

**Design Review Committee  
Arrowhead Improvements Association, Inc.  
c/o Assurance HOA Management  
2121 Market Street, Montrose, CO 81401**

## **DESIGN REVIEW PROCESS**

### **Purpose**

It is the intent of the Board, by their approval of this document, that the property known as Arrowhead in Gunnison Country ("Arrowhead") be developed and maintained as a highly desirable rural, residential, and recreational area.

### **It is the purpose of these Design Regulations:**

- To maintain the natural beauty, natural growth, and native settings and surroundings of Arrowhead.
- To protect the property values and amenities in connection with the uses and structures permitted.
- To maintain high standards of architectural quality. The Design Regulations are more specific and detailed and, in some cases, interpret and expand upon the language in the Covenants. In the event of any substantive conflict between the Covenants and these Design Regulations, the Covenants shall prevail.

### **Scope**

The Design Regulations cover, but are not necessarily limited to, the following areas:

- Construction of single-family residences
- Construction of detached garages and sheds
- Construction of fences
- Improvements to residences, detached garages, and sheds
- Clearing of trees and vegetation
- Placing of driveways
- Placement of RV pads and decks
- Maintain a reclamation process for the county and Arrowhead

### **Design Review Committee**

1. The purpose of the Design Review Committee is to assist owners during development, construction or improvements on their site by ensuring owners seek the proper approvals before and during the process. By doing so, the Design Review Committee will help to preserve the character of the Arrowhead community; enhance the natural and aesthetic qualities of the surroundings and make certain improvements to properties are compatible with the standards established for Arrowhead.
2. The Design Review Committee will act as a resource to guide homeowners in accordance with the AIA Covenants, Regulations and Restrictions and Design Guidelines. The guidelines and standards established by the Design Review Committee are intended to help owners work with their professional team: architect, engineer, contractor and builder.
3. The Design Review Committee works together with property owners when they:
  - \*establish driveways and access to a site,
  - \*install utilities,
  - \*create an RV pad or RV deck,
  - \*build a house,
  - \*build a shed,
  - \*build a deck,
  - \*build a detached garage,
  - \*make exterior changes to an existing house or site.
4. The Design Review Committee signs off on and issues an AIA permit prior to Gunnison County issuing a permit for projects which require a building permit from the Building Office in Gunnison County.

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5. Members of the Design Review Committee are property owners in Arrowhead and have been appointed by the AIA Board of Directors under the guidance of the Design Review Manager.

### **COMMITTEE RESPONSIBILITIES**

1. The Committee will be appointed by the Board, which shall set the number of members.
2. The members shall perform services pursuant to the Design Regulations as directed by the Board.
3. The Committee may meet in person, by telephone, by email, or by mail for the purpose of conducting its business and will keep the Board advised as to Committee actions regarding plans submittals, approvals, and disapprovals.
4. At least three (3) members of the Committee shall be sufficient for all decisions. The board will designate numbers for voting to be one more than half as sufficient for all decisions.
5. A Committee representative will present a report of the Committee's actions at each Board meeting.

### **Committee Not Liable**

The Committee and the Board shall not be liable for any damages to any person or entity submitting plans for failure to act, failure to approve, or failure to disapprove plans. Any person or entity acquiring the title to any property in Arrowhead, or any person or entity submitting plans to the Committee for approval, by so doing, does agree that he or it will not bring any action or suit to recover damages against the Committee or Board, their members as individuals, their advisors, employees or agents.

### **Application Process**

1. Property owners make a request to the Design Review Manager, any time they wish to make any modification to their property. The information needed for the request is found in the Regulations, Article 1. 6. This includes, driveway, RV pad location, shed, house or garage.
2. Tree removals for driveway, shed, RV pad location, house, or garage will be designated by the committee. Trees for removal will be sprayed with red fluorescent paint, near the base of the tree. Photos will be made, and the drive location marked on the photo. All other tree removal will need to be approved by the Forest Liaison.
3. The committee will act on all applications within 60 days. This will usually be done at the next scheduled meeting. If the committee asks for more supporting data, the timeline starts over.
4. The proposed plan will be reviewed in a committee meeting and approved, approved with stipulations or not approved. Approval can be granted pending seeing items stipulated in the permit, for the purpose of applying for the county building permit. (i.e. staked foundation, actual color samples). A construction permit will be signed by the property owner and contractor.
5. Building permits are good for 3 years. The structure must be dried in, which includes all exterior surfaces completely finished (i.e. foundation, floor, framing, windows doors, siding, stained or painted, roofing, decks, steps, etc.) All building debris, trees, slash, and building materials, must be removed at the end of each building season. A one-year extension may be requested in writing and approved by the committee.
6. A driveway must comply with the standards in Regulations (Article 1, 9) A driveway must be finished within 2 years from permit time. Photos of the driveway will be kept in the file. An address sign must be installed at the filing road as part of the driveway. (see Regulations Article 1, 13) (See Driveway Review Process Form for specific driveway process)

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7. When plans are approved a minimum of two committee members will be assigned to review the project. Depending on the project, the visits will be made weekly or during each segment of the project.  
Committee members will make photos of the progress to be kept in the file. These photos are designated in the field Inspection checklist. Progress reports will be made at the committee meetings and entered on the project Activity Sheet.
8. When a project is finished it will be removed from the project Activity Sheet and placed in the Completed projects sheet. The file will be electronically stored in the AIA Data Base. The paper copy will be stored in the Firehouse office in a locked file.