

The Cliffs at Crystal Mesa

Design Guidelines

Updated November 2025

Introduction & Community Vision

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Introduction & Community Vision

This document, in addition to the CC&Rs and HOA Bylaws, set the legal framework within which a property Owner at The Cliffs at Crystal Mesa (“The Cliffs”) can navigate their design and construction process in accordance with the vision established for this community. An aesthetic palette of approved styles for homesites has been laid out in the Architectural Style Guide which serves as a supporting document designed to be used in conjunction with these Guidelines.

The Cliffs community offers unique amenities designed to encourage healthy living, shared community amenities and experiences and stewardship in the form of hiking trails that lead to thousands of acres of National Forest, picnic areas and social gathering spaces, workshop and meditation areas and stargazing locations giving community members and their guests a unique and extraordinary opportunity to live and commune in Nature. Innovation, authenticity of design and mutual respect for your community neighbors and Mother Nature are the building blocks from which you can create your dream home and property at The Cliffs.

Each Homesite in The Cliffs community offers a unique relationship with regard to the views, solar and wind exposure, mountain terrain and topography, the flora and fauna native to the Glorieta Mesa and Sangre de Cristo Mountain Range at the beginning and southern most portion of the Rockies. Site and architectural designs should in all ways seek to integrate into the landscape and visually minimize differentiation from the natural environment. This can be accomplished by utilizing an earth toned color palette and/or natural elements such as stone, exposed wood, stucco plaster and rammed earth.

Site driven design, innovation in architectural design and systems performance as well as an adherence to an approved architectural style and/or combination thereof as established in The Cliffs Style Guide are the corner stones of a thoughtfully designed, energy efficient home that nestles into the forest and the natural setting of your homesite, that is designed to capture each of the view corridors. To the east you have the quaint town of Pecos with sunrise views of the Sangre De Cristo Mountains. The northern views of Sangre De Cristo Mountains include Pecos Baldy the Glorieta Pass. To the east of Glorieta Pass is the beginning of the Rocky Mountains that go to Colorado and to the west of Glorieta Pass is the beginning of one of the largest mesas in North America. The beautiful sunsets over Glorieta Mesa and the 800' forested cliffs rise to the south to form a dramatic backdrop behind each homestead. Further details are covered in Section II & III of these Guidelines.

The first section of the Design Guidelines (The Design and Approval Process) outlines what is expected at each phase to facilitate a transparent and collaborative relationship with the Design Review Committee ("DRC") from Initial to Final design approvals prior to construction. The second section (Site & Homestead Guidelines) explains what is expected for site layouts, structure square footage and integration with the natural terrain. The third section (Architectural Style & Design Considerations) details particulars regarding the character and aesthetics of homes and ancillary structures. Additionally, you are strongly encouraged to familiarize yourself with The Cliffs Style Guide as a reference tool depicting styles, materials and an aesthetic that is both encouraged and appropriate for The Cliffs community that is nestled in the forested terrain with naturally occurring benches or mesitas at the base of Glorieta Mesa. Innovation on the part of the Owners and their Design team is encouraged, and the DRC stands as your ally in being both receptive to unique proposal ideas which may push the boundaries of the style guide and navigate you towards a design which will fulfill your programmatic desires while respecting the overall community vision.

Glossary of Terms:

- Design Review Committee ("DRC"): approval body as outlined in The Cliffs CC&Rs that will oversee the design review and approval process.
- Applicant: property Owner or authorized representative such as a Designer, Architect or Builder submitting designs for review.
- Point of Contact ("POC"): DRC appointed representative that will communicate with Applicant during the submittal, review and approval process.
- Building Envelope: A predetermined and plat-indicated formal boundary within which all site disturbance in the form of structures, landscaping and driveway access/parking is permitted.

Section I: The Design and Approval Process

There is a three-phase review process with the DRC, after which is completed and having received final approval, the Owner can pursue building permits and commence construction. Construction guidelines can be found in The Cliffs CC&Rs. A total of \$3,600 in fees is required to pursue a design to final approval.

Phase 1: Initial Design Application & Review: the goal of this review is to familiarize the DRC with the Applicant's vision for their property and establish the site layout, grading and adherence to the Design Guidelines prior to moving into architectural detailing. All County zoning and fire requirements must be met in the site design with indications of utility locations and infrastructure.

- Rough square footage of buildings.
- Location of each structure in relation to property lines, edge of cliffs/ridges (if applicable), distance from other structures and from the access road.
- Location and height of any site walls/fencing.
- Proposed materiality and adopted style (per Style Guide) which can later change and evolve if the design requires a different Architectural interpretation later in the design process.
- Identification and installation of required 10,000-gallon fire suppression tank on Lot per current Santa Fe County fire code requirement.

A 4-week period of internal review by the DRC will commence upon receipt of a complete Initial Design Application and a \$1200 nonrefundable design review fee. During this 4-week period, a site visit will be scheduled in which the Applicant is encouraged to visit the site with the POC and other attendant Committee members to clearly explain the site design approach and verify the locations of proposed design elements. The project Designer is strongly encouraged to attend the on-site meeting at the onset of a project. The Applicant is encouraged to utilize stakes or some kind of physical indication of proposed site elements to help the DRC in establishing the scope of the proposed design. Applicant can utilize a professional surveyor to accomplish this.

The time allotted for internal review of an Initial Design Application is 4 weeks, upon which a date is provided in writing to the Applicant up to 2 weeks ahead for the Initial Design Meeting. During this 2-week period, if alterations are requested by the Design Review Committee in writing, the Applicant should prepare said alterations for presentation during the Initial Design Meeting and provide the POC with said documents

prior to the meeting. If the aforementioned alterations or explanations are not updated for the meeting, there is a greater chance of an Initial Design Application being denied or required to re-submit.

All applications will be submitted by either a Licensed Architect or Designer/Builder on behalf of an Owner. If an unlicensed Designer is utilized, a foundation and framing plan will need to be provided by a licensed Structural Engineer upon submission of the Final Design Application.

Civil engineering is not required at this stage but highly encouraged. A final design stamped by a Licensed Civil Engineer will need to be provided with the Final Review Submission.

Required Drawings/Documents for an Initial Design Review Application:

- Full Site Plan including entire property and clearly indicating all lot lines, existing infrastructure (access road, trail network, fire suppression tank, community features if located in a property adjacent to a community asset) and proposed infrastructure including driveway, utility hookups, all proposed structures and oriented to true north at a minimum scale of 1" = 50'.
- Enlarged Site Plan specific to the Building Envelope including driveway, Main House and all accessory structures, walls/fencing and proposed infrastructure at a scale of 1" = 20' minimum.
- Site Sections through the Building Envelope depicting the relationship of all structures in relation to natural and proposed topography. Rough building masses are to be depicted and include information as to the maximum proposed height, rough materiality and adopted style. Minimum of 1/8" Scale.
- Vision Statement and/or Materials/Design/Vision Board pertaining to the aesthetic including proposed exterior materials, examples or precedent residences/architecture inspiring your vision for your Homestead.
- Optional: Scaled Floor Plans and Building Elevations of Proposed structures @ 1/8" min scale.
- 2 Full size printouts along with digital PDF versions of all required drawings must be submitted to:
 - The Cliffs at Crystal Mesa
218 Camino La Tierra, Santa Fe, NM 87506

- Initial \$1,200 design review fee via check or credit card payment.

The DRC will notify the Applicant within 4 weeks of digital receipt of submission to schedule a Zoom or In-Person meeting on site within 2 weeks of written acceptance of an Initial Design Application. Approval findings and comments/desired design revisions or disapproval will be provided in writing to the Applicant within 5 business days of the Initial Design Review Meeting.

Minor adjustments and design updates are available to an Applicant if the DRC feels a re-submission is not needed to course correct a potential issue prior to jumping into the next phase of design. An applicant can submit the corrections directly to the POC at an agreed upon time period, not to exceed 2 weeks post meeting for a fee of \$300. Minor design updates can be administratively approved by the POC as opposed to full DRC approval to expedite moving towards Phase 2.

Resubmittal Procedure: If a design is rejected in its entirety during the Initial Design Phase, a re-submittal fee of \$1000 would be required to re-start the process with an entirely new design. Another site visit will be required of the designated POC and Applicant, and a revised Initial Design Package would have to be first approved by the DRC prior to moving to the Emerging Design Application.

Phase 2: Emerging Design Application & Review: once the Initial Design Application approval is granted by the DRC, an Applicant may immediately move forward with an Emerging Design Application which will require:

- Actual square footage of all proposed structures including heated and unheated spaces such as garages and mechanical rooms.
- Total roofed area of all structures including all portals and overhangs.
- Total site coverage of all roofed structures, impermeable paving (where present), driveways and any other feature as a percentage of total lot size.
- Proposed heights of all structures in relation to existing and proposed topography.
- Proposed materiality of all structures including site elements, driveway surfaces, site walls or fencing, window/door/glazing systems and exposed structural elements.

- Flushed out infrastructure plan including all utility trenching and connections to both community infrastructure and hookups to the proposed structures.
- All mechanical and specialty equipment must be located and adequately screened and must be indicated to prevent visibility from any adjacent property or communal/public areas including the access road.

Required Drawings/Documents for an Emerging Design Review Application:

- Updated and further detailed Site Plans at both scales submitted in the Initial Review.
- Updated and further detailed Site Sections submitted in Initial Review.
- Scaled Floor Plans of all proposed structures with materials clearly indicated at a minimum scale of ¼" for all structures.
- Scaled Building Elevations of all proposed structures with materials clearly indicated at a minimum scale of ¼" for all structures.
- Roof Plans depicting all drainage off of proposed roofs, proposed runoff retention/detention/storage technique and any mechanical equipment and roof penetrations proposed at a minimum scale of ¼" = 1'.
- Initial Landscape Plan depicting existing trees to remain, proposed trees, and landscaping zones (see Site Design for Zone definitions).
- Updated Vision Statement w/ physical and/or digital Materials/Design/Vision Board
- Optional drawings could include Civil Engineering, 3D modeling or Renderings of the proposed project.

The second design review fee of \$1,200 for Emerging Design Application and Review must be submitted along with the Emerging Design documents upon commencement of this Review phase. All submission procedures and time requirements are the same as the Initial Review as well as Re-submittal requirements and additional fees if required.

Phase 3: Final Design Application & Review: once the Emerging Design is approved, an Applicant can immediately move forward with the Final Review Application. This will further detail and build upon what was established in the previous reviews. While small changes will be considered in this phase, the applicant is encouraged to have a solidified design with only minute alterations to what was approved in the Emerging Design review process. In addition to updated versions of the drawings submitted in the former submissions, a final Materiality/Design vision document is required in either physical or

digital form with all exterior materials and proposed exterior lighting graphically indicated. 3d digital or physical modeling and/or design renderings are strongly encouraged during this phase to reveal the nuance and site integrated approach of your design.

Required Drawings/ Documents for a Final Design Review Application:

- Final Site Plans at both scales indicating all proposed structures, utilities and their connections to proposed structures, site grading & drainage patterns as well as final driveway and circulation layout.
- Stamped Civil Engineering drawings indicating runoff water strategy and cut/fill calculations
- Final Site Sections.
- Final Floor Plans of all proposed structures with materials clearly indicated at a minimum scale of 1/4" for all structures.
- Final Building Elevations of all proposed structures with materials and exterior lighting clearly indicated at a minimum scale of 1/4" for all structures.
- Final Roof Plan depicting all drainage off of proposed roofs and any mechanical equipment and roof penetrations proposed at a minimum scale of 1/4" = 1'.
- Updated Landscape Plan depicting all existing trees to remain, proposed trees, and landscaping zones clearly indicated. A final landscape plan will be provided to the Design Review Committee during construction.
- Final Material/Design Statement w/ physical and/or digital Materials/Design/Vision Board.
- Stamped Foundation and Framing Plan by a licensed Structural Engineer if the Applicant does not include a Licensed Architect.

The third and final design review fee of \$1,200 for Final Design Application and Review must be submitted along with the Final Design documents upon commencement of this Review phase. All submission procedures and time requirements are the same as the Initial Review as well as Re-submittal requirements and additional fees if required.

Unless a re-submission is required of the Applicant, final written approval from the Design Review Committee will be provided within 5 business days of the Final Design Review Meeting. At this time, the Applicant is authorized to pursue Santa Fe County permitting and commence construction. See Section IV for adherence to Community guidelines during construction.

Section II: Site & Homestead Guidelines

These Design Guidelines are parameters that will help you integrate your design into the surrounding landscape, protect the forest environment and preserve pristine views from each homesite in The Cliffs community.

- Driveway design must be compliant w/ SF County fire code allowing maneuverability of vehicles and providing adequate guest parking in addition to owner parking.
- Each Main House must provide covered or uncovered owner parking for at least two vehicles in addition to guest parking per County Code.
- Fencing is not permitted on any Property Line.
- Privacy walls or fencing is permitted within a 40' area extending from any exterior wall from the Main Residence and 20' from any ADU or accessory structure.
- Privacy walls and fencing are not to exceed 6' in height from any natural or proposed grade.
- Pedestrian gate houses/entry features are allowed up to 8'.
- All signage on a Lot other than an address sign no larger than 1-foot by 1-foot in size must be approved by the Design Review Committee prior to installation. No sign may be illuminated. All sign applications, including applications for approval of new signs, placement of signs, relocation of signs, and alteration of signs, must be submitted to the Design Review Committee for approval prior to any installation, alteration, or relocation. Applications must include the following:
 - a) A drawing or photo of the proposed sign location indicating how the sign might appear. This should include major dimensions indicating the size of the sign, the height from the bottom of the sign to the ground, and the dimensions of sign projection from the face of the building.
 - b) A dimensioned drawing of the sign graphics including logo, font, and color. Color samples are recommended.
 - c) Details of the sign construction, including materials and mounting frames, brackets etc.
- All structures are intended to nestle into existing natural grade as opposed to perch above terrain. There should be a balance of cut and fill per structure or preferably less fill as structures should nestle into adjacent topography as much as possible.
- Imported fill is allowed only when native soils are un-suitable for subgrade or foundational compaction as stipulated in an Owner Supplied Geotechnical Report. A Geotechnical report is strongly encouraged as soil conditions differ from location to location.

- Structures may not exceed 24' from natural or proposed grade and the Main House must be the tallest structure on each Property.
- Square footage of the Main Residence must be a minimum of 1,200 Heated/Conditioned Square Footage with ADU's being a maximum of 50% of the Main House heated square footage or 1,400 heated square feet maximum (per County Zoning).
- Each Homestead must feature a Main House and can also incorporate a Guest House/Casita complete with full kitchen/kitchenette, full bath and a designated covered or uncovered parking spot in addition to Main House and Guest parking requirements.
- Exterior Garbage/ Recycling enclosures must be integrated into the architectural design of a single proposed structure using site walls or fencing to mask this area. Bear proofing is encouraged as well as interior trash enclosures within a garage or Mud room to prevent wild animal intrusions.
- Additional Accessory structures on Homestead Sites may contain a powder room or individual sink and/or toilet, but shall not contain a kitchen/kitchenette. Non ADU Accessory Structures may include but are not limited to the following types of structures:
 - Greenhouse
 - Work/Utility/Tool Shed
 - Home Office/Art or Yoga Studio/Home Gym
 - Sacred Space/Chapel/Meditation Room
 - Other accessory structures will be considered on an individual basis.
- Landscape Design will include 3 distinct zones.
 1. Driveway/Entry Zone - landscaping at the driveway entrance and address monument. Native, drought tolerant and low maintenance plant species, watered via drip irrigation system and maintained by the Owner are permitted. A single address monument clearly indicating the numeric portion of the Owner's address is permitted and can be illuminated with a Dark Sky approved lighting fixture that can include backlit characters. A stone, stucco or timber style address monument, up to 5' in height can be utilized.
 2. Natural Zone - Outside of perimeter/privacy walls/fences or more than 25' from the exterior wall of a Main Residence would feature native plantings including coniferous trees and shrubs native to the Sangre de Cristo mountain range such as Pinon and Ponderosa Pines along with native grasses and wildflower reseeding over all disturbed areas. Any major trees removed during construction for access or damaged during

construction that fall outside of the Private Zone are to be re-planted in like and kind unless specifically directed otherwise by the DRC or to be in compliance with the Santa Fe Fire code with regard to defensible areas surrounding structures or trees being removed within the proposed driveway and parking areas.

3. Private Zone - Within perimeter/privacy walls/fences or 25' from any exterior wall of the Main Residence if no privacy walls are utilized by the Homeowner. A Casita/ ADU and other Accessory Structures are allowed a private zone of 15' extending from the exterior wall of the primary entrance to said structure. If a private zone is un-fenced or walled, take care not to plant any species that are known to be toxic or poisonous to wildlife including Deer, Rabbits, Squirrels and Birds of Prey.

Section III: Architectural Style & Design Considerations

Diversity in form and architectural interpretation is encouraged for the design of the Main Residence, Casita and accessory structures. Using the Architectural Style Guide as a springboard for accepted architectural styles, an Applicant is encouraged to potentially hybridize and personalize their home in a way that is both innovative and unique. The use of rustic materials such as true timber exposed structure (log homes), decorative metal or wood wall paneling, earthen colored stucco and solid or veneered stone wall structures and surfaces are strongly encouraged.

Specific design requirements are stipulated as follows:

- All structures on site must adhere to the selected style and material palette established in the design of the Main Residence. While every structure doesn't need to replicate every design material used in the Main Residence, they must utilize at least two of the featured materials. (For example, matching stucco color and same standing seam metal roofing.)
- The Main Residence must be the largest and tallest structure on site.
- Glazing on visible ridge line building envelopes must adhere to County glazing requirements in relation to reflectivity and visible light transmission.
- Large expanses of glass should be located under portal roofs or pitched roofs at a minimum depth of 6' from edge of fascia/furthest extent of roof above.

- Long, uninterrupted building facades are discouraged unless set back under a portal or broken up with building jogs of at least 2' for expanses over 30' in length.
- Each Main Residence will be equipped with an Automatic Fire Sprinkler and Emergency Notification system.
- Wood siding and roof shingles are not allowed due to fire concerns.
- Mobile homes are not permitted.
- Yurts are not permitted as a Main Residence.
- Exterior lights are to be Dark Sky compliant per the NSPA (Night Sky Protection Act) and the Santa Fe County Sustainable Land Development Code.
- Teepees and other non-permanent structures are allowed with DRC permission and will be considered on a per project basis.

Section IV: Construction Process

- A. Builders. Any Builder that demonstrates compliance with the Design Guidelines as approved by the DRC may engage in construction on the Property. The DRC shall approve builders based on demonstrated responsibility to building sites and neighbors and understanding of, and commitment to, sustainable design.
- B. Pre-Construction. A builder commence construction only after obtaining final approval in writing by the DRC on a homesite design, and after obtaining all required construction permits from public agencies. A pre-construction meeting is required to establish the DRC approved locations for equipment and portable building staging, fencing and adherence to safe and professional construction practices.
- C. Hours of Operation. Construction activity shall be confined to Monday-Friday 7:00 AM to 6:00 PM (or 30 minutes after sunset, whichever comes later); Saturday 8:00 AM to 4:00 PM. Working on Sunday is prohibited. The DRC must approve any variance to these regulations in writing.
- D. Completion. All construction shall be completed within twelve (12) months from commencing, unless permission has been granted in writing by the DRC for a longer term, dependent on project scale and complexity.

- E. Fencing. A chain link fence at least six (6) feet high shall be installed around the perimeter of any construction site, including all grading, storage and waste or recycling container areas as well as the building under construction. The construction fence may extend along the driveway to the road.

- F. Waste Disposal and Recycling. A dumpster and appropriate trash and recycling containers must be kept on site during construction and emptied as needed. The building site shall be kept clean and free of debris at all times. Lightweight materials, packaging, and other items shall be covered or weighted down to prevent them from being blown from the construction site. Builders are prohibited from dumping, burying, or burning trash anywhere on The Cliffs at Crystal Mesa except as expressly permitted by the DRC.

- G. Maintenance of Building Site; Material Storage. Lots shall be kept in a neat and tidy condition during construction periods, trash and debris shall not be permitted to accumulate, and supplies of brick, block, lumber and other building materials shall be piled only in such areas as may be approved by the DRC in the pre-construction meeting. In addition, any construction equipment and building materials stored or kept on any Lot during construction of improvements may be kept only in areas approved by the DRC, which also may require screening of the storage areas. During the construction period, each construction site and the route to and from the construction site must be kept neat and clean. Sites will be monitored to prevent them from becoming public eyesores or adversely affecting other Lots or open spaces.

- H. Portable Toilets. Owners shall be responsible for ensuring that their Builders supply adequate temporary sanitation facilities and have them serviced regularly. Portable toilets shall be located in the Building Envelope or in an area approved by the DRC, and shall be screened from view of other Lots, streets and public areas as much as possible.

- I. Protection and Restoration. During the construction process, special care shall be taken to minimize impacts or disturbing natural areas. Owners shall be responsible for restoring and re-vegetating any natural areas damaged during the construction process. Excess excavation materials must be hauled away in a timely manner.

- J. Blasting. Blasting shall only be permitted pursuant to the written approval of the DRC, with such conditions as the Committee may impose.
- K. Washout. All concrete/plaster/paint washout shall occur only in a site designated for such purpose by the DRC, or on site for recycling in the construction process; for example, use as base under the driveway.
- L. Temporary Structures. No temporary buildings, tents, trailers or the like shall be permitted, except as described herein. One (1) construction trailer, one (1) storage container and one (1) portable restroom shall be permitted during the period of construction so long as they are screened from view and their siting is approved by the DRC. All temporary structures and facilities shall be removed upon completion of construction.
- M. Temporary Housing. One (1) temporary housing unit may be permitted at the discretion of the DRC, so long as such unit is screened from public view, complies with all State and County requirements and is in place for no more than twelve (12) months, or the length of the approved construction period and with written extension by the DRC.
- N. Bond. A cash builder's bond in an amount specified by the DRC or, if no such amount is specified, of \$2,500.00, is required to ensure that the construction site is kept free of all trash and debris during construction. This cash bond is required for the construction of all new structures or additions to existing structures. The check for the builder's bond should be made out to The Cliffs at Padre Springs Homeowners Association and is to be submitted at the time of the on-site pre-construction meeting. The memo line of the check should clearly state that the check is for the builder's bond and indicate the Lot number.
- O. OSHA Regulations. All applicable OSHA regulations and guidelines must be strictly observed at all times.
- P. Flammable Materials. Careless disposal of cigarettes or any other flammable material is prohibited. At least one 10-pound ABC-rated dry chemical fire extinguisher shall be present and available in a conspicuous place on the construction site at all times.