

ARCHITECTURAL AND LANDSCAPE  
DESIGN GUIDELINES  
FOR  
NORTHRIDGE VILLAS NEIGHBORHOOD ASSOCIATION

March 22, 2011

PURPOSE AND AUTHORITY

The Northridge Villas Neighborhood Association has architectural control over the lots subject to the Declaration of Covenants, Conditions and Restrictions for Northridge Villas (CC&R's) under Article VI, Section 6.1:

"No building, fence, wall or other structure may be commenced, erected, or placed on or removed from any Lot nor shall any excavation, construction, or alteration, which in any way alters the exterior appearance of any Lot or the improvements thereon (including, but not limited to, exterior painting in a different color and the installation or removal of landscaping) be done until the plans and specifications showing the nature, kind, shape, height, materials and location of same have been submitted to and approved in writing by the Association.

The Architectural and Landscape Review Committee (ALRC) has been established by the Board to review applications for architectural and landscaping modifications and to provide the Board with its recommendations whether to approve or deny such applications. These Guidelines, which have been adopted by the Association, establish the procedures and design standards that will be used by the ALRC and the Board in reviewing applications. Unless otherwise indicated in these Guidelines, no new structure, modification to an existing structure or alteration in the exterior appearance of a lot may be made, constructed or installed without submitting for and obtaining architectural approval in conformance with these Guidelines. Please be aware that the Association does not review plans for compliance with applicable municipal codes. It is the responsibility of each owner to ensure that all necessary County permits are obtained and that all construction meets applicable code.

## I. APPLICATION PROCEDURE

### A. Submittal

Submissions must be mailed or faxed to the Association at the address indicated on the Architectural and Landscape Application Form and must include the following:

1. Architectural and Landscaping Application Form: Forms may be obtained from the committee chairperson or the management office;
2. Site Plan: A site plan showing dimensions of the structure and its relation to existing dwelling and property lines/setbacks when applicable (may be hand-drawn) and;
3. Specifications: Description of materials and colors to be used when applicable (color samples, brochures, a copy of the contractors estimate, etc.).

## II. REVIEW OF APPLICATION

A. Time Limitation. The Association must either approve or deny an Application within 30 days of the date that the completed Application is received by the Association unless the Association notifies the applicant in writing within those 30 days that it intends to have the plans reviewed by an architect or other professional. If the Association provides the Applicant with such notice, the Association shall have sixty (60) days from the date the completed Application is received to approve or disapprove the plans. The Applicant will be notified of the Association's approval or denial of the Application in writing via US Mail.

B. Considerations. Applications will be reviewed with respect to a variety of considerations, including, but not limited to, materials, quality of workmanship, colors, and harmony of design with existing structures on the lot and neighboring properties. The location of the improvement with respect to topography and finished grade elevation will also be considered. The approval of the plans does not constitute any judgment regarding the structural soundness of the improvement nor its effect upon existing or future drainage. The review of plans by the Association is for aesthetic purposes only.

C. Decisions Final. The decision of the Board regarding an Application shall be final. An owner may resubmit plans for reconsideration if there has been a change in circumstances.

## III. CONSTRUCTION

A. Approval Expiration. Construction must be commenced within 90 days of the date of the Committee's approval of the application or the Committee's approval shall be deemed withdrawn and plans must be resubmitted in accordance with these Guidelines.

B. Construction Period. Once commenced, construction shall be pursued diligently in order to assure prompt completion thereof. Absent a different deadline for completion of construction (which may be shorter or longer, at the Association's discretion), such construction shall be completed within ninety (90) days of the date of the written notice of Application approval.

#### IV. ARCHITECTURAL GUIDELINES

The following guidelines provide specific design criteria for various improvements and are intended only to assist owners in submitting Applications in these categories. Nothing in these guidelines shall be interpreted as relieving an owner from submitting an Application for architectural approval unless it is specifically noted that approval is not required.

The term "visible from neighboring properties" as used in these guidelines means that the object would be visible by a person 6 feet tall, standing on any part of a lot or common area, at an elevation no greater than the elevation of the base of the object being viewed.

##### 1. Driveways.

- Plans for driveway replacement, resurfacing or covering with a protective coating must be submitted to the ALRC for approval and will be subject to the following criteria:
  - Only submittals for existing driveways located on the property will be considered.
  - Submittals must include a written plan indicating driveway dimensions and materials of construction.
  - Painting of paved surfaces is prohibited. Painting is defined as coating the driveway with an exterior paint, including but not limited to, latex or oil based varieties.

##### 2. Fences and Walls.

- Fencing is not permitted.
- Any owner wishing to modify, make additions to or rebuild his lot or any improvement thereon in a manner which requires the extension or other alteration of a Party Wall must submit the written consent of the co-owner sharing the Party Wall as part of the submittal for architectural approval.

##### 3. Hardscape.

- Any hardscape items, including, but not limited to, planters, walkways, retaining walls, decorative walls and fountains, must be submitted to the ALRC for approval.

##### 4. Antennas/Satellite Dishes.

- Owners wishing to install television antennae and fixed wireless devices that are one (1) meter or less in diameter do not need to submit for architectural approval.
- Television antennae and fixed wireless devices that are one (1) meter or less in diameter should be installed so as not to be visible from neighboring property and painted to match the improvements of the lot if it does not void the device's warranty and an acceptable signal can be obtained.

- All wires and conduit must be securely attached to the dwelling and painted to match the surface to which attached.

5. Awnings.

- Awnings shall only be installed on the side and/or rear of the home.
- Once installed, awnings must be repaired and maintained properly by the owner so that there is no undue weathering, fading, cracking, rusting, etc.

6. Chimneys.

- Chimneys should exit from an interior room onto the roof of the home. The height of the chimney above the existing roof parapet wall must be limited to the minimum height allowed by municipal code.
- Chimneys shall be constructed of the same material, texture and color of the home.
- Exposed flues are prohibited.

7. Gutters and Downspouts.

- Gutters and downspouts will not require prior approval if the finish color matches the color of the home. The Association strongly recommends the use of high quality materials that offer long life, as owners will be required to maintain gutters and downspouts in good condition at all times.
- Water runoff from gutters and downspouts shall not discharge onto neighboring properties.

8. HVAC Systems.

- The replacement of any previously installed heating and air conditioning (HVAC) system will not require prior approval as long as the replacement system is of the same approximate size and location.

9. Storage Units.

- Storage units whose maximum height does not exceed the height of the immediate surrounding rear patio wall(s) of the home do not need to be submitted for architectural approval.
- Storage units must be attached to the home, constructed of block or wood framed, stuccoed and painted to match the base color of the home (reference paint color section), and with a roof matching the existing roof style on the home.
- Pre-fabricated and/or stick built units are prohibited.

10. Paint Colors.

- The exterior base paint color of the home ("Swiss Coffee" found at Dunn Edwards and Sherwin Williams paint stores) is required for all applications except the inside of rear patio wall(s) which may be painted a desert and/or earth tone.

11. Patio Shade Structures.

- Strong consideration will be given by the ALRC to the impact that the structure will have on existing architectural features of the home and other properties.
- Acceptable styles of patio shade structure styles include, but are not limited to: flat roof, pergola, lattice, or Ramada. Structures must be made of wood, metal or a resin composite material and the finish color must match the home (reference paint color section).
- The patio shade structure cover shall be flat or match the roof pitch of the home and may not exceed the height of the roof of the home.

12. Hot Tubs and Spas.

- Hot tubs and spas that are visible from neighboring properties are prohibited unless required for a medical condition

13. Windows.

- Installation of replacement windows (a like for like style) do not require the prior approval of the Association. An example of what does not constitute a "like for like style" would be replacing a girded window with a non-girded window.
- Bronze or charcoal non-reflective window tinting may be installed without prior approval.
- Reflective materials, including but not limited to, window films, aluminum foil, reflective screens or glass, mirrors or a similar type of material, that are installed or placed upon the outside or inside of any window is prohibited.
- Exterior coverings or treatments used to decorate window openings must be compatible with respect to the existing architectural style of the neighborhood.

14. Security Devices/Features.

- Installation of interior security devices or features will not require prior architectural approval. Examples of interior security devices/features include, but are not limited to, alarms, motion sensors and security bars for doors and windows.
- Exterior security lighting must be minimal in size and directed so as not to shine on neighboring property.

15. Screen Doors and Sunscreens.

- Metal style security screen doors do not require prior architectural approval if they are painted to match the base color of the home, or painted black, or painted a desert and/or earth tone color.
- Non-reflective sunscreen material may be installed without prior approval. The ARLC recommends the use of bronze, gray, charcoal, brown or beige colors and that the frame color matches that of the sunscreen material.
- Silver colored aluminum screen/security doors and/or wire screen mesh doors are prohibited.

16. Signs.

- The following signs do not require prior architectural approval: a "for sale" or "for rent" sign (no larger than 18" by 24" with one rider not exceeding 6" by 24"), political signs, signs required by legal proceedings, and security/alarm company signs that are less than 12" x 12".

17. Solar Panels and Equipment.

When reviewing submissions for solar energy device installations, the ALRC will consider require the following criteria to be met if such measures do not prevent the installation, impair the functioning of the device, restrict its use or adversely affect the cost or efficiency of the device:

- Roof mounted solar equipment (excluding the solar panels) matches the roof material in appearance.
- Panels are an integrated part of the roof design and mounted directly to the roof plane.
- Solar units do not break the height of the roof parapet wall.

If the installation of a solar energy device meets the above-criteria, prior architectural approval is not required.

18. Flags.

- Each lot may have one flagpole which shall be attached by bracket to the front of the home and/or carport and can be used for the display of a flag in conformance with the Federal Flag Code (P.L. 94-344; 90 STAT.810;4 United States Code Sections 4 through 10).
- If the American Flag is displayed the ALRC recommends that it be no larger than 3' x 5'.
- The following flags are permitted: the American flag, an official or replica of a flag of the United States Army, Navy, Air Force, Marine Corps or Coast Guard, POW or MIA flag, the Arizona state flag, and an Arizona Indian nation's flag.
- Seasonal and decorative flags which are house-mounted below the roofline do not require prior approval. Seasonal flags must be removed within 30 days after the date of the holiday to which the flag pertains.
- Flags must be maintained in good condition at all times. Flags shall not be offensive, torn, ripped, faded, etc.

19. Decorative Items.

- Outdoor decorative item(s) (lawn art, fountains, wall art) do not require prior architectural approval.
- Temporary holiday decorations (not permanently affixed) are permitted without prior architectural approval. Holiday decorations may not be installed more than 30 days before the holiday and must be removed within 30 days after the holiday.
- The Association reserves the right to require the removal of decorative items based on size, quantity, color, location and any other criteria that the Association deems appropriate.

20. Trash and Sanitation.

- Trash containers shall not be visible from neighboring property when not out for collection.
- Trash containers must be constructed of high quality molded material that offers long life, between 30 to 35 gallons in size, with wheels and locking lids. Containers must be maintained in good condition.

V. LANDSCAPING GUIDELINES

1. Landscaping Installation and Removal

- Any new installation of landscaping on the Lot (other than seasonal flowers and pots) must be submitted to the ALRC for approval.
- Use of turf (real or synthetic) anywhere other than inside the back patio walls is prohibited.
- Decomposed granite, decorative rock or other landscape rock in an "earth tone" color does not require prior architectural approval. The use of white, green, blue or other bright colors of decorative rock may only be used as an accent and in minimal amounts. The painting of any rock(s) is prohibited.
- Irrigation improvements and installations do not require architectural approval.
- The removal of existing vegetation (other than Saguaro cacti) does not require architectural approval.

2. Approved Plant List

- The Official Regulatory List from the Arizona Department of Water Resources, for the Tucson Active Management Area, Low Water Use/Drought Tolerant Plant List, revised July 2004, lists plants approved for the Northridge Villas property (except any prohibited below). The list is extensive and can be found at the Department of Water Resources website.

3. Prohibited Plant List

- The following exotic plant species, due to their invasive nature, are prohibited and shall not be planted anywhere on the Northridge Villas property. The planting of any prohibited plant material(s) shall require, upon written notification by the ALRC, immediate removal by the owner.

Fountain grass ( <i>Pennisetum setaceum</i> )	Buffelgrass ( <i>Pennisetum ciliare</i> )
Johnson grass ( <i>Sorghum halapense</i> )	Giant reed ( <i>Arundo donax</i> )
Common crabgrass ( <i>Digitaria sanguinalis</i> )	Red brome ( <i>Bromus Rubens</i> )
Pampas grass ( <i>Cortaderia selloana</i> )	
African sumac ( <i>Rhus lancea</i> )	
Mediterranean grass ( <i>Schismus spp.</i> )	
Tree of heaven ( <i>Ailanthus altissima</i> )	
Russian olive ( <i>Eleagnus angustifolia</i> )	
Salt cedar / tamarisk ( <i>Tamarix pertandre &amp; T. ramosissima</i> )	
Bermuda grass ( <i>Cynodon dactylon</i> ) excluding sod hybrid Bermuda	
Lovegrass ( <i>Eragrostis spp.</i> ) excluding plains lovegrass ( <i>Eragrostis intermedia</i> )	





## Northridge Villas Neighborhood Association Architectural and Landscape Submittal Review Form

Please mail or fax to:  
Northridge Villas Neighborhood Association  
C/o Platinum Management, Inc.  
P.O. Box 17539, Tucson, Arizona 85731  
(520) 623-2324 Fax (520) 722-5039

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

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Requesting Approval of: \_\_\_\_\_

Work to be performed by: \_\_\_\_\_

Type of Material (attach basic hand drawn plot plan, pictures, brochures, etc.):

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

Color to be used (attach samples, pictures, brochures, etc.): \_\_\_\_\_

\_\_\_\_\_

SUBMITTAL MUST INCLUDE A BASIC PLOT PLAN INDICATING LOCATION OF REQUEST  
AND INCLUDE ALL APPLICABLE MEASUREMENTS AND DIMENSIONS.

INCOMPLETE SUBMITTALS WILL BE DENIED.

I agree to comply with all applicable county and state laws, and to obtain all necessary permits.  
I also agree not to begin work until I have been notified in writing of the Board's decision and to  
maintain all improvements to their original condition. The ALRC must review all submittals  
within 30 days. All work will be completed within 90 days from the date of approval.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

(Check the appropriate box)

Approved: ☐

Conditionally Approved: ☐  
(See attachment with conditions)

Disapproved: ☐

ALRC Member Signature: \_\_\_\_\_

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

Board Member Signature: \_\_\_\_\_

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