

---

**ARCHITECTURAL  
AND  
LANDSCAPING GUIDELINES**

**FOR**

**CORDOVA**

**A LARGE LOT SINGLE FAMILY DEVELOPMENT  
QUEEN CREEK, AZ**

---

## **TABLE OF CONTENTS**

<b>INTRODUCTION</b>	1
<b>REVIEW AND APPROVAL PROCESS</b>	3
General	4
Design and Construction Submittal	5
Review of Design and Construction Submittal	5
Re-Submittal of Drawings	5
Construction Permit	5
Additional Construction and/or Exterior Changes	5
Commencement of Construction (Construction Regulations)	6
Work in Progress – Observation for Design Conformance	6
Final Construction Review	6
Non-waiver	7
Right of Waiver	8
<b>SITE DEVELOPMENT GUIDELINES</b>	9
Lot Restrictions	9
Set Backs	9
Site Drainage and Grading	9
Paved Areas	9
Parking Spaces	9
Miscellaneous Equipment	9
Signage	10
Sport Courts	10
Lighting	10
Sport Court Lightning	10
<b>LANDSCAPE GUIDELINES</b>	11
General	11
Design Elements	11
Plan Requirements	12
<b>ARCHITECTURAL DESIGN GUIDELINES</b>	13
Design Character	13
Building Size	14
Building Height and Massing	14
Roofs	15
Colors	15
Reflective Finishes	15

---

Materials – Exterior Surfaces	15
Building Projections	16
Skylights	16
Windows	16
Patio and Courtyards	17
Solar Applications	17
Screen Walls/Site Walls	17
Service Yard	17
Guest Houses, Guest Suites, and Accessory Buildings	18
Storage Tanks	18
Signs	18
Flagpoles	18
Radon Gas Protection	18
Columns	18
Garages	19
Unique Exterior Features	19
<b>CONSTRUCTION REGULATIONS</b>	<b>21</b>
Construction Activities and Materials	21
Construction Access	21
Construction Safety Programs and Regulations	21
Temporary Facilities	21
Sanitary Facilities	21
Debris And Trash Removal	21
Excess Excavation Material	22
Parking	22
Protection of Landscaping Materials	22
Restoration or Repair of Damaged Property	22
Miscellaneous And General Practices	22
Dust and Noise Control	23
Signs	23
Daily Operations	23
Non-compliance	23
<b>DEFINITIONS</b>	<b>24</b>
Adjacent Lot	24
Applicant	24
Architect	24
Architectural and Landscaping Control Committee	24
Association	24
Board	24
Builder	24
Building Envelope	24

---

County	24
Committee	24
Common Area	24
Cut	24
Declaration	25
Developer	25
Excavation	25
Fill	25
Guest House	25
Guest Suite	25
Guidelines	25
Improvement	25
Lot	25
Maximum Building Height Elevation	25
Owner	25
Submittal	26
Residence	26
Structure	26
Visible from Neighboring Property	26

---

# **ARCHITECTURAL AND LANDSCAPING GUIDELINES FOR CORDOVA**

A Large Lot Single Family Development  
Gilbert, Arizona

## **1. INTRODUCTION**

- 1.1 Located in the southeast valley of the Phoenix metro area, Cordova is a community inspired by community life. Great care has been taken in the design and planning of Cordova to make it one of the finest communities in the southeast valley.
- 1.2 The “Cordova Architectural and Landscaping Guidelines” (hereinafter “Guidelines”) have been created pursuant to the “Declaration of Covenants, Conditions, Restrictions, and Easements for Cordova” (hereinafter the “Declaration”). The Cordova Architectural and Landscaping Guidelines apply only to the real and personal property subject to the Declaration. The Guidelines are binding upon all persons in accordance with the Declaration who at any time construct, reconstruct, refinish, alter, or maintain any Improvement within Cordova or make any change in the natural or existing surface, drainage, or plant life thereof.
- 1.3 The Cordova Architectural and Landscaping Guidelines are administered and enforced by the Cordova Architectural and Landscaping Control Committee (hereinafter “Committee”) in accordance with the Declaration and the procedures herein set forth. The Committee has the authority to issue all formal approvals and disapprovals of projects. Each Residence within Cordova must meet the criteria of these Guidelines.
- 1.4 The purpose of the Committee is to evaluate each proposed design, alteration, addition, or other Improvement for appropriateness to its own Lot in the context of the community as a whole. The goal is for the appearance and character of all Residences and other Improvements to harmonize with and enhance their surroundings rather than to dominate or sharply contrast with them.
- 1.5 It is expected that the design of each Residence within Cordova will be custom designed to each individual Lot. Each Residence will need to

---

be sited so as to maximize the appropriateness to its Lot and the appearance of the Residence from all views.

- 1.6 Direction will be established for architectural styles by these Guidelines. The Committee encourages creative architecture, yet will establish the range of the architecture.

---

## 2. REVIEW AND APPROVAL PROCESS.

### 2.1 General.

- 2.1.1 In order to assist Owners to take full advantage of the unique opportunities of their Lots in the planning and designing of their residence, a design review process administered by the Committee has been established.
- 2.1.2 Under the Declaration, the Committee is charged with the responsibility of maintaining the standards set forth in “Cordova Architectural and Landscaping Guidelines.” In addition, the Committee has the authority to issue all formal approvals or disapprovals of projects, and enforce these Guidelines.
- 2.1.3 The Committee may create additional guidelines, policies, and procedures applicable to the guidelines. Please contact the Committee for the latest amendments to these Guidelines, as well as any current policies, prior to proceeding with design.
- 2.1.4 In general, the design and construction review process is divided into three (3) phases:
  - 2.1.4.1 Design and Construction Submittal.
  - 2.1.4.2 Design and Construction Review and Approval/Disapproval.
  - 2.1.4.3 Final Construction Review.
- 2.1.5 Each Owner is responsible for complying with these Guidelines and all other applicable provisions of the Declaration as well as all rules and regulations of any governmental authority, in order to bring the design and construction review process to a speedy and satisfactory conclusion.
- 2.1.6 Design and Construction Submittals and any revised submittals must be made a minimum of eight (8) calendar days prior to the review meeting at which time they will be discussed. Dates of regularly scheduled Committee meetings are available from the Committee.

---

2.1.7 Although the Committee will enforce all provisions of the Guidelines, the following will be of particular concern:

2.1.7.1 The overall visual character and scale of the Residence and other Improvements as viewed from Adjacent Lots and the community as a whole. A primary goal of these Guidelines is to have homes harmonize within the community.

2.1.7.2 Setting the Residence within the Building Envelope. Architectural character as viewed from all sides. The massing, texture, colors, and materials of the design.

2.1.7.3 Building heights and masses.

2.1.7.4 Finished floor levels.

2.1.7.5 Exterior elevations of the Residence, as well as visual impact from the overall community.

2.1.7.6 Exterior paint and material colors, as well as color usage and distribution with particular attention given to methods designed.

2.1.7.7 Landscape character and plant materials.

## 2.2 **Design and Construction Submittal.**

2.2.1 Prior to submitting a design to the Committee, the Applicant and/or his Design Professional must review the Declaration and the most recent version of these guidelines to ensure that the proposed design and construction plans meet with the requirements of both documents. Any amendments to these Guidelines, as well as the current policies and procedures, may be obtained from the Committee.

2.2.2 The Applicant and/or his Design Professional should utilize the Design Review Checklist provided by the Committee to make sure all required items are included in the Design and Construction Submittal package.

2.2.3 A non-refundable Design Review Fee of five hundred dollars (\$500) must accompany the submittal. In the case of an addition to an existing home, the Design Review Fee will be based on the total area under the roof of the addition and will be fifty cents (\$0.50) per square foot. (All fees are subject to change by the Board. Please consult the Committee for a current fee schedule.)

- 
- 2.2.4 All accessory Improvements proposed on the Lot must be shown included in the package.
- 2.2.5 To assist the Committee in its evaluation of the Design and Construction Submittal, the Owner shall, if requested, provide staking of the locations of the corners of the Residence or other Improvements deemed by the Committee to be major and at such other locations as the Committee may request.
- 2.3 **Review of Design and Construction Submittal.** The Committee will conduct reviews of submittals during their regular meetings, if any or at such other times as they deem appropriate. Owners, Architects, Designers, or Builders shall have no right to attend any meeting of the Committee unless specifically requested to do so by the Committee. The Committee will review the submittal for conformance to these Guidelines and the Declaration and will provide a written notice of approval or disapproval to the Applicant within thirty (30) calendar days after review. Results of reviews will not normally be discussed over the telephone with an Owner or his Design Professional or Builder by the Committee or any of its members. Any responses an Owner may wish to make in reference to issues contained in the committee's notice following review of submittals should be addressed to the Committee in writing. If no approval or disapproval is issued by the Committee within sixty (60) days after the submittal has been reviewed by the Committee, the submittal shall be deemed to be approved.
- 2.4 **Re-submittal of Drawings.** In the event of disapproval by the Committee of any part of the Design and Construction Submittal, any re-submission of drawings must follow the same procedure as the original submittal.
- 2.5 **Construction Permit.** Obtaining plan check approval from the Town and securing a building permit from the town is the responsibility of the Owner and/or Builder. The documents approved by the Town shall be the same as the documents approved by the Committee.
- 2.6 **Additional Construction and/or Exterior Changes.**
- 2.6.1 Any changes to the approved Design and Construction Submittal before or during the construction of an Improvement must first be submitted for review and approval by the Committee. Failure to obtain approval of any changes to the approved Design and Construction Submittal can result in the Committee or Association causing the existing construction to be modified to match the approved Design and Construction Submittal, the imposition of fines, or any other remedy available to the Committee of the Association.

- 
- 2.6.2 An additional architectural review fee may be required for the review of any changes proposed or made after the Committee has approved the Design and Construction Submittal.

## **2.7 Commencement of Construction (Constructive Regulations).**

- 2.7.1 Upon receipt of approval of the Design and Construction Submittal from the Committee, the Owner shall commence the construction pursuant to the approved Design and Construction Submittal within six (6) months after the date of the approval. If construction has not commenced within six (6) months after the date of approval, any approval given shall be deemed revoked unless, upon the written request of the Owner made to the Committee prior to the expiration of the six (6) month period and upon a finding by the Committee that there has been no change in circumstances, the time for commencement is extended in writing by the Committee.

- 2.7.2 The Owner shall, in any event, complete the construction of the foundation and all exterior surfaces (including the roof, exterior walls, windows, doors, and all landscaping) of any improvement on his Lot within fifteen (15) months after commencing construction except when such completion is impossible or would result in great hardship to the Owner due to strikes, fires, national emergencies, or natural calamities. If the Owner fails to comply with this paragraph, the Committee may notify the Association of such failure, and the Association, at its option, may complete the exterior in accordance with the approval drawings or remove the Improvement(s), and the Owner shall reimburse the Association for all expenses incurred in connection therewith.

- 2.8 **Work in Progress – Observation for Design Conformance.** The Committee may review all work in progress and give notice of non-compliance, if found. The Builder is required to inform the Committee in writing at least ten (10) days prior to the completion of rough framing so that a review for design and construction conformance may be made prior to completion of sheathing, if desired by the Committee. A written notice stating this requirement shall be shown by the Design Professional on the floor plan or framing plan as part of the Design and Construction Submittal. Absence of such review and notification during the construction period does not constitute approval by the Committee of work in progress or of compliance with these Guidelines or the Declaration.

## **2.9 Final Construction Review.**

- 2.9.1 Upon completion of any Residence or other Improvement for which approval of the Design and Construction Submittal was given by the

- 
- Committee, the Owner shall give written Notice of Completion to the Committee prior to occupancy by the Owner.
- 2.9.2 The written notice required in any changes to the finish floor levels or building heights during the course of construction require specific approval of the Committee prior to the change as set forth in these Guidelines.
- 2.9.3 Within such reasonable time as the Committee may determine, but in no case exceeding twenty (20) calendar days after receipt of the required written Notice of Completion and the Certification of finished floor level and Building Height, the Committee may review the Residence and/or other Improvements. If it is found that work was not done in strict compliance with the approved Design and Construction Submittal, the Committee shall notify the Owner in writing of such non-compliance within thirty (30) calendar days of its receipt of the Owner's Notice of Completion, specifying in reasonable detail the particulars of non-compliance, and shall require the Owner to remedy the same.
- 2.9.4 If the Owner has failed to remedy any non-compliance within thirty (30) calendar days after the date of the Committee's notice, the Committee shall notify the Owner, and may take such action to complete or remove or remedy the non-complying Improvements as is permitted in these Guidelines or the Declaration including, without limitation, injunctive relief or the imposition or fines.
- 2.9.5 If, after receipt of the written Notice of Completion from the Owner and after review of the Residence and/or Improvements by the Committee, the Committee finds that all Improvements are deemed to be in accordance with approved Design and Construction Submittal, the Guidelines, and any stipulations of approval, the Committee shall notify the Owner in writing of such final construction approval.
- 2.9.6 If an Owner chooses to occupy the Residence following receipt of a Certificate of Occupancy from the Town of Gilbert, but prior to a final construction review (paragraph 2.9.3 above) by the Committee, he may do so provided that the work is continued and the written Notice of Completion is given to the Committee within forty-five (45) days of occupancy. If Improvements are not completed within forty-five (45) days of occupancy, the Committee reserves the right to take such action to cause the completion of the Improvements as is permitted in the Guidelines or the Declaration including, without limitation, the imposition of fines.
- 2.10 **Non-waiver.** The approval by the Committee of any drawings or specifications for any work done or proposed, or in connection with any other

---

matter requiring such approval under the 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, or of a non-conforming design or aspect that has not been identified earlier.

- 2.11 **Right of Waiver.** The Committee reserves the right to waive or vary any of the procedures or standards set forth herein at its discretion.

- 
3. **SITE DEVELOPMENT GUIDELINES.** The following Site Development Guidelines relate to the land and deal with the issues of siting, grading, excavation, and the like.
- 3.1 **Lot Restrictions.** No more than one Residence and one Guest House may be constructed on any Lot.
- 3.2 **Set Backs.** Cordova requires a minimum of 30' setback from all front streets, 10' setback from all side streets, interior side setbacks a minimum of 15', and 35' rear yard setback. If such setbacks change in the future, Improvements would have to meet standards in effect at the time work is done. Side setbacks are measured from the property line to the eave. Front and back setbacks are measured from the property line to the foundation.
- 3.3 **Site Drainage and Grading.** Site drainage and grading shall be completed so that no change in the existing drainage surface water occurs upon the Lot or any adjoining Lot nor the work results in a condition that could lead to soil erosion on any Lot. Existing drainage routes must convey storm water as designed. Provide culvert piping below all obstructions such as driveways and walks of the proper engineered size, elevation, and slope to maintain flow and avoid ponding. Any other below grade storm drainage, including bubbler or catch basins, shall be professionally designed and comply with the Town standards for drainage.
- 3.4 **Paved Areas.** Type and color of surfacing materials, including that for walks, driveways, and off-street parking shall be included in the Design and Construction Submittal package.
- 3.5 **Parking Spaces.** In addition to the required parking spaces within an enclosed garage, parking spaces, designed so that they do not look like parking spaces, are required to accommodate guest parking. Screening from the street (i.e., by a low fence, landscaped berm, or planting hedge) may be required by the Committee. Any such parking shall not be visible from any neighboring Lot from a location behind the front setback line. No personal property other than automobiles may be seen in any such permitted parking space. The spaces must be maintained in a neat and clean appearance. Exceptions to the on-site parking may be entertained if a hardship situation is demonstrated.
- 3.6 **Miscellaneous Equipment.** The following items, which require approval by the Committee prior to installation, shall be entirely shielded from view from the street or neighboring property.
- 3.6.1 Antenna or satellite dishes of any sort.

- 
- 3.6.2. Water tanks, or similar storage facilities, shall either be shielded from view or installed underground.
- 3.6.3. Recreational equipment, including basketball backboards, shall be reviewed on a case-by-case basis.
- 3.7 **Signage.** Entry pylons at each driveway will be required of each Owner in conformance with the approved design to provide lighted identification of the address. The lights shall be switched automatically on and off by means of a photocell to operate from dawn to dusk. Entry pylon designs must be approved by the Committee.
- 3.8 **Sport Courts.** Sport courts, where approved by the Committee, shall be sited for minimal visual impact from the street and from neighboring properties. The construction of sport courts below grade is encouraged. Fencing for courts above Lot perimeter fencing height is not allowed.
- 3.9 **Lighting.** Lighting at Cordova is to create a unified, natural effect that will not interfere or compete with the dramatic night-time skies. Any additional individual lighting may only be approved by the Committee.
- 3.10 **Sport Court Lighting.** Sport court lighting will be allowed, but must be approved by the Committee so that the light does not interfere with adjoining neighbors' property. Horizontal cut-off-type fixtures may be mounted on poles at a height no greater than 10'-0" above grade, and must be screened from public or adjacent property view.

---

## 4. LANDSCAPE GUIDELINES.

4.1 **General.** Landscaping provides one of the most important features at Cordova. The desired theme of an abundant landscape is achieved through the use of turf, shrubs, and live plant material groundcover. Xeriscape designs (lush green designs with plentiful quantities of trees, shrubs, and groundcover, utilizing plant material that does not require a lot of water) are recommended. The following is a landscape guideline to help facilitate approval of the landscape plan.

### 4.2 **Design Elements.**

4.2.1 Landscaping is required for all residential front yards and street side yards visible from neighboring properties, streets, and common areas.

4.2.2. A minimum of 60 percent coverage of live plant material is required outside the turf area in the yards, as described above. Concrete walkway, driveway, or patio type areas shall not be included in this calculation. The yards shall be landscaped with turf, shrubs, and live groundcover. All turf areas must be contained with a minimum 6” wide concrete or brick edge (header). The use of turf is optional.

4.2.3. Two 24” box trees are to be planted a minimum set-back of 10’ behind the back of curb in the front yard of the Residence. These trees shall be chosen from the following list: Palo Verde Varieties, ‘Rio Grande’ Ash, Ironwood, Date Palm, Texas Ebony, Mesquite Varieties, Heritage Live Oak, or Texas Mountain Laurel.

4.2.4. Desert plants (cactus, native desert trees and shrubs) will be limited to minor accent use and, in any case, must be approved by the Committee. Artificially colored rock or crushed rock is prohibited (see attached plant list if landscape boulders are desired). Decomposed granite of earth-tone colors must be 3/8” or ½ “ in size and must be used in all areas that are not covered with turf. When mature, live groundcover or shrubs must cover at least 60 percent of all rock area. It is recommended that “minus” decomposed granite material be used. This type of DG will be more maintenance-free, is less likely to be kicked and scattered, and is more user-friendly.

4.2.5. Trees, shrubs, and annuals adequate to enhance the aesthetic appeal of walls, planters, walks, etc., shall also be included in the landscape theme for the front and side yards. Excessive cactus or

---

other desert “plantings” will not be approved. However, rear yards may be landscaped with desert themes, if desired, providing desert type plants do not protrude above the walls.

- 4.2.6. All irrigation systems are to be below ground, fully automated, and in compliance with all applicable building codes for state and county agencies. All irrigation systems shall be designed and “trimmed” to minimize spray onto streets, driveways, walks, and other non-landscaped areas.

### 4.3 **Plan Requirements.**

- 4.3.1. The Owner of each Lot shall submit a detailed landscaping plan with the Design and Construction Submittal package to be reviewed by and subject to the approval of the Committee. The required landscaping shall thereafter be installed in accordance with the submitted landscaping plan. It is recommended that a landscape professional be consulted to draw the plan. Only the front yard and front side yards (if you have a corner lot) of the property need to be shown and submitted for review.
- 4.3.2. The plan must be drawn to a scale of 1” = 10’ and displayed on a 24” x 36” sheet. Show the outline of the floor plan of the home, walkways, existing or proposed garden walls or any other “hardscape” features to be constructed (water features, fountain, benches, etc.). Show the existing fence return (this is the part of the back yard wall that ties into the home). Show proposed location and type of each individual tree, shrub, or groundcover. All plant material must be drawn to indicate approximate mature size. Include a plant schedule specifying botanical and common names, plant container size, and total number of each kind of plant. Indicate size and color of decomposed granite. Have a North arrow and scale of the drawing on the plan.
- 4.3.3. Attached to these Guidelines is a list of trees, shrubs, groundcover, and vines recommended and approved by the Committee. These are all items that can be used when submitting plans for review. This does not restrict you from proposing use of plant material not found on the Recommended Plant List. However, they must be approved by the Committee.
- 4.3.4. Unless other arrangements have been made, front yard landscaping must be completed within ninety (90) days after the Final Construction Review.

- 
5. **ARCHITECTURAL DESIGN GUIDELINES.** The following architectural standards have evolved in response to climatic, environmental, visual, and aesthetic considerations in Cordova.

5.1 **Design Character.**

- 5.1.1. These Guidelines do not intend to dictate architectural style for the design of a Residence within Cordova, although all designs must be of a character to the environment, climatic conditions, and community flavor. The Committee encourages creative architecture, but warns against architectural styles that are not consistent to the established flavor.
- 5.1.2. These Guidelines intend to allow design flexibility for individual Owners, yet ensure that the result of this design flexibility does not adversely impact the visual appearance of Cordova.
- 5.1.3. While some designs may be “good” examples of architecture in themselves, if, in the opinion of the Committee, the design is not appropriate to the community context, and the overall visual context, it may still not be approved.
- 5.1.4. Although architectural “style” is not dictated, there are numerous principles of good architectural design that should be considered and included in the design of a residence in Cordova. To facilitate in the explanation of these principles, the following Guidelines are provided:
- 5.1.4.1. The use of textural materials such as stone and masonry helps to reduce the visual impact and scale of a Residence. As noted in this section, multiple exterior finish materials are desirable for Residences.
- 5.1.4.2. The use of proportions that emphasize the horizontal instead of the vertical are required. Horizontal proportions will help keep the house from appearing too tall or vertical.
- 5.1.4.3. The use of broad overhangs, recessed voids, sheltered windows, and well-articulated massing will create strong shadow lines with deep recesses. These shadows and recesses improve visual appearance of a house significantly, particularly when viewed from a distance. Broad overhangs can also provide protection from the weather and the sun.

- 
- 5.1.5. Structures that consist of only bold mass or block forms are discouraged. The design of a Residence should carefully integrate mass forms with the overhangs, roof forms, site walls, and landscape into a well-composed whole.
  - 5.1.6. The intent of this section is to create homes that have greater visual texture and depth, strong shade and shadow lines, and natural appearance.
  - 5.1.7. Special attention should be given to the following areas in the design of a Residence:
    - 5.1.7.1. Visibility from the community.
    - 5.1.7.2. Street orientation
    - 5.1.7.3. Solar orientation
    - 5.1.7.4. Location of neighbors or potential neighbors

5.2 **Building Size.** It is required that the Residence will contain at least two thousand six hundred (3,000) square feet of enclosed air conditioned living area. The maximum area of a Residence including all areas under roof will be reviewed on a site-by-site basis. Verification of maximum building coverage should be determined as required by the Town of Gilbert prior to commencement of design.

5.3 **Building Height and Massing.**

- 5.3.1 For one-story structures, a maximum building height has been established of twenty-four (24) feet. This height shall be measured from the lowest finish floor elevation to the highest ridge at a pitch roof. Maximum height of any parapet wall shall be eighteen (18) feet. Chimneys may exceed the maximum building height by four (4) feet. One-story structures are preferred. Two-story structures will be allowed only upon submittal to and approval by the Committee, in the Committee's sole discretion.
- 5.3.2. Proper massing of the structure will be considered a required element of the overall architecture. Distinctive massing on all elevations will create four-sided architecture.

---

## 5.4 Roofs.

- 5.4.1. Pitched roofs shall have a maximum slope of five (5) to twelve (12), and a minimum slope of four (4) to twelve (12), unless otherwise approved by the Committee.
- 5.4.2. Roof-mounted mechanical equipment and antennas are prohibited.
- 5.4.3. Asbestos shingle roofs and light-reflective roofs are not allowed. The following pitched roof materials are suggested:
  - 5.4.3.1. Two-piece mission clay tile.
  - 5.4.3.2. Two-piece Mexican sand cast tile (Pinto).
  - 5.4.3.2. Flat concrete tile.
  - 5.4.3.3. Slate
- 5.4.4. Pitched roof tile may be chinked for a more authentic texture.
- 5.4.5. Pitched roof fascias and overhangs should be Stucco or wood finish. Wood corbels are encouraged for authentic architecture.

5.5 **Colors.** Colors are subject to Committee approval. Subdued accent colors may be used, subject to approval by the Committee. Colors for exterior artwork, sculpture, or any other special features should also be muted tones chosen to blend rather than contrast with the Residence and its surroundings.

5.6 **Reflective Finishes.** No highly reflective finishes, except glass, which may not be mirrored or opaque, and door hardware, shall be used on any exterior surfaces, including exterior artwork and sculpture.

## 5.7 Materials – Exterior Surfaces.

- 5.7.1 Exterior surfaces should generally be of materials that harmonize with the overall architecture. Stucco, stone, brick, and wood should be the predominant exterior surfaces. Siding is not allowed.
- 5.7.2 Exterior finish materials, including stucco on all building walls, site walls, and screen walls, must be continued down to below the finish grade, thereby eliminating unfinished foundation walls.

---

5.8 **Building Projections.** All projections from a building, including, but not limited to, chimney caps, vents, gutters, scuppers, downspouts, utility boxes, porches, fencing, railings, and exterior stairways, shall match the color of the surface from which they project or be an appropriate accent color, unless otherwise approved by the Committee.

5.9 **Skylights.**

5.9.1 A maximum of two (2) skylights and/or a maximum of twenty (20) square feet of total area skylights, whichever is more restrictive, are permitted on any Residence. Skylights must be surrounded by parapets, and the parapets must be at least 12” above the highest point of any skylight. Skylights must be on the back of the Residence.

5.9.2 Skylights must be either tinted bronze or gray. White or clear skylights are not to be allowed. Skylights should be the low-profile type and should be located as to minimize their visibility from other Lots, particularly those located at a higher elevation, and they should not cause any objectionable glare or reflections. Skylights are not allowed on pitched roofs facing street frontage.

5.9.3 A note must be placed by the Design Professional on the roof plan or other applicable plan in the final construction drawings indicating that parapets must be a minimum of 12” above the highest point of any skylight.

5.10 **Windows**

5.10.1 Windows should be located and sized so as to limit heat gain to the Residence’s interior and not cause any objectionable glare at any time, day or night. The use of overhangs, deep window opening recesses, and other shading devices is encouraged. In any case, the plane of the glass must be recessed a minimum of 3” from the exterior wall face. Typically, the larger the plane of glass, the greater the recess should be from the exterior wall face. “Pop outs” around windows will not be allowed unless, in the opinion of the Committee, the window surround is treated as a mass element.

5.10.2 Glass block has the same constraints as listed above for windows. Glass block shall be limited to no more than 32 surface square feet per location and no more than 72 surface square feet total per Residence, unless otherwise approved by the Committee. Glass

---

block is not allowed in decorative patterns or shapes. Colored glass block is not allowed.

5.10.3 The use or addition of fabric-type awnings, exterior sunshades, or other shading devices that do not appear integrated into the design of a Residence is strongly discouraged and can only be allowed if, in the opinion of the Committee, the element is integrally designed into the character of the Residence and other Improvements and it does not have a negative impact on the overall visual harmony of Cordova. Sun control and shading demands should be analyzed with the initial concepts and designed as an integrated part of the Residence through the use of correct solar orientation, broad roof overhangs, shading masses, and deeply recessed windows. In general, the attachment of shading devices to the Residence is not considered an integrated solution. If allowed by the Committee, these shading devices must meet the requirements of section 5.5 regarding colors.

- 5.11 **Patio and Courtyards.** Patios and courtyards should be designed as an integral part of the Residence so they can be shaded and protected from the sun by roofs and building masses. Outdoor fire pits and outdoor fireplaces must be gas burning only due to concerns about fire danger. Wood-burning outdoor fire pits or outdoor fireplaces are not allowed.
- 5.12 **Solar Applications.** Passive solar applications or the orientation and design of the Residence for maximum winter sun gain will reduce the winter heating needs, and will be encouraged.
- 5.13 **Screen Walls/Site Walls.** Screen walls should be a visual extension of the architectural design of the Residence. They may be used to separate the private areas from the rest of the Building Envelope and as screening for parking and service areas. The colors of walls must conform to the color standards as described in these Guidelines. Unless otherwise approved by the Committee, all common walls between Lots must be of split block or stucco finish with a maximum height of six (6) feet, except the perimeter walls of the Development, which shall have a maximum height of eight (8') feet.
- 5.14 **Service Yard.** All above-ground garbage and trash containers, mechanical equipment, pool equipment, and other outdoor maintenance and service facilities must be completely screened by walls and gates, at least one (1) foot higher than the equipment, from adjacent lots, streets, or other common areas.

- 
- 5.15 **Guest Houses, Guest Suites, and Accessory Buildings.** Such structures must be designed as a single visual element with the Residence and should be visually related to it by walls, courtyards, or major landscape elements. A free-standing Guest House may not exceed 1,000 square feet, unless otherwise approved by the Committee and it must comply with applicable Town of Gilbert regulations. A free-standing Guest House or accessory building can be constructed on any Lot, with approval from the Committee, provided all Improvements fall within the Building Envelope and meet the requirements of these Guidelines. A Guest Suite may be incorporated into any Residence. No Guest House or Guest Suite may be leased or rented, separate and apart from the lease or rental of the main Residence.
- 5.16 **Storage Tanks.** All fuel tanks, water tanks, or similar storage facilities shall be shielded from view from adjacent Lots, streets or other Common Areas by walls or structures, or shall be located underground with all visible projections screened from view from adjacent Lots, streets or other Common Areas.
- 5.17 **Signs.** Restrictions and requirements regarding signs are set forth in the Declaration. All signs shall require the approval of the Committee as to the size, color, design, message content, location, type, and hours of display.
- 5.18 **Flagpoles.** Location and size of flagpoles must be approved by the Committee.
- 5.19 **Radon Gas Protection.** Although there has been no indication that significant amounts of radon gas are present in the soil of Cordova, the Committee recommends that each individual Lot be tested by a competent professional for the presence of radon gas. If a determination is made that a radon gas protection system is needed, the Design Professional should be made aware of this and include it in the design of the Residence.
- 5.20 **Columns.** In keeping with the intent of visual strength in the architectural design, column proportions are critical. Thin columns tend to visually appear weak. Columns must have a minimum dimension of 12” in diameter or width in both directions, and have a minimum slenderness ratio of 1 to 8 (i.e., an 8’0” tall column must be 12’ wide and a 12’0” tall column must be 18” wide). The Committee may grant exceptions to this guideline if determined by the Committee to be appropriate to the specific design. The patterns and spacing of columns must also relate to the design character of the house. Arbitrary and random column spacing will not be approved.

---

5.21 **Garages.** Every effort should be made to minimize the impact of the garage and garage door(s), and therefore it is strongly recommended that garage doors do not face the street. Careful siting and driveway orientation can ensure that a garage is recessed from view from the street. In an effort to minimize garage impact, garage doors shall be offset a minimum of four (4) feet. Two (2) double garage doors may be placed adjacent to each other if they are offset by a minimum of four (4) feet horizontally and they do not face the street. In any case, no more than four (4) garage stalls will be allowed on any Residence including Guest Houses and accessory buildings, unless otherwise approved by the Committee. The appearance of the garage door must blend with the home design. Ornate garage doors are strongly discouraged. Garage doors shall be recessed a minimum of 12” from face of framing. Only one (1) garage door shall be visible from the front street of the Residence.

5.22 **Unique Exterior Features.**

5.22.1 Unique exterior features including, but not limited to, entry arches, decorative gates, glass patterns, railings, enclosures, shade structures, armadas, fountains, gazebos, cabanas, exterior fireplaces, exterior artwork and sculpture, and the like must be designed as an integral part of the Residence. Requests for approval of unique exterior features should include detailed design information including sketches, cut sheets, photographs, etc., as a part of the Design and Construction Submittal package for approval by the Committee.

5.22.2 Specific restrictions include:

5.22.2.1 Fountains or water displays of a height taller than four (4) feet above the grade at which they are located must be approved by the Committee.

5.22.2.2 Exterior artwork and sculptures must be approved by the Committee.

5.22.3 The following homes styles are NOT recommended:

5.22.3.1 Territorial

5.22.3.2 Santa Fe.

5.22.3.3 Adobe.

5.22.3.4 Spanish Territorial.

- 
- 5.22.4 The design character of a Residence 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 designs should be textural with the use of multiple exterior materials, natural elements, and complementing colors to avoid monotone or “vanilla” homes.
- 5.22.5 The design and construction of all Residences and other Improvements must incorporate the use of at least two (2) different complementing materials on the exterior wall surfaces (in addition to roof and driveway materials), unless otherwise given specific approval by the Committee. The secondary or accent exterior wall material must cover at least twenty percent (20%) of the exterior building surface. These complementing materials must be carefully articulated into an integrated whole and should not result in a home that appears like two (2) different structures forced together. The use of natural materials such as stone and brick are strongly encouraged. Thin veneers of mass materials such as stone and brick should be avoided, but instead these materials should be placed in natural mass forms that are true to the natural formations or authentic use of these materials.
- 5.22.6 Monochromatic color schemes will not be allowed, unless otherwise given specific approval by the Committee. The suggestion for at least two different complementing exterior wall materials will naturally create complementing color variations. In addition, the color of fascias, roof materials, window frames, railing, etc., should be carefully selected to create a well-composed palette of color and textures that appear as an integrated visual composition.

- 
6. **CONSTRUCTION REGULATIONS.** All builders, owners, and persons shall be bound by the following construction regulations, which shall be enforced during the construction period in order to minimize adverse impact on Cordova and other Owners. A list of these regulations shall be included on the contract drawings for each Residence or other Improvement on a Lot. Any violation by a Builder shall be deemed to be a violation by the Owner of the Lot.
- 6.1 **Construction Activities And Materials.** Construction activities and materials shall be strictly contained on the project site. Adjacent Lots may not be utilized in any manner without specific written permission of the Owner, which shall contain procedures for return of that site to its original condition should the need arise. Common areas may not be utilized in any manner.
- 6.2 **Construction Access.** During the time a Residence or other Improvement is under construction, access shall be limited to the paved streets and directly there from onto the Lot. It is the responsibility of the Owner to coordinate with his Builder for access of all subcontractors into Cordova without impairing the security of the residences of Cordova. Access by construction-related vehicles is strictly limited to the Riggs Road entrance.
- 6.3 **Construction Safety Programs And Regulations.** In strict compliance with the current editions of the “Manual of Accident Prevention in Construction,” as published by the Associated General Contractors of America, Inc., and the Occupational Safety and Health Act Compliance (OSHA), Section 1926, provide temporary fencing and barricades as required for protection of all construction and non-construction personnel, including but not limited to, the Owner and other residents at Cordova.
- 6.4 **Temporary Facilities.** Location of a construction trailer, dumpster, portable field office, or the like on the Lot shall require prior written approval from the Committee, who will work closely with the Owner or Builder to determine the best possible location. Such temporary structures shall be located only in a location approved by the Committee and shall be removed promptly upon completion of construction.
- 6.5 **Sanitary Facilities.** Adequate sanitary facilities for construction workers must be provided by the Owner or Builder. Temporary and/or portable toilet facilities shall be located only on the site itself or in areas approved by the Committee.
- 6.6 **Debris and Trash Removal.** The Project Site, including stored materials, tools, and equipment, shall present a neat, orderly, and workmanlike appearance at all times. Dirt, mud, or debris resulting from activity on

---

each construction site shall be promptly of Cordova. Frequently clean up all refuse, rubbish, scrap materials, and debris on the Lot; remove daily or furnish a trash dumpster and dispose such materials offsite as necessary to prevent the container from being filled beyond capacity. Light-weight materials, packaging, and other items shall be covered or weighted down to prevent wind from blowing such materials off the project site. Any clean-up costs incurred by the Committee or the Association in enforcing these requirements will be billed to the Owner.

- 6.7 Excess Excavation Material.** Excess Excavation Material shall be hauled away from Cordova.
- 6.8 Parking.** Vehicles shall be parked on the edge of the street nearest the Lot under construction or other place designated by the Committee, but in no case in front of any occupied Lot, upon other Lots or any Common Area.
- 6.9 Protection of Landscaping Materials.** Protect all existing plants, topsoil, boulders, and other landscaping materials on the Lots and open spaces during construction. These shall be marked and protected by flagging, fencing, or barriers. The Committee shall have the right, but not the obligation, to flag materials to be protected.
- 6.10 Restoration or Repair of Damaged Property.** Damage to other property, including but not limited to, Common Areas, other Lots, road, driveways, and/or other Improvements will not be permitted. If any such damage occurs, it must be repaired and/or restored promptly at the expense of the person causing the damage or the Owner of the Lot under construction. Upon completion of construction, each Owner and Builder shall clean his construction site and repair all property that was damaged, including but not limited to, restoring grades, planting shrubs and trees as approved or required by the Committee, and repair of streets, driveways, pathways, drains, ditches, signs, lighting, fencing, and landscaping.
- 6.11 Miscellaneous And General Practices.** Owners will be absolutely responsible for the conduct and behavior of their agents, representatives, contractors, and subcontractors on Cordova. The following practices during construction are prohibited on Cordova:
- 6.11.1 Maintenance of any vehicle or equipment (i.e.,changing oil).
  - 6.11.2 Allowing concrete suppliers and contractors to clean their equipment except on the Lot under construction (which shall be removed as construction debris.)

- 
- 6.11.3 Dumping, burying, or burning trash anywhere on the Lot or in Cordova.
  - 6.11.4 Removing rocks, plant material, topsoil, or similar items from any property of others within Cordova, including construction sites.
  - 6.11.5 Carrying firearms of any type on the property.
  - 6.11.6 Using disposal means other than those approved by the Committee.
  - 6.11.7 Careless disposition of cigarettes and other flammable material. At least one 10-pound ABC rated dry chemical fire extinguisher shall be present and available in a conspicuous place on the construction site at all times.
  - 6.11.8 Drinking of alcoholic beverages by any construction worker.
  - 6.11.9 Bringing pets of any kind onto the property or being allowed to roam at will within Cordova. In the event of any violation hereof, the Committee, the Association, or Developer shall have the right to contact the Town of Gilbert or Maricopa County authorities to impound the pets, or to refuse to permit such Builder or subcontractor to continue work on the Cordova property, or to take such other action as may be permitted by law, these Guidelines or the Declaration.
  - 6.12 **Dust and Noise Control.** The Builder shall water site as necessary to prevent dust from becoming a nuisance to the community and shall reasonably control noise.
  - 6.13 **Signs.** Restrictions and requirements regarding signs are set forth in the Declaration.
  - 6.14 **Daily Operations.** Working hours are limited to, from thirty (30) minutes before sunrise until 7 p.m., Monday through Saturday. Any work that generates noise beyond the immediate site shall not commence until 8 a.m. No work shall occur on Sunday.
  - 6.15 **Non-compliance.** Forty-eight (48) hours after written notice of non-compliance of any provision herein, the Association has the right to repair said damage, clean-up as required, or otherwise correct the stated violation and charge the Owner by lien if necessary.

- 
7. **DEFINITIONS.** Unless the context otherwise specifies or requires, the following words or phrases when used in these Guidelines shall have the following specific meanings specified therein.
- 7.1 **“Adjacent Lot”** means any Lot that shares a common boundary with the subject Lot, as well as any Lot that is located directly across a street or across a Common Area less than fifty (50) feet wide.
- 7.2. **“Applicant”** means the specific individual person identified as the applicant on the application form submitted to Committee as the applicant to whom all design review correspondence shall be addressed.
- 7.3. **“Architect”** means a person appropriately licensed to practice architecture in the State of Arizona.
- 7.4. **“Architectural and Landscaping Control Committee”** means the Cordova Architectural and Landscaping Control Committee established pursuant to the Declaration.
- 7.5. **“Association”** means Cordova Homeowners’ Association as defined in the Declaration.
- 7.6. **“Board”** means the Board of Directors of the Association.
- 7.7. **“Builder”** means a person or entity engaged by an Owner, including the Owner acting as Builder, for the purposes of constructing any Improvement on the Owner’s Lot.
- 7.8. **“Building Envelope”** means that portion of a Lot, including any modifications as made from time-to-time pursuant to the Guidelines, that encompasses the maximum allowed area of the Lot that may be developed.
- 7.9. **“County”** means the Maricopa County, Arizona, or any successor county governing Cordova.
- 7.10. **“Committee”** means the Cordova Architectural and Landscaping Control Committee established pursuant to the Declaration.
- 7.11. **“Common Area”** means Common Area as defined in the Declaration.
- 7.12. **“Cut”** means removal of soil, rock, or other earth materials to create a finished grade that is lower than the existing natural grade.

- 
- 7.13. **“Declaration”** means the “Declaration of Covenants, Conditions, Restrictions, and Easements for Cordova” recorded in the official records of Maricopa County, Arizona, as amended from time-to-time.
- 7.14. **“Developer”** means the Developer as defined in the Declaration.
- 7.15. **“Excavation”** means any disturbance of the surface of the land (except to the extent reasonably necessary for planting of approved vegetation), including any trenching that results in the removal of soil, rock, other earth materials, or other substance from a depth of more than twelve inches (12”) below the existing surface of the land, or any grading of the surface.
- 7.16. **“Fill”** means any addition of soil, rock, or other earth materials to the surface of the land that increases the elevation of such surface from its existing state.
- 7.17. **“Guest House”** means a structure, separate from the main structure of the Residence, having sleeping facilities for one or more guests.
- 7.18. **“Guest Suite”** means sleeping facilities incorporated into the main structure of the Residence for the use of one or more guests.
- 7.19. **“Guidelines”** means “Cordova Architectural and Landscaping Guidelines.”
- 7.20. **“Improvement”** means any changes, alterations, or additions to a Lot including any excavation, cut, fill, Residence, buildings, outbuildings, roads, driveways, parking areas, walls, retaining walls, stairs, patios, courtyards, landscape, poles, signs, exterior art, swimming pools or spas, and any structure or other modification of any type or kind and any Landscaping, and all other improvements of every type and kind constructed on a Lot or the Common Areas or otherwise located within the Development.
- 7.21. **“Lot”** means a subdivided Lot as shown on the plat of record for Cordova as further defined in the Declaration.
- 7.22. **“Maximum Building Height Elevation”** means the highest point to which a building or other Improvement, except chimneys, can be constructed, as established by a horizontal plane based on elevations measured from finished floor.
- 7.23. **“Owner”** means the Owner (as defined in the Declaration) of a Lot. For the purposes herein, the Owner may act through his designated agent,

---

provided that such agent is authorized in writing or by law to act in such capacity.

- 7.24. **“Design and Construction Submittal”** means all drawings, models, and information required by these Guidelines and the Design Review Check List to be submitted to the Committee to obtain Design and Construction Approval.
- 7.25. **“Residence”** means any building, including any garage or other accessory building used for residential purposes, constructed on a Lot, and any Improvements constructed in connection therewith. Unless otherwise defined, “Residence” shall mean a single-family Residence.
- 7.26. **“Structure”** means anything constructed or erected on a Lot, the use of which requires location on the ground or attachment to something having location on the ground.
- 7.27. **“Visible from Neighboring Property”** means Visible From Neighboring Property as defined in the Declaration.