

## **APPLICATIONS TO THE LOS NIDOS ARCHITECTURAL COMMITTEE AND TO THE ESTANCIA PRIMERA ARB FOR EXTERIOR HOME CHANGES IN LOS NIDOS**

1. All exterior home changes in Los Nidos, other than minor repairs, require the notification/approval of *both* the Los Nidos Architectural Committee (AC) and the Estancia Primera Architectural Review Board (EP ARB) *before the work starts* (see Declarations and Architectural Guidelines for Los Nidos and Estancia Primera at [www.estanciaprimera.org/arb](http://www.estanciaprimera.org/arb)).
2. Exterior changes requiring notification/approval include but are not limited to the following:
  - a. Landscape projects (especially planting of trees).
  - b. Tree removal (removal of trees may not be done without ARB approval).
  - c. Construction of rock walls, stucco walls and coyote fences.
  - d. Installation of window awnings and portal shades.
  - e. Re-stucco projects.
  - f. Rooftop additions including air-conditioners, swamp coolers, new skylights, and new roofs.
  - g. Replacement of driveways.
  - h. Construction of exterior steps and installation of handrails along exterior steps.
  - i. Exterior placement of flagstone, gravel, mulch, or similar materials.
  - j. Addition of exterior light fixtures or changes to existing exterior light fixtures.
  - k. Placement of visible exterior statues, decorative items, large planters, rocks, fountains, and benches.
  - l. Garage door replacements.
  - m. Rooftop solar panel installations.
  - n. Exterior radon mitigation systems.
3. Minor exterior repairs and basic maintenance projects do not require ARB approval. However, both the Los Nidos AC and the Estancia Primera ARB should be notified in advance so that they can address inquiries from neighbors about such projects.
4. Applications for exterior improvements should be addressed to the EP ARB using the required forms. You may find the Applications/Checklists at [www.estanciaprimera.org/arb](http://www.estanciaprimera.org/arb). Look under **ARB** for *Guidelines and Documents*.
5. The application/checklist (Appendix III or IV) should be submitted with **two (2)** sets of architectural or landscape plans and the applicable deposit. Please make your check payable to **EPCSA**. The plans should clearly indicate where on your lot the proposed improvements are intended. A written description of the proposed alterations is also required. All relevant dimensions should be included, and a description or samples of proposed construction materials should be provided.
6. The Los Nidos AC must review your plans before they are submitted to the EP ARB for a final decision. Therefore, your application package should be delivered to the Chair or any member of the Los Nidos AC. The names of the Committee members may be found at <https://estanciaprimera.org/los-nidos/>.
7. After reviewing your application and plans, the Los Nidos AC will submit your application package to the EP ARB Chairperson with its recommendation. The ARB will review your application and will inform you in writing about the approval or disapproval of your project. No work should start until you receive the *written approval* of the EP ARB.
8. You should discuss your plans with all neighbors who face or adjoin the remodeling/construction and address any concerns they might have.
9. Because of the proximity of homes in Los Nidos, you should ensure that the proposed changes do not encroach on adjacent lots or on the Los Nidos common areas or drainage easements. In cases of doubt, the Los Nidos AC might require survey information from you.
10. Some types of construction require a permit from the City of Santa Fe. You should, however, obtain approval for your project from the ARB *before* applying for a City of Santa Fe Building permit.

Adopted by the Los Nidos Board of Directors, October 2, 2004

Revised by Los Nidos Board of Directors at Board meetings held on October 27, 2009, October 24, 2017, and July 21, 2020

## EPCSA ARCHITECTURAL GUIDELINES

### APPENDIX II - ARCHITECTURAL REVIEW BOARD ADDITIONAL REQUIREMENTS RE-ROOFING AND RE-STUCCO PROJECTS

#### 10. Roof Replacement Projects:

a. ***Routine Maintenance:*** Routine maintenance of an existing roof does not require submission of an ARB notice/checklist (see attachment) unless the maintenance will entail partial “replacement” of a roof and not merely repair or upkeep.

b. ***Basic Roof Replacements:*** All roof replacements, whether partial or complete, that involve **ONLY** replacement of a roof with one that has a color substantially similar to the existing roof require submission, at least two weeks prior to the start of any work, of a formal notice (using the attached notice/checklist) to **both** the neighborhood subdivision Architectural Review Committee (ARC) and to the EP ARB chairs signed by the submitting owner and the project contractor indicating that:

- The roof color shall be substantially similar to the existing roof as shown on an included color sample (note that **white roofs are strictly prohibited**);
- No changes other than a roof replacement will be done; and
- The owner shall inform adjacent neighbors of the intention to replace the roof and the owner shall take necessary precautions to protect adjacent properties from damage of any kind.

c. ***Roof replacements with color changes and other roof changes:*** Roof replacements that include additional roof-related changes which alter the property’s appearance or the existing roof drainage in any way require submission by the owner of a formal Appendix III ARB application. No work may begin before ARB approval is obtained. Such changes include, but are not limited to, the following:

- Significant roof color changes (a roof color sample shall be submitted in all cases);
- Installation of new or additional canals or modifications of existing ones;
- Installation of new (non-replacement) or additional skylights;
- Parapet changes of any kind;
- Addition of new roof drains or modifications of existing ones;
- Installation of exterior downspouts; and
- Installation of new rooftop structures such as refrigerated air-conditioning units, to include mechanical units, or electrical installations, evaporative coolers and ducts and vents of any kind or modifications to any existing structures.

If on completion of a roof replacement the EP ARB or Board of Directors determines that the roof color violates community standards or that unapproved structures (other than the roof) have been added **by a contractor with or without the owner’s consent**, the ARB may require that the owner correct the work to comply with ARB requirements at his/her own expense. *Approved by the Estancia Primera ARB on May 6, 2020 and by the Estancia Primera Board of Directors on May 14, 2020; earlier version approved on September 17, 2019 by the EP ARB and by the EP Board on October 11, 2019, respectively.*

## **11. Re-Stucco Projects**

Re-stucco projects that will not substantially change the existing stucco color are regarded as maintenance projects. As such, they do not require submission of a formal ARB application or EP ARB permission before commencement of the re-stucco. However, such projects require the submission of a notification, at least one week prior to the start of the work, both to the neighborhood subdivision Architectural Review Committee (ARC) and to the EP ARB chairs signed by the submitting owner indicating that the new stucco color will be substantially similar to the existing stucco color.

If an owner wishes to change the stucco color of the home, a formal Appendix III ARB application with the submission of a color sample is required and the project may not proceed without formal written approval by the EP ARB Chair.

If on completion of the project the EPCSA ARB or Board of Directors determines the work has altered the property's appearance in a way that violates community standards, the owner may be required to correct the work to conform to the community standards at his/her own expense. *Approved by the Estancia Primera ARB on May 6, 2020 and by the Estancia Primera Board of Directors on May 14, 2020. Earlier version approved by the Estancia Primera ARB on September 17, 2019 and by the Estancia Primera Board of Directors on October 11, 2019.*

## **12. Rooftop Solar Panel Installations**

Installations of rooftop solar panels inevitably will change the exterior appearance of a home as seen both by nearby neighbors and by more distant owners whose homes look down at the home from a higher level. In accordance with the existing Architectural Guidelines, any proposed rooftop solar installation therefore requires the submission of a formal Appendix III ARB application and the written approval of the ARB Chair before any work may proceed. The ARB will work with applicants to ensure that their installations will not cause aesthetic and other problems for nearby and distant neighbors. Applicants and their contractors should familiarize themselves with the rules and regulations regarding installations on roof tops to insure compliance. *Approved by the Estancia Primera ARB on September 17, 2019 and by the Estancia Primera Board of Directors on October 11, 2019.*

**ESTANCIA PRIMERA COMMUNITY SERVICES ASSOCIATION (EPCSA)**

**ARCHITECTURAL REVIEW BOARD**

**Notice/Checklist for Basic Roof Replacements**

Date \_\_\_\_\_

A **Basic** roof replacement is one in which only the roof will be replaced in whole or in part with one that has a color similar to the existing roof and no changes will be made to any roof-related structures. (No white roofs are permitted.)

Please respond to all pertinent questions on the notice/checklist and submit it to the chair of your neighborhood Architectural Review Committee and to the chair of the Estancia Primera ARB.

a. Neighborhood Subdivision \_\_\_\_\_ b. Lot # \_\_\_\_\_

c. Street Address \_\_\_\_\_

d. Owner's name \_\_\_\_\_ e. Phone \_\_\_\_\_

f. Current mailing address \_\_\_\_\_

g. Email address \_\_\_\_\_

h. Contractor \_\_\_\_\_ i. Phone \_\_\_\_\_

j. Email address \_\_\_\_\_

k. Est. start date \_\_\_\_\_ l. Est. finish date \_\_\_\_\_

m. Roof type (e.g. membrane or foam roof) \_\_\_\_\_

n. Roof color (supply color sample) \_\_\_\_\_

o. Neighbors have been notified \_\_\_\_\_

p. No changes will be made to roof-related structures \_\_\_\_\_

(Roof-related structures include skylights, canales, parapets, roof drains, air-conditioning units & ducts/vents)

\_\_\_\_\_  
(Owner's signature)

\_\_\_\_\_  
(Contractor's signature)