



**South Creek Seven  
Homeowners' Association**

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## **GUIDELINES FOR ARCHITECTURAL REVIEW, MAINTENANCE, PARKING AND ALLOWED USES**

### **INTRODUCTION**

As fellow homeowners in the South Creek 7 neighborhood, the HOA Board has put together the following quick reference document. In the first section we set forth the process and standards by which a Homeowner can make an Architectural Review application for any alteration or construction they are considering. In the later section of this document we have gathered together the relevant requirements and standards by which Maintenance, Parking and Allowed Uses are regulated by the HOA.

There are two goals to this document:

- to give individual Homeowners a quick and easy reference to use when applying for approval to expand or renovate their property or when questions arise about maintenance, parking or allowed uses.
- to carry forward the qualities and conditions that have for the last 30 years made South Creek 7 the unique and special neighborhood that it is.

We hope you find this document helpful.

To put together these Guidelines the Board has consulted three sources: (1) the South Creek 7 HOA Covenants; (2) the South Creek 7 HOA Bylaws and (3) records of the HOA over the past many years to identify the specific home and property improvements that have historically been reviewed and approved or denied. Our intent in putting together this document was to make the standards and process as simple as possible for any interested Homeowner to understand. If you want to see the full text of the Bylaws or Covenants that we have summarized, please refer to the South Creek 7 webpage where these documents are published. ([www.sc7hoa.org](http://www.sc7hoa.org))

### **THE ARCHITECTURAL REVIEW PROCESS**

The South Creek 7 Covenants and Bylaws establish that there shall be an architectural review process and outline how this review process is to take place.

South Creek 7 HOA Covenants, Article V, Restrictive Covenants, Paragraph 7 then sets forth that approval of any exterior construction "...shall not be granted unless doing so is, in the best judgment of the Directors, reasonably consistent with the protection of property values and the promotion of the desirability of living in South Creek 7."

The Covenants also recognize that the Board has the authority to consider a variety of conditions and make exceptions or waivers as may be consistent with intent of the Bylaws and Covenants.

## **APPLYING FOR AN ARCHITECTURAL REVIEW**

To begin the Architectural Review process please download the blank Architectural Review forms that are available on the South Creek 7 webpage. This form along with detailed information on your proposed alterations/construction (including accurate and detailed site plans, floor plans, elevations, sample materials, and color samples) can then be submitted to the Secretary of the Board by email at [SC7HOA@gmail.com](mailto:SC7HOA@gmail.com).

Forms submitted to individual Board members will not be accepted and are not considered submitted for review.

The Secretary will review the application to determine whether it is complete for review and action. At which point the Secretary will log in the application. If the Secretary deems the application lacks necessary information, the application will be returned to the Homeowner for additional required information. If the Secretary deems the application is complete, it will be forwarded to the other members of the Board for review.

### **A. When is architectural review required?**

Applications shall be required for all exterior modifications to structures and permanent significant landscape improvements. This includes painting exterior surfaces, roofing, window or door replacement, siding alterations, alterations to driveways or walkways, retaining walls, fences, and any expansion of or renovation of the primary residence, garages, decks and pergolas.

Internal renovations or upgrades provided they do not alter the exterior appearance of the house or garage are not required to be submitted for Architectural Review.

While not strictly required, the Board encourages homeowners to consult with neighbors and the Board before contemplating a significant expansion or renovation, or even when considering the removal of large or mature trees.

If you are in doubt about whether your planned work requires architectural review, please feel free to contact the Board Secretary.

### **B. Timing**

Once forwarded from the Secretary, the Board will work to provide review and action in an expeditious manner. The normal time frame for review and action is no longer than thirty days after receipt and acceptance by the Secretary. If an application is returned for additional information the 30-day period will begin again when the amended application is re-submitted and accepted.

No architectural review form shall be deemed approved unless it is signed by at least two Officers and a total of at least three Directors.

While not strictly required, as a convenience the Board will attempt to provide a more rapid review of simple items like exterior colors, roof coverings, solar panels, window replacements and garage doors. The time frame for such will in most cases be two weeks

Upon receiving an approval the Homeowner has 90 days to begin work/construction. If work does not begin in the required time period the approval is revoked, and the Homeowner must reapply.

### **C. Required Supplementary Information**

#### **C.1. Painting**

Application for painting shall include fair and faithful copies of the actual paint chips.

#### **C.2. Window and Door Replacement**

Window or door replacement applications shall include detailed information including photos, colors and dimensions of the replacement materials.

#### **C.3. Roofing**

Roofing requests shall include the precise materials to be used including material, color and grade, with accompanying samples or photos.

#### **C.4 Coordination with Neighbors**

While the Board cannot require individual homeowners to talk with their adjacent neighbors to inform them of their proposed alterations/construction, the Board will ask as part of the application process if this courtesy had been extended, and if not, may contact the neighbors directly.

#### **C.5. City Building Permits**

It is the homeowner's responsibility to apply and receive the necessary Building Permits required by the City of Boulder. If in the course of the application process and/or construction it comes to light that the homeowner did not obtain the required permits the Board reserves the right to inform the City of the non-conformance.

## **DESIGN GUIDELINES FOR REPAIRS, REPLACEMENT, ALTERATIONS AND RENOVATIONS**

### **A. Houses/Garages/Decks**

A.1. Replacing Existing structures or components (e.g. roofing, windows, doors, decks, stairs, siding, paint, railings)

Generally replacing existing structure or components with the same or essentially identical materials, size, and footprint will receive an approval.

The Board recognizes that there is a somewhat arbitrary line between minimal "repair" and replacement. When there is doubt about whether a proposed change is a repair or alteration, Homeowners are requested to make application.

## A.2. Altering existing structures or components

Homeowners are encouraged to make any addition or alteration similar in appearance and consistent with the existing house, decks (including front entry deck) and neighborhood. Roof lines should continue existing roof planes and existing slopes, where possible.

- a. Note: if your proposed alteration involves increasing the footprint of your house/deck area you will need to comply with the city of Boulder's size and coverage requirements. Typically this mean that the enclosed area of the residences cannot be increased by more than 150 square feet. For specific requirements the Homeowner is encouraged to contact the city directly.
- b. Expansion of existing garages or the addition of a second floor on an existing garage is not allowed.

## A.3. Specific material requirements

### c. Windows

Windows and window replacement shall be primarily horizontal sliders, double-hung windows with single large "lites" consistent with the existing residence. Sliding doors, patio doors and large trapezoidal fixed windows are allowed. All replacement window installations shall be submitted for approval.

### d. Exterior Wall Materials

Exterior wall surfaces shall be limited to painted horizontal or vertical applied 7/16" Masonite Hardwood siding (patterns to match existing house). Aluminum siding, stucco, shingle, masonry, or other various metal materials are not allowed. Trim shall be 1x rough sawn or equivalent.

### e. Exterior Colors

Shall be primarily earth tones, taupe, beige or grey. Trim shall be in complimentary or contrasting colors.

### f. Garage Doors

Garage doors shall be flush panel, well maintained and operable, painted to match the base color of the adjacent structure.

### g. Roof Materials

Shall be primarily interlocking asphalt shingle roofing in earth tones. Photo voltaic panels are allowed, along with Tesla photo-voltaic glass tiles.

### h. Decks and Stairways

Decks (Including entry decks) should be built of wood or wood equivalent (e.g. Treck) with a code compliant railing. Deck railings in SC7HOA traditionally had vertical metal uprights, but other railings of vertical pickets or horizontal cable have been approved. Materials have been metal or wood, but in either case the overall appearance should be consistent with open-railing

deck design. Railing height can be no higher than 3'-6", and balusters must be no further apart than 4". Closed railings are not allowed.

Decks can include unenclosed pergolas or lattice work, but can not be roofed. Deck height should be consistent with existing decks already on the property.

Homeowners should note that the city of Boulder has specific limitations on the size of decks.

h. Covered Entry Porches

Small unenclosed entry porches, typically less than 8 x 10, shall be allowed subject to city rules on maximum coverage (memorandum) provided they do not extend into the required setbacks. Porches generally should be wood or wood equivalent with the necessary safe and secure railings and stairs. Roofing shall be consistent with the balance of the existing residence.

**B. Outbuildings**

The South Creek 7 HOA covenants and bylaws do not allow outbuildings sheds, tents, greenhouses, storage units, and treehouses.

Carports are not allowed.

**C. Yard and Outside Area**

The Board recognizes that there can be an ambiguous line between "landscaping", which generally is not subject to architectural review (e.g. flower beds, lawns, etc), and "structures" which are (retaining walls, walkways, driveways, or any surface characterized as "impervious". The following are some general guidelines about how outdoor spaces can be developed.

**C.1. Impervious Surfaces (ground coverings that do not absorb water)**

The Board encourages homeowners not to expand the amount of impervious surface on their property. If such surfaces are required they should be patterned concrete, pavers, flagstone or in the case of limited pedestrian paths- gravel.

**C.2. Driveways**

Expanding the curbcuts of existing driveways is not allowed.

Homeowners are free to replace, repair or reconstruct existing driveways (without expanding them) without requesting approval. Driveways may be plain concrete, patterned concrete, pavers or "grasscrete".

**C.3. Fencing**

Only two kinds of fencing are allowed.

1. Split rail fencing, provided, maintained and owned by the HOA located primarily along rear and side property lines (in rare instances, and upon approval by the Board, split rail fences have been installed and maintained by Homeowners along their front property line).

Note: Vertical wire fencing can be added to the split rail provided it does not extend above the height of the rail and provided it is securely attached and well maintained. Wire fencing not neat and well maintained shall be subject to removal.

Removal of existing HOA owned split rail fencing or installation of gates shall only occur with HOA approval.

2. Vertical cedar "grapestake" fencing MAXIMUM 6' tall erected by the homeowner parallel or perpendicular to the property line located anywhere on the site except: in the yard fronting the street, within scenic easements, within 3 feet of any public or homeowners' association sidewalk, within 20 feet of public park land or Outlot C.

The area enclosed by "grapestake" fencing can be no more than 600 square feet.

#### **D. Required Setbacks**

Residences shall be set back no less than five feet from property lines, decks shall be setback 10, while garages do not require a setback from side property lines.

A 25 'setback is required by the City for structures facing on Moorhead Circle.

Setback shall be measured from the property line to the face of building, decks/railings and overhead pergolas.

### **MAINTENANCE, PARKING AND ALLOWED USES**

One of the things that makes our neighborhood so desirable is the way Homeowners take pride in their houses, property and landscaping.

The covenants expressly require that properties be maintained neat and clean, with rubbish, garbage and service yards screened.

The Board encourages owners, including those that rent out their houses, to actively maintain their yards, properties, and structures. The Board reserves the right to inform homeowners that fail to maintain their property of their non-compliance and to ask that such non-conformance be eliminated in a timely manner.

It is also worth noting that the City of Boulder has a "one foot" law that requires all lawns/yards (excepting shrubbery) to be well maintained and no lawn material more than one foot tall. Homeowners that are not in compliance will be reported by the HOA to the City for enforcement.

The neighborhood also takes pride in the mature landscaping we have including mature trees, shrubs, flowering plants. Homeowners are encouraged to maintain such landscaping in a neat, clean, orderly manner. Homeowners are discouraged from removing mature, large-scale trees unless necessary for safety reasons.

#### **A. Parking**

No boats, trailers, campers, abandoned cars, or over-the-road trucks shall be parked in Homeowner driveways (except those involved in incidental housing repair maintenance or moving) at any time. Any such vehicles that remain for more than two calendar weeks shall be subject to removal by the HOA.

Parking in common cul-de-sacs shall not obstruct other neighbors.

No significant or on-going maintenance of cars shall be allowed in driveways.

Driveways shall be maintained and kept free of weeds.

**B. Use of Common Spaces and Scenic Easements**

The South Creek 7 development includes a number of shared common spaces (which the HOA maintains. All homeowners and their guests are invited and encouraged to enjoy these spaces while respecting the privacy and rights of adjacent homeowners.

If you have a question about where these might be, please feel free to ask a neighbor or write a Board member. We would be happy to give you a tour. Likewise if you notice these areas are in need of maintenance please feel free to contact a Board Member.

The South Creek 7 development also includes a number of scenic easements these are not “common space” but rather green space that belongs to the adjacent owner that are meant to be kept clear of any kind of significant permanent structures. For more information on the location and extent of these easements see the South Creek 7 Subdivision Plat on the webpage.

**C. Use of Properties**

Homeowners shall be allowed all normal activities commensurate with a household residence. However, the Covenants expressly prohibits operation of obvious business interests on the premises including any signage or advertising such.

Homeowners are discouraged from renting out their properties to “short term” rentals like AirBnB. If a Homeowner engages in renting out their properties for either “short term” or longer term rentals, the Board shall have the right to ask for proof that the rental is licensed and approved by the City of Boulder.

**THANK YOU**

Thank you for taking the time to review the *Guidelines for Architectural Review, Maintenance, Parking and Allowed Uses*. We hope this makes the architectural review application process more clear, and that the paragraphs on maintenance, parking and allowed uses help shed light on your responsibilities as a Homeowner. We encourage voluntary cooperation and compliance. If we all work together to maintain and protect and continue the legacy of the Homeowners and residents of South Creek 7 we can look forward to many more years of enjoyment.

If you have any questions please contact the South Creek 7 Secretary of the Board. You will find his/her name and contact on the Webpage.

The above listed Guidelines for Architectural Review, Maintenance, Parking and Allowed Uses has been adopted by the South Creek 7 HOA Board as of August 22, 2021.