

Cayman Square Homeowners Association Architectural Guidelines & Association Rules Adopted & Revised: April 11th, 2012

Overview

Community Organization

The Cayman Square Homeowners Association is created by the recording of the Declaration of Covenants, Conditions, Restrictions, Assessment, Charges, Servitude's, Liens, Reservation and Easements (the CC&R's). The CC&R's set forth Procedures, rules and regulations, which govern the community. The Association Rules and Design Guidelines are an Extension of the CC&R's and are to be used in harmony.

The Board of Directors is charged with responsibility for overseeing the business of the association and has a wide range of powers. The Architectural Committee is established by the CC&R's, and appointed by the Board to review all requested improvements within Cayman Square including modifications to existing properties. The Committee has adopted these Design Guidelines and standards to evaluate proposed construction activities prior to approving, or disapproving those requests.

Design Review Process

Any change, addition, or modification to a site or a building exterior of a residential property requires the prior written approval of the committee. Residents with proposed changes should contact the Association's management company or utilize the Association's Web Site www.caymansquarehoa.com to obtain the necessary architectural guidelines and submittal documentation. Simply stated, no improvements, alterations, repairs, additions, or other work, including changes in exterior color, are to occur on any lot or exterior of any home without prior approval of the Committee. The responsibility of the Committee is to ensure the harmonious, high quality image Cayman Square is implemented and maintained.

Any owner requesting approval from the Committee shall follow the application procedures listed below. Submittals will be returned to you within (45) days of receipt. Upon approval from the Committee of any construction, installation, addition, alterations, repairs, changes or other work, the owner shall, as soon as practical begin and diligently pursue such work so that it is completed within (180) days of issuance unless a variance is granted by the Committee permitting an extension of time.

These Guidelines are provided as a SUPPLEMENT to rules and guidelines already provided in the CC&R's. Any variations or perceived interpretations in these Guidelines are governed by those in the CC&R's. Every change or addition considered by a homeowner must receive approval by the Committee prior to being implemented, and a previous approval for any similar change on another property does not, by default, defer the required request for any new change.

Application Procedure

The following information should be included:

- Application Form completed and signed (copy enclosed). Additional copies can be obtained from the Association's Management Office or the Association's website.
- Plot Plan – A site plan indicating dimensions relating to the existing dwelling and property lines (setbacks, etc.) and the improvement to be installed.
- Elevation Plans – showing finished appearance of the improvements in relation to the existing dwelling and property lines.
- Specifications – Description detailing materials to be used with color samples attached: drawing or brochure of structure indicating dimensions and color.

Submit the application and plans to: **Cayman Square Homeowners Association, C/O Kinney Management Services, P.O. Box 25466, Tempe, AZ 85285 Office: (480) 820-3451 Fax: (480) 820-4771**

It is the homeowner's responsibility to ensure that any proposed construction is coordinated with, and where applicable, approved by all counties, local, state and federal government agencies. The Committee, the Management Company and the Association assume no responsibility for obtaining these reviews and approvals.

Architectural Guidelines

General Principles

The purpose of the Committee is to insure consistent application of the Architectural Guidelines. The Committee monitors any portion of any lot or parcels which is visible from other lots or parcels, the street, or the Association common areas. The Guidelines promote those qualities in Cayman Square that enhance the attractiveness and functional utility of the community. Those qualities include a harmonious relationship among structures, vegetation, topography and overall design of the community.

Design Compatibility

The proposed construction must be compatible with the design characteristics of the property itself, adjoining properties and the neighboring setting. Compatibility is defined as harmony in style, scale, material, color and construction details.

Workmanship

The quality of workmanship evidenced in construction must be equal to, or better than, that of the surrounding properties. In addition to being visually objectionable, poor construction practices can cause functional problems and create safety hazards. The Association and the Committee assume no responsibility for the safety or livability of the new construction by virtue of design and workmanship.

Building Architecture

In general, any exterior addition or alteration to an existing residence shall be compatible with the design character of the original structure.

Building Repairs

No building or structure shall be permitted to fall into a state of disrepair. The owner of every home, or structure, is responsible at all times for keeping the buildings in good condition and adequately painted or otherwise finished. In the event any building or structure is damaged or destroyed, the owner is responsible for immediate repair or reconstruction. Roofs must also be kept in good repair at all times.

Awnings

All awnings must be approved by the Committee. Awnings over all windows shall be canvas or similar material, of solid color on both sides, which match the color of the body, trim or accent color of the exterior of the home and in harmony with the roof color and should only be installed on the sides and/or rear of the home. All awning submittals must include a drawing with the location of the proposed awning installation. A sample of the material to be used, along with the color and design of the proposed awnings is required. Owner is responsible for maintaining and repairing of awnings. The Association retains all rights to determine when an awning must be repaired and/or replaced due to weather fading, tearing, ripping, etc.

Basketball Goals

1. Portable goals are allowed but must be utilized and maintained on owner's lot.
2. Basketball poles must be black, white or a neutral color.
3. Backboards must be predominantly neutral color (gray, black, or white). Clear Plexiglas backboards are acceptable.
4. All equipment must be constantly maintained. Broken backboards, disfigured or bent rims, ripped or torn nets, chipped and/or peeling paint, etc. constitutes grounds for a fine and/or removal.
5. Only nylon or similar cord nets are acceptable. Metal or chains are expressly prohibited.
6. Courts may not be painted or permanently outlined on the driveway.
7. Lighting for night use of equipment is prohibited.

Clotheslines

Clotheslines, or other outside facilities for drying clothes, are not permitted unless they are placed exclusively within the fenced yard and not visible to neighboring property.

Driveway Extensions

Driveway extension submittals must include a plot plan of the lot and will be reviewed on a case by case basis with strong consideration of any impact on the architectural features of the neighborhood. A landscape section must be included between the driveway area and the property line. All driveways must be kept clean and clear of debris, oil, rust, and other stains.

Flagpoles

Flagpoles are allowed in residential areas and must be set back a minimum of 7 feet from the property line, and no taller than the height of the roof of the residence. The use of brackets mounted on the house or garage to display flags is allowed. When displaying a United States flag Homeowners must follow the Flag Code as adopted by Congress. United States Flags flown at night must be illuminated. Only 2 flags or banners may be displayed at any time.

Seasonal and Decorative Flags

Seasonal and decorative flags which are house mounted below the roofline do not require approval. Flags must be maintained in good condition at all time. Torn, ripped, faded, etc. constitute grounds for fines and removal. Flags may not be offensive to neighbors or members of the Association. The Board shall make this determination. Only 2 flags or banners may be displayed at any time.

Fences and Walls

Plans to raise the height of a party wall must be submitted for approval with written permission from the adjacent neighbor(s). Plans for new fences or walls must be submitted to the Committee prior to construction. Walls must be stuccoed and painted on both sides if necessary to match the existing dwelling or wall in texture and color.

Gates

Double Gates may be installed to allow wider access ways to rear yards. Replacement gates should be the same material, design and color as the originally installed gate. Gates may be painted the body color of the house or remain natural. Slates in gates must remain on at all times.

Gutters and Downspouts

Gutters and downspouts will be considered for approval if the finish matches the color of the house. The Association strongly recommends use of high quality materials that offer long life, as the gutter must be maintained in good condition.

Outdoor Lighting

Any outdoor lighting installed on a lot or dwelling, subsequent to initial lighting installed by the builder, must receive advance approval by the Committee. Permanent lighting sources shall not be directed towards streets, common areas or neighboring property.

Patio Covers

Patio covers and extensions will be reviewed on a case by case basis.

Ramada's, Gazebos and Other Structures

Permanent Ramada's, gazebos and other structures may be erected in rear yards only subject to prior review and approval by Committee, subject to the guidelines listed below. All submittals are required to have a plot plan with dimensions and setbacks noted. All applications will be considered on a case by case basis. Applications for enclosed structures will require a complete architectural drawings package.

The structure must be set back a minimum of 7 feet from any perimeter wall.

1. The structure must be painted to match or blend with the house colors and be maintained in good condition.
2. Maximum roof height is 10 feet at the highest point; roof tiles must also match the tile on the house.
3. Lighting must be included in the submission and adhere to the outdoor lighting guidelines.

Play Structures and Shade Canopies

Play structures and shade canopies require prior review and approval by the Committee and are subject to the following guidelines:

1. May be erected in the rear yards only.
2. Maximum height allowed to top support bar or highest point of structure, is 10 feet.
3. Maximum height of any deck or platform is to be 4 feet above ground.
4. The distance from the ground elevation to the top of the perimeter fence must be measured and submitted with plans.
5. The Committee will take appearance, height and proximity to neighboring properties into consideration.
6. The color of all play structures and canopies must be consistent with or complimentary to, the existing colors of the home and approved color guidelines of the neighborhood.
7. Submit a brochure or picture if possible.

Security and Screen Doors

All screen and/or security doors must be submitted for approval and should be painted to match the exterior body color, trim or accent color of the home. Silver-colored aluminum screen doors are prohibited.

Storage Sheds

Storage sheds will be reviewed on a case by case basis and may not be visible above the top of the block wall from the street view of the property.

Window Covering Criteria

Permanent draperies or suitable window treatments shall be installed on all front-facing windows. **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.** Exterior window coverings or treatments used to decorate must be compatible, with respect to materials and color, with the style and color of the home. Bronze, gray, charcoal, brown, or beige sunscreen material may be installed. The frame for window screens must match the screen material or existing window frames.

Landscape Guidelines

Maintenance & Plant Requirements

All landscaping shall be maintained in a neat and attractive condition. Minimum maintenance requirements include watering, moving, edging, pruning, removal and replacement of dead or dying plants, removal of weeds and noxious grasses and removal of trash. No bare dirt is allowed. All front yards must have either grass/turf or granite landscape rock coverage.

Hardscape

Any Hardscape items proposed for front yard installation must be approved by the Committee. Hardscape items that will be visible from neighboring property in the rear yard will also require approval. Materials included in Hardscape are concrete, brick, tile, wood, etc. Examples of Hardscape items are planters, walkways, retaining walls, decorative walls and fountains.

Rock and Ground Cover

If decomposed granite or other landscape rock is used, the color and texture must be approved by the committee. White, Green, Blue and other bright colors will NOT be considered. Artificially colored rock(s) or granite is prohibited. All rock areas should be treated with a pre-emergent weed control at regular intervals to retard weed growth.

Fine Grading and Mounding

Fine grading is a critical aspect of landscaping. Each lot has been graded in such a way that all storm water will drain away from the house. It is important that this drainage pattern is maintained when preparing the landscape design, especially if mounding or burning is proposed. In all cases, the installation must comply with the city grading and drainage plan. Every effort should be made to make mounding appear natural.

Water Features, Statuary, Etc.

Items such as fountains, statuary, etc. are permissible within the rear yard and do not require submittal to the Committee if not visible outside the yard. Such items must be approved by the Committee for installation in the front yard. It is recommended that water features be chlorinated. The Committee reserves the right to limit the size and quantity of statuary in the front yard. Statuary must be of earth tones, no painted finishes, and must be approved by the Committee. All functional and/or decorative items must be approved before being placed in the front yard.

Exterior Lighting

Lighting must be approved by the committee. The following outlines the minimum standards for lighting.

1. Lighting shall be shielded such that the light shines primarily on the lot on which it is installed. Lighting that creates a glare visible from other lots are prohibited.
2. Light fixtures shall not exceed an illumination intensity of more than one (1) foot-candle power as measured from the closest lot line.

Association Rules

The following Association rules summarize some of the common provisions found in the CC&R's as well as rules established by the Board. Cooperation on the part of all residents in following these rules will make living at Cayman Square an enjoyable experience for everyone.

General Property Restrictions

Owners may rent only the entire lot or dwelling unit. Rental must be made only to a single family. No gainful occupation, trade or other non-residential use may be conducted on the property for the purpose of receiving products or services related to such usage. Owners must receive Board permission to apply for any rezoning, variances or use permit.

Trash/Recycling Containers and Collection

No garbage or trash shall be kept on any lot except in covered containers as provided by the Town of Gilbert. These containers must be stored out of sight and placed & removed from the street as provided by City Code. All containers must be stored behind the fence or inside the garage by the end of the day of service.

Pets

Residents are allowed to keep a reasonable number of generally recognized house or yard pets. Animals cannot be kept or raised for commercial purposes, and they are not allowed to make an unreasonable amount of noise or become a nuisance to neighbors. Dog runs must have prior approval of the Committee. Dogs must be kept on leashes at all times while on Association property. All owners must clean up after their pets.

Holiday Lighting

Temporary holiday decorations are permitted from Thanksgiving through January 15. Any other temporary holiday decorations are permitted so long as they are removed after a reasonable amount of time after the holiday.

Machinery and Equipment

No machinery, fixtures or equipment of any type, including, but not limited to heating, cooling, air-conditioning, refrigeration equipment and clotheslines, may be placed on any lot or parcel without screening or concealment from view of non-residential neighboring property or public property. Oil pans, carpet, boards or any other object used to collect oil spills from driveways must be removed when not in use so as not to be visible. No oil stains may be permitted on cement driveways.

Vehicles

No recreational vehicle, mobile home, recreational vehicle, travel trailer, tent trailer, camper shell, detached camper, boat, boat trailer, hang glider, or other similar equipment or vehicle may be parked or maintained on any lot or parcel or any street in Cayman Square so as to be visible from neighboring property, the common areas or the streets. RV vehicles may be parked in front or in the driveway of the resident's home for a period of not more than 24 hours for loading and unloading.

No automobile, motorcycle, motorbike or other vehicle shall be constructed, reconstructed or repaired upon any lot, parcel or street in Cayman Square, and no inoperable vehicle, including but not limited to vehicles with flat tires, may be stored or parked on any such lot, parcel or street so as to be visible from neighboring property or to be visible from common areas or streets; provided, however, that the provisions of this section shall not apply to emergency vehicle repairs or temporary construction shelters or facilities maintained during and used exclusively in connection with the construction of any improvement approved in writing by the Committee.

Parking

Vehicles of all owners, lessees and residents and of their employees, guests and invitees, are to be kept in garages and residential driveways of the owner.