

TIFFANY PLACE HOMEOWNERS ASSOCIATION

ARCHITECTURAL STANDARDS

Effective September 1, 2024

The purpose of these Architectural Standards is to employ and implement the design review process and standards in the Declaration of Covenants, Conditions and Restrictions for Tiffany Place dated February 24, 1981, and recorded in Maricopa County, Arizona on March 10, 1981, at Docket 15074, page 202, as amended (“CC&R’s”); Articles of Incorporation, Bylaws, as amended; and applicable law. The CC&Rs, Articles of Incorporation, Bylaws, Rules and Regulations and these Architectural Standards, shall hereinafter be referred to as the “Governing Documents”, which have been accepted by each owner as a part of owning a home within Tiffany Place, pursuant to Arizona law. These Architectural Standards are adopted by the Association’s Board of Directors pursuant to Sections 2.6 and 15.8 of the CC&R’s and Article V, Section 1 of the Bylaws.

In accordance with Article III, Section 3.1 (b)(i) of the CC&Rs Owners must maintain, repair and replace at Owner’s expense, all exterior, interior and structural portions of their Townhome Dwelling, Garage and Patio, all wiring, meters, utility outlets and facilities serving his Townhome Unit, including walkways and driveways servicing such Unit. Owner’s responsibilities for the foregoing also include but are not limited to roofs, walls, beams above each Unit, gates accessing private yards and/or atriums attached to Owner’s Townhome Unit.

ARCHITECTURAL CONTROL

The Tiffany Place community was planned and/or designed by architects and seeks to carry out a uniform appearance. Therefore, except as provided by the Governing Documents, alterations or additions are not permitted. The Board of Directors is acting as the Design Review Board in accordance with Section 3.5 of the CC&Rs. NO alterations or additions to the Property, including the exterior of Townhome Units, including but not limited to windows, doors, awnings, clothes lines, radio, television or other antennas, roof top solar devices, light fixtures, private walks, front entry doors or the building structure itself, are to be made without prior written approval from the Board of Directors. For proper procedure to inquire as to requirements and/or to obtain approval, contact the Association’s management company and request an Architectural Application form. The Architectural Application form is also available online.

Many architectural-related items are contained within this document. Owners shall also refer to the separate “Rules and Regulations” document which contains some general specifications related to the required appearance of the community.

While this Architectural Standards document was created to provide a more thorough explanation of guidelines for the appearance of Townhome Units, it is not all-encompassing and does not authorize any Homeowner or Resident to make changes without first receiving permission from the Association’s Board of Directors. Owners are required to have an approved Architectural Application in advance of making any changes or starting any work to their Unit, except where noted otherwise within this document.

SUBMITTING AN ARCHITECTURAL APPLICATION

All architectural requests must be submitted by the Unit Owner directly to the community manager. The application shall include pictures, samples, measurements, color selections, vendor information, etc. as

is appropriate based on the work to be performed. If an Owner has questions regarding these requirements, they should attend a Board meeting to ask questions or contact the management company.

Once an Architectural Application is received, the management company will forward it to the Board of Directors for review. Requests which fall under the 'umbrella' of something standard and 'preapproved' (such as painting or repairing – using standard specifications including colors, and 'restoration' vs changing an element), can often be approved without holding a Board meeting, assuming a unanimous decision of all Directors. Requests that are not 'standard' will likely require review & deliberation during the next scheduled open Board meeting. Urgent requests will be promptly reviewed by the Board, however if the Board is not unanimous in its opinion, the request must be placed 'on-hold' by the Owner until it can be reviewed & deliberated during the next scheduled open Board meeting. In any case, it is explicitly stated that the Owner does not have permission to proceed with any work until the management company has forwarded a written notice of approval to the requesting Owner.

Further, the Unit Owner:

- accepts sole responsibility for all work that they perform or cause to be performed with respect to their Unit. They shall not alter the work, or specifications set forth in their Architectural Application, without first submitting a revised document for approval.
- shall be responsible for compliance with all federal, state and local laws, permit requirements, and the Association's governing documents, noting that consent by the Association's Board of Directors of an architectural request, shall not deem that such work complies with code. Owners are solely responsible for such verification.
- must refer to and comply with the Association's Governing Documents, including but not limited to Section 3.6(c) of the CC&R's, which prohibits an Owner, nor anyone, else from making any structural alteration or change which materially impairs the structural integrity, safety or soundness of any Unit, or any portion of the Common Elements.

CONFLICTS

If in the event there are conflicts between these Architectural Standards and the Rules and Regulations, the Architectural Standards shall prevail. If in the event there are conflicts between these Architectural Standards and the Governing Documents (other than the Rules and Regulations), the applicable provision in such Governing Documents shall prevail.

If any provision of the Architectural Standards, or its application to any person or circumstance, shall ever be held to be invalid or unenforceable, then in each such event the remainder of this document or the application of such provision to any other person or any other circumstance (other than those as to which it shall be invalid or unenforceable) shall not be thereby affected, and each provision hereof shall remain valid and enforceable to the fullest extent permitted by law.

Exterior Paint Colors

- Exterior Body: Dunn Edwards DEC 772 / Navajo White
- Exterior Trim: Dunn Edwards SP79 / Norfolk Brown (This color is no longer sampled, but it is still available for purchase.)
- Use of “color match” from other paint brands is not recommended. It is up to the Owner to ensure any newly painted areas of their Unit will match adjacent areas of the same surface material, regardless of the paint brand used.
- Owners may use Dunn Edwards customer #188544-000 to receive an Association discount.

Exterior Masonry: Spot Prime with EFF-STOP Select Masonry Primer/Sealer (ESSL00) Paint with ACRI-HUES Exterior Flat (ACHS10) Dunn Edwards

Exterior Metal: Spot Prime w/ULTRA-GRIP Select, Int/Ext Multi-Surface Primer (UGSL00) Paint with ARISTOSHIELD, Int/Ext Eggshell Paint (ASHL30) Dunn Edwards

Exterior Wood: Spot Prime with EZ-PRIME Premium Exterior Wood Primer (EZPR00) Paint with ACRI-HUES Exterior Eggshell (ACHS30) Dunn Edwards

Roofs

Pitched roofs must be finished with the same style of red clay tiles and mortar as is standard within the community. Other materials or colors will not be allowed.

Gates

Backyard gate replacements are to be constructed with a metal/iron frame (straight across the top) with iron pickets and cedar/composite slats between the pickets.

- Gates to be constructed at a height to coincide with the top of the adjoining wall(s) and the bottom sufficient to allow for drainage.
- Metal/iron shall be powder coated/primed to prevent rusting.
- Gates (metal/iron and composite slats) shall be painted to match Tiffany Place's stucco coloring (Dunn-Edwards Navajo White).

Gates to the atrium enclosures, applicable to 3-bedroom units only, may be constructed as provided above (utilizing iron pickets and cedar/composite slats), or may be replaced with wrought iron bars, as they were originally constructed.

Note: Some Homeowners have previously used Sunset Gates (480-656-4610) for gate replacements. Homeowners are not obligated to use this contractor but are required to receive approval on an Architectural Application prior to commencing any work.

Outdoor Lighting

Replacement light fixtures for garage and front entry areas must be lantern style, bronze or black in color, and no smaller than 8” in height, 7” wide and 6” deep. The Application must include photo of the proposed fixture, dimensions and color.

Owners who wish to install additional exterior lighting on or near their Unit are required to submit an Application for approval, including details that identify fixture placement, fixture size/appearance, and reason for the request.

Front Entry Doors

Exterior front doors must be an 8-panel wood door, stained dark brown. Application for door replacement must include picture(s) of the door, and a sample of stain color. Refinishing existing doors does not require an Architectural Application, however the stain used must be dark brown in color, such as “Dark Walnut” or “Kona.”

Front Entry - Security Screen Doors

Security screen doors must be bronze or black in color and basic in design. Application must include pictures of the door design and sample of the color. If the security door has a screen, the screen color must be dark, black or brown, so as to blend in with the wood front entry door.

Window and Patio Door Replacements

Window frames must be bronze, as originally constructed, or almond/light beige to blend with the exterior Dunn Edwards Navajo White paint. Patio door replacements shall be 10-lite wood French doors as originally constructed, or single-lite with almond/light beige frame to blend with the exterior Navajo White paint. Application must include pictures, sample of frame color and specification of glass color. Tinted window glass will not be allowed.

Exterior Window - Sun/Security Screens

The screen frame & screen material must blend with the exterior Dunn Edwards Navajo White paint. Application must include pictures and color sample.

Interior Window Treatments Visible from the Exterior of a Unit

Interior window treatments are required on all ground level windows facing common areas or neighboring properties (including the garage window in 3-bedroom units). The outside-facing surface shall be white or light beige in color, and the covering shall not be visibly damaged or stained. No reflective materials or applied tinting are to be used to cover any Unit window, transom, or glass ‘sunray’ detail on the garage door. No enclosures, drapes, blinds, shades, or other items affecting the appearance of a Unit from outside the Townhome Unit shall be constructed or installed without the prior written consent of the Board of Directors.

Garage Doors

Garage door replacements must adhere to the current model, style and color as follows:

- Manufacture: Amar
- Heritage series
- #1000 for uninsulated door or #2000 for insulated door (owner’s discretion)
- Style: Long Panel with Full Sunray Windows in top panel with obscured glass.
- Color: Almond
- Size: 16 x 7

Note: Some Homeowners have previously used Hung-Rite Garage Doors (602- 943-5239) for garage door replacements. Homeowners are not obligated to use this contractor but are required to receive approval on an Architectural Application prior to commencing any work.

Permanent Structures – Awnings, Pergolas, Gutters

- **Awnings**

Awnings must be neutral in color, such as tan or beige. Awnings will not be approved for any location that is outside of a Unit’s back yard. The Application must specify the intended location, dimensions, and color sample.

- **Pergola Structures**

These structures will only be allowed in the backyard of a Unit, and shall not exceed 50% of the square footage of the existing uncovered yard area. Additionally, regardless of the Unit's location within the community, a 2-foot minimum setback is required to hold the structure (including supports and cover) away from the walls that enclose the yard & separate it from the Common Elements or any other neighboring property. The structure may only have a flat, slatted roof, and shall not project any higher than 4 feet above the shortest perimeter wall enclosing the yard. The finished color shall match Dunn Edwards Norfolk Brown. The Application must specify the installer, images/drawings depicting the pergola's location within the yard, dimensions of the yard and of the proposed pergola, height of the fence/walls that surround the Unit's yard, and a color sample. If approved, it is the Owner's responsibility to ensure all governmental permit requirements are met before starting construction.

- **Gutters**

All gutters must be painted to match exterior paint of unit whether Norfolk Brown or Navajo White. Justification on the need for the new gutters must be submitted with the application, along with pictures or diagram of type and placement of gutters, design and sample of color. Drainage from gutters shall not negatively impact neighboring Units or their yards.

Temporary Devices – Canopies, Umbrellas, Scaffolding, Ladders & similar

Temporary devices may be erected only while the item is *in use*, and shall not be left in place if not actively *in use*. These types of devices are generally not considered to be "in use" during overnight hours. "In use" is defined as having a person under a canopy, umbrella or similar device, or a person working on a scaffolding, ladder or similar device. When not in use, these devices must be kept out of view from neighboring Units, Common Areas and streets. These devices may be useful to an Owner, and at the same time, considered an eyesore to other members of the community. These items can also be a safety hazard in windy or stormy weather; as such, the Owner assumes full responsibility for any & all injuries and/or damages which may occur due to these devices being on or adjacent to their Unit.

Satellite Dishes & Antennas

These reasonable rules and restrictions governing installation, maintenance, and use of satellite dishes and TV antennas are consistent with the Over-The-Air-Reception Devices (OTARD) Rules of the Federal Communications Commission (FCC) found at 47 C.F.R. §1.4000 ("OTARD Rules"). The OTARD Rules address the installation, maintenance, and use of direct broadcast satellite dishes, television broadcast, and multipoint distribution service antennas ("satellite dishes").

- **Types of Satellite Dishes and Antennas**

The OTARD rule applies to the following types of antennas (not all inclusive—see www.fcc.gov/mb/facts/otard.html):

1. A "dish" antenna that is one (1) meter (39.37") or less in diameter and is designed to receive direct broadcast satellite (DBS) service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite.
2. An antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite.
3. An antenna that is designed to receive local television broadcast signals.

All satellite dishes and antenna covered by the OTARD Rule shall be collectively referred to herein as the "FCC Antenna". Any type of satellite dish, over the air reception device or antenna not specifically subject to the FCC ruling shall not be installed on any Lot without the prior written approval of the Architectural Committee.

- **Installation Locations**

FCC Antenna shall be installed ground-mounted within the confines of a Townhouse Lot. If installation of the FCC Antenna in such area does not provide an acceptable quality signal, the FCC Antenna may be installed on the roof over the Townhome Unit. An Architectural Application is required prior to installation. The application shall include the type & description of the FCC Antenna, its size and the proposed location for installation.

All wiring visible on the outside of building must be painted to match the building and also be hidden from view as much as practical by utilizing under roof areas and corners of the building, and be neatly fastened to the structure.

Rooftop & other Visible Solar Devices/Components

Arizona law allows the installation of solar energy devices. Whenever possible, solar equipment shall be installed in locations where it is not visible from other Units or the Common Areas. An approved Architectural Application is required before installation may occur. The application shall identify the equipment placement, including all components which *must* be placed in areas that will be visible from the Common Area. Visible cables, conduits and other components must be neatly affixed in a location approved by the Board of Directors, and thereafter painted to match the body color of the Unit. Components that *cannot* be painted to match the body color of the Unit due to code or safety reasons shall also be identified within the Application. The Board of Directors reserves its right to deny installation location, when alternate locations are available and would not significantly impact the efficiency of the device.

Exterior Signage

Unless otherwise approved by the Board, no signs are allowed other than the following, which may only be displayed on the Townhouse Unit or Townhouse Lot, as applicable:

1. Signs authorized in the CC&Rs.
2. A name and address sign not exceeding 9 inches by 30 inches.
3. Address/house number sign (use of Tiffany Place designed plaque is required)
4. One standard commercially produced real estate "For Sale" or "For Lease" sign, not to exceed 18"x24" properly affixed to a signpost, displayed in the window or placed in the ground of a Townhouse Lot; and one sign rider, not to exceed 6"x24". Sign location/placement should not block the vision of drivers/vehicles entering, exiting, or traveling through the property, or onto an adjacent public street.
5. One "Open House" sign on the Townhouse Lot.
6. Political signs, which means a sign that attempts to influence the outcome of an election, including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer, and may be displayed on an owner's property in accordance with A.R.S. § 33-1808, subject to the following:
 - (i) The aggregate total of all signs shall not exceed a total of 9 square feet, unless otherwise provided by the City zoning ordinance.
 - (ii) Political signs shall not be displayed earlier than 71 days prior to an election and not more than 15 days after the general election, or other time period authorized by law.
7. Association-Specific Political Signs, which means a sign that (i) supports or opposes a candidate for the Board of Directors or the recall of a Board member; or (ii) a ballot measure that requires a vote of the members (i.e., special assessment, amendment to declaration or bylaws, etc.), and may be placed or displayed on an owner's property in accordance with A.R.S. § 33-1808, subject to the following:
 - (i) No earlier than the date the Association provides the absentee ballots to the Members and 3 days after the election.

- (ii) Signs shall not exceed an aggregate total of 9 square feet.
- (iii) Signs shall not include any profanity, discriminatory text, images or content based on race, religion, sex, familial status or national origin, as prescribed by state and federal fair housing laws.
- (iv) The Board shall have the discretion to determine whether the content of any Association-Specific Political Sign contains content that violates these Rules.

Additionally, Homeowners/Residents may place security company signage in the Common Elements adjacent to their Unit, in quantities/locations that are not excessive or objectionable by determination of the Board of Directors. The Homeowner/Resident is responsible to promptly remove/replace damaged signs, regardless of the cause of damages. Neither the Association nor its landscape contractor shall be responsible for signs which are damaged by the landscaper as the Common Elements are serviced.

Holiday Displays & Lighting

Exterior displays & lighting for holidays may be displayed up to 30 days prior to the holiday and must be removed within 2 weeks following said holiday. The Association's Board of Directors reserves its right to limit the quantity & type of décor being displayed, if it deems a display is excessive or objectionable in some manner. This includes displays placed in backyards & interior windows which are visible from outside the Unit.

Exterior Décor

Nothing is to be left stored outside the Unit or fenced yard (for example, bricks, blocks, wood, tools, sporting equipment, etc). Notwithstanding the foregoing:

- A. An aesthetically reasonable number of decorative pots, miscellaneous exterior décor, and/or an appropriately sized table with chairs (placed at the entry) are permitted in front of a Unit so long as,
 - I. they are used regularly, are kept clean and in good condition,
 - II. the placement of these articles do not impede the landscapers' ability to maintain the Common Elements and
 - III. dead foliage and plants are promptly removed from containers during the off-season(s),
- B. Hoses that are utilized to water plants or trees may remain behind the pony walls so long as they are actively being used, are in good condition, are neatly stored and are not visible from the street.
- C. Splash blocks utilized for roof run-off may be utilized along the exterior of a Unit and behind pony walls, but must be maintained in good condition.

Neither the Association nor its landscape contractor shall be responsible for damage to exterior personal décor should damages to the articles occur as the Common Elements are serviced.

Flags

Unless otherwise approved by the Board, only the following flags may be displayed on no more than two flag masts or flagpoles on a Townhouse Unit or Townhouse Lot:

1. The American Flag or an official or replica of a flag of the uniformed services of the United States by a Unit Owner on that Owner's property if the American flag or a uniformed services flag is displayed in a manner consistent with the Federal Flag Code.
2. The POW/MIA flag.
3. The Arizona state flag.
4. An Arizona Indian nations flag.
5. The Gadsden flag.
6. A first responder flag. A first responder flag may incorporate the design of one or two other first

responder flags to form a combined flag.

7. A blue star service flag or a gold star service flag.
8. Any historic version of the American flag, including the Betsy Ross flag, without regard to how the stars and stripes are arranged on the flag.

- **Flag Poles and Masts**

1. The flagpole must not constitute a safety hazard and may not exceed the height of the top of the rooftop of the Townhome Unit.
2. No more than 2 flags may be displayed at one time.
3. Flag attachment must not produce disturbing noise (e.g.) pole and halyard clanging in the wind.
4. Flags must be kept in good condition at all times, and may not be torn or tattered.

Homeowners' Landscaping Responsibilities

Homeowners are responsible for the maintenance of the Townhome Unit and the airspace for patio, fenced yard, all trees, shrubs, plants, and grass within the fenced yard areas. Owners shall not assume responsibility for the maintenance of Common Elements or the planting of trees, shrubs or grass on the Common Elements, or any areas maintained by the Association without having received prior written approval by the Board of Directors.

Owners are responsible to maintain landscaping within their yard, behind the ponywall adjacent to their home, and within the atrium adjacent to their home (3-bedroom units only). Maintenance shall include trimming so that plants do not grow over the height of the enclosure wall and roots do not grow under the wall. Shrubbery shall be trimmed regularly to minimize debris from encroaching the Common Area and/or neighboring properties. Dead plants, or portions of plants, shall be promptly removed. Tree maintenance shall include regular pruning to manage canopy size and density, so the tree does not become a hazard in windy or stormy weather.

Owners who wish to make modifications to their yard, behind the ponywall adjacent to their home, or within the atrium adjacent to their home (3-bedroom units only) which would eventually be visible from outside of their Unit must first receive Board approval. For example, this includes young plants/trees installed in a yard, which will eventually grow to become visible from outside the yard.

Owner modifications to the soil, soil level, patio surface materials, plantings, irrigation systems or any other aspect of their property shall not affect drainage to or from neighboring Units.

Trash & other Collected Materials

No rubbish or debris shall accumulate on a lot. Trash & materials for recycle must be placed into containers, and containers kept in the garage or back yard. Containers shall not be stored behind a Unit's ponywall or within the Common Elements. Trash &/or recycling containers may be placed out for collection no earlier than 3:00pm the day before scheduled collection, and must be returned to their storage place (in the garage or back yard) by the end of each collection day.

Residents who place their **damaged City-supplied containers** at the curb for City replacement, shall notify the management company ahead of time, to avoid receiving a violation notice.

Effective September 30, 2024, City-sponsored bulk trash collection must be scheduled with the City. Residents with bulk trash shall place it curbside for collection in front of their own Unit, and no place else. Bulk trash collection is no longer allowed along Nicolet Avenue, at the south end of our community. Trash shall not be placed on any sidewalk or landscaped area. The Resident shall notify the management company ahead of time, and provide the City's estimated collection date, to avoid receiving a violation

notice. It is the Owner/Resident's responsibility to sweep up or remove anything that remains after City collection has taken place.

Residents who require short term placement of an **oversize container or commercial dumpster** for construction/demolition, estate cleanout or other purpose, shall contact the management company to request permission ahead of time, noting the proposed placement location and delivery/pickup dates, to avoid receiving a violation notice. Containers shall not be placed on any sidewalk or landscaped area. Placement shall not interfere with neighbors' ability to access or safely enter/exit their garage/driveway or traverse the community. "Short term" is defined as 7 calendar days maximum. The Owner/Resident is responsible for any damages to the Common Areas, and to remove anything that remains after container removal.

Residents who require short term placement of a **storage container or moving "pod"** shall notify the management company to request permission ahead of time, providing the proposed placement location and delivery/pickup dates, to avoid receiving a violation notice. Containers shall not be placed on any sidewalk or landscaped area. Placement shall not interfere with neighbors' ability to access or safely enter/exit their garage/driveway or traverse the community. "Short term" is defined as 7 calendar days maximum. The Owner/Resident is responsible for any damages to the Common Areas, and to remove anything that remains after container removal.

Similarly, Residents who place **charitable donation items** curbside or in the Common Area for pickup shall notify the management company ahead of time, and provide the estimated pickup date, to avoid receiving a violation notice. The Owner/Resident is responsible for any damages to the Common Areas, and to remove anything that remains after charity pickup.

DOCUMENT APPROVAL

These **Architectural Standards of Tiffany Place Homeowners Association** are approved and adopted this July 22, 2024, effective this September 1, 2024, by the Board of Directors.

Susan Blake

President

Scott Brodman

Vice-President

Cynthia Nelson

Treasurer

Merle Ryan

Secretary

Lori Neer

Director