

# **CARRIAGE TRAILS HOMEOWNERS ASSOCIATION**

## **GUIDELINES & POLICIES**

**EFFECTIVE DATE: December 20, 1998**  
**REVISION L: May 9<sup>th</sup>, 2013**

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## **1 COLLECTION PROCEDURE**

1. All assessments will be due and payable on the date established by the Board of Directors.
2. All assessments that are more than thirty (30) days delinquent shall be charged the greater of fifteen dollars (\$15.00) per month or ten percent (10%) of the amount of the unpaid assessment.
3. In accordance with A.R.S.33-1807(A.), the Association has a lien on a lot for any assessment levied against that lot or monetary penalties imposed against its lot owner from the time the assessment or penalty becomes due. The Association's lien may be foreclosed in the same manner as a mortgage on real estate.

## **2 ENFORCEMENT POLICY FOR ASSOCIATION DOCUMENTS**

The Board of Directors of Carriage Trails Homeowners Association recognizes the investment of each property owner and the value of an attractive and peaceful community to all homeowners. The laws of the state of Arizona grant to the Board of Directors the right to impose reasonable monetary penalties against an owner for violation of the community regulations after the owner is given notice and an opportunity to be heard. The Board of Directors has adopted the following procedure for imposition of monetary penalties.

- A. Notwithstanding any other provisions of the Association's Rules & Regulations (hereinafter "Rules") to the contrary, the following provisions apply regarding the imposition of fines and penalties. Each Owner is encouraged to become familiar with the Association's policy regarding fines and penalties and to ensure that all residents, family members, tenants, guests, invitees, licensees and agents are familiar with the same.
- B. Any infraction of the Rules, or of the Articles, Bylaws or Declaration (collectively "Governing Documents") by an Owner, resident, family member, tenant, guest, invitee, licensee or agent shall result in a fine against the applicable Owner and further penalties as follows (in addition to any other penalties, disabilities or remedies available to the Association):
  - 1. First Offense: Optional Warning with property manager, employee or Board member notifying of violation; or minimum \$25.00 fine and/or suspension of Owner's membership rights.
  - 2. Second and Additional Offenses: Minimum \$50.00 fine and/or suspension of Owner's membership rights.
  - 3. Unless otherwise indicated in any notice of an offense, a continuing offense shall be deemed to be an additional offense every ten (10) days, until remedied.
- C. Vandalism will involve a fine as outlined above, plus reimbursement to the Association for actual replacement or repair costs, and for such other amounts as more fully set forth in the Declaration or these Rules.
- D. Any charge or fine not paid by its due date, as set forth in the other operative documents or as set by the Board, will be handled in the same manner as any other assessment as permitted by law.
- E. With the exception of charges imposed for the late payment of annual or special assessments, all other monetary charges, penalties, or fines imposed upon an Owner for violation of the Declaration, Bylaws, Articles or Rules, shall allow notice and an opportunity to be heard, unless notice was supplied to an Owner prior to incurring or imposition of any charges, penalties, or fines and no action was taken in response to said notice. The notice requirement is satisfied by mailing a copy of the amount due and payable, postage prepaid to the applicable Owner, to the Owner's address last appearing on the books and records of the Association, or supplied by such Owner to the Association for such notices, or to the extent otherwise provided in the

Declaration. The hearing requirement is satisfied by allowing an opportunity for the Owner to be heard at the next meeting of the Board of Directors. Unless the meeting date and time is provided in the notice or the notice sets forth requirements for a hearing, such as a written request for a hearing, the Owner so notified has the obligation to find out when and where the next scheduled Board of Directors' meeting will be held as more fully set forth above. Failure to attend said meeting will constitute a waiver of the right to a hearing by the Owner. In the event of a hearing, any determination by the Board shall be conclusive.

- F. In accordance with A.R.S. §§ 33-1242 or 33-1803, in the event the infraction of the Governing Documents pertains to the condition of the owner's property, the owner may provide the Association with a written response to the notice of violation by sending the response via certified mail to the Association in accordance with the relevant statutes. Upon receipt of such a response, the Association shall thereafter refrain from taking any enforcement action until such time as the Association secures an emergency order from a court of competent jurisdiction and/or provides the owner with the following information:
1. The provision(s) of the Governing Documents that has allegedly been violated;
  2. The date of the violation or the date the violation was observed; and
  3. The first and last name of the person or persons who observed the violation.

If the Association has provided the foregoing information to an owner in a notice of violation prior to receiving the written response from the owner, then the Association will be deemed to have complied with A.R.S. §§ 33-1242 or 33-1803, and the Association may proceed immediately with enforcement action.

### **3 ARCHITECTURAL REVIEW PROCESS**

In accordance with the Declaration of Covenants, Conditions and Restrictions for Carriage Trails (the "Declaration"), the Board of Directors has adopted the following Guidelines for Architectural Improvements (the Guidelines) which shall apply to all lots within Carriage Trails.

Each lot owner should read, review and make themselves acquainted with the CC&R's recorded on their lot with Maricopa County and with these Architectural Guidelines as may be amended from time to time by the Board of Directors. These documents are intended to enhance property values and the high standards of development that exist within Carriage Trails. The Guidelines are established to assist residents in preparing an application to the Architectural Committee for structural and landscape improvements. **FOLLOWING THESE GUIDELINES DOES NOT ELIMINATE THE NEED FOR SUBMISSION OF A PLAN OR APPROVAL BY THE ARCHITECTURAL 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, such as 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 City codes.

#### **3.1 APPLICATION PROCEDURE**

##### **3.1.1 Submittal**

Application and plans (which will be kept on file with the Association) should be mailed to the Carriage Trails Association's management company as described in the attachment. The following information should be included:

1. Lot Plan - A site plan showing the location of any improvements with dimensions to existing dwelling and property line (setbacks). Measurements must be written on the plans. Include lot number, name, address, and phone number on the drawing.
2. Specifications & Dimensions (length, width, and height) of improvement, detailed description of materials to be used, and finish applied (paint, stain, varnish, etc. including color).
3. For walls: note wall thickness, height, and material as above but also where thickness or height may change due to posts, supports, and/or change from block to iron. Also show location of gates including dimensions, material, and finish.
4. Landscape Design Plans & Include a lot plan, as described above, delineating the location of plants, hardscape, boulders, turf, granite, and ground cover. Include a list of plants used with front and back landscaping separated.

All buildings and structures erected within Carriage Trails and the use and appearance of all land within Carriage Trails shall comply with all applicable City of Scottsdale zoning and code requirements as well as the CC&RS and these Guidelines.

### 3.1.2 Review - Approval and/or Disapproval

The Architectural Committee shall have forty-five (45) days after submittal of plans to approve or disapprove plans (CC&Rs Section 9.3).

Review and approval or disapproval will include, but not be limited to, consideration of materials quality of workmanship, colors, consistence 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 Architectural Committee, nor the Board, shall have any liability 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 addition nor its effect upon existing or future drainage. The review of the plans is for aesthetic purposes only.

### 3.1.3 APPEAL

Any appeal of the Committee's decision must be submitted **in writing** to the Carriage Trails Association's management company, within 30 days from the mailing of the Committee's decision.

Carriage Trails Association Management Company:

Casey Properties, Inc.  
P.O. Box 25877  
Scottsdale, AZ 85255  
480-473-0703 ó Phone  
602-370-4096 - Mobile  
480-223-6775- Fax



## **4 LANDSCAPING GUIDELINES**

All landscape design plans, including new installation and changes to existing installations, must be approved by the Carriage Trails Architectural and Landscaping Review Committee. After approval, front yard landscaping must be installed within one hundred twenty (120) days. This includes the installation of all trees, shrubs, ground covers, and hardscape materials.

### **4.1 PHILOSOPHY**

To ensure preservation of the natural desert, the City of Scottsdale has enacted ordinances with which all owners must comply. Each owner will be required to specify a Building Envelope that defines the maximum allowable building area of the lot. That portion of a lot that is outside the Building Envelope is the Natural Area Open Space of a lot. With respect to Parcels in which the Natural Area open space is dedicated on a final plat in tracts separate from the individual Lots (Natural Area Plat Dedications), there may be no Natural Area Open Space in the individual Lots. All Improvements on a Lot or a Parcel must be designed to be within this Building Envelope. Only indigenous and approved non-indigenous plants may be planted within the Building Envelope. Outside the Building Envelope, the natural desert must be left undisturbed except for selected enhancement by native plants. Enhancements must be approved by the Committee. Approval requests must include certification of native plant status.

### **4.2 PROCESS**

#### **4.2.1 Landscape Plan Review and Approval**

All landscape plans and changes must be submitted for review and approval. New building construction requires landscape plan submittal within thirty (30) days of the closing date. Landscape plans must show, in addition to vegetation, all hardscape elements, sample of any rock ground cover and lighting. The landscape plans must be submitted for review and approval by the Carriage Trails Architecture and Landscaping Review Committee prior to implementation.

#### **4.2.2 Recommendations on preparing a Landscaping Design Plan**

It is strongly recommended that the owner retain professional services for landscape planning and design. Contact a registered Landscape Architect for design and planning documents. The Arizona Landscape Contractors Association can provide you with a list of qualified landscape contractors to assist you in the implementation of your landscape installation. In all cases, the installation must comply with the City of Scottsdale drainage and grading requirements.

### **4.3 GENERAL REQUIREMENTS**

#### **4.3.1 Fine Grading and Mounding**

Fine grading is a critical aspect of landscaping. Each lot was originally graded such that all storm water will drain away from the house. It is important that this drainage pattern be maintained when preparing the landscape design, especially if mounding or berming is proposed.

In all cases, the installation must comply with the City of Scottsdale grading and drainage plan. In no instance shall any mounding or berming be permitted within an area measured seven (7) feet behind the back of curb along the entire frontage of the lot.

Mounding and other proposed grade changes will be closely scrutinized by the Association to ensure that mounding will appear natural and will not be intrusive to adjacent properties.

#### **4.3.2 Turf**

Absolutely, no turf is allowed in the front yard. Back yard turf areas shall not exceed the City of Scottsdale Small Turf Ordinance as may be amended from time to time, and shall not exceed 40 percent of landscapable area.

#### **4.3.3 Irrigation System**

A drip irrigation system is strongly encouraged for all landscaped areas, except turf. A drip emitter irrigation system is recommended for low water use.

#### **4.3.4 Rock Ground Cover**

A ground cover of decomposed granite shall be installed to control weed growth and soil erosion. Only decomposed granite of the type "Madison Gold" 3/4 inch minus or 1/2 inch screened is allowed. All rock and decomposed granite areas shall be treated with permanent weed control at regular intervals to retard weed growth. Planting underliner and black plastic is prohibited. Native crushed stone (rip-rap) shall be three (3) inches to six (6) inches in diameter. Not more than 10 percent of the front yard landscape may be river run rock or rip-rap.

Only granite boulders of a color similar to the indigenous rock of the surrounding area are allowed. They must be buried 1/3 the diameter below grade and placement must be approved by the Architecture and Landscaping Review Committee.

#### **4.3.5 Approved Landscape Material**

- Decomposed Granite, Madison Gold 3/4" minus or 1/2" screened. Any lot with Desert Gold installed before September 8<sup>th</sup>, 2011 will be grandfathered, however when new or additional rock is installed it shall be Madison Gold.
- Brick Header
- Concrete Header
- Steel Header
- Granite Boulders
- Native Crushed Stone (Rip Rap)
- River run rock

#### **4.3.6 Water Features**

Water features such as Fountains, Swimming Pools, etc., are permitted within enclosed rear yard areas only. All water features are prohibited in the front yard.

Swimming pools, hot tubs and spas must be fenced and separated from the Natural Area Open Space and from direct view of streets, with such screening from the street consisting of a block wall or a combination block wall and wrought iron fence. The top of the block wall shall be a minimum of two feet above the grade of the pool deck. The City of Scottsdale building code and pool safety ordinances must be followed and a permit obtained. It is recommended water be chlorinated because of hot weather algae growth.

#### **4.3.7 Washes and Drainage Easements**

These natural drainage-ways occur frequently throughout Carriage Trails and should not be obstructed. Improvements on grade should be sited to avoid these washes, although they can be sited at the edge of a wash, and livable areas, decks and other improvements designed and constructed to bridge washes without obstructing 100-year storm flows are allowed.

Improvements designed and constructed to bridge these easements must be accompanied by a backwater flood study to determine the safety and feasibility of the design. Improvements are subject to review and approval by a licensed civil engineer retained by the Architectural Committee at homeowners expense.

#### **4.3.8 Hardscape**

Any additional pavement areas in any form, such as concrete, brick, tile, or any wood decks, etc. must be approved by the Architectural Committee. Bollards, and rope are prohibited in front yards. Headers may not exceed 12" in width and shall be flush where they abut other paved areas and must be of the following materials; brick, saltillo tile, Mexican tile, slump block, concrete, steel, aluminum or 2" x 4" redwood. Any wood features must be stained, painted, or sealed to preserve the wood.

#### **4.3.9 Lighting**

- A. Lighting shall be of an approved shielded design such that the light is limited to shining on the owner's lot. Lights that create glare that is visible from other lots, are prohibited. This includes all forms of security lighting. Motion detector controlled lights are encouraged, but do not eliminate the shielding requirement.
- B. Outside lights should be screened wherever possible with walls, plant materials, or internal shielding.
- C. Colored light bulbs, lenses, or reflectors are not permitted as part of the landscape or other exterior lighting.
- D. Light output shall not exceed an illumination intensity of more than one foot-candle power as measured from the lot line.

- E. Landscaping lights shall be of the low voltage design. Light bulbs are to be limited to not more than 15 watts.
- F. High pressure sodium lights, mercury vapor lights, halogen lights, and other similar lights are not permitted. Only standard incandescent lights are allowed.

#### **4.3.10 Termite Barrier**

The installation of landscape elements adjacent to the home's foundation will damage the termite barrier. It is recommended that the original treatment company be contacted to re-establish the termite barrier. Failure to do so may void the warranty, if any is still in effect.

#### **4.4 RESTRICTIONS:**

1. The following plants are ABSOLUTELY FORBIDDEN:
  - a) Pampas Grass (*Cortaderia selloana*).
  - b) All varieties of palms except as noted.
  - c) All cypress (*Cypressus*)
  - d) False Cypress (*Chamaecyparissus*)
  - e) Juniper or Cedar (*Juniperus*)
  - f) Arborvitae (*Thuja* or *Platycladus*).
  - g) Olive trees (*Olea europia*), of any type.
  - h) Mexican Palo Verde (*Parkinsonia aculeatea*)
  - i) All varieties of Mulberry trees
  - j) Any species of tree or shrub whose mature height may be reasonably expected to exceed 25 feet. Note: No non-indigenous plant material shall have a mature height greater than 20 feet (Carriage Trails stipulations COS 82-Z-85).
2. Seepwillow (*Baccharis glutinosa*) and Desert Broom (*Baccharis sarathroides*) are restricted to male plants only. Undesired seedlings should be removed before the roots set too deep.
3. Prohibited are Oleanders (*Nerium oleander*), other than the dwarf varieties. Dwarf Oleander varieties are restricted to rear yard areas that are enclosed by wall or fence.
4. Thevetia (*Thevetia* species) varieties are restricted to rear yard areas that are enclosed by wall or fence.
5. Bamboo Palm (*Chamaerops constaricana*) Bamboo palms are restricted to rear yard use

and pot or container plantings only. Except for Mediterranean Fan Palm (*Chamaerops humilis*), all other varieties of palms are prohibited from all areas.

6. Bougainvillea species (*Bougainvillea* of any kind) plants are allowed in the rear yard. Rear yards that are not enclosed are limited to three Bougainvillea plants. Two Bougainvillea plants are allowed in the front yard.
7. Front yard turf is prohibited. Rear yard turf is allowed for the variety Bermuda Hybrid - Midiron only. The Scottsdale city turf usage guidelines must be observed and is limited to 40% of the landscapable area.
8. Fountain Grass (*Pennisetum setaceum*) is restricted to enclosed (surrounded by a wall or fence) rear yards and are not to exceed 6 feet in height.

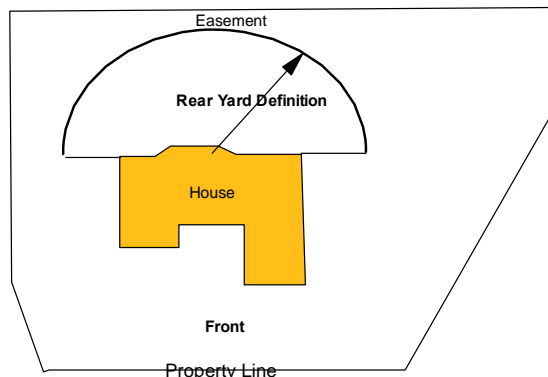
## 4.5 AREA DEFINITIONS

### 4.5.1 Front Yard

Front yard must remain **Sonoran Desert** Landscaped. The front yard is any area that is visible from the street. This includes corner lots, front walls or front fences, side walls or side fences and garages.

### 4.5.2 Rear Yard Enclosed Area

Plant materials for the rear yard may include plants on the enclosed rear yard plant list attachment. Rear yards that do not have a physical barrier such as a wall or fence may include plants on the enclosed rear yard plant list attachment except as restricted. The enclosed rear yard is then defined as the area contained within an arc drawn with its center point located on the mid-point of the home's rear bearing wall and having a radius of half of the rear bearing wall's dimension plus 10 feet (see figure below). Under no circumstances is it permissible to plant any **Prohibited** plants listed.



### 4.5.3 Transitional Area

The purpose of the transitional Area is to provide a gradual transition between the indigenous plant materials and your front door without creating strong contrast in vegetation. Transitional area is from the front columns to the front door unless otherwise determined by the Architectural

Committee. Minimal irrigation in the transition area shall be permitted only with the Architectural Committee permission. Irrigation systems must be carefully designed to minimize over spray or runoff on the Natural Area Open Space. Terra-cotta pots with annual plants and flowers must be kept within 15 feet of front door. No annual planting shall be allowed in any other sections of front yard.

#### **4.5.4 Natural Area Open Space**

A minimum of 30% of the net site area shall be maintained as Natural Area Open Space (NAOS) with common ownership and maintenance responsibility. (Carriage Trails Stipulations). Land designated as NAOS shall be permanently maintained as open space. The builder had to demonstrate to the satisfaction of the city attorney, that the entire NAOS area will be permanently maintained as natural area open space through easements, donation, or dedication to the city or other entity (the association). If NAOS is located in a common tract owned by a homeowners association, the property shall be maintained through a common maintenance agreement. (from the City of Scottsdale Environmentally Sensitive Land Ordinance). Except for temporary irrigation of re-vegetated natural area open space for a period of two (2) years, irrigation of natural area open space is not permitted. The common area is a visual and wildlife habitat amenity and therefore there are no active human uses allowed within it, including, but not limited to riding bikes or motorized vehicles in it or using it as a play area.

#### **4.5.5 Protected Plants**

Protected plants are those desert plants which must be protected due to size and type. Improvements must be sited to avoid these species. If transplanting of Protected Plants is required in order to create a usable building pad, the Architectural Committee must approve the transplanting, and it is recommended that professionals be consulted prior to transplanting.

#### **4.6 CARRIAGE TRAILS PLANT LIST**

Refer to the separate plant list for Carriage Trails arranged alphabetically by ÷Common Nameö.

## **5 COMMUNITY POLICY CLARIFICATIONS**

The following are clarifications of the CC&R's. They represent interpretations of the referenced paragraphs (noted in parenthesis) that have been previously accepted by the Carriage Trails Board in March of 1998.

### **5.1 COMMERCIAL VEHICLES**

In keeping with the residential purpose of the community, all vehicles with commercial advertising must be parked inside the garage when they are at a residence overnight. (10.1 and 10.11.2)

### **5.2 BASKETBALL GOALS AND OTHER PLAY EQUIPMENT**

All basketball goals and other play equipment (swings, slides, etc.) must be approved by the Architectural Committee before being placed or constructed. This equipment shall be located in a side or rear yard and be painted the same color as the predominant color of the dwelling unit on the same lot except for wood features which must be stained, painted the color of the dwelling, or sealed to preserve the wood. (7.6, 9.2, 10.9, 10.15.2)

### **5.3 PARKING OF VEHICLES**

For the safety of the residents and the vehicles, all private passenger automobiles or pickup trucks shall be parked within a garage or in a private driveway appurtenant to the dwelling unit. (10.11.1)

### **5.4 VEHICLES**

To maintain an attractive appearance in the community, no vehicles including, but not limited to, mobile homes, motor homes, boats, recreational vehicles, trailers, trucks, campers, permanent tents or similar vehicles or equipment shall be kept, placed, maintained, constructed, reconstructed or repaired upon the lot of a resident or any roadways next to the lots. An exception to this is when they are within a fully enclosed garage appurtenant to the dwelling unit. No motor vehicles of any kind that are not in operating condition shall be parked in any un-enclosed parking areas including, but not limited to, private driveways. (10.11.2, 10.11.3 and 10.11.4)

### **5.5 GARAGES AND DRIVEWAYS**

All garages and driveways shall be maintained by the residents in a neat, clean and sightly condition. Garages shall be used for parking and storage only, and not be used or converted for living or recreational activities. Garage doors shall be kept closed except for the limited entry or exit of vehicles or residents. (10.2)

### **5.6 SIGNS**

No billboards or signs of any type shall be permitted on any part of the property or lot, except for a nameplate, containing the address of the lot, attached to the exterior of the dwelling unit and a

single "For Sale" or "For Lease" sign that shall not have dimensions exceeding eighteen (18) inches by twenty four (24) inches. (10.5)

## **5.7 WALLS AND FENCES**

All walls and fences must be approved in writing by the Architectural Committee before installation. They shall be of block and or wrought iron construction. Fences and gates shall be painted or colored to match the exterior of the dwelling unit except that any wood in gates may be stained a clear or natural color to better preserve the wood. Any wall or fence must be set back 10 feet from the property line where that property line adjoins another lot. If the property line adjoins NAOS, the setback can be as small as 1 foot to insure it doesn't protrude over the property line.

Arches over walkway gates are permitted with approval from the Architectural Committee. The maximum height of the top of the arch from ground level shall be less than or equal to 9 and ½ feet. They must be of concrete block construction, with a width equal to the existing wall, and stuccoed and painted to match the color and texture of the existing wall. (10.15)

## **5.8 NUISANCE**

No rubbish or debris of any kind shall be placed or permitted to accumulate for any unreasonable length of time on any portion of the property. No odors shall be permitted so as to render the property or any portion unsanitary, unsightly, offensive or detrimental to any other property. (10.16)

## **5.9 PETS**

To maintain the community in an attractive and healthy manner, all residents are asked to pick up after their pet(s). Pets must be on a leash when they are being walked outside of the resident's lot. This is for the safety of the pets and other residents. Coyotes and Javelina freely roam the community and may attack your pet if chased or if not accompanied by a human. (10.19)

## **5.10 LANDSCAPE AND MAINTENANCE**

All landscape plans must be approved by the Architectural Committee. Each resident shall maintain the landscape on the lot and keep it free of debris and weeds. Residents shall promptly repair portions of the landscaping that have been damaged or have died. (10.22)

## **5.11 EXTERIOR CHANGES**

Any changes to the exterior of your home must be approved by the Architectural Committee. (Article 9)

### **5.11.1 Security Doors and Screens**

Security doors and sun screens are permitted, but must be approved by the Architectural Committee.



### **5.11.2 Exterior Paint**

Refer to the approved paint palette for homes and walls within the Carriage Trails community. Only an approved color may be used, however an application still must be filed with the Architectural committee even when an approved color is used. This is a chair approval so it can be turned around in a day.

All requests to repaint the exterior of any dwelling unit, fence, or other improvement must be approved by the Architectural Committee prior to any work being done. When repainting, with the original color only, homeowners may elect to paint the top out areas of their dwelling unit a shade lighter or darker than the corresponding base color of the dwelling unit, in accordance with the approved paint palette. Only one of the accent colors, listed beside the primary color, can be used with that primary color. Homeowners may also elect to choose a base color different than the existing color of the house, however a change in base color would also require that all fences, walls and/or other exterior improvements be repainted to match the new color of the dwelling unit. None of the new colors allow accents to be used.

### **5.12 ANTENNAS AND SATELLITE DISHES**

The location of antennas and satellite dishes should be approved by the Architectural Committee prior to installation (10.8). Recent rulings prohibit regulation on these antennas, however the Association can request that they be painted or screened in order to maintain the appearance of the community.

## **6 REFERENCES**

The Carriage Trails Plant List.

The Carriage Trails Paint Palette.

The following references to City of Scottsdale documents are made in the CC&R's and in this document.

City of Scottsdale Grading and Drainage Plan

City of Scottsdale Ordinances such as:

Environmentally Sensitive Land Ordinance

City of Scottsdale Small Turf Ordinance

City of Scottsdale Pool Safety Ordinance

City of Scottsdale Zoning and code requirements

City of Scottsdale Building Code

List of Protected Plants