

## Swan Meadows Subdivision

### Accessory Dwelling Unit (ADU) Policy and Procedure Pursuant to C.R.S. §38-33.3-209.5(1)(b)(IV) & the City of Grand Junction, CO

BE IT RESOLVED, the Association hereby adopts the following procedures to be followed for compliance and enforcement of new-build/conversion/remodel ADUs in the Association. ADU Application Fee due when submitting: \$1,000.00.

#### 1. Scope:

To adopt a procedure and policy outlining procedures to be followed for new-build ADUs/conversions/remodels in accordance with all the governing documents of the Association and the building permit process with the City of Grand Junction, CO.

#### 2. Specifics:

1. The City of Grand Junction's ADU Toolkit must first be reviewed thoroughly prior to submitting an ACC application form to the Association. The Toolkit can be obtained in hard copy at the City of Grand Junction's Building Dept. or online: <https://www.gjcity.org/1311/Accessory-Dwelling-Unit-ADU-Resources>
2. After the Toolkit is reviewed, submit architectural/engineered/stamped blueprints and ACC form to [contact@hoaservicesco.com](mailto:contact@hoaservicesco.com)
  - i. All designs must be fully compliant with the colors/designs of the Declaration of Covenants, Conditions and Restrictions for the Association.
  - ii. The blueprints must address drainage/grade/elevations to ensure no neighbors are impacted by the ADU runoff. Any drainage/runoff that negatively impacts or damages a neighboring unit will be the responsibility of the owner of the ADU to resolve in full.
  - iii. The owner will obtain a permit to build the ADU from the City of Grand Junction and provide a copy with the ACC form.
3. Include the \$1,000.00 ADU Application Fee with submittal. The Board/ACC will not review until the ADU Application Fee is paid in full and a permit is pulled. Make payment to Swan Meadows Subdivision and include ADU Application Fee on detail of payment.
4. The Board/ACC has 30 days to review. At no time shall construction begin until the Board/ACC has reviewed and conditionally approved the submitted blueprints.
5. Once all criteria have been met, **conditional approval** will be given by the Association to begin construction in accordance with the City of Grand Junction's ADU Toolkit, which includes all appropriate city/county permitting procedures. The owner has six months to begin construction and one year to complete. If construction does not start within six months of ACC approval, the entire process will start over, including payment of ADU Application Fee. If work is not completed within one year of ACC approval, the owner must file for an extension, and the Association may charge an additional \$1,000.00 every 90 days until completed.

6. All noise ordinances shall be strictly enforced during the entirety of the ADU project. Failure to follow noise ordinances shall result in violations/fines in accordance with the Covenant Enforcement Policy.
7. Once the ADU is complete and there is a Certificate of Occupancy (C/O), the Association shall receive the C/O from the owner within 30 days or the owner shall be fined monthly in accordance with the Covenant Enforcement Policy until said CO is obtained. Once the Association has received the C/O, the owner will receive full ACC approval.

**President's Certification:** The undersigned, being the President and/or the duly elected Director or Managing Agent of the Association, certifies that the Board of Directors of the Association adopted the foregoing resolution and in witness thereof, the undersigned has subscribed his/her name.

### **Swan Meadows Subdivision**

**President and/or Managing Agent:** Bob Sluy PRESIDENT

**Effective Date:** 4/6/26