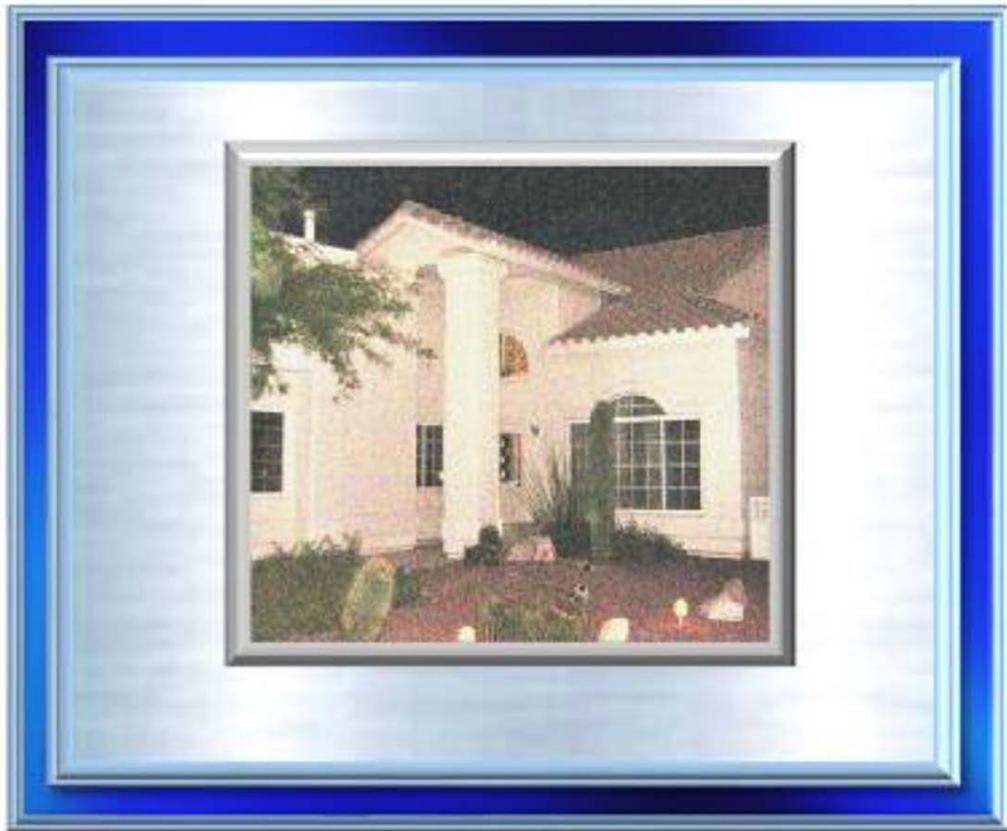




CARMEL POINTE HOA  
Oro Valley, Arizona

## ACC IMPROVEMENT APPLICATION PACKET (TO BE USED FOR EXTERIOR STRUCTURAL MODIFICATIONS)



# CARMEL POINTE ARCHITECTURAL CONTROL COMMITTEE



## ACC IMPROVEMENT APPLICATION PACKET

*HOW TO PREPARE A PACKET  
PROCESS AFTER SUBMITTING  
NEED TO KNOW INFO  
APPLICATION FORM  
PLOT MAP  
NEIGHBORS APPROVAL  
PLANT LIST*

<b>ARCHITECTURAL CONTROL COMMITTEE CHAIR:</b>				
MEMBER NAME	TITLE	ADDRESS	EMAIL	PHONE
Bill Wissler	ACC Chair	1433 W Bridalveil Pl	wwwissler@comcast.net	520-237-2208

### CARMEL POINTE HOA ASSOCIATION MANAGEMENT COMPANY – MISSION MANAGEMENT SERVICES

Vanessa Mixton-Garcia Assn Mgr 8375 N Oracle, #150, Tucson, AZ vanessa@missionmanagement.biz 520-797-3224

## PREPARING THE ARCHITECTURAL IMPROVEMENT APPLICATION PACKET

**THE PACKET SHOULD INCLUDE THE DOCUMENTATION LISTED BELOW, IF APPLICABLE TO THE PROPERTY OWNER'S REQUEST.**

- ▲ ARCHITECTURAL IMPROVEMENT APPLICATION FORM
- ▲ DESCRIPTION OF MODIFICATION, presented with details.
- ▲ REASON(S)/RATIONAL OF MODIFICATION
- ▲ CARMEL POINTE PLOT MAP
- ▲ PLANS & ELEVATIONS OF MODIFICATION – 2 copies
  - Drawings to be submitted by property owner/contractor/architect
  - Drawings should be no larger than 11" x 18" and shall include
    - A North arrow,
    - The drawing's scale,
    - All pertinent dimensions of length, height and transitions,
    - Descriptive notes of required materials and attributes
    - Title Block (includes owner's name, address and lot number)
    - A 3-dimensional sketch of completed modification
- ▲ Copies of the Work Permits (if required)
- ▲ NEIGHBORS APPROVAL FORM
  - Signed by neighbors most affected by modification
- ▲ LANDSCAPE PLAN (if applicable for property owner's request)
  - Prepares for the ACC, a list of all the plants being removed, relocated or added (refer to Plant List),
  - Including the property owner's understanding, acceptance and responsibility in the area that the modification is being completed to –
    - Provide the proper maintenance to, or when necessary, make the necessary repairs to the existing irrigation system or pay for the necessary repairs;
    - Provide the coordination to do or have done the re-routing and/or capping-off the Carmel Pointe's irrigation system affected by the modification; and,
    - Assure uninterrupted operation of the community irrigation system.
- ▲ PLUS, additional information needed by the ACC after the PACKET has been submitted for review.

## PROCESSING STEPS FOR THE ARCHITECTURAL IMPROVEMENT APPLICATION

- The Carmel Pointe property owner wanting to make a structural modification shall submit a completed Architectural Improvement Application Packet aka the ACC Packet to either the ACC Chair or ACC Vice—Chair either in person, by mail or by email.
  - This is with the understanding the property owner will wait until the total process of approval is complete before doing any part of the modification.
- Upon receipt of the ACC Packet, the ACC Chair or the ACC Vice-Chair will email the homeowner that the ACC Packet is now in the possession of the ACC to be reviewed.
- Per Section 8.03 Procedures<sup>1</sup> of the CC&Rs, the ACC shall approve/disapprove the plans within thirty (30) days of submission.
  - EXCEPTION: If the application is under consideration and requires more time to complete, the thirty (30) days <sup>2</sup>may be extended.
  - The ACC may contact the property owner once the review of the modification begins for additional information and/or to answer questions about the information submitted.
  - The ACC will notify the property owner by email the reason for the delay in receiving approval.
- After the ACC approves the ACC Packet but prior to notifying the property owner of the approval, the ACC will present the ACC Packet to the Association Manager to present to the Canada Hills Master Association for their approval.
- Canada Hills Master Association will send their approval to the Carmel Pointe Association Manager.
  - The Association Manager will forward the Canada Hills Master Association approval to the ACC Chair or ACC Vice-Chair.
  - The ACC Chair or the ACC Vice-Chair will issue the **APPROVAL TO COMMENCE MODIFICATOIN** to the property owner.
- Once the requesting owner receives the APPROVAL to COMMENCE MODIFICATION form from the ACC, the owner may begin the project, to be completed within ninety (90) days of receipt of the approval, being able to present the APPROVAL FORM if requested.

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<sup>1</sup> "The Architectural Control Committee shall approve or disapprove all plans within thirty (30) days after submission and issuance by the Association of a receipt therefor." This will be issued in the way of an email.

<sup>2</sup> See Footnote 5 and add 'EXCEPTION: If the application is under consideration and requires more time to complete, the thirty (30) days may be extended.'

# NEED-TO-KNOW INFORMATION FOR AN EXTERIOR STRUCTURAL MODIFICATION

## PERTAINING TO PATIO OR COURTYARD MODIFICATION

### ➤ HEIGHT LIMITS:

- Courtyard and/or patio walls should be a maximum of four (4) feet in height.
- Front patio/courtyard walls should be reduced to no more than three (3) feet at a point not greater than two-thirds of the distance from any start point at the house perpendicular to the street curb line.
  - Work along any axis parallel to the curb line should take into consideration property located next to open space, another unit or proximity to the driveways.

### ➤ MATERIAL REQUIREMENTS:

- All walls and trim material which is textured and colored must match the community approved exterior standards.
  - **EXTERIOR PAINT COLOR: Sherwin Williams Silver Beige #2422.**

### ➤ COMPLETED DIMENSIONS:

- The courtyard/patio wall should contain drainage scuppers at approximately fifteen (15) feet maximum intervals located at the junction of the wall-base and top surface of the interior courtyard.
- Scupper size should not be smaller than 2" x 4".

### ➤ LANDSCAPING:

- Smooth river rock 4" x 8" should be placed outside the wall at each scupper and extend a minimum of three (3) feet beyond the outside of the wall.

**NOTE:** Options will be considered upon request based-on the property.

Justification to deviate from these specifications should be persuasive/appropriate to the property.

## FOR ALL MODIFICATIONS INCLUDING PATIO/COURTYARD

### CONSTRUCTION MINIMUMS

- ✓ Modification(s) **MUST USE** materials which are textured and colored to match the community's approved exterior standards.
  - **EXTERIOR PAINT COLOR: Sherwin Williams Silver Beige #2422**
- ✓ The modification should not create a drainage problem for a neighbor or common area.
  - *If a problem results from the modification, the property owner who made the modification is responsible for correcting the problem.*
- ✓ The modification will not extend onto community common land nor onto concrete driveways past garages.
- ✓ No modification should be closer than ten (10) feet from a curb line nor should it extend toward the street curb line more than four (4) feet beyond the face of that part of the residence which is parallel and closest to the unit's driveway curb line.

### DEMOLITION

- ✓ All demolition work associated with the modification should be identified in the plan.
- ✓ The homeowner accepts responsibility for the clean-up after construction is complete.

### LANDSCAPING ALTERATIONS

- ✓ Plants added to the addition shall be selected from the Carmel Pointe Plant List
- ✓ Owner agrees to accept responsibility for irrigation and maintenance of plants that are added.
- ✓ Plants outside the addition remain the responsibility of the Carmel Pointe HOA.

### CARMEL POINTE'S LANDSCAPING/IRRIGATION SYSTEM

- ✓ Owner agrees to accept responsibility for coordinating, rerouting and/or capping-off all related aspects of the community irrigation system affected by the project.
- ✓ New or replacement decorative landscaping rock will be ½" Apache Red Granite
  - **No crushed or decomposed granite is permitted**

# CARMEL POINTE HOA ARCHITECTURAL CONTROL COMMITTEE ARCHITECTURAL IMPROVEMENT APPLICATION

PLEASE PRINT LEGIBLY

OWNER(S) _____	DATE _____
ADDRESS _____	LOT # _____
EMAIL _____	PHONE _____
EMAIL _____	PHONE _____

## CONTRACTOR(S) INFORMATION

CONTRACTOR _____	CONTACT _____
ADDRESS _____	PHONE _____
ADDITIONAL INFO _____	
CONTRACTOR _____	CONTACT _____
ADDRESS _____	PHONE _____
ADDITIONAL INFO _____	

LIST ADDITIONAL CONTRACTORS ON BACK OF THIS SHEET OR ON A SEPARATE PAPER

## CHECK-OFF DOCUMENTS INCLUDED WITH THIS PACKET

Information Needed on Each Document Appears on Page 2 of the ACC Packet

<input type="checkbox"/> Description of Modification	<input type="checkbox"/> Copy of Work Permit(s) if required
<input type="checkbox"/> Reasons/Rational for Modification	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Plot Map with red x for location	<input type="checkbox"/> Additional Document Being Submitted
<input type="checkbox"/> Plans & Elevation of Modification (2 copies)	<input type="checkbox"/> Additional Document Being submitted

Please Submit the Above Documents Checked-Off With This Application to the ACC Chair or Vice-Chair Per Article VIII Section 8.03 (CC&Rs), the ACC shall approve/disapprove the modification within 30 days. EXCEPTION: If additional information/time is required to complete, the 30 days may be extended. Upon receipt of the ACC Approval Form To Commence Modification, You May Begin Your Project.

Owner Signature	Date Submitted
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**HOMEOWNER:** Please mark a **red X** on your property and include the Plot Map in your Architectural Improvement Application Packet.

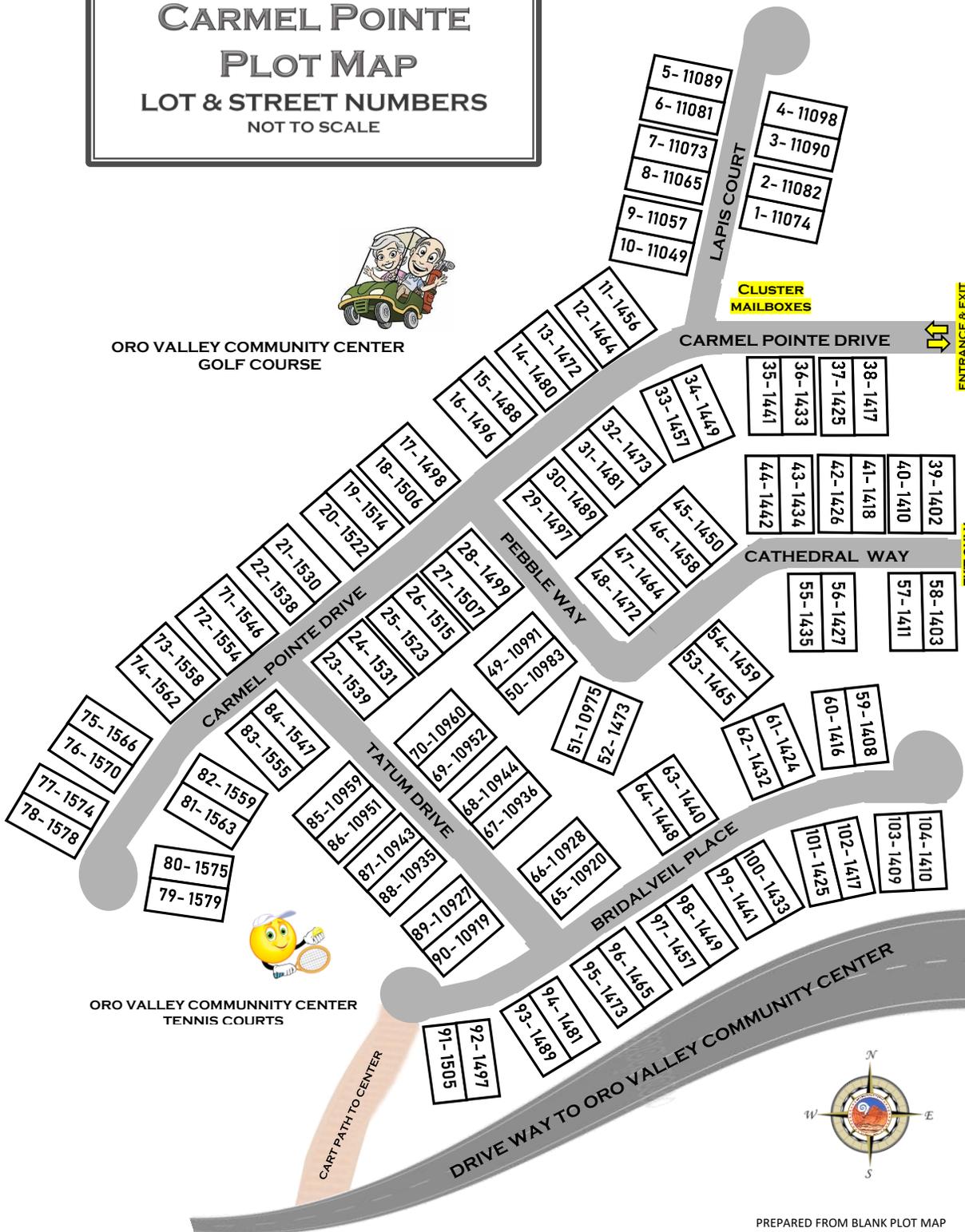
**CARMEL POINTE  
PLOT MAP  
LOT & STREET NUMBERS  
NOT TO SCALE**



ORO VALLEY COMMUNITY CENTER  
GOLF COURSE



ORO VALLEY COMMUNITY CENTER  
TENNIS COURTS



PREPARED FROM BLANK PLOT MAP  
NUMBER FONT – BANSCHRIFT SEMIBOLD 9.5 & 9.0  
April 18, 2019

ACC NEIGHBOR APPROVAL FORM

**CARMEL POINTE  
NEIGHBORS APPROVAL FORM**

By signing below, I (We) have reviewed  
the major construction project at

\_\_\_\_\_  
(construction project address goes on above line)

**Contracted By**

\_\_\_\_\_  
(property owner's name(s) goes on above line)

I (We) believe the property modification will enhance the home  
as well as benefit the Carmel Pointe community.

NEIGHBOR # 1		LOT#	ADDRESS	PHONE
PLEASE PRINT NAMES BELOW				
1.		Signature:		Date:
2.		Signature:		Date:

NEIGHBOR # 2		LOT#	ADDRESS	PHONE
PLEASE PRINT NAMES BELOW				
1.		Signature:		Date:
2.		Signature:		Date:

NEIGHBOR # 3		LOT#	ADDRESS	PHONE
PLEASE PRINT NAMES BELOW				
1.		Signature:		Date:
2.		Signature:		Date:

## CARMEL POINTE PLANT LIST

(Revised April 14, 2015)

<u>TYPE</u>	<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>WATER USAGE*</u>
LARGE TREES	Velvet Mesquite	Prosopis Velutina	2
	Palo Verde "Desert Museum"	Cercidium	2
	Weeping Wattle/Willow Acacia	Acacia Salicina	2
	Abyssinian Acacia	Acacia Abyssinica	3
	Pencilleaf (Shoestring) Acacia	Acacia Stenophylla	4
SMALL TREES For Compact Areas	Acacia Mulga	Acacia Anurea	2
	Guajillo Acacia	Acacia Berlandieri	3
	Wax Leaf/Leather Leaf Acacia	Acacia Craspedocarpa	1
	Southwest Sweet Acacia	Acacia Minuta (smallii)	2
	Texas Ebony (dwarf)	Pithecellobium Flexicaule	2
	Texas Mountain Laurel	Sophora Secundiflora	3
	Mastic (Chinese Pistache)	Pistachia Chinensis	3
SHRUBS	Texas-Sage (Texas Ranger)	Leucophyllum Frutescens	2
	Compact Texas Sage	Leucophyllum Frutescens	2
	Green Cloud Sage	Leucophyllum Frutescens	2
	Thunder Cloud Sage	Leucophyllum Candidum	2
	Autumn Sage (Texas Red Salvia)	Salvia Greggii	3
	Tombstone Rose	Rosa Banksiae	3
	Hopseed Bush	Dodonea Viscosa	2
	Jobba	Simmondsia Chinensis	2
	Desert (Green) Cassia	Cassia Nemophylla	2
	Knifeleaf Acacia	Acacia Cultriformis	2
	Orange Jubilee (Trumpet Bush)	Tecoma Stans	3
	Bush Purple Dalea	Pulchra	3
	Heavenly Bamboo	Nandina Domestica (compacta)	3
	Red Bird of Paradise	Caesalpinia pulcherrima	3
	Yellow Bird of Paradise	Caesalpinia gilliesii	2
	Cape Honeysuckle	Tecomaria Capensis	4
	Dwarf Bottlebrush (Red or Yellow)	Callistemon Citrinus (Dwarf)	3
ACCENTS	Red Yucca	Hesperaloe Parviflora	2
	Coahuilan Hesperaloe	Hesperaloe Funifera	2
	Ocotillo	Fouquieria Splendens	2
	Soto (Desert Spoon)	Dasyliirion Wheelerii	2
	Green Desert Spoon	Dasyliirion Wheelerii	2
	Octopus Agave	Agave Vilmoriniana	2
	Century Plant	Agave Americana	2
	Blue Yucca	Yucca Rigida	1
	Spanish Bayonette Yucca	Yucca Aloifolia	1
GROUNDCOVER	Purple Lantana (all colors)	Lantana Montevidensis	4
	Yellow (Gold) Trailing Lantana	Lantana Monevidensis	4
	Trailing Indigo Bush	Dalea Greggii	3
	Mexican Primrose	Oenothera Berlandieri	3
CACTI	Barrel Cactus	Ferrocactus spp.	1
	Easter Lily, Sea Urchin Cactus	Echinopsis spp.	1
	Golden Barrel Cactus	Echinocactus grussonni	2
	Hedgehog, Rainbow Cactus	Echinocereus spp.	1
	Mamillaria Cactus	Mamillaria spp.	2
	Peruvian Cereus Cactus	Cereus Peruvianus "Monstrosus"	2
	Saguaro Cactus	Carnegiea gigantean	1
Tricocereus Cactus	Tricocereus spp.	2	

\*Water usage guidelines from the Canada Hills Master Association

- 1 No supplemental irrigation once established
- 2 Water once a month during the growing season once established
- 3 Irrigate twice a month during the growing season once established
- 4 Irrigate once a week during the growing season once established