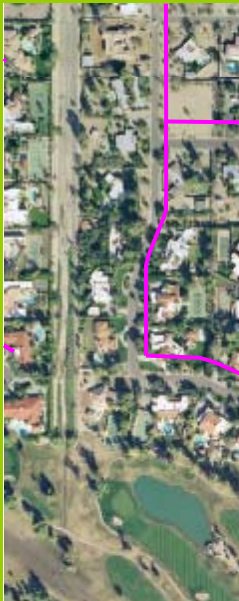


CAMELBACK COUNTRY CLUB ESTATES ARCHITECTURAL AND LANDSCAPE PROJECT REVIEW GUIDELINES

NOVEMBER 2005



Prepared by:

Camelback Country Club Estates Association
of Homeowners Inc. Architectural and
Landscape Control Committee

Mr. Bob Burns
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Mr. Bob Mayfield
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Architectural and Landscape
Control Committee

November 17, 2005

**CAMELBACK COUNTRY CLUB ESTATES ASSOCIATION OF HOMEOWNERS INC.
ARCHITECTURAL AND LANDSCAPE PROJECT REVIEW GUIDELINES**

Dear neighbor,

Like others you have made a significant investment in your property and home. The Camelback Country Club Estates Association of Homeowners Inc. (HOA) was formed to help protect your investment. The Board of Directors of the HOA is made up of your neighbors, who volunteer their time to assure that the Covenants, Conditions, and Restrictions (CC&Rs) of this Association are followed and the overall appearance of lots and homes are kept complementary to our neighborhood and environment.

The CC&Rs of this HOA established the Architectural and Landscape Control Committee (hereafter referred to as Committee) to oversee the architectural and landscape requirements as provided in the CC&Rs and ensure their fair and efficient application across the community. The general purpose of the Committee is to ensure that a high standard of design and quality of materials is maintained throughout the subdivision for the mutual benefit of all the property owners and to take such action, in its absolute discretion and consistent with the purposes of the CC&Rs, as it may determine to be reasonably appropriate to enforce them.

These Guidelines have been developed by the Committee in an attempt streamline and standardize the project review process and encourage excellence in design. Residents should not use these Guidelines as constraints to creativity, but rather as parameters within which all new construction and renovation projects must conform. For additional information on the project review process or for a more detailed interpretation of these guidelines please contact Committee Chairman Michael Collins or any member of the Committee. You will find our telephone numbers listed in the Association Handbook (often referred to as the Red Book) that each homeowner has been provided. For a digital copy of these guidelines, the Association CC&Rs, and other community-related information please visit the Association website at www.camelbackcountryclubestates.org.

Please remember that any changes you contemplate making that will impact the exterior of your house or lot needs to be submitted to the Committee for review. Your compliance with these guidelines and recognition of the Committee's efforts is greatly appreciated.

Sincerely, the Committee

Mr. Bob Burns
Mr. Michael Collins
Mr. Cody Martin

Mr. Bob Mayfield
Ms. Suzanne Smith

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SECTION 1.0 PROJECT REVIEW SUBMITTAL REQUIREMENTS AND PROCEDURES

1.1 GENERAL PROJECT REVIEW REQUIREMENTS

During your project you will encounter various permitting and approval requirements along the way from either the Architectural and Landscape Control Committee (hereafter referred to as Committee) or the Town of Paradise Valley. Please be advised that the Committee and Town are interested in different, yet related matters and each have established their own guidelines and requirements for project approval. Demolition or Building Permit approval from the Town of Paradise Valley does not constitute nor supersede required Committee review and approval of a project. In general:

- The Committee is required to ensure that all proposed projects or property alterations comply with the published CC&Rs of Camelback Country Club Estates.
- The Committee is very concerned with redevelopment and renovation issues within the community including building envelope and set back requirements, storm water retention, drainage, and conveyance, and the aesthetics or overall appearance of individual properties including the home and landscaping and of the neighborhood in whole.
- The Town of Paradise Valley is primarily concerned with uniform building codes, zoning regulations, construction standards, and grading and drainage.

1.2 PROJECT CATEGORIES

In an effort to minimize the difficulty and expense of preparing project review packages, the Committee has established specific submittal requirements for the following three project categories:

- **Construction Project** – This category includes any new construction, exterior structural modification, or demolition of an existing structure. It also includes the installation or removal of a site wall, retaining wall, swimming pool, sport court, tennis court, golf chipping green, spa, or driveway, change in storm water conveyance features, or alteration of storm water retention capacity of the property.
- **Landscape Project** – This category includes any substantial change or modification of an existing landscape to include the removal or addition of lawn areas, change in groundcover materials, or removal of mature vegetation.
- **Other Minor Project** – This category includes minor changes to existing landscape, changes of exterior materials or finishes (for example a change in roof tile color or composition, exterior paint, windows, shades, doors, etc). This category also includes the installation of outdoor barbeque areas, area lighting (for example tennis or sport court lighting) or hardscape features.

1.3 STEP ONE – EARLY COORDINATION (RECOMMENDED FOR LARGE PROJECTS)

The homeowner may request a preliminary project review meeting prior to the development of detailed architectural or engineering drawings. Before investing extensive time and money in the preparation of detailed plans, lot owners and their architect and/or contractor should prepare an “as-built site plan” for their lot and schedule a meeting with any Committee member to discuss preliminary design concepts and to identify any unique conditions or issues to be addressed in the design review process. This meeting can save considerable time, effort, and potential frustration for homeowners who proceed into the design process with an architect or general contractor that may not be aware of specific architectural or landscaping requirements defined in the CC&Rs and these Guidelines. Committee members can answer any questions you might have about submittal requirements or the plan review process.

The “as-built site plan” need not be elaborate but must include the following information at a minimum:

1. Existing structures, equipment pads, tennis courts, sport courts, pools, spas, patios, driveways, sidewalks, hardscape, or other improvements;
2. Existing trees and mature vegetation on the lot with the annotation of any proposed removals;
3. Existing storm water retention areas or conveyance features (such as culverts, channels, swales and washes); and
4. Existing and recorded easements and utility right-of-ways.

1.4 STEP TWO – PROJECT REVIEW SUBMITTAL

Volunteers of the Committee process requests for project review, maintain project records, and facilitate all communications and transactions between the homeowner or their representative and the Committee. All projects require Committee approval prior to the alteration (including demolition) of existing conditions. The application for project review and approval by the Committee must be complete BEFORE any demolition, improvements, disturbances or alterations are made to your property. Approved Demolition or Building Permits from the Town of Paradise Valley do not substitute Committee review or approval of a proposed project. Submittal requirements vary depending on project category as discussed in the following subsections.

1.4.1 Construction Projects

As outlined in the Association CC&Rs, no building or other structure, including fences and walls, shall be erected, altered or repaired on any Lot until the building plans, specifications, and plot plan showing the location, elevation grade lines, dimension, design, and building materials of such building or structure, or until such other description of the proposed work as shall be acceptable to the Committee, has been approved in writing by the Committee.¹ The Committee has defined the term Construction Project to include any new construction or remodeling that structurally alters the exterior of any building on the property including the demolition of any existing structure. It also includes the installation or removal of a site wall, retaining wall, swimming pool, sport court, tennis court, golf chipping green, spa, or driveway, change in storm

¹ Camelback Country Club Estates CC&R § 7

water conveyance features, or alteration of storm water retention capacity of the property. For projects meeting this definition, the following items must be submitted to the Committee Chairperson for review by the entire Committee:

1. A completed and signed Request for Project Review (see Exhibit 1 of this document);
2. Two (2) sets of plans that include:
 - a. A current as-built site plan of existing conditions (as described above in Section 1.3) which is signed and sealed by a licensed and registered land surveyor or civil engineer;
 - b. A partial set of construction documents including (at a minimum): a proposed site plan, proposed floor plans with elevations (with dimensions and material specifications), and roof plans (including material specifications) (as applicable). All plans must include a description and location of all new construction or alterations to the exterior of any existing structure on the property;
 - c. A description of exterior materials, finishes, and colors (samples provided in separate box if available);
 - d. A Landscape Plan including hardscape, trees to be removed, new materials or plants to be installed, and landscape lighting (as applicable);
 - e. A Grading and Drainage Plan indicating on-site storm water retention, drainage and conveyance for any project having the potential to alter storm water retention or conveyance; and
 - f. An Exterior Lighting Plan (including light wattages) for any area lighting or sport/tennis court lighting (as applicable).
3. Additional drawings as necessary to aid in portraying planned improvements or alterations.

Please contact any member of the Committee to arrange for the submittal of these materials. The Committee will make every attempt to review and respond to all Requests for Plan Review within twenty one (21) calendar days.

1.4.2 Landscape Projects

As outlined in the Association CC&Rs, no substantial landscaping, planting, or replanting of any area of a Lot shall be commenced until such landscaping plan showing the proposed planting and landscaping has been approved in writing by the Committee.² It is the responsibility of the Committee to ensure that new landscaping projects do not impact neighboring properties or impede the function of washes and drainages. The Committee has defined "substantial" to include the removal or addition of lawn areas, change in groundcover materials, or removal of mature vegetation. For projects meeting this definition, the following items must be submitted to the Committee Chairperson for review by the entire Committee:

1. A completed and signed Request for Project Review (see Exhibit 1 of this document);

² Camelback Country Club Estates CC&R § 8

2. Two (2) sets of plans that include:
 - a. An Existing Conditions Plan that shows all current landscaping or other improvements of the lot in the area to be modified/alterd;
 - b. A Proposed Landscape Plan including hardscape, trees to be removed, new materials or plants to be installed, and landscape lighting;
 - c. A description of exterior materials, finishes, and colors (samples provided in separate box if available);
 - d. A Grading and Drainage Plan indicating on-site storm water retention, drainage and conveyance for any project having the potential to alter storm water retention or conveyance; and
 - e. An Exterior Lighting Plan (including light wattages) for any area lighting or sport/tennis court lighting.

Please contact any member of the Committee to arrange for the submittal of these materials. The Committee will make every attempt to review and respond to all Requests for Plan Review within fourteen (14) calendar days.

1.4.3 Other Minor Projects

The Committee has defined Other Minor Projects to include minor changes to an existing landscape, changes of exterior materials or finishes (for example a change in roof tile color or composition, exterior paint, windows, shades, doors, etc). This category also includes the installation of outdoor barbeques, area lighting (for example tennis or sport court lighting) or any landscape or hardscape feature that could impact other nearby properties. For projects meeting this definition, the following items must be submitted to the Committee Chairperson for review by the entire Committee:

1. A completed and signed Request for Project Review (see Exhibit 1 of this document);
2. A detailed narrative of the proposed project;
3. A description of exterior materials, finishes, and colors including sketches or photographs (samples provided in separate box if available);
4. A Lighting Plan (for all projects involving the installation of area lighting) showing proposed locations of lighting structures in relation to the site (an as-built site plan may also be requested by the Committee), wattage and description of lighting feature, and a description of hooding or other screening necessary to prevent the disturbance of neighboring properties.

Please contact any member of the Committee to arrange for the submittal of these materials. The Committee will make every attempt to review and respond to all Requests for Plan Review within fourteen (14) calendar days.

1.5 STEP THREE – COMMITTEE REVIEW AND RESPONSE

In most cases, the Committee will complete the review of all submittals and will notify the homeowner of their determination within fourteen (14) calendar days of receipt of the complete

submittal package. Submittals not meeting the requirements provided in Sections 1.4.1 to 1.4.3 of these guidelines will be returned to the applicant with a request for the missing information. To avoid delays, please be diligent in providing all required information. Upon review of a complete submittal package, Committee findings will generally take the form of one of the following:

- **Approval** – The Committee can approve the proposed project as submitted. In this case, the Committee will forward a written approval letter to the applicant. This approval letter will specify the aspects of the project that are covered by the Committee’s decision and any other pertinent construction-related requirements or instructions as may be necessary. Once this letter is issued, project-related activity approved by the letter may commence.
- **Conditional Approval** – The Committee can issue a conditional approval for the project when additional information or clarification is required. A conditional approval can also be given in a circumstance where a final material or finish selection has not been made or a landscaping plan has not been prepared for a new construction project but are required prior to a final approval for the project. Terms and conditions for additional review will be included in the letter. One this letter is issued, project-related activity approved by the letter may commence.
- **Denial** – The Committee can deny any project review request that it finds to be, either in whole or in part, in conflict with the Association CC&Rs. The homeowner or their representative will have the opportunity to make the necessary changes to the project proposal and resubmit to the Committee for consideration. Project-related activities are not authorized to begin (including demolition activities) until a resubmittal for plan review is made with appropriate changes to the project and the receipt of one of the two forms of approval letters listed above.

1.6 STEP FOUR – COMMITTEE INSPECTIONS

The CC&Rs of the Camelback Country Club Estates Association of Homeowners give the Committee the authority to conduct site inspections of any property at any time to ensure adherence to the requirements set forth in the CC&Rs. The Committee has the right at all times to enter any unimproved Lot, or upon the exterior portions of any improved Lot after reasonable notice to the owners thereof, or on request of the owners thereof, to maintain and/or conform the same to the requirements of the CC&Rs, to plant or replant, trim, cut back, remove, replace, and/or maintain hedges, trees, shrubs, or flowers, on the area and/or to keep cultivated and/or remove plants, as may be necessary to enforce the requirements of the CC&Rs and such persons shall not thereby be deemed guilty in any manner of trespass.³

³ Camelback Country Club Estates CC&R § 15

SECTION 2.0 DESIGN GUIDELINES

PLEASE NOTE: These design guidelines are subject to change. Homeowners or their representatives should contact the Committee prior to proceeding with any substantial project design to ensure that they are in possession of the most recent design guidelines.

2.1 GENERAL GUIDELINES

Design acceptance will be evaluated by such elements as: topographical and environmental considerations, variety of shapes and wall planes, proportional massing, adequate window articulation, strong entry statements and consistency of design and level of detailing. The architectural character of Camelback Country Club Estates should reflect the casual elegance of Paradise Valley living.

2.2 BUILDING ENVELOPE

No building shall be erected on any Lot, the front walls of which are closer than forty (40) feet from the property line; the side walls thereof shall not be closer than twenty (20) feet to the side lot line or ten percent (10%) of the width of the Lot, whichever is greater; nor shall the rear walls thereof be closer than forty (40) feet from the rear property line; nor shall any building, structure, planting, or landscaping be erected, added, removed, or altered within that portion of any Lot lying within a golf course easement or subject to a golf course lease.⁴

2.3 ELEVATIONS

All elevations shall continue the design theme; detail requirements are the same for front, side, and rear elevations. Within the community of Camelback Country Club Estates all residences shall be designed with "360° architecture" as the rule. No structure exceeding two (2) stories in height shall be erected, altered, placed, or permitted to remain on any of the Lots in the community.⁵

2.4 MATERIALS PALETTE

Exterior elements and materials chosen should be compatible with one another in an appropriate scale for the building and appropriate to the home's architectural theme and be compatible with the existing neighborhood. All surface treatments or materials shall be designed to appear as an integral part of the design, and not applied. All materials shall wrap columns, porches, or balconies in their entirety. Material changes should occur at inside corners. Materials applied to the front elevation shall turn the corner of the structure and shall continue for the length of the building or terminate at a side wall. At raised footing conditions, siding materials shall be continued down to within six inches of finished grade.

⁴ Camelback Country Club Estates CC&R § 16

⁵ Camelback Country Club Estates CC&R § 17

2.5 BUILDING COLORS

Samples of the proposed palette of exterior colors must be submitted. The basic intent for colors is to be subdued to enhance the colors of the natural landscape. Colors derived from the surrounding desert and landscape are preferred.

2.6 FUNCTIONAL ELEMENTS

No mechanical equipment, vents or stack pipes, solar panels, or satellite dishes are to be visible from the street. Stack pipes and mechanical vents shall be painted to blend with the roof color.

2.7 WALLS

All walls must be textured and painted to match the house or be constructed of other suitable material that matches the overall house design. Any terraced retaining walls must be separated by a distance no less than the height of the tallest wall and must be landscaped.

2.8 DRAINAGE DITCHES & CULVERTS

No Lot owner, nor anyone acting under his/her direction, will be allowed to cover, bridge, or otherwise interfere with existing drainage ditches or culverts without the prior express written approval of the Committee and Town of Paradise Valley.⁶

2.9 STORM WATER RETENTION

No Lot owner, nor anyone acting under his/her direction, shall reduce the storm water retention capacity of the depressed areas on any Lot by the filling of said depressed areas without the prior express written approval of the Committee and Town of Paradise Valley.⁷

2.10 SIDE ENTRANCE GARAGES

Side entrance garages are hallmark of the neighborhood and preferred over street facing garages. The Committee has adopted the line-of-sight rule for its review of projects involving a new garage. No new garage shall be erected on a property where the resulting garage door would be visible from the street at a point directly in front of the front door to the house. The Committee understands that certain lots within the community may face unusual hardship under this requirement due to irregular lot dimensions or set back requirements and in these cases will work with owners to find the most reasonable design solution possible.

2.11 CIRCULAR DRIVEWAYS

Existing circular driveways shall be maintained on all properties within the community. For redevelopment or renovation projects on properties not currently having a circular driveway, every effort shall be made to incorporate such a feature in its design. Under no circumstance should these driveways be eliminated from the lot.

⁶ Camelback Country Club Estates CC&R § 22

⁷ Camelback Country Club Estates CC&R § 23

2.12 GATED DRIVEWAYS

Under no circumstance shall a circular driveway be gated or otherwise obstructed from public use. Gates or gated entrance porticos leading up to the house are allowed but must not impede the use of the circular driveway. Side driveways or driveways leading to a side garage or rear of the property may be gated as long as they meet all Town of Paradise Valley regulations, but such gates must not impede the use of the circular driveway.

SECTION 3.0 CONSTRUCTION GUIDELINES

3.1 NOISE AND DUST ABATEMENT

The Committee may enact strict procedures, operational time frames, temporary or permanent, at any time to ensure noise and dust abatement measures are taken by builders and their subcontractors. Adherence to the Town of Paradise Valley Noise Ordinance and Maricopa County dust abatement requirements shall be enforced.

3.2 CLEANLINESS

All areas shall be kept free of trash, materials, and waste, which can be carried by the wind. The site shall be left in a neat and orderly condition at the close of each workday, with scrap material and debris disposed of in covered receptacles or dumpsters, and such receptacles collected and emptied when full. Hazardous debris and material shall be removed from the site each day, and no hazardous material shall be stored on the site overnight.

3.3 SITE FENCING

The entire project site shall be secured within a chain-link fence surrounding the entire area of disturbance preventing unauthorized access to the site from the street or neighboring property. The fence must incorporate fence fabric on the inside of the fence to screen all project activities from the street and adjacent property view.

3.4 CONSTRUCTION MATERIAL STORAGE

All construction material storage must be short-term and secured within project site fencing. Under no circumstance shall construction materials be staged on or along any street or in any drainage easement or storm water conveyance feature.

3.5 CONTRACTOR PARKING

Contractors and subcontractors should be notified that parking of vehicles is to occur only on one side of the street in order to reduce traffic congestion and potential safety issues associated with traffic in the neighborhood. Project-related congestion needs to be kept to an absolute minimum. Failure to provide for the safe use of public streets near your project site may result in the citation of contractors, subcontractors, and property owner by the Town of Paradise Valley Police Department.

3.6 DAMAGE REPAIR

Each owner has the direct responsibility for the control of their contractors and the actions of said contractors. All liability for violations of the Association CC&Rs caused by a general or subcontractor shall rest with the owner.

3.7 CONSTRUCTION PERIOD AND TIMELINESS

Home construction (not only demolition) must begin within 6 months of Committee approval (or the approval is automatically rescinded) and be completed within 18 months of the first construction disturbance (including demolition activities) of the property. Exceptions must have advance written approval by the Committee.

No construction work is to be conducted prior to 6:00 am or after 6:00 pm or on Sundays.

All work is to be prosecuted diligently until completed. If you become aware of the potential for substantial delays of greater than 30 days of inactivity on the project, please advise the committee and your neighbors of the delay and revised completion date.

3.8 LANDSCAPE INSTALLATION

Landscaping must be installed within 2 months of completion of the building; this may be extended by written notice from the Committee in order to allow planting in more favorable seasonal climatic conditions.

SECTION 4.0 DISCLAIMER

Neither the Committee, the Association of Homeowners, or the Board of Directors of the HOA shall be liable for damages to anyone submitting plans for approval or to any other homeowner that may be affected by any actual alterations of Improvements approved or otherwise. Every owner or owner representative, who submits a Request for Project Review to the Committee for approval, agrees by submission of such plans and specifications, that they will not bring any action or suit to recover damages against the Committee. Approval by the Committee or any member thereof shall not be deemed to be a warranty of plans, specifications, or construction practices.

SECTION 5.0 ENFORCEMENT

The Committee shall have the power and authority, from time to time, in its own name and on its own behalf, or on the behalf of any owner of a Lot who consents thereto, to commence and

maintain actions and suits to restrain and enjoin any breach or threatened breach of the CC&Rs and to enforce, by mandatory junction or otherwise, any of the provisions of the CC&Rs.⁸ By submission of plans and specifications to the Committee for review and approval, the owner acknowledges the right of the Committee and/or Camelback Country Club Estates Association of Homeowners to enforce the provisions contained herein, by whatever legal means are available.

⁸ Camelback Country Club Estates CC&R § 6

EXHIBIT 1

**Camelback Country Club Estates Association of Homeowners, Inc.
Architectural and Landscape Control Committee**

Request for Project Review

Instructions: Complete and submit to any Committee Member with all required submittal materials (over for requirements). The Committee will not review incomplete or partial submittal packages.

Applicant: _____ Phone: _____

Property Owner: _____ Phone: _____

Property Address: _____

Lot Number: _____

Project Category (check one): _____ Construction _____ Landscaping _____ Other Minor Project

Brief description of work proposed: _____

Type of Change (check all that apply):

_____ Demolition _____ New/Add S.F. Residence _____ New/Add S.F. Outbuilding

_____ Exterior Refinish _____ New/Add L.F. Site Wall _____ New S.F. Patio or Decking

_____ Landscaping _____ Change in Roofing Materials _____ Removal of Mature Trees

_____ New Area Lighting _____ New/Resurface Driveway _____ New Sport/Tennis court

_____ Change in Stormwater Retention or Conveyance

Anticipated Project Start (MO/YR): _____ Anticipated Project Completion (MO/YR): _____

I have read and agree to abide by the Architectural and Landscape Project Review Guidelines and Camelback Country Club Estates Association of Homeowners Inc. Covenants, Conditions, and Restrictions:

Applicant Signature

Date

Property Owner Signature

Date

(Over for Submittal Requirements)

Submittal Requirements

Construction Projects

1. A completed and signed Request for Project Review;
2. Two (2) sets of plans that include:
 - a. A current as-built site plan of existing conditions (as described in Guidelines Section 1.3) which is signed and sealed by a licensed and registered land surveyor or civil engineer;
 - b. A partial set of construction documents including (at a minimum): a proposed site plan, proposed floor plans with elevations (with dimensions and material specifications), and roof plans (including material specifications) (as applicable). All plans must include a description and location of all new construction or alterations to the exterior of any existing structure on the property;
 - c. A description of exterior materials, finishes, and colors (samples provided in separate box if available);
 - d. A Landscape Plan including hardscape, trees to be removed, new materials or plants to be installed, and landscape lighting (as applicable);
 - e. A Grading and Drainage Plan indicating on-site storm water retention, drainage and conveyance for any project having the potential to alter storm water retention or conveyance; and
 - f. An Exterior Lighting Plan (including light wattages) for any area lighting or sport/tennis court lighting (as applicable).
3. Additional drawings as necessary to aid in portraying planned improvements or alterations.

Landscape Projects

1. A completed and signed Request for Project Review;
2. Two (2) sets of plans that include:
 - a. An Existing Conditions Plan that shows all current landscaping or other improvements of the lot in the area to be modified/alterd;
 - b. A Proposed Landscape Plan including hardscape, trees to be removed, new materials or plants to be installed, and landscape lighting;
 - c. A description of exterior materials, finishes, and colors (samples provided in separate box if available);
 - d. A Grading and Drainage Plan indicating on-site storm water retention, drainage and conveyance for any project having the potential to alter storm water retention or conveyance; and
 - e. An Exterior Lighting Plan (including light wattages) for any area lighting or sport/tennis court lighting.

Other Minor Projects

1. A completed and signed Request for Project Review;
2. A detailed narrative of the proposed project;
3. A description of exterior materials, finishes, and colors including sketches or photographs (samples provided in separate box if available);
4. A Lighting Plan (for all projects involving the installation of area lighting) showing proposed locations of lighting structures in relation to the site (an as-built site plan may also be requested by the Committee), wattage and description of lighting feature, and a description of hooding or other screening necessary to prevent the disturbance of neighboring properties.