

## **DESIGN REVIEW PROCEDURE SUMMARY**

**This is a summary of the Design Review process. Please refer to the Current Cerise Ranch Design Guidelines for a more complete description of the procedures and regulations.**

### **Optional Pre-Design Meeting**

Prior to preparing plans for any proposed improvement, it is strongly recommended that an owner and/or his architect meet with the DRB to discuss proposed plans. The intent of this informal meeting is to offer guidance prior to preparation of preliminary plans.

### **Preliminary Review**

See Preliminary Review Application available on the website Ceriseranch.com or on Beachresource.com in the “Governing Documents” section of Cerise Ranch. Upon completion of the Preliminary Review Application, please contact Landis Greathouse at Beach Resource Management at (970) 273-3100 to schedule an appointment for your Preliminary Review. To expedite the design review process, be sure that your Preliminary Application and submittal is complete according to the Design Guidelines Checklist for Preliminary Review.

**Incomplete applications/submittals will not be reviewed by the Board.**

### **Final Review**

See Final Review Application available on the website Ceriseranch.com or on Beachresource.com in the “Governing Documents” section of Cerise Ranch. Upon completion of the Final Review Application, please contact Landis Greathouse at Beach Resource Management at (970) 273-3100 to schedule an appointment for your Final Review. To expedite the design review process, be sure that your Final Application and submittal is complete according to the Design Guidelines Checklist for Final Review.

**Incomplete applications/submittals not be reviewed by the Board.**

### **Construction Procedure Meeting with Contractor**

Prior to commencing construction, contractors are required to meet with the Cerise Ranch Design Review Administrator to review the construction procedures, and Construction Rules and Regulations. Contractors should obtain the Cerise Ranch Construction Procedures and General Information as well as the Cerise Ranch Sewer and Water Connection Information (Exhibit C of the Guidelines) from the website Ceriseranch.com or on Beachresource.com in the “Governing Documents” section of Cerise Ranch.

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**(continued)**

## **In progress changes**

Any significant changes to the approved construction or landscaping details may not be undertaken without review by the Cerise Ranch Design Review Board. Owner and builder are at risk of fines and/or penalties and/or requirement to remove said changes. Contact Landis Greathouse at Beach Resource Management at (970) 273-3100 to schedule a DRB review.

## **Foundation Inspection**

Design Review Board and/or DRB administrator will inspect the house foundation prior to backfilling the excavation. Contractor must contact administrator at least 3 days in advance to schedule this review. Contractor must have building envelope and building corners clearly staked, and may be asked to stringline corner to corner to assure the foundation is within the envelope.

## **Dry in Inspection**

Design Review Board will inspect the site for progress shown in construction of the approved residence and approved landscaping. Contractor must contact administrator at least 10 days in advance to schedule this review.

## **Final Walk through**

Owner/Builder must notify DRB administrator to schedule final walk-through to inspect completion of construction and landscape improvements as submitted and approved. The Design Review Board will then provide written notice of satisfactory completion or non-compliance to the owner, based upon the approved plans.

## **Return of Construction Completion Deposit**

Upon completion of final walk through a written response is generated listing matters which must be addressed or corrected prior to the return of the Construction Completion Deposit. When these matters are successfully completed, the Completion Deposit will be returned to the person/entity from whom the Association first received the deposit check.

**Certificate of Occupancy**

Upon receipt of notice of satisfactory completion, Owner may submit for Certificate of Occupancy from Garfield County. Owner is to provide the DRB administrator with a copy of Certificate of Occupancy. (Certificates are available by email from Garfield County Bldg. Dept. 970-945-8212).

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