



Angler Mountain Ranch Homeowners Association

Townhomes Landscaping & Design Review Modification Approval Process

Mission: Maintain a welcoming and comfortable community with an attractive mountain atmosphere.

AMR Townhome Landscaping and Design Review (LDR) Committee role and approach

The LDR committee is comprised of residents of Angler Mountain Ranch townhomes and reports to the elected members of the Townhomes Neighborhood Committee (THNC). The LDR Committee evaluates all proposals based on:

- *Approved Plantings List* (AMR website: https://docs.wixstatic.com/ugd/66ba5e_c486c692bb63423aab9022fbe3a3449e.pdf)
- Any additions/modifications pertaining to the Townhomes, as contained in the *Townhomes Landscaping and Design Guidelines* located here: <https://www.amrhoa.com/additional-th-information>
- The LDR committee will work with the homeowner to ensure a smooth and efficient review of the design. The committee is committed to assisting owners through the design review process, but will not complete the Landscape Request for owners. The LDR committee should be thought of as a member of the owner's design team.

The LDR committee recognizes that each home has its own unique characteristics and that each owner has individual needs and desires. For this reason, the LDR committee has the authority to approve deviations except if contrary to the *AMR Architectural Design Guidelines*.

The homeowner may request a deviation in writing for a specific project. Deviations must be reviewed by the LDR committee and approved according to procedure described below.

If building permits or other review and approval processes are required by the Town of Silverthorne, the owner must follow the appropriate review process with the town.

Landscaping and Design Review Committee Scope

Approval from the Angler Mountain Ranch Townhome Neighborhood Committee (THNC) is required for any of the following types of exterior modifications, including but not limited to, new or modification to existing:

Building Exterior

- Patios, decks, fences, or awnings. Exceptions: Patio extensions that are the same as originally offered extensions by the builder can be approved by the Landscaping Committee as a "standard" installation.
- Pavement of any type or material, whether for driveway, patio or other use
- Exterior stairs of any material or location
- Any item to be attached to home exterior, deck or patio
- Windows or doors
- Hot tubs. Exceptions: Hot tub locations on original builder installed patios or decks with builder installed electrical wiring, conduits, and outlets can be approved by the Landscaping Committee as a "standard" installation.
- Exterior colors and materials
- Changes to the roofline



- All exterior modifications that do not adhere to adopted guidelines

Landscaping

- Additions, modifications or removal of plantings
- Extension or modification of irrigation

Alternative Responses

The result of deliberations may result in any of these alternative decisions:

- Accept request in full
- Accept request with modifications
- Deny request in full

Application and Approval Process

Note:

- No work may begin until you receive written approval of your request.
- Owners are responsible for checking with the Town of Silverthorne for appropriate building permits and obtaining them before work begins.
- Any alteration, addition, removal, planting, or transplanting shall be at the homeowner's expense.
- Applications from homeowners who are delinquent in dues or assessments will be returned to the homeowner without further consideration.

The process will consist of the following steps:

Step 1: Application

Homeowner actions

- Review all landscaping documents and Guidelines on the AMR website.
- The homeowner should first contact surrounding homeowners who may be affected by any requested change for their input, positive or negative, in writing. If you don't know your neighbors or are uncomfortable doing this for any reason, work with the AMR Association Manager to do so.
- Attach neighbor-written input to the Landscaping Application. Note: neighbor input for "standard" installations of hot tubs or patio extensions as mentioned above is not required.
- Download and complete *Townhomes Landscaping and Design Review Application*. When application is complete, submit by email to: amr-th-drc-land@googlegroups.com

Step 2: LDR Committee review

LDR Committee actions

- The LDR committee will review applications in a timely manner. Landscaping requests with missing information, no location diagrams, no written input from neighbors when necessary, etc. will be sent back to homeowners without review.
- Requests that require THNC approval will be reviewed once a month in their monthly meeting which is normally held on the first Tuesday of the month. If a monthly THNC meeting is cancelled or changed, the Landscaping committee will attempt to obtain THNC review by email.
- **If a request falls fully within the guidelines**, the LDR committee may approve it with majority email agreement of committee members. No THNC approval is required.
- If any guideline is not met or potentially not met, the LDR Committee may:
 - Ask the homeowner for further information



- Ask the homeowner to attend a meeting with the LDR Committee
- Ask the homeowner to modify the application so that it complies with guidelines
- Arrange discussions with the requesting homeowner and other homeowners who are affected or potentially affected
- If there is disagreement among homeowners, every effort will be made to reach a solution that is acceptable to all concerned. However, if no agreement can be reached between the homeowners, the THNC will make the final decision.

Homeowner actions

- Provide further information as requested.
- Attend meetings with LDR Committee if requested.
- Participate in discussions with other homeowners and the committee as requested.
- **If something falls outside the guidelines or is ambiguous**, member(s) of the LDR committee meet with the homeowner and make a recommendation to the other members.
 - If email or phone consultation results in majority agreement of all members of the LDR committee, that opinion stands.
 - The email/phone documentation should say that a majority of members of the LDR 1) waive notice of a meeting and 2) approve the action.
 - The action is submitted to the THNC by email and is ratified retroactively by the THNC at the next meeting.

Step 3: Support Townhomes Neighborhood Committee review, if necessary

Townhomes Neighborhood Committee actions

The THNC will make the final decision, which may be:

- If the application is approved without requiring further discussion, the homeowner will be notified and may complete the requested action.
- If the THNC has follow-on questions, THNC may:
 - Ask the homeowner for further information
 - Ask the homeowner to attend a meeting with the LDR Committee and the Townhomes Neighborhood Committee
 - Arrange discussions with the requesting homeowner and other homeowners who are affected or potentially affected
 - Reach out to homeowners who are affected or potentially affected for their opinions

Homeowner actions

- If approved, the homeowner may implement the approved actions.
- If modifications are requested, the homeowner may agree to requested modifications or escalate to the Executive Board, if desired.

Step 4: Conflict resolution, if necessary

If the homeowner escalates to the Executive Board, the request will be handled pursuant to the Angler Mountain Ranch Bylaws (found on AMR website.)