



SPANISH PEAKS OWNERS ASSOCIATION

Home and Landscape Modification Process

Overview

As the Spanish Peaks development continues to mature, property owners often wish to make changes or repairs to the exterior of their home or their landscaping. In order to maintain the original intent of the design of the property and the overall look of the Spanish Peaks community, all modifications must comply with the current Architectural Guidelines. The process below is to help members stay in compliance with the current ARC Guidelines and to ensure that the ARC has the latest information for every home. The process is relatively simple and involves submitting a form for any alteration on the exterior of your home or major change in landscaping within the Spanish Peaks development.

Step One: Determine If You Need to Submit

Homeowners will need to submit an application in the following instances:

Anytime you are:

- Altering the landscape on your property that includes rock features and/or water features
- Changing an architectural design on the outside of your home such as adding a deck, changing window design, adding a patio, or adding an addition that changes the footprint of the original approved structure
- Changing an element of the interior of your home that requires the presence of heavy equipment and/or the presence of a dumpster.
- Replacing roofs
- Installing a hot tub
- Changing the paint or stain color of your home
- Changing the roofing material on your home
- Adding play equipment on your property
- Adding outbuildings such as storage sheds and playhouses
- Adding an outdoor fireplace
- Removing live trees from your property
- Thinning live trees from your property
- Digging a test pit

Homeowners will **NOT** need to submit an application in the following situations:

- Adding trees and plantings that are included on the ARC approved list of plantings and are to be planted within the approved building envelope.
- Maintaining roofs, windows, decks, patios, etc. using materials that were included in the original architectural plans and review
- Refreshing paint/stain using original colors
- Removal of dead trees and clearing of fallen debris

If you have any doubt or questions as to whether or not your project needs ARC approval, please call Sam Luedtke at Alpine Property Management for guidance. The phone number is (406) 995-7211.



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Step Two: Ensure Your Submittal Includes Necessary Plans or Documents

The following items, when applicable, should be included in the submittal:

- Completed Home/Landscape Modification Form
- Scaled drawings
- Samples of materials
- Photos if they will help the ARC to better understand the project
- A site plan in the event that the project will include additions to structures or alteration of topography.

Step Three: Include Your Submittal Fee and Compliance Deposit

The submittal fee needs to be included with the modification request form and is to cover the administrative cost incurred by the ARC and its administrators in processing and approving your request. Additional fees may be levied in cases where the ARC incurs additional time and expense, such as when projects are modified after they have already received ARC approval.

The Compliance Deposit serves as security for the Owner's full and faithful completion of the approved plans in accordance with the regulations laid out in the Spanish Peaks Design Guidelines. The Association may use, apply, or retain, all or any part of a Compliance Deposit required to reimburse the ARC for any cost which it may incur, by reason of an Owner's non-compliance.

Please consult the Fee and Deposit Schedule dated July 12, 2012 to determine the amount of any fees or deposits that may be required of your proposed project.

The ARC always appreciates residents providing their submittals and looks forward to reviewing them. If you have any questions about submitting for a modification, please call Property Manager Sam Luedtke with Alpine Property Management, at (406) 995-7211.