

# **HIGHLANDS AT THE RIM HOMEOWNERS' ASSOCIATION**

## **Architectural Review Guidelines**

**PLEASE NOTE:**

1. Application forms and Instructions for submitting applications for architectural review are attached or email [HATRCA@gmail.com](mailto:HATRCA@gmail.com)
2. The Highlands at the Rim, Architectural Review Committee may also be contacted directly at:  
[HATRCA@gmail.com](mailto:HATRCA@gmail.com)
3. Allow a minimum of ten working days for a response.
4. No new construction or exterior remodeling shall commence until all City permits, when required, have been approved by the Architectural Review Committee.

## SECTION 1: INTRODUCTORY INFORMATION FROM THE EXECUTIVE BOARD

### Highlands at the Rim Homeowners' Association Architectural Review Committee's responsibilities:

The following is a copy of paragraph 8.2 of the Highlands at the Rim CC&Rs, which outline the Architectural Review Committee's responsibilities regarding the review of plans and specifications

:

*8.2 Review of Plans and Specifications. The Architectural Committee shall consider and act upon any and all plans and specifications certified by an architect or engineer duly licensed in the State of Arizona submitted for its approval under this Master Declaration and perform such other duties as from time to time shall be assigned to it by the Executive Board, including the inspection of construction in progress to assure its conformance with plans approved by the Architectural Committee. No construction, alteration, removal, relocation, repainting, demolishing, addition, installation, modification, decoration, redecoration or reconstruction of an Improvement, including landscaping, in the Project (including any common elements within the Townhome Association) shall be commenced or maintained, until the plans and specifications therefore certified by an architect or engineer duly licensed in the State of Arizona, or otherwise authorized by the Architectural Committee, showing the nature, kind, shape, height, width, color, materials and location of the same shall have been submitted to the Architectural Committee and approved in writing by the Architectural Committee; provided however, that any Improvement may be repainted without Architectural Committee approval so long as the Improvement is repainted the identical color which it was last painted. The Owner or Member submitting the plans and specifications (the Applicant) shall obtain a written, dated receipt therefore from an authorized agent of the Architectural Committee. Until changed by the Executive Board, the address for the submission of such plans and specifications shall be the principal office of the Master Association. The Architectural Committee shall approve plans and specifications submitted for its approval only if it deems that the installation, construction, alterations or additions contemplated thereby in the locations indicated will not be detrimental to the Project as a whole, that the appearance of any structure affected thereby will be in harmony with the surrounding structures, that the construction thereof will not detract from the beauty, wholesomeness and attractiveness of the Common Elements or the enjoyment thereof by the Members and Owners, and that the upkeep and maintenance thereof will not become a burden on the Master Association. The Declarant, and any Person to which the Declarant may assign all or a portion of its exemption hereunder, need not seek or obtain Architectural Committee approval of any Improvements constructed on the Project by the Declarant or such Person, as the case may be."*

**The Architectural Review Committee encourages owners who plan to construct houses or additions and/or make alterations to existing houses to submit preliminary plans for an informal pre-approval review. These plans must be accompanied by a brief letter explaining that the application is for pre-approval. The preliminary plans must be drawn to scale and to professional standards and include all the features expected to appear on the final drawings including a three-view drawing showing the street view. This may be done without submittal of a formal application form and does not require payment of a review deposit. Owners who obtain preliminary approval before the preparation of complete construction drawings and specifications considerably reduce the possibility of rejection of the formal submittal, thus saving both time and money.**

If you already live here and are planning to improve your property, we are pleased that you take pride in it and your neighborhood. The Architectural Review Committee looks forward to helping all property owners to finalize their projects and will be pleased to help to resolve any problems discovered during the review process. If you have any problems with, or need help interpreting the following guidelines, please don't hesitate to contact the ARC at the following e-mail address:

[HATRCA@gmail.com](mailto:HATRCA@gmail.com)

## **Section 2: ARCHITECTURAL STANDARDS AND GUIDELINES**

The following "Architectural Standards and Guidelines" have been approved by the Board of Directors of the Homeowners' Association. Should any standard herein be in conflict with applicable codes and ordinances of the City of Payson and/or Gila County, the stricter requirement will apply

### **a. Architectural Styles:**

shall be similar to the existing houses in the Highlands at the Rim development, being a "Swiss Chalet" style having pitched roofs with overhanging gables, wide soffits, large glass windows angled to the same pitch as the roof where applicable, balconies and porches front and back except as may otherwise be approved by the Architectural Review Committee.

### **b. Permitted Structures:**

No structure shall be erected, altered, placed, or permitted to remain on any of the 38 lots within HATR other than one (1) detached single family dwelling, with attached or built in (two car minimum) garage, balconies, covered porches, decks, or paved patios. If the previous statement is met then a detached garage maybe built.

### **c. Main Floor Area:**

The main floor is defined as the part of the house that includes the main living areas (e.g., entry way, living room, study, dining room, kitchen, bathroom(s), closets, laundry room, and bedrooms). Houses may also include lower and/or upper levels containing additional living space. This additional living space is not to be included in the minimum square footage requirement below.

No dwelling having a main floor area of less than 1500 square feet of living area will be permitted in Highlands at the Rim, including the walls proper of the house, but exclusive of open porches, attached or lower level garages, or other permitted extensions or projections.

### **d. Height:**

The maximum building height of the structure shall be thirty feet (30) above the finished floor. The height of any building which has a lower level shall be measured from the finished floor of the main level above the lower level.

### **e. Construction Methods and Materials:**

All Construction shall be site built. No pre-fabricated homes will be permitted. No plastic or metal siding will be allowed. Rain gutters and downspouts shall be metal. All new homes shall have wooden, cement or composite siding with stained or painted finish in an approved color. Natural and engineered stone may be used on exterior of home in conjunction with siding instead of or in conjunction with split-face block on stem walls. Stone may also be used on screen walls and retaining walls. All construction must comply with the relevant city, county, and national building codes as applicable.

### **f: Roof Deck:**

To ensure the privacy of all residents, no roof decks or permanent roof access structures will be permitted. Access to roofs will be allowed only for maintenance purposes and only normal roofing materials allowed.

### **g. Roof:**

All roofs shall have a pitch of not less than 22.6 degrees (5/12 pitch). Roofing material shall be fire resistant. (e.g. fire resistant shingles, slate style tile or minimum 26ga metal with raised seams may be acceptable but must be approved by the Architectural Review Committee).

**h. Exterior Colors:**

Standards for exterior colors are contained in a separate section titled "Exterior Color Selections." All exterior colors must be approved in writing by the Architectural Review Committee.

**i. Exterior Lighting:**

Exterior lighting, including security lights if used, shall be installed and maintained such that no light is directed into neighboring property.

### **Section 3: LANDSCAPING AND OTHER SITE ELEMENTS**

The following standards for landscaping have been approved by the Board of Directors of the Highlands at the Rim Homeowners' Association

The following paragraph outlines the overall philosophy of the Architectural Review Committee with regard to landscaping:

*"No trees, bushes, shrubs, or plants shall be planted until the landscaping plans have been submitted to and approved in writing by the Architectural Review Committee. The plans shall show in detail the proposed elevations and a location of all major landscaping features. The Architectural Review Committee may reject these plans and specifications if, in the opinion of the Committee, they do not provide for an adequate amount of landscaping relative to the aesthetic requirements of the Highlands at the Rim development as a whole. All property and home owners within the Highlands at the Rim development are required to maintain their properties to the fire wising standards outlined in item 1e below"*

#### **1. LANDSCAPING**

a. All homeowners shall install and, thereafter maintain, landscaping in an attractive condition conforming to the general appearance and aesthetics of the established neighborhood.

b. All landscape areas visible from the street shall be of a type that complements the native vegetation. The use of indigenous trees and plants will be encouraged but are not required. No grass is permitted in these areas.

c. An automatic watering system that is adequate to maintain all new vegetation, shall be installed and maintained.

e. In 2014 Highlands at the Rim was recognized as a Fire Wise community. As such all property owners must maintain their property in accordance with fire Wise practices. These include, but are not limited to;

- Removing standing dead and downed trees and shrubs
- Trim trees to a clear height of six feet from ground to minimize "ladder fuels"
- Remove live and or dead shrubs, scrub oaks, etc. to provide a break between foliage. Rule of thumb: *to be able to walk between live vegetation without brushing against it.*
- Maintain the regrowth of ground vegetation by spraying three times per year (spring, summer and fall) with an approved ground clear spray.

#### **2. OTHER LANDSCAPING ELEMENTS**

a. Walls: Retaining walls may be built where needed but shall be a maximum of six (6) feet high from the existing grade to the top of the wall or in compliance with local building regulations. Construction will be of 8" minimum split-faced masonry block painted to match the exposed stem walls of house or stuccoed and painted on the reverse side with a color approved by the Architectural Review Committee. Walls may be attached to adjacent property owner's walls with written approval of the owner and after approval of the Architectural Review Committee. Property-line walls or fences may be built only with the approval of the Architectural Review Committee. Chain-link fences will not be approved.

b. Communication Equipment: Satellite and UHF communications antennae must be located such that the antenna is minimally visible from the street in front of the house. The antenna must be shielded from view from the street and neighboring properties to the maximum extent possible as long as an acceptable signal quality may be received. If necessary to shield the antenna from view, the Association may require that the antenna be shielded by reasonably priced landscaping that complies with the Association's landscape requirements. Antennas, masts and any visible wiring must be painted the color of the structure to which they are installed, provided the painting does not interfere with acceptable quality signal and does not void the manufacturer's warranty.

Any equipment not in use should be removed.

All installations must be approved by the Architectural Review Committee. No ham radio antenna installations will be permitted.

c. Driveways and Walkways: Walkways shall be scored or patterned concrete, exposed aggregate concrete, paver units (brick, concrete, flagstone, etc.), or as approved by the Architectural Review Committee). Driveways from garage to street shall be in pavers matching those of all other units in the development. The width of driveways at the street curb shall **not** exceed 2 feet wider than the garage door on each side. Minimum width of the driveway is the width of the garage door. Exceptions on width and location of driveways may be made where access is required for the use of handicapped persons but must be approved by the Architectural Review Committee. However, any driveway other than that approaching the garage is for loading and unloading only and may not be used for overnight parking.

d. Basketball structures: No basketball backboard or similar structure or device (whether mounted on a pole, wall or roof, permanently or temporarily) shall be placed or constructed upon the property.

e. Landscape lighting may be installed but must be maintained such that no light is directed into neighboring property.

d. Permissible items may include metal sculptures and sunbursts. Decorations attached to or placed in the front area of the house or garage, including items in Niches and Alcoves, require submittal of an application, a photo or brochure with a picture of the item(s) and ACC approval.

f. One Garden storage shed no greater than 60 cubic feet may be placed on lot with ARC approval and must maintain Earthtone color pallet.

### **3. DRAINAGE AND EROSION CONTROL**

a. Landscaping within drainage easements must conform to generally accepted landscaping criteria and must be maintained to allow for proper flow of water.

b. No owner or other person shall obstruct, interfere with, or change the direction or flow of water across the lots or the common area in accordance with the drainage plans for Highlands at the Rim without written approval of the board of Directors and the City of Payson.

c. All lot owners and homeowners are required to control erosion and keep debris from flooding roads, common areas, and adjoining lots. Based on the Architectural Review Committee's experience, we urge the use of properly constructed rip rap drainage routes where required

### **4. CITY REQUIREMENTS**

All requirements of the City of Payson applicable to our development shall be followed.

### **5. STORM DRAINAGE**

Each owner must be responsible for taking precautions needed to protect his or her property, neighboring properties, and common area from damage caused by flow of storm waters, as well as to conform to the regulations of, and, if required, to obtain the approval of any governmental agency having jurisdiction over the property involved. The Board and the Architectural Review Committee reserve the right to reject any proposed storm drainage structure should it, in the judgment of the Board and Committee, be visually incompatible with the general character of Highlands at the Rim.

## Section 4: EXTERIOR COLOR STANDARDS

The following standards for exterior colors have been approved by the Board of Directors of the Homeowners' Association:

### **"Light Reflective Value" (LRV)**

Is the reflectivity of a surface as measured by a calibrated light meter. The value represents the percentage of light reflected from a surface; pure white will equal an LRV of 100%, flat black will equal 0%.

### **"Conforming Earthtone Colors"**

Are those tones of brown which blend with the natural colors found in the mountain landscapes that surround the city of Payson. They shall fall within an LRV range of 55% to 24%.

### **"Conforming Trim Colors"**

Shall match or be in harmony with colors used on the house walls. They include only tones of brown. Colors other than brown are not permitted. They shall be the same shade or darker than the house siding and fall within an LRV range of 55% to 7%.

Note: The Highlands at the Rim Board of Directors and/or Architectural Review Committee do not promote any particular brand or manufacturer of paint. However as a guide to color the Dunn Edwards's brochure, or equal, displaying various shades of browns and tans may be used to choose from as long as the recommended LRV values are adhered to.

All applications for construction, remodeling or re-finishing must be accompanied by the completed color choice form at the end of this guide. When remodeling, paint/stain color must match existing home colors.

## **COLOR REQUIREMENTS**

The following requirements have been established for use at Highlands at the Rim for exterior finishes:

### **HOUSE WALLS**

All house walls (wood/siding) shall be painted/stained a natural wood color with an LRV of between 45% and 25%. Stem walls where visible shall be painted in "Conforming Earthtone Colors."

### **CONCRETE BLOCK RETAINING AND PATIO WALLS**

These walls shall be painted to match the color used on the house walls where concrete block stem walls are visible. All visible block must be split face or have a stone veneer. Note: The paint requirements for retaining landscaping walls do not apply to walls constructed of interlocking landscape blocks that are not cemented together.

### **TRIM**

Trim, including such elements as roof fascia's, gates, electrical circuit-breaker boxes, irrigation-control boxes, door frames, painted window trim, garage-door frames, columns, and the like, shall be painted in "Conforming Trim Colors."

### **DOORS**

Garage door to be painted either body or trim color of house or complimentary earthtone color. Front door may be painted an approved accent color.

### **ROOFS**

The color of all roofs shall be earth tones; the color must be approved by the Architectural Review Committee.

### **WINDOWS AND SKYLIGHTS**

Remodel and replacement windows must match existing windows.

### **METAL ROOF VENTS, WALL LOUVERS, PLUMBING VENTS, FAN HOUSINGS, ETC.**

These elements shall be concealed if possible and painted to match the approved body, roof or trim color. Exposed elements occurring on a roof shall be painted to match either the roof shingle or in "Conforming Trim Colors."

### **MINOR REPAIRS AND PATCHING**

Minor repairs to external elements of the main structure or landscaping elements shall be finished to match the original colors. This shall be considered part of the repair.

### **RE-PAINTING**

Homes may be re-painted without seeking approval from the Architectural Review Committee provided that the same colors as the original are used. Any changes in color must be approved in writing by the Architectural Review Committee

## **Section 5: CONSTRUCTION STANDARDS**

These standards, accepted by the Board of Directors, take effect after approval of plans and specifications:

### **1. BEFORE COMMENCING CONSTRUCTION:**

a. No construction shall begin until the final plans have been approved by the Architectural Review Committee and their clearance has been given to the contractor before the start of construction.

### **2. DURING CONSTRUCTION:**

a. The speed limit within Highlands at the Rim is **25 MPH** and must be adhered to. Speeding violators (tradesmen and sub-contractors) will be denied access.

b. No music, or alcohol consumption is allowed on any construction site.

c. The contractor must keep a portable toilet at an approved location on the construction site.

d. Allowable construction hours are restricted. Hours shall be between the hours of 6:00 am and 6:00 pm.

e. The contractor shall contain all building materials and refuse within the lot boundaries. In the event any of the above is not complied with, the Association shall be entitled (after five days' written notice) to cause all refuse to be removed. The cost of such removal shall be charged to the lot owner, along with fines as follows:

- First offense, **\$100.00**
- Second offense, **\$200.00**
- Third offense. **\$300.00**

f. Construction shall be completed within the following time schedules:

- New Construction and/or Remodeling: twelve (12) months from the start of construction
- Landscaping: six (6) months after completion of the house

Note: These time schedules may be extended by the ARC if it can be shown that work was/is delayed by factors outside the control of the contractor or owner. (e.g., prolonged bad weather, force majeure)

### **3. AFTER CONSTRUCTION:**

a. At the completion of construction and prior the final inspection by the Architectural Review Committee, the site shall be thoroughly cleaned, refuse container(s), surplus materials, and sanitary facilities removed, the landscape graded to a presentable condition, and all external patios, sidewalks, driveways, and the street outside the house hosed clean.

b. If construction is not completed within outlined schedules, approvals will be considered void, new approvals will be required, and fines may be assessed.



c. At the completion of any new home, alteration, addition, or landscaping project, the Architectural Review Committee shall be notified by the owner so that Committee Members may complete a final on-site inspection to verify that construction was completed in accordance with approved plans and Architectural Review Committee Guidelines.

## Section 6: APPLICATIONS

Property owners preparing to construct a new house, or an addition, or are planning exterior remodeling, or landscaping their property, or are considering making changes to the exterior colors of an existing house, must submit an application form, along with completed plans, specifications, and the required payment to the Highlands at the Rim Homeowners' Association Architectural Review Committee in accordance with these guidelines.

The Architectural Review Committee must be contacted by email:

[HATRCA@gmail.com](mailto:HATRCA@gmail.com)

The Architectural Review Committee will review the application and respond to the applicant within ten (10) days. Please note that the initial response will be within ten days, but the approval process may take longer if the Committee finds it necessary to research, confirm, or acquire information from outside sources.

ALL submittals must include the following:

1. Completed Application Forms (all forms must be filled out and can be found at the back of this document).
2. 'Refundable Review Deposit' in the form of a check made payable to "Highlands at the Rim Homeowners' Association":
  - New Construction **\$500.00**
  - Remodeling or Addition **\$250.00**
  - Separate Landscape Plans **\$0**
  - Color (Painting) Only **\$0**
  - Minor Modifications **\$0**

Note: The term refundable refers to the portion of the deposit that remains after the Architectural Committee deducts the costs of hiring any third parties, if needed, to complete the review process.

3. Color photos of existing residence or property showing the location of the proposed alteration.

4. Submittals for new homes, additions, and remodels must also include the following: One copy of Site Plans - Minimum Scale 1":1 0'.

- One complete set of Architectural Plans. Refundable Architectural Review Deposit
- Copy of City permits (if received)
- Color samples of all the proposed exterior colors

Note: The above mentioned architectural plans must be of a standard that can be reviewed and approved by the City of Payson. Information regarding the City of Payson's building requirements are posted on the City of Payson's website. Changes to plans required by the Architectural Review Committee or the City of Payson must again be reviewed and approved by the Architectural Review Committee before the start of construction

5. Landscape Plans (and letter of intent to landscape). Submittals for smaller projects (walls, fences, pools, play equipment, etc.) must include the following:

- Completed application
- Refundable Architectural Review Deposit
- A plan or set of plans drawn to scale where applicable
- Color samples

Note: A separate submittal of landscape plans is allowed. A landscape plan must be submitted and approved before substantial completion of home construction. A review deposit of **\$100.00** is charged for separate landscape plans.

6. No construction may commence until a complete submittal has been received and responded to. Please allow a minimum of ten (10) working days for response to complete applications.

## ARCHITECTURAL REVIEW APPLICATION SECTION 1:

- This form must be completed legibly and in its entirety to qualify for consideration by the Architectural Review Committee. Instructions for submission of the completed form to the Highlands at the Rim Architectural Review Committee may be found on our website at:

[www.highlandsattherim.com](http://www.highlandsattherim.com)

The Architectural Review Committee will review the submission and advise the applicant of approval or rejection.  
**Please allow a minimum of ten (10) working days for a response to a complete application**

Application submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

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

Owner \_\_\_\_\_

Property Street Address: \_\_\_\_\_

Owner's Architect: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Owner's Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

## ARCHITECTURAL REVIEW APPLICATION SECTION 2:

### Project Information:

Check the item which best describes your project:

- ☐ New house on vacant lot
- ☐ Addition to Existing Home
- ☐ Exterior Alteration
- ☐ Exterior Painting
- ☐ Landscaping
- ☐ Other (please describe) \_\_\_\_\_

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Date you expect project to begin: \_\_\_\_\_

Date you expect project to end: \_\_\_\_\_

### Attachments to Application:

Check which of the following items are attached to this application:

- ☐ Checks for required review deposit(s) Payable to Highlands at the Rim HOA
- ☐ A set of architectural plans, and a site plan
- ☐ Color samples for exterior (with completed color choice form)
- ☐ Landscape application with plans and letter of intent to landscape
- ☐ Color photos of exterior of existing home or area to be modified
- ☐ Other (please describe) \_\_\_\_\_

**ARCHITECTURAL REVIEW APPLICATION SECTION 3:**

**Action taken by the Architectural Review Committee:**

**Date:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_

**Remarks:**

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## ARCHITECTURAL REVIEW APPLICATION

### Letter of Intent to Landscape

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

Highlands at the Rim Homeowners' Association  
Architecture Review Committee:

HATRCA@gmail.com

Re: Lot# \_\_\_\_\_ Address: \_\_\_\_\_  
Highlands at the Rim

To Whom It May Concern:

I have read the Architectural Guidelines in their entirety and agree to comply with the provisions therein, particularly with respect to the landscaping requirements

Accordingly I have enclosed the following:

- \_\_\_\_ my plans for landscaping the above property
- \_\_\_\_ my check for \$500.00 (the required deposit for new construction)
- \_\_\_\_ my check for \$250.00 (the required deposit for additions or alterations)
- \_\_\_\_ No deposit required for minor projects.

Sincerely,

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

## CONSTRUCTION PERSONNEL LIST

Lot Number: \_\_\_\_\_ Street address: \_\_\_\_\_

Highlands at the Rim

Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_

Owner's Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ General

Contractor's Name: \_\_\_\_\_ General

Contractor's Company and Address: \_\_\_\_\_

General Contractor's Phone Number(s): \_\_\_\_\_

Approx. Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

### LIST OF SUB-CONTRACTORS

1. \_\_\_\_\_
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\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date