

**EAGLE MOUNTAIN ESTATES UNIT 1**  
**ARCHITECTURAL DESIGN GUIDELINES**  
**AND CONSTRUCTION AGREEMENT**  
REVISED OCTOBER 2016

**GENERAL INFORMATION**

The Architectural Review Committee must review and approve all construction that takes place within the development. This includes homes, other buildings, grading, landscaping, driveways, fences, walls, gates, antennas and anything else placed on the lot.

The Architectural Review Committee consists of members of the Board of Directors plus a consultant who reviews all submittals. The contact person is:

Howard Reichsfeld  
PO Box 5270  
Carefree, AZ 85377  
Telephone: 602-622-1971, Fax: 480-575-1279  
Email: hreichsfeld@aol.com

All design review applications are sent to Howard. Howard manages plan review and onsite inspection for the Association. Howard performs an initial review of all submittals to determine if they are complete. If the submittal is complete, Howard meets with the other members as needed and the review is processed as soon as possible. If it is incomplete, Howard will contact the owner or builder for the additional information before the review is started. If you have questions regarding the review process, please contact Howard.

In addition to assisting in plan review, it is Howard's job to insure that all construction is in accordance with approved plans. Howard will be tracking and inspecting all construction which takes place in Eagle Mountain Estates. If you have any questions about issues which need to be addressed on site, give Howard a call.

The most important key to a quick approval of your project is a complete submittal. The Association will not start a review, look at plans or consider materials until the submittal, together with all required samples, plans and a check for the review fee are received. Sending partial information or plans which do not show adequate detail take a lot longer to review and cause a lot of inconvenience for you and the Association. Please try to make a complete submittal the first time. We know that a quick response is important to you and we try very hard to get the reviews out as fast as possible.

Enclosed is an application and checklist to be provided with your submittal. If the Association receives an incomplete submittal, Howard will notify you in writing of the items needed to complete it. After the Association has received a complete submittal, and has reviewed it, we will notify you in writing of any required changes.

All submittals, changes and responses must be in writing. No member of the Architectural Review Committee has the authority to approve any request verbally.

It may be necessary for you to submit samples of exterior siding, roofing materials and other items. In an attempt to avoid the submittal of any more samples than is absolutely necessary, included are brand names of materials which have been approved in the past. If

you intend to use one of these brands, you do not need to submit a sample. This list will be modified in the future to include other manufacturers as we approve them.

As soon as the Association has received a complete submittal, it will be reviewed as quickly as possible. A complete submittal with acceptable detailed plans can be reviewed and a response given in less than two weeks. As I have mentioned before, the Association will not start a review until it is complete.

Upon final approval of your application, Howard will contact you to let you know that he has the approval and will release it upon receipt of your construction deposit.

After obtaining your approval you can proceed to the City of Show Low building department for your construction permit. Construction must be started within one (1) year of approval. If construction is not started within one (1) year of approval, you must re-submit an application.

Please remember that a culvert must be installed and a driveway constructed onto the lot with ABC, cinders or other acceptable surfacing materials before construction can be started. The culvert sizing shall be determined by the City of Show Low. The driveway will be a part of the first inspection and become a violation if not constructed as required. A portable toilet and dumpster must be installed on the construction site before any construction can begin.

Construction work can be performed Monday through Saturday from 7:00am to 5:00pm. No construction work is allowed on Sunday.

If you are concerned that we might not approve a home you are considering, you can submit a floor plan and elevation for a preliminary opinion by mailing it to Howard.

Detached Guest Rooms are permitted by the Association and the City of Show Low. Guest Rooms can have a refrigerator and sink area but no cooking facilities. Our zoning does not permit detached Guest Rooms if they have full cooking facilities.

Detached garages are permitted. Detached garages are in addition to the required one car attached garage.

We know that this process can be tedious for you and for the Architectural Review Committee. Try to be patient and remember that our sole purpose is to protect the aesthetic integrity of Eagle Mountain Estates for all owners and thereby protect your investment.

A handwritten signature in black ink, appearing to read 'Cory J. Frampton', with a horizontal line drawn through it.

Cory J. Frampton  
For the Architectural Review Committee

**EAGLE MOUNTAIN ESTATES UNIT 1  
DESIGN GUIDELINES AND CONSTRUCTION APPLICATION**

THE DESIGN REVIEW PROCESS IS AN AESTHETIC REVIEW ONLY AND DOES NOT CONSIDER  
STRUCTURAL ELEMENTS OR APPLICABLE BUILDING CODES.

**GENERAL INFORMATION**

**LOT #** \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ Email \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ Email \_\_\_\_\_

LICENSE# \_\_\_\_\_

ARCHITECT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ Email \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ARCHITECT/DESIGNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EACH SECTION OF THIS APPLICATION INCLUDES A CHECKLIST WHICH MUST BE COMPLETED BY  
THE OWNER. PLEASE BE SURE TO CHECK ONE BOX ON EACH LINE.

~~~~~  
Architectural Review Fee: \$500.00    Inspection Fee: \$300                      **Total fee: \$800**  
Please make check payable to: EAGLE MOUNTAIN ESTATES HOA

Received by: \_\_\_\_\_

Date : \_\_\_\_\_

**REQUIRED PLANS**

**1. SITE PLAN**

Two copies of a site plan to scale on minimum 11"x17" paper must be submitted as a part of your application. All site plans must have topography lines with minimum two foot contours.

Details of all proposed site grading must be shown. We encourage you to keep all grading to a minimum. If a driveway is built across a slope, a cross section showing how you intend to handle cut and fill must be included.

|                                                  | <b>INCLUDED</b>          | <b>NOT<br/>APPLICABLE</b> |
|--------------------------------------------------|--------------------------|---------------------------|
| <b>THE SITE PLAN MUST INCLUDE THE FOLLOWING:</b> |                          |                           |
| GRADING & TOPOGRAPHY                             | <input type="checkbox"/> | <input type="checkbox"/>  |
| SHOW ALL LIMITS OF CUT & FILL                    | <input type="checkbox"/> | <input type="checkbox"/>  |
| HOUSE LOCATION ON LOT & SETBACKS                 | <input type="checkbox"/> | <input type="checkbox"/>  |
| DRIVEWAYS & ALL SLABS                            | <input type="checkbox"/> | <input type="checkbox"/>  |
| OTHER BUILDINGS (STORAGE, ETC.)                  | <input type="checkbox"/> | <input type="checkbox"/>  |
| SATELLITE & COMMUNICATION EQUIPMENT              | <input type="checkbox"/> | <input type="checkbox"/>  |
| AIR CONDITIONING EQUIPMENT                       | <input type="checkbox"/> | <input type="checkbox"/>  |
| FENCING / DOG RUNS                               | <input type="checkbox"/> | <input type="checkbox"/>  |
| TENNIS / BALL COURTS                             | <input type="checkbox"/> | <input type="checkbox"/>  |
| POOL & SPA LOCATIONS                             | <input type="checkbox"/> | <input type="checkbox"/>  |
| RETAINING WALLS                                  | <input type="checkbox"/> | <input type="checkbox"/>  |
| ELECTRICAL BOXES AND SUB BOXES                   | <input type="checkbox"/> | <input type="checkbox"/>  |
| UTILITY TRENCH LOCATIONS                         | <input type="checkbox"/> | <input type="checkbox"/>  |

**2. ELEVATIONS**

Renderings of all structures must be submitted with elevations of all four sides. Elevations must show finished floor elevation and building heights on all sides. The elevations must be to scale and be on minimum 11"x17" paper. Submit two copies.

|                                       | <b>INCLUDED</b>          | <b>NOT<br/>APPLICABLE</b> |
|---------------------------------------|--------------------------|---------------------------|
| <b>THE ELEVATIONS MUST INCLUDE:</b>   |                          |                           |
| ALL SIDES OF BUILDING                 | <input type="checkbox"/> | <input type="checkbox"/>  |
| ALL WINDOWS, DOORS/PATIOS/PROJECTIONS | <input type="checkbox"/> | <input type="checkbox"/>  |
| ALL CHIMNEYS / ROOFLINES              | <input type="checkbox"/> | <input type="checkbox"/>  |
| STEMWALLS / PATIO SUPPORTS            | <input type="checkbox"/> | <input type="checkbox"/>  |
| ALL MECHANICAL AND A/C EQUIPMENT      | <input type="checkbox"/> | <input type="checkbox"/>  |
| SIDING MATERIAL                       | <input type="checkbox"/> | <input type="checkbox"/>  |
| ROOF TURBINES                         | <input type="checkbox"/> | <input type="checkbox"/>  |
| GARAGE DOORS                          | <input type="checkbox"/> | <input type="checkbox"/>  |
| SCREENING FENCES                      | <input type="checkbox"/> | <input type="checkbox"/>  |
| STORAGE BUILDINGS                     | <input type="checkbox"/> | <input type="checkbox"/>  |
| DESCRIPTION OF ALL EXTERIOR MATERIALS | <input type="checkbox"/> | <input type="checkbox"/>  |

**3. CONSTRUCTION PLANS**

Construction drawings for each structure must be to scale and be provided on minimum 11"x17" paper. Submit two copies.

|                                               |                          |
|-----------------------------------------------|--------------------------|
| <b>THE CONSTRUCTION DRAWINGS MUST INCLUDE</b> |                          |
| ROOM LOCATIONS AND ALL DIMENSIONS             | <input type="checkbox"/> |
| FOUNDATION                                    | <input type="checkbox"/> |
| FRAMING AND ROOFING                           | <input type="checkbox"/> |
| MECHANICAL / HEATING / COOLING, ETC.          | <input type="checkbox"/> |

ELECTRICAL AND PLUMBING  
WINDOW & DOOR DETAILS  
PATIOS & DECKS  
LIST ALL INTERIOR MATERIALS

## MATERIAL SPECIFICATIONS

### 1. DRIVEWAYS

All driveways must be fully paved. Indicate the type of finished surface your driveway will have. The surfaces described below are pre-approved. Provide specific information under "other" if you wish to submit something else for approval. Driveways should meander around mature trees where possible.

INTEGRAL COLORED CONCRETE - COLOR: \_\_\_\_\_   
CONCRETE WITH BROOM FINISH   
CONCRETE WITH EXPOSED AGGREGATE   
ASPHALT   
PAVING BLOCKS, PAVERS & BRICK (earth tones)   
OTHER \_\_\_\_\_

### 2. FOOTERS AND STEM WALLS

Exposed standard block or painted block is not acceptable. The surfaces described below are pre-approved. Provide specific information under other if you wish to submit something else for approval. BE AWARE THAT EXPANSIVE SOILS ARE KNOWN TO EXIST IN THE AREA AND ADVISE YOUR CONTRACTOR TO DESIGN THE FOOTERS ACCORDINGLY.

SPLITFACE BLOCK – Color \_\_\_\_\_   
STONE VENEER - Type \_\_\_\_\_ Color \_\_\_\_\_   
STUCCO   
WOOD FACED - PLEASE SUBMIT DETAIL   
OTHER \_\_\_\_\_

### 3. FENCING

Perimeter fencing of lots is not permitted. No fencing is permitted in front yards. Rear yard fencing for screening, privacy or animal enclosures must be within the building envelope and constructed of acceptable material. Type of material, height and location of fencing must be approved by the Architectural Review Committee. Trash storage areas, pools and other unsightly areas must be screened. Air conditioning units shall be screened and shall be of the same material as siding and stained the same. Please indicate the material you are using for the fences or screen walls you have shown on your site plan. All A/C, trash storage, firewood, pool and other utility areas must be screened by the same material and color as the house siding

FENCING TO MATCH APPROVED HOUSE SIDING   
STONE FENCING   
WOOD SLATS   
MASONRY: SPLIT FACE  STUCCO  STONE VENEER   
WROUGHT IRON: (NO LIGHT COLOR) COLOR: \_\_\_\_\_   
POWDER COATED ALUMINUM COLOR: \_\_\_\_\_

### 4. EXTERIOR LIGHTING

If you intend to use exterior lighting, other than normal wall mounted entry and patio lighting, we need complete details. Indicate the type of lighting below and show the location of the light fixtures on the site plan. Security lighting (other than wall mounted

photocell type lights) and lighting for night time recreation areas will not be approved.

I DO NOT INTEND TO USE OUTDOOR LIGHTING

I WISH TO USE OUTDOOR LIGHTING AS DESCRIBED BELOW AND HAVE SHOWN THE LOCATION ON MY SITE PLAN.

TYPE: \_\_\_\_\_  
BRAND: \_\_\_\_\_  
STYLE: \_\_\_\_\_  
TYPE OF BULB: \_\_\_\_\_  
WATTAGE: \_\_\_\_\_  
(SUBMIT PICTURE OF ALL EXTERIOR LIGHTS)

## 5. ROOFING

Indicate the type of roofing material you will use. The following roof materials are pre-approved, except as to color. Provide specific information under "other" if you wish to submit something else for approval. Indicate the color, brand and model of the material you intend to use.

METAL ROOF   
WOOD SHAKES (fire retardant)   
FLAT CONCRETE TILE   
SLATE   
OTHER \_\_\_\_\_   
COLOR: \_\_\_\_\_  
BRAND: \_\_\_\_\_  
STYLE: \_\_\_\_\_

Samples of your roofing material will be required if the product has not been previously approved. Gutters and downspouts, vent pipes, caps and skylights must be painted to match roof or trim.

## 6. WINDOWS

Indicate the type of windows you intend to use. If aluminum, they must be painted or bronze anodized. Stainless steel, polished aluminum or other shiny metal may not be used. Provide a brochure from the window manufacturer together with a color sample or color indicated in the brochure.

WOOD WINDOWS   
VINYL WINDOWS   
PAINTED ALUMINUM WINDOWS   
OTHER \_\_\_\_\_   
COLOR: \_\_\_\_\_  
BRAND: \_\_\_\_\_  
STYLE: \_\_\_\_\_

## 7. DOORS

Indicate the type of exterior doors you intend to use. We recommend solid core wood doors with a stain finish.

MATERIAL: \_\_\_\_\_  
COLOR: \_\_\_\_\_  
BRAND: \_\_\_\_\_  
STYLE: \_\_\_\_\_

PLEASE SUBMIT PICTURES OR BROCHURES ON EXTERIOR DOORS.

## 8. GARAGE DOORS

Indicate the type of garage doors you will use. We recommend wood or metal doors with raised panels and window lites. Galvanized or other high gloss surfaces will not be approved. Color should blend with exterior house color. White is not acceptable. Garage doors that are visible to the street cannot be wider than 18' and taller than 8'.

BRAND \_\_\_\_\_  
 STYLE \_\_\_\_\_  
 MATERIAL \_\_\_\_\_  
 COLOR \_\_\_\_\_  
 PLEASE SUBMIT PICTURES OR BROCHURE.

**9. SIDING**

Indicate the type of siding you will use. If you intend to use a manufactured siding, include complete information under other. If you intend to use something other than a pre-approved siding, include a sample with your submittal. Aluminum, masonite and vinyl siding are not acceptable. Hardi Plank and Wood Tone Rustic Series are acceptable. All other types of siding need to be approved by the Committee.

1/2" MIN. SHIPLAP WOOD SIDING – Pine or Cedar   
 1/2" MIN. TONGUE & GROOVE SIDING – Pine or Cedar   
 BOARD AND BATT – Pine or Cedar   
 LOG SIDING   
 STONE VENEER (not to exceed 50% of any exterior wall)   
 BRICK   
 STUCCO (with integral color not to exceed 50% of any exterior wall)   
 OTHER: \_\_\_\_\_   
 COLOR: \_\_\_\_\_  
 BRAND: \_\_\_\_\_  
 STYLE: \_\_\_\_\_

PLEASE SUBMIT PICTURES OR BROCHURE.

Indicate how your siding will be finished and provide a color chip. Paints, stains and stucco shall be complimentary earth tone colors. Reflective colors are not permitted. All paint must be flat or low sheen. If you are using different colors on different portions of any structure, indicate the colors on your plans. If you are using the same color on the entire exterior, simply fill in the information below and provide the color sample.

STAIN \_\_\_\_\_   
 COLOR \_\_\_\_\_  
 PAINT \_\_\_\_\_   
 COLOR \_\_\_\_\_

**10. TRIM**

Indicate the type and size of trim you will be using and the color. Provide a paint chip or indicate that the color is the same as the siding.

WOOD PAINTED   
 WOOD STAIN TO MATCH EXTERIOR SIDING   
 OTHER \_\_\_\_\_   
 COLOR: \_\_\_\_\_  
 BRAND: \_\_\_\_\_  
 STYLE: \_\_\_\_\_

**11. PATIOS & DECKS**

Please indicate how your patios and decks will be built. Show complete construction details on your building plans including information on how the outside will be finished, details on railing and column supports. Please check as many of the following as are applicable. If you have more than one patio or deck and they are constructed differently, make a copy of this page and submit separate information for each patio.

- CONSTRUCTION IS SLAB ON GRADE
- CONSTRUCTION IS RAISED WOOD STRUCTURE
- SIDING WILL MATCH HOUSE
- ROOFING WILL MATCH HOUSE
- COLUMNS TO FLOOR LEVEL ARE STONE
- COLUMNS AND STEM WALLS ARE CONCRETE BLOCK SURFACED IN:  
SPLIT FACE  STUCCO  STONE VENEER  WOOD
- LATTICE WILL BE INSTALLED TO CONCEAL THE AREA BELOW PATIO

## 12. OTHER BUILDINGS

All other buildings must be shown on the site plan and renderings must be provided. Use a copy of this form to provide all of the same information on each additional building which is provided for the home. Architecture and exterior materials of additional buildings must match the main structure. Other buildings include detached garages, sheds, gazebos, carports, guest houses or any other structure.

THIS APPLICATION DOES NOT INCLUDE ANY BUILDINGS OTHER THAN THE HOME   
I AM CONSTRUCTING OTHER BUILDINGS, HAVE SHOWN THEM ON THE SITE PLAN AND  
HAVE INCLUDED DETAILED CONSTRUCTION INFORMATION ON EACH

OTHER BUILDING #1 IS A \_\_\_\_\_

OTHER BUILDING #2 IS A \_\_\_\_\_

OTHER BUILDING #3 IS A \_\_\_\_\_

## 13. CULVERTS AND TEMPORARY DRIVEWAYS

No construction may be started on any lot until the owner has installed a driveway with a culvert and has installed a rock, cinder, gravel or paved surface on the driveway for a minimum of fifty feet onto the lot. Failure to do so can cause a couple of immediate problems. If a culvert is not installed, the drainage ditch is blocked and the water overflows into the street when it rains. When the ground is wet and there is no gravel drive installed, mud can be carried hundreds of feet up the road, which is the owner's responsibility to clean up. Culvert sizing shall be determined by the Eagle Mountain Estates Architectural Review Committee. The minimum size is 12". Culvert ends should be finished in river run or native rock. The approved access drive will be the only construction access to any lot.

## 14. CLEARING OF LOTS

People purchase property in the forest for a variety of reasons, with the two motives on the top of that list being climate and trees. Fire risk is inherent in this environment.

The CCR's allow the removal of all dead vegetation on lots, the clearing of a reasonable buffer around the improvements and the thinning of trees to promote forest health and minimize fire risk. Trees and brush 4" and smaller in diameter may be removed without obtaining the consent of the Architectural Review Committee. Any further clearing may not be done without first submitting a specific clearing plan and obtaining the approval of the Architectural Review Committee.

When preparing a lot for building, the lot must be cleared of all dead trees and brush and any proposed thinning should be done.



The Architectural Review Committee will not approve the clearing of a lot or the construction of a driveway until it has received and approved a complete submittal and a building permit has been obtained from the Town.

## **15. SIGNS**

Pursuant to the CCR's, owners are allowed to place a 'For Sale' sign on their property. Offsite signs are not permitted. The sign should be removed immediately on completion of the sale. During the construction of a home, a single sign with the name of the general contractor or owner may be installed. Additional signs for sub contractors are not permitted. Construction signs must be removed immediately upon completion of the project.

No sign may exceed 18" by 24" and all signs should be of quality construction and mounted on a post. Signs may not be nailed on trees. Paper or plastic signs purchased from the local hardware store saying 'No Trespassing' or anything else are unacceptable. Attractive custom built signs saying such things as 'Private Driveway', etc. are acceptable, but must be approved by the Architectural Review Committee.

## **16. CONSTRUCTION DEPOSIT**

No construction of a residence may be started until the property owner has deposited the sum of \$3,000.00 with the Association. The deposit is refundable to the property owner on completion of construction provided that the construction is per approved plan and completed in a timely fashion, damage to adjacent properties and the road have been repaired, construction debris cleaned up, landscaping installed and re-vegetation completed. If any damage is not repaired by the property owner within thirty days after the repairs are requested, the Association may complete the repairs, use the deposit to pay for the work, and that portion of the deposit shall be forfeited. If the deposit is inadequate to cover the cost of the work, the property owner shall immediately pay the shortage to the Association. Your check for the construction deposit should be made payable to Eagle Mountain Estates Home Owners Association. No interest will be paid on the deposit while it is held by the Association.

## **17. MISCELLANEOUS**

Regarding building height, it is the general policy of the committee that two story homes cannot have an upper story that is in excess of 60% of the square footage of the lower floor. Exceptions may be made at the discretion of the Committee based on site issues.

No construction equipment or materials may be left in the street. This includes dumpsters and portable toilets. Please contain all construction materials and equipment on the site.

Above ground pools are not permitted. Above ground spas are ok provided they are screened and or built into a landscaping component.

Metal sheds are not permitted.

Satellite dishes are permitted subject to ARC approval of location.

Solar panels are permitted subject to ARC approval of location.

No open fires are permitted.

Gas BBQ's and firepits are acceptable, subject to approval of location.

Construction work can be performed Monday through Saturday from 7:00a to 5:00p. No construction work is allowed on Sunday.

Construction must be started within one (1) year of approval. If construction is not started within one (1) year of approval, you must re-submit an application and comply with the current regulations.

Any changes in materials, colors, or design from the approved plans must be approved by the Architectural Review Committee.

Fire extinguishers must be conveniently located at the construction site. A minimum 5/8" diameter water hose connected to a water supply shall be ready for immediate use to any area of the construction site.

The outside parking of RV's, trailers, boats, ATV's, etc. is not allowed.

Any outdoor area housing trash containers, firewood, maintenance equipment, or storage should be constructed of the same material as used on the main residential structure and containers shall be screened from offsite view. The enclosures may not be in the front of the building. All trash containers and firewood need to be enclosed in an area designated on the site plan.

Approved driveway material must be installed from the street to the front of the garage and a dumpster and portable toilet must be placed on the construction site before any construction can start.

## 18. LANDSCAPING

Owner must submit a 11"x17" minimum size base map of lot showing the proposed area of clearing around the home together with details on landscaping to be installed.

### **APPROVED LANDSCAPE PLANTS:**

#### **TREES**

##### Deciduous

|                         |                       |
|-------------------------|-----------------------|
| Birch Species           | Maple Species         |
| Capital Ornamental Peas | Quaking Aspen         |
| Crabapple               | Staghorn Sumac        |
| Flowering Dogwood       | Sunburst Honey Locust |
| Green Ash               |                       |

##### Coniferous

|                 |              |
|-----------------|--------------|
| Deodar Cedar    | Pine Species |
| Juniper Species |              |

#### **SHRUBS**

|                                     |                         |
|-------------------------------------|-------------------------|
| Apache Plume                        | Oregon Grape            |
| Barberry                            | Pyracantha, Fire Thorns |
| Beargrass                           | Red-Hot-Poker, Torch    |
| Blanket Flower Banana, Yucca        | Redwig Dogwood          |
| Butterfly Bush                      | Rose                    |
| Cinquefoil                          | Rubber Rabbitbrush      |
| Cliffrose                           | Service Berry           |
| Cottoneaster (creeping & spreading) | Snowball Bush           |
| Daylily                             | Snowberry               |
| Iris                                | Spirea                  |
| Juniper                             | Spurge                  |
| Lilac, Common                       | Viburnum SP             |
| Mock Orange                         | Yucca, Blue             |

#### **GROUND COVER**

|                   |                |
|-------------------|----------------|
| Virginia Creepers | Cottoneaster   |
| Juniper           | Creeping Thyme |

#### **SUBMITTAL CHECKLIST**

A COMPLETE SUBMITTAL INCLUDES:

COMPLETED APPLICATION  
CHECK FOR REVIEW FEE

- TWO COPIES OF SITE PLAN
- TWO COPIES OF ELEVATIONS
- TWO COPIES OF FLOOR PLANS
- ROOFING MATERIAL SAMPLE IF REQUIRED
- SIDING SAMPLE IF REQUIRED
- STAIN & PAINT COLOR SAMPLES
- GARAGE DOOR PICTURE/BROCHURE & INFO
- WINDOW BROCHURE & COLOR
- DOOR PICTURE/BROCHURE & INFO

Please send your completed application form together with all required plans and materials, plus your check for the review fee in the amount of \$800.00 payable to Eagle Mountain Estates POA, to:

Howard Reichsfeld  
 Eagle Mountain Estates  
 Architectural Review Committee  
 PO Box 5270  
 Carefree, AZ 85377

Upon final approval of your application, Howard Reichsfeld will contact you to let you know that he has the approval and will release it to you upon receipt of your construction deposit in the amount of \$3,000.00 payable to Eagle Mountain Estates POA.

After receipt of the written approval you will submit your plans and a copy of the written approval from the Committee to the City in order to obtain a building permit.

After the City issues permits, the Owner must provide to the Architectural Review Committee a copy of all building and/or grading permits and emergency telephone numbers for the contractor and Owner.

**EAGLE MOUNTAIN ESTATES  
CONSTRUCTION AGREEMENT**

The undersigned Property Owner hereby agrees to the following terms and conditions which are a part of this Agreement:

- 1) I hereby represent that I have read, understand and agree to all of the terms and conditions of the Design Guidelines and Construction Agreement and the CCR's.
- 2) I represent that this Application is an accurate and complete description of all construction details and that construction will be completed as described herein.
- 3) I understand that all contractors and subcontractors working on my property are my responsibility and that I am responsible to the Association for any action of my contractors which results in a breach of this Agreement including damage to the road and adjacent properties.
- 4) I agree to submit a written application for any changes I decide to make and agree not to proceed with the changes until written approval is obtained.
- 5) I acknowledge and agree that if I use unapproved materials, make modifications which have not been approved, or in any other way violate the terms of this Agreement, the Association shall have the right to take any or all of the following actions:
  - A) Require me to comply with the application as submitted and replace any unapproved materials.
  - B) Commence a legal action to force me to comply with the application as submitted, replace and unapproved materials and require me to reimburse the Association for all legal fees incurred.
  - C) Permit me to leave the unapproved changes in place and forfeit my construction deposit as liquidated damages.
  - D) Take any other action available by law.
- 6) If I violate the terms of this Agreement or the CCR's I hereby agree to pay all expenses, including legal fees, incurred by the Association in enforcing the Agreement and the CCR's.
- 7) The Architectural Review Committee shall give written notice of any damage, construction or CCR violation. If the violation is not corrected within the specified time frame, a portion of the construction deposit may be forfeited.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

**EAGLE MOUNTAIN ESTATES  
ARCHITECTURAL REVIEW COMMITTEE  
SUBMITTAL RECORD**

LOT NO. \_\_\_\_\_  
OWNER: \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

FIRST APPLICATION RECEIVED: DATE \_\_\_\_\_

COMPLETE APPLICATION RECEIVED: DATE \_\_\_\_\_

FIRST RESPONSE DATE \_\_\_\_\_

REQUIREMENTS \_\_\_\_\_

SECOND RESPONSE DATE \_\_\_\_\_

REQUIREMENTS \_\_\_\_\_

THIRD RESPONSE DATE \_\_\_\_\_

REQUIREMENTS \_\_\_\_\_

**ARCHITECTURAL REVIEW COMMITTEE COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL APPROVAL: THIS APPLICATION IS APPROVED FOR CONSTRUCTION.**

EAGLE MOUNTAIN ARCHITECTURAL REVIEW COMMITTEE

\$800 Review Fee Paid: \_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_

~~~~~  
Eagle Mountain HOA is in receipt of Construction Deposit in the amount of \$3,000.00.

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

PAID BY OWNER [ ] PAID BY \_\_\_\_\_

**EAGLE MOUNTAIN ESTATES ARCHITECTURAL REVIEW COMMITTEE  
REQUEST FOR CHANGE IN DESIGN REVIEW APPLICATION**

Date: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Property Owner:  
\_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

CHANGES REQUESTED:  
*(Include list of items to be changed and samples of new items.)*

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

APPROVED:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
On behalf of the Eagle Mountain Estates Architectural Review Committee