



**KINGSWOOD ESTATES UNIT III, IV AND V OWNERS  
ASSOCIATION**

**Architecture Guidelines and Restrictions**

Effective April 15, 2018

# Architecture Committee Guidelines and Restrictions

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# Architecture Committee Guidelines

## Introduction

1. These Architectural Guidelines are intended to assist our Members (Owners) in proceeding with exterior architectural changes including landscaping to their lots. **To begin the process, fill out a copy of the KEOA Architectural Review Form and contact the Architectural Committee chairman to schedule a preliminary review** these Guidelines and the KEOA Covenants, Bylaws and Community Policies for the architectural requirements for Kingswood Estates Unit 3-5. All documents and the Architectural Review Form can be found on our neighborhood website [kingswoodestates.org](http://kingswoodestates.org).
2. No home, structure nor landscaping improvements can proceed until the Architectural Committee has given its written consent. Exterior construction started before this consent is subject to fines by the KEOA Association.
3. For new home construction or major rebuild the Architectural Committee has authorized HOAMCO ARC to act as a technical design and construction review partner. The Architectural Committee is responsible for the aesthetics of the design to ensure compatibility with our forested neighborhood. The Committee makes no representation regarding technical design specifications and construction. The Owner must rely upon their designer, architect, engineer, contractor, subcontractor, and material suppliers for technical designs and specifications that are safe, practical, and meet the building codes and the KEOA architectural requirements. **A new construction review form along with the required accompanying documents must be submitted to HOMACO's architectural office for preliminary review.** KEOA requires a \$5000 refundable deposit to begin new home construction and HOAMCO has their own fee requirements.
4. Where differences arise between our architectural requirements and the City of Prescott building codes the City requirements take precedence.

## General Guidelines

5. **TREES:** Removal of any tree five (5) inches or more in diameter requires written consent by the Committee. The Committee will attempt to preserve the natural vegetation to the extent possible, while considering the conditions of the property, the site or the proposed or existing structure, and protection of the structure from wildfire. All trees cut must be removed from the property or cut into firewood-sized pieces and stacked neatly. Diseased or insect infested wood must be wrapped in plastic or be immediately transported from the property to an authorized dump. Dead trees must be removed. Branches that extend from a neighbor's yard into another's and is either dead or deemed a hazard can be cut back to the property line with the written approval of the Committee.
6. **ROOFS:** the Committee must expressly approve all roofing materials and colors in writing.
  - a. Flat concrete or slate tiles and non-reflective sheet metal of muted colors are acceptable. Shingles or shakes of wood, asphalt, or fiberglass as well as clay tiles and barrel-shaped tiles are prohibited. Roofing material colors must blend with the natural colors of KEOA e.g. tans, browns, greens, and grays.
  - b. Vent pipes, downspouts, gutters, chimney caps, and spark arrestors must be painted in a flat finish that matches the roof, trim, or wall color.
  - c. Fascia boards must be a minimum of 2"x 8". Overhangs must be at least 2', except gables may be a minimum of 16".
  - d. Support posts must be at least 6"x 6" wood, 6" diameter post, or 12"x 12" square masonry column.
  - e. The minimum roof slope is 4" in 12", and the maximum is 5" in 12".

- f. Replacement roofs must meet the Architecture Committee's criteria and be approved by the Committee.
  - g. Solar electrical panels can only be installed on roofs unless this location impairs the functioning of the device or restricts its use or adversely affects the cost or efficiency of the device per Az State Statute 33-1816.
7. MECHANICAL EQUIPMENT: All mechanical equipment such as air conditioners, heat pumps, furnaces, and evaporative coolers must be mounted on the ground and screened from view from neighboring properties and streets. Shiny surfaces are prohibited and the equipment must be painted with a flat paint.
8. SIDING MATERIALS: Wood siding, composite wood siding, composite cement siding, stone, brick, split-faced block, and other natural materials are acceptable. Metal siding and vinyl siding are unacceptable, although those materials may be used in soffits and vents. Lap siding laps shall not exceed 7" in width.
- a. Stucco is permitted as a primary siding material only in Unit V (Lots 566-574).
  - b. On all KEOA Lots that border the Prescott National Forest, stucco is permitted on the side of the house that faces the Forest.
  - c. On non-Unit V KEOA houses stucco shall only be used as an accent or to provide a finished surface on visible stem walls. Specific written Committee approval of these uses is required.
  - d. All stucco surfaces must have a sand finish.
  - e. The reflective value of exterior paint must be 50 or less Light Reflective Units (LRU).
  - f. When paint samples of the siding color are submitted to the Committee for approval, the owner or contractor must paint a 2'x 2' square of the sample color on the siding on the east, west, or south side of the house for the Committee to judge whether the color meets the Association requirements.
9. STEM WALLS: Exposed stem walls must not exceed 3' and must be painted the same color as the house siding or trim. Masonry stem walls must be motor-washed or covered with stucco.
10. HOME OR STRUCTURE SITES:
- a. Plan the structure to minimize any negative impact on adjoining properties. Attempt to avoid blocking scenic views of neighboring properties.
  - b. Control drainage so as not to impinge on neighboring Lots, and design the new structure to minimize sounds that will disturb neighboring homes.
  - c. Minimize disturbance of the natural topography and vegetation.
  - d. On steep slopes, terrace the structure if the topography suggests it.
  - e. When landscaping, terracing steep slopes is preferable, and multiple low terraces are preferable to a few tall terraces.
  - f. Trees, shrubs, and other vegetation should be planned to present a pleasant view.
  - g. The maximum exterior wall height of the main (ground) floor level is 10'. An exception may be granted for gables.
  - h. The maximum exterior wall height of the lower (walkout basement) level or second story is 9'.
  - i. The maximum height from the main floor level to the peak of the roof is 16 to 19 feet, as determined by the Committee when the house site is identified on the plat on the Lot. City of Prescott building codes may differ and they will preside.
11. ARCHITECTURAL DESIGN: The houses in KEOA are expected to blend with and complement the natural mountainous, wooded topography and vegetation of the locale. The following design features are considered unsuitable for KEOA and the Committee will not approve them:
- a. Large expanses of flat roof, or designs that offer little architectural relief, such as a single symmetrical box or one directional pitched roof.
  - b. Styles such as Santa Fe, Territorial, Victorian, Santa Barbara, Spanish, Geodesic Dome, A-Frame, or Log Cabin.

- c. Porches and decks that appear to be an “add-on”.
- 12. DRIVEWAYS: Driveways may be asphalt, concrete, paver (brick) or compacted and sealed decomposed granite. Unpaved driveways and driveways with untreated decomposed granite or gravel are prohibited.
  - a. Posts, chains, ropes and traffic cones are not permitted.
- 13. BUILDING REQUIREMENTS:
  - a. Square footage minimums:
    - 1. Units 3 and 4: Single story: 1500 sq.ft. Two stories: Main floor 1100 sq.ft. and second floor 750 sq.ft.
    - 2. Unit 5: Single story 2200 sq.ft. Two stories: Main floor 1800 sq.ft. and second floor 1000 sq.ft.
  - b. Square footage is the climate controlled area and it excludes garages, decks, and patios.
  - c. The building footprint square footage must not exceed 35% of the lot square footage.
  - d. Setbacks:
    - 1. Units 3 and 5: Front yard 20 ft.: Side yards 10 ft. and rear yard is 30 ft..
    - 2. Unit 4: Front yard 20 ft.: Side yards 10 ft. and rear yards is 20 ft..
    - 3. The Committee may make exceptions to these setback standards if dictated by terrain, Lot configuration, presence of large trees, or other extenuating circumstances.
  - e. Minimum features: Indoor laundry, indoor toilet, two-car enclosed garage, kitchen with cooking and dish-cleaning equipment, living area and bedroom.
- 14. POST LAMPS:
  - a. Post lamps are required to provide street illumination for public safety. Their design and location require Architecture Committee approval.
  - b. Option A: A single pole-mounted light, approximately 6 ft. tall, with a light sensor switch that turns the light on at dusk and off at dawn, located next to the street and near the driveway.
  - c. Option B: A 2 ft. square tower approximately 5 ft. tall with a light on top with a light sensor switch located as with Option A. This structure can be a mailbox stand.
  - d. Total wattage must be at least 40 watts (450 lumens) but shall not exceed 60 watts (900 lumens) per lamp post and lamps must be lighted each night, dusk to dawn.
  - e. Post lamp design and location require written approval by the Committee.
  - f. Solar powered lights are acceptable if their lighting capacity is between 40 and 60 watts (or equivalent)
  - g. New or replacement post lamp fixtures must have frosted/obscured glass.
- 15. EXTERIOR HOME, BUILDING AND DRIVEWAY/WALKWAY LIGHTING. Our community is a natural forest environment that desires minimum light exposure at night so that the night skies can be viewed and to prevent disturbance to our neighbors at night.
  - a. Home and Building Lighting. Lighting fixtures must have frosted/obscured glass or be front shielded and require committee approval. Total wattage must be at least 40 watts (450 lumens) but may not exceed 60 watts (900 lumens). Refer to Protective Covenants #11.
  - b. Home mounted motion sensors with single or dual shielded lights, 75 watts maximum (1,100 lumens).
  - c. Ground mounted solar lights, 10 lumens maximum.
- 16. MAIL BOXES AND NEWSPAPER BOXES:
  - a. All residents must have a mail box or tower by driveway that must be maintained in good condition.
  - b. Location and height must be coordinated with the delivery agency. Boxes must be placed near the street and by the driveway. The box must have the house number on it.
  - c. The Architecture Committee must approve boxes and their supporting structures prior to installation.
- 17. LANDSCAPING:

- a. Each Lot is required to be landscaped in an informal manner with natural materials. Weeds, artificial plants, statuary, colored rock, bones, antlers, plastic windmills or other bric-a-brac or excessive displays of stumps are prohibited.
- b. Landscaping or restoration of the natural landscape must be completed within 9 months after the start of construction. The Committee is authorized to grant an extension if extensive weather delays have delayed completion.
- c. A drawing to scale of the Lot that shows the planned location of all structures, trees and shrubs must be approved by the Committee before landscaping begins. Any modification of the terrain must also be approved prior to beginning work.
- d. Any substantial changes to landscaping on KEOA Lots must have Committee approval prior to beginning work.

18. FENCES/WALLS/RAILINGS:

- a. While fences must not define Lot boundaries, the Architecture Committee may approve appropriate fencing for a dog run or protection from wild animals; and riprap, retaining walls, or other materials where necessary for erosion control. Fence design, location, and fence colors require the prior approval of the Architecture Committee.
- b. Lot boundary defining installations such as fences, rows of rocks or logs, hedges, etc. are not permitted.
- c. Fences only in backyard and must be at least five feet inside property line.
- d. Every fence must be wrought iron five foot high maximum, out of public view and/or screened with trees/shrubs, and must be an integral part of the home, and painted the same color of the house or colors natural to the terrain.
- e. Fences that encompass garden areas shall be five feet high maximum and wrought iron. Garden area (maximum of 1000 sq. ft.) surface area.
- f. Submit KEOA New Construction & Review SUBMITTAL Application Form.
- g. Provide a drawing to scale, including property lines, wrought iron design, fence location, and house foundation.
- h. Pet enclosure area (maximum of 1000 sq. ft.) surface area.
- i. Posts shall be painted to blend with the natural surroundings.
- j. Electrical fence posts shall not have more than three strands of wire, and a two foot high maximum (maximum of 1000 sq. ft.) surface area.
- k. Fences taller than eighteen inches must be out of public view.
- l. No wooden or chain link fences are permitted.
- m. No lattice/patio/wood elements may be attached to houses.
- n. Dog run fences must be five foot high maximum and wrought iron.
- o. Retaining walls must have a maximum visible surface of four feet or less.
- p. Before new home construction is begun, the Committee must be provided a scaled drawing illustrating the fence/wall construction with gates, footage of the structure, lot boundaries, and location on the Lot. If approved, the Committee will provide written comments, changes, and approval as appropriate.
- q. Stucco homes are permitted to have wrought iron railings on porches and decks. All other homes will have wood or artificial wood rails, balusters and posts unless granted an exception by the Committee.

18.1 Usage Requirements

- a. Children play area
- b. Pet enclosure area (maximum of 1000 sq. ft.)

19. SCREENS AND ENCLOSURES: Attractive screens and enclosures, consistent with the home's architecture, are required for any property stored outside the house such as trash cans and storage containers. External screens or enclosures require Architecture Committee approval before construction of the structure is started.

20. SATELLITE TV ANTENNAS. Any Satellite TV dish antenna installation is subject to Architecture Committee review and approval, including siting of the dish and the installation of screening. The antenna shall be located to minimize its visibility. It may be

screened by a fence connected to, and matching the walls of the house. Foliage screens may be considered as an alternative.

21. CONTRACTOR REQUIREMENTS:

- a. Contractors are expected to keep the construction site neat during the entire course of construction and to minimize noise, traffic disruption and disturbance of nearby homes. All supplies must be neatly stacked and stored, trash containers must be provided and used, and must be emptied before overflowing.
- b. No parking in the street is permitted, except when absolutely necessary for loading and unloading.
- c. During dry weather dust must be controlled. If necessary, the area where digging is occurring will be kept damp by sprinkling.
- d. Contractors are required to comply with Prescott City Codes 7-5-4 (C) and 8-3-1(A), Yavapai County Ordinance 1977-1, and Urban Wildland Interface Code Ordinance 4367 and their updates if any.
- e. The Contractor must keep a dumpster for trash and scrap disposal on the construction site from start to finish of the construction period.
- f. Contractors and members are jointly responsible for compliance with the Covenants and Community Policies any for any KEOA streets and individually owned property during construction.
- g. Construction activities other than emergency work are restricted to the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday. Work on weekends and recognized holidays such as Christmas, New Year's Day, Independence Day, Labor Day, and Thanksgiving must have the Architecture Committee's prior approval.

22. DRAINAGE: Care must be taken to provide for water runoff from members' homes and lots so as not to damage streets or the property of others. Each member is expected to check periodically the drainage and street ditches on and adjacent to his/her Lot, particularly after storms, to detect any damage to pavement, clogging of culverts, etc. and to immediately correct the problems on the Lot and to notify the chairman of the Maintenance Committee or a Board member of any problems not on the Lot.

23. SUBMITTAL PROCEDURES: The Owner or his agent must submit a completed Architectural Review Form and (1) complete set of 24"x 36" plans to the Committee to begin the construction review process. Upon submittal of the plans and Form to the Committee a preliminary meeting will be arranged with the Owner, Contractor, Committee and HOAMCO (KEOA construction partner) to coordinate and facilitate the construction process. The Committee is responsible for the design to meet KEOA requirements as well as site location and to make sure it complements the natural forested terrain and neighborhood. HOAMCO is responsible for the technical design and construction review process. The plans for KEOA must include at minimum (HOAMCO and City of Prescott may have additional requirements):

- a. The site plan sheet (1" = 10') showing:
  1. Surveyed lot boundaries and dimensions
  2. All existing trees with trunk diameter of 5" or more that are potentially affected by construction
  3. Trees that have to be removed
  4. Building footprint and location of any other structures.
  5. Driveways and parking areas.
  6. Fences, retaining walls, drainage elements and site lighting.
  7. Existing and proposed topography plus finished floor elevations.
- b. Floor plan sheets ( ¼ " = 1' ) showing the proposed floor plans of all buildings with the calculated livable square footage and the gross footprint including the garage.
- c. Exterior elevation sheets ( ¼ " = 1' ) showing the heights of the buildings and the roof pitch.
- d. Landscaping plan sheets ( 1" = 10' ) showing the proposed landscaping.



**NEW CONSTRUCTION & REVIEW SUBMITTAL APPLICATION**

Preliminary Submittal       Final Submittal

**DATE:** \_\_\_\_\_

**LOT:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**DESIGNER/BUILDER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

*This application will be considered complete only if all the documents and submittals, as set forth in the Design Guidelines, are included. Two (2) sets of all documents are required.*

**For Reviewing Body Use Only:**

SUBMITTAL DATE \_\_\_\_\_

MEETING DATE \_\_\_\_\_

REVIEW FEE (**\$2,500**) \_\_\_\_\_

**SUBMITTAL CHECKLIST**

**PRELIMINARY SUBMITTAL**

- \_\_\_ SITE & GRADING PLAN (W/TOPOGRAPHY)
- \_\_\_ FLOOR PLAN
- \_\_\_ ROOF PLAN
- \_\_\_ EXTERIOR ELEVATIONS
- \_\_\_ SECTIONS & PLAN DETAILS
- \_\_\_ LANDSCAPE PLAN

**FINAL SUBMITTAL**

- \_\_\_ FINAL SITE & GRADING PLAN
- \_\_\_ FOUNDATION PLAN
- \_\_\_ FINAL FLOOR & ROOF PLANS
- \_\_\_ FINAL EXTERIOR ELEVATIONS (ext. appointments called out)
- \_\_\_ SECTIONS & PLAN DETAILS
- \_\_\_ COLOR & MATERIALS BOARD
- \_\_\_ FINAL LANDSCAPE PLAN

REFUNDABLE DEPOSIT OF \$5,000 DUE PRIOR TO START OF CONSTRUCTION      RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please reference the Design Guidelines for further clarification of the above submittal requirements. The undersigned acknowledges that they have received, read and agreed to the Kingswood Estates III CC&Rs and Guidelines.**

\_\_\_\_\_  
OWNER SIGNATURE(S)

\_\_\_\_\_  
DATE

**For Committee Use Only:**

\_\_\_ ADJACENT HOME (S) CONSIDERATION: \_\_\_\_\_

\_\_\_ APPROVED (CONDITIONS): \_\_\_\_\_

\_\_\_ NOT APPROVED (REASON): \_\_\_\_\_

\_\_\_\_\_  
ARC CHAIR / REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

Please submit form and plans to HOMACO Architectural Department 520 W. Sheldon St. Suite 5 Prescott, Az. 86301





APPLICATION FOR REVIEW OF MODIFICATIONS TO AN EXISTING RESIDENCE

LOT \_\_\_\_\_ OWNER \_\_\_\_\_ DATE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESIGNER/CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REVIEW FEE (IF REQUIRED): \_\_\_\_\_  RECEIVED \_\_\_\_\_

MODIFICATION/IMPROVEMENT REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED FOR SUBMITTAL:**

PLOT PLAN/DRAWING - DIMENSIONS (PROPERTY LINE & BLDG ENVELOPE)  COLOR/MATERIALS CUT SHEET/SAMPLES  ELEVATIONS / DETAILS

ATTACHMENTS/SUBMITTAL SAMPLES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OWNER SIGNATURE (s): \_\_\_\_\_

**Review Committee Comments:**  APPROVED  NOT APPROVED Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/Conditions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Final Inspection Request: Please contact HOAMCO by phone, email or by returning this form, to request a final inspection.**

I ACKNOWLEDGE THAT THE ABOVE IMPROVEMENT IS COMPLETE AND READY FOR INSPECTION DATE \_\_\_\_\_ INITIALS: \_\_\_\_\_

PLEASE CALL \_\_\_\_\_ TO SCHEDULE AN APPOINTMENT  IT IS NOT NECESSARY TO SCHEDULE AN APPOINTMENT

RESULTS:  APPROVED  NOT APPROVED Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

BY CHECKING THIS BOX, OWNER REQUESTS A COPY OF THE COMPLETED INSPECTION

EMAIL SUBMITTAL/QUESTIONS TO: ARC CHAIR –PAUL BECK at pbeck1939@aol.com