

CORTINA HOMEOWNERS ASSOCIATION
DESIGN GUIDELINES FOR ARCHITECTURAL IMPROVEMENTS

(Adopted January 2003)
(Revised September 2005, April 2012, April 2013, September 2019)

Architectural and landscape improvements are under the purview of the Design Review Committee, as specified in the CC&R's, page 11, Section 3.11 Design Review Committee. These Design Guidelines for Architectural Improvements (hereafter referred to as Architectural Guidelines) are in addition to the CC&R's and the Design Guidelines for Landscaping and are binding on all owners. The Design Review Committee may amend these Architectural Guidelines from time to time, as it deems appropriate. After the Declarant no longer owns and Lot or any portion of the Additional Property, the Board of Directors must approve any appeal or amendment of these Design Guidelines for Architectural Improvements. It is the responsibility of each owner to obtain and adhere to the requirements in the most recent Architectural Guidelines.

ARCHITECTURAL REVIEW PROCESS

In accordance with the Declaration of Covenants, Conditions and Restrictions for Cortina (the "Declaration"), the Design Review Committee has adopted the following Architectural Guidelines, which shall apply to all Lots within Cortina.

Each Lot owner should read, review and make himself acquainted with the CC&Rs recorded on his Lot with Maricopa County and with these Architectural Guidelines as may be amended from time to time by the Design Review Committee. These documents are intended to enhance property values and the high standards of development that exist within Cortina. The Architectural Guidelines are established to assist residents in preparing an application to the Design Review Committee for architectural and landscape improvements. FOLLOWING THESE GUIDELINES DOES NOT ELIMINATE THE NEED FOR SUBMISSION OF PLANS FOR APPROVAL BY THE DESIGN REVIEW COMMITTEE. Even if your addition or alteration is identical to another, which has been approved, it must be submitted for approval. Because each situation may have different conditions, e.g., different locations, physical conditions or design considerations, etc., each application will be reviewed on a case-by-case basis. In the event of any inconsistency between these Guidelines and the Declaration, the Declaration shall control. All architectural approvals will be conditioned upon compliance with applicable Town codes.

APPLICATION PROCEDURE

Submittal

Application and plans (which will be kept on file with the Association) should be mailed to:

Cortina Homeowners Association 633 E Ray Rd, Suite 122 Gilbert, AZ 85296 Phone: (480) 813-6788 Fax: (480) 545-6196

The following information should be included:

1. **Application Form** -- A completed application form (copies of which can be obtained from the management office).
2. **Plot Plan** -- A site plan showing dimensions of the Lot, the dimensions of the existing dwelling in relation to the Lot, and the dimensions of the proposed improvement in relation to the existing dwelling and property lines (setbacks). Measurements must be written on the plans. An accompanying photograph of the proposed location would be helpful as well.
3. **Elevation Plan(s)** -- Plans showing finished appearance of the proposed improvement in relation to the existing dwelling. An accompanying photograph of the proposed addition (if available) may be helpful.

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4. **Specifications** -- Detailed description of materials to be used and color samples must be submitted.

All buildings and structures erected within Cortina and the use and appearance of all land within Cortina, shall comply with all applicable zoning and code requirements as well as the CC&Rs and these Guidelines.

Review -- Approval and/or Disapproval --

The Design Review Committee shall have forty-five (45) days after submittal of plans to approve or disapprove plans. Review and approval or disapproval will include, but not be limited to, consideration of architectural design, material, colors, harmony with the external design and color of existing structures on the Lot and on neighboring Lots. The location of the improvement with respect to topography and finished grade elevation is also considered.

Neither the Design Review Committee, nor the Board, nor the Declarant shall have any liability in connection with or related to approved plans, specifications or improvements. The approval of the plans does not mean that judgment is passed on the structural soundness of the improvement nor its effect upon existing or future drainage. The homeowner shall be responsible for obtaining any and all permits required by the Town of Queen Creek (if applicable). The review of plans by the Design Review Committee, Board of Directors and/or the Declarant is for aesthetic purposes only.

Approval Expiration/Construction Period – Upon receipt of approval from the Design Review Committee for any Construction or Modification, the Owner who had requested such approval shall commence the Construction or Modification approved by the Design Review Committee within ninety (90) days of the date the request was approved by the Design Review Committee and shall diligently pursue such Construction or Modification so that it is completed as soon as reasonably practicable within such time as may be prescribed by the Design Review Committee. If the Construction or Modification is not commenced within the time period prescribed by this Section, the Design Review Committee may revoke approval of the Construction or Modification.

Prohibited Structures – So long as the Declarant retains Class B membership in accordance with Article 3, Section 6.7 of the CC&R's, certain improvements/structures including but not limited to the following will not be approved: patio enclosures (other than those installed by the builder during the original construction of the home), room additions, free-standing garages.

GUIDELINES

ANTENNAS AND SATELLITE DISHES

Antennas not regulated by the FCC (Unregulated Receivers), whether attached to a building or structure, or on any Lot, must be approved in writing by the Design Review Committee, with such screening and fencing as such Committee may require, prior to installation.

For Unregulated Receivers, larger than one meter in diameter, Antenna Concealment Rules are as follows:

- The highest point of the satellite dish must be no higher than (12) inches below the lowest fence elevation.
- The Design Review Committee reserves the right to conduct a final inspection and stipulate any further requirements to screen the dish according to the CC&R's.

The Association's preference for location of receivers, which are regulated by the FCC (television antennas and satellite dishes less than one meter in diameter), in descending order, is as follows:

1. A location in the back yard of the Lot where the Receiver will be screened from view by landscaping or other improvements;
2. An unscreened location in the back yard of the Lot;

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3. On the roof, but below the roofline;
4. A location in the side yard of the Lot where the Receiver and any pole or mast will be screened from view by landscaping or other improvements;
5. On the roof above the roofline;
6. An unscreened location in the side yard;
7. A location in the front yard of the Lot where the Receiver will be screened from view by landscaping or other improvements.

Any installation other than the backyard below the fence line must be painted to match its background in color.

Notwithstanding the foregoing order of locations, if a location stated in the above list allows a Receiver to be placed so as not to be Visible From Neighboring Property, the Association would prefer that such location be used for the Receiver rather than a higher-listed location at which the Receiver would be Visible From Neighboring Property, provided such location will not unreasonably delay or prevent installation, maintenance, or use of the Regulated Receiver, unreasonably increase the cost of installation, maintenance, or use of the Regulated Receiver, or preclude the reception of an acceptable quality signal.

AWNINGS

Awnings must be approved by the Design Review Committee. Awnings over windows shall be (a.) canvas, (b.) a solid color matching the exterior body or roof color on the home, (c.) the same color on the interior and exterior face, and (d.) installed only on the sides and rear of the home. A minimum five-year guarantee is required from the manufacturer to ensure a high quality awning. Owner is responsible for maintenance and repair of awnings. Association retains the right to determine when an awning must be repaired and/or replaced due to weathering, fading, tearing, ripping, etc. The Design Review Committee will consider retractable awnings on the rear of the home only.

Submit: The manufacturer, sample color swatch, type, and number of years' guarantee for approval prior to installation. All awning submittals must include a drawing with the location of the proposed awning installation. A sample of the material used, along with the color and design of the proposed awning is required.

BASKETBALL STANDARDS

No portable basketball standard or backboard shall be constructed, installed or maintained on any Lot. Permanent basketball standards or backboards may be installed in the front or rear yard, provided that they meet the following guidelines. A basketball standard includes the pole, base, backboard, net and rim that make up the play system:

- Architectural approval must be submitted for and obtained in writing prior to the installation of any basketball standard.
- No portion of the basketball standard and/or backboard may be attached to the house.
- Plexiglas backboards must be clear. Backboards of any other material must be white in color.
- All non-clear surfaces, including metal supports and pole shall be painted to match the stucco color of the house.
- It is preferred that basketball standards are installed on the "interior" side of the driveway so that they back to the homeowner's own front yard. However, they may be mounted on the "exterior" side of the driveway provided that no part of the basketball standard is closer than eight (8) feet from the property line.

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- No portion of a basketball standard (pole, base, backboard, net, rim) installed in the rear yard may be located closer than eight (8) feet from any perimeter wall.
- All basketball standards in front yards must be mounted in a sleeve in concrete and located a minimum of ten (10) feet from the backside of the sidewalk.
- Basketball standards including the net must be maintained in good condition at all times.

CONCRETE ADDITIONS/DRIVEWAY EXPANSIONS

A single, thirty-six (36) inch wide sidewalk from the driveway to the rear yard gate may be installed without prior approval provided that it matches the existing sidewalks in color and texture. All other concrete additions must be submitted for and approved in writing prior to installation.

Additional concrete or paved surfaces will be considered for approval provided the combined width of all concrete and/or paved surfaces in the front yard shall not exceed 50 percent of the total width of the front yard. Landscaping must be part of the plan submittal showing where and what will be added to soften the look of the concrete. The expanded driveway may be no closer than 18 inches to the side Lot line or 12 feet to the side Lot line if it is adjacent to a street. No parking shall be permitted on a driveway expansion when within five (5) feet of the property line or when space in the existing driveway is available (See figures 1-5 attached as examples). Plans to be submitted must include:

Plot plan and specifications showing:

- All dimensions of front of the Lot (total area not enclosed by the rear yard perimeter fence).
- Measurements of existing driveway and paved surfaces.
- Measurements of proposed concrete and/or paved surfaces.
- Measurements of space between paved surfaces where applicable.
- Distance from proposed concrete and/or paved surface to property line.
- Landscaping to be installed to soften the look of the concrete and/or paved surfaces.
- Whether or not the curb adjacent to the proposed paved surface is a rolled curb or an L- shaped curb.
- All building materials and colors to be used.

DECORATIVE ITEMS (INCLUDING, BUT NOT LIMITED TO, BENCHES AND OTHER SEATING ITEMS, FOUNTAINS/WATER FEATURES, LIGHT POLES, ORNAMENTAL STATUARY, ETC.)

Fountains/water features will be considered for approval with the following provisions:

- Except as approved by the Design Review Committee, fountains must be located in the 50% of the front yard (exclusive of tree-lined area) closest to the home.
- The maximum height is five (5) feet.
- It is recommended that the water be chlorinated.
- It is the obligation of the owner to keep the fountain well maintained and in good operating condition.

Benches/glidens and other seating items in front of the home need not be submitted for architectural review provided the maximum height does not exceed four (4) feet and there are no awnings/canopies attached. Plastic furniture is not permitted in front of any home.

Other decorative items including but not limited to ornamental statuary, artistic work, craft work, figurines or ornamentation of any kind must be located in the rear yard and screened from view of neighbors, streets and common areas, unless approved in writing by the Design Review Committee.

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Exterior Lighting will be considered for approval with the following provisions:

- Lighting shall be shielded such that the light shines primarily in the Lot; lights that create glare visible from other Lots are prohibited.
- Colored light bulbs, lenses or reflectors are not permitted.
- Light fixtures shall not exceed an illumination intensity of more than one-foot candlepower as measured from the Lot line.
- Low-pressure sodium bulbs are not permitted.
- Outside lights should be screened wherever possible with walls, plant materials, or internal shielding.

FENCES AND WALLS (INCLUDING DECORATIVE WALLS)

Plans for new fences or walls or additions or modifications to existing fences or walls must be submitted to the Committee for approval prior to construction. This includes decorative walls. Masonry planter and decorative walls must be no taller than 30” in height. Pillars/columns may not exceed 36” in height.

Pool fences – please refer to “Pools and Spas.”

Any wall not made from stone shall be painted and stuccoed to match the house.

FIREPLACES, FIRE PITS AND BUILT-IN BARBECUES

Fireplaces, fire pits, and built-in barbecues are permitted in rear yards only and must be located a minimum of three (3) feet from any party wall. Any such structures that will exceed the height of the block portion of any rear yard fence must be submitted for architectural review.

FLAGS AND FLAGPOLES

As used herein, the term “flagpole” shall mean a ground-mounted metal pole and the term “staff” shall mean a rod, which is attached by a bracket to a dwelling, for display of the American Flag. The “union” portion of the American flag is the portion with the stars on the blue background.

Placement of American Flag Display; Poles; Number of Flags:

- Prior to installing a flagpole on any Lot, the Owner of said Lot must, in writing, submit a request including specific plans detailing the height, type, location, method of installation and color of the flagpole to the Design Review Committee for approval. Staffs need not be submitted.
- Only one (1) flagpole of any type is allowed on a Lot.
- The height of a flagpole can be no greater than the distance between the point of placement of the pole in the yard and the closest point of either of the following:
 - the sidewalk or the street if no sidewalk;
 - any common area; or
 - any neighbor’s property line.

There shall be no more than one (1) American flag displayed at any one time, and no flag shall be disproportionately large. An Arizona Flag or a flag representing one of the five United States military branches may also be displayed, provided their display is in accordance with the Federal Flag Policy. No more than two (2) flags may be displayed at one time. Seasonal/decorative/sports banners are permitted and need not be submitted for architectural review provided they are displayed on a staff attached to the home or on a small stake in the front yard landscape, and are properly maintained. Seasonal flags will be permitted for holidays provided they are displayed no sooner than 30 days prior to the holiday and removed within one week.

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Sports banners may be displayed for the duration of the sporting event only and not for the duration of the particular sport season.

- If a homeowner stops displaying a flag on their flagpole for 30 days or more, the flagpole must be removed.
- The American Flag may not be placed on Common Area (Common Elements) or Association-maintained property, e.g. rights-of-way, etc. without the express written permission of the Board of Directors.
- No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America.
- If the flag of the United States is displayed from a vertical flagpole, or a flagpole/staff projecting horizontally or at an angle from the windowsill, balcony, or front of a Unit, the union of the flag should be placed at the peak of the flagpole/staff unless the flag is at half-staff.
- When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
- The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.
- The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- The flag, when it is in such condition that it is no longer a fitting emblem for display, should be removed and replaced with a new flag.

GATES

Double gates may be installed at Cortina to allow wider access ways to back yards. Double gates should be of the same type, design, color and location as the originally installed single gates. Shrubs, trees or other plants should be located between the house and the double gates, where possible. The installation of gates in a side fence running along a street where neighboring Lots have front yards facing the same street is prohibited.

When gates are in need of maintenance, homeowners with wood gates must paint them to match their fence or may stain the wood in its natural color and homeowners with wrought iron gates with wood inserts must paint the wrought iron black or to match their fence and must maintain the wood in its natural color.

Ornamental gates installed in the front entry/courtyard area of a home must be submitted for architectural review and must be the same color as the body or trim stucco on the home.

GUTTERS AND DOWNSPOUTS

Gutters and downspouts may be considered for approval. Their finish must match the dwelling in color. High-quality materials that offer long life are recommended, as the homeowner will be required to maintain the addition in good repair. Plans must include:

- The proposed locations of the gutters and downspouts
- The quality of materials to be used
- Warranty by the manufacturer
- Name and telephone number of the installer.

HEATING, VENTILATING AND AIR CONDITIONING UNITS (INCLUDES EVAPORATIVE COOLERS)

All units must be ground mounted. Specific provisions are recorded on the property in the CC&Rs, page 17, section 4.18.

HOUSE PAINTING

Refer to Painting later in this document.

LANDSCAPING

Refer to Cortina Design Guidelines for Landscaping

MACHINERY AND EQUIPMENT

No machinery, fixture or equipment of any kind including, but not limited to, heating, cooling, air conditioning, refrigeration equipment and clotheslines shall be placed, operated or maintained upon or adjacent to any Lot, except such machinery, fixture or equipment as is usual and customary in connection with residential use of property, and provided such machinery, fixture or equipment is properly screened or concealed 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 concealed from view when not in use.

MAILBOXES

Cortina Homeowners Association maintains the mailbox "structures" within the neighborhood, but does not maintain or re-key individual mailboxes. Homeowners are responsible for the maintenance and re-keying of their individual mailboxes and may use a locksmith of their choice or a contractor that specializes in mailbox repairs.

PAINTING

Painting of homes must be approved in writing by the Design Review Committee in advance of work being performed.

Homeowners may paint their home from the same color pallet used by Fulton during construction. The following guidelines will be used by the committee when reviewing your request.

1. Only approved/original color schemes may be used in Cortina
2. All painting projects require approval from the Architectural Design Review Committee.
3. Select your paint scheme from those on the Association web site www.cortinahoa.com.
4. You must use the exact colors from the approved color schemes. You may choose any scheme from any series as long as you use all of the colors in the scheme.
5. Colors that are specifically indicated for the base house color cannot be used for anything other than the base house color. For example, the trim/door/shutters/iron/garage door colors may not be used for the base house color but you may use the "shutter" color for the front door or the "trim" color on the fascia.
6. Colors within the scheme you choose may be used in any combination provided that the designated base color is painted the base of the home.
7. These color schemes are allowed regardless of elevation or model anywhere in Cortina, but will still require Architectural Design Review Committee approval, prior to painting.
8. Submit the completed "Change Request form" to the management company.

Please note that all painting projects must be submitted to the Architectural Design Review Committee prior to painting. The requests are still subject to approval, as some combinations may be less complimentary than others with this more loosely restrictive guideline.

PATIO COVERS

Plans for patio covers will be considered for approval. The following minimum standards are required:

Partial Shade Covers--

Horizontal shading members: minimum 2x2 rough sawn, with a maximum overhang of 6 inches past a support.

Horizontal support members: minimum 4x6 rough sawn or double 2x6 members.

Vertical support members: minimum 4x4 rough sawn

Color: to match existing trim or stucco color of home

Solid Patio Covers --

Flat roof pitch less than 1":12" must have a brai or other built-up roof application identical in color and quality to that installed by the Builder and must meet City code.

Sloped patio cover with 4":12" and greater shall have tile to match existing dwelling.

All building materials and structural designs must meet City code and have a City permit.

Color: to match existing trim or stucco color of home

PLAY STRUCTURES

Plans for play structures must be submitted for approval since in most instances they protrude over the fence. This is not intended to eliminate play structures, but to assure nothing unsightly is erected. The maximum height, which will be considered for approval for pool ladders, swing sets and jungle gym equipment shall be eight (8) feet, exclusive of awnings. Play structure awnings must be a solid, neutral color, e.g., beige. Enclosed play structures must meet requirements for "Storage Shed or Similar Structures" in this document.

When selecting the location upon which the structure is to be placed, the distance from the ground elevation to the top of the perimeter fence must be measured and submitted with the plans for the structure. When considering plan approval, the Design Review Committee will be concerned that the height of the structure not protrude above the perimeter fence more than two feet, exclusive of awnings.

All structures must be located a minimum of six (6) feet from any party wall, measured from the portion of the structure that is closest to any wall.

Portable play structures such as soccer goals, badminton nets, volleyball nets, tetherball standards, etc., must be stored out of view promptly when not in use.

POOLS AND SPAS

Pool accessories that will exceed the height of the fence must be submitted for approval, e.g. slides, water features, etc. The maximum height, which will be considered for approval for pool ladders shall be eight (8) feet. Pool slides must be at least six (6) feet from any party wall, measured from the portion of the slide that is closest to any wall.

Pools and spas need not be submitted for architectural approval. **Note that perimeter "theme" walls on Lots bordering Association landscaped areas may not be torn down.** Access must be gained by tearing down a front wall on the side of the home, leaving the perimeter theme wall intact, assuring it matches in texture and color throughout the community.

Pool fencing need not be submitted for architectural review, but must be painted to match the body color of the home.

RAMADAS OR SIMILAR STRUCTURES

These shall be limited to single story structures. No upper decks will be allowed. Structure design shall be harmonious with the dwelling and exterior landscape. Structures shall be considered for approval provided they do not exceed 12 feet six (6) inches in height above approved finished floor, are placed no closer than six (6) feet from any party wall, and do not violate any provisions of the CC&R's. Portable shade structures are not permitted for more than one (1) week or on any recurring basis.

SECURITY DOORS

Security doors need not be submitted for approval. They must however, be painted the same color as the stucco of the home and may not have an elaborate or ornate design.

SIGNS

"No signs which are Visible from Neighboring Property shall be erected or maintained on any Lot except:

1. Signs required by legal proceedings;
2. 'For Sale' signs not exceeding eighteen (18) inches by twenty-four (24) inches. However, no 'For Sale' signs may be erected or maintained on any Lot until eighteen (18) months after the close of escrow involving the purchase of that Lot from the Declarant or Corporation.
3. Two identification signs for individual residences, which have been approved in advance by the Architectural Committee.
4. Small signs for displaying security systems and "Beware of Dog" are permitted provided they do not exceed 8" x 12" in size, there is no more than one (1) of either sign posted, they are posted no more than two (2) feet from the front of the home or fence, and are properly maintained.
5. Landscaping and pool company signs, etc. must be removed when the work is complete.

Placement of any signs on any perimeter theme walls within Cortina is prohibited.

For Lease/Rent signs are prohibited for display anywhere within Cortina.

Political signs are governed by Town of Queen Creek ordinance.

SOLAR PANELS

Except as may be initially installed by the Declarant, no solar energy collecting unit or panels shall be placed, installed, constructed, or maintained upon any Lot without the prior written approval of the Architectural Committee. Roof mounted solar panels and equipment must match the roof material in color and may have a maximum surface area of (8) feet by six (6) feet and must be an integrated part of the roof design and mounted directly to the roof plane. Solar panels and equipment must not break the roof ridgeline and must not be visible from public view. Any solar panels and/or equipment exceeding a surface area of eight (8) feet by six (6) feet must be ground mounted and may not be Visible From Neighboring Property or public view.

The preferred location for all panels and equipment is within the confines of the rear yard, concealed by a solid fence. If this is not possible, plans must include the following:

- Dimensions of panels.
- Dimensions of surface on which panels are to be installed.
- Location of the portion of the surface on which the panels are to be placed.
- Positioning of the panels on the surface.
- Photo or brochure showing the appearance of the panels and the materials and color of which they are constructed.
- Location of plumbing and what steps will be taken to conceal it.
- Explanation of why the panels cannot be installed in a less visible location.

STORAGE SHEDS / ACCESSORY BUILDINGS Revised September 12, 2019

Storage sheds and accessory buildings will be permitted and need not be submitted for approval, provided the maximum height of the shed, including roof, do not exceed the height of the immediately surrounding wall(s) or fence(s).

Sheds and accessory buildings with a maximum height that exceeds seven (7) feet from ground level are expressly prohibited except as permitted below with the approval of the Architectural Review Committee. The Architectural Committee may approve a shed up to (10) feet from ground level if the following requirements are met:

Storage sheds and accessory buildings are subject to the following provisions:

- All sheds exceeding seven (7) feet from ground level must be submitted for architectural review.
- The structure may not be placed adjacent to the view fence.
- The structure must be screened from view with approved plant materials or by other approved methods.
- Placement and screening of the structure must be submitted for approval prior to installation.
- Sheds must have same finish as the house, i.e. stucco, paint color, tile roof (asphalt shingles and rolled roof materials are not permitted), etc.
- The shed must be maintained in the same manner as the house and be kept in good repair.
- The pitch of the roof must be similar to the existing house. Height must not to exceed eight (10) ft.
- May be free standing with a minimum distance of five (5) ft. from the property line.
- Sheds cannot exceed 120 sq. feet.
- Maximum one shed or accessory building per Lot.

WINDOW COVERING MATERIALS

Permanent draperies or other suitable window covering must be installed on all windows facing a street within sixty (60) days from the close of escrow. All such window coverings facing a street must show a white or beige color unless otherwise approved in writing by the Design Review Committee prior to installation. Wood shutters or blinds, which are stained a natural wood color are acceptable and need not be submitted for review.

Clear aluminum (silver colored) screen material is prohibited, as are silver aluminum screen doors.

Bronze, charcoal or gray sunscreen material may be installed. The frame for window screens must match the existing window frames. As long as the guideline is met and the sunscreens are of high quality and professionally installed, an architectural request form need not be submitted for approval of sunscreens.

Reflective window films are expressly prohibited. Bronze or charcoal non-reflective window tinting may be installed.

These Design Guidelines for Architectural Improvement may be amended by the Design Review Committee from time to time by a majority vote of the Design Review Committee. After the Declarant no longer owns and Lot or any portion of the Additional Property, the Board of Directors must approve any appeal or amendment of these Design Guidelines for Architectural Improvements.