

ROCK CREEK MASTER HOMEOWNERS ASSOCIATION

ARCHITECTURAL REQUESTS AND APPROVAL POLICY

- PURPOSE:** To establish standards and procedures for Architectural Requests and required approval to ensure consistency with the community’s architectural character, preserve property values, and promote the overall aesthetic harmony of the Association.
- AUTHORITY:** The following procedures have been adopted pursuant to the provisions of C.R.S. 38-33.3-302(1)(a)
- EFFECTIVE DATE:** May 27, 2026
- RESOLUTION:** The Board of Directors of the Rock Creek Master Homeowners Association hereby adopts the following rules and regulations governing the architectural request and approval process for all properties within the Association.

Architectural Control Committee (ACC) PRE-APPROVAL REQUIRED

Except as set forth in section 3 below, an Architectural Control Committee (ACC) request form and written permission must be obtained in advance for all exterior work performed on your lot – front, back or side. Failure to do so may subject the homeowner to monetary or other penalty, and the homeowner may be required to change or remove any non-HOA compliant work performed – or to restore the lot or dwelling to its original condition – entirely at the homeowner’s expense, which may include any legal costs incurred by the Association. The review and approval process generally takes 20 to 30 days but can take as long as 45 days if your request is not typical. Please build adequate time for ACC review approval when planning your project. In special situations and where possible, the ACC will try to accommodate requests to expedite the approval process. Such requests may be made to management.

1. ACC Request Requirements:
 - a. Exterior work means, but is not limited to, the construction, repair or replacement of any improvements on a lot, including homes, sheds, fences, patios, decks, walkways and driveways and the installation or replacement of any lighting, solar panels, roofs and landscaping. Exterior work also means painting, staining or resurfacing of any improvements on a lot.
 - b. All requests require a homeowner to complete the Architectural Request Form and provide all back up documentation as required by the exterior modification policy for your specific project, e.g. Painting Policy, Fencing Policy, Solar Policy, etc.

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- c. A request is considered complete once all documentation is received and confirmed complete by management. This is when the 45-day countdown begins, not necessarily when you first submit your request.
 - d. ACC Requests must be confirmed complete by management no later than the Friday before the next scheduled ACC meeting for the committee to review that request at the meeting.
 - e. Once confirmed complete by management, ACC requests are reviewed in the order they are received.
 - f. Architectural approval is always in writing using email and is never given verbally.
 - g. Architectural approval is sent within 5 business days following the ACC meeting.
 - h. Management and the ACC will consider expedited requests and do their best to accommodate those requests. However, during the growing season (May-September) this may be challenging due to the sheer number of requests received.
 - i. Detailed ACC Policies for each type of exterior modification and the ACC Request Form are available on the ACC page/tab of the website, www.rockcreekhoa.com/acc.
 - j. If using a contractor, the homeowner must sign the ACC Request form before management can communicate with your contractor. Responsibility always remains with the homeowner.
 - k. All questions regarding a request should be directed to manager@rockcreekhoa.com.
2. Association and Town of Superior:
- a. Rock Creek Master HOA may, and often does, have requirements that are more restrictive than the Town of Superior Codes, including but limited to, setbacks, decks, roofing, fencing and gates, solar panels, out-structures (sheds) and other specifications.
 - b. Approval from the Town of Superior in the form of a building permit or other authorization or information from the Town does not negate the homeowner's requirement to obtain advanced written approval from the Architectural Control Committee (ACC).
3. Work Not Requiring Approval
- a. The following exterior work does NOT require prior ACC approval:
 - i. Addition or replacement of plants to a lot in accordance with a previously approved landscape plan.
 - ii. Modifications to the interior of a home when such modifications do not affect the exterior of the home.
 - iii. Painting or restaining a house, shed, fence or other improvement the same color as the existing color.
 - iv. Repairs to a home or other improvements that do not change its exterior appearance and are in accordance with previously approved plans or specifications.
 - v. Reroofing with materials that are the same type and color as the existing roof.
 - vi. Seasonal decorations that are installed and removed in accordance with HOA policy.

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- b. Specific ACC Policies with detailed information for each type of exterior modification are available on the ACC page/tab of the website, www.rockcreekhoa.com/acc.

Approval from the ACC does not constitute approval from any other regulatory bodies, and therefore all applicable building, utility, and other relevant codes, rules, regulations, statues, etc. should be consulted and complied with prior to beginning work. A Town of Superior building permit is required for structures that meet certain criteria, which can be determined by contacting the Town of Superior Building Department.

Approval from any other regulatory body does not constitute approval from the ACC or the HOA.

**PRESIDENT'S
CERTIFICATION:**

The undersigned, being President of the Rock Creek Master Homeowners Association, Inc. certifies that the foregoing Policy was adopted by the Board of Directors of the Association at a duly called and held meeting of the Board on May 27, 2026, and in witness thereof the undersigned has subscribed his/her name.

ROCK CREEK MASTER HOMEOWNERS ASSOCIATION, INC.

Signed by:
By: *Rachel Stanton*
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