

LOT DEVELOPMENT COMMITTEE GUIDELINES

Since we belong to a KO-OP, personal mileage will be reimbursed only with the prior approval of the Board of Directors. Any expenditure over \$500 will need to be Board approved. All expenditures must be okayed in writing by the Committee Chairperson. This includes purchases with cash expenditures from petty cash. If NOT APPROVED in writing before the purchase, the buyer WILL NOT be reimbursed

1. PERMITS: Any lot development **MUST** have a KOFA permit. Request a permit from a Lot Development Committee member. Many changes to a lot may also require a Yuma County Permit. Failure to secure a permit-may require modification or removal of the improvement at the leaseholder's expense. Illustrate all lot improvements by sketch or drawing to scale.
 - A. Requests for a permit will be checked by the Lot Development Committee to ensure that the design does not interfere with water, electric, sewer systems or other KOFA property. If in doubt, the Lot Development Committee will consult with KOFA KO-OP Maintenance Committee.
 - B. All KOFA construction permits shall be signed by two (2) Lot Development Committee members.
 - C. No KOFA permits will be issued between March 31st and November 1st.
 - D. No work will be permitted between April 30th and October 1st, except for emergency situations. i.e., heat pump or air conditioner replacement. No new installations during this time period.
 - E. KOFA permits are limited to twelve (12) months.
 - F. Permit (KOFA permit and COUNTY permit if required) distribution will be as follows:
 1. Original to Leaseholder for job site posting.
 2. Three copies of the original permit(s) will be returned to Lot Development Committee Chairperson to be retained until the project is completed. IT IS THE RESPONSIBILITY OF THE LEASEHOLDER TO CALL FOR AN INSPECTION UPON COMPLETION OF THE PROJECT AND TO DISTRIBUTE THE PERMIT COPIES:
 3. Upon inspection/approval, approving officials will sign the original KOFA permit and three copies. Distribution will be as follows: Original to be retained by leaseholder, one copy to Lot Development Committee Completion file, one copy to Corporate Lot File and one copy to KOFA KO-OP Lot File. The Corporate and KOFA KO-OP lot files are in the office. A full description of the project including a copy of the county permit if required, and receipts should be included with each copy.
 - G. Original permit must be posted at the job site, so it is readily visible during construction.

H. Many improvements may also require a Yuma County permit. Check with the County to find out if a County permit is required for your project. Yuma County Department of Development Services is located at 2351 W. 26th, Yuma, AZ (928) 817-5000. For more information, log onto:

<http://www.yumacountyaz.gov/government/development-services/laws-guidelines/building-safety-policies>

- i. Anything attached to or over the vehicular dwelling will require a County and KOFA permit.
- ii. Anything with a roof, if used to construct a room, requires a County and KOFA permit.
- iii. Hard wired air conditioners, heat pumps and swamp coolers require County and KOFA permits.
- iv. Decks require KOFA and County permits.

I. The leaseholder will furnish the Lot Development Committee a copy of all the County permits before starting work.

J. Yuma County permits are good for one hundred eighty (180) days and renews itself after an inspection if work is not completed.

NOTE: WHEN COUNTY AND KOFA KO-OP BUILDING RESTRICTIONS DO NOT AGREE,
THEN THE MOST RESTRICTIVE APPLIES.

2. LOT DEVELOPMENT:

A. Appearance: All improvements must be compatible with existing improvements, and approved by the Lot Development Committee and are the financial responsibility of the Leaseholder. Lots, residences, and buildings are to be kept neat, clean, and in good repair.

This includes, but is not limited to:

- i. No storage of construction material, etc. in a non-enclosed area.
- ii. Replacing gravel when bare spots appear.
- iii. Keeping trees, shrubs, and other plants trimmed, and borders around them looking cared for.
- iv. Painting all surfaces that need refinishing.
- v. Keeping skirting in good repair.
- vi. Replacing screening, vinyl, etc. as necessary.
- vii. In general, preventing an eyesore.

B. Arizona rooms: Attached room with tempered glass windows and doors, electric outlets and three walls. Two walls must be 65% glass. County and KOFA permits are required.

C. Awnings, screens: Soft awnings may be attached to the RV and securely anchored. Metal awnings attached to an RV or shed, commercially constructed, professionally installed, held up by metal poles and securely fastened in concrete in accordance with county regulations will be allowed.

These awnings will be personal property and will not be listed in the KO-OP lot inventory but must be negotiated separately. Rooms enclosed with screens can have vinyl/glass windows added.

- D. Clotheslines: Members and guests occupying a full hookup site may use an umbrella-style clothesline or one mounted on the RV or shed.
- E. Concrete, bricks, pavers: There are no known regulations on size or location. It is the responsibility of the leaseholder to remove and replace any concrete or bricks, etc. covering utilities if the need arises to access said utilities. Concrete footers: All concrete footers require County and KOFA permits.
- F. Coverage: The combined total of all roofs on a lot must not exceed 50% of the lot area. KOFA KO-OP lots vary from 2477 to 2500 square feet (approximately). An illustration: 50% of these figures are 1238 to 1250 square feet, or under roof approximately a total of 30 feet by 40 feet. Backyard roof coverage is not to exceed 30%. The backyard is the rear of RV to rear lot line. The width of a lot is measured from nail to nail in front posts or check lot file to see who owns fences. Lot sizes are available in the office.
- G. Dust Control: No more than 10% of a lot may be bare sand. The rest must be covered by concrete, brick, pavers, or gravel, etc.
- H. Electrical: All electrical pedestals must conform to the Standard Configuration adopted by KOFA in March 2011, as revised February 13, 2012. See Appendix A. Electrical pedestals are owned by KOFA, and shall not be opened or modified, except to turn the breakers on or off, without prior authorization. Pedestals must always remain accessible to Management.
- I. Grandfather clause: All improvements which exist as of January 1st, 2012, except for those involving electrical use, (see 2 J. vi. and vii. Electrical) which are not in compliance with these guidelines, must be brought into compliance whenever a significant modification is made to that improvement.
- J. All fences, walls, gates, trellises, etc. must conform to the following:
 - i. Fences, etc. at the back wall may be up to six (6) feet in height, measured from average ground level.
 - ii. Fences along the side wall may be up to six (6) feet in height from the rear wall to forty (40) feet from the rear wall, after which they can only be three (3) feet high.
 - iii. Fences going across the lot, i.e. between the side lot lines, if at or less than forty (40) feet from the rear wall may be up to six (6) feet high, and no greater than three (3) feet high if more than forty (40) feet from the rear wall.
 - iv. In no event will a fence, etc. be located within five (5) feet of the road in front of the lot.
 - v. In no event will any part of the fence, etc. exceed (6) feet high. This includes arches, ornaments, etc.
 - vi. In no event will a fence etc. be allowed to impede or obstruct access to the electrical pedestal.

- vii. If a fence, etc. must be removed to gain access to any Kofa owned utilities, such as sewer, electrical, communications, etc. the cost of removal and replacement shall be borne by the member.
- K. Junk: Junk, defined as “an unorganized collection of debris, trash or clutter, which degrades the peace, comfort, safety and well-being of a property” (Yuma County Ordinances), is not allowed on lots.
- L. Landscaping:
 - i. Trees and shrubbery require Lot Development Committee approval prior to planting. There are underground utilities that must be avoided. See Landscaping Committee guidelines for prohibited trees and shrubs.
 - ii. No holes deeper than twelve inches shall be dug without written consent of the Lot Development Committee.
 - iii. Plants are not to intrude onto neighbor’s lot.
 - iv. Beware of plants that have deep root systems that seek water. They will interfere with our water system.
 - v. Maintenance: A member is responsible for removing all weeds. The members must also remove all other vegetation which will not, when unattended, survive the hot summer. Lots that are not maintained by the member will be maintained by the Manager and the member will be charged.
- M. Park models/Park trailers and other semi-permanent vehicles:
 - i. Must not exceed 400 square feet.
 - ii. No washers, dryers, air-conditioner heat strips, electric ranges, dish washers or garbage disposals are permitted. See Appendix C.
 - iii. Must be in good shape and be approved by the Lot Development Committee before being brought into the park.
 - iv. The vehicle, and all structures attached to the vehicle, must be compatible with other vehicles in the park.
 - v. All semi- permanent vehicles must be skirted. A vehicle is considered to be semi-permanent if it:
 - a. Has an attached metal awning
 - b. Is hard wired to the pedestal
 - c. Uses solid pipe for its water supply
 - d. Does not have an attached tongue or its wheels have been removed.
- N. Parking: Each lot shall provide at least one parking space in addition to the area occupied by the RV. A parking space is 9’ X 20’.
- O. Setbacks:
 - i. All residence vehicles must be set back five (5) feet from the front, rear, and side lot lines. Any attachment to the vehicle must be set back a minimum of five (5) feet from the front and rear lot lines, and three (3) feet from the side lot lines. They must be six (6) feet from

another occupied structure. Attachments include, but are not limited to air conditioners, Arizona rooms, awnings, sunscreens, decks, etc. See Appendix B.

- ii. Accessory buildings, i.e. sheds, must be set back (3) feet from the side and rear lot lines, and five (5) feet from the street. A shed less than three (3) feet from the principal structure, which includes attached awnings, is considered to be part of the principal structure and must meet occupied structure setbacks, i.e. six (6) feet minimum separation between occupied structures; five (5) feet from interior (private) street; five (5) feet from rear lot line.
- iii. Compressor units, heat pumps, etc. shall be located no closer to any interior lot line than the minimum setback.
- iv. All free-standing awnings less than three (3) feet from the occupied structure and ornamental features attached to the primary dwelling are considered part of the occupied structure and all setback requirements will be taken from end of the awning or feature to the next occupied structure.
- v. Electrical Pedestals: Pedestal clearance will be 36 inches minimum from the front of the panel. The side and rear clearance will be 18 inches from the center of the pedestal. Side and rear clearances include vegetation.

P. Sheds:

- i. Maximum Size 126 square feet. County and KOFA Permits are required. Shed must be set back from lot line as set forth above. The sides of any shed cannot be more than ten (10) feet high. No two (2) story sheds allowed.
- ii. Electric connections to the shed require a County and KOFA permit.
- iii. Water and sewer connections are not allowed in the shed.
- iv. All sheds must have appropriate tie downs.
- v. Wooden sheds may be manufactured or built by the leaseholder.
- vi. Shed area measurement is determined by footprint. Edge of roof overhang to be at setback.

Q. Violations: Any Member of KOFA may submit a written, dated and signed report of a suspected violation of these Guidelines to the Lot Development Committee. They shall determine if a violation does indeed exist, and if so, prepare a report to be submitted to the Board via the Board Liaison for that committee. The Board will decide what action should be taken in response to that report. Any lot improvement, which is not subject to the grandfather clause above, which does not comply with KOFA requirements in effect when the improvement was made, must be removed or modified to bring the improvement into compliance, prior to any lot transfer.

3. DISPUTES: Any dispute a Member may have with a decision of the Lot Development Committee shall be resolved through the Grievance procedures in the KOFA Bylaws.

4. COMMITTEE RESPONSIBILITIES:

- A. Review all lot improvements planned by the Leaseholder for approval.
- B. Advise the Leaseholder of any known County permits required and where and how to apply.
- C. Inspect any changes after the Leaseholder advises they have been completed, and if they conform to the Guidelines, sign off the permit. Inspection to be done by two committee members.

D. Ensure that all lots are properly maintained, and if there are any violations, report same to the Board Liaison.

E. When requested by the Lot Transfer Committee due to the pending sale of a lot, the Lot Development Committee will inspect the lot for non-compliance with park standards. If the lot is not to compliance, the problems will be noted on the Lot Development checklist and the seller will be notified of the violations. The changes must be completed by the seller before the lot can be posted for sale.

F. Report all problems encountered by the Committee to the Board Liaison.

G. Keep the following records:

- i. Committee minutes
- ii. Committee reports
- iii. Lot Development
- iv. Field notes
- v. Date and sign all documents.

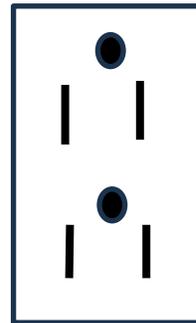
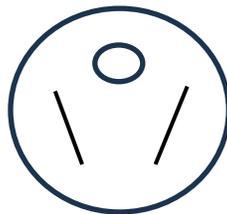
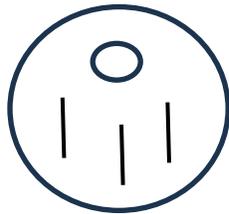
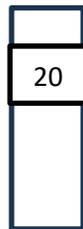
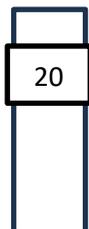
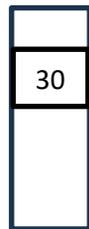
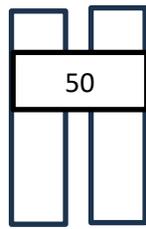
Committee Chairperson _____ Date _____

Board Approval _____ Date _____

Appendix A, B, & C remain unchanged.

APPENDIX A

Standard Configuration



50 Amp 240V

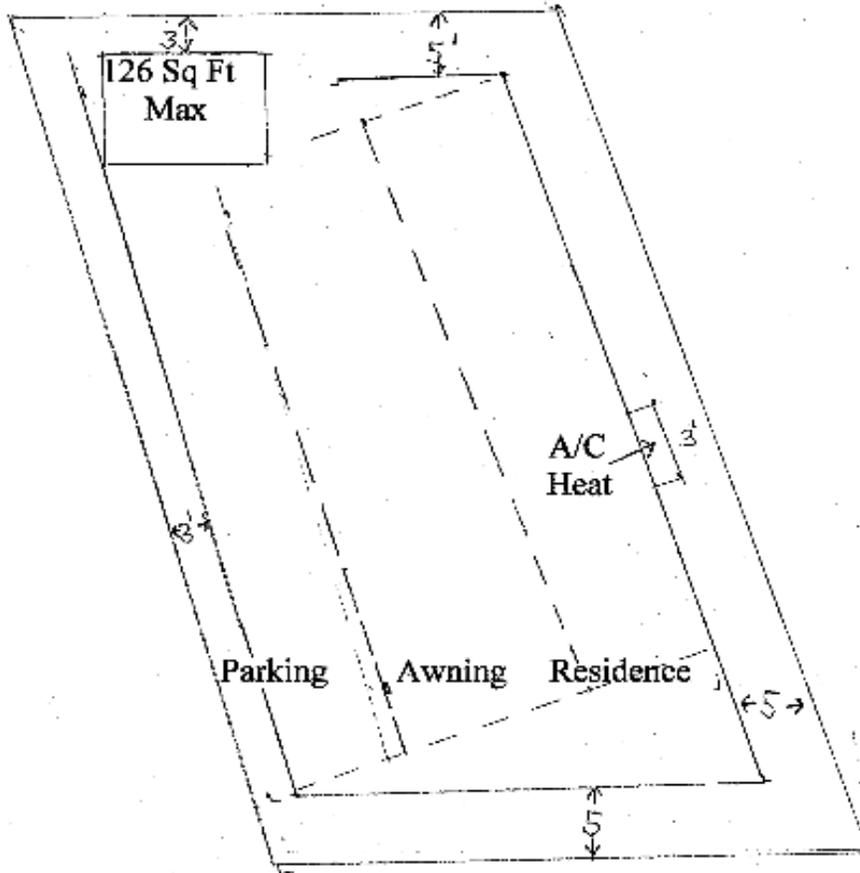
30 Amp 120V 20 Amp 120V GFCI

1. 1 each 50A double pole breaker.
2. 1 each 30A single pole breaker.
3. 1 each 20A single pole breaker connected to GFCI outlet in pedestal
4. 1 each 20A single pole breaker connected to shed (optional)

Only one of the following connection options may be used to connect to the KOFA pedestal

1. 50A double pole breaker may be used to supply power to the pedestal receptacle (3 pole, 4 wire grounding type) NEC article 550-5(c) plug connected to the RV and associated branch circuits.
2. 50A double pole breaker may be hardwired to the breaker and feed power to the RV panel and all associated branch circuits. The 50A receptacle must be removed from the pedestal and a blank installed in its place.
3. 50A double pole breaker, circuits may be hardwired to the breaker and run in conduit to a properly sized and approved panel securely mounted to the RV or other substantial structure. This panel will feed power to the RV and all associated branch circuits. The 50A receptacle must be removed from the pedestal and a blank installed in its place.
4. 30A single pole breaker may be used to supply power to the RV and all associated branch circuits if the 50A connection is not used. Using both the 50A and 30A connection is not allowed.

APPENDIX B



Notes:

1. Interior lots are 40' x 65.17'
2. North, East, & West lots are 38.5' x 66.86'
3. South lots are 38' x 62'
4. One parking space, at least 9' x 20' is required
5. Maximum space coverage is 50% of entire lot
6. Maximum space coverage is 30% of rear lot
7. If an awning or shed is attached to the residence, (less than 3' apart) it must meet residence setbacks

APPENDIX B

APPENDIX C

Check list for Park Models/Trailers

The following is a list of items not allowed in this park due to the stress on our electrical system and/or septic system

Washer and dryer _____

Dish washer _____

Electric range _____

Garbage disposal _____

Air conditioner heat strips _____

Please initial above and sign below.

Name _____ Lot# _____ Date _____

Approved by: _____ Date _____

Approved by: _____ Date _____

Non-compliance can result in KOFA board action.