

**HILL FARM HOMEOWNERS ASSOCIATION,
an Arizona non-profit corporation**

**A RESOLUTION OF THE BOARD OF DIRECTORS
Re: ARCHITECTURAL REVIEW POLICY**

By unanimous vote of the Board of Directors of Hill Farm Homeowners Association (the "Association"), an Arizona non-profit corporation, completed by email on the 30th day of January, 2017, the following policy was adopted:

1. As required by the Bylaws and Article VI of the CC&R's, the Board will appoint annually an Architectural Committee comprising three members in good standing.
2. The Architectural Committee is empowered to receive applications and plans from homeowners for proposed alterations and additions to their property, and to review them for compatibility with the design character of Hill Farm. If the Committee is unanimous, it may approve or reject the proposals in writing. Failing unanimity, the applications are to be referred by the Architectural Committee to the Board for a decision. The Committee shall also inform the Board at the next Board meeting of any applications it has approved or rejected.
3. As required by the CC&R's, applications and plans must be approved or rejected by the Architectural Committee or the Board within 60 days of the received date of a fully completed application. Otherwise, they are deemed approved.
4. Alterations and additions shall include but not be limited to: home extensions, porches, patios, canopies, solar shading, additional windows, window and roof replacements if they have a different appearance from the original, security doors and enclosures, security window screens, rolling shades and shutters, skylights, solar panels, relocated air conditioning and heating equipment, external water softeners, antennas, satellite dishes, fences, patio walls, driveways, sidewalks, storage sheds, and a change of paint color.
5. Before proceeding with ANY external alteration or addition which is visible from the street, or a common area, or from a neighboring lot, homeowners are required to submit an **Architectural Improvement Application and Review Form**, available from the Association Manager or any member of the Architectural Committee. The application must describe the proposed alteration or addition in detail, and the accompanying plan(s) or drawings must be to scale. The Architectural Committee may also require actual samples or catalog photos of the intended materials or equipment. Information on allowable colors is contained in the current Policy for Exterior Paint Colors. Applications involving alterations or additions to windows or sliding glass doors, security doors, screens or enclosures, rolling shades or shutters, must include a sample of the manufacturer's actual finish color, as nomenclature may vary from vendor to vendor. **Windows and sliding glass doors:** Exterior-facing sides of windows and sliding glass doors, whether new or replacement, are to be the selected manufacturer's version of "Architectural Bronze," and the following are to be included in the application: (1) A frame section indicating color and profile. (2) The manufacturer's brochures for proposed window(s) and/or door(s).
6. Homeowners are advised to read Article VI of the CC&R's before submitting an application.

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7. Driveway and sidewalk replacements must be of approved materials and color. The Architectural Committee may require actual samples or catalog photos of the intended block color and pattern. Sleeves must be installed under driveways and sidewalks for any existing irrigation pipes or control wires belonging to the Association.
8. Unless a waiver is requested in the application, and approved by the Committee, no conduits, pipes or wires may be installed on any part of an exterior wall or roof that is visible from the street. Conduits, pipes and wires installed prior to September 7th, 2010, will be grandfathered, but must be securely fastened and painted the same color as the wall or roof. Utility and similar boxes must be painted the same color as the wall.
9. The applicant should obtain written comments from all adjacent homeowners and include them with the proposal. Evidence of efforts (e.g. emails) to contact non-responding neighbors should also be included.
10. The homeowner must obtain all necessary building permits, and ensure that the finished project is completed in a workmanlike manner, substantially in accordance with the approved plans and specifications, and that it complies with all relevant codes.
11. Homeowners must comply with all other relevant policies, such as the Policy for Exterior Paint Colors, and the Construction Activity and Reinstatement policy.
12. The Architectural Committee shall periodically survey all properties within Hill Farm for compliance with established architectural standards and report any violations to the Board. The Committee may also make recommendations to the Board for any changes in current architectural standards or control.
13. This policy supersedes documents #98-06, 10-17, and 11-02 .

DATED this 30th day of January, 2017.

HILL FARM HOMEOWNERS ASSOCIATION
an Arizona non-profit corporation

BY: 

ITS: President