

DESIGN REVIEW COMMITTEE PROCESS
Dry Creek Crossing Home Owners Association

Approved on _____ by the Board of Directors for the Dry
Creek Crossing Home Owners Association, Inc.

1. DRC Applications may be requested from the management company.
2. DRC Applications are to be returned to the management company. A copy will be provided to the DRC to review application.
3. The owner application is reviewed and investigated by the DRC and a written recommendation made to the Board at the next regular meeting.
4. The DRC will supply the management company in written format their recommendation for approval or denial of application, including reasons for denial, parameters of approval if appropriate.
5. The Board of Directors will make a final decision based on the DRC recommendation if there is any question on the DRC recommendation.
6. The management company will then send to the applicant homeowner a letter stating denial or approval, including constraints or reasons.
7. All application information will be kept on file at the management company office with the Association records.
8. The turnaround time for most requests will be 30 days or less. More complicated issues may need a turnaround time of 60 days.
9. The homeowner will be informed that they need to keep a permanent record of the modification to their property. If the property is sold, the new owner will need to have a record of the modification approval. The modification will need to be insured under the homeowner's personal HO6 policy as an improvement to the property.
10. The Board of Directors will act as the Design Review Committee until a committee is formed from homeowners.

**ARCHITECTURAL CONTROL REQUEST
Dry Creek Crossing Community Association**

**For review and approval by the Design Review Committee, please present to:
Western States Property Services, Inc.
10020 E. Girard Avenue, Suite 175
Denver, Colorado 80231
Ph: (303) 745-2220
Fx: (303) 745-3335**

Name: _____ Date: _____

Unit Address: _____ Phone: _____

Mailing Address (if different): Street: _____

City: _____ State: _____ Zip: _____

1. Please describe, in detail, what changes you want to make to the exterior of your unit. Attach additional sheets if necessary.

2. Attach a list of materials and colors to be used, or a picture brochure, if completed work will be seen from the exterior of the unit.

3. Please describe any work that might affect the common area, including the fire sprinkler lines, telephone cables, or utility lines. Any damage to common elements must be repaired at the homeowner's expense.

4. Please provide the name and address of the professional engineer or contractor who is to do this work. If other than an insured, licensed contractor will be doing the work, the homeowner agrees to be liable for any damage to the Association property.

Comments:

If this work requires the attachment to, modification of, or entry through the structure of any building, the Board of Directors reserves the right to have a professional engineer inspect the work at any time during construction and approve the final product, at homeowner's expense.

Signature of Unit Owner _____

Approved: _____

Denied: _____

DRY CREEK CROSSING HOME OWNERS ASSOCIATION

Clubhouse Reservation Use Rules and Regulations

Access to the Clubhouse is obtained with the key fob provided to each Homeowner. Please be considerate of your neighbors residing near the clubhouse and keep noise levels to a minimum.

A Homeowner in good standing with the Association may reserve the Clubhouse for private events. An investment owner transfers his/her right to use the common elements and amenities to their tenant and may not use the amenities if his unit is under lease. A tenant may reserve the clubhouse as long as the Homeowner is in good standing, the Homeowner signs off on the reservation for the tenant, and a lease for the tenant is on file in the office of the management company.

Use Restrictions

Social and Business Functions:

1. Clubhouse hours for reserved use are between noon and midnight on Friday and Saturday, and between noon and 10:00 PM on Sunday through Thursday, including clean-up time.
2. The Clubhouse is a No Smoking facility. Please provide a means of safe disposal for cigarette butts for guests who might smoke outside the building, and remove that means of disposal as part of your event tear-down.
3. The Homeowner or tenant making the reservation will be present at all times during the event and will ensure his/her guests comply with all governing restrictions, policies and regulations of the Association while on Association property.
4. **Homeowner must sign the event application/reservation form for their tenant reserving the clubhouse ensure the owner is aware of his responsibility for the actions of his tenant and guests.**
5. All food and drink preparation and service will take place in and from the kitchen on the first floor. No food is to be served in the second floor Great Room.
6. The Clubhouse is fully monitored by camera at all times and tapes may be reviewed at any time, if necessary, to verify violations or the cause of any damage.
7. Event guests shall be limited to 50 people.
8. Use of the pool, spa, patio around the pool, conference room and exercise room is strictly prohibited by guests attending or participating in any reserved use event.
9. Alcoholic beverages may be served as long as the Homeowner abides by the following conditions.
 - a. No fee will be charged, either directly or indirectly (i.e. no cash bar) for the sale or consumption of alcoholic beverages.

- b. No alcoholic beverages, including 3.2 beer, will be served, at any time, to any person who is under 21 years old or to any intoxicated person.
 - c. It is acknowledged that the Association does not hold or maintain a liquor license, and this permission to serve alcoholic beverages does not constitute a liquor license. The Homeowner will be solely responsible for compliance with the liquor laws of the State of Colorado. No alcoholic beverages will be served or consumed outside of the Clubhouse.
 - d. If any person under the age of 21 attending the event, whether invited or uninvited, brings alcoholic beverages onto the Clubhouse premises, the Homeowner will take action to have such beverages removed from the premises. If necessary, the Homeowner will call the Arapahoe County Sheriff's Department to seek assistance with the enforcement of this policy. At any event in which the majority of the attendees are under 21 years old, the Homeowner will assure that there is a least one adult chaperone present at all times for every ten persons under 21 years old.
 - e. If any adult (persons 21 years or older) attending the event, whether invited or uninvited, is abusing or misusing alcohol or drugs on the Clubhouse premises, the Homeowner will take action to have such activities stopped, and if necessary, contact the Arapahoe County Sheriff's Department for assistance.
 - f. The Homeowner agrees to arrange alternate transportation for any attendee who is unable to safely and responsibly drive away from the event due to intoxication. The Homeowner agrees that they are solely responsible for any claim or liability that arises as a result of the serving of alcoholic beverages at their event.
10. It is understood that the Homeowner is responsible for set-up and tear-down of all furniture and decorations, and for general cleanup after event.
 11. All events must end by the scheduled closing time listed above, including cleanup.
 12. The use of staples, nails or screws applied to any surfaces of the Clubhouse is strictly prohibited. Use of candles without glass encasement, rice, birdseed, confetti, glitter, fireworks, flower petal, feather and any other difficult to clean items is not allowed. Releasing balloons outside is not allowed. Amplified music will be allowed inside of the facility and shall not exceed 60 decibels.
 13. Parking for an event is on a first come, first served basis and vehicles parked in spaces that are not marked for parking may be removed from the property by the Association, without notice.
 14. The Homeowner agrees that violation of any of the above provisions may result in a \$100 fine being billed to the Homeowner at the discretion of the Association's Board of Directors, or its designated representative acting under the authority of the Board of Directors. Further, any such violation may preclude the Homeowner from using the Clubhouse in the future.
 15. At the termination of the reserved period, all doors and windows must be closed and locked by the Homeowner. If the Homeowner fails to lock all doors, the damage deposit shall be forfeited.
 16. The Board of Directors and management of Dry Creek Crossing Home Owners Association reserve the right to terminate the party at any time for observed violations of the rules or for safety concerns.

Process for Reserving the Clubhouse

1. Clubhouse must be reserved at least two weeks in advance of the event, which means that all signed paperwork, with checks attached, are turned in to the site Maintenance Manager prior to that deadline. No reservation is confirmed until the paperwork and checks are received and are approved by the management company. Please call 303-745-2220 to make sure your reservation is confirmed.
2. A refundable Clubhouse damage deposit check for \$200.00 is required at least two weeks in advance of the reserved period, which deposit will be refunded to the Homeowner within five business days after the event after an inspection is made by the Maintenance Manager to ensure the Homeowner and guests have complied with the restrictions, policies and regulations regarding use of the Clubhouse.
3. Damage deposit shall be forfeited in whole or in part if the Clubhouse, furniture, kitchen appliances or other fixtures, have been damaged or are not replaced in the position they were in before use or have been left in condition other than the condition prior to use, and if all event trash has not been removed from the Clubhouse to the Homeowner's building dumpster.
4. A non-refundable cleaning check in the amount of \$75.00 is required at least two weeks in advance of the reserved period, which will cover a professional cleaning of the Clubhouse after the event, to include vacuuming, bathroom and glass cleaning and furniture dusting to meet the standards of the Association. If cleaning after an event incurs costs above the \$75.00, the increased costs shall be taken out of the damage deposit.
5. Deposit checks shall be made payable to Dry Creek Crossing Home Owners Association and shall contain no restrictive notes.

DRY CREEK CROSSING HOME OWNER ASSOCIATION DOES NOT ASSUME RESPONSIBILITY TO THE OWNER, TENANT, OR THEIR GUESTS. THE OWNERS AND TENANTS WHO RESERVE THE PARTY ROOM AGREE TO INDEMNIFY AND HOLD DRY CREEK CROSSING HOME OWNERS ASSOCIATION HARMLESS FROM ANY INJURY, DAMAGES, OR CAUSES OF ACTIONS WHICH MAY ARISE FROM THE USE OF THE CLUBHOUSE AND PATIO, INCLUDING ALL ATTORNEY FEES AND COSTS INCURRED IN DEFENSE OF ANY CAUSES OF ACTION WHICH MAY ARISE FROM USE OF THE CLUBHOUSE, POOL, SPA OR PATIO. DRY CREEK CROSSING HOME OWNERS ASSOCIATION DOES NOT ASSUME LIABILITY FOR STOLEN PERSONAL OR ASSOCIATION PROPERTY WHILE PROPERTY IS BEING USED.

Dry Creek Crossing Home Owners Association greatly appreciates your cooperation and support in maintaining the Clubhouse in excellent condition for the benefit of the entire Membership.

CLUBHOUSE RESERVATION AGREEMENT

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I have read, understand, and agree to abide by the terms and provisions of these Clubhouse reservation restrictions, policies and regulations.

Homeowner Signature: _____ Date _____

Tenant Signature: _____

Lease for Tenant on File at Management Company: Yes _____ No _____

Address of Homeowner: _____

Homeowner Phone: _____ Additional Contact Number: _____

Maintenance Manager Signature: _____ Date: _____

Reservation requested date: _____ Requested hours of use: _____

Type of Event: _____ Refreshments/Food: Yes ___ No ___

Expected Attendance: _____

Damage deposit check for \$200.00 received on: _____ Check #: _____

Cleaning deposit check for \$75.00 received on: _____ Check #: _____

Damage deposit returned to Homeowner in full or in part on _____, in the amount of

\$ _____ because of the following issues: _____

DRY CREEK CROSSING HOME OWNERS ASSOCIATION

Pool and Spa Use Rules and Regulations

Access to the Pool and Spa is granted with a key provided to each Homeowner. Please be considerate of your neighbors residing near the pool and spa and keep noise levels to a minimum.

The following rules are intended to provide guidelines for ensuring that all residents and guests can enjoy the pool and spa and have a safe and clean environment. **NO LIFEGUARD IS PROVIDED AND ALL PERSONS USE THE POOL AND SPA AT THEIR OWN RISK.**

- A. Pool and spa hours shall be from 8:00 AM to 10:00 PM. Only ADULTS (18 and over) are permitted after 8:00 PM.
- B. No one under age 14 will be allowed in the pool area without responsible adult supervision.
- C. Resident must accompany guests at all times at the pool and spa. No more than 2 guests per homeowner will be allowed.
- D. Any unauthorized person found within the fenced pool area outside of the published hours will be treated as a trespasser and the Arapahoe County Sheriff's Department will be called to remove them from the pool/spa.
- E. Use of the spa should be limited to 15 minutes at a time, since long exposure may result in nausea, dizziness or fainting. Use by children under 14 is prohibited. Elderly persons, pregnant women and those with health conditions requiring medical care should consult a physician before entering the spa. Hot water immersion while under the influence of alcohol, narcotics, drugs or medicines may lead to serious consequences and is not recommended.
- F. No offensive or abusive language will be tolerated.
- G. No glass of any type is to be brought into the pool area.
- H. No running, jumping, diving or other "horse play" is allowed in the pool area.
- I. No foreign objects (balls, scuba gear, etc.) other than small floating devices are allowed in the pool or spa.
- J. No objects are to be hung on the fences.
- K. No objects such as chairs or mats are to be left in the pool area overnight, except for those items belonging to the Association.
- L. Trash shall be put in the containers provided.
- M. The pool area is off limits to all pets, except service animals.
- N. Radios, tape or compact disc players, boom boxes, televisions and other electronic equipment may be used in the pool area ONLY with headphones.
- O. No smoking shall be allowed in the pool area.

Dry Creek Crossing Home Owners Association

Guidelines for Request for Approval to Install Storm or Security Door on Exterior Balcony Walkout Door

With the intention to maintain a consistent look on the property, which will help ensure high property values, the Board of Directors for the Dry Creek Crossing Home Owners Association approved the following Guideline on April 11, 12007.

1. Written approval must be received by homeowner from the Association prior to installation of a storm or security door.
2. Request will be approved or denied in writing to unit homeowner within 30 days or less after receipt.
3. Guidelines:
 - a. Door must be full view glass style
 - b. Doorframe must match the color of the door framing around the original door, usually called Sand, Poplar White, Almond or other color name depending on brand.
 - c. Door may be screened or glassed in, or any other variation of screen and glass, as long as it is the full view style.
 - d. Security doors may only be installed on the unit door of the lowest level in each building.
4. Homeowner may send request for approval, along with a brochure showing exactly the style and color of the door you propose to install, to the management company.
5. Board of Directors or the Architectural Committee will review the request and will notify the owner of it's decision in writing within 30 days or less.
6. Installation must be completed within 60 days of request approval.