

# *Carriage Parc Estates*

## *Homeowners Association*

### *Architectural Guidelines / Rules & Regulations*



*Carriage Parc Estates Homeowners Association*

*P.O. Box 5720*

*Mesa, AZ 85211*

PREFERRED COMMUNITIES  
"LOVING WHERE YOU LIVE."



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# Carriage Parc Estates Homeowners Association

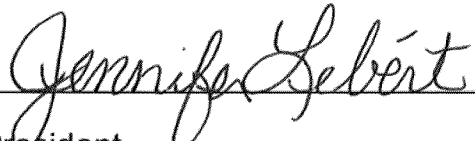
## *Architectural Guidelines and Association Rules & Regulations*

August 17, 2015


**RESOLUTION OF THE BOARD OF DIRECTORS  
CARRIAGE PARC ESTATES HOMEOWNERS ASSOCIATION  
c/o PREFERRED COMMUNITIES  
PO BOX 5720, MESA AZ 85211**

RESOLVED that the Board of Directors hereby adopts the attached Architectural Rules and Association Rules & Regulations dated August 17, 2015.

Approved and acknowledged this 17<sup>th</sup> day of August 2015.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Vice President

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# Architectural Rules and Association Rules & Regulations for Carriage Parc Estates Homeowners Association

## August 17, 2015

The Architectural Rules and Association Rules & Regulations (“RULES”), as set forth in this document shall interpret and implement procedures for the Architectural Committee’s (“Committee”) review and standards and the Rules set forth by the Board of Directors (“BOARD”). These “Guidelines” are intended to enhance property values and high standards of living that exist within Carriage Parc Estates. Unless specifically identified as not requiring submittal for approval within this document, prior approval from the “Committee” is required. The CC&R's are the legally binding document, the guidelines imposed herein are a guide to direct homeowners in planning the upgrades to their homes and property which will be acceptable to the architectural committee. The rules are established to assist residents in conforming to the standards established, and amended from time to time, by the “Committee”. Each application will be reviewed on a case-by-case basis.

PRIOR TO THE COMMENCEMENT OF CHANGES, APPROVAL IS REQUIRED FROM THE COMMITTEE. FOLLOWING THESE RULES DOES NOT ELIMINATE THE NEED FOR SUBMISSION OF PLANS (UNLESS SPECIFICALLY NOTED).

### **APPLICATION PROCEDURE:**

Submittal: Application and plans, to be kept on file with the Association, should be mailed to:

**CARRIAGE PARC ESTATES HOMEOWNERS ASSOCIATION**  
c/o PREFERRED COMMUNITIES  
PO BOX 5720  
MESA, AZ 85211  
(480) 649-2017 (P) (480) 649-0902 (F)  
[info@gothoa.com](mailto:info@gothoa.com)

The following information should be included with the submittal:

1. **Architectural Design Review Form:** a completed form may be obtained online at <http://www.gothoa.com/>
2. **Plot Plan or drawing of the Lot:** a site plan showing dimensions in relation to existing dwelling and property lines (setbacks). Measurements must be written on the plans.
3. **Elevation Plans:** plans showing finished appearance of improvement in relation to existing dwelling.
4. **Specifications:** detailed description of materials to be used, color samples and dimensions must be submitted.
5. **Photographs:** submit photos or pictures of what the desired product looks like.

**\*REVIEW: APPROVAL AND/OR DISAPPROVAL.**

The Committee shall have forty-five (45) days after submittal of plans to approve or disapprove plans. No verbal approvals/disapprovals will be given by the management company. All decisions will be mailed via US Mail.

The Review will include, but is not limited to, consideration of material, quality of workmanship, colors, and consistency with the external design and color of existing structures on the lot and impact on neighboring lots. The location of the improvement with respect to topography and finished grade elevation is also considered.

Neither the Committee nor the Board of Directors shall have any liability in connection with or related to approved plans, specifications, or improvements. The approval of the plans does not mean that judgment is passed on the structural soundness of the improvement or its effect upon existing or future drainage. The review of the plans is for aesthetic purposes only.

**Approval Expiration:** Construction must be completed within ninety (90) days of the date of the Committee's approval of the application, or the Committee's approval shall be deemed withdrawn and plans must be resubmitted in accordance with these Rules. Once started, construction shall be pursued diligently in order to assure prompt completion. If additional time is required to complete the project, the owner must notify the management company.

**Appeal:** any appeal of the Committee's decision must be submitted in writing, within thirty (30) days of the Mailing date of the Committee decision. Appeals may be mailed to the same mailing address, fax or email address as the original submittal.

*NOTE: These rules may be amended from time to time by a majority vote of the Board of Directors.*

## **ARCHITECTURAL GUIDELINES AND ASSOCIATION RULES & REGULATIONS**

**ANIMALS: (CC&R Section 5.3) Animals** permitted by the Town of Gilbert ordinances and regulations may be raised, bred or kept on any Lot, but only such number and types shall be allowed which will not create a nuisance or disturb the health, safety, welfare or quiet enjoyment of other residents in the community. Horses are only allowed on lots that have been zoned by the Town of Gilbert to allow horses.

All animals shall be confined to their owners' lots and shall be kept under reasonable control at all times in accordance with applicable laws. This includes keeping all dogs not confined on the owner's lot on a leash.

All animal waste must be properly disposed of in accordance with applicable city or county regulations.

**ANTENNAS & SATELLITE DISHES (CC&R Section 5.7):** To the extent permitted by applicable law, the installation of antennas, satellite dishes or other devices for the transmission or reception of television or radio signals or any other form of electromagnetic radiation shall be subject to the prior written approval of the Committee unless applicable law prohibits the Committee from requiring prior approval for the installation of certain antennas, any such antennas are to be installed as follows:

The preferred installation locations are as follows in descending order of preference:

1. A location in the back yard of the Lot where the Receiver will be screened from view by landscaping or other improvements.
2. On a party wall, below the top of the wall so as not to be visible from neighboring properties.
3. An unscreened location in the backyard of the lot
4. On the roof, but below the roofline
5. 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 improvements.
6. On the roof above the roofline



7. An unscreened location in the side yard
8. A location in the front yard of the lot where the Receiver will be screened from view by landscaping or other improvements.

Wires must be securely attached to the dwelling and painted to match where attached to the house.

**AWNINGS (CC&R Section 7.2):** All awnings must be approved by the Committee. Awnings over all windows shall be canvas or similar material, of solid color on both sides, which match 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. All awning submittals must include a drawing with the location of the proposed awning installation. A sample of the material to be used, along with the color and design of the proposed awning, is required. Owner is responsible for maintenance and repair of awnings. The Association retains the right to determine when an awning must be repaired and or replaced due to weathering, fading, tearing, ripping, etc.

**BASKETBALL GOALS (Section 7.2):** Permanent basketball goals are recommended. Portable basketball goals will be allowed if they meet the following requirements:

1. Must be stored in the backyard when not in use
2. Only nylon or similar cord nets are acceptable., Metal or chain nets are expressly prohibited
3. All equipment must be constantly maintained & kept in good condition. Broken backboards, disfigured or bent rims, ripped/torn nets, chipped/peeling paint et., should be promptly repaired or replaced.
4. Painting of 'keys' on driveways is prohibited.

**DECORATIVE ITEMS (CC&R Section 7.2):** Front yard item(s) must be submitted for approval by the Committee. The Board of Directors reserves the right to require removal of decorative items in the front yards based on size, quantity, color and location and any other criteria that the Board may determine.

**Seasonal and Decorative Flags:** Seasonal and decorative flags which are house mounted below the roofline do not require approval. Seasonal flags must be removed within fourteen (14) days after the date of the holiday to which the flag pertains. Flags must be maintained in good condition at all times. Flags that

are torn, ripped, faded, etc., constitute grounds for fines or removal. Flags shall not be offensive to the Association. The Board of Directors shall make this determination at its sole discretion.

**Holiday Decorations:** Holiday decorations may be installed thirty (30) days prior to the holiday and must be removed within fourteen (14) days after the holiday.

**Decorative and Seasonal Items:** The Board of Directors reserves the right to require the removal of decorative items in front yards based on size, quantity, color, location, and other criteria. The Board of Directors at its sole discretion shall make its determination on a case-by-case basis.

**Decorative Art on Houses:** Decorative Art on houses shall be neutral in color and may be limited in number, so as to not dominate the appearance of the home. Dimensions of decorative art shall be no greater than three feet (3') in length, width, and height.

**Water Features, Statuary, Etc.:** Items such as fountains, statuary, etc., are permissible within the rear yard and do not require submittal to the Committee, except on Lots with view fencing or if these items will be visible above the fence. These items must be approved by the Committee prior to installation in the front yard. Water features may not exceed four and one half feet (4-1/2') in height. It is recommended that water features be chlorinated. The Committee reserves the right to limit the size and quantity of statuary in the front yard, as well as in the rear yard with view fencing.

**DETACHED ACCESSORY BUILDINGS (CC&R Section 7.2):** Detached accessory buildings such as pool houses, an additional garage, workshop; etc., shall be permitted with prior approval of the Committee only. The following criteria will apply to all such structures:

1. Maximum area of 1200 square feet under roof (this may vary upon lot size and placement)
2. Maximum height of no more than fourteen (14) feet
3. Minimum side yard setback of seven (7) feet, unless Town requirements are greater
4. Minimum rear yard setback of seven (7) feet, unless Town requirements are greater
5. Single story only

6. Landscaping buffer will be considered
7. No roof-mounted equipment will be allowed except for solar or satellite.
8. All materials and colors must be consistent with the house. All roofs must match the tile roof of the house.
9. The architectural style must be consistent with the house.
10. Size and shape should not overwhelm neighboring structures
11. Approval from all adjacent neighbors is required
12. Permit from the Town of Gilbert required- copy must be provided to the management company.

**DRIVEWAY EXTENSIONS AND SIDEWALKS (CC&R Section 7.2):** Driveway extensions will be reviewed for 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 linear feet of lot frontage, and (D) the signature of adjacent neighbors stating they do not object to the extension.
2. The total parking area may not exceed or fifty percent (50%) of the lot width (existing driveway plus extensions) as measured at its widest point.
3. The extension must be one foot or more away from the property line.
4. No separate driveways will be approved.
5. Painting of paved surfaces is prohibited.

The Committee reserves the right to review and request changes to the extension per these requirements. If architectural approval is not received prior to installation, the committee may require the extension to be removed.

**Additional Sidewalks:** Sidewalks installed to utilize the side gates do not need to be submitted if all the following conditions are met:

1. The additional sidewalk is three feet (3') or less in width, is one foot (1') or more from the property line, and is one foot (1') or more from the home.
2. The area between the home and the sidewalk addition must have groundcover installed per the landscaping guidelines or to match the existing front yard ground cover (i.e., decomposed granite).

The Committee reserves the right to review and request changes to the addition per these requirements.

\*Additional sidewalks in any other locations must be submitted for approval prior to installation.

**FENCES AND WALLS INCLUDING DECORATIVE WALLS (CC&R Sections 6.1 and 7.2):** Plans to raise the height of a party wall must be submitted for approval. The application must include written permission from the adjacent neighbor(s), as well as information on the height of all walls that will abut the wall(s) being raised, material to be used to raise wall, and texture and color of finished wall. Side and rear walls may not exceed six feet (6') in height from ground level, as measured from the lowest side of the wall.

Plans for new fences or walls must be submitted to the Committee prior to construction. Walls must match the existing wall in texture and color.

Access for pool installation must be through the front gate access or by removing a portion of the front wall. Corner lots must receive prior approval to remove a portion of the sidewall.

Decorative or garden walls may not exceed thirty-six inches (36") in height. Decorative or garden walls must be submitted for approval prior to installation, and be finished to match the base color of the home.

**FLAGS & FLAGPOLES (CC&R Section 7.2):** Flag display requirements:

1. The association allows display of flags identified in ARS 22-1261, which include as of August 17, 2015: the American Flag, United States Army, Navy, Air Force, Marine Corps or Coast Guard, the POW/MIA flag, the Arizona State flag, an Arizona Indian nation's flag and the Gadsden flag.
2. The maximum size of any flag shall be three feet by five feet (3'x5').
3. The maximum height of a permanent, removable or freestanding pole shall not exceed the height of the roof peak and must be submitted for approval by the Committee.
4. Wall mounted flag poles shall be a maximum of five feet (5') long with attaching brackets painted to match the attachment area and will not require prior approval.
5. All poles and flags must be maintained in excellent condition according to the United States Flag Code, Title 36, U.S.C., and Chapter 10.
6. 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.

***\*These requirements are within the context of ARS 22-1261***

**GATES (CC&R Section 7.2):** All requests for additional gates or gates other than those which were offered by the original developer/builder of the lot/home must be submitted for Committee approval. Placement of gate(s) must be approved by the Committee. Double gates may be installed to allow wider access to rear yards. All gates (double or single) should be of the same material, design, and color as the originally installed single gates, unless approved by the Committee.

Gates may be painted to match the fence with approval from the Committee.

**GUTTERS AND DOWNSPOUTS (CC&R Section 7.2):** Gutters and downspouts will be considered for approval if the finish matches the color of the home. The Association strongly recommends use of high quality materials that offer long life, as the gutters must be maintained in good condition at all times.

**HVAC INCLUDING EVAPORATIVE COOLERS (CC&R Section 7.2):** Except as initially installed by the Declarant (Developer/Builder) , no heating, air conditioning or evaporative cooling unit shall be placed, installed, constructed or maintained upon any lot without the prior written approval of the Committee. All units shall be ground mounted, located within the perimeter of the rear yard and screened or concealed from view of all neighboring property.

## **LANDSCAPING GUIDELINES (CC&R Section 5.16)**

**Front Yard Landscaping:** Landscaping and irrigation improvements shall be installed in accordance with plans approved in writing by the Committee.

**Hardscape:** Any hardscape items proposed for front yard installation must be approved by the Committee prior to installation. Materials included in hardscape are concrete, brick, tile, wood, pavers, etc. Examples of hardscape items are planters, walkways, retaining walls, decorative walls, and fountains. Maximum height on all pony walls is thirty six (36) inches.

**Rock Ground Cover:** If decomposed granite or other landscape rock is used, it must be of an “earth tone” color and not painted white, green, blue or other bright colors. No more than two (2) different colors of rock are allowed in the front yard. River rock shall be one (1) to six (6) inches in diameter and cover not more than fifteen percent (15%) of the front yard landscaping.

**Artificial Grass:** Artificial Grass will be allowed, based on approval of the Architectural Committee. It must be maintained as all other landscape on the lot.

**Strongly Discouraged Plant Material:** The following list consists of trees and ground covers that are strongly discouraged for both front and rear yards. As opposed to attempting to compose a comprehensive list of all of the types of trees & shrubs that are acceptable, we are providing a list of those that are discouraged. It is not our intention to require any pre-existing, healthy trees and ground cover to be removed. However, should any discouraged trees and ground cover die, they should be replaced with items which are not on the list below. Such replacement is a change as described in Landscape Maintenance (CC&R Section 5.16) and requires approval by the architectural committee.

<b>Strongly Discouraged Trees</b>	
<b>Common Name</b>	<b>Botanical Name</b>
Australian Bottle Tree	Brachychiton populeneus
Australian Willow	Geijera parviflora
Cypress	Cupressus
Eucalyptus	All varieties
False Cypress	Chamaecyparissus
Olive (all varieties)	Olea eyuropaea
Mexican Palo Verde	Parkinsonia aculeate
<i>Mimosa</i>	<i>Albizia julibrissin</i>
Mulberry (all varieties)	
Thevetia	Thevetia species
<b>Strongly Discouraged Ground Cover</b>	
<b>Common Name</b>	<b>Botanical Name</b>
Fountain Grass	Pennesetum sectaceum
Pampas Grass	Cortanderia Selloana
<b>Trees acceptable for Rear Yards ONLY</b>	
<b>Common Name</b>	<b>Botanical Name</b>
California Pepper Tree	Schinus mollus
Chaste Tree	Vitex agnus-sactus
Citrus	Citrus
Pine Trees	Pinus-species (Drought tolerant such

	as Goldwater and Aleppo)
<b>Bushes acceptable for Rear Yards ONLY</b>	
<b>Common Name</b>	<b>Botanical Name</b>
Mock-orange	Pittosporum Tobira
Oleanders (other than dwarfs)	Nerium Oleander

**LANDSCAPE MAINTENANCE (CC&R Section 5.16):** Each owner shall maintain their landscaping in a neat and attractive manner. Each owner shall irrigate, mow, remove weeds and trim and/or cut all landscaping as appropriate. Any vegetation that dies shall be promptly removed and replaced with living foliage of like kind unless otherwise approved by the architectural committee.

**MACHINERY AND EQUIPMENT (CC&R Section 7.2):** No machinery, fixtures, or equipment of any type, including, but not limited to, heating, cooling, air conditioning, refrigeration equipment, and clotheslines, may be placed on any lot or parcel without screening or concealment from view from non-residential neighboring property or public property.

**MOTOR VEHICLES (CC&R Section 5.11):**

1. **Commercial/Recreational Vehicles:** Commercial Vehicles and “Recreational Vehicles” (including, without limitation, campers, boats, trailers, mobile homes or similar type vehicles) may only be parked in the community, on a temporary basis, so as to be seen from any street for a maximum of twenty-four (24) consecutive hours.
  - a. **Commercial Vehicles** shall not include sedans or standard size pickup trucks which are used both for business and personal use, as long as any commercial signage is not obtrusive or offensive to the community.
  - b. **Recreational & Commercial Vehicles that are visible on any Lot in excess of the twenty-four (24) hours identified in the CC&R amendment, will be subject to the Recreational & Commercial Vehicle Enforcement and Fine Policy, adopted on August 17, 2015.**
2. **Inoperable Vehicles/Storage of Vehicles:** no vehicle or other equipment shall be stored, constructed, reconstructed, or repaired on a Lot so as to be visible to

neighboring property or common area. A vehicle or other equipment is considered to be stored, inoperable and /or under repair if it is covered by a car cover, tarp or other material, has a flat tire that is not immediately replaced, does not have current license tags, and/or is not driven or moved under its own power on a weekly basis by a resident of the Lot.

**OUTDOOR LIGHTING (CC&R Section 5.2):** no spotlights, flood lights or other high intensity lighting shall be placed or utilized upon any lot or any structure which will allow light to be directed or reflected toward or on any other lot or adjacent street.

**PAINT COLORS:** Carriage Parc Estates Board of Directors and Architectural Committee has adopted a Color Palette for the painting of homes & block walls in the community. If you are repainting your home, you may select a pre-approved scheme from the color palette and simply notify the HOA Management Company of the color scheme number you selected and when you will be painting. If you would like to make any changes to the approved color schemes, or use colors not included in the preapproved color palette, you must submit an architectural request PRIOR to painting. Your request must include a color swatch sample for the committee members to view.

Approved Color Palette is available online:

[https://www.dunnedwards.com/colors/archive/color-ark\\_pro/carriage-parc-estates-gilbert/carriage-parc-estates](https://www.dunnedwards.com/colors/archive/color-ark_pro/carriage-parc-estates-gilbert/carriage-parc-estates)

**PATIO COVERS:** Roofing materials should match those which were installed by the builder on the original roof of the home or those which were offered as an option by the builder for the patio cover.

Color and material of support should match the home. The roof shall be flat or match the pitch of the roof of the home. All patio covers not installed by the builder will need to be reviewed by the Committee on an individual basis prior to installation, with strong consideration being given to any impact of architectural features in the neighborhood.

**PLAYGROUND EQUIPMENT (CC&R Section 5.8):** Plans for play structures and similar recreational equipment must be submitted for approval since in most instances they protrude over the fence line. This is not to eliminate play structures, but to consider privacy issues for adjacent neighbors, and to assure the esthetic appeal.



1. The maximum height that will be considered for approval of swing sets is twelve feet (12').
2. The maximum height for any deck/platform is four (4') above ground level.
3. The distance from the ground elevation to the top of the perimeter fence must be measured and submitted with plans.
4. Any shade structure should be a solid tan or earth tone color.
5. Submit a picture or brochure with the plans.

The play structure may be placed no closer than seven (7) feet to any lot line.

When considering plan approval, the Committee will consider the appearance, height and proximity to neighboring property. Submittals must include a picture or brochure of the structure, total dimensions, materials and plot map or drawing indicating the proposed location and its proximity to adjacent lines.

**POOLS AND SPAS:** Pools and spas do not require the prior approval of the Committee. Perimeter walls on lots bordering common areas and shared Homeowners Association walls may not be torn down to allow access to rear yards.

Access must be gained by removing a portion of the front wall on the side of the home. Repairs to the wall must be completed in a timely fashion and include repairing the wall to match the texture and color of the remaining wall. All pool and spa equipment must be screened from view of neighboring property. (Lots with view fencing must submit plans for screening for approval by the Committee).

Pools may not be backwashed into any common area or off of the lot on which the pool has been installed. Check with your pool contactor concerning City ordinance requirements for backwashing. Damage to common areas due to the backwashing, including erosion, will be repaired by the Association, and all expenses incurred by the Association will be billed to the homeowner.

**RAMADAS AND GAZEBOS (CC&R Section 7.2):** Ramadas and gazebos may be erected in rear yards only, subject to prior review and approval by the Committee, subject to the following guidelines:

1. Maximum square footage under roof shall be no greater than 500 square feet

2. Maximum roof height shall be no greater than twelve (12) feet at the highest point
3. The structure must be set back a minimum of seven (7) feet from any perimeter wall
4. Any roof tile must match the tile of the house
5. Lighting of the structure must be approved by the committee prior to installation,. Lighting shall not be directed or reflected toward or on a neighboring lot or adjacent street

**ROOF AND ROOF STRUCTURES (CC&R Section 7.2):** If the dwelling unit has a pitched roof, the roofing material for that portion visible from neighboring property must be clay or concrete tile. Unless specifically authorized in this document, no heating, air-conditioning, ventilation equipment, or any other equipment or structures shall be located or installed on any roof (please see SOLAR PANELS). In addition, any such equipment or structures shall not be located or installed or maintained anywhere on a Lot, if it is visible from neighboring property.

**SANITATION / RUBBISH / TRASH (CC&R Section 5.10):** No garbage or trash may be placed on any lot or parcel except in covered containers meeting the City specifications, and must be stored out of sight. Trash cans may be placed out for pick-up no more than twelve (12) hours prior to pick-up and must be removed from view no more than twelve (12) hours after pick-up. Rubbish, debris and garbage shall not be allowed to accumulate. The suggested time for a trash can to be placed at the curb is from the evening of the day before pick-up to the evening the day of pick-up.

Each owner shall be responsible for removal of rubbish, debris, and garbage not only from his lot or parcel, but also from all public rights-of-way either fronting or alongside his lot or parcel, excluding (A) public roadway improvements, and (B) those areas specified on a Tract Declaration or subdivision plat to be maintained by the City or the Association.

**SECURITY LIGHTING/DEVICES:**

1. Security lighting and/or cameras must be directed so as not to shine on neighboring property.

2. Security features including but not limited to doors and windows must be submitted for approval.

## **SECURITY/SCREEN DOORS**

1. Wrought iron security/screen doors need not be submitted for approval provided they are painted to match the base color of the home, or are a neutral “earth tone” color.
2. Silver colored aluminum screen/security doors and/or wire screen mesh door are strictly prohibited on front doors.

**SHADE COVERS (TEMPORARY GAZEBOS, UMBRELLAS, ETC):** temporary shade covers are allowed in the back yard only, as long as they are maintained in good condition. If the tarp or canopy section is torn, the temporary structure must be removed or replaced.

**SIGNS (CC&R Section 5.4):** No signs shall be displayed on any lot except the following:

- 1) Signs required by legal proceedings or by applicable law.
- 2) Residential Unit Identification Signs provided the size, color, content and location of such signs have been approved in writing by the Architectural Committee.
- 3) “For Sale”, “For Rent” or “For Lease” signs which are commercially produced, and that are not larger than industry standard size of eighteen by twenty four inches, or as defined by Arizona Revised Statutes.
- 4) Political signs are governed by the Town of Gilbert & Maricopa County Ordinances.
- 5) Signs approved by the Committee.
- 6) Security signs are allowed, but they must be located a maximum distance of two feet (2') from the front of the home. Security signs must not exceed twelve inches by twelve inches (12”x12”) and must be maintained in good condition at all times.

All signs shall conform and comply with City ordinances. Signs advertising landscaping or pool contractors, etc, must be removed within forty-eight (48) hours of completion of work.

**SOLOR PANELS AND EQUIPMENT:** Roof mounted solar equipment (excluding the solar panels) must match the roof material. Panels must be an integrated part of the roof design and mounted directly to the roof plane. Solar units must not break the roof ridgeline; visibility must be minimized from public view, and may be required to be screened from neighboring property in a manner approved by the Committee. Any roof mounted solar panels must be submitted to the committee for approval prior to installation.

**STORAGE SHEDS (CC&R Section 5.8):** Storage sheds will be permitted and need not be submitted for approval , provided the maximum height of the shed, including roof, do not exceed the height of the immediately surrounding wall(s) or fences(s). Sheds shall have a minimum setback of seven (7) feet from any side or rear yard walls.

Sheds whose maximum height exceeds the height of the immediately surrounding wall(s) or fence(s) must be constructed of block, stuccoed and painted to match the home, and have a tile roof to match the existing tile on the home. Such a shed must be submitted to the committee for approval prior to installation.

**WINDOWS / WINDOW COVERINGS (CC&R Section 5.14):**

1. Permanent draperies or suitable window treatments shall be installed on all front-facing windows within sixty (60) days of occupancy.
2. Reflective window films are expressly prohibited. 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.
3. Bronze or charcoal non-reflective window tinting may be installed without Committee review.
4. **SUNSCREENS:** Bronze, gray, charcoal, brown, or beige sunscreen material may be installed without approval provided that the screen frame matches the sunscreen material or the existing window frames.
  - a. Approval must be received before installation if the prior conditions are not met.
5. Exterior window coverings or treatments used to shelf or decorate openings (such as shutters) must be compatible, with respect to materials and color,

with the style and color of the home. Committee approval is required prior to installation.

CARRIAGE PARC ESTATES HOMEOWNERS ASSOCIATION

C/O PREFERRED COMMUNITIES

PO Box 5720 • Mesa, AZ 85211-5720

Phone: (480) 649-2017 • Fax: (480) 649-0902

www.gothoa.com

**ARCHITECTURAL REQUEST FORM**

Date Submitted: \_\_\_\_\_ Homeowner Name: \_\_\_\_\_

Lot/Account: \_\_\_\_\_ Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**General Description of work to be completed:** Include dimensions, shapes, colors, and locations.  
\*Please attach a sketch, photograph, or sales brochure which illustrates desired additions and/or modifications.

**Exterior Paint Request: House/Shed/Block Wall/Gate/Wrought Iron**

Paint Scheme Selected from Pre-approved list: Scheme # \_\_\_\_\_

- **Base** Color Selected- Paint Brand \_\_\_\_\_ Code \_\_\_\_\_ Color Name \_\_\_\_\_
- **Trim** Color Selected : Paint Brand \_\_\_\_\_ Code \_\_\_\_\_ Color Name \_\_\_\_\_
- **Garage/Front Door:** Paint Brand \_\_\_\_\_ Code \_\_\_\_\_ Color Name \_\_\_\_\_

**NOTE:** If you are choosing a color scheme that is NOT on the pre-approved list, you must submit hard copy paint chip samples with your request.

Paint Vendor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signing this request specifies that I will assume the responsibility for any work under the above proposed improvement that my contractor or I accomplish which may, in the future adversely affect to common area. I will assume responsibility for all future maintenance of this addition or improvement.

**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If the requested change requires adjacent owners input prior to installation, the adjacent owners must sign below to indicate that they have no objections to the proposed change.

#1—Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#2—Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice to Owners**

1. It is the homeowner's responsibility to obtain permits (if needed) from the City/County before submitting to the Association for approval.
2. The Architectural Committee has the right to reject any submittal if all required information is not submitted or legible.
3. All work must be completed within 90 days of approval from the HOA.



**For Committee Use Only**

Date received: \_\_\_\_\_ Date Sent to Committee: \_\_\_\_\_ Date completed: \_\_\_\_\_  
Approved: \_\_\_\_\_ Stipulations? \_\_\_\_\_ Denied: \_\_\_\_\_

Date homeowner completed project: \_\_\_\_\_ Date project completion inspection conducted: \_\_\_\_\_

**CARRIAGE PARC ESTATES HOMEOWNERS ASSOCIATION  
ACTION BY THE BOARD OF DIRECTORS**

**VIOLATION ENFORCEMENT AND FINE POLICY**

Pursuant to the authority contained in the Arizona Revised Statutes and the governing document of the association, the Board of Directors of the Carriage Parc Estates Homeowners Association Inc. hereby adopts the following resolution by unanimous consent for and as the actions of the Carriage Parc Estates Homeowners, as of the date the Architectural Guidelines and Association Rules and Regulations were last revised.

**RESOLVED**, to adopt the following.

Violation Enforcement and Fine Policy for violations of the CC&R's and Rules and Regulations as may be adopted or modified from time to time by the Board of Directors for the Carriage Parc Estates Homeowners Association.

Note: there is a separate Violation Policy and Fine Schedule for violations regarding Recreational and Commercial Vehicle Parking and Storage.

**Violations** will be cumulative.

1. The first observance of the violation will be noted by the Management Company.
2. The second observance of the violation will result in a courtesy notice advising the owner has 10 days to bring their lot into compliance. The notice will also advise that if the violation is not corrected further action, including charging monetary fines, will be taken. Pursuant to ARS 33-1803, owners will be provided with the opportunity to request a hearing of the board, otherwise known as an appeal. All requests must be received by the management company within 10 days of the date of the notice.
3. The third observance of the violation will result in a final warning notice advising the owner has 10 days to bring their lot into compliance. The notice will also advise that if the violation is not corrected further action, including charging monetary fines, will be taken. Pursuant to ARS 33-1803, owners will be provided with the opportunity to request a hearing of the board, otherwise known as an appeal. All requests must be received by the management company within 10 days of the date of the notice.
4. The fourth observance of the violation will result in a violation notice and fine charged to the owners account in the amount of \$50.00, and that they have 10 days to correct the violation or further action, including additional monetary fines may be assessed.
5. The fifth observance of the violation will result in a violation notice and fine charged to the owners account in the amount of \$75.00, and that they have 10 days to correct the violation or further action, including additional monetary fines may be assessed.

5. Further observance of the violation will result in violation notices and fines charged to the owners account in the amount of \$100 to \$500 for continuing violations. Fifth and all letters thereafter stating subsequent fine of \$100.00 to \$500.00 for continuing violations. Letter to state total fines assessed as of the subsequent violation. 10 days to comply.
6. Subsequent non-compliance: Upon board approval the Association will seek relief of violations through the Association Attorney and the Court system. All cost will be a part of the judgment that is being sought.

**Violations** that threaten the health, safety and welfare of homeowners and residents, such as drug use and sales, discharging firearms, arson, vandalism and any other violation that the Board deems to be of an egregious nature will be fined at \$200.00 to \$500.00 per occurrence.

**Procedures:**

1. Homeowners will be notified by first class mail and email if the owner has provided a valid email address. .
2. The homeowner has the right to a hearing before the Board or Violations Committee where decisions of the Board are final. Hearing requests must be received in writing by the Management Company within ten days of the date on the notice.
3. Board will direct Management Company, as to waiving or assessing of fines at each hearing or board meeting and for all pending fines and/or legal action with the Association's Attorney.



**CARRIAGE PARC ESTATES HOMEOWNERS ASSOCIATION  
ACTION BY THE BOARD OF DIRECTORS**

**RECREATIONAL / COMMERCIAL PARKING AND STORAGE POLICY**

Pursuant to the authority contained in the Arizona Revised Statutes and the governing document of the association, the Board of Directors of the Carriage Parc Estates Homeowners Association Inc. hereby adopts the following resolution by unanimous consent for and as the actions of the Carriage Parc Estates Homeowners, as of the date the Architectural Guidelines and Association Rules and Regulations were last revised.

**RESOLVED**, to adopt the following.

Violation Enforcement and Fine Policy for violations of the CC&R's and Rules and Regulations regarding the **Parking and Storage of Recreational and/or Commercial Vehicles**.

**Amended CC&R Article 5 Section 5.11 Commercial/Recreational Vehicles states:** "No Commercial vehicles or "recreational Vehicles" (including, without limitation, campers, boats, trailers, mobile homes or similar type vehicles) shall be parked in front of a Lot or in a front driveway or otherwise on a Lot where it can be seen from any street, except for *temporary* parking only, not exceeding twenty four (24) hours. Commercial vehicles shall not include sedans or standard size pickup trucks which are used both for business and personal use, provided that any signs or markings of a commercial nature on such vehicles shall be unobtrusive and inoffensive as determined by the Committee.

**Recreational & Commercial Vehicles that are visible on any Lot in excess of the twenty-four (24) hour *temporary* parking allowance identified in the CC&R amendment, will be subject to the Recreational & Commercial Vehicle Enforcement and Fine Policy, adopted on August 17, 2015.**

**Violations** will be cumulative.

1. The first observance of the recreational / commercial vehicle parked or stored in violation of the 24 hour allowance will result in a courtesy notice advising that the owner has 10 days to bring their lot into compliance (removing the recreational / commercial vehicle from the community). The notice will also advise that if the violation is not corrected, further action, including monetary fines and legal action will be taken. Pursuant to ARS 33-1803, owners will be provided with the opportunity to request a hearing of the board, otherwise known as an appeal. All requests must be received by the management company within 10 days of the date of the notice.
2. If the recreational / commercial vehicle has not been removed from the community by the 11<sup>th</sup> day from the date of the courtesy notice, the owner will be sent a violation notice and charged a fine in the amount of \$50.00. Owner has 5 days to correct the violation or further action, including additional monetary fines and legal action will be taken.

3. If the recreational / commercial vehicle has not been removed from the community by the 5<sup>th</sup> day from the date of the first fine notice, the owner will be sent a violation notice and charged a fine in the amount of \$100.00. The owner will have 5 days to correct the violation or further action will be taken, including additional monetary fines and legal action.
4. If the recreational / commercial vehicle has not been removed from the community by the 5<sup>th</sup> day from the date of the second fine notice, the owner will be sent a violation notice and charged a fine in the amount of \$200.00. Owner has 5 days to correct the violation or further action will be taken, including additional monetary fines and legal action.
5. If the recreational / commercial vehicle has not been removed from the community by the 5<sup>th</sup> day from the date of the third fine notice, the Association will seek relief of the recreation / commercial parking & storage violation through the Association's attorney and the court system. All legal fees will be the responsibility of the owner in violation.

If a violation pattern is identified (such as an owner moving the Recreational Vehicle out of the community for 2 weeks, and brings it back to the community for 1 week and so on), the violation schedule will not start over. The violation schedule will resume from the last notice & fine issued. After a time period of 180 days free of Recreational / Commercial Parking & Storage Violations, the violation & fine schedule will start over.

#### **Procedures:**

1. Homeowners will be notified by first class mail and email if the owner has provided a valid email address.
2. The homeowner has the right to a hearing before the Board or Violations Committee where decisions of the Board are final. Hearing requests must be received in writing by the Management Company within ten days of the date on the notice.
3. Board will direct Management Company, as to waiving or assessing of fines at each hearing or board meeting and for all pending fines and/or legal action with the Association's Attorney.

#### **Example Timeline:**

1. **June 1** – Boat has been parked in driveway for 48 hours. Courtesy Notice Sent. 10 days to comply.
2. **June 11** – Boat is still parked in driveway. \$50 fine notice sent. 5 days to comply.
3. **June 16** – Boat has been moved behind RV gate, but is still visible above the gate. \$100 fine notice sent. 5 days to comply.
4. **June 21** – Boat still on lot, visible from the street, in the driveway or above the RV gate. \$200 fine notice sent. 5 days to comply.
5. **June 26**- Boat still visible from the street, in the driveway or above the RV gate. Account turned over to attorney for Legal Action.

Total amount of fines owed by owner within a matter of 26 days: \$350.00