

*Canada Hills Community Association
Oro Valley, Arizona*

Design Guidelines

Standards for and Modifications to the Exterior of Existing Homes

Prepared by the
Canada Hills Community Association
Design Review Committee
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CANADA HILLS COMMUNITY ASSOCIATION DESIGN GUIDELINES

I. INTRODUCTION

A. Authority

The Canada Hills Declaration of Covenants, Conditions & Restrictions (CC&Rs) Article IV, requires that all improvements, changes and alterations which change the exterior appearance of any property within Cañada Hills must be approved by the Design Review Committee (DRC).

B. Previous and Current Guidelines

The original Development Guidelines set forth the standards for the construction of new residences and commercial properties in Cañada Hills. The Guidelines evolved and now apply to completed homes in established neighborhoods within Cañada Hills and are now known as the CANADA HILLS COMMUNITY ASSOCIATION (CHCA) DESIGN GUIDELINES or simply the DESIGN GUIDELINES.

C. Precedent Documents

Refer to the Canada Hills CC&Rs (Cañada Hills Declaration of Covenants, Conditions & Restrictions) for any question regarding authority, responsibility, the assessment and collection of monetary penalties, liability or waivers, etc.

In case of a conflict between the Canada Hills Community Association Design Guidelines and the Canada Hills CC&Rs, the Canada Hills CC&Rs will prevail.

It is expected that each village or sub-association within Canada Hills has its own set of CC&Rs and supplemental guidelines. In case of a conflict between the Canada Hills CC&Rs or the CHCA Design Guidelines and a village sub-association's CC&Rs or supplemental guidelines, the most restrictive document will prevail.

II. PURPOSE OF THE DESIGN GUIDELINES

The purpose of the Design Guidelines is to ensure that all modifications to structures located within Canada Hills conform to and harmonize with the existing surroundings and structures. In addition, the Design Guidelines support CHCA's objective to maintain the property values of the homes in Canada Hills, ensure uniformity of architectural and landscaping standards, and enhance the desirability and attractiveness of the Canada Hills neighborhoods.

The Design Review Committee will seek to keep the Design Guidelines relevant as new building and landscaping products are introduced and new trends emerge.

III. DESIGN REVIEW PROCESS

A. Committee Members

The Design Review Committee shall consist of five regular members and one alternate

member who have been appointed for one-year terms as provided in the Canada Hills CC&Rs. Decisions will be determined by a simple majority vote. If no majority is achieved, the decision will be made by the CHCA Board of Directors.

AZ State Statute 33-1817 Section B1 reads “Membership on a design review committee, an architectural committee or a committee that performs similar functions, however denominated, for the planned community shall include at least one member of the board of directors who shall serve as chairperson of the committee.”

B. Submittal and Review

Village sub-associations may have their own CC&Rs and/or supplemental guidelines that cover exterior modifications to homes and standards within their villages. Homeowners should contact their sub-associations for village-specific requirements.

The Design Review Committee (DRC) will only consider requests that have first been approved at the village level and are signed by an authorized person other than the applicant.

The approved village paperwork along with the other documentation required to complete the Modification Application Packet should be sent to CHCA's Management Company.

The Review Process will not begin until a complete Modification Application Packet is received by CHCA's Management Company. The Owner/Applicant will be notified in writing of any missing information or documents within 10 working days of receipt of an incomplete Application Packet.

Additional information may be requested of the Applicant by the DRC at any time during the Review Process

The Review Process will be conducted primarily via e-mail on an as-needed basis. If an in-person or video conferencing review meeting is needed, it will be scheduled.

All decisions made by or requests from the Design Review Committee will be made in writing to the Owner/Applicant within 10 working days of the review. Any response to a question from or decision by the Design Review Committee by the Owner/Applicant must also be in writing.

C. Appeal Process

Any Owner/Applicant may request reconsideration by the Design Review Committee if their request is denied by their village sub-association. Such requests must be made in writing and contain supporting information that could cause the DRC to override the village sub-association's decision.

Any Owner/Applicant may request reconsideration by the Design Review Committee if their application is denied by the Design Review Committee. A request for reconsideration must be made in writing and contain additional supporting information to help cause the Committee to change its original decision.

Any Owner/Applicant aggrieved by a decision of the Design Review Committee may also

appeal the decision to the Cañada Hills Community Association Board. If the decision of the Design Review Committee is overruled by the CHCA Board, the prior decision of the Design Review Committee will be deemed modified to the extent specified by the CHCA Board.

IV. MODIFICATION APPLICATION PACKET

A. Required Documentation

After the village sub-association's approval has been obtained, the Modification Application Packet containing the sub-association's approved application and CHCA's completed Modification Application including the items listed below should be sent to CHCA's Management Company for review by the Design Review Committee.

The Review Process will not begin until a complete Modification Application Packet is received by CHCA's Management Company. The Owner/Applicant will be notified in writing of any missing information or documents within 10 days of receipt of an incomplete Application Packet.

All drawings must be neatly done, clearly labeled, and easy to interpret. Drawings should include such things as the location of the house on the lot, distances from the street and the property lines, the height and width of the proposed modification, and the specific location of the proposed project.

Any proposed modification which will result in any **structural change**, such as a room addition, **must include scale drawings** that clearly indicate the scope and important details of the proposed project.

Modification Application Packets must include the following items, when applicable.

1. The village sub-association's approved application with an authorized signature of someone other than the applicant.
2. CHCA's completed Modification Application form. This is a separate document available on CHCA's Management Company's website and in the Appendix of this document.
3. A paragraph describing the project fully to help the committee understand and picture what is being proposed. Include specifications as needed to adequately describe the work and the expected quality.
4. Type and color of finishes including samples where practical.
5. One or more detailed, scaled drawings neatly done, clearly labeled, and easy to interpret. The location of the house on the lot, distances from the street and the property lines, the height and width of the proposed modification, and the specific location of the proposed project should be included.

Plot Plan, drawn to scale, showing identified property lines, existing structures, distances of the proposed modification from property boundaries and existing buildings and the specific location where the work is to be performed.

Exterior Elevation Drawings, when applicable, drawn to scale showing the impact of the change and/or addition to the appearance of the exterior of the house.

Landscape Plot Plan when applicable, drawn to scale to include walls and fences, and the location and identity of plants, trees and other landscape features.

The Review Process will not begin until a complete Modification Application Packet is received by CHCA's Management Company. The Owner/Applicant will be notified in writing of any missing information or documents within 10 working days of receipt of an incomplete Application Packet.

B. Regulatory Requirements

It is the responsibility of the Homeowner to obtain permits and satisfy the requirements of the Town, County, and State governments as well as Utility Companies for the proposed modification.

C. Submittal Fee

A reasonable submittal fee may be required when more than normal review or the use of outside experts is necessary, as determined by the Design Review Committee and authorized by the CHCA Board. Most projects will NOT require a submittal fee. If a proposal does require a submittal fee, an estimate of the fee will be provided to the applicant before costs are incurred.

D. How to Submit

The complete Modification Application Packet should be sent to CHCA's Management Company by mail or e-mail. Electronic submissions are preferred.

V. MODIFICATION IMPLEMENTATION

A. Time Frame

When a proposed project is approved by the DRC, work should begin on the project as soon as is practical, be diligently pursued, and be completed as soon as is reasonable. A time limit for the completion of the project may be set by the DRC.

If the property is sold or exchanged, or the project start is delayed six months or more, the project application must be resubmitted for review and approval before work can begin.

B. Job Site & Work Hours

The job site is to remain clean, with materials stored out of sight when practical. Work that creates noise such as the use of power tools and other machinery must be done between 7:00 A.M. and 6:00 P.M. to minimize disturbance to the neighborhood.

C. Approval for Changes

The DRC must give written approval or disapproval for any deviation from the originally approved proposal.

D. Unauthorized Start

If a project is started before receiving DRC Approval, all work must stop until DRC approval

is obtained. If DRC Approval is denied the area must be returned to its former appearance and condition at the Homeowner's expense.

An unauthorized start could result in a fine being levied.

E. Damage to Surrounding Property

If any damage occurs to the streets, curbs, common areas or neighboring properties during construction it is the responsibility of the Owner/Applicant to pay for any necessary repairs.

F. Existing Modifications' Precedent

Existing modifications elsewhere in Cañada Hills will NOT set a precedent for approval of like modifications in the future. Each request will be judged on its own merits.

VI. SPECIFIC GUIDELINES - Standards and Modifications

Standards are rules, norms, expectations, or criteria intended to ensure a certain degree of quality or predictability in the exterior appearance of a home in Canada Hills.

Modifications are defined as improvements, changes, and alterations that change the exterior appearance of a home within Canada Hills.

All structural modifications must be submitted for DRC approval.

Any structural modification to the exterior of an existing home must retain the original architectural design elements of form, materials, and finishes.

Many exterior appearance modifications must be submitted for DRC approval.

Some exterior appearance modifications listed below have a note indicating that DRC Submittal/Approval is NOT required. In such cases, if the Homeowner fully complies with the Development Guidelines, DRC approval is granted without a formal submittal. However, approval from the village sub-association may still be required.

It is the responsibility of the Homeowner to obtain permits and to satisfy the requirements of the Town, County, and State governments as well as Utility Companies for proposed modifications.

If a Homeowner proceeds with a modification that does not comply with the Design Guidelines, the DRC may require the project be modified until it is in compliance or may require the area to be returned to its former appearance and condition at the expense of the Homeowner.

The following examples are not all-inclusive. If a homeowner would like to make an exterior modification that is not specifically mentioned in this document, an application should be submitted for DRC Review.

A. Antennas, Satellite Dishes

1. Small Antennas
(DRC Submittal/Approval NOT Required)

Installation is subject to inspection to preserve the neighborhood aesthetic.

Small antennas such as satellites or broadband devices are permitted by law. Placement of these antennas (1 meter or 39 inches or less) should be done to minimize their appearance from public view. They may not be placed on free-standing posts or masts taller than 2 feet but must be affixed to the main structure in the least noticeable manner practical.

Mast-type or ham radio antennas are prohibited.

2. **Television and Radio Antennas**
(Prohibited)

Yagi television and mast-mounted radio or short-wave antennas are prohibited.

3. **Regulatory Requirements**

All installations must meet FCC requirements and applicable State, County and Town requirements.

4. **Repair & Maintenance**

Homeowners are responsible for the repair and maintenance of any antenna.

B. Basketball Backboards and Portable Goals
(DRC Submittal/Approval REQUIRED)

The following MAY be allowed with village sub-association approval:

1. Basketball backboards mounted on garages that do not face the street
2. Portable basketball goals on driveways
3. Backboards and portable basketball goals in backyards

The following are NOT allowed:

1. Basketball backboards mounted above garages which DO face the street
2. Portable Basketball goals in the street or at the street end of the driveway or front yard

If a homeowner or village sub-association would like the DRC to consider other basketball goal possibilities, an Application should be submitted for DRC Review.

Care must be taken when selecting a location for a basketball goal. Consider the safety of the players, the possibility of damage to neighboring property, and the inherent noise generated by a game.

Permission to have a mounted backboard or a portable basketball goal is not passed on to the subsequent property owner. Backboards and portable basketball goals must be well maintained and removed when no longer used regularly.

C. Driveway
(DRC Submittal/Approval REQUIRED)

1. A non-patterned concrete coating compatible with the home's exterior colors may be applied to driveways and front walkways. There should be no distinct pattern to the

coating and no images. An indistinct speckled coating of muted neutral colors is acceptable.

2. Any driveway expansion shall be for aesthetic purposes or to make it easier for people to enter or exit a vehicle parked on the driveway.
3. An expansion of a driveway may NOT be used for parking. Only the area of the original driveway footprint may be used for parking. Any changes to the driveway footprint must include a scaled plot plan that illustrates the extent of the modification.

D. Electric Vehicle Charging

(DRC Submittal/Approval MAY Be Required)

Where overnight driveway parking is allowed, Electric Vehicle charging is also allowed. Charging infrastructure placed inside garages with cables extending under garage doors does not need DRC approval. Any exterior charging infrastructure is subject to DRC review and approval.

E. Exterior Lighting

(DRC Submittal/Approval MAY Be Required)

Light from one home's exterior lighting should not trespass onto a neighbor's property, and there should be no glare or objectionable brightness from the light. In the dark, a little bit of light goes a long way. Driveways, porches, and other exterior lights need only low-wattage bulbs. Keep incandescent wattages in the 25 to 40 watts range (200 to 500 lumens). If you are using multiple fixtures, 200 lumens per fixture should be adequate.

Clear or white-appearing bulbs shall be used, except during a holiday period when colored bulbs may be used.

1. Lighting Fixtures

The use of shielded exterior lighting fixtures is encouraged. The bulb is not visible and the light is directed downward, helping to avoid glare (objectionable brightness) and light trespass onto a neighbor's property.

The use of non-shielded exterior lighting fixtures is discouraged. The bulb is visible and allows the light to be widely dispersed in all directions.

2. Post and Pedestal Lights

(DRC Submittal/Approval REQUIRED)

Post and pedestal lights, near the street, were installed by the developer in many villages. The lighting fixtures for these lights may be replaced with a similar fixture if the exact replacement is not available.

Otherwise, these lights may not be modified in any way without a submittal and DRC approval.

Installation of post or pedestal lights in villages where none were included by the original

project developer must be submitted for DRC approval.

3. **Yard Lights**
(DRC Submittal/Approval NOT Required)

Low voltage (12 volts) and low-level (less than 15 inches) hooded or other landscape-type light fixtures designed to shine downwards may be used as walkway, driveway, or accent lights. The maximum allowable wattage is 11 watts per fixture.

Low voltage (12 volts) and low-level (less than 15 inches) floodlights designed to shine upward for feature lighting of trees may be used provided the lights are aimed up into the trees and not toward neighboring properties or streets. The maximum allowable wattage is 20 watts per fixture.

4. **Security Lights**
(DRC Submittal/Approval NOT Required)

Security lights must be set on a motion detector and not allowed to burn at all times. The sensitivity of the light control must be such that activity on a neighboring lot, street, sidewalk, or common area does not cause the lights to go on. The lights must be aimed so that they do not directly shine into a neighboring lot, street, or common area.

F. Flag Poles
(DRC Submittal/Approval MAY Be Required)

Removable flagpoles attached to the house and not exceeding 6 feet in length are permitted and do not need DRC approval. Permanent free-standing flag poles REQUIRE DRC Submittal/Approval

G. Garage Doors
(DRC Submittal/Approval MAY Be Required)

Garage doors may be replaced with like kind and color without DRC approval. Any change in design, color or style must be submitted for DRC approval.

H. Golf Ball Protective Screening
(DRC Submittal/Approval REQUIRED)

Protective screening for golf balls is discouraged unless there is a repeating pattern of property damage or concern for personal safety. Protective screening must be designed to minimize any adverse appearance to neighboring properties. The supports must be steel and designed to withstand the expected wind loading. Steel cables or pipes may be used to support the top edges of the screening fabric. The supporting structure and fabric should be color-coordinated and compatible with the base color of the house stucco and/or its block walls.

A protective covering such as Lexan may be applied to individual windows.
(DRC Submittal/Approval NOT Required)

I. Hose Storage

Front yard hoses must be coiled neatly on the ground or stored neatly on a hose caddy, preferably out of view from the street.

J. House Painting, Exterior

(AUTOMATIC approval by DRC upon receipt of written approval from the village sub-association)

DRC approval is not needed for exterior house painting provided that

1. approved village sub-association colors and color schemes are used and
2. village sub-association approval is provided to the DRC in writing.

Each village sub-association shall maintain a list of approved paint colors and paint schemes for the following:

1. Outside stucco,
2. Accent trim (fascia board or stucco trim), and
3. Any wood casings, block walls, wrought iron fencing, and garage doors
4. Any change in a village sub-association's approved paint colors or color schemes requires DRC approval.

K. Landscaping

General Considerations

The use of xeriscape landscaping is strongly encouraged.

Work that creates noise such as the use of power tools and other machinery must be done between 7:00 A.M. and 6:00 P.M. to minimize disturbance to the neighborhood.

1. Trees, Shrubs and Other Landscape Plants

All plants must be properly maintained, including watered when appropriate and trimmed so that they do not overhang or intrude into neighboring properties. Plant debris must be cleaned up regularly. Diseased or dead plants and trees and diseased or dead parts of plants and trees should be removed. This includes the removal of mistletoe and other parasitic growth. New or replacement plants must be chosen from the CHCA Approved Landscaping Plants document available on CHCA's Management Company's website.

2. Ground Cover

Earth-tone crushed rock of a color similar to the color used by your neighbors should be used as front yard ground cover. Plant debris must be cleaned up regularly by raking or blowing and bare dirt spots covered with crushed rock.

Grass lawns are NOT allowed in front yards.

3. Paths & Walkways

(DRC Submittal/Approval NOT Required)

Paths and walkways may be concrete, river rock, flagstone stepping stones or other similar appropriate materials. Paths and walkways must be compatible with and complement the overall landscape plan.

4. Yard Art

(DRC Submittal/Approval NOT Required)

Decorative items such as fountains, statues, ornamental animals, and benches placed in front yards must be of neutral, muted colors, compatible with and complimentary to the

overall landscape plan, consistent with the neighborhood, and meet village sub-association guidelines.

Items made of plastic or similar composites are NOT permitted.

5. CHCA Approved Landscaping Plants

The list of approved landscaping plants for Canada Hills is a separate document and is available on CHCA's Management Company's website.

L. Mechanical Equipment Screening

(DRC Submittal/Approval REQUIRED)

All air conditioning/heating equipment and soft water tanks must be screened from public view by a solid masonry wall that matches existing walls or a solid gate. Walls shall be of sufficient height (not to exceed 5 feet) to effectively screen the items. An existing structure or wall may be utilized as a part of the screen enclosure where appropriate.

Roof-mounted cooling and heating units and related ductwork are prohibited on pitched roofs. On flat roofs, HVAC equipment and ductwork are prohibited unless screened by parapet walls as high as, or higher than, the units and ductwork. Parapet walls shall conceal roof-mounted equipment and ductwork from the line-of-sight of neighbors within 1,000 feet.

M. Parking - Cars, Trailers, RVs and Large Trucks

" . . . The intent . . . (is) . . . to eliminate on-street parking as much as possible in Canada Hills. Vehicles shall be kept in garages and driveways. The (Master) Association may adopt additional parking restrictions." Canada Hills CC&Rs

Sub-associations may also adopt additional parking restrictions.

Residents' cars should be parked in their garages, whenever possible. If garage parking is not possible, residents' cars should be parked in their driveways.

On-street parking is reserved for short-term guests and service vehicles (for example contractors, landscapers, pool service, and deliveries)

On-street parking for loading and unloading a trailer, truck, or recreational vehicle is limited to 48 hours.

Driveway parking of boats, trailers and recreational vehicles is limited to 48 hours.

N. Patio Extensions, Gazebos, Screened Enclosures, Sun Sails, Pergolas, Patio Roofs, Ramadas, Decks and other similar backyard amendments

(DRC Submittal/Approval REQUIRED)

O. Pet Enclosures

(DRC Submittal/Approval REQUIRED)

Pet enclosures such as pens and shelters must be no higher than existing walls and designed to blend tastefully with the existing house and perimeter walls. When located in rear or side yards they shall be positioned to reduce possible noise or disturbance to

neighbors. Reasonable measures must be taken to maintain their attractiveness and upkeep. If a pet enclosure is not maintained or is no longer needed, it should be removed.

Pet waste must not be allowed to accumulate so that it can be smelled by a neighbor.

Aviaries are not permitted.

P. Play Structures and Sports Courts
(DRC Submittal/Approval NOT Required)

Temporary play structures are permitted in rear or side yards and must be properly maintained at all times. The maximum height of any equipment is 12 feet to the highest projection. The play structure must be located 5 feet from property lines and consideration given to neighbors as to probable noise and disturbance as well as appearance. Play structures must be removed if not maintained or no longer used. The color of the play structure shall blend with the surrounding environment and be neutral in color.

Sports Courts (DRC Submittal/Approval REQUIRED)

Q. Pools & Spas
(DRC Submittal/Approval REQUIRED)

1. Above-Ground Pools and Spas
Above-Ground Swimming Pools (Prohibited)
Above-Ground Self-Contained Spas (DRC Submittal/Approval REQUIRED)
Spas may be located in rear or side yards only and must be located a minimum of 5 feet from property lines with consideration given for possible noise and disturbance to neighbors.
2. In-Ground Pools & Spas
(DRC Submittal/Approval REQUIRED)
In-ground pools and spas are permitted in rear or side yards only and must be located a minimum of 5 feet from property lines with consideration given for possible noise and disturbance to the neighbors.
3. Pool and Spa Equipment Screening
Pool and Spa equipment must be screened from neighboring properties.
4. Water Discharge from Pools & Spas
Draining or emptying a swimming pool or spa is permitted provided the Town of Oro Valley and Pima County regulations are followed. To obtain a copy of these requirements, contact the appropriate government entity.

Discharge of BACK FLUSH WATER from pools or spas must be kept on the homeowner's lot or pumped into tank trucks and disposed of lawfully. Discharge onto the street, or another person's property is prohibited and may be subject to a fine by the Cañada Hills Community Association.

R. Rain Gutters and Downspouts

(DRC Submittal/Approval NOT Required)

Rain gutters and downspouts must have durable finishes painted to match their surroundings. Discharge from the gutters and downspouts must not flow onto a neighboring property.

S. Removal of Exterior Openings

(DRC Submittal/Approval REQUIRED)

T. Security Doors

(DRC Submittal/Approval NOT Required)

Security doors must be constructed of steel or wrought iron and painted to match the color of the trim or primary house color or have a natural patina.

U. Security Shutters

(DRC Submittal/Approval NOT Required)

Rolling Security Shutters are permitted on windows and doors. They should harmonize with the house's exterior paint scheme.

V. Security Signs

(DRC Submittal/Approval NOT Required)

Signs designating private home security systems must be positioned no more than 1 foot from the foundation of the home and may not be more than 2 feet high and 1 square foot in area.

W. Skylights and Solar Light Tubes

(DRC Submittal/Approval REQUIRED)

Skylights and solar light tubes should have factory-finish metal frames that match the house or roofing material color.

X. Solar Panels

(DRC Submittal/Approval REQUIRED)

Frames must be colored to complement the roof. Mill-finish aluminum frames are prohibited. Ancillary mechanical and electrical equipment supporting the solar energy collection system must be placed to minimize any changes in the appearance of the property. Ground mounting of solar panel arrays is not allowed.

Conduits visible from the street should be painted to match the house color along sidewalls and/or the roof.

Y. Storage Boxes

(DRC Submittal/Approval NOT Required)

Storage boxes for toys, pool equipment, garden tools, etc. are permitted. They must have lids or doors and their color must blend with their surroundings. They must not be visible from the street or extend above the existing perimeter block wall fences.

Z. Sun/Shade Control Measures

1. Window Awnings
(DRC Submittal/Approval REQUIRED)

Window awnings must be a neutral color and coordinate with the house's exterior color scheme. Material samples must be included with the submittal.

2. Solar Window Screens/Shades
(DRC Submittal/Approval NOT Required)

Window screens designed to act as solar inhibitors or golf ball protective screens are permitted on any window. The screens should have heavy-duty aluminum frames finished in the same color as the windows and be removable. The mesh screening fabric can be either beige or black.

3. Rolling Sun Shades
(DRC Submittal/Approval NOT required)

Rolling sun shades may be used for rear or side patios. They should harmonize with the exterior house or trim color and the shades must be retractable.

Canvas or plastic bamboo roller shades are NOT permitted.

AA. Structural Changes/ Room Additions (DRC Submittal/Approval REQUIRED)

Room Enlargement/Additions

BB. Walls, Fences & Gates

1. Block Walls
(DRC Submittal/Approval REQUIRED)

Walls may be constructed to provide privacy and landscape definition.

Walls used as a landscaping feature or to define front entrances in front yards should be no higher than 36 inches.

Walls facing the golf course can be either the CHCA-approved wall color "Travertine DEC738" available from Dunn Edwards Paints, or the color of the home.

2. Perimeter Walls
Walls that define the perimeter of a property and face Canada Hills Drive, Naranja Drive, La Cholla Boulevard, or La Canada Drive should be the CHCA-approved wall color "Travertine DEC738" available from Dunn Edwards Paints.

3. Walls between Properties
Walls located between two properties or on the rear perimeter or separating the property from a street are limited to a height of 72 inches (6 feet). In cases where it is appropriate to allow a higher wall, the wall must have an adequate footing that meets appropriate building codes.

2. Visible Walls
It is the homeowner's responsibility to maintain walls visible from the streets, common areas, neighboring properties and the golf course.

3. View Fences
(AUTOMATIC approval by DRC upon receipt of written approval from village sub-association)

View fences, rather than block walls, may be used at the rear of a property if no houses are sharing the rear property line. View fences must be fabricated from wrought iron, limited in height to that of the adjoining block perimeter walls, and painted to match the color specified in the village sub-association color palette for view fences.

Galvanized metal "chicken wire" type material may be attached to the wrought iron fencing to prevent animals from entering or leaving the yard.

Chain-link or wood fences are NOT permitted.

4. Gates
(DRC Submittal/Approval NOT Required)

Front courtyard gates shall be consistent with others in the neighborhood. Side yard gates can be see-through wrought iron or wrought iron framing with a durable solid surface material painted to match the house or trim.

5. Fence & Gate Screening
(DRC Submittal/Approval NOT Required)

Gates four feet wide or less may have privacy screening.

Gates more than four feet in width should be double-leaf and must have privacy screening. Privacy screening must be redwood or cedar sealed to protect its natural color or painted to match the house colors. A synthetic wood-looking product can also be used.

See-through gates or fencing may have metal screening added to keep animals in or out provided it is painted to match the color of the gate.

CC. Water Harvesting Equipment

(DRC Submittal/Approval is REQUIRED)

Tanks, piping, pumps and other equipment associated with rain harvesting shall be designed to be compatible with the aesthetics of the home and surrounding properties

DD. Windows

(DRC Submittal/Approval NOT Required)

No approval is needed for standard window replacement unless there is a change in size or location.

Replacing standard windows with glass blocks does not require DRC approval ***if*** the window size remains the same. Any change in window size or location DOES require DRC approval.

EE. Appendix

1. CHCA Modification Application Form
2. Topics Covered by Article V of the Canada Hills CC&Rs
3. Resolution of the Board of Directors CHCA March 3, 1998
4. Letter to Homeowners Concerning the Design Guidelines Dec 1. 2008

FF. Addendum

1. Summary of Revisions Approved by the CHCA Board in October 2023.

The above examples are not all-inclusive. If a homeowner would like to make an exterior modification-that is not specifically mentioned in this document, an application should be submitted for DRC Review.

It is the responsibility of the Homeowner to obtain permits for and to satisfy the requirements of the Town, County, and State governments as well as Utility Companies for the modification being proposed.

APPROVED BY

Original signed: Richard Crocker, President, October 12, 2023

Richard Crocker, President, Canada Hills Community Association

Date

Design Review Committee Members

Richard Crocker

Linda Davis

Steve Linder

Michelle Orhek

Polly Page

CANADA HILLS COMMUNITY ASSOCIATION

% Mission Management Services

8375 N. Oracle Road, Suite 150 Tucson, AZ 85704

Phone: (510) 797-3224 <https://www.missionmanagement.biz>

Customerservice@missionmanagement.biz

Modification Application

Date: _____ Phone Number: _____

Email: _____

1. Owner's Name: _____

Address: _____

2. Contractor's Name _____

Address: _____

Phone: _____ License Number _____

3. Description of Proposed Modification: _____

4. Date work is to begin _____ Estimated Completion Date _____

5. Materials to be used: _____

6. Colors/ Finishes: _____

I am aware that it is my responsibility to obtain permits and to satisfy the requirements of the Town, County, and State governments as well as Utility Companies for the modification I am proposing.

7. Signature of Homeowner: _____

FOR DRC COMMITTEE USE:

Meeting Date: _____ Response Sent to Homeowner: _____

Action Taken: _____

8. Include a copy of the village sub-association's Approved application with the authorized signature of someone other than the Applicant.

9. Include a paragraph describing the project fully to help the committee understand and picture what is being proposed. Include specifications as needed to adequately describe the work and the expected quality.

10. Include one or more detailed, scaled drawings neatly done, clearly labeled, and easy to interpret. The location of the house on the lot, the distances from the street and the property lines, the height and width of the proposed modification, and the specific location of the proposed project should be included.

Plot Plan, drawn to scale, showing identified property lines, existing structures, distances of proposed modification from property boundaries and existing buildings. Indicate the specific location where the work is to be performed.

Exterior Elevation Drawings, when applicable, drawn to scale showing the impact of the change and/or addition to the appearance of the exterior of the house.

Landscape Plot Plan, when applicable, drawn to scale to include walls and fences, location and identity of plants, trees and other landscape features.

11. Refer to pages 6-9 in the Canada Hills Community Association Design Guidelines for a complete explanation of the Design Review Process. The Design Guidelines are available on Mission Management's website under Canada Hills Community Association Documents.

Excerpt from Canada Hills CC&Rs
ARTICLE V
LAND USE CLASSIFICATION, PERMITTED USES, AND RESTRICTIONS
Pages 13 - 26 of the CHCA CC&Rs cover the following topics:

- 5.1 Land Use Classification
- 5.2 Covenants, Conditions, Restrictions, and Easements
 - 5.2. 1 General
 - 5.2. 2 Animals
 - 5.2. 3 Temporary Occupancy and Temporary Buildings
 - 5.2. 4 Maintenance of Landscaping and Driveways
 - 5.2. 5 Nuisances, Construction Activities
 - 5.2. 6 Diseases and Insects
 - 5.2. 7 Repair of Buildings
 - 5.2. 8 Antennas and Dishes
 - 5.2. 9 Mineral Exploration
 - 5.2.10 Garbage
 - 5.2.11 Clothes Drying Facilities
 - 5.2.12 Machinery and Equipment
 - 5.2.13 Signs
 - 5.2.14 Recorded Utility Easements
 - 5.2.15 Party Walls
 - 5.2.16 Overhead Encroachments
 - 5.2.17 Trucks, Trailers, Boats and Motor Vehicles
 - 5.2.18 Parking
 - 5.2.19 Right of Entry During Reasonable Hours
 - 5.2.20 Declarants Exemption
 - 5.2.21 Health, Safety and Welfare
 - 5.2.22 Model Homes
 - 5.2.23 Incidental Uses
- 5.3 Variances
- 5.4 Utility Service
- 5.5 Restriction on Further Subdivision, Property Restrictions

The Canada Hills CC&Rs are available on CHCA's Management Company's Website.

Resolution of the Board of Directors
Canada Hills Community Association

3 March 1998

1. Sanctions for Failure to Obtain Approval of Plans and Specifications by the Architectural Committee of the Canada Hills Community Association
2. Appeal from Adverse Decisions of the Sub-association
3. Appeals from Adverse Decisions of the DRC

The March 3, 1998 Resolution of the CHCA Board of Directors
is available on CHCA's Management Company's Website.

December 1, 2008

Cañada Hills Community Association Homeowners

RE: DESIGN GUIDELINES FOR THE MODIFICATIONS TO THE EXTERIOR OF EXISTING HOMES.

The Design Review Committee (DRC) members wrote a set of design guidelines in 2003 to better reflect today's conditions. The original design guidelines (Development Guidelines) were written to apply to developers constructing new projects in Cañada Hills. Almost all of the available building sites have already had homes built on them.

These revised Guidelines do not replace or override the Development Guidelines or the CC&R's of the Community Association or the Villages, they are a supplement. These guidelines have been developed to give homeowners some guidance in the design of any proposed modification to existing homes. These guidelines are required to be in compliance with applicable CC&R's and have the same theme and architectural scheme as the original developer guidelines. Guidelines are needed to maintain the character, quality, property values and general appearance that our homeowners have every right to expect in our community.

The Development Guidelines paragraph C. Design Review Process states "The enforcement instrument will be the Design Review Committee and its review of all proposals for construction to ensure that such proposals conform with both the intent of the Development Guidelines as well as the philosophy of the community of Canada Hills. The committee will have the authority to interpret the guidelines in the instance where the Development Guidelines are not explicit."

In the past ten years or so there have been many questions arise as to what kinds of things the DRC would or would not approve. Nothing was written down to help the DRC or the homeowner in planning a new project or modification. In 2001 the Canada Hills Community Association Board instructed the DRC to write a set of guidelines that could be used for both DRC guidance and to give the homeowner an idea of what to expect. This 2008 revision of the 2003 Design Guidelines embodies the DRC's best interpretation of the original Development Guidelines as applied to the most common types of projects or modifications that homeowners desire. The basic objective used by the DRC was not to alter the original architectural theme, but to interpret and apply the intent of the Development Guidelines.

These guidelines are not considered "cast in brass" and are revised from time to time to take into consideration new situations and along with sub-association and individual homeowner concerns. Sub-associations and homeowners are encouraged to communicate any concerns you have to the CHCA Management Company. Any concerns will be placed on the DRC meeting agenda for consideration and/or revision to the Guidelines.

These updated guidelines are designed to give homeowners more flexibility and freedom in the design of changes or modifications to their property. Homeowners may make many modifications, where noted in the Design Guidelines, without the necessity of a formal submittal to the DRC for approval provided that there is compliance with these revised guidelines.

There is still a two-step process for approvals. The local Sub-Association must first approve the modification prior to submittal to the DRC. Sub-associations may have their own guidelines for

evaluating requests and could require approval even though submittal to DRC is not required. Sub-associations (Villages) are encouraged to prepare a set of supplemental guidelines to express their own desires and any unique requirements. It is also strongly recommended that each Village prepare a color pallet for all exterior colors: stucco, trim, doors, walls, fencing, etc. Sub-association Design Guidelines may be more restrictive, but not less restrictive than the Community Association Design Guidelines. Copies of any supplemental guidelines and color pallets should be forwarded to the CHCA Manager so that the DRC may refer to them when necessary. The CHCA Manager will send out a more complete explanation of the supplemental guidelines and color pallets to each sub-association.

Any project that is denied by either the DRC or Sub-association may be appealed to the Master Association Board of Directors.

Some Sub-Associations may decide that the only design review required is the one by the DRC of the Master Association. Several of them have requested that they would prefer not to require local approval. A form is available for local Villages to allow the DRC to be the sole approval authority. Any such authority may be revoked later if they so choose. The DRC will not approve any modification that is prohibited by the local Sub-Association's CC&R's.

Documentation for submittal must be complete in accord with paragraph 4. a. (page 3 of the guidelines). Of particular importance is to have drawings that clearly show labeled lot lines and distances of significant features from lot lines and other structures. When locating any mechanical equipment, it is important to consider the effect of noise to neighboring properties. Submittals that fail to include complete, legible, documentation will be returned, and no action will be taken by the DRC until complete documentation is received.

Paul Webster _____

Chairman Design Review Committee, Cañada Hills Community Association

Ed Cook _____

Chairman Board of Directors, Cañada Hills Community Association

Addendum

Summary of Revisions to the CHCA Design Guidelines

Approved by the CHCA Board
October 2023

I. Introduction

C. Precedent Documents

III. Design Review Process

A. Committee Members

IV. Modification Application

A. Required Documentation

C. Submittal Fee

VI. Specific Guidelines

B. Basketball Backboards and Hoops

C. Driveways

D. Electric Vehicle Charging

K. Landscaping

O. Pet Enclosures

X. Solar Panels

BB. Walls, Fences, and Gates

CC. Water Harvesting

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