



ARCHITECTURAL COMPLIANCE GUIDELINES

(Rev. 08/10/2018)

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COTTONWOOD PALO VERDE AT SUN LAKES

ARCHITECTURAL COMPLIANCE REQUIREMENT SUMMARY rev. 05/17, 06/18

1. Homeowners who wish to make exterior changes to their homes and property, including building or placing permanent and free standing structures to their front and back yards must complete an **Architectural Compliance Permit Application Form**. **Forms must be signed by the homeowner.**
 - A. **Architectural Compliance Permit Application Forms** are available on our website www.cottonwoodpaloverde.com or at the Administration Center at no cost.
 - B. Include all information when completing the form.
 - C. If multiple types of work are being performed on a project, such as driveway coating and tree removal for example, **each must have a separate permit.**
2. Construction plans and plot plans must be attached to the **Architectural Compliance Permit Application** whenever additions or alterations to the existing structure are involved or whenever property lines or setbacks are involved. **THE FIVE FOOT SETBACK/RIGHT TO USE AREA MUST BE IDENTIFIED.**
3. **All structural changes require a Maricopa County Permit.**
 - A. In order to avoid extra expense, homeowners should receive preliminary approval from the **Architectural Compliance Committee** **PRIOR** to making an application for a permit from Maricopa County.
 - B. Upon receiving this approval, the homeowner must apply for and obtain a **Maricopa County Permit** prior to commencing any work on the project. When the **Maricopa County Permit** is issued, the homeowner must advise the Administrative Assistant by submitting the **MCC Permit**. At this time, the homeowner will receive the **Architectural Permit Request Approval Form (goldenrod color)** valid for a specified period of time.
 - C. It is the responsibility of the homeowner to obtain the necessary zoning, clearances and building permits from Maricopa County. Copies of permits, architectural drawings or specifications must be provided to the **Architectural Compliance Committee** prior to the start of construction. All construction must be in compliance with zoning and building codes at a minimum, and **Cottonwood Palo Verde HOA reserves the right to require more restrictive requirements.**
4. Permits will be approved/disapproved and returned to the homeowner within a reasonable amount of time, typically not exceeding 30 days. Approved permits will be returned to the homeowner along with an **Architectural Permit Request Approval Form (goldenrod color)**. This form must be displayed in a readily visible area while the work is being done. Work may be checked for compliance by an Architectural Compliance Committee Member.
5. If a permit is denied, the homeowner may make an appeal to the full committee.
6. All work must be completed within the specified time. If work cannot be completed in this time frame, the homeowner is required to submit a request for a time extension.
7. Upon completion of the project, the goldenrod form must be returned to the Administrative Assistant.

**COTTONWOOD PALO VERDE AT SUN LAKES
ARCHITECTURAL COMPLIANCE GUIDELINES
REVISED FEBRUARY 28, 1996/ DECEMBER 30, 1998/
JULY 25, 2001/ DECEMBER 29, 2004/ DECEMBER 26, 2007
SEPTEMBER 24, 2008/ August 19, 2010/SEPTEMBER 28, 2011
MAY 12, 2014/ SEPTEMBER 24, 2014**

1. GENERAL

- A. The Architectural Compliance Committee (ACC), appointed by the Board of Directors, has the responsibility to maintain the existing high standards of architecture and landscaping within its jurisdiction. Although this Committee is appointed by the Board of Directors, it has complete and final say in all matters within its assigned authority, subject to the right of appeal, as outlined herein.**
- B. It is the responsibility of the Architectural Compliance Committee to insure that the aesthetics of the community are not compromised and that the Covenants, Conditions and Restrictions are not violated. Obviously, many specific situations are unique and the **Architectural Compliance Committee** must review and decide on each situation in the best interest of the community to maintain values. Not all situations are covered in this manual.**
- C. Nothing contained herein shall be construed as altering, amending or changing the Covenants, Conditions, and Restrictions (CC&R's) that run with the land and are recorded with the County of Maricopa, or the Articles of Incorporation and Bylaws of Sun Lakes Homeowners Association No. 2; now known as Cottonwood Palo Verde at Sun Lakes.**
- D. The specific requirements as set forth herein have been unanimously approved by the **Architectural Compliance Committee** on February 4, 1994 and were approved and adopted by the Cottonwood Palo Verde at Sun Lakes Board of Directors on February 28, 1996 / December 30, 1998 / July 25, 2001, December 29, 2004 / December 26, 2007 / September 24, 2008 / August 19, 2010 / September 28, 2011/September 24, 2014 and May 31, 2017.**
- E. The purpose of these guidelines is to assist homeowners with the architectural review process. These guidelines will be periodically updated and published by Cottonwood Palo Verde at Sun Lakes.**
- F. HOURS OF CONSTRUCTION: START/STOP TIMES (According to Board Policy Chapter 6-03, V, F)**
 - 1. Construction work (residential): From April 15th to October 15th, inclusive, all construction work in or within 500 feet of Rural or Residential zones as per the Maricopa County Zoning Ordinance, and within 1,500 feet of an occupied, shall not begin prior to 5:00AM and must stop by 7:00PM each day.**

From October 16th to April 14th, inclusive, all other construction work in or within 500 feet of Rural or Residential zones as per the Maricopa County Zoning Ordinance, and within 1,500 feet of an occupied residence, shall not begin prior to 6:00AM and must stop by 7:00PM each day.

ATTENTION HOMEOWNERS

- G.** Cottonwood Palo Verde at Sun Lakes and/or the **Architectural Compliance Committee** will not recommend or advise as to building contractors or landscaping contractors to perform exterior changes or modifications and/or landscaping. It is the Homeowner's responsibility to carefully research contractors before selecting and paying money for services in advance. Licensed and bonded contractor's status can be verified by calling (602) 542-1525. (State of Arizona Registrar of Contractors Office)

NOTE: NOT ALL ARCHITECTURAL ISSUES ARE ADDRESSED IN THESE ARCHITECTURAL GUIDELINES. IF YOU ARE UNCERTAIN WHETHER A PARTICULAR IMPROVEMENT WILL REQUIRE ARCHITECTURAL COMPLIANCE COMMITTEE APPROVAL, PLEASE CONTACT THE ADMINISTRATIVE ASSISTANT AT 480-895-8550 X 305.

2. ARCHITECTURAL COMPLIANCE FORMS rev. 9/14

- A.** Regardless of whether specifically referenced in the **Architectural Compliance Guidelines**, all exterior modifications or changes to the home, landscape, hardscape, softscape or any other part of the property must be reviewed and approved by the **Architectural Compliance Committee** prior to commencing work. These guidelines are to assist homeowners with proposed improvements to provide the correct information required for the **Architectural Compliance Committee** in reviewing each proposal.
- B.** Architectural Compliance Permit Application forms are available at the Cottonwood Palo Verde at Sun Lakes Administration Center during normal business hours. **Only ONE alteration and/or addition per form.** **A plot plan, drawings and specifications must be submitted with each application along with all requirements as specified on the Architectural Compliance Permit Application Form.** No changes or deviations of such plans and specifications, once approved, will be made without another written approval of the **Architectural Compliance Committee**. One complete set of plans is required to accompany the application. These plans will not be returned and will be retained in the homeowner's property file.

C. All structural changes require a Maricopa County Permit.

- 1) The **Architectural Compliance Committee** will review and give written approval or disapproval to a plan submitted by a homeowner prior to the homeowner making application for a Maricopa County Permit.
- 2) Upon receiving this approval, the homeowner should apply for a **Maricopa County Permit**.
- 3) Upon receipt of the Maricopa County permit, the Administrative Assistant will provide the **Architectural Permit Request Approval Form** (goldenrod color) for a specified period of time.

An Architectural Compliance Application Permit may be given preliminary approval prior to receipt of Maricopa County Permit. However, the MCC Permit must be provided to Architectural Compliance Committee prior to the start of construction.

- D. It is the responsibility of the homeowner to obtain the necessary zoning clearances and building permits from Maricopa County. A copy of the **Maricopa County Permit** must be provided to the **Architectural Compliance Committee** prior to the start of construction. All construction must be in compliance with county zoning and building codes at a minimum, and **Cottonwood Palo Verde reserves the right to impose more restrictive requirements.**
- E. An **Architectural Compliance Permit Application** is required for new home construction by a builder other than the developer. A plot plan and exterior construction plan must be included with the permit. A **Maricopa County Permit** is required and must be provided to the **Architectural Compliance Committee** prior to the start of construction.
- F. The **Architectural Compliance Committee** review process is conducted in a reasonable amount of time, typically not exceeding 30 days, **provided all required documents, information and permits have been submitted.**

3. NON-COMPLIANCE/FAILURE TO COMPLY rev. 9/14

- A. The **Architectural Compliance Committee** reserves the right to require the homeowner to stop all work that is not in compliance with the work description on the approved **Architectural Compliance Permit Application**. Furthermore, any work being performed without an approved **Architectural Compliance Permit Application** which is deemed to be unsuitable, undesirable or in violation of the Covenants, Conditions and Restrictions and/or **Architectural Compliance Guidelines** must be stopped until an approved permit is obtained or the work is restored to its original condition.

4. APPEALS OF HOMEOWNERS

- A. If a permit is denied or a work stoppage is directed, the homeowner has the right to appeal and can file a letter with the **Architectural Compliance Committee** asking for a hearing on the denial or work stoppage. A hearing date will be sent to the homeowner within five days of receiving such appeal at the HOA address. At that time, the homeowner or their representative, will be able to present any further information as to why the decision should be reversed.
- B. If there is no change in the **Architectural Compliance Committee** decision, the homeowner has the right to further appeal to the General Manager and/or the HOA Board of Directors. The Committee and the Homeowner shall present their case to the HOA Board for final decision. HOA Board members shall have no previous information on the case. Board members may not investigate the case and can only judge on the case presented by the Homeowner and the **Architectural Compliance Committee**.

COTTONWOOD PALO VERDE AT SUN LAKES ARCHITECTURAL/LANDSCAPE SPECIFICATIONS

1. ADDITIONS (structural) rev.10/07, 9/08, 9/14

- A. Additions must be of similar design using materials comparable to the existing residence and assure that the Association's aesthetics are not compromised. The addition cannot extend beyond the approved building setbacks. Second story additions cannot exceed 30 feet in height measured from top of foundation or height of slab to the highest point of the roof. The structural addition and/or modification must be in conformity with the established aesthetics of the neighborhood.
- B. As to demolition and reconstruction of any house and garage, an **Architectural Compliance Permit Application** is required before any work is started. This same application will be reviewed by the **Architectural Compliance Committee**, the Board Liaison and the Consultant Architect. After review, a decision will be rendered as to whether it is a feasible construction item which fits in the aesthetics of the community.
rev. 9/08, 9/14

Note: If approved, the rules will apply the same as new home construction.

- C. An **Architectural Compliance Permit Application** complete with exterior drawings must be submitted for all structural additions. A plot plan showing the original house location and the proposed addition as well as any property lines or set back requirements must be provided within the plans. Maximum lot

coverage cannot exceed the lot coverage percentages listed below which represent the total roofed square footage, which includes house, sunrooms, patios, garages, etc., in relationship to the total lot square footage.

D. LOT COVERAGE:

40% UNITS 10, 12, 14, 15, 16, 17, 18, 19, 21

55% UNITS 22, 23

60% UNITS 24, 25, 26

65% UNIT 20

2. CONSTRUCTION SPECIAL PERMIT PROCESSING rev. 9/08, 9/14

- A** The following items are to be considered for special processing: new homes, two-story additions, Casita or guest house, garage enclosures and extensions, golf cart garages, screened & glass patio enclosures, Arizona rooms, patio covers, room additions, any addition that involves removal or changes in any load bearing wall and any out buildings that require footings, load bearing walls and roofs.

Note: Permit processing will be in accordance with the permit processing procedure detailed in item 3, Page 3 of the Architectural Compliance Guidelines.

- B.** In order to prevent homeowner construction activity that may not be in accordance with the CC&R's, **Architectural Compliance Guidelines** and/or Maricopa County regulations, the following permit processing action will apply.
- 1)** The **Architectural Compliance Committee** will process permits only on the first and third Tuesday of each month. (Permits covering emergency conditions such as air conditioning failure, roof leaks, etc. will be handled as they occur by the Administrative Assistant.
 - 2)** At the scheduled **Architectural Compliance Committee Meeting**, the Committee will review each permit to determine if any permit may require special processing. Permits not requiring special processing will follow normal processing flow.
 - 3)** If a permit is determined by the committee to require special processing, it will be marked as such on the permit, the reason being entered in the explanation block and the permit will be signed by the Committee Chairperson.
 - 4)** At the earliest convenience the Committee Chairperson or designee will meet with the HOA2 Board to validate this requirement. Assistance of a Consultant Architect may be requested.

- 5) If, in this meeting, it is determined by all present that the permit is not valid for special processing, the permit will be changed to pre-approved and be initialed by the Committee, Chairperson and the HOA2 Board President or designee. The permit will be returned to the Administrative Assistant for normal processing.
 - 6) If, in this meeting, the permit requirement for special processing as identified in item #4 above, is sustained by all, then the Administrative Assistant will notify the nearest twelve neighbors that a permit for an addition/revision to an adjacent property has been received and identified for special processing due to the nature of the change. Notified homeowners will have ten days to request a review of the change with the **Architectural Compliance Committee** members who identified the need for special processing. Concerns identified by a homeowner, following the above review, must be recorded on the Homeowner Property Compliance Concern Form and submitted to the Administrative Assistant for recording and disposition.
 - 7) It may be the decision of those present, as identified in item #4 above, in this meeting to include the requirement for a lot survey. If a lot survey is identified as a requirement, the Administrative Assistant will add this requirement to the homeowner transmittal letter that a survey of property lines is required.
 - 8) The homeowner's permit will become effective on the eleventh day after the date of the letter sent out by the Administrative Assistant.
 - 9) If, in the meeting, the Special Processing Permit is denied, it will be initialed by the Committee Chairperson and HOA2 Board President. The permit will then be returned to the Administrative Assistant for transmittal to the homeowner stating the reason for denial. The Homeowner has the right to appeal to the **Architectural Compliance Committee**, HOA#2 Board Liaison, or the entire HOA#2 Board.
 - 10) If the homeowner agrees to make changes to the construction plans then step 2 through 4 will be repeated until the plans are considered acceptable by the **Architectural Compliance Committee**, HOA#2 Board and Consultant Architect (if required). If plan acceptability is not reached then the permit is cancelled.
- C. **A Maricopa County Building Permit** must be provided to the **Architectural Compliance Committee** for a final project review. When compliance with all of the aforementioned criteria has been met, then approval shall be granted for the start of construction.

3. ALUMINUM AND VINYL SIDING rev. 10/07, 09/14

- A. Aluminum/vinyl siding may replace original wood or composition siding only. The aluminum/vinyl siding color must match the existing color of the home. Portions of a home that are presently finished in stucco must remain stucco unless decorative stone/rock are being used for the home. Submission of an aluminum/vinyl siding brochure is required for review with an **Architectural Compliance Permit Application**.

4. ANTENNA AND TV SATELLITE RECEIVER rev. 10/07, 09/14, 12/14, 02/16

- A. Exterior antennas are not allowed on any residential lot except to the extent permitted by Federal Law. Satellite dishes should be positioned in a location that minimizes its visibility from the street or adjacent houses. Homeowners are encouraged to remind the installer to place the dish in an inconspicuous space to ensure the aesthetics of the community are not compromised. **Any dishes or conduit not being used must be removed.**
- B. Antenna cables must be hidden from view to the maximum extent possible. Where a cable is mounted on any part of the house structure, it must be painted the color of the house on which it is mounted.

5. AWNINGS, SUN SHADES, SUN SCREENS, SHADE SAILS AND SHUTTERS rev. 1/07, 10/07, 8/09, 11/09, 2/10, 09/14, 02/15, 05/17

- A. Location, color, material, design and style of awnings, sun shades, sun screens, shade sails and shutters to be installed must be provided to the **Architectural Compliance Committee** for approval.
- B. The color of awnings must match or be compatible with the existing color of the home, trim or roof. All awning styles, designs and dimensions must be specified on the application to the **Architectural Compliance Committee**. Included in the description will be the type of material and color. A brochure or photo must be submitted with the **Architectural Compliance Permit Application**.
- C. The color of window sun screens, patio window roll up shades, or shade sails must match or be compatible with the existing color of the home or trim. Type of material and color, with a brochure or photo, must be submitted with the **Architectural Compliance Permit Application. (ROLL UP SHADES MUST BE TIED DOWN WHEN EXTENDED).**
- D. The color of roll up security shutters covering windows or patio perimeter and decorative shutters along window frame sides must match or be compatible with the existing color of the home, trim or roof. A color swatch, color pamphlet or photo of the intended change must be submitted with the **Architectural Compliance Permit Application**.

NOTE: ANY NEW PRODUCT WILL REQUIRE REVIEW AND APPROVAL BY THE ARCHITECTURAL COMPLIANCE COMMITTEE.

- E. All awnings, sun shades, sun screens, shade sails and shutters, whether permanent or retractable, must be properly installed and maintained in good condition. Bug screens provided with original window installation and sliding patio door screens do **not** require an **Architectural Compliance Permit Application** for replacement.

6. BUG LIGHTS, BIRD FEEDERS AND BIRD HOUSES

- A. Bug lights, bird feeders, bird houses and other similar fixtures shall not exceed six (6) feet in total height from the grade level of the lot. These fixtures are only permitted in the rear yard of the property. The location of these shall not be installed within five (5) feet from side property lines or ten (10) feet from rear property lines.

7. CLOTHESLINES rev.10/07

- A. Outside clotheslines or other outside facilities for drying or airing clothes shall not be erected, placed or maintained on any property unless hidden from the street and shall not be visible from neighboring property, green belts, or golf course.

8. DECORATIVE STONE AND ROCK TRIM rev. 10/07, 09/14

- A. Decorative stone/rock trim may be added to the home. A face view drawing of the area to be covered along with a brochure showing size, shape and color must be included with the **Architectural Compliance Permit Application**. Each request will be reviewed on an individual basis.

9. EVAPORATIVE COOLERS AND AIR CONDITIONERS (NEW OR REPLACEMENT) rev. 10/07, 05/17

A. NO THROUGH THE WALL AND/OR WINDOW AIR CONDITIONER UNITS OR EVAPORATIVE COOLERS ARE PERMITTED.

B. NEW INSTALLATIONS (Example: Guest house, Casita, or Room additions)

- 1) A **Maricopa County Permit** is required for the installation of new air conditioners. If the air conditioner is a ground unit, a plot plan must be provided showing location and an **Architectural Compliance Permit Application** request must include specifications.

C. AIR CONDITIONER REPLACEMENT rev.09/14, 05/17

- 1) Replacement equipment for roof mounted installations must be the same size and weight as the unit being replaced. An **Architectural Compliance Permit Application** is required.
- 2) If replacing or adding a new roof A/C unit that is larger than the current unit, and it opens or enlarges the roof structure, an architect/structural engineer must review and design plans to satisfy the load of the new unit. Any changes in roof structure and/or changes in the size of the cooling unit will require a **Maricopa County Permit**.
- 3) Repairs to the area under roof mounted air conditioner units must match as close as possible to the original roofing in color and material and must **not** cause any sun reflection.

10. EXTERIOR DECKS AND SPIRAL STAIRCASE rev. 09/14

- A. Sun and/or observation decks and staircases constructed for exterior use must conform to the Maricopa County Building Codes. The color and material must match the existing construction. Customizing these installations must be aesthetically compatible with neighboring homes. An **Architectural Permit Application and Maricopa County Permit** may be required. In addition, the requested project may require "Special Permit Processing, see Page 8.

11. EXTERIOR DRIVEWAYS AND WALKWAYS rev. 05/17

- A. Extension of walkways and/or driveways require an **Architectural Compliance Permit Application** and plot plans specifying the work to be performed. Driveways cannot exceed **thirty (30) feet in width per Maricopa County restriction.** Walkways and/or driveways cannot encroach upon the five foot right to use area of the property. It is the responsibility of the homeowner to make sure that utility lines or cable lines are not disturbed when extending existing exterior walkways and/or driveways.
- B. As with all exterior changes, all changes in color or texture of walkways and/or driveways whether by painting, seal coating or any other method must be accompanied by samples of the proposed colors, pattern types and the existing approved house color when submitting an **Architectural Compliance Permit Application**.

12. FIVE-FOOT SETBACK/RIGHT TO USE AREA (EASEMENT) rev.10/07, 6/09

- A. Definition: Every property that does not have a common party wall on the property line * has a setback of five feet along the side property lines. This means that your house is built five feet from the actual property line on one side.* **applies to all except unit 26F.**
- B. Maricopa County requires a minimum five-foot setback from each property line on each property built. This area is named the five-foot setback/right to use area (easement). The intent of this five-foot area is to provide the adjacent homeowner access to that side of his or her property for maintenance of the home. The adjoining neighbor shall not locate any permanent improvement on or otherwise affect the drainage characteristics, composition or grade of that portion of the lot located on that side of the party wall. The adjacent homeowner must be allowed free access to the blind side of his or her house at all times. Refer to the Conditions, Covenants and Restrictions. Note: Where a common party wall is built on the property line, as in Unit 26F only, the right-to-use area does not apply.
- C. The **Architectural Compliance Committee** will not approve any improvement, modification, hardscape definition (paragraph 19, Landscaping), softscape definition (paragraph 19, Landscaping) or any other permanent additions in the five-foot setback/right to use area.
- D. It is the responsibility of each homeowner to know the easements and property lines on the property they own. Should a homeowner find a neighbor who has installed or constructed any of the aforementioned items within the five-foot setback/right to use area, it is his or her responsibility to seek a cure of the violation with the involved neighbor.
- E. The **Architectural Compliance Committee** encourages neighbors to communicate with each other in reference to property lines and other issues of concern.
- F. Homeowners are responsible for any damage caused to party walls or residences as a result of landscaping, drainage or irrigation whether willful, negligent or accidental.

13. **FLAGS AND FLAG POLES**

- A. Flagpoles cannot exceed twenty feet (20') in height from the ground level and must be located within the homeowner's property lines. Only one flag pole per lot is allowed. Flagpoles must be a neutral color and set back a minimum of nine (9) feet from the street.
- B. Flags that may be displayed include, but are not limited to the flags of: American, State, US Armed Services, school athletics, seasonal, holiday,

depiction of flora or fauna.

- C. Flags are not to exceed four by six feet (4' x 6') and must be maintained in good condition at all times. (Not faded, tattered or torn) A maximum of two flags per flag pole with the American flag at the top.
- D. An **Architectural Compliance Permit Application** is required for the installation of the flagpole only. The flag pole must be maintained in good condition.

14. GARAGES, CARPORTS AND GOLF CART ENCLOSURES rev. 05/17

- A. Carports may be converted into a two-car garage; however, they must be consistent with the design, construction and color of the original home.
- B. Carports converted to garages must comply with **Maricopa County Building Codes, state and local fire codes as applicable**. Any new wiring necessary to provide power to a carport or garage must have a **Maricopa County Permit**. **Maricopa County** defines a carport as being entirely open on two or more sides. A garage is defined as not being entirely open on two or more sides (with or without a garage door).
- C. The garage can be freestanding or connected to the existing house. If connected, the means of connection must show on the construction plans and submitted for **Architectural Compliance Committee** approval. Garages must be constructed in the same architectural style as the existing main residence. Plot plans, construction plans and a **Maricopa County Building Permit** are required for review. All garage plot plans must show driveway access and wall modifications for **Architectural Compliance Committee** approval.
- D. Garage, carport, roof and golf cart shelters may not be raised or lowered to accommodate motor homes or similar large vehicles.
- E. All garage doors must be of the overhead type and style. The garage doors must have an approved base or trim color and be compatible with the residence. Any desired variations or modification to this guideline must be presented to the **Architectural Compliance Committee** for approval. No ornamental or painted artwork is allowed on garage doors.
 - 1) Factory carriage doors are allowed, but a permit must be submitted to the **Architectural Compliance Committee** for approval. A factory brochure or illustrations of the door and color must be submitted with the permit.
- F. Additions to the existing residence for golf cart storage must comply with

the **Maricopa County Building Codes**, as well as state and local fire codes as applicable.

As with all exterior changes, an Architectural Compliance Permit Application is needed for all modifications to garages, carports and golf cart enclosures.

15. GATES: rev, 4/07, rev.10/07, rev.09/14, rev. 4/15

A. SIDE GATES

- 1) All gate designs must be submitted for approval and must be compatible with the aesthetics in the area. A manufacturer's brochure or catalogue showing design and color must be submitted when applying for the **Architectural Compliance Permit Application**.
- 2) Gate size opening should not exceed five (5) feet in width.
- 3) The opening that leads to the back yard is not to exceed five (5) feet from the masonry wall to the house. The gate can swing either way, in or out, and is one gate. **(NO DOUBLE GATES ARE ALLOWED)**. The maximum height for a side gate is seven (7) feet.

B. FRONT ENTRANCE GATES

- 1) All gates must be painted black, white or the color of the stucco wall or archway on which they are mounted. Replacement or new gates require a brochure or sketch with color specified when applying for an **Architectural Compliance Permit Application**.
- 2) All gates must conform to a standard (established by our Board and Committee) that defines what is aesthetically pleasing to the area.

16. GOLF BALL NETS

- A. Nets to protect homes from golf balls will be reviewed by the **Architectural Compliance Committee** on a case-by-case basis. Written approval is required from the adjacent neighbors affected by the net and must accompany the application along with drawings of the location, samples and the specifications of the net. Nets must be maintained in good repair.

17. GUEST HOUSE/CASITA rev. 6/14

- A. Guest house/Casitas must be constructed in the same architectural style and painted the same color as the existing main residence. Plot plans, construction plans and a **Maricopa County Building Permit** are required for review. The guest house/Casita can be freestanding or connected to the existing house. Method of connection may be any of the following individually or a combination; a gated tower, gated wall, solid wall, roof extension, rectangular box, covered breezeway, square beams or round posts for flat roof homes (minimum six (6) inches in diameter/width). All means of connection must show on Casita drawings and be submitted for **Architectural Compliance Committee** approval.

18. GUTTERS AND DOWNSPOUTS rev. 10/07

- A. Gutters must match the trim color and downspouts must match the base paint color of the home on which they are mounted. Plans must include the proposed location of the gutters, downspouts and drainage. Gutters must follow the contour of the structure to which they are attached; they must not span open spaces or cross blank walls. The objective is to ensure that they are as inconspicuous as possible. Water flow must not drain into neighboring property.

19. LANDSCAPING rev. 10/07, 6/09, 09/14, 02/18

- A. **Landscaping – “Is the art of arranging trees, shrubbery, paths, fountains, etc. to produce picturesque effects.”**

AN ARCHITECTURAL COMPLIANCE PERMIT APPLICATION IS REQUIRED FOR ALL LANDSCAPING ACTIVITY.

- B. **HARDSCAPE DEFINITION:** includes the use of concrete, flag stone, pavers or bricks in extending patios and driveways or in adding walkways and flat areas for use as a base for a storage facility or for holding trash containers or any other movable product.
- C. **SOFTSCAPE DEFINITION:** includes grass and granite interspersed with plants, shrubs, trees, water systems, groundcover, river rock, etc... **River rock cannot cover the entire softscape area.**
- D. **ALL EXTERIOR LANDSCAPE** (front and back) must be completed within 60 days of close of escrow or 120 days from any approval date for any subsequent change/modification affecting the landscaping and shall be compatible with the development. In the event the homeowner cannot achieve the deadline a time extension may be granted with a written request.
- E. **LANDSCAPE** plans must specify all vegetation or softscape (type, size and location), all hardscape elements (concrete, walls, borders, fountains, pavers,

etc.), main irrigation lines and additional lighting fixtures. All landscaping, whether hardscape or softscape, must comply with five-foot setback/right to use area regulations. (No hardscape or softscape is allowed in five-foot setback/right to use area.) The five foot setback/right to use area must be identified on the plan submitted. (See Guideline #12)

- F. ROCK GROUND COVER:** Such as decomposed granite or other landscape rock is used, it must be of natural or "earth tone" colors. All rock areas shall be treated with pre-emergent weed control at regular intervals to retard weed growth. **If landscape rock is dumped on the street in Cottonwood, a Maricopa County Permit is required. Reference Board Policy 6-08**
- G. IRRIGATION SYSTEM:** Such as a drip irrigation system may be used for all landscaped areas. They must be installed so as not to damage or infringe on adjacent property or create a nuisance to the neighbors.
- H. WATER FEATURES:** If used must not exceed 6' in height. All water features or fountains must be submitted to the **Architectural Compliance Committee** for approval.
- I. LIGHTING:** Security spot lights mounted on the house must be pointed downward toward the property on which they are located. Low voltage spot lights to highlight landscaping and spot lights highlighting the American flag must be located to point away from the street or neighboring yards.
- J. DEVICES:** Security devices such as cameras mounted on or near the house must be pointed toward your property only. Devices such as cameras must be located so they point away from neighboring property.
- K. ANY CABLES OR CONDUIT,** connecting lights mounted on the house, must be hidden from view to the maximum extent possible. Cables or conduit that are mounted on any part of the house structure and are visible to neighboring properties must be painted to match the surface to where they are mounted. A plan for pipe routing must be included with the **Architectural Compliance Permit Application.**
- L. GARDEN HOSES** stored in the front yard must be kept in garden hose pots or on a reel concealed from sight. This also applies to back yards facing the golf course or common area. Board approved 3/07 as a revision.
- M. GARDEN ART AND STATUES**
 - 1)** Garden art and statues are acceptable only if they are harmonious with the landscape architecture throughout the community. A description, picture or brochure showing style, size and color must be included when applying for the required **Architectural Compliance Permit Application.**

- 2) Artificial plants and/or flowers must be of quality material to simulate a real article and must be representative of real plants and/or flowers found within our desert area.
- 3) Subject items must be set back nine (9') feet from the street edge.

M. HOUSE ADORNMENTS are articles mounted on a residence to add a decorative touch. Adornments should be in harmony with the community environment and an **Architectural Compliance Permit Application** is required.

MAINTENANCE: It shall be the responsibility of the homeowner to maintain the entire property and their landscape regularly (trees and bushes trimmed, lawn trimmed and edged properly, free of weeds and trash).

20. MAILBOX and MAILBOX ENCLOSURES rev. 10/07, 6/09, 5/18

- A. Mailboxes must comply with U.S. Postal Service requirements. USPS will **refuse** delivery of mail to boxes not in compliance with their stated specifications.
- B. All mailboxes require an **Architectural Compliance Permit Application** and **Architectural Compliance Committee approval**. Mailboxes must blend in with the aesthetics and architectural style of the community. Construction type for new boxes should be enclosed block column, using stucco, brick or stone materials, on a concrete base. Ornamental wrought iron, simple metal, and wood post type bases or enclosures are not permitted.
- C. Stucco mailbox base structures must match the texture and finish of the residence and be painted to match the primary color of the residence. Decorative stone may be added to the mailbox to match that of the home.
- D. Any modifications to existing mailboxes also require and **Architectural Compliance Permit Application** and **Architectural Compliance Committee approval**. A photograph or drawing of the desired modification must accompany the application, along with desired color(s) which must conform to the aesthetics of the residence as well as the community. In addition, the base that is to support the mailbox must be in good condition and free of corrosion or other unsightly degradation.
- E. **These guideline revisions will not affect existing standing mailboxes; they apply only to those that are to be replaced due to damage or homeowner's request.**

**21. PAINTING (Exterior) rev. 10/07, 07/18
(New paint colors Board approved 4/29/09 & 12/29/2014)**

- A. All painting requires prior approval even when painting the same color.** The approved paint color chart is available at the Administrative Center. Color names and paint chips must be submitted with the **Architectural Compliance Permit Application**. Approved paint chip(s) must be given to the supplier when purchasing paint to assure paint matches chip(s). Only one base color and one or two trim colors are allowed.

It is the homeowner's responsibility to maintain the exterior of their property. It must always be kept in good condition including exterior paint, garage door and walls. In circumstances where the painting is being staged (due to costs, scheduling, weather conditions, etc.) the homeowner is responsible for completing the entire project within sixty (60) days of the approved permit to be in compliance with the **Architectural Compliance Guidelines**.

- B.** The base color of the house includes all walls from gable peak to ground level, including stems (the foundation). All stucco or stucco/wood parts, vinyl aluminum clad, etc. and must be painted a single approved base color.

C. Trim includes the following:

- 1) Fascia:** Board covering the ends of the rafters and forming the outer border of the eaves.
- 2) Garage door frame:** The two inch (2") by six inch (6") and/or the half inch (1/2) by two inch (2") molding inside the frame of the roll-up garage door.
- 3) All trim items** must be painted in an approved trim color or the approved base color.
- 4) Pop-outs** on the home must be painted a trim color or base color of the home.

D. GARAGE DOORS rev. 5/07, 4/14, 05/17

The garage doors are to be painted the approved base color or trim color of the house. A garage door that has been shop coated by the manufacturer is held to the same standard and must closely match the existing base or trim color. A sample of the proposed color, (as in a brochure), is to be submitted and attached to the **Architectural Compliance Permit Application** as part of the approval process.

- E. EAVES** are the undersides of the roof that extends over the house wall and are a portion of the house. The eaves should be painted the base color.
- F. GATES** as indicated in paragraph 15A, above, must be painted black, white, or the base color of the house.

22. PRIVATE POOLS*, SPAS* rev. 6/08, 6/09, 01/18

- A. All pools and spas require an **Architectural Compliance Permit Application**, and may require a **Maricopa County Permit**. Above ground swimming pools are **NOT** allowed.
- B. No concrete, "Cool Decking", or pool equipment may be installed within the five foot setback/right to use area. (See Guideline #12)
- C. All pumps, heaters and tanks must be concealed from the street and neighboring property. No equipment of any type relating to the pool may be attached to party walls.
- D. A copy of the **Maricopa County Permit** must be provided to the **Architectural Compliance Committee** prior to the start of construction. Also, in addition to our permit, a plot plan of your residence showing the position of the pool must be provided. You must include the pool company's drawing with the pool measurements and footage to any wall and/or home.
- E. When landscaping is involved, it requires a separate permit and is covered under the Landscaping **Guideline #19** and must adhere to the 5 ft RTU area in **Guideline #12**.
- F. All equipment must be located so as not to disturb neighbors and must be maintained in good working condition.
- G. It is the responsibility of the homeowner/contractor to insure that a temporary fence is installed when permanent party walls and/or fencing has to be removed while construction is in progress. The construction site must be cleaned up daily and excess debris hauled away. All fence and/or walks must comply with Maricopa County requirements.

***Covered under Maricopa County Local Additions and Addenda, Chapter 2 Administration; Sec.210.2, Definitions and 210.3, Requirements.**

Swimming Pool Setback Guidelines

When designing a pool for your yard, please remember:

1. Stay out of the neighbor's five-foot setback/right to use area. This includes pool, pipes leading to pool, motors, pumps, pool decking and landscaping.
2. Maricopa County requires a pool and pipes are at least three to five feet away from the foundation of your house. If within three feet of a house, the side of the pool must be reinforced and tempered glass must be installed in sliding doors and windows on that side of the house. Three feet or less weakens the foundation of the house.
Contractors should call Maricopa County Planning and Development office.
 - a. Maricopa County states not to install pool or pipes within three feet of your wall/fence to the water line. Motors and pumps must be at least one foot from any perimeter wall.

- H. Pools shall not be drained into streets or common area property and must be drained into the “home clean out pipe. “ **Failure to comply may result in a citation and/or fines from the Architectural Compliance Committee or Maricopa County.** For help in locating the “home clean out pipe” on your property, contact Pima Utility.

23. PROPANE

- A. All propane installations require an **Architectural Compliance Permit Application** and a plot plan showing location, size of tank and height if above ground (**height may not exceed five feet.**).
- B. A Maricopa County Permit is required for all propane installations and must be submitted to the **Architectural Compliance Committee** prior to the start of installation. It is mandatory that the Uniform Fire Code and the National Fire Prevention Agency 58 Guidelines (NFPA 58) are followed.

24. RAMADA, PATIO COVERS, GAZEBOS & PERGOLAS rev. 9/07, 12/09, 3/10, 9/14

- A. **Definitions:**
 - 1) **Ramada:** Roofed structure usually open on all sides.
 - 2) **Gazebo:** Free standing usually open sided and possibly slightly elevated building.
 - 3) **Pergola:** Frame structure consisting of parallel colonnades or posts supporting an open roof of girders and cross rafters tied to house.
- B. These proposed structures require an **Architectural Compliance Permit Application** and must have a plot plan, construction plans and a specified color included for review by the **Architectural Compliance Committee.**
- C. If a structure is being constructed of a **prefinished manufactured product** with a likeness to a Ramada, Patio Cover, Gazebo or Pergola, it must be compatible with the color of the house. Colors of existing **prefinished manufactured products** are acceptable as is, provided that with any future house painting, it will remain compatible. If more than one said structure is within the lot line boundaries, then they must be compatible with each other as well as the house color. The color and product must be approved by the **Architectural Compliance Committee** and a brochure of the exact style and color must accompany the permit.
- D. Ramada’s must be painted to match the color of the existing home and/or its trim, if constructed with any unfinished material. **A Maricopa County Permit**

must be provided to the **Architectural Compliance Committee** prior to the start of construction. No part of the Ramada can extend into or overhang the five foot setback/right to use area and no roof drain shall be in the five foot right to use area.

- E. Patio covers must be of wood, aluminum, vinyl or stucco construction. Patio covers must be painted to match the color of the home or its trim, if constructed with any unfinished material. A **Maricopa County Permit** must be provided to the **Architectural Compliance Committee** prior to the start of construction.
- F. Gazebos must match the color of the house or trim, if constructed with any unfinished material. The gazebo roof must match the roof of the home as closely as possible in material and color. Gazebos shall not encroach or overhang the five foot setback/right to use area.
- G. Pergolas must match the color of the house or trim, if constructed with any unfinished material. A **Maricopa County Permit** must be provided to the **Architectural Compliance Committee** prior to the start of construction. No part of the Pergola can extend into or overhang the five foot setback right to use area and no roof drain shall be in the five-foot right to use area.
- H. All pre-finished manufactured products with a likeness to a Ramada, Patio Cover, Gazebo or Pergola must be approved by the **Architectural Compliance Committee** before any installation is permitted.
- I. **As to any of the above mentioned build outs, the exact height of the structure must be included in the permit plans.**

NOTE: If any of the above products become associated with solar energy, it will be covered under **Guideline #34, Solar Panels.**

25. ROOFS rev. 10/07, 09/14

A. **AN ARCHITECTURAL COMPLIANCE PERMIT APPLICATION IS REQUIRED FOR ALL ROOF INSTALLATIONS.**

B. Sloped and Peaked

- 1) Tile, slate or shingle roofs can be replaced with the same type of material and should match as closely as possible the former material in texture and color. If any change, other than original type materials, to a different type or color of roof, then the type, color and material to be used must be attached to the requested **Architectural Compliance Permit Application.**
- 2) Sloped or peaked roofs cannot be painted or covered with foam of any kind or color. For roofs under roof mounted A/C units, see **C-3 page 12.**

- 3) Before replacing any non-tile roof with tile or slate, a **Maricopa County Permit** must be obtained. Maricopa County requires a **Structural Engineering Certificate** with the application. A copy of the permit and certificate must be provided to the **Architectural Compliance Committee** for approval prior to the start of construction.

C. Flat Roofs, rev. 09/14

- 1) Foam material, rolled roofing and tar are permitted as replacements on flat roofs. Visible foam materials cannot be white or any other color that might cause a reflection. If **structural repair** is required, the repairs must conform to Maricopa County Building Codes. A copy of the **Maricopa County Permit** must be provided to the **Architectural Compliance Committee** prior to the start of construction.
- 2) Emergency repairs can be done immediately to protect the integrity of the structure. Contact the Architectural Compliance Office ASAP to advise of the same.

26. RUBBISH, POD AND DEBRIS CONTAINERS rev. 10/07, 6/10, 10/15, 05/17

- A. Rubbish containers must be kept so they are not visible from neighboring lots or streets except to make them available for collection and then only for the shortest time necessary to affect this collection.
- B. Vacant lots are private property and placement of debris on a neighboring property is considered a trespass.
- C. Donated or give away items placed on your property must be removed within forty-eight (48) hours.
- D. All debris must be cleaned off the property or streets so as not to cause any fire, health hazard or hazard to any person or adjoining property.
- E. Construction Debris Containers: Only one such container may be placed on the confines of the driveway surface at the construction/renovation site during the term of construction. Debris containers are allowed on site for a **maximum of 90 days**. Extensions may be approved by the Patrol Manager.
- F. Debris containers must be emptied before the contents become overflowing or when they present an offensive odor. The property owner is responsible for any debris which blows from the container onto the lot, adjacent lots or streets.
- G. Pod Container: Any such container(s) must be placed only in the driveway whether moving or storing of homeowners' personal possessions.

27. SCREENED AND GLASS PATIO ENCLOSURES rev. 10/07, 09/14

- A.** Enclosing the existing patio with either screen or glass requires a plot plan showing the location of the existing covered patio and appropriate drawings and specifications of the proposed addition. Any panels installed below the screens or glass must be stuccoed and painted to match the base color of home. The screening material must be compatible with the base color of the home and a sample of material to be used must be provided with the **Architectural Compliance Permit Application**. Installation of glass requires a **Maricopa County Permit**.
- B.** If the **house wall or door has been removed making the enclosed patio an extension of the home, the patio floor must be raised to the same level as the house floor. A Maricopa County Permit is required.**
- C.** A **Maricopa County Permit** must be obtained if any electrical or plumbing is installed in the enclosures.

28. SECURITY DOORS AND ENTRY DOORS rev. 2/07, 10/07, 09/14, 05/17

A. Security Doors/Screens:

- 1) Screened Security Doors and Security Window Bars colors must be submitted for review on an individual basis.
- 2) Exterior Roll-Down Security Screens must be of the same color of house or trim.
- 3) Security Signs shall be installed at a distance no less than 9 feet from the outside curb of the street and must be conservative in size.
- 4) Brochures for security doors, security window bars and exterior roll-down security screens must be provided for review when applying for an **Architectural Compliance Permit Application**.

B. Painted Front Entry Doors:

Entry doors to a house must be painted as either the color of the house, trim or an approved door color. Doors other than the color of the house or trim must be painted the approved base or trim color when being repainted or if the door is replaced. An **Architectural Compliance Permit Application is required**.

C. Custom Entry Doors:

All doors, and complementing components of customized entry doors, will be submitted to the **Architectural Compliance Committee** for review on an individual basis.

D. Natural Wood Stained Doors:

These are allowed and need approval of **Architectural Compliance Committee** on any replacement or re-stain.

NOTE: Like any rule that is by necessity general in nature, you may have unique requirements that are not fully addressed in these rules. It is required that you submit a brochure describing the job you are planning to do when applying for the **Architectural Compliance Permit Application**.

29. SKYLIGHTS AND SOLAR TUBES

An **Architectural Compliance Permit Application** is required to install skylights or solar tubes. A construction drawing must accompany this application. Any skylight installation that requires framing which alters the roof structure requires a **Maricopa County Permit**.

30. STORAGE FACILITIES REV. 1/07 and 10/07

- A.** Complete specifications as to the size, type of material and location of the storage facility to be erected must be submitted to the **Architectural Compliance Committee** for approval.
- B.** Storage facilities must be on a concrete base and painted the same color as the house or finished in stucco to match the house, if it is a self built edifice. Stand alone manufactured recognizable storage units will be allowed. Vertical height should not exceed five feet or not exceed your wall height.
- C.** A storage facility must be in back or side of the home, not attached to a party wall or in the five foot setback/right to use area, must be **three feet from the rear wall** and concealed in such a manner that it is not visible from the street. As to any home that the rear yard is visible from the golf course or any common area, the same rules will apply with the following inclusion: the storage unit will blend in with the rear of the property and have aesthetic value to the home. The storage facility must be enclosed on all sides.

31. TRELLISES rev. 10/07

- A.** Trellises may be permitted for the purpose of supporting plant growth under the following guidelines.
- B.** If used in conjunction with an open patio, the trellis must be securely supported at both the top and bottom to present a stable appearance and must be painted to match the base house color.
- C.** The total of all trellis horizontal dimensions for any single patio area must not

exceed 30% of the perimeter dimension of your patio.

- D. If the trellis is used to support plants on walls or fences, the trellis must be painted the color of the wall or fence, be maintained in good condition, **not to exceed the height of the fence**, and be securely fastened.
- E. Trellises are not allowed in the five foot setback/right to use area.

32. WALLS (MASONRY)/FENCES rev. 10/07, 01/16

Each homeowner is subject to the Covenants, Conditions & Restrictions with respect to party walls (walls which are built as part of the original construction and placed on the dividing line between lots or on a lot set back line). **Walls and fences that are built as part of the original construction may not be removed, replaced or altered except as provided for in this guideline.**

A. MASONRY WALLS

MASONRY WALL CHANGES MUST HAVE "WRITTEN CONSENT" OF THE ADJACENT HOMEOWNER.

- 1) Masonry walls are concrete block walls that normally surround the perimeter of a lot and form the party wall between two lots as well as the return wall that faces the street and connects the side wall to the residence. These walls are normally five feet (5') in height and any modification must be approved by the **Architectural Compliance Committee**. In the case of a party wall, any modification must have the written consent of the adjacent homeowner.
- 2) The interior of masonry walls may be plain or stuccoed to match the home. The exterior of the return wall that faces the street must be stuccoed to match the house. All masonry walls must be painted to match the base color of the house.
- 3) Any masonry wall used in conjunction with non-masonry materials and facing the greenbelts or golf courses must be maintained in good condition.

Note: Any permit requesting an increase of the wall height to six feet (6') must be validated with an actual measurement by the **Architectural Compliance Committee** member. Measurements must be taken from the top of the grade and first course of block. If grading covers the top of the footing or block, the homeowner is required to uncover said grading to meet inspection requirements.

B. FENCES

- 1) Fences can be wrought iron, aluminum, vinyl or vinyl clad steel. Other materials may be submitted for evaluation to the **Architectural Compliance Committee**.
- 2) Wrought iron fences which were built as a part of the developer construction on golf courses and green belts, may be replaced as necessary but **cannot be eliminated**. Any modification to fences in high visibility areas must be approved by the **Architectural Compliance Committee**.

SPECIFICATIONS FOR FENCES ADJACENT TO GOLF COURSES AND COMMON AREAS:

- Material: Wrought iron, aluminum, vinyl or vinyl-clad steel or other materials may be submitted for evaluation to the **Architectural Compliance Committee**.
- Height: Minimum two feet (2'), maximum three feet (3'); except for yards with pools.
- Colors: Black, white, ivory, tan or base color of the house.
- Post Height: Two feet (2') to three feet (3') high, spaced (6') six feet to (8') eight feet.
- Pickets: Square or rectangular shape with none above the top rail. Pickets to be (3") three inches to (5") five inches apart.
- Post Caps: Flat or pyramid types with minimum (2") two inches square and maximum (4") four inches.
- Gates: Must match the fence in detail.

3) POOL FENCES MUST COMPLY WITH MARICOPA COUNTY REQUIREMENTS

A brochure or drawing must be submitted with the **Architectural Compliance Permit Application** showing style, color and height of fence. All fences must be maintained free of damage and/or rust.

4) COMBINATION FENCES

A fence may be part masonry or brick and part non-masonry as described above under Material i.e., wrought iron, aluminum, vinyl or vinyl-clad steel. A drawing showing height of the fence, style, material used and color must be submitted with each **Architectural Compliance Permit Application**. Masonry construction must be compatible with standard masonry wall construction throughout the area.

5) PET FENCING

Pet fencing may be added to any open-structure gate or fence (usually wrought iron) in accordance with the restrictions below. All pet fences must have prior approval by the **Architectural Compliance Committee**.

- A) Pet fencing materials shall be clear nylon line, hardware cloth, woven metal wire or landscaping fabrics. Fabrics must be the color of the fence or gate to which it is attached. Metal materials can be a natural metallic color as long as it is uniform in color; if not uniform, it must be painted the same color as fence/gate.
- B) Pet fences shall be rigidly attached to supporting fence/gate structure, stretched taught with no sags and attached no more than (24") twenty-four inches on center, top and bottom by using metal or other permanent ties or clips (nylon wire ties are not acceptable due to deterioration). Nylon line may be installed by wrapping line around vertical elements of the supporting structure.

33. WATER SOFTENER TANKS

New installation or replacement of exterior water softeners requires an **Architectural Compliance Permit Application**. Softeners must be concealed from the street and not visible from neighboring property.

34. WIND TURBINES, VENTILATION DEVICES AND SOLAR PANELS rev.10/07, 6/09

- A. Wind Turbines and Ventilation devices are to be mounted as low as possible in relation to the highest point of the roof and painted to match the roof. An **Architectural Compliance Permit Application** is required.

B. SOLAR PANELS

- 1) Specifications of the roof and location of proposed solar collectors/panels must be submitted. Additionally, a brochure or sketch of the solar panel must accompany the plans. An **Architectural Compliance Permit Application** is required and the **Architectural Compliance Committee** will review each application on a case-by-case basis.
- 2) Solar Energy Systems shall conform to State of Arizona Statutes #33-1816 and 44-1761. A **Maricopa County Permit** is required prior to installation and a copy of the plans and specifications must be submitted to the **Architectural Compliance Committee** for their pre-approval. A copy of the County permit must be delivered to the Architectural Compliance office prior to start of work at the jobsite. The **Architectural Permit Request Approval Form** must be displayed while the work is in progress

and returned to the Administration Office upon job completion.

- 3) Solar Panels shall be made up of Photovoltaic Cells which convert sunlight to Direct Current (DC) electricity. An Inverter must be provided to convert DC current to AC and shall connect to the existing electrical panel or load center.
- 4) Appropriate metal brackets are to be used to attach panels to existing roof structure, whether pitched or flat, and shall be weather sealed. All wiring will be with appropriate steel conduit piping and connectors and painted to match the adjoining roof, house, or trim colors.
- 5) Where possible, Solar Panels should be placed toward the rear of the home. Installing panels on the top or side of poles or on the ground in back or side yards is not permitted.
- 6) Acceptance of the completed system will be by **Maricopa County Inspectors** and **SRP** who will make the final connections. Copies of approval documents are to accompany the return of the **Architectural Permit Request Approval Form** (goldenrod copy).

C. SOLAR WATER HEATERS

Solar water heaters shall be of the Passive or Active design with necessary solar panels placed in close proximity to the water heater location in the home. Plans and specifications of the solar water heater system must be submitted to the **Architectural Compliance Committee** prior to approval and must have a **Maricopa County Permit** to proceed with installation.

D. POOL SOLAR PANEL HEATERS rev.09/14

- 1) Specifications of the roof and location of solar panels must be submitted. Additionally, a brochure or sketch of the solar panel must accompany the plans. An **Architectural Compliance Permit Application** is required and the **Architectural Compliance Committee** will review each application on a case-by-case basis.
- 2) PVC pipe plumbing and the heater to the pool equipment must be hidden to the maximum extent possible. Where pipes are mounted on any part of the house, they must be painted to match that part of the house on which they are mounted. A plan for pipe routing must be included with the **Architectural Compliance Permit Application**.
- 3) See **Guideline #22** of the **Architectural Compliance Guidelines** for construction details. Plans and specifications of the solar pool heating systems

must be submitted to the **Architectural Compliance Committee** prior to approval and must have a **Maricopa County Permit** to proceed with installation.
Sources: U.S. Dept of Energy, APS, SRP

E. ELECTRICAL WIRES OR CONDUIT rev, 09/14

Electrical wires or conduit protecting wire that connect the solar panels to the power panel must be hidden from view to the maximum extent possible. Where wiring or conduit is mounted on any part of the house structure, must be painted to match that part of the house where it is mounted. A plan for cable routing must be included with the **Architectural Compliance Permit Application**.

35. WINDOWS AND WINDOW COVERINGS rev, 10/07

- A.** Windows may be replaced with same size windows with an approved **Architectural Compliance Permit Application**. A brochure showing window style and frame color must accompany the **Architectural Compliance Permit Application**.
- B.** Window replacements that **require structural changes require a Maricopa County Permit**.
- C.** Window sun shade screen installations require an **Architectural Compliance Permit Application**. Frame color and screen material and color must be submitted with the **Architectural Compliance Permit Application**. Bug screens provided with original window installation and sliding patio door screens do **not** require an **Architectural Compliance Permit Application** for replacement.

Aluminum foil, cardboard, paper, insulation material, or any other such material is not allowed inside or outside to shade windows from the sun.

36. SIGNS rev. 06/15

- A.** All signs being placed on a homeowner's property must conform to the following size regulations. **Board Policy 9-05** will be the controlling reference if questions arise.
- B.** All signs listed, but not limited to Real Estate, For Sale, For Sale by Owner, Contractor and Open House signs may be no larger than 25" x 32" plus supporting frame. The top of the sign shall be no higher than 64" from the ground.

GLOSSARY (DEFINITIONS)

Aesthetics:	That which is pleasant to the eye and blends with existing colors and structures.
Additions:	Something added to a structure, such as a room, or section to a building.
Alterations:	The act or procedure of changing or modifying a structure or landscape.
Aluminum & Vinyl Siding:	Aluminum siding is a metal product which is coated with color. Vinyl siding is made of a solid piece of vinyl, so the color cannot be scratched off and is more dent resistant.
Building Setbacks:	A building setback is the required distance that a building must be located from a property line, edge of an easement, or other structures on the property. The setbacks may vary by the property's zoning designation and/or lot size.
Compatible:	Having elements pleasingly or appropriately combined, as a harmonious blend of architectural styles and/or colors.
Compliance:	All work must be completed in accordance with the description of the work to be performed on any and all permits issued by either the HOA or Maricopa County.
Conduit:	A tube or duct for enclosing electric wires or cables.
Debris:	The accumulation of broken or destroyed materials to be discarded.
Downspout:	A vertical pipe for carrying rainwater down from a roof gutter.
Driveways:	The area that provides vehicular access to a site from a street.
Explanation Block:	The section on the Architectural Compliance Permit Application that contains requirements specific to that application.

Gable Peak:	Triangular section formed by a roof with two slopes extending from the eaves to the ridge where the two slopes meet.
Gazebo:	A free standing usually open sided and possibly slightly elevated building.
Gutters:	A trough at the edge of the street, road or roof, for carrying off surface water.
Hardscape:	Includes the use of concrete, flagstone, pavers or bricks in extending patios and driveways or in adding walkways and flat areas for use as a base for a storage facility or for holding trash containers or any other movable product.
Hardware Cloth:	Wire screen with a mesh used for coarse sieves, animal cages and the like.
Irrigation System:	Supplying dry land with water by means of underground lines directed toward landscaping, in a manner so as not to damage or infringe upon your neighbors' properties.
Landscape:	The art of arranging trees, shrubbery, paths, founts, etc., to produce picturesque effects.
Landscape Fabric:	Any woven or non woven fabric used to deter growth of weeds.
Lot Survey:	A procedure performed by a licensed/registered surveyor or engineer, which establishes property lines for a lot or parcel of land.
Maricopa County Building Permit:	An authorization from the County of Maricopa which grants permission to build, add to or alter a structure in accordance with Maricopa County Building Codes.
Masonry:	Stonework or Brickwork.

Non-masonry:	Materials other than Stonework or Brickwork.
Party Wall:	A wall built on the boundary line of adjoining properties and shared by both owners.
Patio Cover:	A cover over the patio can be of various materials, such as aluminum, vinyl, or stucco. (fiberglass is not acceptable)
Peaked:	See Gable Peak.
Perimeter:	The boundary of the lot.
Pergola:	A frame structure consisting of parallel colonnades or posts supporting an open roof of girders and cross rafters tied to the house.
Photovoltaic Cells:	The material used in the panels uses in creating solar energy.
Pop-out:	<u>Or Architectural protrusion:</u> Any part of a finished structure that protrudes outward from the flat surface of the stucco finish of the building.
PVC Pipe:	Polyvinyl Chloride is the substance used in manufacturing the plastic pipe generally used in building construction. It replaces metal pipe.
Ramada:	Roofed structure usually open on all sides.
Satellite Dish Antennae:	A receiver of electromagnetic energy, consisting of a concave reflector.
Seal Coating:	A layer of clear material applied to concrete, flagstone, brick, painted surfaces, etc., to seal the surface.
Sloped:	As opposed to a flat roof, a roof that is slanted.
Softscape:	Includes grass and granite interspersed with plants, shrubs, trees, water systems, groundcover, river rock, etc. River rock cannot cover the entire softscape area.

Specifications:	A detailed exact statement of particulars, especially a statement prescribing materials, dimensions and quality of work for something to be built, installed or manufactured.
Stem:	The foundation wall.
Structural Changes:	Alterations to the exterior of the existing structure.
Trellis:	A structure of open lattice work, especially one used as a support for vines and other creeping plants.
Walkways:	Paths designed, and sometimes landscaped, for pedestrian use.
Wind Turbines:	A rotary device that takes energy from the wind.
Zoning Clearances:	Written evidence that the proposed structure/alteration is being built in accordance with the provisions of the County Zoning Ordinance

REPLACEMENT, REPAIR OR RENOVATION of the following items will not require the Architectural Compliance Committee review. Permits will be issued by the Architectural Compliance Office/Administrative Assistant providing all appropriate guidelines are adhered to and the replacement, repair of renovation conforms to the original construction. rev, 1/08, 8/09, 1/11, 9/14, 05/17, 8/18

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