

*Development*  
DESIGN GUIDELINES



*Revised and Document Reprinted June 2015*

*Effective Date: June 2015*



# Table of Contents

ALL DOCUMENT REVISIONS AND/OR ADDITIONS AS OF JUNE 2015 ARE INDICATED WITH A VERTICAL LINE TO THE LEFT MARGIN.

## PHILOSOPHY

### SECTION 1 DESIGN GUIDELINES

#### *Administrative Guidelines:*

1.1	Codes and Approvals .....	6
-----	---------------------------	---

#### *Site Planning Guidelines:*

1.2	Lot Restrictions .....	6-7
1.3	Special Neighborhoods .....	7
1.4	Guest Houses .....	7
1.5	Building Envelope and Setbacks .....	7-8
1.6	Combined Lots .....	8-9
1.7	Site Work and Trees .....	9
1.8	Site Drainage and Grading .....	9-10
1.9	Foundation Engineering and Drainage .....	10
1.10	Utility and Service Lines .....	10
1.11	Building Orientation .....	10
1.12	Garage, Garage Doors, Parking Spaces and Recreational Vehicles .....	11
1.13	Driveways .....	11-12
1.14	Patios, Decks and Porches .....	12
1.15	Walls and Fences .....	12-13
	Elk Pass Town Homes Dog Run Fences .....	13
1.16	Service Yard / Electric Meter .....	13

#### *Architectural Guidelines*

1.17	Architectural Style .....	13-14
1.18	Size and Massing .....	14-15
1.19	Height of Structures .....	15-16
1.20	Roof Shapes and Materials .....	16-17

#### *Materials and Colors*

1.21	Building Materials .....	17-18
1.22	Exterior Colors .....	18

1.23	Exposed Foundation Walls / Deck Skirting.....	18-20
1.24	Windows, Skylights, Window Coverings and Glass Block.....	20

*Special Requirements & Guidelines*

1.25	Address Sign / Mailboxes / Signs .....	20
1.26	Sprinklers / Protection Systems.....	21
1.27	Golf Course Lots / Hazards.....	21
1.28	Lighting.....	22
1.29	Water Conservation.....	22-23

*Specific Design Guidelines*

1.30	Building Projections.....	23
1.31	Antennae/Satellite Dishes.....	23
1.32	Solar Applications.....	23
1.33	Barbecues, Firepits, Fireplaces, and Propane Heaters .....	24
1.34	Greenhouses .....	24
1.35	Awnings.....	24
1.36	Ancillary Structures.....	24
1.37	Basketball Hoops and Other Recreational Equipment .....	24
1.38	Play Structures / Ornamental Objects .....	24
1.39	Flagpoles .....	24
1.40	Storage Tanks .....	24
1.41	Swimming Pools and Spas.....	24
1.42	Tennis Courts / Sports Courts.....	24-25
1.43	Storage and Equipment Screening .....	25
1.44	Garbage .....	25

**SECTION 2 LANDSCAPE DESIGN GUIDELINES**

2.1	The Pine Canyon Landscape Concept.....	26
2.2	Fire Safety .....	26
2.3	Landscaping Zones.....	26-27
2.4	Restoration.....	27
2.5	Grass and Lawns.....	27
2.6	Irrigation and Water Consumption .....	28
2.7	Site Planning.....	28
2.8	Review of Landscape Designs.....	28
2.9	Enforcement of Landscape Guidelines.....	28

### SECTION 3 CONSTRUCTION REGULATIONS

3.1	General Provisions.....	29
3.2	Pre-Construction Conference.....	29
3.3	Building Envelope.....	29
3.4	OSHA Compliance / Regulations Compliance .....	29
3.5	Construction Trailers, Portable Field Offices.....	29
3.6	Debris and Trash Removal.....	30
3.7	Sanitary Facilities.....	30
3.8	Vehicles and Parking Areas.....	30
3.9	Conservation of Natural Resources .....	30
3.10	Excavated Materials.....	30
3.11	Blasting.....	31
3.12	Restoration or Repair of Lot Damages .....	31
3.13	Miscellaneous and General Practices .....	31-32
3.14	Construction Access.....	32
3.15	Dust and Noise.....	32
3.16	Signage .....	32
3.17	Daily Operations and Access .....	32

### SECTION 4 DESIGN REVIEW PROCEDURES

4.1	All Exterior Improvements Require DRC Approval.....	33
4.2	Design Review Committee's Architectural Representation.....	33
4.3	Qualified Design Services .....	33
4.4	Review of Plans by DRC.....	33-34
4.5	Design Review Procedure.....	34-41
4.6	Abbreviated Design Review Process (Small projects).....	41-42
4.7	Non-Waiver .....	42
4.8	Right of Waiver .....	42

### SECTION 5 DESIGN REVIEW COMMITTEE, ORGANIZATION AND POLICIES

5.1	Members .....	43
5.2	Resignation of Members.....	43
5.3	Duties .....	43
5.4	Compensation.....	43
5.5	Amendment of Design Guidelines.....	43
5.6	Non-liability .....	44
5.7	Inspection and Enforcement.....	44
5.8	Severability.....	44
5.9	Meetings.....	44



5.10	Submittal Requirements .....	45
5.11	Abbreviated Design Review for Small Projects .....	45
5.12	Review Fees .....	45
5.13	Forms.....	46
5.14	Decisions.....	46
5.15	Variances.....	46
5.16	Appeal.....	46
5.17	Written Records .....	46
5.18	Delegation of Authority.....	46
5.19	Nature of Approval.....	46

<b>SECTION 6 DEFINITIONS .....</b>	<b>47-50</b>
------------------------------------	--------------

**ILLUSTRATIONS**

Illustration 1 – Site plan .....	8
Illustration 2 – Garage Doors .....	11
Illustration 3 – Size & Massing.....	14
Illustration 4 – Height of Structures.....	15
Illustration 5 – Roof Shapes.....	16
Illustration 6 – Deck Skirting .....	19
Illustration 7 – Landscaping .....	27

**APPENDIX 1 – Flagstaff Fire Department Standards For Fire Resistant Construction**

**APPENDIX 2 – Pine Canyon Plant Lists**

- a. Natural Zone
- b. Transition Zone
- c. Private Zone

**APPENDIX 3 – Design Review Procedure - Summarized Check List**

**APPENDIX 4 – Abbreviated Design Review Procedure - Summarized**

**Exhibit A – Address Sign Location (Estate Lots)**

**Exhibit B – Application For Preliminary Design Review**

**Exhibit C – Application For Final Design Review**

**Exhibit D – Application For Abbreviated Design Review**

**Exhibit E – Application For Landscape Design Review**

## *Philosophy*

The overall intent for Pine Canyon is to create an elegant residential golf community that will complement the natural beauty of the ponderosa pine forest. This will be an upscale, access-controlled community with an 18-hole private golf course, hiking/walking trails, tennis, fitness and swimming facilities.

The purpose of these Design Guidelines is to provide an overall framework for development and to create a cohesive visual experience within Pine Canyon. The Design Guidelines provide standards for architectural design, site planning and landscaping, a process for approval of projects, and construction regulations.

These Design Guidelines have been adopted by the Design Review Committee (the “DRC”) pursuant to the Declaration of Covenants, Conditions, and Restrictions (the “Declaration”). In the event of any conflict between the terms or conditions of these Design Guidelines and those of the Declaration, the terms and conditions of the Declaration shall govern and control.

These Design Guidelines shall apply to all Lots located within Pine Canyon, except where otherwise noted, and where special guidelines may apply for Special Neighborhoods (See 1.3).

# *Section 1*

## DESIGN GUIDELINES

The Design Guidelines for Pine Canyon are not intended to dictate any certain style of acceptable architecture, but rather attempt to set forth standards by which design ideals are followed. It is the intention of these guidelines to provide the Owner with the greatest flexibility in personal expression, while maintaining harmony with the inherent quality and beauty of the natural environment.

### ADMINISTRATIVE GUIDELINES:

#### *1.1 Codes and Approvals*

(a) All buildings and Structures erected within Pine Canyon and the use and appearance of all land within Pine Canyon shall comply with all applicable zoning regulations, building and safety codes, and ordinances. Lot Owners are responsible for obtaining all related codes and regulations from the City of Flagstaff including, but not limited to, City of Flagstaff regulations regarding outdoor lighting.

(b) All Improvements and landscaping shall comply with Flagstaff Fire Department regulations. A copy of the current Fire Department standards for Pine Canyon are included in Appendix I. Lot Owners are responsible for obtaining any updated information from the Flagstaff Fire Department.

(c) All Improvements within Pine Canyon and the use and appearance of all land within Pine Canyon shall comply with the Declaration and these Design Guidelines.

(d) All buildings and other Improvements erected within Pine Canyon must be approved in writing by the Design Review Committee (DRC) prior to submittal

to the local government and the commencement of construction.

(e) Any proposed variances must be approved in writing by the DRC.

### SITE PLANNING GUIDELINES:

#### *1.2 Lot Restrictions*

No more than one single-family Residence, and one guest house (where allowed by City codes), may be constructed on any single Lot. Outbuildings like a detached garage may be constructed, but only when the architectural style is carefully coordinated with the main Structure (See 1.4, 1.6).

Except as noted below, for Lots in Phase I, not more than 50% of the gross area of any Lots, or 10,000 square feet, whichever is less, may be disturbed by the installation of Improvements, except that Lots 53, 78, 82 and 83 may have a maximum of area of 13,000 square feet which may be disturbed by the installation of improvements. If deemed necessary and appropriate, larger areas of disturbance may be approved by the City of Flagstaff and the DRC on future lots to be platted within Pine Canyon Village. Restrictions for maximum building coverage, or building “footprint” size, are determined by the City of Flagstaff. Currently, the total area covered by buildings may not exceed 35% of the gross Lot area.

The DRC may identify certain trees, terrain, and other natural features on certain Lots that must be protected or retained. To facilitate the identification of such features, it is required that each Lot Owner or their representative meet with a DRC representative at the Lot. The DRC representative will cooperate with

the Owner or their representative to determine what additional restrictions, if any, are required to properly develop the Lot while protecting natural features. Final Lot restrictions are not established until this meeting has taken place, and the DRC has notified the Owner of any additional restrictions or conditions.

Certain Lots adjacent to Clubhouse Circle are subject to a Driveway Access Restriction, which means that no driveway may connect directly to Clubhouse Circle. This restriction applies to the following Lots: 6, 13, 15, 20, 26, 55, 56, 60, 61, 62, 63, 91, 92, 93, 101, 104, 127, 128, 135, 136, 141, 142, 151, and the Driveway Access Restriction may also apply to other Lots as indicated or shown on the Individual Lot Exhibits provided by the Developer.

Additional development and Improvement restrictions may apply to certain Lots as indicated or shown on the Individual Lot Exhibits provided by the Developer.

### *1.3 Special Neighborhoods*

The Developer retains the right to identify certain streets, areas, or tracts of land as Special Neighborhoods where certain of these Design Guidelines may be altered. These alterations may include, but are not limited to, additional stylistic restrictions, changes to Setback requirements, changes to minimum/maximum house size, and so forth.

### *1.4 Guest Houses*

Guest houses are allowed only where they comply with City of Flagstaff zoning regulations and building codes. These regulations may restrict the construction of guest houses to larger or multiple Lots, or require that the guest house be connected to the main Structure. Owners who wish to consider a guest house are advised to check with the City of Flagstaff Building Department.

### *1.5 Building Envelope and Setbacks*

The Building Envelope is that portion of each Lot within which all Improvements, with the exception of driveways, must be built and in which alterations to the existing landscape may be permitted.

Improvements contained within the Building Envelope include all building projections, roof overhangs, chimneys, sidewalks, and all other types of Improvements. However, due to tree locations, topography or irregular-shaped Lots, the DRC may permit minor intrusion beyond the Building Envelope for small portions of roof overhangs, stairs, or walkways, on a case-by-case basis. Improvements must also meet City of Flagstaff Setback requirements.

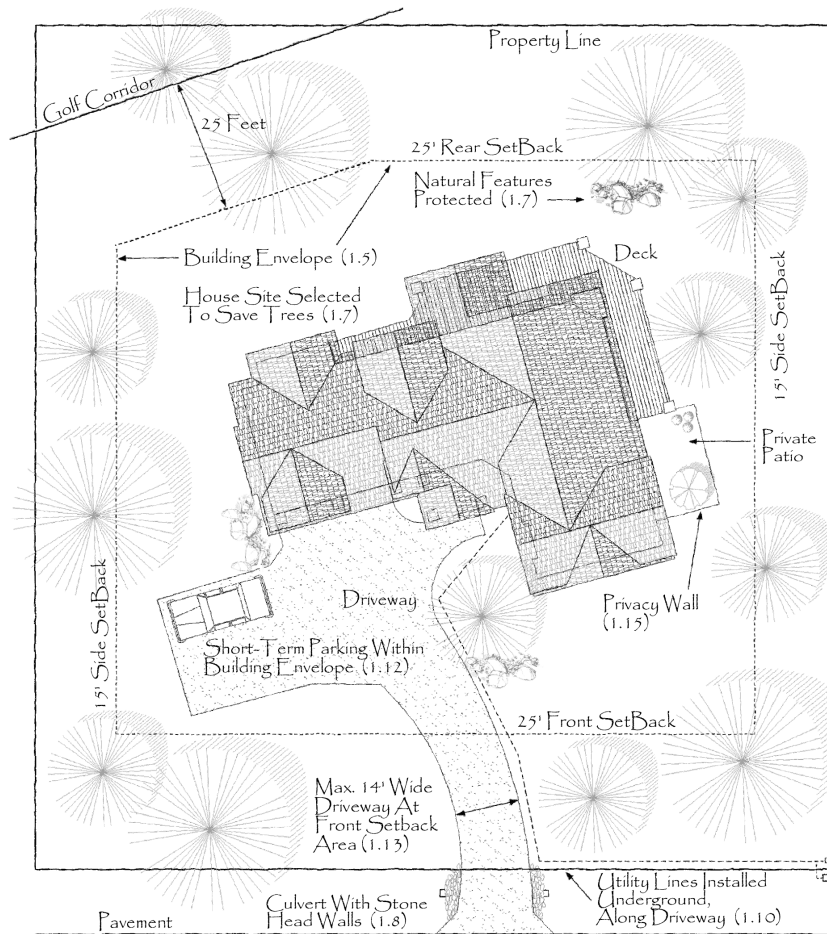
Generally, Building Envelopes are defined as that area within the property line Setbacks. For most Lots, the Setbacks shall be defined as follows:

Distance from property line:	
Front (and any side facing a street):	25'
Side:	15'
Rear:	25'
Any Golf Course Frontage:	25'
(From the property line or the Golf	
Corridor, whichever is greater.	
See Illustration 1).	

On Lots with golf course frontage, the Setback adjacent to that frontage shall be 25 feet from the property line or from the Golf Corridor, whichever is greater.

Certain Lots have Setbacks other than those shown above that have been determined by the Developer as indicated or shown on the Individual Lot Exhibits provided by the Developer.

ILLUSTRATION 1 - SITE PLAN



The front Setback shall be defined as that Setback through which the driveway enters the Lot. A single driveway is allowed to encroach upon the front Setback (See 1.13).

**1.6 Combined Lots**

If an Owner owns contiguous Lots and wants to combine the Lots into a single home site, the Owner may do so only with the prior written consent of the DRC and only if the change, in the DRC's opinion, does not materially impair views or privacy from neighboring Lots or Common Areas. Any required governmental approvals shall be the responsibility of the Owner.

When considering combining Lots, the Owner must recognize that combining Lots may be beneficial, as it could provide more natural open area between adjacent Lots and improve view corridors; it may also have an adverse impact on the views and privacy of other nearby Lots or Common Areas, and therefore may not be approved by the DRC.

Combined Lots must maintain at least the minimum Setbacks listed in Section 1.5 above, and the remaining Building Envelope may not be greater than 150% of the largest Building Envelope allowable on any one of the original Lots. For combined Lots in Phase 1, not more than 50% of the gross area of the combined Lots or 13,000 square feet, whichever is less, may be disturbed by

the installation of Improvements. The DRC retains the right to establish, at its sole discretion, setback requirements for any combined Lots. Owners and their representatives are urged to submit a proposed revised Building Envelope for combined Lots prior to acquisition and as early in the design process as is reasonable prior to preliminary submittal. Specific focus will be placed on, but not limited to, the following:

- Preservation of natural features
- Adjustments in Building Envelope
- Preservation of view corridors
- Appearance of Improvements from street, golf course and Common Areas.

Lot Owners who permanently combine two or more Lots with irrevocable deed restrictions shall be assessed for dues and fees based on one Lot. Lot Owners who maintain ownership of two or more separate Lots shall be assessed for dues and fees based on the number of Lots owned.

### *1.7 Site Work and Trees*

The impact of the proposed Residence on other properties or Common Areas with respect to privacy, view preservation, and ease of access must be considered. Owners should be creative in the design process and alter as little of the site as possible from its original condition.

To maintain the natural site, cut and Fill shall be minimized. The total quantity of cut and Fill on any Lot, that is not concealed by or filled in by the building, shall not exceed 500 cubic yards. Visible exterior cut and Fill depths shall not exceed 48 inches.

All areas of a Lot disturbed during construction must be restored to natural condition.

It is understood that some selective pruning or removal of trees and shrubs will be necessary for the development of most Lots. The retention of trees over 12 inches in diameter or over 30 feet in height is strongly encouraged. The diameter of a tree shall be determined by measuring the tree at a distance of 36 inches above Natural Grade. Clear-cutting of the Building Envelope is never allowed. Any cutting of trees or vegetation must first be approved by the DRC, except for the pruning of dead limbs, removal of dead trees, and the cutting and removal of trees with a trunk diameter of 4 inches or less and which are bowed, leaning, severely misshapen, diseased or sparsely needed. Tree stumps can be removed anywhere on the Lot without DRC approval. Removal of trees without the approval of DRC may result in a penalty fine of \$2,500 per tree.

Great care must be taken in designing Improvements around existing trees so the root system remains undamaged and the supply of water is maintained. In general, the “drip line” of the trees should remain 80% clear of Improvements, with no Improvements closer to the trunk than halfway from the drip line to the trunk. The “drip line” is the circumference of the branches of the tree projected onto the ground.

### *1.8 Site Drainage and Grading*

Developing a proper drainage plan is the responsibility of the Owner. Site drainage and grading must be accomplished with minimum disruption to the Lot. Run-off water shall not be caused to drain onto adjoining Lots, Common Areas, or Open Spaces except in the manner it did prior to construction. Careful planning must be employed to provide positive drainage away from all buildings.

Existing road shoulder drainage patterns shall be maintained where driveways intersect streets. Any drainage damage that may occur from one Lot to other

Lots, Common Areas, or Open Space, because of a change in existing conditions, will be the responsibility of the Owner of the Lot who caused the altered drainage flow. The Owner shall comply with all legal requirements and be responsible for all damages resulting from changes in existing drainage conditions.

See Section 2, Landscape Design Guidelines, for information regarding irrigation systems and their impact on drainage.

Culverts may be required where driveways intersect streets. It is the responsibility of the Owner to contact the Developer, who will establish the required size and specifications for each culvert when required.

All culverts, bridges, or other drainage Structures shall be finished with stone headwalls to prevent erosion of adjacent slopes, and to conceal most of the required culvert. These elements must comply with “Building Materials” guidelines, and shall be coordinated with the exterior materials of the home or Address Sign. Any exposed portions of culverts must be finished in dark integrally colored concrete or dark-colored metal.

### *1.9 Foundation Engineering and Drainage*

Because soils and drainage conditions within Pine Canyon vary from area to area, standard foundations may not always be appropriate. Lot Owners are urged to retain the services of registered engineers to evaluate soil conditions, drainage conditions and foundation designs. Careful planning must be employed to ensure good drainage around each Residence. Drain tiles (or “French Drains”) are strongly recommended at perimeters, and often beneath the Residence itself. Gutter downspouts should be connected to underground piping to carry run-off away from Residence.

### *1.10 Utility and Service Lines*

All gas, electric, power, telephone, water, sewer, cable television and other utility lines shall be installed underground, except to the extent, if any, that underground placement may be prohibited by law or would prevent the subject line from being functional. It should be noted that underground lines that slope down toward the Residence cause underground water to flow toward the Residence as well. Additional drain tiles are required to control and divert this water.

Above-ground service pedestals, installed by the Owner, shall all be painted to match Dunn Edwards brand “Monterey Grey,” color #131.

To minimize disturbance to the site, and where possible, all utilities shall be brought onto the property in trenches parallel, and in close proximity, to the driveway. Avoid placing utility lines in close proximity to large trees.

Some Lots may require a “grinder pump” sewer system. During the design phase, it shall be the owner’s responsibility to contact the Pine Canyon project engineer to determine whether or not a grinder pump sewer system is required for his/her particular lot. Where required, these shall be installed according to City of Flagstaff specifications at the Owner’s sole expense.

### *1.11 Building Orientation*

The location and orientation of all Residences and Structures must be approved by the DRC prior to submittal to the City of Flagstaff for construction permits. Residence orientation and design should maximize energy efficiency when possible.



### *1.12 Garage, Garage Doors, Parking Spaces, and Recreational Vehicles*

All Residences on any Lot must include a minimum of one two-car garage. Garages must be a minimum of 22 feet deep and 22 feet wide, measured inside. Larger garages are recommended. All vehicles must be stored inside a garage or within an area that is screened from view from any other property, except for occasional guest vehicles which may not remain parked in a visible area for longer than 48 hours at a time in any seven-day period.

The DRC encourages building designs which orient garage doors away from streets. Garage doors must be integrated with the design of the Residence in material and massing, and must be recessed a minimum of 1 foot from the exterior plane of the wall. The articulation of any garage door must relate to other exterior details of a Residence. All garage doors must be at least 7 feet tall, and at least one garage door must be a minimum of 9 feet wide. Double-size garage doors are allowed only when turned sideways from the street and largely screened from neighboring Lots by vegetation or architecture. A wall offset of at least 16 inches is required between doors where more than two doors are lined up in a single wall system. Detached garages are permitted when in compliance with applicable building codes and these Design Guidelines.

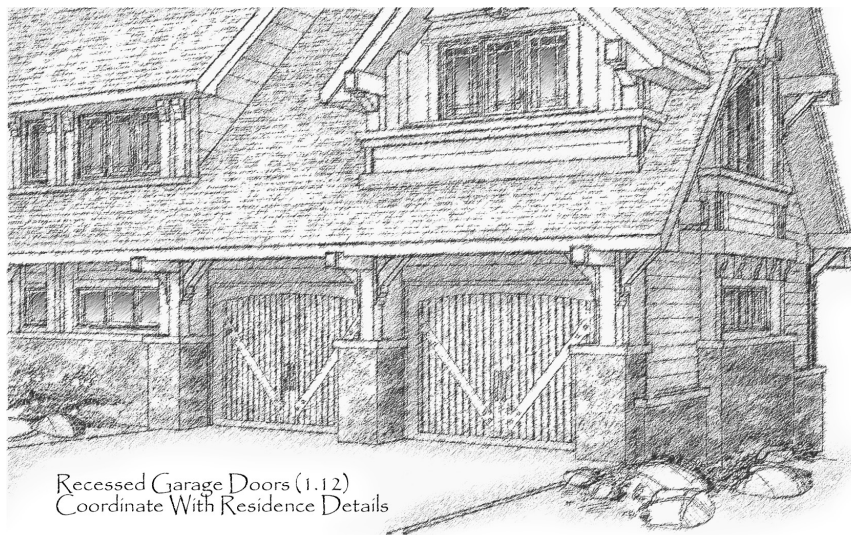


ILLUSTRATION 2 - GARAGE DOOR 5

Each Lot must provide adequate off-street parking for at least two vehicles within the Building Envelope. The driveway itself may serve as this parking area where it lies within the Building Envelope, but Owners should consider the advantages of providing additional parking areas. These parking spaces are for short-term parking for guests only. Vehicles may not remain parked in these visible areas for longer than 48 hours in a seven-day period. No on-street parking will be allowed.

Recreational vehicles, boats, motor homes and so forth may not be parked or stored where visible for longer than 24 hours in a seven-day period. These vehicles must be stored in a garage or stored outside of Pine Canyon. RV owners are cautioned that the DRC retains the right to reject oversized garages and garage doors on purely aesthetic grounds.

### *1.13 Driveways*

Each Lot shall have a single vehicular access point, except that, in certain circumstances, the DRC may approve a second entry, if deemed appropriate, on a case-by-case basis. The graded or paved surface of an access drive shall not exceed 14 feet in width where it

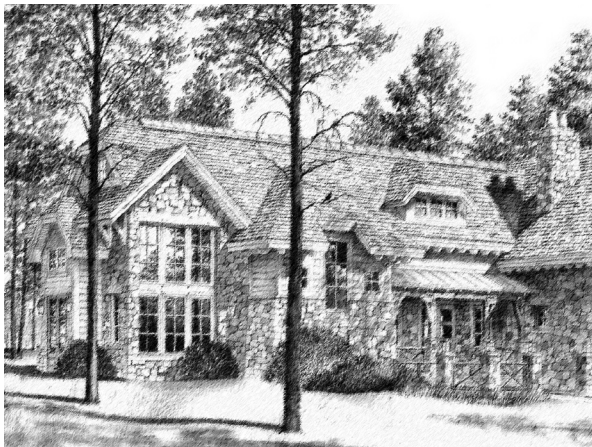


crosses the front Setback of the Lot, except for a small widened area where the driveway meets the street, at which point the driveway width may not exceed 20 feet. Except for that portion of the driveway in the front right-of-way, all drives and parking areas must be contained within the Building Envelope.

Shared driveways (serving more than one Lot) may be allowed where required to preserve natural features and open areas. The DRC will evaluate any proposed shared driveways on a case-by-case basis and may grant exceptions to other driveway-related guidelines. Shared driveways may also require the approval of the Flagstaff Fire Department.

To minimize the disturbance to the site, driveway placement must be coordinated with utility installations. All utilities shall be brought onto the property via trenches adjacent to the driveway unless otherwise approved by the DRC.

Winter conditions make steep driveways dangerous. Steep driveway designs should be avoided when possible. Care must also be taken to avoid sudden transitions in the driveway steepness or grade, especially near the street.



All driveways and visible paved areas must be colored and/or exposed-aggregate concrete, colored pavers, “Bomonite” or other similar material approved by the DRC. Compacted gravel of dark color may be considered by the DRC on a case-by-case basis where a driveway is virtually flat. Any driveway with gravel or similar surfacing must be edged with timbers, curbs or a similar DRC-approved device to keep the material confined. No uncolored concrete or asphalt driveways are permitted.

#### *1.14 Patios, Decks and Porches*

Patios, decks and porches shall be designed as an integral part of the architecture of the Residence. It should be noted that wood decks have high maintenance characteristics. (See 1.23)

#### *1.15 Walls and Fences*

Masonry walls and wood fences may be used for privacy, to delineate Private Zones from the rest of the Building Envelope, and as screening for cars, dog runs and service areas. Walls and fences must be a visual extension of the Residence, with coordinated detailing, materials and colors. Masonry walls with stone facing are strongly encouraged, but masonry walls with colored stucco or brick, and substantial wood fences, will be allowed when carefully coordinated with the Residence (See 1.21). Wood fences must be punctuated with masonry columns, or similar heavy building materials approved by the DRC, to be allowable. All walls and fences must be contained within the Building Envelope, but may not be used to delineate the Building Envelope lines. Walls and fences may not exceed 6 feet in height. All fenced areas, including but not limited to dog runs, private landscape zones, utility or service area screening, etc. may not exceed 150 square feet or at the discretion of the DRC.

Amendment for Elk Pass Town Homes dog run fences

Dog run fences will be reviewed on a case by case basis. The DRC guidelines will preclude the placement of dog runs on some properties.

Dog run fences shall match, in appearance, the railing of the units. Vertical metal pickets and bottom horizontal rail must match the existing railing (material and finish). The top rail shall be tube steel to match the size of the bottom rail of the unit. Dog run fences may not protrude from the common wall between units. Allow at least 6 feet from the common wall, or to the next architectural feature (for instance a column). Fences may not extend more than 6 feet beyond patio columns.

*1.16 Service Yard / Electric Meter*

Walls or fences are required as screening for any service yard, and to conceal air-conditioning units, gas meters, trash containers, and other outdoor equipment or facilities. Walls or fences must be of sufficient height so equipment is not visible from neighboring Lots or street, but may not be taller than 6 feet.

Electric meters and similar wall-mounted devices shall be concealed to the maximum degree allowed by the utility company. Equipment should be recessed into walls when possible, and concealed with architectural elements as allowed. In all cases, visible equipment must be painted to blend with surrounding materials.

**ARCHITECTURAL GUIDELINES:**

*1.17 Architectural Style*

In order to create a visually harmonious community that complements the natural environment, the Developer has established the following general goals for Pine Canyon.

All Homes, Improvements, Landscaping and Architectural Designs shall emphasize:

- Traditional Themes
- Informal Styles
- Natural Materials and Colors
- Rural-Mountain Motifs
- Traditional architectural themes are encouraged.

Styles that reflect the informal, rural-mountain setting of Pine Canyon are welcome.

Steeper-than-average roof pitches are encouraged when appropriate to the architectural style.

Natural materials and colors that blend with the surrounding forest are required.

Examples of architectural styles that are consistent with the general goals:

- Craftsman and Bungalow Styles
- Traditional Informal European Cottages and Country Homes
- Traditional Informal American Cottages and Country Homes
- Mountain Lodges and Log Homes

Examples of architectural styles that are inconsistent with these general goals include:

- Southwestern Mediterranean
- Contemporary, Modern
- Any Excessively Formal Styles (Formal versions: Victorian, Tudor, Southern, etc.)
- Exaggerated “Chalet” Styles

These Design Guidelines contain goals regarding architectural style intended to maintain the overall

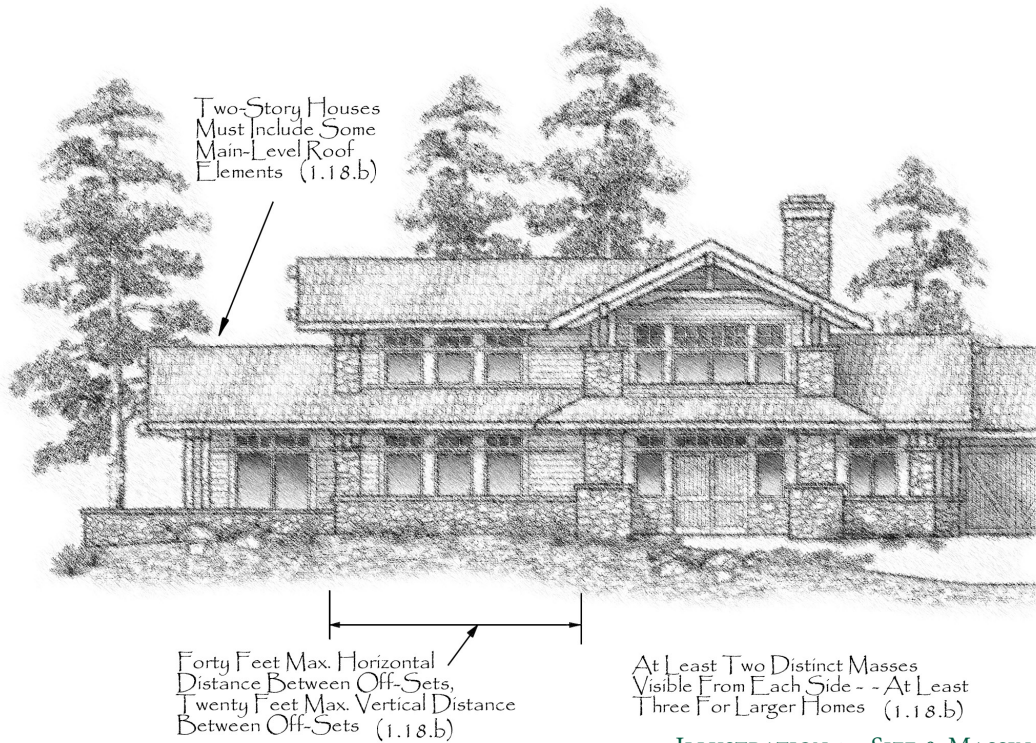


ILLUSTRATION 3 - SIZE & MASSING

character and quality of the community. The DRC will carefully review each design to ensure that all homes meet these general goals, and retains the right to reject, at the sole discretion of the DRC, any proposed design that may be inconsistent with these principles.

### 1.18 Size and Massing

#### (a) Size

The size of Residences shall range from a minimum of 3,200 square feet to a maximum of 7,000 square feet of livable area. Lot Owners are reminded that all Improvements must be built inside the Building Envelope, and shall comply with the conditions of Section 1.2.

A Basement level may be constructed where conditions allow. The square footage of a Basement level is considered part of the livable square footage when the Basement area has any exterior windows or doors, or when less than 75% of the Basement volume

is below Finished Grade (whether the Basement is finished or not).

The square footage of a Basement level is not considered part of the livable square footage when the Basement area has no exterior windows or doors, and at least 75% of the Basement volume is below Finished Grade (whether the Basement is finished or not).

#### (b) Massing

Massing is the arrangement of three-dimensional building solids that form the exterior of the home. Each Residence must be composed of multiple masses with each mass distinguished by either a minimum vertical or horizontal offset of 2 feet, or a significant change in roof lines that coordinates with the architecture below. At least two distinct masses must be visible from each building elevation. For those Residences that are 3,500 square feet or greater, at least three distinct masses must be visible from each building



elevation. In all cases, no singular building mass may exceed an average height of 20 feet or a length of 40 feet without an offset or major roof line change. The DRC reserves the right to withhold approval for any proposed Structure that appears over-simplified or “boxy.” Excessive or dis-proportionate blank areas will not be allowed, such as unarticulated wall spaces over garage doors.

To create a pleasing relationship with the surroundings, multiple roof forms and planes are required. Irregular combinations of height, massing and ridge directions are encouraged. No single roof plane may exceed 2,000 square feet. All two-story houses must include some main-level roof elements, such as single-level areas or porches. Excessive roof height, especially at entry porches, is discouraged and may be rejected.

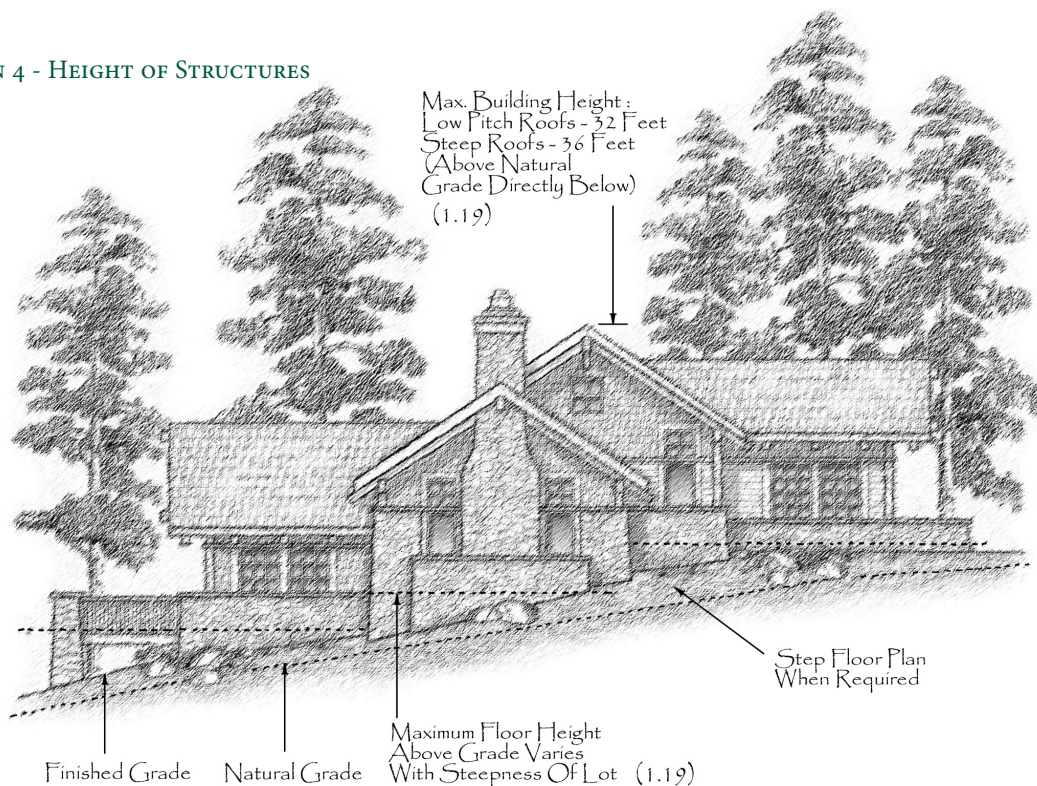
### 1.19 Height of Structures

The DRC intends to discourage, and has the right to prohibit, the construction of any Residence or other Structure which would appear excessive in height when viewed from anywhere in Pine Canyon. The overall appearance of the Community is the overriding concern. Allowable heights are limited by City Building Codes and these guidelines.

When roof pitches exceed 6 feet in 12 feet, no portion of a Structure (except for chimney elements) may exceed a height of 36 feet measured from Natural Grade directly below that portion.

When roof pitches are 6 feet in 12 feet or less, no portion of a Structure (except for chimney elements) may exceed a height of 32 feet measured from Natural Grade directly below that portion.

ILLUSTRATION 4 - HEIGHT OF STRUCTURES



On a case-by-case basis, the DRC may grant approval to a design with greater heights based on steep or unusual Lot conditions.

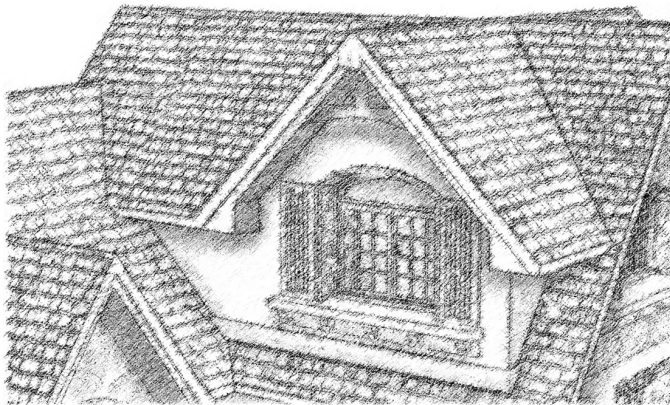
Floor, deck and patio levels shall not exceed certain heights according to the following:

Where Natural Grade slopes less than 1 foot in 12 feet, ground floor levels, patios and decks, at any given point, shall not be greater than 72 inches above Natural Grade.

Where Natural Grade slopes 1 foot in 12 feet or more, ground floor levels, patios and decks, at any given point, shall not be greater than 84 inches above Natural Grade.

For residences on sloped Lots, this may require stepped-down floor plans. On certain steep Lots, this may be difficult to achieve, so the DRC will review this stipulation on a case-by-case basis. Consideration

**ILLUSTRATION 5 - ROOF SHAPES**



Irregular Combinations of Roof Heights, Massing & Ridge Direction (1.20)

will be given to the exterior detailing of the Structure, which may be used to minimize the appearance of a higher floor system. No severe terracing of the land, to accommodate “flat” floor plans, will be permitted.

Walls and fences, including retaining walls not directly supporting a building Structure, shall not exceed 6 feet in height, measured from Finished Grade. Where Lot conditions require, the DRC may approve higher retaining walls, with conditions requiring terracing, additional landscaping or other measures to minimize the apparent wall height. (See 1.15)

**1.20 Roof Shapes and Materials**

All Residences at Pine Canyon shall have pitched roofs with a minimum pitch of 4 feet in 12 feet and a maximum pitch of 16 feet in 12 feet, except for crickets and flat roofs as described below.

Flat roofs may be used for not more than 30% of the total roof area where required for sound architectural reasons. Flat roofs must be separated by sloping roof systems, parapets or other architectural components so that the largest unseparated flat roof area does not exceed 500 square feet. Flat roofs must be finished with a colored aggregate ballast or cap sheet matching the walls or other roof materials of the Residence. Mansard roof designs are prohibited.

Roof overhangs shall be constructed to meet required minimum lengths according to the following formula. (Note that lower pitches require longer overhangs.)

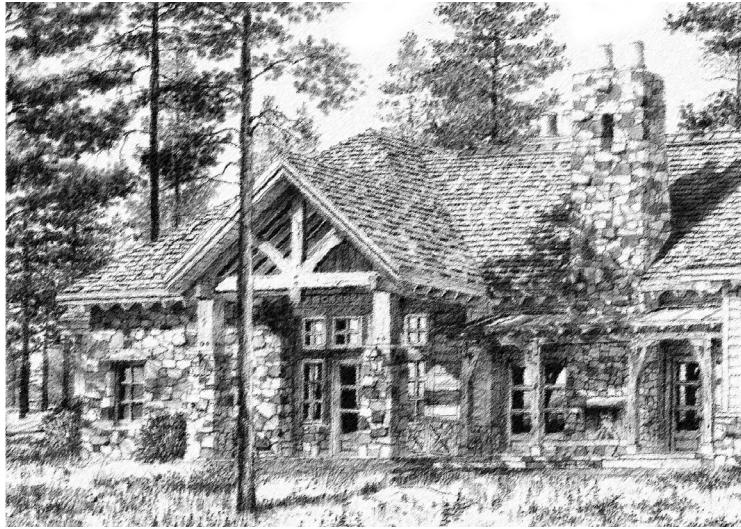
Roof Pitch	Min. Overhang Length
4:12 to 5:12	3'
Over 5:12 to 7:12	2'
Over 7:12	1'-6"

Wider eaves are encouraged. Shorter eaves must be true to architectural style.

All roofs shall be of a material, texture and color approved by the DRC. The DRC has determined that the following roof materials are permitted: slate, flat concrete tiles, non-reflective raised-seam metal roofs,

or heavy-weight three-dimensional thick-butt asphalt shingle. Most pre-finished metal roofs will be considered too reflective and will be prohibited. Genuine copper roofing is encouraged as the metal roof of choice. However, copper roofs must be allowed to tarnish naturally. No permanently shiny copper (sealed) will be allowed.

Composition shingles of standard or medium thickness, any type of barrel or “S” tiles, asphalt roll roofing, and reflective metal surfaces are prohibited.



#### MATERIALS AND COLORS:

##### 1.21 Building Materials

(a) In order to maintain the architectural integrity and consistent visual experience of Pine Canyon, all exterior building materials must be approved by the DRC before commencement of new construction or any alteration. The aesthetic merits of any combination of exterior materials are subject to review and approval by the DRC.

(b) Finished building materials must be applied to all exterior surfaces of buildings and Structures. Each material will be selected in an appropriate manner, with colors and textures compatible with the natural surroundings.

All exterior surfaces, including gutters, chimneys and flues, and all exposed hardware, are to be finished or painted. Unfinished metallic exterior surfaces are not permitted.

(c) Permitted exterior finish materials include:

1. Wood siding, including shingles, beveled or tongue-in-groove board siding, board-on-board, and board-and-batt. These materials must be installed in compliance with the Flagstaff Fire Department Regulations for Pine Canyon. See Required Minimum Standards for Residential Fire-Resistant Construction at Pine Canyon, as revised 5/1/2004 (See Appendix 1).

2. Natural stone including Malpais (Flagstaff’s local basalt), textured sandstone or fieldstone. Natural stone with a shiny finish, like schist, or an excessively flat surface, like some flagstone, is not acceptable.

(d) Other Materials

Stucco may be used provided the design is consistent with the architectural style standards of these Design Guidelines (See 1.17). Specific color restrictions apply to stucco. (See 1.22).

Brick may be used in moderation when primitive in style, with specific color restrictions (See 1.22).

Textured masonry block (split-face, slump) may be used in moderation when stained or integrally colored, with specific color restrictions (See 1.22).



Plywood and synthetic materials are discouraged except as noted below:

Synthetic siding, including cement-based products, are prohibited. Clarification: Fire Department Regulations for Pine Canyon have been amended. See Recommended Minimum Standards for Residential Fire-Resistant Construction at Pine Canyon (See Appendix 1).

Simulated or cultured stone, in general, will not be permitted. Such materials may be approved, at the discretion of the DRC, ONLY if the material is virtually indistinguishable from natural stone. A sample of any stone material will not receive final approval by the DRC until a 30-square-foot sample of the material is applied to the structure for DRC review in the field.

Metal and vinyl siding are prohibited.

### *1.22 Exterior Colors*

The exterior colors of all buildings and Structures must be approved by the DRC. Lighter and intense colors will not be permitted. The intent is to reflect the rich and varied forest colors with deeper colors that allow homes to blend in.

Major exterior colors (body color, large trim, garage doors, roofs) shall range from 8 to 40 Light Reflectance Value (LRV). The color of any natural or synthetic stone must also fall within this range.

Small-scale accent colors (windows, small trim, small doors) shall range from 1 to 50 LRV.

Stucco, brick and exposed decorative block colors shall range from 8 to 27 LRV, and all must be submitted as physical samples for specific DRC approval.

Even when a color is within the acceptable LRV range, the intensity, or saturation, must be subtle. The DRC may, at its sole discretion, reject any color that may be too intense for the natural surroundings.

Extreme contrast between main body color and trim color(s) must be avoided. The DRC may reject color schemes in which extreme contrasts may result in a “busy” or cluttered look. Generally, a difference of 10 LRV points between body and trim colors will be the maximum allowed.

In addition to required color samples, plans and specifications submitted to the DRC must include details of the exterior color scheme, including a list of all exterior surfaces and their colors.

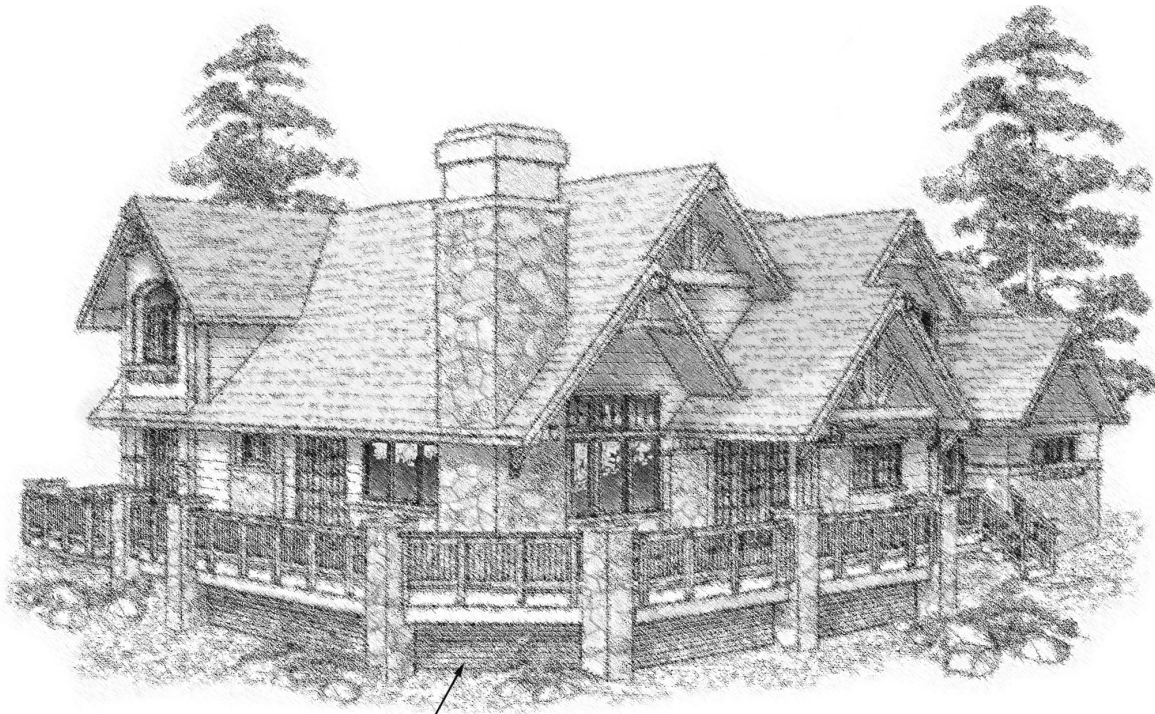
Any repainting or redecorating of exterior surfaces will also require submission of a color scheme to the DRC for approval except when repainting with the same previously approved colors.

### *1.23 Exposed Foundation Walls / Deck Skirting*

#### (a) Exposed Foundation Walls

All visible surfaces of foundation walls and piers must be constructed with textured masonry units, faced with stone or brick, or receive a stucco / mortar-wash finish and be painted to blend unobtrusively with adjacent materials. Foundation walls which occur under a skirted deck so they are no longer visible are exempt from the finishing requirements stated above.

Unfaced foundation walls (with colored stucco as described above) must step down with the grade change so that the exposed surface does not exceed a vertical height of 16 inches above Finished Grade. Where conditions make this requirement difficult, the DRC may approve limited areas with exposed surfaces up to 30 inches high, provided that landscape screening



Deck Skirting Required  
For Some Conditions (1.23.b)

ILLUSTRATION 6 - DECK SKIRTING

material will be installed to largely conceal the taller foundation walls. When this provision is exercised, specific descriptions of the landscape material must be included with the Final Submittal for the house design.

Taller unfaced foundation walls may also be concealed by covering the upper portion with siding material that matches or complements the wall above.

#### (b) Deck Skirting

Deck skirting, to conceal the space beneath a deck, may be required when, in the sole opinion of the DRC, the cavity may be unsafe, difficult to maintain, or unsightly when viewed from adjacent properties. When deck skirting is required, it shall be recessed from the outer edge of the deck by 8 inches to 48 inches, and materials shall meet the requirements of Section 1.21, Building Materials.

Deck skirting will not be required when the designs indicate a cavity of proportionate size and all visible materials coordinate with the remaining Structure.

#### (c) Exposed Deck Framing

Where the bottom side of an elevated deck is visible from other properties (in particular, at second-level decks and porches), the DRC may require that visible framing members be enlarged, and placed further apart, to reveal a more pleasing composition.

#### (d) Outdoor Stairways

Outdoor stairways must include solid risers (no open treads). Skirting or screen walls to conceal the space beneath a stairway may be required when, in the sole opinion of the DRC, the cavity beneath the stairs may be unsafe, difficult to maintain, or unsightly when viewed from adjacent properties. Enclosure of exposed stringers, and other measures, may also be required by the DRC. Any outdoor stairway must coordinate fully



with the surrounding architecture in proportions and detailing. Cluttered framing members will not be allowed.

#### *1.24 Windows, Skylights, Window Coverings and Glass Block*

Windows that are trimmed with heavy frames, or are recessed from the outside wall plane, are strongly encouraged to suggest thick walls and traditional workmanship. Wood or wood-clad window frames will be required, unless otherwise approved by the DRC. While the elevations will differ on various sides of the house, windows on all sides must be treated with the same attention to detail given to the front or street elevation. All facades shall contain some degree of doors, windows, or other openings in the walls. Unusual window shapes, insensitively placed, will not be approved. Sloped window heads must be shaped to match roof lines, or be arched or level. No scissor truss



windows will be permitted with slopes not matching the roof line. The glass of windows may not be highly reflective.

Skylights should be integrated into the design of the roof and must be illustrated in elevations. Frames must be low-profile and dark in color to blend with roofing material. Double-glazed units with glass (clear or tinted) are required. No plastic glazing or bubble-type Skylights are allowed.

Interior shutters and window coverings, when visible from outside the home, must be of neutral color, and may not be lighter in value than Light Reflectance Value 75 (about the value of a manila file folder). Lighter window coverings may be used for interior effect if the lining (visible from exterior) meets this requirement.

Glass block will be allowed only on a limited basis where both privacy and natural lighting are required. When used, glass block must be recessed from the outside wall plane or surrounded by heavy trim, and have dark to medium value grout lines. More traditional applications of obscure glass are recommended.

Any exterior window covers, shutters, or wrought iron guards must be approved by the DRC.

#### **SPECIAL REQUIREMENTS & GUIDELINES**

#### *1.25 Address Sign / Mailboxes / Signs*

Each Lot Owner is responsible, at the Lot Owner's expense, for the installation of a detached Address Sign with lighting. The sign shall be constructed and located according to Exhibit A.

Mailboxes for all lots are located at the main entry house.

No additional signage, attached to or detached from the Residence, will be permitted, except temporary construction signs. All temporary construction signs shall be constructed according to standards established by the Developer as indicated in the Construction Regulations.

### 1.26 Sprinklers / Protection Systems

All homes within Pine Canyon must include interior fire sprinkler systems according to regulations by the Flagstaff Fire Department. Fire alarm systems are required, along with an alarm monitoring system which monitors appropriate smoke alarms and the fire suppression water flow. **These must be monitored by a reputable service and the Pine Canyon Safety Department AMS (Alarm Monitoring System) on a continuous basis.** Initial occupancy of any residence within Pine Canyon will require ongoing and written proof, in the form of the alarm monitoring contract(s), of the alarm monitoring systems and any disruption in the monitoring service must be immediately brought to the attention of the Pine Canyon Safety Department. A copy of the Fire Alarm Monitoring contract must be provided to the DRC field inspector at the final inspection as well as the Pine Canyon Safety Department. Final inspection approval will not be granted until a copy of the Fire Alarm Monitoring Service Contract is submitted.

Where Lots require grinder pumps, a malfunction alarm is required. The alarm system must activate both an interior audible and a visible signal. The visible signal shall consist of a red outdoor light that is visible from the street.

Exterior audible alarms, bells and so forth are not permitted, except when required by the City of Flagstaff. Freeze protection alarms are highly recommended. Intrusion alarms are optional.

### 1.27 Golf Course Lots / Hazards

Each Owner is solely responsible for mitigating the potential hazards of living near a golf course. The potential hazards of golf balls or other objects entering a Lot should be considered when designing a Residence. The location and size of windows, and the location of patios and courtyards, may be affected by the relationship of the Lot to the golf course. Where appropriate, exterior building materials, including glass, which can withstand the effect of errant golf balls, should be utilized.

Appropriate building placement and orientation, and the use of natural landscape elements such as native trees, shrubs, and landforms, should be used to achieve protection. The use of screens, nets, or other similar materials for protection shall not be permitted.

The Developer, the DRC and the PC Village Association shall not be responsible for any damage or injury caused by errant flying objects as a result of play on the golf course.

The golf course owner reserves the right to add, remove, and relocate trees and landscaping, and to change the location, configuration, size or elevation of tees, bunkers, fairways, greens, cart paths, bridges, rest rooms, irrigation pump stations, rain shelters, or any other landscaping or Improvement on the golf course or Common Areas.

Neither the Developer nor the PC Village Association guarantees or represents that any view over or across the golf course will be preserved without impairment.

## 1.28 Lighting

### 1.28.1 City of Flagstaff Lighting Regulations

The City of Flagstaff, in cooperation with several surrounding observatories, has established strict guidelines for exterior lighting. All exterior lighting shall comply with City of Flagstaff regulations and these Design Guidelines.

### 1.28.2 Exterior Lighting Guidelines

#### (a) Acceptable Exterior Lighting:

General: Exterior lighting shall be mounted on (or recessed into) a wall of the Structure, a site wall, or the bottom side of a roof overhang. Only driveway and path lighting may be mounted on short poles, not to exceed 3 feet in height.

Security Lighting: Lighting intended to provide bright illumination must be for use during emergency situations only. It must be circuited and controlled separately from any other lights and must be timer-controlled to cycle off in 20 minutes or less.

Driveways and Paths: Driveways and paths may be lit with downward-facing, low-intensity lights mounted on short poles (1-3 feet), adjacent to the driveway or path.

Holiday Lighting: Lighting for holidays is allowed; however, every effort should be made to mount such displays in locations that are not obtrusive to the natural environment. All holiday lighting should be in place for only 30 days prior to the date of holiday. Discreet, low-level holiday lighting is encouraged. Holiday lighting is to be removed by January 15.

Address Sign: A light is required at each Address Sign (See Exhibit A).

#### (b) Wattage Allowances

Individual Wattage: The maximum wattage of any exterior light fixture is 75 watts.

#### (c) Shielding

Light sources (lamps and bulbs) of all exterior lighting must be completely shielded from view to eliminate glare from a normal standing position from any neighboring Lot or Common Area. For example, lantern-type fixtures with glass sides and an exposed bulb will not be permitted. Fixtures must be in compliance with the City of Flagstaff Dark-Sky Ordinance. Particular care must be taken when lighting homes that are visible from land at lower elevations.

#### (d) Aiming

All exterior lights shall be aimed downward within 10 degrees of vertical.

### 1.28.3 Interior Lighting Guidelines

Interior lighting becomes a concern when the light spills to the exterior, causing glare when seen from neighboring properties or Common Areas. Special attention should be given to the aiming and intensity of interior accent lighting. Interior light sources that are conspicuous from the exterior, through windows or skylights, are not allowed.

## 1.29 Water Conservation

Low-flow toilets and shower heads are required in all Residences. Low-flow toilets shall use a maximum of 1.5 gallons per flush. Low-flow shower heads shall deliver a maximum of 2.5 gallons per minute at 80 psi.

Lot Owners are also strongly encouraged to utilize water-conserving faucets, washing machines and dishwashers.

In addition to these interior water conservation measures, landscaping designs must minimize water consumption. See Section 2, Landscape Design Guidelines.

## SPECIFIC DESIGN GUIDELINES

### 1.30 Building Projections

All projections from a Residence or other Structure including, but not limited to, chimney flues, vents, gutters, downspouts, utility boxes, porches, and railings, shall be painted or finished to blend with the color of surrounding materials.

### 1.31 Antennas / Satellite Dishes

There shall be no antenna or satellite dish of any sort (except satellite dishes less than 19 inches in diameter) which is visible from any neighboring Lot or Common Area. Ground-mounted installations are discouraged, but, if approved, must have appropriate screening. Any visible equipment must be located in a discreet location and must be painted to blend with surrounding materials. The PC Village Association reserves the right of placement approval and to establish screening requirements regarding the placement of all reception devices protected through the Federal Telecommunications Act of 1996, together with any amendments to the Act.

### 1.32 Solar Applications

Passive solar application, or the orientation and design of the Residence for maximum winter sun gain, will be encouraged. However, solar panels and similar equipment may not be installed where visible from any point within Pine Canyon unless fully integrated into the architecture to a degree where the equipment appears to be part of the building itself.

### 1.33 Barbecues, Firepits, Fireplaces, and Propane Heaters

Both interior and exterior barbecues and fireplaces shall be installed according to local codes. The following additional restrictions shall apply in Pine Canyon:

- 1) Open fire pits are prohibited.
- 2) Exterior and interior fireplaces may be either wood-burning or gas. Any outdoor fireplace, however, must comply with the same safety and code restrictions that apply to interior fireplaces. A complete chimney system with spark arrestor is required, except where a gas, manufactured vent-free fireplace, specifically designed for outdoor use, can be utilized.
- 3) Outdoor barbecues must be natural or propane gas. Wood-burning and charcoal briquette barbecues are prohibited. Portable barbecues are acceptable if put away when not in use.
- 4) Portable propane heaters, or propane heaters at the floor or ground level are not allowed. Ceiling mounted propane/natural gas heaters that are attached (built-in) to the building structure are allowed.

The use of gas-burning fireplaces as an alternative to wood-burning fireplaces is strongly encouraged to promote clean air, safety, and night-time visibility for local observatories.

Exterior built-in barbecue units and fireplaces must be contained within the rear yard patio or deck. At all times, extreme care must be taken to ensure that chimneys and other heat sources are kept well away from trees, and other combustible materials.

### *1.34 Greenhouses*

Greenhouses must be attached to the Residence, be contained within the Building Envelope, and be DRC-approved.

### *1.35 Awnings*

Awnings require DRC approval. Canvas awnings are prohibited. Awning colors and materials must complement the Residence exterior.

### *1.36 Ancillary Structures*

All ancillary Structures, including but not limited to storage sheds and gazebos, must be designed in the same architectural style as the main Residence, including use of colors, exterior materials, and landscaping. They must be visually connected to the primary Structure by walls, courtyards or other major design elements.

### *1.37 Basketball Hoops and Other Recreational Equipment*

Basketball hoops and backboards, and all similar recreational equipment, must be portable, and shall be stored in a garage or fully screened area when not in use.

### *1.38 Play Structures / Ornamental Objects*

Exterior play Structures and portable play equipment, and ornamental objects such as, but not limited to, slides, trampolines, tree-houses, play gyms, swing sets, play houses, sculptures, fountains, ponds, statues, and bird feeders require DRC approval. With the exception of naturalistic water features, these objects are not permitted in front or street side yards. Approved fountains may be installed in rear yards only, and shall be no greater than 6 feet in height. Any ornamental objects must be of a scale appropriate to the adjacent Residence and be compatible with

the architectural character of the community. The DRC reserves the right to reject, or require complete screening for, any proposed play Structure, equipment or ornamental object.

### *1.39 Flagpoles*

Flagpoles are permitted, in accordance with ARS Title 33, section 1261. Flagpoles must be located within the building envelope; they may not exceed 15 feet in height. The color is to blend with the surrounding materials and must be of non-reflective material, and must meet LRV criteria.

### *1.40 Storage Tanks*

Any fuel tanks, water tanks, or similar storage facilities shall be constructed / installed underground and must be approved by the DRC.

### *1.41 Swimming Pools and Spas*

Swimming pools and spas shall be designed to visually connect to the Residence through walls or courtyards. Pools, spas and all related equipment shall be completely screened from direct view from the street, golf course, Common Areas and adjacent properties.

### *1.42 Tennis Courts / Sports Courts*

Because the Pine Canyon philosophy is to preserve natural vegetation and open areas, private tennis courts will not be allowed except in certain situations on large or combined Lots where broad open areas already exist. Tennis courts, when allowed, shall be fenced and sited for minimal visual impact from streets, golf course, Common Areas and neighboring properties. No tennis court lighting will be allowed. Even if the design of a tennis or sport court meets all of the above criteria, it may not be approved due to considerations of slope conditions, vegetation, limited area, or for the benefit of surrounding properties.



### *1.43 Storage and Equipment Screening*

All containers, equipment and furniture including, but not limited to, garbage containers, barbecues, lawn furniture, pool and spa equipment, and air conditioners, shall be located in a screened area or stored in a screened area when not in use (except firewood as noted below). The contents of a screened area may not be visible from streets, golf course, Common Areas or neighboring properties. Trash containers and air conditioning units must have solid screening using materials and finish that are compatible with the home.

Not more than 32 cubic feet of firewood (1/4 cord) may be stored in a discreet location without screening. Tarps for firewood must be dark brown.

All air-conditioning units shall be ground-mounted. Wind turbines are not allowed.

### *1.44 Garbage*

No garbage or trash may be placed on any Lot except in covered containers meeting the specifications of the City of Flagstaff. These containers must be concealed from view of neighboring properties by use of site walls and screening. A gate must be used to screen the interior of the enclosure when visible from the street or the neighboring lot. The enclosure must accommodate two City of Flagstaff trash containers. All new construction (new homes) must have a trash enclosure, accessible from the exterior of the house or garage. Pathway to the enclosure must be within the building envelope. Rubbish, debris, and garbage shall not be allowed to accumulate.

Each Owner shall be responsible for removal of rubbish, debris and garbage not only from their Lot but also from all public rights-of-way either fronting or siding his Lot excluding (a) private roadway Improvements, and (b) those areas specified on a Tract Declaration or subdivision plat to be maintained by the PC Village Association.

Each lot owner shall be responsible for making arrangements with the City of Flagstaff for regular trash and recycling pick-up services. Containers for trash or recycled materials may be left visible for a maximum of 12 hours on days when pick-up is scheduled.

Any home previously built without an exterior enclosure does not have to meet guidelines until it is sold. At that time, the trash enclosure must be built in conformity to the prevailing size and standards.



## *Section 2*

### LANDSCAPE DESIGN GUIDELINES

#### *2.1 The Pine Canyon Landscape Concept*

The Pine Canyon landscape concept is based on compatibility with the natural forest environment, fire safety, and a commitment to low water usage. An aggressive re-vegetation program will be implemented in all areas impacted by construction to ensure seamless flow between the community and the surrounding environment.

Pine Canyon has been carefully planned to blend in with the surrounding forest. To maintain this principle, the DRC will allow only restoration and minimal landscaping installations. The DRC reserves the right to reject any landscaping scheme that may interfere with the natural appearance of the forest or community.

Every effort should be made to develop simple landscaping plans that reflect and enhance the existing beauty of this forest neighborhood. Complex, high-density, excessively diverse or formal landscaping plans will be rejected.

#### *2.2 Fire Safety*

All landscape plans shall meet the requirements of both the Flagstaff Fire Department regulations and these Design Guidelines. Fire Department regulations may be obtained from the Flagstaff Fire Department (See 2.8 & Appendix 1).

#### *2.3 Landscaping Zones*

To assist in planning appropriate landscape plans, the Developer has identified three major landscaping zones throughout Pine Canyon: Natural Zone, Transition Zone, and Private Zone.

##### *(a) Natural Zone*

The Natural Zone consists of the entire Lot outside of the Transition and Private Zones. This area shall remain as natural and undisturbed as possible. Landscaping in the Natural Zone shall consist only of those plant materials listed in the Natural Zone plant list. Any landscaping in the Natural Zone must approximate the low density and irregular placement of the native vegetation.

Although the area between the property boundaries and the Setback lines always falls within the Natural Zone, landscaping in this area will be allowed only where an area is devoid of natural vegetation

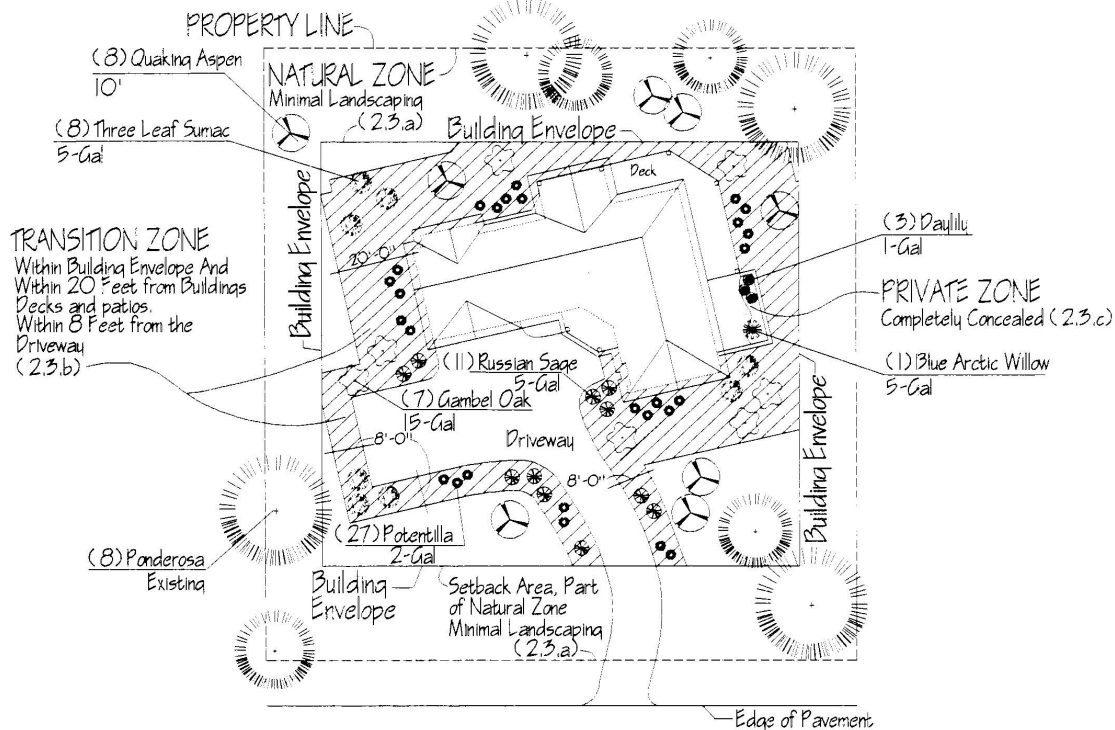
##### *(b) Transition Zone*

The Transition Zone includes that portion of a Lot within the Building Envelope, and all property within 20 feet of buildings, decks and patios and within 8 feet of the driveway and any architectural improvements. Being within the Building Envelope, the Transition Zone does not extend beyond the setback lines. Any landscaping in this zone must approximate the low density and irregular arrangement of the native vegetation, and shall consist of trees and plants approved for the Transition Zone and Natural Zone plant lists. Note that trees may not be planted within 8 feet of any structure.

## ILLUSTRATION 7 - LANDSCAPING

### PLAN REQUIREMENTS

1. Landscape Plans are to be Professionally Prepared.
2. Scale is to be no smaller than 1" = 10' - 0" scale.
3. All plants are to be from the Approved Plant List. ( See Design Guidelines Appendix 2)
4. Show Both Common and Botanical Plant Names.
5. Show North Arrow and Scale of Plans.
6. Show Natural Zone, Transition Zone and Private Zone
7. Show Property Line and Building Envelope.



### (c) Private Zone

The Private Zone is that part of the Lot entirely contained by architecture or walls, and which is not visible from any other Lot, golf course, Common Area, or street (for example, an interior courtyard). Here, a Lot Owner may landscape using plant materials listed in the Private Zone plant list; the plants must remain concealed within the Private Zone. The DRC may require the removal or trimming of any Private Zone plants that become visible with growth. Plants from the Transition Zone and the Natural Zone may also be selected; these plants do not need to be concealed.

### 2.4 Restoration

Any areas disturbed by construction or other activity shall be restored and replanted to natural-looking condition in a manner consistent with each zone.

### 2.5 Grass and Lawns

Except in a Private Zone, only approved native grasses may be planted, as indicated by the plant lists for each zone. No groomed or formal lawns are allowed except where concealed within a Private Zone.

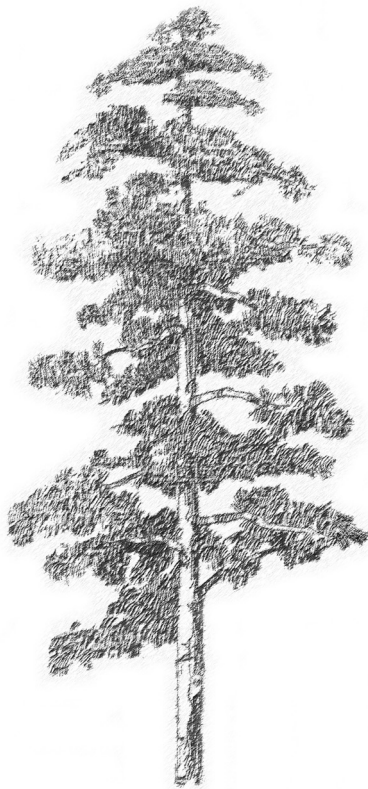


## 2.6 Irrigation and Water Consumption

Drip irrigation systems are recommended. However, the Lot Owner is solely responsible for any impact on drainage, erosion or foundation damage that may occur as result of irrigation systems. Approval of a landscape design by the DRC does not relieve the Owner of said responsibility.

Irrigation equipment, valves and so forth shall be installed underground except for a single visible connection to piping systems. The visible connection shall be painted or otherwise installed to minimize visibility from the street, neighboring properties, golf course and Common Areas.

Lot Owners are encouraged to specify plant materials that require less water. The DRC retains the right to reject any landscape plan that could require excessive consumption of water.



## 2.7 Site Planning

Care must be taken when planning the placement of the Residence on the Lot to allow planting space for perimeter landscaping to occur, if desired, without necessitating encroachment into the required Setbacks or landscaping zones. Refer to the Flagstaff Fire Department regulations for further information about site planning.

## 2.8 Review of Landscape Designs

Landscaping plans shall meet the requirements of the Flagstaff Fire Department and these Design Guidelines. The DRC will review landscape plans for compliance with these Design Guidelines only. Landscape work must be completed within 1 year after approval.

## 2.9 Enforcement of Landscape Guidelines

In cases where a Lot Owner installs landscaping without approval, the DRC retains the right to require removal of such landscaping, and restoration of the area based on these Design Guidelines.

Please see: Appendix 2 - Pine Canyon Plant Lists:

- (a) Natural Zone Plant List
- (b) Transition Zone Plant List
- (c) Private Zone Plant List

Exterior Lighting Guidelines: see 1.28.2

Open Fire Pits are prohibited: see 1.33

Approved for Landscaping: Malpais boulders & native Limestone, decomposed granite "saddlebrown" (pink granite, river rocks are not allowed). Any material must be submitted for DRC approval.

## *Section 3*

### CONSTRUCTION REGULATIONS

#### *3.1 General Provisions*

In order to ensure that the natural landscape of each Lot is not damaged during any construction activities, the following regulations shall be enforced during the construction period. These regulations shall, by reference, be made a part of the construction contract documents for each Residence or other Improvements on a Lot, and all Builders, the Owner, and other persons involved shall be bound by these regulations. Any violation by a Builder shall be deemed to be a violation by the Lot Owner.

Building sites may be inspected during construction by DRC members and DRC representatives acting as roving inspectors on regular intervals. DRC members and representatives shall at all times be granted full access to any project under construction. Violations of the Construction Regulations will be reported to the DRC, and a letter will be sent to the Builder involved. Copies of the letter will be sent to the Lot Owner and other DRC members/representatives. Continued violation of these policies and procedures may result in the Builder and subcontractor being denied access to Pine Canyon, and the assessment of fines.

#### *3.2 Pre-Construction Conference*

Prior to commencing construction, the Builder must meet with a representative of the DRC to review construction procedures and coordinate his activities in Pine Canyon. At the pre-construction conference, the Builder must provide the Builder's Deposit and certain other information (See 4.5.9).

#### *3.3 Building Envelope*

The Building Envelope limits the area of actual above-grade Improvements of each Lot and is the area within which all construction activities should take place when possible. Before commencement of construction, contractors shall mark their construction boundaries with green metal T stakes and yellow rope (min 3/8" diameter). Failure to protect (or restore) damaged property may result in the forfeiture of the Builder's Deposit, and additional fines.

#### *3.4 OSHA Compliance / Regulations Compliance*

All applicable Occupational Safety and Health Administration (OSHA) regulations, and all regulations set forth in these Construction Regulations, shall be strictly observed at all times, and shall be enforced at the sole expense of the Owner.

#### *3.5 Construction Trailers, Portable Field Offices*

Any Owner or Builder who desires to bring a construction trailer or field office to Pine Canyon shall first apply for and obtain written approval from the DRC at the time of the pre-construction conference. The approval shall include the type, size and color of any portable office. The DRC will work closely with the Owner or Builder to determine the best possible location in the Building Envelope. Such temporary Structures shall be located only in a location approved by the DRC and may not be placed on-site earlier than two weeks prior to the actual onset of continuous construction activity. A construction trailer may not remain on site for a period of time exceeding 8 months without written approval of the DRC.

### *3.6 Debris and Trash Removal*

Owners and Builders shall clean up all trash and debris on the construction site at the end of each day. Trash and debris shall be removed from each construction site to a dumping site located outside of Pine Canyon. All trash and debris shall be placed in closed containers. Temporary debris piles may not remain visible for longer than 3 days. Owners and Builders are prohibited from dumping, burying or burning trash anywhere on the Lot or in Pine Canyon, except in the areas, if any, expressly designated by the DRC. Disposal of any type of chemical, cleaner, fuels, oils or any toxic or environmentally harmful materials is absolutely prohibited at Pine Canyon.

During the construction period, each construction site shall be kept neat and shall be properly policed to prevent it from becoming a public eyesore, or affecting other Lots or any Open Space designated on the final plat. Any cleanup cost incurred by the DRC or the PC Village Association in enforcing these requirements will be billed to the Owner and/or deducted from the Builder's Deposit. Dirt, mud, or debris resulting from activity of each construction site shall be promptly removed from private roads, Open Spaces, driveways and other portions of Pine Canyon.

On each construction site, the Builder must designate a wash-out area within the Building Envelope for contractors and suppliers to clean their equipment. The wash-out area shall be located where it will ultimately be concealed by the Structure, or in an area that can be completely and effectively restored.

### *3.7 Sanitary Facilities*

Each Owner and Builder shall be responsible for providing adequate sanitary facilities for their construction workers. Portable toilets or similar temporary toilet facilities shall be located only on the site itself or in areas approved by the DRC. Facilities shall be emptied as necessary and contents removed from site.

### *3.8 Vehicles and Parking Areas*

Construction crews will not park on, or otherwise use, other Lots or any Open Space. Private and construction vehicles and machinery shall park within the Building Envelope when possible, and in no case shall vehicles be parked so as to inhibit traffic or damage the natural landscape.

### *3.9 Conservation of Natural Resources*

Owners and Builders are advised that the Lots and Open Spaces contain valuable natural resources that should be protected during construction. Trees that are to be saved should be marked and protected by flagging, fencing, or barriers. The DRC shall have the right to flag major terrain features or plants which are to be preserved and fenced off for protection. Any trees or branches removed during construction must be promptly cleaned up and removed immediately from the construction site.

### *3.10 Excavated Materials*

Excess materials must be removed from Pine Canyon.



### *3.11 Blasting*

If any blasting is to occur, the Owner is required to obtain the services of an expert consultant, and is responsible for obtaining all approvals from governmental agencies. Blasting may only be done by licensed demolition personnel. Copies of consultant's recommendations and all approvals shall be submitted to the DRC at least two weeks prior to blasting.

The DRC may require additional documentation regarding seismic effects and their impact on persons and properties as well as additional insurance to cover potential damages from blasting. The Owner shall be responsible for the cost of such additional documentation and insurance.

### *3.12 Restoration or Repair of Lot Damages*

Damage and scarring to land, property and vegetation including, but not limited to, other Lots, Open Space, roads and driveways, outside the Lot will not be permitted. If any such damage occurs, the Owner of the Lot will be obligated to ensure that it is repaired and restored promptly at the expense of the person causing the damage and the Owner of the Lot within 30 days. Failure to complete the repairs and restoration within the time allowed will result in forfeiture of the Builder's Deposit, and assessment to the Owner.

Damage and scarring to land, property and vegetation within the Lot shall be fully repaired and restored prior to the Owner taking occupancy of the home. Failure to complete the repairs and restoration before occupancy will result in forfeiture of the Builder's Deposit, and assessment to the Owner.

### *3.13 Miscellaneous and General Practices*

All Owners will be absolutely responsible for the conduct and behavior of their agents, representatives, Builders, contractors and subcontractors within Pine Canyon. During the construction phase, the following practices are prohibited at Pine Canyon, and will be considered a violation of these Design Guidelines.

(a) Changing oil or other vehicle or equipment maintenance anywhere within Pine Canyon other than at a location designed for that purpose by the DRC.

(b) Allowing concrete suppliers and contractors to clean their equipment on the site itself other than at the locations designated for that purpose by the DRC.

(c) Removing any rock, plant material, topsoil, or similar items from any other Lot within Pine Canyon, including construction sites, unless it is from the site under construction and only then with prior approval from the DRC.

(d) Carrying any type of firearms within Pine Canyon.

(e) Careless disposition of cigarettes or flammable materials. No on-site fires are allowed, except for small, confined, attended fires for the purposes of heating masonry water.

(f) Consumption of alcoholic beverages or controlled substances within Pine Canyon.

(g) Use of, or transit over, Setback Areas, Open Spaces, Golf Course, other Lots.

At least two 20-pound ABC-rated dry chemical fire extinguishers shall be present and available in a conspicuous place on the construction site at all times.

No pets, particularly dogs, may be brought into Pine Canyon. No pets shall be allowed to roam at will throughout Pine Canyon. In the event of any violation hereof, the DRC, the PC Village Association, or Developer shall have the right to contact the applicable authorities to impound the pets, or to refuse to permit such Builder or subcontractor to continue work in Pine Canyon, or to take such other actions as may be permitted by law, the Design Guidelines, or the Declaration.

Catering trucks will not be permitted to use their horns. Trash generated by the purchase of items from these trucks must be disposed of properly in trash receptacles.

Music may be played in the interior of a Residence only and in no case may intrude on the privacy of the community.

### *3.14 Construction Access*

Construction access to a Lot during construction should be restricted to a single access corridor when possible, preferably at the driveway location. Any damage due to construction access shall be subject to the terms of section 3.12.

### *3.15 Dust and Noise*

The contractor shall be responsible for controlling dust and noise from the construction site.

### *3.16 Signage*

Construction signs have been pre-designed and are available for purchase through Pine Canyon. Please contact the Pine Canyon Building Maintenance Supervisor or the Clubhouse Concierge to place your order. Phone: 928-779-5700.

(a) Construction signs may include information regarding the Owner, Contractors, and Architects/Designers only.

(b) Construction signs may not be placed on a Lot prior to one week before commencement of construction, and must be removed at the time the house is substantially complete, or when the DRC directs the sign to be removed.

(c) Construction signs, not provided by PC, are not allowed on the exterior of the house or on the site.

### *3.17 Daily Operations and Access*

Maximum regular working hours for any construction site must be contained to 1 hour before sunrise to 1 hour after sunset.

Any activity that generates noise audible from any occupied home, golf course or public facility must be contained within the following hours:

- Monday – Friday: 7:00 a.m. – 7:00 p.m.
- Saturday: 7:00 a.m. – 5:00 p.m.
- Sundays & Holidays: none allowed

Noisy activity, audible from homes, golf course or Public Areas, is prohibited on Sundays and holidays.

## *Section 4*

### DESIGN REVIEW PROCEDURES

#### *4.1 All Exterior Improvements Require DRC Approval*

All Improvements, including new construction, additions, exterior remodeling, landscaping, exterior installations, and any other Improvement, change or addition that impacts the exterior appearance of a Lot, will require DRC approval.

Whenever any action by, or approval of, the DRC is required by the terms of these Design Guidelines, request for such action or approvals shall be submitted to the DRC, in accordance with the procedures set forth herein. Request for approvals shall be reviewed by the DRC in accordance with these Design Guidelines and the Declaration. Capitalized terms used in these Design Guidelines shall have the meanings set forth in the Declaration if they are not defined herein. Unless otherwise provided for herein, all periods of time referred to in these Design Guidelines shall refer to calendar days and shall include all Saturdays, Sundays and state or national holidays, provided that, if such a date or, the last date to perform any act or give any notice with respect to these Design Guidelines, shall fall on a Saturday, Sunday, or state or national holiday, such act or notice may be timely performed or given on the next succeeding day which is not a Saturday, Sunday, or state or national holiday.

#### *4.2 Design Review Committee's Architectural Representation*

| The DRC usually retains the services of an Architect or Designer to review submitted plans for compliance with the Design Guidelines. The Owner and his Designer may communicate from time to time with this representative of the DRC. This informal communication is provided solely for the convenience

of the Owner and Designer, and any comments or suggestions that are offered do not represent official approval or disapproval by the DRC.

#### *4.3 Qualified Design Services*

The DRC recommends that Owners retain the services of a qualified Architect or Designer, but an Owner with appropriate experience may submit their own design. The DRC may, however, require an Owner to retain an Architect or Designer if two consecutive submittals are rejected.

#### *4.4 Review of Plans By DRC*

The DRC shall conduct plan reviews during its regular meetings or at such other times as it deems appropriate. Owners, Designers, and Builders may attend a DRC meeting when final plans are reviewed. Provided that submittal materials are complete, the DRC will respond within 30 days of the submittal. If a response is not issued within that period, the submittal shall be deemed not approved.

Results of reviews will not be discussed over the telephone by members, or representatives of the DRC, with an Owner, his Designer or Builder. Any response an Owner may wish to make in reference to issues contained in the DRC's notice following review of submitted plans must be addressed to the DRC in writing. Although it is the intent of the DRC to enforce all provisions of the Design Guidelines, the following will be of particular concern:

- Building Envelope usage
- Preservation of natural landscape



Building heights, massing, and roof design  
Exterior material and colors  
Site development, grading, and drainage  
Landscape plan and exterior lighting  
Design integrity and visual strength

#### 4.5 Design Review Procedure

Conferences will be scheduled, and plans and specifications will be submitted to the DRC in accordance with the following procedures. Required steps and specific submittal items for each step are also summarized in Appendix 3 in check-list form. The Design Review process will proceed more smoothly if Owners, their Designers, and Builders adhere to the requirements that are described in this section, and summarized in Appendix 3.

##### 4.5.1 Pre-Design Conference

Before preparing preliminary plans for any project, it is mandatory that the Owner or his Designer meet a DRC representative at the Lot to discuss proposed plans and building requirements at Pine Canyon. Builders are encouraged to attend. This conference is to offer guidance prior to initiating preliminary design and to establish any final Lot restrictions.

The DRC may identify certain trees, terrain, view corridors, and other features on certain Lots that must be protected or retained. The DRC representative will cooperate with the Owner or their Designer to determine what additional restrictions, if any, are required to properly develop the Lot while protecting natural features. Final Lot restrictions are not established until this meeting has taken place, and the DRC has notified the Owner of any additional restrictions.

An appointment for a pre-design conference should be made in advance. The DRC requires a minimum of 7 days between the pre-design conference and submittal of preliminary plans for design review. To prepare for this meeting, see the summary of topics and materials to be exchanged in Appendix 3.

##### 4.5.2 Preliminary Design Submittal

When the preliminary design is complete, plans and certain preliminary specifications are to be submitted to the DRC. No review will commence until all of the following materials have been submitted:

(a) Completed Preliminary Design Review Application (See Exhibit B)

(b) Design Review Fee (See 5.12)

(c) A survey (scale 1"=30' or larger) prepared by the applicant's own registered Surveyor or licensed civil engineer showing lot boundaries and dimensions, setbacks dimensions, easements, topography (2-foot contours or less) with actual elevation above sea level noted, major terrain features, rock outcrops, washes, and all trees of 8-inch caliper or greater, edge of pavement or curb, and utility locations. The survey must include information regarding the Lot size, expressed in square feet and in fractions of an acre. (NOTE: Any information provided by Pine Canyon or the Project Engineer shall be considered preliminary in nature and must be confirmed by the Applicant's own survey.)

(d) Three (3) sets of submittal plans are required, including:

– Site plan (scale 1" = 30' or larger) showing the entire Lot, location of the Building Envelope/ Setbacks, the Residence and all other Structures, driveway, parking area, existing and proposed

topography, proposed finished floor elevations, all trees of 8-inch caliper or greater, special terrain features to be preserved and trees (8-inch caliper or greater) to be removed. Site plan (and/or floor plan) must include the following area calculations: total livable area, total non-livable interior area (garage, storage, etc.), total outdoor porch/patio/deck area, and total area of driveway and paving. The site plan must include a separate calculation showing the total disturbed area in square feet and as a percentage of the gross lot area.

IMPORTANT: Reference the attachment “Required Minimum Standards for Residential Fire-Resistant Construction at Pine Canyon”

- Floor and roof plans (scale 1/8"=1' or larger) showing proposed finished floor elevations.

- All exterior elevations (scale 1/8"=1' or larger) showing both existing and proposed grade lines, dimensioned grade-to-ridge heights, roof pitch and an indication of all exterior materials and colors.

(e) Preliminary specifications describing all exterior materials and colors (may be included on exterior elevations).

The DRC may also require:

(f) Preliminary Landscape Plan.

(g) Exterior colored rendering(s) of the front and rear sides of the building. Renderings must reflect the character, architectural detailing, building articulation and colors of the Structure.

(h) A study model (to appropriate scale) which accurately reflects all the proposed Improvements and their relationship to the site. The model must include the entire Lot and extend 20 feet beyond the Lot lines.

(i) Preliminary staking at the locations of the corners of the Residence and major Improvements, and at such other locations and at such heights as the DRC mandates.

(j) Other supplemental information as may be deemed necessary by the DRC.

If any of these supplemental materials are required by the DRC, they must be submitted or completed for the Preliminary Submittal to be considered complete.

#### *4.5.3 Preliminary Review By DRC*

After receipt of a complete package of preliminary documents (and after the receipt of any supplemental materials, or staking of Lot if requested by DRC), the preliminary submittal of the Owner will be deemed complete. The DRC will then review the plans and respond in writing within 30 days after a submittal is complete. If the DRC does not respond within the time period, then the application shall be deemed denied.

#### *4.5.4 Preliminary Submittal Response*

The DRC will approve the preliminary submittal (with or without conditions and corrections) or will disapprove the preliminary submittal and provide an explanation. Any response an Owner may wish to make regarding the results of a design review must be addressed to the DRC in writing. Approval of a preliminary submittal will be considered valid for one (1) year from the date of approval. The submittal will be considered abandoned if final plans are not submitted in that period, and the Owner will be required to start the design review process at the preliminary review stage if the plans become active again.

If a preliminary submittal is disapproved by the DRC, the Owner may change or correct the materials



and re-submit one time without penalties or additional Design Review Fees.

#### *4.5.5 Final Design Submittal*

After preliminary approval is obtained from the DRC, and when final plans are complete, the following documents are to be submitted for final review. Review will not commence until the submittal is complete. Three (3) sets of submittal plans are required.

(a) Completed Final Submittal Application (See Exhibit C)

(b) Three sets of final plans including:

– Site Plan(s) (1"=30' or larger), showing the entire Lot, location of the Building Envelope/Setbacks, the Residence, all buildings and Improvements, driveway including contours or topographical indications, parking areas, existing and proposed topography, finished floor elevations, all special terrain features to be preserved, trees to be removed, all utility sources, trenches and connections, and site walls and so forth. Site plan must include: finished contour lines, general drainage patterns, and foundation and roof drainage piping (unless these are shown elsewhere in plans). Site plan must include the following area calculations: total livable area, total non-livable interior area (garages, storage, etc.), total outdoor porch/patio/deck area, total area of driveways and paving, and a combined total showing the area of all Improvements. The combined total, or total disturbed area, shall also be shown as a percentage of the gross Lot area.

– Complete working drawings, suitable for building permit (1/8"=1' or larger or as required by City of Flagstaff) including floor plans, foundation plans, floor framing, roof plans, sections, details, etc.

– All exterior elevations (scale 1/8"=1' or larger or as required by City of Flagstaff) showing both existing and proposed grade lines, plate heights, dimensioned grade-to-ridge heights, roof type and pitch. Elevations must include specific exterior material and colors locations/notations, and should be keyed into any required specifications and/or sample boards.

(c) Exterior lighting plans (may be shown on site plans), including location and description for light. Description does not require final fixture selection, just general type of fixture, type of lamp (incandescent, halogen or low-voltage), and wattage. Also provide a calculation showing the total watts for all exterior lighting, for both incandescent and halogen/low-voltage lamp types.

(d) Final Specifications for all exterior materials and approximate colors (may be included on exterior elevations).

(e) (Optional at this submittal, but must be submitted prior to ordering or construction): A four-square-foot sample board illustrating all exterior colors and a sample of roofing material. Samples of other textures and materials should be included where practical. Color samples should be applied to the same material that will be used in construction.

(f) Exterior material samples for any proposed materials that require specific DRC approval (See 1.21.d).

(g) (Optional at this submittal, but must be submitted prior to ordering or construction): Landscaping Plan including the types, sizes and locations of all existing and new plant material, decorative surfacing or groundcover, ornamental objects, and changes to topography. Plan must note

how plant materials will be irrigated. An inventory of new plant materials by type and size, summarizing total numbers of each type and size, should be included on plan. If exterior lighting plans have already been reviewed, any additional exterior lighting installations must be shown.

The DRC may also require:

(h) Exterior colored rendering(s) of the front and rear sides of the building. Renderings must reflect the character, architectural detailing, building articulation and colors of the Structure.

(i) A study model (to appropriate scale) which accurately reflects all the proposed Improvements and their relationship to the site. The model must include the entire Lot and extend 20 feet beyond the Lot lines.

(j) Preliminary staking at the locations of the corners of the Residence and major Improvements, and at such other locations and at such heights as the DRC mandates.

(k) Other supplemental information as may be deemed necessary by the DRC.

If any of these supplemental materials are required by the DRC, they must be submitted or completed for the Preliminary Submittal to be considered complete.

#### *4.5.6 Final Review By DRC*

After receipt of a complete package of final documents (and after the receipt of any supplemental materials, or staking of Lot if requested by DRC), the final submission of the Owner will be deemed complete. The DRC will then review the plans and

respond in writing within 30 days after a submittal is complete. If the DRC does not respond within the time period, then the application shall be deemed denied.

#### *4.5.7 Final Submittal Response*

The DRC will approve the final submittal (with or without conditions and corrections) or will disapprove the preliminary submittal and provide an explanation. Any response an Owner may wish to make regarding the results of a design review must be addressed to the DRC in writing. Approval of a final submittal will be considered valid for one (1) year from the date of approval. The submittal will be considered abandoned if construction is not commenced in that period, and the Owner will be required to start the design review process at the preliminary review stage if the plans become active again. For the purposes of this clause, the project will be considered commenced when footings are installed.

If a final submittal is disapproved by the DRC, the Owner may change or correct the materials and re-submit one time without penalties or additional Design Review Fees. If plans have to be reviewed more than three times (in any combination of preliminary and final plans), an additional fee will be assessed. See separate Fee Schedule.

#### *4.5.8 Owner May Submit For Building Permit*

Upon final approval, the Owner may submit for building permit from the City of Flagstaff. A copy of the DRC-approved final plans or letter indicating final approval from the DRC will be one of the required submittals for a building permit from the City of Flagstaff.

Engineering certification of foundations, if required, and the securing of a building permit are the responsibility of the Owner and Builder. Construction documents submitted to the City of Flagstaff (working drawings and specifications) are to be consistent with the final design and plans approved by the DRC. Construction shall not commence until all of the above requirements are satisfied.

#### 4.5.9 Pre-Construction Conference

Upon approval of the final plan, and before any clearing, grubbing or grading occurs on the site, it is mandatory that the Owner or his Builder contact the representative of the DRC to arrange a Pre-Construction Conference, on the lot to discuss Design Guidelines, Construction Regulations and site conditions.

Prior to the Pre-Construction Conference, the applicant shall have the following items staked or identified at the site, for inspection by the DRC representative:

- All property and setback corners.
- Primary building corners, in particular, those in close proximity to the setbacks.
- All trees intended for removal shall be clearly marked.

At the Pre-Construction Conference the Owner or his builder must present the following:

(a) The Builder's Deposit, made payable to the PC Village Association, Inc. If the Builder or any of his agents should violate the Declaration or these Design Guidelines and it becomes necessary for either the DRC or Board to remedy the violation, the cost of the remedy may be charged directly to the Owner, the Builder and against the Builder's Deposit. The deposit is required from the Builder; it is fully refundable

except for any charges against it. This deposit amount is subject to change at the sole discretion of the DRC. The deposit, less any charges, will be returned after passing Final Inspection by the DRC. The Builder has 6 months after final inspection to finish all necessary corrections or the Builder's Deposit will not be refunded.

See separate Fee Schedule.

(b) Construction Schedule, showing the breakdown and duration of the construction period.

(c) Description of construction trailer or field office, if required for the project.

(d) A complete site plan, which must be consistent with the approved plans and with the field-staking and marked trees. It is recommended that the Owner or builder also include the information required by Section 4.5.10 (a). (To avoid the necessity for a second meeting/submittal.)

(e) Color board and summary of materials and colors.

(f) Fire extinguishers must be installed at the lot at the time of the Pre-Construction Conference.

#### 4.5.10 Prior To Construction

The Owner or his Builder shall:

(a) Submit a site plan showing locations for:

- Proposed access to Lot
- Construction trailer (if required)
- Extinguishers
- Dumpster
- Toilet

Signs  
Wash-out area  
Utility trenches

(b) Submit notification of any changes required by the City of Flagstaff in connection with the building permit.

(c) Submit notification of any changes to the plans or construction schedule.

(d) The Owner may be required to post a completion bond or provide construction loan documentation demonstrating that sufficient funds are available to complete the exterior of the Improvements. If the Builder is a licensed general contractor, then a bond may not be required. If the Residence is to be Owner-built or built by a non-licensed contractor, then a bond may be required by the DRC.

#### *4.5.11 During Construction*

The Owner or his Builder shall:

(a) Request periodic inspections from the DRC as outlined in section 4.5.12

(b) Submit final exterior color and material samples as required by these Design Guidelines (if such material has not already been submitted and approved).

(c) Notify the DRC of any material changes to the design, and obtain DRC approval for such changes.

(d) Notify the DRC of any changes to the Construction Schedule.

(e) Request final inspections from the City and the DRC upon completion of the project.

The Owner shall satisfy these conditions and commence the construction of any work pursuant to the approved plans within one year from the date of such approval. If the Owner fails to begin construction within this time period, any approval given shall be deemed revoked unless, upon the written request of the Owner made to the DRC prior to the expiration of said twelve-month period, and upon a finding by the DRC that there has been no change in circumstances, the time for such commencement is extended in writing by the DRC. It will be considered that construction has commenced when the Pre-Construction Conference (Inspection #1) has taken place. Construction must proceed in a continuous manner through the completion of the Residence. If construction ceases for a period greater than 45 days, the DRC may require that either construction immediately resume or that the Lot be returned to its natural condition. The Builder's Deposit may be forfeited if either alternative is not achieved within 45 days of written notice to the Owner by the DRC.

The Owner shall complete construction of any Improvement on his Lot according to the submitted Construction Schedule, or in any event within eighteen (18) months after commencing construction thereof, except and for so long as such completion is rendered impossible or would result in great hardship to the Owner due to labor strikes, fires, national emergencies or natural calamities.

If the Owner fails to comply with this schedule, the DRC shall have the right (but not the obligation) to either have the exterior of the Improvement completed in accordance with the approved plans, or have the Improvements removed, with all expenses incurred

to be reimbursed to the DRC by the Owner, and impose a fine of \$100 per day upon the Owner.

#### *4.5.12 Inspection of Work in Progress*

At the pre-construction conference, the DRC's representative will supply a copy of the "Construction Inspection Schedule/Record." It will be incumbent upon the Owner or Builder to contact the DRC representative to request an in-progress inspection at the stages of construction, as outlined in the checklist. A copy of the checklist must be maintained on-site at all times.

In addition to the required in-progress inspections, the DRC may inspect any work in progress and give notice of noncompliance. Absence of such inspection or notification during the construction period does not constitute an approval by the DRC of work in progress or compliance with these Design Guidelines. Builders are responsible for requesting an inspection if any doubt exists about compliance with these Guidelines, to minimize the risk of expensive re-construction.

#### *4.5.13 Subsequent Changes*

Changes during construction to an approved project shall be promptly submitted to the DRC for approval. The DRC may require removal or reconstruction of unapproved changes.

Significant additions to an approved project require DRC approval through the usual design review procedure. The Abbreviated Design Review Process may be utilized for additions of a more limited nature.

#### *4.5.14 Final Inspection by the City of Flagstaff*

The Owner or his Builder shall make all arrangements for final inspections by the City of Flagstaff, and receive a Certificate of Occupancy.

#### *4.5.15 Final Inspection by DRC*

Upon completion of any Residence or other Improvement and receipt of a Certificate of Occupancy, and prior to occupancy, the Owner shall notify the DRC in writing that construction is complete. Within 10 days of such notification, a representative of the DRC will inspect the Residence or other Improvements for compliance. If all Improvements comply with these Design Guidelines, the DRC will issue a written approval to the Owner, constituting a final release of the Improvements by the DRC, said release to be issued within 10 days of the final inspection. If it is found that the work was not done in strict compliance with the approved plans or any portion of these Design Guidelines, the DRC may issue a written notice of noncompliance to the Owner, specifying the particulars of noncompliance, said notice to be issued within 10 days of the final inspection. The Owner shall have 30 days from the date of notice of noncompliance within which to remedy the noncompliant portions of the Improvement. The Owner may request additional time. However, if an extension is not granted, and the Owner has failed to remedy the noncompliance, the final release will be withheld and the DRC shall have the right (but not the obligation) to either have the noncompliant Improvement completed in accordance with the approved plans or remove the Improvements, with all expenses incurred to be reimbursed to the DRC by the Owner.



#### 4.5.16 Landscaping Approvals (If not already complete)

Landscaping designs must be approved by the DRC prior to ordering or installation. The Landscaping Plan must include the types, sizes and locations of all existing and new plant material, decorative surfacing or groundcover, ornamental objects, and changes to topography. Plans must note how plant materials will be irrigated. An inventory of new plant materials by type and size, summarizing total numbers of each type and size, should be included on plan. Any additional exterior lighting installations must be shown.

All landscape plans, submitted along with the Preliminary or Final design review, are considered a separate review and are subject to the current landscape review fee.

Approval of a landscape submittal will be considered valid for one (1) year from the date of approval. The submittal will be considered abandoned if installation is not completed in that period. The Owner or their representative must resubmit: A completed Application for Landscape Design Review (Exhibit E), and the Review Fee, payable to the PC Village Association, Inc. (Review Fee: see separate Fee Schedule).

#### 4.6 Abbreviated Design Review Process (Small projects)

##### 4.6.1 Scale of Project

The Pine Canyon Design Guidelines require that all visible exterior Improvements be approved by the DRC, regardless of scale. To assist Owners who wish to make a small-scale Improvement, the DRC has adopted the following Abbreviated Design Review process. This process may be used only for Improvements that meet all or most of the following criteria:

The proposed Improvement(s) is in compliance with the Design Guidelines.

The proposed Improvement(s) will have minimal impact on adjacent properties.

The proposed Improvement(s) does not require a building permit.

The total cost of the Improvement(s) is less than \$5,000.

Required steps and specific submittal items for each step are also summarized in Appendix 4 in check-list form.

##### 4.6.2 Pre-Design Discussion

To obtain approval for a proposed small-scale Improvement of this sort, Owners or their representatives must call or write the DRC architectural representative to describe the Improvement and determine if the Improvement(s) may be suitable for the Abbreviated Design Review process.

##### 4.6.3 Submittal Requirements

Having determined that the project meets the criteria for an Abbreviated Design Review process, the Owner or their representatives must then submit:

(a) A completed Application for Abbreviated Design Review (Exhibit D), and the Review Fee, payable to the PC Village Association, Inc. (Review Fee: see separate Fee Schedule)

(b) 2 copies of the following:

– A site plan showing entire Lot, including boundaries, Building Envelope/ Setbacks, all existing buildings and Improvements, any vegetation impacted

by the proposed Improvement(s), and the proposed Improvement(s) itself.

– Details of the proposed Improvement as common sense would dictate: written descriptions, floor plans, working drawings, sketches, diagrams, cut-sheets and so forth.

#### *4.6.4 Review by DRC Representative*

The DRC's architectural representative will review the submittal, and respond within 10 days. The representative may:

- (a) Issue an Administrative Approval.
- (b) Request more information, and respond within 10 days of receiving that information.
- (c) Require that the Improvement(s) be re-submitted through the usual Design Review Procedure.
- (d) Disapprove the proposed Improvement(s), in which case the applicant shall still have the right to re-submit through the usual Design Review Procedure if desired.

#### *4.6.5 Other Conditions*

All provisions of the Design Guidelines apply to projects submitted through an Abbreviated Design Review process.

#### *4.7 Non-Waiver*

The approval by the DRC of any plans, drawings, or specifications for any work, proposed or completed, shall not be deemed to constitute a waiver of any right to withhold approval of any similar plan, drawing, Improvement, or specification subsequently or additionally submitted for approval. Failure to enforce any of the Design Guidelines shall not constitute a waiver of same.

#### *4.8 Right of Waiver*

The DRC reserves the right to waive or vary any of the procedures set forth herein at its discretion, for good cause shown.

## Section 5

### DESIGN REVIEW COMMITTEE, ORGANIZATION & POLICIES

#### 5.1 Members

The DRC shall initially consist of the Developer and between two and four members appointed by the Developer, for a minimum of three members to a maximum of five members total. Each member shall hold his office until such time as he has resigned or been removed or his successor has been appointed as set forth herein.

Except as herein below provided, the right from time to time to appoint and remove any members of the DRC shall be reserved to and vested in the Developer.

#### 5.2 Resignation of Members

Any member of the DRC may, at any time, resign from the DRC upon written notice delivered to Developer or to the PC Village Association, whichever then has the right to appoint and remove members.

#### 5.3 Duties

It shall be the duty of the DRC to consider and act upon proposals or plans related to the development of Pine Canyon that are submitted pursuant to the Design Guidelines, to enforce the Design Guidelines, and to amend these Design Guidelines when, and in a manner, deemed appropriate by the DRC.

The DRC shall review plans for compliance with these Design Guidelines only. Approval of any plan by the DRC does not make the DRC liable or responsible to the Owner or others with respect to the adequacy of designs, engineering or otherwise. DRC approval does not eliminate or reduce the obligation of the

Owner to comply with all legal requirements and responsibilities.

#### 5.4 Compensation

The members of the DRC shall receive no compensation for services rendered unless authorized to do so by the Developer or the PC Village Association, Inc. All members shall be entitled to reimbursement for reasonable expenses incurred by them in connection with the performance of their duties. Professional consultants and representatives of the DRC used in the Review Process shall be paid such compensation as the Developer or the PC Village Association, Inc. determines.

#### 5.5 Amendment of Design Guidelines

Until the Transition Date, the DRC, with the approval of the Developer, may from time to time at its sole discretion amend or revise any portion of these Design Guidelines. All such amendments or revisions shall be appended to and made a part of the Design Guidelines. Subsequent to the Transition Date, administrative changes may be made in like manner by the DRC; changes of a substantial nature may be recommended by the DRC for consideration by the Developer or Board of Directors of the PC Village Association, Inc.

Each Owner is responsible for obtaining from the DRC a copy of the most recently revised Design Guidelines before commencing on any Improvements to the Owner's Lot.

### *5.6 Non-liability*

Neither the DRC, any member thereof, consultants and representatives of the DRC, nor the Developer, shall be liable to the PC Village Association or to any Owner or other person for any loss or damage claimed on account of any of the following:

- (a) The approval or disapproval of any plans, drawings and specifications, whether or not defective.
- (b) The construction or performance of any work, whether or not pursuant to approved plans, drawings and specifications.
- (c) The development, or manner of development, of any Lot within Pine Canyon.
- (d) Inspections of Improvements, or the absence of such inspections.

Every Owner and other person, by submission of plans and specifications to the DRC for approval, agrees that he will not bring any action or suit against the DRC, any of its Members, any consultant or representative of the DRC, nor the Developer regarding any action, or the absence of any action, by the DRC.

### *5.7 Inspection and Enforcement*

The DRC may, at any time, inspect a Lot or Improvement and, upon discovering a violation of these Design Guidelines, provide written notice of noncompliance to the Owner, including a reasonable time limit within which to correct the violation. If an Owner fails to comply within this time period, the DRC or its authorized agents may enter the Lot and correct the violation at the expense of the Owner of the Lot. Any such expense shall be secured by a lien

upon the Lot enforceable in accordance with the Declaration.

In the event of any violation of these Design Guidelines, the DRC may, at its sole discretion and in addition to restoration expenses, impose a fine commensurate with the severity of the violation.

The rights of the DRC to inspect Improvements, and to enforce the Design Guidelines, in no way obligates the DRC to perform such inspections or administer such enforcement.

### *5.8 Severability*

If any provision of these Design Guidelines, or any section, clause, sentence, phrase or word, or application thereof in any circumstance, is held invalid, the validity of the remainder of these Design Guidelines, and of the application of any such provision, section, sentence, clause, phrase or word in any other circumstance, shall not be affected thereby, and the remainder of these Design Guidelines shall be construed as if such invalid part were never included therein.

### *5.9 Meetings*

The DRC shall meet as required to review the application for approvals, but shall not be required to meet more frequently than twice a month. The Chairman of the DRC may call special meetings upon two (2) days' prior written or oral notice to the other members. A quorum for each meeting shall consist of two (2) members. A designated alternate member may participate at any meeting in which there is not a quorum of regular members present, and shall have all of the authority of a regular member while so participating. When required to expedite plan reviews, the DRC may conduct meetings by telephone or through other electronic means.

### 5.10 Submittal Requirements

(a) Prior to preparing preliminary plans for any proposal, the Builder, Owner, or representative thereof should meet with a DRC Member or representative to discuss the proposed plans and to explore and resolve any questions regarding building requirements in Pine Canyon.

(b) Submittals shall be made to the DRC according to the procedures described in these Design Guidelines (See 4.5, 4.6).

(c) All Improvements, including new construction, additions, exterior remodeling, landscaping, exterior installations, and any other Improvement, change or addition that impacts the exterior appearance of a Lot, will require DRC approval.

### 5.11 Abbreviated Design Review for Small Projects

The DRC, to assist Owners who wish to undertake a small-scale Improvement, has adopted the Abbreviated Design Review procedure. To accomplish this, the DRC may empower their architectural representative or another representative to issue Administrative Approval for small-scale Improvements which meet most or all of the following criteria:

The proposed Improvement(s) is completely in compliance with the Design Guidelines.

The proposed Improvement(s) will have minimal impact on adjacent properties.

The proposed Improvement(s) does not require a building permit.

The total cost of the Improvement(s) is less than \$5,000.

Submittals shall be made to the DRC according to the procedures described in these Design Guidelines (See 4.6).

All other provisions of this document, including all terms regarding waivers, liability and so forth, shall still apply.

### 5.12 Review Fees (Review Fees are non-refundable)

Refer to separate Fee Schedule. A review fee, made payable to the PC Village Association, Inc. is required with each application for approval by the Design Review Committee.

Fees shall be required for:

(a) Initial development on a Lot: Review Fee payable to PC Village Association, Inc. (due at the time of Preliminary Design submittal). The fee includes Preliminary Design Review & Final Design Review. If the DRC requires corrections or changes to plans, and the plans must be resubmitted, refer to sections 4.5.4 & 4.5.7. Should plans repeatedly (more than once) require correction, resubmittal and review, the DRC may impose additional review fees at its discretion.

(b) Design Review for an Addition to an existing home

(c) Landscape Design Review

(d) Landscape Additions (adding to approved existing)

(e) Abbreviated Design Review

(f) Supplemental submittals: The review fee for such submittals shall be based on staff time required for that particular review, not to exceed \$2,500. Minimum fee: \$200.



### 5.13 Forms

The DRC shall adopt forms upon which all requests for approvals from the DRC must be submitted.

### 5.14 Decisions

Approval by the DRC of any site plan, building plans, or variances does not guarantee approval by any governmental agency.

### 5.15 Variances

The DRC has the authority to deviate from the requirements contained in these Design Guidelines in extenuating circumstances if following the requirements would create an unreasonable hardship or burden for an Owner. An affirmative vote of a majority of the members of the DRC must be gained for a variance to be granted.

### 5.16 Appeal

Except as otherwise provided in the Declaration, any Owner aggrieved by the decision of the DRC may appeal the decision to the PC Village Association. Such an appeal must be made within seven (7) days after the decision notification has been given by the DRC. This appeal must be accompanied by the written decision of the DRC together with, if the appeal is made by the applicant, copies of all applications and other items submitted to the DRC, and any other relevant evidence previously submitted to the DRC.

### 5.17 Written Records

The DRC shall keep and safeguard complete written records of all applications for approval submitted to it (including one (1) set of all preliminary and final plans), of all actions of approval or disapproval, and of all other actions taken by it under the provisions

of these Design Guidelines. All such records shall be maintained in the offices of the PC Village Association for a minimum of three (3) years after approval or disapproval.

### 5.18 Delegation of Authority

The DRC may delegate all or part of its Design Review authority to any DRC member, or to a representative of the DRC. Under such authority, the actions or approvals of the delegate shall be equivalent to actions and approvals of the DRC.

### 5.19 Nature of Approval

Any approval of plans or specifications for proposed construction given by the DRC shall be only for the purpose of permitting construction of proposed Improvements within Pine Canyon and shall not constitute compliance with City, county, or state laws. Such approvals shall not constitute any approval, ratification or endorsement of the quality, or architectural or engineering soundness of the proposed Improvement, and neither the DRC, its members, its consultants and representatives, the board, the officers of the PC Village Association, Inc., nor the Developer shall have any liability in connection with or related to approved plans, specifications or Improvements.



## Section 6

### DEFINITIONS

Unless the context otherwise specifies or requires, the following words or phrases when used in these Design Guidelines shall have these specific meanings. Terms defined in the Declaration shall have the meaning specified therein.

**ABBREVIATED DESIGN REVIEW** - “Abbreviated Design Review” means that process by which an Owner may seek approval for an Improvement of smaller scale, when certain conditions apply as described in Section 4.6.

**ADDRESS SIGN** - “Address Sign” means that sign placed upon the Lot by the Owner according to the drawings and notes in Exhibit A.

**ADMINISTRATIVE APPROVAL** - “Administrative Approval” means that approval for an Improvement which may be granted through the Abbreviated Design Review process. An Administrative Approval is granted by a DRC representative without review by the full Design Review Committee.

**ARCHITECT** - “Architect” means a person appropriately licensed to practice architecture or landscape architecture.

**BASEMENT** - “Basement” refers to that portion of a Residence which is constructed underground in such a manner that not more than 25% of its volume is above grade.

**BUILDER** - “Builder” means a contractor, person or entity engaged by an Owner for the purpose of constructing any Improvement within the Project. The Builder and Owner may be the same person or entity.

**BUILDER’S DEPOSIT** - “Builder’s Deposit” means the amount as specified by the DRC which a Builder must remit prior to beginning any residential construction in Pine Canyon. If the Builder or any of his agents should violate the Declaration or these Design Guidelines and it becomes necessary for either the DRC or Board to remedy the violation, the cost of the remedy may be charged directly to the Owner/Builder or against the Builder’s Deposit.

A deposit is required from the Builder (See separate Fee Schedule). The deposit is fully refundable less any charges against it. This deposit amount is subject to change at the sole discretion of the DRC.

**BUILDING ENVELOPE** - “Building Envelope” means that portion of each Lot within which all Improvements, with the exception of driveways, must be built and in which alterations to the existing landscape may be permitted. Modification of the Building Envelope can only be made by the DRC and may require approval of the City of Flagstaff.

**COMMON AREA/PUBLIC AREA** - “Common Area” or “Public Area” means all land and Improvements now or hereafter designated as such on the Plat, the Declaration, or the PC Village Association Rules.

**DECLARATION** - “Declaration” means the Declaration of Covenants, Conditions and Restrictions for Pine Canyon, as amended and recorded from time to time.

**DESIGN GUIDELINES** - “Design Guidelines” means the restrictions, review procedures, and construction regulations adopted and enforced by the DRC as set forth herein and as amended and supplemented from time to time by the DRC.

**DESIGN REVIEW COMMITTEE (OR “DRC”)** - “Design Review Committee” means the committee established pursuant to the Declaration and these Design Guidelines.

**DESIGNER** - “Designer” means an individual who has demonstrated appropriate architectural design skills in an environment similar to Pine Canyon (See Qualified Design Services). For the purposes of this document, whenever the word “Designer” is used, it means either Designer or Architect.

**DEVELOPER** - “Developer” means The True Life Companies, its successors and assigns, or any Person to whom Developer’s rights hereunder are hereafter assigned in whole or in part by recorded instrument, or any Mortgagee of Developer which acquires title to or succeeds to the interest of Developer in any Lot or other portion of the Property by reason of the foreclosure (or conveyance in lieu of foreclosure) or trustee’s sale under the Mortgage of a Mortgagee. The term “Developer,” as used herein, shall include not only the named Developer but also any of the foregoing successors, assigns, assignees of right(s) and Mortgagees. An assignment by recorded instrument of all of Developer’s rights shall vest in the assignee all of Developer’s rights hereunder (including, but not limited to, all of Developer’s easements, rights of consent or approval and voting rights) on the same terms that they were held by Developer hereunder. A recorded assignment of part of Developer’s rights shall vest in the assignee the specific Developer’s right(s) named in the instrument of assignment on the same terms they were held by Developer. Notwithstanding anything to the contrary herein, an assignment of all or any portion of Developer’s rights shall not deprive the assignor of any protection, indemnity or freedom from liability that would otherwise exist under this Village Declaration if the assignor had retained all of Developer’s rights hereunder.

**DRIVEWAY ACCESS RESTRICTION** - “Driveway Access Restriction” means that no driveway may connect directly to Clubhouse Circle. The restrictions apply to Lots listed in section 1.2, and may apply to other Lots as indicated or shown on the Individual Lot Exhibits provided by the Developer.

**EXCAVATION** - “Excavation” means any disturbance of the surface of the land (except to the extent reasonably necessary for planting of approved vegetation), including any trenching which results in the removal of earth, rock, or other substance from a depth of more than 12 inches below the natural surface of the land or any grading of the surface.

**FILL** - “Fill” means any addition of earth, rock, or other materials to the surface of the land, which increases the natural elevation of such surface.

**FINISHED GRADE** - “Finished Grade” means the final or finished contours of a Lot, after removal of soils material, placement of Fill, and grading for drainage.

**GOLF CORRIDOR** - “Golf Corridor” means that area in which golf may be played, and which, in some cases, includes portions of individual Lots. Golf Corridors that affect individual Lots are indicated or shown on the Individual Lot Exhibits provided by the Developer. All Golf Corridors, and their associated Setback Areas, shall remain undisturbed and may not be altered with Improvements or utilized as outdoor living areas.

**IMPROVEMENTS** - “Improvements” means any change, alteration, or addition to a Lot, including any Excavation, Fill, Residence or buildings, outbuildings, roads, driveways, parking areas, walls, retaining walls, stairs, patios, courtyards, landscaping, poles, signs, art, furniture, equipment, and any Structure or amenity of any type or kind.

**INDIVIDUAL LOT EXHIBITS** - "Individual Lot Exhibits" means those drawings and materials provided by the Developer, to the Owner, for the purpose of clarifying boundaries and Lot restrictions. Individual Lot Exhibits do not necessarily contain all information related to any Lot.

**LIGHT REFLECTANCE VALUE** - "Light Reflectance Value" is the reflectivity of a surface measured by a calibrated light meter. The value of "100" represents the percentage of light reflected from pure white; flat black will equal a value of "0".

**LOT** - "Lot" means a subdivided Lot or other building site as shown on the Plat.

**NATURAL GRADE** - "Natural Grade" is the existing contour of a Lot, prior to the time any alterations, grading, or site work is done to the Lot.

**NATURAL ZONE** - "Natural Zone" means the entire Lot area that lies outside the Transition and Private Zones. The Natural Zone includes the Setback Area.

**OPEN SPACE** - "Open Space" means all land, Improvements, and Common Areas now or hereafter designated as such on the Plat, or the Declaration or the PC Village Association Rules.

**OWNER** - "Owner" means the Owner of a Lot. For the purpose herein, the Owner may act through an Owner's agent or representative, provided that such agent is so authorized in writing.

**PC VILLAGE ASSOCIATION** - "PC Village Association" means PC Village Association, Inc., an Arizona nonprofit corporation, its successors and assigns.

**PRIVATE ZONE** - "Private Zone" means that part of the Lot which is within the Building Envelope, is entirely contained by architecture or walls, and is not visible from any other Lot, golf course, Common Area, or street (for example, an interior courtyard).

**QUALIFIED DESIGN SERVICES** - "Qualified Design Services" means design services provided by an individual or company that has demonstrated architectural design skill and has experience in an environment similar to Pine Canyon. Persons providing Qualified Design Services must be able to utilize the potential of each site, and translate the Owner's needs into an appropriate design. Qualified individuals will show a complete understanding of these Design Guidelines and the desire to abide by them.

**RESIDENCE** - "Residence" means the building or buildings, including any garage, and other accessory buildings, used for residential purposes on a Lot, and any Improvements constructed in connection therewith. Unless otherwise defined, "Residence" shall mean single-family Residence.

**SETBACK AREA** - "Setback Area" is that portion of the Lot that lies outside of the Setback lines, and is always outside the Building Envelope, and must remain as natural and undisturbed as possible.

**SETBACKS** - "Setbacks" means those dimensions from the Lot property boundary that define areas in which no development may occur. Setbacks often coincide with the Building Envelope, but may in some cases, define additional restrictions. Where the Building Envelope and the Setbacks do not coincide, Improvements must be contained within the Building Envelope and the Setbacks.

**SPECIAL NEIGHBORHOODS** - “Special Neighborhoods” means certain streets, areas, or tracts of land where the Developer may alter certain of these Development Guidelines including, but not limited to, additional stylistic restrictions, changes to Setback requirements, changes to minimum/maximum house size, and so forth.

**STRUCTURE** - “Structure” means anything constructed or erected on a Lot, the use of which requires location on the ground or attachment to something having location on the ground.

**SURVEY** - “Survey” means a drawing prepared by a licensed surveyor or engineer, correctly illustrating Lot information such as boundaries, topographical information, utility locations, vegetation and so forth.

**TRANSITION DATE** - “Transition Date” means 20 years from the date hereof or such earlier date as (a) neither Developer nor any Related Party owns fee title or beneficial title to any portion of the Property, or (b) Developer voluntarily turns over control of the PC Village Association to the Owners.

**TRANSITION ZONE** - “Transition Zone” is that portion of a Lot within the Building Envelope, and all property within 20 feet of buildings, decks, and patios, and within 8 feet of the driveway and any architectural improvements.



# *Appendix 1*

FLAGSTAFF FIRE DEPARTMENT STANDARDS FOR FIRE-RESISTANT CONSTRUCTION

---



# RECOMMENDED MINIMUM STANDARDS FOR RESIDENTIAL FIRE-RESISTANT CONSTRUCTION AT PINE CANYON

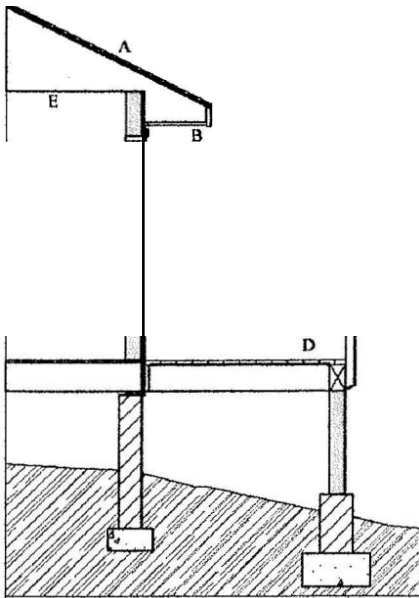
Requirements established by the Flagstaff Fire Department 7/23/2002 REVISED 5/1/2004 Page 1 of 3

## ROOFING MATERIALS (A)

*WOOD SHAKES AND WOOD SHINGLES ARE NOT PERMITTED*

*Approved roof materials include:*

- Mineral reinforced composition shingles.
- Metal roofing, sheets or shingles.
- Concrete shingles, concrete tile.
- Slate shingles, clay tile.
- Fiber-cement shingles
- Membrane roofing systems, (rubber, hot-applied, bituminous saturated felt), when covered with concrete or min 3/4" gravel.



## SPRINKLERS (E)

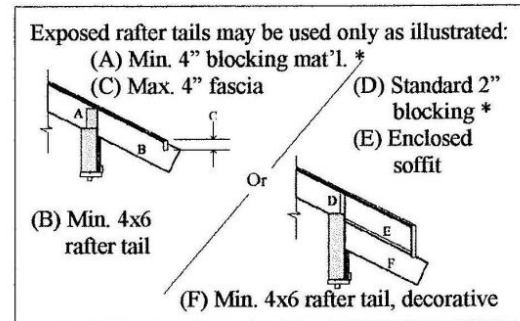
The Flagstaff Fire Department requires an approved automatic sprinkler system at all Pine Canyon residences. Systems shall conform to the standards of the National Fire Protection Agency. Multi-purpose piping systems are generally acceptable.

## DECK CONSTRUCTION (D)

- Decks may be constructed of wood according to standard building methods, but owners are encouraged to employ the recommended methods illustrated on page 3.
- Decking material must consist of min. 1-1/2" wood or synthetic decking material specifically approved by the Flagstaff Fire Department.
- No storage is allowed under decks.

## OVERHANGS / SOFFIT REQUIREMENTS (B)

- Soffits shall be installed flat, not raked, wherever possible.
- No roof ventilation openings are allowed in soffit. (Vents must be installed in fascia, gable, ridge or roof.) Vents must be metal, with metal insect screen.



\* Blocking shall be treated or non-combustible.

## SIDING / WALL MATERIALS (C) WOOD SIDING PRODUCTS ARE ALLOWED ONLY WHEN:

The wood siding has been treated with a flame retardant product, prior to installation, that will provide a fire resistant rating for the life of the wood, with a flame spread rating of less than 25.

**-OR-**

The wood siding is installed at a distance of not less than 36" from finished grade or open ground, either by means of a non-combustible wainscot or stem wall.

NOTE: The use of fire-treated siding, (per above), is strongly preferred and encouraged in all applications. Untreated wood siding should be avoided whenever possible.

*Approved siding fire-resistant materials include:*

- Brick, stone and concrete block.
- "Conventional" stucco, (min. 3/4" thick).
- Synthetic/Fiber-reinforced stucco, (min. 1/4" thick, over minimum 1" rigid insulation).
- Heavy Timber / Logs when exterior members have a minimum thickness of 6".

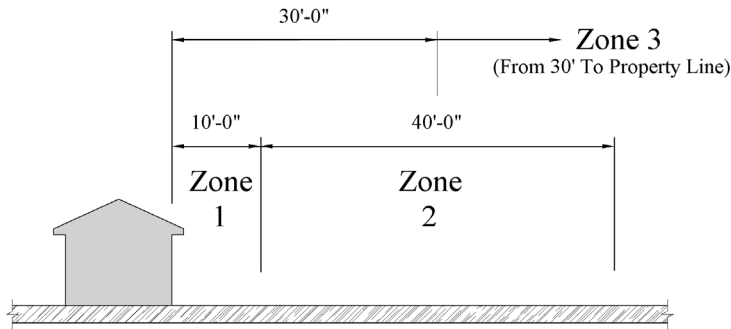
## SITE PLANNING & LANDSCAPING

See page 2.

# REQUIRED MINIMUM STANDARDS FOR RESIDENTIAL FIRE-RESISTANT CONSTRUCTION AT PINE CANYON

Requirements established by the Flagstaff Fire Department

7/23/2002 Page 2 of 3



For assistance,  
contact Fuel Management Program at:  
(928) 779-7685 ext. 283 or 333  
[fuelmanagement@ci.flagstaff.az.us](mailto:fuelmanagement@ci.flagstaff.az.us)

[www.flagstaff.az.gov/fuelmanagement](http://www.flagstaff.az.gov/fuelmanagement)

## REQUIREMENTS

## RECOMMENDATIONS

## COMMENTS

### ZONE 1

- Remove all pine needles & flammable ground materials.
- Remove all ladder fuels.
- Min. 10 feet between crowns of native trees or "clumps" (max. 4 trees/clump).
- Prune trees extending over eave of roof.
- Remove branches within 15' of chimney.
- Use only approved decking materials.
- Use non-flammable landscape material, (ex: no railroad ties, wood fencing, etc.)
- Prune limbs to min. 8' from ground or 25% of tree height, whichever is less.

- Minimize flammable vegetation.
- Maintain non-combustible ground material 1-3 feet around structure. (Planting beds, rock gardens, gravel or bare soil).

Wildfire is the #1 threat to our area. The goal in this zone is to reduce creeping ground fire. What is done now will greatly enhance structure survivability and firefighter safety.

### ZONE 2

- Remove pine needles and flammable ground materials.
- Remove all ladder fuels.
- Min. 10 feet between stems of native trees or "clumps" (max. 5 trees/clump).
- Crowns of stems, or clumps do not touch. 10-15 feet between planting islands & groups of shrubs.

- Maintain low-combustible ground covers.
- Keep lawns watered (as conditions allow).
- Consider planting beds, rock gardens, xeriscaping and fire-resistant plants.
- Use bedding plants less than 18" high.
- Consider non-flammable landscape material.
- Prune native tree limbs min. 8' from ground or 25% of tree height, whichever is less.

The goal in this zone is to reduce radiant heat and short-range spotting.

### ZONE 3

- Max. densities for native trees per Flagstaff Fire Department approval.
- Remove all ladder fuels.
- 15 feet between stems of native trees or "clumps" (max. 5 trees/clump).
- 20 feet between planting islands.

- Consider coordination with neighboring properties.
- Prune native tree limbs min. 8' from ground or 25% of tree height, whichever is less.

Treatment in this zone will create condition unfavorable to crown fire.

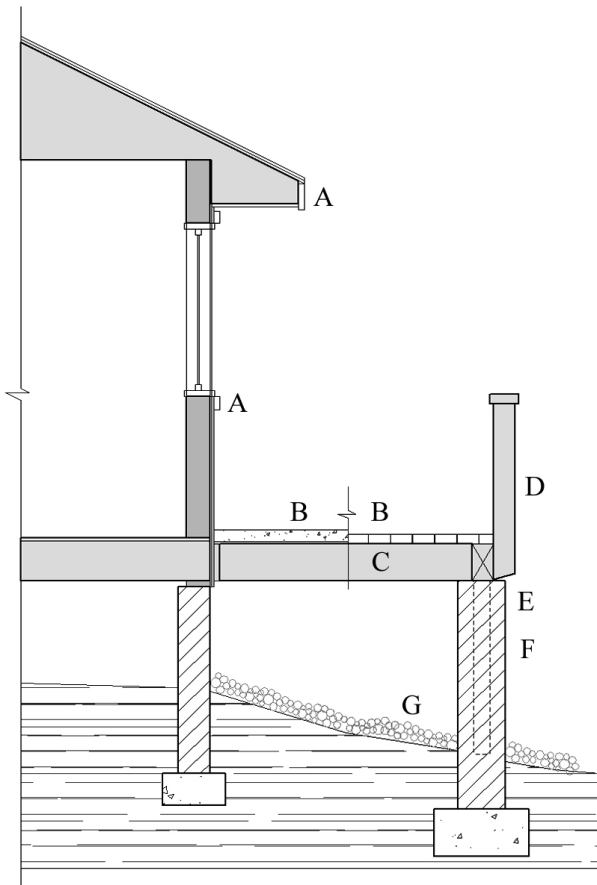
# RECOMMENDED MINIMUM STANDARDS FOR RESIDENTIAL FIRE-RESISTANT CONSTRUCTION AT PINE CANYON

Recommendations established by the Flagstaff Fire Department

7/23/2002

Page 3 of 3

*Property Owners are encouraged to comply with as many of these recommended standards as possible.*



## WINDOWS

- Minimize the use of single large glass panes.
- Consider tempered glass for hazardous fire locations.
- Use windows with exterior screens when practical.
- Provide closeable exterior shutters where designs allow.
- Use Low-E glazing when possible.
- Use glass block as a substitute for standard glass.
- Use windows with aluminum frames, or wood frames with metal cladding.

## WALL MATERIALS

Consider stone, stucco or block wainscot for exterior walls.  
Avoid wood siding altogether.

## TRIM (At windows, corners, etc.) (A)

- Use trim and fascia materials based on the requirements for fire-resistant siding materials.
- Where wood must be used for exterior components, use thicker material: 2x for trim, (not 1x), etc.

## POSTS, EXPOSED TIMBERS

- Use heavier timbers where possible, 6x6, (not 4x4), etc.
- **DECKS VS CONCRETE PATIOS**
- Use concrete patios and masonry walls instead of wood decks and fences wherever possible.

## DECK CONSTRUCTION

- Use non-combustible decking (like concrete). When this is impractical, use 3" thick decking material. (B)
- Construct frame of heavy timbers instead of light framing. (Min. 4" thick joists, 6" posts & beams). (C)
- Construct rail systems with min. 6x6 posts and 3" thick rails. Use steel for balusters. Avoid all 2" wood material. (D)
- Extend masonry support columns up to deck level, or wrap posts with masonry veneer. (E)
- Enclose entire deck structure with perimeter wall of fire-resistant materials. (F)
- Install fire-resistant materials beneath deck, such as concrete slabs, or decorative landscape rock. (G)

## SITE PLANNING / LANDSCAPING

- Employ the principles in "Firewise Construction" (available from the Flagstaff Fire Department), and take extreme care to manage vegetation on the downhill side of buildings.
- Locate homes away from downhill slopes and dense vegetation. Utilize natural and constructed barriers like open yards, patios and masonry walls to create further fire buffers.

## DOORS

- Use fire-rated metal doors at exterior – at least a 20- minute rating, or a one-hour rating for better protection.
- Where wood doors are required, select doors with at least a Class C, 20-minute rating.

## Appendix 2

### DESIGN REVIEW PROCEDURE - PINE CANYON PLANT LIST

#### (a) Natural Zone

(Common Names)

(Latin Names)

#### Trees

White Fir  
Alligator Juniper  
One-seed Juniper  
Rocky Mountain Juniper  
Bristlecone Pine  
Pinyon Pine  
Limber Pine  
Austrian Pine  
Ponderosa Pine  
Aspen (Quaking)  
Gambel Oak

*Abies concolor*  
*Juniperus deppeana*  
*Juniperus monosperma*  
*Juniperus scopulorum*  
*Pinus aristata*  
*Pinus edulis*  
*Pinus flexilis*  
*Pinus nigra*  
*Pinus ponderosa*  
*Populus tremuloides*  
*Quercus gambelii*

#### Shrubs

Parry's Agave  
Utah Serviceberry  
Big Basin Sage  
Four-Wing Saltbush  
Crimson Pygmy Barberry  
Rose Glow Barberry  
Fendler's Buckbrush  
Winterfat  
Curlleaf Mountain Mahogany  
True Mountain Mahogany  
Fernbush  
Blue Rabbitbrush  
Green Rabbitbrush  
Red Twig Dogwood  
Apache Plume  
Common Juniper  
Oregon Grape Holly  
Potentilla  
Three Leaf Sumac  
Wax Currant  
Gooseberry  
Wood's Rose  
Coyote Willow  
Blue Elderberry  
Mountain Snowberry  
Banana Yucca

*Agave parryi*  
*Amelanchier utahensis*  
*Artemisia tridentata*  
*Atriplex canescens*  
*Berberis thunbergii* 'Crimson Pygmy'  
*Berberis thunbergii* 'Rose Glow'  
*Ceanothus fendleri*  
*Ceratoides lanata*  
*Cercocarpus ledifolius*  
*Cercocarpus montanus*  
*Chamaebatiaria millefolium*  
*Chrysothamnus nauseosus*  
*Chrysothamnus viscidiflorus*  
*Cornus stolonifera*  
*Fallugia paradoxa*  
*Juniperus communis*  
*Mahonia aquifolium*  
*Potentilla fruticosa*  
*Rhus trilobata*  
*Ribes cereum*  
*Ribes inerme*  
*Rosa woodsii*  
*Salix exigua*  
*Sambucus coerulea*  
*Symphoricarpos oreophilus*  
*Yucca baccata*



(a) Natural Zone (2 of 5)

**Grasses**

Purple Three-Awn	<i>Aristida purpurea</i>
Pine Dropseed	<i>Blepharoneuron tricholepis</i>
Blue Grama Grass	<i>Bouteloua gracilis</i>
Arizona Fescue	<i>Festuca arizonica</i>
Mountain Muhly	<i>Muhlenbergia montana</i>
Deer Grass	<i>Muhlenbergia rigens</i>
Spike Muhly	<i>Muhlenbergia wrightii</i>
Mutton Grass	<i>Poa fendleriana</i>
Little Bluestem	<i>Schizachyrium scoparium</i>

**Groundcovers**

Kinnikinnick	<i>Arctostaphylos uva-ursi</i>
Prairie Sage	<i>Artemisia ludoviciana</i>
Sweet Woodruff	<i>Galium odoratum</i>
Creeping Mahonia	<i>Mahonia repens</i>

**Vines**

Virgin's Bower	<i>Clematis ligusticifolia</i>
Hops	<i>Humulus americanus</i>
Arizona Honeysuckle	<i>Lonicera arizonica</i>
Virginia Creeper	<i>Parthenocissus quinquefolia</i>
Arizona Grape	<i>Vitis arizonica</i>

**Wildflowers**

Western Yarrow	<i>Achillea millefolium</i>
Monkshood	<i>Aconitum columbianum</i>
Hummingbird Mint	<i>Agastache cana</i>
Hummingbird Mint	<i>Agastache pringelii</i>
Nodding Onion	<i>Allium cernuum</i>
Pearly Everlasting	<i>Anaphalis margaritacea</i>
Rocky Mountain Pussytoes	<i>Antennaria parvifolia</i>
Pussytoes	<i>Antennaria rosulata</i>
Rocky Mountain Columbine	<i>Aquilegia caerulea</i>
Golden Columbine	<i>Aquilegia chrysantha</i>
Red Columbine	<i>Aquilegia desertorum</i>
Western Columbine	<i>Aquilegia formosa</i>
Fendler's Sandwort	<i>Arenaria fendleri</i>
Heartleaf Arnica	<i>Arnica cordifolia</i>
Milkweed	<i>Asclepias speciosa</i>
Showy Milkweed	<i>Asclepias tuberosa</i>
White Aster	<i>Aster falcatus</i>
Wooly Milkvetch	<i>Astragalus mollissimus</i>
Chocolate Flower	<i>Berlandiera lyrata</i>
Winecups	<i>Callirhoe involucrata</i>
Hartweg Evening Primrose	<i>Calylophus hartwegii</i>
Bluebell	<i>Campanula rotundifolia</i>
Paintbrush	<i>Castilleja integra</i>
Purple Prairie Clover	<i>Dalea purpurea</i>
Larkspur	<i>Delphinium geranifolia</i>

(a) Natural Zone (3 of 5)

Orange Mountain Daisy  
Purple Coneflower  
Fireweed  
Fleabane  
Whiplash Daisy  
Aspen Daisy  
Antelope Sage  
Redroot Buckwheat  
Sulfur Buckwheat  
California Poppy  
American Strawberry  
Firewheel  
Adobe Blanketflower  
Blanketflower  
Parry Gentian  
Purple Cranesbill  
White Cranesbill  
Prairie Smoke  
Mock Pennyroyal  
Arizona Sneezeweed  
Western Sneezeweed  
Aspen Sunflower  
Maximillian's Sunflower  
Gold Aster  
Alum Root  
Coral Bells  
Richardson's Goldflower  
Scarlet Gilia  
Western Blue Flag  
Gayfeather  
Osha  
Blue Flax  
Manyflowered Puccoon  
Cardinal Flower  
Silver Lupine  
Tailcup Lupine  
Bigelow's Aster  
Purple Aster  
Tansyleaf Aster  
Crimson Monkey Flower  
Yellow Monkey Flower  
Desert Four O'Clock  
Beebalm  
Coyote Mint  
Tufted Evening Primrose  
Hooker Evening Primrose  
Pale Evening Primrose  
Cutleaf Evening Primrose  
Yellow Owl's Clover  
Spreading Four O'Clock

*Dugaldia hoopesii*  
*Echinacea purpurea*  
*Epilobium angustifolium*  
*Erigeron divergens*  
*Erigeron flagellaris*  
*Erigeron speciosus*  
*Eriogonum jamesii*  
*Eriogonum racemosum*  
*Eriogonum umbellatum*  
*Eschscholtzia californica*  
*Fragaria ovalis*  
*Gaillardia aristata*  
*Gaillardia pinnatifida*  
*Gaillardia pulchella*  
*Gentiana parryi*  
*Geranium caespitosum*  
*Geranium richardsonii*  
*Geum triflorum*  
*Hedeoma oblongifolium*  
*Helenium arizonicum*  
*Helenium hoopesii*  
*Helianthella quinquenervis*  
*Helianthus maximilliani*  
*Heterotheca villosa*  
*Heuchera parvifolia*  
*Heuchera sanguinea*  
*Hymenoxys richardsonii*  
*Ipomopsis aggregata*  
*Iris missouriensis*  
*Liatris punctata*  
*Ligusticum porteri*  
*Linum lewisii*  
*Lithospermum multiflorum*  
*Lobelia cardinalis*  
*Lupinus argenteus*  
*Lupinus caudatus*  
*Machaeranthera bigelovii*  
*Machaeranthera canescens*  
*Machaeranthera tanacetifolius*  
*Mimulus cardinalis*  
*Mimulus guttatus*  
*Mirabilis multiflora*  
*Monarda menthaefolia*  
*Monardella odoratissima*  
*Oenothera caespitosa*  
*Oenothera elata*  
*Oenothera pallida*  
*Oenothera runcinata*  
*Orthocarpus luteus*  
*Oxybaphus comatus*

(a) Natural Zone (4 of 5)

Lambert's Locoweed	<i>Oxytropis lambertii</i>
Scarlet Bugler	<i>Penstemon barbatus</i>
Sunset Penstemon	<i>Penstemon clutei</i>
Firecracker Penstemon	<i>Penstemon eatonii</i>
Mat Penstemon	<i>Penstemon linarioides</i>
Flagstaff Penstemon	<i>Penstemon nudiflorus</i>
Palmer's Penstemon	<i>Penstemon palmeri</i>
Parry's Penstemon	<i>Penstemon parryi</i>
Arizona Penstemon	<i>Penstemon pseudospectabilis</i>
Bridge's Penstemon	<i>Penstemon rostriflorus</i>
Rydberg's Penstemon	<i>Penstemon rydbergii</i>
Rocky Mountain Penstemon	<i>Penstemon strictus</i>
Wandbloom Penstemon	<i>Penstemon virgatus</i>
Whipple's Penstemon	<i>Penstemon whippleanus</i>
Tailleaf Pericome	<i>Pericome caudata</i>
Rock Mat	<i>Petrophytum caespitosum</i>
Jacob's Ladder	<i>Polemonium foliosissimum</i>
Silver Cinquefoil	<i>Potentilla hippiana</i>
Red Cinquefoil	<i>Potentilla thurberi</i>
Mountain Parsley	<i>Pseudocymopterus montanus</i>
Prairie Coneflower	<i>Ratibida columnifera</i>
Cutleaf Coneflower	<i>Rudbeckia laciniata</i>
Threadleaf Groundsel	<i>Senecio longilobus</i>
Axhead Butterweed	<i>Senecio multilobatus</i>
New Mexican Checkermallow	<i>Sidalcea neomexicana</i>
Mexican Campion	<i>Silene laciniata</i>
Blue-Eyed Grass	<i>Sisyrinchium demissum</i>
False Solomon's Seal	<i>Smilacina racemosa</i>
Canada Goldenrod	<i>Solidago canadensis</i>
Alpine Goldenrod	<i>Solidago multiradiata</i>
Sparse-flowered Goldenrod	<i>Solidago sparsiflora</i>
Red Mallow	<i>Sphaeralcea coccinea</i>
Creeping Mallow	<i>Sphaeralcea grossulariaefolia</i>
Fendler's Meadow Rue	<i>Thalictrum fendleri</i>
Golden Pea	<i>Thermopsis pinetorum</i>
Arizona Valerian	<i>Valeriana arizonica</i>
Dakota Verbena	<i>Verbena bipinnatifida</i>
New Mexican Vervain	<i>Verbena macdougalii</i>
American Vetch	<i>Vicia americana</i>
Goldeneye	<i>Viguiera multiflora</i>
Canada Violet	<i>Viola canadensis</i>
Hummingbird Trumpet	<i>Zauschneria latifolia</i>
Prairie Zinnia	<i>Zinnia grandiflora</i>

(a) Natural Zone (5 of 5)

**Seed Mixes**

**Note: Seed mixes may also contain any of the species in the Natural Zone List**

**Aspen Grove Contains:** *Erigeron speciosus* – Aspen Daisy, *Monarda fistulosa* – Wild Bergamot, *Penstemon barbatus* – Scarlet Bugler, *Lupinus argenteus* – Silver Lupine, *Iris missouriensis* – Western Blue Flag, *Achillea lanulosa* – Western Yarrow, *Castilleja integra* – Indian Paintbrush, *Thermopsis montana* – Golden Banner

**Pinon-Juniper Woodland Contains:** *Mirabilis multiflora* – Wild Four O’Clock, *Artemisia ludoviciana* – Prairie Sage, *Penstemon palmeri* – Palmer’s Penstemon, *Psilostrophe tagetina* – Paperflower, *Gaillardia pinnatifida* – Adobe Blanketflower, *Oenothera hookeri* – Hooker’s Evening Primrose, *Sphaeralcea coccinea* – Scarlet Globemallow, *Zinnia grandiflora* – Prairie Zinnia

(b) Transition Zone

All plant species from the NATURAL ZONE are allowed.

In addition, the following species are allowed:

(Common Names)

(Latin Names)

**Trees**

Amur Maple	<i>Acer ginnala</i>
Rocky Mountain Maple	<i>Acer glabrum</i>
Bigtooth Maple	<i>Acer grandidentatum</i>
Autumn Blaze Maple	<i>Acer x freemanii</i>
Mountain Alder	<i>Alnus tenuifolia</i>
River Birch	<i>Betula occidentalis</i>
Chokecherry	<i>Prunus virginiana</i>
Canada Red Chokecherry	<i>Prunus virginiana 'Canada Red'</i>
New Mexican Locust	<i>Robinia neomexicana</i>

**Shrubs**

Serviceberry	<i>Amelanchier alnifolia</i>
Bluebeard Spirea	<i>Caryopteris incana</i>
Burning Bush	<i>Euonymus elata</i>
Russian Sage	<i>Perovskia atriplicolia</i>
Nanking Cherry	<i>Prunus tomentosa</i>
Alpine Currant	<i>Ribes alpinum</i>
Golden Currant	<i>Ribes aureum</i>
White Snowberry	<i>Symphoricarpos albus</i>

**Grasses**

All grasses from Natural Zone List

**Groundcovers**

Snow In Summer	<i>Cerastium tomentosum</i>
Plumbago	<i>Ceratostigma plumbaginoides</i>
Wooly Thyme	<i>Thymus lanuginosis</i>
Creeping Thyme	<i>Thymus praecox, T. serpyllum</i>

**Vines**

Trumpet Honeysuckle	<i>Lonicera sempervirens</i>
Silver Lace Vine	<i>Polygonum aubertii</i>

*(b) Transition Zone (2 of 2)*

**Wildflowers**

Yarrow cultivars & hybrids  
Columbine cultivars & hybrids  
Coral Bell cultivars  
Lavender  
Catmint  
Pineleaf Penstemon  
Penstemon cultivars & hybrids

*Achillea spp.*  
*Aquilegia spp.*  
*Heuchera spp.*  
*Lavandula angustifolia*  
*Nepeta faassenii*  
*Penstemon pinifolius*  
*Penstemon spp.*



(c) *Private Zone*

All plant species from the NATURAL and TRANSITION ZONES are allowed.

In addition, the following species are allowed:

(Common Names)

(Latin Names)

**Shrubs**

Forsythia  
Arnold's Red Honeysuckle  
Western Sand Cherry  
Austrian Copper Rose  
Persian Yellow Rose  
Rugosa Rose  
Blue Arctic Willow

*Forsythia x intermedia*  
*Lonicera tartarica* 'Arnold's Red Honeysuckle'  
*Prunus besseyi*  
*Rosa foetida* 'Austrian Copper'  
*Rosa foetida persiana* 'Persian Yellow'  
*Rosa rugosa*  
*Salix purpurea*

**Grasses**

Karl Foerster Grass  
Blue Fescue  
Idaho Fescue  
Maiden Hair Grass  
Switchgrass varieties

*Calamagrostis acutiflora* 'Karl Foerster'  
*Festuca glauca*  
*Festuca idahoensis*  
*Miscanthus sinensis*  
*Panicum virgatum* cultivars

**Vines**

Jackman Clematis

*Clematis jackmanii*

**Wildflowers**

Licorice Mint  
Lanceleaf Coreopsis  
Daylily  
Candytuft

*Agastache rupestris*  
*Coreopsis lanceolata*  
*Hemerocallis* spp.  
*Iberis sempervirens*

# Appendix 3

## DESIGN REVIEW PROCEDURE - SUMMARIZED CHECK LIST

(This Section provides only a summary of the design review process. See Section 4 for more details.)

### 4.1 All Exterior Improvements Require DRC Approval

All Improvements, including new construction, additions, exterior remodeling, landscaping, exterior installation, and any other Improvement, change or addition that impacts the exterior appearance of a Lot will require DRC approval.

### 4.2 Design Review Committee's Architectural Representation

### 4.3 Qualified Design Services

### 4.4 Review of Plans By DRC

### 4.5 Design Review Procedure:

#### 4.5.1 Pre-Design Conference (Owner and/or Designer, DRC Representative)

DRC to provide:	Design Guidelines (if needed) Applications Package (if needed)
Review	Key Points, Design Guidelines
On Site:	Review Owner's objectives, Review DRC concerns, establish any additional Lot restrictions.

#### 4.5.2 Preliminary Submittal (By mail or delivery)

Owner / Designer	Completed Preliminary Design Review
to provide:	Design Review Fee (See separate Fee Schedule)
	Lot Survey by Registered Surveyor
	3 Sets of Preliminary Plans, including:
	Site Plan (1"=30' or larger)
	Floor & Roof Plans (1/8" = 1' or larger)
	All Exterior Elevations w/ Heights Shown (1/8" = 1' or larger)
	Preliminary Specifications: All exterior materials & colors
	Optional: Preliminary Landscape Plan

DRC may request:           Color Renderings (11" x 17" or larger)  
                                  Study Model (to scale)  
                                  Preliminary staking of building corners on site  
                                  Other additional information

(Prelim submittal follow-up if required: Owner / Designer to provide: Any additional materials, staking requested by DRC.)

#### *4.5.3 Preliminary Review By DRC*

#### *4.5.4 Preliminary Submittal Response (By mail)*

DRC will respond:           DRC will approve preliminary submittal, (with or without conditions and corrections), or will disapprove preliminary submittal and provide explanation.

(Re-submit Preliminary Plans if required)

#### *4.5.5 Final Submittal*

Owner / Designer  
to provide:           Completed Final Submittal Application  
                                  3 Sets of Final Plans, including:  
                                      Site Plan (1"=20' or larger)  
                                      Complete working drawings (1/8" = 1' or larger)  
                                      All Exterior Elevations with full details (1/8" = 1' or larger)  
                                      Exterior Lighting Plan (May be included on site plan)  
                                  Final Specifications for all exterior materials, approximate colors  
                                  Optional: Final Color and Material Samples per Guidelines  
                                  Exterior material samples for certain materials per guidelines  
                                  Optional: Landscaping Plan

(Note: Final Color/Material Samples & Landscape Plan must be submitted and approved prior to ordering or installation.)

DRC *may* request:           Color Renderings (11' x 17" or larger)  
                                  Study Model  
                                  Staking of building corners on site  
                                  Other additional information

(Final submittal follow-up if required: Owner / Designer to provide: Any additional materials, staking requested by DRC.)

*4.5.6 Final Review By DRC*

*4.5.7 Final Submittal Response (By mail)*

DRC will respond: DRC will approve final submittal (with or without conditions and corrections), or will disapprove preliminary submittal and provide explanation.

*4.5.8 Owner May Submit For Building Permit (DRC approval of plans required first)*

*4.5.9 Pre-Construction Conference (Builder, DRC Representative)*

DRC to provide: Design Guidelines, Construction Regulations (if needed)

Builder to provide: | Builder's Deposit (See separate Fee Schedule)  
| Written Construction Schedule  
| Description of Construction Trailer/Office (if required)  
| Color board and summary of materials and colors  
| Fire extinguishers must be installed at the lot

Review: Key Points, Construction Regulations  
Construction Schedule

On Site: Consider locations for:  
Access to Lot Construction Trailer (if required)  
Extinguishers Dumpster  
Wash-Out Area Toilet  
Signs Utility trenches  
Identify natural features to be protected and decide method  
Review DRC concerns

*4.5.10 Prior To Construction*

Builder to provide: Site Plan showing locations for:  
Access to Lot Construction trailer (if required)  
Extinguishers Dumpster  
Wash-Out Area Toilet  
Signs Utility Trenches

Builder to: Notify DRC of any changes required by City of Flagstaff permit  
Notify DRC of any last-minute changes to plans or schedule  
(Owner/Builder provides proof of bond/financing, when required.)

#### *4.5.11 During Construction*

- Builder To: | Notify DRC of changes to designs as changes occur  
Notify DRC of any changes in Construction Schedule  
Request final inspections from City, DRC when ready
- Owner/Designer To: Submit color and material samples and Landscaping Plan  
(If not already submitted)  
(Note: Final color/material samples and Landscape Plan must be submitted and approved prior to ordering or installation.)
- DRC to: Review and approve color/material samples and Landscaping Plan  
Provide inspections as required including final inspection

#### *4.5.12 Inspection of Work in Progress*

DRC may inspect periodically.

#### *4.5.13 Subsequent Changes*

Any visible changes to exterior require DRC approval.

#### *4.5.14 Final City Inspection*

City issues Certificate of Occupancy

#### *4.5.15 Final DRC Inspection*

Possible corrections, then DRC issues final release.

#### *4.5.16 Landscaping Approvals*

| DRC must approve landscaping plans.

## *Appendix 4*

### ABBREVIATED DESIGN REVIEW PROCEDURE - SUMMARIZED

(This Section provides only a summary of the design review process. See Section 4 for more details.)

#### *4.6.1 Scale of Project*

For small-scale Improvement(s) which meet most or all of the following criteria:

- Completely in compliance with the Design Guidelines.
- Have minimal impact on adjacent properties.
- Do not require a building permit.
- Cost less than \$5,000.

#### *4.6.2 Pre-Design Discussion*

Owners or their representatives must call or write the DRC architectural representative to describe the Improvement and determine if the Improvement(s) may be suitable for the Abbreviated Design Review process.

#### *4.6.3 Submittal Requirements*

Owner or their representatives must submit:

- (a) A completed Application for Abbreviated Design Review, and the Review Fee, payable to the PC Village Association, Inc. (Review Fee: See separate Fee Schedule).
- (b) 2 copies of the following:
  - A site plan showing entire Lot, including boundaries, Building Envelope/ Setbacks, all existing buildings and Improvements, any vegetation impacted by the proposed Improvement(s), and the proposed Improvement(s) itself.
  - Details of the proposed Improvement as common sense would dictate: written descriptions, floor plans, working drawings, sketches, diagrams, cut-sheets and so forth.

#### *4.6.4 Review by DRC Representative*

The DRC's architectural representative will review the submittal, and respond within 10 days. The representative:

- (a) May issue an Administrative Approval, or
- (b) May request more information, and respond after receiving that information, or
- (c) Require that the Improvement(s) be re-submitted through the usual Design Review Procedure, or
- (d) May disapprove the proposed Improvement(s), in which case the applicant shall still have the right to re-submit through the usual Design Review Procedure if desired.



*Exhibit A*

ADDRESS SIGN LOCATION (ESTATE LOTS)



## EXHIBIT A ADDRESS SIGN

Each Lot Owner is responsible for the installation of an Address Sign according to Section 1.25 of the Design Guidelines.

A steel pedestal unit, including lettering and lighting, shall be purchased by Owner. Each Lot Owner is responsible for installation and related wiring.

Numbers shall be back-lit through translucent material.

Each unit shall be equipped with a photocell control.  
Address sign shall be "always on" when cell is active.

A pre-cast concrete base with 3/4" conduit is provided.



### **Sign location: sign to be installed as shown on final plans approved by the DRC**

\* Depending on site conditions, if the 6-foot dimension from the street pavement is not feasible, the sign may be placed up to 15 feet from the street pavement (as close to the 6-foot requirement as possible).  
Contact the Architectural Consultant for approval of alternative location.

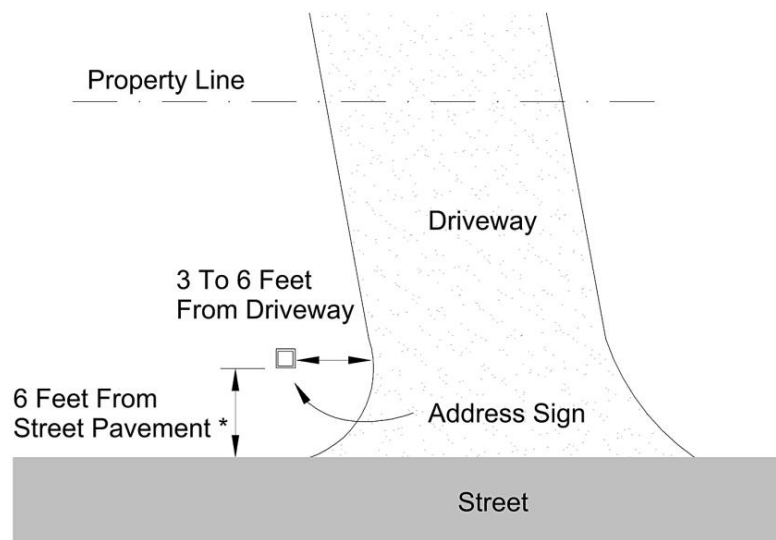


Exhibit B

APPLICATION FOR PRELIMINARY DESIGN REVIEW

Date Submitted: \_\_\_\_\_ Lot # \_\_\_\_\_

Owner:  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Design Professional: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Builder (If known): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Improvements) ("new residence" etc.):

Livable Area (square feet): \_\_\_\_\_ Other Interior Areas (garage, mech., etc.): \_\_\_\_\_  
Gross Area of all Improvements including driveway (Disturbed Area): \_\_\_\_\_ (sf)  
Lot Size: \_\_\_\_\_ acres, \_\_\_\_\_ square feet  
Maximum Height of Structure (not including chimney elements): \_\_\_\_\_  
Estimated construction/installation cost of Improvement(s): \$ \_\_\_\_\_

Applicant comments (if any):

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_ -  
Or-

Signature of Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner's Representative Title (Architect, Builder, etc. ): \_\_\_\_\_

By signing above, the Owner's *Representative* warrants that he or she has *been granted* full authority to submit this application on behalf of the Owner.

This application will be considered complete only if all the documents and submittals as set forth in the Design Guidelines are included.

.....  
For DRC use only - Date received by DRC: \_\_\_\_\_  
Review fee received: \_\_\_\_\_ (amount)  
Received by: \_\_\_\_\_

Exhibit C

APPLICATION FOR FINAL DESIGN REVIEW

Date Submitted: \_\_\_\_\_ Lot # \_\_\_\_\_

Owner:  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Design Professional: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Builder (If known): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of Improvements) ("new residence" etc.):

Livable Area (square feet): \_\_\_\_\_ Other Interior Areas (garage, mech., etc.): \_\_\_\_\_  
Gross Area of all Improvements including driveway (Disturbed Area): \_\_\_\_\_ (sf)  
Lot Size: \_\_\_\_\_ acres, \_\_\_\_\_ square feet  
Maximum Height of Structure (not including chimney elements): \_\_\_\_\_  
Estimated construction/installation cost of Improvement(s): \$ \_\_\_\_\_

Applicant comments (if any):

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_ -  
Or-

Signature of Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner's Representative Title (Architect, Builder, etc. ): \_\_\_\_\_

By signing above, the Owner's *Representative* warrants that he or she has *been granted* full authority to submit this application on behalf of the Owner.

This application will be considered complete only if all the documents and submittals as set forth in the Design Guidelines are included.

.....  
For DRC use only - Date received by DRC: \_\_\_\_\_  
Review fee received: \_\_\_\_\_ (amount)  
Received by: \_\_\_\_\_



*Exhibit E*  
APPLICATION FOR **LANDSCAPE** DESIGN REVIEW

Date Submitted: \_\_\_\_\_ Lot # \_\_\_\_\_

Owner:  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Design Professional: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Builder (If known): *Installer:* \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone(s) \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Or-  
Signature of Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner's Representative Title (Architect, Builder, etc. ): \_\_\_\_\_  
By signing above, the Owner's *Representative* warrants that he *or* she has *been granted* full authority to submit this application on behalf *of* the Owner.

**SUBMIT 3 COPIES OF LANDSCAPE PLAN & ENCLOSE A REVIEW FEE**

**(check to PC Village Association, Inc.)**  
.....

For DRC use only -      Date received by DRC: \_\_\_\_\_  
Review fee received: \_\_\_\_\_ (amount)  
Received by: \_\_\_\_\_