

# Coronado Foothills Estates Design Guidelines

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# Coronado Foothills Estates Design Guidelines

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## Article I

### **Purpose**

These Design Guidelines support the Coronado Foothills Estates (CFE) Conditions Reservations and Restrictions (CR&Rs) in order to provide definition and clarity as we seek to protect the value of our properties in a community which is respectful of existing desert landscape. It is important to encourage diversity of architectural themes and evolution of residential construction, yet the unique character of CFE's topographical and climatic conditions do call for attention to a certain continuity of aesthetics. Property improvement is of benefit to all owners. Therefore, we seek to encourage improvements to all CFE properties while, to the extent possible, mitigating impacts of projects on the attractiveness and desirability of surrounding properties.

## Article II

### **Design Review Process**

All projects must be submitted to the Coronado Foothills Estates Homeowners Association (CFEHA) Design Review Committee (DRC) for consideration. The process to be followed for any project is determined by which of the four categories outlined below is applicable. The DRC will work with the owner to determine the appropriate category and resulting design review process that should be followed. The DRC will assess the project for compliance with the CR&Rs, as well as adherence to these Design Guidelines.

#### **A. New Residence/Re-construction**

This category covers: 1) a new residence on a vacant lot; or, 2) re-construction of an existing structure involving removal/replacement of the roof (as defined by Pima County) which may or may not result in a change to the existing structure footprint. This category requires following the review process outlined in Article IV.

#### **B. Major Remodel/Addition**

This category covers a footprint modification of a 25 percent or greater increase of an existing structure, and/or a change to the roof line, other than removal/replacement of the roof. This category requires following the review process outlined in Article IV.

#### **C. Minor Remodel/Addition**

This category covers a footprint modification less than a 25 percent increase of an existing structure. Examples include bedrooms, workshops, garage additions or conversions, green houses, other outbuildings, pools, walls, driveway relocation, etc. This category requires following the review process outlined in Article V.

#### **D. Major Landscape**

This category covers significant landscaping changes, outside of enclosed yard areas, and must conform to Paragraphs 10, 11 and 14 of the CR&Rs. Examples include walls, driveway modifications, retaining walls, and land contouring. This category requires following an abbreviated version of the review process outlined in Article V.

## Article III

### **Design Standards**

The following design standards are divided into two general categories for convenience. The first category, site development, relates to the land and deals with the issues of siting, grading, drainage, and landscaping. The second category, building standards, addresses the design of the structure, and other improvements constructed on the lot.

#### **A. Site Development**

Site development shall be sensitive to impact on adjacent properties and the natural topography, preserving where practical, existing terrain and natural vegetation.

##### 1. Grading

The DRC reserves the right to limit finished floor elevations (FFE) above the calculated mean Average Grade Elevation (AGE) value and any associated cut or fill conditions. The mean AGE value (see Article IV Appendix A(2) Average Grade Elevation Calculation Diagram and Article IV Appendix D Average Grade Elevation Calculation Diagram) will be the basis for building height measurement. Grading shall be sensitive to natural topography and result in harmonious transitions with the natural terrain. Finished slopes will not be steeper than 3:1 (three feet of run to one foot of rise). Note that this can be exceeded with appropriate treatment, such as a retaining wall or rip-rap.

##### 2. Drainage

Drainage shall be in compliance with Pima County requirements. Drainage should be accomplished with minimum disruption to the Lot and should not impact adjacent lots, except as established by existing natural drainage patterns, nor cause a condition that could lead to excessive soil erosion. All drainage shall exit from any Lot in a manner consistent with the original run off or patterns. The DRC reserves the right to require a written certification from the Owner's licensed engineer stating that the overall characteristics of drainage run-off from the Lot will not be affected in volume, rate or direction of flow as a result of any improvement's design and execution.

##### 3. Landscaping

Existing native vegetation shall not be disturbed or removed other than as required for construction. Whenever possible, existing vegetation shall be transplanted and preserved. Re-vegetation of disturbed areas is required other than in areas occupied by structure or other improvements, and not located within walled areas. Only species sensitive to the site and indigenous to the area shall be used for landscaping outside the boundaries of walled areas. Plant materials theme shall be Sonoran Desert Foothills – compatible, drought tolerant vegetation.

## **B. Building Standards**

Each home shall be designed or modified in harmony with our southwestern community, the existing natural desert and surrounding homes. The concept of shared mountain and city views necessitates consideration in each design to avoid unnecessary degradation of views and privacy of neighboring homes.

### **1. Building Setbacks from Property Lines**

As detailed in Coronado Foothills Estates CR&Rs.

### **2. Building Height**

This is defined as the vertical distance between the mean Average Grade Elevation (see “Grading” above) and the highest point of the roof line or any point projecting higher such as a parapet wall.

Single story: 18 feet

Split level: 18 feet (where allowed, reference CR&Rs on the CFEHA web site)

Double story: 27 feet (where allowed, reference CR&Rs on the CFEHA web site)

### **3. Building Materials**

In general, allowable building materials are masonry, burnt adobe, clay brick, and wood-frame stucco. Wooden trim or wooden partial walls are also allowed. As applicable, see specific Coronado Foothills Estates CR&Rs for additional requirements.

### **4. Exterior Appearance and Colors**

Understated Southwest-influenced designs, using conventional forms and muted earth tone colors, are encouraged so as to allow the natural desert context and colors to predominate and help preserve the integrity of the existing neighborhood. Exterior colors should blend with other colors in the neighborhood. All color selections shall not exceed a light reflectance value (LRV) of 80 percent.

### **5. Auxiliary Walls (Site Walls, Patio Walls, Courtyard Walls, etc.)**

Walls shall be in compliance with Pima County requirements.

### **6. Exterior Lighting**

Exterior lighting shall be “dark sky” compliant per Pima County requirements.

### **7. Utility Equipment**

Mechanical (HVAC) equipment, whether on the roof or adjacent to the structure, must be shielded from view in a manner that is consistent with the architecture of the home.

Similarly, photo-voltaic arrays (PVAs), solar water heating systems, communications equipment or antennae, should be shielded visually, to the extent possible, in a manner that is consistent with the architecture of the home. For new construction of flat roofed structures, an appropriate parapet is recommended to accommodate the potential addition of PVAs or other equipment.

## Article IV

### **New Residence/Re-construction or Major Remodel/Addition Design Review Process and Submittal Requirements**

#### 4.1 Design Review Process Phases

The design review process for a new residence/re-construction project or major remodel/addition project is multi-step and divided into these six phases: 1) Pre-Design Orientation; 2) Preliminary Design Submittal; 3) Final Design Submittal; 4) Pre-Construction Conference; 5) Construction in Progress; and, 6) Post-Construction Inspection.

#### 4.2 Minimum Submittal Requirements

The DRC established a series of minimum submittal requirements (see Article IV, Appendix A, B and C) for each stage of the design review process. Beyond the outlined minimum submittal requirements, any additional information that can be provided to clarify, illustrate or otherwise aid the DRC in the design review process is encouraged.

All submittals shall consist of two hard copy (full-size) sets of drawings and one electronic PDF version. All submittals shall be coordinated through the DRC Chairperson. Once the preliminary and final submittal packages are received, the DRC will review each in turn, and respond in writing within 30 calendar days.

#### 4.3 Expiration of Design Plan Approval

The time limitations set forth below apply to plans which have been approved, regardless of who the Owner is at that time.

1. Preliminary Design Plan Approval. If an Owner has not submitted a Final Design within 12 months from the date of Preliminary Design Approval, the approval will expire and the Owner of the Lot will be required to resubmit the plans for Preliminary Design Approval and pay the submittal fees in effect when the plans are resubmitted.
2. Final Design Approval. If construction has not commenced within 12 months from the date of Final Design Approval of the plans, the approval will expire. The Owner must then resubmit the plans to the DRC for Final Approval and pay the submittal fees in effect at the time the plans are resubmitted.

#### 4.4 Commencement of Construction/Construction Period

No site clearing, grading or construction activity shall commence on any Lot until the first four phases of the design review process are completed and approved by the DRC and all required fees (Section 4.5 Submittal Fees) are paid.

The construction period, including landscape/re-vegetation, shall not exceed six months from start of construction (per the CR&Rs), deemed to begin at site clearing or as determined by the DRC. However, two additional six month extensions are available upon request. The construction period, including landscape/re-vegetation must be completed within six months of Pima County's final inspection.

#### 4.5 Submittal Fees

The following schedule of fees has been established in conjunction with the outlined scope of proposed work. All fee amounts are subject to periodic adjustment as recommended by the DRC and with the approval of the Board. All checks should be made payable to “Coronado Foothills Estates Homeowners Association” and must be submitted at the prescribed design review phase. The fees are as follows:

1. The New Residence/Re-construction HOA Fee is \$250. The Major Remodel/Addition HOA Fee is \$150. This non-refundable fee is payable at the time of Preliminary Design Submittal. The intent of the fee is to cover periodic costs associated with the design review process. If the project Owner is a CFEHA member, the HOA fee is reduced by the amount of that year’s membership dues.
2. The New Residence/Re-construction Design Review Fee is \$750. The Major Remodel/Addition Design Review Fee is \$500. The fee is payable at the time of Preliminary Design Submittal. The fee covers the costs related to having the DRC’s consulting architect review the submittal for a new residence/re-construction project or a major remodel/addition project and related construction. Depending on the complexity of the project it may be necessary to increase the fee to achieve necessary review (see Section 4.6 Submittal Fee Adjustments). The unused portion of the fee, if any, will be refunded.
3. The New Residence/Re-construction Construction Compliance Deposit (CCD) is \$2,000. The Major Remodel/Addition CCD is \$1,000. This deposit is payable at the Pre-Construction Conference phase. The CCD to be held by CFEHA in a trust account and is refundable subject to the provisions of these Design Guidelines and applicable Arizona Revised Statutes (A.R.S. 33-1817). The CCD is held by the Association to cover their cost incurred related to any project deviating from the approved plans or any non-compliance with appropriate construction processes. The CCD also ensures that all construction complies with all applicable standards of the Design Guidelines and that the Owner complies with all rules and regulations. Upon completion of construction, 80 percent of the deposit will be returned (less any expenses occurred due to non-compliance). The remaining 20 percent will be returned upon re-vegetation of the property disturbed during construction.

#### 4.6 Submittal Fees Adjustments

All fees as outlined (see 4.5 Submittal Fees) are subject to periodic adjustment as recommended by the DRC and with the approval of the Board.

Under most conditions, the design review process is a linear one with continued forward movement. However, certain projects might back track and/or repeat a particular phase of the total design review process. When this occurs, an additional design review fee over and above the amount scheduled above (see 4.5(2) Submittal Fees) shall be paid as determined by the DRC considering the particular phase of the design review process that was required to be duplicated or repeated and any additional out-of-pocket costs incurred by the Association for such additional review.

#### 4.7 Review of Submittals

The DRC shall conduct reviews of submittals during its regular scheduled meetings or at such other times, as it deems appropriate. Once a complete submittal is received, the DRC will review it and respond in writing within 30 calendar days. None of the deliberations of the DRC will be discussed by members of the DRC with an Owner or an owner's representative. The only verbal contact between the DRC and an Owner or an owner's representative shall be made by a representative designated by the DRC with authority to speak on behalf of the DRC and by no other person. Any responses by an Owner or an owner's representative made in relation to a decision of the DRC must be addressed to the DRC in writing.

#### 4.8 Design Review Phases Detailed Description; Submittal Requirements

##### Phase 1: Pre-design Orientation (strongly recommended, but waived at request of Owner)

During this phase, the Owner or the owner's representative meets with a DRC representative to review the Design Guidelines, particular lot aspects, and other conceptual design criteria of the Owner. In addition, the applicable project category will be confirmed. It is recommended that this phase occur before any designs or plans are prepared. This phase is intended to offer insight and guidance prior to initiating the Preliminary Design Submittal phase. As such, no formal submittal and no written response by the DRC will typically occur during this phase. There is no fee associated with this phase.

##### Phase 2: Preliminary Design Submittal

During this phase the Owner's preliminary design submittal package is reviewed by the DRC to ensure conformance with the Design Guidelines. This occurs before the Owner finalizes the design. Specific minimum submittal requirements for this phase are outlined in Article IV Appendix A and also include payment of the applicable HOA Fee and Design Review Fee (see 4.5(2) Submittal Fees).

Owners are encouraged to discuss pending projects with neighboring property Owners. In addition, depending upon the scope of the project, the DRC reserves the right to contact and otherwise solicit input from neighboring property Owners, as a courtesy, prior to or during the DRC's review of the preliminary design submittal.

##### Phase 3: Final Design Submittal

During this phase the Owner's final design submittal package is reviewed by the DRC to ensure consistency with the previously approved Preliminary Design Submittal and the Design Guidelines. Specific minimum submittal requirements for this phase are outlined in Article IV Appendix B.

##### Phase 4: Pre-construction Conference

The DRC requires that a pre-construction submittal package be submitted for review prior to any commencement of construction. Specific minimum submittal requirements for this phase are outlined in Article IV Appendix C and also include payment of the applicable Construction Compliance Deposit (see 4.5(3) Submittal Fees).

Following receipt of a submittal package as outlined above, the DRC will schedule an on-site meeting with the Builder. At this meeting, the Builder and a representative of the DRC will review the pre-construction submittal package and discuss the Construction and Builder

Regulations (see Article VI Construction and Builder Regulations). If the DRC agrees that all the requirements described hereinabove have been complied with, construction is then authorized to commence and subsequently the Owner is provided with a written response summarizing the project and approval to proceed with construction.

#### Phase 5: Construction-in-progress Reviews

During this phase the DRC verifies with the Builder that construction is proceeding in compliance with the approved Final Design Submittal and the Design Guidelines.

1. In accordance with Arizona Revised Statute 33-1817, the DRC will conduct at least two on-site formal reviews during the construction phase. Within five business days after the formal reviews, a written response will be provided to the Owner specifying any deficiencies, violations or unapproved variations from the approved Final Design Submittal. Absence of any such review and report during this phase does not constitute either DRC approval of the work in progress or compliance with these Design Guidelines or the CR&Rs.
2. The DRC reserves the right to require the Owner to provide a surveyor's written certification of the actual finished floor elevation(s) as installed, within one week of the pouring of the floor slabs or of applying a sub-floor deck to the floor framing.
3. The DRC reserves the right to require the Owner to provide a surveyor's written certification of the top of structure elevation(s) within one week of the substantial completion of the exterior walls and/or roof framing.
4. The DRC reserves the right to require field samples of any of the final selections of the exterior materials and colors for their review.
5. The DRC may require additional on-site reviews, as-built surveys, miscellaneous submittals, etc., as appropriate to ensure compliance with the approved plans and these Design Guidelines.

#### Phase 6: Post-construction Inspection

During this phase, which occurs when requested in writing by the Owner or as otherwise initiated by the DRC, the DRC determines whether the project was completed in compliance with the approved Final Design Submittal and these Design Guidelines. In accordance with Arizona Revised Statute 33-1817, the DRC will provide within 30 days a written response to the Owner specifying the results of the Post-construction Inspection. Satisfactory completion of the Post-construction Inspection phase is a condition precedent to any refund of all or any part of the Construction Compliance Deposit.

**Article IV—Appendix A**  
**Minimum Requirements for Preliminary Design Submittal**

1. Site/Grading Plan (scale of 1 inch equals 20 feet)

Site/grading plan must be based upon actual survey. Information shown on site/grading plan shall not be based upon any assumed data.

- a. Show and label all applicable lot conditions (i.e. lot lines, dimensions, utilities, streets, setbacks, flood prone areas, easements, etc.).
- b. Show and label existing contour lines (natural or as modified for prior construction) and proposed finished contour lines at not greater than 2 foot intervals.
- c. Show and label the construction grading limit and fence.
- d. Show and label the complete extent of all site development Improvements (i.e. drainage treatments, modified grade treatments, site walls, patios, etc.).
- e. Show and label all buildings and specific finished floor elevation value.
- f. Show and label all utility and service equipment and related enclosures.

2. Average Grade Elevation (AGE) Calculation Diagram (scale of 1 inch equals 20 feet).

See also Article IV Appendix D.

- a. Show and label existing (natural topography or current modified) contour lines and proposed finished contour lines at not greater than two foot intervals to a distance of not less than 20 feet beyond any Structure or Improvement.
- b. Show and label existing (natural topography or current modified) contour values measured at 10 foot intervals around the perimeter of the Structure (or portion thereof) at a distance of five feet from the structure. Provide a scheduled summary of such values and calculate the mean AGE value.

3. Floor Plans (scale of one-eighth inch equals one-foot minimum)

- a. Label all finish floor elevation(s) values.
- b. Label all major room names (optional).
- c. Schedule all square footage totals (i.e. living area, garage, covered porch, etc.).
- d. Show and label the locations of all utility and service equipment and enclosures.

4. Roof Plans (scale of one-eighth inch equals one-foot minimum)

- a. Show and label all major components and materials.
- b. Show and label all roof-top mechanical and solar equipment, if any, and screening.

5. Elevations (drawn to the same scale as the floor plan)

- a. Show all major exterior building elevations.
- b. Show and label all finish floor elevation lines and values.
- c. Show and label all heights for major building components.
- d. Show and label all major exterior materials.
- e. Include a general concept statement of proposed material color schemes.
- f. Show and label the locations of all utility and service equipment and enclosures.

6. Miscellaneous Requirements

a. Any other drawings, scaled models, materials, samples or other information prepared by the Owner or as requested by the DRC that will aid the DRC during this phase of the design review process.

b. The DRC reserves the right to request the Owner to provide a preliminary staking of the project on the lot by a surveyor, including a bench mark showing finished floor elevation of first floor or of floor closest to ground level of a split level plan.

7. Submittal Fees

a. Include payment of the applicable HOA Fee and Design Review Fee (see 4.5(1) and (2) Submittal Fees).

**Article IV—Appendix B**  
**Minimum Requirements for Final Design Submittal**

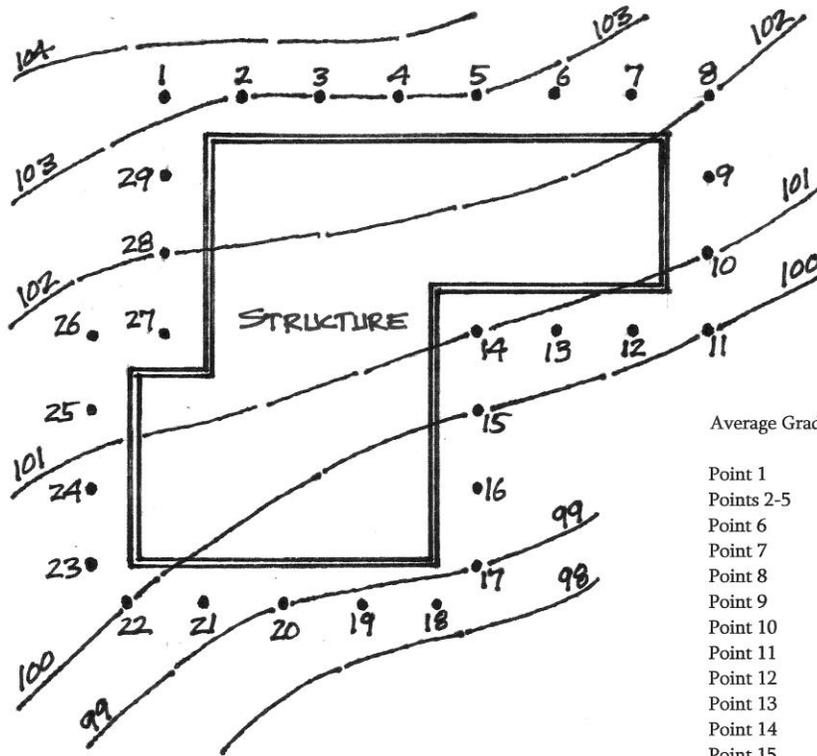
All requirements included in Article IV Appendix A-Minimum Requirements for Preliminary Design Submittal, with the following additional requirements:

1. Roof Plans
  - a. Show location, height, finish material and color of the rooftop mechanical equipment screening on the Roof Plan, if there is any mechanical equipment located on the roof.
2. Elevations
  - a. Show proposed locations of all exterior lighting fixtures on the exterior building elevations.
3. Construction Drawings
  - a. All drawings and specifications necessary and in sufficient detail for Pima County permit approval and subsequent construction of the proposed project, excluding the following drawings: internal plumbing, mechanical and electrical drawings and structural drawings and details.
4. Exterior Material/Color Sample Board
  - a. Provide a complete color sample board and include selections (manufacturer, product name/number, light reflectance value) for all exterior materials including main body, trim/accents, roof, window frames, garage door, driveway, etc.

**Article IV—Appendix C**  
**Minimum Requirements for Pre-construction Conference**

1. Provide a copy of the Pima County building permit.
2. Provide a copy of the Pima County approved version of the Site/Grading Plan.
3. Provide a construction duration schedule that indicates approximate start and completion dates for all major phases.
4. Provide the name, phone number and contractor's license number of the Builder and any replacements thereof.
5. Provide a construction area plan in the form of a copy of the site/grading plan with notations added. The notations must indicate proposed locations of construction parking, temporary construction material storage, debris/trash dumpster, field toilet, and other related construction area action components.
6. Complete a final site staking of all major corners of the structure and the construction grading limit. Submit a key plan which identifies the actual staking points and provides a site specific bench mark for the finished floor elevation (FFE) for the first floor or the main floor of a split level plan. Provide a copy of the surveyor's key plan for the above outlined work.
7. Install a construction grading limit fence. The fence must be constructed using heavy-gage steel T-post and two strands of barbless cable wire with flagging tape attached, or commercially available wire-bound orange colored fencing designed for this purpose.
8. Install a two-wire fence barrier with flagging tape attached, to prevent vehicles from driving off road or driveway on to any portion of the lot not designated for vehicle traffic or parking.
9. Submittal Fee
  - a. Include payment of the applicable Construction Compliance Deposit (see 4.5(3) Submittal Fees).

Article IV—Appendix D  
Average Grade Elevation Calculation Diagram



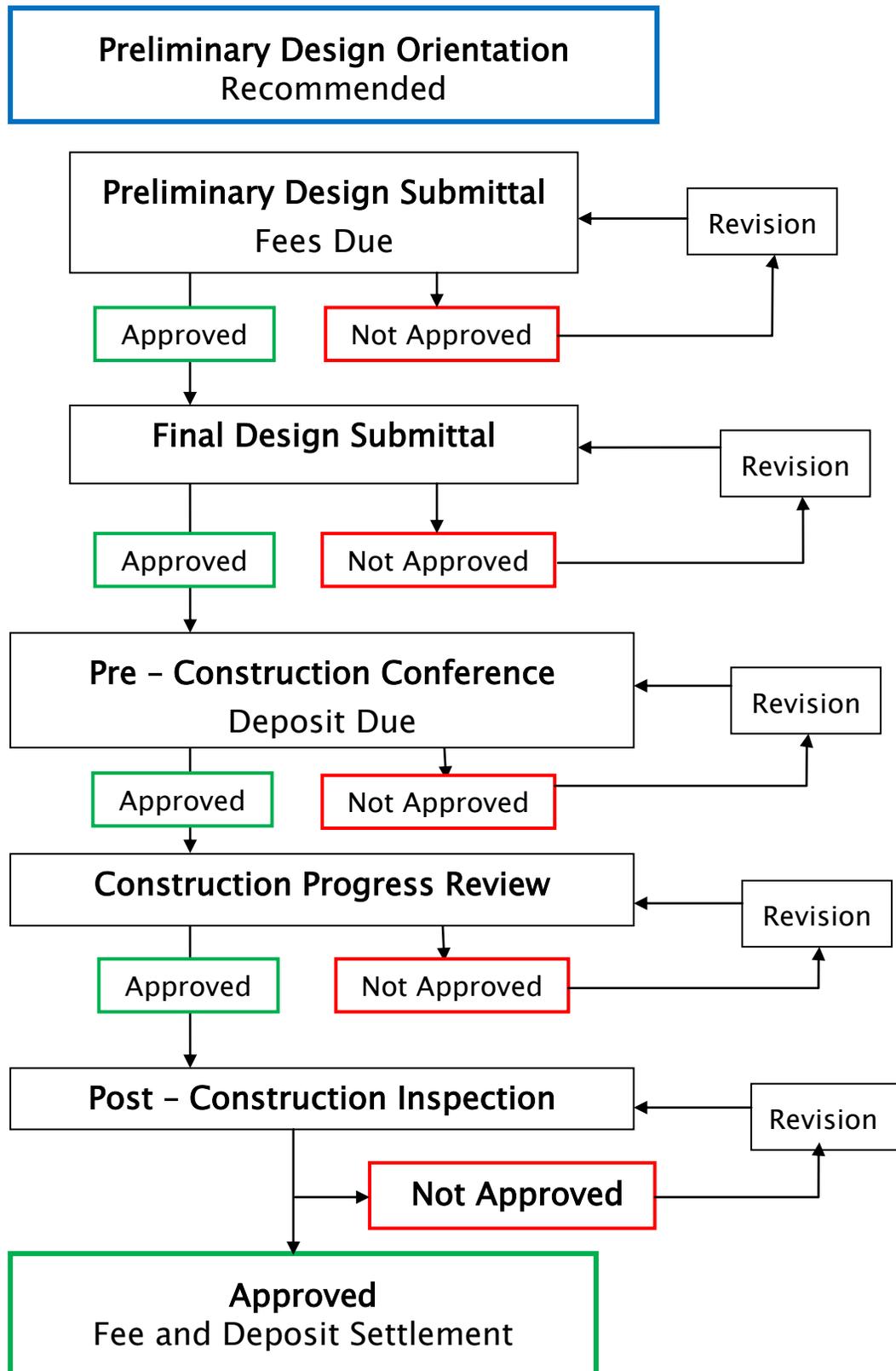
Average Grade Elevation Calculation

Point 1	@ 103.20 = 103.20
Points 2-5	@ 103.00 = 412.00
Point 6	@ 102.80 = 102.80
Point 7	@ 102.40 = 102.40
Point 8	@ 102.00 = 102.00
Point 9	@ 101.50 = 101.50
Point 10	@ 101.00 = 101.00
Point 11	@ 100.00 = 100.00
Point 12	@ 100.40 = 100.40
Point 13	@ 100.80 = 100.80
Point 14	@ 101.00 = 101.00
Point 15	@ 100.00 = 100.00
Point 16	@ 99.50 = 99.50
Point 17	@ 99.00 = 99.00
Point 18	@ 98.50 = 98.50
Point 19	@ 98.80 = 98.80
Point 20	@ 99.00 = 99.00
Point 21	@ 99.50 = 99.50
Point 22	@ 100.00 = 100.00
Point 23	@ 100.40 = 100.40
Point 24	@ 100.70 = 100.70
Point 25	@ 101.30 = 101.30
Point 26	@ 101.60 = 101.60
Point 27	@ 101.50 = 101.50
Point 28	@ 102.00 = 102.00
Point 29	@ 102.70 = 102.70

Total = 2,931.60  
Divide by 29 = 101.09

Average Grade Elevation = 101.09

Article IV—Appendix E  
Submittal, Review and Approval Flow Chart



## Article V

### **Minor Remodel/Addition or Major Landscape Design Review Process and Submittal Requirements**

#### 5.1 Design Review Process Phases

The design review process for a minor remodel/addition project or a major landscape project is multi-step and divided into these three phases: 1) Pre-Design Notification/Orientation; 2) Design Submittal; and, 3) Post-Construction Inspection.

#### 5.2 Minimum Submittal Requirements

The DRC established a series of minimum submittal requirements (see Article V, Appendix A and B) for each phase of the design review process. Depending upon the scope of the project, the submittal requirements outlined in Appendix A and Appendix B can be combined into one drawing package. Beyond the outlined minimum submittal requirements, any additional information that can be provided to clarify, illustrate or otherwise aid the DRC in the design review process is encouraged.

All submittals shall consist of two hard copy (full-size) sets of drawings and one electronic PDF version. All submittals shall be coordinated through the DRC Chairperson. Once the preliminary and final submittal packages are received, the DRC will review each in turn, and respond in writing within 30 calendar days.

#### 5.3 Expiration of Design Plan Approval

The time limitations set forth below apply to plans which have been approved, regardless of who the Owner is at that time.

Design Approval. If construction has not commenced within 12 months from the date of Design Approval of the plans, the approval will expire. The Owner must then resubmit the plans to the DRC for approval and pay the submittal fees in effect at the time the plans are resubmitted.

#### 5.4 Commencement of Construction/Construction Period

No site clearing, grading, or construction activity shall commence on any Lot until the first two phases of the design review process are completed and approved by the DRC and all required fees (see Section 5.5) have been paid.

Depending upon the scope of the project, the DRC reserves the right to require an on-site meeting with the Builder before any construction activity commences. At this meeting, the Builder and a representative of the DRC will review the general scope of the project and discuss the Construction and Builder Regulations (see Article VI Construction and Builder Regulations).

The construction period, including landscape/re-vegetation, shall not exceed six months from start of construction (per the CR&Rs), deemed to begin at site clearing or as determined by the DRC. However, an additional six month extension is available upon request. The construction

period, including landscape/re-vegetation, must be completed within six months of Pima County's final inspection.

### 5.5 Submittal Fees

The following schedule of fees has been established in conjunction with the outlined scope of proposed work. All fee amounts are subject to periodic adjustment as recommended by the DRC and with the approval of the Board. All checks should be made payable to "Coronado Foothills Estates Homeowners Association." The fees are as follows:

1. The Minor Remodel/Addition HOA Fee is \$75. The Major Landscape HOA Fee is \$75. This non-refundable fee is payable with the Design Submittal. It is paid to the Homeowners Association and does not go to the DRC members, as their time is volunteered. The intent of the fee is to cover periodic costs associated with the design review process. The HOA Fee is waived if the owner is a CFEHA member.
2. While involvement of the DRC's consulting architect is not anticipated for these project categories, the DRC reserves the right to involve the consulting architect at its discretion. In such cases, a Design Review Fee will be assessed.

### 5.6 Submittal Fees Adjustments

All fees as outlined (see Section 5.5 Submittal Fees) are subject to periodic adjustment as recommended by the DRC and with the approval of the Board.

### 5.7 Review of Submittals

The DRC shall conduct reviews of submittals during its regular, scheduled meetings or at such other times, as it deems appropriate. Once a complete submittal is received, the DRC will review it and respond in writing within 30 calendar days. None of the deliberations of the DRC will be discussed by members of the DRC with an Owner or an owner's representative. The only verbal contact between the DRC and an Owner or an Owner's representative shall be made by a representative designated by the DRC with authority to speak on behalf of the DRC and by no other person. Any responses by an Owner or an Owner's representative made in relation to a decision of the DRC must be addressed to the DRC in writing.

### 5.8 Design Review Phases Detailed Description; Submittal Requirements

#### Phase 1: Pre-design Orientation (strongly recommended, but waived at request of Owner)

During this phase, the Owner or the Owner's representative meets with a DRC representative to review the Design Guidelines and other conceptual design criteria of the Owner. It is recommended that this occurs before any designs or plans are prepared. This phase is intended to offer insight and guidance prior to initiating the Design Submittal phase. As such, no formal submittal and no written response by the DRC will typically occur during this phase. There is no fee associated with this phase.

#### Phase 2: Design Submittal

During this phase the Owner's design package is reviewed by the DRC to ensure conformance with the Design Guidelines. Specific minimum submittal requirements are outlined in Article V Appendix A and B. Depending upon the scope of the project, the submittal requirements outlined

in Appendix A and Appendix B can be combined into one submittal package. Submittal requirements for this phase also includes payment of the applicable HOA Fee (see 5.5(1) Submittal Fees).

Owners are encouraged to discuss pending projects with neighboring property Owners. In addition, depending upon the scope of the project, the DRC reserves the right to contact and otherwise solicit input from neighboring property Owners, as a courtesy, prior to or during the DRC's review of the design submittal.

Phase 3: Post-construction Inspection

During this phase, which occurs when requested in writing by the Owner or as otherwise initiated by the DRC, the DRC determines whether the project is completed in compliance with the approved Design Submittal and these Design Guidelines. The DRC will provide a written response to the Owner specifying the results of the Post-construction Inspection.

**Article V—Appendix A**  
**Minimum Requirements for Preliminary Design Submittal**

Depending upon the scope of the project, some of the submittal requirements outlined below can be simplified or deleted with the concurrence of the DRC Chairperson.

1. Site/Grading Plan (scale of 1 inch equals 20 feet)

Site/grading plan must be based upon actual survey. Information shown on site/grading plan shall not be based upon any assumed data.

- a. Show and label all applicable lot conditions (i.e. lot lines, dimensions, utilities, streets, setbacks, flood prone areas, easements, etc.).
- b. Show and label the construction grading limit and fence.
- c. Show and label the complete extent of all site development Improvements (i.e. drainage treatments, modified grade treatments, site walls, patios, etc.).
- d. Show and label existing (natural topography or current modified) contour lines and proposed finished contour lines at not greater than two foot intervals to a distance of not less than 20 feet beyond any Structure or Improvement.
- e. Show and label all utility and service equipment and related enclosures/screenings.

2. Average Grade Elevation (AGE) Calculation Diagram (scale of 1 inch equals 20 feet.)

- a. Show and label existing (natural topography or current modified) contour values measured at 10 foot intervals around the perimeter of the Structure (or portion thereof) at a distance of five feet from the perimeter condition. Provide a scheduled summary of such values and calculate the mean AGE value.

3. Floor Plans (scale of one-eighth inch equals one-foot minimum)

- a. Label all major rooms (optional).
- b. Schedule all square footage totals (i.e. living area, garage, covered porch, etc.).
- c. Show/label the locations of all utility and service equipment, enclosures/screenings.

4. Roof Plans (scale of one-eighth inch equals one-foot minimum)

- a. Show and label all major components and materials.
- b. Show and label all roof-top mechanical and solar equipment, if any, and screening.

5. Elevations (drawn to the same scale as the floor plan)

- a. Show all major exterior building elevations.
- b. Show and label all finish floor elevation lines and values.
- c. Show and label all heights for major building components.
- d. Show and label all major exterior materials.
- e. Include a general concept statement of proposed material color schemes.
- f. Show and label the locations of all utility and service equipment and enclosures and or/screenings.

6. Submittal Fees

- a. Include payment of the applicable HOA Fee (see 5.5(1) Submittal Fees).

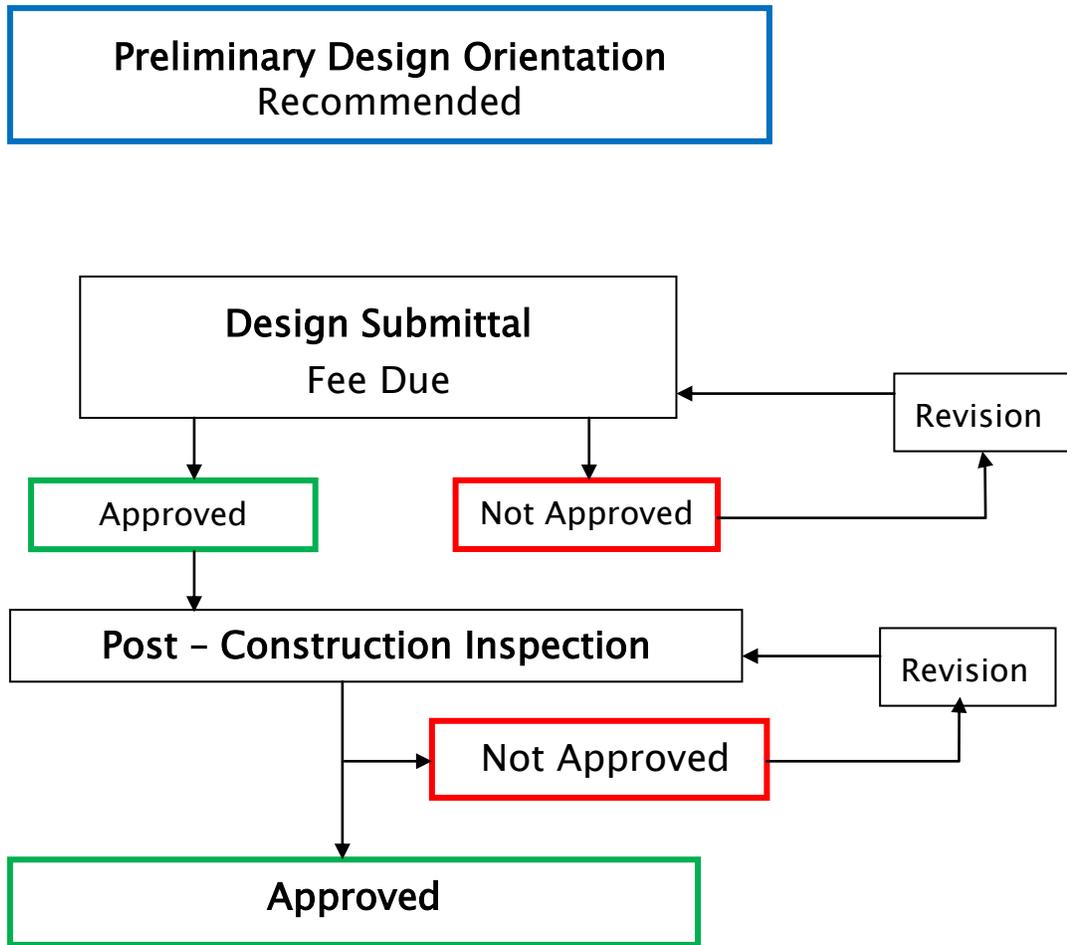
**Article V—Appendix B**  
**Minimum Requirements for Final Design Submittal**

Depending upon the scope of the project, some of the submittal requirements outlined below can be simplified or deleted with the concurrence of the DRC Chairperson.

All requirements included in Article V Appendix A-Minimum Requirements for Preliminary Design Submittal, with the following additional requirements:

1. Roof Plans
  - a. Show location, height, finish material and color of the rooftop mechanical equipment screening on the Roof Plan, if there is any mechanical equipment located on the roof.
  
2. Elevations
  - a. Show proposed locations of all exterior lighting fixtures on the exterior building elevations.
  
3. Construction Drawings
  - a. All drawings and specifications necessary and in sufficient detail for Pima County permit approval and subsequent construction of the proposed project, excluding the following drawings: internal plumbing, mechanical and electrical drawings and structural drawings and details.
  
4. Exterior Material/Color Sample Board
  - a. Provide a complete color sample board and include selections (manufacturer, product name/number, light reflectance value) for all exterior materials including main body, trim/accents, roof, window frames, garage door, driveway, etc.

**Article V—Appendix C**  
**Submittal, Review and Approval Flow Chart**



## Article VI

### **Construction and Builder Regulations**

In order to assure that the natural desert landscape of each Lot and the Common Area of CFE are not damaged during any construction activities and to generally control construction activities within CFE, the following Construction and Builder Regulations shall be enforced during the entire construction period. It is recommended that these regulations be made a part of any construction contract document specifications for each Residence or other Improvements on a Lot. All Builders, Owners or other persons shall be bound by these regulations. Any violation by a Builder shall be deemed to be a violation by the Owner of the Lot.

Prior to commencing construction, the Builder must meet with a representative of the DRC (see Article IV 4.8 Phase 4 Pre-Construction Conference; and, Article V 5.4 Commencement of Construction/Construction Period) to review construction procedures and coordinate his activities in CFE.

The Owner and Builder are hereby advised that failure to comply with all applicable standards of the DG or failure to comply with specific requirements of the project's Final Design Submittal approval and/or Pre-Construction Conference Submittal approval will result in the forfeiture, in favor of the Association, of any portion or all of the Construction Compliance Deposit (see Article IV 4.5(3) Submittal Fees).

#### 6.1 Construction Grading Limit Fencing

This fencing requirement which is to be installed during the Pre-Construction Conference phase (see Article IV Appendix C (7, 8) for specific requirements) must be maintained in good repair during the entire construction phase. Under no circumstances will this fence be allowed to be removed, even on a temporary basis, during the construction phase. Enforcement of these requirements shall be the sole responsibility of the Builder.

#### 6.2 Construction Trailers, Portable Field Offices, Etc.

Any Builder who desires to bring a construction trailer, field office, or the like to CFE shall first apply for and obtain written approval from the DRC. The DRC will coordinate with the Builder to determine the best possible location within the Construction Grading Limit Fencing or otherwise approved location on the Lot for such temporary facilities. Such temporary facilities shall be removed promptly upon completion of construction.

#### 6.3 Debris and Trash Removal

Builders shall clean up all debris and trash on the construction site at the end of each day. Dumpsters or construction roll-off shall be required on each construction site and must be located within the Construction Grading Limit Fencing. Debris and trash shall be removed from each construction site at least once a week to a dumping site located off CFE. Lightweight material, packaging, and other items, shall be covered or weighted down to prevent wind from blowing such materials out of the dumpster. Builders are prohibited from dumping, burying, or burning trash anywhere on the Lot or in CFE.

#### 6.4 Sanitary Facilities

Each Builder shall be responsible for providing adequate sanitary facilities for all construction workers. Portable toilets or similar temporary toilet facilities shall be located within the Construction Grading Limit Fencing or otherwise on the Lot and must be approved by the DRC.

#### 6.5 Vehicles and Parking Areas

Construction workers will not park on, or otherwise use, other Lots or any open space. Private and construction vehicles and machinery shall be parked, if possible, within the Construction Grading Limit Fencing. All vehicles should be parked in such a way as to avoid damage to the natural landscape. Any vehicles parked on the streets must be parked in such a way as to not inhibit traffic flow or access to other Lots. Under no circumstances may vehicles be parked on opposite sides of the same street. That is, if a vehicle is parked on one side of the street, no vehicle may be parked on the opposite side of the street across from the parked vehicle. The Builder is responsible for assuring that all construction personnel follow these rules.

Enforcement of these parking regulations shall be the sole responsibility of the Builder. The Builder is responsible for taking appropriate steps to prevent vehicle leaks on the streets.

#### 6.6 Conservation of Landscaping Materials

Any Builder is advised that undeveloped Lots and open spaces within CFE contain valuable native plants and other natural landscaping materials that must be absolutely protected during construction, including topsoil, rock outcroppings and boulders, and plant materials. All such areas shall be cordoned off by Construction Grading Limit Fencing.

#### 6.7 Excavation Materials

Excess excavation materials must be hauled away from CFE. All temporary stock piled materials must be located within the Construction Grading Limit Fencing.

#### 6.8 Restoration or Repair of Other Property Damage

Damage and scarring to other property, including, but not limited to, other Lots, the Common Area, open space, streets, driveways, and/or other improvements will not be permitted. If any such damage occurs, it must be repaired and/or restored to like state promptly at the expense of the Owner of the Lot upon which the person causing the damage is working. Upon completion of construction, each Owner and Builder shall clean his construction site and repair all property which was damaged, including but not limited to restoring grades, restoration of vegetation as approved or required by the DRC, and repair of streets, driveways, pathways, drains, culverts, ditches, signs, lighting, and fencing.

#### 6.9 Construction Access

All construction access during the time a Residence or other Improvements are being built will be over the approved driveway alignment, or as otherwise approved by the DRC, for the specific Lot.

#### 6.10 Dust and Noise

The Builder shall be responsible for controlling dust and noise from the construction site. Compliance with all Pima County ordinances and regulations shall be required.

### 6.11 Construction Signage

Temporary construction signs shall be limited to two signs per Lot.

### 6.12 Construction Hours

Daily construction working hours, Monday through Saturday, for each construction site shall be 7:00 am – 5:00 pm for October through March and 6:00 am – 5:00 pm for April through September, except for concrete placement which may start at daybreak, May through September, when daytime temperatures exceed 100 degrees. Construction personnel will not be allowed access to CFE except during the above stated hours. No construction access or work will be allowed on Sundays. In addition, all major holidays including New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas will be recognized as non-working days.

### 6.13 Miscellaneous and General Practices

All Owners will be absolutely responsible for the conduct and behavior of their Builders, representatives, agents, contractors, and subcontractors and their respective employees within CFE. The following practices are prohibited:

1. Changing oil of any vehicle or equipment anywhere within CFE.
2. Allowing concrete suppliers and contractors to clean their trucks and equipment other than at locations within the site specific Construction Grading Limit Fencing designated for that purpose.
3. Removing any rocks, plant material, topsoil, or similar items from any property of others and Common Areas within CFE.
4. Careless treatment or removal of any desert plant materials not previously approved by the DRC.
5. Careless disposition of cigarettes and other flammable material. At least one 10-pound ABC-rated dry chemical fire extinguisher shall be present and available in a conspicuous place on the construction site at all times.
6. Using disposal methods other than those approved by the DRC.
7. No pets may be brought into CFE. In the event of any violation hereof, the DRC or CFEHA have the right to contact Pima County authorities to impound the pets, and/or to refuse to permit such Builder or subcontractor to continue work within CFE, or to take such other action as may be permitted by law.
8. Carrying any type of firearms anywhere within CFE.
9. Allowing loud music that can be heard from neighboring Lots or the street.

## Article VII

### **Enforcement**

These Design Guidelines shall be enforced by the DRC as provided herein or as otherwise established by the CFEHA Board; provided however, that the DRC has sole authority to approve plans and specifications and to determine if the plans and specifications have been faithfully implemented; provided further that decisions of the DRC in exercising its authority are final.

The DRC may waive, vary, or otherwise modify any of the standards or procedures set forth herein at its discretion, for good cause shown. These Design Guidelines are subject to DRC waiver after consideration of the effect of such a waiver on surrounding properties and the rationale for requesting a variance. A variance may be granted on a case-by-case basis, upon recommendation by the DRC and approval by the CFEHA Board. However, any such variance does not constitute a precedent.

Approval by the DRC at any phase of the design review process as outlined herein, for any construction or improvement, refers only to compliance with the Design Guidelines and in no way implies conformance with any government regulations. It shall be the sole responsibility of the Owner to comply with all applicable government regulations, ordinances, and procedures and to adequately coordinate such required governmental reviews with the process and procedures outlined in these Design Guidelines.