

Design Guidelines
For
Prescott Summit

August 1, 2023

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Design Guidelines for Prescott Summit

Revised June 12, 2023

1. Introduction

The Prescott Summit Property Owners Association (PSPOA) Board (referenced throughout this document as the “Board”) recognizes that this is a custom home development and encourages all Owners to express their individuality while keeping within these established guidelines. It is expected that the design of each residence in Prescott Summit will be tailored to the unique features of each individual parcel in an effort to achieve a synthesis of nature and residence. To protect the natural features of each parcel, such as views, topography and drainage, each residence will need to be sited to minimize the disruption of the existing parcel and the environment, both physical and esthetic. This is intended for not only new residence construction, but also for all additions, remodels and ancillary construction as described in Article II of the Conditions, Covenants and Restrictions (CC&R’s). If these Design Guidelines are inconsistent with the terms of the CC&R’s, the terms of the CC&R’s shall control. These Design Guidelines are in addition to the State of Arizona statutes and City of Prescott building code and zoning requirements.

The architectural review process is concerned with the physical elements, which are viewed on the exterior only, i.e. the overall exterior architectural form, exterior colors and materials, physical textures and landscaping. All or any portion of these guidelines may be supplemented, amended or repealed by the Board at any time. In accordance with the recorded Conditions, Covenants and Restrictions (CC&R’s) for the Prescott Summit Property Owners Association, all preliminary and building construction documents must be submitted to the Chairman of the Architectural Committee and the submitted documents must be approved by the Architectural Committee (AC) prior to commencement of construction. The Board may contract with a design professional to assist the AC in the assessment of submitted documents to the Board and AC. The design professional has no voting authority regarding approval of submitted documents. Approval of construction documents will be provided to the property Owner in writing by the Chairman of the AC.

There are three different categories of submissions and reviews required within these Design Guidelines. (New Construction, Additions and Exterior Modifications and Exterior Revisions to a Residence or Lot). See **Appendix A**, page 17 of these Guidelines, for the associated fees and Sections 4, 5 and 6 of these Guidelines for the various types of reviews required by the PSPOA.

2. Definitions

See CC&R's Article I: "Definitions" for additional definitions used within these Guidelines, but not referenced herein.

- 2.1 "Architectural Committee" (AC) - Shall mean a committee of property owners appointed by the Board with a minimum of one Board member that shall serve as committee chair. The committee shall meet from time to time, as required, to review documents submitted per the requirements of Appendix A of these Design Guidelines.
- 2.2 "Builder" – Shall mean any Owner, person or entity retained by an Owner for the purpose of the construction of improvements on a Lot.
- 2.3 "Construction Documents" – Shall mean documents submitted to the City of Prescott required for permitting and approval of the construction of any improvements to any residence or Lot.
- 2.4 "Custom Home" – Shall mean improvements on a Lot that have been designed for that specific Lot and not been moved from any other location. Modular and or premanufactured housing units shall not be considered a "custom home" and will not be permitted. This does not prevent the use of premanufactured components in the construction of a residence or its improvements.
- 2.5 "Deck/Patio/Porch/Terrace" – Shall mean a non-enclosed or conditioned space with a minimum of one open side on the exterior of a residence that may or may not have a roof over it.
- 2.6 "Design Guidelines" – Shall mean the Guidelines approved by the Board and amended for time to time that provide the Board and/or the Architectural Committee the basis for the review of an Owner's submittal for new construction or changes to any portion of the exterior of a residence or a Lot.
- 2.7 "Design Professional" – Shall mean an individual designer/architect with no approval or voting rights regarding the Owner's submittals. They may be retained by the Board to assist the Architectural Committee and provide professional expertise in the review of documents submitted for new construction of a residence, exterior alterations or modifications of an existing residence or any alterations to the exterior portion of a Lot or residence.
- 2.8 "Garage" – Shall mean a covered and fully enclosed structure on a Lot of a size to store a minimum of two (2) vehicles. It is suggested that a garage be a minimum of 22'x22'.
- 2.9 "Landscape Concept Plan" – Shall mean a, to scale, plan of the entire Lot, showing all improvements to the exterior of the Lot, including existing vegetation to be retained, new plantings of trees and shrubs, retaining walls, fences, rip rap, drainage areas, driveways, decks, patios, porches, terraces and grass and graveled areas. (Note per the CC&R's, only the front yard landscaping must be completed within 120 days of the Owner's obtaining a certificate of occupancy from the City of Prescott.) All remaining installation of landscaping and site improvements shown on the final submitted and approved plan shall be completed within one year of certificate occupancy.
- 2.10 "Main Floor" – Shall mean the level of the residence which is directly accessible from the street, access road or easement serving the lot.
- 2.11 "Off Set" – Shall mean a change in plane of the exterior wall surface from grade level to the roof line of a minimum of two (2) feet in depth for a minimum linear dimension of six (6) feet.
- 2.12 "Residence" Shall mean and refer to any habitable Unit or structure constructed on a Lot.

3. Specific Guidelines

- 3.1 Architectural Styles:** These Design Guidelines encourage flexible design expression, the architectural style of a residence within Prescott Summit should reflect and be compatible with the surrounding natural environment and homes within the City of Prescott. Victorian, Ranch, Santa Fe, Territorial, New England and Southwestern architectural styles are encouraged. The Board and the Architectural Committee discourage and will likely disapprove of styles not indigenous to the Prescott area. Geodesic Domes, Chalets, A-Frames and other styles not mentioned above are not acceptable residential styles within Prescott Summit and should not be submitted for review.
- 3.2 Setbacks:** All setbacks are measured to the exterior foundation walls of the residence. Overhangs cannot exceed more than two (2) feet into a Lots setback. Minimum setbacks for each lot are shown on the final Plat filed with the City of Prescott for Newport Heights Units I & II (aka Prescott Summit) and/or Article II, Section 28 of Prescott Summit CC&R's.
- 3.3 Height Requirements:** Lots 82 – 117 are restricted to a maximum height of eighteen (18) feet. All other lots are restricted to a maximum height of twenty-four (24) feet. The heights are measured to the top of the highest portion of the parapets on a flat roofed residence or the midpoint of the roof on a sloped roof residence per the following Diagrams 3.4 and 3.5.

Diagram 3.4

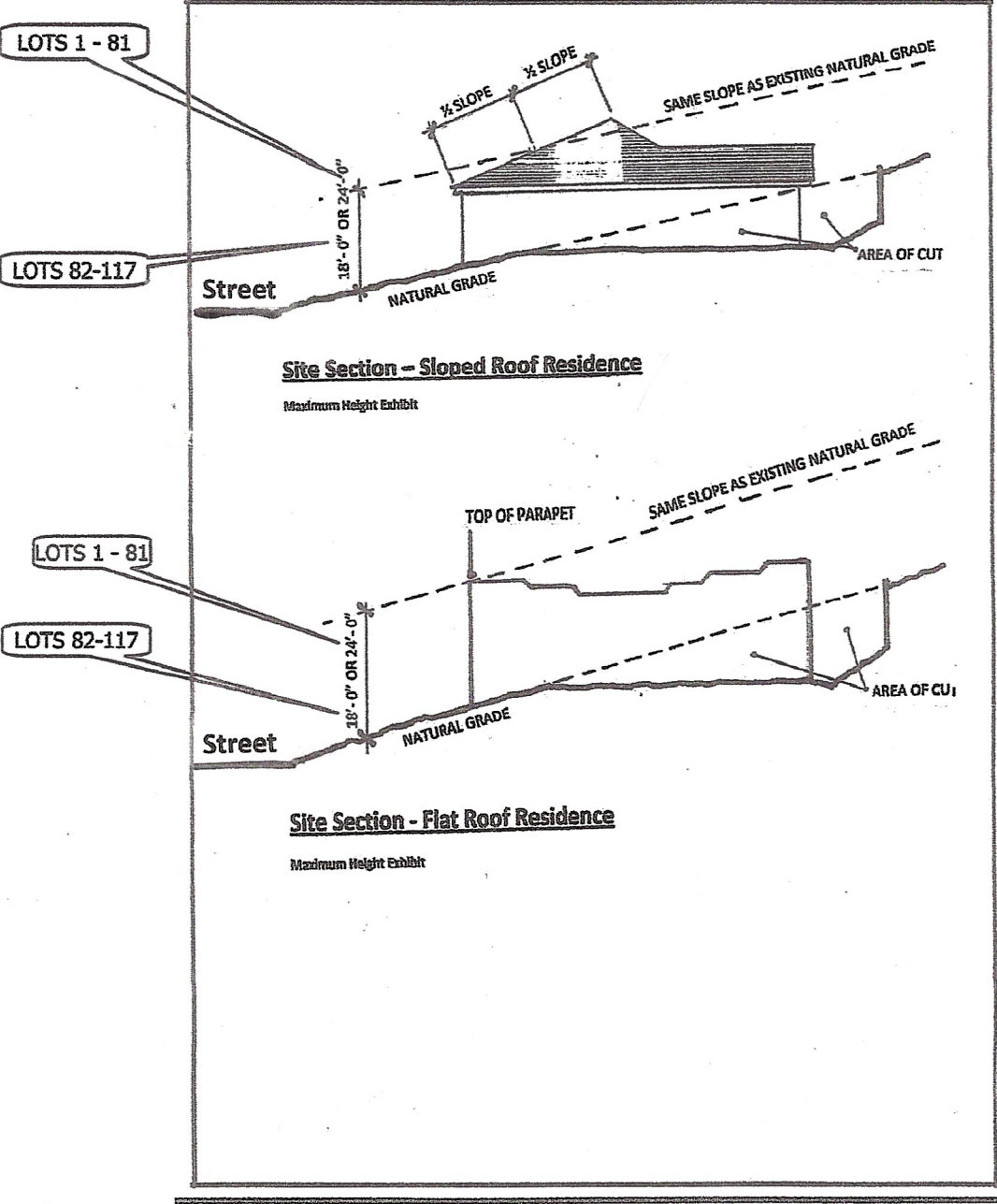
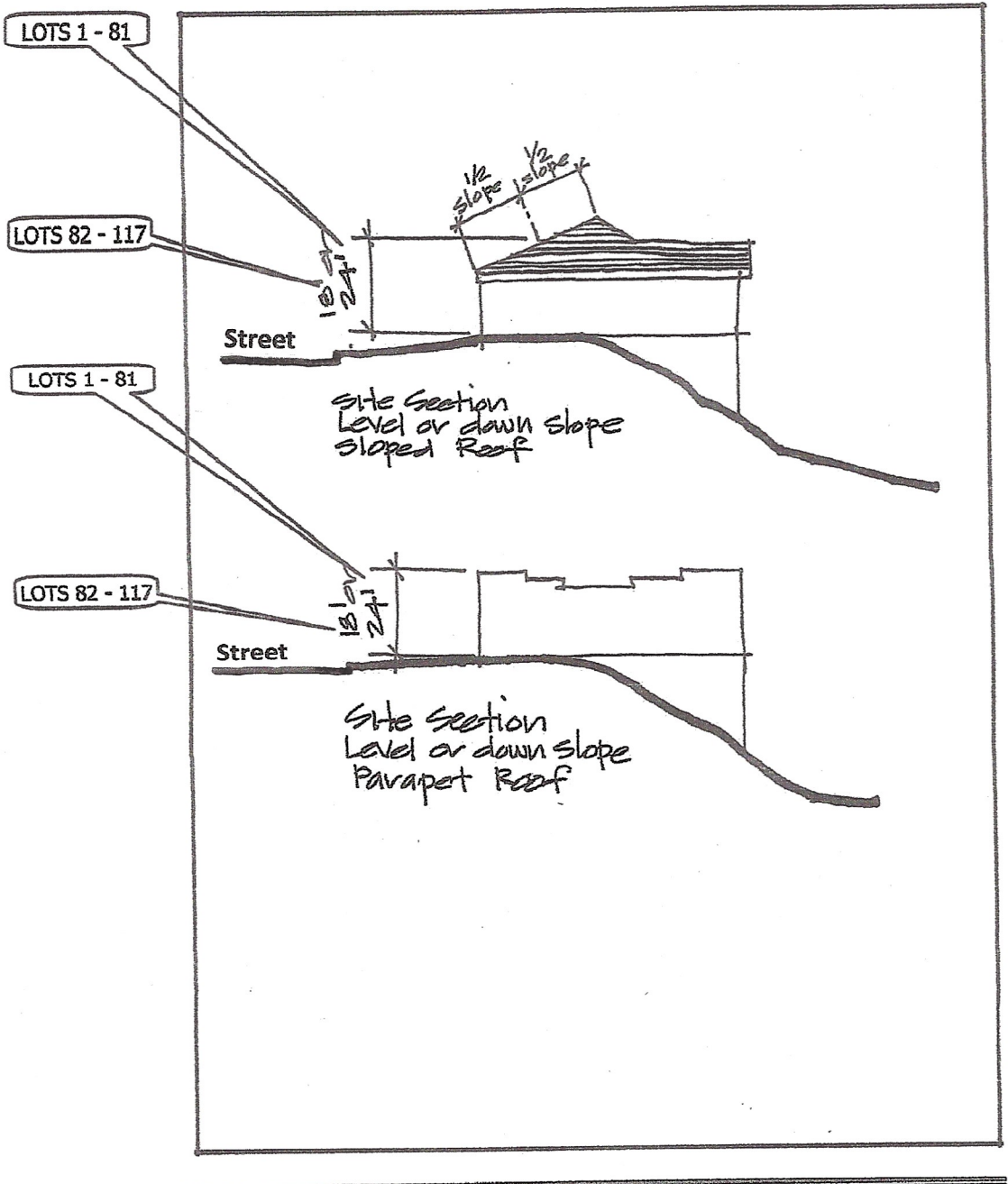


Diagram 3.5



3.6 Minimum Square Footage:

See CC&R's Article II, "Use Restrictions": Section 1, "Residential Use"

If a residence is two (2) stories, a minimum of 1000 square feet of livable area is recommended for the "main floor" area. The CC&R's, Board and Architectural Committee recommends a minimum square footage of all homes on lots 1 – 81 to be 1200 square feet and the minimum square footage of all homes on lots 82 to 117 to be 1600 square feet.

3.7 Other Requirements:

A. The review by the Architectural Committee will be looking for conformance to general compliance with the CC&R's and these Guidelines, building massing and attention to the exterior detail as to enhance the particular architectural style selected for submittal. Exterior wall planes should contain "window accents", a change in plane, offsets, the use of more than one (1) exterior wall material or other architectural design features to help break up the long flat plane of a wall surface. No wall plane may exceed thirty five (35) feet without a minimum of a four (4) inch wide by four (4) inch deep pop outs around all windows and/or doors in the wall surface that exceeds thirty five (35) feet or a two (2) foot change in plane or offset and a corresponding change in the roof plane.

B. Entrances to the residence should be logical and enhance the exterior. Exterior covered spaces over entrances and features such as decks, patios, porches and terraces are encouraged. These features can be used to break up flat wall surfaces and add design features to a residence.

C. Exterior colors and materials should be complimentary to the architectural style of the residence. At least two (2) contrasting colors (main body and trim) are required. It is suggested that residences with stucco exteriors add accent materials such as stone, brick, or colored textured block for approximately twenty (20) percent for the front elevation. All Colors and materials for the exterior of the residence must be submitted and approved by the Architectural Committee prior to installation.

D. All exterior light fixtures must meet the "Dark Sky" requirements of the City of Prescott code sections 3-12-6, 3-12-8 and 3-12-9.

E. Driveways shall be paved from the back of the curb or sidewalk to the garage door using concrete or concrete pavers. Asphalt or gravel will not be permitted as acceptable surfaces for driveways or parking areas.

F. All residences must have a minimum of at least a two car stall garage as noted in this document (see "Definitions" section 2.8).

G. All fences and walls must be approved by the Architectural Committee. All fences and walls must be placed back from the face of the front elevation plane of the residence and within the side and the rear property lines. Maximum height allowed is six (6) feet. Barbwire and chain link fencing are not allowed.

3.8 Window Awnings and Solar Panels:

No reflective materials, including, but not limited to aluminum foil, reflective screens or glass, mirrors, or similar type items shall be permitted to be installed or placed on the inside or outside of any windows or any other part of a residence which can be seen from the exterior of residence or from any other portion of the development. Visible solar panels are allowed provided the location is approved by the Architectural Committee. No plastic awnings of any nature shall be permitted to be placed or installed on or attached to the exterior of any residence, or elsewhere on a Lot.

3.9 Landscape Requirements:

A. All property owners are required to submit a concept landscape plan for the preliminary and final submittal of plans. Property owners are required to complete all the landscaping in their yard within the requirements of these Guidelines see section 2.9.

B. The installation and maintenance of landscaping in the public right-of-way of a Lot is the responsibility of the Owner of the Lot.

C. Landscaped areas of a Lot shall be maintained by the Owner, including pruning, trimming, of trees and shrubs the removal of weeds and other requirements necessary to create an attractive appearance to the development. The Owner's failure to maintain their property shall constitute a violation of the CC&R's, Design Guidelines and the National Fire Protection Association (NFPA) Code 1141 (Firewise) at which time the Owner will be notified to correct the violation or be subject to fines per the HOA Compliance Policy adopted by the Board.

D. Plant materials not surviving shall be replaced with similar materials within 90 days of demise.

E. Recommended Minimum Plant Material Number and Sizes Required: Trees: Two (2) – 15 gallon container, Shrubs: Five (5) – 5 gallon container. Minimum requirements noted pertain to the front yard of all Lots and front and side yard of corner Lots.

F. Plant materials to satisfy the landscape requirements are not specified in the interest of the Owner's discretion and creativity. However, it is recommended that the Yavapai County Cooperative Extension be consulted for their recommendations giving special consideration to drought tolerant vegetation. Their contact information is:

Yavapai County

840 Rodeo Drive #C

Prescott, Arizona 86305

(928) 445-6590

<https://cals.arizona.edu/yavapaiplants/>

3.10 Reviews and Approvals

Review and approval is required for all new construction, alterations, exterior modifications to an existing residence, modifications and/or alterations made to a residence or the Lot that would be visible from public right-of-ways or adjacent Lots. (This includes a change of exterior paint colors). In order to assist each Owner in planning and design of their residence, and to take full advantage of the unique opportunities of each Lot, a design review administered by an Architectural Committee (AC) has been established. The Boards appointed AC has the responsibility to maintain the standards as set forth in the CC&R's and these Design Guidelines and provide the Owner a review of their submittal in accordance with these documents. It is strongly recommended that an Owner retain a competent professional service for planning and design. A thorough analysis and understanding of a particular Lot, the Owner's special needs and the skill to translate this into a building form, as well as the ability to convey to the AC the concept and design of a proposed residence or other improvements, are all important elements of the design review. If an Owner elects to do their own design or to retain non-professional service for submittal to the AC and the submittal in either case results in a disapproval, then the Board and the AC have the right to require the Owner, thereafter, utilize professional design services. This requirement should not imply acceptance of any future submittals. Each Owner is responsible for complying with the Design Guidelines and all other applicable portions of the CC&R's, as well as all rules and regulations of any governing authority, in order to conclude the design review process and achieve acceptance by the Board, AC and the City of Prescott.

4.0 New Construction - Required Submittals & Approvals

4.1 New Construction - Preliminary Submittals:

One (1) complete electronic set of preliminary drawings, including a topographic survey of the Lot showing all existing natural features including trees, with contours a minimum of every five feet, prepared by a State of Arizona licensed civil engineer or surveyor and all exhibits outlined in "A" through "H" below shall be submitted to the chairperson of the Architectural Committee as noted on the PSPOA web site prior to the beginning of the preliminary review process.

- A.** A site survey showing the property corners, dimensions, setbacks, easements, existing topography and existing trees and significant vegetation.
- B.** A site plan, at the same scale as the survey, including existing topography, showing both existing contours and proposed contours, the existing or proposed location of the residence and any other buildings or structures, driveways, parking areas, patios, decks, terraces, walls, fences, pools, retaining walls, etc.
- C.** Floor plans of all levels of the residence at a minimum scale of 1/8 inch per foot (1/4 inch per foot preferred). Floor plans to minimally include overall dimensions of the residence, off sets, changes in wall plans, etc.

- D. Exterior elevations of all sides of the residence at the same scale as the floor plans, with existing natural grades and proposed finished grade lines shown and all exterior materials and general colors and wall materials indicated.
- E. Roof plans with elevations of all ridge lines and/or parapet elevations indicated as measured from existing natural grade and in relationship to the finished floor elevation of the main level of the residence.
- F. All accessory structures or features such as exterior lighting, solar panels, antennas, flag poles, gazebos, pools, decks, terraces, patios, mailboxes, green houses or storage sheds.
- G. A non-refundable design review fee, based on the fee indicated for "New Construction" in Appendix A of these guidelines. The check shall be made payable to PSPOA.
- H. A Landscape concept plan at the same scale as the site plan showing location of existing and new trees, existing and new shrubs, rip rap or retaining walls. A general description of all new plant materials and sizes. A legend indicating the type and size of all plant materials shall be on the plan.

4.2 New Construction - Preliminary Review:

The Architectural Committee (AC) will provide the Owner notification acknowledging a complete preliminary submittal and payment of the design review fee. The AC will notify the Owner in writing a minimum of five (5) calendar days in advance of their meeting concerning the Owner's submittal. Owners, architects/designers and builders shall have the right to attend any meetings conducted by the AC. The AC will review the accepted preliminary submittal for conformance to the CC&R's and these Guidelines and provide the Owner a written response within thirty (30) calendar days from date of receiving a complete preliminary submittal. The Board will also be notified of the AC findings and their response to the Owner. Any response an Owner may wish to make in reference to items contained in the AC notice following review of the preliminary submittal must be addressed in writing to the AC. Should any impasse occur between the property Owner and the AC, the Board will resolve the issue in writing to the Owner within fifteen (15) calendar days of the receipt of the written request from the Owner.

4.3 New Construction - Final Submittal:

After written notice of Preliminary Review approval is obtained, the following documents are to be submitted to the Architectural Committee (AC) for Final Approval.

- A. One (1) complete electronic set of construction documents that have been submitted for permit to the City of Prescott for the residence including all the submittal documents noted in section 4.1 above.
- B. One (1) sample board of all materials and colors visible on the exterior of the residence, each noted with manufactures name, proposed colors and or product numbers, mounted on a 18"x24" board clearly identifying the lot number and Owner's/Contractors name. See 4.9 for additional submittals required during the construction process.

- C. A time line schedule indicating approximate dates for the start of construction and the date anticipated for the completion of construction.
- D. A landscape plan showing the final landscaping and all improvements to the lot that are going to be installed on the Lot. A legend indicating the type and size of all plant materials shall be on the plan.
- E. A check for four thousand dollars (\$4,000.00) made out to PSPOA which is a Contractors/Owners performance deposit to be held in an escrow account by the Board to ensure that construction is completed per the approved submitted documents. Upon completion of the construction in accordance with the approved AC Final Inspection and approval (see 4.10) the deposit will be returned.
- F. Owner and Contractor signed “**Contractor Guidelines for Building in Prescott Summit**”. See Appendix B see page 18 of these guidelines.

4.4 New Construction - Final Approval:

Upon receipt of the completed final submittal, the Architectural Committee (AC) will review it for conformance to the CC&R’s and these Guidelines and for any required corrections requested in preliminary reviews and will provide a written final approval review to the Owner within fifteen (15) calendar days. Upon receipt of final approval from the AC, the Owner shall satisfy all conditions and commence construction pursuant to the approved submittal within six (6) months from the date of final approval. Should the Owner fail to comply within this time frame any and all approvals given shall be deemed revoked unless, upon written request of the Owner made to the Board prior to the expiration of the six (6) month period and upon findings by the Board that there have been no change in circumstances, the time for such commencement may be extended in writing by the Board at its sole discretion. Driveways are required to be completed within nine (9) months from the issuance of the building permit. Landscaping of the front yard from the back of the curb or sidewalk to the furthest portion of the front elevation back from the street is required to be completed within 120 calendar days from the date of Certificate of Occupancy. All indigenous landscaping (Tress, Shrubs, Grasses) that are to remain within the finished landscaping of the property, must be pruned, trimmed and/or cut and shall not be left unmaintained. (Note corner lots will require two (2) sides to be landscaped) A waiver of these time frames may be granted when such completion is determined to be impossible or would result in great hardship to the Owner due to weather, strikes, fire, national emergencies or natural calamities. If the Owner fails to comply with this paragraph, the AC will notify the Board, at its option, may complete the exterior in accordance with the approved construction plans by using funds collected in **section 4.3 E** noted above or entirely remove the improvements and the owner shall reimburse the Board for all expenses incurred in connection therewith.

4.5 New Construction - Building/Construction Permits:

Securing of a building permit is the responsibility of the Owner and/or Contractor. Construction shall be in accordance with the final submittal approved by the Architectural Committee (AC) and the City of Prescott approved permit documents. No work, of any kind, shall commence until the AC final written approval has been made along with the issuance of a building permit by the City of Prescott.

4.6 New Construction - Revisions and/or Additional Construction or Exterior Changes:

Any exterior changes to the approved final submittal documents, and/or revisions during or after completion of construction of the residence or revisions to any portion of the Lot must be submitted to the Architectural Committee for review and approval.

4.7 New Construction - Re-Submittal of Documents:

If the Board or Architectural Committee disapproves of the Final Submittal, any resubmission of documents must follow the same procedures as outlined in section 4.3 for Final Submittal. If the resubmission occurs after the six (6) month period given the Owner to commence construction and the Board has not granted an extension the Board can require the Owner to begin the full design review process over and pay all fees currently associated for a full design review.

4.8 New Construction - Work in Progress Inspections:

The Architectural Committee (AC) will make a minimum of two (2) site reviews during the construction process. Owners will be notified when the AC will make each review to allow the Owner, contractor or a representative to attend each review. Within five (5) calendar days of each review the AC shall provide the Owner and the Board a written report specifying acceptance of the progress or notice of any deficiencies, violations or unapproved variations to the approved documents that have come to the attention of the AC.

4.9 New Construction - Approval of Final Colors:

The contractor or Owner is required to provide an approximate 2'x2' sample of the body color and all trim colors on similar materials that they will be applied on for final approval of the Architectural Committee. Final written approval of the exterior finish colors will be provided to the Owner within five (5) calendar days of submission.

4.10 New Construction - Final Inspection and Approval:

The Owner or contractor shall provide the Architectural Committee (AC) a notice within seven (7) calendar days of the Receipt of Occupancy from the City of Prescott. Once a notice has been received the AC, within ten (10) calendar days, shall provide the Owner a written report accepting the construction to be in accordance with the Final Approval documents (section 4.4) or specifying any deficiencies, violations or unapproved variations from the approved documents that have come to the attention of the AC. The Owner will then have up to one hundred and ten (110) calendar days from receipt of the report to correct deficiencies, violations or unapproved variations to the satisfactions of the AC. If the Contractor/Owner fails to do so, the Board will have the right to use funds designated in 4.3 E and/or any other method to force compliances allowed by law. Upon final

acceptance of construction by the AC the Board will issue a check refunding any unused portion of the Contractor/Owner performance deposit made in 4.3 E.

5.0 Additions and Exterior Modifications Required Submittals & Approvals

5.1 Additions and Exterior Modifications – Required Submittals:

One (1) complete electronic set of construction drawings (Hand drawn documents may be accepted), including a topographic survey of the Lot showing the location of the existing residence and all natural features with contours a minimum of every five feet, prepared by a State of Arizona licensed civil engineer or surveyor and all exhibits outlined in “A” through “J” below shall be submitted to the chairperson of the Architectural Committee as noted on the PSPOA web site.

- A. A site survey showing the property corners, dimensions, setbacks, easements existing topography and existing trees and significant vegetation. (A site survey is only required for additions to a existing residence).
- B. A site plan, showing existing topography, all revisions to the existing lot topography, location of the addition and/or exterior modifications to the existing residence.
- C. Floor plans of all levels of the addition at a minimum scale of 1/8 inch per foot (1/4 inch per foot preferred). Floor plans to minimally include overall dimensions of the addition.
- D. Exterior elevations of all sides of the addition and/or exterior modification at the same scale as the floor plans, with existing natural grades and proposed finished grade lines shown and all exterior materials and general colors indicated.
- E. For additions, submit a roof plan at the same scale as the floor plan showing elevations of all parapet or ridge lines measured from the existing natural grade.
- F. One (1) sample board of all materials and colors visible on the exterior of the addition and modification of the residence, each noted with manufactures name, proposed colors and/or product numbers, mounted on an 18”x24” board clearly identifying the lot number and Owners/Contractors name.
- G. An approximate timeline schedule indicating dates for the start of construction and the date anticipated for completion of construction of the addition and/or exterior modifications.
- H. A non-refundable design review fee, based on the fee indicated for “Additions and Exterior Modifications” in Appendix A of these guidelines. The check should be made payable to PSPOA.
- I. A check for Two thousand dollars (\$2,000.00) made out to PSPOA which is the Contractors/Owners performance deposit to be held in an escrow account by the Board to ensure that construction is completed per the approved submitted documents. Upon completion of the construction in accordance with the approved AC Final Inspection and approval (see 5.2) the deposit will be returned.
- J. Owner and Contractor signed “**Contractor Guidelines for Building in Prescott Summit**”. See **Appendix B** page 18 of these Guidelines.

5.2 Additions and Exterior Modifications – Approval

- A. The Architectural Committee (AC) will provide the Owner notification of receipt of a complete submittal and payment of the design review fee. The AC will notify the Owner in writing a minimum of five (5) calendar days in advance of their meeting concerning the Owner's submittal. Owners, architect/designer and builders shall have the right to attend any meetings conducted by the AC. The AC will review the accepted submittal for conformance to the CC&R's and these Guidelines and provide the Owner a written response within thirty (30) calendar days from the date of receiving a complete submittal. The Board will also be notified of the AC findings and their response to the Owner. Any response an Owner may wish to make in reference to items contained in the AC notice following review of the submittal must be addressed in writing to the AC. Should any impasse occur between the property Owner and the AC, the Board will resolve the issue in writing to the Owner within fifteen (15) calendar days of the receipt of the written request from the Owner.
- B. Upon receipt of approval from the AC, the Owner shall satisfy all conditions and commence construction, reconstruction, refinishing, alterations or other work pursuant to the approved submittal within six (6) months from the date of approval. Should the Owner fail to comply within this time frame any and all approvals given shall be deemed revoked within one (1) year unless, upon written request of the Owner made to the Board prior to the expiration of the one year period and upon findings by the Board that there have been no change in circumstances, the time for such commencement may be extended in writing by the Board at its sole discretion.

5.3 Additions and Exterior Modifications – Permits:

Securing a building permit is the responsibility of the Owner and/or Contractor. Construction shall be in accordance with the submittal approved by the Architectural Committee and the City of Prescott approved permit documents. No work, of any kind, shall commence until the AC written approval has been made along with the issuance of a building permit by the City of Prescott.

5.4 Additions and Exterior Modifications – Additional Construction and/or Exterior Changes:

Any exterior changes to the approved submittal documents, and/or revisions during or after completion of construction of the additions or exterior modifications must be submitted to the Architectural Committee for review and approval.

5.5 Additions and Exterior Modifications – Resubmittal of Documents:

If the Board or Architectural Committee disapproves of the submittal, any resubmission of documents must follow the same procedures as outlined in section 5.1 Required Submittals. If the resubmission occurs after the six (6) month period given the Owner to commence construction and the Board has not granted an extension the Board can require the Owner to begin the full design review process over and pay all fees currently associated for a full design review.

5.6 Additions and Exterior Modifications – Work in Progress Inspection:

The Architectural Committee (AC) will make one (1) site review during the construction process. Owners will be notified when the AC will make a review to allow the Owner, the contractor or a representative to attend. Within five (5) calendar days of the review the AC shall provide the Owner and the Board a written report specifying acceptance of the progress or notice of any deficiencies, violations or unapproved variations to the approved documents that have come to the attention of the AC.

5.7 Additions and Exterior Modifications – Final Inspection and Approval:

For additions, the Owner or Contractor shall provide the Architectural Committee (AC) written notice of the completion of all construction. Within ten (10) calendar days of receiving the written notice, the AC shall provide the Owner a written report accepting the construction to be in accordance with the approved submittal documents (section 5.1) or specifying any deficiencies, violations or unapproved variations of the approved documents that have come to the attention of the AC. The Owner will then have up to one hundred and ten (110) calendar days from receipt of the report to correct deficiencies, violations or unapproved variations of the satisfaction of the AC. If the Contractor/Owner fails to do so, the Board will have the right to use funds designated in 5.1 I and/or any other method to force the compliances allowed by law. Upon final acceptance of construction by the AC the Board will issue a check refunding any unused portion of the Contractor/Owner performance deposit made in 5.1 I.

6.0 Exterior Revisions to a Residence or Lots Required Submittals & Approvals

6.1 Exterior Revisions to a Residence or Lots – Required Submittals:

The submittals as outline in “A” through “F” below are required to be submitted to the chairperson of the Architectural Committee as noted on the PSPOA web site. If you have any questions regarding if a submittal for work is required, contact the chairperson of the Architectural Committee for direction and compliance requirements.

- A.** For major landscaping revisions (such regrading of the lot, removal or addition of trees and shrubs) submit a site plan to scale, showing existing contours and proposed new contours at an interval not to exceed five (5) feet. Site plan shall also show all landscaping that will be completed in association with grading along with the location of all plantings to be removed or added. Submit a legend of plant materials to be added showing sizes and species of all plant materials.
- B.** Modification of lighted mail boxes. (Only required for lots 82 to 117) Submit a to scale drawing showing dimensions, style, materials to be used, along with all finished materials and colors in the reconstruction of the existing mailbox.
- C.** Change of color of exterior finishes: Provide an approximate 2’x2’ sample on existing surfaces or similar surfaces of the proposed new paint/stain colors for each portion of the residence that will be repainted, (walls, fascia, trim, doors, etc.)

- D. For all fencing modifications or additions, submit a site plan to scale showing the location of existing fencing to be modified and/or location of all new fencing to be installed. Provide examples of all fencing materials to be used and colors of the finished product.
- E. Addition or removal of exterior finish materials such as stone, brick, masonry, shutters, etc. require elevations to scale, of all surfaces that will receive any new materials or materials will be removed from. The Owner is required to submit samples of any new materials added to the exterior of the home along with examples of colors or each material.
- F. Changes of roof colors and/or materials that are visible from the exterior of the residence requires the Owner submit samples of the new colors or roofing material.

6.2 Exterior Revisions to a Residence or Lot – Approvals

- A. The Architectural Committee (AC) will provide the Owner notification of receipt of a complete submittal and payment of the design review fee. The AC will notify the Owner in writing a minimum of five (5) calendar days in advance of their meeting concerning the Owner's submittal. Owners shall have the right to attend any meetings conducted by the AC. The AC will review the accepted submittal for conformance to the CC&R's and these Guidelines and provide the Owner a written response within fifteen (15) calendar days from the date of receiving a complete submittal. The Board will also be notified of the AC findings and the AC response to the Owner. Any response an Owner may wish to make in reference to items contained in the AC notice following review of the submittal must be addressed in writing to the AC. Should any impasse occur between the property Owner and the AC, the Board will resolve the issue in writing to the Owner within fifteen (15) calendar days of the receipt of the written request from the Owner.
- B. Upon receipt of approval from the AC, the Owner shall satisfy all conditions and commence construction, reconstruction, refinishing, alterations or other work pursuant to the approved submittal within six (6) months from the date of approval. Should the Owner fail to comply within this time frame any and all approvals given shall be deemed revoked within one (1) year unless, upon written request of the Owner made to the Board prior to the expiration of the one year period and upon findings by the Board that there have been no change in circumstances, the time for such commencement may be extended in writing by the Board at its sole discretion.

6.3 Exterior Revisions to a residence or Lots – Permits:

If required by the City of Prescott, securing a building permit is the responsibility of the Owner and/or Contractor. Construction/work shall be in accordance with the submittal approved by the Architectural Committee and (if required) the City of Prescott approved permit documents. No work, of any kind shall commence until the AC written approval has been made along with the issuance of a building permit (if required) by the City of Prescott.

6.4 Exterior Revisions to a Residence or Lots – Additional Construction and/or Exterior Changes:

Any changes to the approved submittal documents, and/or revisions during or after completion of the exterior revisions to the residence or Lot must be submitted to the Architectural Committee for review and approval.

6.5 Exterior Revisions to a Residence or Lots – Resubmittal of Documents:

If the Board or Architectural Committee disapproves of the submittal, any resubmission of documents must follow the same procedures as outlined in section 6.1 required submittals. If the resubmission occurs after the six (6) month period given the Owner to commence construction/work and the Board has not granted an extension the Board can require the Owner to begin the full design review process over and pay all fees currently associated for a full design review.

6.6 Exterior Revisions to a Residence or Lots – Final Inspection and Approval:

The Owner or Contractor shall provide the Architectural Committee (AC) written notice of the completion of construction/work. Once a notice has been received, the AC within ten (10) calendar days, shall provide the Owner a written report accepting the completion of construction/work to be in accordance with the approved submittal documents (section 6.1) or specify any deficiencies, violations, or unapproved variations from the approved submittal documents that have come to the attention of the AC. The Owner will then have up to ninety (90) calendar days from receipt of the report to correct deficiencies, violations or unapproved variations to the satisfaction of the AC.

Appendix A

Prescott Summit Property Owners Association

Fees for Required Design Reviews

Effective August 1, 2023

The following is a list of Construction/Work items and associated fees that are required for approval prior to the commencement of any work on residences or lots within Prescott Summit.

New Construction:

1. See Section 4.0 "New Construction Required Submittals & Approvals" for requirements and submittals to the Architectural Committee.
2. Submittal fee of \$2,500.00

Additions and Exterior Modifications:

1. See Section 5.0 "Additions and Exterior Modification Required Submittals & Approvals" for requirements and submittals to the Architectural Committee.
2. Submittal fee of \$500.00.
3. Submission of documents required for the following:
 - A. Additions or exterior modifications to existing residences.
 - B. Deck, patio revisions, additions or removals.
 - C. Addition of roofs and/or pergolas over existing decks or patios.
 - D. New structures added to properties (Decks, Patios, Garages, Green houses, etc.)
 - E. Addition of ponds/pools and associated structures.

Exterior Revisions to a Residence or Lots:

1. See Section 6.0 "Exterior Revisions to a Residence or Lots Required Submittals and Approvals" for requirements and submittals to the Architectural Committee.
2. Submittal Fee of \$50.00
3. Submission of documents required for the following:
 - A. Major Landscaping revisions or additions.
 - B. Modifications to lighted mail boxes. (That are required for "Estate Lots" 82 to 117)
 - C. Change in Siding and/or paint colors on the exterior of the residence.
 - D. Adding or the removal of fencing or retaining walls.
 - E. Addition or removal of exterior finish materials. (Brick, Stone, Shutters, Decorative materials)
 - F. Change of exterior roof color and/or material type.
 - G. Revision to light fixture mounted on the exterior of a residence.

The property Owners failure to submit the required documents for HOA required reviews and the associated fee for any of the above types of exterior work will result in a fine assessed to the property Owner of \$500.00.

Appendix B

Contractor Guidelines for Building in Prescott Summit

If the Contractor or Owner has difficulty complying with any of these requirements due to hardship of extenuating circumstances, the Architectural Committee must be informed in writing in order to consider acceptance or denial of any exception to these requirements.

1. Prior to beginning construction, all plans must have the written approval of the Architectural Committee (AC) and if required, a permit from the City of Prescott. Also, all proposed changes to the exterior of the residence must be approved in writing by the AC prior to the changes being made.
2. No Contractor or Subcontractor shall store unused building materials, of any, kind on a construction site for longer than ten (10) calendar days without prior written approval of the Architectural Committee. Scheduled delivery of materials and construction to comply with these Guidelines.
3. Building materials shall not be stored on streets or sidewalks at any time. All materials must be stored on the Lot of the construction. With written approval of adjacent lot owners materials may be stored on adjacent lots.
4. Stored/parked construction equipment (Trucks, Backhoes, etc.) shall not be left on site for longer than two (2) days from the date of last use on the site.
5. The Contractor shall maintain a clean and orderly site, pick up all materials that have blown off to adjacent lots. All streets and sidewalks must be kept clean and swept, construction materials must be removed at the end of each day's work. Trash dumpsters and portable toilets are required for construction and must be located on the construction site and shall not be placed on the public right of way or adjacent property without written consent of the Owner.
6. Upon receipt of a certificate of occupancy from the City of Prescott, all construction equipment, trash, portable toilets, dumpsters, etc. shall be removed from the site within twenty four (24) hours.
7. The Contractor or Subcontractor shall not operate generators, saws or other loud equipment earlier than 7 AM or later than 6 PM (Monday through Saturday), or earlier then 9 AM or later than 4 PM (Sunday and Holidays).
8. The Contractor shall instruct all workers/employees not to play radios so loud that they can be heard by adjacent neighbors, or become a nuisance within the community.
9. The Contractor and Subcontractors shall discourage all loud and/or abusive language.
10. The Contractor and Subcontractors are discouraged from bringing dogs or other animals to the construction site. All animals must be kept on a leash or in a cage while on site. If the animal becomes a nuisance the City of Prescott Department of Animal Control will be called to pick up the animal.
11. The Contractor and Subcontractor are required to repair any damage to sidewalks, streets and driveways that occurs during construction. The repairs shall meet the City of Prescott standards for construction and satisfy the Architectural Committee upon completion.
12. The Contractor is required to have all construction related and employee vehicles be parked on the same side of the street as the construction site to allow for safe passage of vehicles. No vehicles shall be parked on sidewalks.
13. Permits shall be clearly displayed on the site. The contractor may display job site signage, but must have written approval of the Architectural Committee prior to placing any signage.
14. Crossing, parking on, disturbing adjacent lots or using adjacent utilities is prohibited without prior written approval from the property owner.
15. Failure of the Contractor or Owner to comply with these Guidelines will result in written notice from the Architectural Committee and fines of \$100.00 per day against the lot Owner until such time the infraction(s) have been corrected to the satisfaction of the Architectural Committee and Board.

I acknowledge receipt and agree to abide by the Guidelines noted above:

Owner _____ Date _____

Contractor _____ Date _____

Prescott Summit Property Owners Association; 303 E Gurely St.; PMB 470; Prescott, Az. 86301