

DESIGN REVIEW MANUAL



Craftsman Village

at

Mountain View Meadows

Helena, Montana

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Design Review Committee and Enforcement

Section 6. of the Declaration of Covenants, Conditions and Restrictions provides that all buildings, structures, fencing, landscaping and other improvements be subject to, and shall conform to the Design Review Manual and that the Home Owner's Association is bound to the Design Review Manual as part of the obligations, burdens and benefits of ownership of a residential lot.

1. INTRODUCTION

1.1. Intent and Purpose

In order to achieve the purposes set forth in Declaration of Covenants, Conditions and Restrictions (CC&Rs), a Design Review Committee (DRC) will review all proposed improvements to a residential lot. The DRC will use this Design Review Manual as a guideline for their evaluations, recommendations and approvals, thereby assuring each lot owner that:

- their lot investment will be protected to the greatest degree possible; and not otherwise impaired by other Association Member's improvements;
- design flexibility will be maximized within the guidelines appropriate for the continuity of the Craftsman-Style Neighborhood;
- the improvements a lot owner desires to make to their individual lot(s) will be evaluated fairly, reasonably, consistently and in a timely fashion.

The Design Review Manual sets forth specific procedures, guidelines and requirements governing the DRC's review of plans for all proposed alterations of land or buildings on the owner's residential lots. The Design Review provisions are intended to invite variety, originality and authenticity of style in both architectural and landscape architectural design in a way that further promotes authenticity and modern adaptation of historic Craftsman-Style homes.

1.2. Relationship to other MVM Governance Documents

The Design Review Manual is subject to all provisions of the Craftsman Village at Mountain View Meadows Declaration of Covenants, Conditions and Restrictions and Home Owners Association Articles of Incorporation and By-Laws. It shall conform to and be consistent with these documents.

1.3. Organization of this Document

Following this introduction (Section 1), this Design Review Manual includes the following sections:

Section 2 – Design Review Committee (DRC)

This section covers the DRC's organization and procedural activities, including make-up, meetings, and responsibilities and general service commitment to Members. It also discusses competency standards and enforcement provisions.

Section 3 – Design Standards and Guidelines

This section covers residential lot use and improvement requirements, the design submittal and review process, and specific standards and guidelines for Architectural Design, Site Planning, Landscape Architectural Design, and Construction.

In matters of compliance for each of these areas, the goal of the Design Review Manual is to clearly set forth:

- What a Lot Owner is entitled to do.
- What a Lot Owner is not entitled to do.
- Areas where the Owner is entitled to have the DRC work collaboratively with them to accommodate Member creativity and innovation.

Section 4 – Appendix

Examples of preferred Craftsman-Style Homes are included in the Appendix to this Manual. These examples are included to help better clarify and interpret the architectural design standards of this manual for the lot owners.

2. Craftsman Village Design Review Committee (DRC)

2.1. Organization

2.1.1. Make Up and Appointments

2.1.1.1. Appointments to the Committee

The Declarant (as defined in the Craftsman Village at Mountain View Meadows Declaration of Covenants, Conditions and Restrictions) shall appoint, and may replace, the members of the Design Review Committee until Declarant has sold ninety-five percent (95%) of the Craftsman Village Lots. Thereafter, the Home Owners Association Board of Directors shall appoint, and may replace, the members of the Design Review Committee.

2.1.1.2. Committee Make Up

Until ninety-five percent (95%) of Craftsman Village lots have been sold, make up of the DRC shall be at the Declarant's discretion. At turnover, after the sale equivalent to 95% of the lots, the MVM Craftsman Village Board of Directors shall empanel the DRC to consist of three (3) persons with the following qualifications:

- One (1) Members of the Association. A Member serving on the DRC may or may not also be a member of the Board of Directors or other Association governance committees.
- One (1) Architect with membership in American Institute of Architects (AIA) and licensed to practice Architecture in the State of Montana.
- One (1) Landscape Architect with American Society of Landscape Architects (ASLA) membership and licensed to practice Landscape Architecture in the State of Montana.

The Architect and Landscape Architect may or may not be Members of the Association.

Members of the Committee shall elect a presiding Chairman, who shall be approved by the MVM Craftsman Village Board of Directors.

2.1.1.3. Term

After ninety-five percent (95%) of the lots have been sold, persons serving on the Design Review Committee shall be appointed to serve for a term of three (3) years, up to a maximum of three (3) terms.

2.1.2. Meetings

2.1.2.1. Annual Meeting

The DRC shall meet each year on the same day as the Annual Member's Meeting, at the Association's principal office, to address administrative matters and any proposed changes to the Design Submittal and Review Process.

2.1.2.2. Ad Hoc

The DRC shall meet or conference as necessary to review application packages submitted by lot owners.

2.1.3. Reimbursement

Design professional DRC members (Architect or Landscape Architect) shall be reimbursed at their normal professional rate for services. The

DRC may consult with other professionals who are not members of the DRC to assist it in making decisions. The reasonable cost of such consultation shall be borne by the lot owner-applicant, provided the lot owner-applicant is advised in advance of the approximate cost of proposed services.

2.1.4. DRC Responsibilities

2.1.4.1. To the Association

The DRC is authorized by the Home Owner Association's Board of Directors, for the benefit of the Craftsman Village at Mountain View Meadows to review all proposed improvements to individual lots. The Committee's oversight activities shall have as their primary objective ensuring that the Purposes set forth in Section 6 of the Declaration of Covenants, Conditions and Restrictions are met.

The DRC shall report to the Board of Directors as necessary, and coordinate with and support both the Board in all matters relating to community governance.

2.1.4.2. To Craftsman Village Garden Home HOA Members

Part of the DRC mission shall be to help lot owners enjoy the improvement process for their lots. Through the Standards and Guidelines set forth in this Design Review Manual, the DRC shall help lot owners pre-plan their lot improvements in a manner that will allow those improvements to succeed for them and their neighbors.

The DRC and the Design Review Manual shall assure lot owners of predictability and fair play in the Design Submittal and Review Process, and thereby make this process as convenient and pleasant as possible.

2.1.5. No Improvement without Committee Approval

No site, building, building addition, exterior alteration or other structural improvement, including, but not limited to, grading, roads, landscaping, and fencing, shall be erected, placed, added to, altered or reconstructed upon any lot owners property until the location and the plans and specifications thereof have been approved in writing by the DRC. Any such approval may be made subject to conditions. When the DRC issues an approval, a copy of the plans shall be returned to the DRC for permanent record. The DRC may establish categorical exemptions from review.

2.1.6. Timely, Sensible, Collaborative Process

The DRC's Submittal and Review Process shall provide each lot owner with a collaborative environment that incorporates a common-sense

approach to applying the Design Standards and Guidelines set forth in this Design Review Manual. Deliberations shall in all cases be undertaken in good faith to meet deadlines in a timely fashion.

2.1.7. Failure to Comply

If a lot owner or other applicant fails to comply with a written directive from the DRC, the DRC shall have the right and authority to cause the performance of the subject matter of such directive. Such right and authority shall include, if necessary, the right to enter upon the lot or house to correct any non-compliance with approved plans and specifications of this manual. The cost of performance of the subject matter shall be charged to the lot owner in question. Such charges shall be due within fifteen (15) days after receipt of written demand, and may be recovered by the Association in the same manner as a delinquent assessment in accordance with **Section 3.** of the Declaration of Covenants, Conditions and Restrictions. Failure to comply with the requirements for DRC approval shall be deemed sufficient basis for the DRC to refuse to review the submission.

2.2. Competency Standards

2.2.1. Minimum Credentials for Design Professionals

To assure quality design and competent performance, professionals to be engaged by the DRC in reviewing design documents, plans and construction specifications must have the following minimum credentials unless otherwise approved by the DRC: Landscape Architects – American Society of Landscape Architects (ASLA) designation along with State of Montana license to practice Landscape Architecture; Architects – American Institute of Architects (AIA) designation along with State of Montana licensure to practice Architecture; Engineers – Professional Engineer (PE) designation along with State of Montana licensure to practice Engineering.

2.3. Enforcement

2.3.1. Reasonable Enforcement

The Design Review Committee shall reasonably implement and enforce the policies and terms of the Design Review Manual in accordance with **Section 11.** of the Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation, and By-Laws.

2.3.2. Required Conformance

All structures, improvements and landscaping on the Craftsman Village lots shall conform to the Design Review Manual and the Declaration of Covenants, Conditions and Restrictions.

2.3.3. Amendment

The procedures, design requirements, design guidelines and construction guidelines set forth in the Design Review Manual may be amended, with the express written consent of Declarant, by the Board of Directors so long as the amendments conform to the purposes and intent of the Design Review Manual and the Declaration of Covenants, Conditions and Restrictions. At such time as Declarant has sold ninety-five percent (95%) of the Lots, the express written consent of Declarant shall no longer be required for the Board of Directors to amend the Design Review Manual.

3. Improving the Member's Lot

3.1. Lot Use and Improvement

3.1.1. Permitted Uses

3.1.1.1. Private Residential Purposes Only

In order to protect and sustain the purposes and character of the Craftsman Village, all lots shall be used exclusively for private residential purposes. No dwelling unit or associated outbuilding erected or maintained within the lot boundary shall be used or occupied for any other primary purpose. No business, professional or other commercial enterprise involving meeting with the general public or regular commercial deliveries shall be conducted on any lot, or in any dwelling unit or other improvement located thereon. No more than one single family dwelling unit shall be constructed, erected or maintained on any lot.

3.1.1.2. Home Business Activities

Lot owner business activities of a limited nature and secondary to residential use are permitted, providing that they are consistent with the Declaration of Covenants, Conditions and Restrictions and the City of Helena, MT zoning regulations. Such uses would include a home office or an artist's studio contained within the residence or an associated structure. No business activities shall be allowed which interfere with other lot owner's enjoyment of their lots.

3.1.2. Community Goals for Design and Construction

Design concepts and plans for all proposed residential structures shall conform to the Community's goals for consistent architectural and landscape architectural themes that are representative of the Craftsman period of history and character.

3.1.3. No Temporary Structures

Consistent with Craftsman Village Declaration of Covenants, Conditions and Restrictions, no structure of a temporary character including any trailer, tent, camping quarters, garage, barn, or other out-building shall be used upon any Member's lot at any time as a residence, either temporary or permanently.

The foregoing shall not be deemed to preclude temporary backyard and camping activities of children, or the erection of temporary play houses otherwise complying in all respects with the terms and conditions of the Declaration of Covenants, Conditions and Restrictions.

No dwelling residence or other structure or improvement placed or erected on any lot shall be occupied in any manner at any time during the course of original construction.

3.2. Design Submittal and Review Process

The following plan review stages invite clear and open communication and reduce the chance that plans will be developed that are not appropriate for Craftsman Village. This will benefit each lot owner by minimizing redesign and revisions during the review process. The DRC review process will involve the following steps and submittals.

3.2.1. Preliminary Review

3.2.1.1. Informal Discussions

Informal discussions prior to submittals are encouraged to provide an opportunity for the lot owner, or lot owner's design team, and the DRC to have an informal discussion of the Design Review Manual and the specific requirements. These discussions also provide the lot owner and their design team an opportunity to share their initial design concepts. No formal submittals will be required.

Pre-Application meetings may be conducted either in person or via telephone conference call at any time mutually convenient to the Member and the DRC.

3.2.1.2. Conceptual Improvement Plan Submittal

A Conceptual Improvement Plan submittal is the first part of the formal submittal process. This submittal shall include schematic design of the residential structure and site plan in accordance with section 3.3.1.10 of this document. The submission may be mailed or hand-delivered to any member of the DRC. In addition to the plans an anticipated construction timeline shall also be submitted. The DRC will review the completeness of the lot owner's submittal within ten (10) business days

of receipt and provide the lot owner and/or the design team with a list of outstanding issues.

As part of their Conceptual Improvement Plan Submittal, lot owners are encouraged to include photographs, illustrations and/or any other reference materials that may assist the DRC in visualizing the proposed lot and building improvements.

3.2.1.3. Conceptual Improvement Plan Preliminary Approval

Conceptual Improvement Plans will be reviewed by the DRC for compliance with all applicable Design Standards and Guidelines of this Design Review Manual. If the Standards and Guidelines are met and the lot owner has successfully responded to all DRC concerns previously communicated preliminary approval will be granted in writing by the DRC. Proposed designs that have not responded to DRC concerns, or are otherwise inconsistent with this Manual's stated Design Standards and Guidelines will be denied in writing by the DRC. In the event of a denial, the DRC will provide the lot owner with a written explanation of the DRC's reason(s) for withholding approval within ten (10) business days of the submittal. The owner may then resubmit plans after addressing the DRC written explanation for denial.

3.2.2. Final Review

3.2.2.1. Final Improvement Plans and Documents Submittal

Upon lot owner receipt of preliminary approval from the DRC, the following material shall be submitted by the lot owner to the DRC for final review:

3.2.2.1.1. Final Design and Construction Documents

This shall include building and site plans in accordance with the requirements of section 3.3.1.10 of this document.

3.2.2.1.2. Construction Management Plan

This shall include a summary of planned construction activities, the anticipated construction schedule (not to exceed twelve (12) months without approval of the DRC for special circumstances), and the name of the Builder or General Contractor to be employed.

The purpose of this review is to ensure that final construction plans and documents are consistent with the conceptual plans approved at Preliminary Review.

The DRC will review the completeness of the final plans and documents submitted within ten (10) business days of receipt and

provide the lot owner with a list of outstanding issues, if any, that must be addressed prior to issuance of a Notice to Proceed.

A formal meeting between the lot owner and the DRC will not be required for final approval.

3.2.2.2. Final Approval and Notice to Proceed by DRC

A written "Notice to Proceed" will be issued by the DRC for all plans that are consistent with plans initially approved at Preliminary Review.

3.2.2.3. Member Responsibility for Permits

Prior to initiating construction, the lot owner shall be responsible for obtaining any applicable permits required by the City of Helena, Montana.

3.2.2.4. Variances

The DRC shall strive to interpret and apply the Design Standards and Guidelines of this Design Review Manual consistently for the benefit of the community and all lot owners. However it is recognized that the location and physical characteristics of some lots may allow them to uniquely support certain design variables, or require additional flexibility to accomplish reasonable use of the lot.

The DRC may, therefore, grant specific variances as individually warranted; but in no case shall any variance be granted that is inconsistent with the Declaration of Covenants, Conditions and Restrictions.

3.2.3. Construction Inspections

3.2.3.1. Compliance Inspections by the DRC

Inspection of work and correction of defects therein shall proceed as follows:

Upon completion of any work for which approved plans are required, the lot owner or other responsible party shall give written notice of completion to the DRC.

Within five (5) business days thereafter the DRC, or its authorized representative, shall inspect such improvement. If the DRC finds that such work was not done in substantial compliance with the approved plans, it shall notify the responsible party in writing of such non-compliance within such five (5) business day period, specifying the particulars of non-compliance and requiring the responsible party to remedy the non-complying elements.

If, upon expiration of five (5) days from the date of such notification, the responsible party has failed to either remedy such non-compliance or provided sufficient assurance of, and an acceptable schedule for, compliance, the DRC, at its option, may remedy the non-compliance and bill the lot owner or other responsible party for all expenses incurred. The DRC shall be entitled to levy a Limited Special Assessment against the lot owner for any such expenses which are not promptly repaid to the DRC by the responsible party.

3.2.3.2. Change Orders

The design of planned improvements may be refined during the construction process. Any substantial changes to approved plans that may be expected to alter the appearance of the final improvement shall require review and approval by the DRC. Members are required to contact the DRC prior to initiating such changes. Submittal requirements and the review process will vary depending upon the nature and extent of the proposed changes.

3.2.3.3. Violations

If a violation occurs, the DRC shall give written notice thereof to the lot owner. If the violation is not cured, or work commenced to cure the same within five (5) days after notice is mailed, the DRC may cause the violation to be corrected. The responsible party shall pay the said correction costs to the DRC.

3.2.4. Certificate of Occupancy

Before occupying a new home, the lot owner must request and receive a Certificate of Occupancy from the DRC. If all improvements are completed in accordance with approved design and construction plans, the DRC shall issue a Certificate of Occupancy. A lot owner may occupy a new home prior to the completion of final landscaping and site improvements, however, the landscaping and site improvements must be completed within the first three months of the next available spring/summer construction season (or no later than July 15th).

3.2.5. Rebuilding of Destroyed Homes

Any residence or other structure or improvement which may be destroyed in whole or in part by fire, windstorm or from any other cause or act of nature or natural disaster may be rebuilt and reconstructed in a substantially similar fashion so long as the lot owner complies with the Final Review portion of the Design Submittal and Review Process. Rebuilding shall be completed within twelve (12) months of the time the damage occurred.

If it is desired to rebuild the residence with a new design, or off of the destroyed structure's original foundation, a new application for Fee Parcel

Improvement will need to be submitted to the DRC, and all elements and requirements of the Design Submittal and Review Process of this Manual will apply.

If the buildings are not to be rebuilt, the lot shall be fully cleared and restored to native grassland vegetation by the lot owner within six (6) months of the time the damage occurred.

3.2.6. No Waiver

The DRC's approval of any proposals, plans or work undertaken shall not constitute a waiver of its right to withhold its approval of similar proposals, plans or work undertaken on any other project.

3.2.7. No Liability

Neither the DRC, nor any lot owner or authorized representative of the DRC, shall be liable to the Association or to any lot owner for any loss, damage or injury arising out of or in any way connected with the performance or non-performance of the DRC's duties hereunder, unless due to the willful misconduct, bad faith or professional malfeasance of the DRC or its individual lot owners. The DRC shall review and approve, disapprove or approve conditionally, all plans submitted to it for any proposed improvement, alteration or addition, on the basis of aesthetic considerations and the overall benefit or detriment which would result to Craftsman Village at Mountain View Meadows. The DRC shall not be responsible for reviewing, nor shall its approval of any plan or design be deemed approval of, any plan or design from the standpoint of structural safety or conformance with building or other governmental codes or regulations.

3.3. Design Standards and Guidelines

3.3.1. Architectural Improvement Guidelines

3.3.1.1. Intent, Philosophy and Purpose

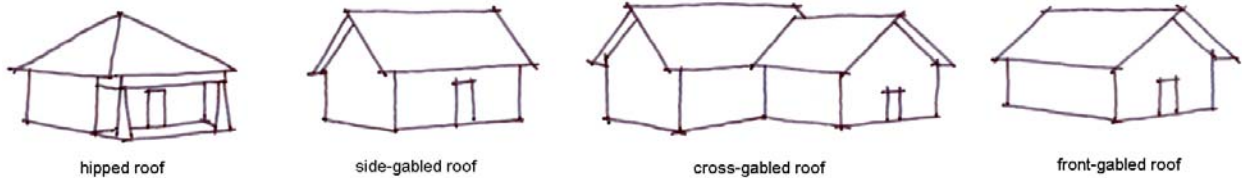


- 1) Mountain View Meadows recognizes the need for each Home Owner, through his/her architect or builder, to design buildings that satisfy the unique requirements of the Member's lifestyle and aesthetic desires. The intent of these architectural design requirements is to encourage individual expression consistent with traditional alternative forms of Craftsman style homes. The identifying features that define a Craftsman style home include low to moderate pitched gables roof (occasionally hipped) with wide, unenclosed eave overhang (18" minimum overhang); roof rafters usually exposed; decorative (false) beams or braces commonly added under gables; porches, either full or partial width, with roof supported by tapered square columns; columns or pedestals frequently extend to ground level (without a break at level of porch floor). Appendix A (following this section) shows a number of

homes that would be considered appropriate for the Craftsman Village at Mountain View Meadows.

3.3.1.2. Home Style Subtypes

Four principal Craftsman Home subtypes can be distinguished:



- i. Hipped Roof – These make up less than ten percent of Craftsman houses; they are almost equally divided between one and two story examples. This subtype is similar to simple Prairie houses, which normally lack the exposed rafters and other typical Craftsman details.
- ii. Side-Gabled Roof – About one-third of Craftsman houses are of this subtype. Most are one-and-a-half stories high with centered shed or gable dormers. Porches are generally contained under the main roof, sometimes with a break in slope. Two story examples commonly have full-width porches.
- iii. Cross Gabled Roof – Cross-gabled examples make up about one-fourth of Craftsman houses. Of these, three quarters are one-story examples; dormers occur on about 20 percent. Porches are varied, but by far the most common type is the partial-width, front gabled porch, its roof forming the cross gable.
- iv. Front-Gabled Roof – About one third of Craftsman houses are this subtype. Porches which may be either full or partial width are, almost evenly divided between those sheltered beneath the main roof and those with separate, extended roofs. Most examples of this subtype are one story, but one-and-a-half and two-story examples are not uncommon; dormers are found in only about 10% of this subtype.

3.3.1.3. Permitted Structures

- Principal Residence
- Garages (must be attached)
- Detached Storage Sheds

3.3.1.4. Buildings

3.3.1.4.1. Scale and Massing

The minimum and maximum areas of built footprint on individual lots are as follows:

- 1 Story Residence – 900 sq. ft. minimum building footprint area is required independent of the garage. Garage minimum is one (1) typical bay and the maximum size is three (3) typical sized bays. The garage must be attached to the house. Maximum square footage is dictated by the City of Helena zoning code which allows no more than 60% lot coverage by the combined residence and garage.
- 2 Story Residence – 800 sq. ft. minimum building footprint area is required independent of garage. Garage minimum is one (1) typical bay and the maximum size is three (3) typical sized bays. The garage must be attached to the house. Maximum square footage is dictated by the City of Helena zoning code which allows no more than 60% lot coverage by the combined residence and garage.
- One (1) Additional Outbuilding (Garden Shed) - 150 sq. ft. maximum building footprint area. All Outbuildings should strive to closely match the materials, details and colors of the home and garage. Metal, plastic and other non conforming materials are not permitted.

Building height shall be limited to a maximum of 32 ft. from the closest adjacent average sidewalk finish grade along the street right-of-way. This promotes Craftsman era homes that were typically a single story with 2nd story living spaces within the roof structure. However, it does not limit the possibility of constructing a 2-story living structure with a shallow pitch roof which was

prevalent for a limited number of the larger Prairie Style homes of the Craftsman era. The following sketches illustrate the front and side gabled roof structures with second story living space and the shallow pitched Prairie-style home with a full second story:



Side-gabled roof with second floor living area within roof structure



Front-gabled roof with second floor living area within roof structure



Two-story Prairie style home with shallow roof pitch (and skirt roof)

3.3.1.5. Foundations

The Craftsman style homes typically had their first floors elevated above the exterior grade by one to three feet. This allowed for an elevated front porch with stairs and above grade basement windows. This distinguished the Craftsman home from the smaller scale shotgun and cottage homes prevalent in Montana's mining towns.

To promote the Craftsman style, all homes will be required to have their first floors elevated above finish exterior grade by one to three feet. The exposed foundation wall can either be sided with the home's siding material to match the rest of the house, or the foundation wall can be exposed. However, any foundation walls that are exposed should have a finished look consisting of smooth concrete, stone, brick or other decorative masonry product.

3.3.1.6. Roof Design

3.3.1.6.1. Design

The roof form is normally the single most dominant visual architectural element of residential design. The Craftsman era homes typically had low to moderately pitched gable roofs. However, roofs ranging between 4:12 and 12:12 are permitted as long as the home strictly adheres to Craftsman era home design.

Roof pitches of less than 4:12 should be avoided, except for attached shed roofs, secondary roof planes or main roof structures on the Prairie styles of Craftsman homes. Other roof pitches may be considered, depending upon their location.

Second stories should be designed into roof forms where possible utilizing dormers and skirt roofs to avoid uninteresting two story wall surfaces and to create visual interest within roof compositions.

Roofs should include a minimum of an 18" overhang. Exposed rafter tails are encouraged, however, boxed in rafters are acceptable as long as the box is parallel to the roof plain and thickness. No bird-box type soffits are acceptable.

3.3.1.6.2. Materials

Heavy grade asphalt shingles (30 year) are encouraged for each home's main roof structure. Other materials may be acceptable for secondary roof planes as long as they are free from bright or reflective surfaces. This may include a variety of roof materials as long as the finish is dull and non-reflective. Bright colored or reflective metals, tile roofs, wood shakes and any type of flat roof shall be prohibited.

R & D Development will provide a list of acceptable shingle manufacturers and models in advance upon request.

3.3.1.6.3. Colors

Roof colors shall be predominantly gray and brown earth-toned shades. The following color samples are representative of the approved color palette:

R & D Development will provide a list of acceptable shingle manufacturers and models in advance upon request.

3.3.1.7. Walls

3.3.1.7.1. Scale and Massing

Walls define the human scale structures. Uninterrupted, tall and long walls are imposing to human perception, while low, broken wall planes are easily comprehended and help to create a sense of shelter. Wall surfaces normally should not exceed twelve (12) feet in height without interruption of doors, window or trim boards. In addition, walls should not be longer than sixteen (16) feet in a continuous plane without a dimensional change in wall plane (jut-out) or fenestrations such as windows and doors.

In order to replicate Craftsman style homes, all single story walls should have a 9' floor to ceiling interior height. This is required for all single story walls regardless if a second story exists within the roof structure. If the second story living space is not within the roof structure (ex. - Prairie-style 2-story home) then the walls may be brought down to an 8' floor to ceiling height.

3.3.1.7.2. Surfaces

Appropriate exterior materials include various painted horizontal wood siding to replicate traditional clapboard siding and shingle products which were typical of most Craftsman homes. Acceptable materials may also include other wood siding, engineered wood siding, concrete based siding products, stucco

and masonry. Prohibited materials include any type of vinyl, aluminum, steel siding or fiber/masonite board-based wood products, however, OSB is acceptable.

3.3.1.7.3. Colors

Houses color schemes must include a minimum of two (2) colors and a maximum of four (4) colors. No stained wood is permitted. R & D Development will provide a list of acceptable color schemes in advance upon request.

In order to maintain variety and interest within each neighborhood a similar color schemes must be located at least 4 lots away from one another.

3.3.1.8. Windows

Windows should be organized as compositions from the exterior and should maximize views, light and passive solar warmth within. Colors should blend with the exterior and trim colors and not be over contrasting brighter or highly reflective colors.

A distinctive feature of Craftsman home windows is that they often had divided lights in the upper portion of the windows. This feature is required for all windows on the fronts and sides of homes that are visible from the street.



Windows may be double hung, single hung or casement in style. Fixed windows are acceptable if other means of ventilation exists within the room where the fixed window is located. Slider and other window styles not prevalent on Craftsman homes are not acceptable.

Window materials may be wood, metal or vinyl; however, low grade versions are not acceptable. Examples of acceptable Manufactures and models include:

3.3.1.9. Architectural Detailing

While the general character of a building is created by the form and massing, roof shapes and wall compositions, the lasting impression is derived from the detailing. The traditionally simple forms of craftsman houses were given elegance by the detailing of porches, railings, window frames, fascia boards, and exposed structural elements, often borrowed from architectural styles and utilizing readily available materials of the turn of the century. Front entry porches are required for all homes and strongly encouraged at the front entry door to present an inviting appearance to the street side of the house lot. Openings within exterior walls should have trim to accent the composition. Roof fascias should have exposed rafter tails or be boxed parallel to the roof plane. Layered fascias or cut patterns to avoid large flat surfaces are encouraged while bird-box type soffits are not permitted. Expressing the structure of a roof, wall or porch through the introduction of beams, trusses, rafter tails and columns can break up blank surfaces. Careful attention should be given to the proportions of each element to avoid oversized beams, or columns that are too thin.

In order to maintain interest and variety within the neighborhoods no two adjacent homes should have similar architectural detailing of their railings, porch support columns & posts or beam braces. The following key detail elements should be included in each home's design:

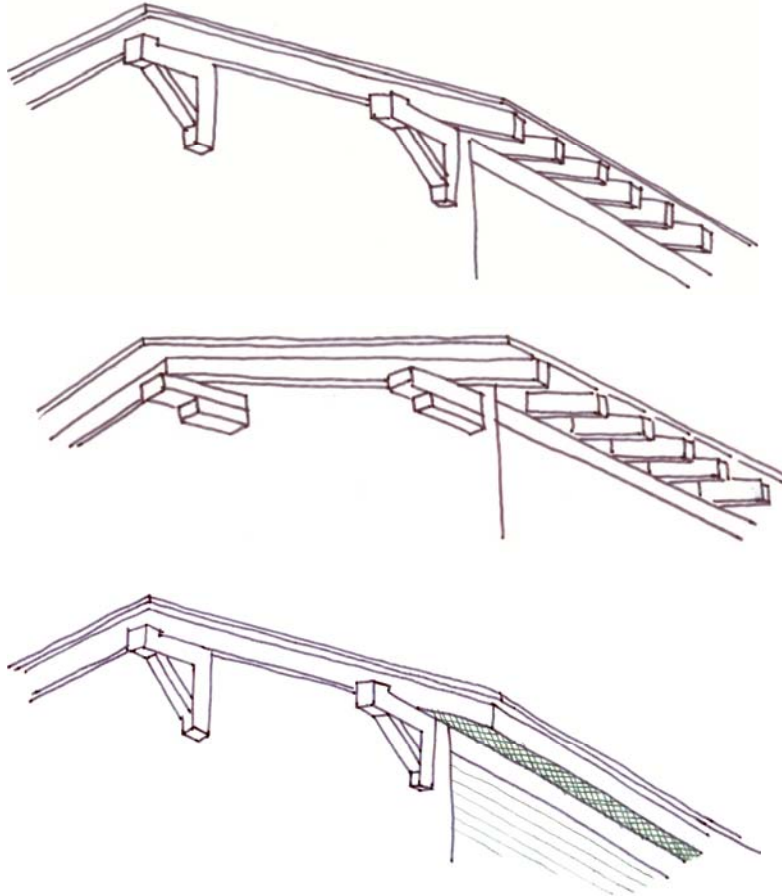
Porch Roof Supports – Columns for supporting the porch roof are a distinctive and variable detail. Typically short, square upper columns rest upon more massive piers, or upon a solid porch balustrade. These columns, piers or balustrades frequently begin directly at ground level and extend without break to a level well above the porch floor. Commonly the Piers or columns have sloping (battered) sides. Materials used for piers, columns, and solid balustrades are varied. Stone, clapboard, shingle, brick, concrete block or stucco are all

common; they frequently occur in combination. The following are acceptable examples of porch roof supports:

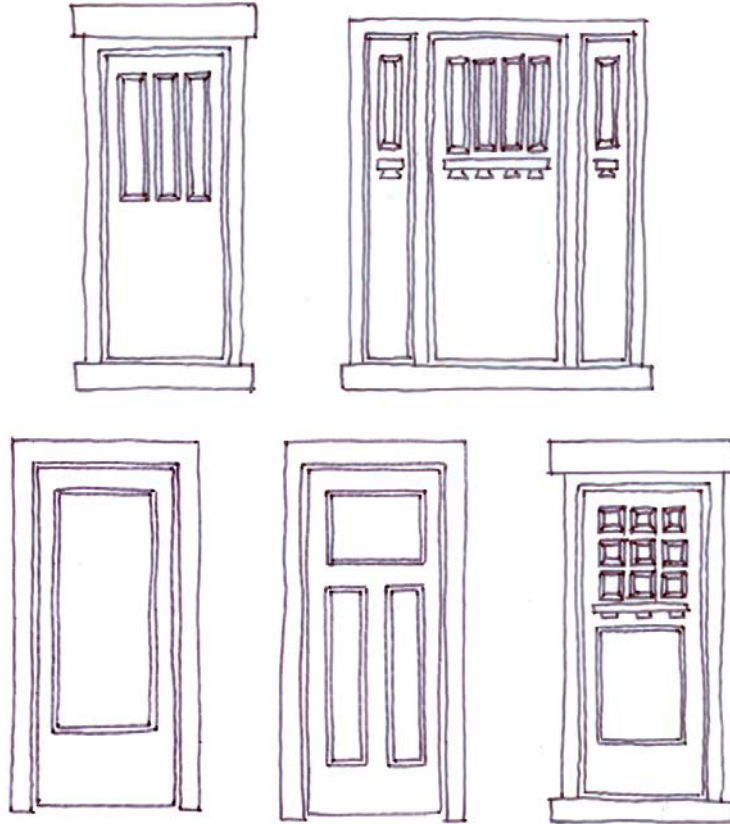


Roof-Wall Junctions – Amongst the most distinctive features of the Craftsman style are the junctions where the roof joins the wall, which are almost never boxed or enclosed. The roof has a wide eave overhang; along horizontal edges the actual rafter ends are exposed, or false rafter ends are added. These are sometimes cut into decorative shapes. Along the sloping, or rake, edges, three or more beams (usually false) extend through the wall to the roof edge. These are either plain or embellished by a triangular knee brace. While the design and style of the knee brace may vary greatly, the following three examples are typical acceptable examples of roof-wall junction knee braces (corbels). The first two show exposed rafter

tails, while the third shows boxed rafters that are parallel to they roof plane.



Other Details – Craftsman door designs should be decorative in nature and fully enclosed by substantial trim boards. Dormers are most commonly gable, with exposed rafter ends or boxed parallel to the roof. Bird-box type soffits are not acceptable. The roof structure should include braces (corbels) that are similar to those found at the main roof-wall junction. The following illustrations show examples of typical exterior doors:



3.3.1.10. Architectural Plan Requirements

Preliminary Approval Submittal

The plan set should include floor plans and all elevations at a scale of no less than $1/8" = 1'-0"$ and no larger than $1/4" = 1'-0"$. Any additional information such as color schemes, window and door details are suggested but not mandatory.

Final Approval Submittal

The plan sets shall be submitted at a scale of no less than $1/8" = 1'-0"$ and no larger than $1/4" = 1'-0"$. The plan set shall include, at a minimum:

- Site Plan
- Landscape Plan
- Foundation Plan

- Framing Plan
- Floor Plan
- Roof Plan
- Building Elevation (all sides)
- Specifications, Colors and Materials Selections

The above plans shall include all relevant dimensions, door and window locations and sizes, location of mechanical systems, etc. for all structures. Elevations shall illustrate the exterior appearance of all views including finished exterior grades for each elevation.

3.3.1.11. Local Ordinance and/or Building Code Compliance

Approval and a Notice to Proceed obtained from the DRC for construction of any built improvement does not substitute for compliance with any federal, state county or City ordinance, code or other controlling requirement. Such compliance is the full responsibility of the Home Owner and Builder.

3.3.2. Site Planning and Landscape Architectural Design Improvements Guidelines

3.3.2.1. Intent, Philosophy and Purpose

The non-architectural elements of the neighborhood are key in creating and sustaining a desirable neighborhood in which to live. Therefore, site planning and landscape architectural design of each lot are of key importance to the neighborhood. These elements can be defined as the process of assessing all aspects of the physical site and subsequently the arrangement of the house, garage, sidewalks, driveways, amenities outdoor spaces and plant materials in harmony with the home and neighborhood. The following Site Planning and Landscape Architectural Guidelines pertain to the above issues and associated exterior items.

A master grading and drainage plan for each lot has been established by the developer. This plan established the suggested home and garage finish floor elevations along with general site drainage patterns that should be followed. The intent of this plan is to eliminate site retaining walls and other lot grading problems that could typically occur on smaller lots when homes are fairly close to one another. .

3.3.2.2. Parking Areas and Entry Sidewalks

All garages are to be accessed from the alley and are encouraged to include one exterior parking space per bay with a minimum depth of 18'. However, some house plans and courtyard spaces will require the garage to be closer to the alley. And, since on street parking is available, the driveway can be eliminated when needed to provide flexibility to the house and courtyard design. In these circumstances the minimum garage setback is 5' from the back property line. However, please be advised that an 18' deep driveway provides adequate backing and turning space from the garage for a backing vehicle, while the 5' setback may require more than one turn to enter or exit the garage. The garage approach or driveway parking areas must be improved with concrete, unit-pavers or asphalt products. No exterior parking spaces are permitted on the front side of house.

All entry sidewalks shall be 4' wide concrete with a light broom finish to match the adjacent sidewalks parallel to the street. These walks should be arranged in a straight geometric pattern that is ninety degrees to the public sidewalk in a single straight run.

3.3.2.3. Plant Materials and Landscape Irrigation

All landscape plans and plant materials should be designed to be in scale with the home and lot. No plant material should be placed that will have an adverse affect on a neighboring lot in the future.

All front yards and sidewalk boulevards will be required to be sod lawn except where proportionate planting beds have been placed along the foundation of homes. Planting beds may vary in size and shape but should be in proportion to the lot and house. All plants will be required to be placed within the beds (as opposed to being placed within the lawn areas).

All boulevards must be planted with the tree species and size as specified in the developer's street tree plan (this is typically one or two trees per lot which are planted 25' to 30' on-center). Each tree should have a minimum of a 24" diameter mulch bed placed around it's trunk.

Due to the scale of the front yard setbacks no large deciduous or evergreen trees will be permitted between the sidewalk and the house. All homes must have underground irrigation systems with automatic controllers to assure that each landscape is supplied with adequate water in the most efficient manner possible during the dry months.

R & D Development will provide examples of acceptable landscape designs in advance upon request.

In areas other than the front yard xeric type landscapes are encouraged that promote low water usage. Plant materials commonly used for xeric landscapes include:

Deciduous Trees – Amur Maple, Bur Oak, Canada Red Cherry, Black Ash, Green Ash, Honey Locust, Japanese Tree Lilac, Linden & Tatarian Maple.

Evergreen Trees – Juniper, Limber Pine, Ponderosa Pine, Scotch Pine & Mugo Pine.

Shrubs – Barberry, Caragana, Caryopteris, Chokecherry, Cotoneaster, Honeysuckle, Lilac, Potentilla, Rabbit Brush, Sagebrush, Sandcherry, Serviceberry, Sumac, Viburnum & Yucca.

Perennials – Pearly Everlasting, Penstemon, Prairie Clover, Prairie Coneflower, Prairie Smoke, Pussytoes, Rudbeckia, Russian Sage, Salvia, Sedum, Sticky Geranium, Sulpher Buckwheat, Valerian & Yarrow.

Some areas within Craftsman Village may be impacted from deer and other wildlife throughout the year. In order to reduce plant damage deer resistant plants may be utilized where appropriate. Typical deer resistant plants include:

Deciduous Trees – Green Ash, Black Ash, Hawthorn, Honey Locust, Maple, Mountain Ash & Oak.

Evergreen Trees – Douglas Fir, Bristlecone Pine, Scotch and Austrian Pine, Colorado and Engleman Spruce.

Shrubs – Barberry, Buffaloberry, Caragana, Caryopteris, Chokecherry, Currant, Elderberry, Bird's Nest Spruce, Gooseberry, Honeysuckle, Juniper, Lilac, Mockorange, Mugo Pine, Potentilla, Red-Twigged Dogwood, Rabbitbrush, Silverberry, Spirea & Viburnum.

Perennials – Alchemilla, Aster, Astilbe, Bee Balm, Black-Eyed Susan, Bleeding Heart, Heliopsis, Campanula, Catmint, Columbine, Coneflower, Coral Bells, Dianthus, Gaillardia, Gayfeather, Goldenrod, Hen and Chicks, Iris, Monkshood, Pasqueflower, Pearly Everlasting, Penstemon, Peony, Perennial Geranium, Poppy,

Prairie Coneflower, Russian Sage, Salvia, Sedum, Shasta Daisy & Yarrow.

3.3.2.4. Outdoor Living Areas

Outdoor living areas should be designed to blend with and enhance the building architecture.

3.3.2.4.1. ***Walkways, Decks, Patios, Terraces and Courtyards***

The materials used should compliment the house as well as the site. The use of neutral-colored, natural materials such as wood, stone or gravel are preferred. Other materials such as natural and colored concrete and neutral colored unit pavers may be approved for limited usage provided they are consistent with the design of the home.

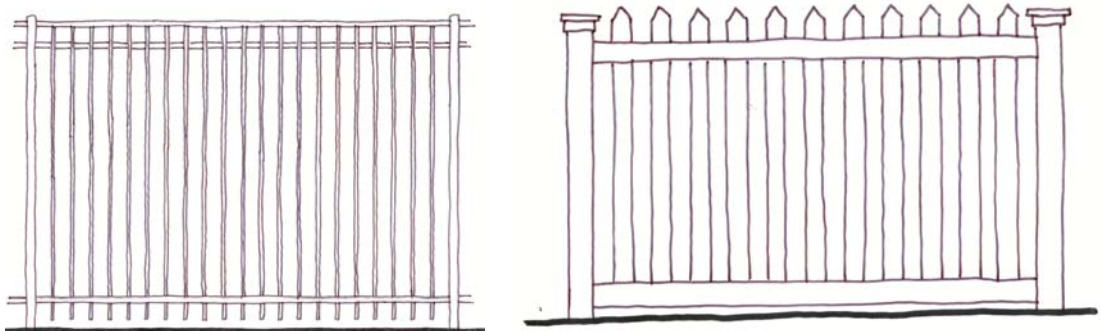
Landscape sculptures, their placement, and any required screening shall be subject to the approval of the DRC.

3.3.2.4.2. ***Exterior Appurtenances***

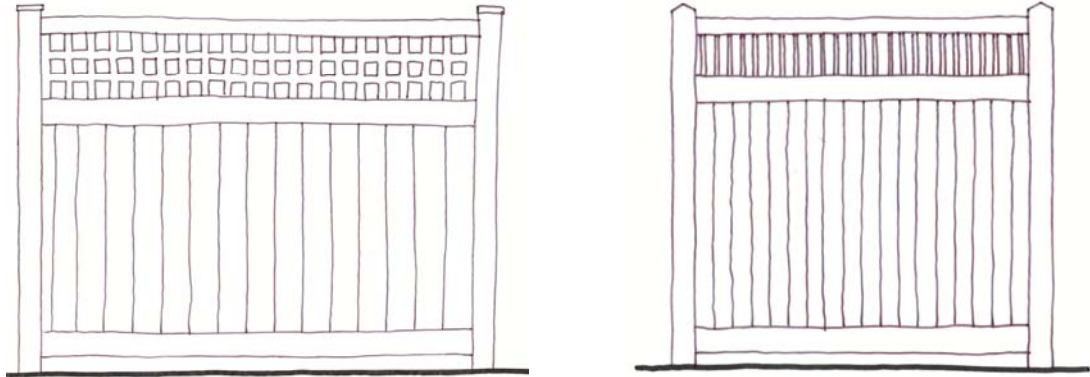
Exterior appurtenances such as pools, hot tubs/spas and play structures may be approved if landscaped and screened from view within a back yard area. Service areas for mechanical equipment, yard maintenance equipment, temporary materials storage, tools and the like should be entirely screened from neighboring lots and public rights of ways.

3.3.2.4.3. ***Fences***

Front yard picket type fences are permitted, however, they should be in scale with the home and not over a height of 36" Materials may be wood, metal or vinyl, however, the color must coordinate with the house colors. The following are sketches of appropriate picket fences:



Back yard and side fences must be two-sided and no taller than 6'. This type of fence is required to have a semi-transparent panel in the top 12" to 18" of the fence. The following are sketches of appropriate privacy fences:



3.3.2.5. Landscape and Exterior Lighting

Street lighting will be supplied by the developer throughout all public streets. However, each individual may add low level lighting at entries to doorways, porches and garages as desired. These lights must be brighter than 60 watt incandescent equivalent. Seasonal and Holiday lighting is permitted and encouraged from Thanksgiving until the 15th of January.

In addition, low level landscape lighting may be added as long as it is in scale with the home in regard to number and usage. In addition the low level lighting should not adversely affect a neighboring lot.

Each garage along the alley should have a minimum of one wall fixture that it on a photo cell. It is intended that each light will automatically come on at dark and remains on until sunrise the next morning.

The following lighting types are not permitted:

- 1) Post lights over 8' tall.
- 2) Low level lights than run in a continuous pattern such as all the way along a sidewalk, along the edge of a bed or property line.
- 3) High intensity security lighting.
- 4) Any colored type of light.
- 5) Lighting of flags or banners
- 6) Non traditional lights from windows

3.3.2.6. Trash Containers

Trash containers must be kept within a screened fence or garage area except for the day of pick-up. During that day they may be placed adjacent to the alley garage for pick-up.

3.3.2.7. Signage

Standard address identification signage is required for each home and should be legible from the street. Other signs of reasonable dimension and character that may be needed to inform the public of the existence of a burglar alarm or similar device shall be permitted.

Decorative banners or seasonal signage are permitted from Thanksgiving until January 15th. However, in all circumstances the City of Helena code supersedes these requirements.

3.3.2.8. Site and Landscape Plan Requirements

Landscape Plans shall be produced at a scale not smaller than 1" = 10', with topographic contour intervals not greater than 1'. The developer will provide 1' topographic contour data for each Fee Parcel in AutoCAD format for a nominal fee upon request. The plan shall show, at a minimum the previously mentioned site plan elements including:

- existing topography
- proposed grading and drainage
- building footprints with finished floor grades
- driveways and sidewalks
- location of fences and walls
- fence construction details
- location of patios, decks and other walkways
- location of any other yard amenities
- material specifications

Plans shall also include the following:

- locations, sizes and names (common & botanical) of all plant material, ground cover, mulch and turf. Annual beds need to be identified, but plant species do not need to be identified.

Owners should strive to design with deer resistant and xeric plant materials where possible.

- Specifications for plant bed and mulch bed containment edging.
- location, model and wattage of all landscape lighting
- irrigation plan schematic showing water connection, main line location and types of heads to be utilized in each area.

3.3.2.9. Local Ordinance and/or Building Code Compliance

Approval and a Notice to Proceed obtained from the DRC for construction of any built improvement does not substitute for compliance with any federal, state county or City ordinance, code or other controlling requirement. Such compliance is the full responsibility of the Home Owner and Builder.

3.3.3. Construction Guidelines

3.3.3.1. Definition

Construction Guidelines apply to any and all clearing of vegetation, grading, filling, utilities, foundation work, building construction, and finish work including installation of fixtures, painting and final landscaping.

3.3.3.2. Construction Scheduling Requirements

In order to assure that all construction related activities receive thorough, prompt review and approval, the DRC should be advised of all construction activities prior to any work being undertaken. .

3.3.3.3. Contractor Meeting

An on-site review of the Construction Plan will be held between the contractor and a representative of the DRC. The meeting will address issues detailed in the Design Review Manual including the “construction boundary or limits,” contractor’s field office, project sign, temporary sanitary facilities, employee parking, noise, construction and workers’ pets.

3.3.3.4. Diligence in Construction Required

Construction and erection of any building or site improvement shall be advanced diligently. All construction activities are required to be approved by the DRC through the Submittal and Review Process of

this Design Review Manual. And, furthermore, are required to be completed with twelve (12) months of their commencement. For these purposes, commencement is defined as the beginning of any approved site preparation or excavation activities.

3.3.3.5. Compliance Responsibility

It shall be the sole responsibility of the lot owner (or future lot owner of contract) to maintain all the tenets of these Design Requirements. Failure to do so may result in halting construction. The DRC shall have the authority to make judgments in the best interests of all the neighborhood land owners.

3.3.3.6. Construction Activity / Builder Regulations

The DRC will provide Contractors with a current set of Contractor Regulations upon commencement of any construction project. These Regulations will address the baseline issues, as well as any additional issues specific to the individual building site.

3.3.3.6.1. Goal

These regulations are designed to allow construction on a residential lot to move along as efficiently as possible, while assuring neighbors that inconveniences caused to them by construction operations shall be minimized.

3.3.3.6.2. Construction Site Access

Contractors and their subcontractors shall follow existing roads to access any building site. Drivers will be expected to follow all posted speed limits and drive in a safe and cautious manner.

3.3.3.6.3. Daily Operating Hours

By Helena City ordinances, construction projects shall be subject to the maximum permissible noise levels specified for industrial districts for the period within which construction is to be completed. Industrial districts are limited to 80 dB(A) from 6:00 AM till 11:00 PM and 75 dB(A) from 11:00 PM till 6:00 AM. However, to avoid disturbances to neighboring properties, construction should be limited to enclosed interior work between 10:00 PM and 6:00 AM.

3.3.3.6.4. Construction Vehicles

All vehicles shall be parked so as not to inhibit traffic or damage adjoining property. Vehicles shall not be left on roads overnight. One utility trailer may be parked on a Lot for use as a contractor's office during construction.

3.3.3.6.5. Dust, Noise, Odor

Every effort shall be made by the Contractor to control dust, noise and odor emitted from a construction site. The Contractor will be

responsible for watering or screening dust problem areas as well as controlling noise and offensive odors from the fee parcel.

3.3.3.6.6. Debris

Construction debris or mud may not be dumped or left on any residential lot, public street or on any portion of the development's open space.

3.3.3.6.7. Materials Storage

No building materials (including excess fill from excavation) shall be stored on any lot or open space except temporarily during continuous construction of a residential improvement.

3.3.3.6.8. Fire Safety

The contractor and subcontractors shall be responsible for providing adequate fire protection at each construction site.

3.3.3.6.9. Construction Signage

Contractor signage displayed during construction shall be limited to one sign of a reasonable size upon which the names of the Contractor and Architect are displayed.

3.3.3.6.10. Sanitary Facilities

A portable restroom shall be provided by the Contractor as necessary and placed on the lot under construction.

3.3.3.7. Green Building Practices

All homes built at Craftsman Village should strive to adhere to green building practices as appropriate. At a minimum all homes must provide Energy Star rated materials and equipment.

The leading national authority on green building practices is the U.S. Green Building Council (USGBC) which is a non-profit organization committed to a prosperous and sustainable future for our nation through cost-efficient and energy-saving green buildings. Complete information on green building practices can be found at their website which is www.usgbc.org

The USGBC measures green building practices through a program called LEED for Homes which is a voluntary rating system that promotes the design and construction of high-

performance green homes, including affordable housing, mass-production homes, custom designs, stand-alone single-family homes, duplexes and townhouses, suburban and urban apartments and condominiums and lofts in historic buildings.

LEED utilizes the following categories to measure the success of green building practices:

Indoor Environmental Quality The quality of the air indoors is often two to five times worse, and occasionally more than 100 times worse, than outdoor air, according to the U.S. Environmental Protection Agency. A LEED home is designed to maximize fresh air indoors and minimize exposure to toxins and pollutants.

Energy Efficiency The average American household spends around \$1,500 every year on energy bills, according to the U.S. government's ENERGY STAR program. Based on average ENERGY STAR scores of LEED homes built so far, they have the potential to use 20-30% less energy, and some up to 60% less energy, than a home built to the International Code Council's standards for minimum energy efficiency. Less energy use means lower utility bills every month through the life of a house.

Water Efficiency Wasteful water use is both costly and risky, as population growth and a changing climate make clean, safe water an increasingly scarce resource. It is also directly tied to wasteful energy use: As much as 1/4-1/2 of the electricity used by most U.S. cities is consumed at municipal water and wastewater treatment facilities according to the U.S. Department of Energy. LEED homes use innovative strategies to reduce a home's water use and to find creative ways to reuse water.

Site Selection The old truism about prime real estate – location, location, location – is especially true of green homes. LEED encourages homes that are close to schools, shopping, work and transit, maximizing your quality of life and reducing the amount of time you waste in traffic.

Site Development During construction and beyond, a home can cause erosion, interfere with natural habitats and pollute waterways through storm water runoff. LEED homes avoid destructive construction practices and have landscaping and other elements that protect the land where the home sits.

Materials Selection The materials and resources that go into a home can be carefully selected from sustainably harvested, responsibly processed sources – or they can be wasteful and contribute to habitat destruction. LEED homes use recycled, reclaimed and responsibly obtained materials everywhere possible.

Residents' Awareness LEED is proactive in educating homeowners and renters about a home's green features and how to get the highest performance from them. A LEED home also stands as an example to the community of a well-built home and encourages others to live the same.

Innovation LEED encourages builders and designers to find innovative ways to increase a home's performance, taking into account local and regional needs and

4. Appendix "A"

The following pictures represent a variety of desirable Craftsman homes that would be appropriate for Craftsman Village at Mountain View Meadows:









