

# **GRANVILLE COMMUNITY ASSOCIATION, INC. ARCHITECTURAL AND DESIGN GUIDELINES**

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## I. INTRODUCTION

The Architectural Review Committee ("ARC") of Granville Community Association, Inc. ("Granville") was established under the Declaration of Covenants, Conditions and Restrictions for Granville recorded in Book 3897, page 914 and rerecorded in Book 3956, page 570. These guidelines are adopted by the ARC pursuant to Section 4.2 of such Declaration. In addition, its powers and duties are set forth in Article 11 of the Declaration. The purpose of the ARC is to ensure that all plans and specifications for all construction, including additions and modifications, are in general conformance with these guidelines.

The function of this Review Committee is to consider and act upon all proposals or plans which have been submitted to it and to adopt Architectural Guidelines within Granville as well as additions and modifications to existing structures within Granville.

The Review Committee has the power to adopt, amend, supplement and repeal these Guidelines, subject to the approval of the Board of Directors. These Guidelines were established to interpret, implement and supplement the Declaration and set forth the procedures to be used in reviewing modifications to existing improvements in Granville.

The following general guidelines are intended for use in residential development. The intent of these guidelines is to maintain the aesthetic environment within Granville which is composed of buildings, landscapes and natural forms. All additions or alterations must be approved by the ARC.

## II. GENERAL ARCHITECTURAL STANDARDS

These guidelines are primarily concerned with the physical appearance of the community environment as perceived by residents and visitors. Therefore, it is the intent of these guidelines to apply to all residences and structures constructed and/or modified within Granville.

### a. Artificial Turf

All requests for artificial turf must be submitted to the Association for architectural approval in accordance with the terms of the Declaration. No artificial turf may be installed by any Owner until the ARC has provided written approval.

- i. In addition to any other requirements for architectural approval, any requests to install artificial turf must also include the following requirements/information/samples with any architectural application:
  1. A sample no smaller than 12" X 12."
  2. Manufacturer's information and material specification, including the following information:
    - a) Homeowners' material selection and color
      - Only natural colors are acceptable and consistent with the natural green lawn appearance throughout the development as a blended, multicolor monofilament fiber.
    - b) Homeowner's intended method of installation
      - NOTE: Many artificial turf manufacturers suggest installation by a certified contractor as the method of application and installation may be unique based on the product.
    - c) Integrated landscape design layout, with callouts and dimensions
      - Artificial turf must be installed in such a way as to appear seamless and uniform. All seams must be glued.
      - Artificial turf may not be installed directly up to the foundation of the home; there must be a border or rock or other landscape material to separate the turf from the home. Artificial turf must be contained within a paver or concrete header (border) as needed.
  3. The artificial turf must meet the following minimum standards:
    - a) Tufted face weight (pile weight) ranging between 45 to 80 ounces per square yard.
    - b) The maximum stitch width of the stitch gate is  $\frac{3}{4}$  inch or less.
    - c) Application must include a minimum of 3 inches of compacted aggregate material installed under the artificial turf surface (sub-base material)
    - d) The length of the blades of grass of the artificial turf must be consistent with the surrounding grass within the community, and artificial turf blades should be consistent with Arizona grass.

- e) Only turf requiring infill installation will be allowed.
  - Infill material installation will be according to turf manufacturer specifications or based upon standard industry guidelines
  - Minimum infill installation shall be 2 pounds per square foot
- f) Artificial turf located in the front yard may be used for up to seventy percent (70%) of the landscaped area but no more than forty percent (40%) of the entire front yard area. Artificial turf panels shall be sized to resemble traditional natural turf areas.
- 4. Photo(s) of the area to be covered by the artificial turf.
- 5. In submitting your application, you are committing to maintain and up-keep the artificial turf in accordance with manufacturer's recommendations as well as any maintenance standards established by the Association. In the event a maintenance standard conflicts with a manufacturer's recommendation, the Association's maintenance standard shall control.
  - a) Artificial turf shall be maintained in like-new condition, color, uniformity with no tears, or seams visible
    - Any fading or deterioration of wear patterns and incidental damage of the product will necessitate replacement.
    - Any matting or traffic wear patterns of the product will necessitate replacement.
    - Artificial turf must be kept free of debris, dirt and odor.
    - Any repairs required to the artificial turf must be completed within 14 days of the notice to repair and or replace (notice can be oral and or written), i.e. tears, folded up edges, seams showing, worn areas, burnt areas, etc.
    - NOTE: Maintenance and repairs are a routine part of the installation of artificial turf. It is recommended that any product to be installed include a warranty.
    - Replacement of the artificial turf must be resubmitted to the architectural committee.

**b. Awnings**

Awnings over all windows shall be synthetic canvas or similar material of solid color which matches or complements the color of the body of the exterior of the home or roof color and shall be installed only on the side and/or rear of the home.

- i. All awnings must be submitted for approval prior to installation and must include a drawing with the location of the proposed awning installation, sample of material, color of awning and design of awning.
- ii. Owner is responsible for maintenance and repair of awnings. Association retains the right to determine when awning must be cleaned, repaired or replaced due to weathering, fading, testing, ripping, etc.

**c. Basketball Equipment (CC&R's Section 4.3.32)**

- i. No basketball backboards shall be installed without the prior approval of the ARC.
- ii. Basketball backboards shall not be installed structurally on a building or structure (they must be pole mounted).
- iii. Backboards must be professionally manufactured, of neutral color (clear, white, gray or tan) and free of brightly colored decals or graphics.
- iv. Poles and support brackets must be painted black.
- v. All equipment including poles, support brackets and netting shall be maintained in good condition. Broken equipment, including backboards, bent poles, supports, rims and netting and peeled or chipped paint are prohibited. Netting is limited to nylon or similar cord netting, metal or other chain nets are prohibited.
- vi. The basketball pole must be set in the ground permanently and must be installed on the "interior" side of the driveway. Architectural approval request must include a site plan of the exact location of where the goal will be installed.
- vii. Spotlights or other lighting for the purpose of illuminating the area of play for use after sunset is prohibited.
- viii. The owner of the home is fully responsible for ball containment on their individual property. Painting of the driveway for a basketball court layout or any other similar purpose is prohibited.
- ix. Rear yard basketball backboard installations must conform to all of the above specifications.

- x. Temporary basketball goals must be maintained in good condition and stored so as not to be visible from neighboring properties, when not in use.
- xi. Overnight storage of such equipment in a location visible from neighboring properties is prohibited.

**d. Building Projections and Equipment**

- i. All architectural building projections, including chimney flues, vents, gutters, down spouts, utility boxes, porches, railings, and stairways must match the color of the main residence or should be of an approved color, and require prior ARC approval.

**e. Decorative Holiday Items**

Holiday decorative items, such as seasonal lighting, displays and holiday flags, do not require approval; however, such decorative items shall not be displayed more than 30 days prior to the actual holiday with which they are associated or more than 14 days after the actual holiday.

- i. Seasonal and Decorative Flags: Seasonal flags shall not be displayed more than 30 days prior to the actual holiday and must be removed within 14 days of the date of the holiday. Flags must be maintained in a good condition at all times. Torn, ripped, faded or flags in poor repair constitute grounds for removal. Flags may not be offensive to neighbors or the Association. The Board of Directors, at its sole discretion, shall make this determination on a case by case basis.
- ii. Decorative and Seasonal Items: The Board of Directors of the Granville Homeowners Association reserves the right to require removal of decorative items in front yards based on size, quantity, color, location and any other criteria. The Board of Directors, at its sole discretion, shall make its determination on a case by case basis.

**f. Driveway Extensions and Sidewalks/Walkways**

- i. Driveway extensions will be reviewed for ARC approval providing the following conditions are met:
  - 1. Submittals must include a plot plan with the following noted thereon:
    - a. The location and dimensions of the proposed extension.
    - b. The existing driveway dimensions
    - c. The total of linear feet of frontage
    - d. The color to be used for all materials
  - 2. Subject to Section (e)(i)(3), the total parking area (existing driveway and driveway extension) may not exceed fifty 50% of the lot width as measured at the street.
  - 3. Notwithstanding Section (e)(i)(2), requests for driveway extensions on Lots located on a cul-de-sac or on irregularly shaped Lots will be handled on a case-by-case basis. In these circumstances, the ARC reserves the right, in its sole and absolute discretion, to impose additional requirements that deviate from restrictions of Section (e)(i)(2).
  - 4. Driveway extensions may only be constructed from concrete or paver materials. Asphalt driveway extensions are not permitted. Paver color must compliment the house color and/or match the existing driveway.
  - 5. Homeowners with four (4) car garages are not permitted to add a driveway extension since the total parking area will exceed the measurements in Section (e)(i)(2) above.
  - 6. Painting or applying epoxy to the surface of a driveway or driveway extension is prohibited. Masonry stains may be used subject to review and approval.
  - 7. A minimum area of one foot must be left between the new driveway extension and the property line. This area must contain the same landscape groundcover material as in the front yard.
- ii. Side gate sidewalks:  
Sidewalks installed to utilize side gates must be submitted to the ARC for approval. The following regulations apply to the installation of side gate walkways.
  - 1. Side gate sidewalks installed in the front or side yard of a Lot must be four (4) feet or less in width, one foot or more from any adjacent property line, and one foot or more from the home.
  - 2. Side gate sidewalks installed in the back yard of a Lot may extend from the residence to the adjacent Party Wall.
  - 3. The ARC may, but is not required to, grant variances from the foregoing requirements on width and location of side gate sidewalk if an Owner demonstrates that compliance with the foregoing requirements are impossible or impractical.

4. The area between the home and side gate sidewalk must have ground cover installed per the landscaping guidelines or to match the existing front yard ground cover.
  5. The material and colors of the side gate sidewalk must match the existing or adjacent driveway.
  6. Installation of a side gate sidewalk must not improperly impede or impair drainage on a Lot.
  7. Parking of vehicles is not permitted on any side gate sidewalk, walkway or other structure constructed in side yards pursuant to this Section (ii)(e)(ii). Parking of vehicles is only permitted on driveways and driveway extensions located in the front of the residence.
- iii. The ARC reserves the right to review and request changes to any side gate sidewalk that is not constructed per these requirements.
  - iv. Sidewalks in any other location on a lot must be submitted for ARC approval prior to construction.

**g. Exterior Paint and Color Selection**

- i. The pre-selected paint colors used by your Homebuilder to paint your home are the preferred paint colors. All exterior paint colors must be selected from the approved color palette, must receive written approval from the ARC before beginning any project. All homes must be repainted every five to seven years. The Community Management team will conduct regular inspections for paint conditions and repainting notices may be sent to any home in need of painting or repair.
- ii. Generally, muted colors must be used on building exteriors, as approved by the ARC. Paint colors should reflect the hues of the ground plane, surrounding mountains, and plant material and are drawn from the following ranges: brown, including rusts, sepias, sands, tans and buffs; some olive tones; certain gray tones. Other tones and colors may be approved for trim or accent. Highly reflective colors or materials are prohibited on all wall and roof surfaces. Color gradations from building to building should be gradual.
- iii. Owners may not utilize the same paint color scheme as the color schemes used on the residences immediately adjacent to the Owners lot. The color schematics have been chosen to enhance the color palette of our community in its entirety.
- iv. Approved paint color schemes are available for viewing at any of the clubhouses. You may view color samples at: <https://www.sherwin-williams.com/homeowners/color/try-on-colors>.
- v. Painting exterior masonry walls is acceptable, however the wall must be painted the same color as the body of the house. All painted walls must be initially painted with an adequate coating of paint as not to see brick materials. Walls must continue to be maintained.

**h. Flag Display Requirements**

- i. Only the following flags may be displayed on an owners lot:
- ii. The American flag or an official or replica of a flag of the uniformed services of the United States by an association member on that member's property if the American flag or a uniformed services flag is displayed in a manner consistent with the federal flag code (P.L. 94-344;90 Stat. 810; 4 United States Code sections 4 through 10).
  1. The POW/MIA flag
  2. The Arizona state flag
  3. An Arizona Indian nations flag
  4. The Gadsden flag
  5. A First Responder Flag, as defined by A.R.S. 33-1808 (M)(1)
  6. A Blue Star Service Flag or a Gold Star Service Flag.
  7. Seasonal and Decorative Flags pursuant to Section (ii)(d)(i) herein.
  8. Any other flags that may be allowed by the Arizona Revised Statutes for planned communities as amended from time to time
- iii. A member may display no more than two flags at once
- iv. Only one wall mounted or freestanding flagpole will be permitted per residence or Lot.
- v. Flags must be made of fabric; flags may not be plastic, colored lights, painted objects, etc.
- vi. The maximum height of a permanent, removable, or freestanding pole may be no higher than the height of the roof peak. All permanent, removable, or freestanding flag poles must be submitted for approval by the ARC.
- vii. Wall mounted flag poles shall be a maximum of five feet (5') long with attaching brackets painted to match the attachment area. Wall mounted flag poles do not require prior ARC approval.

- viii. All poles and flags must be maintained in excellent condition and in accordance with the United States Flag Code, Title 36, U.S.C., and Chapter 10.
- ix. It will be the responsibility of the homeowner or resident of the lot on which a flag is displayed to do so with proper respect and flag etiquette.
- x. Display of a flag attached flat to a wall or window or hanging from eaves, garage door, fence, wall or gate is not permitted.

**i. Garages**

- i. Garages shall be used only for the parking of vehicles and storage of normal household supplies and materials and shall not be used for or converted into living quarters without the prior written approval of the ARC and applicable Town and State Zoning Code requirements. Maximum garage space is four (4) cars.

**j. Garage/Estate Sales**

- i. The Association generally holds two community wide garage sales per year. Owners may conduct one garage/estate sale on their Lot each year in addition to the community wide garage sales held by the Association. All garage/estate sales must be held in compliance with applicable Town of Prescott Valley ordinances. Garage/estate sales shall be limited in duration to no more than three (3) consecutive calendar days. Items and goods for sale shall be contained within the boundaries of the Lot. No outside items or goods may be brought in expressly for that sale. All signs placed for the purpose of the garage/estate sale shall be placed no sooner than sunrise and removed no later than sunset on each day of the sale.

**k. Garbage and Trash Collection (CC&R's Section 4.3.19)**

- i. All exterior enclosures must be submitted for ARC approval. Enclosures may be constructed on the garage side of the house, with a minimum 3-foot setback from the front of the garage. The purpose of the enclosure is to hide the exterior placement of a trash container. Enclosure shall be constructed of a four (4) foot "L" shaped wall adjacent to the house and painted in the base color of the house. Access, including visual access from the street, to gas and/or electric meters shall not be blocked by the enclosure. Trash containers may be visible on the day of trash collection only.

**l. Gutters and Downspouts**

- i. Gutters and downspouts which match the body or trim color of the home may be installed without specific approval of the ARC. Down spouts must not be placed in such a manner that they drain onto neighboring property. Down spouts must drain in accordance with the drainage plans of the Town of Prescott Valley.
- ii. Use of high-quality materials that offer long life is strongly suggested, as the gutters shall be maintained in good condition.

**m. HVAC**

- i. No heating, air conditioning, or evaporative cooling unit shall be placed, installed, constructed, or maintained on any property without the prior written approval of the ARC. All units shall be ground mounted and located in the side or rear yards. Replacement units must be placed at the same location as the original unit.

**n. Landscaping**

- i. Owners shall be required to landscape and maintain their yards within 120 days of the close of escrow in accordance with Article 4, Section 4.3.8 of the Declaration.
- ii. All landscaping plans must receive prior written approval from the ARC. Submittals for ARC review must be accompanied by a detailed landscape drawing, and list of proposed plant materials. If granite/rock is used, the color and size must be explicitly defined or samples of the granite/rock must be provided with the approval submittal.
- iii. A landscape package for each home shall consist of a minimum of one (1) 25 or 30 gallon (1 1/2" caliper trunk) tree, or two (2) 15 gallon trees; plus one (1) shrub per 150 square feet. One 15 gallon tree may be substituted with a cactus with a minimum height of four (4) feet at installation.
- iv. All front and back yards, if visible, must be landscaped in a neat, weed free condition.
- v. Private Areas: There are no landscaping restrictions with regard to non-visible private areas on each Lot.
- vi. The use of low water use plants are encouraged.

- vii. Plant Materials: See list of Prohibited plants, on page 19 of this document.
- viii. Drainage Easement: Owners shall not obstruct, divert, alter or interfere in any way with the drainage of ground and surface water upon, across or over any portion of the Lots, rights-of-way, Common Area(s) or Property. Each Owner shall, at its own expense, maintain the drainage ways and channels on its Lot in proper condition free from obstruction.
- ix. Fine Grading and Mounding: Fine grading is a critical aspect of landscaping. Each Lot has been graded so that all storm water will drain away from the house. It is important that this drainage pattern be maintained when preparing the landscape design, especially if mounding or berming is proposed. Every effort should be made to make mounding appear natural. In all cases, the installation must comply with the Town of Prescott Valley's grading and drainage plan.
- x. Granite colors must be submitted to the ARC for approval. No artificially colored rock or granite will be permitted. See Section (ii) (m). of this document for the approved ground cover materials.
- xi. Ground cover, inert material and other landscaping softscape or hardscape (concrete, brick, tile, wood, rock, etc.), shall not be used to spell out or form names, nicknames, initials, names of states or cities, athletic teams, slogans, states, emblems, geometric patterns or any other word, symbol or communication.

**o. Landscaping Ground Cover Colors and Materials**

- i. Granite must be treated with pre-emergent at regular intervals to retard weed growth.
- ii. River rock shall be one (1) to six (6) inches in diameter and cover not more than ten percent (10%) of the front yard landscaping. Rip rap of a similar color as the front yard, placed in a "run" must also meet this ten percent (10%) maximum calculation.
- iii. Approved landscaping rock colors
  - 1. Autumn Gold - per supplier this color is not always available.
  - 2. Black Cherry - per supplier this color is not always available.
  - 3. Bradshaw Brown
  - 4. Calico
  - 5. Cinnamon—discontinued color. Submittals using rock mined before 2016 have been approved.
  - 6. Desert Sand
  - 7. Express Gold
  - 8. Madison Gold
  - 9. Mesa Brown
  - 10. Palo Verde
  - 11. Palomino Gold
  - 12. Sahara
  - 13. Santa Fe Marble
  - 14. Mesa Gold
  - 15. Table Mesa Brown
  - 16. Buckskin crushed Flagstone
  - 17. Saddleback Brown
  - 18. Moonstone
  - 19. Catalina
  - 20. Kaibab
- iv. Decomposed granite (DG is composed of 3/8" or smaller particles). is not allowed for use in the front yard. Decomposed Granite rock may to be used in back yards or behind a wall or fence or used to create a walkway or path only with written approval from the ARC.

**p. Lighting**

- i. Solar Tubes and Sky Lights:
  - Solar tubes may be installed on rear-facing slope of a home and may not be visible from the street. Each home may only have two (2) solar tubes. The maximum diameter of each solar tube shall not exceed fifteen (15) inches. Solar tubes must be submitted to the ARC for approval prior to installation following the guidelines previously established for submittal to the Committee.



- ii. The Association will not be responsible for any maintenance or repairs to any solar tubes or sky lights installed on a home within a benefited parcel. Additional regulations for Arbors and Vistas. See Section (ii) (x) for additional regulations.
- iii. Outdoor Lighting:
  - 1. All outdoor lighting must comply with any Town of Prescott Valley regulations for minimum light pollution, reduced glare, and increased energy conservation. All outdoor lighting not installed by the Developer and/or Builder must be reviewed and approved in writing by the ARC prior to installation. The following are minimum standards for outdoor lighting:
  - 2. Lighting should be used only as necessary for functional requirements of safety, security and identification. Unnecessary use of light is prohibited in the interest of energy efficiency and maintenance of a natural night environment.
  - 3. Colored light bulbs are permitted for use in front yard carriage lights.
  - 4. Outdoor lighting shall be hooded or shielded such that the light shines primarily on the Lot on which it is installed. Lights that create glare visible from other Lots are prohibited.
  - 5. Outdoor lighting should be screened whenever possible with plant materials or internal shielding
  - 6. The installation of floodlights are prohibited as listed in section 4.3.30 of the CC&R's.
  - 7. Any lighting installed in conjunction with a security system or alarm system must comply with these guidelines.

**q. Mailboxes**

- i. All individual mailboxes for each Lot must be uniform in appearance and the maintenance of mailboxes is homeowner responsibility.
  - 1. If any mailbox is destroyed or damaged (including deterioration from ordinary wear and tear and lapse of time), other than by the act of an adjoining owner, his tenants, lessees, agents, guests or family, it shall be the obligation of all homeowners with adjoining mailboxes to make necessary repairs at their joint expense, such expense to be allocated among the owners equally.
  - 2. There shall be no modification of any mailbox or impairment of the structural integrity of any mailbox without the prior consent of all owners of any interest therein.
  - 3. If a dispute occurs between owners with respect to the construction, repair or rebuilding of a mailbox, or with respect to the sharing of the cost thereof, such adjoining owners shall submit the dispute to Arbitration, the decision of which shall be binding.
  - 4. ARC approval is required prior to making any changes to existing mailboxes.

**r. Patios, Patio Covers & Front Courtyards**

- i. All front yard patios must be submitted to the ARC for review prior to beginning construction and professionally installed.
  - 1. Front Courtyards may be constructed of masonry, stone, or concrete. Courtyard walls cannot exceed 3 feet in height with columns at a maximum of 45 inches. Total square footage of any installed front Courtyard cannot exceed 350 square feet, the flooring of patio must be concrete or paver material complimentary to the existing driveway and/or walkway. The design must be compatible with the Dwelling Unit. Paint where used, shall be either the dominant or trim color of the Dwelling Unit. All front yard and visible rear yard patios and or decks are subject to approval.
  - 2. Furniture, furnishings and umbrellas kept and maintained on any front Courtyard shall be of a neutral color harmonious with and not in conflict with the color scheme of the exterior walls of the Dwelling Unit, and must be approved in writing by the ARC.
  - 3. Front Courtyards shall not be used as a storage area for items or materials that are not customarily intended for use on a patio, such as but not limited to, bicycles or exercise equipment. Linens, blankets, rugs, swimsuits or similar articles may not be hung from any patio walls.
  - 4. Barbeque grills, hibachis, fire pits or other similar items (Whether charcoal, electric or gas) shall not be stored, used or operated on any front Courtyard.

5. Holiday lights or other decorative lights may not be permanently installed on any front Courtyards.
- ii. All patio covers or pergolas must be submitted to the ARC for review prior to beginning construction and professionally installed.
  1. Patio Covers must be constructed of materials that match and complement the home.
  2. Patio columns must be of sufficient mass and scale relative to the roof they support and must be and painted or stained to match the color of the home.
  3. Patio covers shall be constructed of durable materials that will withstand the elements. Approval requests must clearly specify the overall design and materials used in construction.

**s. Pergolas & Gazebos**

- i. The color of the pergola, gazebo or similar structure must match the color of the exterior body or trim color of the home. A complimentary paint or stain color may be used.
- ii. The pergola, gazebo or similar structure may not exceed ten (10) feet in height from ground level, at the highest point, and must be placed a minimum of five (5) feet away from all rear or side walls.
- iii. The color of a canopy must be one of the following: a neutral color of off white, beige or light brown
- iv. Any lighting installed on the pergola, gazebo or similar structure may not exceed 60 watts
- v. ARC requests must specify intended installation location and must have a minimum setback of five (5) feet from rear and side walls, or structures.

**t. Playground Equipment**

- i. All playground equipment, including, but not limited to play houses, trampolines, forts, or swing sets, visible from the neighboring properties will require review and approval by the Design Review Committee prior to installation. Every attempt must be made to insure the playground equipment is not visible from neighboring property, to the extent possible.
  1. All such equipment will require a minimum five (5) foot set back from all neighboring walls. Color and type of building material is subject to Design Review Committee review and approval. Play structure total height cannot exceed 3' above fence line.
  2. Canvas covers shall be solid colors of beige, earth tones or other muted colors. No striped or printed canopies are allowed. Any deck or platform that is more than four feet above ground will not be permitted.
  3. **ALL PLAYGROUND EQUIPMENT MUST BE SUBMITTED FOR APPROVAL PRIOR TO INSTALLATION**

**u. Pools and Spas**

- i. All above ground pool and spa requests shall be non-permanent and submitted to the ARC for approval prior to installation. All pools and spas shall be constructed in such a manner that it is not visible from neighboring properties. All construction must be completed within perimeter walls and fences on lots bordering common areas will not be removed to allow access to rear yards. Access must be gained through the front of the lot.
- ii. All submittals should be designed so they do not impact nearby homes with light or sound. The sound must be prevented from being audible from neighboring residences and streets. The unit and all equipment shall be compatible with the residence and provide a low-noise system; the noise decibel shall not exceed 70dB. Submittal location and design shall conform to local and state building code requirements.
- iii. Pools and spas may not be backwashed into any common area or off of the Lot on which the unit has been installed. Check with your pool or spa contractor concerning Town of Prescott Valley ordinance requirements for backwashing. Damage to common areas due to backwashing, including erosion, will be repaired by the Association, and all expenses incurred by the Association will be billed back to the homeowner.

**v. Roof and Roof Structures**

- i. All roof types, designs, covering color, and material must be approved by the Design Review Committee before submittal to the City of the commencement of any alteration.
- ii. "Built up" type roof covering materials shall not be visible from view as determined by the Design Review Committee.
- iii. Generally acceptable roof covering materials are as follows:

1. Concrete or clay tile that must match the color of the tile installed on the home;
  2. Other materials must be approved by the Design Review Committee.
- iv. Overhead screens, shade covers, patio roofs, and other similar structures will be constructed materials and color to match or complement the main roof..
  - v. All vent pipe stacks and any equipment protruding above the plane of the roof advisable from the neighboring property must be painted and/or screened to match the roof as approved by the Design Review Committee

**w. Screens and Security Doors**

- i. Security Doors, if installed, should reflect the character of the architecture and the taste of the Owner while not using excessive ornamentation and decoration. All Security Door submittals must be approved by the ARC prior to installation.
- ii. Security Doors shall be simple in design, have minimal ornamentation, and be a neutral color that is compatible with the home.
- iii. Submittals shall include a sample photo or brochure of the proposed door.
- iv. Silver colored screen doors are prohibited.
- v. Aluminum storm doors are prohibited.

**x. Shutters**

- i. A maximum of two sets of shutters will be allowed per home.
- ii. Shutters must be painted to match front door or trim color.
- iii. ARC request must specify intended installation location.

**y. Signs (AZ §33-1808 and §33-441) (CC&R Section 4.3.11)**

i. Sign Guidelines

1. Only real estate signs, home security monitoring signs, political signs, and signs that cannot be prohibited by law are permitted. Commercial signs or advertisements are prohibited.
2. The Board reserves the right to remove any sign that is not in compliance with outlined policy.
3. Illuminating temporary signs is prohibited.

ii. House Number Signage

1. Each home must have house numbers on the front exterior visible from the street.
2. House number signage requires approval by the ARC and must conform to community aesthetics. Plain block numbers must be used, total dimensions must be no more than 18" long by 7" high and symbols are prohibited.
3. House number signage must be kept in good condition so as to be clearly readable from the street.

iii. Real Estate Signage

1. For Sale Signs – the below guidelines conform to A.R.S. 33-1808 Section F.
2. For Sale Signs must be designed and posted in accordance with City Ordinance and are permitted on the Owner's private property only, subject to any further restrictions from any of the Sub-Associations.
3. Signs may not be placed on Common Areas or common elements without approval from the MMRCA.
4. Such signs shall be no larger than eighteen (18) inches by twenty-four (24) inches, must be commercially produced and mounted on a free-standing post and located at least five (5) feet from a neighbor's property line. No signs shall be placed in the rear of a home on walls or on the outside of windows. Signs may have a maximum of two (2) attachments/riders such as a realtor's name or a feature such as a pool, but each rider shall not exceed the size of six (6) inches by twenty-four (24) inches.
5. After close of escrow (or upon transfer of title if escrow services are not used), all signs and posts are to be removed within three (3) days.

iv. Open House Signage

1. Open house signs must be professionally conformed, mounted on industry-standard frames with sign dimensions not to exceed eighteen (18) inches by twenty-four (24) inches.
2. Signs may not be placed on Common Areas or common elements without approval from the Granville Board of Directors, and in accordance with City Ordinance.

3. Open house signs may not be placed more than one mile from the home, may not exceed four (4) in number, and may not be placed on sidewalks, streets, or Common Areas.
  4. Open house signs may not be displayed between the hours of 6PM and 8AM.
- v. For Lease/Rent Signage
1. For Lease/For Rent Signs are permitted on the Owners Lot, subject to any further restrictions from any Sub-Association.
  2. Signs may not be placed on Common Areas or common elements without approval from the MMRCA.
  3. Such signs shall be no larger than eighteen (18) inches by twenty-four (24) inches and located at least five (5) feet from a neighbor's property line.
  4. Signs can be placed in Front Yards only and no signs shall be placed on the Rear Wall of the property.

vi. Political Signage (AZ § 33-1808)

Political signage may be placed on an Owner's Lot with the following stipulations:

1. The maximum aggregate total dimensions of all political signs on an Owner's Lot shall not exceed nine square feet (A.R.S. 33-1808 (C)).
2. Political signs shall not be displayed earlier than seventy-one (71) days before the day of a primary election and no later than fifteen (15) days after the day of the general election.
3. A sign for a candidate in a primary election who does not advance to the general election shall be removed no later than fifteen (15) days after the primary election.

vii. Association- Specific Signs (AZ 33-1808)

1. Association-specific signs are signs that support or oppose a candidate for the Board of Directors or the recall of a board member or an association ballot measure that requires a vote of the Association Members.
2. Association-specific signs:
  - a) are allowed in front or front yard ide facing yard;
  - b) may be displayed between the time vote materials are received and three (3) days following the results of the vote;
  - c) may take up an aggregate of up to nine (9) square feet;
  - d) may be commercially or non-commercially produced;
  - e) may be one or two-sided. Both sides of a two-sided sign count toward the aggregate square footage limit;
  - f) may include any number of candidates or issues; and
  - g) may not included profanity and discriminatory text, images or content based on race, color, religion, sex, familial status or national origin as prescribed by federal or state fair housing laws.

**z. Solar Panels and Equipment (AZ § 33-1816)**

I. Regulations Applicable to all Lots in Granville

1. Installation of solar panels, solar tubes, skylights or other solar energy devices ("Solar Energy Devices") by an Owner on the Owner's Dwelling Unit must be preapproved by the ARC.
2. Prior to installation of solar panels, the Owner must submit an application together with, but not limited to, the following to the ARC:
  - drawings that fully describe the proposed location, size and pitch of the solar panels;
  - a pamphlet, brochure or other similar information, that describes the proposed material and aesthetics of the solar panels;
  - information regarding the solar panel's color, frame and wiring, which should match the home's colors as closely as possible; and
  - assurance that the panels are non-glare
3. No Solar Energy Devices may be placed on or encroach on the Common Area.
4. The solar panels must be placed at a location on the Dwelling Unit that does not interfere with the solar energy devices' use, efficiency or functioning and is the least visible from other Lots or from any part of the Common Area.

5. The Owner is responsible for seeking and obtaining any required City approvals and/or permits prior to the commencement of Solar Energy Device installation.
  6. The Owner shall be solely responsible for the installation, care, maintenance and replacement of all Solar Energy Devices. In no event shall the Association be responsible for any damage to the Solar Energy Device due to any cause or thing.
  7. Any changes, alterations, adjustments, or deviations from the approved submitted plans must be re-submitted for to the ARC for reconsideration prior to commencing work.
  8. Solar Energy Device installations must be adequately engineered to assure integrity of the structure to which the Solar Energy Device is affixed.
  9. Solar panels shall be placed and arranged such that reflected solar radiation or glare shall not be directed onto any habitable portion of an adjacent structure or roadways.
  10. So long as the following restrictions do not unreasonably restrict the installation and use of the solar panels or adversely affect or impair the efficiency or functioning thereof and do not unreasonably delay the installation and use thereof or result in an unreasonable cost increase:
    - Any installed solar panels shall have the appearance similar to a skylight installed flat on the roof surface.
    - Frames shall be constructed of a non-reflective material, with colors matching the roof color as closely as possible. Only black or bronze color frames on solar panel equipment is permitted.
    - Any solar panel equipment that is visible; such as, lines, conduits, mounting brackets, panel boxes, wire, mesh netting etc. shall be screened and/or painted to match adjacent surface.
    - Wire mesh or netting shall be used to deter bird nesting or roosting under the solar panels.
  11. The Owner has the burden to prove that the above rules will interfere with the solar panels' use, efficiency or functioning, or will cause an unreasonable cost increase.
  12. Any successor-in-interest to the Owner shall be obligated to comply with the provisions of, and be bound by the obligations of such Owner under these guidelines.
- II. Additional Regulations Applicable to Lots within Benefitted Parcels (Arbors and Vistas)
1. Regulations in Article II, Section (x)(i) above are applicable to all Lots within Benefitted Parcels (Arbors and Vistas).
  2. Notwithstanding any provision to the contrary in the Declaration or any Supplemental or Tract Declarations, any roof leak or leaks or other damages (including damages to the exterior and the interior of the Dwelling Unit) that are the result of or in any way arise from the installation, maintenance, repair, removal or replacement of Solar Energy Devices or the location and maintenance of the Solar Energy Device on the roof of the Owner's Dwelling Unit shall be the full responsibility of the Owner to have repaired at the Owner's sole cost.
  3. If the Board determines that roof maintenance/repair/replacement which requires the removal of the Solar Energy Device is needed, it shall be the Owner's sole responsibility at the Owner's sole cost to have the Solar Energy Device removed by such date as is designated by the Board and to have the Solar Energy Device re-installed following the completion of such work.
  4. Owners who install, operate and maintain Solar Energy Devices on the roof of their Dwelling Unit shall be solely liable for any damages done to the roof of the Owner's Dwelling Unit, and to any other neighboring properties or individuals, as a result thereof and shall indemnify and hold the Association harmless from and against such damages and the costs associated with any such damages, including reasonable attorneys' fees and costs.
  5. In the event the Owner decides to permanently remove the Solar Energy Device from the Dwelling Unit, the Owner shall restore the portions of the Dwelling Unit where such components were installed to the condition they were in prior to the installation of such components. Any such maintenance, repairs or replacements to the Dwelling Unit shall be completed by the Owner within ten (10) days of the date of the Association's written demand therefor. In the event the Owner fails to complete such maintenance, repairs or replacements within such ten-day period or if in the opinion of the Board emergency maintenance, repairs or replacements are required, the Association shall be entitled to, but not obligated to, perform such maintenance, repairs or replacements and to assess the costs thereof against the Owner's

Dwelling Unit. The Owner shall indemnify and hold the Association harmless from and against the costs of such maintenance, repairs or replacements to the Dwelling Unit, including, without limitation, reasonable attorneys' fees and costs.

**aa. Storage Sheds**

- i. One small storage unit with dimensions not to exceed 5 feet wide, 3 feet deep and 5 feet high, and with colors complementary to the house colors, may be placed adjacent to the house in rear yards without ARC approval. Larger storage units or sheds must be approved by the ARC in accordance with guidelines below.
- ii. Storage sheds may be constructed on a single-family detached lot. All storage sheds must be submitted for ARC approval. Sheds may be constructed in accordance with the following guidelines:
  1. The maximum square footage may not exceed 80 square foot or 10' x 8'.
  2. Maximum height is 8' to highest point of the roof of the shed, irrespective of whether it is a gable and/or hip roof.
  3. The exterior color of building and roof shall match the colors of the home on the lot. Metal roofs are prohibited.
  4. No air conditioning, evaporative cooling units or pertinent equipment may be mounted, installed or maintained on the roof of the shed.
  5. A minimum set-backs of at least three feet from all walls and buildings. Storage sheds must also comply with all setback and other requirements of the Town of Prescott Valley
  6. The installation of the shed shall not interfere with the grading and drainage of the lot.

**bb. Sunscreens**

- i. Acceptable sunscreen material colors include tan, bronze, gray or charcoal, or comparable colors. The window screen frames must match the screen material, existing window frames on the home, or color of the home. Installation of window sunscreens meeting these requirements do not need ARC approval.
- ii. Sunscreens for Patios:
  1. Roll up bamboo or plastic-simulated bamboo screens are not considered acceptable. Roll up fabric screens will be considered acceptable if the fabric color matches or is compatible with the house color. Vertical lattice work as a sunscreen for patios is also considered acceptable.

**cc. Television Antennas and Satellite Dishes**

- i. Rules that apply to all Satellite Dishes and Antenna installed within Granville
  1. **Applicability:** The Association's Declaration and these rules and regulations will govern the installation and operation of all Antenna (defined below) within Granville.
  2. Collectively, the following antenna shall be known as "covered antenna":
    - a) an antenna or satellite dish designed for over-the-air reception of signals direct broadcast satellites (DBS) that is 1 meter or less in diameter,
    - b) an antenna or satellite dish designed for multi-channel multi-point distribution (wireless cable) providers (MMDS) that is 1 meter or less in diameter, or
    - c) Antennas designed to receive television broadcast signals (TVBS) regardless of size.
  3. Any antenna other than a Covered Antenna, must be approved by the Association prior to installation, including, without limitation, antennas used for AM/FM radio, amateur (ham) radio, CB radio, Digital Radio Services (DARS) and antennas used as part of a hub to relay signals among multiple locations ("Other Antenna") ("Covered Antenna" and "Other Antenna" collectively referred to as "Antenna").
  4. **Wiring.** Only one line or wire may be run from an Antenna to the Dwelling Unit. All Antenna wiring installed on the outside of the building must be affixed to the building, painted to match the building and be hidden from view as much as practical by utilizing under roof areas and corners of the building.
  5. **Manner of Installation.** Installation Antenna shall be completed only by a licensed contractor/installer. Antenna shall be installed and secured in a manner that complies with all applicable codes, safety ordinances, city, state and federal laws and regulations, and manufacturer's instructions. Antennas must be secured so that they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the Antennas, or

cause property damage, including damage from wind velocity. The purpose of these rules is to ensure that Antenna rea installed safely and securely, and to minimize the possibility of detachment and resulting in personal injury or property damage.

6. **Preferred Installation Locations.** The preferred installation locations are as follows in descending order of preference:
  - a) A location in the back yard of the lot where the receiver will be screened from view by landscaping or other improvements;
  - b) An unscreened location in the backyard of the lot;
  - c) A location in the side yard of the lot where the receiver and any pole or mast will be screened from view by landscaping or other improvement;
  - d) An unscreened location in the side yard;
  - e) A location in the front yard of the lot where the receiver will be screened from view by landscaping or other improvements;
  - f) On the roof, but below the roof line;
  - g) On the roof, but no more than 12 feet above the roof line.
- ii. Additional Rules that Apply to Satellite Dishes and Antenna Installed Within the Benefitted Parcels of Granville (Arbors or Vistas)
  1. **Applicability.** In addition to the Association’s Declaration and the rules and regulations above, the following rules and regulations will govern the installation and operation of Antenna in the Benefitted Parcels in Granville (the Arbors or Vistas).
  2. **Notice.** A notice of installation must be submitted to the Association prior to the installation of any Covered Antenna on a Dwelling Unit in the benefitted parcels in Granville. Please see Notification of Satellite Dish Installation form at the end of this document. Once the notification form has been submitted, the Owner or resident may proceed with installation of the Covered Antenna.
  3. **Additional Wiring Rules.** In addition to the wiring rules listed above, the following devices shall be used whenever possible: (a) devices that permit the transmission of telecommunications signals through a glass pane without cutting or drilling a hole through the glass pane or exterior walls of a Dwelling unit, (b) devices such as ribbon cable that permit the transmission of telecommunications signals into a Dwelling Unit through a window or door without penetrating the exterior wall of a Dwelling Unit or (c) existing wiring for transmitting telecommunications signals and cable services signals.
  4. **Association Maintenance of Area to Which an Antenna is affixed.** If Association maintenance of the Dwelling Unit or Lot requires the temporary removal of Covered Antennas, the Association shall provide Owner or residents with written notice requesting removal. Owners or residents shall be responsible for removing or relocating Covered Antennas before maintenance begins and replacing Covered Antennas afterward. If they are not removed in the time required by the Association, then the Association may do so, at the Owner’s expense. The Association is not liable for any damage to Covered Antenna caused by Association Removal. The Association is not responsible for reinstalling Covered Antennas.
  5. **Damage to Association-Maintained Property.** All installations shall be completed so that they do not materially damage any portion of a Dwelling Unit or Lot maintained by the Association, void any warranties of Association, or in any way impair the integrity of any Dwelling Unit or Lot maintained by the Association. The Owner of the Lot shall be responsible for any damage or necessary maintenance or repairs to any portion of a Dwelling Unit or Lot maintained by the Association that is caused by the installation or operation of a Covered Antenna by the Owner or by a resident of the Dwelling Unit.

**dd. Walls, Fences and Gates on Lots (CC&R Sections 4.3.22,4.3.23 & 4.3.24)**

i. Definitions

1. “Party Walls or Fences” shall mean a fence or wall constructed on, or immediately adjacent to, (i) the common boundary of Lots, (ii) the common boundary of Common Areas and a Lot or Parcel, (iii) Exempt Property or (iv) any other real property not within Granville, and shall include but shall not be limited to, Front Yard Party Walls.

2. "Interior Walls" shall mean any wall or fence on a Lot other than a Party Wall, and shall include but shall not be limited to, courtyard, decorative, retaining, swimming pool and privacy walls or fences.
- ii. Party Walls or Fences
1. All Party Walls or Fences within Granville shall be constructed of masonry construction. Wrought iron may be used in connection with masonry construction in areas contiguous to open spaces or park areas. Party Walls or Fences made of any other material is prohibited.
  2. Party Walls and Fences are considered important streetscape elements. All Party Walls or Fences must match the block installed by Developer. Party Walls or Fences bordering Common Area, public-right-of-way, Exempt Property or any other real property not within Granville may not exceed six (6) courses, measured from the top of the footing. All other Party Walls or Fences may not exceed nine (9) courses, measured from the top of the footing. Any Party Wall or Fence additions may be attached to the original Party Wall or Fence, but may not exceed the height limitations above.
  3. "Front Yard Party Walls" shall refer to Party Walls installed on or adjacent to the property line in the front or side yard of a Lot pursuant to this Section. Front Yard Party Walls may be installed along the property line of a Lot only with the written approval of the neighboring Lot Owner. The ARC will require a plot plan showing the location of the wall along with a signature of the neighboring Lot Owner agreeing to the installation of a Front Yard Party Wall.
  4. Any Front Yard Party Walls installed in a front or side yard may not exceed three courses of block, border a sidewalk or in any way hinder access to the public sidewalk.
  5. The maintenance and repair of Party Walls or Fences and disputes between Owners with respect to a Party Wall or Fence or with respect to the sharing to the cost thereof shall be governed by Sections 4.3.22 – 4.3.24 of the Declaration.
- iii. Gates
1. Wrought iron may be used in the construction of the gates. Gates may be screened by affixing wood to the gate and either sealing the wood in its natural state or painting the wood the same color as the wall to which it is attached. To prevent an Owner's pets from escaping through the open wrought iron bars, wire mesh may be added to the gate provided that it is painted the same color as the wrought iron.
  2. Wooden slats on gates must be stained or painted to match the color of the body of the house. Gates and wooden slats must continue to be maintained, and wood shall not be faded or damaged.
- iv. Interior Walls
1. Interior Walls must be set back a minimum of 5 feet from rear and side Party Walls or property line if no Party Wall is present.
  2. Interior Walls may be made of masonry, wood, wrought iron or metal. No Interior Wall may be made of chain link, plastic, vinyl or wire, unless otherwise approved by the ARC. The color (paint or stain) of the Interior Wall must be neutral and compliment the color of the Dwelling Unit.
  3. In general, the height of Interior Walls shall not exceed 5 feet, unless otherwise approved by the ARC. Courtyard Interior Walls or decorative Interior Walls located in front yards may not exceed 3 feet with columns a maximum of 45 inches.
  4. Attachment of a screen or other material to an Interior Wall may be permitted by the ARC on a case by case basis. If approved, the material must be maintained in good condition and not have rips, tears or be frayed.
  5. All Interior Walls must be approved in writing by the ARC prior to installation or construction. The ARC may require plants and/or trees be planted near an Interior Wall or require the construction of additional architectural features to enhance the aesthetic appearance of the Interior Wall.
- v. General Guidelines Applicable to all Walls and Fences



1. Verifying the location of Lot boundary lines prior to construction of Party Walls or Fences or Interior Walls is the sole responsibility of the Owner(s) constructing the Party Wall or Fence or Interior Wall.
2. In no event shall the installation of Party Walls or Fences or Interior Walls alter drainage flows of a Lot as established at the initial construction of the Dwelling Unit on the Lot. The ARC may require an Owner to obtain re-certification of proper drainage after construction of Party Walls or Fences or Interior Walls.
3. Unless otherwise prohibited on a recorded plat or other recorded document, an Owner may construct Party Walls or Fences or Interior Walls within a landscape easement but not within a utility easement. Most Lots have an 8-foot utility easement along all curbs and sidewalks.
4. Prior to submitting any Party Wall or Fence or Interior Wall for design review by the ARC, an Owner should first inquire at the Town of Prescott Valley for any building requirements which may be applicable to the proposed Party Wall or Fence or Interior Wall. Notwithstanding the foregoing, the ARC shall have no liability for the approval of a Party Wall or Fence or Interior Wall that does not comply with all applicable laws. Laws change from time to time and it is the Owner's responsibility to make sure that any Party Wall or Fence or Interior Wall plans are approved by the applicable governmental authority, as well as the ARC, prior to construction.

**ee. Window Coverings**

- i. Permanent draperies or suitable window treatments shall be installed on all windows within ninety (90) days from close of escrow. No reflective materials, including but not limited to, aluminum foil, reflective screens or glass, mirrors or similar type material, shall be installed or placed upon the outside or inside of any windows.

**ff. Yard Ornamentation**

- i. Unless otherwise permitted by the ARC, all front and side Yard Ornamentation (as defined below) on a Lot must comply with the following requirements:
  1. "Yard Ornamentation" includes, but is not limited to, items such as statues, sculptures, artifacts, artwork, spinners, or other similar decorative items.
  2. All Yard Ornamentation must be muted natural colors that will blend into the surrounding area. Yard Ornamentation that is white, bright colors or reflective colors is not permitted. Yard Ornamentation must be of a temporary nature, so it is easily moved.
  3. Front and side yards may contain up to a total of three (3) pieces of Yard Ornamentation. Each piece of Yard Ornamentation may not exceed thirty-six inches (36") in height, shape, length, width or diameter.
  4. Items mounted on exterior walls of a residence shall not be included in the three pieces of Yard Ornamentation allowed in Section 3 herein. Items mounted on exterior walls of a residence shall be in neutral color and limited to two items of similar character, color and style. The largest dimensions of said items shall be no greater than three feet in length, width or diameter.
  5. Pots or potted plants shall not be considered Yard Ornamentation; however, three pots or potted plants are allowed. Pots that are larger than three (3) feet tall, three (3) feet wide or in diameter, or that are not natural colors must be submitted to the ARC for approval. Plastic or other artificial plants are not permitted.
  6. Water features and fountains must be submitted and preapproved by the ARC. The ARC will examine all water feature proposals with respect to size, style, location, quality, and the impact of the feature on neighboring properties. Water features and fountains shall be kept in good working condition at all times and they must remain rust, hardwater and stain free.
  7. One (1) bench, no longer than five (5) feet in length, is allowed in the front yard. All other yard furniture must be submitted and preapproved by the ARC.
  8. The Board of Directors reserves the right to require removal of Yard Ornamentation or other decorative items in front or side yards based on size, quantity, color, location and any other criteria. The Board of Directors, at its sole discretion, shall make its determination on a case-by-case basis.
  9. Any Yard ornamentation that does not comply with these requirements is strictly prohibited.

### III. DESIGN REVIEW PROCESS FOR MODIFICATIONS OR ADDITIONS TO EXISTING IMPROVEMENTS.

a. **Scope:** All residences, at the time they were initially constructed were subjected to a design review process which ended when final approval of the completed home was granted by the ARC. Once that approval has been granted all future construction, landscaping, changes, modifications, and/or additions to the residence or on the Lot on which the residence is located, must be approved, in writing, by the ARC.

- i. It is not the intent of these guidelines to cover all potential situations but rather to provide a simple guide for the most common requests. Any Owners contemplating an addition to his/her home, a new patio wall or any accessory structure, a pool, or some other substantial improvement, should refer to these Guidelines.
- ii. Any Owner who is contemplating changing the exterior appearance of his/her home in any way, no matter how insignificant that Owner may feel it is, or if the Owner plans to install any structure to or on the Lot, no matter how small, if it will be visible from outside of the Owner's lot, it must have the prior written approval of the ARC. The definition of a structure is any object which is placed on the Lot. Included in the definition are such commonly
- iii. requested items as play equipment, flower boxes, sculptures, fountains, lattice work, umbrellas, and awnings.

b. **Fees:**

- i. The ARC reserves the right to charge a fee on any submittal to cover the costs of the approval process.

c. **The Review Process.**

- i. Role of ARC. It is ARC's responsibility to ensure that all improvements within Granville remain in compliance with the CC&R's and the appropriate Design Guidelines.
- ii. The guidelines for modifications or additions to existing Improvements are meant as a guide for the property owner who wants to make modifications to his/her property and may not adequately address every situation. In the event that these guidelines do not address a particular situation or if there is a conflict between these guidelines and the CC&R's as interpreted by the Board of Directors of the Association, the CC&R's shall prevail.

d. **Review Criteria:** All applications are evaluated on the basis of the restrictions contained in the CC&R's for Granville, the appropriate Design Guidelines, and on the individual merits of the application. In addition to evaluating the particular design proposal, consideration of the characteristics of the community housing type and the individual site will also be considered, since what may be an acceptable design on the exterior of one home, may not be for another. For example, design treatments appropriate for corner lots are not necessarily equally appropriate for Lots in the center of a row. Design decisions are not based on personal opinion or taste. Judgments of acceptable design are based on the following criteria:

- i. Validity of Application are reviewed as to the soundness or appropriateness to surroundings.
- ii. Design Changes and improvements must be compatible with the characteristics of the applicant's house and neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
- iii. Location and Impact on Neighbors. The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage.
- iv. Scale. The size (in three dimensions) of the proposed alteration should relate appropriately to the adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
- v. Color. Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs and trim should be matching in color.
- vi. Materials Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house.
- vii. Workmanship is another standard applied to all exterior alterations. The quality of work should be equal or better than that of the surrounding area. Poor practices, besides causing the owner

problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. The Association assumes no responsibility for the safety of new construction by virtue of design or workmanship.

- viii. Landscaping Requests for modifications to approved landscaping plans will be reviewed for:
  - 1. the merits of the particular landscape design;
  - 2. whether or not the plants shown on the plan specified in the prohibited plant list;
  - 3. The impact, if any, on any irrigation systems owned or maintained by the Association.

**e. Requirements for All Applications:**

- i. Property owners who desire to make any changes permitted by these guidelines must submit a written application for approval. Any applications submitted by a tenant must also be signed by the Owner. Oral requests will not be considered.
- ii. When submitting a request, in addition to completing the application form, the Owner should provide dimensional sketches, elevations, specification sheets, photographs or any other materials that will help the ARC visualize what the addition or modification will ultimately look like.
- iii. Exterior appearance shall blend with the natural surroundings and the landscaping. Exterior colors must be approved by ARC. See Section II(f) for regulations on exterior appearance.
- iv. Each alteration or addition must be specifically approved even though the intended alteration or improvement conforms to the Governing Documents and even when a similar or substantially identical alteration or addition in Granville has been previously approved.
- v. One set of plans or drawings must be submitted to ARC with the application.
- vi. The plans must include a site plan, exterior elevations, roof plan (if applicable), and material list including color, exterior building materials and any other finish materials contemplated to be used.
- vii. All plans must show structures which are compatible and in harmony with the architectural style of Granville.
- viii. The Owner has the burden of demonstrating the acceptability of any proposal. Any application for approval must contain any materials such as exhibits, petitions, photographs, experts' statements and the like necessary for the ARC to make an informed decision. Prior to approval, the Owner may request an appearance before the ARC together with any persons which the Owner desires to provide additional information to the ARC, relevant to the approval of the application.
- ix. Approval by the ARC does not waive the Owner's responsibility to obtain the required governmental permits. Obtaining a governmental permit does not waive the need for ARC approval. The Association will not knowingly approve a project which is in violation of local building or zoning codes.
- x. If the ARC determines it cannot make an informed decision regarding an application without the aid of an outside architectural, engineering or landscape consultant, it may condition its approval of the application upon payment by the Owner of the reasonable fees charged by such consultant.
- xi. All approvals shall expire six months after the date of approval if the item approved has not been completed.

**f. Results of Review.**

- i. The Owner shall be informed in writing of the decision of the ARC within sixty (60) days of the owner's submission of the application in a documented form to the ARC. If an application is not approved, the reason(s) for its rejection shall be stated in the written notice. If the ARC fails to provide written notice of acceptance or rejection within this sixty (60) days, the request shall be considered to have been approved.
- ii. Reconsideration. An Owner may request reconsideration of the ARC's decision if new or additional information which might clarify the request or demonstrate its acceptability can be provided. The Owner must request such reconsideration by the ARC before appealing a decision to the Board of Directors.

- iii. Appeal of the ARC's Decision If the application is denied after reconsideration by the ARC, the Owner may appeal the decision to the Board of Directors in accordance with the procedures set forth below. The Board of Directors shall review the decision of the ARC and either approve it, reject it, or modify it. The decision of the Board shall be deemed final and binding and shall modify the ARC's decision to the extent specified by the Board.
- iv. Changes during Construction If the Owner desires to make changes during construction, a revised application must be submitted to the ARC which shall act as promptly as possible upon the revised application and provide written approval or rejection of the proposed changes. No construction shall be instituted or completed until the revised application is acted upon by the ARC.
- v. Notice of Completion the Owner must provide the ARC with notice of completion so that the ARC can schedule an on-site inspection. If the construction is in compliance with the approved plans, the ARC will issue a Certificate of Compliance. No person shall inhabit any additions or make any use thereof, until the Certificate of Compliance has been issued by the ARC.
- vi. Notice of Completion. Within fourteen (14) days of project's completion, the applying Owner must provide the ARC with a notice of completion so that the ARC may schedule an on-site inspection of the project. Failure to schedule or attend the final on-site inspection may result in the imposition of fines. If the construction is in compliance with the approved plans, the ARC will issue a Certificate of Compliance. No person shall inhabit any additions or make any use thereof, until the certificate of compliance has been issued by the ARC.

**g. Procedures for Appeals of the Decisions of the ARC.**

- i. The Owner may appeal a decision of the ARC to the Board, provided that a request for reconsideration has been submitted to and denied by the ARC. The Board of Directors may make a preliminary review of the circumstances and materials relative to the case and make a determination as to whether it will hear the appeal. The Board may, on the basis of the preliminary review, elect not to hear the appeal, in which case the Board will so inform the appealing party in writing and the decision of the ARC shall stand. In the event the board decides to allow an appeal, it shall be on the following basis:
- ii. The following items shall constitute the Appeal Process:
  - 1. Appeal shall be in writing.
  - 2. Appeal shall be received within five (5) days of the date of the fine notification (violation letter or and delivered notification).
  - 3. Appeal shall demonstrate extenuating circumstances which require deviation from the CC&R's and/or the Guidelines.
  - 4. Appeal shall include all pertinent backup information to support the existence of the extenuating circumstances.
  - 5. All decisions of the Board are final and may not be further appealed.
  - 6. Any appeals which do not meet the above requirements shall not be heard by the Board and shall be considered DENIED.

#### **IV. PROHIBITED PLANT LIST**

- a. Any species of tree or shrub whose mature height may reasonably be expected to exceed 40 feet.
- b. Italian Cypress (*Cupressus sempervirens*), False Cypress (*Chamaecyparis*).
- c. Olive Trees (*Olea europaea*) other than the "Swan Hill" variety.
- d. Oleanders (*Nerium oleander*) other than the dwarf variety and Thevetia (*Thevetia* species).
- e. Mulberry (*Morus alba*)
- f. Pinon Pines (*Pinus edulis*)

#### **V. SUPPLEMENTAL MATERIAL & SUBMITTAL FORMS**

- a. Architectural Review Committee Submittal form (page 19)
- b. Exterior Paint Submittal form (page 20)
- c. Notification of Antenna or Satellite Dish installation (Arbors or Vista only) (page 21)
- d. Driveway Extension Submittal form (page 22)



GRANVILLE COMMUNITY ASSOCIATION  
5643 Granville Parkway  
Prescott Valley, AZ 86314  
P: (928) 277-4923 F: (928)772-2439

## ARCHITECTURAL REVIEW COMMITTEE SUBMITTAL FORM

*This form must be completed, submitted and approved by the Architectural Review Committee (ARC) prior to beginning any work. Please review Community Documents to ensure your submittal is complete and in compliance with adopted guidelines. ARC requests will be approved, rejected or returned for additional information. If the ARC fails to provide written notice of acceptance or rejection within 60 days, the request shall be considered to have been approved.*

Homeowner Name: \_\_\_\_\_ Account #: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Submittal: \_\_\_\_\_

Type of Material (attach samples/pictures/brochures): \_\_\_\_\_

Color to be used (attach samples/pictures/brochures): \_\_\_\_\_

Contractor Name (if applicable): \_\_\_\_\_

Contractor Telephone Number: \_\_\_\_\_

*Please include a plot plan indicating location of submittal along with applicable measurements and dimensions. Incomplete submittals may be rejected.*

*Homeowner agrees to comply with all applicable city and state laws, and to obtain all necessary permits. Approval by the ARC shall not be deemed a warranty or representation as to the quality of such construction, instillation, addition, alteration, repair, change or other work, including any work that conforms to applicable building codes or other federal, state, local law, statute, ordinance rule or regulation.*

Homeowner Signature \_\_\_\_\_ Date: \_\_\_\_\_



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### EXTERIOR PAINT SUBMITTAL FORM

*This form must be completed, submitted and approved by the Architectural Review Committee (ARC) prior to beginning any work. Please review Community Documents to ensure your submittal is complete and in compliance with adopted guidelines. ARC requests will be approved, rejected or returned for additional information. If the ARC fails to provide written notice of acceptance or rejection within 60 days, the request shall be considered to have been approved.*

Homeowner Name: \_\_\_\_\_ Account #: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Option #: \_\_\_\_\_ Anticipated date to begin painting: \_\_\_\_\_

**Please provide identifying color information. Submittals stating “using existing colors” or with no color information provided will be rejected.**

**IMPORTANT NOTE: Please do not choose the same color scheme as your immediate neighbor(s) – the color schematics have been chosen to enhance the color palette of our community in its entirety.**

Requested Paint Color for Body: \_\_\_\_\_

Requested Paint Color for trim/pop-outs: \_\_\_\_\_

Request Paint Color for garage door: \_\_\_\_\_

Request Paint or Stain for front door: \_\_\_\_\_

*Standard Color Combinations: Standard colors are from the Sherwin Williams color palette. Homeowners are responsible to provide paint sample to ARC and roof surfaces. Color gradations from building to building should be gradual. Approved paint color schemes are available for viewing at the community facilities.*

Contractor Name (if applicable) \_\_\_\_\_

Contractor Telephone Number: \_\_\_\_\_

*Homeowner agrees to comply with all applicable city and state laws, and to obtain all necessary permits. Approval by the ARC shall not be deemed a warranty or representation as to the quality of such construction, installation, addition, alteration, repair, change or other work, including any work that conforms to applicable building codes or other federal, state, local law, statute, ordinance rule or regulation.*

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



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**ARCHITECTURAL REVIEW COMMITTEE SUBMITTAL**  
**DRIVEWAY EXTENSION FORM**

*This form must be completed, submitted and approved by the Architectural Review Committee (ARC) prior to beginning any work. Please review Community Documents to ensure your submittal is complete and in compliance with adopted guidelines. ARC requests will be approved, rejected or returned for additional information. If the ARC fails to provide written notice of acceptance or rejection within 60 days, the request shall be considered to have been approved.*

Homeowner Name: \_\_\_\_\_ Account #: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Submittal: Driveway Extension

Type of Material (attach samples/pictures/brochures): \_\_\_\_\_

Color to be used (attach samples/pictures/brochures): \_\_\_\_\_

Existing driveway width: \_\_\_\_\_

Driveway extension width: \_\_\_\_\_

Lot width (measured at the street): \_\_\_\_\_

Contractor Name (if applicable): \_\_\_\_\_

Contractor Telephone Number: \_\_\_\_\_

*Please include a plot or site plan indicating location of submittal along with applicable measurements and dimensions. Incomplete submittals may be rejected.*

*Homeowner agrees to comply with all applicable city and state laws, and to obtain all necessary permits. Approval by the ARC shall not be deemed a warranty or representation as to the quality of such construction, installation, addition, alteration, repair, change or other work, including any work that conforms to applicable building codes or other federal, state, local law, statute, ordinance rule or regulation.*

**Submittals will not be accepted without proper measurements**

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_





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## NOTIFICATION OF SATELLITE DISH INSTALLATION

### Use for Benefitted Parcels only (Arbors or Vistas)

*This form must be completed, submitted and approved by the Architectural Review Committee (ARC) prior to beginning any work. Please review Community Documents to ensure your submittal is complete and in compliance with adopted guidelines. ARC requests will be approved, rejected or returned for additional information. If the ARC fails to provide written notice of acceptance or rejection within 60 days, the request shall be considered to have been approved.*

Homeowner Name: \_\_\_\_\_ Account #: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Type of satellite dish or antenna to be installed:

\_\_\_\_\_ Direct broadcast satellite (e.g. satellite dish)

\_\_\_\_\_ Multipoint distribution service (e.g. wireless cable)

\_\_\_\_\_ Television broadcast (e.g. TV antenna)

Installation location: \_\_\_\_\_

Date installation is to be performed: \_\_\_\_\_

Please indicate the method of installation and how the installation is secured: \_\_\_\_\_

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

*I hereby submit this Notification of Satellite Dish Installation to the Architectural Committee of the Association and hereby agree to abide by all Association restrictions and rules regulating satellite dishes and antenna. I agree to comply with all applicable City, County and State laws and to obtain all necessary permits. I understand that the Association may retain this request and any supporting documentation for the Association's records.*

Homeowner Signature \_\_\_\_\_ Date: \_\_\_\_\_