

CASAS ARROYO de SONOITA DESIGN REVIEW PROCESS

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Casas Arroyo Association, Inc.

Philosophy Statement

Casas Arroyo strives to be a community of compatible neighbors with common objectives. These objectives include the valuing and preservation of:

Protected open spaces

Scenic views with minimum of interference

Harmony of architecture through careful application of stated Covenants

Through shared governance and adherence to our agreed upon policies, the neighbors of Casas Arroyo endeavor to respect and protect the unique natural setting that we enjoy.

Introduction

The Casas Arroyo Association, Inc., recognizes the unique nature of the land resources and limited water resources in which it exists. The preservation of this oak and grassland requires a sensitive but firm concept of guidelines and restrictions to guide residential development.

The philosophy uniting Casas Arroyo with its residents is one of harmonizing with the existing landscape and recognizing the limitations of the ecosystem of which Casas Arroyo is a part, rather than dominating or subjugating it. Thus, all new structures and modifications to existing properties must be examined against the overriding criterion of enhancing rather than overcoming the land, and of protecting the privacy and aesthetic quality of life of those already living here.

This current document represents the collective guidance from previous versions of the architectural guidelines, the Casas Arroyo Covenants, Conditions, and Restrictions (CC&Rs) and other policy documents, and is binding upon all homeowners in Casas Arroyo. The Design Review Process sets forth a specific process that the Architectural Review Committee and prospective builders are required to follow during the construction of a new home or the remodeling of an existing structure. It includes a checklist that the Architectural Review Committee uses in its design review, and clarification of the interpretation of various paragraphs from the CC&Rs by the use of examples. Appendices may be

added, from time to time, as resources that will document techniques, processes, or lists of plants that historically have proven to be effective in Casas Arroyo.

Adherence to this process of early and constant communication will save time and money for both parties, and protect the quality of life at Casas Arroyo de Sonoita.

The Architectural Review Committee

1. The Architectural Review Committee is a Committee of the Board and shall consist of no less than three and no more than five members, one of whom shall also be a Board member.
2. Members are appointed annually by the Board of Directors following each annual meeting.
3. Priority of consideration shall be given to owners presently living in Casas Arroyo or who own homes in Casas Arroyo.
4. Terms shall be for two years, with the option to continue if reappointed. At least two members shall carry over each year.
5. If a vacancy occurs before the annual winter meeting, a temporary member shall be appointed by the Board of Directors to serve out the original member's term.
6. The Committee will elect one of its members as Chairperson within two weeks after the annual meeting and submit that person's name, address, and phone number to local realtors and Santa Cruz County Planning and Zoning.

Approval Process

Scope

This process applies to any proposed structural modification to any property as described in Covenants, Conditions and Restrictions, Article V; tree plantings per Article VIII Section 6; tanks per Article VIII Section 9; and other equipment per Article VIII Section 12. Antennas per Article VIII Section 11 have a separate approval process (below).

Requests for minor structural modifications or landscape changes may be submitted as appropriate sketches, with all applicable dimensions, and staked on the site, rather than submitted on a full topographic plan and elevation drawings.

Perc test hole protection and site re-vegetation are the responsibilities of the current lot owner.

Satellite dishes require specific written approval by the Architectural Review Committee before installation; due to the exposed nature of some sites, a large antenna may not be feasible on every site in Casas Arroyo.

No modifications are permitted without written authorization from the Committee. The following steps are to be followed as a minimum requirement. Additional conversations, contacts, and meetings may be arranged if required by either the owner or the Architectural Review Committee.

Process

Step 1: Pre-purchase Disclosure (not applicable to modifications of existing homes)

Any Realtor showing a property provides a prospective buyer with a copy of these guidelines and the name and telephone number of the current Architectural Review Committee Chairperson (provided to local Realtors on an annual basis). If further clarification of the guidelines is required at this time, the buyer speaks with the Architectural Review Committee Chairperson (or other member of the Committee, if the Chairperson is not available).

Step 2: Pre-Design Meeting

This meeting should be attended by at least three members of the Architectural Review Committee, the owner, and the owner's architect and/or landscape architect. Its purpose is to discuss basic concepts of siting, structural configuration (size and mass), grading, materials, landscaping, and exterior finishes, before any sizeable investment by the owner has been made in design fees, and to further communicate to all parties the goals and expectations each has. If possible, the meeting should be held on the site. Sketches of concepts are encouraged, but not required at this stage. The Checklist, below, will be used as a general aid to discussion, and any questions concerning its use will be answered. The Committee Chairperson will provide written preliminary approval to initiate design at the successful conclusion of this meeting.

Step 3: Design Approval Meeting

When final working drawings of the exterior and site design are completed, the owner schedules a meeting with the Committee on site for final approval of the design. The meeting is to be scheduled within five working days of the request. At the on-site meeting the Committee will complete the Checklist, below. The following items must be present:

1. Stakes on the lot, affixed at all exterior corners of the structure, including patio walls, any retaining walls, septic tank and leach line locations.
2. A pole that may be held up at different places within the structure, and adjusted to be equal in height to the highest points of the roof or ridge line (excluding chimneys or stovepipes). This will assist committee members in determining visibility from adjacent properties and roads.
3. One copy of section/elevations of all faces of the structure (North, South, East, West), showing the completed facade in relation to the topography.
4. Written designation of the primary exterior materials (stucco, rammed earth, adobe, etc.)
5. One copy of at least one plan view of the site design that shows the following drawn to scale:
 - a) the lot's existing topographical contour lines at no greater than two-foot intervals,
 - b) a grading plan with contour lines at no greater than one-foot intervals showing all modifications to the topography ,
 - c) the outer perimeter of the structure in its final location on the topographic map,
 - d) the septic plan, as submitted to Santa Cruz County, showing lengths and locations of all leach lines. (These may be on common land.) Note: this drawing may be on a separate sheet, but must reference appropriate landmarks.

e) the driveway to its connection to the road, and any parking and turnaround areas, and

f) locations of any proposed trees to be planted outside patio areas (for screening or shading)

The owner will be asked to sign a standard letter (see Appendix A) agreeing to a re-vegetation plan for all disturbed lands outside of the driveway and parking pads by a date agreed upon, to further submit samples or photographs of materials and colors, antennas, or tanks, and to submit a final landscape plan describing any plantings outside of patio walls.

After the on-site meeting, the Architectural Review Committee will meet to determine approval. A letter will be sent to the owner by the Architectural Review Committee chairperson as soon as possible, but at least within ten working days, that either grants approval (in which case the letter may be forwarded to Santa Cruz County with the owner's application for a building permit), or disapproval, including the reasons for the disapproval. It is understood that some design decisions may not be final at this time (such as finish colors and materials of all exposed parts, plant species); the letter will include a list of outstanding items that need approval. See Step 5. *Note: Santa Cruz County may not issue a building permit without a letter of approval from Casas Arroyo Association.*

Step 4: Re-submittal of disapproved plans

If the original plans are not approved by the Committee, the owner may resubmit revised plans. The process and time lines used in Step 3 apply to any re-submittal.

Step 5: Approval of outstanding design items and/or design changes

Outstanding design decisions will be submitted to the Architectural Review Committee before construction of that particular phase begins. Colors should be submitted as an actual sample of the material or as a color sample. Landscape plans should be drawn to scale on a topographic site plan. Design changes that affect height, materials, colors, siting, grading, tree location, or major elements of any facade must also be resubmitted to the Architectural Review Committee as a "redline" or

modification of the original drawings submitted, or as a new drawing for additional features not previously submitted. Any new feature should be staked on the site. The Committee will grant written approval or disapproval within ten working days. To prevent construction delays, the owner should submit as early as possible.

Step 6: Approval of Satellite Dish

Because the 18" satellite dish is less than three feet in height, it does not require approval from the Architectural Review Committee; however, the owner shall install the antenna in an unobtrusive location. Any dish larger than 18" must first receive written approval by the Architectural Review Committee after review of the size, location and impact of the dish.

Upon approval by the Architectural Review Committee of the plans, owner(s) and Chairperson shall complete the form given here as Appendix A and file it with the Board of Directors of Casas Arroyo de Sonoita.

If the owner believes that he has been treated unfairly by the Architectural Review Committee or that their recommendations will be excessively costly and/or infringe in some way his rights to build the type of structure he or she desires, a final judgment may be received by addressing a majority of the Board of Directors at a special meeting.

CHECKLIST

Purpose

To ensure equal consideration of the Casas Arroyo de Sonoita Covenants, Conditions and Restrictions (CC&Rs), elements of the Casas Arroyo Fire Plan, and other authorized decisions made by the Association, appropriate sections of the following checklist will be used by the Architectural Review Committee. Each new structural modification, including new homes, outbuildings, walls, fences, antennas, tanks, trees, equipment, or other modifications will be affected. Creative solutions to design problems, over and above the examples cited below, are welcomed. If the recommendations of the Architectural Review Committee are viewed as not rendering fair treatment, or requiring excessive cost or in any way affecting an individual's rights to build the type of structure he or she desires, a final judgment may be received by addressing a majority of the Board of Directors at a special meeting.

Lot number _____ **Owner's Name(s)** _____

Telephone _____

Email or Fax _____

Architect _____

(Landscape Architect)

Telephone _____

Email or Fax _____

Chairperson _____

Architectural Review Committee

Telephone _____

Email or Fax _____

Note to owner: This checklist is designed as a convenience for both homeowner and for the Committee; all elements contained in the CC&Rs, even if not mentioned in the checklist, are binding and should be studied to ensure compliance.

1. Is the profile of the structure silhouetted against the sky or does it interfere with primary views as seen from existing homes and potential building sites of any other lots? (potential building sites of adjacent lots to be determined by Committee)

Yes _____

No _____

Interpretation and Examples:

By standing near windows of existing homes, one may see what their views encompass and at what angle they would be viewing any exposed portions of the new structure. This angle and distance away would determine how prominently the new structure is silhouetted against its background.

**If "yes", is a reasonable alternative site or orientation available?
(Note: New structures may be required to forego the most appealing view in order to meet this condition.)**

Yes _____

No _____

Interpretation and Examples:

A 360-degree view of the landscape is probably not possible from a new structure on any of the remaining Casas Arroyo lots. Privacy is a high priority in a cluster development where lots are close to each other; therefore, homes are typically tucked into folds of topography, with the ridge line below the skyline as formed by ridges, or tops of trees on ridges. It will not always be possible to completely hide a structure from all adjacent lots, but every effort should be made to minimize the visual impact of a new structure. The Architectural Review Committee admits that mistakes have been made in the past, allowing less-than-conforming structures to be built here. The positive outcome of this requirement will include greater privacy to the new homeowners, less impact from the severe spring winds, and higher resale values.

2. Do massing and siting of structural elements cause structure to retreat into the landscape (blend into) rather than stand out, as viewed from other homes and potential building sites of lots?

Yes _____

No _____

Interpretation and Examples:

A single large mass (a large square or rectangle) is more highly visible than breaking up the same square footage into an "L" shape or multi-level structure. The hilly topography of all Casas Arroyo lots may make single level construction much more expensive, with extensive cut and fill and retaining walls being required. A concept that was rejected in the past involved a large

rectangular house that projected out 100 feet, supported by 10-foot high pilings (no cut and fill was proposed). Such a structure suggested domination of the landscape, rather than integration. The Committee strongly suggests the use of an architect or landscape architect who will design specifically for that site and not attempt to force a pre-determined floor plan upon the site.

3. Do colors of all exterior surfaces retreat into the landscape rather than stand out?

Yes _____

No _____

Interpretation and Examples:

Colors that are the same as landscape elements such as the tans and browns of grasses and soils, or the dark grays of tree bark work best to recede. Note that color chips selected will almost always appear lighter on a small sample than they will appear in the landscape. A good way to select color is to purchase several color options and actually paint them on a portion of your structure to test the color.

4. Are colors of different elements of structure harmonious with each other?

Yes _____

No _____

Interpretation and Examples:

Standard design principles apply here. Too many colors tend to make a design busy and chaotic. The simpler, the better.

5. Do exterior material textures retreat into the landscape rather than stand out?

Yes _____

No _____

Interpretation and Examples:

Wall materials accepted by the building code are acceptable as long as other design criteria are met. Roof materials that have been accepted in the past include painted metal (which oxidizes and becomes a flat texture), and ceramic tile. Unpainted "tin" roofs have been rejected in the past because of glare produced by their highly reflective surfaces. Wood shakes and asphalt shingles are nice texturally, but are also an extreme fire hazard, and therefore discouraged.

6. Are glass surfaces oriented so that they will not project solar glare toward existing homes, roads or driveways?

Yes _____

No _____

Interpretation and Examples:

An architect can easily analyze annual solar angles to angles of reflection.

7. Is normal, daily parking and storage for all motorized and non-motorized vehicles concealed from neighbors and roadways?

Yes _____

No _____

Interpretation and Examples:

Garages and carports are the most common means of achieving this goal. Some lots and designs incorporate a nook behind the house that is not visible from adjacent properties or roads.

8a. Are exterior lights limited to one at each exterior entrance to the house and one at the garage, affixed to the wall(s) of the structure (not to patio walls)?

Yes _____

No _____

Interpretation and Examples:

Security lights are not permitted, unless they meet the standards above. Exterior lights on timers are preferred but not required, especially for patio lighting.

8b. Is lighting down-shielded from the overhead skies and placed so that it does not project into windows of adjacent homes?

Yes _____

No _____

Interpretation and Examples:

Light fixtures should be selected that project light downward, to protect the overall darkness of night skies and to eliminate annoying glare from neighbors' views.

9. Is effective containment provided for pets that does not interfere with views of neighbors or potential building sites of lots?

Yes _____

No _____

Interpretation and Examples:

Uncontained animals threaten wildlife and may intimidate or annoy neighbors who walk or jog in the common areas. All animals, including cats, must be contained within the owner's lot boundaries unless accompanied by an owner. Some homeowners have invested in a buried electronic fencing system for their pets with varied success, depending on the adequacy of training, and the system selected. Other types of dog runs or trolley systems are acceptable if

they are well-obscured from neighbors and are harmonious in design with other elements of the structure.

10. Has provision been made for placement of garbage cans, wood piles, compost piles, tanks, coolers, etc. out of sight of neighbors, lots, and roads?

Yes _____

No _____

Interpretation and Examples:

Wood piles and garbage cans may be hidden by placing them around angles of exposed facades of a dwelling, or inside a wall or garage, if the first type of concealment is not effective. Tanks usually are concealed by burying or walling around them. Appropriate shrubs may be planted to hide ground-placed coolers and air conditioners, if they are not in an overly prominent position relative to other lots and roads.

11. Are landscape species native to the area and able to survive after establishment (1 year) with no supplemental irrigation from tap water in the location selected?

Yes _____

No _____

Interpretation and examples:

Trees, shrubs, and grasses that are found in this general area of Arizona grow here because conditions such as water, soils, altitude, and climate are right for them; other species do not grow here because conditions are unsuitable. Even though they are native and are found in this area, riparian trees such as cottonwood, alder, sycamore, and black walnut are not appropriate to plant in Casas Arroyo; these species cannot subsist without their roots having access to groundwater and thus require large supplements from the faucet. Water harvesting and gray water reclamation are encouraged.

12. Are landscape species (especially trees) selected for height, colors, and form to blend and harmonize with the existing landscape and not block neighboring views when mature?

Yes _____

No _____

Interpretation and Examples:

Once again, noting the species already growing on the lot will help in the selection of colors, textures, and forms appropriate for the site. Trees such as Arizona Cypress have been planted here, but may be two to three times the height of any other trees in Casas Arroyo (70-90 feet tall) when they are mature.

A tree of this size may dwarf every feature around it, and may not harmonize and blend in with the existing landscape.

13. Is mix for re-vegetation of disturbed sites composed of native species only?

Yes _____

No _____

Interpretation and Examples:

Non-natives are expressly prohibited because of some species' potential for invasive behavior. Even common ground covers (such as Periwinkle) used as foundation plantings are discouraged because they have the potential for spreading. Lehmann Lovegrass, Buffelgrass, and Bermudagrass are expressly forbidden.

14. Will chimney or stove pipe have a spark arrestor or equivalent EPA Level II baffling system to prevent sparks ?

Yes _____

No _____

15. Does structure meet minimum front yard of 10 feet, minimum side yards of 5 feet each and minimum rear yard of 10 feet?

Yes _____

No _____

Interpretation and Examples:

Front yard is interpreted as the distance from the lot line to the nearest structural element of the side of the house that includes the primary entrance to the house. Rear yard is the side opposite that of the front yard; side yards are the sides remaining.

Note: The following questions pertain to the installation of satellite dishes, radio-receiving antennas, and other television antennas that exceed three feet in height.

16. Is the satellite dish or antenna concealed from the view of neighboring residences, lots, roads and streets? Does the dish or antenna affect the skyline viewscape of neighboring residences or lots?

Yes _____

No _____

Interpretation:

Vegetation is an acceptable screening for satellite dishes and antennas, if it is dense enough to be effective. The Committee will assess each installation on a

case-by-case basis. Because the 18" satellite dish is less than three feet in height, it does not require approval from the Architectural Review Committee; however, the owner shall install the antenna in an unobtrusive location.

Comments:

Signatures of Architectural Review Committee members present:

_____	_____
	Date
_____	_____
	Date
_____	_____
	Date
_____	_____
	Date

Appendix A

**To: The Architectural Review Committee
Casas Arroyo de Sonoita**

From: _____, **owner(s) of Lot #** _____

Re: Design Review

I (we), _____, agree to abide by the following requirements, subsequent to the issuance of approval from the Architectural Review Committee on the major elements of our structure upon Lot # _____ in Casas Arroyo de Sonoita, and subsequent to the receipt of a building permit from Santa Cruz County, Arizona.

1. I (we) will submit to the Architectural Review Committee, before construction of the affected item, samples of all colors and materials, including windows and light fixtures, that will be used for all exterior elements of the structure, or make other arrangements with the Architectural Review Committee chairperson that may include, but are not limited to photographs, visits to similar sites, color chips, and display of the actual paint on a small section of the structure.

(initial)

2. I (we) will submit to the Architectural Review Committee, before issuance of an occupancy certificate from Santa Cruz County, a written (or drawn) re-vegetation plan for all disturbed areas that includes the following:
 - a. a list of species that will be used on the site.
 - b. a description of the process that will be used. Such process should optimize chances of significant cover the first year and vegetation density similar to adjacent similar undisturbed sites by the end of the second summer rainy season after planting.
 - c. a time line for re-vegetation activity designating completion within the first March through July of the first year after receiving occupancy of the dwelling, or finishing the structural modification
 - d. replacement of any shrubs or trees destroyed or significantly altered during the construction process that were not approved to be altered or destroyed by the Architectural Review Committee on approved plans or in writing
 - e. a description of the process that will be used to ensure survival of replacement(s) of any shrubs or trees noted above.

(initial)

3. Other requirements as agreed between the Architectural Review Committee chairperson and the owner/builder. Each requirement is specified below and initialed by both parties.

Lot Owner

Date

Chairperson, Architectural Review Committee

Date