

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

STARWOOD ESTATES

Architectural and Landscape

Design,

and

Construction Guidelines

and Regulations

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Table of Contents

Section 1 – Architectural Guidelines	5
Introduction	5
Setting	
Purpose	
Goals and Objectives	
Site Planning	6
Zoning	
Building Site	
Grading	
Riprap	
Drainage	
Utilities	
Native Vegetation	
Site Improvements	8
Construction Period	
Building Materials	
Exterior Appearance and Colors	
Roofs, Materials and Pitches	
Chimneys	
Gutters and Downspouts	
Skylights	
Flashing, Vents, Roof Jacks	
Solar Panels	
Awnings	
Mechanical Equipment	
Building Height	
Setbacks	
Dwelling Size	

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Garages
Walls and Fences
Dog Run Fences
Lighting
Driveways and Parking
Motor Homes
Satellite Dishes
Pavement Cuts
Signage
Trash Container and Collection
Repair of Building

Landscape Guidelines **15**

Concept
Revegetation and Erosion
Maintenance of Lawns and Plantings

Construction Guidelines **16**

Introduction
Construction Trailers, Portable Field Office
Debris and Trash Removal
Vehicles and Parking Areas
Site Utilities
Restoration and/or Repair of Other Property
Construction Access
Building Envelope
Construction Hours
Grading Hours
Construction Deposit

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Section 2 - Plan Review Process and Submittal Requirements

Overview	20
Initial/Preliminary Plan Review and Approval	21
Site Plan	
Floor Plans	
Elevations	
Final Plan Review and Approval	23
Site Plan	
Floor Plans	
Elevations	
Landscaping Plans	
Other Drawings	
Site Staking Review and Approval	25
Final Review and Approval	26

Section 3 – Submittal Forms

Initial/Preliminary Plan Review and Approval	
Final Plan Review and Approval	
Site Staking Review and Approval	
Final Review and Approval	

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

ARCHITECTURAL GUIDELINES

Introduction

Setting: Starwood Estates is a 32-acre planned residential community located in Pinetop, Navajo County, Arizona near the Pinetop Country Club. It consists of 68 platted lots in a gate- guarded enclave.

Starwood Estates offers owners the amenities of plentiful mountain open-space, vegetation, and wildlife. This community has abundant native trees and is bounded on the east and north by National Forest. The setting, feel and design of any residential community are critical to its long-term desirability and maintenance of property values. To insure a compatible, consistent, and harmonious community, the architectural design and construction of homes must occur within a uniform framework.

Purpose: The Starwood Estates Homeowners Association (“HOA”) was established to insure quality, consistency, and long-term value is maintained throughout the community. An Architectural Control Committee (“ACC”) has been formed by the HOA to review and approve all architectural and landscape plans and insure general conformance with the Covenants, Conditions, and Restrictions (“CC & R’s”).

The purpose of these guidelines, when combined with the recorded CC & R’s, is to ensure consistently high quality development, thus protecting the investment of owners.

The Architectural and Landscape Design, and Construction Guidelines and Regulations (“GUIDELINES”) address design issues in site planning, architecture, landscape architecture, and building materials – all with ACC review, approval, oversight, and enforcement. They have been developed as a framework to express the community character of Starwood Estates. They provide documentation for evaluating and directing the planning and design of improvements to each lot. They insure that all development will complement and contribute to the quality and compatibility of the

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

community. Adherence to these GUIDELINES will result in a high quality appearance, land use compatibility, and stability for the neighborhood.

These GUIDELINES are to be used by owners, architects, engineers, landscape architects, contractors and other professionals to understand the recommendations and requirements of the ACC and to design with their intent in mind. The GUIDELINES will be used as each owner's submittal package is reviewed to insure conformance with the overall community design objectives.

Goals and Objectives:

The basis for the GUIDELINES is as follows –

1. Facilitate sensitive integration of various designs within the overall community;
2. Promote variety in the character of the community through creative land use, architectural design, and landscape design;
3. Utilization of existing natural drainage ways, yet controlling drainage from individual lots;
4. Protection of property values;
5. Site development sensitive to the natural terrain
6. Reinforcement of existing landscape through plantings of appropriate vegetation;
7. Guide the owner/homebuilder/contractor through the design and development process
8. Retain the character of Starwood Estates and the Pinetop Country Club area.

Site Planning

Site planning addresses the placement of buildings, roads, and utilities. This requires an understanding of existing site opportunities and constraints. It involves issues of building form, orientation, coverage, setbacks, parking, and access.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Zoning: Navajo County zoning along with building codes governs all development, except as **further restricted** by the Starwood CC & R's and these GUIDELINES.

Building Site: The building site is the portion of each lot within which all improvements must be built and alterations to the existing landscape may be permitted. The natural features of the lot, views, relationship to adjacent building sites and topography will determine the most appropriate building site.

Grading: The intent of grading guidelines is to minimize the impact and extent of disturbed areas to preserve the integrity of the natural landscape. Site grading can complement and reinforce architectural and landscape character by screening and reducing the perception of height and mass on larger residential structures, providing transitions between on-site and off-site uses, and providing elevation changes facilitating movements.

Site grading should reflect the natural topography and result in harmonious transitions between manmade graded areas and natural terrain. This is accomplished by:

- Limiting maximum cut slope to 2.5:1 and maximum fill slope to 3:1 whenever possible.
- Replanting all graded slopes with trees, shrubs, and native-type groundcovers to control erosion and minimize denuded view of the slopes.
- Retain natural vegetation to the greatest extent possible (minimize size of building areas).

NOTE:

There shall be no grubbing, brushing, or grading prior to Final Plan Approval and Site Staking approval.

If, after all approvals, grading has occurred and no building activity has commenced (for 30 days) the graded area(s) shall be hydroseeded and revegetated with native grasses.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Riprap: Hand-placed angular or smooth rock from 6 – 12 inches in diameter native to the area. All riprap shall be approved by the ACC for size, color, and location prior to placement.

Drainage: Natural drainage ways shall be preserved whenever possible. Minimize alterations to natural drainage ways to prevent soil erosion. Developed drainage ways, if lined, shall use native riprap and approved by the ACC.

All drainage from a lot shall exit in a manner identical to the original runoff, so that quantity and rate of flow shall not be greater than the original hydrological conditions at any existing point. Culverts of sufficient size shall be installed in drainage ditches prior to construction so as not to impede drainage and to protect the pavement edge of the road.

Utilities: All new utility lines shall be underground. All disturbed areas shall be finish graded and revegetated to match existing adjacent undisturbed areas. **Utilities must be clearly indicated on Grading Plans.**

Screen all gas meters, utility pads, and mechanical equipment (such as air conditioning condensers) with screen walls, fences, or vegetation so as not to be visible from adjacent property. An enclosure is required for all trash containers. All electric meter boxes must be painted to conform to the exterior house colors and gas meters shall be screened to minimize the view from the street and adjacent property.

Native Vegetation: Native vegetation shall be preserved wherever possible. Owner shall comply with all State of Arizona and Navajo County laws and regulations governing native trees and plants.

Site Improvements

The architectural “theme” for Starwood Estates will have a distinct identity expressing a thoughtful integration of building structures and the mountain environment.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

This section provides description of building materials and forms, which are expressive of the intended architectural theme. Architectural components are defined as **appropriate or inappropriate** as determined by the ACC. The ACC may, at its discretion, obtain the professional services of a licensed architect to assist with review, interpretation of, and comments on plan submittals or construction.

It is intended of these GUIDELINES to establish a consistent architectural theme for Starwood Estates, while allowing for flexibility of design expression.

Construction Period: **THE CONSTRUCTION PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS**, commencing with Pre-Construction Inspection and Site Staking approval and ends with Navajo County's final signoff of the building permit allowing occupancy. Review and approval of the site and structure by the ACC shall occur no later than 30 days following Navajo County's sign-off. The owner shall notify the ACC of such sign-off and schedule an inspection by the ACC at a mutually agreeable time.

Building Materials: All homes and secondary structures in Starwood Estates shall be designed and constructed in styles generally consistent with and in conformity to the natural surroundings and mountainous area in which the community is located. In keeping with the surroundings, the use of natural wood siding and trim along with rock accents is recommended. Alternate accent materials will be considered. Material samples and product literature/specifications shall be submitted with plans to aid the ACC in its review. All exposed wood materials shall be treated with a preservative. All exposed roof scuppers, gutters, downspouts, metal flashings, vent pipes, and roof jacks shall be painted to complement the exterior.

Exterior Appearance and Colors: Exterior appearance shall blend with the natural surroundings and landscape. Small amounts of accent colors will be permitted. Clear aluminum window and doorframes are not permitted, nor are reflective surfaces.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

NOTE: ALL EXTERIOR BUILDING MATERIALS AND COLORS SHALL BE APPROVED BY THE ACC. OWNER IS RESPONSIBLE FOR SUBMITTING SAMPLES OF WOOD, STONE, ROOFING, AND PAINT COLOR SAMPLES WITH PLAN REVIEW REQUEST.

Roofs, Materials, and Pitches: Simple pitched gable, hip, or shed roof forms will be permitted in Starwood Estates. All pitched roof materials shall promote a continuity of texture and color. Metal roofs are permitted only with ACC approval. **No mechanical equipment of any kind is permitted on roofs.**

Chimneys: Fireplace chimney heights and forms will be restricted to not exceed the building code minimum height criteria for Navajo County and must compliment the structure's overall design. **Spark arresters must be installed.**

Gutter and Downspouts: Gutters and downspouts, and other devices for control of roof water are an important item in dealing with the high concentrations of rainfall in the mountains.

Exposed gutters shall be colors to match the roof or wall material. Exposed downspouts shall be colors to match the surfaces to which they are attached, or the gutter color if it complements the exterior of the home.

Skylights: Skylights are to be designed as an integral part of the roof. Glazing shall be clear or solar bronze (white glazing) is prohibited. Flashing, trim, and framing materials must be bronze or must be painted to complement the roof.

Flashing, Vents, Roof Jacks: All visible exposed surfaces shall be painted to match the material to which it is attached. Stem wall vents shall be painted to match the stem wall if the stem wall is painted. If the stem wall is split face block or stone clad, the ACC reserves the right to determine whether the vent painting is necessary.

REV 6/05

Solar Panels: Solar equipment is permitted with written approval of the ACC.

Awnings: Fabric awnings for windows are permitted with written approval of the ACC. Metal awnings are **not** permitted.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Mechanical Equipment: Air conditioning condensers must be screened from adjacent property (see Utilities). All heating and cooling ductwork shall be located within the home.

Building Height: Structures shall be limited to 30 feet (two story) per Navajo County Building Codes. Finished floor elevation (“FFE”) will be determined on an individual basis, based on topographical contours of each lot. Approval of preliminary plan elevations depicting FFE and structure height will be evaluated and approved based on the graphic representation of the site topography shown on the submitted plans. Heights of elevation reference points are to be stated relative to values associated with known benchmarks (street, manhole, etc.). The ACC may require story poles (i.e. PVC pipe) to be erected during plan review and prior to approval to evaluate overall structure height and relationship to the site.

Setbacks: All improvements shall adhere to the following criteria according to Article 3, Section 2 of the Starwood Estates CC & R’s:

- Front – Twenty (20) feet
- Sides – Fifteen (15) feet
- Rear – Twenty (20) feet

NOTE: NO STRUCTURE SHALL BE CLOSER THAN THIRTY (30) FEET FROM THE REAR PROPERTY LINE OF LOTS 12, 38 THROUGH 52, AND 53 THROUGH 68.

Variances: Variances to setbacks may be approved if the reduction in setback is no greater than one foot and the length of that portion of the building is no longer than 12 feet and at least 10 feet back from the front of the house and is approved by the Board of Directors and the owner of the adjacent lot.

REV 6/05

Dwelling Size: Each dwelling shall contain not less than 1,500 square feet of living space. The square footage of garages, porches, patios, overhangs, decks, and other non-air-conditioned spaces are excluded from this calculation. Two story homes shall have at least 1,200 square feet of living space on the bottom or ground floor.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Garages: Garages are a major visual element in single-family detached housing. An attached minimum (2) two-car garage equipped with automatic garage door opener is required. Door styles will be evaluated for approval by the ACC.

Walls and Fences: Walls and fences are permitted in Starwood Estates subject to ACC approval and the following:

- All walls are considered extensions of the adjacent building and shall be constructed of coordinating materials.
- Wall heights shall not exceed three (3) feet in front yards, and six (6) feet in side and rear yards.
- Wall heights will be measured from the existing natural grade at the exterior of the wall.
- Soften lengthy wall runs with plant recesses and landscape for vertical and horizontal relief.
- All walls will be finished and stained the same or complimentary color as the home.
- Wall materials shall conform to the recommended building materials.
- Wire mesh-type materials applied to an open fence (i.e. split rail) utilized to contain household pets will be considered but must be approved by the ACC.

Dog Run Fences: Dog run enclosures must be approved in writing by the ACC. The minimum requirements are as follow:

- Fence height not to exceed six (6) feet.
- Not closer than ten (10) feet from adjacent property.
- Must be located along the side or in the rear of lot.
- Wall materials shall conform to the recommended building materials.
- All walls will be finished and stained the same or complimentary color as the home.

Lighting: External lighting shall be limited to that necessary to provide the functional requirements of safety and security. All exterior building lighting shall meet Navajo County Building Codes. Energy conserving fixtures are encouraged. All exterior lights must be located as not to be directed toward or reflect upon adjacent property.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Driveways and Parking: Driveways shall only be improved with the following list of materials, unless otherwise approved in writing by the ACC. They are:

- Integral colored concrete (Earhtones, color must be approved by ACC)
- Chip and seal
- Asphalt
- Decomposed granite, decorative rock (Earhtones, color must be approved by ACC)
- Exposed aggregate concrete

Driveways that cross washes or existing development drainage ways shall have appropriate concrete culverts installed. Driveway grading and paving shall minimize the disturbance of bordering natural vegetation.

Driveways shall be used for construction access and to accommodate guest parking. On-street parking is discouraged.

Trucks, boats, campers, trailers, snowmobiles, ATV's, golf carts, and other recreational vehicles shall not be parked on the property except when stored within a garage or approved screened yard area as to not be visible from adjacent property.

Motor Homes: If a motor home is use for personal transportation to and from Starwood Estates, it is allowed to remain on an individuals improved lot for a **maximum of 48 hours, after which it must be removed from Starwood Estates.** A motor home may not be used for additional housing.

Satellite Dishes: Satellite dishes are permitted but must be approved in writing by the ACC for location and size. Plans and location must be submitted and approved by the ACC for any ground mounted sending or receiving devices.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Pavement Cuts: No pavement cuts may be made on the private streets within Starwood Estates without written approval of the ACC. All pavement cuts or damage to the streets must be repaired to Navajo County

Standards. A cash deposit made by the owner prior to construction to insure proper repairs are made may be required by the ACC at its discretion.

NOTE: OWNER IS RESPONSIBLE FOR ANY DAMAGE TO STARWOOD ESTATES STREETS, ENTRY GATES AND/OR LANDSCAPING, AND OTHER LAND, VEGETATION, OR PERSONAL PROPERTY IN OR ADJACENT TO STARWOOD ESTATES DURING THE CONSTRUCTION OF A HOME ON THEIR LOT. OWNER AND HIS CONTRACTOR SHALL BE RESPONSIBLE FOR ANY/ALL DAMAGE AND MUST RESTORE TO ITS ORIGINAL CONDITION IMMEDIATELY. OWNER MAY BE SUBJECT TO FINES/LIENS FOR NON-COMPLIANCE, AT THE SOLE DISCRETION OF THE ACC.

Signage: Pursuant to Article 3.18 of the CC & R's, "no billboards or advertising signs of any character shall be erected, permitted, or maintained on any lot or in any building being erected thereon. Provided, however, that permission is hereby granted for the erection and maintenance of not more than two signboards on each lot during the course of construction of a new single-family dwelling and upon its completion, during the course of its initial sale, which signboards shall not exceed six (6) square feet. Such sign shall not include any name other than the contractor's name, address, and phone number and the same for the individual or real estate broker whom is selling the home or lot. Any signs place on the construction sites must be removed within thirty (30) days after completion of the construction project or sale of the home".

Trash Container and Collection: See Article 3.10 of the Starwood Estates CC & R's.

Repair of Building: See Article 3.7 of the Starwood Estates CC & R's.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Fire Pits and Outdoor Fireplaces: Fire Pits and Outdoor Fireplaces shall be located in rear yard areas only. Fire Pits must burn natural gas or propane; wood-burning Fire Pits shall not be allowed under any circumstances. Fire Pits must have a concrete, stone, pavers, or other non-combustible material forming an apron completely around the pit area to prohibit flames from spreading to adjacent combustible areas/materials. Fire Pits must be located away from trees, shrubbery and overhanging limbs. Fire Pit plans may be submitted for Architectural Control Committee approval with landscape plans.

Outdoor Fireplaces may also be submitted with landscape plans if it is detached from the main structure. If it is part of the structure of the home and/or part of the home patio/deck, it must be submitted with architectural plans to the Architectural Control Committee for plan review and approval. Outdoor Fireplaces may burn natural gas or propane, and if wood-burning must have a code-compliant spark arrestor. Outdoor Fireplace construction must meet all building codes for structural integrity and shall have an exterior finish to match or complement the exterior of the home. Outdoor Fireplaces must be located away from trees, shrubbery and overhanging limbs.

Rev 6/07

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

LANDSCAPE GUIDELINES

The purpose of establishing Landscape Guidelines is to provide a reference for planning and designing landscaping in Starwood Estates. The intent of these guidelines is not to require rigid adherence to a particular landscape style or to limit the range of materials or colors. The guidelines should be used to achieve continuity and a standard of quality throughout the larger visual context.

Concept: The Starwood Estates area is characterized by abundant mountainous flora including Ponderosa Pine, oak, and native grasses and

wildflowers. Much of the native vegetation is healthy, attractive, and suitable for buffering, screening, and other landscape uses. A landscape theme for the community can act to unify and reinforce the open space and circulation components in the creation of the community structure.

Revegetation and Erosion: All graded areas within each individual lot shall be revegetated for erosion control. Revegetation shall be with native plant materials including new trees. Irrigation shall be provided until plantings are established.

Maintenance of Lawns and Plantings: All formal landscaping added to enhance the lot environment shall be kept neat and trimmed. Pine needles shall be raked and removed each year, preferably in the spring prior to the fire season. Lawns shall be mowed routinely.

Maintenance of Lots: Owners of lots without homes constructed within Starwood Estates shall keep the lot free from trash and other unsightly material. No lot shall be used for storage of materials or equipment until construction of a residence has commenced.

In order to insure the long term health of the forest trees within Starwood Estates, each owner should assess the need to thin smaller trees, remove downed trees, small leaning trees, small trees struggling for sunlight, and

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

clean debris and combustible materials from their lot. Starwood Estates desires to be a “Firewise” community, that is, to make the community and our immediate surroundings as safe from wildfire destruction as possible. In the process, the health of the remaining trees will improve. Each owner has an obligation and responsibility to insure his or her lot is contributing to a safe and healthy environment. Information is available from local fire departments, the U.S. Forest Service, and local companies with experts on how to make your lot/residence “Firewise”.

NOTE: IN ACCORDANCE WITH ARTICLE 3.4 OF THE STARWOOD CC & R’S, NUISANCES;CONSTRUCTION ACTIVITIES, “NO OTHER NUISANCE SHALL BE PERMITTED TO EXIST...AS TO BE OFFENSIVE OR DETRIMENTAL TO ANY OTHER PROPERTY IN THE VICINITY THEREOF OR TO ITS OCCUPANTS”. THE ACC SHALL HAVE THE RIGHT TO REQUIRE A LOT OWNER TO CLEAN THEIR LOT FREE OF NEEDLES, BRUSH, DOWNED TREES, LEANING TREES, AND OTHER NUISANCE TYPE (COMBUSTIBLE) MATERIALS.

Firewood piles shall be kept in an orderly fashion at a minimum of 15 feet from a residence (further if possible).

CONSTRUCTION GUIDELINES

Introduction

These construction standards have been established to insure quality development while protecting the natural environment and surrounding properties. The Starwood Estates HOA and ACC shall be responsible for enforcing these construction standards. **The ACC reserves the right and has the discretionary power to enforce any of the provisions contained herein by whatever measure it deems appropriate, including but not limited to fines, liens, any other enforcement tool created by the Starwood Estates CC & R’s or provided by law.**

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Construction Trailers, Portable Field Office, Etc.: The use of construction trailers, portable field offices, or any other similar temporary structure on the lot for the purpose of construction is strictly prohibited unless approved in writing by the ACC.

Debris and Trash Removal: Owners and contractors employed by owners shall clean up trash and debris on the lot at the end of each day of construction. Trash containers (dumpsters) are required at the time of commencement of construction and shall remain until completion of construction. Trash containers shall be emptied weekly (or more frequently if necessary) to keep the construction site orderly and neat. Lightweight materials, packing, cardboard, etc. shall be covered or weighted down to prevent wind from blowing such materials off the site or out of the trash container. Dumping, burying, or burning trash or any other construction debris within Starwood Estates is strictly prohibited. Any debris that is not contained on the site shall be cleaned up immediately. The ACC has the right to have the debris removed/cleaned up and the cost thereof will be billed to the owner of the lot under construction. Concrete wash outs will be contained on the construction site and removed with other construction debris.

Vehicles and Parking Areas: Construction crews shall not park on or otherwise use any other lots, open space, washes, or drainage ways. All vehicles shall be parked within designated areas so as not to inhibit resident traffic. No equipment or trucks shall be permitted to operate outside the limits of the building site or construction access as depicted on the approved construction site plan. Damage to streets, shoulders of streets, adjacent lots or undisturbed open space shall be the responsibility of the lot owner and will be subject to fines and/or liens in accordance with the Starwood Estates CC & R's and these GUIDELINES. It is the lot owner's responsibility to inform all construction personnel of these requirements.

Security for materials and equipment shall be the sole responsibility of the lot owner or the general contractor.

Pets and Children: Construction crew pets and children under the age of 14 years of age are not allowed on the construction site at any time.

Rev 6/07

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Site Utilities: All existing utilities shall be located prior to construction and protected throughout construction. Should it become necessary to use equipment or machinery for temporary utilities, the equipment shall have appropriate sound attenuation devices to minimize objectionable noise. During construction, portable sanitary facilities shall be kept on site at all times and shall be cleaned and serviced a minimum of once per week. Use of water or power from neighboring homes is prohibited unless approved by the homeowner

Rev 6/07

Restoration and/or Repair of Other Property: Damage and scarring to other property including, but not limited to, open space, other lots, roads, driveways, and other improvements is not permitted. If such damage occurs, it shall be repaired/restored immediately at the expense of the person(s) causing the damage.

Construction Access: The only approved construction access during the time a residence or other structure/improvements are being constructed is over the approved driveway of the lot, unless an alternate access is approved in writing by the ACC. Prior to construction, and for the purpose of the Site Staking Review conducted by the ACC, owner shall install nylon ropes (or other appropriate material) along each side and rear property line, from property corner to property corner, to delineate the lot boundaries. Such material shall be maintained throughout the period of construction to delineate and protect adjacent property. All construction crews will be notified by owner that crossing the property line (rope) is prohibited during construction for pedestrian access, or for construction access.

Building Envelope: The building envelope is the portion of each lot within which all improvements must be built and alterations to the existing landscape may be permitted. Natural features of the lot, views, relationship to adjacent envelopes, and topography will determine the most appropriate building envelope. The proposed building envelope should include a five-foot buffer to insure adequate construction access and maneuverability. This building envelope should be accurately staked and delineated with string or rope between corners for the purposes of the Site Staking Review prior to construction.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Construction Hours: Construction vehicles, workers, and material deliveries are prohibited from entering Starwood Estates earlier than 6:00 a.m. and later than 6:00 p.m., Monday through Saturday.

Construction work may not be performed on Sundays, and is prohibited on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, or Christmas Day. Construction times may change during the winter months, subject to approval of the ACC. VIOLATIONS OF THESE PROVISIONS MAY SUBJECT OWNER TO FINES AND/OR LIENS AS DETERMINED BY THE ACC.

Construction Deposit: As permitted in Article 5, Section 10 of the Starwood Estates CC & R's, **the ACC will require a \$1,650.00 review fee and construction deposit at the time Final Plans are submitted to the ACC for review and approval.** The \$1,650.00 consists of a review fee of \$150.00, which is non-refundable, and \$1,500.00 construction deposit, of which \$1,300.00 may be fully refundable, at the ACC's determination. The deposit will be held by the Treasurer of the HOA in a non-interest bearing account, and may be utilized by the ACC for:

- Repair of any damage caused directly or indirectly by the owner or his contractor(s) to roads, vegetation, open space, entry ways, entry facilities or improvements constructed by other owners within Starwood Estates.
- Completion of any construction, landscaping or re-vegetation on the lot of the owner which was not completed by the owner in accordance with the approved plans.
- Expenses, including legal and consulting fees, incurred in the enforcement of the CC & R's and these GUIDELINES with respect to the owner.

The construction deposit will be returned to the owner after Final Review and Approval of the ACC. Two hundred dollars (\$200.00) of the construction deposit shall be non-refundable and placed in a Starwood Estates HOA interest bearing account to be utilized solely for future street rejuvenation and/or repair in the community.

PLAN REVIEW PROCESS AND SUBMITTAL REQUIREMENTS

OVERVIEW

There are four stages in the Starwood Estates plan review process. They are:

- **Initial/Preliminary Plan Review and Approval**
- **Final Plan Review and Approval**
- **Site Staking Review and Approval**
- **Final Review and Approval**

These stages are progressive and are intended to assure compliance with the GUIDELINES as mandated in the CC & R's, and to minimize the investment in plans or improvements that would not be in conformance with those requirements. Approval of each stage will be given by a written endorsement of the ACC on the appropriate form, based upon the specific submittal provided to the ACC by the owner. It is the owner/applicant responsibility to see that all drawings, information, materials, etc. that constitute a submittal are received by the ACC in adequate time to allow for proper consideration and review. No construction shall be allowed to commence on the site until the first three stages of the approval process are completed. The fourth stage is a post-construction review and approval. All required materials shall be submitted in duplicate, with one copy returned to the owner/applicant and the other retained by the ACC.

The fee for the entire review process is \$150.00. No refund of the review fee will be given should the review process not be completed or the residence not be constructed. Additionally, a construction deposit of \$1,500.00 should accompany the review fee with the Initial/Preliminary Plan

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Review application submittal. Plans must be submitted to the ACC for subsequent additions, exterior changes or alterations, landscape plans, etc.

(no additional review fee will be charged at that time). Fees may be adjusted by the ACC periodically. Should the owner submit plans to Navajo County

for plan check prior to completing the plan review stages, the owner assumes all risk, responsibility, and cost for whatever changes must be made or for any resubmittal required.

Checks should be made payable to Starwood Estates Homeowners Association in accordance with Article 3, Section 1.9 of the CC & R's. Plans will not be reviewed if this check is not included with the Initial/Preliminary Plan Review submittal.

Approval or disapproval for the Initial/Preliminary Plan Review shall be in writing from the ACC in accordance with Article 3.1.5 of the Starwood Estates CC & R's.

In order to assist owner/applicant in preparation of specific submittals, the ACC has established a series of minimum submittal requirements for each stage of the approval process. It is the owner/applicant responsibility to see that these minimum requirements are met. Any additional information that can be provided to clarify, illustrate, or otherwise aid the ACC in this review process is encouraged and appreciated.

THE REQUIRED SUBMITTAL FORMS ARE ENCLOSED AND MUST BE USED.

Initial/Preliminary Plan Review and Approval

SUBMIT FORM A - TWO (2) FULLY COMPLETED COPIES

Plans submitted shall meet, include, or reflect the following minimum requirements:

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations
SITE PLAN

- Drawn to a scale not to exceed 1 inch equals 10 feet REV 6/05

- Property lines indicated and setbacks dimensioned, including any easements and adjacent property on each side of lot.
- Location of structure on the lot (building pad), including outbuildings, if any.
- Finished floor elevation (FFE) of the structure(s) with reference made to a known benchmark datum elevation.
- Locations and material specifications of related improvements of driveways, patios, guest parking, walkways, etc..
- Locations, material specifications, and top-of-wall elevations of all proposed patio walls, retaining walls, etc..
- Overall master grading plan indicating existing and proposed topographic contours, drainage patterns, and a proposed perimeter grading limit including cut and fill heights, culverts (as applicable), and finished treatment of same.
- Location and proposed alignment of underground utility service lines.
- Location of all utility screening proposals and mechanical equipment enclosures or screening.
- Size, length, and type of driveway culvert.
- Driveway type including material and color REV 6/05

FLOOR PLANS

- Drawn to scale at minimum one-quarter (1/4) inch equals one (1) foot.
- Finished floor elevation (FFE) value stated.
- Major room names labeled.
- Enclosed living area square footage totals noted.
- Location of all utility yard enclosures with all utility meters and other provisions labeled.
- Locations of all mechanical equipment (condensers).

ELEVATIONS

- Drawn to the same scale as the Floor Plan.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

- All major exterior building elevations shall be represented (4 sides).
- Existing contour grades and proposed finished contour grades.
- Finished floor elevation (FFE) lines.

- Top-of-wall and top-of-roof elevation call-outs or dimensions for all major building components.
- All major exterior materials specified and a general concept statement of material color schemes including roof materials and color.
- Top-of-wall elevation call-out and material specified for all utility/equipment enclosures.

NOTE: THE ACC RESERVES THE RIGHT TO REQUIRE THE STAKING OF IMPROVEMENTS AND/OR ESTABLISHMENT OF BUILDING HEIGHT POLES TO DETERMINE CONFORMANCE TO THESE GUIDELINES.

Final Plan Review and Approval

SUBMIT FORM B - TWO (2) FULLY COMPLETED COPIES

Plans submitted shall meet, include, or reflect the following minimum requirements:

SITE PLAN

- Drawn to a scale of one (1) inch equals twenty (20) feet.
- Property lines indicated and setbacks dimensioned, including any easements and adjacent property on each side of lot.
- Location of structure on the lot (building pad), including outbuildings, if any.
- Finished floor elevation (FFE) of the structure(s) with reference made to a known benchmark datum elevation.
- Locations and material specifications of related improvements of driveways, patios, guest parking, walkways, etc..
- Locations, material specifications, and top-of-wall elevations of all proposed patio walls, retaining walls, etc..

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

- Overall master grading plan indicating existing and proposed topographic contours, drainage patterns, and a proposed perimeter

grading limit including cut and fill heights, culverts (as applicable), and finished treatment of same.

- Location and proposed alignment of underground utility service lines.
- Location of all trash containers screening walls and mechanical equipment enclosures or screening.
- Size, length, and type of driveway culvert.

FLOOR PLANS

- Drawn to scale at minimum one-quarter (1/4) inch equals one (1) foot.
- Finished floor elevation (FFE) value stated.
- Major room names labeled.
- Enclosed living area square footage totals noted.
- Location of all utility yard enclosures with all utility meters and other provisions labeled.
- Locations of all mechanical equipment (condensers).

ELEVATIONS

- Drawn to the same scale as the Floor Plan.
- All major exterior building elevations shall be represented (4 sides).
- Existing contour grades and proposed finished contour grades.
- Finished floor elevation (FFE) lines
- Top-of-wall and top-of-roof elevation call-outs or dimensions for all major building components.
- All major exterior materials specified and a general concept statement of material color schemes including roof materials and color.

LANDSCAPING

- Master site plan drawn to a scale not to exceed one (1) inch equals ten (10) feet.

REV 6/05

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

- Specific area plan (if needed) drawn to scale at minimum one-eighth (1/8) inch equals one (1) foot.

- Landscaping plan should outline and detail specific treatments of re-vegetation and new supplemental vegetation of all exterior areas, impacted by construction, and should follow the general guidelines shown on page 15. REV 6/05
- Landscaping plan(s) for areas enclosed by patio walls need not be submitted by applicant.
- The landscape plan shall be submitted to the ACC no later than three (3) months after the issuance of the Certificate of Occupancy.
- Landscaping shall be completed no later than nine (9) months after ACC approval of the plan. REV 6/05

NOTE: LANDSCAPE PLANS MAY BE SUBMITTED AS NOTED ABOVE. NO ADDITIONAL REVIEW FEE WILL BE REQUIRED.

OTHER DRAWINGS

- Applicant must submit a set of plans/drawings and specifications sufficient for review and approval by Navajo County and subsequent construction.

Site Staking Review and Approval

SUBMIT FORM C - TWO (2) FULLY COMPLETED COPIES

Site Staking Review and Approval shall meet, include, and reflect the following minimum requirements:

- Copy of Navajo County Building Permit.
- Physical staking and certification of structure corners. This must be done prior to any brushing or clearing of the lot.
- All staking and certification must reflect structure location, layout, and FFE as previously submitted and approved by the ACC. **No “field adjustment” of structure layout will be allowed with out submission of a revised site plan for review and approval by the ACC.**

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

- **The ACC reserves the right at its sole discretion to determine if additional staking of the improvements is required.**
- The building envelope must be clearly staked and the property lines must be “roped” between property corners.

- All final approvals with any exceptions or conditions by the ACC will be in writing.

Final Review and Approval

SUBMIT FORM D - TWO (2) FULLY COMPLETED COPIES

Final Review and Approval shall meet, include, and reflect the following requirements:

- Upon **final signoff of the building permit** by Navajo County inspectors, the owner/applicant shall notify the ACC of their request for Final Review and Approval.
- The ACC will schedule a Final Review inspection to review the final construction results.
- The owner/applicant shall provide the ACC representative a copy of the building permit showing final signoff of the permit and permission for occupancy.
- The owner/applicant shall provide the ACC representative a fully completed copy of Form D referenced above.
- The process is not complete until Final Approval is received from the ACC. This approval will be granted only after the ACC has made an on-site inspection to insure compliance with the approved plans and specifications.
- Upon Final Approval, the ACC may refund up to \$1,300.00 of the construction deposit, subject to the provisions previously noted in Construction Guidelines, Construction Deposit.

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Initial/Preliminary Plan Review
FORM A

Owner _____
Lot _____ Phone (H) _____ (W) _____
Address _____

Architect _____
Phone (C) _____ (W) _____
Address _____

Landscape Architect _____
Phone (C) _____ (W) _____
Address _____

Engineer _____
Phone (C) _____ (W) _____
Address _____

General Contractor _____
Phone (C) _____ (W) _____
Address _____

Contact for Review Coordination _____
Phone (C) _____ (W) _____

Two Copies of: Site Plan, Floor Plan, Exterior Elevations are enclosed for review.

By making this submittal I acknowledge that I have read the Starwood Estates GUIDELINES and understand and agree to their provisions. I understand that violation of these GUIDELINES may subject the owner to fines, liens, and/or loss of construction deposit on this lot.

Owner Signature _____ **Date** _____

General Contractor Signature _____ **Date** _____

ACC Comments – Approved _____ **Denied** _____ **Date** _____

ACC Member Signature _____

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Final Plan Review
FORM B

Owner _____
Lot _____ Phone (H) _____ (W) _____
Address _____

Architect _____
Phone (C) _____ (W) _____
Address _____

Landscape Architect _____
Phone (C) _____ (W) _____
Address _____

Engineer _____
Phone (C) _____ (W) _____
Address _____

General Contractor _____
Phone (C) _____ (W) _____
Address _____

Contact for Review Coordination _____
Phone (C) _____ (W) _____

Two Copies of: Completed Plans and Specifications, and Landscape Plans (optional) are enclosed for review.

By making this submittal I acknowledge that I have read the Starwood Estates GUIDELINES and understand and agree to their provisions. I understand that violation of these GUIDELINES may subject the owner to fines, liens, and/or loss of construction deposit on this lot.

Owner Signature _____ **Date** _____

General Contractor Signature _____ **Date** _____

ACC Comments – Approved _____ **Denied** _____ **Date** _____

ACC Member Signature _____

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Site Staking Review
FORM C

Owner _____
Lot _____ Phone (H) _____ (W) _____
Address _____

Architect _____
Phone (C) _____ (W) _____
Address _____

Landscape Architect _____
Phone (C) _____ (W) _____
Address _____

Engineer _____
Phone (C) _____ (W) _____
Address _____

General Contractor _____
Phone (C) _____ (W) _____
Address _____

Contact for Review Coordination _____
Phone (C) _____ (W) _____

Two Copies of: Completed Plans and Specifications, and Landscape Plans (optional) are enclosed for review.

By making this submittal I acknowledge that I have read the Starwood Estates GUIDELINES and understand and agree to their provisions. I understand that violation of these GUIDELINES may subject the owner to fines, liens, and/or loss of construction deposit on this lot.

Owner Signature _____ **Date** _____

General Contractor Signature _____ **Date** _____

ACC Comments – Approved _____ **Denied** _____ **Date** _____

ACC Member Signature _____

STARWOOD ESTATES
Architectural and Landscape Design,
and Construction Guidelines and Regulations

Final Review and Approval
FORM D

Owner _____
Lot _____ Phone (H) _____ (W) _____
Address _____

Navajo County Building Permit No. _____
Date of Final Signoff _____

Owner Signature _____ **Date** _____

ACC Comments – Approved _____ **Denied** _____ **Date** _____

ACC Member Signature _____