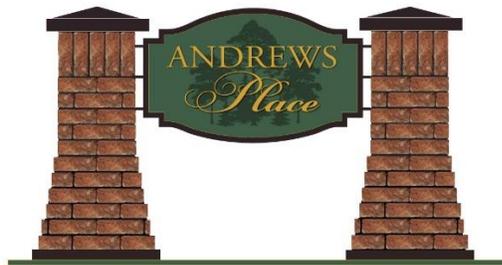


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***Andrews Place Property  
Owners Association***

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***DESIGN REQUIREMENTS & ARCHITECTURAL CONTROL  
COMMITTEE REQUIREMENTS***

***September 1, 2017***

*This document will be reissued in its entirety upon revision*

# **Andrews Place Architectural Control Committee**

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## *Andrews Place Disclaimer*

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Please be advised that you must follow the requirements listed in this document. Failure to do so shall result in the levy of fines and the removal of anything installed without written permission of this association.

Listed below are commonly overlooked requirements that have been compiled based on historical observations by the Board:

- Not screening mechanical equipment from public view through the use of siding material or block that is used on the house.
- Failure to install spark arrestors on chimneys that must also be painted to match the surface to which they are attached.
- Failure to paint all flashing and vents to match the material to which it is attached.
- Failure to submit plans and location for satellite dish placement which requires approval by the Architectural Committee.
- Failure to comply with the acceptable paving materials for driveways. Specifically, if concrete is used, the concrete color/stain must be approved in writing by the Architectural Committee.
- Failure to obtain written approval by the Architectural Committee of any fencing indicating the style, color (if applicable) and placement of the fence on the property.
- Failure to adhere to the construction period and the construction hours stipulated in this document.
- Failure to obtain written approval by the Architectural Committee of landscape plans.

To minimize the risk of oversights and non-compliance with the CC&R's and Architectural Regulations, the Board and/or its representatives requires a face to face meeting with any owner and if the owner is not the builder, the general contractor as well prior to commencement of construction to review the project documents for the Association and to address any questions.

Property owners are encouraged to provide a copy of this document along with a copy of the CC&R's to their architect and general contractor to ensure compliance with these requirements, and absolve the property owner of any liability or additional cost as a result of non-compliance. Written acknowledgement of receipt is recommended.

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# *Andrews Place Property Owners Association*

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## **ARTICLE 1 - DESIGN REQUIREMENTS**

### **1.1 DESIGN PLAN REVIEW PROCESS AND SUBMITTAL REQUIREMENTS**

#### **1.1.1 Overview:**

The design review process is intended to ensure compliance with architectural control requirements 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 will be given by a written endorsement of the Architectural Control Committee (ACC) on the appropriate form, based upon the specific submittal provided to the Committee by the applicant. It is the applicant's responsibility to see that all drawings, information, materials, etc., that constitutes a specific submittal is received by the Committee in adequate time to allow for proper consideration and review. No construction shall be allowed to commence on the site until the approval process is completed. All required materials are to be submitted in duplicate, with one copy returned to the owner and one retained by the Committee.

The fee for the entire review process is \$350.00 and the complete amount must accompany the review submittal. No refunds shall be given should the review process not be completed or the project not be constructed. A separate fee must accompany each substantially different proposal for the same lot. For subsequent additions, exterior changes, separate pool development and landscaping, plans must be submitted and the approval process followed. Fees for the review of improvements after initial construction shall be commensurate with the size of the project. Fees may be periodically adjusted by the Homeowners' Association. Should the owner submit plans to the City of Jacksonville for plan check before completing the plan review, the owner assumes all risk and responsibility for whatever changes must be made or for any re-submittal required.

Checks should be made payable to Andrews Place Property Owners Association. Plans will not be reviewed if payment is not included with the plan submittal.

#### **1.1.2 Plan Review and Approval:**

Plans submitted for review and approval shall meet, include or reflect the following minimum requirements:

#### **1.1.3 Site Plan:**

1. Drawn to scale at minimum of one-inch equals 20 feet.
2. Property lines indicated and setbacks dimensioned.
3. Location of structure on site, including out-buildings, if any, and adjacent property on each side of lot.
4. Finish floor elevation(s) of the structure(s) with values stated per a land topography map.

5. Locations, elevation call-outs and material specifications of related improvements of driveways, patios, etc.
6. Locations, material specification and top-of-wall elevations of all proposed patio walls, retaining walls, etc.
7. Detailed master grading plan indicating existing and proposed topographic contours, drainage patterns, and a proposed perimeter grading limit.
8. Location and proposed alignment of underground utility service lines.
9. Location of all utility yard enclosures and mechanical equipment enclosures (including pool equipment, if any).
10. Show size, length and type of driveway culvert.

#### **1.1.4 Floor Plans:**

1. Drawn to scale at one-quarter inch equals one foot.
2. Finish floor elevation(s) values stated.
3. Major room names labeled.
4. Enclosed living area square footage totals noted.
5. Locations of all utility yard enclosures with all utility meters and other provisions labeled.
6. Locations of all mechanical equipment (condensers, etc.) and the resulting enclosures.

#### **1.1.5 Elevations:**

1. Drawn to scale at one-quarter inch equals one foot.
2. All exterior building elevations shall be represented.
3. Existing contour grades and proposed finished contour grades.
4. Finish floor elevation(s) lines.
5. Top-of-wall and top-of-roof elevation call-outs or dimensions for all building components.
6. All exterior materials specified & exterior material colors/samples provided, including roof materials.
7. Top-of-wall elevation call-outs and material specified for all utility/equipment enclosures.

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# *Andrews Place Property Owners Association*

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## **ARTICLE 2 - ARCHITECTURAL CONTROL COMMITTEE REQUIREMENTS**

### **2.1 INTRODUCTION**

#### **2.1.1 Purpose:**

The purpose of these requirements, when combined with the recorded CC&R's, is to ensure consistent high-quality development and market success, thus protecting the investment of those who locate within the development area and assuring the residents and builders of a high-quality development. The Design Requirements address design issues in site planning and building materials. These requirements provide a framework to express the community character of The Top of the Woods. They provide a documented basis for evaluating and directing the planning and design of improvements to each parcel. The requirements ensure that all development will complement and contribute to the total ambience of The Top of the Woods. Adherence to the requirements will result in a high quality of appearance, land use compatibility success and financial success and stability for both the builder and owner.

The requirements contain criteria to be used by architects, engineers, builders and other professionals to maintain the design quality proposed herein. They will be used to review each builder's design package to ensure conformance with the overall community design objectives.

The ACC has been formed by the Property Owners' Association to ensure all plans are in general conformance with the development guidelines, conditions, and restrictions for The Top of the Woods.

Current Oregon or Jacksonville Statutes shall take precedence over these requirements should a conflict exist.

#### **2.1.2 Goals and Objectives:**

The following project goals and objectives form the basis for these guidelines:

- Provision of community Design Requirements to footnote sensitive integration of projects within the overall community development;
- Provision of variety in the community character through creative land use, architecture and landscape architecture;
- Utilization of natural drainage ways and controlled drainage from individual lots;
- Protection of property values and enhancement of investment;
- Site development in a manner sensitive to the terrain (i.e.: slope, natural drainage and run-off patterns, native vegetation, and soil stability);
- Provide guidance to the owner and homebuilder through the design development process and retain the character of Andrews Place and the City of Jacksonville.

## **2.2 SITE PLANNING REQUIREMENTS**

### **2.2.1 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, utilities and access.

### **2.2.2 Zoning:**

Jacksonville building codes govern all development, except as further restricted by the "Andrews Place' CC&Rs and the requirements contained herein.

### **2.2.3 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 most appropriate building site will be determined by: the natural features of the lot, views, relationship to adjacent building sites and topography.

### **2.2.4 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 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;
- If 90 days after grading has occurred, there is no construction activity, the graded area shall be hydro- seeded and vegetated with new trees;
- Replanting all graded slopes with trees, shrubs, and native type groundcovers to control erosion and minimize denuded view of the slopes;
- There shall be no grubbing, brushing, or grading prior to final plan approval and site staking approval.
- Special arrangements for soil testing prior to grading and construction can be made. It is the lot owner's responsibility to see that vegetation is not destroyed outside the building site during this process. If vegetation is disturbed, it must be replaced.
- Retain natural vegetation to greatest extent possible (minimize size of building pads).

### **2.2.5 Drainage:**

Natural drainage ways shall be preserved wherever possible. Minimize alterations to natural drainage ways to prevent soil erosion. Developed drainage ways lining material must be approved by the Architectural Control Committee. All drainage shall exit from any lot in a manner identical to the

original run-off. *Drainage from driveways* shall be *retained on-site* so that off-site quantity and rate of flow shall not be greater than the original hydrological conditions at any existing point. The driveway retention shall be designed to provide an adequate volume for the storage of all run-off from driveway surfaces and related roof water run-off. Where needed, adequate culverts must be installed in drainage ditches prior to construction so as not to impede drainage and also to protect the pavement edge of the road.

**2.2.6 Utilities:**

All new utility lines shall be underground, locating lines under driveways or other disturbed areas. All disturbed areas are to be finished, graded and re-vegetated to match existing adjacent undisturbed areas. Utilities must be clearly indicated on grading plans.

**2.2.7 Native Vegetation:**

The owner and his contractor shall comply with all City of Jacksonville regulations governing native trees and plants. Native vegetation shall be preserved where possible.

**Propane Tanks:**

Shall be underground and buried below finish grade and comply with local, city and state requirements. For the purpose of this paragraph, any propane tank with a capacity exceeding ten (10) gallons will be subject to the provisions herein.

## **2.3 ARCHITECTURAL REQUIREMENTS - SITE IMPROVEMENTS**

### **2.3.1 Introduction:**

The Andrews Place community will have a distinctive architectural theme, expressing a thoughtful integration of building structures and the hillside environment. This section provides descriptions of building materials and forms that are expressive of the intended architectural theme. Architectural components are defined as appropriate or inappropriate, as determined by the Architectural Control Committee. It is the intent of these requirements to establish a consistent architectural theme for the Andrews Place Property Owners Association while allowing for flexibility of design expression.

### **2.3.2 Construction Period:**

The construction period shall not exceed 12 months from the issuance of Final Plan Approval and the issuance of a building permit from the city of Jacksonville. Extensions for the construction period must be submitted in writing stating the reason for the extension and the expected completion date. In no case will the construction period exceed 24 months. The HOA considers the date of the Certificate of Occupancy the final date of construction. The dwelling may not be occupied until such time.

### **2.3.3 Building Materials:**

All buildings or residential units shall be designed and constructed in styles that would generally be consistent and in conformity with the natural surroundings and hillside themes. In keeping with surroundings, the use of wood siding and trim and rock for decorative areas is recommended. Material samples and, if available, product literature shall be included in the submission to aid the committee with its review. Exposed wood materials shall be treated with a preservative and maintained. Exposed roof scuppers, drip edge, gutters, downspouts and sheet metal shall be painted to closely match the surface to which they are attached. Exterior building materials shall be approved by the ACC.

### **2.3.4 Exterior Appearance & Colors:**

Exterior appearance shall blend with the natural surroundings and the landscaping. Exterior colors shall be approved by the ACC based upon manufacturer's color chips submitted with the plans and specifications. Small amounts of accent colors are permitted. Clear aluminum window and door frames are not permitted, nor are reflective surfaces. Garage door colors/stains require approval of the ACC. Property owners are required to maintain the exterior condition of the dwelling including, but not limited to, re-painting, re-staining and/or re-sealing walls, doors, trim, garage doors, etc. when a determination is made by the Architectural Committee that such maintenance is warranted to maintain the integrity and condition of the dwelling within the development. Any fences erected on the property are subject to the above provisions as well.

### **2.3.5 Roofs, Pitches and Materials:**

Simple pitched gable, hip or shed roof forms will be permitted in The Top of the Woods. All pitched roof materials shall be approved by the ACC to ensure a continuity of textures and colors. Metal roofs are permitted with written ACC approval.

All vents and other projections shall be colored to blend with the finished roof material coating color. No mechanical equipment of any kind will be permitted on roofs.

### **2.3.6 Chimneys:**

Fireplace chimney heights and forms will not exceed building code minimum height criteria and must complement the structure's overall design. Spark arrests must be installed and painted. Chimney caps must be painted to match the surface to which they are attached or trim color.

### **2.3.7 Gutters and Downspouts:**

Gutters, downspouts, and other devices for control of roof water are an important item in dealing with high concentrations of rainfall in the mountains. Exposed gutters will be colored to match the roof or wall material. Exposed downspouts will be colored to match the surfaces to which they are attached.

### **2.3.8 Skylights:**

Skylights are to be designed as an integral part of the roof. Skylight flashing and glazing shall be clear or solar bronze. White flashing and glazing is prohibited. Skylight framing materials must be colored to match or blend with the roof.

### **2.3.9 Flashing & Vents:**

All flashing and vents will be painted to match the material to which it is attached.

### **2.3.10 Solar Panels:**

Solar panel trim color and placement requires review and written approval by the ACC.

### **2.3.11 Awnings:**

Fabric awnings for windows are permitted in moderation. Metal awnings are prohibited.

### **2.3.12 Mechanical Equipment:**

Air conditioning equipment, heating equipment, and soft water tanks, must be screened from public view through the use of siding material or block that is used on the house. Sound attenuation is encouraged. All heating and cooling equipment, including ductwork, must be located on the ground or within the building. Gas meters, electric meters, phone and cable boxes will be colored to match the material to which they are attached.

### **2.3.13 Building Height:**

Building height shall be as per Jacksonville City Codes. Finished Floor Elevations (FFES) will be determined on an individual basis, based on topographical contours of each lot. Approval of preliminary plan elevations, such as FFES and structure height, will be based on the graphic representation of the site topography taken as shown on the submitted plans. Elevations to be stated relative to values, as per present benchmarks located in the streets.

### **2.3.14 Setbacks:**

All dwellings, including garages will adhere to the setbacks required by the City of Jacksonville or as outlined in the CC&Rs.

### **2.3.15 Size:**

Each single-family dwelling to be located within a building site shall contain not less than 1,400 square feet of living space, unless otherwise approved by the ACC. In deciding whether the minimum requirements set forth have been met, the square footage of any garage, porches or patios shall be excluded. Any home approved by the ACC that is two stories in height and levels, the bottom (ground) floor of the unit must be at least 1,400 square feet of living space.

### **2.3.16 Garages:**

Garages are a major visual element in single-family detached housing. An attached minimum two-car garage with automatic door opener is required for each home, with doors of a style or design approved by the ACC.

### **2.3.17 Walls and Fences:**

All fences require the approval of the ACC. Plans should be submitted indicating the style, color (if applicable), and placement of the fence. All walls shall be considered extensions of the adjacent building and shall be constructed of coordinated materials.

- Recommended wall heights:
  - A. 4' at front of dwelling
  - B. 5' maximum at side and rear of unit
- Wall heights shall be measured from the existing natural grade at the *exterior* of the wall.
- Soften long wall lines with plant recesses and landscape for vertical and horizontal relief.
- All walls will be finished and painted the same as, coordinated with, or complementary to, the building color.
- Recommended wall materials shall conform to the recommended building materials.

- If a boundary fence is installed on any side of an unfenced parcel and the parcel owner desires to construct a fence as well, it is recommended that the new fence be tied into any existing fence, and the cost of the common fence shall be shared equally between both property owners.

### **2.3.18 Lighting:**

External lighting shall be limited to that necessary to provide the functional requirements of safety and security. Exterior building lighting shall meet Jacksonville Building Codes. Energy conserving lamps are encouraged. Exterior lights must be located as not to be directed toward or reflect upon surrounding properties. The Architectural Committee shall have the final word in determining compliance with this paragraph.

### **2.3.19 Driveways:**

Driveways shall be paved with the Materials approved by the City of Jacksonville. Below are listed *Acceptable Paving Materials*, unless otherwise approved by the ACC.

1. Exposed aggregate concrete.
2. Pavers brick (earth tones - color approval necessary)
3. Integrated color concrete (earth tones - color approval necessary)

Driveways are considered as part of the overall construction of the dwelling and are subject to the provisions of the construction period. Driveways that cross washes or existing development drainage ways shall have appropriate concrete tie-downs or culverts. Driveway grading and paving shall minimize the disturbance of bordering natural vegetation.

### **2.3.20 Parking:**

Driveways shall be used for construction access and to accommodate guest parking. On-street parking is discouraged. Trucks, boats, campers, trailers, snowmobiles, ATV, golf carts, and other recreational vehicles shall not be parked on the property, except when stored within a garage or approved screened yard area, so that it will not be visible from neighboring properties. Any addition to a driveway or walkway must be of the same material and substantially the same color of the existing driveway and walkway. Additions or extensions to existing driveways or walkways require approval of the Architectural Committee.

### **2.3.21 Motor Homes:**

If a motor home is used for personal transportation to and from Andrews Place, it is allowed to remain on an individual's improved lot for a maximum of 48 hours, unless otherwise approved in writing by the Architectural Committee. After 48 hours, the motor home must be removed. The motor home is not to be used for additional housing.

### **2.3.22 Satellite Dishes:**

Satellite dishes will be considered on a lot-by-lot basis for location and size. Plans and location must be submitted and approved by the ACC for any sending or receiving devices. These devices must be placed in such a manner so as to limit their visibility from the street.

### **2.3.23 Signage:**

No billboards or advertising signs of any character shall be erected, permitted or maintained on any lot or in any building 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; said signboards shall not exceed six square feet. Such sign shall not include any name other than the contractor's name, address and telephone number; the same shall apply to the individual or real estate broker selling the home or lot. Any signs placed on the property must be removed within thirty (30) days after completion of the construction or sale of the home or lot. Notwithstanding the above, the Owner(s) shall have the right to place a sign on lots they own which they consider necessary to market the property.

### **2.3.24 Mailboxes:**

Mailboxes and the stand to which they are attached (posts, pillars, etc.) require the approval of the ACC.

### **2.3.25 Flagpoles:**

Flagpoles are limited to an overall height in accordance with current Arizona Revised Statutes. The American Flag and/or one other flag may be flown. Lighting must comply the CC&R's, and those of the Architectural Requirements.

### **2.3.26 Storage Sheds:**

Although free standing storage sheds are not prohibited by the CC&R's, they require the approval of the Architectural Committee regarding placement that is consistent with the community setback requirements and also the color and material. No storage shed shall interfere with natural drainage patterns or cause water runoff to be redirected onto neighboring property. Further, only one free standing storage shed is allowed per developed lot, and if two adjoining lots are owned by one person or entity, only one of which is developed, the number of storage sheds shall be limited to one as well and must be placed on the developed parcel/lot.

### **2.3.27 Greenhouses:**

Greenhouses will be considered on a case by case basis and requires Architectural Control Committee approval.

## **2.4 ARCHITECTURAL REQUIREMENTS – GENERAL**

### **2.4.1 Trash Containers:**

Trash containers shall not be visible from the street or adjoining property within the sub-division except for the scheduled day of pick-up. *Trash containers shall be placed curbside no sooner than the day of collection and returned to an approved screened area or garage the same day.*

### **2.4.2 Campaign Signs/Posters:**

Campaign signs/posters are limited to 1 (one) on any one lot, not to exceed 24" x 24", and may only be displayed from 45 days prior, to 7 days after the election.

### **2.4.3 Parking:**

Owner(s)/occupant(s) of an improved lot shall park personal automobiles, vans, SUV's, or pickup trucks in their garage or driveway. On-street parking for owners with improved lots is not allowed unless circumstances such as deliveries, maintenance, construction, etc., preclude parking in the garage or driveway and in no case, may exceed two (2) consecutive days unless otherwise approved in writing by the Architectural Committee.

## **2.5 LANDSCAPE ARCHITECTURAL REQUIREMENTS**

### **2.5.1 Landscape Plans**

All landscaping plans require the prior approval of the ACC, and shall be submitted in sufficient detail to show the location and type of any new tree or shrub, planters, gardens, grass areas, borders (rock, timbers, etc.), water features, ground cover, modifications to elevations (raised areas for grass, gardens, planters, etc.). For the purpose of this section, any planned landscaping that is visible from the street or neighboring property within the development (side, or back yards), must be included in the landscaping plans. Landscape plans must be submitted within **six months** of completion of construction or the issuance of a certificate of occupancy.

### **2.5.2 Maintenance of Lawns and Plantings:**

Each owner of a lot within the Association shall keep the lot free of trash and other unsightly material. Any landscaping material (cinders, gravel, rocks, wood chips, etc. and the color of which is subject to approval by the ACC) delivered to a lot must be spread and not remain in piles for more than 30 days. Notwithstanding the requirement to spread piles of landscaping material delivered to the property within 30 days, the overall landscaping project shall not exceed 90 days from the date approval is granted by the ACC.

No trees or other native vegetation shall be cleared from any of said lots, except to the extent that such clearing is necessary to allow the construction of a residence, provide driveway access thereto, provide for reasonable fire protection or a healthy forest environment, and to remove any tree (excessive leaning, dying, or diseased) that presents a safety hazard to any structure or person. All clearing and grading of lots must first have the written approval of the Architectural Control Committee, as controlled by CC&Rs of Association. All improved lots shall keep a fire line cleared to the mineral soil a minimum of 5 feet away from an improved structure.

Any portion of a lot that has been landscaped must be maintained and kept in a weed-free state. For the purpose of this paragraph, landscaping shall include any portion of a lot, including the front, sides, or back, that is covered in whole or in part by cinders, gravel, grass or other approved ground cover. Further, any grass or ground cover shall be maintained and mowed so as to not become unsightly. The Board shall retain the authority to determine compliance with this paragraph in its sole discretion. Any lot or portion of a lot that is not considered landscaped is still subject to the CC&R's, and Architectural Requirements as may be amended from time to time

## **2.6 CONSTRUCTION REQUIREMENTS**

The following construction standards have been established to ensure quality development while protecting the natural vegetation. The Andrews Place Property Owners Association and ACC shall be responsible for the enforcement of the construction standards. The ACC reserves the right and has discretionary power to enforce the provisions of the Architectural Requirements, herein contained, through measures deemed appropriate; including (but not limited to): fines and liens; as directed by the Homeowners' Association Board of Directors; in accordance with the CC&Rs of the association.

### **2.6.1 Construction Trailers, Portable Field Office, Etc.:**

The use of construction trailers, portable field office, or any other similar temporary structure on the site is strictly prohibited, unless approved by the ACC.

### **2.6.2 Debris & Trash Removal:**

Owners and builders shall clean up trash and debris on the construction site at the end of each day. Rubbish containers or "dumpsters" shall be required when the construction of the home is initiated. Trash and debris shall be removed and delivered weekly to a dumpsite located off the project. Lightweight material, packing, and other items shall be covered or weighted down to prevent wind from blowing such materials off the construction site or out of the dumpster. Owners and builders are prohibited from dumping, burying, or burning trash anywhere on the parcel(s). An area within the building site shall be maintained for the temporary accumulation of debris if the mandatory dumpster is not yet on site. Any debris not contained within the site shall be cleaned up immediately. If not, it will be removed at owner's expense by The Andrews Place Property Owners Association. If concrete trucks are washed out on individual building sites or lots, one designated clean-out site within the graded building envelope will be permitted. Other concrete or masonry by-products shall be cleaned out in one designated site and removed from site in conjunction with other debris and trash removal guidelines.

### **2.6.3 Vehicles & Parking Areas:**

Construction crews shall not park on, or otherwise use, other lots, open spaces, washes, or drainage ways. All vehicles shall be parked within designated areas so as not to inhibit traffic. No equipment or trucks shall be permitted to operate outside the limits of the building site or construction access designated 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 Andrews Place Property Owners Association Protective Covenants. The lot owner shall advise heavy equipment operators and truck drivers of the consequences of violating provisions of any of the Design or Architectural Requirements. The security of each site shall be the sole responsibility of the owner of the site.

### **2.6.4 Site Utilities:**

All existing utilities shall be located and protected at owner's expense before the start of construction. If it

becomes necessary to use any equipment or machinery for temporary utilities, this equipment shall have appropriate sound control devices to minimize objectionable noise. During construction, portable sanitary facilities shall be on site at all times. These facilities shall be cleaned a minimum of once a week and shall be removed from the premises no later than the receipt of a Certificate of Occupancy. The contractor shall provide a means to attach the top of the portable facility to a tree or post to reduce the risk of the facility being overturned by vandalism or strong wind.

**2.6.5 Restoration or Repair of Other Property:**

Damage and scarring to other property including, but not limited to, open space, other lots, roads, driveways, and/or other improvements shall not be permitted. If any such damage occurs, it must be repaired/restored promptly at the expense of the person causing the damage.

**2.6.6 Construction Access:**

The only approved construction access during the time a residence or other structure or improvement(s) are being built, shall be over the approved driveway for the lot or parcel, unless the ACC approves an alternate access point. Areas shall not be cleared or graded until actual construction is to begin.

**2.6.7 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. The most appropriate building envelope will be determined by natural features of the lot, views, relationship to adjacent building envelopes and topography, and will adhere to grading plans approved by the ACC. The Andrews Place Property Owners Association shall have the right to repair any damage done to the landscape outside the building envelope and charge the owner for said repairs.

**2.6.8 Construction Hours:**

Construction vehicles and/or workers and material deliveries may enter The Andrews Place Property Owners Association no earlier than

**6:00 a.m.** and depart no later than **6:00 pm**, Monday through Saturday. Work may **not be performed** on:

- **Sunday**
- **Memorial Day**
- **Fourth of July**
- **Labor Day**
- **Thanksgiving**
- **Christmas**
- **New Year's Day**

**2.6.9 Grading Hours:**

No grading or use of heavy machinery will commence before **7:00 a.m.**



# ANDREWS PLACE – PLAN REVIEW

## OWNER CONTACT INFORMATION

Street Address: \_\_\_\_\_/\_\_\_\_\_

Contact for review: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Cell (if different from above) \_\_\_\_\_

Mailing address: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

## PLAN CONTACTS

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_

## ARCHITECTURAL CONTROL COMMITTEE NOTES

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

## OFFICE USE ONLY

Date Received

\_\_\_\_\_

### Received items:

Plan Review Fee:

Yes \_\_\_ No \_\_\_ N/A \_\_\_

One copy of completed plans

& specifications: Yes \_\_\_ No \_\_\_

\_\_\_\_\_ N/A \_\_\_

One copy of landscape plans:

Yes \_\_\_ No \_\_\_ N/A \_\_\_

Other items submitted:

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

Review Status:

Approved on: \_\_\_\_\_

Disapproved on: \_\_\_\_\_

Return Notes: \_\_\_\_\_

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



## **ANDREWS PLACE**

### **2.7 INFORMATION & MATERIAL SUBMISSION FORM**

Please complete this form in full and submit along with the "Plan Review" form and Building Plans.

OWNER(S): \_\_\_\_\_  
\_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ OTHER #: \_\_\_\_\_ CELL #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

LOT #: \_\_\_\_\_ LOT ADDRESS: \_\_\_\_\_

BUILDER NAME: \_\_\_\_\_

BUILDER ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

BUILDER PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

OTHER PERTINENT INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

#### **Proposed Construction – Description of Materials**

Roof Material: Composition Asphalt Shingles \_\_\_\_\_ Yes \_\_\_\_\_ No

Colored Metal Roofing \_\_\_\_\_ Yes \_\_\_\_\_ No

Manufacturer Name: \_\_\_\_\_

Color name or #: \_\_\_\_\_

Must submit sample of shingle or metal & color with application

Siding Type: Log siding \_\_\_\_\_ Lap siding \_\_\_\_\_ Flush siding \_\_\_\_\_ Other \_\_\_\_\_

Must submit sample with application

Stone or Rock: Location & Description: \_\_\_\_\_

\_\_\_\_\_  
Must submit sample with application

Siding Stain: Color name & number: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color sample on wood to be used must be submitted

Trim & Facia: Color name & number: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color sample on wood to be used must be submitted

Garage Doors: Wood \_\_\_\_\_ Metal \_\_\_\_\_ Stain \_\_\_\_\_ Paint \_\_\_\_\_

Color name & number: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color sample on wood/metal to be used must be submitted

Exterior Doors: Material: \_\_\_\_\_ Paint/Stain Color: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color sample on wood to be used must be submitted

Windows: Color and type of frames: \_\_\_\_\_

\_\_\_\_\_  
Driveway & Sidewalks: Concrete \_\_\_\_\_ Pavers Brick \_\_\_\_\_ Asphalt \_\_\_\_\_ Exposed Aggregate \_\_\_\_\_

Color of concrete, pavers brick, & exposed aggregate must be submitted for approval (earth tones).

Submit plans detailing the location and size of driveways and sidewalks.

A fee of \$350.00 must be submitted with the plan review form and the information and material submission form prior to plan review.

One complete set of plans shall be provided to the Architectural Control Committee when applying for approval. The plans shall be the standard builders size, drawn to scale with the scale on the plans being provided by a certified architect or engineer.

A commercial size dumpster must be placed on the construction site at the time construction starts, and all waste material to be deposited in the dumpster at intervals to allow for a clean site at all times. Any material that blows onto any neighboring property must be retrieved immediately and properly disposed of.

Building material will be stored on the site, and not on the public streets.

A portable toilet must be provided for work crews at the time construction starts and shall remain on site throughout the construction period.

No exterior changes may be made to the home, garage, or any of the building materials or colors without prior approval from the Architectural Control Committee.

A landscape plan must be submitted within six months after completion of construction or the issuance of a certificate of occupancy detailing the placement and type of any proposed shrubs, trees, grass, ground cover, decorative rock, gravel, cinders, statues, fountains, water features etc. prior to installation.

At any time during the construction period, should any questions arise, please contact a member of the Board of Directors or the Architectural Control Committee for assistance.

The HOA welcomes you to the Andrews Place Property Owners Association and looks forward to working together with you to make the construction of your new home a pleasant and exciting experience.

APPROVED & ACCEPTED

OWNER(S)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

ANDREWS PLACE ARCHITECTURAL CONTROL COMMITTEE

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_