

WOODSHIRE ON BUTLER CONDOMINIUM ASSOCIATION

Architectural & Property Maintenance Guidelines

What is allowed • What is not allowed

Approved on 9/16/2026

Adopted by the Board of Directors pursuant to Article 4.2 of the Declaration

Contents

1. Purpose, Authority and Definitions
 2. Architectural Review: Submission and Approval
 3. Decks, Ground-Level Patios, Porches, Pavers & Railings
 4. Balcony & Upper Patio Privacy Screens and Shades
 5. Porch Privacy Screens (AC Units) — under review
 6. Exterior Paint, Roofing and Gutters
 7. Screen Doors, Décor, Flags and Outdoor Storage
 8. Landscape Maintenance and Lot Responsibility
 9. Outdoor Lighting
 10. Enforcement
 11. Effective Date, Existing Improvements and Adoption
- Appendix A — Quick Reference: What Requires Approval

Before you begin any exterior work

All exterior modifications require prior written approval. These Guidelines assist in preparing a design request; they do not replace the approval required under Article 4.1 of the Declaration. Submit applications to Vision Community Management at Woodshire@WeAreVision.com or (480) 759-4945.

◆ UNDER REVIEW — NOT IN EFFECT

Sections 3.2, 3.3 and 5 are being updated by the Board. Each is marked in place with an UNDER REVIEW notice. Those provisions are not in effect and will not be enforced until an updated version is adopted. Every other section of these Guidelines applies in full.

1. Purpose, Authority and Definitions

These Guidelines are adopted by the Board of Directors of Woodshire on Butler Condominium Association pursuant to Article 4.2 of the Declaration, which authorizes the Board to adopt, amend and repeal guidelines pertaining to color and building materials and other regulations that interpret, implement and supplement the Declaration. Guidelines adopted under Article 4.2 have the same force and effect as the Association's Rules.

These Guidelines do not amend the Declaration. Where any conflict exists between these Guidelines and the Declaration, the Bylaws, or Arizona law, that document or law controls.

Key terms

- Unit — the parcel of real property established by the recorded Plat. At Woodshire on Butler the Unit is essentially the footprint of the residence as shown on the Plat; it is not the visible yard area surrounding the home.
- Dwelling Unit — the residential structure built within a Unit.
- Common Element — all portions of the property other than the Units. The ground, landscaping, walkways and parking areas surrounding the residences are generally Common Element.
- Association Maintained Property — the Common Elements, together with any landscaping, walkways or steps within Unit boundaries that the Association has expressly agreed to maintain (Declaration Art. 7.1).
- ARC — the Architectural Review Committee, if and when appointed by the Board under Declaration Art. 4.5.

Why this matters

In this community the ground immediately around a residence is generally Common Element rather than part of the Unit. Knowing where that line falls determines who may alter landscaping, where an improvement may be built, and who is responsible for maintenance. If you are unsure where your Unit boundary lies, ask the Association before you plan work.

2. Architectural Review: Submission and Approval

2.1 Approval required before work begins

No construction, alteration, addition, change, repair or replacement to the exterior of a Dwelling Unit, no change to equipment located outside the Dwelling Unit, and no change to landscaping maintained by the Association may be commenced without prior written approval. This includes work that replaces an existing element with a different material, color or configuration.

2.2 How to submit

Submit a completed Application for Design Review — one application per request — to Woodshire on Butler Condominium Association, c/o Vision Community Management, 16625 S. Desert Foothills Pkwy, Phoenix, AZ 85048; Woodshire@WeAreVision.com; (480) 759-4945.

A complete application includes:

- Dimensions (height, width, length) and drawings or elevations sufficient to show the proposed work;
- Materials, color samples and product specifications;
- A site sketch referenced to the recorded Plat showing that the proposed improvement lies entirely within the Unit boundary;
- A copy of any City of Flagstaff building permit required for the work, or confirmation that none is required;
- The name and license number of the contractor performing the work, and a certificate of insurance naming the Association as an additional insured;
- Expected start and completion dates.

2.3 Decision timeline and appeal

The Architectural Review Committee shall approve or disapprove all plans in writing within thirty (30) calendar days after submission of all relevant materials and issuance by the Association of a receipt. If the Committee does not act within that period, the request is deemed denied (Declaration Art. 4.1).

Appeal. An Owner whose application is denied, or deemed denied, may appeal the decision to the Board of Directors by written request submitted to the Association within thirty (30) days of the decision. The Board will consider the

appeal at its next regular meeting or, between regularly scheduled meetings, by vote of the Board taken by email. Any appeal decided by email vote shall be ratified by the Board at its next open meeting and recorded in the minutes. The Board's determination is final.

Silence is not approval

If thirty days pass without a written decision, the request is denied — not approved. Do not begin work in the absence of a written approval. If you have not received a decision, contact the Community Manager and resubmit if necessary.

2.4 Approval is not a warranty

Approval of plans does not constitute a representation, warranty or guarantee that the work complies with proper engineering or design principles, with zoning or building ordinances, or with other governmental regulations. Neither the Committee, the Board, nor their respective members assumes any liability or responsibility for the plans or for any defect in the resulting structure (Declaration Art. 4.1).

2.5 Commencement, completion and extensions

Approved work must be commenced and completed within forty-five (45) days of the date of approval unless a written extension is granted. Extensions will be granted for weather, permitting delay, or documented material lead times on written request made before the deadline.

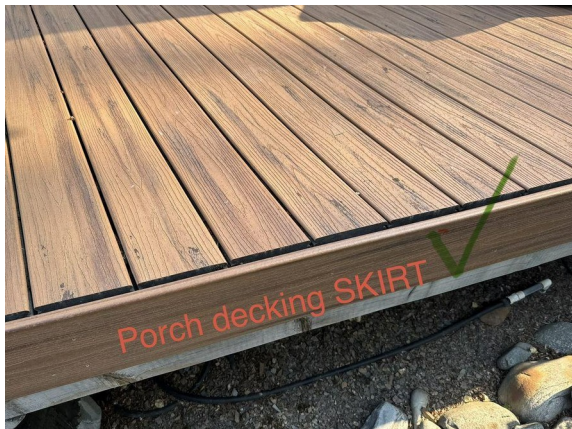
2.6 Inspection and close-out

The Association may enter a Unit at reasonable times, on reasonable notice, to verify that improvements are being built in compliance with the approved plans (Declaration Art. 4.3). The Owner shall notify the Association when the work is complete.

3. Decks, Ground-Level Patios, Porches, Pavers & Railings

3.1 Decks and ground-level patios

- Rear of the residence only; shall not exceed the width of the existing structure.
- Shall not extend more than six (6) feet beyond the rear of the structure.
- Shall lie entirely within the Unit boundary as shown on the recorded Plat. Where a proposed improvement would extend onto a Common Element, approval is conditioned on a written encroachment and indemnification agreement in a form approved by the Association.
- Materials: composite decking (e.g., Trex® Enhance) or an equivalent product designed for long-term exterior exposure, matching the appearance of the community's upper balconies.
- Matching composite skirting is required to finish all exposed edges. Exposed framing is not permitted.
- Secure foundations or blocks are required to prevent erosion or sliding, particularly on sloped lots.
- Decks elevated thirty (30) inches or more require safety railings meeting applicable building codes.
- The improvement may not alter site drainage or direct runoff toward another Unit or onto a Common Element.



✓ **ALLOWED — composite decking with finished skirt**



✗ **NOT ALLOWED — incomplete skirting, exposed framing**

3.2 Railings — under review

◆ UNDER REVIEW — NOT IN EFFECT

This provision has been placed on hold by the Board and is being updated. It is not in effect and will not be enforced until an updated provision is adopted. Owners with questions on this topic should contact the Association before proceeding.

Draft language retained for Board reference only — not adopted, not enforceable.

Deck, patio and balcony railings shall be aluminum matching the community standard in black, charcoal or espresso. Trex Select™ Aluminum in Charcoal Black is an acceptable reference standard; equivalent products matching that profile and color are also acceptable.

3.3 Porch ceiling coverings — under review

◆ UNDER REVIEW — NOT IN EFFECT

This provision has been placed on hold by the Board and is being updated. It is not in effect and will not be enforced until an updated provision is adopted. Owners with questions on this topic should contact the Association before proceeding.

Draft language retained for Board reference only — not adopted, not enforceable.

- *Porch ceiling coverings are permitted with approval.*
- *All porch ceiling coverings must be painted to match the primary exterior color or the trim color of the residence, or be finished in siding or plank material consistent with the residence.*
- *Enclosing a porch, patio or balcony — in whole or in part, with walls, glazing, screening or any other material — is not permitted. A ceiling covering may not be extended, framed in, or otherwise modified to create an enclosed or partially enclosed room.*
- *Declaration references: enclosing a porch, patio or balcony changes the size, shape and configuration of the Dwelling Unit as originally constructed and is therefore a Material Change under Art. 4.1, which is not permitted. Art. 5.1 provides that no structure of any kind other than the single family residence may be built within a Unit, and requires that the height and location of any structure be designed to preserve the views and privacy of adjoining Units. Art. 6.1 provides that no structures except one Dwelling Unit may be placed or maintained on a Unit.*

3.4 Pavers

- Pavers may be added at the rear of a residence, subject to the same width limit and six-foot depth limit as decks.
- Pavers may be added along the walkway to the mechanical room.
- Materials must be durable and suitable for exterior conditions — concrete or equivalent hardscape.
- Paver installations may not alter drainage patterns or direct runoff toward another Unit or Common Element.

3.5 Ongoing responsibility

Decks, patios, pavers, railings and porch coverings are Owner improvements. The Owner maintains them, insures them (Declaration Art. 10.6), and is responsible for their removal and replacement at the Owner's expense if the Association must access the area to perform maintenance. These obligations run with the Unit and bind subsequent Owners.

4. Balcony & Upper Patio Privacy Screens and Shades

4.1 Privacy screens on balcony railings

- Natural-looking material that complements the architecture of the residence and the community.
- Finished to match the exterior or trim color of the residence, or dark to match the railing.
- Attached securely to the inner side of the balcony railing.



✗ NOT ALLOWED — mounted outside, hardware visible



✓ CORRECT — hung inside the railing

4.2 Patio shades

- 90% or 95% dark brown textilene only.
- Mounted on the inside of the patio so that hardware is not visible from the exterior.
- The Owner maintains the shade and must repair or remove it promptly if it becomes faded, torn or otherwise in disrepair.

4.3 Sourcing

Liberty Home Products (Michael Polzer, 5621 S. 24th St, Phoenix, AZ 85040, (602) 956-1642) is a known source that supplies conforming product. Any vendor may be used provided the material, color, opacity and mounting method meet the specification above.



✓ ALLOWED — decorative mesh matching railing



✓ ALLOWED — dark textilene, inside mount

5. Porch Privacy Screens (AC Units) — under review

◆ UNDER REVIEW — NOT IN EFFECT

This section has been placed on hold by the Board and is being updated. It is not in effect and will not be enforced until an updated section is adopted. Owners considering a porch privacy screen should contact the Association before proceeding; note that a screen is an exterior modification and still requires written approval under Section 2.

Draft language retained for Board reference only — not adopted, not enforceable.

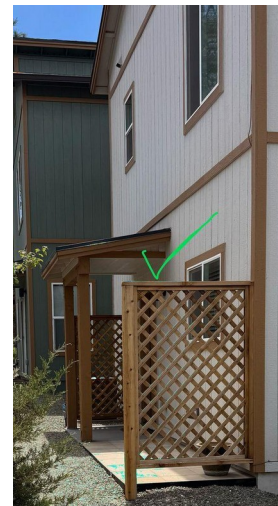
- Any exposed raw wood visible from the exterior must be painted or stained. Paint must match the exterior or trim color of the residence; stains must be a natural wood tone compatible with the residence.
- A screen may not extend past the edge of the slab or past the AC unit, whichever is more restrictive.
- Two approved configurations: (1) total-privacy wood slats, or (2) a framed wood lattice structure.
- Maximum height is six (6) feet.
- The screen must extend to and contact the existing structure; free-standing screens are not permitted.
- Screens may be installed on more than one side (book-ended), but may not fully enclose the porch or patio area.
- All wood surfaces must be painted or stained and maintained so that no visible weathering, greying or peeling occurs.
- Screens must not obstruct the service clearance required around the condensing unit or block access for equipment maintenance.



✗ Needs paint — match house trim



✓ ALLOWED — painted wood slats



✓ ALLOWED — framed lattice

6. Exterior Paint, Roofing and Gutters

6.1 Maintenance of exterior paint

- Exterior paint must be maintained. Significant fading, chalking or peeling requires repainting.
- The existing approved color must be retained unless a color change is approved in writing.

6.2 Approved color palette

Colors are identified by Sherwin-Williams reference number. Color-matched equivalents from any manufacturer are acceptable.

- Trim — SW 6117 Smokey Topaz
- Blue — SW 6228 Refuge
- Green — SW 6186 Dried Thyme
- White — SW 7634 Pediment
- Mocha — SW 7025 Backdrop
- Gray — SW 7066 Gray Matters
- Tan — SW _____

6.3 Adjacency

A residence may not be repainted in the same body color as the residences immediately adjacent to it, immediately behind it, or immediately in front of it. The Association maintains a color map of record; an Owner may request the colors of neighboring residences before selecting.

6.4 Roofing

All roofing material shall be Class A as defined by the Uniform Building Code, limited to metallic, fiberglass or composition shingle. The Committee must give written approval of the plan and color before initial installation or subsequent replacement (Declaration Art. 5.4).

6.5 Gutters and downspouts

Ownership and responsibility. Gutters and downspouts installed on a Dwelling Unit are Owner improvements. They are owned, maintained, repaired, replaced and insured by the Owner (Declaration Art. 7.2, 10.6). They are not Association Maintained Property, and the Association assumes no obligation to maintain, repair, replace, or reserve funds for them. This obligation runs with the Unit and binds subsequent Owners.

The Owner is responsible for any damage arising from the installation, failure, overflow or discharge of the system — including fascia or siding damage, ice damming, water intrusion, and erosion — whether the damage occurs on the Unit, on a neighboring residence, or on a Common Element. If the Association or its contractor requires access to the building exterior or an adjacent Common Element, the Owner removes and reinstalls the affected sections at the Owner's expense.

Approval. Installation requires prior written approval. The application must identify all gutter runs, the location of each downspout, and the method of discharge.

Materials and appearance

- Seamless aluminum, minimum .027 gauge, K-style or half-round profile.
- Factory-finished to match the fascia or trim color of the residence. Mill-finish aluminum and galvanized steel are not permitted.
- Downspouts must run vertically along a building corner or trim line; diagonal runs across siding are not permitted.
- Hidden-style hangers, spaced not more than 24 inches on center, rated for snow load.

Snow and ice

- Gutters may not be installed where they would obstruct an existing roof snow-shed path, or where roof snow discharge would be redirected onto a walkway, entry or parking area.
- No downspout may discharge onto or across a sidewalk, walkway, step or drive aisle.

Discharge and erosion protection

- Every downspout must terminate in a splash block, rock apron, or solid extension carrying water not less than four (4) feet from the foundation.
- Where discharge lands on Common Element landscaping, the Owner installs a rock apron sized to the discharge — not less than 18 inches by 24 inches — using rock consistent with the surrounding landscape. Discharge onto bare soil or exposed weed barrier is not permitted.
- Discharge may not be directed toward a neighboring residence, toward another Owner's improvement, or in a manner that concentrates flow onto a Common Element walkway or planting bed.
- Buried or piped extensions require approval, must daylight at an approved location, and may not connect to Association or City drainage without written approval.

- The Owner repairs any erosion, scouring, displaced rock or damaged weed barrier resulting from downspout discharge — on the Unit or on a Common Element — and restores the area to its prior condition.

Maintenance. The Owner keeps gutters and downspouts clear of pine needles and debris and repairs or replaces damaged sections promptly. Sagging, detached, leaking or unpainted sections must be corrected.

7. Screen Doors, Décor, Flags and Outdoor Storage

7.1 Privacy and screen doors

- Privacy screen doors must match the exterior paint or trim color of the door, or be black.
- Frames must match the home's exterior trim color or be black/espresso to match community railings.



✓ **ALLOWED — black frame**



✓ **ALLOWED — matches exterior trim color**

7.2 Décor, planters and seasonal items

- Porch, balcony and patio décor must be maintained in a clean, well-kept condition.
- Hanging pots, planters and patio pots are permitted on porches, balconies and patios.
- Nothing may obstruct a sidewalk or walkway, block egress, or obscure the residence's address numbers.

7.3 Flags

- The Association does not restrict the display of flags protected under A.R.S. § 33-1261.
- Flags must be maintained in good condition and replaced when torn or frayed.
- Flags and brackets may not obstruct a sidewalk, walkway or another residence's entry.
- Any illumination of a flag must comply with the City of Flagstaff Lighting Code.

7.4 Outdoor storage

- No large storage units. Small units that fit on the porch or balcony are permitted.
- Nothing may be placed or stored on a deck or balcony other than typical outdoor furnishings such as patio furniture, umbrellas and plants (Declaration Art. 6.27).
- Common areas between structures may not be used for storage of any kind, including grills, bicycles and equipment.
- Firewood and similar materials must be stacked neatly and screened from view (Declaration Art. 6.23).

7.5 Other standing requirements

- Window coverings must be tasteful and compatible with the exterior color scheme. Reflective materials, including foil and mirrors, are prohibited (Declaration Art. 6.33).
- Address numbers must be at least 4 inches high, affixed to the structure, on a contrasting background and clearly visible from the street (Declaration Art. 6.30).
- One covered trash container per Unit, of a type approved by the Committee, kept in a clean and discreet location (Declaration Art. 6.25).

8. Landscape Maintenance and Lot Responsibility

8.1 Owner responsibility

Each Owner and tenant is responsible for keeping the ground within the boundaries of their Unit as shown on the recorded Plat, and in any event the area within six (6) feet of the residence, free of weeds, dead wood and overgrown vegetation.

8.2 Association responsibility

The Association maintains the Common Elements and any landscaping, walkways and steps within Unit boundaries that the Association has expressly agreed to maintain (Declaration Art. 7.1). The Board maintains a record of the areas the Association maintains; questions about a specific location should be directed to the Association.

8.3 No alteration of Association-maintained landscaping

- Residents shall not alter, remove, plant within, or otherwise utilize Association-maintained common area landscaping without prior written approval.
- Native growth may not be destroyed or removed without Committee-approved plans (Declaration Art. 5.11).
- Landscaping on a Unit must remain compatible with the original landscaping (Declaration Art. 6.12).
- Routine weeding, trimming and removal of dead material within the Owner's area of responsibility does not require approval; removal of established or native plantings does.



Owner responsibility zone around the residence; Common Element beyond is Association-maintained

8.4 Stay on sidewalks

Use sidewalks rather than crossing rock beds or landscaped common areas. Foot traffic across these areas damages the weed barrier beneath and creates visible paths. Any area disturbed must be repaired to a neat and consistent appearance at the responsible party's expense.



X NOT ALLOWED — worn path, exposed weed barrier



X NOT ALLOWED — landscape damage from crossing beds

8.5 Pets

Pet owners must clean up after their pets everywhere on the property, and are encouraged to use the dog park.

9. Outdoor Lighting

9.1 Holiday lights

- Holiday/multicolored lights are permitted on porches, balconies and residential structures from October 31 through January 15.

9.2 All exterior lighting

- All lighting must comply with the approved photometric plans for the community and with the City of Flagstaff Lighting Code (Declaration Art. 6.13), including shielding, lamp type and color temperature requirements.
- Permanent exterior light fixtures may not be added, replaced with a different fixture, or relocated without prior written approval.
- All exterior lighting must be maintained in good repair. Fixtures, bulbs, light strings, clips and mounting hardware that are broken, burned out, discolored, sagging or otherwise in disrepair must be repaired or removed promptly. Seasonal lighting must be fully removed within the period stated above, including clips, hooks and mounting hardware.

10. Enforcement

Failure to comply with these Guidelines may result in notices of violation, monetary penalties, corrective action, or other remedies available under the Association's governing documents.

All violations are handled under the Association's adopted CC&R Violation and Enforcement Policy, which governs the notice sequence, cure periods, monetary penalties, the Owner's opportunity to be heard before any fee is assessed, and the Owner's right to petition the Arizona Department of Real Estate under A.R.S. § 32-2199.01.

The Association may enter a Unit at reasonable times, on reasonable notice, to inspect for compliance (Declaration Art. 4.3). Each Owner is liable to the Association for damage to the Common Elements caused by the Owner or the Owner's tenants, guests or contractors (Declaration Art. 7.3).

Questions regarding these Guidelines or a proposed modification should be submitted to the Association before beginning any work.

11. Effective Date, Existing Improvements and Adoption

- These Guidelines take effect on _____.
- Improvements approved in writing by the Committee, the Board, or the Declarant before the effective date are not affected by these Guidelines and may be maintained, repaired and replaced in their approved configuration.
- Improvements installed without prior written approval are not grandfathered and remain subject to Declaration Article 4.1 regardless of when they were installed.
- These Guidelines do not amend the Declaration. Where a conflict exists, the Declaration controls.
- These Guidelines may be amended, supplemented or repealed by the Board (Declaration Art. 4.2). Owners will be notified of any amendment.

Appendix A — Quick Reference

What requires prior written approval, and who maintains it.

Item	Prior written approval?	Maintained by	Declaration / law
Deck or ground-level patio	Yes	Owner	Art. 4.1, 6.27
Pavers	Yes	Owner	Art. 4.1
Porch ceiling covering (Sec. 3.3 under review)	Yes	Owner	Art. 4.1
Railings (Sec. 3.2 under review)	Yes	Owner	Art. 4.1
Balcony privacy screen / patio shade	Yes	Owner	Art. 4.1
AC privacy screen (Sec. 5 under review)	Yes	Owner	Art. 4.1, 6.15, 6.23
Exterior paint color change	Yes	Owner	Art. 5.3
Roof replacement	Yes	Owner	Art. 5.4
Solar device	Yes — design and placement	Owner	Art. 6.22; A.R.S. § 33-439
Antenna or satellite dish	Yes — subject to FCC OTARD rule	Owner	Art. 6.3
Privacy / screen door	Yes	Owner	Art. 4.1
Exterior light fixture change	Yes	Owner	Art. 4.1, 6.13
Seasonal lights within stated windows	No	Owner	Section 9
Weeding / trimming within Owner area	No	Owner	Art. 6.17, 6.28
Removing or adding plantings	Yes	Owner	Art. 5.11, 6.12
Common Element landscaping	Yes — no self-help	Association	Art. 7.1
Mailboxes	Design fixed by original construction	Owner	Art. 6.16
Address numbers	No — must meet 4" standard	Owner	Art. 6.30
Trash container	Type approved by Committee	Owner	Art. 6.25
Gutters and downspouts	Yes	Owner	Art. 4.1, 6.9, 7.2, 10.6

**Thank you for helping keep Woodshire on Butler
beautiful, safe, and a great place to call home.**

Approved by the Board of Directors on: _____

Board President: _____

Board Secretary: _____