

Masters Club Homeowners Association (MCHOA)

Outdoor Structure Guidelines (Includes Deck, Patio, Porch, Pergola, Gazebo, Play Sets)

(Updated & Approved June, 2021)

! Contact the ACC for approval prior to making any changes !

Email mastersclubacc@gmail.com

The Masters Club covenants require each home be maintained to the standard of original construction. ***The Architectural Control Committee (ACC) must approve all structural & other work, and changes in appearance in advance.***

For outdoor living and shade structures, you must file a building permit with the Town of Castle Rock (Development Review Department) and meet all Town and County requirements. Both the MCHOA and Plum Creek HOA ACCs must approve the design and installation. Expect a 7 to 30-day process to get finished designs approved by MCHOA. Playsets subject to approval of the ACC.

STEP 1—Learn applicable requirements. Here are typical requirements you may encounter:

Clearance, Setback, Location Requirements—modifications must fit in the space available. For your convenience here, The MCHOA ACC has repeated established Town requirements. However, applicants are required to research and meet ***all current requirements*** when they apply, whatever they may be. Front yard minimum setback is 15 feet from the property line except where a garage or carport enters directly from the street, in which case, setback is 20 feet. Rear Yard setback is 10 feet from rear property line. Side yard setback is 3 feet from property line, however, a minimum of 10 feet shall be maintained between buildings. A minimum of 5 feet of separation must be maintained between adjacent roof overhangs and other building accessories.

Town of Castle Rock Zoning Code provides that all minimum yards and setbacks shall be open and unobstructed except: 1. Architectural features such as cornices, canopies, eaves, fireplaces and bay windows may extend into the required yard by not more than 2 feet. 2. Open, unenclosed, uncovered porches and decks up to 30 inches above the ground level may extend into required minimum yard by not more than 6 feet. All other porches and decks shall not extend into any required minimum yard.

There may be easements, rights of way, view corridors or lines of sight that may prevent location of structures. Be careful not to build over water, power, telephone or cable lines—call utilities to get these marked before finalizing designs. Be aware that new structures may block TV or Phone radio frequency signal paths.

The proposed improvement should fit in the landscape, with existing structures and in the neighborhood scheme, overall. ACC will consider access, drainage, sunlighting, ventilation, and maintenance of view corridors. When a proposed improvement has possible impacts on neighboring properties, the ACC may require that the applicant discuss the proposal with the neighbors prior to making a decision. It may be appropriate to submit neighbor comments with the application.

Second story decks or very high decks will not normally be approved—those that exist were built on a one-time variance that is no longer available.

Structural Requirements including Foundation, Tie-Ins, Scale and Integration—The size of the structure should blend into its surroundings and look fitting in all dimensions. The structure must have a suitable foundation, or be properly tied in to an existing structure's foundation—which must be proven sufficient to support the additional loads. The ACC will consider the integration of the structure with the existing house and landscape to include details like matching shingles and surface materials when appropriate. Quality of structures should meet or exceed that of the homes they are built to supplement.

Must fit Community Standards & Covenants—Must be compatible with nearby existing structures and the overall neighborhood setting, of good quality and must be kept in a good state of repair and appearance. (If there are repeated complaints from neighbors about structure's condition, the ACC may require removal of the structure at homeowner expense). ACC will consider similarity of architectural style, quality of workmanship, similar use of materials, color and construction details. Materials and colors should either match or complement existing structures on the lot.

STEP 2—Get a professional to draw up **Plans** (To Scale) and Specifications showing Design, Setbacks, Height, Materials, Colors, Exact Location on Lot, Adequate Foundation, and Tie in with Existing Structures. Plans should clearly show both horizontal and vertical views, location and size of driveways, general landscaping plans, fencing & walls, windbreaks, grading and drainage. For structures that change drainage patterns, this must be designed properly. Structures should be accompanied by a certification from a qualified engineer that the building will meet necessary snow load and wind shear requirements. Plans require a completion date. (If an improvement remains incomplete for a period of more than 3 months, the ACC may consider the homeowner in violation of this policy).

Structures should be custom designed for the lot and surroundings by qualified personnel .

STEP 3—Submit plans to the authorities, Town of Castle Rock, Both HOA ACCs, and notify neighbors. It should not be a secret what you are considering. Your neighbors will be looking at your new structure for years or decades. Make sure there is no conflict now. To apply to the MCHOA ACC, send an email to the ACC - mastersclubacc@gmail.com -- requesting ACC approval. If the ACC cannot approve your design, they will suggest alternatives that are as close as possible. Initial reply from ACC is usually in a day or two, total process 1-4 weeks after submission of an appropriate finished design.

Failure to obtain ACC approval may result in demolition and removal at the property owners' expense, and may expose homeowner to fines and penalties.