



PROPERTY DEVELOPMENT GUIDELINES

Revision 11

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A MASTER PLANNED COMMUNITY

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1. Introduction

1.1. Applicability

The requirements, regulations and process described in this document apply to the following situations:

1. New Home Construction
2. A remodel that changes the exterior of the home
3. Changing any element of the exterior materials
4. Significant landscaping change (anything other than small shrub planting or tree removal; note that any additions must adhere to the landscaping guidelines)
5. Hardscape change (addition or removal of any part of walls, patios, walkways, driveways)
6. Addition of pool, spa or water feature
7. Change in overhangs, covered areas, or pergolas

1.2. Reading this Document

This document in its digital “.pdf” form can be navigated by internal links:

- Hover your mouse on a Table of Contents entry and “click” (left mouse button), and you will be taken to that section
- Hover on or select the text next to any “appendix” reference and click, and you will be taken to that appendix.
- To return to the cover page, press the “Home” key

1.3. Building in the Cliffs

You probably decided to live here at the Cliffs of Snow Canyon in part because we have high standards that protect our special community. This document explains those standards. Do not assume that all things you may see around the community would be approved today; some standards have changed and guidelines may not have been closely followed prior to the establishment of The Cliffs’ Design Review Committee.

Section 2 of this document gives an overview of the process for the property development and improvement actions named in section 1.1, and section 4 details that description. Refer to The Cliffs Deposits and Fees document for the specific amounts required to be paid for each property development action and to appendix 6 for fines. Written approval from the Design Review Committee is required before any construction activity or landscape/hardscape modification takes place; verbal approvals are never valid. The rule is: **SUBMIT A PLAN – OBTAIN WRITTEN APPROVAL - FOLLOW THE PLAN**

1.4. Preamble

The Cliffs of Snow Canyon is a master planned community with detailed standards for the development of streets, recreational facilities and residential development. These standards have been established to position The Cliffs as a premier development and to ensure that property values are maintained.

The Cliffs Property Development Guidelines (hereinafter the "Guidelines") defines these standards and help to ensure quality and design continuity. Some words and terms are defined in Appendix 1 to these Guidelines.

These Guidelines call for higher standards in design and construction and are much more specific and limiting than those found in typical developments. The Guidelines set goals, policies and

regulations encompassing all aspects of development, and apply to new construction, changes made to existing homes or landscape and the use of un-built lots.

1.5. Administration

A homeowners' association, The Cliffs Property Owners Association (herein the "Association"), has been established to administer the day-to-day community affairs. A recorded Declaration of Covenants, Conditions, and Restrictions ((hereinafter the "CC&Rs" or "Declaration") and duly adopted By-Laws set the legal aspects of the community, including powers and procedures of the Association. The Master Plan has been prepared as a guide for present and future development of The Cliffs of Snow Canyon.

The CC&Rs empower the Association to administer and control all developments within The Cliffs. The Association will perform these duties via The Cliffs Design Committee (hereinafter the CDRC). These Guidelines will assist in interpreting, applying, supplementing, and implementing the provisions of the Declaration pertaining to the design of lots, buildings and other improvements. It is highly recommended that property owners familiarize themselves with these documents prior to beginning any design of a new home or any additions to an existing home.

The CDRC is charged with insuring new construction, remodeling, additions to existing structures and changes in landscaping adhere to these Guidelines. Approval must be received prior to commencement of any improvements. The criteria contained herein apply to all properties within The Cliffs.

The use of lots that are not built upon is highly restricted and any use requires approval from the CDRC. Owners of un-built lots must minimize drainage off the lot.

The Association may amend or augment the Guidelines to meet the objectives of the Cliffs development. As issues surface during the process of development, and better solutions become available, the CDRC may propose amendments to the Guidelines and present them to the Board of Trustees of the Association for review and adoption. A copy of these Guidelines can be obtained from the Property Manager. The current Guidelines, not prior practices, rule so it is important that every property owner be aware of the latest changes to the Guidelines.

1.6. Master Plan

The lots and common areas of The Cliffs are defined in the Master Plan on record with the City of St George. The Master Plan designates generalized land uses and their locations. Common areas have been established for community use, such as the pool, and as open space between lots. The open space between lots is for quiet enjoyment and is not to be used for playing, hiking or walking dogs. Some lots have limited common areas associated with them.

2. Development Process Overview

The development process steps are as follows:

1. The Application and Design

- 1.1. Notice of Intent: an announcement by the Owner/Agent to the Property Manager of intent to build a new home or modify an existing home (per the conditions defined in section 1.1).
- 1.2. Approval of architect/designer: verification that the architect/designer's name is on the approved list or the successful processing of the application of a new designer/architect for probationary approval status
- 1.3. Orientation: a review of the Guidelines including the process and key requirements, and a discussion of site issues and design concepts for the home
- 1.4. Preliminary Design/Plan Review: a meeting requested by the Owner/Agent with the CDRC to review the design/plan for compliance with the Guidelines, covering the design of the home and design concepts for landscape/hardscape, pool and solar energy system. Issues are to be resolved either in the Final Design Review or if significant enough in another Preliminary Design Review.
- 1.5. Final Design/Plan Review: a meeting requested by the Owner/Agent with the CDRC to verify all Preliminary Design/Plan Review issues have been resolved
- 1.6. Approval builder: verification that the builder's name is on the approved list or the successful processing of the application of a new builder for probationary approval status
- 1.7. Home Design/Plan Approval: the official written approval by the CDRC of the Design/Plan
- 1.8. Materials Review and Approval: meetings required by the Owner/Agent with the CDRC to review, resolve issues, and eventually approve all exterior materials
- 1.9. Landscape/Hardscape, Pool, Solar Design Reviews and Approval: meetings requested by the Owner/Agent with the CDRC to review the designs of these elements, to resolve issues, and to verify or resolve differences from any design concepts approved as part of the home design approval (each of these elements may be submitted separately for approval)

2. The Site Development and Construction

- 2.1. Pre-Construction Inspection: verification that required survey marks, signage and construction facilities have been installed and that retaining walls and grading are complete
- 2.2. Pre-Slab Inspection: verification of proper foundation form locations prior to pouring concrete
- 2.3. Post-Frame Inspection: verification that framing is constructed per plan
- 2.4. Materials Inspections: verification that approved materials have been installed (requires an inspection for each material)
- 2.5. Roof Penetration Inspection: verification of appropriate ganging and screening of vents (HVAC, plumbing, etc.)
- 2.6. Landscape/Hardscape Inspection: verification of installation per approved plan
- 2.7. Pool Inspection: verification of installation per approved plan
- 2.8. Solar Inspection: verification of installation per approved plan
- 2.9. Final Inspection: verification that all outstanding issues have been resolved and no new ones have been introduced

2.10. Final Approval: CDRC verifies resolution of issues, deducts penalties/fees from the deposits as applicable, and authorizes release of remaining deposits (penalties assessed to the builder is not the sole remedy of Association as the Association Board may assess fines to the Owner and seek other legal and equitable remedies, as appropriate).

Many of these steps would not apply to remodels or significant exterior changes, and some steps may not apply to new construction (e.g., pool design). Some steps may occur in a different sequence (e.g., some materials approvals could take place after Landscape Design Approval), and materials approvals may occur incrementally. The important point is that no construction or installation should begin without prior approval.

3. Design Guidelines

3.1. Site Design Guidelines

3.1.1. Buildings per Lot

No more than one residence shall be constructed upon any single-family Lot. A single residence may be constructed upon two or more Lots. In such cases, the CDRC shall evaluate existing conditions and reestablish the building envelope, buildable area and other controls on a case by case basis. A single residence may be composed of primary and accessory structures such as a casita, attached or detached, detached garage, a pool house, etc. The size of all accessory structures in total may not exceed twenty percent (20%) of the living area of the main structure.

3.1.2. Building Envelope/Setbacks

3.1.2.1. Introduction

The development philosophy mandates that the improvement of property preserve the essence of the existing natural environment. Therefore, The Cliffs uses the Building Envelope Concept for most of the home developments. The envelopes define 1) the vertical and horizontal extent of a site improvement, and 2) the maximum buildable area. The envelope for each property is defined in the recorded plat.

3.1.2.2. Extent of Site Improvement

All building shall be contained within the setback areas of the pads as designated in the patio home area and within the designated setbacks in the custom home area. In the custom home lot area, lots adjacent to the Habitat Conservation Plan area (hereinafter the "HCP") may have an additional rear setback requirement as imposed by the HCP. When imposed, these homes shall be setback forty (40) feet from the HCP boundary.

The CDRC may require property corners to be set by a licensed surveyor to determine setbacks. The CDRC may require a temporary construction fence be erected at the beginning of construction at a location designated by the Committee. The location of the fence shall be determined by the CDRC during the design review process. It shall not be removed until a final building inspection by the City has been completed and all construction debris has been removed from the site. No construction activity, including the storage of material, shall take place outside of the construction fence.

3.1.2.3. Building Setback and Encroachments

The building setback line shall be the same as the building envelope line. Except for the architectural projections listed in this section, and encroachments approved by the CDRC through the Plan Review process, no part of the structure may extend into the required building setbacks. The following architectural projections may be allowed to encroach into the required setbacks:

- Roof overhangs, eaves and fascia: maximum of four feet (4').
- Fireplaces, bay windows and wing walls: maximum of two feet (2').
- Posts and columns not structural to the home: maximum of two feet (2').
- Fences and Walls: as approved by the CDRC.
- Window wells for basements: maximum of six feet (6').

Encroachment of a rear property line wall up to ten feet into common area will be considered when the benefit to an individual lot owner is not at the expense of other lot owners. Encroachments are not allowed into common area that benefits the community as

a whole, into either wash, into side yards, into rear yards that extend to a street, that modify existing rock walls or that result in a wall being built near the top of another wall.

Requests for encroachment must be in writing and thirty days is required for approval. Property corners need to be set by a licensed surveyor for an application to be considered. Special conditions, such as requiring that the wall not follow a straight line, or asking that vegetation behind the wall be improved, will likely be asked for as consideration. The approval letter will contain language that limits The Cliffs and associated parties from any liability.

3.1.2.4. Building Footprint

In a custom home development, minimum and maximum building size is established for each building site in the form of a Building Footprint. Building Footprint as used here shall mean the Lot area covered by structures including the interior and the exterior spaces such as living area, garage, covered patio, porch, etc. Eaves and overhangs beyond structural support shall not be added in this calculation.

3.1.3. Grading, Site Drainage and Retaining Walls

A goal for site grading is the preservation of as much of the natural topographic form as possible. No alterations of the existing topography over and above what has been done by the Developer shall be permitted on any lots in The Cliffs development unless it is determined by the CDRC to be necessary. No alteration to existing rock retaining walls is permitted without written approval.

A cut or fill may be approved by the CDRC, and shall be on a case-by-case basis. Grades may not be raised or lowered without approval from the CDRC. Cut and fill slopes shall not be exposed but rather finished via a retaining wall of approved material or via an approved landscape treatment. Maximum height of a retaining wall shall be six (6) feet, or as approved by the CDRC. Retaining walls shall be either of a finished masonry (such as stucco) or shall be constructed out of natural material such as lava (in the wash areas) or red stone or other approved material (in the lot area). Masonry retaining walls shall be finished to merge into natural land surrounding the site.

Site improvements such as driveways, fences, pools, and patios shall be designed to fit existing topography in order to minimize grading. General surface drainage from one lot shall not drain to an adjacent lot. The CDRC shall review and approve all drainage plans for lots and any redirection of existing drainage flow must first be approved by the CDRC. Site drainage and related grading shall be done with minimum disruption to the existing Lot. All effort should be made to drain lots to an existing street. Drainage to open space is prohibited unless special approval is received. Native rock and plant materials are to be used to minimize soil erosion when drainage pipe terminates in areas other than the street.

3.1.4. Easements

3.1.4.1. Access Easement

Within each Lot, a ten-foot (10') wide access easement exists parallel to the street right-of-way along all street frontages. A walking trail or sidewalk may meander within the street right-of-way and the access easement. Each individual lot owner is required to landscape and maintain the access easements. Owners are also required to maintain any unpaved area within street rights-of-way contiguous to his/her property. Such areas shall be kept free of debris and weeds at all times.

3.1.4.2. Utility Easement

Each Lot is served with underground power, TV cable, telephone, sewer, gas and water lines. Such utility lines typically run in an easement within the street right-of-way. It is the responsibility of the owner or general contractor to confirm the location of these utilities within the easements. Utility locations should be confirmed in the field when a survey of the Lot is performed. Driveways over utility easements are permissible if done in accordance with the requirements of the utility company. The owner is responsible for removal and replacement of the improvements if the utility companies determine that access to the utilities is necessary.

All utility company pull boxes, transformers, and similar facilities have been set within the street right-of-way or easements created around each Lot. Future planting and grading must be designed to diminish their visual impact. The CDRC may review all improvements planned for inclusion over easements held by utilities or public agencies as well as those held by the Association. Easements that are located on residential Lots include, but are not limited to, emergency access, water lines, irrigation lines, sewers, and storm drainage alignments. Prior to construction, the contractor is responsible to locate all utility lines in an effort to avoid damages. It is the owner's responsibility to confirm the location and purpose of all easements.

3.1.4.3. Drainage Easement

Designated drainage easement may exist on a Lot as a result of the overall drainage plan for the community.

3.1.4.4. Trail Easement

Access to Common Areas or the HCP area may require a ten (10) foot easement to establish or maintain access for lot owners. Trail Easements may be established by the Design CDRC to achieve this end.

3.1.5. Vehicular Parking and Driveways

3.1.5.1. Introduction

To reduce the visual impact of vehicles, there are specific controls established in The Cliffs for on-site parking, driveways and garage location and design. Vehicles referred to herein shall include cars, vans, trucks, trailers, motor homes, golf carts, motorbikes, dirt bikes, bicycles, boats and such (motorized or non-motorized). No on-street overnight parking is allowed in The Cliffs. Violators of parking regulations may be cited, warned and fined by the Association. In extreme cases vehicles may be impounded by the CPOA.

3.1.5.2. On-site Parking Requirement

All vehicles must be kept in garages at all times. A garage must be designed and built of a size large enough to accommodate storage of all vehicles intended to be stored on that site. Garages must be able to accommodate a minimum of two (2) vehicles. Visitors' vehicles may be parked (uncovered) in the driveway for a maximum of one week during their period of visit.

3.1.5.3. Recreation Vehicle Parking

Small recreation vehicles, if to be stored on site, must be kept within a garage where the garage door height does not exceed eight (8) feet. Large recreation vehicles such as motor homes, travel trailers or boats must be stored outside of the community.

3.1.5.4. Driveways

Driveways shall be designed to intersect with the street at approximately 90-degree angles for safety, visibility and continuity. If driveways for one lot enter the street in two different locations the maximum width for any one driveway shall be eighteen (18) feet. If there is only one entrance location on the lot that driveway may be up to thirty-six (36) feet wide. The driveway finish shall be of a masonry material with a natural color and texture. Typical acceptable materials are a brick or concrete pavers, or colored concrete with stamped, salt finish, or other texture. Asphalt driveways shall not be permitted. Large

expansive driveways shall be screened by a berm, screen wall, a courtyard wall or additional landscaping.

Note: During construction the owner is responsible for damage to any curb, including a neighboring lot. After construction, the CPOA will resume responsibility for all curbs except the driveway, which remains the owner's responsibility.

3.1.6. Hardscape Walls and Fences

DRC approval is required for all walls (solid) and fences (not solid), including location, material, dimension, finish and color. Maintaining view corridors is a consideration in approving wall locations. Walls and fences shall be defined in the landscape/hardscape plan but may be required to be conceptually represented on the house design plan.

All walls must be stucco covered to match the home's color and texture. The underlying structure may be concrete or "Energrid"-type material. In some cases, rock or metal fencing, or features comprised of rock or metal in a wall, may be approved. In cases where the privacy of neighbors is a concern, a wall may be required. All walls are to have rounded edges (1-inch radius min) and variations either in the vertical and/or horizontal planes with smoothed transitions between the variations. The variation in the lines of the wall shall be 6 inches vertical and/or 1-foot horizontal variation every 10 feet of length unless otherwise approved. Walls located in proximity of retaining or other walls shall be set-back 5 feet, and plantings may be required to reduce the vertical appearance. Long walls may require additional features, such as boulders, mounting and plantings, to reduce the horizontal impact.

The following table lists the types of walls/fences and their additional design requirements:

Wall/Fence type	Design Requirement
Property line	5' max height, 6" min width
Patio/courtyard	5' max height
Pool/spa	Per building code; 5' max height on the outside of the wall; some variation above 5' may be allowed/required to avoid the appearance of straight horizon lines.
Privacy (screening a bedroom or bathroom)	6' max height
Screening (air conditioning, pool equipment, trash receptacles, utility meters)	6' max height
Desert Tortoise Habitat boundary	Per the Desert Tortoise Habitat Conservation Plan

3.1.7. Gates

The Cliffs has many unique and artistically designed gates that add to our community. Off-the-shelf gates have no place in the Cliffs and existing gates should not be copied. The design shall be in harmony with the architectural style of the main structure and would usually be constructed of metal or wrought iron. Wood gates will be approved only when it can be shown that they will be durable enough to stand the test of time. Colors used for gates shall be muted and not primary. Electronic operators, if used, shall be concealed by screen walls.

The ornamentation on gates should be minimal in keeping with our southwestern styles. “Mediterranean” accents on gates will be approved only if they are consistent with the overall style of the home and no case shall be ornate.

3.2. Architectural Design Guidelines

3.2.1. Introduction

A goal of the Cliffs is to create a development that is in harmony with the surrounding environment. Therefore, standards will control building style, height, mass, scale, material and colors to complement the desert environment.

3.2.2. Style

The general architectural style for the neighborhood is “southwestern”. The intent is that homes blend into the environment in both style and color and that the style is appropriate for the climatic conditions. There is a movement towards more contemporary design features. These features will be allowed in moderation so long as significant southwest design features are represented. Since there are many variations of these styles, the CDRC shall make all decisions regarding the appropriateness of a proposed architectural design of a home. See appendix 8 for a description of southwest and contemporary design characteristics.

Elevation treatment, inclusive of materials, trim and detailing, must be consistent around the entire building. Proper design consideration shall be given to the fascia as an architecturally integrated design element.

3.2.3. Size, Mass and Scale

3.2.3.1. Introduction

Building mass and scale are crucial to the development of the Cliffs. The standards of these guidelines are strict in this regard. A maximum building size is established for each building site in the patio home area in the form of a maximum Building Footprint.

3.2.3.2. Minimum Building Size

Minimum building footprint size shall be as follows; Homes built in Plats C, D, F, H, I, J & M - 2,800 SF excluding basements & garages. Homes built in Plats A, B, E, G, K & L - 1,900 SF excluding basements & garages.

3.2.3.3. Basement

Typical basements and courtyard basements may be permitted, as long as they are within the Building Envelope. Walkout basements shall be permitted on those lots approved by the CDRC. Basements proposed to have a level grade from the basement finish floor to daylight grade are not permitted on the first tier of homes adjacent to the Entrada development.

3.2.3.4. Maximum Height

Adjacent to the Entrada development, the maximum building height for any portion of the building structure, including fireplace chimneys, shall be seventeen and one half (17.5) feet.

The maximum building height for all other structures, excluding fireplace chimney vents, shall be eighteen (18) feet. Fireplace chimney vent structures may protrude above the maximum structure height an additional two (2) feet but should not be major architectural elements. Care should be taken in the design process to be sensitive to tall architectural elements in view corridors.

Fireplace and other vents should be grouped to the extent possible and must be painted to match the house. Roof material elements such as skylights, parapet walls, screen walls and vents must conform to the height limitations.

All lots in the Cliffs are restricted to a one-story height above lot grade. Maximum building height shall be measured from the home's finished floor. The home's finished floor shall not be more than eight (8) inches above the pad grade elevation. Pad grade elevation is defined as the average pre-existing pad elevation relative to the highest street-side property corner (e.g., a pad elevation may be defined as -2' relative to the datum of the highest street-side property corner). If that corner is not marked by a surveyor's pin, the owner/agent must install it. Variance to building height limit &/or pad grade elevation may be granted or imposed by the CDRC in very unusual circumstances and strictly in the spirit and intent of the development.

3.2.3.5. Building Mass

The three-dimensional design of the building shall have a minimum of three masses. These masses shall be of varying size and heights as viewed from various angles. Larger buildings with footprints exceeding 5,000 square feet shall have more than three masses. Masses shall be separated vertically and horizontally by appropriate distance. The composition of masses should be aesthetically pleasing. Masses shall not be equal in size. Balance in design should be achieved by combination of primary and secondary masses where the primary mass is substantially larger than the secondary masses.

3.2.4. Material and Color

3.2.4.1. Materials

All exterior building materials shall be compatible with and complimentary to each other and to the overall design of the home in style, texture, and color. The use of natural materials for exterior walls and floor finishes, such as red stone walls or flag stone paving, is encouraged. At least 300 square feet of natural stone material (not cultured stone), which is clearly visible from street view, is required to be placed on the home. A portion of the required stone square footage may be placed on privacy or courtyard walls, if approved by the CDRC. Rock finishes need to be approved, and wider variations are allowed for rockwork on the home, than for boulders and topping that are on the ground.

Wood, if used on the exterior of the buildings, should be of heavy dimensions to survive in the extreme climatic conditions. 2" x 6" construction is required for exterior walls. No exterior material shall be used that has a high gloss, glaring, or reflective (mirror) type of finish. Proposed materials must be approved by CDRC (see section **Error! Reference source not found.**).

3.2.4.2. Colors

Color plays an important part in creating an aesthetic homogeneity in the community. To achieve the Cliffs development goal of creating a community that does not overpower the natural desert, all improvements must be of earth tone colors consistent with the building site and its visual surroundings. Exterior building colors (including stucco, natural stone, concrete, and landscape topping material) shall be harmonious with the natural desert ground. The primary color of a home must be different than that of the adjacent homes. Stucco color must be selected using The Cliffs Stucco Color Palette as a guide; the palette is available upon request from the Design Review Committee. This palette is intended to present the range of colors that are approvable. A specific approval will be based upon the color of surrounding homes, the exterior rock selection and the color background of the lot. The light reflectance value (LRV) of the exterior colors shall be no higher than 38%. Concrete color mix is to be a minimum of 2%.

3.2.5. Building Elements

3.2.5.1. Walls and Columns

Walls are a dominant element of a building design. Where possible, curvilinear surfaces should be incorporated in elevations to avoid long flat masses. Horizontal elevations can be accentuated with reveals, bands, etc., or other similar features. Such elements of design will give a low profile to the building which is consistent with the goal of the Cliffs. Varying heights of walls break monotony in design and create interesting elevations.

Stucco is the most common building material in southwest type of housing. Smooth and light sand finished stucco are acceptable but coarse finishes such as "heavy lace" shall not be permitted. Native red stone walls tend to merge the building with the site and are preferred. Bricks are not an appropriate material for the preferred architectural style and are not permitted. Wood may be used as accent but not as siding. Elements that are visible from surrounding areas, such as an electrical service panel, shall be mounted flush into the wall and painted to match the building.

Columns are an important design element. Specifically, the proportions of a column must be in balance with the architectural design. Columns which are too thin or too fat in proportion or are inappropriately detailed as to the base and capital design are not acceptable. Columns must have a minimum dimension of twelve inches (12) inches in diameter or width in both directions. A slenderness ratio of a column shall be a minimum of one to eight (1:8) meaning a one-foot thickness for eight feet of height. Exposed wood beams or posts shall be of at least an 8"x8" construction.

3.2.5.2. Doors and Windows

The design of an entry area should be unique. Special consideration should be given to the entry door in terms of its artistic quality, hardware, material and finish. Doors and windows should be set deep into the wall to create shades and shadows in the elevations. All exterior doors shall be consistent with each other in details such as surrounds, jambs, sill or head. All patio doors shall be consistent with window trim. All exterior panel doors shall be painted the same color as the adjacent wall and recessed a minimum of 1½ inches.

Windows must be proportionate to the wall mass and located in a proper order. The proportion of windows to the exterior surfaces will be carefully considered by the CDRC. Windows should be recessed into walls to create shades and shadows. Windows clearly visible from a street must be recessed a minimum of 5 ½ inches, all other windows must be recessed a minimum of 1 ½ inches. Windows at the rear of courtyards must be recessed 5 ½ inches. Sometimes, it is necessary to recess windows 5 ½ inches even if they are shown in a side elevation. Examples include bay windows or a conspicuous window in a wing that projects toward the front.

The style and material of the windows shall be consistent. The use of wood frame windows is promoted because of their energy efficient construction. Aluminum frame windows are not preferred and if used, the aluminum windows shall be anodized, treated or painted to blend with adjacent materials. White window frames are not permitted. Glazing must be double insulated unless technical difficulty exists such as in an extra-large opening with a butt glazed treatment. All windows must have a "Low E" glazing. Canvas or similar type awnings shall not be permitted as the material tends to fade over time.

Exterior sun shades may be permitted provided their color aesthetically blends with the balance of the structure and that they are out of sight when stored. Careful consideration should be used when selecting color and window treatments

3.2.5.3. Roof

Consistent with the goals of the community, the height restrictions at the Cliffs are prescribed to cause home designs to be low profile with a flat roof.

All roofing material must be noncombustible. The roof color shall be harmonious with the structure and not reflective. Colors such as red, blue, white, off-white and black are not permitted. Tan is an approved color provided that it is not lighter than a sample that is available for inspection from the CDRC and darker shades may be required if the roof is directly visible from nearby properties. The roof color must be approved.

Roof-mounted air-conditioning equipment shall not be permitted, unless specifically approved. Galvanized sheet metal work should be kept clean and simple with a minimum of exposed metal and shall be painted with the same color as the house.

Roof gutters shall be constructed into the roof structure with down spouts being run within the walls. Exposed gutters, down spouts, or scuppers shall not be permitted. Drainage to street shall be of rigid piping, with a terminator. A parapet wall at least six (6) inches is required and twelve (12) inches is preferred. Additional height is recommended if solar equipment might be added.

Plumbing vent pipes and similar elements shall be ganged resulting in a minimum number of vents penetrating the roof and grouped as much as possible. These elements should be located on the interior side of the roof and screened from street view. They must be painted the same color as the house and may be required to be encased in a chimney like structure.

3.2.5.4. Sitting Areas on Roof Tops

Not allowed in new or remodel construction.

3.2.5.5. Garage and Porte-Cochere

In the Cliffs neighborhoods, garages are required and shall be of a size large enough to accommodate the number of automobiles to be stored on that particular site. Carports are not permitted. Garages may be attached or detached from the main structure. Detached garages may be connected to the main home via a breezeway. No windows are permitted in garage doors. Porte-cocheres and breezeways are permitted subject to the CDRC's approval. Wherever possible, driveways shall not be designed to be the primary pedestrian access to the home.

In the custom home area, garage doors shall not dominate the front elevation. Side entry garages are encouraged. Ornamentation of the door shall be minimal and subtle. Doors shall be recessed into the wall a minimum of eighteen inches (18). The garage front shall be stepped if wider than twenty-six (26) feet. If more than four vehicles are to be stored, the balance of the vehicles shall be stored in tandem. Alternatively, separate garages physically located on opposite sides of the facade or in an "L" configuration may be constructed. Design of the door shall be consistent with the overall architecture of the house. Door color shall be subdued and be complementary to and not contrasting with the building. Subdued, faux finishes are encouraged. Doors shall be sectional and one-piece or single slab type garage doors shall not be permitted. Height of the garage door shall be a maximum of eight (8) feet.

Garages must be insulated, have finished interiors and be equipped with an automatic garage door opener. Ventilation is highly recommended. When the garage is not in use,

garage doors shall be in a closed position. Garages shall be used only for the purpose of parking vehicles and storing of household items only to the extent that storage does not prevent the parking of automobiles as intended by the garage. The garage shall not be used as a commercial workshop or storage of merchandise or other such uses. Partial garage conversion may be approved if adequate room is available for parking of the number of vehicles owned by the homeowner.

3.2.5.6. Fireplaces and Chimneys

Wood burning fireplaces or appliances shall not be permitted in The Cliffs as they pollute the environment. The flue of a direct vent fireplace shall be concealed from general view via screen wall or landscaping. Fireplace walls shall run down to grade when located on an exterior wall.

3.2.5.7. Skylights and Solar Tubes

Skylights and solar tubes are an efficient means of bringing natural daylight into the interior of the home, however, at night, they tend to leak light. Skylights must be integrally designed into the structure and should not be obtrusive. A skylight shall not be back lit. The skylight or solar tube curb shall be painted or coated to match adjacent materials.

3.2.6. Solar Panels

Solar panels may be photovoltaic (for electricity generation) or water-heating (for pool or house water). Roof-mounted solar panels may be installed. All solar panel installations must be approved by the CDRC through the submittal of a detailed plan that shows the location and height of the solar panel array, the tilt angle and orientation of the panels, the location of related equipment*, the height of adjacent parapet walls, and what steps are taken to reduce visual impact from neighboring properties.

*For photovoltaic systems, “related equipment” includes inverters, meters and disconnect switches; if this equipment is mounted on exterior walls, it must be painted to match the house color. For water-heating systems, “related equipment” includes valves; if they are visible they must be painted to match the background color.

Panels shall be mounted with a maximum of 10-degree tilt with the top of the installation (panels and mounting framework) at least 2” below adjacent parapet walls. If a variance to the maximum tilt angle is requested, the plan must describe the arc of panel visibility and the properties impacted in order to be considered for approval. If approved, the “as designed” degree of visibility will be compared to the “as installed” after the installation is completed, and if the latter is greater than the former, the installation may be required to be adjusted.

Wire (for photovoltaic) and pipe (for water-heating) routing from the panel array to the related equipment mounted at ground level must be inside the wall. If water-heating panels are retrofitted and not part of the initial design, piping may be run down exterior walls but must be painted to match the house stucco and must be in an unobtrusive location.

If solar panels are not installed as part of the initial development, provisioning for later installation should be considered through the design of adequate parapet height, roof attach points, roof penetration for wiring and piping, and pre-wiring for panels, inverter, inverter power and net-metering.

3.2.7. Recreation Amenities

3.2.7.1. Pool and Spa

Pools and spas must be built on-site. Manufactured spa systems will be considered if they are buried and not visible from other homes, and if the look is consistent with the home. Fiberglass pre-formed or above ground pools shall not be permitted. Approval of all pools and spas is required by the CDRC. Pool, spa and related decks shall be built within the specified Building Envelope. Encroachment outside the Building Envelope may be granted by the CDRC upon determination that the location of such amenity has no detrimental visual or other impact. The CDRC may require an adequate landscape buffer to screen the pool and spa from adjacent lots, common area or public view. Pool equipment shall be screened via screen fence and located such that it is not visible from adjacent public and private properties, including The Reserve or Entrada. Exterior shower enclosures or related equipment shall be screened from adjacent properties. The pool/spa must be designed to be able to be drained to the street.

3.2.7.2. Tennis and Sport Courts

Tennis and sport courts shall be permitted only upon the CDRC's determination that the proposed court will not have visual or noise impact on the neighborhood. The CDRC shall determine the appropriate location, setbacks, landscape buffer and such requirements on a site by site basis. The CDRC may require that the court be sunk below grade to reduce aesthetic impact. Courts may not be lighted.

3.2.7.3. Sports Equipment

Basketball hoops and backboards shall not be permanently installed on any structure or a Lot. Portable hoops will be permitted and must be stored out of sight when not in use. Other sports equipment such as a trampoline may be used on a temporary basis but must be stored out of sight when not in use.

3.2.7.4. Satellite Dishes and Antennae

A satellite dish may not be installed on the ground or on a building wall. When roof mounted, the dish must be screened from general view and is subject to building height restrictions. Usually this means mounting toward the center of the roof with some type of screening provided. The size of the satellite dish shall be limited to thirty-six inches (36") in diameter. A dish shall be painted the same color as the home in matte or low gloss paint. Other types of antennas may be permitted on the roof if they are not visible from the street or general public view.

3.2.8. Site Accessories

3.2.8.1. Mailboxes

A mailbox is provided for each home near the entrance of the Development, across from the Clubhouse.

3.2.8.2. General Lighting

An important goal for all exterior lighting is to preserve the ambiance of the night desert sky. Hence, exterior lighting shall be minimal and of a low intensity. Exterior lighting is divided into two categories: 1) General lighting which is the lighting attached to buildings, columns, posts and fences; and 2) Landscape lighting.

General lighting standards are listed in this section and the landscape lighting standards are listed in the Landscape Design Standards.

The primary function of general lighting is to provide light for normal use of premises and for public health and safety. General lighting shall be installed only in the areas that are required for use on an everyday basis and for the normal function of a home. Examples of this type of lighting include porch, patio and entry. General lighting shall not be excessive and light sources shall be localized and directed such that it will not flood the adjacent areas or shine outwards. Lights mounted in the ceilings of covered patio areas must be recessed such that the light source is not visible to any neighboring properties. Carriage

type fixtures are not permitted because they cast light outward. Lights mounted on vertical surfaces (sconces) must be a minimum of 16-18" high and their design must be approved.

Interior light sources (e.g., chandeliers, video monitors) are to be located and screened such that light does not have a negative impact on neighboring properties or streets.

The Lot identification number must be lighted so that the address can be seen at night and be placed so it is readily visible from the street. Wall mounted light fixtures near the garage doors are required. Light fixtures shall be on the side rather than on top of posts or columns. No light shall be placed on top of any building or fence. Neither eave lights nor flood lights to wash the exterior of the house shall be permitted.

Security lights with motion detectors may be installed; however, they shall be on for no more than twenty (20) minutes at a time. These lights shall not be visible from neighboring properties and the bulb shall not be visible to other properties. Motion detectors shall be pointed in a manner such that the lights would not go on and off by motion of vegetation. Should they be found to be a nuisance, the Association may require that the lights be shut off permanently.

A maximum of 60 watts shall be permitted for all general lighting and energy-efficient bulbs are encouraged. No lamp post type of lighting shall be permitted to light yards in any part of the property. Colored lighting shall not be permitted. No general lighting shall be permitted outside of the Building Envelope except for the driveway, the entry walk and landscape lights.

3.2.8.3. Signage

3.2.8.3.1. Overview

In order to maintain the residential character of the community, no permanent signs of any type such as security, professional services, architect, general contractor, subcontractors, financing institute, real estate, pool company, etc., are permitted in the Cliffs. No signage shall be placed on the property for political propaganda or garage sales. All signs must be reviewed and approved by the CDRC prior to installation. The following temporary signs are approved:

3.2.8.3.2. Construction Signage

A construction information sign must be placed on a property during the course of construction. The design, construction and colors must be as per standard design provided in these Guidelines. The following information is mandatory and must appear on such sign. No other information shall be added nor shall additional signs be attached to or suspended from the sign or post.

- Property identification by Lot number and street address.
- Owner's name and telephone number (optional).
- Architect's name and telephone number.
- General contractor's name and telephone number.
- Lender's name and telephone number (optional).
- Real Estate Company and agent's name and telephone number if the property is for sale.

The sign must conform to the following standards:

- Actual sign shall not exceed 36 inches by 48 inches.
- Color of sign shall be Bolt Brown (Sherman Williams 4001) or similar.
- All letters and/or graphics on the sign shall be white or beige in color.
- The height of the sign must not exceed 5 feet above the ground.

The sign shall be located parallel to and approximately five feet (5') inward from the front property line. The construction sign shall not be lighted. The sign must be removed immediately upon receipt of a final building inspection from the City. Additional sign board/s may not be hung or mounted on the main sign or post.

3.2.8.3.3. No Parking Signs

A minimum of two (2) "No Parking This Side" signs shall be placed across the street from the construction site. The sign shall meet the following standards:

- Actual sign shall not exceed 10 inches by 18 inches.
- Color of sign shall be Bolt Brown (Sherman Williams 4001) or similar.
- All letters and/or graphics on the sign shall be white or beige in color.
- The height of the sign must not exceed 5 feet above the ground.

3.2.8.4. Flag Poles

Except for a flag pole for the display of the American flag, flag poles are not permitted in The Cliffs. Flag poles can be mounted on a temporary basis. Any flag pole shall be subject to the CDRC's approval for placement, design and height. The top of the pole shall not be higher than twelve feet (12') above grade. The flag pole shall not be used as an antenna. No spotlight or other type of light directed at the flag or flag pole is permitted.

3.3. Landscape Design Guidelines

3.3.1. Introduction

The Cliffs site is unique in character and owners and contractors shall ensure that developed areas will harmonize and blend with the natural environment. The objective of the landscape standards is to guide homeowners and builders in achieving this goal. Transplanting of lush greenery from other regions is against the philosophy of the community. In areas where the CPOA is responsible for maintenance, the design and plant selections must create an area that can be maintained at a reasonable cost.

Landscaping material for each lot shall be those materials as listed in appendix 5.

Approved and Prohibited Plants. Plants used in private courtyards or patios, which are shielded from view of neighboring properties and the general public, may be left to the discretion of the homeowner provided that the plants are on the approved plants list, and no taller than six feet when mature, or taller than the fence around it.

It is recommended that landscaping be designed and installed by a Qualified Water Efficient Landscaper.

3.3.2. General Requirements

The landscape standards apply to existing homes and new construction. A Landscape Plan is required for new construction and major modifications to existing landscape. It must be in the same scale as the site plan and indicate the location and type of all plants, turf, irrigation, water features, boulders and topping material. The Plan must be submitted 30 days prior to starting landscaping. A simple sketch will often be sufficient for minor landscape modifications.

Any portion of the Lot not used for buildings, patios, driveways or sidewalks shall be landscaped in accordance with these guidelines and shall be provided with an automatic irrigation system. All plant materials shall meet the requirements of the American Standard for Nursery Stock - ANSI Z60.1.

Drainage away from the house is essential and at least three inches (3") of space must be maintained between the topping material and wood framing because of termites.

Plants shall be selected such that they are of appropriate size and shape for the yard being designed. Shrubs over three feet (3') in height or trees with a canopy lower than twelve feet (12') shall be planted no closer to the street than ten feet (10') from the back of the curb. This is required to allow for visibility along the street. Minimize planting of trees in narrow side yards to avoid the need for continual pruning. Consider deciduous varieties on the south and west sides to access the winter sun while providing shade in the summer.

Homeowners may not have a legal right to a viewscape, but we do not approve large plants that will, when mature, directly obstruct a view corridor of an adjacent neighbor.

Non-turf areas shall be treated with an approved pre-emergent after placing landscape topping to prevent weed growth. Use of plastic lining is not permitted. A fabric such as Mirascape or Geoscape is permitted.

3.3.3. Landscape Plants and Materials

3.3.3.1. Approved Plant List

A list of approved plants is included in Appendix 5. Approved and Prohibited Plants". Landscape plans are to reference by number plants in the appendix in order to facilitate review and approval. These plants were selected for their ability to blend with the natural desert, their drought tolerant characteristics, and for their foliage and seasonal flowering. Only those plants listed in this list may be installed in areas that can be seen by others. Additional plants will be approved by the CDRC when it is shown that they are appropriate. For water conservation, low water demand plant materials should be used at The Cliffs.

The landscape design must reference the number for each plant as designated in appendix to enable easier review.

3.3.3.2. Prohibited Plant List

Some plants are prohibited at The Cliffs and they are listed in Appendix 5. Approved and Prohibited Plants. These plants shall not be planted in any area since they can be potentially destructive to native plants, have noxious pollen, excessive height, weed-like growth habits, high water demands or other traits considered undesirable.

3.3.3.3. Trees

Large trees are not a characteristic of The Cliffs site and are prohibited. Trees may be allowed to canopy over walkways if the canopy is maintained at a minimum of ten feet (10') and over streets and driveways if the canopy is maintained at a minimum of twelve feet (12'). If trees grow more than five (5) feet above the roof, they may be required to be topped. Rows of trees or shrubs are not allowed.

Minimum numbers of trees are required per the following schedule, except when lot size, view corridors or other factors make the number impractical.

<u>Lot size</u>	<u>Number and Size</u>
Under 10,000 SF	2 – 24" box
10,000 plus SF	4 – 24" box

Multi-trunk trees are recommended for open spaces to add informality to the overall design. Single-trunk trees are recommended for narrow spaces or near structures so that canopies will be higher and circulation unrestricted. Hedgerows of trees are not allowed.

3.3.3.4. Shrubs

Shrubs of a single variety shall be massed to avoid a sporadic appearance. The variety of plant material should be somewhat limited because too many types are often confusing and detract from the overall landscape theme.

3.3.3.5. Turf

Use of turf (lawn) is discouraged. If turf is insisted upon, it is limited to 500 square feet or 20% of available landscaping space, whichever is less. To maximize the cooling effects, turf should be located near the house. Sprinkler heads should be of the highest efficiency.

3.3.3.6. Decorative Boulders

Boulders are encouraged. They should be in groupings to appear as if they existed naturally. The boulder color shall blend with the color of the surrounding desert. Boulders that are not natural desert color need to be approved by submitting a sample. "Mud rock" sandstone is not approved because it quickly degenerates. Artificial boulders are not permitted in public view.

3.3.3.7. Ground Cover Rock/Gravel

Landscaped areas shall be covered with ½ - ¾ inch "rebel red" crushed rock unless otherwise approved. On steep slopes where drainage may erode that size gravel, the area shall be graded to collect the drainage and filled with larger 2 – 4 inch crushed rock in a color submitted for approval. Use of this sized rock in other areas is subject to approval.

3.3.4. Irrigation

Irrigation is critical for establishment of plants; however, once established desert plants can survive with little water and these differing needs should be considered. Spray irrigation has a large rate of evaporation and runs off onto natural desert areas escalating weed growth so shall be limited to turf areas only. Where spray heads are used, they shall be the "pop-up" type and have a maximum throw of ten feet (10'). No exposed "knocker heads" are permitted.

Backflow preventers are required and must be insulated with a quality landscape blanket such as Hunter or Rainbird. Irrigation systems shall be automatic, permanently covered with landscape material and operational before planting. It is recommended that a "smart irrigation controller", programmable for soil type, plant type, slope and sun exposure, and sensitive to micro-climate weather forecasts, be installed. Use of rain guards or sensors is encouraged to prevent the unnecessary watering of the landscape during rain storms. Drip system piping should be black or dark brown. Artificial rocks used to hide controls must be painted to match surrounding boulders.

Irrigation systems should be monitored and tested frequently to detect malfunctions. Water running down the gutters is a clear sign of incorrect or malfunctioning programming and should be remedied. Plants on the recommended list typically do not require water in the winter (Nov-Mar); xeriscape irrigation should be turned off in those months. Extra warm, dry periods in the winter may require occasional irrigation.

3.3.5. Landscape Lighting

Landscape lighting shall be limited and shielded to prevent nuisance glare onto adjacent properties. Lights should illuminate landscape elements, not wash onto walls. Lighting should be automated and controlled by a timer. Up-lighting destroys the night sky; therefore it must very limited and low wattage, the only exception being upward illumination of a lot number. Fixtures should be concealed by boulders or shrubs. Above grade fixtures shall not

be permitted in turf areas. All outdoor fixtures shall be low voltage and wattage and use incandescent or LED lamps. Colored lenses shall not be permitted (e.g., blue, green, red). Post lights are not permitted. Walk lights may be used along walkways and driveways and shall project downward only. Long strings of lights, such as strings of mushroom lights, are not permitted. All fixtures shall use an integral or below grade junction box. Fixtures shall not exceed fifteen inches (15") in height and must fit the southwest style of the community; which eliminates white or other non-blending colors and ornamental designs.

3.3.6. Water Features

Water features shall be kept in scale with the house and minimize jets, sprays, and surface area, to reduce the loss of water through evaporation. Any water feature visible to the surrounding area shall require approval by the CDRC. Flash evaporation (micro-mist) systems may be installed, but the visual impact must be minimized.

3.3.7. Art Objects

Objects visible to the surrounding area shall require approval by the CDRC. Pots are considered to be art, and like art, are not to be used excessively.

3.3.8. Utility Boxes

Boxes have been placed on lots by utility companies and their visual impact must be minimized. Grading should be carefully considered with additional shielding being accomplished with boulders and planting. Painting to match the surroundings is required.

3.3.9. Maintenance

Routine landscape maintenance (mowing, pruning, fertilization, etc.) is performed by the Association for the front yards of all homes). Front yard, as used here, is all property within the front yard setback from the street, except courtyards which are always the responsibility of the owner.

The homeowner shall maintain all non-CPOA-maintained plantings in a healthy growing condition. Fertilization, cultivation, and pruning shall be carried out on a regular basis. Dead and dying plants shall be removed and replaced promptly. Irrigation systems are to be kept in proper working condition to avoid unnecessary loss of water. Owners shall be responsible for adjusting, repairing, and cleaning such systems on a regular basis. The irrigation system shall be designed and shall be checked regularly to ensure that water from the emitter or spray heads is not spraying onto walks or driveways or off the owner's property, causing excessive water loss, staining or irrigating areas not designed to receive water (e.g., natural desert areas).

The cost to maintain landscape areas covered by CPOA maintenance must be reasonable. The service provider (landscape contractor) may perform maintenance, removal, and/or additions, without contacting the home owner(s).

The CPOA is not responsible for replacing plants that die due to the owner's utilities being shut off. The CPOA has the option to contract with a contractor to maintain landscaping. In such event, the property may be liened for all costs incurred.

3.3.10. Modification to Landscape

Significant modifications to the landscape visible to the public areas, or to adjacent properties, shall require approval from the CDRC. This includes planting of trees, other than replacements, because of the potential impact on views. Also requiring approval would be

things such as changing the color of the topping material or accent rocks, or adding a visible water feature or artwork.

3.3.11 Undeveloped Lots

In order to reduce the effects of wind and water erosion that result in neighborhood dust and mud washed into the streets, and to improve the appearance of the neighborhood, the following shall be installed as a minimum landscape on lots without a residence located on the lot or under construction on the lot (undeveloped/empty lots):

- Dirt berms approximately 1-foot high around the perimeter of the lot to contain rain water on the lot.
- All portions of the lot, and the berm described in the first bullet, shall be covered at least 1 inch deep, uniformly spread, with ¾-inch Rebel Red crushed gravel excepting those portions of the lot which the DRC determines to be too steep to hold the gravel and in such case 4-inch Rebel Red will be required.
- 4-inch Rebel Red crushed rock on steep slope sections of the lot and 3-5 feet from the edge of the sidewalk or gutter to stabilize the edge on all lots, with slight trenching along the edge to further stabilize the lot.
- Landscaping fabric and/or straw waddles on very steep slope sections, as determined by the DRC, as recommended to further stabilize the slope.
- The lot shall not have fence posts and they shall have no rope, chain, or other barrier, border, or fence.

A description of this minimum landscaping must be submitted to and approved by the DRC prior to implementation. Any desired landscaping in addition to this minimum requirement must conform to the requirements defined in the Landscaping section 3.3 of this document and must be submitted to and approved by the DRC.

4. Development Process Details

This section expands the description of the process steps outlined in section 2. Note that all plan approvals are given only in writing.

4.1. The Application and Design Process Steps

4.1.1. Notice of Intent: Application and Pre-Construction Agreement

The Owner/Agent must contact the Property Manager to give notice of intent to develop property (reference section 1.1 to see property development categories). The Property Manager will give the Property Development Guidelines to the Owner/Agent. The Owner/Agent is to return the completed “Property Development Application” and signed “Pre-Construction Agreement ” to the Property Manager.

4.1.2. Approval of Architect/Designer

The Owner/Agent can determine if the Architect/Designer is already approved by asking the Property Manager. If approval has not yet been granted, the Owner/Agent must obtain a Request for Architect/Designer Approval form from the Property Manager, complete it and submit it to the Property Manager. Approval/disapproval notification will be made by the CDRC to the Owner/Agent.

4.1.3. Orientation

After the approval status of the Architect/Designer has been determined, the Owner/Agent requests a meeting with the CDRC to review the design/build requirements and process, the design concept for the intended development, and the development site. This meeting occurs prior to any significant design work has been done with the intent of reducing re-work of design by identifying potential issues before they become costly to address. The Owner/Agent should be very familiar with the Guidelines prior to the meeting; any issues with the Guidelines should be addressed in this meeting.

4.1.4. Preliminary Design/Plan Review

This step is initiated by a request from the Owner/Agent and the payment of the appropriate plan review fee by the Owner, which begins the tracking process for the development on the Project Assessment Record(see appendix 6Penalties (and project assessment record). It is the Owner/Agent’s responsibility in this stage to identify and request any variances to these guidelines. Conditions requiring variances discovered later in the design or construction process are subject to CDRC review for approval or denial. The preliminary design should show preliminary renderings of (a) the site plan with home footprint on the lot with topography, set-backs, drainage; (b) floor plan; (c) various views showing external elevations; (d) roof plan; and (e) drawings reflecting the intended concepts for retaining and landscaping/privacy walls, pool/water feature, photovoltaic system, patios, walkways, driveways and any other anticipated features. These features will require separate detail designs to be submitted. They may be submitted prior to the preliminary design approval if important for construction sequence purposes.

4.1.5. Final Design/Plan Review

This is initiated by Owner/Agent to review the completed home design and verify all Preliminary Design/Plan Review issues have been resolved.

4.1.6. Builder Identification and Approval

The Owner/Agent can determine if the Contractor/Builder is already approved by asking the Property Manager. If approval has not yet been granted, the Owner/Agent must obtain a **Request for Contractor Approval** form from the Property Manager, complete it and submit it to the Property Manager. Approval/disapproval notification will be made by the CDRC to the Owner/Agent. Deposits for the construction phase are to be made after this identification/approval and the approval of the home design.

4.1.7. Pool (and/or Spa and/or Water Feature) Design Review and Approval

The Owner/Agent must supply the name and contact information of the pool designer/installer. The pool design must be submitted to the CDRC for review and resolution of issues. The CDRC will verify that the pool designer/installer is conversant with the design requirements defined in the sections and Recreation Amenities. Once approved, an official written approval by the CDRC of the plan will be issued with recorded conditions and approved variances. At this point, pool construction may begin. This step often takes place prior to the start of home construction since excavation access can be limited by the home.

4.1.8. Landscape/Hardscape Design Review and Approval

The Owner/Agent must supply the name and contact information of the landscape designer/installer. The landscape design must be submitted to the CDRC for review and resolution of issues. The CDRC will verify that the landscape designer/installer is conversant with the design requirements defined in the section Landscape Design Guidelines. Once approved, an official written approval by the CDRC of the plan will be issued with recorded conditions and approved variances. At this point, landscape installation may begin, although this design submittal and approval often happens after home construction has progressed significantly.

4.1.9. Materials Review and Approval

The following exterior materials must be reviewed and approved:

- Windows: materials, design, and color; must be low-e
- Entries (garage and entry doors, gates): design, color, material
- Roof: material and color
- Stucco: color and texture
- Exterior stone facing: material and color
- Exterior decorative materials (e.g., wall and chimney capping, art): design, material, finish, color
- Exterior lighting: sconce design and light source visibility
- Interior lighting: no visibility of light source externally
- Hardscape (driveway, sidewalk and patio surfaces (concrete, pavers, etc.)): material, pattern, color, finish
- Landscape boulders and topping material/gravel: size, composition, location and color
- Exterior columns and beams: material, size, finish and color

Submission of these material specifications and/or samples for approval can occur any time prior to installation so long as ample time to allow review and the resolution of issues. Approvals are given in writing. A “design board” displaying the samples must be submitted, and updated if changed, and will be used during the inspections to verify approved materials have been installed.

4.2. Site Development and Construction Process Steps

The execution of these processes by the Contractor/Builder is subject to the regulations documented in the appendix (4.Development and Construction Regulations). Violations of these regulations are subject to the penalties, to be deducted from the Contractor/Builder Deposit defined in the appendix (6Penalties (and project assessment record)) and the Association Board may also levy fines to the Owner by the and seek other legal and equitable remedies, as appropriate. Site visits by the CDRC may be made at any time. Violations may result in a stop work order.

All inspections are requested of the CDRC by the Contractor/Builder . A one-week lead time is desired but often quicker response is possible.

4.2.1. Pre-Construction Inspection

This includes verifying survey marks for lot corners, building envelope and site elevation are in place and are proper, that retaining walls per plan and grading have been completed per plan, the signage is in place for builder and “no parking” areas (parking is allowed on only one side of the street) and that construction facilities for toilet and trash are placed properly.

4.2.2. Pre-Slab Inspection

The intent of the pre-slab inspection is to confirm that the slab will be poured in a position as defined on the approved plan by verifying the foundation forms are properly located and that the top of the forms match the designed finished floor elevation. In the case of a basement there shall be two inspections, one for the basement and another for the house.

4.2.3. Post-Frame Inspection

The intent of the post framing inspection is to confirm that the structure is being built in accordance with the approved plans and that no modifications are being made without approval from the CDRC. Building heights are of particular importance in this inspection. The contractor shall schedule this inspection prior to beginning stucco work or installing other materials that require approval.

4.2.4. Pool/Spa/Water Feature Inspection

The appropriate designer/installer requests an inspection of the CDRC, who will compare the approved plan to the installation. Issues are to be resolved by the Owner/Agent or the designer/installer prior to final inspection.

4.2.5. Landscape/Hardscape Inspection

The appropriate designer/installer requests an inspection of the CDRC, who will compare the approved plan to the installation. Issues are to be resolved by the Owner/Agent or the designer/installer prior to final inspection.

4.2.6. Materials Installation Inspection

The builder requests an inspection of the CDRC prior to installation of each exterior material to verify the material being installed is the approved material.

4.2.7. Photovoltaic System Inspection

The appropriate designer/installer requests an inspection of the CDRC, who will compare the approved plan to the installation. Issues are to be resolved by the Owner/Agent or the designer/installer prior to final inspection.

4.2.8. Final Inspection

Owner/Agent notifies the CDRC, who then verifies all outstanding issues have been resolved and all approval conditions have been satisfied.

4.3.Final Approval

The CDRC resolves any outstanding issues, assesses fines if applicable, and authorizes release of Contractor/Builder deposit to the Contractor/Builder by the Association or by its Property Manager via submittal of a completed Project Assessment Record (see appendix 6Penalties (and project assessment record)).

The Certificate of Occupancy (CO) may be granted by the city before or after Final Approval. The builder must notify Paul Properties when the CO is granted, at which time all construction signs and facilities must be removed from the property.

Many of these steps would not apply to remodels and significant exterior changes, and some steps may not apply to new construction (e.g., pool design). Some steps may occur in a different sequence (e.g., pool design may be submitted prior to post-frame inspection), and materials approvals may occur incrementally. The important point is that no construction or installation should begin without prior written approval.

4.4.Actions and Effects

4.4.1. CDRC Actions

Upon receipt of a completed application, the submission material will be sent to the CDRC.

The CDRC will act on the application at its next meeting held at least once a month. These meetings are open to the public except for discussions where the privacy of other owners must be respected. The CDRC must have a quorum in order to pass any action on an application.

The members of the CDRC shall use their expertise and knowledge of The Cliffs philosophy in rendering their decision. If the CDRC concludes that the proposed design is not aesthetically pleasing or sited properly, the application may be disapproved even though it may meet all of the conditions of the Guidelines.

Upon review of the submission material the CDRC shall take one of the following actions:

- Grant an unconditional approval
- Grant a conditional approval
- Issue a notice of disapproval
- Table the application for further review until the next scheduled meeting
- Return the application for further information to be provided by owner.

The CDRC may require that changes be made to comply with the Guidelines and such additional requirements as the CDRC, in its discretion, may impose. The fact that other homes in The Cliffs might be out of compliance with current standards does not constitute an argument for exceptions to current standards.

The approval of any feature is done within context of the development project; a specific feature may be approved on one project and not on another depending on the context of the specific project.

The amount of time taken by the CDRC for the approval process will vary with the adequacy and complexity of the design information and the completeness of submittal material. A decision of the CDRC to approve or disapprove a submittal, together with an explanation of further conditions to be satisfied by the owner, shall be made within thirty (30) days after receipt of a completed submittal.

Following the approval of the plans by the CDRC, a certification stamp on the approved plans and a separate Letter of Approval shall be provided to the owner evidencing such approval. Any plan or specification approval given by the CDRC refers only to its apparent conformity with these Guidelines, the Declaration and such other rules, regulations and conditions as may be promulgated by the CDRC. Any approved variance to these documents is to be described on the approved set of plans and in the Letter of Approval. The CDRC takes no responsibility for and makes no representations with respect to plan conformance with governmental codes or any other criteria. The CDRC, by its submission of these standards and approval of plans and specifications, assumes no liability or responsibility for engineering or structural design, or for any defect in any improvement made pursuant thereto, and its approval shall not be deemed approval of any plans or design for structural safety or conformance with building or other codes.

4.4.2. Owner/Agent Actions

It is the Owner/Agent's responsibility to conform to these guidelines and to identify in plan submittals any requested variances. Violations discovered after approval will be required to be addressed if discovered prior to final approval and may be subject to fines.

With regard to approval, the CDRC may impose time limitations for the completion of improvements or require changes to be made which in its discretion are required to ensure that the proposed improvement will not detract from the appearance of the community or otherwise create any condition unreasonably disadvantageous to other Owners or to the community as a whole. If a completion date has not been specified, then the date of completion is twelve months (12) from the date of the building permit. In any case, the owner has an option to accept all conditions as stated in the Letter of Conditional Approval or to disagree and request a reconsideration of those conditions. Acceptance is assumed if no request for reconsideration is received by the CDRC.

An owner may request reconsideration of any ruling of the CDRC by submitting to the CDRC, in duplicate, written arguments for such reconsideration within thirty (30) days of the date of receipt of the CDRC's ruling. The CDRC will give its final ruling by answering the arguments and by confirming or modifying its ruling within thirty (30) days of receipt of the owner's written arguments. Failure of the CDRC to notify the owner regarding the reconsideration within thirty (30) days of the date of submittal of the written arguments to the CDRC shall be deemed approval of the submittal.

In the case of disapproval after reconsideration of the application, the owner shall have the right to appeal to the Board of Trustees of the Association.

A Final Plan Approval by the CDRC remains valid for one (1) year from the date of issuance or for a lesser term as specified by the CDRC. The CDRC approval must be obtained prior to a formal submission to the City for a building permit. If a building permit is not issued within one (1) year after an owner has obtained the Final Plan Approval, the approval is void. The owner may ask for, and receive, one extension of six months. The owner must submit a new application to the CDRC if the time period expires.

Prior to the design/plan review, the Owner and the General Contractor must sign the Pre-Construction Agreement (see appendix Pre-Construction Agreement) and submit the related fees and deposits. The agreement contractually binds all parties to the procedures of construction detailed in these Guidelines.

4.4.3. Inspections

The CDRC monitors all construction activities to ensure that the Guidelines are being followed in accordance with the approved plans. Violations of the Building Process may result in penalties to the Contractor/Builder (see the Project Assessment Record portion of The Cliffs Penalties schedule, appendix 6), other actions such as stopping construction, and/or the Association Board may levy fines to the Owner by the and seek other legal and equitable remedies, as appropriate. Call the property manager to schedule an inspection.

The CDRC and the CPOA or their representatives have the right at any time to make a site visit. In accordance with the CC&Rs, any member of the CDRC, or other representative, agent, or employee of the Board, may, at any reasonable hour enter a Lot and inspect any improvement being built thereon for the purposes of inspection for compliance with approved plans, these Guidelines and the CC&Rs.

If the CDRC finds that such work was not done in substantial compliance, it shall notify the owner in writing and specify the particulars of noncompliance. Work may be stopped and if the owner fails to remedy the noncompliance within thirty (30) days from the date of notification, the CDRC shall so advise the Board. Upon receipt by the Board of notification of noncompliance from the CDRC, the Board, in addition to any other remedies it may have pursuant to these Guidelines, the Declaration and applicable law, shall have legal standing to commence and prosecute legal proceedings against any owner in order to correct such noncompliance as it deems necessary.

4.4.4. Effects of Approval

The CDRC will make every attempt to identify and resolve issues with conformance to the guidelines in reviews and inspections. If a violation of the guidelines was not noticed during a review or inspection, it shall be addressed as soon as it is noticed prior to final approval. Depending on the violation, it may be required to be remedied by the Owner/Agent

Neither the Association, the Board of Trustees or the CDRC, or the members or designated representatives thereof shall be liable for damages to any owner or owner's representative submitting plans or owner's representative affected by the CC&Rs or the Guidelines by reason of mistake of judgment, omission, or negligence unless due to willful misconduct or bad faith of such party.

Each owner, as a condition to obtaining any approval under these Guidelines, agrees to fully indemnify, protect, defend and hold harmless the Association and the CDRC against and

from any and all claims, liabilities, lawsuits and disputes related in any way to any approval or to any approved or disapproved Improvement.

All submission material shall become the property of the CDRC and may be retained. Upon the completion of the review, one (1) set of plans will be retained by the CDRC for its records. Plans shall not be submitted to the City for a building permit until the written certification has been issued and all plans have been endorsed with the CDRC's consent. This approved and endorsed plan, along with the Letter of Final Approval, shall be submitted to the City at the time of application for a building permit.

4.4.5. Construction Deposit and Rule Enforcement

4.4.5.1. Construction Damage Deposit

The general contractor/builder will submit a construction damage deposit (see Fee Schedule) before starting construction, unless the CDRC waives the deposit because of the small size of the project. If there is no general contractor/builder, then the Owner shall be responsible for the construction damage deposit. Upon final inspection and approval of the property, the construction damage deposit will be refunded, less any costs and penalties that have been incurred.

4.4.5.2. Enforcement Actions

The philosophy of The Cliffs is to clearly communicate its rules and regulations and be available to answer questions in the hope that assessing penalties will not be necessary. These examples should help you to understand how CDRC exercises judgment.

- Some violations lend themselves to communicating the problem and giving time for a correction to be made. For example, a subcontractor brings a pet to the site without knowing that it is not allowed. The CDRC points out the violation to the general contractor, who takes care of it immediately. It is not likely that a penalty will be assessed.
- Some violations are not correctable and will be subject to a penalty without a warning. For example, grading a lot before approval of the plan, or pouring a slab without the Pre-Slab Inspection will be subject to a penalty.
- Approved contractor status can be changed. Violations that in the judgment of the CDRC are either serious or repetitive will result in the immediate review of the status of the contractor regardless of whether penalties were assessed. Contractors will be notified that they are under review. Revocation of "approved contractor" status for general contractors, or denial of access for subcontractors, is determined by a majority vote of the CDRC.

Appendices

1. Definitions
2. Required Design Submittals
3. Forms
4. Development and Construction Regulations
5. Approved and Prohibited Plants

6 Penalties (and project assessment record)

6. Plat Map

Southwest Architecture Style

1. Definitions

Architectural Projections: any projections beyond exterior walls such as fascia, roof rafters, eaves, poles, posts, columns, balconies, wing walls, fire places.

Balcony: an extension of the residence which is accessible from the second story with cantilevered supports. Such space is classified as a non-livable space.

Basement: a livable floor having at least fifty percent (50%) of each of the perimeter walls below grade.

Board of Trustees: the Board of Trustees of The Cliffs Property Owner's Association.

Building Envelope: the area of residential or commercial property bound by setback lines.

Building Height: the distance from top of the main floor slab to the top of the highest building element.

CDRC: The Cliffs Design Review Committee, responsible to the Cliffs Property Owners and the Board of Trustees for maintaining and enforcing the Property Development Guidelines.

Common Area: Refer to section 1.3 of Declaration.

Courtyard Basement: a walk-out basement that opens onto a courtyard.

Declarant: Snow Canyon Development Company, developer of the property.

Declaration: the Cliffs Declaration of Covenants, Conditions and Restrictions.

Development Control Map: the map that is provided by the Association designating building envelope limits, maximum building area, maximum building height and other restrictions.

Design/Plan: architectural drawings defining the design of the home, remodel or exterior modification. The required primary design drawings are: site plan, floor plan, elevations, exterior lighting plan, roof (and roof drainage) plan, site drainage plan; secondary designs include pool and landscape/hardscape design.

Exclusive Common Area. Refer to section 1.7 of Declaration.

Guidelines: the Property Development Guidelines for The Cliffs

Living Area: floor area located within the exterior building walls of a residence excluding garage, porch, patio, exterior stairs and storage or mechanical equipment area accessible from garage or exterior of the building. Interior stairs shall be counted as living area only on the first floor.

Lot: a recorded single-family lot.

Owner: Refer to section 1.10 of the Declaration. For purposes of plan review processing the applicant having a power of attorney to represent the owner shall be defined as the owner.

Owner/Agent: property owner or architect/designer or general contractor

Property Development Package: the "Building in the Cliffs" cover page, the Guidelines and the Guidelines Addendum

Property Manager: an entity contracted by This Cliffs Board of Trustees to oversee the management of the community

Private Yard: any yard on a residential lot that is hidden by walls or structures and is generally not visible to public from immediately adjacent areas.

Public Yard: any yard on a residential lot that is not hidden by walls or structures and is generally visible to the public from immediately adjacent areas.

Resident: any person who is physically residing in a dwelling unit constructed on any residential lot for a period of two weeks or longer and so long as said person is so residing.

Sub-Association: any association formed in The Cliffs other than The Cliffs Property Owner's Association.

Submittal: a material required to be given by a property Owner/Agent in compliance with the Property Development Guidelines ("Guidelines"), including applications, fees and deposits, designs/plans, materials, and construction/installation, final release form

Terrace: an extension of the residence accessible from the second story which has supports extending to the ground. Such area is further classified as non-livable area for Living Area calculations.

2. Required Design Submittals

1. Site and Grading plan, including
 - 1.1. Survey noting setbacks, property lines, building envelopes, lot elevation, topography
 - 1.2. , overhangs and footprint
 - 1.3. utility lines, meter locations and means to conceal from view
 - 1.4. existing and proposed easements
 - 1.5. slab and street elevations and grade changes
 - 1.6. top of wall, driveway and fence elevations
 - 1.7. Direction of ground drainage
 - 1.8. Retaining walls
2. Drainage plan for roof and lot, specifying dimensions, routing, termination at streetcut and fill details
3. Floor Plans (1/4" scale): These plans shall include all floor levels to present the total home design. Include all living and non-living areas with room names. Provide overall exterior dimensions.
4. Exterior Elevations (1/4" scale): The elevation plan must show all exterior materials and finishes, main entry door, garage overhead door, gates, columns, ornamental iron work, exterior trim, skylights, solar panels, exterior lighting fixture type & location and meter boxes. Roof pitch and maximum height of the finished structure must be shown.
5. Building Sections (1/4" scale or larger): Sections must show detailed composition of all types of walls, floor and roof elements and materials used, including wall and roof heights and roof pitches.
6. Roof Plan: Show roof drains and overflow drains and indicate roof color. Scuppers are not allowed on the exterior of the house. Show all pipe penetrations greater than 24".
7. Electrical Plan. Show all exterior lighting and fixtures and flush mounted exterior panels.
8. Landscape Plan: This plan may be submitted after the initial submission, but no later than thirty days (30) prior to the installation of landscaping, irrigation and landscape lighting. Specify low voltage and wattage of fixtures.
9. Hardscape Plans: This covers all hard external surfaces and structures: patios, walkways, driveways, parking areas, landscaping/privacy walls, retaining walls
10. Pool, Spa, Water Feature Plan and Details: This plan must show plans, sections and details for pools, spas, fountains and all other water treatments. Provide cross-sections of the pool, spa, or fountain and the adjacent hardscape showing their relationship to adjacent property where applicable.
11. Natural Stone: show location of stone and calculations proving it to be at least 300 sq ft. clearly visible from the street.
12. Exterior Materials specifications and samples

Full size paper and digital versions of these submittals are required. An approved set of drawings with the CDRC's approval stamp and the Letter of Final Plan Approval must be submitted to the City as part of the required material for a building permit.

3. Forms

Property Development Application

Pre-Construction Agreement

Request for Architect/Designer Approval

Request for Encroachment on an Adjacent Property

Request for Contractor Approval

Property Development Application



LOT # _____

Type of Property Development:

- | | | | |
|---------------------------|-------|--|-------|
| New Home | _____ | Remodel Affecting Exterior | _____ |
| Exterior Materials Change | _____ | Significant Landscaping Change | _____ |
| Hardscape Change | _____ | Pool, Spa, Water Feature Addition/Change | _____ |
| Other (specify) | _____ | | |

OWNER:

name: _____

address: _____

telephone _____ e-mail: _____

ARCHITECT/DESIGNER:

name: _____

address: _____

telephone _____ e-mail: _____

GENERAL CONTRACTOR:

name: _____

address: _____

telephone _____ e-mail: _____

LANDSCAPE CONTRACTOR:

name: _____

address: _____

telephone _____ e-mail: _____

Pre-Construction Agreement



LOT # _____

The undersigned owner and builder agree to adhere to the current version of the Cliffs Property Development Guidelines and understand that this has the following implications:

- Written approvals for all required design submittals, inspections, and all exterior materials are required prior to proceeding with construction (refer to the Guidelines for the list of required approvals).
- The owner and builder agree to pay the fees, deposits and any assessed penalties as defined in the Fees and Deposits Penalties schedule, Appendix 6. The guidelines define the timing and the process for these payments.
- There are penalties for a number of actions (refer to the Guidelines for the schedule of penalty fines). Penalty situations may be caused by the builder and/or the owner and the related fines are subtracted from the refundable deposit.
- There are restrictions defined in the guidelines on the style and design of the home’s external features. The owner and the architect/designer should obtain agreement on design concepts and details from the CDRC prior to preliminary design. Features present on existing homes are not be assumed to be acceptable or approvable for new homes since the Guidelines have changed.

The owner agrees to pay the application fees. Subject to 4.3.5.1, the contractor/builder agrees to pay the deposit, from which penalties, if applicable, are deducted upon final approval (see Appendix [6. Penalties \(and project assessment record\)](#)). The guidelines define the timing and the process for these payments.

Owner Printed Name

Owner Signature

Date

Builder Printed Name

Builder Signature

Date

Request for Architect/Designer Approval



Submit paper or digital information to: The Cliffs property manager

Company/Personal Information

Name: _____ License #: _____

Address: _____

Phone: _____ E-Mail: _____

Website _____

Previous business names: _____

Prior investigations for complaints or design practices? Yes No

Cliffs Building Information

Lot #: _____ Lot Owner: _____

Required Attachments:

1. Five previous projects: your role on the project, project address, client information (name, address, phone number, e-mail), project photos
2. Personal resume'
3. Company resume/history

Request for Encroachment on Adjacent Property



Requesting Lot Owner Name: _____

Address: _____

Phone: _____

E-mail: _____

Lot # under development: _____

Requested Time Period of Encroachment: _____

Nature of Encroachment: _____

The undersigned promises to restore the adjacent lot to its original form, guaranteed by my construction deposit:

Signature of lot owner requesting encroachment

Date

Adjacent Lot #: _____

Adjacent Lot Owner Name: _____

Address: _____

Phone: _____

E-mail: _____

The undersigned grants permission for the requested encroachment:

Signature of adjacent lot owner

Date

Request for Contractor Approval



Submit paper or digital information to: The Cliffs property manager

Company/Personal Information

Name: _____ License #: _____

Address: _____

Phone: _____ E-Mail: _____

Website _____

Previous business names: _____

Cliffs Building Information

Lot #: _____ Lot Owner: _____

Deposit: A \$2000 contractor deposit is required, refundable upon satisfactory completion of the first project in The Cliffs.

Required Attachments:

1. List of subcontractors: specialty, name, company name, address, phone number, e-mail
2. List of experience with building in custom home neighborhoods controlled by design and construction guidelines and custom architectural design
3. List of five previous projects: your role on the project, project address, client information (name, address, phone number, e-mail), project photos
4. Personal resume'
5. Company resume'/history

4. Development and Construction Regulations

1. Owner/Agent Responsibilities and Requirements

- 1.1. Each owner is responsible for hiring contractors and subcontractors licensed in Utah. Contractors, subcontractors, equipment operators and their employees are the responsibility of the Lot Owner employing them.
- 1.2. The owner or owner's general contractor or superintendent is required to provide someone on-site with adequate experience and authority to operate safely, receive deliveries and direct suppliers and subcontractors.
- 1.3. All equipment operators must possess an appropriate driver's license and be at least 18 years old. All vehicles must be parked on one side of the street, along the lot frontage.
- 1.4. The owner is responsible for making certain that all construction personnel are familiar with and obey the rules governing their activities at The Cliffs, including speed limits.
- 1.5. Each general contractor or superintendent is responsible for familiarizing their employees, subcontractors and suppliers with all relevant construction requirements and provisions in these Design Guidelines, and enforcing them. This includes controlling employee work hours and other activities.
- 1.6. The owner or owner's general contractor or superintendent are required to construct the residence and surrounding Improvements according to the plans, specifications and revisions approved in writing by the CDRC.
- 1.7. Each owner and owner's contractors shall be responsible for providing adequate sanitary facilities for their construction personnel.
- 1.8. The owner or owner's general contractor or superintendent is required to schedule inspections as described in the preceding section.
- 1.9. Upon completion of any Improvement, the owner shall give written notice thereof to the CDRC.

2. Temporary Construction Facilities

The following temporary construction facilities are required to be placed on the Lot, unless exception is given by the CDRC to locate these facilities elsewhere. In any case, no shacks, trailer or temporary construction facilities may be used as living quarters.

All temporary construction facilities shall be subject to immediate removal upon notice by the CDRC, and must be removed within one week after receipt of the Certificate of Occupancy for the structure.

- 2.1. Temporary Water. A temporary water riser together with 150' (minimum) of ¾" heavy duty rubber water hose for dust control shall be provided and stay in place until landscaping is complete.
- 2.2. Temporary Toilet. A temporary portable toilet in good condition shall be provided with a biweekly chemical maintenance program. These units shall be maintained in a clean, sanitary and odorless condition. The color of the temporary toilet facilities shall be muted, and shall be located only on the building site.
- 2.3. No Interruption of Water Flow. It is the responsibility of the contractor to insure continuation of water flow to adjacent Lots so that damage is not done to other properties' landscaping.
- 2.4. Dumpster. A minimum three (3) yard steel roll-off dumpster shall be maintained in clean exterior condition, free of graffiti, on the lot for the duration of the construction phase. The color of the dumpster shall be tan, brown or other desert color. Regular service is required so that

overflow and unpleasant odors do not occur. Placing waste to the side of the dumpster is not permitted.

- 2.5. Lot Sign. A lot sign shall be installed in accordance with the sign standards found in this document.
- 2.6. Temporary Construction Trailer (optional). Trailers shall be no larger than 12' x 20' and shall be maintained in good, clean condition and not be an offensive color. "Construction shacks" are not permitted.
- 2.7. Storage Bins (optional). Storage bins for on-site material storage shall be steel and maintained in good, clean condition and repair.
- 2.8. The CDRC may require changes in the Temporary Facilities if they are considered to be offensive in any way.

3. Use of Adjacent Property

The use of an adjacent lot for access, parking, equipment storage, material stockpiling or other use shall not be permitted without the written approval of the property owner. The form "Request for Encroachment on Adjacent Property" must be filled out and turned in the CDRC prior to any use of adjacent property. Also, contractors and suppliers shall not enter or use common areas for any reason, at any time, without written permission from the CDRC.

When permission has been granted from another lot owner or the CDRC, the contractor must use best efforts to minimize the amount of disturbance to reduce dust and unsightly impact. In no case shall more than one private lot be encroached upon. A property that has been encroached upon must be returned to its original condition upon demand and no later than the Final Inspection. The security deposit will be held until this is accomplished.

The form "Request for Encroachment on Adjacent Property" to be used to obtain the permission can be found in the appendix. When permission to use an adjacent lot has not been received, a construction fence will usually be required to preserve the integrity of adjacent lots.

4. Construction Hours

Monday – Friday

6:00 a.m. – 7:00 p.m.

Saturday

8:00 a.m. – 5:00 p.m.

An additional half-hour is allowed to exit the work site each day. No construction activity shall be permitted on Sundays or official Cliffs' holidays which are:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

5. Site Conduct and Safety Precautions

The owner, general contractor, job superintendent, and their employees, subcontractors and suppliers shall:

- 5.1. Comply with all provisions in the Design Review Guidelines and follow the directives of The Cliffs security and staff or the CDRC.
- 5.2. Not consume alcoholic beverages on the site.
- 5.3. Not damage or disturb the work of others.
- 5.4. Take all necessary precautions for the safety of all persons on, or adjacent to, the site. Maintain approved barriers, lights, signs and other safeguards to give adequate warning to everyone on or near the site of dangerous conditions during the work.

- 5.5. Not disturb residents or guests of The Cliffs.
- 5.6. Not play loud music or talk loudly at the construction site.
- 5.7. Park only on one side of the street to allow traffic to flow and not park trailers on the street overnight.

6. Site Maintenance

The owner, general contractor, job superintendent, and their employees, subcontractors, and suppliers shall comply with the following rules established for the maintenance and cleanliness of the site

- 6.1. Maintain the site in a neat and clean condition, neatly stockpiling all materials and immediately removing waste material or debris generated by the work.
- 6.2. Contain and dispose of all trash, bottles, cans and lunch debris on a daily basis.
- 6.3. Remove all equipment, materials, supplies and temporary structure when any phase of the work is complete, leaving the area neat and clean.
- 6.4. Keep the streets and adjacent property clean and free of dirt, trash, debris or other material related to or caused by the work, and clean up any street spills.
- 6.5. Maintain dust control on the lot and any adjacent lot in use. This may entail daily (or more frequent) watering.
- 6.6. Never bury or burn trash anywhere on the property.
- 6.7. Keep spoils generated from site grading on the lot, never placing it on the street, adjacent lots or in common areas.
- 6.8. Turn off all lights, machinery and water when leaving the site.

7. Compliance.

The CDRC and the CPOA reserve the right to deny site access to any contractor, subcontractor or supplier who is in violation of the construction regulations. The CDRC and the Association may stop construction on a lot where:

- The improvements are being built or landscaped contrary to the approved plans.
- Rules as described in the Guidelines, security regulations or CC&R's are not being complied with fully.

The CDRC or its representative will inspect the site periodically. An offense may result in a stop-work order and contractor entry restrictions. Any costs whatsoever incurred by the Association in enforcing these rules, or remedying a violation, will be charged to the Construction Deposit or billed to the owner. Exercise or non-exercise by the CDRC or the Association of the rights delineated here shall not be deemed a waiver by the CDRC or the Association and shall not preclude the CDRC or the Association from initiating any legal action for the violations.

Revisions to previously approved architectural or landscape plans during construction must be approved by the CDRC. Appropriate drawings are required for approval.

5. Approved and Prohibited Plants

Except as noted in Design Review Guidelines, only approved plants may be planted at the Cliffs. This includes landscaping for new homes and changes to the landscaping at existing homes. The CDRC will grant exceptions to this list.



The Plant List was developed by the Association with input from contractors and owners. Plants on this list have been selected because they fit with our desert setting and do not have disagreeable characteristics such as excessive pollen or being invasive. Some varieties may be marginal with respect to hardiness for this region and could suffer frost damage during cold weather. Each owner/contractor should select plants carefully with consideration of the site.

The numbered identifier in the lists below are to be referenced on landscape plans to facilitate their review and compliance verification.

Abbreviations: MH = Marginal Hardiness; CO = Courtyards Only; RO = Rear of Lot Only

APPROVED PLANTS

Accent/Cactus Plants

All varieties of agave, aloe, cactus, and yucca are encouraged to be installed.

<i>Botanical Name</i>	<i>Common Name</i>
1. Agaves spp.	Century Plant(MH)
Aloe spp.	Aloe
2. Dasylirion spp.	Desert Spoon
3. Echinocactus grusonii	Golden Barrel Cactus
4. Echinocereus spp.	Hedgehog
5. Ferocactus spp.	Barrel Cactus
6. Fouquieria splendens	Ocotillo
7. Hesperaloe parviflora	Red/Yellow Yucca
8. Opuntia spp.	Prickly Pear; Cholla
9. Yucca spp.	Yucca
10. Yucca brevifolia	Joshua Tree

Trees

<i>Botanical Name</i>	<i>Common Name</i>
11. Acacia farnesiana	Sweet Acacia
12. Acacia constricta	Whitehorn Acacia
13. Acacia smallii	Sweet Acacia
Cercidium spp.	Palo Verde (MH)
14. Cercidium floridum	Blue Palo Verde (MH)
15. Cercidium microphyllum	Foothills/Littleleaf Palo Verde (MH)
16. Cercidium praecox	Palo Brea, Sonoran Palo Verde (MH)
17. Chilopsis linearis	Desert Willow
18. Chitalpa tashkentensis	Chitalpa
19. Eriobotrya japonica	Loquat (RO)
20. Forestiera neomexicana	New Mexico Olive/Privet
21. Fraxinus greggii	Little Leaf Ash

22. <i>Ligustrum japonicum</i>	Japanese (Glossy) Privet (varieties under 12 feet)
23. <i>Lagerstromia</i>	Crape Myrtle (limited to dwarf varieties)
24. <i>Olea europaea</i> 'Wilsonii'	Wilson Fruitless Olive
25. <i>Olneya tesota</i>	Ironwood
26. <i>Pithecellobium flexicaule</i>	Texas Ebony
Prosopis spp.	
27. <i>Prosopis chilensis</i>	Chilean Mesquite
28. <i>Prosopis glandulosa</i>	Honey Mesquite
29. <i>Prosopis pubescens</i>	Screwbean Mesquite
30. <i>Prunus Compacta</i>	Dwarf Carolina Cherry (other <i>Prunus</i> prohibited) (CO)
31. <i>Quercus virginiana</i>	Southern Live Oak
32. <i>Sophora secundiflora</i>	Texas Mountain Laurel
33. <i>Vauquelinia californica</i>	Arizona Rosewood
34. <i>Vitex agnus-castus</i>	Chaste Tree

Shrubs

Botanical Name

Common Name

35. <i>Abelia x grandiflora</i>	Glossy Abelia
36. <i>Anisacanthus quadrifidus</i> v. <i>wrightii</i>	Mexican Flame
Ambrosia spp.	
37. <i>Ambrosia ambrosioides</i>	Giant Bursage
38. <i>Ambrosia deltoidea</i>	Triangle Leaf Bursage
39. <i>Ambrosia dumosa</i>	White Bursage
40. <i>Ambrosia eriocentre</i>	Woolly Bursage
41. <i>Artemisia filifolia</i>	Sand Sage
42. <i>Artemisia tridentate</i>	Tall Sagebrush
43. <i>Atriplex canescens</i>	Four Wing Saltbush
44. <i>Baccharis x 'Centennial'</i>	Hybrid Coyote Bush
45. <i>Baccharis x 'Starn'</i>	Thompson Hybrid Broom
46. <i>Buddleia marrubiiifolia</i>	Woolly Butterfly Bush
Caesalpina spp.	
47. <i>Caesalpinia gilliesii</i>	Yellow Bird of Paradise
48. <i>Caesalpinia pulcherrima</i>	Red Bird of Paradise
49. <i>Caesalpinia Mexicana</i>	Mexican Bird of Paradise
50. <i>Calliandra californica</i>	Red Fairy Duster (MH)
51. <i>Calliandra eriophylla</i>	Pink Fairy Duster
52. Cassia spp.	
53. <i>Cordia parvifolia</i>	Littleleaf Cordia
54. <i>Crataegus</i>	Hawthorn
Dalea spp.	
55. <i>Delosperma cooperi</i>	Ice plant
56. <i>Dodonaea viscosa</i>	Hop Bush
57. <i>Encelia Mexicana</i>	Brittle Bush
58. <i>Ephedra</i> spp.	Mormon Tea
59. <i>Eremophila</i> spp.	Emu Bush
60. <i>Ericameria laricifolia</i>	Turpentine Bush
61. <i>Euonymus Mexican</i>	Winter Creeper

62. Eupatorium greggii	Boothill™ (Gregg's Mistflower)
63. Fallugia paradoxa	Apache Plume
64. Grevellia spp.	Grevellia
65. Gutierrezia sarothrae	Snakeweed
66. Ilex vomitoria	Yaupon – only varieties less than 10 feet when mature
67. Ipomoea leptophylla	Bush Morning Glory
Justicia spp.	
68. Justicia brandegeana	Shrimp Plant
69. Justicia californica	Chuparosa (MH)
70. Justicia spicigera	Mexican Honeysuckle
71. Lagerstroemia	Crape Myrtle – only dwarf varieties are permitted
72. Larrea exicana e	Creosote Bush
73. Leucophyllum spp.	
74. Leucophyllum frutescens	White, Silver or Green Cloud Sage
75. Leucophyllum laevigatum	Chihuahuan Sage
76. Leucophyllum zygophyllum	Blue Ranger
77. Myrsine Africana	African Boxwood
78. Nandina spp.	Heavenly Bamboo (CO)
79. Nerium oleander	Dwarf Red Oleander (no full size varieties)
80. Nolina spp. Microscopa	Bear Grass
81. Perovskia	Russian Sage
82. Poliomintha maderensis	Lavender Spice
83. Rosemary spp.	Rosemary
Ruella spp.	
84. Ruella brittoniana	Purple ruellia (MH)
85. Ruella peninsularis	Baja ruellia (MH)
Salvia spp.	
86. Salvia clevelandii	Cleveland Sage
87. Salvia columbariae	Chia Sage
88. Salvia greggii	Autumn Sage
89. Salvia leucantha	Mexican Sage
90. Salvia leucophylla	Purple Sage
91. Spartium junceum	Spanish Broom
92. Thymus vulgaris	Thyme
93. Vauquelinia californica	Arizona Rosewood

Perennials

Botanical Name

94. Acalypha monostachya
95. Bahia absinthifolia
96. Baileya multiradiata
97. Bulbine frutescens var.
98. Chrysactinia exicana
99. Dyssodia

Common Name

- Raspberry Fuzzies
- Desert Bahia
- Desert Marigold
- African Bulbine (CO)
- Damanita
- Dogweed

100. Euphorbia biglandulosa	Gopher Plant
101. Gaura lindheimeri	Gaura (pink)
102. Gaillardia	Blanket Flower
103. Hymenoxys acaulis	Angelita Daisy
104. Lavendula spp.	Lavender
105. Melampodium leucanthum	Blackfoot Daisy
106. Penstemon spp.	Penstemon
107. Psilostrophe cooperi	Paper Flower
108. Rudbeckia hirta	Black-Eyed Susan (CO)
109. Sphaeralcea spp.	Globe Mallow
110. Teucrium spp.	Germander
111. Tulbaghia violacea	Society Garlic
112. Zephyranthes	Rain Lily (CO)

Annuals

<i>Botanical Name</i>	<i>Common Name</i>
113. Achillea millefolium rubra	Yarrow
114. Cosmos bipinnatus	Cosmos Layia
115. platygolaas	Tidy Tips
116. Lupinus texanis	Lupine
117. Machaeranthera tanacetifolia	Tahoka Daisy
118. Phacela campanularia	Desert Bell
119. Phylox drummondi	Phlox
120. Zinnia spp.	Zinnia

Groundcovers & Vines

<i>Botanical Name</i>	<i>Common Name</i>
121. Acacia redolens	Trailing Acacia (MH)
122. Antigonon leptopus	Queen's Wreath
123. Bignonia capreolata	Cross Vine
124. Campsis radicans var.	Trumpet Vine
125. Convolvulus cneorum	Bush Morning Glory
126. Dalea greggii	Trailing Indigo Bush
127. Delosperma cooperi	Pink Ice Plant
128. Gazania rigens leucolaena	Trailing Gazania (MH)
129. Hardenbergia violacea	Purple Lilac Vine (MH)
130. Lantana montevidenis	Trailing Lantana (MH)
131. Lonicera spp.	Honeysuckle
132. Macfadyena vaguis cati	Cat's Claw Vine
133. Malephora lutea	Rocky Point Ice Plant
134. Oenothera spp.	Primrose
135. Parthenocissus sp. 'Hacienda Creeper'	Hacienda Creeper
136. Rosa banksiae alba	White Banks Rose
137. Rosa banksiae 'Lutea'	Yellow Banks Rose
138. Verbena spp.	Verbena
139. Vinca minor	Dwarf Periwinkle (CO)
140. Vitis vinifera	Grape (CO)

Ornamental Grasses

<i>Botanical Name</i>	<i>Common Name</i>
141. Festuca glauca 'Elijah Blue'	Elijah Blue Fescue
142. Muhlenbergia cap. 'Regal Mist'	Regal Mist Muhly
143. Muhlenbergia lindheimeri 'Autumn Glow'	Autumn Glow Muhly
144. Muhlenbergia rigens	Deer Grass

PROHIBITED PLANTS

All plants not on the Approved Plant List are prohibited. This list is provided to clear up confusion regarding plants that were previously approved, or are similar to an approved plant. It also lists some plants that are particularly undesirable.

- 1. Plants** with a mature height over eighteen feet (18) because of view blocking and aesthetic reasons unless on the Approved list. All plants listed as noxious by California Department of Food and Agriculture.
- 2. All Palms**, for aesthetic reasons, except those planted in a private courtyard or rear yard behind walls (limited to four (4) per yard, or adjacent to a private pool whose mature height will not exceed six (6) feet. Mexican Palms, California Fan Palms and Date Palms are prohibited in all locations.
- 3. All Pines, Cypress, False Cypress, Cedar** for aesthetic reasons except dwarf varieties having a mature height less than six (6) feet in private courtyards.
- 4. Mulberry Trees** for aesthetic and pollen reasons.
- 5. Fountain Grass** (*Pennisetum setaceum*) due to its weed like growth and fire concerns.
- 6. Citrus, Fruit, Nut Species** due to pollen and aesthetic concerns. Dwarf varieties, with a mature height less than six (6) feet may be approved in private courtyards.
- 7. Common Bermuda** (*Cynoden dactylon*) due to weed like growth habits.
- 8. Mexican palo verde** (*Parkinsonia aculeate*) due to weed like growth habits.
- 9. Brazilian and Californian Pepper** for aesthetic reasons.
- 10. Oleander** (*Thevita*) due to poison and size issues. Dwarf Oleanders (some of the *Nerium Oleanders*) are approved providing they have a mature height of less than six (6) feet.
- 11. Feather Bush** (*Lysiloma microphylla*) because it freezes.
- 12. Morning Glory** (*Althaeoides tenuissimus*) because it is invasive
- 13. Jojoba** (*Simmondsia californica*) prohibited as a fruit tree
- 14. Rabbit Brush** (*Asteraceae*) invasive
- 15. Tamarisk / Salt Cedar** – invasive
- 16. Olive** (*Olea*) except non-fruit bearing *Wilsoni* (marginally hardy)
- 17. Myrtle Spurge** (*Euphorbia myrsinites*) because it is highly invasive and poisonous. Also known as Creeping Spurge and Donkey Tail. Be cautious in use of all plants in the spurge family as many are on the USDA list of noxious weeds.
- 18. Common Flowering Plants** are not allowed in abundance in the front yard because they are not characteristic of the desert environment. It is preferred that non-desert plants be contained in pots.

6Penalties (and project assessment record)

Assessment Record for Lot # _____

Penalty	Amount (\$)	Lot Assessment
Penalties⁴: deducted from deposit		
Starting grading or construction without approval	1,000	
Grading outside approved area	1,000	
Proceeding with a construction phase without approval	1,000	
Installing materials without approval	1,000	
Failing to complete final approval in 1 year from permit date	1,000	
Failing to keep site clean or resolve issues in a timely manner	500	
Using other lots without written permission	500	
Extra inspection (due to failed inspection)	100	
Committing a parking violation	100	
Failing to pick up trash from site	100	
Materials/equipment on street outside construction hours	100	
Having animals or loud music onsite at any time	100	
Leaving the street dirty after construction hours	100	
Committing a dust control violation	100	
Working outside of approved construction hours or days	100	

Penalty total	
Refund = Deposit-Penalties	

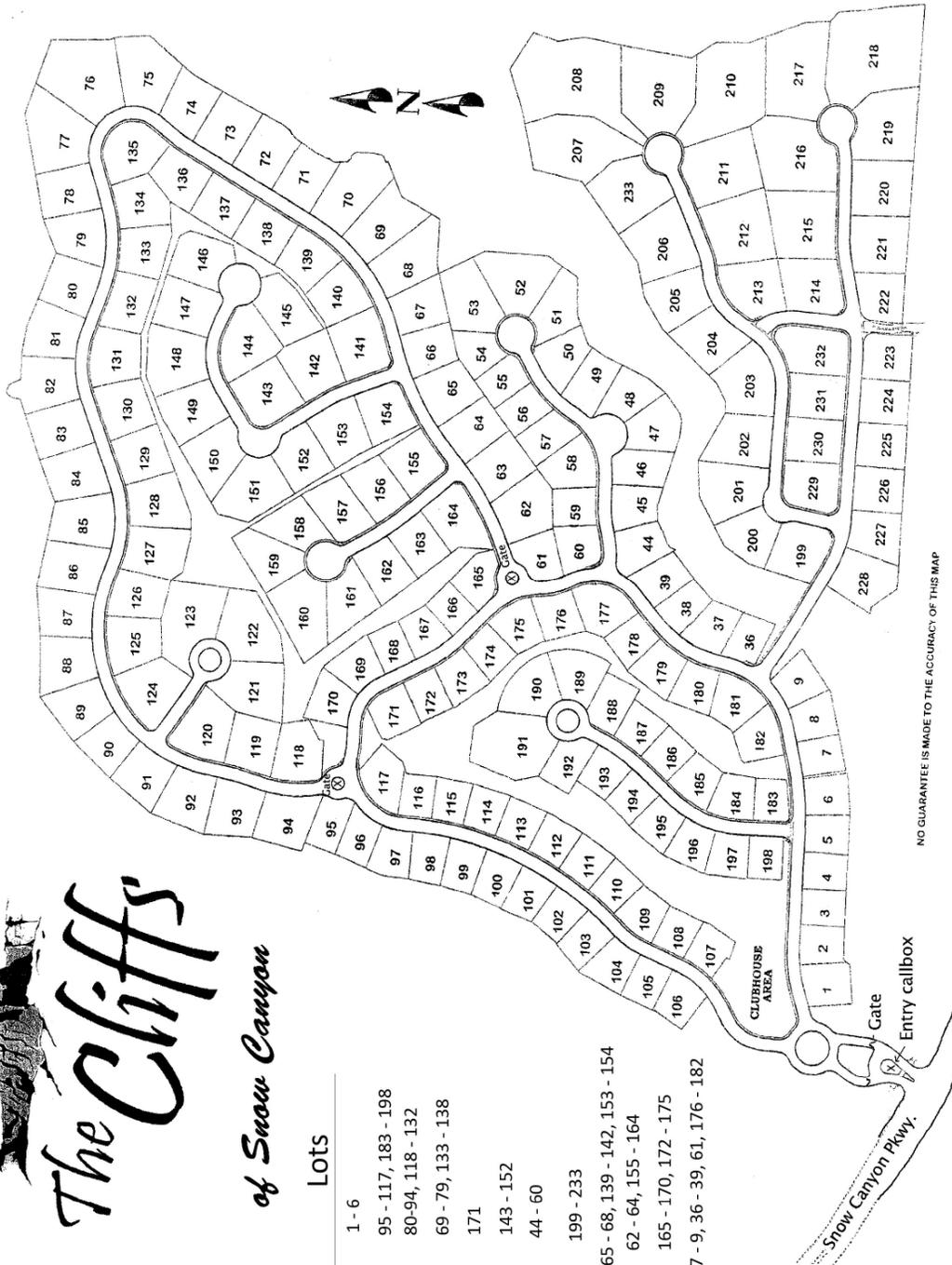
⁴These penalties are representative and not inclusive of penalties that may be assessed. The penalties are in addition to costs paid by the Cliffs to remedy problems. Penalties in excess of the deposit can be issued as fines to the owner and can result in banning the builder from future projects.

6. Plat Map



The Cliffs

of Snow Canyon



Plat **Lots**

- A 1 - 6
- B 95 - 117, 183 - 198
- C 80-94, 118 - 132
- D 69 - 79, 133 - 138
- E 171
- F 143 - 152
- G 44 - 60
- H 199 - 233
- I 65 - 68, 139 - 142, 153 - 154
- J 62 - 64, 155 - 164
- K 165 - 170, 172 - 175
- L 7 - 9, 36 - 39, 61, 176 - 182

7. Southwest Architecture Style

Characteristics of Southwest (aka Santa Fe, Pueblo) Design:

- Massive round-edged walls
- Flat roof, no overhang
- Stepped levels
- Rounded parapets
- Heavy timbers
- Deep window and doors openings, simple windows
- Kiva fireplaces, niches
- Brick, wood, flagstone floors
- Enclosed patios
- Heavy wooden doors
- Corbels
- Irregular courtyard walls – horizontal and vertical variation
- Gated courtyard

Distinctions between modern/contemporary and southwest:

Porch, courtyard:

Contemporary: cantilever roof, moderate posts without beams

Southwest: Courtyards and chunky porticoes (covered porch supported with posts and beams) often with corbels. The use of vigas (6 – 12” round logs) is common.

Windows/doors:

Contemporary: extensive and often almost flush glass, glass/metal doors

Southwest: extensive glass but recessed deeply into walls, heavy wood door

General form:

Contemporary: sharp horizontal,

Southwest: horizontal but with edges more rounded, parapets usually undulate

Exterior fixtures and details:

Contemporary: few or none, with limited color

Southwest: some SW ornamentation, desert colors, patinas, might look old

Entrance:

Contemporary: rectangular concrete planters, rectangular slabs for walks, no gate

Southwest: meandering walkway with natural boulders, artistic gate

Exterior rock:

Contemporary: horizontal lines, perhaps stacked flat rock look

Southwest: more natural and less strict, multi-shaped rocks

Landscape/privacy walls:

Contemporary: consistent with linear lines of house

Southwest: undulates and weaves with terrain

Contemporary Southwest:

On a design continuum between Southwest and Contemporary, The Cliffs tends toward the Southwest, with many homes very Southwest in their design and a few extended to “Contemporary Southwest”. There have been some cases where process or judgment errors has led extending into the contemporary side of the continuum more than was intended. A Contemporary Southwest design concept must incorporate significant elements of southwest design in order to ensure approval. Owners and architects contemplating contemporary design features should plan early conceptual design consultations with the Design Review Committee in order to avoid delays and costs.

Revision Record

Version New

Original version, taken fairly directly from the Entrada document

Version 1, 2005

Some Cliffs-specific modifications

Version 2, August 2012

Simplification and more Cliffs-specific modifications

Version 3, September 25, 2013

1. Changed section formatting to an indentured numbering scheme, added auto-generated Table of Contents, changed major sections to simplify the top two levels.
2. Updated the process description and separated it into two major sections (overview and details).
3. Disallowed rooftop decks.
4. Further restricted landscape topping materials, lighting and turf.
5. Added the requirement for a drainage plan.
6. Added a section on Energy and Water Considerations.
7. Simplified the forms.
8. Updated the plat map.
9. Included several minor clarifications.

Version 4, May 10, 2014

1. Incorporated the “Building in the Cliffs” document into section 1.3.
2. Removed reference to the “Addendum”; Guidelines updates will be incorporated as a revision to the document rather than via an addendum
3. Added Pre-Construction Agreement
4. Clarified wall shape requirements in section 3.1.6.2
5. Added the requirement to use the stucco color palette and concrete color in section 3.2.4.2.
6. Re-worded Lighting section 3.2.8.2 and added a condition on interior lighting
7. Changes to appendix 6 on “Plants”: removed *Bacchius Sarothoides* and added Grapes
8. Merged redundant sections on “materials” (section 4.2.2 on materials approval, appendix 2 item 11 on materials requiring approval and old appendix 4 on approved building materials) into section 4.2.2
9. Changed everything to Times New Roman 12-point font.

Version 4A, May 20, 2014

1. Corrected erroneous automated links
2. Corrected typographical errors

Version 4B, October 13, 2014

1. New Fees, Deposits and Penalties section showing an Assessment column

Version 5, December 15, 2014

1. Clarified solar panel installation requirements (3.2.6)
2. Clarified pad elevation and chimney height definitions (3.2.3.4)
3. Added “variance” processing every place “plan approval” is addressed (section 4.1.4, 4.1.9, **Error! Reference source not found., Error! Reference source not found.,** 4.4.1)
4. Clarified “approval” (section 4) and handling of approval errors (4.4.2, 4.4.4)

4.4.6. Removed Final Release Application and all references (4.2.7 Materials Installation Inspection

The builder requests an inspection of the CDRC prior to installation of each exterior material to verify the material being installed is the approved material.

4.4.7. Photovoltaic System Inspection

The appropriate designer/installer requests an inspection of the CDRC, who will compare the approved plan to the installation. Issues are to be resolved by the Owner/Agent or the designer/installer prior to final inspection.

5. Final Inspection)
6. Added a warning concerning cost of adjustments identified during final approval (last bullet item on the Pre-Construction Agreement)
7. Fixed of some broken internal hyperlinks and corrected some typos

Version 6, June 9, 2015

1. Added parking limit for visitors (3.1.5.2) per CPOA Rules
2. Changed “solar panels are allowed if their visibility is minimized” to “solar panels may be installed” (3.2.6)
3. Deleted Real Estate Signage (3.2.8.3.3); replaced with No Parking Signs (3.2.8.3.3)
4. Added “detailed in these Guidelines” to clarify what is being agreed to (4.3.2)
5. Added \$2000 contractor deposit for first-time builders (Request for Contractor Approval)
6. Specified fees and deposits for solar equipment (Fees, Deposits and Penalties)

Version 7, May 3, 2016

1. Added deposit for probationary builder in appendix 6
2. Adjusted language in section 3.2.2 on architectural style to emphasize the southwest design characteristic of the neighborhood and added appendix 8 to describe those characteristics.
3. Added the requirement to remove construction signs and facilities upon Certificate of Occupancy (section 4.2.8).
4. Corrected 3.3.9 to specify that the CPOA maintains front yard landscaping only, to be in agreement with CC&Rs.
5. Added landscaping efficiency recommendations: use of Qualified Water Efficient Landscapers, smart irrigation controllers, and high efficiency turf irrigation heads.

Version 8, July 11, 2016

1. Revised section 3.1.6 on Hardscape Walls and Fences
Added section 3.3.3.7 on Ground Cover Rock/Gravel

October 9, 2016: corrected typo on the identifier of version 6 which had been erroneously identified as a second version 5.

Version 9, December 13, 2016

1. Changed the source of the fees and deposits in Appendix 3, in the [Pre-Construction Agreement](#) form, page 37 of this revision, that fees are to be paid by the owner and deposits (and penalties subtracted from them, if applicable) are paid by the builder. Related changes made in [Development Process Overview](#), [Preliminary Design/Plan Review](#), [Site Development, Construction and Secondary Design Process Steps](#), [Inspections](#), and [Construction Deposit and Rule Enforcement](#).

2. Updated Appendix form 6, page 50 of this revision, [6. Fees, Deposits and Penalties \(and project assessment record\)](#), to set specific amounts rather than ranges and to reflect the changes made in item 1 above, as required by a 2016 state law

Version 10, February 13, 2018

Added section “ 3.3.11 Undeveloped Lots” to define landscaping requirements for empty/undeveloped lots.

Version 11, October 9, 2018

1. Updated the fees for contracted design reviews from \$500 to \$1750 and inspections from \$500 to \$1150, based on current market pricing, and removed this specification from appendix 6 of the guidelines, creating a separately managed document in order to allow it to be adjusted independent from the guidelines. Penalties remain in the appendix.
2. Removed all references to the Design-Build Consultant, recognizing this in a role internal to the CDRC, and allowing it to be changed without changing the guidelines.
3. Changed the “orientation” process step to be more definitive.
4. Clarified and improved the organization of the design and inspection processes to better guide the DRC’s contract consultants.
5. Added identifiers in the landscaping appendix on “allowed plants” to facilitate references in submitted landscaping plans, in order to make review/verification easier.
6. Clarified requirements for landscaping walls
7. Several minor wording clarifications/improvements.

Formatting of this document

Maintaining and using the Table of Contents (ToC):

- The ToC is auto-generated for heading types H1, H2 and H3. For example, an appendix heading must be designated an H2 heading type (in “styles and formatting”) in order to show up properly in the ToC. The exact appendix title will show up in the ToC so it must be formatted in the same style as the other appendix headings in order to show up the same way in the ToC. For example, appendices are just numbered, not labeled with the word "appendix" in front of the number. The ToC must be re-generated (navigate MS Word menu items insert-reference-index and tables, hit ok on the next screen, hit yes on “replace”) in order for a change to show up in it and be correctly navigable.
- The ToC and internal references to other sections (especially appendices) are “linked”. You can navigate directly to the section from its reference by depressing the “control” key and clicking the left mouse key.
- Be careful not to have page breaks inherit the heading type; it’ll screw things up
- The headings and lower level sections are simple indented numbers

General editing:

- Numbered lists are generally also indented numbers
- No other formatting tricks; straight and simple (except where some forms and texts may not have been totally rebuilt from prior very complex formatting)
- There is still complex/funny formatting in appendix 5. Approved and Prohibited Plants
- Everything is in Times New Roman 12-point font.

Handling revisions:

- Be sure to keep the Revision Record page up to date with each revision and update the revision number and date on the cover page.
- Make all changes with “revision marks” turned “on” by going to the “Review” tab and selecting “Track Changes”. This will enable a recording of all changes made for the revision. You can decide how to view the revisions by selecting “No Markup, Simple Markup or All Markup from the pull-down menu on the Review tab.
- When the revision has been approved and is ready to release, select the No Markup option in order to show the finished form of the document. Create a .pdf version of the document and send both the Word and .pdf versions to the Property Manager for update to the website and any future references. The DRC should also appoint a “Property Development Guidelines Configuration Manager” to keep the entire revision history, including the last released version and the currently “in work” version.
- For each new revision, start with the previous revision, go to the “review” tab and select “Accept all changes” to incorporate the changes made in the previous revisions, which then gives you a clean slate for recording the changes for the new revision.