

# **The Ranch At Prescott**

## *Architectural Design Guidelines*

*Conventional Custom Homes  
Professionally Designed*

*Updated August 2015*

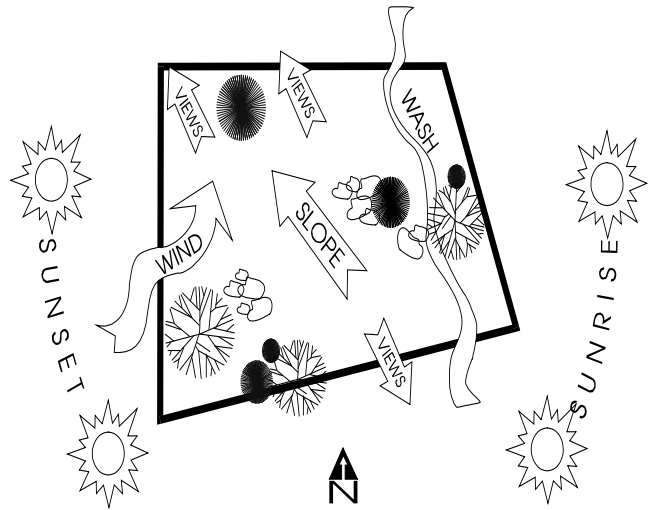
***These Guidelines are part of the Rules and Regulations of the Ranch at Prescott and are to be used in conjunction with the CC&R's.***

# TABLE OF CONTENTS

SITE PLANNING CONSIDERATIONS .....	3
Views Not Guaranteed .....	3
Topography, Building Forms and Cut & Fill .....	4
Parking and Vehicle Access .....	4
Garages .....	5
Walkways.....	5
ARCHITECTURAL DESIGN .....	5
Building Heights.....	5
Building Massing.....	5
Entry Design & Mailboxes .....	6
Exterior Materials & Wall Colors.....	6
Roof Form & Profile .....	6
Building Sizes .....	7
Windows .....	7
Rain Gutters & Downspouts.....	7
Fire Protection Systems .....	8
Flagpoles.....	8
Antennas/Satellite Dishes .....	8
Mechanical Systems.....	8
Deck Planning.....	9
Fencing. ....	9
Landscaping .....	9
Lighting .....	10
Miscellaneous .....	10
DESIGN REVIEW PROCESS .....	11
Architectural Committee .....	11
Preliminary Submittal .....	12
Final Submittal.....	12
Modifications To Approved Plans .....	13
Variances .....	13
Governmental Approval.....	13
REVIEW FEES.....	14
CONSTRUCTION REGULATIONS .....	14
Builder’s Construction Deposit .....	14
Architectural Rules and Regulations .....	14
Final Inspection.....	16
Enforcement.....	17
Non-Liability of Approval for Plans .....	17
Right of Waiver .....	17
ARCHITECTURAL FORMS	
<b>EXHIBIT A - ARCHITECTURAL REVIEW SUBMITTAL FORM FOR NEW CONSTRUCTION</b>	
<b>EXHIBIT B - ARCHITECTURAL RULES &amp; REGULATIONS FOR OWNERS/CONTRACTORS</b>	
<b>EXHIBIT C - REQUEST FOR CONSTRUCTION INSPECTIONS</b>	
<b>EXHIBIT D - FINAL INSPECTION REQUEST</b>	
<b>EXHIBIT E – ARCHITECTURAL REVIEW SUBMITTAL FORM FOR EXTERIOR MODIFICATION/IMPROVEMENT</b>	

## **SITE PLANNING CONSIDERATIONS**

The Ranch at Prescott was planned to integrate the built environment with the native hill country, respecting the existing topography and natural vegetation of the home site. The proper siting of a Residence and other improvements on a Lot is critical. The natural topography, vegetation, and environment in The Ranch at Prescott is unique and requires special and detailed attention to site design and development. Each Lot has unique features of topography, slope, views, drainage, vegetation, and access that need to be analyzed in the design process. The Committee stresses the importance of sensitivity in the design of the site and lot so that each home responds to the natural characteristics of each specific Lot. Given this requirement to be site-specific, it is important to realize that designs that may work on one Lot most likely will not on another Lot.



In an effort to achieve the best possible balance between architectural expression and community compatibility and scale, all architectural improvements must occur inside the setbacks. If any disturbances outside the setbacks occur said area must be mitigated back to its natural state at the expense of the Owner:

- a) Finished floor must be at natural grade, at the center of the house and away from the setbacks.
- b) Articulate building plan in response to sloping sites to create spatial variety and to reduce building mass.
- c) Situate building to preserve as many existing trees, shrubs and boulders as possible.
- d) Every effort must be made to locate buildings to avoid blocking desirable views from surrounding lots.
- e) Unique site characteristics should be reflected in the plan form and incorporate these characteristics, spatial variety will be achieved throughout the neighborhood.
- f) Daylight basement must daylight at the natural grade.
- g) Crawl space areas used to raise the residence finish floor elevation are not permitted.
- h) Building mass must follow the topography of the lot to avoid perching.

Special consider the following:

- a) Orientation with respect to the sun, views and direction of prevailing winds.
- b) Precipitation and site drainage.
- c) Topography and geologic character.
- d) Natural vegetation.
- e) Easements and setbacks
- f) Vehicular access and parking

### **VEWS NOT GUARANTEED**

During the review process the Architectural Committee attempts to take into consideration adjacent residence views; however, no express or implied rights exist for views. Neither the Developer, nor the Association make any representation or warranty whatsoever express or implied, concerning the view which a Lot will have. Any view which currently exists for a lot may be impaired or obstructed by further construction by a third party.

## TOPOGRAPHY, BUILDING FORMS AND CUT & FILL, RETAINING WALLS

The various land forms and slopes require different treatments of the cut and fill conditions to create a home that nestles into the existing site and appears as an extension of the natural land forms. Significant cut and fill conditions should be contained within retaining walls to avoid slopes from being exposed. **Absolutely no building, cut or fill will be permitted within the setbacks.** Cut and fill conditions will also vary depending on whether the Home and other Improvements are on a single level or terraced to fit with the topography. Cut and fill conditions are evaluated based on conditions directly under the footprint of the Home, as well as for the overall site Improvements, patios, and driveways. The Committee reserves the right to request that the proposed finished floor elevations be adjusted due to cut and fill conditions and must meet the intent and goals of the Design Guidelines as well as their technical application. The Committee may allow exceptions, on a case by case basis, to the technical cut and fill guidelines when, in the opinion of the Committee, that the objectives and intent of these Design Guidelines are still met. All buildings shall recognize the character of the site by designing it with the slope of the Lot rather than opposing it.

Homes must be cut into the lot whereas the center finish floor elevations is at natural existing grade of the lot, therefore prohibiting the home to appear as perching on the lot. No two-story homes will be permitted on knolls where the views from adjacent lots will be affected. Access to any lower levels must be from inside the residence. All basements shall daylight at natural grade.

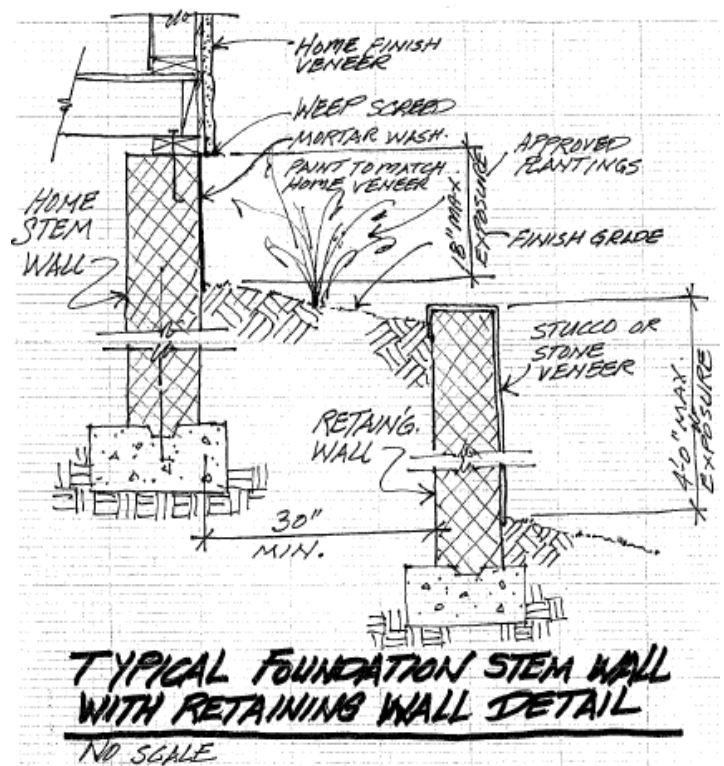
There shall be no separate livable spaces within one single family residence, wherein all livable space of a residence shall be accessible from the interior and from all levels.

All stem walls exposed above grade must have a stucco or stone finish, and be painted to match the body color of the home. Any exposed stem walls that exceed 4' above natural grade shall be covered by a masonry planter. Planters shall be installed leaving a maximum of 18" exposed stem adjacent to installed planter, and shall be a minimum of 30" wide by 3' in height. Planters shall be landscaped with plantings and be included as part of the landscape plan design. Planter walls cannot exceed 4' in height and multiple may be required at the discretion of the Committee.

Retaining walls cannot exceed 5' in height and multiple walls may be required at the discretion of the Committee. All walls that are tiered shall be stepped 30" apart and planting are required between walls.

### PARKING & VEHICULAR ACCESS

Driveways shall follow the existing slope contours whenever possible to blend into the natural surrounds and minimize cut and fill. Driveways shall be a minimum of 16' wide with a maximum width of 20' at the curb, including any flares. Driveways shall not exceed a slope of 18 percent. All driveways, turnarounds and off street parking areas must be paved with concrete or concrete pavers and be attached to the main driveway. A minimum of two paved off street parking spaces are required.



## **GARAGES**

Every effort should be made to minimize the impact of the garage and garage door(s). Careful siting and driveway orientation can ensure that the visibility of the garage is minimized from the street and Adjacent Property. A minimum of two car garage is mandatory, wherein the appearance of the garage door (8' maximum height for doors) must blend with the home design. Flush panel doors are prohibited and color shall match the body color of the home. Garage doors shall be recessed a minimum of 12" from the main body of the residence.

No oversize garages for parking of recreational vehicles, or other large vehicles, shall be constructed or permitted on any lot. Garages may not be converted to livable or for recreational activities. Detached garages are not permitted.

## **WALKWAYS**

Concrete paths must run from the house to the driveway or off-street parking area and shall be consistent and relate to driveway material, as well as brick or stone used on the residence. Asphalt shall not be used for any driveways or walkways. Walkways may not be terminated at the curb, and shall connect with adjacent driveway or parking areas for access.

## **ARCHITECTURAL DESIGN**

These custom Design Guidelines are not intended to define a homogenous style, but rather outline specific concepts to be followed throughout the design process.

All Residences within the community shall be designed with respect to the existing topographic character of a lot. The design character should create a home that blends with its environment instead of standing out against it. The design character of a home should be considered from all sides (including roofs), not just the front or rear elevations, and all elevations should maintain the same visual integrity, cohesiveness, and design detail.

All improvements constructed on lots shall be of new construction, and no buildings or other structures shall be removed from other locations to any lot.

## **BUILDING HEIGHTS**

The terrain of The Ranch at Prescott is varied and unique. These Design Guidelines are intended to discourage and/or prevent any home or other structure which, in the opinion of the Committee, would appear excessive in height when viewed from a street, common area, or other Lot, and/or which would appear out of character with other homes because of height. Consequently, despite the maximum heights generally permitted as hereinafter specified in this Section, the Committee, even though a proposed home or other structure may comply with said maximum height restrictions, nevertheless may disapprove a proposed home or other structure if, in the sole opinion of the Committee, it would appear excessive in height when viewed from a street, common space, or other Lot, and/or would appear out of character or impede views with other homes or be undesirably prominent because of its height.

Building heights are calculated as the difference between the elevation of any major roof ridgeline and the finished grade directly below that point. The maximum height of any home or structure is 30' feet; however variances may be considered on steeper lots, on a case by case basis. *Two story homes are not permitted in The Ranch at Prescott.*

## **BUILDING MASSING**

Building massing shall be responsive to the custom lot and reflect an appropriate scale. Box-like or square production home style designs will not be permitted. Large continuous vertical wall planes shall be avoided

and the Committee may require banding for architectural relief. Blank walls longer than 12' must be broken up with architectural relief, i.e. windows, planters or other architectural features approved by the Committee. Any foot print wall which measures greater than 35' in length must contain a minimum of 24" horizontal wall offsets, also expressed in the roofline. Cantilevered rooms or portions of the residence are not encouraged, and will only be considered on a case by case basis for architectural compatibility.

### ENTRY DESIGN & MAILBOXES

The entry is a major architectural element of the residence and therefore must be visible from the street and create a prominence (a visible shape which stands out from the house). All entry elements shall express the sense of arrival and integrate the site with the residence.

A curbside entry structure must be designed to compliment the architecture of the house. It may incorporate the mailbox, paper box and must have a Committee approved streetlight. The curbside entry structure shall be constructed of wood frame with an exterior finish to match the house. A masonry veneer is acceptable. All homes are required to install the approved streetlight and said streetlight shall be operational.

### EXTERIOR MATERIALS & WALL COLORS

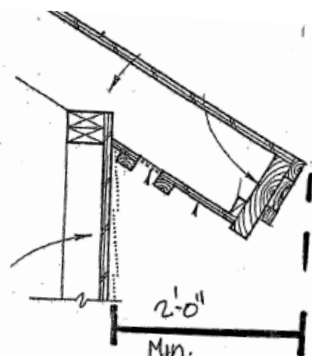
Only stucco, stone, or brick is permitted for exterior surface materials. Stone applications must be applied to all elevations to create four-sided architecture. Stone terminating on a corner of elevation is prohibited. All stone applications shall wrap and terminate in a corner or to an appropriate architectural feature. Stone design and application shall be consistent along all four sides of the residence. Wood, concrete or vinyl siding is not permitted.

Exterior colors shall be in harmony with the surrounding landscape. The Residence colors selected shall be of earth tones, warm mid-value to darker hues, mindful of the colors of surrounding environment. Grey and blue tones are not acceptable. A maximum of two exterior colors on the Residence are required (i.e., one color for the body and one color for the fascia/trim). Any stucco popouts or other architectural details shall be the same color as the body of the residence. Cast stone elements may be a shade lighter or darker than the body color. **All colors must have a light reflective value (LRV) between 10-45** and are subject to approval by the Committee. Trim accents around windows, doors, and other such areas on the Residence must be of an approved color, and the same color as the body. Garage doors are to be painted to match the body, not an accent color.

A 3'x3' sample of the proposed body color and trim color must be painted on the exterior of the house, under the painted fascia sample, along with a stone sample, if applicable, and approved prior to painting the entire structure. Special consideration may be considered for 'theme' based homes.

### ROOF FORM & PROFILE

Since roofs will form an important part of the visual environment, they must be carefully designed and respond to the spatial variety of the building forms. If the floor levels step to conform to the lot slope, the roof form shall follow. Variable plate heights between roof forms are required to provide architectural interest. The design of the roof is not limited to sloping forms, flat roofs over multiple shaped masses can often achieve desirable results; however shed roofs are not permitted.



For "flat" roofs, parapets and roofs must be painted to match the body color of the residence. Additionally, the flashing detail between the roof and the parapet wall must be kept horizontal, not sloped to follow the roof or cricket slope, and all flashings must be painted to match the walls.

Pitched roofs shall have a maximum slope of 4/12. Ridgelines must not exceed 50' in length before a significant change occurs in direction and/or elevation. Roof mounted mechanical equipment, antennas, etc. are prohibited.

Roof overhangs shall be enclosed, i.e., finished soffits and fascia. Roof Overhangs shall be a minimum of 24" and measured from the horizontal exterior finished material of the home to the horizontal finished fascia. All roof eaves are to be continuous, or terminate into a vertical wall plane, with the exception of gable end roof designs.

Double stacked fascias are required at a minimum of a 2x6 applied on a 2x10. Fascia color must complement and blend with the roofing color. Clay/concrete tile roofing material is required. All roofing shall be an earthtone in darker colors. The Committee will evaluate each roof's color to ensure compatibility with the home's overall color scheme. For existing homes that have asphalt shingles a "high definition" or "high profile" shingle (equivalent to previous 40-year shingles) is required for replacement and shall be submitted for review and approval. All roof penetrations, flashings, and vents must be painted to match the roofing color. Shrouds are required on all chimney spark arresters.

**Note:** SPECIAL CONSIDERATIONS WILL BE MADE FOR "THEME" BASED HOMES.

When skylights are used, they should be integrated with the roof form to be as unobtrusive as possible. Skylights are to be flat or as close to the roof with non-reflective glass and the flashing shall match the roofing color, no white clad is permitted.

## **BUILDING SIZES**

Every home constructed shall be a minimum of 2,500 square feet, excluding Units VII and IX. There shall be a minimum of 3,000 square feet in Unit VII with the exception of 4,000 square feet required for new homes constructed on the combined lots (753/754; 800/801; 839/840; 731/845; 852/853; 854/855). Homes built in Unit IX (Mystic Heights) shall be a minimum of 2,000 square feet, and there shall be a 4,000 minimum square feet requirement for new homes constructed on Moonridge and Cloudcrossing.

**The minimum size of all homes must be calculated on the main level and must be heated livable space.** COMPATIBILITY WITH NEIGHBORING HOMES SUPERSEDES MINIMUM SQUARE FOOTAGE REQUIREMENTS. Square footage must be compatible with the existing homes in the neighborhood and its imperative that rule be taken into account prior to design. If homes are built with a lower walk-out level, lower level must be a minimum size equal to 1/3 of the total square footage of the home.

## **WINDOWS**

Openings for windows and doors should be proportional to the structure and form of the residence. Window styles must compliment the architecture and be consistent on all elevations. Openings of unusual shapes and sizes that distract from the overall design of a Residence shall be avoided. The use of colored, reflective, or mirrored glass is not permitted. White window frames or mullians are not permitted.

Stained glass windows and door treatments may be permitted but are subject to Committee approval.

All windows shall be recessed a minimum of 2" from the main wall structure, as not to appear pasted onto the exterior walls. Windows must incorporate a 2x4 inserted on a 2x6 on the framing detail and consistent throughout all elevations. Architecturally designed window details are encouraged. Standard size full-wrap stucco popouts on all four sides of a window is not permitted.

## **RAIN GUTTERS & DOWNSPOUTS**

When rain gutters and downspouts are installed the gutter color must match the fascia and downspout must match the body color of the home. All down spouts must be connected to below grade drainage pipes, which convey runoff to either a drainage easement or roadways barrow ditch. Surface drainage upon and across any unit shall be the responsibility of the lot 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 units or common area is strictly prohibited. All such water must be directed to a rip-rapped drainage ditch and emptied into a barrow ditch next to the road.

## **FIRE PROTECTION SYSTEMS**

All structures within the Ranch at Prescott must meet any City of Prescott Building Code requirements for fire protection systems.

## **FLAGPOLES**

Flagpoles and flags are governed by the Federal Flag Code, and A.R.S. §33-1808. Any flagpole shall be installed within the building envelope at a height no more than the height of the rooftop of the residence, with a preferred height of no more than 15', as measured from finished grade. Flag poles shall be commercially constructed and designed for use as a flag pole only, with metallic materials in a non-reflective satin or bronze finish. No more than two (2) flags may be displayed at one time, with a maximum flag size of 3' x 5', illumination is permitted and ARC approval is required. Flag types are limited to USA, Arizona and POW/MIA; no sports flags permitted Requirements of the National Flag Code shall be observed at all times.

## **ANTENNAS/SATELLITE DISHES**

Approval is required for antennas designed for over-the-air reception of signals from direct broadcast satellites (DBS), multi-channel multi-point distribution (wireless cable) providers (MMDS) or television broadcast (TVBS), together with their associated mounting hardware and mast, if applicable (an "Antenna System") and which are placed, installed or kept on a Residence must; **a)** be properly screened from the view of adjacent homesites and the Public Amenities or **b)** be located in the rear yard of a Residence and are set back at least eight 8' from all lot lines. Should an Owner determine that an antenna cannot be located within these criteria without; **a)** precluding reception of an acceptable quality signal or **b)** unreasonably increasing the cost of installation, maintenance, or use of the antenna or satellite dish, then the Owner may apply for expedited approval of an alternative location or method of installation.

If it is determined by the Owner and the Committee that an Antenna System must be mounted on a residence or other structure and is visible from any other Units, the common area, Private Amenity or any street, the Antenna System must be painted a color which will blend into the background against which the Antenna System is mounted. All installations shall comply with the maximum extent feasible within these Residential Design Guidelines.

No Antenna System including satellites may be located and mounted on any roof of a Residence and shall be place below the fascia. Any transmission cable from the receiver to the house must be underground No other transmitting or receiving radio antennae will be permitted to be located on any Residence, or property, or unless approved by the Committee.

## **MECHANICAL SYSTEMS**

Air condition units/heater pumps must be placed in the front or the rear of the residence and screening from adjoining properties and roadways. No roof mounted mechanical systems, of any kind are permitted.

## **DECK PLANNING**

Support columns of a deck must be of substantial size and material to proportionately complement the overall building mass. Front decks must be enclosed with wall material or stem wall extension. No open areas under decks are allowed on the front of a building or lower decks. Any area underneath a deck is to be enclosed with materials compatible with the existing residence. Decks shall be terraced with the profile of the slope and reflect the custom home of the house.

**Note:** Screen rooms; floating rooms; and enclosed porch areas above an open area are prohibited.



The supporting structure of the deck should be set back from the edge at least 18". Any supporting columns that are 12' or less in height must be at least 16" x 16" in diameter. Supporting piers that are 13' or more in height shall be a minimum of 24" x 24" in diameter or be larger in size than the upper columns. Wood posts, minimum 10"x10" may be used above an appropriately sized column base.

All railings must be constructed of wrought iron and have shape or decoration that incorporated architectural design. All wrought iron railing shall be painted the body color of the residence. Wood pickets or Trex™ are not permitted.

## **FENCING**

Fencing for patios, swimming pool, child containment or pet runs must be submitted to the Architectural Committee for approval, prior to installation. In all cases, fencing shall be attached to the residence and end at the residence (appear as an extension of the home). Fencing cannot exceed 5' in height and shall not appear as boundary fencing. Block walls are not permitted, unless stucco'd and painted to match the body of the residence.

Iron fencing may be installed on top of a minimum 18" high stucco wall, as long as fence height restriction is not exceeded, and materials are painted the same color as the residence (subject to Committee approval). Iron fencing shall be constructed with minimum 2" posts, 1 ½" top and bottom rails with ¾" pickets. Any view fencing shall be located at the back of the residence, and be constructed outside of the setback area. Corner columns are required on fencing or gates when iron is installed, constructed of materials matching the house (i.e. stone, stucco or siding).

All dog runs must be enclosed, be in the rear of the house, and be constructed of the same materials and colors as the residence.

**All fencing and screening shall be constructed of materials which are identical to the exterior of the house, except as noted above. Wire fencing is prohibited, even when enclosing small areas, i.e. vegetable gardens. No chain link and wire fencing is permitted or lattice type materials.**

## **LANDSCAPING**

Landscaping is an essential element of design at the Ranch at Prescott. The goal in the development is to preserve the beauty and character of the property's natural existing vegetation while creating attractive, landscaped areas. Water conservation should be considered in all designs. Landscaping installation and restoration of disturbed areas is required to be completed for the final inspection.

Landscape design at the Ranch at Prescott shall integrate the built environment with the spectacular hill country environment. **Every Lot is required to install two (2) Autumn Blaze Maples and two (2) Scotch Pines, minimum 15-gallons prior to final inspection.** All areas of a lot disturbed during construction must be restored. The Owner shall be responsible for irrigating newly planted areas to ensure survival. All areas of disturbed soil, including slopes behind the curb must be stabilized with rip-rap for erosion control.

Green wire mesh, no taller than 30" may be placed within one (1) foot from the tree trunk to stop animal damage. Additionally, a single hot wire may be placed around bedding plant and no more than 18" high and one (1) foot away. At no time can a hotwire or wire mesh surround a property or extend further than one (1) foot from the plants.

A complete landscape plan is required for review and approval. Landscape plan shall be the same scale as the site plan and include the following: setbacks; all areas to be irrigated; locations, size, and species of all trees and plants to be added, including accent plants and groundcovers; all exterior walks, drives, patios and any additional concrete areas; any other decorative features including exterior lighting; screening of all ancillary mechanical equipment. Landscape plans shall also incorporate any existing natural vegetation located on the lot. A legend using clear symbols and nomenclature must be provided on the landscape plan, including proposed quantities, sizes of materials and colors.

Plans for areas requiring detailed landscape design (such as a courtyard) shall be drawn at a scale and shall clearly indicate front and rear yards. All drainage swales must be rip-rapped through the drainage easement to the barrow ditch, next to the roadside.

**Note:** *No plantings may be installed which may overhang or encroach upon any sidewalk, street, pedestrian way or other areas.*

## LIGHTING

Exterior lighting provides safety, security and visual enjoyment of outdoor living spaces and requires careful consideration.

Lighting has the power of being a very strong design element, adding beauty and integrity to the landscape, as well as an element that can provide direction and security. An appropriate balance must be met between lighting which is both adequate for residents and yet preserves the dramatic nighttime sky.

All permanently attached and detached exterior lighting designs must be submitted for review and approval to the Committee as part of the design review process. All exterior lighting locations must be shown on the elevations during the review process. The Committee accepts no liability for any costs or hardships incurred resulting from lighting installations found to be unacceptable. All such findings shall be at the sole and final discretion of the Committee.

Lighting within The Ranch at Prescott will consist of attached architectural lighting. In general, landscape lighting or low level path lighting should serve as the primary form of exterior lighting. Street, walkway, driveway lighting and landscape lighting, if any, shall be of low wattage and low profile and shall be of a concealed source.

Exterior lighting attached to the Residence shall be "dark sky" designated, of a concealed source, shall be directed toward the Residence and shall be low wattage so as to minimize glare to neighboring structures or Common Areas. All exterior lights must be switched and mounted on the residence. Overhead lighting of any kind will not be permitted. Home entrance lighting shall be frosted bulbs, non-glaring, 40 watts incandescent or the LED/CFL equivalent emanating no greater than 450 lumens, and garage lights shall not exceed 25 watts incandescent or the LED/CFL equivalent emanating no greater than 225 lumens. Lighting sources should not be visible and thus should be aimed away from roads, sidewalks, and other residential units. No lighting shall be allowed on frontal facing walls or columns, except where required by the governing code.

Minimal lighting within residential yards is encouraged. Except in the case of up-lighting key trees and plants, down-lighting is encouraged because it has less impact on the night sky. All yard lighting should utilize low wattage sources not exceeding 40 watts incandescent or no greater than 450 lumens for LED/CFL fixtures powered by low voltage transformers. Landscape light fixtures shall be non-reflective, solidly mounted into the ground and should create an effect and provide indirect ambient light for visibility. Hanging fixtures are not permitted. Landscape and security lighting fixtures must be installed at a height not to exceed ten (10) feet above pad elevation.

Security lighting (flood type) is intended to provide bright illumination during emergency situations only. It must be circuited, individually switched and controlled separately from any and all other lights. No post lights, basketball court lights, colored or neon lights or detached carriage lights are permitted.

## MISCELLANEOUS

Accessory Buildings: Accessory buildings detached from the Residence are not permitted.

Awnings and Shutters: The installation of awnings or shutters is not permitted.

Basketball Hoops/Backboards and other Recreational Equipment: Installation of all outdoor recreational equipment is prohibited. Temporary recreational equipment is permitted when the equipment is taken down the same day as it was put up.

Birdbaths, Birdhouses and Bird Feeders: Committee approval is required for the installation of any birdbath that is more than 24" in height, including pedestal. Any such birdbath must be a compatible residential color.

Gazebos: Freestanding gazebos are not permitted without Committee approval and cannot be visible from roadways, nor exceed 10' in height.

Ornamental Objects: Exterior ornamental objects such as, but not limited to, metal, ceramic, or wood sculptures, statues and plastic animals requires Committee approval.

Right-of-way Landscaping: The area between the roadway pavement and the Unit shall be landscaped and maintained by the Owner to ensure the continuity and overall integrity of the natural character. Landscape plans for this streetscape area must be approved by the Committee.

Security Doors: Committee approval is required for the addition of security doors. The material and color must match or complement existing doors on the Residence.

Security Treatment: The installation of security devices on Residences requires Committee approval. Steel or wrought iron bars or similar fixtures shall not be installed on the exterior or interior of any windows or doors of any Residence.

Solar Applications: The Ranch at Prescott is a hillside development and therefore has a clean roof policy for solar applications. All solar applications shall be ground mounted. The Ranch at Prescott Architectural Committee does not prohibit solar applications per the A.R.S 33-439.

Swimming Pools, Spas & Water features: Privacy for the Owner and neighbors is of primary importance to pool and spa area design. Only in-ground swimming pools will be permitted. While, in-ground spas are preferred, above ground spas may be permitted if the spa and enclosure structure is adequately screened, as determined by the Committee's discretion.

Pools and spas cannot encroach into the setbacks. The color of exposed tile on a negative edge pool must be dark or match the building color. Light or bright tile colors will not be permitted on negative edge pools. Pool equipment must be enclosed and screened from view by a wall, gate, or other approved method.

Pool and spa drains are prohibited from draining into neighboring lots or common areas. Front yard pools and spas are prohibited. Pools and spas may be located within enclosed courtyards and rear yards only. Enclosures must meet all applicable Governing Authority requirements. Diving boards and slides are subject to Committee approval on aesthetic grounds. The Committee is not responsible for the safety of any such device.

## **DESIGN REVIEW PROCESS**

**No improvement shall be constructed or installed on any Lot, nor shall any excavation or grading work be performed on a Lot, without the prior written approval of the Architectural Committee.**

The Architectural Committee will not accept submittals from any person(s) or entities that are not the owner of record. A Builder, Architect or Acting Agent may submit an application for Improvement(s); however the application must be completed and signed by the owner of record. The Committee does not perform "courtesy" reviews.

**All submittals must be formally made to the entire Committee and any opinions sought outside the formal review process by an individual or subgroup will have no claim upon the Committee as a whole.**

## **ARCHITECTURAL COMMITTEE**

The Association shall have an Architectural Committee to perform the functions set forth in the CC&R's. So long as the Declarant owns any part of The Ranch at Prescott, the Architectural Committee shall consist of the Declarant and, if it so chooses four (4) additional members appointed by, and who shall serve at the pleasure of, Declarant.

## PRELIMINARY SUBMITTAL

A preliminary submittal is mandatory. A final submittal must follow the preliminary submittal within 90 days. The Property Owner or Owner's Agent will have the opportunity to attend the final design approval meeting. Two (2) copies of the following drawings are required on 24" x 36" paper. Use Architectural Review Submittal Form for New Construction (Exhibit 'A') when submitting.

1. Site Plan (Scale; 1" = 10 Feet): Show property lines, TOPO lines, setbacks, easements, buildings, driveways, patios & other improvements including dimensions, north arrow, etc. Show all trees having a trunk diameter of three (3) inches or larger measured at one (1) foot above ground. Indicate Lot number, owner, & mailing address, designer or architect, & builder. Mark major corners.
2. Grading Plan (Scale: 1" = 10 Feet): Show structures, improvements & trees, including existing and proposed grades & contours, flow lines & Lot drainage, driveway slopes, finished floor, finished floor elevations referenced to establish benchmark. Grading plan information may be incorporated into site plan drawing provided the information is clearly readable.
3. Floor Plans (Scale: ¼"= 1 Foot): Show all floor spaces & interior floor level transitions. Include all balconies, decks, garages & storage spaces & structures. Indicate square footage of livable floor space on each level.
4. Exterior Elevations (Scale: ¼" = 1 Foot): Indicate any condition that will affect the exterior of the building; all proposed roof slopes, roofing materials, & all exterior finish material, existing & finished grade lines must be shown on all elevations.
5. Roof Plan (Scale: ¼= 1 Foot) Show hips, valleys, ridges, roof pitches and roofing materials.
6. Site preparation: Provide professional survey to verify Lot pins and TOPO: Submit affidavit of survey with plan; string Lot lines; lay out major house corners with stakes numbered and noted on site plan; mark trees for removal; establish elevation control point.
7. Finished TOPO's are required at the preliminary stage.

On-site inspection will be performed upon receipt of preliminary plan prior to meeting.

## FINAL SUBMITTAL

Final submittal is mandatory and approval is required prior to clearing or excavation. The Property Owner or Owner's Agent will have the opportunity to attend the final design approval meeting. Final submittal must include two (2) copies of the following on 24"x 36" paper. Use Architectural Review Submittal Form for New Construction (Exhibit 'A') when submitting.

1. Site & Grading Plans as required for preliminary submittal.
2. Foundation Plan: Include all dimensions and appropriate details
3. Floor Plan (Scale ¼" =1 Foot): Must be fully dimensioned showing all rooms & appropriate information.
4. Roof Plan (Scale: ¼= 1 Foot) Show hips, valleys, ridges, roof pitches and roofing materials.
5. Exterior Elevations (Scale: ¼" = 1 Foot): Show all facets of exterior design including decks, railings, trim, etc. Existing & finish grade lines must be shown on all elevations.
6. Sections & details or other working drawings: Include items that would normally be required for a building permit & would sufficiently establish the intended design of exterior decks, railing & trim.
7. Exterior colors & finishes: Include material sample board no larger than 8 ½" x 11". Include paint colors (with and LRV of 45 or less). All exterior appointments must be listed w/ applicable cut sheets and samples applied to the sample board.

8. Landscape Plan (Scale 1"= 10 Feet): Include size, type & location of all trees, shrubs & groundcover to be planted. Show all walks, patios, fences, decks & water control as they relate to the landscape elements. "All areas of disturbed soil, including slopes behind curb, must be stabilized with rip-rap for erosion control" must be written on all landscape plans. Minimum mandatory landscape requirements (2) Autumn Blaze Maples and (2) Scotch Pines, 15-Gallon Min. Completion to be within 12 months of start of construction and must be in progress and ongoing at final inspection for approval to move in.
9. All planters must have vegetation planted at time of final.
10. Landscape must not conflict with the requirements of the Design Guidelines or construction agreement.
11. Upon approval, the owner and contractor are required to sign the stamped sets, agreeing to abide by the final approved drawings. If owner is not available to sign the plans in person, a signed power of attorney granting the contractor authority to sign the plans on owners' behalf is required. The owner and contractor are required to sign the 'Contractor's Rules' prior to the start of construction. Any changes to approved plans must be submitted in writing and approval must be granted prior to any changes being made or you'll be subject to monetary fines.

***Construction must begin within 90 days after approval. Once construction has begun, the project must be complete, including all landscaping, within twelve months.***

### **MODIFICATIONS TO APPROVED PLANS**

No modifications shall be made from the approved plans without a new submittal for review. The revised submittal shall indicate the changes since the last submittal and the reasons for the changes. Fines will be applied to any project that has been altered without first submitting in writing for approval. All approvals shall be in writing or otherwise considered void. Use Architectural Review Submittal Form for New Construction (Exhibit 'E') when submitting.

The review and approval of modifications shall take place within the same time periods as required for new construction. Any submittal for exterior modifications which are a structural addition, landscape modifications, or any large modification projects (as determined by the Committee) shall be submitted on a standard 24"x 36" plan page. Other projects may be submitted on 11"x17" or 8½ x11" paper, as determined by the Committee.

***Note:*** A refundable construction deposit may be required for exterior modification projects, as determined by the Committee.

### **VARIANCES**

The Committee may authorize a variance in writing, under limited circumstances, based upon a written request which includes a detailed description of the hardships, environmental considerations or other mitigating factors that apply. No variance shall be effective unless requested and granted in writing.

***Note:*** No verbal variance will be granted or for any improvements constructed without approval.

### **GOVERNMENTAL APPROVAL**

Review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of the City of Prescott, Arizona, or any other Governing Authority. It is the responsibility of the Owner to obtain all necessary permits and approvals, and submit copies of all permits to the Committee.

If the City of Prescott or any other Governing Authority having jurisdiction requires that changes be made to Committee approved final construction plans, such changes will require further review and approval by the Committee.

## **REVIEW FEES**

When a Builder or Owner submits plans to the Committee for approval, the submission shall include a review fee made payable upon application to the Ranch at Prescott HOA. All review fees are non-refundable.

1. *New Residence construction* - the original improvement of a home.

**Review Fee - \$3000.00**

2. *Major alteration or addition* – A structural or site modification significant enough to warrant the issuance of a building permit by a governmental authority. Application for Review must be submitted. *Use Exhibit 'E' Application*

**Review Fee - \$1000.00**

3. *Minor architectural modification or addition* – Any architectural changes that require architectural review and approval as set forth in the Declaration or the Design Guidelines but a governmental building permit is not required. For example, changing the exterior color scheme of the Residence, roofing changes or installing landscaping which deviates from the approved existing landscaping plan. Application for review must be submitted. *Use Exhibit 'E' Application*

**Review Fee - \$75.00 - \$500.00**

4. *Changes to or resubmission of approved or unapproved plans* – A new home application is entitled to three (3) individual submittals for review during the review process; thereafter each subsequent submittal shall require the said fee of \$150.00.

**Review Fee - \$150.00**

## **CONSTRUCTION REGULATIONS**

In order to assure that the natural surroundings are not damaged during construction, the following construction regulations ("Regulations") shall apply to any and all Work performed on a Lot. All Builders and Owners shall be bound by the City of Prescott Building Codes, the Uniform Building Code, and any other applicable Governing Authority. Any violation of these Regulations by a Builder shall be deemed to be a construction violation by the Owner of the Unit, and subject to enforcement.

### **BUILDER'S CONSTRUCTION DEPOSIT**

To guarantee that the Construction Regulations are adhered to, each Builder shall be required to post a **refundable \$5,000 construction deposit**, or an increased amount determined by the Committee, for the new construction of a Residence in any Subdivision prior to final plan approval.

For the construction of any approved major exterior architectural modifications, a **refundable construction deposit between \$500 - \$1,500** (determined by the Committee) may be required, depending on scope of the modifications.

The obligation of the Owner and/or Builder to repair, correct, complete or otherwise comply with these Regulations shall not be limited to the amount of such deposit. Any additional expense over and above the deposit incurred by the Committee in enforcing compliance with the Design Guidelines will be recorded against the Unit. Upon Issuance of a completion certificate by the Committee, the deposit (with interest, *if earned*), less any expenses to cure any violations, shall be returned to the appropriate party.

### **ARCHITECTURAL RULES AND REGULATIONS**

Prior to commencing construction, the Builder and Owner shall meet with the Committee to review these regulations and construction procedures and to coordinate construction activities. If an owner is not

available to meet in person, a signed and notarized copy of the construction rules must be provided by the owner. Each builder must sign and agree to the current adopted Architectural Rules and Regulations for Owner/Contractors and acknowledge the expectations (See Exhibit 'B'). There are required inspections throughout the construction process that must be adhered to. Failure to obtain these inspections shall result in monetary fines being assessed. Use Request for Construction Inspection form (See Exhibit 'C'). Construction rules are as follows:

1. All plans (building, landscaping, fencing, walks etc.) must be approved by the Committee before construction may begin. Any changes to the approved plans must have prior approval by the architectural committee. A professional survey is required prior to start. ***Absolutely no excavation or clearing is permitted in setback areas.***
2. Construction must start within 90 days of plan approval, be continuous and be completed within twelve (12) months after commencement.

Completion included but is not limited to the following:

- a. Completion of all exterior construction and finish as shown on final approved plans.
  - b. Removal of all trash with site raked and prepared for landscaping with required trees and landscaping.
  - c. Drainage control completed, portable toilet removed, dumpster removed, surrounding areas clean and rip/rap must be completed.
3. The following are inspections that will be performed during the construction period. The inspections will be performed at the request of the contractor on Wednesdays only. This request must be faxed to HOAMCO.

***Note: Inspections will only be done on Wednesdays and the committee has up to 30 days to perform such inspections. Inspections are required at the following periods of construction.***

- a. First Inspection: Property boundaries are to be strung and must remain strung throughout construction. Main corner pins of house trash laid out as per approved final plans. A portable toilet facility and dumpster must be on site at time of inspection. A permanent elevation bench-mark must be established and calibrated with the FF elevation. After the Lot is cleared, the house layout will be re-confirmed.
- b. Second Inspection: Foundation inspection is required after slab has been poured, prior to commencement of framing.
- c. Third Inspection: Framing inspection is required after completion of framing and lath, but prior to sheetrock installation (before drywall and stucco).
- d. Fourth Inspection: Paint inspection, a 3x3 swatch of body and trim must be painted on the home and approved prior to any painting, or be subject to a \$250.00 fine.
- e. Fifth/Final Inspection: Upon completion, but prior to occupancy. Owners may not move in until final approval is granted by The Ranch at Prescott, no exceptions. All areas of disturbed soil, including sloped areas behind curb, must be stabilized with rip/rap for erosion control. Mandatory landscape requirements are to be planted prior to final inspection. Two autumn blaze maples and two scotch pines are to be installed at fifteen gallon minimum.

***Note: It is the contractor's responsibility to fax the inspection request to HOAMCO. Remember that inspections are held only on Wednesdays and the committee has up to 30 days to perform such inspections. Construction may not continue until each inspection is approved.***

A Committee representative will also conduct two (2) on-site formal reviews during construction for determining compliance with approved plans. The Property Owner or Owner's Agent will have the opportunity to attend these formal reviews. A written report will be provided for each review, specifying any deficiencies, violations or unapproved variations from the approved plans, as amended,

that have come to the attention of the Association.

4. The job site and street will be kept clean daily and neat at all times. Toilets and trash dumpsters should be placed approximately five feet behind curb, adjacent to the construction. Once the footings are in the dumpsite, the toilet must be moved next to the house. Adjacent lots may not be used for debris disposal, staging area or any other usage during construction.
5. Strings are to be removed after final inspection. Trespassing in any manner on adjacent property is prohibited.
6. Excavation or cutting of any trees or shrubs is prohibited prior to first inspection. Cut pine trees and slash must be removed from the development within 72 hours for beetle control.
7. The contractor is responsible for all workmen on the job site. He/she is responsible for enforcing all rules, including but not limited to the following:
  - a. Working hours are: **7:00AM to 6:00PM Monday through Saturday.**  
**10:00AM to 4:00PM Sunday.**
  - b. Parking will be restricted to one side of the street, behind the curb. A 'No Parking' sign will be posted by the general contractor at the start of construction. Do not block neighbor's access to their property. All trash will be picked up from the adjacent property and all public streets.
  - c. No telephone horns, loud music or foul language.
  - d. No pets on the job site during construction.
  - e. No equipment or materials will be dropped or stored on the street or barrow ditch.
  - f. Lot and street to be cleaned daily: This includes debris, trash, oil and mud.
  - g. No contractor signs (permanent or temporary) are permitted on the jobsite
8. The owner and contractor are responsible for any damage to streets, curbs and surrounding property. All damage to these areas will be assessed against the owner and contractor unless existing damage is documented in writing prior to the start of construction.
9. Contractor will install the required entrance structure and a working street light prior to final inspection. The light must be purchased from HOAMCO.
10. A monetary fine of \$250.00 per calendar day may be assessed by the architectural committee for any violation of these Architectural Rules & Regulations for Owners/Contractors. Such fines will be deducted from the compliance deposit and must be reimbursed by either the owner or the contractor. Notice of violations of these Architectural Rules & Regulations for Owners/Contractors and imposition of the fine, shall be made by mailing both the owner and contractor the violation. Additionally, the architectural committee may make a courtesy call to the owner or contractor. Such calls are not a requirement for levying or collecting the fine. Signature by owner and contractor on these Architectural Rules & Regulations for Owners/Contractors constitute an agreement to be bound by these terms.

## **FINAL INSPECTION**

Within 30 days of receipt of a final inspection request the Committee or its designee shall inspect the Residence and/or improvements and modification. If the completed Residence or improvement conforms to these Design Guidelines and the approved plans, the Committee shall issue a Final Inspection letter.

If the Committee determines at any time that work was not performed in compliance with the approved Final Submittal and the Design Guidelines, then, within 30 days following the earlier of (i) discovery of the non-compliance or (ii) of receipt of the Owner's final inspection request, the Committee shall notify the Owner in writing of such non-compliance, specifying in reasonable detail the particulars of non-



compliance, and requiring the Owner to remedy the same. However, failure by Committee to notify the Owner in a timely manner shall not constitute acceptance of the non-complying Work, nor excuse the Owner from remedying non-compliance.

The Owner shall have 30 days from the date of notification by the Committee to remedy such noncompliance. If the Owner fails to remedy such noncompliance within the time required, the Committee may take appropriate enforcement action. The Committee will not issue a Final Compliance Certificate until there is full compliance with the Residential Design Guidelines, subject to any variance granted.

No Residence shall be occupied or personal belonging shall enter the residence or garage until the Committee issues a Final Inspection Certificate and the City of Prescott, Arizona, issues a final approval for occupancy. ***There shall be no occupancy of a house prior to the written approval of the Architectural Committee. Fines may be assessed for non-compliance.***

## **ENFORCEMENT**

In the event of any violation of the Design Guidelines, the Committee may take any action set forth, including the levy of fines and may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedial action of the violation. In addition, the Committee shall be entitled to recover the costs incurred in enforcing compliance and/or impose a fine against the Unit upon which such violation exists.

## **NON—LIABILITY OF APPROVAL FOR PLANS**

The Committee, nor any member, nor the Association, shall be liable to any other person for any damage, loss, or prejudice suffered or claimed on account of: (a) the approval, disapproval, or failure to approve of any plans, drawings, or specifications, whether or not defective; (b) the construction or performance of any work, whether or not pursuant to approved plans, drawings, or specifications; (c) the development, or manner of development, of any property within The Ranch at Prescott; or (d) the execution and filing of an estoppel certificate whether or not the facts therein are correct; provided, however, that such member has, with the actual knowledge possessed by him or her, acted in good faith. Every Owner or other person who submits plans to the Committee for approval agrees, by submission of such plans and specifications, that he or she will not bring any action or suit against the Committee or any member thereof. Approval of the Committee, any member thereof, shall not be deemed to be a representation or warranty that the Owner's plans or specifications or the actual construction of a home or other improvement complies with applicable government ordinances or regulations, including, but not limited to, zoning ordinances and local building codes. It shall be the sole responsibility of the Owner or other person submitting plans to the Committee or performing any construction to comply therewith. The Committee, or any member thereof, may, but is not required to, consult with or hear the Association or any Owner or other person with respect to any plans, drawings, specifications, or other proposal submitted to the Committee.

## **RIGHT OF WAIVER**

The Committee reserves the right to waive or vary any of the procedures or standards set forth at its discretion, for good cause shown.

However, any approval by the Committee of any drawings or specifications or work done or proposed, or in connection with any other matter requiring such approval under the Design Guidelines or the Declaration, including a waiver by the Committee, shall not be deemed to constitute a waiver of any right to withhold approval as to any similar drawing, specification, or matter whenever subsequently or additionally submitted for approval. For example, the Committee may disapprove an item shown in the Final Submittal even though it may have been evident and could have been, but wasn't, disapproved at the Preliminary Submittal.

Furthermore, should the Committee overlook or not be aware of any item of non-compliance at anytime during the review process, construction process or during the Final Inspection, this in no way relieves the Owner from compliance with the Design Guidelines and all other applicable codes, ordinances and laws.



**The Ranch At Prescott**

**H O M E O W N E R S   A S S O C I A T I O N**

**ARCHITECTURAL REVIEW SUBMITTAL FORM FOR NEW CONSTRUCTION (EXHIBIT 'A')**

*Preliminary Submittal*     *Final Submittal*

LOT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ OWNER(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

BUILDER: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

***This application will be considered complete only if all the documents and submittals, as set forth in the Design Guidelines, are included. Two (2) sets of all documents are required.***

**NEW CONSTRUCTION REVIEW FEE:**  **\$3000.00** (includes 3 individual submittals within a 4 month period)

**ADDITIONAL REVIEW FEE:**  **\$150.00** (for each additional submittal, after the first 3 submittals)

*\*Any submittals past the permitted 4 month timeframe may be subject to an additional review fee of \$3,000.00\**

**Architectural review meetings are held the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of each month, except December. Plans must be submitted to HOAMCO by 3:00 p.m. the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday in order to be on the following Wednesday agenda.**

Note: the Ranch only accepts (6) new plan submittals. If at any time your submittal is past the cut off time or amount, it will be retained for the next review date. The Architectural Committee requires, for new construction two (2) sets of plans for review. All exterior appointments must be called out, i.e. columns, chimneys, railing, fascia, window head, jamb and sill detail and overhangs. Please specify all exterior lighting on the elevations. In addition, you will need an 8 ½ x 11 foam board with catalog cuts depicting body, trim, roofing material, rock veneer, railing/gate detail and exterior light fixtures. All reviews need to be submitted to HOAMCO at 3205 Lakeside Village Drive, Prescott, AZ. 86301, phone number 928-776-4479.

**SUBMITTAL CHECKLIST**

**PRELIMINARY SUBMITTAL**

- \_\_\_ SITE & GRADING PLAN (W/TOPOGRAPHY)
- \_\_\_ FLOOR PLAN
- \_\_\_ ROOF PLAN
- \_\_\_ EXTERIOR ELEVATIONS
- \_\_\_ PROFESSIONAL SITE SURVEY /VERIFY LOT PINS
- \_\_\_ LANDSCAPE PLAN

**FINAL SUBMITTAL**

- \_\_\_ FINAL SITE & GRADING PLAN
- \_\_\_ FOUNDATION PLAN
- \_\_\_ FINAL FLOOR & ROOF PLANS
- \_\_\_ FINAL EXTERIOR ELEVATIONS (ext. appointments called out)
- \_\_\_ SECTIONS & PLAN DETAILS
- \_\_\_ COLOR & MATERIALS BOARD (8 ½ X 11" FOAM BOARD)
- \_\_\_ FINAL LANDSCAPE PLAN

**Please reference the Design Guidelines for further clarification of the above submittal requirements.**

***The undersigned acknowledges that they have received, read and agreed to the Ranch at Prescott Design Guidelines***

\_\_\_\_\_  
Owner Signature or Acting Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature or Acting Agent

\_\_\_\_\_  
Date



## The Ranch At Prescott

### H O M E O W N E R S   A S S O C I A T I O N

#### **ARCHITECTURAL RULES & REGULATIONS FOR OWNERS/CONTRACTORS (EXHIBIT 'B')**

- \_\_\_\_\_ A. ALL PLANS (BUILDING, LANDSCAPING, FENCING, WALKS ETC.) MUST BE APPROVED BY THE COMMITTEE BEFORE CONSTRUCTION MAY BEGIN. ANY CHANGES TO THE APPROVED PLANS MUST HAVE PRIOR APPROVAL BY THE ARCHITECTURAL COMMITTEE. A PROFESSIONAL SURVEY IS REQUIRED PRIOR TO START. ABSOLUTELY NO EXCAVATION OR CLEARING IS PERMITTED IN SETBACK AREAS.
- \_\_\_\_\_ B. CONSTRUCTION MUST START WITHIN 90 DAYS OF PLAN APPROVAL, BE CONTINUOUS, AND BE COMPLETED WITHIN TWELVE (12) MONTHS AFTER COMMENCEMENT. **COMPLETION INCLUDED BUT IS NOT LIMITED TO THE FOLLOWING:**
- 1) **COMPLETION OF ALL EXTERIOR CONSTRUCTION & FINISH AS SHOWN ON FINAL APPROVED PLANS.**
  - 2) **REMOVAL OF ALL TRASH WITH SITE RAKED AND PREPARED FOR LANDSCAPING WITH REQUIRED TREES AND LANDSCAPING.**
  - 3) **DRAINAGE CONTROL COMPLETED, PORTABLE TOILET & DUMPSTER REMOVED & SURROUNDING AREAS CLEAN & RIP/RAP MUST BE COMPLETED.**
- \_\_\_\_\_ C. THE FOLLOWING ARE INSPECTIONS THAT WILL BE PERFORMED DURING THE CONSTRUCTION PERIOD. THE INSPECTIONS WILL BE PERFORMED AT THE REQUEST OF THE CONTRACTOR ON WEDNESDAYS ONLY. THE REQUEST MUST BE FAXED TO HOAMCO. **NOTE: INSPECTIONS WILL ONLY BE DONE ON WEDNESDAYS, AND THE COMMITTEE HAS UP TO 30 DAYS TO PERFORM SUCH INSPECTIONS. INSPECTIONS ARE REQUIRED AT THE FOLLOWING PERIODS OF CONSTRUCTION.**
- 1) **FIRST INSPECTION: PROPERTY BOUNDARIES ARE TO BE STRUNG & MUST REMAIN STRUNG THROUGHOUT CONSTRUCTION. MAIN CORNER PINS OF HOUSE LAID OUT AS PER APPROVED FINAL PLANS. A PORTABLE TOILET FACILITY & TRASH DUMPSTER MUST BE ON SITE AT TIME OF INSPECTION. A PERMANENT ELEVATION BENCH-MARK MUST BE ESTABLISHED & CALIBRATED WITH THE FF ELEVATION. AFTER THE LOT IS CLEARED, THE HOUSE LAYOUT WILL BE RE-CONFIRMED**
  - 2) **SECOND INSPECTION: FOUNDATION INSPECTION, REQUIRED AFTER SLAB HAS BEEN POURED, PRIOR TO COMMENCEMENT OF FRAMING.**
  - 3) **THIRD INSPECTION: FRAMING INSPECTION, REQUIRED AFTER COMPLETION OF FRAMING BUT PRIOR TO SHEETROCK INSTALLATION.**
  - 4) **FOURTH INSPECTION: PAINT INSPECTION, A 3'x3' SWATCH OF BODY & TRIM MUST BE PAINTED ON THE HOME & APPROVED PRIOR TO ANY PAINTING OR BE SUBJECT TO A \$250.00 FINE.**
  - 5) **FINAL INSPECTION: UPON COMPLETION BUT PRIOR TO OCCUPANCY. OWNERS MAY NOT MOVE IN UNTIL FINAL APPROVAL IS GRANTED BY THE RANCH AT PRESCOTT, NO EXCEPTIONS. ALL AREAS OF DISTURBED SOIL INCLUDING SLOPED AREAS BEHIND CURB MUST BE STABILIZED WITH RIP/RAP FOR EROSION CONTROL. MANDATORY LANDSCAPE REQUIREMENTS ARE TO BE PLANTED PRIOR TO FINAL INSPECTION. TWO AUTUMN BLAZE MAPLES AND TWO SCOTCH PINES ARE TO BE INSTALLED AT FIFTEEN- GALLON MINIMUM.**
- NOTE: IT IS THE CONTRACTOR'S RESPONSIBILITY TO FAX THE INSPECTION REQUEST TO HOAMCO. REMEMBER THAT INSPECTIONS ARE ONLY HELD ON WEDNESDAYS & THE COMMITTEE HAS UP TO 30 DAYS TO PERFORM SUCH INSPECTIONS. CONSTRUCTION MAY NOT CONTINUE UNTIL EACH INSPECTION IS APPROVED.**
- \_\_\_\_\_ D. THE JOB SITE & STREET WILL BE KEPT CLEAN DAILY & NEAT AT ALL TIMES. TOILETS AND TRASH DUMPSTERS SHOULD BE PLACED APPROXIMATELY FIVE FEET BEHIND CURB, ADJACENT TO THE CONSTRUCTION. ONCE THE FOOTINGS ARE IN, THE DUMPSITE AND TOILET MUST BE MOVED NEXT TO THE HOUSE.
- \_\_\_\_\_ E. STRINGS ARE TO BE REMOVED AFTER FINAL INSPECTION. TRESPASSING IN ANY MANNER ON ADJACENT PROPERTY IS PROHIBITED.
- \_\_\_\_\_ F. EXCAVATION OR CUTTING OF ANY TREES OR SHRUBS IS PROHIBITED PRIOR TO FIRST INSPECTION. CUT PINE TREES & SLASH MUST BE REMOVED FROM THE DEVELOPMENT WITHIN 72 HOURS FOR BEETLE CONTROL.
- \_\_\_\_\_ G. THE **CONTRACTOR** IS RESPONSIBLE FOR ALL WORKMEN ON THE JOB SITE. HE/SHE IS RESPONSIBLE FOR ENFORCING ALL RULES INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- 1) WORKING HOURS ARE MONDAY-SATURDAY -7:00AM TO 6:00PM. SUNDAY 10AM TO 4PM.
- 2) PARKING WILL BE RESTRICTED TO ONE SIDE OF THE STREET, BEHIND THE CURB. A 'NO PARKING' SIGN WILL BE POSTED BY THE GENERAL CONTRACTOR AT THE START OF CONSTRUCTION. DO NOT BLOCK NEIGHBORS ACCESS TO THEIR PROPERTY. ALL TRASH WILL BE PICKED UP ON THE ADJACENT PROPERTY AND ALL PUBLIC STREETS.
- 3) NO TELEPHONE HORNS, LOUD MUSIC OR FOUL LANGUAGE.
- 4) NO PETS ON THE JOB SITE DURING CONSTRUCTION.
- 5) NO EQUIPMENT OR MATERIALS WILL BE DROPPED OR STORED ON THE STREET, BARROW DITCH OR ADJACENT PROPERTIES.
- 6) LOT & STREET TO BE CLEANED DAILY: THIS INCLUDED DEBRIS, TRASH, OIL & MUD.
- 7) NO CONTRACTOR SIGNS (TEMPORARY OR PERMANENT) PERMITTED ON JOBSITE.

\_\_\_\_\_ H. THE OWNER & CONTRACTOR ARE RESPONSIBLE FOR ANY DAMAGE TO STREETS, CURBS & SURROUNDING PROPERTY. ALL DAMAGE TO THESE AREAS WILL BE ASSESSED AGAINST THE OWNER & CONTRACTOR UNLESS EXISTING DAMAGE IS DOCUMENTED IN WRITING PRIOR TO THE START OF CONSTRUCTION.

\_\_\_\_\_ I. CONTRACTOR WILL INSTALL THE REQUIRED ENTRANCE STRUCTURE AND WORKING STREET LIGHT PRIOR TO FINAL INSPECTION. THE LIGHT MUST BE PURCHASED FROM HOAMCO.

\_\_\_\_\_ J. A MONETARY FINE OF \$250.00 PER CALENDAR DAY MAY BE ASSESSED BY THE ARCHITECTURAL COMMITTEE FOR ANY VIOLATION OF THESE ARCHITECTURAL RULES & REGULATION FOR OWNERS/CONTRACTORS. SUCH FINES WILL BE DEDUCTED FROM THE COMPLIANCE DEPOSIT & MUST BE REIMBURSED BY EITHER THE OWNER OR CONTRACTOR. NOTICE OF VIOLATIONS OF THESE ARCHITECTURAL RULES & REGULATION FOR OWNER/CONTRACTORS & IMPOSITION OF THE FINE, SHALL BE MADE BY MAILING BOTH THE OWNER & CONTRACTOR THE VIOLATION. ADDITIONALLY, THE ARCHITECTURAL COMMITTEE MAY MAKE A COURTESY CALL TO OWNER OR CONTRACTOR. SUCH CALLS ARE NOT A REQUIREMENT FOR LEVYING OR COLLECTING THE FINE. SIGNATURE BY OWNER AND CONTRACTOR ON THESE ARCHITECTURAL RULES & REGULATIONS FOR OWNERS/CONTRACTOR CONSTITUTE AN AGREEMENT TO BE BOUND BY THESE TERMS.

**THE OWNER ACKNOWLEDGES THAT HE/SHE IS RESPONSIBLE FOR ALL ACTIONS OF THE CONTRACTOR AND WILL ASSURE THE ENFORCEMENT OF THESE RULES.**

OWNERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ LOT # \_\_\_\_\_

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

PHONE # \_\_\_\_\_ WORK # \_\_\_\_\_ FAX # \_\_\_\_\_

CELL # \_\_\_\_\_

CONTRACTORS COMPANY NAME \_\_\_\_\_ ROC# \_\_\_\_\_

I HAVE CONFIRMED THAT A VALID CONTRACT EXISTS BETWEEN ME & THE LOT OWNER OF LOT # \_\_\_\_\_ AND THOSE FUNDS ARE AVAILABLE TO COMPLETE THE HOUSE UNDER THE TERMS OF OUR CONTRACT.

COMPANY CONTACT \_\_\_\_\_ DATE \_\_\_\_\_

COMPANY MAILING ADDRESS \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPANY PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_ FAX # \_\_\_\_\_

COMMENCEMENT DATE OF TWELVE-MONTH CONSTRUCTION PERIOD \_\_\_\_\_ COMPLETION BY: \_\_\_\_\_

**ALL CORRESPONDENCE PERTAINING TO CONSTRUCTION & ALL CHANGES MUST BE IN WRITING**



**The Ranch At Prescott**

**H O M E O W N E R S   A S S O C I A T I O N**

**REQUEST FOR CONSTRUCTION INSPECTIONS (EXHIBIT 'C')**

LOT: \_\_\_\_\_ PROJECT/CONSTRUCTION ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUILDER: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

***For Architectural Review Committee Only:***

REQUESTED DATE: \_\_\_\_\_ INSPECTION DATE: \_\_\_\_\_

Construction Inspections:

Three (3) inspections are mandatory and will be preformed during the course of the project. The following inspections will be performed at the request of the contractor. Failure to notify the Ranch at Prescott Architectural Committee when the project is ready for inspection shall result in a stop work order until such inspection has been preformed. Note: Inspections will only be performed on Wednesdays, and the Committee has up to 30 days to perform such inspection. Any deviation from the approved plan will result in immediate violation and job shut down, until such time the project is per the approve plan or the changes have been approved by the Committee. Please check which inspection is requested:

**FIRST INSPECTION:** *PROPERTY BOUNDARIES ARE TO BE STRUNG & MUST REMAIN STRUNG THROUGHOUT CONSTRUCTION. MAIN CORNER PINS OF HOUSE LAID OUT AS PER APPROVED FINAL PLANS. A PORTABLE TOILET FACILITY & TRASH DUMPSTER MUST BE ON SITE AT TIME OF INSPECTION. A PERMANENT ELEVATION BENCH-MARK MUST BE ESTABLISHED & CALIBRATED WITH THE FF ELEVATION. AFTER THE LOT IS CLEARED, THE HOUSE LAYOUT WILL BE RE-CONFIRMED.*         **OK**

     **Corrections:** \_\_\_\_\_

**SECOND INSPECTION:** *FOUNDATION INSPECTION, REQUIRED AFTER SLAB HAS BEEN Poured, PRIOR TO COMMENCEMENT OF FRAMING.*         **OK**

     **Corrections:** \_\_\_\_\_

**THIRD INSPECTION:** *FRAMING INSPECTION, REQUIRED AFTER COMPLETION OF FRAMING AND LATH BUT PRIOR TO SHEETROCK INSTALLATION.*         **OK**

     **Corrections:** \_\_\_\_\_

**FOURTH INSPECTION:** *PAINT INSPECTION, A 3'x3' SWATCH OF BODY & TRIM MUST BE PAINTED ON THE HOME & APPROVED PRIOR TO ANY PAINTING OR BE SUBJECT TO A \$250.00 FINE.*         **OK**

     **Corrections:** \_\_\_\_\_

**FINAL INSPECTIONS: SEE FINAL INSPECTION REQUEST FORM.**

\_\_\_\_\_  
BUILDER SIGNATURE

\_\_\_\_\_  
DATE

***You may fax inspection request to 928-776-0050 Attn: ARC or email to [REVIEW@HOAMCO.COM](mailto:REVIEW@HOAMCO.COM). Inspection will be performed on Wednesdays only. Submit this form one (1) week prior to the requested inspection date.***



**The Ranch At Prescott**

H O M E O W N E R S   A S S O C I A T I O N

**FINAL INSPECTION REQUEST (EXHIBIT 'D')**

LOT: \_\_\_\_\_ PROJECT/CONSTRUCTION ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER(S): \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

BUILDER: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL : \_\_\_\_\_

This Request for a Final Inspection is to advise the Ranch at Prescott Architectural Committee that construction for the below lot is complete. **I understand that an approved final inspection is required prior to owner occupancy and any personal property being brought into the residence.** Owners/Builders signature represents that all construction is in compliance with the terms and conditions of the approval granted by the Ranch at Prescott Architectural Committee. All inspections are performed only on Wednesdays.

All areas of disturbed soil including sloped areas behind the curb must be stabilized with rip-rap for erosion control. Mandatory landscaping requirements are to be planted prior to final inspection. The planting of two (2) Autumn Blaze Maples and two (2) Scotch Pines are required, fifteen-gallon minimum.

***Mail or Fax Completed Form to:***

**Ranch at Prescott Architectural Committee  
3205 Lakeside Village Drive  
Prescott, AZ. 86301  
Office: (928) 776-24479  
Fax: (928) 776-0050**

I hereby certify that the above project was complete in accordance with the final plans and specifications approved by the Ranch at Prescott Architectural Committee

By: \_\_\_\_\_  
Signature of Builder Date



**The Ranch At Prescott**

**H O M E O W N E R S   A S S O C I A T I O N**

**ARCHITECTURAL REVIEW SUBMITTAL FORM - EXTERIOR MODIFICATION/IMPROVEMENT (EXHIBIT 'E')**

*Use for changes or modification to an existing home*

LOT: \_\_\_\_\_ PROJECT ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ REVIEW FEE: \_\_\_\_\_

BUILDER: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**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):** \_\_\_\_\_

**Review Committee Comments:**  APPROVED  NOT APPROVED Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/Conditions \_\_\_\_\_

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

**Final Inspection Request:** *Please contact HOAMCO by phone, email or by returning this form, to request a final inspection.*

I ACKNOWLEDGE THAT THE ABOVE IMPROVEMENT IS COMPLETE AND READY FOR INSPECTION      DATE \_\_\_\_\_ INITIALS: \_\_\_\_\_

PLEASE CALL \_\_\_\_\_ TO SCHEDULE AN APPOINTMENT       IT IS NOT NECESSARY TO SCHEDULE AN APPOINTMENT

**RESULTS:**  APPROVED  NOT APPROVED Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

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

**BY CHECKING THIS BOX, OWNER REQUESTS A COPY OF THE COMPLETED INSPECTION**