



Anasazi Village Condominiums Architectural Design Rules

These Architectural Design Rules are designed with the goal of maintaining aesthetic beauty, and preserving the safety, value, and desirability of Anasazi Village Condos. By adhering to these Rules, which include guidelines and standards for all remodeling or improvements, all Residents will benefit from the beauty and enjoyment of Anasazi Village Condos.

Prior to making any Improvements to your Unit, or any Balcony or Patio, you must first submit a complete Modification Approval Request Form to the Architectural Review Committee. After receiving written approval from the Architectural Review Committee and complying with applicable City or governmental agencies, you may install your Improvements, or undertake your approved action. Please review these "Architectural Design Rules" prior to completing your Modification Approval Request Form to ensure your submittal is complete.

If at any time you have any questions regarding the review process, please contact the Community Manager.

PURPOSE

These Architectural Design Rules are not intended to restrict individual creativity or personal preference, but rather to assure and preserve the value, desirability, attractiveness, and architectural integrity of Anasazi Village Condos.

SUBMITTAL OF APPLICATION FOR ARCHITECTURAL REVIEW COMMITTEE APPROVAL

Prior to the commencement of any addition, alteration, construction work or other Improvements, you must first submit a Modification Approval Request Form to the Architectural Review Committee for approval of such work in accordance with the procedures set forth below. The following is intended to describe some of the Improvements which require approval by the Architectural Review Committee. Even though a proposed Improvement may not be listed below, you should submit a Modification Approval Request for your proposed Improvement to be certain the improvements you wish to make are permitted.

PRECEDENCE

These design rules are intended to guide the Architectural Review Committee, and to serve as a reference to homeowners, however, it should be noted that they are based on the "Anasazi Homeowners' Association Rules and Regulations" (*last approved on 12/31/23*), and the "Second Amended and Restated Declarations of Covenants, Conditions, and Restrictions for Anasazi Village Condominiums" (*updated March 2012*). Should there be any disagreement, or conflict between these documents, the "Anasazi Homeowners' Association Rules and Regulations", and the "Second Amended and Restated Declarations of Covenants, Conditions, and Restrictions" will always take precedence.

Architectural Review Committee approval is required for the following proposed Improvements to Units:

a) **Interior Changes/Improvements:** All interior changes or Improvements to your Unit which impact adjacent Units or alter any part of the existing wall or design layout, or Common Elements require the approval of the Architectural Review Committee. For these Architectural Design Rules, the term “Interior Changes/Improvements” shall include, but not be limited to:

- Moving of non-bearing walls
- Windows, window frames, coverings including draperies, shutters, shades, etc.
- Plumbing changes
- Electrical changes including permanent light fixtures
- Security system
- Permanent fixtures
- Ceilings and columns
- Any other Improvement (including demising walls) which may change, impair, or alter the structural integrity of the Building or the Unit
- Flooring changes at second, third or fourth floor Units other than carpet. No person may install, permanently affix, or cause to be installed or permanently affixed, tile, wood, linoleum, laminate, or any other hard surface flooring irrespective of whether hard surface flooring is a replacement for flooring originally installed by the Declarant. If approved, units must have sound mat and gypcrete (at owners’ expense) that must remain in place to be restored to mitigate sound attenuation.

b) **Electrical, HVAC and Plumbing:**

- New installations or changes to any originally installed electrical, or plumbing of any kind require approval by the Committee. The owner may install new HVAC units, if they are compatible with Anasazi’s existing system. Owners may wish to work with community manager to obtain compatible units.
- Anasazi has a Compact Water Source Heat Pump system with a Puron Advance Refrigerant (R-454B). The Association does stock the appropriate HVAC system for owners to purchase. Owners are encouraged to purchase units from Anasazi at below market prices. If you choose to purchase an HVAC System not supplied by the Association an Architectural Application must be submitted for review and approval to ensure the system is compatible with the Anasazi heat pump system.
- No Resident shall overload the electric wiring in the building or operate machines, appliances, accessories, or equipment in such manner as to cause an unreasonable disturbance to others or connect any machines, appliances, accessories, or equipment to the heating or plumbing system without the prior approval of the Committee.

c) **Exterior Changes or Additions:** Exterior changes are not permitted. This includes without limitation of front doors, front door hardware, screen doors, window frames, railing, courtyard walls & pavers, window screens, awnings, and gates. However, doorbells, keyless-entry locks, door cameras, doorknobs, religious symbols on door posts and apartment numbers. Black, white, silver, gold, and brass colors are allowed, they must be non-lighted and smaller than 6 inches by 6 inches.

Anasazi Village Condominium Homeowners Association

Door numbers are allowed on doors if smaller than 3 inches. The purpose of this restriction is to maintain the architectural integrity of the community. Exterior change violations will be noted by the Management Company and the Board will request, in writing, that the Homeowner remedy such violation. If the violation is not remedied within fourteen (14) days, the Management Company will be notified to remedy the violation, and the Homeowner will be billed for the remedial costs and be subject to fines.

d) **Windows and frames:** windows may be changed but must be similar to originally installed windows and window frames must be as similar to original as possible and both must be approved by the Architectural Review Committee prior to installation. No tinted windows are permitted.

e) **Entry Door Hardware and Screen Doors:** Residents shall not remove or replace any hardware on any entry doors or install a Screen Door without the prior approval of the Architectural Review Committee. If unapproved hardware or screen door is installed, the Homeowner will be subject to a fine and removal of the door by the Board at the homeowner's expense. Furthermore, Installation of security doors requires approval by the ARC; doors shall conform to the style and color as approved by the ARC; examples of approved items are available from the Management Office.

f) **Balcony and Patio Furnishings.** Only standard outdoor furniture will be permitted on patios and balconies. No indoor type of furniture will be permitted, such as shelf units, bookcases, sofas, etc.

ARCHITECTURAL REVIEW PROCESS AND PROCEDURES

Submit Requests To: Anasazi Village HOA

Application for Approval: All Architectural Design Approval Request Forms must be submitted in writing, together with the items described below ("Submittal Package").

- A completed Architectural Design Approval Request Form (additional copies may be obtained from the Community Manager).
- Plans and specifications showing the location, nature, kind, shape, height, and materials, including the color and any other requirements, clearly indicating all proposed modifications.
- Floor plans if a Resident is requesting permission to remove or relocate a wall.
- Description of materials and colors and material samples.
- A proposed construction schedule (including proposed start and completion dates).
- Certificates of Insurance (including contractors' exclusions and proof of valid Workers' Compensation insurance).
- Permits and licenses, if applicable.
- Names, addresses and phone numbers of all contractors and subcontractors who will work on the project.

The Architectural Review Committee will not be able to review your application unless all required plans, forms, fees, and information for your proposed Improvement(s) are included in your Submittal Package.

Review of Application: The Community Manager shall, on behalf of the Architectural Review Committee, review the Submittal Package to ensure that it is complete with all applicable items required to review. The Architectural Review Committee will review the Submittal Package and provide written notification of approval, with conditions, or disapproval of the proposed modifications to the Community Manager. The Community Manager will then provide written notice of the actions taken by the Architectural Review Committee within forty-five (45) days from the receipt of the complete Submittal Package.

Appeal: Owners may appeal a decision of the Architectural Review Committee to the Board of Directors. Such appeal must be submitted in writing within thirty (30) days of the mailing date of the Architectural Review Committee's decision and should be submitted to:

**Anasazi Village HOA
Attention: Community Manager
12220 N. Paradise Village Parkway S.
Phoenix, AZ 85032**

shelly.holland@associatedasset.com

Board Review: It will be the responsibility of this committee to send all applications to the (Anasazi Village HOA) board, approved or disapproved, for their information and edification.

Failure to Obtain Approval: It is important that you obtain the approval of the Architectural Review Committee so that you are not in violation of the HOA Governing Documents. Please also remember that a building permit or other permit may be required by the County, City, or other governmental agencies prior to the commencement of any work. (which is the homeowner's sole responsibility)

Diligence in Construction: Upon final approval of the Submittal Package, the Resident shall promptly commence construction and diligently pursue completion of the construction in conformance with the construction schedule.

Contractors/Handyman: (a) Residents shall ensure that their contractors/handyman shall, prior to commencement of the work, check in and register at the Management Office and obtain the rules applicable to contractors; (b) Anasazi HOA strongly recommends use of licensed and insured contractors for electrical, construction/demolition or plumbing projects—such contractor to provide to the Management proof of license and proof of the worker's liability insurance; if the resident does not provide such proof of license nor liability insurance, then the resident bears the liability for any damage to neighboring units; (c) Except in the case of an emergency, home improvement work may only be performed between the hours of 8:00 AM and 5:00 PM, Monday through Saturday; work may not be performed on federal holidays or Sundays; (d) Construction debris may not be discarded in Anasazi dumpsters; (e) Residents may inquire of the Management Office for a list of recognized vendors/ contractors.

ARCHITECTURAL STANDARDS

The standards set forth below shall apply to the Improvements within the Community. These standards are in addition to the standards set forth in the HOA Governing Documents.

ANTENNAS AND SATELLITE DISHES

Antennas/satellite dishes must be located totally within the Unit or the balcony or the patio of the Unit. The antenna cannot be placed on a balcony ledge or affixed to the rail; it also cannot be affixed to the common element side walls extending up from the balcony edge, but must be contained totally within the balcony, patio, or Unit. The antenna must be shielded from view from the property and neighboring Units to the maximum extent possible as long as an acceptable signal may be received. Antennas, masts, and any visible wiring must be painted to match the color of the structure to which they are installed, provided the painting does not interfere with an acceptable quality signal and does not void the manufacturer's warranty. The antenna must comply with all applicable city, county and state laws, regulations, and codes. Installation must be done pursuant to the manufacturer's instructions and must not damage the common elements or impair the integrity of the building. All antennas must be properly grounded and secured. The Resident shall keep the antenna in good repair so that it does not violate any Anasazi HOA Rules and Regulations.

1. Dishes one meter or less in diameter may be installed within the private boundaries of a Balcony/Patio. In no event shall the dish be mounted to any walls or be attached to the exterior of the building.
2. Wires or any other satellite dish or antenna appurtenances should not be attached to any Building exterior, except through an Owner's glass door adjacent to his Balcony. All wires and other appurtenances must be painted to match the building exterior Color.
3. Access for the satellite dish **may not** be gained by drilling holes into the exterior walls of a Unit, or railing. Any drilling into a glass door to accommodate satellite dish wires shall be done in a neat, inconspicuous, and watertight manner.
4. An Owner shall be solely responsible for, and shall indemnify the Association against, any structural damage or other loss or cost resulting from the installation of a permitted satellite dish or antenna within or the attachment of the same to the physical boundaries or structures of a Balcony or Patio.

BALCONIES, PATIOS, PORCHES, and ENTRYWAYS

1. **Outdoor furniture, furnishings, rugs, umbrellas, etc.:** All items must be maintained in like-new condition. None of the furnishings or other Improvements shall be nailed, bolted, or otherwise attached to the floor, walls, or any other portion of the Balcony/Patio. All patio furniture, rugs, and umbrellas must be harmonious in color with the community and not in conflict with the color scheme of the exterior walls or architectural design. No plastic furniture, couches or other items considered household furnishings shall be permitted.

2. **Plants:** Vegetation that extends beyond the railings, fences, walls and/or other boundaries of a Balcony or Patio is prohibited. Potted plants shall not be placed in a position on any Balcony which will block any drains or obstruct drainage patterns.
3. **Improvements, Sunshades or Screens:** Ornamental screens used as a visual barrier may be permitted on one's patio, so long as they maintain the aesthetic beauty, and preserve the safety, value, and desirability of Anasazi Village Condos. Sunscreens/Shades may be permitted but must be installed in accordance with the original construction of the Community; installation of sunshades requires approval by the ARC; such shades/screen shall conform to the style and color as approved by the ARC; examples of approved items are available from the Management Office.
4. **Storage:** No Balcony, Patio, or Porch shall be used for a storage element for items or materials, including but not limited to bicycles, exercise equipment, etc. No linens, blankets, rugs, swimsuits, or similar articles may be hung to be Visible from Neighboring Property. No trash shall be left or stored in these areas.
5. **Potted Plants (Live/Artificial):** Artificial plants or flowers are permitted, so long as they maintain the aesthetic beauty, are harmonious with the Arizona geography and maintain the value and desirability of Anasazi Village Condos. Owners must replace such artificial plants/flowers as they age and ultimately deteriorate. All live plants must be potted. Potted plans must have a tray placed underneath the pot to prevent water spillage. Potted plants shall not be placed in a position which blocks drains or obstructs drainage patterns. Pots for plants shall be of a neutral color harmonious with and not in conflict with the color scheme and architectural design theme of the community. Plants and vegetation cannot extend beyond or over the railings, fences, walls and/or other boundaries of a Balcony, Patio, or Porch. Pots may not be placed on any wall or railing.

BARBEQUES/GRILLS, WOKS, FIREPITS, CHIMINEAS, ETC.

Barbeques, woks, firepits, chimineas or similar cooking, grilling or decorative accessories are **strictly prohibited** on or within Balconies, Patios, and Porches, absolutely no barbeques/grills may be installed or used within any Balcony or Porch. This is a Fire Code and will be strictly enforced.

DECORATIVE ITEMS

1. **Approved Flags:** Per Arizona Statute display of one of the following flags shall be permitted: American, Arizona State, United States Air Force, United States Army, United States Navy, United States Marine Corp or United States Coast Guard, POW – MIA, Gadsden, or an Arizona Indian Nation. Flags may not be mounted on patio walls or railings, nor draped over the balcony wall; flagpoles may not be mounted on any wall, but must be self-standing, and used for flags permitted by Federal or Arizona state statute as described above. No more than two flags are allowed at any given time.

2. **Holiday Lights and Seasonal Decorations:** Owners may display holiday lights and/or decoration located or visible from outside their Unit if the decorations are of reasonable size and scope and do not disturb the quiet enjoyment of other Owners in the Community by excessive light or sound emission or by causing an unreasonable amount of spectator traffic. Said Yuletide or other holiday decorations or lights may be displayed only twenty-one days prior to a holiday and must be removed within seven days after the holiday. The Board reserves the right to require the removal of decorative items based on size, quantity, color, location, and any other criteria. No Resident may place holiday decorations in the Common Elements or Association Property. Residents may not damage or puncture the building in the process of displaying decorations.
3. **Furniture and Decorative Items:** Items kept and maintained on any Patio or Balcony must be kept in new or "like new" condition and of a color that will not detract from the exterior appearance of the Building and Condominiums as a whole. Items must be kept in a state of good condition and repair. No decorative items may be nailed or otherwise affixed to the building exterior.
4. **Exterior lighting on patios/balconies:** Other than holiday decorative lights, as described above, no exterior decorative lighting is permitted on patios or balconies.

DRAINAGE

There shall be no interference with the established drainage patterns, level, or grade over any Unit or Common Element unless an adequate alternative provision is made for proper drainage, and written approval is obtained from the Architectural Review Committee.

LIGHTING (EXTERIOR)

Lighting and light fixtures on the Common Elements shall be the responsibility of the Association.

WINDOW COVERINGS AND TREATMENTS, SECURITY DOORS, SCREEN DOORS

1. Draperies, curtains, shutters, or blinds must be installed by each resident on all windows and sliding doors of the unit and must be maintained in same at all times. The color portion of said draperies, blinds, or curtains visible from the exterior shall be limited to neutral colors, i.e., white, beige and tan.
2. No reflective materials, including but not limited to, aluminum foil, reflective screens or glass, mirrors, or similar type material, shall be installed or placed upon the outside or inside of any windows of a Unit without the prior written approval of the Architectural Review Committee. No drapes, blinds, shades, screens, or other items affecting the exterior appearance of a Unit shall be constructed or installed without the prior written consent of the Architectural Review Committee.
3. Exterior security doors or screen doors must be approved by the Architectural Review Committee. Doors must match the existing door frame color and be consistent in appearance to other Anasazi doors. Any such approved door must always be kept clean and in proper repair. No silver-colored aluminum screen doors or security doors nor any wire screen mesh doors shall be permitted on front doors.

GROUND FLOOR PET FENCING GUIDELINES

To ensure consistency in appearance and to maintain the aesthetic standards of the community, the following guidelines apply to pet fencing installed on ground floor condominium units:

1. Eligibility

Pet fencing is permitted **only for ground floor units**.

2. Appearance & Color

All pet fencing must be **espresso in color** to align with the community's design standards.

3. Height Requirements

Fencing must be a minimum of **24 inches** and may not exceed **36 inches** in height.

4. Installation Requirements

- Fencing must be **free-standing**.
- **No drilling, anchoring, or permanent attachment** into walls, floors, or building structures is permitted.
- Installation must be done using **non-invasive methods only**, such as adhesive double-sided pads.

5. Size & Configuration

- The **length and configuration** of the fencing may be customized by the owner to fit their patio area.
- Fencing must remain **within the boundaries of the unit's patio** and may not extend into common areas.

6. Maintenance & Condition

- Fencing must be kept in **good condition**, clean, and structurally sound at all times.
- Any damaged, leaning, or unsightly fencing must be **repaired or removed promptly**.

7. Responsibility

- The unit owner is fully responsible for the **installation, maintenance, and removal** of the fencing.
- Any damage to common elements resulting from installation must be repaired at the owner's expense.

8. Approval Required

Installation is subject to **Architectural Review Committee (ARC) approval** prior to installation.

9. Product Reference

An example of an approved fencing type can be found here:

<https://www.amazon.com/dp/B01M0D1XF2>

GENERAL CONDITIONS

Approval by the Architectural Committee does not constitute waiver of the requirements of any governmental agencies. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications, and the Association assumes no responsibility for such. The function of the Architectural Review Committee is to review submittals for architectural design of Improvements, placement of Improvements, color schemes, finishes and materials and similar features which are recommended for use in the Community. All technical and engineering matters are the responsibility of the Resident. In addition to the restrictions set forth in the CC&R's and these Architectural Design Rules, each Resident shall also comply with the following restrictions and guidelines.

1. **Building Permits:** Building permits may be required for certain Improvements or changes. The applicant shall obtain Architectural Review Committee approval of any Improvements requiring a building permit prior to requesting such permit from the City. Any changes required by the city must be resubmitted to the Architectural Committee.
2. **Damage to Common Elements and/or Association Property:** Contractors must protect all Common Elements from damage. (Including but not limited to elevators, sidewalks, walls, etc.) The owner shall be responsible for any damage to the Common Elements. All applicable charges for restoration will be charged back to the Owner/Resident by the Association and are due and payable within thirty (30) days from notification to the Resident.
3. **Effect of Approval:** Approval of plans is not authorization to proceed with Improvements on any property other than the Unit owned by the applicant.
4. **Building Code Requirements:** It shall be the responsibility of the Owner/Resident to ensure that proposed modifications shall be consistent with applicable building code requirements. No Improvements will be permitted that could impair the structural integrity or mechanical systems of the Community or lessen the support of any portion of the Community.
5. **Zoning:** All uses shall be in conformity with the zoning ordinances of the City.
6. **Structural Alterations:** No structural alterations to the interior of a Unit or to the Common Elements surrounding any Unit shall be made and no plumbing, electrical or other work which would result in the penetration of the unfinished surfaces of the ceilings, walls or floors shall be performed by any Owner/Resident without the prior written consent of the Architectural Review Committee.
7. **Mechanic's Liens:** No Owner/Resident may cause or permit any mechanic's lien to be filed against the Community for labor or materials alleged to have been furnished or delivered to the Community or any Unit for such Resident, and any Resident who does so shall immediately cause the lien to be discharged within five (5) days after notice to the Resident from the Board. If any Resident fails to remove such mechanic's lien, the Board may discharge the lien and charge the Owner/Resident a Special Assessment for such cost of discharge.

8. **Concrete Walls or Slabs:** No Resident shall drill, penetrate, or otherwise tamper with the concrete or other structural components of the Community, including the Balcony, or Porch.
9. **Additional Requirements:** The Association may require a written indemnity against liability in addition to evidence a written acknowledgment that any such Modification may negate or amend any contractual, statutory, or common law warranty expressly or implicitly provided by Declarant. An Owner may also be required to retain an architect or engineer licensed in Arizona and approved by the Board of Directors. The architect or engineer shall certify that such Modification will not impair the structural integrity of the building or the mechanical systems serving the building.

REQUIREMENTS FOR CONTRACTORS, SUBCONTRACTORS AND ANY OTHER WORK

Insurance and Contractor's License: Residents shall ensure that their contractors shall, prior to commencement of the work, check in and register at the Management Office and obtain the rules applicable to contractors. Each Owner/Resident shall ensure that all contractors, subcontractors, or any other person or entity who/which performs work on or within the Community, shall provide proof of insurance, proof of valid Workers' Compensation insurance, a Arizona State Contractors License (if applicable) and a Business License (if applicable) to the Board. The Association shall be named as an additional insured on the Certificates of Insurance for the period the work is in progress.

Damage: Any damage caused by contractors or sub-contractors to any Common Elements or Units is the Owner/Resident's responsibility. Any damage must be reported immediately to the Association. The Owner/Resident will be held liable for the actions of his/her contractors, subcontractors and/or workers and the Resident will be responsible for any costs of repair incurred by the Association.

Trash and Debris: All trash and debris must be carried off-site daily and shall not be left in the Community or placed in Anasazi dumpsters.

Utility Shutdowns. Any plan to temporarily disconnect for any reason a Unit's utilities must occur on a date coordinated with the Association at least one week prior to the proposed date for interruption of utility service.

Working Hours: Working hours for any Improvements are limited to Monday through Saturday, 8:00 A.M. to 5:00 P.M. No work is allowed on Sunday's or on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day. Workers may access the Community thirty (30) minutes before the applicable "Working Hours," but may not make any disruptive noise until "Working Hours" begin. Painting that does not disrupt others and work that does not create disturbing noise, vibrations or odors is not subject to the Working Hours" limitation.

Stopping Work: The Association has the right to stop any work that is in violation of these regulations, creates a fire or safety hazard, or interferes with activities on the Association Property.

Fire Safety Devices: No one shall remove any permanent smoke detectors, sprinklers, security speakers or fire safety devices anywhere in or about a Unit. If spray paint, sanding, or any other work that could potentially set off the smoke detectors or fire sprinklers will be performed, it is permissible to cover smoke detectors and/or fire sprinklers with plastic (and no other material), but the plastic **must be removed at the end of each day. A fine of \$500 will be assessed for each smoke detector or fire sprinkler left covered overnight.** Arrangement with the Association needs to be made to cover and protect smoke detectors.

Owner/Resident's Responsibility: Each Owner/Resident is responsible for any violations by such Owner/Resident's contractor or subcontractors of the Architectural Design Rules, the Association Rules, and the Declaration.

MODIFICATION APPROVAL REQUEST FORM

Please mail to:

**Anasazi Village HOA
Attention: Community Manager
12220 N. Paradise Village Parkway S.
Phoenix, AZ 85032**

shelly.holland@associatedasset.com

Please be sure your application includes:

Name: _____ Date: _____
Community: _____ Unit#: _____
Property Address: _____ Phone#: _____

Current Mailing Address:

Submittal Type (i.e., installation of Balcony or Patio, interior changes to my Unit, etc.):

Type of Material to be used - (attach samples / pictures / brochures):

Color to be used – (attach samples / pictures / brochures):

COMPLETED SUBMITTAL PACKAGE MUST INCLUDE PLANS, FORMS, FEES, ETC., AS APPLICABLE.

INCOMPLETE SUBMITTALS WILL BE DENIED.

The owner agrees to comply with all applicable City and State laws, and to obtain all necessary permits. Approval by the Architectural Review Committee shall not be deemed a warranty or representation as to the quality of such construction, installation, addition, alteration, repair, change or other work, or that work conforms to any applicable building codes or other Federal, State or Local law, statute, ordinance, rule, or regulation. Architectural Review Committee requests will be reviewed within 45 days of receipt of Complete Submittal Package. Requests will be approved, denied, or returned for additional information.

For questions or clarifications, please contact the Anasazi Community Manager.

shelly.holland@associatedasset.com