



# ARCHITECTURAL DESIGN STANDARDS

*Revised February 2016  
(Effective March 1, 2016)*

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES  
AND CONSTRUCTION AGREEMENTS/APPLICATIONS

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**GENERAL INFORMATION**

**Community Introduction:** The Sierra Pines Property Owners' Association (POA) is a unique area with a distinct identity created by the rich natural environment and by prestigious homes compatible within that same environment. Homes nestled within the ambiance of Sierra Pines are characterized by a rustic yet gracious spirit that is reflected in the heritage of Arizona's plateau and northern regions.

In order to protect your investment, to preserve the natural beauty that enriches Sierra Pines and to foster the mountain charm that characterizes the overall theme of Sierra Pines, residences are to be designed in accordance with these standards. While protecting the distinct style of Sierra Pines, these standards provide for ample opportunity for individual and architectural creativity. Please familiarize yourself with these standards so that you understand the design parameters for all construction in Sierra Pines before planning your new residence.

The POA standards are detailed in the following Design Guidelines. All construction must also comply with the Covenants, Conditions and Restrictions (CC&R's) for the POA and all ordinances and building requirements of the City of Show Low.

Homes in Sierra Pines should be custom in design, responding to the unique feature of your lot and the standards of the Design Guidelines to ensure that your residence will harmonize with the Community. **Acceptable design styles for Sierra Pines are: Alpine, Mountain Ranch, Log Cabin, Adirondack, or similar architecture.** Certain architectural styles will not be permitted in Sierra Pines: *Santa Fe, Spanish, Victorian, Tudor, Tuscan, Mediterranean, Contemporary and/or Modern, half-timber designs, A-frame construction, New England Salt Box, Old English or Colonial.* Other styles will be reviewed by the Architectural Control Committee (ACC) in order to determine if that style is compatible with the Sierra Pines character and mountain spirit. For purposes of this document, the Architectural Control Committee (ACC) will be referred to as the **Architectural Review Committee (ARC).**

Residences are to be designed in a manner that integrates and preserves natural features, such as vegetation, rock outcroppings and slope of land, as much as possible. Therefore, you will want to assess your lot thoughtfully, orienting and designing your residence in rhythm with the natural feature of your property. Your home should appear to be an integral element of the landscape, rather than a structure superimposed on a lot.

Individual single-family residences should be designed with horizontal emphasis, keeping the structure fairly low to the ground. Additional stories on an individual residence should relate to the first in an interesting manner, moving from low to high in a step-like fashion. The mass of all residences should appear as a series of related forms that create a varied, visually pleasing, silhouette harmonizing with the natural landscape.

Driveways, garages, stand-alone structures and parking areas should be designed with several factors in mind. Driveways and parking areas are major disruptions of the environment. Therefore, they should be designed in a manner that minimizes impact on vegetation and topographical features.

The POA understands that many home owners may wish to explore and ultimately install some form of alternative energy to alleviate the ever increasing energy costs required to support a modern home. Therefore, Sierra Pines does support the installation of alternative energy sources that do not adversely affect the character of the neighborhoods, nor detract from their neighbor's enjoyment of our beautiful natural surroundings.

The design review standards are intended to maintain the highest standards in order to safeguard the beauty of the community and to protect your investment. Designs that are determined by the ARC to be compatible with community standards will be permitted. The Architectural Coordinator is available to discuss design concepts with potential and actual property owners.

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**Purpose of the Architectural Review Committee:** The purpose of the Architectural Review Committee is to preserve, maintain and enhance property values and the inherent beauty of Sierra Pines.

**Function of the Architectural Review Committee:** The committee, hereafter "ARC," must review and approve all construction, additions, alterations or improvements made on any lot within the development. This includes, but is not limited to, new homes, additions to homes, other buildings, grading, landscaping, driveways, fences, decks, walls, gates, antennas, lighting, yard displays, and anything else to be placed on the lot. The committee must also approve in advance any removal of trees or undergrowth (except as provided in Section 15), and repainting of homes (other than the original colors).

**ARC Membership and Duties:** Membership on the Architectural Review Committee, hereafter referred to as the ARC or Committee, shall consist of not less than three (3) or more than five (5) members. Each member shall be appointed by the Sierra Pines Property Owners' Association Board of Directors, hereafter referred to as the Board of Directors or Board. Each member shall be appointed for a term of three years, after which the member may reapply for another three year appointment. Appointments to the committee should be staggered if possible.

At no time should a majority of the ARC be staffed by Board members, meaning there should be no more than two (2) members of the Board of Directors serving on the ARC at any one time.

The Board of Directors has the ultimate authority over the ARC and a member of the Board of Directors shall serve as chairperson of the ARC per Arizona State Law. The Board of Directors shall have the authority to remove any member of the ARC at any time, provided there exists a majority vote of the Board to do so.

Any changes to rules or procedures proposed by the chairperson or a committee member concerning the ARC shall be submitted to the Board by a majority vote of all ARC members for final approval by the Board. Any individual member of the ARC may call for a special meeting of the Committee with authorization of the majority of ARC members.

All members of the ARC shall have one vote concerning submittals. Decisions by the Committee shall be by majority vote of the members, whether at an ARC meeting or e-mail voting. The presiding member shall sign appropriate documents pertaining to property owner submittals. When discussing and/or voting by e-mail on a project submitted to the ARC, all information or individual member votes concerning the project will be disseminated to all ARC members for review.

Any member of the Board of Directors or the ARC that submits an application or a request for a variance to the Board or ARC concerning their property should declare a conflict of interest and excuse themselves from voting on the application or variance in question and should not be present when the final vote is taken. The submitting member of the Board or ARC shall be allowed to attend and speak at a meeting of the Board or ARC concerning their application or variance request, as are all members of Sierra Pines Property Owners Association submitting applications or variance request.

When an application is reviewed by e-mail, questions or clarifications of issues from Board or ARC members shall be presented to the submitting owner by the Architectural Coordinator from HOAMCO for a response. Approval or denial by the ARC concerning an application or variance request shall be presented to the property owner by the HOAMCO representative, as is the normal practice with all submissions.

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**ARC Authority and Responsibility:** The authority and responsibility of the ARC is clearly stated in the Sierra Pines CC&Rs, which specify the following: *“No Lot leveling, excavation, or grading may take place and no residence, outbuilding, fence or wall, or other improvement, shall be constructed, erected, placed, or altered on any Lot until the plans and specifications therefore, showing the nature, kind, shape, materials, floor plans, and locations, shall have been submitted to and approved by the Architectural Control Committee (‘Committee’ or ‘ACC’) and a copy thereof is finally approved and lodged permanently with the Committee. The Committee shall have the right to refuse to approve any such plans or specifications which are not suitable or desirable in its opinion for aesthetic reasons, or not in accordance with the overall theme of Sierra Pines, or any other reason, and in so passing upon such plans and specifications it shall have the right to take into consideration the suitability of the proposed building or other structure, and the material which is to be used, the site upon which it is proposed to be erected, the harmony with the surroundings, and the effect of the proposed structure on the outlook from adjacent or neighboring property. All plans must comply with the City of Show Low requirements.”* The Architectural Design Guidelines listed here apply equally to new construction and any improvements to be made on lots that have existing homes.

**Contact Information for the Architectural Review Committee is:**

Architectural Administrator                      Telephone      928 537-1067  
PO Box 4212  
Show Low, AZ 85902

**Design Review Process:** All design review applications are sent to the Architectural Coordinator. The Coordinator manages plan review and onsite inspection for the ARC and the Association, while also performing an initial review of all submittals to determine if they are complete. If the submittal is complete, Coordinator then meets with the ARC members and the review is processed as soon as possible. If it is incomplete, he/she will contact the owner or builder for the additional information before the review is started. If you have questions regarding the review process, contact the Coordinator.

In addition to assisting the ARC with its plan reviews, it is the Coordinator’s job to insure that all construction is in accordance with approved plans and to track and inspect all construction or improvements underway in Sierra Pines. If you have any questions about issues that need to be addressed on site, please contact the Coordinator. The most important key to a quick approval of your project is a complete submittal. The ARC 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.

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

**All submittals, changes and responses from the association must be in writing. No member of the Architectural Review Committee, or Sierra Pines board member, or any agent thereof, has the authority to verbally approve any project or subsequent request for changes from what was approved.** And while we do maintain documentation of most ARC approvals, especially for new construction, it is your responsibility to maintain copies of any approvals you receive indefinitely.

As soon as a complete submittal has been received, it will be reviewed as quickly as possible. A complete submittal with acceptable detailed plans will be voted upon within thirty (30) days of the date of receipt. The 30-day clock will not start until the submittal is complete. Sending the ARC partial information, or plans which do not show adequate detail, will delay the process. PLEASE try to make a complete submittal the first time. The committee is aware that a quick response is important and tries to get the reviews accomplished as fast as

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possible. But the committee generally only meets once a month, so it would speed things up if your submittal is timed to arrive a week or two before the meeting (Coordinator can provide upcoming meeting dates).

If you are concerned that the committee might not approve a home you are considering, you can submit elevations for a preliminary, non-binding assessment by mailing it to the ARC at the address given above.

Upon final approval of your application, the Coordinator will contact you to let you know he/she has the committee's approval and will release it to you upon receipt of your construction deposit. After obtaining this POA approval document, you can then proceed to the City of Show Low building department for your construction permit. If construction is not started within **one (1) year** of approval, you must re-submit an application. Construction must be completed within **nine (9) months** of date of issuance of the building permit for New Construction, and within **three (3) months** for remodel or addition projects.

**Building Permit Extension:** If construction is not completed within nine (9) months from start of construction, an application for extension (See "Exhibit K") must be completed, fee may be applicable, and approved by the ARC before the original permit expires. Permit extensions are subject to limited indoor and outdoor work during the summer months of construction to allow adjacent neighbors reasonable use and enjoyment of their homes.

Please note that no tree or undergrowth clearing, excavation, or culvert installation may take place until you have both the ARC approval and a city building permit. Please remember also that a culvert must be installed and a driveway constructed onto the lot from the street to the planned garage location using ABC, cinders or other approved surfacing materials *before construction can be started*. The driveway and culvert require a separate permit from the City before they can be installed. Before any lot clearing, grading or construction is started the lot perimeter, setback lines and house footprint must be staked and marked with string lines. If the developer's stakes are not visible from one stake to the next, a survey may be needed. The architectural inspector must then confirm and approve the lined boundaries and position on the lot, using the SPPOA site map. The perimeter and setback stake and string lines must remain in place throughout construction.

Any additions or improvements made on a lot without ARC approval must be either removed or approved after-the-fact. The owner will be required to submit a formal application for the improvement that was already started, or has been completed; a penalty equal to 100% of the normal review and inspection fees may be added. After a complete submittal is received, the plans will be reviewed and voted on within thirty (30) days of receipt. If the ARC does not approve it after-the-fact, the association will require that the improvement be removed. When you apply for ARC approval for improvements you made earlier, but failed to get ARC approval in advance, be aware that you must meet the design criteria in place at the time your request is made. *Previous design guidelines do not apply retroactively.*

**Construction work or improvements by contractors or hired workmen may only be performed Monday through Saturday from 7:00 AM to 6:00 PM. No construction work is allowed on Sunday.** Violations will result in subtractions being made from the owner or builder's construction deposit (see Section on Fees, Deposits and Fines). Violations of other rules herein may also result in deductions from your deposits if ordered by vote of the board of directors. (*Owners* may perform work outside these hours, if no hired workmen are used). The property owner is responsible for the acts of his or her agents, contractors, and subcontractors. Violations or unapproved deviations from the approved and signed final agreement may result in substantial fines, deductions from the construction deposit, and/or a stop-work order.

PLEASE UNDERSTAND THAT THIS DESIGN REVIEW PROCESS IS AN AESTHETIC REVIEW, AND A REVIEW OF THE PROPOSED NEW HOME OR IMPROVEMENT FOR CONFORMANCE TO THIS DOCUMENT AND THE CC&Rs ONLY, AND

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*DOES NOT EXAMINE OR GUARANTEE THE STRUCTURAL ELEMENTS OR CONFORMANCE TO APPLICABLE BUILDING CODES.*

This process is designed and intended solely to protect the aesthetic integrity of Sierra Pines and thereby protect your investment and property values of all owners.

**ARCHITECTURAL DESIGN & SUBMITTAL REQUIREMENTS**

**1. SITE PLAN**

One (1) copy of a site plan, to scale; on 24" x 36" format must be submitted as a part of your application, along with two (2) 11" x 17" copies.

Details of all proposed site grading must be shown. 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. Please refer to Section 15, referring to the required plan before any tree cutting or clearing of vegetation is permitted.

Site plan to include the following (if applicable): *grading & contours (2' intervals), limits of cut & fill, house location on lot with forty (40) foot setbacks, driveways & all slabs, any detached structures, satellite & communication equipment, boat & RV storage, A/C equipment (with screening method), fencing/dog runs, recreational facilities or apparatus, retaining walls (with details), electrical/sub boxes, sewer pump location, utility routing, location & mailbox design, all hardscape & landscaping.* All structures are to fit within the forty (40) foot setback building envelope. It is recommended that physical measurements be made to verify actual dimensions versus totally relying on the Site Plan document.

**Note:** *Prior to constructing any utility trenching, or installing meter boxes, contact the utility company for an approved meter location. If meter or trench is placed in an unapproved location, the meter box and/or trench may need to be moved prior to receiving utility service.*

**2. PROCEDURE FOR REQUESTING AND APPROVING SETBACK VARIANCES**

The CC&R's state that 'no improvements' shall be erected or placed within forty (40) feet of any lot line. However, there is a provision for exceptions to be granted by the Architectural Review Committee (ACC) on "narrow lots and lots with special topographical features, and for homes that will not fit within the remaining building envelope."

The forty (40) foot setback also applies to decks, patios, satellite antennas, air conditioners, light fixtures, gazebos, fencing, RV screening or the placement of any other structural improvement, except a mailbox. No variance is required for fencing that runs along a lot line that borders between Sierra Pines and non-Sierra Pines property, and though a variance is not required, approval by the ARC is.

"Special topographical features" would mean such things as drainage easements or other restrictive topography that would prevent a house from being built within the normal building envelope. A "narrow lot" is one that is significantly narrower than most other lots in Sierra Pines, which generally means when an owner purchases a narrow lot, they should plan to build a home that will fit inside that lot's building envelope. Home plans that "will not fit within the remaining envelope" will need to be accessed on an individual basis, but there are few lots that will meet this definition or situation in Sierra Pines.

The process starts upon submittal of "Exhibit L" Application for Variance with a site and building plan by the lot owner. The submittal must include a site/plot plan showing all lot lines, the forty (40) foot setback lines and the outside dimensions of where the owner wants to place the house and all structures. The owner must include a justification that clearly states why the lot size, shape or topographical features make building the house very



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difficult or impossible without a variance. The owner should also state why this particular house plan cannot be modified or why a different house plan will not work.

Then the ARC must determine that a variance is justified under the CC&R's. This generally occurs when a house that is sized and designed appropriately for the lot simply will not fit without a variance.

Final approval or denial will be communicated to the lot owner in writing. Every effort will be made by the ARC to complete this process within thirty (30) days after the request is received, but for complicated situations the process may take longer. Variances should only be sought where circumstances are unusual, obvious and compelling. Owners should recognize that requesting variances of any type or amount will delay final approval and therefore the start of any clearing or construction.

Any variance is 'not' to be considered all encompassing. It applies 'only' to the specified and approved structure.

Variances, like all ARC approvals, are only valid for one (1) year from the date of approval. Therefore, if the structure is not completed within the one (1) year timeframe, a new application will be required, and the ARC will not guarantee a new variance approval will be granted.

### **2.1 OWNERSHIP OF ADJOINING LOTS**

Property owners who own two adjoining lots and plan to construct a single family residence across the interior (center) property line of the two properties must first obtain authorization from the City of Show Low and Navajo County Assessor's Office prior to submitting an application to the ARC. This authorization, a copy of which must be submitted to the ARC with the application, will combine the two properties into a single parcel.

Property owners who own an adjacent lot to that on which their primary residence is located may construct other buildings or structures on the adjacent lot as outlined in the Sierra Pines Architectural Design Guidelines. Again, prior to submitting an application to the ARC for approval, the property owner must first obtain authorization from the City of Show Low and Navajo County Assessor's Office. This authorization, a copy of which must be submitted to the ARC with the application, will combine the two properties into a single parcel.

In either situation cited above, the yearly dues assessment will be based on the number of individual lots prior to the lots being combined into one parcel. The forty (40) foot setback requirement per the CC&R's and the Design Guidelines will remain in effect for all exterior property lines.

### **3. ELEVATIONS**

Renderings of all structures must be submitted with elevations showing all four sides. Elevations need to show natural and final grades, finished floor elevation and building heights on all sides. The elevations must be to scale and be on minimum 11" x 17" paper. Elevation pages should include the following: *all sides of building, window/door/patios and projections, chimneys and rooflines, stem walls/patio supports, mechanical equipment, siding material, roof turbines and/or venting, garage doors, screen/privacy fences, storage buildings, exterior materials listed*. Submit **two** (2) copies of the plans.

**Building Heights:** Building heights are to be depicted on elevation pages. Maximum building height for any structure built on an individual lot is thirty-five (35) feet above the mean elevation between the lowest and highest existing grade, adjacent to the foundation of eliminated space (see sample diagrams in "Exhibit F").

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Buildings must be grade adaptive by design and follow the natural contours and grade changes of the individual unit. Please reference "Exhibit F" for further details for calculating building heights.

#### 4. FLOOR PLANS

Floor plans for each structure, with dimensions, must be to scale and be provided on minimum 11" x 17" paper. Plans should include the following (if applicable): *room locations and dimensions, mechanical/heating/cooling plans (with screening method), window & door details, patios & decks*. Submit **two (2)** 11" x 17" copies of the plans. One (1) 24" x 36" copy may be required upon ARC request.

**Wall Lengths:** Any house wall footprint measuring 35' or greater must contain a minimum 24" horizontal wall offset. Blank walls longer than 12' must be broken up with architectural relief; an additional window or mature landscaping may be required to create such relief.

#### MATERIALS SPECIFICATIONS AND USAGE

##### 1. DRIVEWAYS (*New Construction or Resurfacing*)

Driveway access must be located off of the least traveled roadway, when multiple options exist. Long, straight runs shall be avoided to maintain a natural appearance, and should meander around existing trees and rock outcroppings when possible, and shall not penetrate any side setbacks unless site conditions or approved house plans (such as side garages) dictate otherwise. In all cases, efforts should be made to minimize intrusion into the setbacks. If setback intrusion is dictated, approval by the ARC is required and needs to be included on the plans.

**Acceptable driveway materials are: integrally colored concrete, standard concrete with broom finish, exposed aggregate concrete, asphalt, pavers, decomposed granite (¼" or ½" minus only), crushed stone, and red cinders.** Indicate on the plans the type of finished surface the driveway will be.

Dirt or ABC are not acceptable driveway materials in Sierra Pines. The surfaces described above are pre-approved. Provide a specific request if you wish to submit alternate materials for approval to the ARC.

##### 2. EXPOSED FOUNDATION, RETAINING AND STEM WALLS

###### 2A. EXPOSED FOUNDATION OR RETAINING/STEM WALLS (House Structures)

Exposed, standard (smooth) faced block or painted block is not acceptable. Natural or stained split face block is acceptable (submit color), but **should not exceed 32" in height** on any exterior wall, except when site conditions dictate otherwise. Retaining walls over four (4) feet high must be terraced and landscaped to mitigate impact to neighbor's view.

Other acceptable materials are: Stone Veneer (not to exceed 25% of any exterior wall), and wood facing (matching wood siding on home, must submit detail). No stucco, chopped fiberglass or other such cement coatings may be used. Provide a specific request if you wish to submit alternative materials for approval to the ARC.

###### 2B. RETAINING WALLS AND FLAT AREAS (Landscaping)

Retaining walls may be used to create flat areas on sloped ground to allow construction of the house and garage, but beyond the house and garage the natural contour of the land should not be altered. Flat areas for lawns, sitting areas or other approved purposes may be strategically located and if a landscaping retaining wall is required, it may not exceed 24" in height; thereby defining the size of the flat area. A complete landscaping layout will be required and submitted for ARC approval. Railroad ties may only be used for retaining walls no more than 2 tiers high.

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**3. FENCING AND DESIGN ELEMENTS**

Fencing of any kind must be approved by the ARC before installation. No fencing is allowed within the forty (40) foot setback areas, and no perimeter fencing of lots is permitted (except along a lot line contiguous with non-SPPOA property).

Fencing is not permitted in front yards (meaning it may not be located forward of the house, and not closer than the house or garage to any street).

An exception can be made by the ARC, at its discretion, to allow for the use of low split rail fence *sections* as *design elements* only (not as continuous fencing) within front yards. These elements may be placed at street-side lot corners, driveway entrances or at other approved locations within the front yard, including the *front* setback. Each design element may consist of no more than two complete fence sections (two posts and two rails or three posts and four rails) not to exceed eight (8) feet each in length, placed in either a straight line or at an angle. This exception is valid only for two-rail cedar or redwood fencing, split or rustic round rail only, stained natural. Post height may not exceed 36" above ground and split rails may not exceed 32" above the ground. Rails may not exceed 5" in diameter. This exception for front yards does *not* extend to pine log fences, plastic fencing, fencing using cut board rails, or any materials other than cedar or redwood. All posts must be concreted into the ground plumb, and must be kept vertical. If used, these design elements must have their stain maintained and not be allowed to weather to black. No other fencing of any kind is permitted in front of any house or within any setback area.

Rear and side yard fencing is allowed, outside the setback areas, for screening, privacy or animal enclosures if constructed of acceptable materials. Type of material, height and location of fencing must be approved by the Architectural Review Committee. **Height limit is six (6) feet except for approved RV screening.** Trash storage areas and other unsightly areas must be screened with approved materials and, if detached from the house, using darker colors that help it blend in with the forest. Air conditioners should be screened with materials similar to or blending with the house exterior siding.

Please indicate the materials you are using for any fences or screens listed on your site plan and application. No fence, screen or other structure not part of the house shall be white or any other light color. No fence may be built entirely of solid materials. At least 75% of the area of any fence (length x height= area) must be open. This eliminates aboveground, freestanding solid walls, except for low planters or decorative stone or masonry or rock walls not to exceed 30" high. It also rules out use of solid board fencing. **Solid materials may be approved, however, for limited screening necessary to hide RVs, air conditioners, spas, and other such things that this document or the CC&Rs require to be hidden from view.** These screens would generally be limited to the length and height of the object to be screened and except for RV screening may not exceed six (6) foot in height. Such screens may not exceed twenty (20) feet in any one direction or twenty (20) feet by twenty (20) feet in total area, except for approved RV screening. Fences and screens (but not the front yard design elements covered above) may have wood posts, metal posts, or masonry (or rock/veneer) posts. Fencing materials may be spaced wood slats (stained to blend in with the forest), dark wrought iron, or brown vinyl-covered chain link. No other type of fence may be of vinyl or plastic. Any metal posts, wood posts, or other supports used for screens or fences shall be placed on the inside only, facing the owner's home, to hide them from neighbor's view. When replacing an existing fence, the replacement must conform to current fence guidelines, even if the original fencing was approved under earlier guidelines. Any replacement fence is considered to be a new fence and must therefore be approved by the ARC.

RV/vehicle screening may be accomplished via a manufactured cover. However, ARC approval will be required as to color, size, style, etc.

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**4. MAILBOXES**

Since mailboxes are located within the city right of way, a no-cost city permit is required. Any mailbox approved by the city must also be submitted to the ARC with full details and a drawing for approval. The ARC is primarily looking for compatibility with our Sierra Pines community, and requires the mailbox to be subtle green, black or brown and the mailbox base to be earth toned.

**5. EXTERIOR HOUSE, YARD, OR POST LIGHTING**

If you intend to use exterior lighting, other than normal wall-mounted entry and patio lighting mounted on the house, provide complete details. Light pollution in our dark forests should be avoided. Security lighting (other than house-mounted photocell type lights) and lighting for nighttime playing or recreation areas are not allowed. Photocell type security lighting must be angled or screened so that the lighted bulb itself isn't visible to neighbors. All exterior lighting shall be of a downward deflecting design and shall be **"Dark Sky" compliant**. For additional information on preserving our dark skies, please contact the Tucson-based Dark Sky Association at [www.darksky.org](http://www.darksky.org) or (520) 293-3198. This website has a tremendous amount of information including fixtures from over ninety (90) manufacturers. Indicate the type of lighting below and show the location of the light fixtures on the site plan. Lighting off the house must be mounted on stained wood posts, natural rock posts or dark colored metal posts that blend in with the forest. Provide picture or brochure of requested light fixtures with your submittal for review and approval by the ARC.

**6. ROOFS**

Use of gable roofs is preferred but hip roofs are acceptable as long as the design of the house fits the overall theme of Sierra Pines. Roofs must be of 5/12 pitch or greater, although the ARC may, at its discretion, approve small sections of secondary roofs that are of lesser pitch. While shed roofs may not be used for a main roof, small sections of shed roof may be allowed by the ARC. Roofing materials and color should be selected to make the home blend in with the forest.

According to Federal literature, Architectural Composite (asphalt/fiberglass) shingles and metal roofs offer the most resistance to wildfires, however some other materials are acceptable. Indicate the type of roofing material you will use.

**Acceptable roof materials for Sierra Pines are: *shingles, standing seam metal, flat or shake concrete tile, and slate*.** If asphalt shingles are to be used, they must be Architectural Composite Minimum 300# shingles and may not be white or other light, bright, or reflective color. If standing seam metal roofing is to be used, it may only be green, dark grey, brown, or another approved dark or subdued color. No copper, aluminum, galvanized roof or other highly reflective natural color metal roofing may be used. Wood shake shingles may not be used due to fire hazard. Provide a specific request if you wish to submit alternative materials for approval to the ARC. Roof styles and colors are to be reviewed for architectural compatibility, and a sample should be included with your submittal.

Vent pipes, caps or metal chimneys and skylight housings must be painted to match the roofing color. Electrical boxes and conduits mounted on the home's exterior must be painted to match or harmonize with the part of the home to which they are attached.

Overhangs: Roof overhangs are to be a minimum 24" from the face of exterior sheathing, to the backside of the sub-fascia, in a horizontal plane.

Gutters: If gutters are used on the residence, they must be concealed into the fascia/soffit of the home, unless designed as a continuous architectural feature. Exposed gutters used as an architectural feature are to be colored to match roof trim or siding material, unless tarnished copper or non-reflective chain is used. Exposed downspouts must be colored to match the home's siding material or the surface to which they are attached,

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unless tarnished copper or non-reflective chain is used. Gutters and downspouts are to be shown on all elevation drawings. Gutter drainage is to be discharged to the closest drainage swale (with erosion protection) or leading to natural property drainage or easement.

*Chimneys:* If a chimney is present as a roof design element, they are to be faced with the same materials and textures as used on the residence to ensure a consistency in character and style. Wood or stone facings are allowed. Spark arrestors are required and must be hidden from view, using prefabricated metal shrouds (powder coated to match colors on the residence). Exposed metal chimneys are not allowed.

*Solar:* Any homeowner who desires to install any solar energy device on the Lot must submit plans and specifications to the ARC for its approval prior to entering into any contract for such installation. All plans must show the location of such devices on the Lot and the home. Solar panels may only be placed on the roofs, and in a manner to minimize visibility from the street and reflection of sunlight onto any other Lot. All material supporting the devices should be colored or anodized to match the roof color or the panel color. No reflective bright work will be permitted. All solar installations will be reviewed and approved in accordance with the current Arizona statutes and requirements in effect at the time of the review by the ARC.

## 7. WINDOWS

**Acceptable window materials are: wood, aluminum clad, vinyl clad aluminum, anodized or powder-coated aluminum.** If aluminum is used, color must be bronze anodized. All window trim must be installed to give the appearance of 2"x materials. No stainless steel, white, polished aluminum or other shiny metals may be used.

*Note: While Sierra Pines allows the use of vinyl windows, Federal wildfire mitigation literature suggests that in case of wildfire, windows with vinyl-nailing flanges, and plastic skylights, could melt and fall out, allowing hot gasses to enter and ignite your home. Provide a brochure from the window manufacturer together with a color sample or color indicated in the brochure.*

## 8. DOORS

Doors should be compatible to already existing materials on the exterior of the home. Provide picture or brochure, depicting the design, brand and color of the door.

## 9. GARAGE DOORS

Sierra Pines requires metal raised panel, or wood veneer doors with raised panels, with or without window lights. Doors should be appropriately treated with decorative relief cuts or panels, no flat panel garage doors may be used. Galvanized or other metallic or high gloss surfaces will not be approved. Colors should blend with exterior house color or trim and must be approved; **white is no longer an acceptable color.** All garage doors are to be installed with a minimum recess of 6", and of an acceptable height (8' or 9'), with the exception of RV garages. Garage doors that are visible from the street must be of an industry standard size. Provide picture or brochure for review and approval. **Garage door replacement** requires submittal and ARC approval as well, provide style and color.

*Note: It is highly recommended that any previously approved white garage door and/or trim that needs to be repainted, be repainted to blend with the exterior house color. The ARC will be pleased to review and approve this change.*

## 10. EXTERIOR SIDING & COLORS

**Acceptable exterior siding materials for Sierra Pines are as follows: ½" min. shiplap wood, ½" min. tongue & groove, board and bat, log siding, stone veneer (not to exceed 75% of any exterior wall), brick, and hardiplank/shingle.** Any natural wood siding material, with the exception of Log siding, shall be of Pine, Cedar or

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Redwood only. Include a sample of the proposed material with your submittal. Aluminum siding, vinyl siding without wood backing and T-111, are not acceptable siding materials. However, T-111 may be used for soffits. Several types of wood siding with a vinyl finish are acceptable, pending review by the ARC. Provide a specific information request if you wish to submit alternative materials for approval to the ARC.

Exterior materials shall be continuous and consistent on all elevations.

A color sample of the proposed siding finish is required for review, with your submittal. The colors of the home should help blend in with the forest, so paints and stains must be complimentary earth tone colors. Reflective colors such as whites or pastels, or very strong/bright colors are not permitted. **Colors must have an LRV (light reflective value) of between 10 and 40.** LRV numbers can be found on most 'paint chip' samples, as well as by contacting local paint suppliers or the paint manufacturer directly. 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, provide the required information along with a color sample. When repainting, ARC approval must be sought and received before use of any color except that previously approved.

***Note:** It is highly recommended that any previously approved white garage door and/or trim that needs to be repainted, be repainted to blend with the exterior house color. The ARC will be pleased to review and approve this change.*

#### **11. TRIM**

Wood trim material should be complimentary in color and materials (either stained or painted) to the siding materials on the residence. Provide a paint chip or indicate that the color is the same as the siding, along with type and size that will be used, with your submittal.

#### **12. PORCHES, PATIOS & DECKS**

Outdoor living areas, such as porches, patios and decks are encouraged design elements for homes in Sierra Pines. These elements should be incorporated into the architectural design of the residence, and appear as an extension of the residence in form, materials and colors. Lattice may be used to conceal the area below any constructed decks, subject to ARC review, and must be notated on construction plans. Show complete construction details for any patios or decks on your building plans. Include information on how the outside will be finished, along with details on railing and column supports.

Enclosing porches or patios with screening is not encouraged; however, it will be reviewed on an individual basis. Minimum requirements are framing made of natural materials, matching the house, and the screen fabric must be as translucent as possible.

Under column supports on porches, patios and decks should be a minimum of 10" x 10" in size. Any columns installed above lower column supports should be a minimum 6" x 6" in size.

#### **13. OTHER BUILDINGS OR STRUCTURES**

All other buildings or structures must be shown on the site plan and renderings must be provided. Provide all required information for each additional building, consistent with what has been provided for the main home, or for which you are proposing as an addition to an existing home. Design architecture and exterior materials of any additional buildings must match existing residence. Any detached structures should be visually consistent with the main residence. Colors must also match all or part of the main building exterior unless this would violate current color guidelines. In that case, it should be painted or stained a complimentary earth tone color. "Other buildings" include detached garages, **RV garages**, sheds, permanent retaining walls, gazebos, firewood enclosures, detached decks, or any other structure.

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Radio towers, wind generators or other such tall structures are not allowed. Flagpoles must be twenty (20) foot (above grade) or shorter, and be brown, black, dark green or another dark color (not white or aluminum). Metal sheds are not permitted. Greenhouses must be located in the rear yard, be kit built or equal in quality, and must use glass or rigid plastic panels. Greenhouses may not be used later for any other purpose, including storage.

**14. CULVERTS AND TEMPORARY DRIVEWAYS**

No construction may be started on any lot until the owner has installed a driveway, with a culvert - if required by the City, and has installed a rock, cinder, gravel or paved surface on the driveway for a minimum of fifty (50) feet onto the lot. **The approved access drive will be the only construction access to any lot.** On any property where a culvert is required, the property owner must ensure the exposed culvert ends are protected from erosion. Failure to do so can cause 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 City and a permit is required before installation. Culvert apron/ends should be concealed using 6"-12" river rock or native rip-rap rock, in order to avoid any exposed metal or concrete pipe, and must match the Community approved standards.

**15. CLEARING OR THINNING OF TREES, OR UNDERGROWTH**

Unnecessary removal of trees from lots prior to, during or after construction is prohibited. ***There shall be no clearing of the land (removal of trees or brush) without the approval of the Architectural Review Committee except within a ten (10) foot perimeter of any structure's footprint.*** Property owners may remove up to ten (10) small trees or bushes under 8" in diameter without approval (one-time exception). Owners wishing to remove more than a combined total of ten (10) bushes and small trees, or *any* trees having a diameter (caliper) greater than 8", *for any reason*, must first develop a proposal. Assistance and advice is readily available through the Architectural Administrator. Once an owner has submitted a specific plan to the ACC, *and has marked any trees and undergrowth to be removed*, the Coordinator will review the plan, inspect the site, and recommend approval or disapproval to the ARC. Once the selective clearing or thinning plan has been approved, and work begins, any pine trees cut on the property must be hauled away from the site and may not be retained for firewood. Freshly cut pines act as beetle magnets and these beetles will emerge later and spread. The one exception to the prior approval rule would be already dead or dying pine trees already on the property, which **MUST** be removed promptly to prevent the spread of pine beetles.

**The committee will not approve any lot construction clearing (tree and/or vegetation removal within the house footprint) or the construction of a driveway, until it has received and approved a complete submittal and a building permit has been issued by the City.** Substantial fines will be assessed for removal of trees and bushes (except the ten (10) provided above) without prior association approval (See section on Fees, Deposits and Fines).

**16. SIGNS**

Pursuant to the CC&R'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" x 24"** and all signs should be of quality construction and mounted on a post. Signs may not be nailed to 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,' 'The Jensen's,' etc. or home security system signs are acceptable, but must be approved in advance by the Architectural Review Committee.

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**17. RECREATIONAL FACILITIES**

An ARC approval is required for all recreational facilities. Spas, playing courts, horseshoe pits or other recreational facilities must be located as far away from neighbors as possible to avoid adverse noise impact. No swimming pools, tennis courts, freestanding basketball courts, or other such large playing courts shall be allowed. Above ground *spas* (but not swimming pools) are permissible provided they are screened from view and built into a landscaping component. Other recreational facilities, such as basketball goals, must be located within the buildable space and screened from view. Basketball goals may not be attached to a house and must utilize existing driveway paving in the front or side yards of the house for their playing surface. Portable basketball goals are allowed, provided that they are positioned at the front or side of the house and are stored out of sight when they are not being actively used (defined as two (2) weeks without a use). Such portable recreational devices shall not be placed within the forty (40) foot setback areas. Whether the basketball goals are portable or fixed, driveways may not be expanded to create larger playing areas. No basketball backboard shall be any color except white, clear plastic, black, brown or another dark color. No logos beyond the manufacturer's logo are permitted. All mounting hardware and posts must be black, brown or another dark color to make the device blend in with the forest.

**18. LANDSCAPING AND YARD DISPLAY GUIDELINES**

Landscaping should be designed to maintain the natural forest appearance. A well-developed landscape enhances the value of a residence and adds to the beauty of Sierra Pines. Covering the forest floor with gravel is not natural and should be minimized. Fallen pine needles serve to help protect pine trees by retaining moisture and cooling the soil. A complete landscaping plan, including plant type/size/locations, is required for review and approval.

**Lawn/sod** areas are not encouraged but will be considered on a case-by-case basis. In no case shall the lawn or sod area exceed 10% of the developable area. Simulated grass will be considered, and if approved, will be limited to a maximum of five hundred (500) square feet and must include a transition back into the native landscape.

**Landscaping** will be considered as a viable alternative for limited **screening of RVs, air conditioners, spas, and other such things that this document or the CC&R's** require to be hidden from view. Landscape screening should generally be limited to the length and height of the object to be screened. Plant type/size/location is required for review and approval.

Yard decorations and displays, including fountains, gazebos, whirligigs, carvings, etc., should be placed out of sight in the back yard unless they are obviously appropriate to a natural forest setting (a log bench for example). Wagons, other such antiques or reproductions or wood forest animal carvings may used sparingly, but only if approved in advance by the ARC. The ARC must approve any permanent ornamental yard decorations visible from the street. Exterior ornamental objects such as, but not limited to, metal, ceramic, or wood sculptures (with the exception of forest animal carvings), statues and plastic animals will not be permitted. Placing, erecting, constructing, or allowing any permanent unnatural or man-made ornaments, signs, statuary, pink flamingos, relics, flagpoles, machinery, equipment, or other such items that are unattached to approved structures are prohibited unless the same are included and made part of the landscape plan submitted to and approved by the ARC. "Unnatural" shall mean anything not naturally growing upon, or indigenous to, a home site in its undeveloped state. Such displays may not be installed within the setback areas.

Christmas/Hanukkah decorations are appropriate for use in the front yard from the day after Thanksgiving through the next January 15, but may not be left up longer.



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**19. DRAINAGE SYSTEMS**

Any drain systems must be engineered in such a way as to avoid channeling water into a neighbor's house or yard. If you alter the natural ground contour to re-route water around your home, you must channel it across your own property into designated drainage swales or city drainage ditches. You may not create a concentrated flood of water that dumps out onto neighboring property where no such flow existed previously. Plans for drainage improvements to be made to existing homes by a contractor must have prior approval from the ARC.

Surface drainage upon and across any property is the responsibility of the owner, through the implementation of sound construction and drainage practices. Any improvement which creates an obstruction to or hinders surface flow, snow melt, or groundwater discharge resulting in a back-up of storm waters, and increase of movement of predevelopment flow, or concentrating discharge onto neighboring properties is strictly prohibited. A signed drainage acknowledgement form is required (See "Exhibit H").

**20. MISCELLANEOUS:**

- A. **All trash containers** and any non-pine firewood must be screened. Any outdoors facility or enclosure housing trash containers, firewood, maintenance equipment, or storage should be constructed of the same material as used on the main residential construction and containers shall be screened from offsite view. Screened areas may be located to the side or rear of the house, but may not be forward of any front house wall (front, meaning facing towards a street).
- B. **Permanent parking of RV's, trailers, boats, etc.** is not allowed except as otherwise permitted by the Rules and Regulations. All permanent locations for trailers, tractors, lawn equipment, plows, RVs, boats, etc., must be screened from view from the neighbors and placed behind the house whenever possible but within the building envelope. (See Section 3; Fencing, for permissible screening specifications.)  
The ARC and Board realize there may be times when a property owner needs to bring their RV's, trailers, boats, etc. to their property for a short period of time. Therefore, **temporary parking for up to two (2) weeks is allowed** by calling or sending a note to the Sierra Pines property manager prior to parking the unit, describing the date parking will begin and the date the unit will be removed. A fine may be imposed without prior notification, or if the unit is parked beyond the date described.

Any vehicle not parked within the drive and/or the designated guest parking area must be screened (see Section 3) or stored indoors. **Non "daily" driver vehicles**, even if parked within designated drive/guest area, are required to be screened as well (see Section 3). In any case, an ARC submittal and approval are required as to "parked" location, type of screening, color, etc.

- C. **Wood chips may not be imported into Sierra Pines**, and pine trees cut down on your lot may not be chipped for use as ground cover, etc. You or your contractor may shred oaks or chip junipers or other non-conifer species. But chips produced from pines attract beetles to your lot and to neighboring lots. Then they spread to nearby trees. Pine *needles or treated bark* purchased commercially by the bale or bag should be used as mulch to prevent erosion where the ground has been disturbed. Pine needle mulch and resulting duff keeps the soil cool in the summer, retains moisture in the soil, and provides your vegetation with nutrients. If you feel you must rake up pine needles, foresters recommend that instead of hauling them away you instead mulch them on site and spread them back on the ground.
- D. **No operation of a business** or other commercial activity, no garage, display or other work area for commercial purposes will be approved.
- E. **Any changes** in materials, colors, or design from what the ARC has approved must be approved by the Architectural Review Committee.
- F. **Construction hours** are between 7:00 am and 6:00 pm Monday through Saturday. No work on Sundays or Holidays is permitted.

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**FEES, DEPOSITS AND FINES**

**1. ARCHITECTURAL REVIEW AND INSPECTIONS FEES**

Review & inspection fees (non-refundable) for Sierra Pines total **\$1,650.00** for New Home Construction, additions greater than fifteen hundred (1,500) square feet or guesthouses. Lesser fees are charged for smaller improvements. There is *no fee* for review of new paint colors, external house lighting, other lot lighting, yard decorations, mailboxes, screens for garbage cans, etc, IF they are submitted to and reviewed by the ARC before installation. Make checks out to HOAMCO. See list below for complete breakdown of review and inspection fees for Sierra Pines:

**DESIGN REVIEW AND INSPECTION FEES FOR IMPROVEMENTS OF LESS THAN 1500 SQUARE FEET**

- **\$350.00** for any home addition between five hundred (500) and fourteen hundred ninety nine (1,499) sq ft in area. (\$2,500.00 total construction deposit is required)
- **\$350.00** for Extension of Building Permit
- **\$225.00** for any improvement such as a garage, shed or home addition between 200 and 499 square feet in area.
- **\$125.00** per submission for the following:
  - . Improvement under two hundred (200) square foot in area
  - . Small storage shed less than two hundred (200) square foot in area
  - . Patio or deck less than four hundred ninety-nine (499) square foot in area
  - . Demolitions
  - . Solar (of any type)
  - . Recreational facilities
  - . Fence or dog run
  - . Drainage improvements to be performed by a contractor
- **\$75.00** for a Gazebo, outdoor Spa/Jacuzzi, greenhouse, landscaping, RV screening or driveway paving (concrete, pavers or blacktop).
- **\$50.00** for a request for variance
- **No fee** for prior approval of repainting a new color, garage door replacement, new lighting, yard decorations, mailboxes or screens for garbage cans or other unsightly objects. However, a submittal is required **prior** to these improvements. \$50.00 fee for these if submitted after the improvements have already been made.

***Note:** The ARC may increase these fees for projects that are larger than usual or are unusually complex and require closer supervision.*

**2. REFUNDABLE CONSTRUCTION DEPOSIT**

**A total of \$5,000.00 in deposits is required for New Home Construction, and \$2,500.00 for additions.** No construction of a residence may be started until the property owner has deposited the sum of **\$2,500.00 (\$5,000.00 if owner/builder)** with the Association and **\$1,250.00 (\$2,500.00 if owner/builder)** if constructing an addition to an existing home, and the building contractor has also posted a deposit of **\$2,500.00** for new construction (or **\$1,250.00** for an addition). Deposit amounts for some additions or improvements may be reduced by the ARC depending on the project size and complexity. These deposits will be fully refundable to the property owner and/or builder on completion of construction *provided* that the rules herein have been followed; construction is per approved plan; completed in a timely fashion; there was no damage to adjacent properties; the driveway has been completed; any damage to the street has been repaired and the street is clean; construction debris has been cleaned up; landscaping installed, and re-vegetation of disturbed ground completed. If any damage to neighboring property occurs and is not repaired by the property owner and/or builder within

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thirty (30) days after the repairs are requested, the Association may make such repairs and use the deposit to pay for the work. If the deposit is inadequate to cover the cost of the work, the property owner shall immediately pay the shortage to the Association. The deposit may be forfeited to the Association as liquidated damages for a breach of this Agreement. Your check for the construction deposit should be made payable to Sierra Pines Property Owners Association. No interest will be paid on any deposit held by the Association.

**3. FINES**

UNAUTHORIZED REMOVAL OF TREES, UNDERGROWTH, OR OTHER PLANTS IN EXCESS OF ALLOWABLE NUMBERS AND SIZES

1. Failure to secure written confirmation from the ARC prior to clearing of brush or live trees with a diameter of 8" or less may result in:
  - a. A \$1,000.00 fine;
  - b. Replanting of the affected area, upon written advance approval by the ARC of a landscape plan and planting schedule; and
  - c. An additional refundable \$2,500.00 Construction Compliance Deposit, required to ensure complete restoration. The additional Construction Compliance Deposit funds will be refunded upon an Approved Final Inspection by the ARC.
  
2. Failure to acquire prior written approval from the ARC regarding removal of live trees *greater* than 8" in diameter may result in:
  - a. A fine of \$1,000.00 plus \$200.00 per caliper inch for each live tree removed;
  - b. Replanting of the affected area, upon written advance approval by the ARC of a landscape plan and planting schedule;
  - c. Replacing each tree with an evergreen tree 10'-12' in height in a 24" box at a minimum; and
  - d. An additional refundable \$2,500.00 Construction Compliance Deposit, required to ensure complete restoration. The additional Construction Compliance Deposit funds will be refunded upon an Approved Final Inspection by the ARC.

FINES FOR CONSTRUCTION VIOLATIONS

1. First violation of any of the construction rules and regulations, or other specific designations in these guidelines, is a written notice of violation.
  - a. Subsequent violations of the same rule or regulation **\$150.00**
  - b. 2<sup>nd</sup> subsequent violation of the same rule or regulation **\$200.00**
  - c. 3<sup>rd</sup> subsequent violation of the same rule or regulation **\$250.00** (Job may be shut down).
  - d. Any further violations, cost will increase in increments of \$50.00, per violation.
  
2. After a third violation, work must stop until the builder has made additional deposits to return the builder deposit to the original \$2,500.00 amount. Any subsequent violations will continue to increase this deduction by \$50.00 for each violation by the same builder/contacter at any job site in Sierra Pines.

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**“Exhibit A”  
CONTRACTOR/OWNER SUBMITTAL CHECKLIST**

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_

OWNER \_\_\_\_\_ DATE \_\_\_\_\_

A COMPLETE SUBMITTAL INCLUDES:

- |  |                          |
|--|--------------------------|
| REQUIRED INSURANCE CERTIFICATION                             | <input type="checkbox"/> |
| COMPLETED DESIGN REVIEW APPLICATION                          | <input type="checkbox"/> |
| CHECK FOR REVIEW FEE   | <input type="checkbox"/> |
| TWO COPIES OF SITE PLAN (with 40’ setbacks marked)           | <input type="checkbox"/> |
| TWO COPIES OF ELEVATIONS                                     | <input type="checkbox"/> |
| TWO COPIES OF FLOOR PLANS                                    | <input type="checkbox"/> |
| TWO COPIES OF ROOF PLAN                                      | <input type="checkbox"/> |
| TWO COPIES OF COMPLETE LANDSCAPE PLAN (prior to landscaping) | <input type="checkbox"/> |
| COLOR/MATERIALS SELECTION FORM                               | <input type="checkbox"/> |
| ROOFING MATERIAL SAMPLE IF REQUIRED                          | <input type="checkbox"/> |
| SIDING SAMPLE IF REQUIRED                                    | <input type="checkbox"/> |
| STAIN & PAINT COLOR SAMPLES                                  | <input type="checkbox"/> |
| GARAGE DOOR PICTURE/BROCHURE & INFO                          | <input type="checkbox"/> |
| WINDOW BROCHURE & COLOR                                      | <input type="checkbox"/> |
| DOOR PICTURE/BROCHURE & SPECIFICATIONS                       | <input type="checkbox"/> |
| CONTRACTOR’S CERTIFICATION                                   | <input type="checkbox"/> |

Please send your completed application to the Architectural Coordinator at:

**Sierra Pines Property Owners Association  
PO Box 4212  
Show Low, AZ 85902**

Upon final approval of your application, the Architectural Coordinator will contact you to let you know that he/she has the approval and will release it to you upon receipt of your construction deposit, and your builder’s construction deposit, payable to: Sierra Pines Property Owners Association LLC. 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. In addition to the building permit you will need to obtain a permit to install a culvert and construct your driveway. This work must be approved by the ARC and completed before you start construction of your home.

REQUIRED PRIOR TO COMMENCING CONSTRUCTION:

- |  |                          |
|--|--------------------------|
| CONSTRUCTION REQUIREMENTS FOR CONTRACTORS  | <input type="checkbox"/> |
| CONSTRUCTION REQUIREMENTS FOR OWNERS       | <input type="checkbox"/> |
| NEW CONSTRUCTION OR IMPROVEMENTS AGREEMENT | <input type="checkbox"/> |
| DRAINAGE ACKNOWLEDGEMENT FORM              | <input type="checkbox"/> |
| CONSTRUCTION COMPLIANCE DEPOSIT            | <input type="checkbox"/> |

***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.***

Log \_\_\_ eLog \_\_\_ Cali \_\_\_ Ag \_\_\_ Min \_\_\_ email \_\_\_ efile \_\_\_

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FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES  
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**“Exhibit B”  
NEW CONSTRUCTION DESIGN REVIEW APPLICATION**

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

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

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

CONTRACTOR/BUILDER \_\_\_\_\_

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

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

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

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

*This application will be considered complete only if all documents and submittals, as set forth in the Design Guidelines, are included. Two (2) 11" x 17" sets of all documents are required, along with one 24" x 36" site plan.*

***\*Please include “Contractor/Owner Submittal Checklist” and “Color/Materials Selection Form” with this application as part of your New Construction submittal.\****

For New Construction of a home, the Architectural **Review & Inspection fee is \$1,650.00** (which includes \$300.00 for review and \$1,350.00 for inspections). This fee is to be made payable to HOAMCO, and is required as part of the New Construction submittal process. No review will be conducted until this fee is received. Review/Inspection fees for modifications to existing homes are based on the size and scope of the improvement, and are not included in the above fee for New Construction.

Fee Received By \_\_\_\_\_

Date \_\_\_\_\_

Log \_\_\_ eLog \_\_\_ Cali \_\_\_ Ag \_\_\_ Min \_\_\_ email \_\_\_ efile \_\_\_

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES  
AND CONSTRUCTION AGREEMENTS/APPLICATIONS

**“Exhibit C”  
COLOR/MATERIALS SELECTION FORM**

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

**Driveway** Material/Size (if applicable) \_\_\_\_\_  Physical Sample  
Color/Finish (if applicable) \_\_\_\_\_  Physical Sample

**Foundation** Material/Color \_\_\_\_\_

**Retaining Wall** Material/Color \_\_\_\_\_

**Fencing** Material/Color \_\_\_\_\_  Physical Sample

**Mailbox** Standard Design  Alternative Design (detail included)

**Lighting** No Outdoor Lighting   
Manufacturer Specs/Color \_\_\_\_\_  Cut Sheet/Picture

**Roof** Manufacturer Specs & Color \_\_\_\_\_  Physical Sample

**Windows** Manufacturer Specs & Color \_\_\_\_\_  Physical Sample

**Front Door** Manufacturer Specs/Color \_\_\_\_\_  Cut Sheet/Picture  
 Paint/Stain Sample

**Exterior Doors** Manufacturer Specs/Color \_\_\_\_\_  Cut Sheet/Picture

**Garage Door** Manufacturer Specs/Color \_\_\_\_\_  Cut Sheet/Picture

**Exterior Siding** Material/Location 1 \_\_\_\_\_ Color \_\_\_\_\_  Physical Sample  
Material/Location 2 \_\_\_\_\_ Color \_\_\_\_\_  Physical Sample  
Material/Location 3 \_\_\_\_\_ Color \_\_\_\_\_  Physical Sample  
Trim Material \_\_\_\_\_  Physical Sample

**Colors** Body Color (Location 1) \_\_\_\_\_ LRV \_\_\_\_\_  Physical Sample  
Body Color (Location 2) \_\_\_\_\_ LRV \_\_\_\_\_  Physical Sample  
Body Color (Location 3) \_\_\_\_\_ LRV \_\_\_\_\_  Physical Sample  
Trim Color \_\_\_\_\_ LRV \_\_\_\_\_  Physical Sample  
Gutter Color \_\_\_\_\_ Downspouts \_\_\_\_\_  Physical Sample

**Stone** Manufacturer Specs & Color \_\_\_\_\_  Physical Sample

**Other Buildings** Other building #1 \_\_\_\_\_ Other building #2 \_\_\_\_\_

APPROVED By: \_\_\_\_\_ Date: \_\_\_\_\_  
Architectural Review Committee Representative

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES  
AND CONSTRUCTION AGREEMENTS/APPLICATIONS

**"Exhibit D"**  
**REQUEST FOR CHANGE TO DESIGN REVIEW APPLICATION**

LOT \_\_\_\_\_ OWNER \_\_\_\_\_ DATE \_\_\_\_\_

LOT ADDRESS \_\_\_\_\_

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

**CHANGES REQUESTED:**

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

4) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Property Owner/s Signature/s

**APPROVED:**

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

Architectural Coordinator/Inspector

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

Chairman, Architectural Review Committee

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES  
AND CONSTRUCTION AGREEMENTS/APPLICATIONS

**"Exhibit E"**

**APPLICATION FOR EXTERIOR MODIFICATION TO EXISTING RESIDENCE**

MAIL TO PO BOX 4212, SHOW LOW, AZ 85902

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LOT \_\_\_\_\_ OWNER \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DESIGNER/CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REVIEW FEE: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

MODIFICATION/IMPROVEMENT REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*A plot plan or drawing of the lot/home showing locations, specific details & dimensions of any modifications to the exterior of the home or yard/lot is required.*

ATTACHMENTS/SUBMITTAL SAMPLES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OWNER SIGNATURE(S): \_\_\_\_\_

---

Log \_\_\_ eLog \_\_\_ Cali \_\_\_ Ag \_\_\_ Min \_\_\_ email \_\_\_ efile \_\_\_

Review Committee Comments:

Approved \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS \_\_\_\_\_

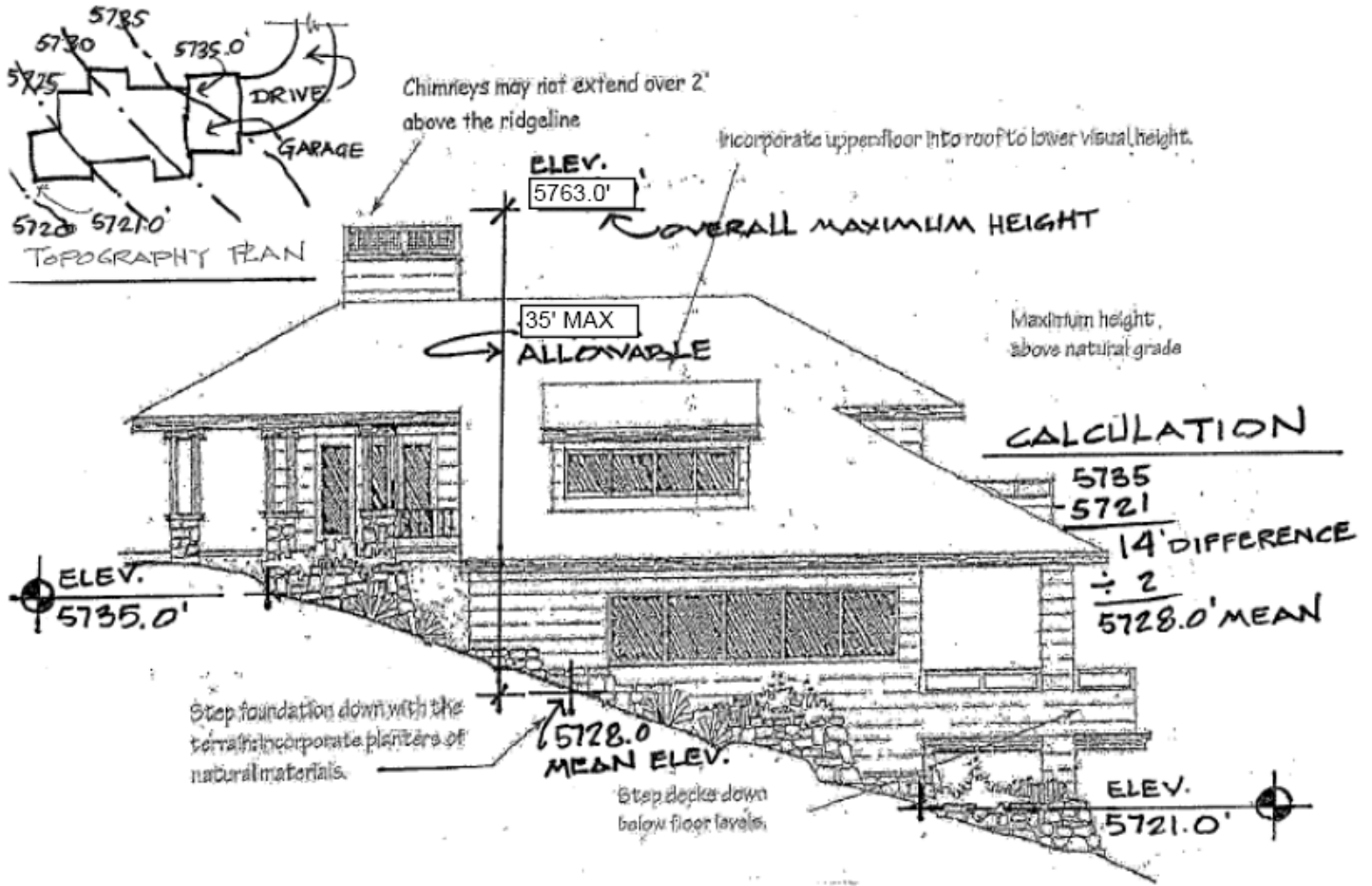
\_\_\_\_\_

\_\_\_\_\_



SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
 FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES  
 AND CONSTRUCTION AGREEMENTS/APPLICATIONS

"Exhibit F"  
 MAXIMUM HEIGHT CALCULATIONS



EXAMPLE OF DETERMINING ALLOWABLE HEIGHT

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES  
AND CONSTRUCTION AGREEMENTS/APPLICATIONS

**“Exhibit G”  
DRAINAGE ACKNOWLEDGEMENT**

LOT \_\_\_\_\_ ADDRESS \_\_\_\_\_ OWNER \_\_\_\_\_

*Surface drainage upon and across my property is my responsibility as the property owner through the implementation of sound construction and grading practices. Any improvement which creates an obstruction to surface flow, snow melt or groundwater discharge resulting in a back-up of storm waters, an increase of movement of predevelopment flow, or concentrating discharge onto neighboring properties or common area is strictly prohibited unless an agreement is reached with the affected adjacent property. The Architectural Review Committee reserves the authority to disapprove any exposed excavation or fill transition upon review.*

*I acknowledge the above requirement and sign below with full knowledge of its content and significance.*

\_\_\_\_\_  
*Signature of Primary Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Secondary Owner (if applicable)*

\_\_\_\_\_  
*Date*

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES.  
AND CONSTRUCTION AGREEMENT/APPLICATION

**“Exhibit H”**

**CONSTRUCTION REQUIREMENTS FOR CONTRACTORS**

- A. Any changes in materials, colors, or design from the approved plans must be re-approved by the Architectural Review Committee.
- B. **Construction work can only be performed Monday through Saturday between the hours of 7:00 AM and 6:00 PM. No construction work is allowed on Sunday. The amount of \$150.00 will be deducted from the builder’s deposit for the first violation of these requirements by the builder or any subcontractor. Deduction for a second violation will be \$200.00; third violation \$250.00. After a third violation, work must stop until the builder has made additional deposits to return the builder deposit to the original \$2,500.00 amount. Any subsequent violations will continue to increase this deduction by \$50.00 for each violation by the same builder/contractor at any job site in Sierra Pines.**
- C. No construction equipment or materials may be placed on, or left in, the street or on neighboring property. This includes dumpsters, overnight vehicles and portable toilets. Any construction materials and equipment left on the site must be contained within the building envelope or driveway. Contractor vehicles may at no time block neighbor’s driveways, and if workers cannot park on the lot, they may park only on one side of the street to avoid congestion.
- D. *No open fire on construction sites and no smoking except inside a car, truck or closed-in (dried-in) house.*
- E. Fire extinguishers must be conveniently located at the construction site. A minimum 5/8” diameter hose connected to a water supply shall be ready for immediate use to any area of the construction site.
- H. Generators not permitted beyond 21 days after stem wall has been completed
- I. No music or other entertainments sounds may be played at a job site except where the source is inside a closed-in house, with the volume low enough so that it is not audible to any neighbors. Owners and contractors are responsible for policing the actions of their subs in this regard. Failure to do so will result in a ban on any music at this and other Sierra Pines job sites of this contractor.
- J. Prior to start of construction, the builder must post a \$2,500.00 refundable deposit (\$1,250.00 for additions to existing homes if required) with the association to ensure compliance with these rules and requirements. The same conditions apply to this deposit as to the owner’s separate deposit.
- K. A builder may at his/her option place a sign at the property during construction, but such sign must conform to the signage requirements.
- L. No thinning or clearing of trees and undergrowth may be done without the prior approval of the ARC.
- M. Before any lot clearing, grading or construction is started, the lot perimeter, setback lines and house footprint must be staked and marked with string lines. If the developer’s original stakes are not visible from one stake to the next, a survey may be required. The SPPOA architectural inspector must then confirm and approve the lined boundaries and position on the lot, using the SPPOA site map. Stakes and strings on the perimeter must remain in place throughout construction.
- N. No pet may be brought into Sierra Pines by contractors or workers (unless they are also Sierra Pines residents).
- O. Any dirt, mud, oil, concrete, or other damage to any street caused by a contractor or any of his/her subcontractors must be cleaned up or repaired immediately by the contractor.
- P. Concrete “washout” debris may not be dumped in ditches, streets, setback areas, natural landscape, or in any location other than the already-disturbed ground at the immediate building site. Any washout debris dumped on the lot during construction must be completely removed prior to final inspection.

**Contractor certification:** I hereby certify that I have read this entire document and these specific rules for contractors. I understand the rules and requirements listed herein. I understand that should I fail to abide by these rules my deposit may be at risk.

(Signed) \_\_\_\_\_ Company \_\_\_\_\_ Lot #: \_\_\_\_\_ Date: \_\_\_\_\_

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES.  
AND CONSTRUCTION AGREEMENT/APPLICATION

**“Exhibit I”**

**CONSTRUCTION REQUIREMENTS FOR OWNERS**

- A. Construction must be started within **one (1) year** of approval and must be completed within **nine (9) months** of commencement of construction (**without an approved extension**). If construction is not started within *one (1) year* of approval, you must re-submit an application and comply with the current regulations. If construction goes beyond the 9-month limit for any reason, you may be charged an additional fee of **\$150.00** for each month or part of a month over nine months unless an extension has been granted, to pay for continued inspection/management costs. Fines will also be levied automatically in the amount of **\$150.00** for the first month or part of a month of non-completion beyond the nine months allowed by the CC&Rs without an approved extension. The fine will then double for each subsequent month or part of a month.
- B. Any changes in materials, colors, or design from what is approved in this document must be re-approved by the Architectural Review Committee.
- C. Because of the topography within Sierra Pines, the development was built with a low-pressure sewer system. This will likely require the installation of a grinder pump when you build your home. Owners and builders must confirm with the City of Show Low that the specifications for the pump you intend to install meet the requirements set by the City. It is the lot owner’s responsibility to pay all costs of installation, maintenance and/or replacement of the pump should it fail. And while you may use any brand that meets the city requirements, be aware that some of our owners have experienced longstanding and expensive maintenance problems with units that have a rubber stator.
- D. No thinning or clearing of trees and undergrowth may be done without the prior approval of the ARC except as outlined in other sections of this document or penalties will apply.
- E. Before any lot clearing, grading or construction is started, the lot perimeter, setback lines and house footprint must be staked and marked with string lines. If the developer’s original stakes are not visible from one stake to the next, a survey may be required. The SPPOA architectural inspector must then confirm and approve the lined boundaries and position on the lot, using the SPPOA site map.

**Owner certification:** I hereby certify that I have read this page, and the Requirements for Contractors pages. I understand the rules and requirements listed herein. I understand that should I fail to abide by these rules my deposit, or the builder’s deposit, may be at risk.

(Signed) \_\_\_\_\_ Lot #: \_\_\_\_\_ Date: \_\_\_\_\_

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES.  
AND CONSTRUCTION AGREEMENT/APPLICATION

**“Exhibit J”**

**NEW CONSTRUCTION OR IMPROVEMENTS AGREEMENT**

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

- A. I hereby certify that I have read, understand and agree to all of the terms and conditions of the Design Guidelines and Construction Agreement, the CC&R’s and the Methods and Procedures adopted by the Board of Directors.
- B. I certify that this Application is an accurate and complete description of all construction details and that construction will be completed as described herein.
- C. **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, the CC&R’s and the Rules and Regulations, including damage to the road and adjacent properties.**
- D. 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.
- E. 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:
  - 1) Require me to comply with the application as submitted and replace any unapproved materials.
  - 2) Commence a legal action to force me to comply with the application as submitted, replace any unapproved materials and require me to reimburse the Association for any legal fees incurred.
  - 3) Use the construction deposit to pay for work necessary to bring the property in compliance with this Agreement
  - 4) Require that I forfeit my construction deposit as all or part of liquidated damages.
  - 5) Take any other course of action, or recourse available to POAs under the law.
- F. If I violate the terms of this Agreement, the CC&R’s and/or the Rules and Regulations, or Methods and Procedures, I hereby agree to pay all expenses, including legal fees, incurred by the Association in enforcing the Agreement, the CC&R’s, the Rules and Regulations, and Methods and Procedures.
- G. Violation/enforcement of this document can include fines that will be deducted from the deposit upon proper notice to the homeowner and/or builder.

LOT \_\_\_\_\_ ADDRESS \_\_\_\_\_ OWNER \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Builder/Contractor

\_\_\_\_\_  
Date

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES.  
AND CONSTRUCTION AGREEMENT/APPLICATION

**“Exhibit K”**  
**APPLICATION FOR EXTENSION OF BUILDING PERMIT**

LOT \_\_\_\_\_ OWNER \_\_\_\_\_ DATE \_\_\_\_\_

LOT ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

NAVAJO COUNTY BUILDING PERMIT NUMBER \_\_\_\_\_

CONTRACTOR/BUILDER \_\_\_\_\_ LICENSE# \_\_\_\_\_

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

\_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ FAX \_\_\_\_\_

\*\*\*\*\*

An extension may limit ongoing construction hours to the off-season months to allow for the reasonable use and enjoyment of the neighboring Members during the second summer of the construction project.

Length of extension requested: \_\_\_\_\_

Reasons justifying your request for an extension:

\_\_\_\_\_  
Homeowners Signature(s)

\_\_\_\_\_  
Date

Log \_\_\_ eLog \_\_\_ Cali \_\_\_ Ag \_\_\_ Min \_\_\_ email \_\_\_ efile \_\_\_

\*\*\*\*\*

Fee Received By \_\_\_\_\_

Date \_\_\_\_\_

**ARCHITECTURAL COMMITTEE ACTION**

\_\_\_ Approves your Extension Request

\_\_\_ Approves your Extension Request, with the following conditions:

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

\_\_\_ Disapproves your Extension Request for the following reasons:

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

Architectural Committee Representative \_\_\_\_\_ Date \_\_\_\_\_

SIERRA PINES ARCHITECTURAL DESIGN GUIDELINES  
FOR NEW HOMES OR IMPROVEMENTS TO EXISTING HOMES.  
AND CONSTRUCTION AGREEMENT/APPLICATION

**"Exhibit L"**  
**APPLICATION FOR VARIANCE**  
MAIL TO PO BOX 4212, SHOW LOW, AZ 85902

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LOT \_\_\_\_\_ OWNER \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DESIGNER /CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_

REVIEW FEE: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

VARIANCE REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*A plot plan or drawing of the lot/home showing locations, specific details & dimensions of any modifications to the exterior of the home or yard/lot is required.

ATTACHMENTS/SUBMITTAL SAMPLES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OWNER SIGNATURE(S): \_\_\_\_\_

Log \_\_\_ eLog \_\_\_ Cali \_\_\_ Ag \_\_\_ Min \_\_\_ email \_\_\_ efile \_\_\_

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**Review Committee Comments:**

Approved \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Denied \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

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

President, Sierra Pines POA