved as long as they are operated in conformance with the Jefferson County Regulatory Policy regarding Noise Abatement having an effective date of April 24, 2007, as it may be amended from time to time, however the use of outdoor speakers is not allowed between 10 p.m. and 7 a.m.

### **3.08 Parking Rules**

The following parking rules shall be in effect on all land within the boundaries of Ken-Caryl Ranch. Homeowners and residents of Ken-Caryl Ranch shall be responsible for the parking and storage of vehicles owned or operated by their tenants, visitors, and household guests. Any vehicle described in Section 4.05 of the Ken-Caryl Ranch Master Declaration of Covenants, Conditions, and Restrictions "...trailers, mobile homes, recreation vehicles, graders, trucks other than pickups, boats, tractors, campers, wagons, buses, sleighs, motorcycles, motor scooters, snowmobiles, snow removal equipment and garden and maintenance equipment..." shall not be permitted to be stored on any street or public right-of-way or on private property within Ken-Caryl Ranch but shall be kept at all times in an enclosed garage, or stored at an off-site facility.

#### **Approved Parking and Vehicles**

- A resident of Ken-Caryl Ranch may park a boat, camper, hobby/recreation trailer, or RV on the street or in the driveway for two non-consecutive 24 hour periods during a seven-day period.
- Passenger Vans (i.e. – Sprinter, Cargo Vans, etc) are allowed as a passenger vehicle so long as it doesn't have external utility hook ups and/or isn't a Class B Recreational Vehicle. A vehicle is defined as a Class B Recreational Vehicle if it has a place to sleep, kitchen to prepare a meal, and a bathroom.
- Extension or expansion of driveways for additional parking is not permitted. Driveways must be surfaced with asphalt, concrete, or pavers and cannot extend beyond the width of the garage. See Driveways/Concrete Work Home Improvements Section 2.18.
- Construction trailers, dumpsters, and portable toilets required for a home improvement project are permitted for the duration of a project and must be promptly removed when no longer required.
- In accordance with state law, Emergency Vehicles that are required by the resident's employer (an Emergency Service provider such as Fire Department, law enforcement, or EMS) as a condition of employment, weighs ten thousand pounds or less, has a visible emblem or marking designating it as an emergency vehicle, may be parked in the driveway or on the street in front of the resident's property.

### **Prohibitions and Restrictions**

- Parking of any type of vehicle on landscape, rocks, and/or lawn portions of the yard, or any other pervious surface is prohibited.
- Any automobile, truck, or other vehicle which displays lettering or advertising, carries equipment for a business, or is equipped for performing services, shall be kept at all times in an enclosed garage or at an offsite facility.
- Any automobile, truck, or other similar vehicle that does not have a valid registration sticker or temporary tag posted in plain view, or a vehicle which has one or more flat tires, broken windows, or missing parts, or leaking fluids shall be parked in the garage until returned to an operable or complete condition.
- No parked vehicle shall obstruct emergency access or interfere with the use of the streets. Contact Jefferson County Sherriff for enforcement of [street parking](#).
- No vehicle covers are permitted.

### **Enforcement**

- Parking violations on or in front of private property will be subject to the Violation Notification Policy and Covenant Enforcement, Section 1.05 of these rules.

Vehicles blocking public rights of way, sightlines, or emergency access must be reported to the Jefferson County Sheriff for enforcement and is subject to ticketing and/or towing. Abandoned and stored vehicles on public property will be reported to the Jefferson County Sheriff and will be subject to ticketing and/or towing. [Operation-and-Parking-of-Vehicles-Ordinance-PDF \(jeffco.us\)](#)

### **3.09 Home Occupation Rules**

The intent of the Ken-Caryl Ranch Master Association Rules for Home Occupations is to provide for limited commercial activities on residential lots, units or multi-family sites within Ken-Caryl Ranch. Such commercial activities shall be defined as “home occupations” and shall be subject to the conditions, exclusions, limitations and regulations as contained or adopted herein.

In all residential areas of Ken-Caryl Ranch, the restriction in the Declaration requiring that Lots be improved and used solely for residential use shall be deemed to allow and include home occupations as such home occupations are allowed and regulated by the Jefferson County zoning regulations. Any restrictions in a Supplemental Declaration that prohibit business buildings, machine shops, or other industrial or commercial structures or buildings devoted to commercial or public enterprises to be erected or used on any Lot or that provide that no business which attracts customers or clients to a Lot shall be conducted or carried on or be practiced upon any Lot or within any Improvement or accessory building constructed thereon are not intended to prohibit home occupations and will not be interpreted to do so.

All home occupations shall comply with the Jefferson County Zoning Resolution Section 21 or those conditions imposed by the Jefferson County Board of Adjustment through the [Jefferson County Zoning Resolution](#).

Any home occupation application which meets the strict definitions, conditions, requirements and limitations as contained in the Jefferson County Zoning Resolution shall automatically receive the approval of the Architectural Committee and does not have to be submitted to the Committee.

Any home occupation application not in strict conformance with the Jefferson County Zoning Resolution may only be permitted upon approval of the Jefferson County Board of Adjustment under conditions set forth in the Jefferson County Zoning Resolution. The approval or denial of home occupations which are not permitted as defined in the Jefferson County Zoning Resolution shall be the exclusive responsibility of the Jefferson County Board of Adjustment. If a home occupation is not a permitted occupation in the Jefferson County Zoning Resolution, the resident must first submit an application to the Architectural Committee for approval. With such home occupation applications, the role of the Architectural Committee shall be advisory to the Board of Adjustment.

Any change approved by the Jefferson County Board of County Commissioners to the Jefferson County Zoning Resolution regulating home occupations shall automatically be incorporated herein.

Any violations of these rules shall be deemed a violation of the Jefferson County Zoning Resolution and shall be grounds for the revocation of Architectural Committee approval for the home occupation. Any violation of these rules shall be subject to enforcement through the Jefferson County Zoning Resolution.

### **3.10 Trash Set Out Rules**

Trash/Recycling items may be placed out after 7 p.m. on the evening before pick-up day. The items must be taken in prior to 7 p.m. on the day of pick-up. Refuse, garbage, and trash shall be kept at all times in a covered container and any such container shall be kept within an enclosed structure or screened from view. A resident may have a “bagster” on their property, in use for no longer than 10 days. See Parking Rules 3.08 for information regarding dumpsters. Please also see information about wildlife in reference to trash set out.

### **3.11 Unsightly Articles/Stored Items**

No unsightly article or general rubbish shall be permitted to remain on any Lot or Multi-Family Site so as to be visible from adjoining property or public or private thoroughfares.

### **3.12 OPEN SPACE AND PARKS USE RULES**

Please visit our website for Ken-Caryl Ranch [Open Space and Parks Use Rules](#).

The above and foregoing Ken-Caryl Ranch Master Association Rules, Regulations, and Procedures were adopted by the Board of Directors of the Ken-Caryl Ranch Master Association in accordance with the Policy Regarding the Adoption and Amendment of Policies on the 20th day of August, 2019.

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President

The above and foregoing Ken-Caryl Ranch Master Association Rules, Regulations, and Procedures were adopted by the Architectural Committee on the 13<sup>th</sup> day of January, 2022.

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Chairman, Architectural Committee

