



HORSE RANCH HOMEOWNERS ASSOCIATION

Horse Ranch Subdivision's Design Review, Approval Process and Fees

(updated 12/1/2025)

Horse Ranch Homeowners Association (HR HOA) has its own process and fees that a Horse Ranch homeowner must follow prior to making any exterior changes to their property (construction, alterations, improvements, painting, re-roofing, lighting, landscaping, variances, etc.). This is legally mandated per the subdivision's covenants.

Submissions first must be presented to HR HOA's Board for approval – prior to contacting the Snowmass Homeowners Association's Design Review Committee (SHOA's DRC). (SHOA's DRC has its own protocol and fees.) DO NOT book a meeting with SHOA's DRC until you have received approval from the Board of HR HOA.

Step 1: Email the submission to: HorseRanchHOA@gmail.com. The subject line should read:

Lot number; street address; owner's last name; Design Review

How to prepare this submission: organize the pertinent information, e.g. architectural drawings, site plan, photos, specifications, cut-sheets, visual information (not website links) and a summary of the proposed project. Include the lot number, property's address and the owner's name on this document. Important: include the phone and email details for whomever will be the sole contact person (the homeowner or a representative/architect/project manager). The application must adhere to these three documents: Horse Ranch Single Family Design Guidelines, Snowmass Design Committee Architectural Guidelines and the Town of Snowmass Village (TOSV) Municipal Code.

Step 2: Our bookkeeper will email an invoice, payable by credit card or ACH transfer, based on the following criteria:

\$1,000 deposit: for low-impact projects, such as exterior material changes, paint color changes, re-roofing, simple window and door replacements, minor landscaping, exterior lighting changes. (TOSV Lighting Guidelines apply.)

\$1,500 deposit: for low-impact projects presenting complex issues that will require a Board member to attend a meeting of SHOA's DRC and/or to attend a site visit.

\$3,000 deposit: for large-scale projects, such as intensive renovations/modifications/additions, new construction, decks, patios, handrails, guardrails, hot tubs, building envelope modifications.

The bookkeeper's invoice will come from: Rffs81601@gmail.com so be on the lookout for this email address.

Step 3: (after your deposit has been paid): The Board of HR HOA will review the submittal and forward comments and recommendations to the HR lot owner/representative and to SHOA's DRC. DO NOT schedule a reviewing meeting with SHOA's DRC until this confirmation is received. *(Be aware that our Board members, volunteers all, are frequently out of town; all efforts will be made to process the application in a timely manner.)*

Step 4: Contact SHOA's DRC to schedule a meeting (970-273-3100, office@snowmasshomeowners.com). SHOA's DRC will assign a date and time for reviewing the project. The owner/owner's representative will attend (along with a member of HR HOA's Board, if required).

Step 5: SHOA's DRC will send a review summary to HR HOA's Board for a final review, which will forward its own approval to SHOA's DRC and owner or representative for its records. This final approval is required to proceed with the TOSV Community Development Department's process for submittals and permits.

Note: Any funds left over from the deposit sent to HR HOA will be refunded to the applicant after all reviews and approvals are completed. Any charges that exceed the deposit will be billed accordingly to the applicant. All invoices must be paid before HR HOA's Board will sign off on the proposal.