



## **Eagle Ranch Homeowners Association DESIGN REVIEW BOARD (DRB)**

### **DESIGN REVIEW PROCESS OVERVIEW EXTERIOR ALTERATIONS - MINOR & MODERATE IMPROVEMENTS**

**Contact:** Design Review Board Administrator: 970-328-2174  
[eagleranchdrb@eastwest.com](mailto:eagleranchdrb@eastwest.com)

*Please refer to our design guidelines for more detailed information.*

Design Review approval is required for all exterior alterations to existing properties, this includes projects that will not require a building permit from the Town of Eagle.

The design review process utilizes Design Guidelines adopted by the Board of Directors of the Homeowners Association. The Guidelines and the design review process are required pursuant to the Master Declaration of Covenants, Conditions and Restrictions for Eagle Ranch. The current Guidelines are posted on the Eagle Ranch website. All applicants are encouraged to familiarize themselves with the Guidelines and all Governing Documents before submitting plans for the design review process.

#### **1. Register your Project**

The Design Guidelines, fee schedules, contact information, and related project requirements are updated as needed. Please email the DRB Administrator, [eagleranchdrb@eastwest.com](mailto:eagleranchdrb@eastwest.com), to register your project so you are on our radar.

#### **2. Scheduling**

Design Review Board applications for Minor and Moderate Exterior Alterations are required to maintain the aesthetics and requirements of the Design Guidelines for the associated Eagle Ranch neighborhood. Complete applications, payment, and submittal documents will be required in order to review each project. Submittal guidelines can be found on the Eagle Ranch website.

Applications and submitted materials verified to conform with current guidelines may be approved by the Administrator or his/her designee. Applications and submitted materials that do not conform with current guidelines may be subject to review by the Board and those applications will be placed on the agenda for the next regularly scheduled meeting.

#### **3. Fees & Deposits**

The current fee and deposit schedule is available on the Eagle Ranch website. Please ensure you submit the correct checks and amounts at the time of application.



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Applications for minor alterations that are substantially like for like, may have fees waived by the DRB Administrator or his/her designee.

### **4. DRB Meetings**

The DRB typically meets monthly, on the third Thursday of each month. Meetings are held in the conference room of the Eagle Ranch offices at 1143 Capitol Street, Suite 208. Meetings are scheduled to begin at 2:00PM and usually complete by 5:00PM. Should your application be required to be reviewed by the Design Review Board, the DRB Administrator will provide an agenda to each applicant scheduled for the upcoming meeting. Times associated with the agenda are estimated start times and not a definitive start time. These meetings are open to the public. The meetings are subject to change due to staffing and quorum requirements. Meetings are held in person with hybrid options available.

### **5. Design Review Applications**

#### ***Minor Alteration***

Minor Alterations consist of alterations that do not add square footage to a home and include repairs and maintenance requiring changes in materials and/or color (roof, paint, windows), minor landscaping changes, and minor fence modifications.

#### ***Moderate Alterations***

Moderate Alterations that consist of additional square footage must be approved by the Design Review Board and include, but are not limited to, deck addition, pool/spa, roof overhang additions, property out buildings. Business signage must be reviewed and approved by the board.

### **6. Completion and Closure**

A final inspection will occur when all modifications have been completed.

*This document is intended to provide a summary but is not comprehensive. Please refer to the Eagle Ranch website for more comprehensive information, including the Design Guidelines and all community Governing Documents*