

# **Cerise Ranch Property Owners Association Design Review Board**

## **CERISE RANCH CONSTRUCTION PROCEDURES AND REGULATIONS**

### **GENERAL INFORMATION**

**All owners, contractors and subcontractors must strictly abide by and adhere to the Declaration of Covenants, Conditions and Restrictions for the Cerise Ranch Property Owners Association and the Construction Requirements contained in the Cerise Ranch Design Guidelines, Sections 4.3.1-4.3.12 (available at [ceriseranch.com](http://ceriseranch.com)), as well as the procedures and regulations herein.**

The following Construction Procedures and Regulations are established to assure the preservation of the natural landscape, to minimize the impacts on the Cerise Ranch site and to avoid undue disturbance to other residences of Cerise Ranch. All owners and builders shall be bound by these regulations and any violation by a builder shall be deemed to be a violation by the owner of the lot. All Owners will be absolutely responsible for the conduct and behavior of their agents, representatives, builders, contractors, and subcontractors in Cerise Ranch.

**The DRB may deduct from the Construction Completion Deposit held for each residence to strictly enforce any of the following procedures, rules and regulations.** The Cerise Ranch Design Guidelines, Section 4.3.2 state “In the event of action by the Association or the DRB to remedy any violation of these Guidelines or to repair damage and/or clean up adjoining public or private property caused by the construction of improvements, the cost of such remedy shall be charged against the deposit.”

**Any agents, subcontractors and employees of Builders who violate construction site requirements or any other DRB criteria may be removed and prohibited from entering Cerise Ranch by the Property Owners Association and/or the Design Review Board or agents thereof.**

### **DRB INSPECTIONS & REQUIREMENTS**

Listed below are the DRB Review procedures that take place after you receive final approvals for construction from the Design Review Board.

**Construction Procedure Meeting** - Prior to commencing construction, contractors are required to meet with the Cerise Ranch Design Review Board Administrator ([kedquist@usa.net](mailto:kedquist@usa.net)), to review construction procedures and regulations, coordinate the activities of the Contractor in Cerise Ranch, and to review the Construction Management Plan.

**Staking** - The applicant shall provide preliminary staking at the lot corners, building envelope corners and corners of the structure or other major improvement and at other locations requested by the DRB. These stake locations are to be maintained throughout excavation and construction.

**Foundation Inspection**-The owner/builder must notify DRB administrator ([kedquist@usa.net](mailto:kedquist@usa.net)) to schedule a foundation inspection when footers are formed.

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**Dry-In Inspection**- The owner/builder must notify DRB administrator to schedule a dry-in inspection once all doors, windows, general framing and, ideally, exterior materials are in place in order for the DRB to review the progress to date.

**Final Compliance Inspection** – Owner/Builder must notify DRB administrator to schedule a final walk-thru. DRB will provide notice to the owner of satisfactory completion or noncompliance based upon approved plans. Any non-compliance matters or other requirements of the DRB must be satisfied before the return of the Construction Completion Deposit.

**Certificate of Occupancy** – Upon receipt of letter of satisfactory completion from the DRB, Owner may submit for a Certificate of Occupancy from Garfield County. The owner/builder shall provide the DRB administrator (kedquist@usa.net) with a copy of Certificate of Occupancy prior to the return of the Construction Completion Deposit. (Certificate of Occupancy copies are available by email at Garfield Building and Planning- 970-945-8212).

**Improvement Location Certificate** – The owner/builder shall also supply the DRB administrator (kedquist@usa.net) with a copy of an Improvement Location Certificate (ILC) to confirm that all improvements conform to the approved plans as reviewed and approved by the DRB. The ILC will be required by the Design Review Board prior to the release of the Construction Completion Deposit.

## FINAL REVIEW APPROVAL

Before any construction or excavation is initiated, Final Review approval must be obtained from the DRB. Upon Final Review approval, the DRB shall stamp the drawings with an approval stamp and signature. If the approval sets forth conditions which must thereafter be satisfied by the applicant, the applicant must comply with all conditions set forth in the approval.

**A stamped and signed set of plans is to be retained on-site at all times for review by the DRB. The County Building Permit must be issued and posted at the site before any construction activity can take place on the site.**

## CONSTRUCTION COMPLETION DEPOSIT

Each Owner, prior to beginning any construction, shall provide a cash deposit in the sum of \$15,000.00 or such other amount to be reasonably determined by the DRB (“Construction Completion Deposit”). In the event of action by the Association or the DRB to remedy any violation of these Guidelines or to repair damage and/or clean up adjoining public or private property caused by the construction of improvements, the cost of such remedy shall be charged against the deposit. Should the cost of such action exceed the amount of the deposit, these excess costs shall be assessed as a charge against such Owner’s lot. The Association may pursue collection of these charges as prescribed in its Declaration. **At project completion (including landscaping, paving and improvements), applicant must send a letter to the DRB stating that the project is complete and that an inspection and release of funds is being requested.** Following inspection and approval by the DRB of the completion of the improvements to the lot, the balance of said deposit held by the Association shall be released to the lot Owner.

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## PROTECTION OF PROPERTY

The contractor retained by the lot Owner to construct the improvements on the lot ("Contractor") shall take precautions as necessary to protect all existing work in place, including, but not limited to, landscape, landscape irrigation, curbs and gutters, street paving, sidewalks and site lighting on all adjacent properties and public rights-of-ways. All existing trees within five feet of the building envelope shall be protected from damage. The area in which all construction activities are conducted will be limited. The designated area must not encroach on subdivision access roads, common areas, or adjacent lots. This area must be defined by silt fence, barricade fence or as otherwise approved by the DRB. Temporary access to the building envelope and material staging areas shall be clearly identified on the construction documents and approved by the DRB prior to start of construction.

## EROSION CONTROL

The Contractor shall provide temporary diversion ditches and embankments as required to preclude site drainage from crossing over adjacent properties or on to the public rights-of-way. Construction Management Plan shall address practices to protect existing vegetation, implement revegetation and control erosion. Erosion control measures shall be installed as necessary to control erosion or run-off on subdivision access roads, common areas or adjacent lots. All erosion or sediment caused by construction activity shall be cleaned immediately and/or removed from adjoining areas. Temporary measures for erosion control including hay bales, vehicle tracking pads and silt fences shall be clearly identified on the construction documents and approved by the DRB prior to start of construction.

## VEHICLES AND PARKING

Vehicles for use during construction activities shall conform to all provisions of the Covenants and Garfield County requirements. Vehicles or construction equipment shall not be stored on site. Parking for construction workers vehicles is limited to the lot. At no time will parking be allowed on the streets or on adjacent lots. Construction crews will not park on, or otherwise use, any part of other lots without prior written permission from the lot owner, a copy of which shall be provided to the DRB by contractor. Private and construction vehicles and machinery shall be parked only in such areas designated by the DRB and in such a manner that is not damaging to existing vegetation on or adjacent to the lot. The DRB may institute parking restrictions in certain areas in connection with the construction of residential improvements.

## CONSTRUCTION EQUIPMENT, CONSTRUCTION ACCESS, MATERIALS, DRUGS AND DOGS

Location of temporary access drives and parking area: A gravel construction entrance at location of permanent driveway entrance must be installed prior to commencement of any excavation or construction. Other areas expected to bear traffic or parking of vehicles must also be graveled. Temporary placement of construction equipment on site will be allowed, however storage of construction equipment beyond the duration of need for such equipment to be on site shall be prohibited. Limits of excavation and designated areas for stockpiling material temporary structures, chemical toilets, dumpsters, material lay down and staging areas shall be indicated on the Construction Management Plan. Temporary storage of building materials on site shall be allowed in the approved staging area. All supplies shall be kept stacked and be covered. The site shall be kept free of construction debris at all times. Temporary placement of debris on site shall be contained within a dumpster located in the approved staging area. Subdivision access roads or adjacent lots shall at no time be used for material laydown or staging areas. Dogs shall not be allowed on the construction site at any time. No alcoholic beverages or illegal drugs will be permitted on job sites.



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prevent wind from blowing such materials off the construction site. Owner and Builders are prohibited from dumping, burying or burning trash anywhere on the lot. During the construction period, the construction site and routes to the construction site shall be kept neat and clean and policed so as not to become an undue visual distraction. The DRB may deduct from the Construction Completion Deposit to strictly enforce this regulation.

- b. Containers for lunch and beverage debris and light building scrap should be provided and usage enforced. It is unacceptable to place this debris on building material scrap piles.

## INITIATION OF CONSTRUCTION

The Final Review approval shall automatically expire one year from the date of issuance. If delays are encountered which would preclude or delay the initiation of said construction beyond this time period, applicant may petition the DRB for an extension of the Final Review approval for a time not to exceed twelve months. Said extension petition must be submitted in writing to the DRB at least thirty days prior to the expiration date of the Final Review approval and shall be accompanied with the payment of all applicable fees.

## COMPLETION OF CONSTRUCTION

Once construction has commenced on a Lot, such construction shall proceed uninterrupted with due diligence and dispatch until completed, subject to reasonable delays caused by matters beyond the control of the Owner. **Completion of all landscaping and paving must be completed within one year after issuance of the certificate of occupancy for the main residence. Specific reference to the Cerise Ranch Covenants, Article XVI, Section 16.11 D (iii) is hereby made regarding prosecuting improvements made on the property “diligently to completion” and that such improvements “will be completed within one (1) year after commencement”, and enumerating the association’s rights there under to impose fines of \$1,000.00 per day.**

## EXCAVATION MATERIALS

Excess excavation not utilized in the site grading shall be hauled away from Cerise Ranch.

## CERTIFICATION OF WORKMAN’S COMPENSATION COVERAGE

Prior to commencement of construction or the making of any improvements on a lot, the general contractor and all subcontractors, or if there is not a general contractor, then all contractors and subcontractors, together with all independent contractors and independent subcontractors, shall provide the DRB, upon request, with certification that they and all their employees are either properly registered under the State of Colorado Workman’s Compensation Scheme or are the subjects of a bona fide exemption. In both cases, certification may be of such standard forms as have been adopted by the State of Colorado.

## ADDITIONAL PROCEDURES AND REGULATIONS

**Prior to construction, a Construction Management Plan must be submitted to and approved by the DRB. This plan shall include a detailed site plan which addresses the following (items a through f):**

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- a. The area in which all construction activities will be limited. The designated area must not encroach on subdivision access roads, common areas, or adjacent lots. This area must be defined by silt fence, barricade fence or as otherwise approved by the DRB.
- b. Management practices to protect existing vegetation, implement revegetation and erosion control. Erosion control measures shall be installed as necessary to control erosion or run-off on subdivision access roads, common areas or adjacent lots. The Contractor shall provide temporary diversion ditches and embankments as required to preclude site drainage from crossing over adjacent properties or on to the public rights-of-way. All erosion or sediment caused by construction activity shall be cleaned immediately and/or removed from adjoining areas.

Temporary measures for erosion control including hay bales, vehicle tracking pads and silt fences shall be clearly identified on the construction documents and approved by the DRB prior to start of construction.

- c. Limits of excavation and designated areas for stockpiling material.
- d. Location of temporary access drives and parking area. A gravel construction entrance at location of permanent driveway entrance must be installed prior to commencement of any excavation or construction. Other areas expected to bear traffic or parking of vehicles must also be graveled. The only approved construction access during the time a residence or other improvements are being built will be over the approved driveway for the residence.
- e. Location of temporary structures, chemical toilets, dumpsters, material lay down and staging areas and construction signage (**subdivision access roads or adjacent lots shall at no time be used for material laydown or staging areas**). The Contractor is allowed to maintain one temporary construction trailer on site for the duration of the project. The trailer shall not exceed twelve feet wide by thirty feet long. The contractor is required to provide temporary sanitary facilities on site in the approved staging area for the duration of the project.
- f. Approximate time schedule for construction from permitting, mobilization, utility hook-ups, landscaping and anticipated occupancy.

## ADDITIONAL PROCEDURES AND REGULATIONS CONTINUED

1. Property owner permission must be obtained in writing and provided to the DRB prior to the use of any adjacent property for access, construction staging, material storage, etc. Those properties must be revegetated, and irrigated in most instances, to ensure that new growth is established, prior to the release of the Construction Completion Deposit.
2. Damage and scarring to any property, open space or other lot(s), including, but not limited to roads, driveways, concrete curbs, gutters, utilities, vegetation and/or other improvements, resulting from construction operations, will not be permitted. The contractor retained by the lot Owner to construct the improvements on the lot ("Contractor") shall take precautions as necessary to protect all existing work in place, including, but not limited to, landscape,

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landscape irrigation, curbs and gutters, street paving, sidewalks and site lighting on all adjacent properties and public rights-of-ways. The designated work area must not encroach on subdivision access roads, common areas, or adjacent lots. If any damage occurs, it must be repaired and/or restored promptly and any expenses are those of the Builder, and, in the event of default by the Contractor in meeting these obligations, the lot Owner who has retained the builder shall be responsible.

3. **Note: All curb/road cuts made in Cerise Ranch must be made and restored to current Garfield County Specifications. Specifications are available from the DRB administrator. DRB administrator (kedquist@usa.net) shall be notified a minimum of 5 days (5) days in advance of pending curb/road cuts and all work will be inspected for compliance by the DRB or DRB representative.**
4. It is the responsibility of the contractors and builders to keep the streets in a clean condition when there is dirt and mud on the streets resulting from run-off or vehicles leaving their site. To assist home builders and contractors maintain clean streets near their sites, the Association will contract with a street sweeping service. If contractors or builders have not properly maintained their streets then the Association will sweep the affected area and charge the contractor or builder for their portion of the cost of the service. The charge will be deducted from the Construction Completion Deposit with notice to both the general contractor and the property owner.
5. No dogs shall be allowed on the construction site at any time.
6. Radios and other audio equipment will not be allowed to play at levels that are disruptive to the neighbors, nor shall excessive dust or noise be allowed on the construction site.
7. All supplies shall be kept stacked and be covered.
8. No alcoholic beverages or illegal drugs will be permitted on job sites.
9. No concrete suppliers or contractors shall clean their equipment other than at locations contained wholly within the lot boundaries of the site. Such cleaning areas shall be removed or backfilled and brought to existing grade.

## ADDITIONAL PROCEDURES AND REGULATIONS CONTINUED

10. All builders are required to use dumpsters for collecting scraps or trash materials. Dumpsters must be emptied when the debris accumulates to a visible height above the sides.
11. On-site building materials should be limited to those required for remaining construction at that site. As examples:
  - Quantities of concrete forms, rebar, etc. should not be maintained on-site after completion of the foundation.
  - Surplus stone, sand and mortar mix should not be retained on-site after completion of the masonry work.
  - At no time should a building site be used as a storage site for vehicles or equipment not being used for current construction activities.
12. Prior to acquiring a building permit, the Property Owner or the contractor shall have paid their water tap fee to the Mid Valley Metropolitan District. Prior to obtaining a temporary or permanent certification of occupancy, the Property Owner or the contractor shall have paid their sewer tap fee to the MVMD. Once the Property Owner or the

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13. Sewer and water hook ups must meet these minimum specifications: See Exhibit C of the Design Guidelines, (or download the file Water, Sewer and Irrigation Information from ceriseranch.com). Please call the Mid Valley Water and Sewer District at (970) 927-4077, forty-eight (48) hours in advance to schedule an inspection.
14. In addition to required inspection signs, the Contractor is allowed to post one sign, not to exceed six square feet, for the identification of the project and the construction company. No such sign shall be erected prior to the Preliminary Review meeting with the DRB. All such signs are to be removed no later than thirty (30) days of the DRB's final compliance review. A maximum of one real estate sales sign per lot is permitted, not to exceed six square feet, which must be removed immediately when the property is sold.

## GENERAL INFORMATION

The following shallow utilities have been installed at Cerise Ranch:

Electricity:

Holy Cross Electric	(970)-945-5491
Public Service Company	1-800-772-7858

Sewer/Water:

Mid Valley Metropolitan District	(970)-927-4077
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Cable Location:

Buried Utility Location Service (Gas, Phone, Cable)	1-800-922-1987
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**Utility Notification Center of Colorado**

**811**

**Any questions regarding installation or location of utilities should be referred to the Cerise Ranch Design Review Administrator ([kedquist@usa.net](mailto:kedquist@usa.net)) at (970) 928-8428 or cell phone (970) 390-8401.**