

FROM THE TRAILMARK DESIGN REVIEW COMMITTEE (DRC):

Spring is here and as we move into the warm weather months, many homeowners will consider outside projects. The Design Review Committee (DRC) reminds you of the guidelines and procedures you must consider when planning your projects.

Examples of **Exterior Projects** include:

- exterior house painting
- landscaping
- changes to the exterior of the home such as solar systems, and home additions
- exterior buildings/projects such as sheds and greenhouses, decks, patios, fencing

1. Request Process:

- The *TrailMark Design Guidelines* dated April 2002 provide the guidance to plan and submit requests. The Guidelines can be found at:

[TrailMark Design Guidelines April 2002](#)

- All requests for Exterior Projects must be submitted to our management company, Colorado Management, who consolidates and provides the information to the DRC for consideration.
- To plan and submit a request, see Article *D. Review Process* and the *What to Submit* paragraphs in the Design Review Guidelines for specifics.

2. Request Submission:

- All requests for Exterior Projects must be submitted using the TrailMark HOA Home Improvement Request Form found on the HOA website. Download the form at:

[TrailMark Home Request Form](#)

- This completed form is your request for approval of your Exterior Project(s), and is accompanied by all required documents.
- As a general rule of thumb, imagine that you are on the DRC and you are reviewing the request. Do you have everything necessary in order to visualize the completed project so that you can make a judgment?
- Documents should be submitted to Colorado Management via mail, email, or fax. Please forward all relevant documents to the following:
 - Phone: 303-730-2200, ext. 3134
 - Email: MMartinez@coloradomanagement.com
 - Mail: Colorado Management & Associates, LLC
7430 E. Caley Ave, 120E
Centennial, CO 80111
 - Fax: (303) 730-0953

PLEASE NOTE: *In accordance with TrailMark’s Design Guidelines dated April, 2002, page 12, “It is extremely important to receive approval before commencing work. Failure to do so may result in removal or modification of improvements by the Owner.” Please get your projects DRC approved prior to initiating!!!*

3. Landscape Projects:

- The intent of the landscape guidelines is to assist Owners in landscaping their lot so they are consistent with the spirit of TrailMark land plans and the overall Design Guidelines.
- Landscaping projects are governed by Article *G. Landscape Design Guidelines and Procedures* in the Design Guidelines. Addressed in this section are:
 - Landscape project considerations
 - Landscape review process
 - Design considerations

4. Exterior Painting Projects:

- Shea Homes, the TrailMark builder, designs communities that blend with Colorado’s surrounding, natural beauty, incorporating trails, ponds, and native vegetation as a complement to the home and yard designs. In keeping with this theme, the exterior paint color combinations are meant to also complement and blend with that natural beauty. We generally refer to these colors as “brown earth tones” and the DRC is committed to adhering to the “brown earth tone” combinations to maintain a consistent, attractive appearance throughout TrailMark.

- To assist homeowners, books with the original color combinations are available for your use. Each tab represents an approved color combination and includes the paint color name, paint color code (Kwal), paint “chips”/samples and the appropriate place for each color (siding, trim, shutters, doors, etc.) It is these color combinations upon which the DRC bases its decision on each exterior painting project application.
- **PLEASE NOTE:** While the paint colors in the sample books may be older or outdated names or formulas, any paint company can match / mix the colors via use of a visual scanner and a paint sample/chip.
- To view the approved paint combinations, color names, numbers, and paint areas please go to the following website:

[TrailMark Paint Color Chart](#)

- The original colors follow the same theme:
 - Siding – Light, earth tones – beiges, tans, browns
 - Fascia, Trim, Shutters – Generally, up to three (3) accent colors to complement the siding color
 - Front Entry, Garage Doors – Complement the color scheme.
- TrailMark has three home design series – 400, 500, and 600. Homeowners may select an approved color combination from any of the three series. That is, if your house is a 500 series, you may select a color combination from the 400, 500, or 600 series.
- The DRC appreciates the desire of some homeowners to add a unique quality to their home. If one wishes to paint the house using other than an approved color combination, the homeowner must submit to the management company, with the Home Improvement Request Form:
 - Proposed paint color names
 - Paint “chips”/samples
 - Proposed location for each color (siding, trim, shutters, doors [front, garage, service] etc.)

NOTE: Due to printer/scanner color differences, paint chips/samples/swatches must be “hard” copies.

- Homeowners may review the TrailMark Exterior Color Scheme books by submitting a request to Colorado Management:
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- Regardless of whether one selects an approved paint combination or creates a unique combination, **ALL** exterior painting projects require submission of a Home Improvement Request Form to the management company.

5. **Construction Regulations:**

- Homeowners should review Article *F. Construction Period Regulations* and share this information with their contractor(s). This section addresses:
 - Detailed construction plans to be provided to the DRC
 - Use of trailers, sheds, and temporary structures, and trash removal
 - Construction hours
 - Disposition for excavation material, construction material, trash and equipment
 - Dust, noise and odor concerns

6. **DRC Meetings:**

- The DRC meets the 1st and 3rd Wednesday of each month.
- All requests should be received by Colorado Management the Friday previous to the DRC meeting.
- Failure to provide complete information to the DRC will delay the review and approval of your request. If documentation is absent from the request, the request will be returned to the homeowner, asking that additional information be submitted in writing.

All questions regarding Exterior Projects should be directed to Colorado Management:

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