



## **Architectural Review Documents**

Attached are seven documents that will assist Juniper Ridge residents in understanding the expectations and requirements necessary to meet Architectural Review as established by the ARC Committee. Please read thoroughly and apply the documents as they may pertain to you in making requests for improvement, change, or admission in Juniper Ridge.

Below is a brief description, in order, of each of the following documents:

### **Architectural Review Committee Space Improvement Application**

→ This document is required to make any improvements to your lot, recreational vehicle, or park model. Examples include, but not limited to, exterior construction, landscaping, painting, etc. Drawings with dimensions, pictures, county permits, appropriate signatures, approvals, and dates may be included.

### **Architectural Standards Packet Checklist**

→ These are procedures to follow prior to making Architectural requests.

### **Contractors Working in Juniper Ridge Resort**

→ This sheet will require Contractor information relating to license, bonding insurance, liability insurance, and contact data. Also, information regarding non-licensed handymen is included.

### **Architectural Standards**

→ A thorough review of expectations required when improvements will be made to the lot by the home owner is described.

### **Architectural Standards for Rental Property**

→ This will apply to all rental RVs older than 10 years of age and necessary requirements to meet expectations prior to admission to JRR.

### **Park Model Set-Up Check List**

→ This document will include all required documents and procedures necessary to have a park model admitted to Juniper Ridge Resort.

### **Notice to Contractors and General Handymen**

→ Notices that require Contractors and Handymen to adhere to.

## **JUNIPER RIDGE RESORT ARCHITECTURAL REVIEW COMMITTEE**

10/26/2018

Juniper Ridge Resort HOA ARC





## ARCHITECTURAL STANDARDS PACKET CHECKLIST

**NOTE:** Failure to complete all documentation, project details and to provide signatures will result in immediate rejection of request.

- 1) Thoroughly review packet and Architectural Review Committee (ARC) Standards before making request. **Note:** After reviewing packet, if homeowner still has questions or needs assistance, contact an ARC Committee member.
- 2) Determine if a Navajo County Building Permit is required.
- 3) The ARC application and project is the Homeowner's responsibility, not the contractor or persons performing the work.
- 4) Drawing on application must be clear, concise, reflect dimensions, sizes, and the placement on the lot, etc. Please detail type of construction materials, paint colors, etc. The more detail the better. PLEASE make it easy for an ARC committee member to understand the scope of the project.
- 5) If necessary, attach additional drawings, pictures, plans, paint samples, etc. to the ARC application. The more detail the better. (Even include a note as to what you are doing if you think it will help the ARC members understand your project.)
- 6) Fill out the form detailing the contractor/handyman/homeowner performing work. Sign at the bottom of the form upon completion.
- 7) Submit the completed application to the office with a \$2.00 application fee.
- 8) Once the application is APPROVED, pick up the Green Sheet and post it in a visible area on the lot where the work is being performed.
- 9) Once the project is completed, return the Green Sheet to the office for the ARC committee to conduct a final inspection and then sign off.

I \_\_\_\_\_, (Homeowner) Lot # \_\_\_\_\_ reviewed

the above checklist.



**INFORMATION ON PERSONS WORKING IN JUNIPER RIDGE RESORT  
FOR RESIDENT**

Name of Contracting Company: \_\_\_\_\_

Contractor's License Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Bond Number: \_\_\_\_\_

Bond Carrier Name: \_\_\_\_\_

Bond Carrier Phone Number: \_\_\_\_\_

Liability Insurance Carrier Name: \_\_\_\_\_

Liability Insurance Carrier Phone Number: \_\_\_\_\_

State Labor and Industry Insurance Number: \_\_\_\_\_

"Construction Time" is limited to 7:30 am to 4:30 pm. Preparation and closing of construction is allowed one half hour before and after "Construction Time".

Note: Any above item NOT filled in will cause you, as the home owner, to be completely responsible for all work, damages or injuries that might occur as a result of the contractor.

Also note: Hiring of a "Handyman" does not require insurance (you can require liability insurance and L&I Insurance) but does require a City Business License. The limit of work being done can only be REPAIR or MAINTENANCE (or items not needing a permit from the county).

The maximum amount paid for a project, including labor and material, is \$999.99. Otherwise, the unlicensed contractor is required to be licensed and it is a crime for an individual to contract to perform any work for which the contractor must be licensed. In addition, if a person is not licensed and is required by Arizona law to be licensed, the Homeowner has no legal recourse against the worker for substandard work. Again, the Home Owner is responsible and liable for damages of property or injuries to workers.

For any information on above items, you may call the Registrar of Contractors toll free at 602-542-1525.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR SPACE IMPROVEMENT APPLICATION**



## Architectural Standards

**“Architectural Review Committee”:** hereinafter to be referred to as “ARC,” is a committee appointed by the Home Owner Association’s Board of Directors, to review all Space Improvement Permit Applications and approve or disapprove the application based on these published architectural standards and/or the current CC&R’s and offer suggestions of possible revisions to the applications to make them acceptable. This committee shall consist of at least 3 members and 1 HOA Board member (as required by A.R.S. Section 33-1817 (planned community statutes)), subject to annual approval of the Board the last regular meeting prior to the annual meeting.

- Architectural permit applications and compliance inspections must be reviewed and approved or disapproved by one ARC and one HOA Board member. In the event an application is submitted wherein specific items requested are not covered by these published standards, the homeowner has the option to submit a written request for a “variance” from the HOA Board of Directors.

**Lot owners must obtain permission from the HOA’s ARC before making any improvement of additions to their Lot:** To apply for permission a Lot owner must request, fill out and submit a Space Improvement Permit Application with complete and precise dimensions to the association administration office for review (application form located on the last page of these guidelines—additional forms are available from the association administration office). Any variance from these Standards must be brought to the Board of Directors for consideration.

**After approval by the HOA’S ARC, where required, a Navajo County Building Permit must also be acquired:** Any County requirements that require a deviation from the original application approved must be re-approved by the HOA ARC prior to commencement of any construction or placement. The Lot owner, at the Lot owner’s expense, will correct any County required deviation from the original approved plans.

- Lot owners and/or contractors are liable for any damage to Juniper Ridge property during the construction process for a Lot owner.

**Improvements of any kind shall not commence without an approved ARC Permit Application in hand:** Once the permit application is approved, owner/contractor must display permit on property throughout construction. Any change to the original application submitted and approved plan requires a submission of a new permit. Improvements that require a County Building Permit will not commence until permit is in hand.

- All materials in construction are to be approved by the ARC Committee.
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**Construction Time is limited to 7:30 am to 4:30 pm.:** Preparation and closing of construction is allowed one-half hour before and after “Construction Time” (7:00 am – 7:30 am and 4:30 pm – 5:00 pm respectively). Construction work days are Monday through Saturday.

### **Exceptions:**

- Painter’s Hours: will be 7:00 am – 6:00 pm, if this is interior quiet work time. No outside equipment, i.e. compressors or generators. Otherwise, regular contractor hours will apply.
- Concrete Worker Hours: will be 7:00 am – 4:30 pm.
- Once construction is complete, a member of the Association’s ARC will be required to make a final inspection to confirm the construction was to the approved plan and after confirmation of same and sign off on the Architectural Permit Application.

- One member of the ARC shall report monthly to the board of directors all such approved and/or disapproved permit applications and/or final inspections for the preceding month.

**Contractors:** Residents are responsible for the contractor following the ARC Standards and approved plan. If there are construction issues between the resident and the contractor regarding the agreed to plan, the resident can file with the ROC. Failure to meet ARC Standards and/or County codes will be the responsibility of the lot owner to conform to these expectations upon violation.

**Purchaser Responsibilities for Protection Against Run-Off Water Damage:** Certain properties at Juniper Ridge Resort have been prone to accumulation of run-off water due to heavy rain and may have standing water remaining for several days after a storm. In particular, this condition has been observed at Lots 396, 297, 398, 399, 400, 401, 402, 403, 405, and 406. Purchasers of these or any other Lots at Juniper Ridge are responsible to take such steps as are necessary to prevent damage to poured slabs, Park Models, and other structures erected on these Lots, should such accumulations occur. These may include, but are not limited to, increases to the elevation of the Lot, grading to ensure appropriate runoff, and the installation of drainage systems, all of which will be subject to ARC approval.

**“Recreational Vehicle”:** As used herein shall mean any commercially manufactured travel trailer, Park Model travel trailer, “Park Model”, Class A or C motorhome, or pickup truck camper that is self-contained and shall not be removed from the truck to which it is attached. All shall be constructed of such exterior material and design as that customarily used by manufacturers of such vehicles, used principally as a facility to provide living quarters for recreational camping, and not to exceed a four hundred (400) square foot floor space footprint when initially placed on a Lot. No part of the Recreational Vehicle, or any additions thereto, can be any higher than 16 feet from the lowest adjacent ground. All Recreational Vehicles must be new and /or in a well-maintained condition and approved by the ARC prior to being placed on a Lot.

**RECREATIONAL VEHICLE RENTAL AND CONDITION\*:**

- A. RV's that are brought into Juniper Ridge Resort must be like-new or in well-maintained condition and no more than 10 years old. RV's older than 10 years must be approved by ARC as to condition. Lot owners submitting RV's for rental of seven (7) days or longer must provide this information: renter's name, type unit, date of manufacture, and dates of stay to the Juniper Ridge Resort Administration Office. RV's, older than ten (10) years, for rental of eight (8) days or longer must have four (4) photos of the RV: one frontal, one curb side, one street side, and the RIVA or Manufactures I.D. submitted for ARC approval to locate the RV at Juniper Ridge Resort. Rental RV's registering seven (7) days or less may also enter under C below.
- B. All RV's 10 years of age or older, if not removed seasonally (May 1st - Oct 1st) from JR must have a new Rental Application approved by ARC, NO LATER THAN May 15th annually.
- C. For RV rentals of less than 7 days, an ARC Committee person, GM, or Authorized Designee shall have Discretionary Power to admit RV's 10 years of age or older after a visual inspection upon entry to the JR Resort. A completed ARC Rental Agreement must be submitted if a unit stays longer than 7 days.

\*(Note: All RV's will have a current RVIA sticker, ANSI 119.5 Industry Standards for recreational RV's).

- The ARC and Board have the authority to have this unit brought up to standards or removed.

**Park Model Delivery:** One member of the ARC must be notified by either the Lot owner or company delivering the Park Model advising the time and date of delivery and the Lot number it is being delivered to. All used Park Models must be preapproved by the ARC either visually or with a complete set of pictures and then must be met at the gate and then approved by a member of the ARC.

**Paint Color Selection:** Paint color selections for Recreational Vehicles will be Recreational Vehicle Manufacturer Standard Colors. Color selections will be kept in the Administration Office. If color is different than the standard, color will have to be approved by ARC and local neighborhood.

**Skirting:** Wood, aluminum, or rigid weather-resistant skirting is allowed with appropriate exterior color treatment (color and material must match unit whenever possible and must be approved by ARC). Lattice cannot be used as skirting on unit, deck, or storage enclosures. The use of masonry material may be used as skirting decoration, but the ARC must approve each product on an individual basis. Stem walls are *Not Recommended* in the resort, if used, they may *ONLY* be used on additions to Park Models and *MUST* conform to skirting requirements. (Colors and materials to match Park Model). Park Models must be skirted within 90 days of being set on Lot or fines will incur. If an RV is skirted, the entire perimeter must be done.

**Roofing:** We require all shingles used on all shingled roofing applications will be 30 year rated shingles to withstand 70 mph winds.

**Covers and Enclosures:** Wheel sun shields, motor homes or trailer covers, fifth wheel trailer stabilizers, and fifth wheel area enclosures may be placed on a Recreational Vehicle, but such exterior materials and designs as are customarily used and/or recommended by recognized manufacturers of such vehicles.

**Parking:** All lots are required to have a 22' x 10' perpendicular parking space that does not include the 5' easement setback area. Vehicles parked in the 5' easement setback area must be less than 5' in width.

**Lot:** No framed home may be placed on any Lot. A Lot, shown on the plat, may contain:

(A) **One Detached Storage Shed.** Definition of a Stand Alone Shed or Gazebo: A building of 120 square feet without electricity, water, or plumbing is not to exceed 11 feet in height (with a minimum of 12-2 pitch peaked roof—flat roofs remain at 8 feet 6 inches maximum height) set on a concrete slab or blocks. The shed must be anchored. If water, electricity, and/or waste water plumbing are added, then a county permit *MUST* be applied for and the concrete slab *MUST* have required footers as per County requirements. Permit must be displayed during construction. Units must be constructed of corrugated or flat-space aluminum siding, vinyl (over metal or wood structure) or wood to match Park Model or RV finish and color with fascia trim. If no permanent unit is on the Lot, the shed or gazebo must be a color approved in advance by the ARC. A storage shed may have a ventilation fan attached to it. A gazebo can be left open on all sides, or enclosed, all or part with full height window type bug/sun screening. All of the foregoing shall be subject to the approval of the ARC. *Exception:* The 8' 6" height limitation does not apply when shed is incorporated within, as part of the construction of and underneath an awning or carport. Shed colors must coordinate with Park Model or existing RV and must be submitted to ARC with color samples before painting begins.

1. No unattached shed or gazebo may be placed in front of the RV Lot or Park Model.
2. No rubber or plastic type sheds or storage bins are allowed on property.
3. All sheds and gazebos must be approved by the ARC.
4. No sheds shall be used at any time as a residence on the property.

(B) **Awnings and Sunscreens**

1. Semi-permanent awnings attached to Recreational Vehicles do not have to be previously approved before placement.
2. All window awnings must have ARC permit and must meet County Snow Load requirements. No used or hand-made awnings are allowed unless approved by ARC. Colors must be approved before installation with color sample.
3. A permanent freestanding awning may be constructed providing it is not more than 20 feet wide, no longer than 50 feet long with height to accommodate the RV parked next to it, as approved by ARC. Metal louver privacy screens may be attached to the awning and provided it doesn't interfere with light and sight of neighboring units. The privacy screen must be 12" off the ground and 12" from the top (as of 09/2009). This is necessary due to the occasional high winds.
4. Freestanding windscreens or sunscreens may not be placed on any Lot. A permit is required before windscreens or sunscreens are attached to a porch or deck.
5. Removable, commercially manufactured exterior sunscreens may be used on a Park Model to cover windows exposed to the sun. Roll up sunshades may be hung on the inside of roofed patios or decks but may not be hung on the exterior of a Park Model.

6. Portable/temporary canopies are allowed only on Lots with RV's (motor homes, trailer, camper-trucks) for extended periods, which are not permanently placed on Lot (canopies are allowed on Lots with Park Models but for only 72 hours). The owner/renter will take total responsibility for any damage that might occur if winds cause flight of the portable/temporary canopy.
- (C) **Fence:** A fence may be constructed on grade and be temporary in nature. It must be accessible by a gate or door and be within the lot boundaries, less the 5' easement setback. The fence shall not exceed 36" in height from the lowest adjacent ground. The Fence may not restrict the rules for parking.
- (D) **Railings:** Railings built on a raised deck or porch, may not exceed a thirty-six inch (36") maximum height for the railings, and a forty-two inch (42") maximum height for the support and corner poles.
- (E) **Flower Box:** A flower box may be constructed on grade, but no more than 3 sides of an ARC approved patio or area covered by an awning and providing it does not exceed twenty inches (20") in height from the lowest adjacent ground. A flower box may not be used to completely enclose a patio or area under an awning, by using a Park Model or shed wall as the fourth side of an enclosure.
- (F) **Window Box Planters:** A window box planter may be placed under windows on the front, sides, or rear of a Park Model and under the front, rear, and side windows of an approved shed, as long as they do not overhang more than 12" into a setback/easement area. **Add-On Rooms:** Add-on rooms are only permitted on Lots with Park Models.
- (G) **Decorative Borders:** Decorative borders may be placed on a Lot within and adjacent to property lines. Decorative precast blocks (this includes concrete scalloped edging) or decorative rocks forming a border no more than eighteen inches (18") high from lowest adjacent ground are permitted. Concrete or concrete block walls are prohibited.
- (H) **Retaining Walls:** Retaining walls can be erected. The retaining walls highest point must be no more than 4 inches (4") above the highest adjacent ground grade. Materials and design will be subject to approval of ARC.
- (I) **Trees:** Poplar, cottonwood, and/or weeping willow trees are not to be planted anywhere in the resort. Plants and trees should not encroach on neighboring properties.
- (J) **Landings and Steps:** A freestanding landing not to exceed (36 Sq. Ft.), with steps to ground level and hand railings, may be placed at the door of a Recreational Vehicle. Landing and steps must be on a concrete slab or concrete pavers and maintained in good working condition and appearance. *Exceptions* require ARC committee approval.
- (K) **Lattice:** Lattice used as skirting for RV's (motor homes, travel trailers, and 5th wheels). (No lattice may be used on park models or other permanent residences.)
1. Will be permitted from May 1st until October 1st and is considered a temporary skirting for organization beneath units.
  2. The lattice must be commercially manufactured, made from durable weatherproof materials with all openings of a uniform size and all sections identical in size, color, and weight. Thickness will not be less than 0.25". Color will be ARC approved.
  3. Lattice selected must prevent rodents or other critters from residing or nesting within the enclosure.
  4. Skirting must be firmly attached to treated wood 2' x 4' posts and/or channel tracking, sufficient to hold the skirt in place always and wind resistant. Support posts must be positioned behind the lattice. Evenness must be maintained from section to section to prevent warping and bending.
  5. A hinged, and gated opening may be installed in the skirt to enable access to the underside. Gate must match the skirting.
  6. The skirt must enclose the entire perimeter of the RV unit to maintain a uniform appearance.
  7. No climbing vines or other foliage may be permitted to grow on the lattice.
  8. When the RV unit is not parked on the lot, the skirting must be removed or stored out of visibility from the street or by neighboring residents.
- (L) **Tie-Downs:** A minimum of four (4) industry recognized tie downs is required on all Park Models.



(M) **Water Lines, Valves, Connections:** All Lot owners are required to have an incoming water shut off valve installed between their unit and the stop/waste valve on the park's water line. All water lines must be buried a minimum of 18" deep.

(N) **Waste Water:** Due to health issues, "ALL" gray water waste must be connected to the sewer system with no grandfather clause.

**Parking Space:** Each property is required to have one parking space at least 22' x 10', perpendicular to the street. No vehicle shall extend beyond inside of concrete curb when parked.

**Setbacks/Easement:** Recreational Vehicles, awnings, storage sheds and any buildings attached thereto must be located on a Lot in compliance with all governmental setback/easement requirements and rules of the Board. In no event is any structure or projection (including slide-outs) to be located within ten feet (10') of the front property line of the Lot and five feet (5') of the back or side property lines of any Lot. The maximum foot print of the total building on any one Lot shall not exceed 1500 square feet.

**Concrete:** A Lot owner may pour the entire Lot in concrete (minus side and back setback/easements). The wings at the beginning of a poured concrete driveway may extend into the 5 ft. side setback/easement area by no more than two and one-half feet (2 ½').

- *Exception:* Air conditioners, heat pump units, and propane tanks can be placed within the setback/easements. Up to 12" of roof overhang may project into the setback-easement areas, and must be setback a minimum of 5 ft. from front of dwelling or RV. All exceptions require ARC approval.

**No Tents or Tent Trailers.**

**Outside Lighting:** Except as may be installed by the HOA, no spotlights, floodlights, or similar type high-intensity lighting shall be placed or utilized upon any Lot, which in any way allow light to be reflected on any other Lot or the improvements thereon, upon the Common area, or any part thereof, without the prior written authorization of the HOA Board. Other types of low-intensity lighting, which does not disturb the owners or other occupants of the property, shall be allowed.

**Antennas:** ARC must approve all antennas, except antennas for which installation and use are protected from Federal law or regulations.

**Approved Date: October 26, 2018**

**Board Signature:**



**Date: 10/26/2018**

**ARC Signature:**



**Date: 10/26/2018**



## ARCHITECTURAL STANDARDS FOR RENTAL PROPERTY

### RECREATIONAL VEHICLE RENTAL AND CONDITION\*:

- A. RV's that are brought into Juniper Ridge Resort must be like-new or in well-maintained condition and no more than 10 years old. RV's older than 10 years must be approved by ARC as to condition. Lot owners submitting RV's for rental of seven (7) days or longer must provide this information: renter's name, type unit, date of manufacture, and dates of stay to the Juniper Ridge Resort Administration Office. RV's, older than ten (10) years, for rental of eight (8) days or longer must have four (4) photos of the RV: one frontal, one curb side, one street side, and the RIVA or Manufactures I.D. submitted for ARC approval to locate the RV at Juniper Ridge Resort. Rental RV's registering seven (7) days or less may also enter under C below.
- B. All RV's 10 years of age or older, if not removed seasonally (May 1st - Oct 1st) from JR must have a new Rental Application approved by ARC, NO LATER THAN May 15th annually.
- C. For RV rentals of less than 7 days, an ARC Committee person, GM, or Authorized Designee shall have Discretionary Power to admit RV's 10 years of age or older after a visual inspection upon entry to the JR Resort. A completed ARC Rental Agreement must be submitted if a unit stays longer than 7 days.

**\*(Note: All RV's will have a current RVIA sticker, ANSI 119.5 Industry Standards for recreational RV's).**

- The ARC and Board have the authority to have this unit brought up to standards or removed.



## **Park Model Set-Up Check List**

Welcome to Juniper Ridge Resort! We are happy you've decided to join our Juniper Ridge Home Owners Association (JRHOA) Community. Setting up your new park model could be an intimidating experience for homeowners. Although sales reps can assure you "everything is taken care of" it is ultimately the JRHOA member's responsibility to follow JRHOA, Architectural Review Committee (ARC) Standards. This includes ensuring all required procedures established by JRHOA's governing documents are followed and all proper documents submitted and approved by JRHOA ARC prior to park model delivery. (A green slip will be the approval that means your new park model is a Go!) Please take the time to read the ARC standards so you are informed for what is acceptable, so your delivery won't be delayed by a denial. In addition, here is a checklist to guide you through the process of preparing to set up your new park model.

- 1) Obtain ARC rules and requirements to make certain park model meets Juniper Ridge Resort standards.
- 2) Fill out the ARC form and submit to the office. (Include a detailed drawing of the park model location on the lot).
- 3) Notify park manager of the park model delivery date.
- 4) Stake and string the lot for setbacks to be identified. This will simplify setup and the park model delivery to the lot process.
- 5) Have required water box, shut off valve, and sewer back flow valves installed.
- 6) Make sure conduit or electric access is ready for the park model set up.
- 7) Obtain a Navajo County setup permit.
- 8) Before installation of a park model, owner must check with Navajo County on propane tank placement.

### **ALL OF THE ABOVE NEEDS TO BE COMPLETED BEFORE DELIVERY**

**Please Note:** It is highly recommended that the park model be set on a concrete slab to avoid future soil settling problems, make sure conduit or electric is ready for park model set up.

  
Arby Potter  
Chairman, Architectural Review Committee (ARC)



**NOTICE: TO ALL CONTRACTORS AND GENERAL HANDYMEN**

Effective this date, August 17, 2011, all contractors and general handymen are required to adhere to Architectural Review Committee Standards (ARC) and County Building Codes.

No work is to begin or to be modified without ARC approval.

Approved ARC jobs must also have, when required, all necessary Navajo County permits.

Additionally, Contractors and Handymen are **NOT** to bring children under the age of 18 or pets into Juniper Ridge Resort.

All building construction materials **MUST** be hauled off the premises and not to be deposited in the Juniper Ridge dumpsters. Violators are subject to a fine.

Compliance is mandatory.

  
Arlo Potter  
Chairman, Architectural Review Committee (ARC)