

ACC MANUAL



REVISED APRIL 16, 2025

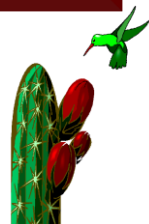


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CARMEL POINTE HOMEOWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE

**IN CARMEL POINTE,
 BEFORE A PROPERTY OWNER
 MAKES A MODIFICATION
 to the exterior of the dwelling or
 to the landscaping of the property,
 approval in writing must be obtained from
 the Architectural Control Committee.¹**

2025 ARCHITECTURAL CONTROL COMMITTEE MEMBERS				
MEMBER NAME	TITLE	ADDRESS	EMAIL	PHONE
Bill Wissler	Chair	1433 W Bridalveil Pl	wwwissler@comcast.net	520-237-2208
Ed Cooke	Member	1547 W Carmel Pointe Dr	ejcooke1@man.com	520-544-2417
Larry Klement	Member	1506 W Carmel Pointe Dr	lklement@klem.net	715-853-7284
Donna Shaw	Member	1498 W Carmel Pointe Dr	shaw1498@aol.com	520-531-1409
Nancy Smith	Member	11073 N Lapis Ct	nksmith71@gmail.com	520-300-1347
Ginny Wagner	Member	10952 N Tatum Dr	ginny7931wagner@comcast.net	520-297-9671

2025 LANDSCAPE ADVISORY COMMITTEE				
Vida Dietz	Chair	1473 W Cathedral Way	lavid4@yahoo.com	775-771-0229
Gene Kiley	Member	10944 N Tatum Dr	gkiley55@hotmail.com	520-358-5912
Bill Lauffer	Member	1457 W Bridalveil Pl	William_Lauffer@yahoo.com	520-441-9804
Jan Lowery	Member	1434 W Cathedral Way	lowery9048@comcast.net	520-742-1645
Carin Pavish	Member	11049 N Lapis Ct	pavish@pullman.com	520-432-4879
MISSION MANAGEMENT SERVICES				
Vanessa Mixton-Garcia	Association Manager	8375 N Oracle Rd. #150 Tucson, AZ 85704	vanessa@missionmanagement.biz	520-797-3224

TWO WAYS TO REQUEST APPROVAL FOR MODIFICATION(S)²

1. **FAST TRACK FORM** – This form is used by a property owner to request approval to make an exterior, non-structural modification to the dwelling or to the landscaping.
 OR
2. **ARCHITECTURAL IMPROVEMENT APPLICATION PACKET** - When a property owner wants to make an exterior, structural modification to the dwelling (see examples in Section IV below), a packet needs to be prepared and submitted for approval. This packet will include forms plus documents prepared by the owner and/or contractor.

¹ All modification changes must be submitted by owner of deed

² Property owners are to comply with local, state and Federal rules and regulations and to secure the required building permits.

I. OVERVIEW

PURPOSE: As stated in Article VIII, Section 8.02 of the Tract Declaration of the Covenants, Conditions, Restrictions and Easements for Carmel Pointe (CC&Rs), *“The Architectural Control Committee shall exercise its best judgment to the end that all...Architectural Improvements... conform to and harmonize with the existing surroundings and structures”*. This will be accomplished by only granting approval to those property owners making architectural requests that comply with the governing documents and by overseeing the process to assure that all aspects of Carmel Pointe property stay in a consistent, maintained condition.

ORIGIN: As stated in the CC&Rs in Article VIII, Section 8.01, Section 8.04 and Section 8.06. *“The Architectural Control Committee shall consist of three or more persons approved by the Board of Directors...wherein a majority vote of the Architectural Control Committee is required to approve a proposed change or improvement...and may grant reasonable variances or adjustments from any conditions and restrictions imposed by this Article in order to overcome practical difficulties and prevent undue hardships.”*

In accordance with the Arizona State Revised Statutes ASRS 33-1817 B1, Carmel Pointe complies by having a member of the Board of Directors to act as the ACC Chair with the ACC composed as follows.

- ▲ The ACC Chair of the Architectural Control Committee is to be an acting member of the Carmel Pointe HOA Board of Directors, to be determined at the Regular Meeting following the Annual Meeting, to oversee the functions and responsibilities of the ACC as described in Article VIII of the CC&Rs.
- ▲ The ACC Vice-Chair is selected from the ACC Members by the ACC Chair and ACC Members to be approved by the Board to oversee the approval or denial of property modifications submitted by property owners in accordance with the CC&Rs.
- ▲ The ACC Members, comprised of Carmel Pointe property owners, are selected by the Nominating Committee and approved by the Board to comply with Article VIII of the CC&Rs under the direction of the ACC Chair and ACC Vice-Chair.

GOALS: The ACC goals are based on complying with Carmel Pointe’s documents, Arizona State Revised Statutes and all other legally binding documents on behalf of Carmel Pointe property owners.

- ▲ To administer on a timely basis the approval process upon receiving a property owner’s request to make an exterior modification.
- ▲ To monitor the exterior condition of the homeowner’s property and structures, community parking and community landscaping, private and common areas.
- ▲ Make timely notification to the appropriate person(s) to correct any obvious non-compliance to Carmel Pointe’s governing documentation to properly maintain Carmel Pointe property, following the adopted process and pursuing the necessary methods to eventually realize compliance has been reached.
 - Make decisions to allow the individuality and uniqueness of each homeowner while assuring compliance with the documentation related to the final approval or denial.
 - Work closely with the Carmel Pointe Board, the Landscaping/Irrigation Committee, and Carmel Pointe’s association management company to fulfill its purpose and to achieve its goals.

II. DEFINITIONS

- **ARCHITECTURAL IMPROVEMENT APPLICATION PACKET** is a **Packet** prepared by the property owner that includes both 1.) forms prepared by the ACC Committee plus 2.) documentation prepared by the property owner to receive approval to make an **exterior, structural modification** to their property.
- **BUILDING FOOTPRINT** is the extension of the side walls of the dwelling unit, excluding the surround to the air conditioning unit, forward to the front of the dwelling unit including garage and back to the rear of the dwelling unit including any patio walls, all within the Lot Footprint, defined as the numbered parcel of real property within the properties shown on the Plat. Per the second amendment to CC&R's, the Association shall be responsible for the maintenance and upkeep of landscaping within the front yard area of each Lot.
- **COMMON AREA** shall mean all real property and improvements thereon designated as Common Area A and Common Area B shown on the Plat, owned and controlled by the Association for the common use and enjoyment of the Owners.
- **DWELLING UNIT** shall mean the original structure as presented by the developer, including the garage and back patio.
- **EXTERIOR PAINT COLOR:** Sherwin Williams Silver Beige #2422
- **EXTERIOR PROPERTY** is anything visible on the lot including the property owner's landscaping and plants, trees, outdoor decorations, statues, figurines visible from the street or community walkways. All common areas should be kept free of plantings, ornaments, statues, pots or planters unless specifically approved by the ACC with the Landscape Committee input and approval.
- **FAST TRACK FORM** is used by the property owner to receive approval to an exterior, non-structural modification to their property.
- **CONSISTENT, MAINTAINED CONDITION:** This phrase pertains to the physical appearance of the individual property owner's dwelling including the rear patio that is visible from the streets, walkways or a neighbor's windows, to exhibit the 'standards of the Carmel Pointe community'. CC&R Section 9.14 – Unsightly Articles, defines non-compliant appearance factors that would require either the Board or the Architectural Control Committee to intercede.³
- **PROPERTY OWNER** shall mean and refer to the record owner, whether one or more persons or entities of the fee simple title to any Lot which is part of the Properties, including contract sellers, but excluding those having such interest merely for the performance of an obligation.

³ **Section 9.14 Unsightly Articles.** No unsightly articles shall be permitted to remain to be visible from adjoining Dwelling Units or from a neighboring street or public way. Grass, shrub or tree clippings and all machinery, storage piles, wood piles, garbage or trash containers shall be kept within an enclosed structure or appropriately screened from view of adjoining property or from streets or public way except when necessary to effect collection; provided, however, any such structure or screen shall be subject to the Board's or the Architectural Control Committee's review and approval pursuant to Article VIII. The Board or the Architectural Control Committee shall have sole discretion in determining if any activity by an Owner is in violation of this article.

III. EXTERIOR, NON-STRUCTURAL MODIFICATION REQUEST

USE THE FAST TRACK FORM

EXAMPLES of Exterior, Non-Structural Modifications

Sunshades, Exterior Window Screens
Drive-way Coating, Sealants
Gutters

Decorative Metal Front Door aka Security Door
Exterior Planting Footprint
Satellite Dishes and Solar Panels

GUIDELINES for Exterior, Non-Structural Modifications

- ▲ All plantings outside the dwelling unit and outside the back-patio wall shall be in accordance with the Carmel Pointe Plant List. (This List has been developed by the Landscape Committee to create an attractive, water and maintenance-efficient community landscape as well as preserving our unique desert environment.)
- ▲ The common area outside the dwelling is maintained by the Carmel Pointe HOA.
- ▲ Any requests for replacement, removal or trimming of plants or trees should be made to the Landscape Committee by contacting the Carmel Pointe Answering Service.

PROCESS associated with Exterior, Non-Structural Modification

- ▲ Submit the FAST TRACK FORM to any of the ACC members listed on page 2.
 - Include a complete project description, the materials, the approximate time to complete the project and impact on the community (noise level, access/use of common area, drainage, etc.)
 - If there are any questions regarding the project, an ACC member will notify the applicant either by phone or Email.
 - An engineering diagram of the project or a contractor's drawing may be requested.
- ▲ The FAST TRACK FORM is returned, usually within 3 to 5 days, with the decision of the ACC.
 - An **APPROVED FAST TRACK FORM** is one that has been signed by ACC Chair or ACC Vice-Chair.
 - ▲ Once receiving the approval, the property owner can complete the project.
(The FAST TRACK FORM does not need the Master Association approval.)
 - The property owner will keep the ACC informed on the status of the project, being sure to notify the ACC when the project is complete.
 - ▲ The ACC Member will notify the Association Manager when the project is complete, providing the date of completion.

IV. EXTERIOR, STRUCTURAL MODIFICATIONS REQUEST

PREPARE AN ARCHITECTURAL IMPROVEMENT APPLICATION PACKET

GENERAL STATEMENT: A property owner wanting to make exterior, structural modifications will prepare a **PACKET** to submit to the ACC for review that will include **forms to be completed and documentation prepared by the property owner**. The following guidelines and examples will aid in properly completing the **ARCHITECTURAL IMPROVEMENT APPLICATION PACKET**. This PACKET is being requested by the property owner to comply with the deed restriction document, known as the TRACT DECLARATION OF CONVENANTS, CONDITIONS, RESTRICTIONS AND EASEMENTS FOR CARMEL POINTE which is more commonly known as the CC&Rs.

- No work of any kind may begin on a modification prior to the property owner receiving from the ACC an **APPROVAL FORM TO COMMENCE MODIFICATION**.
- Modifications are to be completed within ninety (90) days of receiving the APPROVAL FORM.
- No structure or owner planting may extend into the common area (CC&R's – ARTICLE V).
- **ACC DISCLAIMER:** CCRs Section 8.03. *"The Architectural Control Committee shall not be bound by previous standards or interpretations of its standards; and any consent or approval of a prior set of plans and specifications shall not preclude disapproval of a subsequent identical or similar set of plans and specifications."*

EXAMPLES of Exterior, Structural Modifications

- Changing the height of back patio wall or air-conditioning surround-wall
- Extension of the back-patio area
- Addition of a front courtyard
- Installation of rainwater collection system
- Structural alternations for any exterior window or door

GUIDELINES for Exterior, Structural Modifications

- ▲ The ARCHITECTURAL IMPROVEMENT APPLICATION PACKET should include all the required forms and documentation when submitted to the ACC to start the process.
- ▲ Prior to starting the paperwork for the ARCHITECTURAL IMPROVEMENT APPLICATION PACKET, the property owner should familiarize themselves with the **NEED-TO-KNOW** that follows in Section V below.
- ▲ The Carmel Pointe ACC must approve the request.
 - Per Section 8.03 Procedures⁴ of the CC&Rs, the ACC shall approve or disapprove the plans within thirty (30) days of submission.
- ▲ The homeowner agrees that all the work will be completed within **ninety (90) days** from the approval date on the APPROVAL FORM.

⁴ "The Architectural Control Committee shall approve or disapprove the submission for modification within thirty (30) days of its receipt." If the application is under consideration and requires more time to complete, the thirty (30) day limit may be extended.

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)/RATIONALE 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, if needed, after the PACKET has been submitted for review.

THE PROCESSING STEPS FOR THE ARCHITECTURAL IMPROVEMENT APPLICATION PACKET

- 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 Procedures⁵ 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 ⁶may 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 MODIFICATION** 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.

⁵ “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.

⁶ 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.’

V. 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**

VI. APPEAL PROCESS

FOR NON-STRUCTURAL AND STRUCTURAL MODIFICATION REQUESTS DENIED BY ACC

A Carmel Pointe property owner that has either a Non-Structural or Structural Modification⁷ Request denied by the Architectural Control Committee has the right to appeal to the Architectural Control Committee within (14 days) of the date of the notice that the request has been denied. The property owner shall appeal only in writing and shall state the reason the ACC denied the request and the reasons the property owner is seeking review of the denial.

Either the ACC or property owner may request the other to meet and confer to resolve a dispute involving their rights, duties, or liabilities under the CC&R's or ACC Guidelines. This must be written in the original request from the property owner for an appeal.

The property owner receiving such a request from the ACC may refuse to attend the meeting instead requesting to meet with the Board of Directors. The ACC cannot refuse the request for a meet and confer meeting.

The ACC Chair will meet with and confer with the property owner. Notice of the meeting will be by personal delivery, fax, first class or email and the meeting must occur in a timely and prompt manner in a mutually convenient place and acceptable time, explain their positions to each other and confer in good faith to resolve the ACC's decision to deny the property owner's ACC request.

If the property owner does not make appearance at the scheduled time, the property owner will have indicated by action that the appeal is no longer valid and that the initial denial by the ACC stands as issued.

Any resolution agreed upon by the ACC Chair and the property owner must be memorialized in writing and signed by respective parties.

If no resolution is agreed upon in the initial meeting, the property owner has the right to appeal to the Carmel Pointe Board of Directors which will be addressed in a regular HOA Board meeting.

On behalf of the Board, the Association Manager will send a letter of receipt to the property owner which will include the date, time and location of the next scheduled Board Meeting that the property owner may submit in person the reasons for the appeal.

If the property owner does not make appearance at the scheduled time, the property owner will have indicated by action that the appeal is no longer valid and that the initial denial by the ACC stands as issued.

If the property owner makes the appearance at the Board meeting, the allotted time for presentation will be limited to a reasonable time with any documentation wanted presented by the property owner prepared and presented by the property owner to the Association Manager prior to schedule start of the meeting.

Upon completion of the property owner's presentation to the Board, the Board may go into Executive Session to discuss the facts of the appeal before issuing a final decision or, the Board may request additional information from the property owner before a final decision is issued. It is the Board's desire to expedite the decision.

The decision of the Board shall be final and binding and not subject to further review.

⁷ **Non-Structural** refers to Fast Track Form and **Structural** to the Architectural Improvement Application Packet

VII. CARMEL POINTE ACC FORMS

<u>FORM NAME</u>	<u>PAGE</u>
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ACC ARCHITECTURAL IMPROVEMENT FORM	14
CARMEL POINTE PLOT MAP	15
NEIGHBORS APPROVAL FORM	16
CARMEL POINTE PLANT LIST	17
CANADA HILLS COMMUNITY ASSN APPLICATION FORM	18
ACC APPROVAL FORM TO COMMENCE WORK	20

**CARMEL POINTE HOA
ARCHITECTURAL CONTROL COMMITTEE**

******* ACC FAST TRACK APPLICATION FORM *******

In accordance with Carmel Pointe's CC&Rs Article VIII, Section 8.02, before a property owner commences any exterior modification to a home or property, an application *"shall have first been submitted to and approved in writing by the Architectural Control Committee"*. To start your approval process, please complete and submit this Application Form to the ACC Chair.

PROPERTY OWNER'S INFORMATION

NAME _____	PHONE _____	DATE _____
ADDRESS _____	LOT# _____	EMAIL _____

MODIFICATION INFORMATION

(use back if need additional space)

1. Describe modification (sun screen; drive-way coating; gutters; metal decorative front door; etc.):

2. Estimated length of time to complete modification:

3. Materials and/or equipment being used for modification:

4. Projected impact of modification (noise to neighbors; use of common areas; etc.)

BOX TO BE COMPLETED BY ARCHITECTURAL CONTROL COMMITTEE

Date Application Received By ACC _____

Date Approved/Denied By ACC _____

APPROVED

☐

DENIED

☐

ACC Signature _____

Recommendation(s) _____

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 3 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.

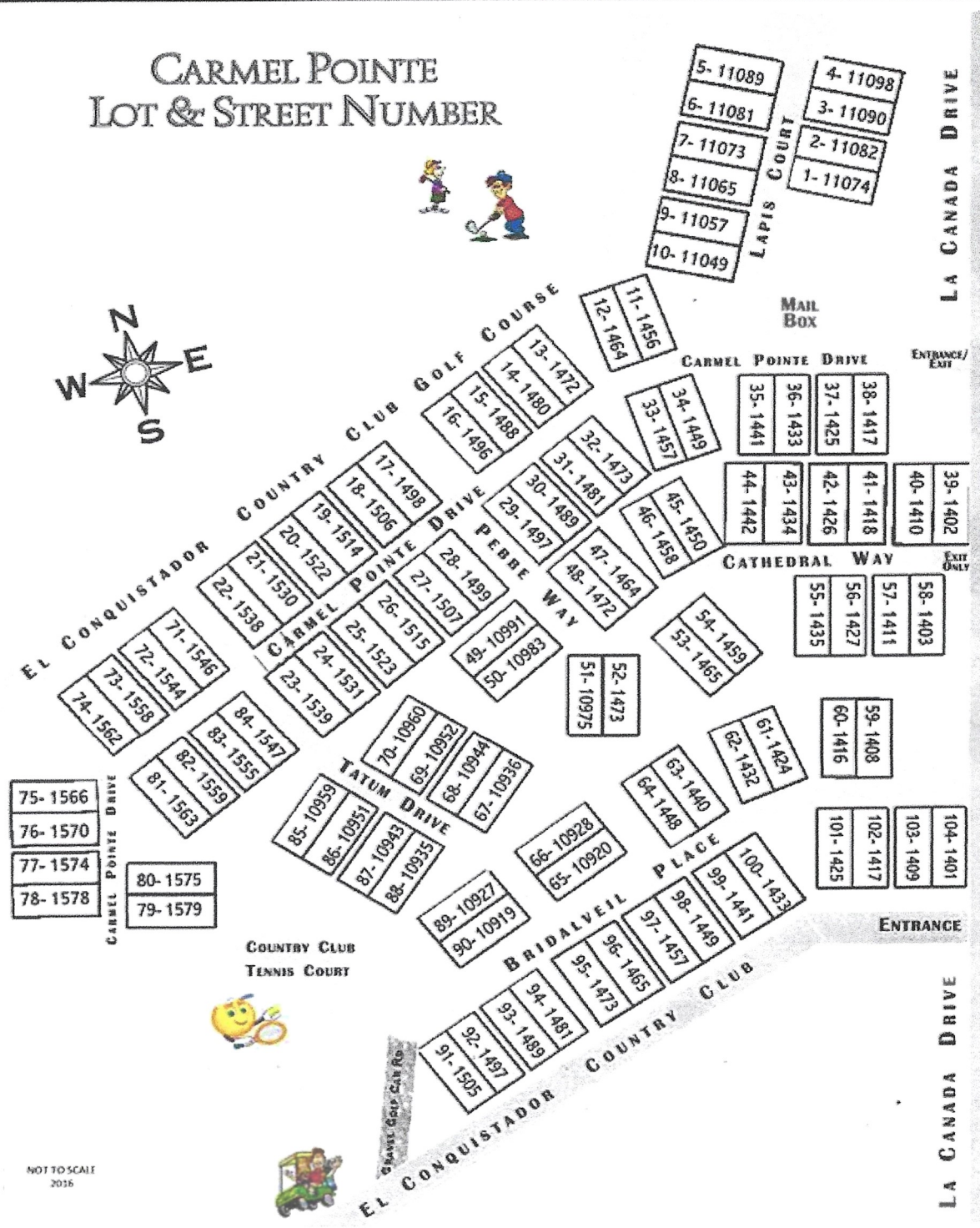
Owner Signature _____

Date Submitted _____

Revised June 15, 2018

CARMEL POINTE PLOT MAP

This **ARCHITECTURAL IMPROVEMENT APPLICATION PACKET** is being submitted for the lot marked with the **red x**.
(Homeowner, please place a **red x** on your lot.)



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	2
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
	Jojoba	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)	Dasylium Wheelerii	2
	Green Desert Spoon	Dasylium Wheelerii	2
	Octopus Agave	Agave Vilmoriniana	2
	Century Plant	Agave Americana	2
	Blue Yucca	Yucca Rigida	1
	Spanish Bayonette Yucca	Yucca Aloifolia	1
GROUND COVER	Purple Lantana (all colors)	Lantana Montevicensis	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 grusonii	2
	Hedgehog, Rainbow Cactus	Echinocereus spp.	1
	Mamillaria Cactus	Mamillaria spp.	2
	Peruvian Cereus Cactus	Cereus Peruvianus "Monstrosus"	2
	Saguaro Cactus	Carnegiea gigantea	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

CANADA HILLS COMMUNITY ASSOCIATION

Mission Management Services
8375 N Oracle Road, Suite 150 Tucson, AZ 85704
Phone: (520) 797-3224
Customerservice@missionmanagement.biz

Modification Application

Date: _____ Phone Number: _____

Email: _____

1. Owner's Name: _____

Address: _____

2. Contractor's Name _____

Address: _____

Phone: _____ License Number _____

3. Description of Proposed Modification: _____

4. Date work is to begin _____ Estimated Completion Date _____

5. Materials to be used: _____

6. Colors/ Finishes: _____

I am aware that it is my responsibility to obtain permits and satisfy the requirements of the Town, County, and State governments for the modification I am proposing.

7. Signature of Homeowner: _____

FOR DRC COMMITTEE USE:

Meeting Date: _____ Response Sent to Homeowner: _____

Action Taken: _____

8. Include a copy of the village sub-association's Approved application with the authorized signature of someone other than the Applicant.
9. Include a paragraph describing the project fully to help the committee understand and picture what is being proposed. Include specifications as needed to adequately describe the work and the expected quality.
10. Include a detailed drawing neatly done, clearly labeled, and easy to interpret. It should include such things as location of the house on the lot, distances from the street and the property lines, height and width of the proposed modification, and specific location of the proposed project such as the following:
 - Plot Plan (Scale $1/8" = 1'0"$ or $1" = 20'$) showing identified property lines, existing structures, distances of proposed modification from property boundaries and existing buildings. Indicate the specific location where the work is to be performed.
 - Exterior Elevation Drawings (Scale $1/8"$, $1/4"$ or $1/2" = 1'$), when applicable, to clearly show the impact of the change and/or addition to the appearance of the exterior of the house.
 - Landscape Plot Plan (Scale $1/8" = 1'0"$, $1" = 20'$, or $1/4" = 1'$), when applicable, including walls and fences, location and identity of plants, trees and other landscape features.
11. Refer to pages 6-9 in the Canada Hills Community Association Design Guidelines for a complete explanation of the Design Review Process. The Design Guidelines are available on Mission Management's website under Canada Hills Community Association Documents.

**CARMEL POINTE HOA
ARCHITECTURAL CONTROL COMMITTEE
&
CANADA HILLS MASTER ASSOCIATION
APPROVAL FORM
TO COMMENCE MODIFICATION**

ALL THE REQUIRED FORMS AND DOCUMENTATION REQUESTED BY THE ACC FROM

(Name(s) of Property Owner(s) Making Request)

TO MAKE EXTERIOR, STRUCTURAL MODIFICATIONS AT

(Address Where Modification Approval Was Requested)

WITH THE UNDERSTANDING, ACCEPTANCE, AND RESPONSIBILITY

That the appropriate Town of Oro Valley permits have been obtained and copies provided to the Association Manager.

That any change to the Carmel Pointe common area will be restored to the pre-construction condition.

That all construction material will be properly stored during the modification.

**THIS IS WRITTEN AUTHORIZATION TO BEGIN MODIFICATION
AND TO HAVE THE WORK COMPLETED WITHIN NINETY (90) DAYS
OF THE SIGNATURE DATE ON THIS APPROVAL FORM.**



Approved By: Signature

Title

Date

Revised June 15, 2018

VIII. ACC INSPECTION SECTION

1. The Architectural Control Committee will conduct ongoing surveys to determine whether a residence's property within the community requires maintenance, repair or upkeep.
 - a. Infractions of policy identified by complaints or inspections will be referred to the ACC for evaluation and determination of the action to be taken.
2. When corrective action is indicated, the ACC Chair or Vice-Chair will notify the Association Manager representative of the situation. A letter will be sent to the homeowner indicating the corrective action that is needed and requesting compliance within a time commensurate with the work required.
3. If the owner agrees to the actions outlined in the letter by complying within the deadline, no further action is required.
4. If there is no response, a negative response by the homeowner or the corrective action is not taken within the deadline specified in Letter #1, the Association Manager representative will notify the ACC and all Board Members. The Association Manager representative will send a second letter (Letter #2) to the homeowner, requesting corrective action be taken within thirty (30) days for non-structural violations and sixty (60) days for structural violations. If there is anything structural that will require more than 60 days, those occurrences can be addressed on an individual basis.
5. When a homeowner does not comply with the requirements, the homeowner will be required to appear at a hearing before the Carmel Pointe HOA Board of Directors.
 - a. If the homeowner does not attend the hearing or refuses to comply, the homeowner will be deemed to have waived his or her right to appeal and the Board may make the decision as to what action will be taken.
 - b. If the Board elects to have the necessary corrective action performed by a contractor, all costs incurred will become the homeowner's responsibility for payment or reimbursement.

A. PROCEDURES FOR HANDLING DISPUTES

If the homeowner elects to contest the required corrective action, the homeowner must send a letter to the Association Manager representative, outlining and explaining the owner's position or situation.

1. The owner must send the letter to the Association Manager representative within twenty-one (21) days of receipt of Letter #1.
2. The letter must be sent by Certified Mail to the Association Manager representative's address.
3. The Association Manager representative will respond to the letter within ten (10) business days of receipt of the owner's written explanation.