



**PACE ROSEWOOD
ASSOCIATION, INC**

**ARCHITECTURAL DESIGN GUIDELINES
AND
COMMUNITY RULES**

Effective Revision Date: January 28, 2015

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ARTICLE 5 and 6 – PURPOSE AND AUTHORITY

Architectural Review Process

In accordance with the Declaration of Covenants, Conditions and Restrictions for Pace Rosewood Association, (the “Declaration”), the Board of Directors has adopted the following Design Guidelines.

The Board of Directors may amend these Design Guidelines from time to time. This document is intended to enhance property values and the high standards of development that exists within Pace Rosewood Association. They are established to assist residents in preparing and application to the Design Review Committee for structural and landscape improvements.

FOLLOWING THESE GUIDELINES DOES NOT ELIMINATE THE NEED FOR SUBMISSION OF PLANS FOR APPROVAL BY THE DESIGN REVIEW COMMITTEE. Even if your addition or alteration is identical to another, which has been approved, it must be submitted for approval. Because each situation may have different conditions, e.g., different locations, physical conditions or any inconsistency between these Guidelines and the Declaration, the Declaration shall control. All design review approvals will be conditioned upon compliance with applicable City codes.

APPLICATION PROCEDURE:

Submittal

Applications are available from the Management Company by mail, email and fax or from the website under “Community Forms”. Applications and plans will be kept on file with the Association. **(**Please do not fax pictures**)**

Vision Community Management
16625 S. Desert Foothills Pkwy
Phoenix, Arizona 85048
Phone: (480) 759-4945
Fax: (480) 759-8683
Email: PaceRosewood@WeAreVision.com
Website: www.WeAreVision.com

The following information is required:

- **Application Form** – A completed application form (copies of which can be obtained from the Management Company).
- **Plot Plan** – A site plan showing dimensions, relation to existing dwelling and property lines (setbacks). Measurements must be written on the plans.
- **Elevation Plans** – Plans showing finished appearance of addition in relation to existing dwelling. An accompanying photograph of the proposed locations would be helpful.
- **Specifications** – Detailed description of materials to be used and color samples must be submitted.

Review – Approval and/or Disapproval

The Design Review Committee shall have within forty-five (45) days after submittal of all information required to approve or disapprove the plans.

Review and approval or disapproval will include, but not limited to, consideration of material, quality of workmanship, colors, consistency with the external design and color of existing structures on the lot and on neighboring lots. The location of the improvement with respect to topography and finished grade elevation will also be considered.

Neither the Design Review Committee, nor the Board, nor the Declarant shall have a liability in connection with or related to approved plans, specifications, or improvements. The approval of the plans does not mean that judgment is passed on the structural soundness of the addition nor its effect upon existing or future drainage. The review of the plans is for aesthetic purposes only.

All approvals of the Architectural Committee are intended to be in addition to, and not in lieu of, any required municipal or county approvals or permits, and Owner is solely responsible to ensure conformity with municipal and county building codes and building permits, if applicable.

Approval Expiration

Upon receipt of approval, the Owner shall proceed to perform improvements as soon as practicable and shall diligently pursue such work so that it is completed as soon as reasonably practicable and within such time as may be prescribed by the Committee.

Construction Period

Construction must be completed within the prescribed timeline as indicated by the Committee. Failure to complete improvements as prescribed may be subject to monetary penalties for non-compliance.

Appeal

Any appeal of the Design Review Committee's decision must be submitted in writing to the Board of Directors, c/o the Management Company, within thirty (30) days following the date of mailing of the Design Review Committee's decision.

DEFINED COMMUNITY STANDARDS

ANIMALS:

Any dog running off leash in any of the common areas is subject to impound and immediate turnover to the Animal Control authorities. Pets are to be kept inside the unit lot lines, including the private patio area, at all times, except when on a leash no longer than six (6) feet and under the control and in the presence of a responsible person. Patios where pets are kept must be maintained in a clean, sanitary condition. Pets may not be tied and left unattended in the common areas. You are responsible for the removal of your pet's waste. If these courtesies are not observed, **the owner of the pet is subject to a fine. The homeowner will also incur fines from the County Health Department and the City of Glendale for these health hazards. Leash laws are to be observed and not taken lightly. Owners will be fined for animals not on a leash and any animal found to have bitten will be prohibited from the common areas.**

Barking dogs must be attended to so as to avoid annoyance to others or Maricopa County Animal Control will be contacted. Glendale Barking Dog ordinances must be observed.

No animal deemed vicious by the City of Glendale or Maricopa County Animal Care and Control shall be permitted in the Common Areas at any time. No aggressive dog as defined in A.R.S 11-1014.01(D) (1) shall be permitted in the Common Areas at any time. Glendale City Code 6-21 prohibits vicious animals.

The following breeds have been banned from the Pace Rosewood common areas; Pit Bull, Rottweiler, German Shepard, Husky, Wolf-Dog Hybrid, Malamute, Doberman, Chow-Chow, Great Dane and St. Bernard. Please be aware if the above mentioned dogs are found to be in the common area even on a leash, a \$500 fine will be assessed to the account. If the dog is not removed from the premises, an additional \$1000 fine will be assessed to the account. Any dog that is found to be in the common areas acting in an aggressive manner, a \$1,000 fine will be assessed to the owners property.

ANTENNAS/SATELLITE DISHES:

No radio, television or other antennas of any kind shall be installed on roofs where the method of anchoring penetrates the roof. The placement or maintenance of antennas upon any unit or any other portion of the property, without prior written approval of the Board of Directors is prohibited. Damage to the roof or the townhouse exterior caused by such installation, will be assessed and the cost of labor and materials will be charged to the responsible homeowner.

CLOTHES DRYING FACILITIES:

Clotheslines should not be visible from the driveways.

CLUBHOUSE RULES: (See Appendix A & C at bottom of Guidelines)

COMMON AREAS:

All common areas, facilities, club house, pool, lawns etc; and visible external structures/surfaces such as sidewalks, driveways, passages, fences and balconies shall not be obstructed or cluttered with debris, trash or homeowner's personal belongings. Any such items located in the common areas may be immediately disposed of by the Association. Skateboard ramps, bicycle
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jumps or other similar items are strictly prohibited. Riding bicycles on the grassy common areas is also prohibited. This results in the costly repair of broken sprinkler heads.

COMMUNITY LIVING:

Children are not permitted to run or play on roofs, fences or any other appurtenances on the property. All children in the common area must be reasonably supervised. Unless accompanied by an adult or guardian, children under the age of 14 **are not permitted in the recreational pool area at any time.** The use of soccer balls, baseballs, softballs, Frisbees or any other objects that are thrown are prohibited in the common areas, except when used by children under age six (6). Skate boards and go-peds are not permitted on the grounds at Pace Rosewood. Parents are legally responsible and liable for damages caused by their children and/or guests.

CURFEW:

Curfew is 10:00pm. Please make sure that your children are in by this time or the proper authorities will be notified. Glendale has a curfew law in effect.

DECORATIVE ITEMS (Including Patio Furniture, Statuaries and Windchimes):

Front yard decorative item(s) must be submitted to the Design Review Committee for approval. The Board of Directors reserves the right to require removal of decorative items in front yards based on size, quantity, color, location and any other criteria that the Board may determine. Decorative pots must be maintained with flowers, plants, etc and not left empty.

FLAGS AND FLAGPOLES:

[Reference Arizona Revised Statute 33-1808]

Flags and flagpoles do not require approval if the following guidelines are met:

1. One (1) freestanding flagpole or house-mounted flag may be installed.
2. Freestanding flagpoles shall be no higher than sixteen (16) feet (exposed height) and shall be designed as a removable pole-in-sleeve installation. This is to facilitate the removal when a flag is not being displayed.
3. When not displaying a flag, flagpoles shall be removed from their anchors.
4. Freestanding flagpoles shall observe a setback of eight (8) feet from public sidewalks and neighboring properties.
5. Flags attached to the eaves or to the face of the dwelling shall be mounted below the roofline and secured to a wooden stud.
6. All flagpole fittings (i.e., truck-assembly, snap-hooks, halyard, cleats, etc.) shall be constructed of noise abating materials or construction techniques. As an example, snap-hooks should be made of nylon or other similar materials.
7. The United States of America flag or an official or replica of a flag of the United States army, navy, air force, marine corps or coast guard, POW/MIA flag, Arizona state flag or an Arizona Indian nations flag or the Gadsden flag are the only flags acceptable for display from freestanding flagpoles.
8. The Association requires that all members who choose to display the U.S. flag shall display a flag proportional to the exposed height of the flagpole and follow proper flag etiquette as prescribed in the United States Code, Title 36, Chapter 10, Sections 173-178.

FRONT ENTRANCE AREAS:

Entrance ways to individual units may not contain: bicycles, wagons, boxes or other unsightly items.

GAZEBOS AND RAMADAS:

Gazebos and ramadas must be approved by the Committee. Example of gazebos and ramadas (including size, style and color) must be submitted with the application.

GUEST ACTION AND ACTIVITY:

Owners are legally and financially responsible for the actions of their guests, visitors or lessees.

HOLIDAY DECORATIONS:

Holiday decorations should be put up no earlier than thirty (30) days prior to a holiday and should be removed no later than fifteen (15) days after the holiday.

LEASING:

Owners may lease their units but are obligated to require lessee to adhere to the CC&R's and supporting documentation.

NUISANCES:

The volume of voices, radios, television sets, stereos, musical instruments, barking dogs, etc. must be regulated **at all times** so as not to constitute any annoyance to others as prescribed by applicable City ordinances.

OUTDOOR LIGHT FIXTURES:

Replacement of outdoor front and back patio light fixtures shall be square in shape, black or dark colors and should not exceed 15 inches.

ROOFS:

The Board of Directors must be notified **prior** to homeowner contracted work on the townhouse roof including, but not limited to, the installation of air conditioners or antennas. Our maintenance personnel must inspect the area before and after the work to assess if damage to the roof has occurred. Repair of such damage and any expenses incurred will be the responsibility of the homeowner.

SECURITY DOORS/BARS AND SUNSCREENS:

Ornamental and security doors and security bars must be submitted for approval. The security door and security bars must be black, white or tan/beige in color. Both security door and security bars must match in color.

Silver-colored aluminum screen doors are prohibited.

Sunscreen made of charcoal or black material may be installed without prior written approval of the Committee. The frame for window screens must match the screen material or existing window frames. Roll-down sun shades for patios are allowed with approval of the Committee

and can be brown or beige material. Roll down sun shades are permitted on the rear of the home only.

SIGNS:

No signs shall be displayed on any lot except the following:

- A. One temporary "For Sale" or "For Rent" sign.
- B. Such signs as may be required or protected by law.
- C. Advertising and other signs must be approved by the Board of Directors.

Security signs must be located a maximum distance of two (2) feet from the front of the home. Security signs must not exceed 12 inches by 12 inches and must be maintained in good condition at all times.

SWIMMING POOL RULES: (See Appendix B & C at bottom of Guidelines)

TRASH CONTAINERS:

All residents shall properly dispose of their garbage and trash in the dumpsters located throughout the property. Only properly bagged garbage and trash and/or broken-down cardboard boxes are to be placed in the dumpsters. Other items such as furniture, boxes of dirt, mattresses, Christmas trees etc, are not to be placed in or around the dumpsters. Each individual homeowner/resident is responsible for the removal of these items. No one is allowed inside the dumpsters. Anyone found dropping off any of the above items, will be billed the cost of having the item disposed of properly.

VEHICLE RULES AND RESTRICTIONS:

Vehicle Maintenance:

Emergency repairs such as flat tires, coolant hoses, fan belts and battery jumps are permitted. Washing, engine tune-ups, oil changes, engine rebuilds and body work are not permitted.

Vehicle Parking:

Each unit has two (2) assigned, covered parking spaces. Guest parking is permitted in the unassigned areas. As an owner or occupant of the specified unit, you may have an unauthorized vehicle parked in your reserved space towed away. Call the Property Manager to report and issue towing. Vehicles that are inoperable are not permitted. If any vehicle is left with a flat tire or in any other inoperative condition (i.e. expired plates or abandoned), it will be ticketed by the Property Manager. Each ticket specifically states when the vehicle was noticed, and how long the owner has to repair the vehicle prior to towing (at owners expense).

Vehicle Restrictions:

No trailers, campers, mobile homes, commercial vehicles, trucks (other than standard sized pick-up), inoperable vehicles, boats or similar equipment shall be permitted to remain upon any area within the complex unless temporarily for the purpose of loading or unloading. ***Any special considerations must be reviewed and voted on by the Board.***

Vehicle Speed Limit:

The speed limit throughout the community is **10 MPH** and will be strictly enforced.

Vehicle Towing:

Curb parking is permitted for a limited time of five (5) minutes for loading and unloading. Please advise your visitors where they should and should not park. Any vehicle that is obviously inoperable, in state of disrepair, or not moved regularly will be considered abandoned. Such vehicles are not permitted on the premises. Abandoned or inoperable vehicles will be towed away after 48 hours notice. Call the property manager to report an inoperable/abandoned vehicle.

WINDOW COVERINGS:

No kind of foil or room darkening materials shall be placed upon the windows of the units or on other surfaces which can be seen from the outside of the buildings. This includes, *but is not limited to* sheets, towels, paper, etc. Window treatments must be hung with appropriate appliances meant for such purpose (standard curtain rods). Strings, etc. are not acceptable if they are visible from the outside of the unit.

Blinds that are broken and/or visible from the outside of the unit must be replaced or repaired. Bent screens must be replaced or repaired to "like new" condition.

(APPENDIX A)

CLUBHOUSE RULES:

1. The Clubhouse will remain locked at all times. However, it is available for rental to all homeowners and authorized tenants on an individual reservation basis. Renters must have prior written authorization from the homeowner before reserving the Clubhouse.
2. A \$300.00 refundable security deposit is required for all homeowners or tenants reserving the Clubhouse. If alcoholic beverages are to be served, and additional \$300.00 security deposit is required. The rental fee is \$300.00. The security deposit will be refunded the day following the reservation if the Clubhouse is returned to the same condition and is ready for the next homeowner to rent. The host is responsible for submitting, 24 hours prior to the reservation, the security deposit to the Treasurer of the Board or a Board Designee.
3. The host/homeowner is responsible for monitoring the event and remaining at the event at all times. The host/homeowner will be liable for the conduct of or any damage caused by the guests.
4. It is the responsibility of the host/homeowner to have the Clubhouse properly cleaned by 10am on the day following the event or the security deposit shall be forfeited.
5. All reservations are made on a first come, first serve basis and must be submitted to a Board member at least one (1) week prior to the desired date.
6. The host/homeowner is responsible to ensure that the event is contained in the confines of the Clubhouse at all times. **Clubhouse rental excludes the use of the pool area.** In the event that the event does not remain in the Clubhouse, the security deposit will be forfeited.
7. The host/homeowner will be responsible for seeing that all lights and all electrical appliances are turned off and that the doors are locked after the party. The Clubhouse keys will then be returned to the Board Designee.
8. No business or commercial activities may be held in the Clubhouse.
9. Parties are to conclude by 11:00pm on Sunday through Thursday nights and 12:00am on Friday or Saturday night.
10. All private parties are limited to fifty (50) people unless written Board approval is obtained.
11. The following actions are prohibited and will result in forfeiture of the security deposit: Use of illegal substances and/or drugs in or around the Clubhouse. The serving of alcoholic beverages to minors.
12. All teen parties must be chaperoned by at least six (6) responsible adults (names and telephone numbers to be provided).

Should there be any misrepresentation and/or violation of the terms and conditions for the use of the Clubhouse, the host/homeowner hereby forfeits the security deposit and agrees to pay all court and attorney fees as to any damage to the Clubhouse facility occurring from above event.

HOST/HOMEOWNER SIGNATURE

DATE

BOARD DESIGNEE SIGNATURE

DATE

(APPENDIX B)

SWIMMING POOL RULES: (NO LIFE GUARD ON DUTY, SWIM AT YOUR OWN RISK.)

1. Use of the swimming pool, pool area and facilities is limited to residents and their guests. All others shall be considered trespassers and will be treated accordingly. There is a limit of four (4) guests per key holder.
2. No children under 14 years of age are permitted in the pool area unless accompanied by a resident adult.
3. No guests under 14 years of age are permitted in the pool area unless accompanied by a resident adult.
4. Absolutely no glass is permitted in the pool area.
5. No multiple dispensers (kegs, large coolers, etc.) are allowed. Only small coolers are permitted.
6. Proper swimming attire is required at all times. **No cutoff shorts are permitted.**
7. No tanning oils are to be used, only lotions, please.
8. No pets are allowed in the pool area at any time.
9. No unsafe horseplay is permitted at any time.
10. Excessive noise such as loud radios, screaming, vulgar or obscene language will not be tolerated.
11. Audio/video devices must be battery operated. Use of electrical power in the pool area is prohibited.
12. Keys shall remain in the possession of the resident only and not lent to anyone. Entrance into and to exit the pool area is through the gate only. The gate is to be otherwise kept closed and locked at all times (**do not prop open**). Climbing over the fence is strictly prohibited.
13. Persons intoxicated, under the influence of substance control drugs or having an infectious disease are prohibited from the pool facilities.
14. Pool play equipment shall be confined to small rings, balls, air mattresses, small plastic rubber boats, and other normal pool play equipment. Toys, footballs, basketballs, Frisbees or large play equipment (inner tubes) are prohibited.
15. Board of Directors and Management Company has the right to inspect pool keys or key tag.
16. Keys are to remain in pool area.
17. Keys can be confiscated for violations of pool rules or past due assessments.
18. Failure to comply to give key back for violations may incur potential lock and key replacement at the owner's expense. (\$1200.00 - \$1500.00)
19. Safety equipment is for safety only and not to play with.

USE OF THE POOL IS A PRIVILEGE. PLEASE DO NOT ABUSE IT.

(Appendix C)

PACE ROSEWOOD ASSOCIATION

c/o Vision Community Management
16625 S Desert Foothills Pkwy
Phoenix, AZ 85048
Ph: 480-759-4794 Fax: 480-759-8683
PaceRosewood@WeAreVision.com

PERMIT FOR USE OF POOL AND CLUBHOUSE

Name of Homeowner: _____ Lot # _____

Address: _____ Phone # _____

Name of Person Signing Permit: _____

Date of Facility Use: _____ Time: _____ to _____

Attendance Expected: _____ Function: _____

The following rules will apply to all applicants:

1. The fee to rent the clubhouse is \$100.00 for 4 hours and an additional \$50.00 per hour after the initial 4 hours.
2. All party members will observe and obey all nuisance clauses as outlined in the community CC&Rs.
3. No more than 15 people allowed in the pool area.
4. No alcohol is allowed in the pool area.
5. No glass ware can be utilized, only plastic.
6. Homeowner will be liable for all costs incurred by damages or vandalism.

Security deposit for the pool is \$50.00. Security deposit for the clubhouse is \$300.00. Permit form, clubhouse rental fee (if applicable) and deposit must be mailed to the management company 30 days prior to event date. *Security deposit will be partially/fully refunded upon inspection of facility*****

I have read and understand the Pool Area use Rules. I will make sure the area is cleaned after use and all furniture is returned to appropriate area.

Signature of Applicant: _____ Date: _____

Return this form and deposit to Vision Community Management.

OFFICE USE:

Date application received: _____ Check # _____

Property Manager: _____ Date: _____

APPROVED _____ DISAPPROVED _____