

**DESIGN GUIDELINES**  
**ASSOCIATION RULES AND REGULATIONS**  
**FOR**  
**ARTISAN PARKVIEW HOMEOWNERS ASSOCIATION**

**AUGUST, 2003**

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The Design Guidelines / Rules & Regulations, as set forth in this document, shall interpret and implement procedures for the Architectural Committee's review and standards, including, but not limited to, architectural design, placement of buildings, landscaping, plant selection, color schemes, exterior finish and material, signage, and wall design. These documents are intended to enhance property values and the high standards of development that exist within Artisan Parkview. Unless specifically identified as not requiring submittal for approval within this document, prior approval from the Architectural Committee is required for all and any changes, alterations, or additions to a lot or a unit. The Guidelines are established to assist residents in conforming to the standards established, and amended from time to time, by the Board of Directors or Architectural Committee. Each application will be reviewed on a case-by-case basis.

**PRIOR TO THE COMMENCEMENT OF CONSTRUCTION OR INSTALLATION, ALL PLANS MUST BE SUBMITTED, IF REQUIRED, TO THE ARCHITECTURAL COMMITTEE. APPROVAL TO PROCEED SHALL BE REQUIRED IN WRITING FROM THE ARCHITECTURAL COMMITTEE. FOLLOWING THESE GUIDELINES DOES NOT ELIMINATE THE NEED FOR SUBMISSION OF PLANS (UNLESS SPECIFICALLY NOTED).**

## **APPLICATION PROCEDURE**

### **Submittal**

Application and plans (which will be kept on file with the Association) should be mailed to:

ARTISAN PARKVIEW HOMEOWNERS ASSOCIATION  
C/O Associated Asset Management  
2400 E. Arizona Biltmore Circle, Suite 1300  
Phoenix, AZ 85016  
(602) 957-9191 / Fax (602) 957-8802

The following information should be included with the submittal:

1. **Application Form – Architectural Design Review Form:** A completed application form is attached (copies may be obtained from the management office).
2. **Elevation Plans:** Plans showing finished appearance of improvement in relation to existing dwelling.

3. **Specifications:** Detailed description of materials to be used and color samples, and dimensions must be submitted.
4. **Photograph:** If submittal is for an existing structure or improvement, a photograph of the structure or improvement must accompany the submittal application.

All buildings, structures and other improvements erected within Artisan Parkview Homeowners Association, and the use and appearance of all land within the Artisan Parkview Homeowners Association, shall comply with all applicable City zoning and code requirements as well as the Declaration and these Rules.

#### **REVIEW-APPROVAL AND/OR DENIAL**

The Architectural Committee shall have **30 days** after submittal of plans to approve or deny plans. No verbal approvals/denials will be given by the management company. All decisions will be mailed via US Mail. Review and approval or disapproval will include, but is not limited to, consideration of material, quality of workmanship, colors, and consistency with the external design and color of existing structures on the lots. The location of the improvement with respect to topography and finished grade elevation is also considered.

Neither the Architectural Committee, nor the Board of Directors, nor the Declarant shall have any 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 improvement nor its effect upon existing or future drainage. The review of the plans is for aesthetic purposes only.

#### **Appeal**

Any appeal of the Committee's decision must be submitted in writing, within 30 days of the mailing date of the Committee decision to:

ARTISAN PARKVIEW HOMEOWNERS ASSOCIATION  
C/O Associated Asset Management  
2400 E. Arizona Biltmore Circle, Suite 1300  
Phoenix, AZ 85016

**THESE DESIGN GUIDELINES-RULES AND REGULATIONS MAY BE  
AMENDED FROM TIME TO TIME BY A MAJORITY VOTE OF THE  
BOARD OF DIRECTORS.**

# DESIGN GUIDELINES

## **ANIMAL CONTROL ORDINANCES**

It is unlawful to keep any animal in such a manner so as to disturb the peace, comfort or health of any person residing within the City.

It is unlawful to keep any poisonous, dangerous or carnivorous wild animal without first registering the animal with the Chief of Police.

It is unlawful to keep any animal in such condition that any offensive disagreeable or noxious or odor shall arise therefrom to the injury, annoyance or inconvenience of any inhabitant of the neighborhood.

It is unlawful to keep any animal that causes, creates or contributes to or becomes a health nuisance due to noise, presence of flies, mosquitoes, insects, vermin, rodent harborage, odors, dust, accumulation of manure, garbage, putrid or other obnoxious material, or for any other like reason.

The keeping of all animals is subject to all pertinent regulations of the State and County Board of Health.

## **ANIMAL REGULATIONS**

Dogs, cats and other household pets may be kept provided the homeowner or tenant follows the Rules and Regulations established by the Artisan Parkview Homeowners Association and all City County and State Animal Laws.

No Kennel or Kennel Services are allowed within the Artisan Parkview Community.

A Leash Law and an Animal Feces Law is in effect in the Artisan Parkview Community.

All animals must be physically restrained when leaving Common Restricted area (your personal home or patio). Animal must be on a retractable leash or on a leash or chain no longer than six (6) feet in length and under control of the owner. No animal is permitted to be at large.

You are not permitted to chain you pet in the Common Area.

Owners are responsible for cleaning after their pets promptly. Pet owners that do not clean up after their pets will be subject to fines established by the Association and also the removal cost of the waste.

Pet Owners will be charged for the replacement and/or repair of landscape damaged by their pets.

Pet feces shall be removed from Common Restricted Areas (private patios) within 24 hours. All feces must be sealed and containerized before placing in dumpsters. Any deposit of feces on the common area is a violation of animal rules and regulations.

### **AWNINGS**

All awnings must be approved by the Architectural Committee. Only specific designs are permitted. Awnings will only be approved for installation on the side and/or rear of the home. All awning submittals must include a drawing/picture with the location of the proposed awning installation. A sample of the material to be used, along with the color and design of the proposed awning is required. Owner is responsible for maintenance and repair of awnings. Association retains the right to determine when an awning must be repaired and/or replaced due to weathering, fading, tearing, ripping, etc.

### **BICYCLES**

Bicycles must be stored inside home or parking garage storage.

### **COMMON RESTRICTED AREAS**

No nuisances, obnoxious or offensive activities, activities detrimental to property values, or activities that disturb the comfort and quiet enjoyment of other owners shall be conducted or permitted to exist in the unit. Excessive noise within the Association or other common elements is not permitted.

Sidewalks, parking areas, driveways, etc., shall not be obstructed or used for children's play, bicycle riding, or for purposes other than for entrance and exit.

### **CLOTHESLINES**

Clotheslines are not permitted.

### **CONSTRUCTION**

Due to the close proximity of neighbors and in consideration of neighbors, all construction by homeowners must be completed between the hours of 8:00 a.m. and 5:00 p.m..

### **DECORATIVE ITEMS**

Decorative items placed in public yards and rear yards that are visible from neighboring property must be submitted for approval in writing to the Architectural Committee. The Committee reserves the right to require removal of any decorative items in yards that are visible based on the size, quantity, color, location, and any other criteria that the Board may determine.

### **AMERICAN FLAG**

No freestanding flagpoles are allowed. Maximum size of the flag shall be 3 ft x 5 ft. Wall mounted flagpoles shall be a maximum of 5 ft. long with attaching brackets painted to match. Only one mounted pole will be permitted per residence or lot. All poles and flags must be maintained in excellent condition according to the United States Flag Code, Title 36, U.S.C., Chapter 10. It will be the responsibility of the homeowner or resident of the lot on which the flag is displayed to do so with proper respect and flag etiquette. (These requirements are within the context of State Bill 1055, approved by the Governor on April 29, 2002.)

### **Seasonal and Decorative Flags**

Seasonal and decorative flags that are mounted on the house require approval. Seasonal flags must be removed within 30 days after the date of the holiday to which the flag pertains. Flags must be maintained in good condition at all times. Flying flags that are torn, ripped, faded, etc.,

constitute grounds for fines and removal. Flags shall not be offensive to the Association. The Board of Directors shall make this determination at its sole discretion.

### **Holiday and Seasonal Decorations**

Holiday seasonal decorative lights may be displayed between November 15 and January 31.

Seasonal decorations may be installed 30 days prior to the holiday and must be removed within 30 days after the holiday.

### **Decorative and Seasonal Items**

The Board of Directors reserves the right to require the removal of decorative items in front yards based on size, quantity, color, location and any other criteria. The Board of Directors, at its sole discretion, shall make its determination on a case-by-case basis.

### **Decorative Art on Houses**

Decorative Art on houses is not permitted.

## **EXTERIOR MAINTENANCE**

Homeowners are responsible for contacting the property management company for preventative maintenance to the exterior of the units. If the homeowner neglects his or her responsibilities for maintaining their property by not contacting the management company in a timely manner (before the issue becomes "serious"), the homeowner will be subject to repairing the damage at the homeowner's expense. Contact the property management company immediately for any repairs to the roof upon noticing a leak. It is up to the homeowner to periodically inspect the exterior of their unit for damages and to contact the management company so that the homeowner will not be held responsible for the repairs.

## **EXTERIOR CHANGES**

All proposed exterior changes must be submitted to the Board of Directors, in writing, and no exterior changes shall be made without prior written approval from the Board. The purpose of this restriction is to maintain the architectural integrity of the building

## **FENCES AND WALLS INCLUDING DECORATIVE WALLS**

Plans to raise the height of a party wall must be submitted for approval with written permission from the adjacent neighbor(s) as well as with information on the height of all walls that will abut the wall(s) being raised. Side and front courtyard walls may not exceed six (6) feet in height from ground level, as measured from the lowest side of the wall.

Plans for new fences or walls must be submitted to the Architectural Committee prior to construction. Walls must match the existing wall in texture and color.

## **HVAC (INCLUDING EVAPORATIVE COOLERS)**

Except as initially installed by the Declarant, no heating, air conditioning or evaporative cooling unit shall be placed, installed, constructed or maintained upon any lot without the prior written approval of the Architectural Committee. All units shall be ground mounted, located within the perimeter of the rear yard and screened or concealed from view of all neighboring property.

## **LIGHTING**

Lighting shall not be placed upon common or common restricted areas or building without Architectural Approval. All exterior lighting changes must be approved by the Architectural Committee.

### **MOTOR OPERATED TOYS, BICYCLES, & SKATEBOARDS**

Motor operated toys, bicycles, and skateboards are prohibited at all times in the Community.

### **NOISE CONTROL**

No loud noises or shouting that are an annoyance to others shall be permitted in the Common Area, or in any private dwelling. Example: If your neighbor is having a loud noise party, with stereo blaring, or your neighbor has a dog that barks continuously and is disturbing you, call the police and report the disturbance.

### **OIL PANS**

Oil pans, carpet, boards or any other object used to collect oil spills from driveways must be removed when not in use to prevent them from being visible.

### **OUTSIDE SPEAKERS & AMPLIFIERS**

No radio, stereo or other broadcast unit of any kind and no amplifiers or loudspeakers of any kind shall be placed, allowed or maintained outside, or be directed to the outside of the unit without prior written approval and authorization of the Architectural Committee.

### **PAINT COLORS**

The paint colors used by the original developer are highly recommended for use in all instances. Any variation from the original color must be submitted to the Architectural Committee.

### **PARKING**

Owners and tenants are discouraged from parking in guest parking spaces. Owners and tenants habitually parking in guest parking spaces are subject to towing. Habitual will be determined at the sole discretion of the Board of Directors.

### **PATIO COVERS**

All patio covers not installed by the Declarant must be submitted to the Architectural Committee prior to installation. Care should be taken to insure materials are consistent with the building design.

### **PRIVATE COURTYARDS & LANDSCAPING**

The homeowner must keep his/her private courtyard clean and free of litter and animal waste. Clothes, bath towels, bedding, rugs, blankets, towels, bathing suits or other personal effects may not be draped over exterior walls, railings or appurtenances or suspended by any other supporting elements.

**PRIVATE COURTYARD LANDSCAPING:** Plans must be submitted and approved by the Architectural Committee, PRIOR to installation.

### **SCREEN DOORS**

Any screen door placed on the front door must have architectural approval prior to installation. There are specific RETRACTABLE/INVISIBLE designs allowed in the Association. Doors must be kept clean and in proper repair. Silver colored aluminum screen/security doors and/or wire mesh doors are strictly prohibited on front doors.

### **SIGNS**

If any signs are erected or placed in the Common Area, the management company will be instructed to remove the sign, and the homeowner will be billed for the removal cost. No signs shall be displayed on any lot except the following:

- \* Signs used by the Declarant to advertise the lots and residence thereon for sale.
- \* One temporary "For Sale" sign with a maximum face area of 5 square feet or less. This sign is a specific sign made for and approved by the Board of Directors. Please contact your Management Company or Board for more details so that your Realtor is able to comply with these guidelines.
- \* Such signs as may be required by law.
- \* Signs approved by the Architectural Committee

All signs shall conform and comply with City ordinances.

Security signs must be located a minimum distance of two feet from the front door and may not exceed 12 inches by 12 inches

### **STORAGE**

Courtyard storage is not to be visible from other units or the street. "Storage" includes storage sheds of any type, boxes, shelves, ladders, building materials, miscellaneous parts of any kind, refrigerators, etc. All boxes, cycles, large toys and other similar items must be stored in the UNIT or in the garage, so long as storage does not prevent the garage parking space from being used to park vehicles permitted under the Declaration.

### **TENANTS**

Like the owner, tenants are required to observe all Rules and Regulations that have been adopted by the Artisan Parkview Homeowners Association.

It is required that a statement of this nature be included in the tenant's lease and a copy of the Rules and Regulations be attached to the lease. The homeowner is responsible for the renter's behavior, as well as the behavior of the renter's guests. The owner is responsible for fees, fines, attorney's costs, etc., that may be imposed or incurred due to renter noncompliance with Rules and Regulations.

Landlords are required to notify the management company of tenant changes in order to keep an up-to-date roster of the residents. You must submit to the management company the Name of tenant, the address, your account number, phone numbers of the tenant and homeowner, and mailing address of the homeowner.

Remember to review the CC&R's prior to leasing your unit as they cover specific information regulating the leasing of your unit. If you need additional copies of the Rules and Regulations they are available through the management company.

### **TERMITE & PEST CONTROL**

Each owner shall be responsible for performing, or contracting to have performed, such termite and pest control service for his or her unit as is necessary to keep his or her unit free from termites and/or pest infestation.

### **TRASH DUMPSTERS**

To help keep Artisan Parkview clean, you are asked to bag your trash and break down your boxes.

Do not place or discard batteries, tires, oil, transmission fluid, hazardous waste, furniture or mattresses in the dumpster or in the dumpster area. The disposal of this type of debris is the homeowners' responsibility.

Dumpster lids are to be closed after each use. When lids are left open, odors increase, and are a nuisance and health hazard to all residents.

### **VEHICLES**

Any vehicle parked in another homeowner's space will be towed at owner's expense without additional notice.

Guest Parking: Guests must park in designated "guest" parking spaces or in the homeowners' assigned parking spaces. If a guest is parked in any other space, they will be towed without additional warning.

Red Line Curb: This area is reserved for emergency vehicles or delivery vehicles. All other vehicles will be towed without notice.

Towing: Any vehicle parked illegally is subject to towing by the Board or management company. All towing charges and costs incurred due to the towing will be the responsibility of the owner and/or the person whose vehicle was towed.

If someone is parked in your space, call the management company and towing will be arranged.

Disabled Vehicles: Vehicles in guest spaces that are disabled, have flat tires, are wrecked, etc., will be subject to towing after 48 hours.

Emergency Mechanical Repairs: Only emergency, minor mechanical repairs to vehicles will be allowed in parking areas. Such repairs must be completed within 12 hours. The surface of the parking areas are to be kept clean of grease and oil. Owners will be assessed for any cleaning or repair to the parking areas caused by minor repairs or maintenance. Changing of oil or other vehicle fluids is not permitted. The overhauling of an engine is not permitted.

No vehicle can be left up on jacks or blocks unattended.



Oil Pans: Oil pans, carpet, boards or any other object used to collect oil spills from vehicle on the driveway area is prohibited.

Washing of Vehicles: Washing of vehicles is not permitted in the parking areas because it erodes the asphalt and violates ground contamination EPA laws.

Any damage to the garage as a result of the owner, owner's tenant, moving van, guest or other persons who are visiting or invited by the owner, is the responsibility of the owner.

There is a five (5) mile per hour speed limit within Artisan Parkview.