



Architectural Review Process

(July 2007)

As defined in the CR&Rs, all exterior remodeling and construction projects require review and approval by the board. Homeowners are encouraged to contact the board early to get approval in time before the start of the construction. The board will try to make the approval process as smooth and fast as possible, while keeping the interests of all homeowners in the Cimarron Foothills Estates in mind. No construction may begin without the approval of the board.

Timelines and Approval Process

- The plans will be presented at the first board meeting after submission. Homeowners are invited to join but there is no required attendance.
- Plans should be submitted at least 15 days before the board meeting (which is held usually at the fourth Tuesday of each month)
- After submission, homeowners of neighboring lots that may be affected by the construction will be notified of the plans to give them opportunity to comment or to raise concern.
- Upon conditional approval of the plans by the board, they will be reviewed by an architect contracted by the board. (currently Frank Mascia of CDG Architects)
- Plans requiring approval by Pima County should be submitted after the initial review by the HOA Board. (although submission to the county does not depend on the initial review by the board, this process is recommended, as the board may request changes to the plans)
- After review of the plans by the contracted architect and approval by Pima County, the plans approved by Pima County have to be submitted to the HOA Board for final approval. This will ensure consistence between plans submitted to the board and the county. This last approval step may occur without an additional board meeting by the Chairman of the Architectural Review Committee.

Documentation to Provide and Responsibilities

- The board requires two sets of fullsize architectural plans showing all planned construction from all orientations. All plans must be to scale and dimension, distances for setbacks, and heights clearly indicated. One set of approved and signed plans will be returned and has to remain on site during construction, the other set will be retained by the HOA Cimarron Foothills Estates.
- Homeowners are responsible to get permissions by Pima County as well as agreements of the neighboring lots for variances (if necessary). Both building restrictions (e.g. For setbacks or heights), Cimarron Foothills Estates CR&Rs and Pima County Codes, apply and the more stringent one will be relevant.
- For repainting projects, a description of the structures to be painted as well as color samples (paint chips) will have to be provided (no plans required). All exterior paint is limited to a Maximum Light Reflective Value of 60%.
- Documentation should be provided to the Chairman of the Architectural Review Committee.

After Approval

- Homeowners will be informed by the board of the approval of their plans and receive one copy of the approved plans.
- Upon approval homeowners can begin with the construction at their discretion
- Before beginning the construction homeowners must alert their neighbors about the upcoming work.
- As defined in the CR&Rs, no construction project may last longer than 6 months. This time will count from the beginning of the work and not from the time of approval.
- Variations from the approved plans require the approval of the board prior to their implementation.
- Upon completion of the work, homeowners are required to inform the board and request a final inspection.

Fee Schedule

No Fee

- repainting of residences and structures in new color scheme (no review is required for repainting with existing colors)
- addition or removal of windows and doors
- minor remodeling
- retaining walls, pools
- driveways (only if layout of driveway is changed, resurfacing does not require review)

\$150

- Rooftop Solar

\$300

- remodelling of residences
- additions to residences

\$450

- new construction

1. For all reviewed projects a \$150 deposit is mandatory. The deposit will be refunded after completion of the work, final inspection, and approval of the final inspection results by the board.
2. Fees and deposits are payable by check to the "Cimarron Foothills HOA" with the lot number in the memo line.
3. Violations of the approved plans may result in a forfeiture of the fee and rescinding of the approval of the construction.