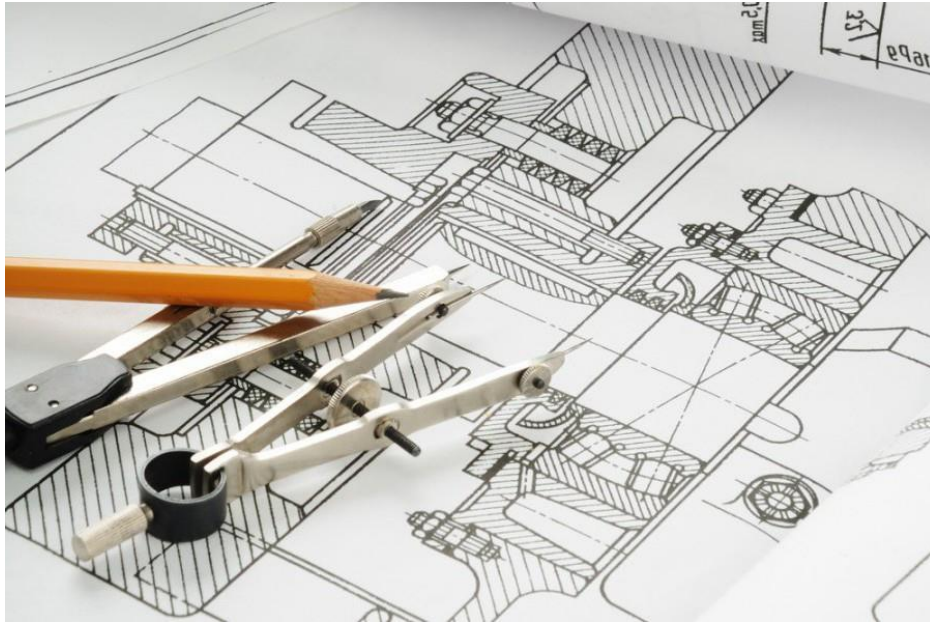


PINE COUNTRY HOMEOWNERS' ASSOCIATION



ARCHITECTURAL DESIGN GUIDELINE

Table of Contents

1.0	INTRODUCTION	3
2.0	DESIGN REVIEW	3
3.0	SITE PLANNING AND CONSTRUCTION/IMPROVEMENT DESIGN	4
3.1	Multiple Custom Home Site Purchases:	4
4.0	DESIGN SUBMISSION GUIDELINES	5
4.1	Easements and Setbacks.....	6
4.2	Driveway Design and Materials	6
4.2.1	Materials	6
4.3	Roofs	7
4.4	Exterior Painting, Finishing and Material	8
4.5	Utility Lines, Propane Tanks, Grinders and Meters	9
4.6	EXTERIOR MECHANICAL DEVICES	9
5.0	BOUNDARY, GARDEN AND KENNEL FENCING	9
5.1	Fence Materials:.....	10
5.2	Fence Placement:	10
5.3	Special Conditions for properties backing to Hwy 260:.....	10
5.4	Special consideration for Kennels	10
5.5	Special consideration for small gardens.....	10
6.0	ENCLOSURES AND OUTDOOR STORAGE	11
7.0	HOME SITE IDENTIFICATION AND SIGNAGE	11
8.0	POOLS, SPAS, WATER FEATURES AND GAME COURTS.....	12
9.0	MOTOR VEHICLES, TRAILERS, COMMERCIAL MACHINERY AND EQUIPMENT	12
10.0	LANDSCAPING.....	12
11.0	CONSTRUCTION GUIDELINES	12
12.0	APPLICATION SUBMITTAL and APPROVAL PROCESS	13

1.0 INTRODUCTION

It is the focus of the Board of Directors and the Architectural Review Committee (ARC) (hereinafter referred to as the Committee) to preserve the natural beauty of the High Country Pines II development (which is maintained by the Pine Country HOA), as well as to provide ample opportunity for individual expression and architectural creativity. Homes and improvements are to be designed in accordance with established standards to protect your investment by maintaining the property in an updated condition in order to enhance property values.

These Architectural Design Guidelines (hereinafter referred to as the Guidelines) and the Covenants, Conditions and Restrictions (CC&R's) are intended to maintain the high standards of development that exists within High Country Pines II and to address aesthetics rather than construction standards, which are dictated by the Navajo County Planning and Zoning Ordinances.

All projects, to include maintenance and repairs, construction and improvements affecting the exterior appearance of structures or property require Committee approval. The Committee recognizes the responsibility imposed upon it by the Declaration of the CC&R's by creating these Guidelines. **It is incumbent upon every member of the Pine Country Homeowners Association (PCHOA) to be knowledgeable of the CC&R's and these Guidelines.**

Each project will be considered on its individual evaluation and its ability to harmonize with the surroundings. The Committee shall only review, approve, and/or disapprove submitted plans and specifications as to style, exterior design appearance, location, and compliance with the provisions set forth in these Guidelines and within the CC&R's.

Please familiarize yourself with these Guidelines and the CC&R's so that you understand the design parameters for all homes in the Pine Country HOA before planning your new home or making additions / alterations to existing home sites.

NOTE: The words Improvement, Construction, Project, Addition, Alteration, Remodel, Maintenance, Repairs, Modification, Installation, Change or other work, are synonymous as they pertain to these Guidelines.

2.0 DESIGN REVIEW

Homeowners must have the Committee review and approve all maintenance and repairs, construction and improvements. Homeowners are required to obtain approval and permits prior to commencement of construction activity from Navajo County as well. Additional in-process inspections will be scheduled as part of the initial approval process.

The initial approval process and in-process inspections (when needed) are as follows:

- Concept meeting, when needed, with owner/and or Contractor and a Committee member to discuss the design process, building footprint, property improvements and clarification of any questions.
- The submission of the Architectural Review Application (hereinafter referred to as the Application), which includes the plans, details and improvements for review and approval by the Committee.
- An inspection, when needed, of the foundation boundaries once they are staked and marked to determine proper distances from the property lines.
- An inspection, when needed, once the siding and roofing materials are on-site but prior to their installation.
- An inspection, when needed, of the sewer line connection prior to opening the valve to the community sewer network.
- A final inspection of the total project prior to receiving a final approval document.

The Committee's review includes, but is not limited to, features such as the home's exterior design, material and color, to include driveways, garages, porches, walls, fences, patios, decks, ramadas, gazebos, sheds and other structures that are permanent (anchored to a foundation).

All construction must comply with the CC&R's and these Guidelines. You, as the property owner, will be held accountable for violations of the CC&R's and Guidelines, not your contractor.

To safeguard against unnecessary owner expense, the Committee **recommends** that preliminary plans/conceptual

drawings be submitted for review prior to the preparation of final drawings for projects of significant size and effort.

Projects which encroach into required setbacks or Public Utility Easements (PUE) will not be approved, and the homeowner must understand that should access be required, costs of removal and replacement of any improvements are to be borne by the homeowner. Any commencement of such projects will be considered as acceptance of this responsibility.

When plans require Navajo County approval, owners should submit the plans to the Committee first, to avoid having to resubmit them to the County. If the County issues a denial of plans, then the plans will be resubmitted to the Committee after the non-conforming issues have been remedied. The Committee shall not be responsible for reviewing and/or approving any improvement plans and specifications for engineering design, structural engineering and safety, or for compliance with applicable zoning, building, or other county, state, or federal laws, ordinances or policies.

When the Committee has determined that all requirements for Application submittals have been met, the Committee will, within (30) calendar days, either approve or disapprove the proposed maintenance and repairs, construction or improvement(s).

Should the Committee not approve an Application, the owner has the right to appeal the decision to the Committee, in writing, for reconsideration and lastly, to the Board of Directors, once again in writing (within 15 days from the written denial), for a final decision at the next regular meeting or special meeting called for the purpose of considering the appeal.

After the County issues permits, the owner must provide to the Committee:

- A copy of all building and/or grading permits (posting on-site acceptable).
- Builders Registrar of Contractors License number as needed (if not previously provided)
- Owner and/or Builder emergency contact information (if not previously provided)

3.0 SITE PLANNING AND CONSTRUCTION/IMPROVEMENT DESIGN

The following Guidelines and CC&R's are intended to ensure an environmentally sound and aesthetically pleasing development at Pine Country HOA. Before any work commences, the Owner/Architect/Designer must submit a plot plan and/or specification/drawings for construction or installation of any and all improvements to a home site. This should show all locations of all improvements, including detailed topography, floor plan, and all four (4) elevations of the structure. For maintenance and repairs a plot plan and specifications/drawings may not be required.

The minimum livable space allowed is 1200 sq. ft. The maximum footprint of all structures, including decks, porches and detached buildings is twenty percent (20%) of the total lot size. The maximum height for stem walls from finish grade to foundation sub-floor is forty-two inches (42") in front (street facing) elevation. All front elevations must have some complex horizontal relief such as a dormer, bay window, porch, etc. Flat facades will not be approved.

Maximum total attached or detached garage space is three (3) cars, not including storage, workshop or bathroom spaces. Any structure with enough space to park a vehicle that is accessed by a door large enough for a vehicle to pass through will be considered a garage when determining the allowable garage space. All garages must have garage doors and must be appropriately treated with decorative relief cuts or panels. Garages will not exceed three (3) garage doors (one pass thru garage door will be the exception). Double garage doors will be considered two (2) doors and may not be larger than eighteen feet (18') wide and single garage doors no wider than twelve feet (12') wide. Maximum height will not exceed sixteen feet (16') high. Carports are prohibited.

3.1 Multiple Custom Home Site Purchases:

If a single structure is to be built across the internal property lines of multiple sites, then the internal line(s) must be eliminated, as will the PUE and drainage easement, if feasible. This will require preparation processing and approval by Navajo County of a Tentative Parcel Map. The County and the Committee reserve the right to add new conditions or restrictions to the subject parcel.

Each home site, regardless of whether it was part of a multiple site purchase, shall be treated individually under the governing documents for the project. The payment of appropriate assessments will be based on the number of original (pre-combination) home sites in the purchase. Each original Lot will be entitled to one vote in community elections. The Capital Cost Special Assessment or Sewer Tap Fee for all respective lots must be paid upon any single hook-up to the Wastewater Treatment Plant Service.

4.0 DESIGN SUBMISSION GUIDELINES

For new builds and/or additions, the Committee requires the submission of one electronic or paper (8.5" x 11") of working drawings. Drawing requirements for small projects and improvements will be on a case-by-case basis. The drawings will include, but is not limited to, a plot plan showing the location of all construction, walls, fences, driveways, all other structures, wastewater treatment grinder pump, propane tank, heating and A/C unit. The Application must include detailed topography, floor plan, and all four (4) elevations of the structure. The plot plan shall include measurements from all existing and proposed structures to the closest property line(s).

For smaller projects, maintenance and repairs, requirements will depend on the scope of the project or work. Contact the Committee for requirements beyond the Application.

Include samples of all materials and colors for siding, fascia, trim, windows, decks, railings, roofing, gutters/flushing, veneers and with your plans. For samples, use cut sheets, color photos and brochures with trade names and product descriptions instead of physical items. If landscaping and/or drainage is part of the submission (to be included with all new builds and large projects), submit drawings with the completed **"Landscape-Vegetation and Drainage Acknowledgement"** file found by contacting the ARC.

No material changes or deviations from such plans and specifications, once approved, shall be made without prior approval of the Committee.

Applications must use a "Request for Project Approval (Form #1)" PDF file found on the ARC website listed in section 12.0 (highcountrypines2.org), to provide:

- Lot number, property address, property owner(s)
- Mailing address and Email
- Phone numbers (include area codes)
- Builder name and contact, address, phone, e-mail
- Description of project, new build or addition
- List of drawings, samples etc. enclosed

The design review fees are as follows and are to be paid with the application. These fees will be refunded if not approved or if approved, once the project, new build or addition is completed and the homeowner receives FINAL APPROVAL from the Committee. In the event of any violations, fines assessed will be deducted from these fees.

- New house: \$500.00
- Additions or Garage after house is built: \$200.00
- Other Improvements (e.g., sheds, fences, exterior painting, roofs, siding, windows, hardscapes, etc.): \$50.00 (contact HOA Committee to confirm)
- Resubmitted plans (Changes made after original approval or 6 months from approval with no progress): \$0.00

These fees are a one-time non-refundable fee and are to be paid with the submittal:

- Sewer connection inspection: \$150.00
- Capital Cost Special Assessment (Sewer TAP): \$2,500.00

NOTE: (Fees are subject to change without notice, please contact the HOA to confirm current fees)

ALSO NOTE: OWNERS WHO BEGIN/COMPLETE MAINTENANCE AND REPAIRS, CONSTRUCTION AND IMPROVEMENTS BEFORE APPROVAL IS RECEIVED AND/OR WITHOUT AN APPLICATION WILL BE FINED A PENALTY FOR NON-COMPLIANCE WITH THE CC&R's AND GUIDELINES. THE AMOUNT OF THE FINE WILL BE DETERMINED BY THE PINE COUNTRY HOA BOARD OF DIRECTORS ADOPTED FINE SCHEDULE.

Maintenance and repairs, construction and Improvements must begin within 6 months of receiving approval from the Committee, or a new application must be submitted. Completion must be within 1 year of the start date. If that is not possible, the owner must request an extension from the Committee, in writing, explaining why and provide an expected completion date (**an extension for the main residential structure will require Board approval**). Upon completion, the owner shall notify the Committee. The Committee will then inspect the project for compliance with approved plans and specifications. A final approval letter shall be issued to projects completed in accordance with their original plans or as amended.

4.1 Easements and Setbacks

Generally, each lot contains a Public Utility Easement (PUE) that extends eight feet (8') inward from the street lot line. Certain lots contain side yard PUEs while corner lots and some common areas contain additional PUEs.

Setbacks are CC&R requirements which stipulate the minimum distance to a property line from which construction is permitted. The setback for any structure is fifteen feet (15') measured from the side and back property lines to a building, wall or column. The front setback shall be thirty feet (30') from property line to a building, wall or column. Waiver of setback requirements must be approved by the Committee and by Navajo County if such setbacks do not meet with County requirements.

The property owner is responsible for the cost of removing any improvements in an easement when such removal is necessary to enter the easement for maintenance or repair. Furthermore, the lot owner is required to provide and allow access to such easements for maintenance and repair.

4.2 Driveway Design and Materials

Driveways should follow the natural contours and meander around existing trees and rock outcroppings. Long straight runs should be avoided to maintain a natural appearance. Stone and timber are preferred bridge materials. A minimum of one (1) guest parking space must be provided on each site. Each building site may have one (1) driveway ingress and egress from the street to the property. Additional parking, access to a detached garage, workshop or storage building or a drive-through type driveway will require **Committee approval**.

All driveways require a culvert be installed by Navajo County and must be installed at street drain ditches per Navajo County requirements and specifications.

4.2.1 Materials

Colored concrete and flatwork are preferred; however, uncolored concrete is permitted. This applies to all concrete work i.e., driveways, aprons, sidewalks, patios etc.

The following paving materials are recommended:

- Earth tone colored concrete with washed, acid etched, sandblasted or broom finish.
- Quarry tile or paving brick tile in earth tones.
- Cobblestone-textured or stamped concrete.
- Exposed aggregate, pea gravel in concrete.
- Large, rough-textured pre-cast integrally colored pavers.
- Stone or flagstone.
- Interlocking pavers in earth tones.
- Asphalt

Gravel made of stabilized decomposed granite, cinders, lava rock, natural colored crushed stone, river rock and other similar materials may be used. **The Committee must approve samples and colors of proposed gravel paving materials.**

4.3 Roofs

Roofing materials shall be of fire-retardant materials. Roofs will have a finished surface that will not produce glare or have reflective qualities. Samples or a brochure from the manufacturer must be provided for Committee review. All roof materials will be in the medium to dark earth tone colors; ***white, red, blue or variations of those colors are not allowed.***

The minimum roof pitch of the main structure is 5:12 (recommended 6:12). Porches and decks recommend 3:12. The following roofing materials are allowed:

- Flat concrete simulated shakes
- Slate
- Artificial slate
- Dimensional composition shingles
- Metal, simulated shake shingles
- Non-reflective, standing seam metal or pro panel metal or equivalent. Panels must be a minimum 36" in width, and each individual panel must run the full length from the peak of the roof to the bottom edge the roof wherever possible.

Metal roofs must have at least 2 different heights of relief.



Acceptable



Unacceptable

It is advisable not to purchase materials or contract for roofing projects until approved by the Committee. The following roofing materials are prohibited:

- Wood shakes or shingles
- 3-tab composition shingles
- Corrugated metal
- Rock
- 90# roll roofing
- Mastic coated; patten stamped sheet metal
- Barrel tiles, clay, or concrete
- Spray urethane foam
- Glossy or reflective materials
- Cap sheet
- Gravel

4.4 Exterior Painting, Finishing and Material

All exterior color schemes shall be complimentary earth tone colors. All materials used in maintenance and repairs, construction or any improvement must be approved.

The following are allowed exterior building materials:

- Wood shingles or “shaker town” panels are allowed for siding
- Brick in earth tones used as accents
- Lightly textured plaster stucco painted with integral color, maximum 25% of any exterior surfaces
- Horizontal wood siding
- Indigenous stone
- Real logs
- Split face block, not to exceed 25% of any exterior
- Artificial stone, not to exceed 25% of any exterior
- Horizontal (wood-grained look) composite lap siding

The objective is to create exteriors that are interesting but not in competition with their surroundings. Exteriors may be surfaced with one to three different materials. Continuity of materials and colors is required on all elevations of a residence to achieve a uniform and complete architectural design.

The following materials are prohibited:

- All T1-11 plywood (See Section 6 for shed exception)
- Hard board siding (See Section 6 for shed exception)
- Mica plaster
- Exposed plain unpainted or unstained concrete block
- Corrugated metal or aluminum siding
- Vinyl siding
- Gloss-glazed ceramic tile

All exterior painting / staining projects shall be complimentary, medium to dark, earth-toned or neutral colors and require Committee approval (**Builders/Owners shall provide a color chip, photo, brochure, along with the name of the color and manufacturer.**). Buildings are limited to three colors. Preferable house and trim colors should be different and are highly recommended. Colors must have a light reflective value (LRV) of 32 or less and either low sheen or flat.

In cases where colors were previously approved but are not currently authorized and in cases where the current owner was not a party to a non-conforming condition, the current Owner shall be granted a variance until repainting is needed or as directed by the Pine Country HOA Board of Directors.

House doors and garage doors shall be a single color. Natural wood or stained finishes are encouraged. House doors,

garage doors, and storm doors shall be colored to match trim or house color when possible. No white color will be allowed. **Black or bronzed metal scroll work front doors will require Committee approval.**

Skylight housing and skylights are to be designed as an integral part of the roof. Skylight glass or glazing must be clear, solar bronze, gray or lightly tinted; white or reflective glazing is prohibited. Skylight framing material must be bronze anodized or colored to match adjacent roof.

Also, storm windows will need to meet this requirement. Mirrored glass and non-anodized or clear anodized aluminum, metal and white frames are prohibited.

Vent pipes and all other protrusions through the roof or wall must blend in with the adjacent roof color or wall material from which they project. Material in black is acceptable; no clear aluminum or bare metal is allowed. Fireplace exhaust protrusions may be left bare or painted per manufacture instructions.

Flashing, sheet metal and rain gutters must be colored to match the material to which it is attached, unless copper is used.

4.5 Utility Lines, Propane Tanks, Grinders and Meters

Designing such services integrally with the architecture is encouraged.

- All utility lines, propane tanks, sewage lines and grinder pumps must be underground and shown on the site plan.
- We require that you install a “stop and waste” device in the water line between your house and water meter.
- It's highly recommended to install a “freeze faucet” between the house and meter along with a second “stop and waste” allowing this faucet to be always pressurized for use in case of emergency, as many homes are winterized.
- Grinder Pump and Sewer Line installation requirements should be reviewed by reading the “Grinder Pump Installation Inspection form found on the ARC website.

4.6 EXTERIOR MECHANICAL DEVICES

All projects involving the installation of any structure or ground mounted device, including but not limited to, evaporative coolers, air conditioners, solar units, emergency generators and antennas require Committee approval.

All devices should be screened from view, when possible, with a material that blends in with existing architecture. All wiring and piping for devices should be installed so as not to be visible. **Emergency Generators will require screening to reduce noise and visibility.**

Note: Approved above ground propane tanks must have an enclosure concealing all four sides.

Roof top mounted solar panels are permitted and are governed by AZ law. In addition, all wiring and piping for the unit should be painted to blend in with the roof and siding.

All exterior lighting shall be of low lumens to reduce glare and be installed in such a manner that it does not illuminate upon a neighboring property or common area. The objective is to allow for the minimum lighting necessary to provide safety, security and the enjoyment of the outdoors.

Speakers, horns, whistles, bells and other sound devices, except for security / alarm purposes, should be no louder than 60 dB at the property line.

5.0 BOUNDARY, GARDEN AND KENNEL FENCING

There is considerable variation in the size and shape of the lots in our community and even greater variation in the placement of primary dwellings and other structures on our lots. All these conditions impact plans for fencing.

Homeowners are encouraged to involve the Committee **early on** in the planning and design process. **All fencing will require review and approval from the Committee.**

5.1 Fence Materials:

Wood fencing, gates and railings shall be natural and designed to be an extension of your home's architecture.

Acceptable fence styles are Round Post Fence and Rail and Rough-Hewn Split Rail. Two or three horizontal rails are allowed, provided that the maximum distance from the ground to the top of the highest horizontal railing does not exceed (60") inches in height and no vertical support post is higher than (66") inches from the ground. Variations in the slope of the property must be followed by the slope of the fencing and cannot be used to justify exceeding the maximum height requirement.

Wood lattice, chain link, precision block, split face block or plaster finish wire mesh, tubular steel or fiberglass are not permitted.

Fences may use wire backing, provided that a sample of the backing wire is approved by the Committee. Wire backing may not be visible above the highest horizontal rail. Wire must be at least 14 gauges in diameter and consisting of crossing vertical and horizontal strands that form rectangular openings and no smaller than 1½ x 3 inches. Typical "no climb" wire backing meets these requirements. Wire must be protected from corrosion with a PVC or powder coating. Wire coating colors must be dark as to blend in with the background when viewed from a distance. Dark brown and forest green are the preferred colors (no tan or light green). Under no circumstance will wire mesh or chicken wire be allowed.

Note to lot owners bordering the national forest: The Forest Service does not allow gates to be installed in the boundary fencing. However, English fence ladders over the fencing are allowed by the Forest Service.

5.2 Fence Placement:

Fences built along neighboring properties and/or along common areas are allowed on the property line. Fences built along a street require a five (5') foot setback from the property line.

Fences which include wire backing will not be approved in the front (street facing) yard. These fences shall not extend beyond the front (street facing) of the residence.

Fencing gates are limited to a driveway and/or walkway gate. Gates must comply with the height requirements and should consist of wood and/or metal that are compatible with the type and style of fencing or home. Gates are prohibited along any street that is not the primary entrance to the property.

5.3 Special Conditions for properties backing to Hwy 260:

Six foot (6') solid fencing is only allowed on Lots adjacent to Hwy 260 and may continue along the sides of the Lot no further than the front of the residence. This includes a fence around the waste water treatment plant.

5.4 Special consideration for Kennels

A metal "portable kennel" consisting of no more than 144 square feet, should not be visible from the street, if possible. Kennels exceeding a six (6') foot height will not be approved. Material should be colored to blend in with the surroundings and should not be a heavy chain-link type. Lightweight wire mesh and frame are preferred.

5.5 Special consideration for small gardens

A requirement of a vegetable garden is to protect it from rodents and birds as well as the larger herbivores such as deer. For this reason, gardens up to 144 square feet may use small wire mesh or netting, including chicken wire, to cover the sides and top and be up to 8' tall to allow walking into the garden area which has covering. The fencing above 5' should strive to be minimally visible. Suggestions to accomplish this include using ¾" or 1" metal conduit painted to blend in for

the structural support of a lightweight netting/screening material. Garden fencing of larger areas must follow the standard fencing rules as documented in this section.

6.0 ENCLOSURES AND OUTDOOR STORAGE

Outdoor structures housing trash container, firewood, equipment or storage should be constructed of the same material used on the main residential structure.

As with all allowable enclosures, permanent greenhouses must be constructed in keeping with the look of the home and the architectural standards of the community. For example, the foundation and face treatment shall match the existing home, the wood frame for support of appealing glass or polycarbonate window inserts, shall be stained the same color as the trim of the house. Regardless of size, the enclosure must comply with current Navajo County Building Code requirements which currently state the structure shall withstand a minimum 45 pounds per square foot snow load and 75 mph sustained winds. Permanent greenhouses should consider a height of 8' or less to minimize the heat buildup and condensation on the side walls along with a floor square footage less than 200 sf. See example below:



Note: Since Greenhouses are primarily transparent enclosures, they should be used only for plants/vegetation placed in earthtone colored containers consistent with paint colors allowed on our homes. Greenhouses cannot become storage sheds for junk/equipment.

Temporary (March - June) greenhouse structures under 144 sq ft and 8'-0" max height are permitted. Green house structures must be secured to the ground to not blow away in 50+ mph winds.

Storage sheds less than 144 Sq Feet are a special exception. They may be purchased and placed on the property within the guidelines of Navajo County. These must be constructed of wood similar to ones sold by Home Depot, Lowes or Tuff Shed, for example. Sheds sided with T1-11 plywood or similar, mimicking vertical slats are accepted provide they are painted/stained to match the color of the primary structure on the property. Roofs should be similar in color to the primary structure roof. Sheds constructed primarily of plastic or metal material are not permitted.

The enclosures, outdoor structures, and storage sheds may not be in front of the home and **all structures will require Committee approval.**

7.0 HOME SITE IDENTIFICATION AND SIGNAGE

For reasons of public safety, it is required that each completed home have an address sign visible from the street. We also require that each home or Lot have a Lot number sign. The Lot identification plates installed by the developer are acceptable but may be replaced with one to match a home's address sign or be included as part of an address sign.

Nameplates and/or address signs will not exceed a combined area of six (6) square feet.

8.0 POOLS, SPAS, WATER FEATURES AND GAME COURTS

Pools, spas and game courts should be designed so they do not impact adjoining properties with light or sound and must be approved by the Committee.

Only in-ground pools are allowed; pool location and design shall conform to County and state building code requirements, and spas may be installed above ground. Spas, pool heaters and pumps must be screened from view, sound insulated from neighboring homes and streets and constructed with material compatible and of the same color(s) of the home. If game courts are proposed, you must show screening in detail on the site plans submitted.

9.0 MOTOR VEHICLES, TRAILERS, COMMERCIAL MACHINERY AND EQUIPMENT

No construction vehicle, machinery or equipment of any kind shall be kept or placed on any property/street except as is usual and customary in connection with construction and maintenance projects.

Vacant lots with no dwelling improvement are not allowed to store any vehicle, trailer, truck camper, boat or other unnatural occurring material on their lot for any purpose.

There is no camping allowed on any property as stated in the CC&R's.

Under no circumstances shall any vehicle of any description be parked on common areas within the subdivision.

10.0 LANDSCAPING

Any landscaping design submitted with new home construction or improvement(s), should present a native plant theme and avoid large lawns or gravel areas that do not appear natural. Any site grading, excavation or removal of any large trees, 15' or higher, or with a caliper size exceeding 12", requires Committee approval. Committee approval is not required for dead trees or dead vegetation removal.

Decomposed granite, lava rock, gravel, natural colored crushed stone, river rock (less than 3" in diameter) and other similar materials may be used in conjunction with other ground covers, shrubs and trees, but should not be used as primary ground cover. Ground covers should be separated by boundaries to retain the material.

11.0 CONSTRUCTION GUIDELINES

In order to ensure that the natural landscape of each Lot is preserved and the nuisances inherent in any construction process are kept to a minimum, the following guidelines shall be enforced during the construction / improvement period.

- All construction must be by licensed contractors or the homeowner as an Owner/Builder
- Contractors must have current licenses and insurance as required by Navajo County and the State of Arizona.
- Construction must proceed in a timely and reasonable manner.
- Fire extinguishers must be conveniently located at the construction site and a water hose connected to a supply source for immediate use to any area of the construction site.
- The hose and water supply must be in place prior to use of any flame or welding and before the delivery of combustible material to the site.
- The sewer connection must be inspected by a person designated by the Pine Country HOA. The Homeowner or Builder must contact the Committee a minimum of 72 hours in advance of the sewer connection so an inspection may be scheduled. (Please review the separate "Grinder Pump Installation Inspection Form found on the ARC website. If the inspector is unable to see the sewer connection (for any reason) at the time of the inspection or the

connection is not done correctly, IT WILL BE LOCKED BY THE INSPECTOR UNTIL THE PROBLEM IS CORRECTED, RE-INSPECTED AND APPROVED.

FAILURE TO HAVE THE SEWER CONNECTION INSPECTED BEFORE OPERATING THE GRINDER PUMP WILL RESULT IN A FINE TO BE DETERMINED BY THE PCHOA BOARD OF DIRECTORS

Owners and builders shall clean up all trash and debris at the end of each day. An approved trash receptacle must always remain on the site and be maintained so trash does not exceed the height of the receptacle, for the purpose of containing all lightweight materials or packaging. Owners or Builders are prohibited from dumping, burying or burning trash and debris anywhere on any Lot.

- Barrels, fire rings and non-propane mobile fire pits are prohibited. All wood burning fire pits are strictly prohibited.
- Incinerators, open fires or brush burning of any kind are prohibited.

Concrete washout is strictly prohibited on the road right-of-way and / or ditches, setbacks or on adjoining properties.

General site clean-up of underbrush and dead trees and branches should be done prior to the start of construction to minimize fire danger. All brush must be removed from the site and disposed of in an approved landfill.

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 construction of a residence or property improvement, provide driveway access, and to provide for reasonable fire protection or its removal, if necessary, as a safety precaution. **All clearing and grading of lots must have approval of the Committee.**

Owners and Builders shall be responsible for providing adequate sanitary facilities for workers. Portable toilets must be located within the developable area.

Any violation of these guidelines by an Owner, Representative, Builder, Contractor, or Subcontractor shall be deemed a violation by the Owner and put the project in non-compliance with the guidelines set forth in this document.

12.0 APPLICATION SUBMITTAL and APPROVAL PROCESS

The application and approval processes are now an electronic/digital based system. The intent is to eliminate paper to the extent possible, reduce administrative time required, and make information easier to share. The description of the application and approval process is now located on the Architectural Review Committee website listed below:

<https://highcountrypines2.org/>

The forms now allow direct typing in the fields on a computer. All forms are available to property owners on the ARC website above and each provide their specific instructions for supply the appropriate information to the Committee.

Submittal: All forms, plans, and other documents requiring ARC approval for the project, are to be submitted to the ARC via email to: HCPIIARC@Gmail.com. For quickest processing include "Pine Country ARC" in the subject line. Questions may also be submitted to this email address.

Although processing will be slower, the documents referenced above will still be accepted by mailing to:

Pine Country ARC
c/o HOAMCO
Attn: Office Manager
PO Box 4212
Show Low, AZ 85902

Or by delivering in person to the HOAMCO office located at:

641 S. 20th Ave.
Show Low, AZ 85901

Payment of Fees: Depending upon the type of project, a sewer tap fee, grinder inspection fee, and/or refundable deposit may be due. Payment should be made by check(s). Checks should be mailed or delivered in person to the addresses above. The Architecture Review Committee will no longer receive and process these fees directly. A separate check should be written for each fee due. For proper processing, each check must be accompanied by the following information: property owner's name, lot number, property address, and the purpose of the check (Sewer tap, Grinder inspection, or ARC refundable deposit).

The Process:

1. Projects generally begin with submittal of the completed Architectural Review Application (Form 1), along with attachments, or other questions emailed to HCPIIARC@Gmail.com. In all cases Form 1 must be completed and approved prior to start of a project. Depending upon the type and size of the project, an ARC member may meet with the owner/builder for clarification, suggestions, etc.
2. Once the project is approved to begin, a folder will be created in the cloud for this project. Form 1 and all other digital documents will be stored here. The folder is secure, shared only with the owner, and ARC members. The owner will be given a link to the folder for view access. The owner may share the link with others if desired.
3. Paper documents submitted through HOAMCO will be scanned and follow a similar process as steps 1 and 2 above.
4. As the project progresses, depending upon the type of project, additional approvals, forms, etc. may be required. These will also be uploaded and tracked in this folder. The ARC will guide the owner/builder through the process, as necessary.
5. When a project is complete, all documents in the folder will be moved to the HOAMCO Caliber portal and maintained with the lot permanent record.

NOTE: This revision of the PINE COUNTRY HOMEOWNERS ASSOCIATION ARCHITECTURAL DESIGN GUIDELINES replaces any previously approved revision upon its approval by the Pine Country HOA Board of Directors