We have some exciting news for you related to the decks on the units – they can be quite a bit bigger! Over the last 10 months, Chris Juergens (thank you Chris!) has spent considerable time on creating a process to make it efficient for all. If you are interested in expanding your deck, here are the:

- General details
- A step by step guide to expanding your deck
- 70 Christian Court’s new deck with pictures
- HOA application
- HOA architectural form (needed if changing patio from concrete)
- TOE application (top part/value including labor needs completed)

**General Information:**

1. The process is fairly quick but do not expect an immediate turnaround time. You can expect a wait up to 30 days to get started from the initial request.
2. The approximate cost of the materials is $1,500. This price was from Alpine Lumber in Eagle who offers free delivery. This does not include material for a new patio surface. Labor is additional.
3. There is a $400 non-refundable fee to the HOA. This is to recoup costs spent on setting up the process and documents.
4. There is a $1,000 deposit due to the HOA to be returned once work is complete.
5. There is a use tax fee in Eagle of 4% charged on materials and labor.
6. There is a permit application fee in Eagle = to approx $125.00.
7. A licensed contractor must do the work.
8. Engineered drawings created by Red Canyon’s chosen engineer, Structural Design Solutions are required.
9. Town of Eagle permit is needed including two inspections.
10. Red Canyon HOA permit and sign off needed.
11. There are two deadlines for notifying McNeill Property Management if you are interested in building a deck in 2011: July 15th and August 15th. Note: once notice is given, the engineer will come to your unit and then provide drawings. The timeframe is dependent upon the engineer.
Red Canyon Townhomes

A step by step guide to expanding your deck

Congratulations! if you are considering expanding your deck. We have put together this step by step process in hopes to learn from 70 Christian Court’s experience, save you time, as well as helping minimize the questions and issues.

1. Notify McNeill Property Management by:
   Mailing in the HOA Deck Expansion agreement form along with the $400 non-refundable fee and the $1,000 deposit check payable to Red Canyon Townhomes. If you want to change the patio, you will need to also mail the architectural form with details/pictures of the requested material change.

   The HOA will then arrange for the engineer to visit your site and provide stamped engineer drawings. These drawings must be followed by the contractor!

2. Prepare the Town of Eagle application. Note: you cannot submit this application until you have the HOA approval. Also, when you go into pay the fees to the Town, you will need two separate checks as well as two copies of the stamped engineered drawings.

3. Receive approval back from the Town and begin building! Note – there are two inspections required: one at the time after holes are dug for posts and two, after general structure is up.
   Note – if you have any questions during the construction, please contact McNeill Property Management to avoid issues after completion.

4. Send McNeill Property Management a copy of the completed permit (signed off on after 2nd inspection) along with one set of plans. Your $1,000 deposit check will then be mailed back to you.

5. Enjoy your new deck!
Red Canyon Townhomes
Deck Expansion from 70 Christian Court

If you would like to see our deck, feel free to stop by. We are excited about the expansion and feel it adds another living space to our home. – Brandi & Markus

We started last late summer in hopes of getting our new deck built. We received several bids from different contractors but we felt the bids seemed extremely high for our project. Since we ran out of weather opportunity, we decided to try again in the spring. We again started in the spring and struggled again finding a reasonable bid. Finally, McAdoo Enterprises provided us with a professional, reasonable bid and as a result, we started on the process of getting our deck built. Even with bad weather and getting a new patio, the whole process only took slightly over 2 weeks. The end result was definitely worth the wait to find a great contractor.

Contractor who built 70 Christian Court’s Deck:

McAdoo Enterprises, LLC
Wes Geist
970-456-6486
wrgeist@hotmail.com
Red Canyon Townhomes
Application for Deck Improvement

Page 1 of 2
This is an application only. Once reviewed and approved, you will receive written authorization from the HOA granting you the permission to begin construction. (Please note you will be responsible for filing your Building Permit with the Town of Eagle and having that permit prior to commencement of construction).

Name_____________________________________
Phone_____________________________________
Unit______________________________________
Building Permit #_____________________________
Deck Plan___________________________________
Contractor___________________________________
Address___________________Phone______________

Estimated Start Date: 
Estimated Completion Date:

All decks must be built according to the following guidelines: Please initial next to each.

_____I understand the $________ fee due with this application is non-refundable

_____Both a Town of Eagle building permit and Red Canyon Homeowner Association permit must be obtained before any construction may begin.

_____A deposit in the amount of $1,000 must accompany this application. It is understood that if the deck is not built in compliance with the documents, the Association will finish the construction and I will be solely responsible for ALL costs Associated with its completion and bring it into conformance with the approved plans. A certificate of compliance stating that this deck is built per the documents will be signed by the Owner and the Owner will provide a Final Inspection Receipt from the Town of Eagle in order to receive their deposit. Deposit will be returned within 30 days of receipt and final inspection by the Association Representative.

_____Decks must be built exactly to the specifications of approved Red Canyon deck plans

_____Construction must take place between the hours of 9am-6pm. No work is to occur on Sunday.

_____All construction garbage is to be removed from property at owner’s expense. Complex dumpsters ARE NOT to be utilized for the trash created by deck renovation.

_____Common areas must be kept clean and remain unobstructed during construction as reasonable as possible. Any damage to common areas will need repaired or will be repaired and billed back to me.

_____Construction must be completed within 15 days of the project start. This includes staining.

_____I understand the attached licensing agreement for this balcony expansion (see attached).

_____I have verified that this Balcony conforms to all applicable setbacks including River, street, and US 6 Right-of Ways.

_____I understand that this document carries with the above Real Estate and will disclose this to any buyer, should this unit be sold.
___I understand that if I choose to upgrade my patio, the association will keep the $1,000 deposit until an inspection occurs. I also understand an architectural form must be submitted separately. Any future maintenance or upkeep issues are the responsibility of the owner. If the association has to provide upkeep or maintenance, I will be billed back for this time and material.

By signing this document you are acknowledging the following terms and conditions:
Once completed, your deck will be considered a limited common element. All maintenance costs associated with the deck will be the responsibility of you, the owner. In instances where maintenance has not been performed the association may elect to perform the necessary maintenance and bill the owner. An inspection will be required at the end of construction to insure that the new structure has been built following all plan specifications and guidelines. The owner will be responsible for the correction of any errors in the construction of the structure. The owner deposit will be returned to the owner only after a satisfactory inspection has taken place. The deposit may be used by the association to defer expenses in the event the association is forced to complete a deck or correct a deck. Please note that any additional expense incurred by the association to remedy the event will be billed to the owner.

The above document is Read, Understood, and Agreed to by,

Print Name_______________________________
Signature_________________________________
Date_______________________

The above document is approved by the Red Canyon Townhomes Association Board.

Print Name_______________________________
Board Position_____________________________
Signature__________________________________
Date______________________________________
Red Canyon Townhomes
ARCHITECTURAL AND DESIGN REVIEW GUIDELINES

This is needed to change the patio when expanding the deck

In furtherance of the provisions of the Declaration for Red Canyon Association (“Declaration”), these Architectural and Design Review Guidelines (“Guidelines”) shall govern alterations by Owners to Units. The purpose of these Guidelines is to assist Red Canyon Association to actively foster, promote and advance the common ownership interest in Red Canyon Association and to preserve the inherent architectural and aesthetic quality of the community.

Each Owner shall comply strictly with the provisions of the Declaration, the Articles of Incorporation, the By-Laws of the Association, and the Rules and the Regulations of the Association, as may be amended from time to time. Therefore the material, plans and specification for any modifications to Units proposed by Owners are to be considered by the Board of Directors for its approval and the Board has the discretion to withhold its approval.

These Guidelines shall be utilized by the Board for the consideration of requests to modify a Unit, and/or exterior fixtures, including without limitation, decks.

ARTICLE I.
ARCHITECTURAL APPROVAL/DESIGN REVIEW

Section 1. Required Approvals and Design Criteria

The Board is empowered to consider and act upon any plans submitted to it for approval. The Board is also empowered to appoint a representative or committee to act on its behalf for such purposes. Hereinafter, reference to the “Committee” shall be the Board of Directors of the Association for the consideration of such plans and specifications, or in the cases where the Board of Directors has appointed such Committee, the Committee itself.

The committee shall consider and act upon any and all plans and specifications submitted for its approval, and perform such other duties as from time to time shall be assigned to it by the Board, including the inspection of the construction in progress to assure its conformance with plans approved by the Committee. No Owner shall undertake any work in or outside of any Unit which would jeopardize the soundness or safety of the Buildings, Units or reduce the value of Red Canyon Association.

No construction, addition, modification or reconstruction of any improvement to the property shall be commenced or maintained, until the plans and specifications therefor showing the design, nature, kind, size, shape, height, width, materials and location of the same shall have been submitted to the Committee and approved in writing by the Committee. The Committee may require such further detail in plans and specifications submitted for its review as it deems proper. Previously approved changes to the Units and/or building in no way affects future decisions nor sets a precedent for those decisions. Approved changes made prior to the adoption of these guidelines will not be affected.

The Committee shall not refuse to permit a Unit Owner to make reasonable modifications to the interior or exterior of their Unit or to any Common Element which the Unit Owner has the right to use, if such modifications are necessary under the Fair Housing Amendments Act (as heretofore and hereafter amended) to afford one or more Persons with a disability residing at such Unit the full enjoyment of such Unit and/or the Common Elements appurtenant thereto.

The Committee shall exercise its reasonable judgment to the end that all improvements, construction, and alterations to the Units within this Association shall comply with requirements set forth herein and the Association’s governing documents. Review shall be based upon, but not limited to:

- Preservation of aesthetic beauty. Assurances that the upkeep and maintenance of the improvement or alteration will not become a burden on the Association.

- Conformity with the plan specifications and purposes generally established within the community.

- Compliance with all Eagle County requirements and standards, as well as, all Federal and State requirements.

Decisions shall be conclusive and binding on all interested parties. The Committee may also issue rules or guidelines setting forth procedures for the submission of plans for approval. Any exterior modifications approved by the Committee must then obtain written approval and all required permits and inspections from the Town of Eagle, Colorado. Related costs, including without limitation, costs of permits and fees, shall be the responsibility of the unit owner.

Section 2. Voting

The vote of a majority of the members of the Committee shall constitute action on any matter before it. The committee from time to time may designate a single member to act on its behalf on such issues it defines as routine and not requiring a vote. Should a Unit Owner request a reconsidera-
tion of an action taken by a single appointed member, then an affirmative vote of a majority of the members of the Committee is required to sustain such action.

Section 3. Reply and Communication

Decisions of the Committee and the reasons therefor shall be transmitted by the Committee to the applicant at the address set forth in the Application for Approval within forty-five (45) days after receipt by the Committee. No application submitted pursuant to this section shall be deemed approved, unless written approval by the Committee shall have been transmitted to the applicant.

All communications and submittals shall be addressed to the Committee at such address of the managing agent of Red Canyon Association.

Section 4. Commencement of work

Written approval issued by the Committee is valid for commencement of work as approved for a period of six (6) months from the date issued. If work as approved is not commenced within that period, application for approval must be resubmitted and approval obtained prior to commencement of work.

Section 5. Waivers

The approval or consent of the Committee, or appointed representative thereof, to any application for design approval shall not be deemed to constitute a waiver of any right to hold or deny approval or consent by the committee as to any application or other matters subsequently or additionally submitted for approval or consent pursuant to these Guidelines or other governing documents for the Community.

Section 6. Liability

The committee and the members, theretof as well as any representative of the committee designated to act on its behalf, shall not be liable in damages to any person submitting requests for approval or to any approval, or failure to approve or disapprove in regard to any matter within its jurisdiction under these covenants.

Section 7. Records

The Committee shall maintain written records of all applications submitted to it and of all actions taken by it with respect thereto. Such records shall be open and available for inspection upon request by any interested party during reasonable hours of the business day.

Section 8. Effect of the Declaration

Nothing in these Guidelines shall supersede or alter the provisions or requirements of the Declaration. Ownership of the Common Elements is defined in the Declaration, under Ownership and Use of General Common Elements. No use of Common Elements shall be approved that effectually changes General Common Elements to Limited Common Elements as prohibited by Colorado statutes.

Section 9. Effect of Governmental and Other Regulations

Use of property and improvements to property must comply with applicable building codes. Approval by the Committee will not constitute assurance that the improvement will comply with the applicable city or county code or regulation nor that permits will be given. For information about Eagle County, or any other agency or entity which may have jurisdiction over the building requirements, Owners should write or call the appropriate entity.

Section 10. Licensed Contractors

All construction and improvements of any kind shall be performed only by contractors licensed by authority recognized by the state of Colorado or Eagle County All such contractors shall have liability and workers compensation insurance and shall provide proof of such insurance to the Association prior to commencement of any work on the property. Copies of all building permits shall be provided to the Association. As appropriate for the time of year and type of improvement, the Association may limit the hours and days during which construction may be performed. Owners are responsible to ensure that contractors clean and remove any debris from Common Elements at the completion of each workday and dispose of all construction debris properly. Any trash bin must be of uniform dark color and when placed in front of a unit may not obstruct or impair the flow of traffic nor in any way damage the irrigation system. Red Canyon dumpsters are not to be used for construction debris disposal at any time.

Section 11. Interface with Utilities

In making improvements to property, Owners are responsible for locating all water, sewer, gas, electrical, telephone, cable television, or other utility lines or easements and are responsible for any damages to these utilities due to construction of any improvements. In the event access to any other Unit in required to locate such utilities, Owners shall obtain consent of the Owners of such Units and provide a copy of written consent for such access to the Association with the submission of plans and specifications. Owners are responsible for any and all repairs of damage caused by the construction to any property, and for any reconstruction required to restore any Unit or Common Elements to the same or better condition.
than prior to commencement of the construction, upon completion of improvements to the property.

Section 12. Amendment

These Guidelines may be altered, amended, or revoked by the Board by a majority vote of the Board.

Section 13. Enforcement

Enforcement of the Guidelines and other provisions, as amended, may be by any proceeding at law or in equity against any person or persons violating or attempting to violate any such provision. The Committee and any interested Unit Owner shall have the right but not the obligation to institute, maintain and prosecute any such proceedings. In any action instituted or maintained under this section, the Committee shall be entitled to recover its costs and reasonable attorneys fees incurred pursuant thereto, as well as any and all other sums awarded by the Court. Failure of the Committee or of any Unit Owner to enforce any covenant or restriction herein contained, or any provision of the other governing documents for the Community, shall in no event be deemed a waiver of the right to do so thereafter.

ADOPTED AND EFFECTIVE THIS ___ DAY OF__________, 2010, BY THE BOARD OF DIRECTORS OF THE Red Canyon ASSOCIATION

President

Vice-President

Treasurer

Secretary

Additional Board Member(s)

Architectural Review of Plans Checklist:

1. IMPROVEMENT NOT DETRIMENTAL TO SURROUNDING UNITS OR COMMON ELEMENTS
2. IMPROVEMENT IN CONFORMITY AND HARMONY IF VISIBLE TO EXTERIOR OF STRUCTURE
3. IMPROVEMENT WILL NOT DETRACT FROM THE BEAUTY, WHOLESALENESS AND ATTRACTIVENESS OF THE COMMUNITY FACILITIES
4. IMPROVEMENT WILL NOT DETRACT FROM ENJOYMENT OF ASSOCIATION PROPERTY BY THE MEMBERS
5. UPKEEP AND MAINTENANCE OF THE IMPROVEMENT WILL NOT BECOME A BURDEN TO THE ASSOCIATION
6. PLANS AND SPECIFICATIONS FOR IMPROVEMENTS HAVE ADEQUATE DIMENSIONS AND IF STRUCTURAL, CERTIFIED BY AN ARCHITECT LICENSED BY THE STATE OF COLORADO and/or Engineer licensed by the State of Colorado
7. IMPROVEMENT WILL NOT HAVE AN ADVERSE EFFECT ON SECURITY
8. IF ACCESS TO OTHER UNITS IS NECESSARY FOR COMPLETION OF CONSTRUCTION, WRITTEN CONSENTS OF SUCH OWNERS ARE ATTACHED
9. ANY VIOLATION OF THE DECLARATION OR RULES AND REGULATIONS?
APPLICATION FOR APPROVAL

SUBMISSION TO Red Canyon ASSOCIATION BOARD OF DIRECTORS

Pursuant to the Condominium Declaration and the Architectural and Design Review Guidelines for Red Canyon Association, I/we hereby submit the following application to make improvements:

Date: ____________________________
Address of Property: ____________________________
Names of Owner(s): ____________________________
Mailing Address(es): ____________________________
Phone Number: (Home) ___________ (Work) ___________ (Cell) ___________

Proposed date for Commencement of Work: ____________________________
Estimated time for Completion of Work: ____________________________

Attachments:
____ Construction Plans
____ Architectural Drawings, certified by a Colorado licensed architect, if structural changes, an engineer may also be required
____ Specifications (e.g., manufacturer’s brochure)
____ Samples of materials
____ Samples or description of colors
____ Photographs
____ Owner’s consent for access to other units
____ Other

Receipt:
I hereby acknowledge receipt of the above and its marked attachments this ____ day of ____________, 20___ at ____ O’clock __.m.

__________________________

By: ____________________________

DECISION OF DESIGN AND REVIEW COMMITTEE FOR Red Canyon CONDOMINIUM ASSOCIATION

The Committee, having reviewed the submission for the Approval of: ____________________________ dated ____________

Hereby finds that the request is:
Approved as submitted____
Approved subject to (see below)

Denied for the reason(s) stated below:

A. Adequacy of dimensions and/or certification by Colorado Licensed architect
B. Conformity and harmony if visible to exterior of structure
C. Effect of location and use of improvement on nearby Units, improvements, operations and uses
D. Preservation of Aesthetic beauty
E. Assurances that the upkeep and maintenance of the improvement or alteration will not become a burden on the Association
F. Conformity with the plan specifications and purposes generally established within the community
G. Restrictions on hours and/or days during which construction activity may be performed
H. Violation of Declarations, Bylaws and/or Rules and Regulations

Other Comments:

BOARD OF DIRECTORS Red Canyon ASSOCIATION

BY: ____________________________
DATE: ____________________________

Certificate of Mailing
I hereby certify that I mailed a true copy of the foregoing Decision of the Board of Directors, Red Canyon Association by placing same in the United States Mail, postage prepaid, on the ___ day of ____________, 20___, addressed to the following:

By: ____________________________
# Building Permit Application

**Town of Eagle**  
Building Department

## Application Details

**Lot Address**

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<th>LOT NO.</th>
<th>BLOCK</th>
<th>FILING</th>
<th>SUBDIVISION</th>
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**Owner**

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<th>MAIL ADDRESS</th>
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**Contractor / Contact Person**

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<th>MAIL ADDRESS</th>
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**Architect or Designer**

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**Engineer**

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<th>MAIL ADDRESS</th>
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**Use of Building** (Please circle all that apply)

- Residential
- Commercial
- Industrial

**Class of Work** (Please circle all that apply)

- New
- Addition
- Alteration
- Repair
- Move
- Remove

**Describe Work**


**Evaluation of Work**

Special Conditions:

**Type of Heating** (Please circle appropriate category)

- Gas
- Electric
- Other

**Acreage or Square Footage of Lot**

**Lot Coverage** (Includes Overhangs)

**Impervious Coverage of Lot**

**Total Floor Area of Structure (Sq. Ft.)**

**Number of Stories**

**Height of Structure Above Grade**

**Application Accepted By**

**Date**

**Number of Dwelling Units**

**Number of Off-Street Parking Spaces**

**Plans Checked By**

**Date**

**Design Review Approval Date**

**Date**

---

**Notice: Read Before Signing**

Separate permits are required for electrical, plumbing, mechanical (heating, ventilating or air conditioning).

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**Signature of Contractor** / DATE

**Signature of Owner (if owner builder)** / DATE

---

**Site Plan Must Be Included With This Application**

For site plan preparation instructions refer to Eagle Site Plan Requirements

**White - Town**  **Yellow - Inspector**  **Pink - Applicant**

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**FEES**

**OFFICE USE ONLY**

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