

GRAND MERE VANESTA  
DESIGN GUIDE

**NEW PROCEDURES**

MAY 2010

The following are general guidelines (do's and don'ts) applicable to the design and construction of homes in the Grand Mere Vanesta subdivisions. They are meant to supplement and not replace the original design guidelines that were published in November 2005. The only facet of that document that has changed is that the Design Review Committee work is done entirely on a local basis, with the turn-around time for plan approval being shortened substantially.

The application process for constructing a home in Grand Mere has not changed. Required are two sets of drawings, a completed application form, and a \$2000 deposit. Once the home is completed \$1800 will be returned to whoever paid the original deposit.

To facilitate the review and approval process, owners, designers, and builders should adhere to the following:

**DO**

1. Discuss the process with, and ask questions of the Project Director prior to drawing or purchasing plans. You can reach Jerry Petty at 785-410-3967 or [jerry@grandmereks.com](mailto:jerry@grandmereks.com).
2. Provide 2 sets of plans (floor plans, all 4 elevations, grading, landscape)
3. Make deck and porch support columns a minimum of 12 inches, either in diameter or each side if rectangular.
4. Keep elevation views to a maximum of 3 different siding materials.
5. Terminate or change materials at inside corners.
6. Size shutters to fit windows.
7. Align and size windows to complement each other from one floor to another.
8. Provide color selections or a "family" of intended colors.
9. Trim all windows.
10. Provide a minimum of 2 trees in the front and 2 in the back, having a diameter of at least 2 ½ inch caliper.

**DON'T**

1. Apply more than 3 siding materials to any given elevation.
2. Use fake or imitation stone, with the one exception being Centurion Stone.
3. Construct cantilevered bump-outs (other than bay windows) that don't extend to grade, e.g. for fireplace vents.

**GRAND MERE - VANESTA  
DESIGN STANDARDS BOOKLET  
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## INTRODUCTION

In a continuing effort to ensure the high quality of design and construction at Grand Mere, this Design Standards Booklet for Vanesta has been prepared effective November 15, 2005. Understanding, observing, and complying with these standards will assure the quality development that is expected in the Grand Mere tradition.

The Design Standards provide for the review and approval of site and building plans and specifications by the Design Review Committee (DRC) of the Grand Mere Vanesta Community Association. The DRC's interest in reviewing site and building designs is to ensure that a high quality compatible development is consistently achieved. The DRC is specifically interested in matters such as drainage patterns between and behind lots, mailbox standards, landscape plans, and certain details regarding architectural features.

The Declarations of the entire Residential District of Grand Mere ("Master Declaration") and of the Vanesta Community Declaration deal with a variety of subjects, including building type, quality, and other development standards, all presented in binding legal format. These Design Standards amplify and further develop these requirements into easily understandable terms to facilitate the design and review process for property owners, architects, and builders alike.

Articles XI and XII of the Master Declaration and Articles VII and VIII of the Community Declaration provide the legal basis for reviewing and accepting new building proposals at the Grand Mere Vanesta Community ("Community").

## 1. ADMINISTRATION

### **1.1 Design Review Committee**

The Design Review Committee (DRC) is the reviewing body established to assure conformity of plans with the desired aesthetics, maintenance, facility operation, community acceptance, and overall economics of the Community. The DRC is composed of professionals well informed as to the intent and standards of the Grand Mere Development.

### **1.2 Review Process**

Signed approval of final plans by the DRC is required prior to the undertaking of the construction, modification, or installation of any site improvements, including landscaping. However, approval is not required for replacement of dead or damaged landscape materials with the same material. Generally, approvals and/or permits from the city of Manhattan are also required prior to commencing any type of construction. Submission of plans to the City should not be made until DRC approval of the project has been secured.

The City's approval process is completely separate from Grand Mere's DRC review and focuses on many construction and safety issues not addressed by the DRC. The City also

requires periodic inspections of the home during construction, and the inspectors can require changes from the City-approved plans. It is incumbent on the builder to satisfy all governmental requirements and to secure all required approvals, permits, and inspections. The remainder of this document refers only to Grand Mere's DRC process as opposed to the governmental review process.

A deposit of \$2000 will be required at the time final plans are submitted for a new home. All but \$500 will be returned to the party who submitted the deposit at the same time the Compliance Approval is provided, as described later in this document. The \$500 retained by Grand Mere will be applied to plan review, construction observation, and administrative costs associated with the construction project.

A deposit of \$1000 will be required at the time plans for additions and exterior modifications affecting the architectural character of the premises are submitted, All but \$150 will be returned to the party who submitted the deposit at the same time the Compliance Approval is provided, as described later in this document. The \$150 retained by Grand Mere will be applied to plan review, construction observation, and administrative costs associated with the construction project.

To help ensure compliance with design guidelines and to attempt to maximize coordination with the DRC, the following process has been developed:

- Preliminary Residential Design Meeting
- Construction and Landscape Plan Review
- Plan Approval
- Compliance Reviews

**1.2.1 Preliminary Residential Design Meeting.** Before design work starts, a preliminary design meeting will be held with the chair of the DRC to review the Grand Mere building, landscape, and site design process. At that meeting, the DRC process will be explained and a timetable will be developed for the design and construction of the home. If the builder and/or architect have been selected, they should also attend, especially if they do not regularly work on Grand Mere homes.

**1.2.2 Construction and Landscape Plan Review.** Once the builder and/or architect and client have agreed upon a home design, three (3) copies of the plans must be submitted to the DRC for review.

The plans must include the following:

1. An accurate site plan, drawn to scale (preferably 1"=10') reflecting floor elevations; existing and proposed contours or spot elevations along any street curbs, and spot elevations at critical drainage points; all easements; building setbacks; all existing trees of at least a four-inch caliper; storm drainage outlets; and the proposed placement of the home, driveways, sidewalks, pool, patio, deck, gazebo, playground areas, yard or lawn ornaments, retaining walls, etc.
2. Floor plans of each level of the home, clearly labeled, and including the square footage.



3. All elevations should be drawn to scale and windows, doors, chimneys, retaining walls, steps, railings, decks, patios, exterior lights, etc. should be shown. Roof pitches and overall dimensions should also be reflected. Building material types should also be specified.
4. A landscape plan should be drawn to scale and incorporate the site plan elements including trees, other plant materials, drainage patterns, berms, retaining walls, and any landscape lighting. Species of all plant materials should be shown on the plan.

**1.2.3 Compliance Reviews.** A representative of the DRC may review the progress of construction from time to time to make sure construction is proceeding as set forth in the approved plans.

Upon completion of construction, installation of all landscaping, and receipt of the Occupancy Permit from the City, the homeowner shall request Compliance Approval from the DRC, and the return of the deposit. Once compliance is documented, the DRC will issue the final approval and return \$1500 of the deposit.

### **1.3 Requirements During Construction**

**1.3.1 Sanitary Facilities.** Sanitary facilities shall be provided for the workers at the construction site by the builder or the owner.

**1.3.2 Construction Site.** All construction sites shall be kept neat and orderly. Trash shall not be allowed to accumulate except in appropriate containers. Any trash or stored materials that are blown by wind or otherwise found on public streets or adjacent properties shall be retrieved by the builder or owner.

Storage and work space shall be limited to the lot under construction unless permission has been obtained from the adjacent lot(s) to use that area temporarily.

Mud that is tracked from the construction site on to public streets shall be removed from the streets and returned to the lot or removed from the site. Any erosion that leaves the site on to adjoining properties shall be retrieved and returned to the lot or removed from the site.

No loud music is allowed on any jobsite.

Owners will assume complete responsibility for the actions of their general contractor, as well as those of their subcontractors. Any damage from construction activities to adjoining property, including, but not limited to, landscaping, building improvements, street curbs, signage, and utilities will be repaired by the owner or his/her contractor.

**1.3.3 Construction Diligence.** Once construction has started, it shall be continued with diligence until complete.

#### **1.4 Exculpation**

The approval of plans and specifications by the DRC shall not be construed as approval of the engineering decisions or compliance with zoning and building ordinances. By approving plans and specifications, neither the DRC nor any member thereof assumes any liability or responsibility therefore or for any defect in any structure constructed from such plans and specifications.

#### **1.5 Subsequent Modifications**

Occasionally, it is desirable to make changes affecting the exterior elevation of the home or the design of decks, patios, landscaping etc. during construction. These changes must be approved by the DRC.

Even after the home has been finished and occupied, DRC approval is still required prior to undertaking any changes or additional construction affecting the exterior of the home. This would include additions to the house, adding or changing decks, pools, gazebos, outside lighting, cabanas, driveways, walks, fences, retaining walls, flag poles, basketball goals, landscaping, and changes to exterior colors etc. It would also include any grading changes that affect drainage. No outdoor sculpture or lawn ornamentation may be added at any time without specific DRC approval.

#### **1.6 Maintenance**

Maintenance. To ensure the overall quality of each neighborhood, the owners will maintain the exteriors of all structures on their lots, as well as lawns, hedges, plants and shrubs in a neat and trim condition at all times. Owners are required to use irrigation systems to water lawn and plant-materials to keep them in healthy condition. Dead trees and plant material shall be replaced within one (1) year.

## **2. DESIGN STANDARDS**

### **2.1 Building Design**

**2.1.1 Minimum Sizes.** The following minimum finished square footage requirements have been established for the Community. There are no maximums; however no house will be permitted to overwhelm its lot.

#### ***Vanesta***

##### **All Lots**

- Ranch, one story above grade      1,500 sq. ft.
- Multiple stories above grade      1,800 sq. ft. above grade

**2.1.2 Colors and Textures.** Colors, textures, and architectural details should be in harmony with the surroundings of Grand Mere. No extremely contemporary, overly bold, or potentially offensive colors, patterns, and textures will be acceptable.



**2.1.3 Siding.** Buildings will be faced on all sides with quality facing materials such as brick, stone, wood, masonite, concrete fiber lap siding, or stucco. Cultured stone by Owens Corning may be used, but any other “manufactured” stone must be approved by the DRC. The following materials are not allowed: exposed standard concrete block; bare concrete except to a maximum of 12 inches above grade; and prefabricated metal buildings.

All materials on the exterior of the house should terminate at inside corners, and not stop on-edge at outside corners.

If shutters are used, they shall be the same size or larger than the windows, and either be functional or appear functional.

**2.1.4 Roofs.** Roofs shall be cedar shake or cedar shingles, slate, tile, concrete tile, or architectural grade asphalt shingles rated at thirty years or more. Uniform roof styles and pitches are strongly encouraged. Flat roofs are not acceptable.

**2.1.5 Garages.** Side entry garages are required on all lots that share a boundary with the golf course. Side entries are encouraged, but not required, on other lots. All garages shall be constructed as part of, or attached to, the house by an enclosed walkway.

## **2.2 Site Design**

**2.2.1 Existing Trees.** Where existing trees exist outside the envelope of the building and grading operations, they should be incorporated into the landscape plan for each lot.

**2.2.2 Fencing and Screening.** All outdoor mechanical devices such as air conditioners shall be screened from public, the golf course, and neighbors’ view by appropriate landscape elements. In general, enclosure fencing along property lines is discouraged, but when approved must be constructed of metal, picket style material, black in color. No chain link, wire, PVC, or wood panel materials will be permitted except for privacy fencing separating the walking trails from the private property. In those cases solid wood fencing material is permitted. The existing chain link fence along the Hudson Trail may remain.

**2.2.3 Mailboxes.** Mailboxes shall meet the specifications of one of the following three types:

Type One - Mailbox Column:

- i. Maximum height: 58"
- ii. Maximum width: 24"
- iii. Faced with brick, stone, or stucco

Type Two - Mailbox Column and light fixture on top of column:

- i. Maximum height 78", including light fixture
- ii. Maximum width: 24"
- iii. Faced with brick, stone, or stucco

Type Three – Grand Mere Mailbox and Post

- i. Standard as provided in the Grand Ridge Townhomes
- ii. Maximum height: 56"



Type One



Type Two



Type Three

**2.2.4 Lawns and Irrigation.** All lawns shall be irrigated with an underground sprinkler system. Any landscape beds containing plant materials that require supplemental watering in the Kansas climate shall also be irrigated.

Initial establishment of lawn areas may be by Sodding or seeding; however, if seeding is chosen, the activity must occur at prime seeding times and shall be done in a professional, workmanlike manner to assure a good, quick stand.

**2.2.5 Parking.** No long term, outside parking of recreational vehicles, boats, campers, and similar items is allowed. All such vehicles shall be stored in a garage.

**2.2.6 Utilities.** All utilities shall be underground.

**2.2.7 Driveways.** All driveways shall be paved with a high quality hard surface of concrete, brick, asphalt, or pavers that are designed for such use. Circular drives are permitted but are discouraged on lots with a frontage less than 125 feet.

**2.2.8 Signs.** No sign of any kind shall be displayed to the public view, or from any lot, or any Common Maintenance Areas, without approval of the Master Association, the applicable Community Association, or the Design Review Committee, except for the following temporary signs:

- a. Such signs as may be used by Developer or Grand Mere Realty in



connection with the development and sale of lots

b. Such signs as may be required by legal proceedings, or the prohibition of which is precluded by law

c. Such signs as may be required for traffic control and regulation of Common Maintenance Areas

d. Such signs advertising the lot as being for sale, except that:

i. The sign must be located only on the lot to be sold

ii. No real estate signs shall be placed in any Common Maintenance Area

iii. Only one real estate for sale sign shall be placed on each lot

e. Signs promoting political candidates, but only 30 days before and 5 days after the day of election

f. Builder signs - one per lot. Permitted Signs shall not exceed five square feet in total area or be more than three feet in height.

The Developer or the Community Association has the right to remove any sign that violates these sign conditions and to remove signs erected on the right-of-way, common grounds, or on private property.

**2.2.9 Retaining Walls.** Retaining walls may be stacked stone, poured concrete or concrete block with a veneer of stone or brick. Plain gray block walls are not permitted. Exposed concrete cannot exceed a height of 12 inches above grade. Stacked interlocking wall systems are permitted, but should be the straight, split - faced style, similar to the Classic Straight Split Face wall by Keystone Century Wall System.

**2.2.10 Miscellaneous Site Issues.** Underground pools are permitted with DRC approval and consultation. Above ground pools are not permitted.

There shall be no painting of curbs, steps, the public street, or other site amenities with logos, address numbers, advertising messages, or slogans.

Any basketball goals shall be free standing, and located behind building setbacks. No goals shall be attached to the house.

One communication device similar to an 18" to 24" satellite dish is allowed. It shall be placed to not be visible from the public street. No devices such as towers, large communication dishes, or antennas are permitted.

**In order to meet special situations, which may not be foreseen, it may be desirable from time to time for the DRC to allow variances from certain requirements. Any variance granted relates only to the specific situation and should not be considered precedent setting. Each decision will be made with the welfare of the overall development and current master plan in mind.**



**APPENDIX A**  
**GRAND MERE -- VANESTA COMMUNITY**  
**("COMMUNITY")**  
**BUILDER APPROVAL and**  
**INTENT TO APPLY FOR NEW CONSTRUCTION**

As a Grand Mere prospective property owner I/we  
 (typed or printed) \_\_\_\_\_,  
 intend to construct a new home in Grand Mere, have read the current Grand Mere -- Vanesta Design  
 Standards Booklet and the application form and fully understand the requirements of this submittal.

I/we understand that plans for construction of the house, all related improvements, and landscaping,  
 must be submitted and approved by the DRC prior to beginning construction.

I/we understand that any change in the exterior from an approved submittal must be submitted to the  
 DRC for approval.

I/we understand that I/we am/are responsible for the building permit, sewer and water hook-up fees,  
 homes association dues, and special assessments applicable to the property.

I/we assume responsibility for any and all damages by the contractor to my/our property, subject to  
 any rights that I/we may have against the contractor.

Address _____  Lot No. and Subdivision _____  Community _____	Date _____  Signature (Prospective Owner(s)) _____ _____  Home Builder Name _____  Address _____ _____
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\_\_\_\_\_ I certify that the above named builder has been approved by the Design Review Committee.

\_\_\_\_\_  
 DRC Chairman

\_\_\_\_\_  
 Date

**APPENDIX B**  
**DESIGN REVIEW COMMITTEE**  
**APPROVAL FORM**  
**VANESTA**

I hereby certify that the following have taken place, or have been approved, for the property located at:

Address \_\_\_\_\_

Lot No. and Subdivision \_\_\_\_\_

Community \_\_\_\_\_

☐ Preliminary Residential Design Meeting  
DRC Chairman \_\_\_\_\_ (Date)

☐ Construction and Landscape Plan Review Submittal  
DRC Chairman \_\_\_\_\_ (Date)

☐ Construction and Landscape Plan Review Approval  
DRC Chairman \_\_\_\_\_ (Date)

☐ Deposit Received  
DRC Chairman \_\_\_\_\_ (Date)

☐ Final Compliance Approval (see additional notes below)  
DRC Chairman \_\_\_\_\_ (Date)

☐ Deposit Less Fee Returned  
DRC Chairman \_\_\_\_\_ (Date)  
Owner \_\_\_\_\_ (Date)

Pertaining to Final Compliance:

- Requirements of the Design Standards have been met
- The City of Manhattan has issued an Occupancy Permit
- Construction has been completed according to the approved plans