

**GALLATIN RIVER RANCH HOMEOWNER'S ASSOCIATION ARCHITECTURAL
REVIEW COMMITTEE
DESIGN REVIEW AND APPROVAL PROCEDURE**

INTRODUCTION

This document outlines the review and approval process used by the Gallatin River Ranch Homeowner's Association (GRRHOA) Architectural Review Committee (ARC). The contents of this document apply to building on GRR from the latest revision date forward. Contact the ARC to schedule a meeting at the proposed building site to review potential ideas for building plans. The ARC can be reached at: GRRHOA Architectural Review c/o Infinite Properties, 11 W. Main Street, Unit 103, Belgrade, MT 59714 phone: 406-518-1146. Email: hoa@infinitemontana.com.

GUIDING PRINCIPLES

CC&Rs provide the outline for how the community is run. The ARC is responsible for ensuring that any "improvements"¹ (CC&R 1.7) to the exterior of properties and structures conform to the standards set by the governing documents, such as the CC&Rs, bylaws, and established ARC Guidelines. They ensure that no exterior modifications will be approved that will negatively impact the appearance of the community. Modifications outside of Common Areas and within setback restrictions are generally approved. However, all other ARC guidelines and CC&Rs must be met. Since members of the Board, ARC, and HOA Management Company change it's vital to have documentation to clarify ARC and CC&R rationale to provide consistent assessments of various situations, as well as have control over these improvements so the community can continue to aspire to the image the resident's desire. If alterations to a property or a structure occur without HOA approval, the board shall take appropriate action to follow up, and a hearing may possibly be conducted. These kinds of regulatory procedures not only help to preserve order in the community, but allow the freedom for reasonable modifications to the property. Owners should review Attachments 1, 2, and 3 at the end of this document

PROJECT SIZE DEFINITION

Large projects are defined as structures exceeding 625 square feet. Small projects include structures less than 625 square feet or landscaping projects of any size.

BUILDING REVIEW AND FEE SCHEDULE

1. For new large-scale construction: **See Application** due at final design submittal.
2. For additions and other structural alterations that require plan review that meet the definition of large scale projects: **See Application**
3. For small scale projects or landscaping: **See Application**
4. For Variances: Contact GRRHOA Board of Directors: **See Application**

STANDARDS FOR REVIEW

1. Submit either 3 hard copy sets of plans or electronic plans to the ARC along with payment according to the above fee schedule.

¹ CC&R 1.7 "Improvement(s)" shall include, but not exclusively, all buildings, outbuildings, bridges, roads, trails, pathways, driveways, parking areas, fences, screening walls and barriers, retaining walls, stairs, decks, water lines, sewers, septic tanks, springs, ponds, ditches, viaducts and electrical, gas and TV distribution facilities, hedges, windbreaks, crop planting, natural or planted trees and shrubs, poles, signs, and all other structures, installations and landscaping of every type and kind, whether above or below the land surface.

GRRHOA ARC Guidelines Final v3.0

2. Owners must be in “good standing”² before a building approval will be given.
3. All large scale exterior projects must include a site plan.
4. All large-scale building on GRR shall be performed by Montana licensed construction professionals, or other persons who can demonstrate the qualifications, skill, and experience necessary to produce a quality finished project. The ARC or Board will closely monitor progress, perform spot checks, assess, and issue violation notices to owners if any issues are noted during construction.
5. Small scale projects do not require licensed professionals but must adhere to quality building practices.

PRELIMINARY DESIGN SUBMITTAL FOR LARGE PROJECTS

1. Submit a letter summarizing the setback, height, and square footage of proposed construction. Indicate if the project will require any variances.
2. Site plans showing the location of proposed buildings and improvements, i.e. roads, driveways, sidewalks, decks, etc. and landscaping plans (if available), for all disturbed areas, and site drainage. Site plans may be informal during preliminary discussions.
3. Exterior materials and colors.
4. Building height drawing showing that the height is in accordance with CC&R 6.4.b. This must include reference to natural grade at the proposed building site.

FINAL DESIGN SUBMITTAL FOR LARGE PROJECTS

GRRHOA members, architects, designers, and builders should review Articles VI and VII of the CC&R before final design submittal. This document is posted on the GRRHOA website in the BUILDING ON GRR section: <http://www.gallatinriverranchhoa.com>.

1. A letter summarizing the setback, height, and square footage of the proposed construction. This letter must also identify the name and contact information for the contractor responsible for the project.
2. Site plans(s) showing:
 - a. The location of proposed buildings and improvements.
 - b. Natural grade elevations around all existing and proposed structures.
 - c. Proposed landscaping plan of all disturbed areas.
 - d. Drainage including erosion control methods when applicable.
 - e. Septic tank and drainage field location.
 - f. Location of all outdoor lighting and type.
3. Footing and Foundation plan
4. Floor plans
5. Exterior elevations: all 4 sides of proposed building including natural and finish grades, external lighting placement.
6. Roof design with colors and materials.
7. Exterior Materials and colors.
8. Building height drawing to show that building height is in accordance with Protective Covenants (6.4.b).

² All HOA Dues and fines are paid

GRRHOA ARC Guidelines Final v3.0

9. Placement of new structures shall be in accordance with Section 6.1, 6.2, and 6.4b of the Protective Covenants.

The ARC will review the final design and notify applicant in writing of its decision within 30 days of receipt by the Committee.

Should the ARC not approve the submitted plan, the applicant may submit a written request for a variance from the GRRHOA Board of Directors. This review is not subject to the 30-day timeline for ARC decisions.

SMALL PROJECT SUBMITTALS

- A. Submissions for small projects to the management company's representative may be done in paper or electronic form and must include the review fee of **See Application**.
 1. For electronic submissions, send a check to the management company's representative with a note linking the check to the submission.
 2. Electronic submissions may be done by e-mail with drawings reproduced in the body of the e-mail or as an attachment.
- B. Materials submitted should include the following:
 1. A letter summarizing the project including the height, square footage, set back, and relationship to any existing structures on the property.
 2. For building projects, submit scale drawings of the structure showing all four sides. If two sides are identical, it is not necessary to show them both.
 3. Site plans may be hand drawn. If the proposed project is near an existing dwelling, the site plan may show the proposed project in relation to that dwelling, rather than showing the entire parcel. If the proposed project is not near existing structures, then the site plan should show the entire parcel.
 - a) Location of proposed buildings and improvements, i.e. roads, driveways, sidewalks, decks, etc. This should show the proximity of these structures to property lines, and common areas.
 - b) Location of any new proposed utility installations.
 - c) Proposed landscaping plan of all disturbed areas.
 - d) Drainage including erosion control methods when applicable.
 - e) Location of all new outdoor lighting and type.

START OF CONSTRUCTION**CONSTRUCTION START REQUIRES WRITTEN ARC APPROVAL.**

Building construction and landscaping must strictly conform to the approved final plan and must be complete within 18 months after the start of construction. Extensions beyond 18 months require written approval by the GRRHOA Board of Directors. Construction starts when digging begins and finishes when the landscaping is complete. Wells may be drilled without triggering the 18 month start but require written ARC approval in advance.

COMPLETION OF CONSTRUCTION

The owner shall contact the ARC when the project is complete. The ARC will inspect the site, exterior work, and landscaping and notify the owner if it agrees that the work is complete and compliant with the CC&Rs.

If the work is incomplete or not compliant with the CC&Rs, the ARC will notify the owner of the deficiency or deficiencies. The owner shall notify the ARC when all deficiencies are corrected. A re-inspection will then take place with similar follow-up notifications.

Upon project completion the ARC will notify the Developer.

AUTHORITY

The Gallatin River Ranch ARC was established through Article VI of the CC&R. All GRR property owners are members of the GRRHOA and must comply with the CC&R.

JURISDICTION

The area of jurisdiction of the Architecture Review Committee is set forth in the CC&R document, and includes all the property that constitutes the Gallatin River Ranch.

Attachment 1 – ARC Guidelines Summary

GRR ARC Guideline Summary (Pre ARC Meeting Required)			
Item	Set Back Distance (feet)	Spec	CC&R
Exterior surfaces		Muted tones typically found in the surrounding lands	6.4 b)
Roof Type		Full Hip, Gable, or Joined Shed	
Roof Material		Copper; Slate, Concrete, or Tile; Painted metal; Asphalt Composition	
Exposed Concrete over 12"		Painted a blending color with natural surroundings	7.1 a)
Exterior Walls		Natural wood siding that can be stained or painted; Log; Natural or simulated stone, brick or wood	
Exterior Maintenance		Structures must be in good repair/condition, no unsightly growths, fire hazards, refuse piles or other unsightly objects	7.3
Temporary Living Quarters on owned lot (homes, trailers, etc.)		Not allowed except construction trailers	7.1 g)
Signage (only ARC approved signs allowed)		No signs, billboards, posters, other advertising device or media	7.1 i)
Hunting and Trapping		Not allowed unless authorized by the BOD. No discharging of any type of firearm or trapping	7.2 a)
House			
Parcel boundary	Min 50'	Note: Unless it's your own property	
Roadway *	50'		
Average height of any structure above natural grade	< 34'		6.4 b)
Ridgelines Proximity		Shall, wherever reasonably possible, be below the ridgeline of surrounding land contours	6.4 b)
Footprint/foundation square footage:		Minimum 1600 sqft	7.1 a)
Total square footage, exclusive of porches, basements, decks, patios, adjoining guest quarters, and garages		Minimum 2000 sqft	7.1 a)
Guest quarters square footage (if applicable):		Not to exceed 70% of primary residence	7.1 a)
Common area	50'		
Outbuildings			
Roadways *	50'	Same construction and material as primary residence	7.1 j)
Parcel boundary	Min 50'		
Common area	50'		
Greenhouses/Coops Design & Materials			
		Compatible with other structures on property	7.1 j)
Animals			
Poultry or game birds		No more than 4 large animals per lot. No commercial unless Declarent	7.2 b)
Swine		10 or fewer adults	7.2 b)
		Not allowed unless raised by a 4-H club member or equivalent program	7.2 b)
Fences			
Fence shared with neighboring property line	0'	Put on the property line	
Parcel boundary	10'		
Roadway *	50'		
Road Easement	50'		
Common area	0'		
Type(s)		Jackleg, Wood Post & Rail, Vinyl (white/brown), temporary (6 mths) electric tape	
Animal Stables, Corral, Pens, or other confine			
Property Line	50'		7.2 b) says 50'
Road Easement *	50'		
Common area	10'		
Roadway *	50'		7.2 b)
River, stream, spring, or other water source	100'		7.2 b)
Landscaping			
Roadway *	50'		
Arches *	50'		
Outdoor lighting - shall not impose on neighbors			
		Subdued and shaded, ARC - No mercury vapor or ranch type lighting	7.1 e)
Propane and water tank(s)			
		Underground only	
Utilities (Water, Electric, telephone, gas, & similar improvements)			
		Underground only	7.1 e)
Roadway	50'		
Common Area	10'		
Parcel boundary	10'		
Trench through common areas		Requires ARC approval	
Septic system, Wells, Drainage Field			
Solar Panels			
		Roof or free standing	
Dish Satellite antennas		36" in diameter	7.1 d)
Fireplaces, Chimneys and Flues			
		Natural stone, Stucco, Brick, and Wood enclosures	
Weeds		Owners must control noxious or other undesirable plants on their lot	7.2 f)
Rentals		Must obtain written approval from the Association	7.2 l)

* Measurements are from the center of the road or easement

Attachment 2 - Specific CC&Rs

Maximizing views are not specifically listed in the covenants as a criterion for granting a variance but hardship is used as the criteria per CC&R 6.5. Hardship is not defined in the covenants so our interpretation is it being reasonably possible to build below the ridgeline and 1) not driving up building costs or accessing a well, 2) not eliminating views, and 3) not being subjected to a location having more wind.

6.1 Purpose. The intent of Declarants in establishing the following protective covenants is to provide a uniform plan for the development of the Premises which will create, conserve and maintain the natural environment and present scenic and aesthetic quality of the Premises to the greatest extent compatible with providing use to the Owners for the development of single family residences together with such recreational pursuits which may be reasonably consistent with the natural environment of the Premises and its surroundings, and to further provide every practical and legal means to safeguard and protect the interests of all Owners and the value and stability of the Premises.

6.2shall not overly dominate their surroundings, but rather shall be reasonably subservient to them and harmonious with the land and its forms. The total mood of such improvements should be one of relaxation, embodying the environment. The Committee shall take into consideration the aesthetic aspects of the architectural designs, placement of buildings, landscaping, exterior finishes and materials and similar features and the overall benefits and detriment to the surrounding area and Gallatin River Ranch generally, but.....

6.4 b) no residence, garage, guest house, antenna or other structure constructed on the Premises shall exceed the average height of thirty (34) feet above the natural grade of the undeveloped land at the highest portion of the land on the perimeter of the footprint of the proposed structure and shall, wherever reasonably possible, be below the ridgeline of surrounding land contours except as may be specifically permitted by the review committee, and..

6.5 Variances. The Association Board may authorize variances from compliance with any of the architectural provisions of this Declaration, including restrictions upon height, bulk, size, shape, floor area, land area, placement of structures, setbacks, colors, materials, or similar restrictions when circumstances such as topography, natural obstructions, hardship or aesthetic or environmental considerations may, in their sole and absolute discretion, warrant. Such variances must be evidenced in writing and must be approved by at least a majority of the Board. The granting of such a variance shall not operate to waive any of the terms and provisions of this Declaration for any purpose except as to the particular property and particular provision and in the particular instance covered by the variance.

7.1 j) All secondary buildings on a Parcel shall be of materials, colors, and character harmonious with the main residence and the land.

Attachment 3 – Considerations when picking a building location

Expense Drivers

- Septic system size, location, and distance to house. Pumping and alternative systems cost more.
- Well depth and pump size, location, and distance to house
- Distance to run electric power and phone to the house
- Tops of ridges generally are windier, rockier and more expensive to build on
- Length and steepness of driveway. Over 10% grade washboards easy and may become difficult to drive on when wet, snowy, or icy

Aesthetic Drivers (CC&R 6.1, 6.2, 6.4b, 7.1, e7.1j)

- Create, conserve, and maintain the natural environment
- Shall not dominate the surroundings
- Embody the environment
- Architectural design, placement of buildings, landscaping, exterior finishes, materials and lighting
- Height and building footprint location
- Secondary buildings shall match the materials, colors, and character of main residence

Variations (CC&R 6.5)

- Board may authorize variations from compliance provisions when topography, natural obstructions, hardship³, aesthetic, or environmental considerations warrant

Revised: April 27, 1995

Revised: April 20, 1997

Revised: February 15, 2005

Revised: November 2011

Revised: 10/7/2013

Revised: 9/3/2014

Revised: 11/13/2017

Revised: 12/15/2017

Revised: 3/24/18

Revised 7/30/18 (only change: deletion of Carmen and addition of Erin Cooper as Luna Contact)

Revised 1/11/19

Revised 2/27/20

³ Hardship, as defined by the BOD, is defined as driving up the cost to build, accessing a well or septic system, eliminating views, and a location subject to more wind.