

Greetings:

The following process is required for all home-building proposals in the Mount Ellis Phase IIA subdivision. An optional preliminary plan (SKETCH PLAN) can be submitted for a preliminary review by the Design Review Board (DRB). This review will be brief, but will give the owner a sense of design requirements or changes needed. Then a final plan (FINAL SUBMITTAL) must be submitted for formal review, as discussed below. Depending on complexity, either review may take up to 15 business days. All submittals must be electronic, and go to Luna Properties, at the address below.

Design requirements and guidelines are given in the Mount Ellis Phase IIA covenants. Kindly review these before submittal. These are available at <http://www.lunaproperties.biz/bylaws.htm>. Look up "MT Ellis". Please submit complete proposals (requirements are in the Covenants, page 4 and on). Incomplete proposals will be returned, which will delay the approval process. No construction can commence until formal approval by the DRB. Construction must follow the construction rules and regulations available at the same location.

Here are a few relevant covenants. This is not a comprehensive list. Be sure you and your architect review all the design covenants. Page numbers refer to the Covenants.

- All homes must be at least 2,500 sq. ft in size, exclusive of garage (page 4)
- Automatic fire Sprinklers are required for all homes (page 7 and 8, and County Fire Regulations).
- Driveways must be a minimum of 12 ft. wide per fire requirements (page 6)
- Emphasize traditional, organic styles that complement the neighborhood (page 3).
- Required boulevard trees (page 9) are no longer required. This is because of buried utility locations.
- All landscape requirements and standards must be met, including a landscape plan and timeline. (page 9)

The Mount Ellis Phase IIA homeowner-run HOA has only existed since June of 2015. Homes built before that time may not be representative of approved designs.

There is an appeal process in the Covenants for proposed variances from these covenants. Thank you for following the Covenants and this process in your home proposals.

See Page 2 of this document for specific submittal requirements.

Sincerely,

Mount Ellis Phase IIA Design Review Board

Send submittals to:

[shannon@lunaproperties.biz](mailto:shannon@lunaproperties.biz)

[406.582.7490](tel:406.582.7490) p

MOUNT ELLIS MEADOWS -SUBMITTAL GUIDELINES:

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DRB SUBMITTAL REQUIREMENTS:

- ALL SUBMITTALS TO BE ACCOMPANIED BY A LETTER STATING THE FOLLOWING:
  - SKETCH PLAN REVIEW OR FINAL SUBMITTAL REVIEW
  - SIZE OF HOUSE / SIZE OF LOT
  - HEIGHT OF HOUSE IN RELATIONSHIP TO DRB GUIDELINES
  - UNIQUE ARCHITECTURAL FEATURES THAT WARRANT SPECIAL ATTENTION FOR REVIEW
- FINAL SUBMITTALS:
  - \$500 check
  - Plans to Include: See covenants, page 21.
  - AFTER SKETCH PLAN SUBMITTAL – ALL FINAL REVIEWS MUST BE ACCOMPANIED BY A LETTER ADDRESSING THE COMMENTS RECEIVED IN SKETCH PLAN REVIEW
    - PROJECTS WILL NOT BE REVIEWED WITHOUT THIS LETTER
  - VARIANCE REQUESTS NECESSARY FOR THE DESIGN THAT DO NOT MEET ARC/DRB COVENANTS
- A LANDSCAPING PLAN MUST BE SUBMITTED WITH THE FINAL SUBMITTAL:
  - ALL LANDSCAPE SUBMITTALS MUST BE ACCOMPANIED BY A LETTER EXPLAINING HOW THE DESIGN ADHERES TO THE MOUNT ELLIS MEADOWS LANDSCAPE GUIDELINES (COVENANTS page 9)
  - Timeline