



# MOGOLLON RANCH

## Architectural Design Guidelines



Revised July 2020

## TABLE OF CONTENTS

Architectural Vision.....	3
Site Planning.....	4-5
<ul style="list-style-type: none"> <li>• <i>Overview</i>           * <i>Land Clearing</i>           * <i>Land Use</i>           • <i>Set Backs/Building Envelope</i></li> <li>• <i>Driveways</i>           • <i>Landscaping</i></li> </ul>	
Building Design.....	5-7
<ul style="list-style-type: none"> <li>• <i>Site Specificity</i>       • <i>Site Built</i>           * <i>Minimum Size</i>       * <i>Height Limitations</i></li> <li>• <i>Exterior Materials</i>   * <i>Exterior Colors</i>     • <i>Retaining Walls</i>     * <i>Foundation Walls</i></li> <li>• <i>Roof</i>                   • <i>Lighting</i>           * <i>Deck Design s</i>       • <i>Fencing and Railings</i></li> </ul>	
Other Building Elements.....	7
<ul style="list-style-type: none"> <li>• <i>Water</i>                   * <i>Septic / Wastewater Systems</i>           * <i>Solar Energy Applications</i></li> <li>• <i>Skylights</i>           * <i>Propane Tanks</i>       * <i>Protective Screening</i>   * <i>Landscaping</i></li> <li>• <i>Gardens</i>           * <i>Outbuildings</i></li> </ul>	
Design Review Process.....	9-14
<ul style="list-style-type: none"> <li>• <i>Overview</i>           • <i>Architectural Control Committee</i>       * <i>Designated Representative of the ACC</i></li> <li>• <i>Review Fees</i>       • <i>Water Meter Installation Cost</i>       * <i>Pre-Submittal Conference</i></li> <li>• <i>Preliminary Design Review</i>   * <i>Plan Submittal Requirements</i>   * <i>Final Design Review</i></li> <li>• <i>Pre-Construction Meeting &amp; Site Survey</i>       • <i>Inspection During Construction</i>       * <i>Final Inspection</i></li> <li>• <i>Fee Schedule – Design Review</i>       * <i>Construction Deposits</i>       • <i>Exterior Improvements or Modifications</i></li> <li>• <i>Enforcement</i>       • <i>Right of Waiver</i>       * <i>Disclaimer</i></li> </ul>	
Construction Rules & Regulations.....	15
Submittal Requirements and Forms.....	16-24
<ul style="list-style-type: none"> <li style="width: 50%;">• <i>Pre-submittal Conference</i></li> <li style="width: 50%;">• <i>Final Construction Inspections</i></li> <li style="width: 50%;">• <i>Preliminary Design Review</i></li> <li style="width: 50%;">• <i>On Site Reviews</i></li> <li style="width: 50%;">• <i>Final Design Review</i></li> <li style="width: 50%;">• <i>Exterior Modifications Forms</i></li> </ul>	

## **ARCHITECTURAL VISION**

The Mogollon Ranch is unique in its scenic beauty, rural character, natural vegetation and accessibility to the Coconino National Forest. The Architectural Guidelines are intended to assist owners in insuring compatibility with this unique environment while providing owner flexibility in personal expression.

The following sections detail the architectural standards and administrative procedures pursuant to the Covenants, Conditions and Restrictions for Mogollon Ranch hereinafter referred to as CC&R's.

Each property owner or owner's agent bears the responsibility for the proposed improvements, adherence to the CC&R's, the Architectural Design Guidelines and the Coconino County Zoning Ordinances and Building Codes.

Please submit all required drawings, samples, and other related materials to:

Mogollon Ranch ACC  
P.O. Box 10000  
Prescott, AZ 86304  
928-776-4479, 928-776-0050  
[review@hoamco.com](mailto:review@hoamco.com)

## SITE PLANNING

### Overview

All improvements which may have an impact on the appearance of the community require review and written approval by the Architectural Control Committee (ACC). Such improvements include, but are not limited to:

1. All Coconino County permitted buildings, including new construction, additions, exterior remodeling, accessory structures, garages, outbuildings, and guesthouses (aka accessory dwellings)
2. Grading or land alterations including driveways that require a Coconino County permit
3. Fences or walls on the perimeter of the property

Driveway(s) may be installed without submitting building plans for a residence but require ACC approval. The driveway(s) must also conform to Blue Ridge Fire Department requirements to insure fire equipment access.

Additional details regarding design guideline and use restrictions are located in Articles V, VI and VII of the Covenants, Conditions, and Restrictions of Mogollon Ranch. Other policies and rules may also apply to your building project. These will be discussed at the Pre-Submittal Conference.

### Land Use

No building other than one single family dwelling residence and a private garage, a guest house, servants' quarters, barn, stable, corral and other outbuildings as approved by the ACC. A guest house may not be completed prior to the completion of the single-family residence.

### Land clearing

No clear cutting shall be permitted without approval of the ACC.

### Set Backs/Building Envelope

The building envelope is the area of the Lot remaining after excluding thirty-five feet (35') inward from all side lot lines, seventy-five feet (75') inward from road right-of-ways, and fifty feet (50') inward from back lot lines.

### Driveways

Home construction may **not** be started until the owner has installed an approved driveway with a required culvert with CMP (corrugated metal pipe) end sections and an acceptable material for a minimum of fifty feet (50') onto the lot. This requirement may be waived if a culvert is not required for drainage. Driveways should be integrated into the natural slopes as much as possible to minimize cuts and fills. Acceptable materials include decomposed aggregate in earth tones, concrete with exposed aggregate, aggregate base course, asphalt, concrete, stone pavers, cinders or natural local stone.

All driveways shall conform to Blue Ridge Fire Department requirements to insure fire equipment access.

### Landscaping

All landscaping should be designed to preserve the natural forest appearance. Any areas disturbed during construction shall be landscaped or allowed to return to the natural condition that existed prior to construction.

Mogollon Ranch Architectural Design Guidelines – July 2020

## BUILDING DESIGN

### **Site specificity**

The building plan should be designed to fit the natural grade of the property. Excavation and/or fill will be permitted only where specifically allowed by the Architectural Control Committee (ACC) due to terrain considerations and as required by the County. Every attempt should be made to balance cut and fill with minimal use of retaining walls and engineered building pads.

### **Site built**

Homes are to be site built. No improvement or structure shall be moved or removed from other locations onto a lot. Manufactured or modular homes are not permitted. House builder kits may be permitted if the ACC determines that such kit and the materials contained in it meet the standard of the community.

No structure of a temporary character, motor home, recreational vehicle or travel trailer, shall be used as a residence at any time, except as noted in Section 6(a) of the CC&Rs and as described under the "Camping" section of these Guidelines.

### **Minimum size**

Any single family residential dwelling, excluding a guest house or employees' quarters, shall contain a minimum of 1,500 square feet of living area, exclusive of carport, garage, open porches, and patios.

### **Height limitations**

Except for chimneys, no part of a structure may exceed thirty-five feet (35') above existing natural grade. Chimneys should not exceed more than necessary to meet manufacturer guidelines or Coconino County building code.

### **Exterior Materials**

Exterior materials should generally be natural materials that blend with and are compatible with the native landscape. Predominate exterior material shall consist of log, high quality wood-like composite siding, native stone, brick, beveled or tongue-in-groove board siding, board-on-board, or board and batt. The use of native stone is encouraged. Simulated or cultured stone will be allowed to the extent that resembles its natural native counterpart and to the degree that it appears unobtrusive. Metal and Plywood siding is prohibited unless the applicant can demonstrate that the specific proposed application would result in a finished appearance indistinguishable from an individual board siding application. Highly reflective materials are not allowed.

Colored and/or textured block, block, split faced block, adobe and stucco are prohibited other than noted for stem or foundation walls.

### **Exterior Colors**

**Any exterior color or finish shall not exceed a Light Reflective Value (LRV) of 40%.**

All exterior surfaces including gutters, window frames, decking, garage and exterior doors, fascia, roof flashings, drip edge, vents and chimney shrouds and window frames must be finished or painted. Muted shades of red, blue, grey, green and all shades of brown and wood stains with a low LRV rating are acceptable.

Colors that are not acceptable for any part of the structure are any shade of orange, pink, purple, turquoise or yellow.

### **Retaining Walls**

Retaining walls shall not be higher than six feet (6'). Block, split-faced block, stone veneer, natural rock, and engineered rock that resemble its natural counterpart and natural logs may be used.

### **Foundation Walls**

High exposed foundation walls should be avoided whenever possible. Block, split faced block, colored or textured block, stone veneer, natural rock, and engineered rock that resembles its natural counterpart, stucco and wood faced surfaces are acceptable stem wall material and shall blend unobtrusively with adjacent materials.

### **Roof**

All roofs must be constructed of fire-resistant material per county code. Copper roofs must be allowed to turn brown or patina. Metal roofs must have a low gloss finish to minimize reflectivity. Acceptable colors are red, green, slate, dark blue and brown shades. All colors must have an LRV < 40. Roof mounted heating and cooling devices are not permitted. Fascia boards, gutters and scuppers must match the house or roof and may be steel, copper or painted aluminum.

### **Lighting**

All exterior lights shall comply with Coconino County regulations. Fixtures should be of non-reflective materials, complementing the design of the home.

Security lighting intended to provide bright illumination must be for use during emergency situations only. It must be circuited and controlled separately from any other lights and must be time-controlled or motion controlled to cycle off in 20 minutes or less. Security lighting should be downward-directed so as not to illuminate adjacent properties or common areas. Driveways and paths may be lit with downward facing low intensity lights. They may be mounted on poles of not greater than three feet (3' adjacent to the driveway or pathway).

Low level holiday lighting may be displayed in locations that are not obtrusive to the natural environment.

### **Deck Design**

Deck plans should be designed to accent the main house plan. The area under decks may not be used for any type of storage, especially for the storage of firewood. Decking stains must compliment the residence.

### **Fencing and Railings**

Barb wire fencing is allowed on the National Forest border and must be constructed in compliance with ARS 3-1426. Galvanized chain link, plywood, chain and bollard, picket, concrete block, brick, adobe, concrete, or similar conventional methods are not permitted. Wood rail fencing and metal pipe are allowed. Fencing may be painted

green, black, shades of brown, or allowed to rust. All colors must have an LRV < 40. Fencing may not encroach or obstruct any easement, and shall have a maximum height of six (6') feet.

When containing horses, metal pipe is required.

Chain link may be used to protect fruit and vegetable gardens or tender landscape plants but should not be visible from the road.

## **OTHER BUILDING ELEMENTS**

### **Water**

In order to receive water, the water lines must be excavated to meet Coconino County code by the builder or the owner's agent. Upon completion of the preparation of the water lines, contact MRPOA Management Company to make arrangements for the installation of an approved meter.

To assure proper communication with community wells and other water related equipment, water meters must be obtained and installed by Mogollon Ranch Property Owners Association (MRPOA) water system service provider. The owner is responsible for excavation preparation and all meter associated costs, the meter and its installation cost.

No septic system, barn or corral may be placed within 100 feet of a well.

### **Septic / Wastewater Systems**

All individual Septic Systems shall be constructed to Coconino County standards, shall not be installed within 100 feet of any well, and be screened with adequate planting or by existing trees and shrubs, so as not to disturb surrounding neighbors and Property with offensive odors and sights. Systems shall be located so as to minimize grading and disturbance to existing natural vegetation.

### **Solar Energy Applications**

Passive solar application, or the orientation and design of the residence for maximum winter sun gain is encouraged. Solar collectors should be installed on the plane of the roof material (flush mounted). Frames shall be constructed of a non-reflective material, with dark colors matching the roof color as closely as possible. All exterior equipment, mounting and hardware shall be painted to match the adjacent surface materials. Samples or illustrated brochures of the proposed solar unit shall be submitted with the building application. Construction drawings showing location and number of collectors, method of attachment to the roof structure, and the location of the exterior system components must be submitted.

Placement of solar units shall be located in the least visible area, as seen from common areas or adjacent lots. While it is not the intention of the ACC to restrict the installation, functioning, efficiency or use of roof mounted solar devices, the ACC reserves the right to reasonably restrict placement of such devices as they affect the appearance of each home, according to A.R.S. §33-1816, §33-439, §44-1761 & §44-1762.

### **Skylights**

Skylights shall be submitted for review and will be considered on a case by case basis. They should be integrated with the roof form.

### **Propane tanks**

Propane tanks should be buried or placed towards the back of the building to reduce visibility from the road and neighboring properties. Above ground tanks should be screened with fire resistant material so as not to be visible from the road or adjacent properties.

### **Protective Screening**

Any clotheslines, mechanical equipment, garbage containers, service areas, wood piles, storage tanks and storage areas shall be kept screened by adequate planting, fencing or by existing trees and shrubs so as to conceal them from view from neighboring lots or streets.

### **Landscaping**

Creating a defensible space around your home is the primary deterrent to fire. Wildfire is the number one threat to homes in Mogollon Ranch. Reducing creeping ground fire will greatly enhance structure survivability and firefighter safety. Measuring from the outside edge of the home's eaves and any attached structure, clear at least 30 feet of flammable vegetation. This includes pine needles and forest floor debris. This will reduce radiant heat and shortrange spotting. All owners shall maintain their property in accordance with fire prevention and fuel reduction plans, and agree to implement the concept of defensible space (**reference Firewise USA guidelines**).

Any areas disturbed during construction shall be landscaped or allowed to return to the natural condition existing prior to construction. Excess rock and soil should be removed or used to return the landscape to the original topography.

### **Gardens**

Personal gardens are allowable. No commercial gardening is permitted, and gardens larger than a total of 3,000 sq. ft. must obtain approval from the ACC **or its designated representative**.

### **Outbuildings**

Outbuildings may be constructed of embossed and painted steel, tempered and painted hardboard, or wood. Exterior finishes and color must complement the primary residence. Roofing materials must be constructed of fire-resistant material and complement the primary residence. A free-standing garage is considered part of the residence and must match the form, color, material palette and detailing of the primary residence

## **DESIGN REVIEW PROCESS**

### **Overview**

All new construction, alterations or revisions to approved plans must apply for approval to the Architectural Control Committee (ACC) or its designated representative. The ACC will review all applications for compatibility with the Architectural Design Guidelines. This process applies to construction of all new buildings; renovation or expansion of existing buildings; and any site alterations and landscape improvements including additions, exterior remodeling, Mogollon Ranch Architectural Design Guidelines – July 2020



accessory structures, garages, outbuildings, guest houses, driveways, culverts and site walls/fences. The ACC may relax any guideline standard in its discretion if it deems a design attribute appropriate for the constraints of the site or overall neighborhood.

### **Architectural Control Committee**

The ACC shall be composed of at least three (3) members, with at least one (1) member (but not more than two) of the Association's Board of Directors serving on the ACC, and functioning as the chairperson. The makeup of the Architectural Control Committee may be adjusted on an as-needed basis in accordance with the governing documents of Mogollon Ranch Property Owners and relevant Arizona State statutes.

The ACC will, as needed, make reasonable efforts to comply with targeted review time frames.

### **Designated Representative of the ACC**

The ACC may use a Designated Representative to handle certain aspects of the Design Review Process. Currently, the ARC Department of HOAMCO is the designated representative of the ACC and is responsible for all items in the HOAMCO ARC Service Agreement, including the following:

- Preliminary Design Review
- Final Design Review
- Pre-Construction Meetings
- Inspections During Construction
- Final Inspections

The ARC Department of HOAMCO forwards all of its findings to the ACC and acts as the liaison between the property owner and the ACC.

### **Review Fees**

The non-refundable Design Review and Construction Inspection Fee of \$1,500 shall be payable at the Preliminary Submittal. This fee is subject to change. Checks or money orders should be made out to "Mogollon Ranch Property Owner's Association."

### **Water Meter Installation Cost**

Charges for the water meter installation vary from Lot to Lot, depending on the excavation required. Charges for the meter installation will be added to the quarterly well usage and assessment bill. Please contact the Association for details regarding water meter installation.

### **Pre-Submittal Conference**

It is the desire of the Mogollon ACC and the Board of Directors that every prospective home owner will have a positive experience as they progress through the process of building a custom home. Prior to the formal submittal of any prepared materials or plans, the Owner must request a Pre-Submittal Conference and obtain a current copy of the Design Guidelines. This conference is not for the purpose of preliminary design submittals and any reviews of

designs, requests for variances, envelope modifications, and relief from items in the guidelines shall not be submitted at this time. The purpose of this conference is for a representative of the ACC to open a line of communication and to provide guidance for the review and approval process including but not limited to the following:

- Clarifications of the Design Guidelines if unclear to the Owner or the Owner's Architect
- Review the Submittal Requirement
- Informal review of the Owner's proposed design concepts

This conference can be done in person or by phone.

### **Preliminary Design Review**

Preliminary Design Submittal documents, color and material samples must be submitted to the ACC or its designated representative. See Preliminary Design Submittal Form for required documents and samples. The applicant must also submit the review fee at this time. (See fee schedule).

Upon receipt of the Preliminary Design Submittal Form, the required documents and the review fee, the ACC or its designated representative will meet, review and respond to the owner within 30 days.

If additional information or corrections are needed, a second review may take place.

### **Plan Submittal Requirements**

Plans are to be submitted electronically to the ACC or its designated representative. They are to include the following:

- *Site Plan (Scale 1" = 50')*

The site plan should show the entire property easements, location of the building envelope (the area of the lot remaining after excluding easements), setbacks, residence, all buildings, septic tanks and leach fields, driveways, patios, entries, and fences.

Note: Any items not shown on the site plan (structures, tanks, fences, etc.) will not be considered part of the submittal and will require a subsequent submittal (including any associated review fees and deposits).

Grading and drainage information may be incorporated into the site plan drawings provided the information is clearly readable and must include existing and proposed grades, contours, flow lines, lot drainage if applicable.

The lot must be surveyed and the lot lines staked in order to establish the accurate placement of the improvement structures.

- *Floor plan (Scale ¼" = 1')*

Show proposed finished floor elevations and foundation. Include balconies, decks, garages, and storage structures. Indicate square footage of the livable space on each level.

- *Roof plan (Scale ¼" = 1')*

Show proposed roof design and layout, including overhangs, soffit enclosures and venting methods.

- *Exterior Elevations (Scale ¼" = 1')*

Show both existing and proposed grade lines, roof pitch, and any conditions that will affect the exterior of the building. Include all proposed materials and colors. Paint chips, stain, and roofing samples are requested. The Light Reflective Value (LVR) of all exterior materials must be submitted.

- *Landscaping Plans (Scale 1"=50' or 1" = 20')*

Show any areas that shall be landscaped or not allowed to return to the natural condition existing prior to construction. Include grading,-drainage details, limits of disturbed area and treatment or re-vegetation of same.

### **Final Design Review**

Final Design Submittal documents must be submitted to the ACC or its designated representative. These documents include those submitted with the pre-design review, a copy of the building permit, a copy of the septic permit and a copy of the grading permit (if necessary). The applicant must also submit the construction deposit at this time (See fee schedule).

Upon receipt of the Final Design Review Submittal Form, the required documents and the construction deposit, the ACC or its designated representative will meet, review and respond to the owner within 30 days.

If additional information or corrections are needed, a second review may take place.

The Owner or Owner's agent may attend the final design review meeting by giving notice that he (they) wish to do so at the time of the Final Design Review Submittal.

Upon approval by the ACC, the owner or owner's agent will be issued a letter of approval.

The ACC's final approval will acknowledge that the approved plans, including any approved amendments, are in compliance with all rules and guidelines in effect at the time of the approval and that the refund of the deposit requires that construction be completed in accordance with those approved plans.

Any County required adjustments affecting the approved design plans must be resubmitted for review by the Architectural Committee prior to the start of construction.

Final approved plans are valid for 18 months after date of approval by the Architectural Control Committee. Approved plans not utilized in this time frame will be required to be re-submitted to the Architectural Control Committee and/or its designated representative and may be subject to additional review fees.

Alterations to approved plans must be submitted in writing for review and approval prior to implementation.

### **Pre-Construction Meeting & Site Survey**

Upon final approval and prior to the commencement of any construction, a representative of the ACC or its designated representative shall arrange and meet with the owner, the owner's agent and/or the builder to review the approved plans and the construction rules/regulations. The representative will also conduct a site survey and photograph the site to document the pre-construction condition of the site.

### **Inspection During Construction**

During construction a representative of the ACC or its designated representative shall arrange and meet with the owner, the owner's agent and/or the builder to perform an on-site formal inspection in accordance with ARS §33-1817. This inspection is to occur after framing and before window installation. The purpose of this inspection is to confirm that the construction is in compliance with the approved plans.

### **Final Inspection**

Upon completion of any residence or other improvement, the owner or owner's agent shall give written notice to the ACC and include a copy of Coconino County Occupancy Permit. Completion of all exterior work including driveways, culverts with flared ends, driveway product, and removal of all dumpsters, trash receptacles, portable sanitary facilities, portable construction trailers, and debris and builder's signs is required. Written approval by Blue Ridge Fire Department for fire equipment access onto the Lot is required.

Within 10 days of such notification, a representative of the ACC or its designated representative shall arrange and meet with the owner, the owner's agent and/or the builder to perform an on-site formal inspection of the residence or other improvement for compliance. Within 10 business days of the date of the inspection, the results of the inspection will be made available to the owner or the owner's agent in the form of a Final Inspection Report.

If the results of the inspection are favorable, the ACC will authorize the return of the Construction Deposit.

If the work is found to be in noncompliance, the owner will have 30 days to remedy the noncompliance portions of the project. If, by the end of this 30-day period, the owner fails to remedy the noncompliance, the ACC may recommend to the Board to seek remedies as provided in the CC&R's.

### **Fee Schedule – Design Review**

All Design Review fees are non-refundable. The fee is to be submitted at the time of the Pre-Design Review Submittal. The fee is to be submitted in the form of a check payable to HOAMCO (the current designated representative of the ACC). These fees are current and are subject to change.

New home construction - \$1,500

Major construction projects that require a County Building Permit (e.g. garage) - \$500

Minor projects that require a County Building Permit (e.g. fences or walls) - \$50 to \$500

### **Construction Deposits**

No construction, improvement or modification of a new residence may commence until the Owner has provided the required Construction Deposit.

Required Construction Deposits currently are as follows:

New home construction - \$2,000

Major construction projects that require a County Building Permit (e.g. garage) - \$500

Minor projects that require a County Building Permit (e.g. fences or walls) - \$500

The Deposit is to be submitted at the time of the Final Design Review Submittal. The Deposit is to be submitted in the form of a check payable to HOAMCO (the current designated representative of the ACC). The Association (or its designated representative) will place the Deposit in a trust account. The cost of the trust account, if any, will be shared equally between the Association and the Owner. Any interest earned on the Construction Deposit shall become a part of the Deposit. If the construction project is abandoned, the Association may determine the appropriate use of the Deposit.

All buildings and accessory structures must be completed within 18 months after the County building permit has been issued. If the construction is not completed within the 18 month time frame, a letter must be sent to the ACC explaining the delay and provide an alternative time frame for completion for review by the ACC.

### **Exterior Improvements or Modifications**

Prior to making any improvements, modifications, or alterations to an existing home or Lot, a Submittal Form shall be submitted to the ACC or its designated representative along with the required current Review and Inspection Fee, if applicable. There are no fees required for projects that do not require a county permit, such as fences, sheds of limited size, etc. Refer to page 21 of this document for the complete list of projects requiring ACC approval but no county permit. Owners need to submit (1) electronic set of plans that include a site plan, floor plan, roof plan, final colors/materials, and exterior elevations as applicable. For a minor modification, a less detailed description such as simple plans, a written narrative, and material or color samples may be necessary to demonstrate the proposed modification. In all cases these Design Guidelines shall apply as the review standard used for consideration of the proposed modification. All submission and ACC response timelines as found in this document apply.

Any exterior modifications to an existing residence that require a county permit, such as a guest house, garage, barn, or sheds of a size that require a county permit, etc. are subject to all of the design and submission guidelines noted in this document. All submittal requirements listed on pages 10 and 11, including any required fees, shall accompany the Review Application. Incomplete submittals will not be reviewed until all required items are received by the ACC or its designated representative.

All construction rules, regulations, and fines apply to any improvements and modifications.

### **Enforcement**

The ACC representative may, with a minimum of a three-day prior notification, inspect a lot or improvement. Upon discovering a violation of the Guidelines, the ACC or its designated representative will provide written notice of non-compliance to the owner, including a stated time limit of 30 days within which to correct the violation. If an owner fails to comply within the stated time period, the ACC may recommend to the Board to proceed with remedies which may include, but are not limited to those fines and/or penalties found in the MRPOA Compliance Policy.

### **Right of Waiver**

The ACC recognizes that each lot has its own unique characteristics and each Owner has his/her own tastes. For this reason, the ACC in conjunction with the Board of Directors has the authority to approve variances based on merit.

The ACC, with Board approval, has the right to waive any requirement not governed by County regulations, when the Owner has demonstrated good cause and where the effects are minimal on surrounding property Owners, the natural environment, or the design intent of the Guidelines and the development as a whole. However, no Owner has the right to demand a variance or waiver.

The ACC reserves the right to waive or vary any of the provisions set forth herein, with Board approval, for good cause shown. The ACC will consider requests for waiver of the Guidelines with written notice describing the specific changes under consideration and the specific reason for the consideration of a waiver. Please note that neither the ACC nor the Board of Directors has the authority to amend the CC&R's.

### **Disclaimer**

Neither the approval of the plans nor the approval of the actual construction by the Association or the ACC shall constitute a representation or warranty that the plans or construction comply with applicable governmental requirements or applicable engineering, design or safety standards. The Association in its discretion may release all or any part of the builder deposit to the Owner or builder before receiving a compliance report. Release of the builder deposit to the Owner or builder does not constitute a representation or warranty from the Association that the construction complies with the approved plans.

# MOGOLLON RANCH

## CONSTRUCTION RULES & REGULATIONS

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

- A. **No construction may commence until plans have received final approval** by the Architectural Control Committee. Any changes in materials, colors, or design from the approved plans must be re-approved by the ACC.
- B. An amount of **\$250** may be deducted from the construction deposit for **ANY** violation of these Construction Rules & Regulations by the builder or any subcontractor. After a third violation, work must stop until additional deposits have been made to return the construction deposit to the original **\$2000** amount. Any subsequent violations will continue at \$250 for each violation.
- C. **Construction may not commence prior to:** placement of an appropriate trash receptacle for construction debris, delivery of portable sanitary facility, required culvert has been installed and track out material has been placed.
- D. No construction equipment or materials may be delivered, placed on, or left in the street or on neighboring property. This includes dumpsters, overnight vehicles and portable toilets. Any construction materials and equipment left on the site must be contained within the building envelope or driveway.
- E. Parking is limited to on-site locations. All vehicles will be parked so as not to impede traffic or emergency access or cause unnecessary damage to the natural environment, road or lots. Contractor vehicles may at no time block neighbor's driveways, and if workers cannot park on the lot, they may park only on one side of the street to avoid congestion.
- F. *No open fire on construction sites and no smoking except inside a car, truck or closed-in (dried-in) house is allowed.*
- G. Fire suppression methods shall be located for use at the construction site.
- H. Prior to start of construction, the Owner must post a **\$2,000** refundable deposit (or other amount for additions to existing homes if required) with the association to insure compliance with these rules and requirements.
- I. Signage is limited to one builder's information sign which is to be approved by the ACC and located at the street frontage of the lot. In addition, one realtor sign may be displayed. All signs must be removed before the final review.
- J. Any dirt, mud, oil, concrete, or other damage to any street caused by a contractor or any of his subcontractors must be cleaned up or repaired immediately by the contractor.
- K. Concrete "washout" debris may not be dumped in ditches, streets, setback areas, natural landscape, or in any location other than the already-disturbed ground at the immediate building site. Any washout debris dumped on the lot during construction must be completely removed prior to final inspection.
- L. Speed limits will be strictly enforced and reckless driving will not be tolerated. Construction personnel are to obey all signs and directions. Unless posted otherwise, the speed limit shall be 25 mph.

Pre-Existing Damage/Comments: \_\_\_\_\_

**Contractor / Owner certification:** I hereby certify that I have read this entire document and these specific rules for contractors. I understand the rules and requirements listed herein. I understand that should I fail to abide by these rules the construction deposit may be at risk.

(Signed) \_\_\_\_\_ Contractor \_\_\_\_\_ Date: \_\_\_\_\_

# MOGOLLON RANCH

Owner(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Submittal Form - Pre-submittal Conference

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### CONFERENCE OBJECTIVES

- CLARIFICATIONS OF THE DESIGN GUIDELINES
- REVIEW THE SUBMITTAL REQUIREMENTS
- REVIEW FEES AND SCHEDULES
- INFORMAL REVIEW OF THE OWNERS PROPOSED DESIGN CONCEPTS
- CONFIRMATION OF OWNERS UNDERSTANDING OF THE CONTENTS OF THE DESIGN GUIDELINES
- ROLE AND EXPECTATIONS FOR THE ACC

### OWNER/BUILDER QUESTIONS

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### COMMENTS

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\_\_\_\_\_  
ACC REPRESENTATIVE/REVIEWER

\_\_\_\_\_  
DATE COMPLETED



MOGOLLON RANCH  
**ARCHITECTURAL CONTROL COMMITTEE**  
**Preliminary Design Review - Submittal Form**

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

DESIGNER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

BUILDER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

*This application will be considered complete only if all documents and submittals, as set forth in the Design Guidelines, are included.*

**REVIEW REQUIREMENTS**

- |   |         |  |
|---|---------|--|
| <input type="checkbox"/> REVIEW FEE RECEIVED \$ | Check # | <input type="checkbox"/> EXTERIOR ELEVATIONS             |
| <input type="checkbox"/> SITE PLAN              |         | <input type="checkbox"/> PRELIMINARY LANDSCAPE PLAN      |
| <input type="checkbox"/> FLOOR PLAN             |         | <input type="checkbox"/> SAMPLES OF ALL COLORS/MATERIALS |
| <input type="checkbox"/> ROOF PLAN              |         | <input type="checkbox"/> ELECTRONIC COPY OF PLANS        |

**Square footage details**

Main Floor:

Second Floor:

Garage:

**Exterior Colors & Finishes**

Siding Material: \_\_\_\_\_

Color/Stain & LRV: \_\_\_\_\_

Stem Wall Material/Finish: \_\_\_\_\_

Color/Stain & LRV: \_\_\_\_\_

Garage Door Material: \_\_\_\_\_

Color/Stain & LRV: \_\_\_\_\_

Fascia Color & LRV: \_\_\_\_\_

Trim Color & LRV: \_\_\_\_\_

Deck Stain Color & LRV: \_\_\_\_\_

Chimney Material: \_\_\_\_\_

Roof Vents Color: \_\_\_\_\_

Flashing Color: \_\_\_\_\_

Exposed Metal Drip Edge Color: \_\_\_\_\_

Spark Arrestor Color: \_\_\_\_\_

\_\_\_\_\_  
**Owners Signature**

\_\_\_\_\_  
**Date**

# MOGOLLON RANCH

## Submittal Form – Final Design Review

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_  
\_\_\_\_\_

DESIGNER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

BUILDER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

***This application will be considered complete only if all documents and submittals, as set forth in the Design Guidelines, are included.***

### REVIEW REQUIREMENTS

- |   |  |
|---|--|
| <input type="checkbox"/> ELECTRONIC COPY OF PLANS | <input type="checkbox"/> FINAL LANDSCAPE PLAN          |
| <input type="checkbox"/> SITE PLAN                | <input type="checkbox"/> FINAL COLORS/MATERIALS        |
| <input type="checkbox"/> FLOOR PLAN               | <input type="checkbox"/> COPY OF BUILDING PERMIT       |
| <input type="checkbox"/> ROOF PLAN                | <input type="checkbox"/> COPY OF SEPTIC PERMIT         |
| <input type="checkbox"/> EXTERIOR ELEVATIONS      | <input type="checkbox"/> CAMPING PERMIT (IF NECESSARY) |

### ITEMS NEEDING CORRECTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COMMENTS

\_\_\_\_\_  
\_\_\_\_\_

***The following forms are required prior to commencing construction, once approval has been received:***

- |  |  |
|--|--|
| <input type="checkbox"/> CONSTRUCTION DEPOSIT                    | <input type="checkbox"/> COPY OF BUILDING & SEPTIC PERMIT        |
| <input type="checkbox"/> COPY OF COUNTY APPROVED & STAMPED PLANS | <input type="checkbox"/> SIGNED CONSTRUCTION RULES & REGULATIONS |

I hereby represent that I have read, understand and agree to all of the terms and conditions of the Design Guidelines and Construction Rules. As the Owner of Lot #\_\_\_\_\_, I represent that this is an accurate and complete description of all construction details and that construction will be completed as described herein. I agree to submit a written application for any changes and agree not to proceed with the changes until approval is obtained. I UNDERSTAND THAT FAILURE TO ADHERE TO THESE STANDARDS OR RECEIVE A WRITTEN VARIANCE TO THEM, MAY RESULT IN THE FORFEITURE OF ALL OR PART OF THE CONSTRUCTION DEPOSIT, AND THE DEPOSIT MUST BE REPLENISHED TO THE ORIGINAL AMOUNT, AND FAILURE TO DO SO MAY RESULT IN FURTHER PENALTIES. I ACCEPT FULL RESPONSIBILITY FOR SUCH PENALTIES.

Lot Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

MOGOLLON RANCH

ACC REPRESENTATIVE/REVIEWER

DATE APPROVED

**Final Construction Inspection**

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

BUILDER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

DUMPSTER REMOVED \_\_\_\_\_

LANDSCAPING/RE-VEGETATION COMPLETE \_\_\_\_\_

SANITARY FACILITY REMOVED \_\_\_\_\_

CONST VEHICLES REMOVED \_\_\_\_\_

TRASH REMOVED \_\_\_\_\_

SIGNS REMOVED \_\_\_\_\_

EXTERIOR PAINTED OR STAINED \_\_\_\_\_

30' DEFENSIBLE AREA CLEARED \_\_\_\_\_

CONST MATERIALS REMOVED \_\_\_\_\_

COPY OF BRFD DRIVEWAY APPROVAL \_\_\_\_\_

ADHERANCE TO PLAN \_\_\_\_\_

COPY OF CERTIFICATE OF OCCUPANCY \_\_\_\_\_

ITEMS NEEDING CORRECTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSPECTION COMPLETED

OWNER/BUILDER NOTIFIED

ACC REPRESENTATIVE/REVIEWER

DATE APPROVED

MOGOLLON RANCH  
**On-Site Review Written Report**

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_  
OWNER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
BUILDER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**Pre-construction inspection**

Residence located within building envelope/setbacks. (Date Inspected: \_\_\_\_\_ By: \_\_\_\_\_)

Comments: \_\_\_\_\_

**1<sup>st</sup> Inspection** (Date: \_\_\_\_\_ By: \_\_\_\_\_)  Owner/Owner's Agent Present \_\_\_\_\_

- All construction appears to be in compliance with the approved plans.
- Deficiencies, violations or unapproved variations from the approved plans exist as follows:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2<sup>nd</sup> Inspection** (Date: \_\_\_\_\_ By: \_\_\_\_\_)  Owner/Owner's Agent Present \_\_\_\_\_

- All construction appears to be in compliance with the approved plans.
- Deficiencies, violations or unapproved variations from the approved plans exist as follows:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Comments:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Architectural Committee Representative

\_\_\_\_\_  
Date

MOGOLLON RANCH

Submittal Form - Exterior Modification to Existing Residence

No County Building Permit Required

(Page 1 of 2)

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_  REVIEW FEE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

DESIGNER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

- Flag Poles     Trellises, Pergolas or Gazebos
- Exterior Solar Installations (no County permit required)     Modification to Existing Driveway
- Exterior Painting (if change in color)     Minor Exterior Structural Modifications of the Home (no County permit required)
- Shed (no County permit required)     Major Exterior Structural Modifications to the Home (no County permit required)
- Spas with Screening (no County permit required)
- Fences, Walls and Gates

ADDITIONAL DETAILS: \_\_\_\_\_

\_\_\_\_\_

**\*A plot plan or drawing of the lot/home showing locations, specific details & dimensions of any modifications to the exterior of the home or yard/lot is required.**

ATTACHMENTS/SUBMITTAL SAMPLES: \_\_\_\_\_

\_\_\_\_\_

OWNER SIGNATURE (S): \_\_\_\_\_

**Review Committee Comments:**  APPROVED     NOT APPROVED    Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

MOGOLLON RANCH

**Submittal Form - Exterior Modification to Existing Residence**

**No County Building Permit Required**

(Page 2 of 2)

**Final Inspection Request: Please contact HOAMCO by phone, email or by returning this form, to request a final inspection.**

I ACKNOWLEDGE THAT THE ABOVE IMPROVEMENT IS COMPLETE AND READY FOR INSPECTION      DATE \_\_\_\_\_ INITIALS: \_\_\_\_\_

PLEASE CALL \_\_\_\_\_ TO SCHEDULE AN APPOINTMENT       IT IS NOT NECESSARY TO SCHEDULE AN APPOINTMENT

RESULTS:  APPROVED    NOT APPROVED   Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**BY CHECKING THIS BOX, OWNER REQUESTS A COPY OF THE COMPLETED INSPECTION**

EMAIL SUBMITTAL TO: review@hoamco.com or MAIL TO PO BOX 10000, PRESCOTT, AZ. 86304

MOGOLLON RANCH

Submittal Form - Exterior Modification to Existing Residence

County Building Permit Required

(Page 1 of 2)

LOT \_\_\_\_\_ LOT ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_  REVIEW FEE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

DESIGNER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

- Exterior Solar Installations (*county permit required*)       Minor Exterior Structural Modifications of the Home if
- Shed (if permit required)      permit required
- Barn/Out Buildings       Major Exterior Structural Modifications to the Home
- Swimming Pool       Major Addition to Home
- Other \_\_\_\_\_

ADDITIONAL DETAILS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*A plot plan or drawing of the lot/home showing locations, specific details & dimensions of any modifications to the exterior of the home or yard/lot is required.**

ATTACHMENTS/SUBMITTAL SAMPLES: \_\_\_\_\_

\_\_\_\_\_

OWNER SIGNATURE (S): \_\_\_\_\_

\_\_\_\_\_

**Review Committee Comments:**  APPROVED     NOT APPROVED    Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/Conditions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MOGOLLON RANCH

**Submittal Form - Exterior Modification to Existing Residence**

**County Building Permit Required**

(Page 2 of 2)

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Comments: \_\_\_\_\_

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