



RESIDENTIAL DESIGN CRITERIA & GUIDELINES

Update-July 2021

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FORM A PHASE I On-Site Meeting



**PHASE I
On-Site Meeting**

FORM A (See Section 8.1)

Lot Number: _____ **Address:** _____

Owner: _____

Design Professional: _____

Mailing Address: _____

Zip

Phone Number: _____

Email Address: _____

Required at the On-Site Meeting:

- The Lot shall be staked by a licensed surveyor with lath and ribbon to identify property and Building Envelope corners. Additional ‘on-line’ lath as required to see one lath to the next.
- Identify Protected Trees w/ribbon
- Aerial photo w/contours, available from the Town of Payson Community Development Department

COMMENTS: _____

ATTENDEES:

FORM B PHASE IIA Schematic Submittal



**PHASE IIA
Schematic Submittal**

FORM B (See Section 8)

Lot Number: _____ **Address:** _____

Owner: _____

Schematic Submittal shall be presented using 3D modeling, along with exterior elevations drawings, proposed exterior materials being considered and a site plan with the following:

- Drive access
- Proposed change to the Building Envelope
- Location of Protected Trees
- Proposed footprint of Improvements
- Any drainage issues
- Lot Size _____ Sq. Ft.
- Original Building Envelope _____ Sq. Ft.

COMMENTS: _____

FORM C PHASE IIB Completed Plan Application/Review Fee



**PHASE IIB
Completed Plan Application/Review Fee**

FORM C (See Section 8.2)

Lot Number: _____ **Address:** _____
Owner: _____
Design Professional: _____

Submittal shall be presented using 3D modeling along with two (2) sets of drawings (suitable for Town of Payson Building Department) and an Adobe Acrobat file 1/8th scale no later than 7 calendar days prior to ARC meeting.

Residence Information:

Enclosed Livable Area:	_____	Sq. Ft.
Covered deck/porch area:	_____	Sq. Ft.
Garages	_____	Sq. Ft.
Total area under roof	_____	Sq. Ft.

ARC REVIEW COMMENTS:

Review Fee Submitted: \$ _____ (NON-REFUNDABLE)

Submittal Date: _____

ARC Meeting Dates: _____

Community Notice Dates: _____

Final Approval Date: _____

FORM D PHASE IIB Submittal for Alteration, Addition, Landscaping or Color



**PHASE IIB
Submittal for Alteration, Addition,
Landscaping or Color Change**

FORM D (See Section 8)

Lot Number: _____ **Address:** _____

Owner: _____

Describe proposed Work or changes:

- Provide two (2) sets of any documents, photos, drawings, or color samples which further describe the alteration, addition, landscaping, or color change
- Major Alteration Non-Refundable Review Fee
(Significant enough to warrant issuance of a building permit) \$1,000
- Minor alteration or color change (no permit required) \$100
- Any alteration of/or addition of Solar equipment \$100

ARC REVIEW COMMENTS:

Review Fee Submitted: \$ _____ (non-refundable)

Submittal Date: _____

ARC Meeting Dates: _____

Community Notice Dates: _____

Final Approval Date: _____

FORM E PHASE III Pre-Construction Meeting



**PHASE III
PRE-CONSTRUCTION MEETING**

FORM E (See Section 8.3)

A Pre-Construction meeting shall be held prior to commencing any Work on the Lot. Contact the Association at RIMGOLFHOA@RIMGOLFHOA.COM OR CALL (928) 474-4809 to schedule the meeting.

Lot Number: _____ **Address** _____

Builder: _____ **ROC#** _____

Builder 24 hour Contact Number _____

Provide the following:

- Copy of Building Permit (Town of Payson)
- Copy of Approved Drawings (Town of Payson) 11”x17”, exclude structural drawings
- Payment of the \$3,000 Road Damage and Escort Fee
- Signed copies of the following
 - Construction Monitoring Consent (Form F)
 - Construction Regulations (Form G) (initial all pages, sign last page)
 - Construction Deposit Agreement (Form L) with Check (personal/cashiers)
 - Employee/subcontractor List – All trades (Form J) (initial)
 - Security Escort Agreement (Form K) (sign)

Conforming discussion items:

- Trash removal method _____
- Portable toilet company _____
- Safety fencing and gate (cattle style) installed prior to clearing construction site
- No Trespassing sign installed on fence every 100 feet
- Contact sign installed on fence next to gate post
- Environmental protection (spill containment)
- Fire extinguishers (minimum of 3) (adjacent to generators, oil filled equipment, motorized equipment)
- Form H – Certificate of Accuracy (1st Association Inspection)
- Form I - Exterior Materials and Conformance (2nd Association Inspection)
- Erosion control
- Site/road clean-up at end of each day

Builder/Owner Signature _____

FORM E

FORM F PHASE III Construction Monitoring Consent



**PHASE III
Construction Consent Monitoring**

FORM F (See Section 8.3)

Lot Number: _____ **Owner:** _____

The Owner, hereby grants and authorizes The Rim Golf Club Community Association, its directors, employees, architectural committee members, consultants, and agents (the “Monitoring Parties”) access on, over, under, through and across the Lot for periodic monitoring and inspection of all construction. Owner shall assume no liability for damage or physical injury to the Monitoring Parties incurred or arising out of any monitoring or inspection activities. Notify the Association to schedule ARC Site Visits:

- Phase I Design Review Initial On-Site Meeting (Form A) (Section 8.1)*
- 1st Inspection (Form H) (Certificate of Accuracy)
- 2nd Inspection and On-Site Meeting (Form I) (Exterior Materials and Conformance)*
- Phase IV Landscape On-Site Meeting (Form M)(Section 8.4)*
- Phase V Final Inspection (Form N)

*On-Site meetings – 7-calendar day notice to Association

Builder/Owner Signature _____

FORM F

FORM G PHASE III Construction Regulations



**PHASE III
CONSTRUCTION REGULATIONS**

FORM G (See Section 9)

Lot Number: _____ **Owner:** _____

Owner and Builder shall conform with SECTION 9, CONSTRUCTION REGULATIONS which include the following:

FIRE EXTINGUISHERS

TRASH REMOVAL

SANITARY FACILITIES

BLASTING AND EXCAVATION

BUILDING LIMIT FENCING

RESTORATION OR REPAIR

GENERAL PRACTICES

CONSTRUCTION ACCESS

DUST AND MUD

CONSTRUCTION SIGNAGE

DAILY OPERATING HOURS

TRAFFIC CONTROL - The following procedures and practices for all types of motorized and non-motorized vehicles using The Rim Golf Club Community roadways are hereby established.

1. Passing on either side of a moving motorized vehicle is prohibited
2. Reckless or unsafe driving is prohibited
3. Unless otherwise posted, the speed limit on all The Rim Golf Club Community roadways is 25 MPH
4. The speed limit on shared drives and in areas with limited visibility is 15 MPH
5. Daytime parking is restricted to one side of the street only, as directed by Security personnel
6. Overnight parking on any Rim Golf Club roadway or shared driveway is prohibited
7. Parking that blocks any cart path, multiple-use path, driveway, or other vehicle is prohibited
8. Parking within thirty (30) feet of a fire hydrant is prohibited
9. All types of motorized vehicles are prohibited from using multiple-use paths and hiking trails
10. Wheeled vehicles are prohibited on unpaved hiking trails
11. Vehicles requiring a state permit are prohibited from using The Rim Golf Club Community roadways

Builder/Owner Initial and Date _____

**Page 1 of 2
FORM G**

Form G Construction Regulations (continued)

12. Unlicensed and/or uninsured motorists are prohibited from using The Rim Golf Club Community roadways

13. All persons using The Rim Golf Club Community roadways must obey traffic control signs and/or Security officer’s direction

14. Trucks shall not exceed the following maximum axle weight and total weight limits:

<u>Vehicle (Tons)</u>	<u>Max. Axle Load (Tons)</u>	<u>Max. Gross Vehicle Weight</u>
Rigid Chassis – Two axles	-	14
Three axles	8	20
More than three axles	8	26
Two-axle tractor w/single axle trailer	10	22
Two-axle tractor w/ 2 or 3-axle trailer	8	26
Three-axle tractor w/single-axle trailer	10	26
Three-axle tractor w/ 2-axle trailer	8	26
Three-axle tractor w/ 3-axle trailer	not allowed	not allowed

15. Concrete Trucks shall not contain more than six (6) yards regular concrete or seven and a half (7.5) yards colored concrete. Yardage tickets are required.

16. Truck weight tickets may be required at Security personnel discretion

17. To encourage members to observe speed limits and parking regulations, Rim Golf Club Security personnel are authorized to issue traffic violation citations and assess the following fines:

	<u>Parking</u>	<u>Speeding/Passing/Failure to Stop/Other</u>
First offense	Written Warning	Written Warning
Second offense	\$ 15.00	\$ 25.00
Third offense	\$ 25.00	\$ 50.00
Each subsequent offense	\$ 50.00	\$100.00*

* The offending party is subject to action to be taken by the Board of Directors.

18. All traffic violation fines will be billed to the offending property Owner’s Association account or deducted from the Construction Deposit.

19. A Member may appeal a violation by writing to the Board of Directors stating why the violation and fine should be waived. Such letter must be received within thirty (30) days of the violation in order to be considered by the Board.

20. Violators who are not Association members (guests, contractors, etc.) will receive a written warning for the first offense. Continued violations by non-members may result in suspension of driving privileges on The Rim Golf Club Community roadways for a period of time, as determined by the Board of Directors.

Builder/Owner Signature _____	Page 2 of 2
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FORM H PHASE III Certificate of Accuracy

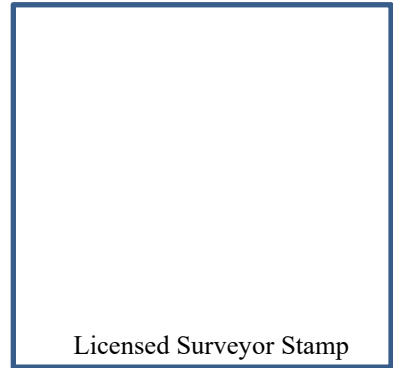


PHASE III Certificate of Accuracy **FORM H** (See Section 8.3)

Lot Number: _____ **Owner:** _____
 Licensed Surveyor _____
 Surveyor Phone Number _____

	As shown on G&D plan*	Surveyor findings
Garage Floor Elevation		
North setback dimension		
South setback dimension		
East setback dimension		
West setback dimension		

Surveyor comments _____



*To be filled in by the inspector at the Pre-Construction meeting.

INSPECTOR USE ONLY

ARC Inspection findings (construction fence, gate, signage, No Trespassing signs, cleanliness, fire extinguishers, portable toilet, trash)

Inspector name, initials and date _____

FORM I PHASE III Exterior Materials and Conformance



**PHASE III
Exterior Materials and Conformance**

FORM I

(See Section 5.5, 5.6, 5.7, 6.8, 7.1 and 8.3)

Lot Number: _____ **Address** _____

Builder shall contact the Association when the site is ready for the 2nd inspection (minimum 7-calendar day notice.) Builder shall provide the following:

- **Stone presentation or installation (16 Sq. Ft.)**
 - Material description, manufacturer number _____
- **Wood siding presentation or installation (16 Sq. Ft.) with paint or stain applied**
 - Material description, manufacturer number _____
 - Paint/stain brand and color number _____
- **Stucco presentation or installation (16 Sq. Ft.) with paint and texture**
- **Roofing material presentation (not installed) (loose sample pieces)**
 - Material description, manufacturer number _____
- **Exterior light fixture cutsheets**
- **Hardscape and Paver Material**

Conformance of rough framing to Approved Exterior Elevations*

- Roof Pitch/Overhangs _____
- Window/door openings/insets _____
- Column size _____
- Retaining wall locations _____
- Building height/chimney _____
- Other observations

Attendees: _____

(*Inspector to validate)

Inspector initials and date _____

FORM I

FORM K PHASE III Security Escort Agreement



**PHASE III
Security Escort Agreement**

FORM K

Lot Number: _____ Address _____

Security Escort is required for deliveries where a danger to the public may be present, typically on wide loads, vehicles over 48 feet in length, or vehicles carrying max weight for our road network. The fee for all escorts is included in the fee described in Section 4.0 Roadway Damage and Escort Fee.

Examples of services:

-Truck arrives with 10 pallets of roofing tiles, truck is 50' long – Security will escort the truck to the construction site and remain with the vehicle until it is unloaded and safely escorted back to the entrance.

-Truck arrives with roof trusses that need to be tilted vertical to proceed through the gate and to the construction site. Once truck is safely through the gate, the trusses will be placed back flat for the wide load to move to the construction site. Security will escort the delivery, wait until it is unloaded and escort the delivery truck back to the entrance.

Owner name

Owner signature

FORM K

FORM L PHASE III CONSTRUCTION DEPOSIT AGREEMENT



CONSTRUCTION DEPOSIT AGREEMENT (PAGE 1 OF 3)

THIS AGREEMENT is dated as of _____, and is entered into by and between THE RIM GOLF CLUB COMMUNITY ASSOCIATION, INC., an Arizona not for profit corporation, 904 S. Beeline Highway, Suite B, Payson, Arizona 85541 (the "Association"), and

_____, whose address is _____ ("Owner").

RECITALS

a. Owner is the party listed on the Deed to Lot No. _____ in The Rim Golf Club Community.

b. In order to ensure that all requirements of the Association in connection with construction at The Rim Golf Club Community are complied with, including the provisions of the Residential Design Guidelines, Construction Guidelines, Rules and Regulations, or other Association documents (the "Governing Documents"), the Association requires that the Owner deposit with the Association a sum (the "Construction Deposit"), to be held by the Association in accordance with the terms and conditions of this Agreement, in connection with the Project.

AGREEMENT

THEREFORE, in consideration of the mutual agreements of the parties contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

a. Construction Deposit. Simultaneously with the execution of this Agreement, Owner shall pay to the Association the sum of fifteen thousand and no/100 dollars (\$15,000) as the Construction Deposit for the project at Lot _____.

b. Refundable Deposit Account. The Association shall place the Construction Deposit in a Refundable Deposit Account. The cost of the trust account shall be shared equally between the Association and the Owner. The Owner's share of the cost of the trust account may be deducted from the Construction Deposit. Any interest earned on the Construction Deposit shall become a part of the Construction Deposit.

c. Events of Default. It shall be an "Event of Default" under this Agreement if, at any time prior to the completion of Work on the Project, including completion of landscaping, the Owner or Owner's Builder or any of its employees, subcontractors, agents or invitees violate any of the Governing Documents.

OWNERS INITIALS _____

FORM L

Construction Deposit Agreement (PAGE 2 OF 3)

d. Association Remedies. If an Event of Default occurs, the Association shall have the right to take any action against the Owner that is available against an Owner under the Governing Documents or Arizona law, including without limitation the right to impose monetary penalties, seek injunctive relief or seek to recover damages from Owner suffered by the Association as a result of such Event of Default. The Association shall also have the right to take direct action to cure such Event of Default after reasonable notice to the Owner of such Event of Default and Owner's failure to take action to cure the Event of Default. In emergency circumstances, the Association may take direct action without notice to Owner. The Owner shall be liable for all monetary penalties, damages, costs, expenses, and reasonable legal fees and expenses incurred by the Association in connection with any Event of Default, and the Association shall have the right to apply all or any portion of the Construction Deposit in payment of such monetary penalties, damages, costs, expenses, or reasonable legal fees and expenses.

e. Replenishment. If at any time the Association applies all or any portion of the Construction Deposit, the Owner shall have five (5) working days to replenish the Construction Deposit in any amount sufficient to return the Construction Deposit to the original amount. If the Construction Deposit is not replenished within five (5) working days, the building site will be shut down until the Construction Deposit is replenished.

f. Release of Deposit. If the Association's final written report to the Owner or Owner's agent regarding the Project does not specify any deficiencies, violations or unapproved variations from the approved plans that have come to the attention of the Association, the Construction Deposit shall be returned to the Owner within ten (10) working days. If the final written report identifies any deficiencies, violations or unapproved variations from the approved plans, the Association shall hold the Construction Deposit for 180 days or until a receipt of a subsequent report of construction compliance, whichever is less. If a report of construction compliance is received before the 180th day, the Association shall promptly release the Construction Deposit to the Owner within 10 working days. If the compliance report is not received within 180 days, the Association shall release the Construction Deposit promptly from the trust account to the Association. The Association in its discretion may release all or any part of the deposit to the Owner or Builder before receiving a compliance report. Release of the deposit to the Owner does not constitute a representation or warranty from the Association that the construction complies with the approved plans.

g. Abandonment. If the construction project is abandoned, the Association may determine the appropriate use of the Construction Deposit. By way of example, the Construction Deposit may be applied to any amounts owed to the Association by the Owner or may be transferred to the Association's reserves.

h. Notices. All notices, consents, approvals and waivers made or given by the Association or Owner in connection with this Agreement must be in writing to be effective. All notices required to be given hereunder or by operation of law in connection with the performance or enforcement hereof shall be deemed given upon delivery if delivered personally (which includes notices delivered by messenger, telecopy [including telephone facsimile] or overnight courier) or, if delivered by mail, shall be deemed given three (3) calendar days after being deposited by certified mail in any duly-authorized United States mail depository, postage prepaid. All such notices shall be addressed as stated on the first page of this Agreement or to such other address or addresses as the parties may from time to time specify in writing and delivered as provided in this paragraph.

OWNERS INITIALS _____

Construction Deposit Agreement (PAGE 3 OF 3)

i. Binding Effect. This Agreement shall bind and inure to the benefit of the parties hereto and their respective personal representatives, heirs, executors, administrators, legal representatives, successors and assigns.

j. Severability. In the event any section or provision of this Agreement should be adjudged invalid or unconstitutional, such adjudication shall in no manner affect the other provisions of this Agreement, which shall remain in full force and effect as if the section or provision so declared or adjudged invalid was not originally a part hereof.

k. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument.

l. Construction. Whenever the context of this Agreement requires, the singular shall include the plural and the masculine shall include the feminine. This Agreement shall be construed according to its fair meaning and neither for nor against any party hereto, irrespective of who caused same to be drafted. Unless otherwise indicated, all references to sections and subsections are to this Agreement.

m. Captions. The headings and other captions in this Agreement are for convenience of reference only and shall not be used in interpreting, construing or enforcing any of the provisions of this Agreement.

n. Time. Time is of the essence of each and every provision of this Agreement.

o. Time Periods. All time periods contained herein shall refer to calendar days, except when specific reference is made to business days. Should any time period contained herein expire on a Saturday, Sunday or legal holiday, then such period shall be extended to the first subsequent day that is not a Saturday, Sunday or legal holiday.

p. Necessary Acts. Each party to this Agreement shall perform all acts and execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.

q. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Arizona.

SIGNED as of the date first set forth above.

ASSOCIATION:

THE RIM GOLF CLUB COMMUNITY
ASSOCIATION, Inc., an Arizona not for profit corporation

By: _____

Title: _____

OWNER SIGNATURE:

Printed Name: _____

FORM M PHASE IV LANDSCAPE SUBMITTAL



**PHASE IV
Landscape Submittal**

FORM M (See Section 8.4)

Lot Number: _____

Landscape designer _____

Landscape designer contact info _____

A landscaping plan, prepared in a professional manner, shall be submitted and approved by ARC prior to any landscaping work. Landscaping shall be completed prior to any Construction Deposit release.

Owner will schedule on site meeting for Landscape Plan review with the ARC (7-calendar days prior.) This site visit is essential to understand all the elements on the landscaping plan and potentially address any unresolved drainage or erosion control issues.

The Landscape Plan (minimum 1" = 10' scale) shall include the following:

- Location of any Protected Trees (any tree native to the site with a minimum 6" diameter at 4½ feet above the base of the trunk.)
- Location of plant materials (from the approved list)
- Plant schedule that identifies the type, size (gallons, height or caliper) and quantities
- Location of headwalls, retaining walls, erosion control, stone rip rap
- Landscape boulders, screening of utilities with natural landscape materials
- Revegetation plan of areas disturbed by construction activity
- Lighting plan including location and schedule of lights, quantities and types
- Lighting cut sheets (Dark Sky compliant)

Designer/Owner Signature _____

ATTENDEES and COMMENTS

FORM N PHASE V Final Inspection Checklist



**PHASE V
Final Inspection Checklist**

FORM N

Lot Number: _____ **Address** _____

- _____ Copy of Town of Payson Certificate of Occupancy
- _____ Landscape lighting cutsheets (Dark Sky compliant)
- _____ Materials/Colors per form I and approved Elevation Drawings
- _____ Roof penetrations painted to blend with roofing material
- _____ Chimney shroud painted to blend with adjacent material
- _____ Siding penetrations, vents, painted to match
- _____ Utility enclosures screened, concealed and/or painted to match adjacent material
- _____ A/C compressors screened
- _____ Retaining walls
- _____ Slope stabilization and erosion control
- _____ Driveway drainage culvert (18" minimum) concealed and clear of debris
- _____ Head walls
- _____ Address bollard installed
- _____ Utility vault lids, flush with finish grade
- _____ Curbing/asphalt cleaned repaired/sealed (Lot frontage across entire road)
- _____ Lot is free of construction debris, clean out areas, fencing and trash removed
- _____ Revegetation completed (utility runs, other disturbed areas)
- _____ Landscaping

Attendees

Inspector Name and Initials _____ Association Manager Initials _____

FORM N