

Architectural Control Committee

Rolling Hills Estates Improvement Association
Architectural Control Committee
10 Rolling Hills Drive, Sedona, AZ 86336

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Architectural Control Committee

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New Home/Major Remodel Plan Approval Application Package

Lot# _____

Date _____

Architectural Control Committee
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Form A – General Information

Homeowner

Mailing Address: _____

Lot #: _____

Cell Phone #: _____ Phone #: _____ Fax #: _____

City Permit #: _____ Date Issued: _____

A.C.C. Contact (All problems or concerns, please follow through with the below first)

Name: _____ Name: _____

Phone # _____ Phone # _____

Responsible Party

Cell Phone #: _____ Office # _____ Fax # _____

Contractor

Arizona License number: _____ Expiration: _____

Address: _____, Arizona

Cell Phone #: _____ Office #: _____ Fax #: _____

Anticipated Start Date: _____ Actual Start Date: _____

Anticipated Completion Date: _____ Actual Completion Date: _____

Livable square feet: _____ ft (CC & R's Article 16, page 5)

Set Back Footage from Front: _____ ft Rear: _____ ft

(standing in front) Left side: _____ ft Right side: _____ ft

Base point elevation: _____ (lowest of two base points on survey)

Finished floor elevation: _____ Benchmark elevation: _____

Roof height – elevation from base point: _____ feet (18' max)

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Form B – Checklist

Checklist must be completed in full prior to submission for approval!

The following items MUST be submitted in writing to the A.C.C. and be approved prior to commencement of excavation or construction. Mark all completed items with a check mark in the () column. There will be a \$50.00 fee for all items not submitted or incomplete at the original presentation.

<u> </u>	()	\$50.00
<u> </u>	<u> </u>	Form A – “General Info” All data completed
<u> </u>	<u> </u>	Form B – “Checklist” review your package – must be complete
<u> </u>	<u> </u>	Form C – “Delegation of Authority” signed
<u> </u>	<u> </u>	Form D – “Construction Practices” signed
<u> </u>	<u> </u>	Form E – “Indemnity Provisions” signed & witnessed
<u> </u>	<u> </u>	Form F – “Contractor/Owner Variance Request” signed
<u> </u>	<u> </u>	Form G – “Planning/Zoning Variance Request” signed
<u> </u>	<u> </u>	Form H – “Field Inspection Report” signed
<u> </u>	<u> </u>	Form I – “Construction Log Recap” signed
<u> </u>	<u> </u>	Form J – “Field Inspection Authorization” complete known data
<u> </u>	<u> </u>	Form K – “Construction Rules/Sign Posting” signed
<u> </u>	<u> </u>	Copy of Approval building permit and ID # from City of Sedona (Permit can be delivered after city approval – approved plans held until permit received)
<u> </u>	<u> </u>	Exterior Lighting – Side wall, 12 – volt landscaping, exterior ceiling (Provide pictures, specification sat appropriate time/location on plans at presentation)
<u> </u>	<u> </u>	Exterior color – (Provide samples/color chips) House color _____ # _____ Trim color _____ # _____ Roof color _____ # _____

Lot survey stamped by Licensed Surveyor – Lot # and parcel # on all pages

- Bench mark and base point location on plans (before any changes in grades – benchmark use street utility cover or rebar in concrete)
- The grading plan for the lot indicating the original topography and topography after grading. Based on City of Sedona evaluation datum.
- Native trees on the lot that will be removed and those that will remain or be transplanted. Please review your plans to minimize tree loss.
- Show setback dimensions to structure(s) from property lines (Minimum front/rear 20'/20', side yard 10' or for corner lots 20' from the street.)

Two complete sets of final construction drawings.

- Lot #, parcel # on all pages of plans – engineering stamp where appropriate
- Index of drawings
- Elevation plans – Side views of home showing height from original ground to highest point on the house (excluding chimneys)
- Floor plans and construction drawings
- Landscaping plans with drip system line flow – note all plant varieties (Number of trees needed pre house size _____ Areas of the 10' perimeter rule)
- Location and provisions for sound control of cooling equipment (At least three sides must have a wall – house can be one wall)
- All new homes shall include rain gutters or scuppers with downspouts with provisions for yard drainage acceptable to ACC.
- Dimension of all piers/post (house 18" min, deck 14")
- All new homes shall include proper surface water drainage plans to prevent damage to adjacent properties and streets. Note all swales on plans.
- Note on plans all vent locations and types (NO TURBINES!)

-
-
- Pool equipment sound control and drainage of back water to sewer.

Note: Owner is responsible for all required Engineering calculations.

A.C.C. Addendum's I-VII

I/we the responsible party have received a set of ACC Addendum's I-VII and are familiar with their content. Below are the only questions we have of the ACC's Addendum's regarding Rolling Hills Estates ACC guidelines:

Responsible Party

Date

Record of Change Orders:

Changes or deviations from approved plans (after plans have been approved once)
\$50.00 per change order if pre-approved - \$100.00 per change order if not pre-approved.

Fee Date Description of changes (in writing with appropriate information)

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Form D – Agreement relative to the construction practices to be followed in constructing a single family residence in Rolling Hills Estates.

Owner(s) Name(s): _____

Owner(s) Address: _____

Telephone Number: _____

Lot Number(s): _____

*General Contractor: _____ Must be currently licensed in the State of Arizona.

*Arizona License #: _____

Address: _____

Phone #: _____

(Required for the construction in Rolling Hills Estates)

The undersigned Licensed General Contractor, in consideration of his selection as the General Contractor for the construction of a residence in Rolling Hills Estates, in the City of Sedona, Coconino County, Arizona, and in consideration of the permission granted to him by the Rolling Hills Estates Improvement Association to use the private roads of Rolling Hills Estates for commercial purposes and for the construction of this propose residence, does herby agree to follow the construction practices and procedures set forth below:

1. The construction of the residence will not entail any encroachment on lots owned by other property owners in Rolling Hills Estates:
 - a. All materials and equipment used in the construction will be stored on the property where the residence is to be built. No such materials or equipment will be stored on property of other lot owners in Rolling Hills Estates nor will it be stored on the roads of Rolling Hills Estates. It is agreed that if any material or equipment is stored in a manner contrary to this portion of the agreement the Contractor will pay Rolling Hills Estates Improvement Association \$50 (fifty dollars) per day for each day the materials or equipment are stored. Moreover, the

materials or equipment may be removed by order of an officer of the Rolling Hills Estates Improvement Association and the cost of such material will be paid by the General Contractor without protest. Building materials or equipment may however, be stored on the roads of Rolling Hills Estates or on property owned by another lot owner, provided such storage is agreed to, in writing, by the person or persons who own the property involved, or in the case of Rolling Hills Estates, is agreed to in writing by the Architectural Control Committee. A copy, signed and dated by the Owner, of such written agreement with other property owners shall be filled with and accepted by the Architectural Control Committee before the storage of materials or equipment takes place.

- b. Except as provided below, no trucks, cars, backhoes, bulldozers, cranes or other equipment used in construction or used in transporting equipment, materials or personnel used in construction will traverse property owned by any other lot owner in Rolling Hills Estates. No hoses, extensions cords, etc. will be connected to the utility outlets of another lot owner except as provided below. It is agreed by the general contractor that any such misuse of the property of others will, in each instance, result in the payment of a penalty of \$200 (two hundred dollars) to the Rolling Hills Estates Improvement Association. Cars, trucks, backhoes, cranes or other equipment may, however, traverse the property of another lot provided:
 1. The other lot owner has agreed in writing
 2. A signed and dated copy of that agreement has been previously filled with and accepted by the Architectural Control Committee, and
 3. The adjacent lot will be restored to its original condition after such use.
2. The roads of Rolling Hills Estates are not designed to carry heavy loads and, therefore, a 15-ton load limit has been posted at the entrance to the Subdivision. The General Contractor agrees that no truck or equipment which exceeds this 15-ton limit will use the roads of Rolling Hills Estates in connection with the construction of the subject residence. The operator of any truck or any piece of equipment will, when requested by an Officer of Rolling Hills Estates Improvement Association furnish accurate information on the unloaded weight of the truck or piece of equipment and the weight of any material, supplies or other cargo carried by the truck or piece of equipment. For purposes of this section of the agreement, a tractor-trailer arrangement is to be considered as a single truck unit. A vehicle or piece of equipment, with a total loaded weight in excess of 15-tons, may not enter the roads of Rolling Hills Estates. If a vehicle used by the General Contractor or an agent or subcontractor of the General Contractor enters Rolling Hills Estates with a gross weight in excess of 15-tons it is agreed that the General Contractor will pay a penalty of \$100 (one hundred dollars) for each ton or fraction of a ton in excess of 15-tons. This payment shall be made to Rolling Hills Estates Improvement Association. If the driver of the vehicle, or the operator of a piece of equipment, refused to document the total weight of his unit to an Officer of Rolling Hills Estates, the driver or operator shall immediately leave Rolling Hills Estates, taking the subject truck or piece of equipment from the Subdivision and he/she/or his employees shall not be permitted to use the private roads of Rolling Hills Estates, in the future for any construction purposes,

unless reinstatement is granted by a recorded vote of the Rolling Hills Estates Improvement Association Board of Directors. The Rolling Hills Estates Improvement Association will supply the General Contractor a list of those persons and/or their employees who will not receive authorization for commercial use of the private roads of Rolling Hills Estates. The General Contractor will not then extend the authorization granted to him to any sub-contractor or person so listed by the Rolling Hills Estates Improvement Association.

3. It is agreed that any truck or units of equipment whose wheels leave the roads of Rolling Hills in order to enter or approach closer to the construction area will do so only at one designated point in order to minimize damage to the road. Moreover, at the point one selected for entry, the General Contractor will provide adequate protection to the road so that damage to the road will not occur where truck or equipment wheels leave the roadway. Any damage to the road during construction will be repaired by the Rolling Hills Estates Improvement Association in a workmanlike manner, and the cost of these repairs shall be paid by the General Contractor.
4. A portable toilet (or toilets) will be kept on the site at all times during construction and will be maintained on a weekly basis.
5. If it is found that the "Construction Rules" sign is not posted on site during the construction period, a \$10/day fine will be levied for non-compliance until the sign is put in place.
6. Radios, tape players, or other sound reproduction devices will not be used on the site during construction in a manner that disturbs adjoining or nearby lot owners. Any Officer of Rolling Hills Estates Improvement Association may act as an arbiter in deciding whether sound levels are objectionable. His/her decision shall be final and without recourse. A fine of \$50/per incident can be levied.
7. No construction work shall begin before 6:00 AM Mountain Standard Time – Monday thru Friday, not before 8:00AM on Saturday, nor before 9:00AM MST on Sunday. All construction work shall be finish by sunset seven days a week.
8. All rubbish and construction debris shall be confined to the construction site in a dumpster or other enclosed container and so handled that wind or rain shall not cause it to be deposited elsewhere on the property of other lot owners or on the streets of Rolling Hills Estates. Burning of trash and debris on site is not allowed.
9. Excavation dirt, fill dirt, cement, plaster or water used to wash out cement trucks or to clean equipment shall be confined to the construction site and disposed of properly by the General Contractor.
10. No living quarters shall be kept on the construction site such as trailers, campers, motor homes or other accommodations. No one shall stay on the premises overnight. No exceptions.
11. All workmen and others involved in construction will obey the posted speed limit of 15 miles per hour in Rolling Hills Estates.
12. Construction will proceed with strict adherence to the approval plans. If changes are made in those plans, the changes require the prior written approval of the ACC.

13. Removal of trees and shrubs should be minimized, and such removals shall receive the approval of the Architectural Control Committee. Guidelines are generally in accordance with the City of Sedona ESL regulations.
14. The Deed Restrictions of Rolling Hills Estates forbids any advertising signs.
15. If the Owner is to perform any of the “finish work” and/or landscaping, he/she will follow the requirements and procedures as herein required of the Licensed General Contractor.
16. The General Contractor agrees that he will accept full responsibility for the conduct of his agents or sub-contractors in complying with this agreement. Failure of such agents or sub-contractors to comply with all the terms of this agreement will be deemed by all parties to be a failure of the General Contractor to exercise control over his agents or subcontractors. The General Contractor agrees that if his agents or sub-contractors violate any terms of this agreement, he, the General Contractor, can be held responsible in the same manner and to the same degree as if he or his employees had been responsible for the violation.
17. The City of Sedona conducts building inspections during the course of construction. The construction stages which require a building inspection are identified by the City before construction begins. The Contractor agrees that when a specific stage of construction, so identified by the City as a stage requiring City inspections has been reached, no further construction will take place until the City has approved that stage and permitted construction to continue.
18. The Owner/Contractor shall notify the ACC contact person(s) when the foundation is ready to be poured so that the setbacks can be measured.
19. The Owner/Contractor shall notify the ACC contact person(s) when the framing is completed far enough so that the height of the residence can be measured.
20. The undersigned General Contractor agrees that the above provisions relating to the construction of a residence in Rolling Hills Estates are reasonable and proper in protecting the interest of all parties concerned.

*Licensed General Contractor

*License # & Expiration Date (State of Arizona)

Officer of Rolling Hills Estates Improvement Association

*Note: Only General Contractors currently Licensed in the State of Arizona are allowed to construct new homes, including major revamps and remodels, in Rolling Hills Estates.

The undersigned property owner for whom the subject residence is being constructed affirms the above agreements, and, in consideration of the permission granted to the General Contractor to use the private roads of Rolling Hills Estates, agrees the above agreement shall be incorporated into and become a part of any agreement between the Owner and the Contractor, and the Owner guarantees the Contractor's performance of said agreements. Owner further agrees that any charges properly levied against the General Contractor under the above agreement which are not paid by the General Contractor shall be paid by the Owner and if not paid promptly, the charges may be filed as a lien on the land and improvements of Owner until they are paid by the owner or the General Contractor. For the purpose of this agreement, the Contractor shall be deemed the agent of the Owner and the Owner shall be fully responsible for the Contractor's performance hereunder.

The Owner affirms that he has read the Construction Fee Schedule and agrees that he is responsible for all charges properly levied as part of that schedule. The Owner should review his contract with his Contractor regarding responsibility of any construction fines incurred.

The Owner also agrees that if the residence is not to be occupied immediately, or full time, an automatic watering system will be provided by the Owner for any new plantings. Any plantings which die due to but not limited to the completion of the residence and landscaping in accordance with the submitted and approved plans.

The Owner expressly agrees that the Homeowner's Association is authorized to obtain a court order mandating the Owner's specific performance of his contractual obligations under this agreement, including but not limited to the completion of the residence and landscaping in accordance with the submitted and approved plans.

The Owner of the property also agrees that once construction begins, the property will not be sold prior to the time the residence and the landscaping have been completed in accordance with the plans approved by the Architectural Control Committee, unless the Owner's proposed purchase commits contractually to completing the residence and landscaping in accordance with the plans.

Property Owner

Date

Property Owner

Date

Officer of Rolling Hills Estates Improvement Association

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Form F – Contractor Variance/Owner Request

Please list all deviations or exceptions from the construction guidelines (Form D) agreement requested for the proposed project. All requests for use of neighbors' property for storage of materials or equipment or crossing neighbors lot with equipment must be accompanied by the lot owners' authorization in writing

No deviations or exceptions requested _____
Contractor Lot #

1. _____

2. _____

3. _____

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Form G – Planning & Zoning Variance Statement/Request

Please state below details of any areas in the plans which may require that a variance be requested from applicable City of Sedona planning and zoning requirements, building codes or other applicable legal construction requirements. This statement must show page numbers and titles. If it later develops that some deviation from existing legal requirements is to be requested from appropriate authorities, the deviation from such requirements must first be reviewed and approved by the ACC.

A. **No variance requested** _____
Homeowner Date

Or

B. **Variance requested**

Homeowner Date

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Form H – Field Inspection Report

Lot # _____ **Homeowner** _____

A. Actual Start Date: _____ Contractor Initial: _____ ACC Initial: _____
 (When ground is broken)

B. Benchmark – Date: _____ Elevation: _____ ACC Initial: _____
 (Small rebar imbedded in concrete or street utility cover – must not be disturbed)

C. Portable toilet/Construction Rules on site – Date _____ ACC Initial: _____
 (Must be on site at start of excavation)

D. Field Inspection of set-backs Ordered _____ ACC Initial: _____
 (Order minimum 7 days prior to concrete pour)

E. Dumpster/other enclosed container for construction debris. ACC Initial: _____
 (Must be on site at start of framing)

F. Field Inspection of height - Ordered _____ ACC Initial: _____
 (Order minimum 7 days prior to framing height completion)

G. <u>Final</u> Field Inspection – Construction completed _____	Ordered _____
Property clear of all construction material/equipment	ACC Initial: _____
Drainage/landscaping per plan # of trees _____ 10' rule	ACC Initial: _____
Exterior lightning, vents, gutters & downspouts	ACC Initial: _____
Street clean no damage, stains or gouges	ACC Initial: _____
Property/home inspected for variances and approved	ACC Initial: _____

Load limits in Rolling Hills – 7.5 cubic yards of concrete – MAX!!!

Date/ACC Random Inspection Visits (Trash, toilet on site, excessive noise, start/end time,
 foul language, street obstruction/damage, encroachment on neighbors' lots, parking)

Contractor _____ **Homeowner** _____

(Sign to confirm understanding of field inspection criteria)

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Form I – Construction Log Recap

Lot # _____ Homeowner _____

Paid \$ _____ Deposit

Less incomplete approval pkg - \$50 per item \$ _____ ACC Initial _____

Less Initial Engineering Plan review \$ _____ ACC Initial _____

Less Field Inspection set-backs \$ _____ ACC Initial _____

Less Field Inspection height \$ _____ ACC Initial _____

(The above three totals approximately \$750.00 – we use outside engineer for inspection)

Less “Field Changes”:

Less _____ \$ _____ ACC Initial _____

Less _____ \$ _____ ACC Initial _____

Less _____ \$ _____ ACC Initial _____

Less _____ \$ _____ ACC Initial _____

Deposit refund \$ _____ ACC Initial _____

Homeowner _____ Contractor _____

Basis of field change fees:

\$50.00 charge for approved field changes, \$100.00 for unapproved field changes, \$100.00 for each additional plan review after the first presentation to ACC, additional field inspections at cost. ACC will complete final inspection of property within 14 days of a request from responsible party and will final out construction deposit and return any outstanding deposit monies within 30 days of final inspection.

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Form J – Field Inspection Authorization

Setbacks

Lot #: _____ Contact Person: _____

Phone #: _____ Property Address: _____

Engineering firm authorized for field inspection: _____

Contact: _____ Phone #: _____

Survey markers found: Front: _____ Back: _____ Left Side: _____ Right Side: _____

Setbacks – Per plan:

Front: _____ Back: _____ Left Side: _____ Right Side: _____

Setbacks- Per field inspection:

Front: _____ Back: _____ Left Side: _____ Right Side: _____

Field engineer: _____ Date: _____

Inspection prior to footings poured – Please give 7 day notice for inspection – Contractor call

Roof height – 18’ Maximum per addendum I of ACC Guidelines

Lot #: _____ Contact Person: _____

Phone #: _____ Property Address: _____

Engineering firm authorized for field inspection: _____

Contact: _____ Phone #: _____

Benchmark in place _____ (Y/N) Disturbed: _____ (Y/N)

Roof elevation per plan: _____ Per field inspection: _____

Field engineer: _____ Date: _____

Inspection on completion of roof framing – Please give 7 day notice for inspection – Contractor call

ACC authorization for the above work orders: _____

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Form K – Construction Rules – Sign posting

Number: One per lot

Location: Within six feet of the most common entry path to the work site. The intent is for your workers to easily see the sign and the sign not be in your way. Best solution is mount the sign on wood backing and attach to post.

Time Frame: The above mentioned sign must be posted on site within 7 (seven) days of receipt and must remain on site until the final inspection of the home has been completed.

Penalty: If it is found that the “Construction Rules” sign is not posted on site during construction period, a \$10/day fine will be levied for non-compliance until the sign is put in place.

Deposit: \$50.00 per sign deducted from the construction deposit if not returned to Rolling Hills ACC on completion of construction.

Sign checked out to:

_____ Date: _____

ACC Member

Architectural Control Committee
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Rolling Hills Construction Site Rules

Allowable Work Schedule:

Monday – Friday: 6:00AM to Sunset
Saturday: 8:00AM to Sunset
Sunday: 9:00AM to Sunset

Restricted Parking:

No parking opposite side of street from construction site.

Rubbish:

The site must be kept clean daily. All construction debris in an enclosed container or dumpster.

Street Damage:

Any stains from liquid/material spills or dirt from site must be cleaned up immediately!

Radios

Noise restricted to job site!!

A fine may be levied for failure to comply with any of the above site rules. Thank you for your compliance. – A.C.C. Committee