

ARCHITECTURAL COMPLIANCE GUIDELINES

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COTTONWOOD PALO VERDE AT SUN LAKES ARCHITECTURAL COMPLIANCE REQUIREMENT SUMMARY

1. Homeowners who wish to make exterior changes to their property must complete an **ACC permit** form. Forms must be signed by the homeowner.
 - a. Permits are available in the Resource Center or at the homeowners' office at no cost.
 - b. Include all information when completing the form.
2. Construction plans and a plot plan must be attached to the **ACC permit** 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. The **ACC** will review and give written preliminary approval or disapproval to a plan submitted by a homeowner prior to them making application for a Maricopa County Permit.
 - b. Upon receiving this approval, the homeowner should apply for a Maricopa County Permit.
 - c. Upon receipt of the Maricopa County permit, the **ACC** will provide final approval of the plans and issue a permit valid for 120 days.

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 **ACC** prior to the start of construction. All construction must be in compliance with county zoning and building codes at a minimum, and the Association reserves the right to require more restrictive requirements.

4. Permits will be approved/disapproved and returned to the homeowner within fifteen (15) working days after receiving the request. Approved permits will be returned to the homeowner along with a yellow approval form. This form must be displayed in a readily visible area while the work is being done. Upon completion of the work, the form must be returned to the Resource Center and work will be checked for compliance by committee members. If a permit is disapproved, the homeowner may make an appeal to the full committee.
5. 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.

**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
and SEPTEMBER 24, 2008
GENERAL**

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.

It is the responsibility of the **ACC** to assure that the aesthetics of the community are not compromised and that the Conditions, Covenants and Restrictions are not violated. Obviously, many specific situations are unique and the **ACC** must review and decide on each situation in the best interest of the community to maintain property values. Not all situations are covered in this manual.

Nothing contained herein shall be construed as altering, amending or changing the Conditions, Covenants 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.

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 and September 24, 2008.

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.

*****NOTE: NOT ALL ARCHITECTURAL ISSUES ARE ADDRESSED IN THESE ARCHITECTURAL GUIDELINES. IF YOU ARE UNCERTAIN WHETHER A PARTICULAR IMPROVEMENT WILL REQUIRE ARCHITECTURAL COMMITTEE APPROVAL, PLEASE CONTACT THE COMMITTEE OR THE HOMEOWNERS ASSOCIATION.**

- **ATTENTION HOMEOWNERS!!**

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. 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)

ARCHITECTURAL COMPLIANCE FORMS

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 **ACC** prior to commencing work. These guidelines are to assist homeowners with proposed improvements to provide the correct information required for the **ACC** to review each proposal.

Application forms are available at the Cottonwood Palo Verde at Sun Lakes Resource Center or Administrative Office 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 on the Architectural Compliance form. No changes or deviations of such plans and specifications, once approved, will be made without another written approval of the **ACC**. 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.

All structural changes require a Maricopa County Permit.

1. The **ACC** 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 **ACC** will provide final approval of the plans and issue a permit valid for 120 days.

An ACC permit may be given preliminary approval prior to receipt of a Maricopa County Permit. However, the Maricopa County Permit must be provided to the ACC prior to the start of construction.

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 **ACC** prior to the start of construction. All construction must be in compliance with county zoning and building codes at a minimum, and the Association reserves the right to require more restrictive requirements.

An **ACC permit** 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 **ACC** prior to the start of construction.

The **ACC** review process normally occurs within fifteen (15) working days, provided all required documents, information and permits have been submitted. At the next available meeting date of the committee, the **ACC** will then issue its initial decision.

NON COMPLIANCE / FAILURE TO COMPLY

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

APPEALS OF HOMEOWNERS

- If a permit is denied or a work stoppage is directed, the homeowner has the right of appeal and can file a letter with the **ACC** 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.

If there is no change in the **ACC** decision, the HO has the right to further appeal to the General Manager and / or the HOA Board of Directors.

COTTONWOOD PALO VERDE AT SUN LAKES ARCHITECTURAL SPECIFICATIONS

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

Additions must be of similar design using materials comparable to the existing residence and assure that the Association aesthetics are not compromised. The addition cannot extend beyond the approved building setbacks. Second story additions cannot exceed 30' 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.

As to demolition and reconstruction of any house and garage, an ACC permit is required before any work is started. This same permit will be reviewed by the ACC 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 with the aesthetics of the community. New 9/08

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

1. An **ACC permit**, 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.

2. LOT COVERAGE: per MCC regulation Article 702.5

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

55% UNITS 22, 23

60% UNITS 24, 25, 26

65% UNIT 20

3. CONSTRUCTION SPECIAL PERMIT PROCESSING New 9/08

- 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, bearing walls and roofs.

Note: Permit processing will be in accordance with the permit processing procedure detailed in item 3, page 2 of the ACC guidelines.

- b. In order to prevent homeowner construction activity that may not be compatible with the CC&R's, ACC guidelines or Maricopa County regulations, the following permit processing action will apply.
1. The ACC committee will process permits only on the first and third Thursday 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 contacting the appropriate ACC member(s).]
 2. At the scheduled ACC meeting, review each permit with all committee members present to determine if any permit may require special processing. Any individual committee member can make that determination with verification by the Chairperson or designee. Permits not requiring special processing will follow normal processing flow.
 3. If a permit is determined 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 member(s) making the determination.
 4. At the earliest convenience the Committee Chairperson or designee and the committee member(s) who signed the special processing permit will meet with the HOA#2 Board Liaison and/or HOA#2 General Manager to validate this requirement. Assistance of a Consultant Architect may be requested.
 - a. 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 member(s) and the HOA#2 Board Liaison and/or HOA#2 General Manager. The permit will be returned to the Administrative Assistant for normal processing.
 - b. 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 ACC members who identified the need for special processing. Concerns identified by a homeowner, following the above review, must be recorded on an ACC Property Compliance Homeowner Concern Form and submitted to the Administrative Assistant for recording and disposition.

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.

- c. The homeowner's permit will become effective on the eleventh day after the date of the letter sent out by the Administrative Assistant.
 - d. If, in the meeting, the Special Processing Permit is denied by the HOA#2 Board Liaison and /or HOA#2 General Manager and/or a Consultant Architect, the denied Special Processing Permit will be initialed by the HOA#2 Board Liaison and/or HOA#2 General Manager. This permit will then be returned to the Administrative Assistant for transmittal to the homeowner stating the reason for denial and the homeowner's right to appeal to the ACC, the HOA#2 Board Liaison or the entire HOA#2 Board.
5. 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 ACC, HOA#2 Board Liaison, HOA#2 General Manager, Consultant Architect and other Board members (if required). If plan acceptability is not reached then the permit is cancelled.

A Maricopa County Building Permit must be provided to the **ACC** 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.

2. ALUMINUM AND VINYL SIDING rev. 10/07

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 **ACC permit**.

3. ANTENNA AND TV SATELLITE RECEIVERS rev. 10/07

Exterior antennas are not allowed on any residential lot except to the extent permitted by federal law. Satellite dish antennas must meet both federal government and **ACC** regulations. Satellite dishes should be installed in a location that minimizes its visibility from the street or adjacent neighbors. Any deviation from these criteria requires **ACC** approval. All installations require an **ACC permit**.

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 part of the house on where it is mounted. A plan for cable routing must be included with the **ACC permit** application.

4. AWNINGS, SUN SHADES, SUN SCREENS AND SHUTTERS rev. 1/07 & 10/07

Location, color, material and style of awnings, sun shades, sun screens and shutters to be installed must be provided to the **ACC** for approval.

1. The color of awnings must match or be compatible with the existing color of the home, trim or roof. Approved color swatches are available in the Resource Center. Type of material and color must be submitted with the **ACC permit**.

2. The color of window sun screens or patio roll up shades must match or be compatible with the existing color of the home or trim. Type of material and color must be submitted with the **ACC permit**. (Roll up shades must be tied down when extended).

3. 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 **ACC permit**.

All awnings, sun shades, sun screens and shutters 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 **ACC permit** for replacement.

5. BUG LIGHTS, BIRD FEEDERS AND BIRD HOUSES

Bug lights, bird feeders, bird houses and other similar fixtures shall not exceed 6' 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 5' from side property lines or 10' from rear property lines.

6. CLOTHESLINES rev.10/07

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.

7. DECORATIVE STONE AND ROCK TRIM rev. 10/07

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 **ACC permit**. Each request will be reviewed on an individual basis.

8. EVAPORATIVE COOLERS AND AIR CONDITIONERS (NEW OR REPLACEMENT) rev. 10/07

No through the wall air conditioner units or evaporative coolers are permitted. *

* Previously approved 11/06 by Board of Directors.

NEW INSTALLATIONS (example: guest house, room addition)

A Maricopa County Permit is required for the installation of new evaporative coolers and air conditioners. A plot plan must be provided showing location and **ACC permit** request must include specifications.

EVAPORATIVE COOLER / AIR CONDITIONER REPLACEMENT

Replacement equipment for roof mounted installations must be the same size and weight as the unit being replaced unless the need for a larger size and / or weight is supported by a written engineering statement. An **ACC permit** is required. No evaporative coolers may be placed on top of an air conditioner.

Repairs to the area under roof mounted air conditioner units or evaporative coolers must be as close as possible to the original roofing in color and material and must not cause any sun reflection.

Replacement equipment for ground unit installations must be the same size and located in the same position as the equipment being removed. Any change in the location or change in equipment specifications must be provided with the **ACC permit** request.

9. EXTERIOR DECKS AND SPIRAL STAIRCASE

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.

10. EXTERIOR DRIVEWAYS AND WALKWAYS

Extension of walkways and/or driveways requires 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 neighboring 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.

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 sample colors or patterns. All coating of driveways requires an **ACC permit**.

11. FIVE-FOOT SETBACK / RIGHT TO USE AREA rev. 10/07

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

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 homeowners must be allowed free access to the blind side of the 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.

The Architectural Compliance Committee will not approve any improvement, modification, hardscape, concrete or any other permanent additions in the five-foot setback/right to use area. (For example, concrete, water lines, trees, pavers, etc.)

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.

The Architectural Compliance Committee encourages neighbors to communicate with each other in reference to property lines and other issues of concern.

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.

12. FLAGS AND FLAG POLES

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.

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.

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)

An **ACC permit** is required for the installation of the flagpole only and must be maintained in good condition, too.

13. GARAGES, CARPORTS AND GOLF CART ENCLOSURES

Carports may be converted into a two-car garage; however, they must be consistent with the design, construction and color of the original home.

Carports converted to garages must comply with Maricopa County Building Codes, state and local fire codes as applicable. 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).

Garage and carport roofs and golf cart shelters may not be raised or lowered to accommodate motor homes or similar large vehicles.

All garage doors must be of the overhead type and match design and predominant color of the residence. No art work is allowed on garage doors.

Additions to the existing residence for golf cart storage must comply with Maricopa County Building Codes, as well as state and local fire codes as applicable.

As with all exterior changes, an **ACC permit** is needed for all modifications to garages, carports and golf cart enclosures.

14. GATES rev. 4/07 & 10/07

Side Gates: All Wrought iron gates must be painted black, white or the color of the stucco wall on which they are mounted. Wrought iron gates may be screened with wood slats, a solid wood board or weaving bender board in natural wood colors. Any other materials or material colors will be reviewed by the **ACC** Committee for approval. Doublewide gates leading to the back yard will not be approved. Possible extraneous sizes will be reviewed by the **ACC**.

Wrought iron side gates may be replaced with wood or vinyl gates. A detailed description of style, color and material must accompany the **ACC Permit** for approval.

Front Entrance Gates: 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 **ACC permit**.

Note: In the case of a one-gated house, either of the above will be considered as to the aesthetics of the area. Approval of the **ACC** is required.

15. GOLF BALL NETS

Nets to protect homes from golf balls will be reviewed 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.

16. GUEST HOUSE

Guest houses 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 must be connected to the existing house by a roof extension of the same type as existing roof.

17. GUTTERS AND DOWNSPOUTS rev. 10/07

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.

18. LANDSCAPING rev. 10/07

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

Hardscape 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.

Softscape includes grass and granite interspersed with plants, shrubs, trees, groundcover, river rock, etc... River rock cannot cover the entire softscape area.

All exterior landscaping (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 of quality compatible with the development. In the event the homeowner cannot achieve the deadline, a time extension may be granted with a written request.

Landscape plans must specify all vegetation (type, size and location), all hardscape elements (concrete, walls, borders, fountains, etc.), main irrigation lines and additional lighting fixtures. All landscaping must comply with five-foot setback/right to use area regulations. (No hardscape, water systems and no trees are 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 item #11 of these guidelines)

ROCK GROUND COVER: If 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.

IRRIGATION SYSTEM: 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.

WATER FEATURES: Water features must not exceed 6' in height. All water features or fountains must be submitted to the Architectural Compliance Committee.

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.

Any cables or conduits, connecting lights mounted on the house, must be hidden from view to the maximum extent possible. Where cables or conduits are mounted on any part of the house structure and are visible to neighboring properties, they must be painted to match the surface to where they are mounted. A plan for pipe routing must be included with the **ACC permit** application.

GARDEN HOSES: 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 rev.

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 **ACC permit**.
2. Artificial plants and/or flowers must be of a quality 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.

HOUSE ADORNMENTS: House adornments are articles mounted on a residence to add a decorative touch. Adornments should be in harmony with the community environment and an ACC permit 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 property free of weeds and trash).

IT IS THE RESPONSIBILITY OF THE HOMEOWNER TO SEE THAT THE AREA IS CLEANED UP DAILY AND EXCESS DEBRIS HAULED OFF SO THE AREA INVOLVED IS LEFT IN LIKE OR BETTER CONDITION THAN BEFORE INSTALLATION.

19. MAILBOX ENCLOSURES rev. 10/07

In addition to written approval from the Architectural Compliance Committee, mailboxes must comply with U.S. Postal Service requirements.

Mailbox enclosures may be constructed of brick, masonry block with stucco and be built on a concrete base. The bottom of the enclosed mailbox must be between 3'6" and 4' from ground level.

Stucco mailboxes must match the texture and finish of the residence and painted to match the color of the residence.

Decorative stone may be added to the mailbox to match that of the home.

20. PAINTING (Exterior) rev. 10/07

All painting requires prior approval even when painting the same color. The approved paint color chart is available at the Resource Center. Color names and paint chips must be submitted with the **ACC 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 trim color is 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.

Base color of the house includes all walls from gable peak to ground level, including stems (the foundation wall), whether all stucco or stucco/wood parts, vinyl, aluminum clad, etc. and must be painted a single approved base color. Masonry walls, posts, pillars, mail boxes (stucco or masonry), and all garage doors must also be painted the approved base color.

Trim includes the following:

Fascia: Board covering the ends of the rafters and forming the outer border of the eaves.

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.

All trim items must be painted in an approved trim color or the approved base color.

Pop-outs on the home must be painted the trim color or base color of the home. *

Garage Doors rev. 5/07

1. At the time the garage door is installed it must be painted the base color
2. Any garage doors painted prior to 1998 must be painted the base color at the time of the next painting
3. Any door installed since 1998 but not currently painted the base color must now be painted the base color

NOTE: Eaves: 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.

21. PRIVATE POOLS, SPAS AND POOL SOLAR HEATERS rev. 6/08

No concrete, "Kool Decking", or pool equipment may be installed within the five foot setback/right to use area. (See Item 11 of these guidelines)

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.

A copy of the Maricopa County Permit must be provided to the **ACC** 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. If landscaping is involved, show flora and fauna positions, etc., which require a separate permit and covered under the Landscaping section.

All equipment must be located so as not to disturb neighbors and must be maintained in good working condition.

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.

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. Contractor 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.

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 ACC or Maricopa County.** For help in locating the "home clean out pipe" on your property, contact Pima Utility.

POOL SOLAR PANEL HEATERS: 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 **ACC permit** is required and the **ACC** will review each application on a case-by-case basis.

PVC pipe plumbing 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 where they are mounted. A plan for pipe routing must be included with the **ACC permit** application.

- 4/26/06 Board passed.

22. PROPANE

All propane installations require an **ACC permit** and a plot plan showing location, size of tank and height if above ground (Height may not exceed five feet).

A Maricopa County Permit is required for all propane installations and must be submitted to the **ACC** 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.

23. RAMADA, PATIO COVERS AND GAZEBOS rev. 9/07

These proposed structures require an **ACC permit** and must have a plot plan, construction plans and a specified color included for review by the **ACC**.

Ramadas must be painted to match the color of the existing home and/or its trim. A Maricopa County Permit must be provided to the **ACC** 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.

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. A Maricopa County Permit must be provided to the **ACC** prior to the start of construction.

Gazebos must match the color of the house or trim and the gazebo roof must match the roof of the home as closely as possible in material and color. Gazebos shall not encroach or overhang into the five foot setback/right to use area.

All manufactured products with a likeness to a Ramada or gazebo must be approved by the **ACC** before any installation is permitted.

As to any of the above mentioned build outs, the exact height of the edifice must be included in the permit plans. In the case of manufactured products, a pamphlet of the exact style and color(s) must be included.

24. ROOFS rev. 10/07

Sloped and Peaked

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 **ACC permit**.

Sloped or peaked roofs cannot be painted or covered with foam of any kind or color.

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 **ACC** for approval prior to the start of construction.

An ACC permit is required for all roof installations.

Flat Roofs

Foam material and 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 and a copy of the Maricopa County permit must be provided to the ACC prior to the start of construction.

Emergency repairs can be done immediately to protect the integrity of the structure. Contact an **ACC** member ASAP to advise of same.

An ACC permit is required.

25. RUBBISH AND DEBRIS CONTAINERS rev. 10/07

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.

Vacant lots are private property and placement of debris on a neighboring property is considered a trespass.

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.

Construction Debris Containers: Only one such container may be placed on the street or lot at the construction / renovation site during the term of a building permit. Where the construction renovation site is a corner lot, the container must be kept a minimum of 30 feet from the intersection. Where major renovation of the interior is undertaken but a building permit is not required, an **ACC permit** is required for a debris container and must be obtained from the **ACC** Office.

Debris containers must be emptied when 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 or onto adjacent lots.

26. SCREENED AND GLASS PATIO ENCLOSURES rev. 10/07

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 stuccoes and painted to match the base color of home. The screening material must be compatible with the base color of the home and a piece of material to be used must be provided with the **ACC permit** request. Installation of glass requires a Maricopa County permit, also.

If the house wall or door has been removed making the enclosed patio an extension of the home then the patio floor must be raised to the same level as the house floor. A Maricopa County permit is required.

A Maricopa County Permit must be obtained if any electrical or plumbing is installed in the enclosures.

27. SECURITY DOORS AND ENTRY DOORS rev. 2/07 10/07

1. Security Doors/Screens

- a. Screened Security Doors and Security Window Bars colors must be submitted for review on an individual basis.
- b. Exterior Roll-Down Security Screens must be of the same color of house or trim.
- c. 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.

Brochures for security doors, security window bars and exterior roll-down security screens must be provided for review when applying for an **ACC permit**.

2. Painted Front Entry Doors

Entry doors to a house must be painted as either the color of the house or trim. Homes with doors other than the color of the house or trim must be painted the color of the house or trim when said house is repainted OR the door is replaced.

3. Custom Entry Doors

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

4. Natural Wood Stained Doors

These are allowed and need approval of **ACC** on any replace 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 complete brochure of request with your permit.

28. SKYLIGHTS AND SOLAR TUBES

An ACC permit 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.

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

Complete specifications as to the size, type of material and location of the storage facility to be erected must be submitted to the ACC for approval.

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 and not exceed your wall height.

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: that the storage unit will blend in with the rear of the property and have aesthetic value to the home. Storage facility must be enclosed on all sides

30. TRELLISES rev. 10/07

Trellises may be permitted for the purpose of supporting plant growth under the following guidelines:

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.

The total of all trellis horizontal dimensions for any single patio area must not exceed 30% of the perimeter dimension.

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 exceed the height of the fence, and be securely fastened.

Trellises are not allowed in the five foot setback/right to use area.

31. WALLS (MASONRY) / FENCES rev. 10/07

Each homeowner is subject to the Conditions, Covenants & 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.

MASONRY WALLS

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 **ACC** and in the case of a party wall, any modification must have the written consent of the adjacent homeowner.

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.

Any masonry wall used in conjunction with non-masonry materials and facing the greenbelts or golf courses must be maintained in good condition. Painting of the exterior of block walls facing greenbelts and golf courses is done by the Association.

Fences

Fences can be wrought iron, aluminum, vinyl or vinyl clad steel.

Wrought iron fences which were built as a part of the developer construction on golf courses and green belts may not be removed; however, they may be modified as to material and height to a minimum of twenty-four inches (24").

Specifications for fences adjacent to golf courses and common areas:

- Material: Wrought iron, aluminum, vinyl or vinyl-clad steel
- 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 feet to 8 feet
- Pickets: Square or rectangular shape with none above the top rail.
Pickets to be 3 inches to 5 inches apart.
- Post Caps: Flat or pyramid types with minimum two inches square and maximum four inches.
- Gates: Must match the fence in detail

POOL FENCES MUST COMPLY WITH MARICOPA COUNTY REQUIREMENTS.

A brochure or drawing must be submitted with the **ACC permit** application showing style, color and height of fence. All fences must be maintained free of damage and/or rust.

Combination Fences

A fence may be part masonry or brick (no open or decorative block) and part non-masonry as described above under Material i.e. Wrought Iron, aluminum, vinyl or vinyl-clad steel. A drawing showing style, material, color and height of each material used must be submitted with each **ACC permit** application. Masonry construction must be compatible with standard masonry wall construction throughout the area.

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 via permit.

1. 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 natural metallic color as long as it is uniform in color; if not uniform, it must be painted same color as fence/gate.
2. Maximum height for pet fencing is 18".
3. Pet fences shall be rigidly attached to supporting fence/gate structure, stretched taught with no sags. Attach to supporting structure no more than 24" on center, top and bottom. Use metal or other permanent ties or clips

(nylon wire ties not acceptable due to deterioration). Nylon line may be installed by wrapping line around vertical elements of the supporting structure.

IT IS THE RESPONSIBILITY OF THE HOMEOWNER TO SEE THAT THE CONSTRUCTION AREA IS CLEANED UP DAILY AND EXCESS DEBRIS HAULED OFF SO THE AREA INVOLVED IN THE FENCE CONSTRUCTION IS LEFT IN LIKE OR BETTER CONDITION THAN BEFORE FENCE INSTALLATION.

32. WATER SOFTENER TANKS

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

33. WIND TURBINES, VENTILATION DEVICES AND SOLAR PANELS rev.10/07

These items are to be mounted as low as possible in relation to the highest point of the roof and painted to match the roof. An **ACC permit** is required.

SOLAR PANELS: 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 **ACC permit** is required and the **ACC** will review each application on a case-by-case basis.

Electrical wires or conduits 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, it must be painted to match that part of the house where it is mounted. A plan for cable routing must be included with the **ACC permit** application.

34. WINDOWS AND WINDOW COVERINGS rev. 10/07

Windows may be replaced with same size windows with an approved **ACC permit**. A brochure showing window style and frame color must accompany the permit application.

Window replacements that require structural changes require a Maricopa County permit.

Window sun shade screen installations require an **ACC permit**. Frame color and screen material and color must be submitted with the **ACC permit** application. Bug screens provided with original window installation and sliding patio door screens do **not** require an **ACC permit** 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.

REPLACEMENT, REPAIR OR RENOVATION of the following items will not require an Architectural Compliance permit, provided that the appropriate guideline is adhered to:

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ADDITION 1/08