

**ARCHITECTURAL AND DESIGN GUIDELINES
AND ASSOCIATION RULES
FOR
ALTERRA HOMEOWNERS ASSOCIATION**

Revised as of June 28, 2017

The Architectural and Design Guidelines and Association Rules (“Rules”), as set forth in this document, shall interpret and implement procedures for the Architectural Committee’s (“Committee”) review and standards, including, but not limited to, architectural design, placement of buildings, landscaping, plant selection, color schemes, exterior finish and material, signage, and wall design. These documents are intended to enhance property values and high standards of development that exist within Alterra Homeowners Association. Unless specifically identified as not requiring submittal for approval within this document, prior approval from the Committee is required. The Rules are established to assist residents in conforming to the standards established and amended from time to time, by the Committee. Each application will be reviewed on a case-by-case basis.

PRIOR TO THE COMMENCEMENT OF CONSTRUCTION OR INSTALLATION, ALL PLANS MUST BE SUBMITTED, IF REQUIRED, TO THE COMMITTEE. APPROVAL TO PROCEED SHALL BE REQUIRED IN WRITING FROM THE COMMITTEE. FOLLOWING THESE GUIDELINES DOES NOT ELIMINATE THE NEED FOR SUBMISSION OF PLANS (UNLESS SPECIFICALLY NOTED).

APPLICATION PROCEDURE

Submittal

Application and plans (which will be kept on file with the Association) should be mailed to:

Alterra Homeowners Association
c/o J. Squared Property Management, LLC
21639 N. 12th Ave. Suite #102
Phoenix, AZ 85027

The following information should be included with the submittal:

1. **Application Form:** A completed application form (attached or copies may be obtained from the management company).
2. **Plot Plan:** A site plan showing dimensions, relation to existing dwelling and property lines (setbacks). Measurements must be written on the plans.
3. **Elevation Plans:** Plans showing finished appearance of improvement in relation to existing dwelling.
4. **Specifications:** Detailed description of materials to be used, color samples and dimensions must be submitted.
5. **Photograph:** If submittal is for an existing structure or improvement, a photograph of the structure or improvement must accompany the submittal application.

All buildings, structures, and other improvements erected within Alterra and the use and

appearance of all land within Alterra shall comply with all applicable City/County/State zoning and code requirements as well as the Declaration and these Rules.

REVIEW – APPROVAL AND/OR DISAPPROVAL

The Committee shall have 45 days after submittal of plans to approve or disapprove plans. No verbal approvals/disapprovals will be given by the management company. All decisions will be mailed via US Mail.

Review will include, but is not limited to, consideration of material, quality of workmanship, colors and consistency with the external design and color of existing structures on the lot and impact on neighboring lots. The location of the improvement with respect to topography and finished grade elevation is also considered.

Neither the Committee, nor the Board of Directors, nor the Declarant shall have any liability in connection with or related to approved plans, specifications, or improvements. The approval of the plans does not mean that judgment is passed on the structural soundness of the improvement nor its effect upon existing or future drainage. The review of the plans is for aesthetic purposes only.

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

Construction Period: Once started; construction shall be pursued diligently in order to assure prompt completion thereof. Absent a different deadline for completion of construction (which may be shorter or longer, at the Committee's discretion), such construction shall be completed within six (6) months of the date of the Committee's approval of the application.

APPEAL PROCESS

The ruling of the committee is final.

THESE ARCHITECTURAL AND DESIGN GUIDELINES AND ASSOCIATION RULES MAY BE AMENDED FROM TIME TO TIME BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS.

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ATTACHMENTS:

- Diagram A – Placement of Basketball Goals
- Architectural Committee Submittal Form

DESIGN GUIDELINES

ANTENNAS/SATELLITE DISHES

To the extent permitted by applicable law, the installation of antennas, satellite dishes or other devices for the transmission or reception of television or radio signals or any other form of electromagnetic radiation shall be subject to the prior written approval of the Committee unless applicable law prohibits the Committee from requiring such approval. If the applicable law prohibits the Committee from requiring prior approval for the installation of certain antennas, any such antennas are to be installed as follows:

The preferred installation locations are as follows in descending order of preference:

1. A location in the back yard of the Lot where the Receiver will be screened from view by landscaping or other improvements;
2. An unscreened location in the back yard of the Lot;
3. On the roof, but completely below the highest point of the roof line;
4. A location in the side yard of the Lot where the Receiver and any pole or mast will be screened from view by landscaping or other improvements;
5. On the roof above the roofline;
6. An unscreened location in the side yard;
7. A location in the front yard of the Lot where the Receiver will be screened from view by landscaping or other improvements.

Wires must be securely attached to the dwelling and painted to match where attached.

AWNINGS/PATIO SHADES

All awning and/or shades must be approved by the Committee. Awnings/shades over all windows shall be canvas or other approved material, of solid color on both sides, which match the color of the body of the exterior of the home or roof color and shall be installed only on the side and/or rear of the home. All awning/shade submittals must include a drawing with the location of the proposed installation, a sample of the material to be used, along with the color and design of the proposed awning/shade. Owner is responsible for maintenance and repair of awnings/shades. Association retains the right to determine when an awning/shade must be repaired and/or replaced due to weathering, fading, tearing, ripping, etc.

BASKETBALL GOALS

Permanent and portable basketball goals will be considered if they meet the following requirements:

1. All basketball poles installed or used in front of the home must be placed on the interior side of the driveway, facing the homeowners property. (see diagram A)
2. Backboards must be of a predominantly neutral color (gray, black, or white) or match the color of the body of the exterior of the home. (Clear backboards are acceptable without painting.)
3. Basketball poles must be painted to match the color of the body of the exterior of the home or black in color.
4. All equipment must be constantly maintained. Broken backboards, disfigured or bent rims, ripped or torn nets, chipped and/or peeling paint, etc., should be promptly repaired or replaced.

5. Only nylon or similar cord nets are acceptable. Metal or chain nets are expressly prohibited.
6. Painting of “keys” on driveway is prohibited.
7. Property owner shall be responsible for any damage to neighboring property caused by the the basketball equipment, to include landscape, structures, vehicles or signage.

Basketball equipment does not need to be submitted for approval providing the equipment is in compliance with the above rules.

DECORATIVE ITEMS

The Board of Directors reserves the right to require the removal of decorative items in front yards based on size, quantity, color, location and any other criteria. The Board of Directors, at its sole discretion, shall make its determination on a case-by-case basis.

Seasonal and Decorative Flags Seasonal and decorative flags which are house mounted below the roofline do not require approval. Seasonal flags may be installed 30 days before the date of the holiday and must be removed within 30 days after the date of the holiday to which the flag pertains. Flags must be maintained in good condition at all times. Flags that are torn, ripped, faded, etc. constitute grounds for fines and removal. Flags shall not be offensive to the Association. The Board of Directors shall make this determination at its sole discretion.

Holiday Decorations Holiday decorations may be installed 30 days prior to the holiday and must be removed within 14 days after the holiday.

Decorative Art on Houses Decorative Art on houses shall be neutral in color and limited to two items. Dimensions of decorative art shall be no greater than three feet in length, width, and diameter.

Water Features, Statuary, Etc. Items such as fountains, statuary, etc., are permissible within the rear yard and do not require submittal to the Committee, except on Lots with view fencing. Any items installed in the rear yard must not exceed the fence line height. Such items must be approved by the Architectural Committee for installation on the front yard. Water features may not exceed four and one half (4-1/2) feet in height. It is recommended that water features be chlorinated. The Committee reserves the right to limit the size and quantity of statuary in the front yard, as well as rear yards with view fencing.

Decorative Lighting Decorative lighting is permitted, provided it is kept in good working order and is not so excessive as to disturb other residents.

DRIVEWAY EXTENSIONS AND SIDEWALKS

Driveway extensions will be reviewed for approval provided the following conditions are met:

1. Only driveway extensions located in the side yard of the property will be considered.
2. Submittals must include a plat map with exact lot dimensions and the location and dimensions of the proposed extension.
3. The total parking area may not exceed thirty (30) feet of continuous frontage or fifty percent (50%) of the lot width (existing plus extension) as measured at its widest point, whichever is less.

4. All extensions must end one foot from the side property line. The area between the extension and the lot line must be landscaped with the same ground cover used in the front yard or a material approved by the Architectural Committee.
5. Painting and/or coating of paved surfaces must be submitted to the Committee for approval with materials and colors of proposed product to be used.
6. Approved Vehicles parked on driveway extensions must be at least five (5) feet from the side lot lines.
7. Additional free-standing driveways may be considered for approval on a case-by-case basis. Submittal shall include exact location and dimensions of proposed addition.

Additional Sidewalks

Sidewalks installed to utilize the side gates do not need to be submitted if all of the following conditions are met:

1. The additional sidewalk is three (3) feet or less in width, is one foot or more from the property line and is one foot or more from the home.
2. The area between the home and the sidewalk addition and the home and the side lot line must have groundcover installed to match the existing ground color.

The Committee reserves the right to review and request changes to the addition per these requirements.

Additional sidewalks in any other location in the front yard must be submitted for approval.

FENCES AND WALLS INCLUDING DECORATIVE WALLS

Plans to raise the height of a party wall must be submitted for approval with information on the height of all walls that will abut the wall(s) being raised. Side and rear walls may not exceed six (6) feet in height from ground level, as measured from the lowest side of the wall.

If requesting to raise the height of a wall or extend the length of a wall that is shared with a neighbor, a written approval must be received from the neighbor and must be included with submittal. By raising the height of a party wall, it becomes both homeowners responsibility for maintenance.

Plans for new fences or walls must be submitted to the Committee prior to construction. New walls must match existing wall texture.

The exterior surface of all Perimeter Block Walls must be painted Dunn Edwards - Brown Owl Exterior Latex Flat.

Perimeter walls on lots bordering common areas may NOT be torn down to allow access to rear yards. AN ASSESSMENT OF \$2,000 WILL BE APPLIED TO A LOT IN WHICH A COMMON WALL HAS BEEN REMOVED WITHOUT COMMITTEE APPROVAL. Access must be gained through the front wall on the side of the home. Repairs to this wall must be completed in a timely fashion and include repairing the old wall to match the existing texture and painted the approved Perimeter Block Wall color listed above.

Decorative or garden walls may not exceed thirty-six (36) inches in height. Decorative or garden walls must be submitted for approval prior to installation and be stuccoed and painted to match the base color of the home.

FLAGPOLES

Per Arizona State Bill 1055 signed by the Governor On April 29, 2002, the following rules shall apply to flagpoles in this community:

Display of the American Flag, Arizona State Flag, Recognized Military Flag, POW/MIA Flag, or an Arizona Indian Nation Flag:

1. These flags may be displayed from sunrise to sunset.
2. These flags should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
3. No other flag or pennant should be placed above or, if on the same level, to the right of the American flag.
4. If the American flag is displayed from a vertical flagpole or flagpole/staff projecting horizontally or at an angle from a windowsill or front of a home, the union of the flag (blue, where the stars are located) should be placed at the peak of the flagpole/staff unless the flag is at half staff.
5. The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
6. The flag should never touch anything beneath it (the ground, a floor, water, or merchandise).
7. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn down, soiled, or damaged in any way.
8. The flag, when it is in such condition that is no longer a fitting emblem for display, must be removed and replaced with a new flag.

Placement of Flags:

1. Prior to installing a flag pole on any Lot, the owner of said Lot must, in writing, submit a request including specific plans detailing the height, type, location, method of installation, and color of the pole to the Architectural Committee for approval.
2. The height of a flagpole can be no taller than the height of the highest point of the roofline or the distance between the point of placement of the pole in the yard and the closest point of either of the following:
 - a. The sidewalk (or the street if no sidewalk exists);
 - b. Any common area; or
 - c. Any neighbor's property line.
3. The flags may not be placed on common area.

GATES

All requests for additional gates or gates other than that which were offered by the original developer of the lot/home must be submitted for architectural approval. Placement of gate(s) must be approved by the Committee. Double gates may be installed to allow wider access to rear yards. All gates (double or single) should be of the same material, design and color as the originally installed single gates unless approved by the Committee. Gates may be painted to match the adjacent block wall with the approval from the Architectural Committee.

GAZEBOS

All gazebos or similar structures require approval of the Committee.

GUTTERS AND DOWNSPOUTS

Gutters and downspouts will be considered for approval if the finish matches the color of the home. The Association strongly recommends use of high quality materials that offer long life, as the gutters must be maintained in good condition at all times. Downspouts must be directed so that the drainage is retained on the lot.

HVAC INCLUDING EVAPORATIVE COOLERS

Except as initially installed by the Declarant, no heating, air conditioning, or evaporative cooling unit shall be placed, installed, constructed, or maintained upon any lot without the prior written approval of the Committee. All units shall be ground mounted, located within the perimeter of the rear yard and screened or concealed from view of all neighboring property.

LANDSCAPE GUIDELINES

Front Yard Landscaping: If landscaping is not installed by the Builder, it shall be installed by the homeowner within ninety (90) days after becoming an Owner of a Lot. The landscaping and irrigation improvements shall be installed in accordance with plans approved in writing by the Committee. Prior to installation of such landscaping, the Owner shall maintain the front yard of the Lot in a weed-free condition.

Front yard landscaping must have a minimum of one fifteen gallon tree, six (6) five-gallon shrubs, organic and inorganic ground cover and underground irrigation plant material. The tree requirement may be substituted with approved cactus with a minimum height requirement of five (5) feet. If turf is installed, it must be mowed and edged on a regular basis.

Rear Yard Landscaping: Rear yard landscaping does not require Committee approval, except on Lots with view fencing. Lots with view fencing must install back yard landscaping within ninety (90) days after becoming the Owner of a Lot. Side and back yards entirely enclosed by block walls do not require landscaping; however the Association strongly advises that the ground is covered as soon as possible to prevent excessive dust in the air.

Hardscape: (also see DECORATIVE ITEMS) Any hardscape items proposed for front yard installation must be approved by the Committee prior to installation. Materials included in hardscape are concrete, brick, tile, wood, pavers, etc. Examples of hardscape items are planters, walkways, retaining walls, decorative walls, and fountains. Headers (or some other form of containment) are required to separate grass from other materials in front yards. When headers of any type are installed between lots, both owners must approve the installation, or the header must be installed wholly on the lot of the person requesting permission to install the header.

Rock Ground Cover: If decomposed granite or other landscape rock is used, it must be of an "earth tone" color and not painted white, green, blue or other bright colors. Decomposed granite must be at least 'W' in size, and must be spread a minimum of 2" thick. All decomposed granite areas must be treated with a pre-emergent weed control at regular intervals to retard weed growth. No more than two (2) different colors of rock are allowed in the front yard. River rock shall be one (1) to

six (6) inches in diameter and not cover more than fifteen percent (15%) of the front yard landscaping. Boulders must be indigenous to Arizona and should be grouped and buried by 1/3 for a more natural appearance. No bare areas are allowed; all areas must be covered with some type of material (grass, granite, etc.).

Fine Grading and Mounding: Fine grading is a critical aspect of landscaping. Each lot is graded so that all storm water will drain away from the home and not onto adjoining properties. It is extremely important that this drainage pattern be maintained when preparing the landscape design, especially if mounding or berming are proposed. It is suggested that mounds not exceed eighteen inches (18") in height. It is also suggested that mounds and drainage swales be kept at least five feet (5') from sidewalks to prevent water collection underneath sidewalks.

Prohibited Plant Material: The following vegetation types and varieties are expressly prohibited:

1. Olive trees (*Olea europaea*) other than the "Swan Hill" variety.
2. Oleanders (*Nerium oleander*) other than the dwarf variety and *Thevetia* (*Thevetia* species).
3. Fountain Grass (*Pennisetum setaceum*) or Pampas grass (*Cortaderia selloana*).
4. All varieties of citrus are permissible within the confines of the rear yard only.
5. Mexican Palo Verde (*Parkinsonia aculeata*).
6. All varieties of mulberry trees.

LIGHTING

Please refer to "Decorative Lighting" and/or "Security Lighting."

MACHINERY AND EQUIPMENT

No machinery, fixtures, or equipment of any type, including, but not limited to, heating, cooling, air conditioning, refrigeration equipment, and clotheslines, may be placed on any lot or parcel without screening or concealment from view of neighboring property.

Oil pans, carpet, or any other object used to collect oil spills from driveways must be removed when not in use so as to not be visible.

PAINT COLORS

The paint colors used by the original developer are highly recommended for use in all instances. In the case of any variation from the original colors, the preferred colors are earth tones. Trim colors shall not dominate the exterior appearance and shall be of the same color range as the major color. The committee must approve colors prior to painting.

PARKING REGULATIONS

Except as otherwise provided by State Statute, all vehicles belonging to owners/residents must be parked in the garage or driveway. Vehicles parked in driveways must be in operable condition with no flat tires and have current (non expired) registration. Parking in the street is prohibited with the exception of guest parking on a temporary basis. It is the responsibility of the homeowner/resident to inform management of guests to be parked on the street overnight in order to avoid being cited.

Parking of RV's, boats, utility trailers, campers, etc. is prohibited, unless such vehicles are parked or stored in a manner to ensure that they are not Visible from Neighboring Property, Common Area or street. Exceptions will be made for a period not to exceed 48 hours for the purposes of loading, unloading or cleaning the vehicle. It is the responsibility of the homeowner/resident to inform management in order to avoid being cited.

PATIO COVERS

Patio covers, extensions, enclosures, etc. must be submitted for approval.

PLAYGROUND EQUIPMENT

Plans for play structures and similar recreational equipment must be submitted for approval since in most instances they protrude over the fence line. This is not to eliminate play structures, but to consider privacy issues for adjacent neighbors and to assure the aesthetic appeal.

The maximum height which will be considered for approval of play structures is twelve (12) feet. The maximum height for any deck/platform is four (4) feet above ground level;

The play structure may be placed no closer than ten (10) feet to any lot line. When considering plan approval, the Committee will consider the appearance, height and proximity to neighboring property. Submittals must include a picture or brochure of the structure, total dimensions, materials and a plot map or drawing indicating the proposed location and its proximity to adjacent property lines.

The color of canopy of the play structure must be one of the following:

1. Canvas covers shall be of a "neutral" color, off white, beige or light brown.
2. A single solid color of red, blue, green or yellow.
3. Striped with white and one (1) other color either red, blue, green or yellow.
4. Prints and multi-colored stripped canopies are prohibited.

POOLS AND SPAS

Pools and spas do not require the prior approval of the Architectural Committee. Perimeter walls on lots bordering common areas may NOT be torn down to allow access to rear yards. AN ASSESSMENT OF \$2,000 WILL BE APPLIED TO A LOT IN WHICH A COMMON WALL HAS BEEN REMOVED WITHOUT COMMITTEE APPROVAL. Access must be gained through the front wall on the side of the home, 'repairs to this wall must be completed in a timely fashion and include repairing the old wall to match the texture and color of the remaining wall.

All pool and spa equipment must be screened from view of neighboring property. (Lots with view fencing must submit plans for screening for approval by the Committee.)

Pools may not be backwashed into any common area. Check with your pool contractor concerning City ordinance requirements for backwashing. Damage, including erosion, to common area due to backwashing will be repaired by the Association and all expenses incurred by the Association will be billed to the Homeowner.

POOL FENCING AND EQUIPMENT

The specifications for rear yard wrought iron pool fencing installation on a Lot with view fencing shall be of a neutral earth tone color to match or blend with the exterior color of the home and meet all City, State, and Federal requirements.

Pool equipment on lots with view fencing must be screened from view from common areas. Screening may be through plant material or hardscape enclosure, Hardscape enclosures do not require approval if the enclosure does not exceed four (4) feet in height, stuccoed and painted to match the base color of the home. All other screen materials require approval from the Committee.

ROOF AND ROOF STRUCTURES

If the dwelling unit has a pitched roof, the roofing material for that portion visible from neighboring property must be clay or concrete tile. Unless specifically authorized in this document, no heating, air-conditioning, ventilation equipment, or any other equipment or structures shall be located or installed or maintained anywhere on a Lot if it is visible from neighboring property.

SANITATION-TRASH CONTAINERS

No garbage or trash may be placed on any lot or parcel except in covered containers meeting the City specifications, which must be stored out of sight. Trash cans may be placed out for pickup no earlier than 6:00pm the day before pickup and must be removed from view no later than 8:00pm the day of pickup. 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 his lot or parcel, but also from all public right-of-ways either fronting or alongside his lot or parcel, excluding (a) public roadway improvements, and (b) those areas specified on a Tract Declaration or subdivision plat to be maintained by the City or the Association.

SECURITY LIGHTING/DEVICES

Security lighting must be directed as to not shine on neighboring property.

Security features including but not limited to doors and windows must be submitted for approval.

SECURITY/SCREEN DOORS/SUNSCREENS

Wrought iron security/screen doors need not be submitted for approval provided they are painted to match the base color of the home or are a neutral "earth tone" color. Silver colored aluminum screen/security doors and/or wire screen mesh doors are strictly prohibited on front doors.

Bronze, gray, charcoal, brown or beige sunscreen material may be installed and not submitted for approval provided that the window frame matches the sunscreen material or the existing window frames.

Reflective window films are expressly prohibited. Bronze or charcoal non-reflective window tinting may be installed without Committee review

SIDEWALKS

Please refer to DRIVEWAY EXTENSIONS AND SIDEWALKS.

SIGNS

No signs shall be displayed on any lot except the following:

1. Signs used by Declarant to advertise the lots and residence thereon for sale or lease.
2. One temporary "for sale" or "for rent" sign with a total face area of five (5) square feet or less. These should be attached to an appropriate post and removed within 30 days of the sale of the home.
3. Open house directional signs which give directions to a house which is for sale or for lease to which the public is invited for a walk-in inspection. These signs shall be contained to maximum height of no more than three (3) feet from the ground to the top of the sign. Open house signs may be erected in the common areas, but will not be permitted on any sidewalk or roadway or on private property. Open house directional signs must be removed on a daily basis.
4. One residential identification sign not exceeding 9 inches by 30 inches.
5. Security signs shall be located no more than two (2) feet from the front of the home. Security signs must not exceed 12 inches square (12"X12") and must be maintained in good condition at all times.
6. Political signs, not to exceed one (1) per lot, of a size not exceeding twenty-four inches square (24"X24"). Such signs cannot be in place more than 45 days before an election and must be removed within seven (7) days after the election to which the sign pertains.
7. Such signs as may be required by law.
8. Signs approved by the Architectural Committee.

All signs must conform to applicable municipal ordinances. Signs advertising landscaping or pool contractors, etc., must be removed within forty-eight (48) hours of completion of work.

SOLAR PANELS AND EQUIPMENT

Roof mounted solar equipment (excluding the solar panels) must match the roof material. Panels must be an integrated part of the roof design and mounted directly to the roof plane. Solar units must not break the roof ridgeline. Visibility must be minimized from public view, and may be required to be screened from neighboring property in a manner approved by the Committee. Wires and piping must be securely attached to dwelling and painted to match where attached.

STORAGE SHEDS

Storage sheds will be permitted and need not be submitted for approval, provided the maximum height of the shed, including roof, does not exceed the height of the immediately surrounding wall(s) or fence(s). Sheds must be placed at least three (3) feet from all perimeter fencing.

Sheds whose maximum height exceeds the height of the immediately surrounding wall(s) or fence(s) must be stuccoed and painted to match the home, and have a tile roof to match the existing tile on the home. (continued on next page)

Storage sheds on a lot with a view fence are subject to the following provisions:

1. The shed may not be placed adjacent to the view fence.
2. The shed must be screened from view with approved plant materials.
3. Placement of the shed must be approved prior to installation.

WINDOWS

Permanent draperies or suitable window treatments shall be installed on all front-facing windows within one hundred and twenty (120) days of ownership. No reflective materials; including but not limited to, aluminum foil, reflective screens or glass, mirrors or similar type material, shall be installed or placed upon the outside or inside of any windows. Exterior window coverings or treatments used to shelf or decorate openings must be compatible, with respect to materials and color, with the style and color of the home.