

The Eagles Bluff HOA and the Cañada Hills HOA Exterior Modification Application Forms

Design Review Process

The Cañada Hills Homeowners Association has published and placed on their website their design guidelines: *Design Review Guidelines Standards for the Modification to the Exterior of Existing Homes-March 2021*, detailing which modifications require their approval, and the information required for an application submittal.

The Eagles Bluff Design Review Committee (DRC) uses these Guidelines and Standards as a foundation for our review process. However, Eagles Bluff DRC reserves the right to have Guidelines and Standards that are more restrictive than allowed by Canada Hills DRC, on a case by case basis. The homeowner has an appeal process to request reconsideration if their request is denied. That appeal process is described Section III, Subsection C of this document. This document can be found on our website at: www.EaglesBluffHOA.org/committees, under 'Design Review'

Two-Step Approval Process:

Step One: Eagles Bluff Design Review Approval

The Eagles Bluff Design Review Committee (DRC) must review your external modification request to assure that it meets the local guidelines as set forth in our local CC&Rs and Rules.

The Review Process will not begin until your complete Modification Application Packet is received by Eagles Bluff HOA's Cadden Community Management Company. The homeowner will be notified in writing of any missing information or documents within (10) ten days of receipt of an incomplete Application Packet.

Additional information may be requested of the homeowner by the DRC at any time during the review process.

The review process will be conducted primarily via e-mail on an as-needed basis. If a review meeting is needed, it will be scheduled. Architects, engineers, or builders may not attend a meeting of the Design Review Committee unless their attendance is specifically requested by the committee. The homeowner may attend the review meeting, provided their intention to attend is communicated to Eagles Bluff HOA's Cadden Community Management Company's office at least one day prior to the meeting.

The Eagles Bluff DRC reviews these request as they arrive, and they should contain the following information:

- **Property Improvement Request Form**

This form must be submitted for all external modifications requiring a submittal and review by the Eagles Bluff Design Review Committee (DRC). The Cañada Hills Design Review Committee's Modification Application form, is been included as part of your submittal packet. Both forms must be submitted for review.

- **Design Specifications**

Provide drawings or sketches that clearly indicate the scope of the modification. Indicating its location on the house or property, and its scale. Include color scheme, material samples if available. To simplify the submittal process, and to avoid a duplication of effort, Eagles Bluff DRC uses the design specification requirements required of the Cañada Hills Design Review Committee.

Step Two: Cañada Hills Design Review

After your request is approved locally, your application will be sent to the Cañada Hills Design Review Committee for their review. The approved paperwork along with the other documentation required to complete the Modification Application Packet will be sent to CHCA's Management Company, by Eagles Bluff's Management Company, Cadden Community Management.

Please Note: The Cañada Hills DRC will only consider requests that have first been approved by the Eagles Bluff DRC or Board of Directors and are signed by an authorized person other than the homeowner.

The Cañada Hills DRC review process will not begin until a complete Modification Application Packet is received by CHCA's Management Company. The homeowner will be notified in writing of any missing information or documents within (10) ten days of receipt of an incomplete Application Packet.

Additional information may be requested of the homeowner by the DRC at any time during the Review Process

The Review Process will be conducted primarily via e-mail on an as-needed basis. If a review meeting is needed, it will be scheduled. Architects, engineers, or builders may not attend a meeting of the Design Review Committee unless their attendance is specifically requested by the committee. The homeowner may attend the review meeting, provided their intention to attend is communicated to the current CHCA's Management Company's office at least one day prior to the meeting.

Regulatory Requirements

It is the responsibility of the Homeowner to obtain permits and satisfy the requirements of the Town, County, and State governments for the proposed modification.

Submittal

Upon completion of the Property Improvement Form, the CHCA Modification Application, and all supporting documentation, the homeowner is responsible for submitting the design modification request to our HOA Manager. Work on the modification is not to begin until the homeowner has received confirmation that their modification application is met the design requirements and has been approved.

Mail the completed applications and related materials to:

Eagles Bluff HOA Cañada Hills Village 14
c/o Cadden Community Management
1870 West Prince Road, Suite 47
Tucson, AZ 85705
Attn: Maritza Sosa, HOA Manager

Canada Hills Village 14 - Eagles Bluff Property Improvement Request Form

It is the homeowner's responsibility complete this form, as well as the Canada Hills Community Association DRC Modification Application form; pursuant to Section IV, Subsection A of the "Design Review Guidelines, Standards for and Modifications to the Exterior of Existing Homes". Rev. 3 – March 2021

Date: _____ Phone Number: _____

E-Mail: _____

Homeowner's Name: _____

Address: _____ LOT Number: _____

This request is for a FUTURE EXISTING improvement? (If existing, completed: Month ____ Year ____)

NOTE: All existing exterior improvements that have not been previously approved, must be submitted for approval.

IMPROVEMENT CLASSIFICATION: (check all that apply)

- | | | | |
|-------------------------------------|---------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Front Yard | <input type="checkbox"/> Construction | <input type="checkbox"/> Lighting | <input type="checkbox"/> Garage Door |
| <input type="checkbox"/> Rear Yard | <input type="checkbox"/> Roofing | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Window/Door |
| <input type="checkbox"/> Side Yard | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Runoff Modification | <input type="checkbox"/> Other _____ |

MATERIALS TO BE USED: (check all that apply)

- | | | | |
|-------------------------------------|-------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Rock/Stone | <input type="checkbox"/> Concrete | <input type="checkbox"/> Statuary / Ornaments | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Flagstone | <input type="checkbox"/> Wood | <input type="checkbox"/> Doors / Screens | <input type="checkbox"/> Roof Tiles |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Stucco | <input type="checkbox"/> Paint | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Block | <input type="checkbox"/> Boulder(s) | <input type="checkbox"/> Fencing | <input type="checkbox"/> Other _____ |

INSTALLATION: Expected Installation Date (s): from _____ to _____

- Homeowner only No contractor and no construction equipment
 Contractor..... No heavy equipment, and no disruption of traffic on the street
 Contractor..... With heavy equipment. Please describe traffic disruption and its duration:

MODIFICATIONS: (check all that apply)

- | | | | |
|----------------------------------|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Wall | <input type="checkbox"/> Walkway | <input type="checkbox"/> Window/ Door Screen (s) | <input type="checkbox"/> Fountain |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Enclosure | <input type="checkbox"/> Garage Door | <input type="checkbox"/> Pool / Spa |
| <input type="checkbox"/> Planter | <input type="checkbox"/> Ramada | <input type="checkbox"/> Awning / Sun Shades | <input type="checkbox"/> Other _____ |

Please indicate the following as accurately as possible:

- YES NO Improvement may block a neighbor's view.
 YES NO Improvement is ornamental in nature.
 YES NO Improvement is intended to create privacy.

The Design Review Committee of Eagles Bluff, Canada Hills Village 14, will review all improvements with respect to our CC&R's as well as to the requirements of the Canada Hills Community Association. You must obtain approval **BEFORE** you invest time and money into a project. Arizona State Resale Disclosure rules require that all improvements be approved or removed prior to the transfer of property. The Eagles Bluff Board of Directors wants to help residents avoid the problems that can result in these cases. **You may appeal any ruling of the Eagles Bluff Village 14's DRC, by submitting a request, in writing, to the Eagles Bluff HOA Board of Directors.**

CANADA HILLS COMMUNITY ASSOCIATION

% Mission Management Services
8375 N Oracle Road, Suite 150 Tucson, AZ 85704
Phone: (510) 797-3224
Customerservice@missionmanagement.biz

Modification Application

Date: _____ Phone Number: _____

Email: _____

1. Owner's Name: _____

Address: _____

2. Contractor's Name _____

Address: _____

Phone: _____ License Number _____

3. Description of Proposed Modification: _____

4. Date work is to begin _____ Estimated Completion Date _____

5. Materials to be used: _____

6. Colors/ Finishes: _____

I am aware that it is my responsibility to obtain permits and satisfy the requirements of the Town, County, and State governments for the modification I am proposing.

7. Signature of Homeowner: _____

FOR DRC COMMITTEE USE:

Meeting Date: _____ **Response Sent to Homeowner:** _____

Action Taken: _____

8. Include a copy of the village sub-association's Approved application with the authorized signature of someone other than the Applicant.
9. Include a paragraph describing the project fully to help the committee understand and picture what is being proposed. Include specifications as needed to adequately describe the work and the expected quality.
10. Include a detailed drawing neatly done, clearly labeled, and easy to interpret. It should include such things as location of the house on the lot, distances from the street and the property lines, height and width of the proposed modification, and specific location of the proposed project such as the following:
 - Plot Plan (Scale 1/8" = 1'0" or 1" = 20') showing identified property lines, existing structures, distances of proposed modification from property boundaries and existing buildings. Indicate the specific location where the work is to be performed.
 - Exterior Elevation Drawings (Scale 1/8", 1/4" or 1/2" = 1'), when applicable, to clearly show the impact of the change and/or addition to the appearance of the exterior of the house.
 - Landscape Plot Plan (Scale 1/8" = 1'0", 1" = 20', or 1/4" = 1'), when applicable, including walls and fences, location and identity of plants, trees and other landscape features.
11. Refer to pages 6-9 in the Canada Hills Community Association Design Guidelines for a complete explanation of the Design Review Process. The Design Guidelines are available on Mission Management's website under Canada Hills Community Association Documents.