
White Mountain Vacation Village

Architectural Review Committee

The Victorian Building • 1500 W. Deuce of Clubs, Show Low, AZ 85901

Telephone: 928.537.1114 x 222 • Fax: 928.537.5060

CHECKLIST

Does your application package include...

- A completed application?
- One check for the non-refundable review fee?
- One check for the refundable construction deposit?
- A drawing showing the location of the project(s) on the lot in relation to lot lines and, if applicable, to other projects on the lot?
- Another drawing showing structural details and measurements for each and any of the following projects?
 - ✓ Park Model (floor plan & size)
 - ✓ Arizona Room
 - ✓ Retaining Wall
 - ✓ Concrete
 - ✓ Deck
 - ✓ Gazebo
 - ✓ Shed
 - ✓ Awning
- Color chips, samples and/or brochures for visible materials, such as siding, skirting, decking, railing and awnings?

Remember...the following must be submitted to the Committee prior to inspection:

- A written request for an inspection
- A copy of the City of Show Low final inspection if one was required for a project

White Mountain Vacation Village Architectural Design Guidelines

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PROCESS FOR LOT IMPROVEMENT ARCHITECTURAL APPROVAL

1. Lot owner prepares a package of the following items:

a. Completed application

b. Drawings

- i. **Drawing 1.** Must be submitted with every application, regardless of the project. Needs to show the location of the project(s) on the lot in relation to the lot lines and, if applicable, to other projects on the lot. Drawing must include:

1. Every item addressed on the application, including trees, propane tank, lighting, etc. If the item is listed on the application, it needs to be included on the drawing.
2. Measurements to show setbacks from lot lines. Lot lines are defined as those lot boundaries marked by survey pins. Edges of paved streets are normally not the lot boundaries.
3. Streets identified surrounding the lot
4. Directional arrow (North)

- ii. **Drawing 2.** Must be submitted with an application that includes any of the following projects. Needs to be a detailed structural drawing with measurements.

1. Arizona Room
2. Park Model (floor plan & size)
3. Retaining Wall
4. Concrete
5. Deck
6. Gazebo
7. Shed
8. Awning

- c. **Color chips, samples, photos and/or brochures** for visible materials (in other words, materials that would be observed by anyone in the neighborhood looking at your lot), such as siding, skirting, decking, railing and awnings.

Continued...

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- d. **Two checks**, both made out to *White Mountain Vacation Village*
- i. One check for the Review & Inspection Fee (non-refundable)
 - ii. One check for the Construction Deposit (refundable)

Projects	Non-Refundable Review & Inspection Fee	Refundable Construction Deposit
Arizona Room**	\$150	\$750
Deck**	\$150	\$750
Gazebo**	\$150	\$750
Retaining Wall**	\$150	\$750
Park Model**	\$ 50	\$300
Skirting	\$ 50	\$300
Shed**	\$ 50	\$300
Awning	\$ 50	\$300
Culvert	\$ 50	\$300
BBQ (Outdoor Kitchen)	\$ 50	\$300
Concrete**	\$ 50	\$300
Lighting	\$ 50	\$300
Hot Tubs/Spas**	\$ 50	\$300

** *Contact the City of Show Low for permit requirements*

- ✓ Multiple projects on one application are subject to "one" Review Fee and Construction Deposit based on the higher amounts of those projects applied for (i.e.; One application for an Arizona Room and shed would require a \$150 Review Fee and \$750 Construction Deposit).
- ✓ Projects not listed above are subject to Committee review.
- ✓ Stated fees subject to change based on Committee review of projects.

2. **Owner submits application package** to the Architectural Review Committee at the address noted above.
3. **Committee reviews application.** Within 30 days of application date, the Committee responds in writing approving or denying the request. If the application is denied, the letter will specify the reason and, if applicable, instruction on the issues that need to be resolved to obtain approval.
4. **Owner completes project(s) within 120 day timeframe noted on approval letter and requests an inspection.** Owner must submit a request in writing to the address noted above indicating the completion of project(s) and requesting a final inspection. All construction material, including but not limited to temporary steps and extra wood, must be removed from the lot at this point. Note: If work is not completed within 120 days, owner must submit a written request to the Committee for an extension. Also, if a City of Show Low permit is required for a project, a copy of the final inspection form must be submitted to the Committee before the Construction Deposit is refunded.
5. **Committee inspects project(s).** The Committee inspects the project(s), including paint/stain colors, and notifies the owner in writing of a passing inspection OR items that must be resolved to receive a passing inspection.
6. **Refund is processed and mailed to owner.** Once the Committee issues a passing inspection, a refund of the Construction Deposit is mailed to the address owner listed on the application form. Please allow 2 weeks for processing. *Remember...if a City of Show Low permit was required for a project, a copy of the final inspection form must be submitted to the Committee before the Construction Deposit is refunded.*

White Mountain Vacation Village

APPLICATION FOR LOT IMPROVEMENT

As an owner, I hereby request approval of the following improvements, on the lot indicated below, and will perform only the work outlined and approved herein. Work performed shall comply with all WMVV rules, regulations and design guidelines. All required inspections (both from the City of Show Low and the Architectural Review Committee) will be obtained as appropriate.

Owners Name _____ Unit _____ Phase _____ Lot _____ Date _____

Mailing Address _____ City _____ State _____ Zip _____

How do you want the Committee to contact you? Mail Email _____
Email Address

Non-Refundable Review & Inspection Fee (\$ _____) Date Paid _____ Ck# _____

Refundable Construction Deposit (\$ _____) Date Paid _____ Ck # _____

Review fee and construction deposit must be on separate checks

Description of Work

Drawings must be included with this application

Structures	Ht	Sq Ft	Siding Type/Material <small>No vinyl or metal siding</small>	*Color-Exterior <small>Paint, stain, model color, etc.</small>	*Color & Material-Roof <small>Metal, fiberglass, etc.</small>
Park Model**					
Skirting					
Arizona Room**					
Deck**					
Gazebo**					
Awning**					
Shed**					

*Color chips, samples, photos and/or brochures required for all visible materials

Landscaping

_____ Culvert	_____ Irrigation	_____ Lighting
_____ Granite	_____ Trees & Plants <small>(Native to area)</small>	_____ BBQ
_____ Concrete**	_____ Trellis	_____ Propane Tank
_____ Retaining Wall**	_____ Hot Tub; Spa**	_____ Other _____

Heating/Cooling

_____ A/C _____ Heat Pump _____ Other _____



****Does the City of Show Low require a permit for your project(s)?** Yes No
 Projects marked with ** (above) require, or may require, a permit from the City of Show Low. You are responsible for contacting the City to confirm whether permits are needed. If required, a copy of the City's final inspection form for applicable projects must be turned into the Committee before Construction Deposit is refunded.

Do you need to contact Arizona Blue Stake? (digging projects) Yes No

Contractor _____ License # _____ Phone # _____

Owner's Signature _____ Phone # _____

Committee Use Only

Application Approved? Yes No Date _____ Initials _____

If "No," issues to be resolved _____

Inspected by _____ Date Passed _____

If applicable, copy of final inspection(s) from the City received? Yes No

AUTHORITY FOR ESTABLISHMENT

1. The Design Guidelines and the Architectural Review Committee (ARC) are established by Article 3, "Use Restrictions", of the Covenants, Conditions and Restrictions (CC&R's), documents for White Mountain Vacation Village.

PURPOSE

1. The purpose of the Design Guidelines is to provide owners with minimum rules, procedures, and architectural standards to enable them to achieve their desired level of individual lot improvement while maintaining quality development originally planned for.
2. It is not the purpose of these Guidelines to specify construction details, building code requirements, or minimum construction standards. The owner and his contractor/agent are responsible for these compliances.

PROCEDURES

1. The design review committee will maintain, review, and recommend to the Board of Directors guideline changes as necessary. The Board of Directors is the final approving authority. Copies of the revised Design Guidelines will be provided to owners upon request.
2. Application for Lot Improvement must be submitted at the White Mountain Vacation Village Corporate office, along with appropriate supporting documents. Approval must be obtained prior to starting work. This form is available at the WMVV office in Show Low.
3. Applications submitted will be reviewed semi weekly.
4. Supporting documents include manufacturer's brochures and reasonable detailed drawings showing lot lines, setbacks, floor plan layout, window and door sizes and locations, and color scheme. An elevation view of each wall or side of structures must be shown. The location of all existing improvements and heights of deck, habitable spaces, sheds, park models, awnings, gazebos, etc., and/or landscaping items as appropriate must be shown.
5. Once ARC approval is obtained, no changes are permitted without prior written approval from the ARC. Approval for changes is obtained by following the same procedures for original approval.
6. Lot improvements must commence within 60 days of ARC approval or the approval becomes void. The exterior portion of the lot improvement must be completed within 120 days of approval. If unable to complete the exterior work within the 120 days, an extension must be obtained from the ARC.
7. No contractors allowed on the resort on Sundays except in cases of emergency.
8. If an owner desires a Lot improvement that is not covered in this document, application should be submitted to the ARC as outlined in this Section.

DESIGN REVIEW INSPECTIONS

1. A final inspection is required at the completion of all lot improvements. When the final inspection indicates the work has been satisfactorily completed, a letter attesting to this completion will be provided to the lot owner, but only after the final inspection by the City of Show Low, if required.
2. To obtain an inspection, the owner notifies the receptionist at the WMVV Front Desk of the type of inspection and date needed. All inspections are made to verify compliance with the approved improvement application. The design review inspector is responsible for the conformance neither to building codes nor to quality of construction.

STOP WORK ORDERS

1. Should a lot improvement be performed in a manner not in conformance with current Design Guidelines, or without ARC approval, the ARC shall issue a Stop Work Order Notice to the owner and/or contractor. From that time, no further work shall be performed until the matter is resolved and the ARC has advised the owner and/or contractor, in writing, that work may resume.

LOT IMPROVEMENT DEFINITION

1. A lot improvement is any permanent type work or modification to a lot or to the exterior of any structure or thing on the lot. This includes any replacement of items such as storage buildings, decks or structures on the lot.

LOT OWNERS RESPONSIBILITY – General

It is the Lot Owners responsibility to be familiar with the Design Guidelines and for compliance with the appropriate sections of these guidelines when performing any lot improvement. If a Lot Owner desires to perform any work not specifically covered in the Design Guidelines, the Lot Owner must contact the ARC to determine if any permits and/or approval are required. All utilities must be BLUE STAKED prior to construction.

1. Compliance with ARC Guidelines: Compliance is accomplished by obtaining an ARC approved *Application for Lot Improvement* form prior to starting any work and a *Notice of Final Inspection* form indicating satisfactory completion of the improvements.
2. Lot Maintenance: Each lot owner is responsible for the timely and appropriate maintenance of the lot to ensure it is in good condition and presents a pleasing appearance. Maintenance includes, but is not limited to weed control, plant life, landscape items, structures, lot signs, exterior decorations, and general condition of the lot. **Construction debris must be contained within some type of receptacle on lot owner’s property.**
3. Obtaining City of Show Low Permits: The lot owner and his contractor/agent are responsible for obtaining the appropriate City of Show Low Permits and to comply with applicable governmental ordinances or regulations including, but not limited to, zoning ordinances, City business license, and building codes.
4. Property Lines: It is the owner’s responsibility to locate or have located or established the lot corners prior to starting any lot improvement.
5. Setback Requirements: It is the owner’s responsibility to be familiar with, and comply with, setback requirements.

Front	6 ½ feet
Side	5 feet
Rear	5 feet
Rear (abutting a public road)	10 feet
Rear Lots 1 through 7	0 feet

PARKING – All Vehicle’s / Trailers Etc. – General

1. All vehicles must be parked on the Lot Driveway area and are not to extend into the street or street easements. Vehicles may not be parked on adjacent lots. The street easements must be kept open for emergency vehicles, snow plowing, etc.

LANDSCAPING / GRADING GUIDELINES – General

SEE APPROPRIATE ADDENDUM FOR ANY EXCEPTIONS

1. Items Not Approved:
2. Antenna's – Communication: Mobile type RV's commonly operated on the highway will usually have a Factory or Dealer installed Radio, CB, TV, and/or TV Dish Antenna. All other antenna installations on any lot or structure will be governed by Section 207 of the Telecommunications Act of 1996, amended in January 1999.
3. Border Fence: No fencing of lots is allowed
Exterior Decoration: Exterior decorating of lots should be done in moderation and good taste. Bric-a Brac should be confined to a single theme and the number of items displayed at any one time should be kept to a minimum with items being exchanged periodically rather than a great number displayed simultaneously. No decorations shall be placed on any common areas.
4. Greenbelt and Common Area: This property is not part of any individual Lot. The ARC cannot give approval for any owner improvements, landscaping, or any other type of work on this property.
5. Irrigation/Drip Systems: Drip systems are permitted for irrigation on individual lots but cannot be placed in the required setback areas.
6. Landscape Lighting: Up to 10 lights are permitted per Lot. Must be low voltage, UL approved, and directed away from adjoining property. EXCEPTION: Corner Lots may have up to 20 lights (10 on each side). No spotlights, floodlights, motion detector controlled lights, or any other high intensity lights shall be permitted. EXCEPTION: Low intensity, motion detector controlled lighting may be installed as long as light are only activated from within or upon the Lot. Must not be activated from street, adjoining lots, or common areas.
7. Lot Drainage: Every attempt shall be made so that drainage from any source, including that from awnings and/or roof down spouts, shall not be diverted onto an adjoining Lot. When possible, it should be channeled to the street in front of said property. *If you have questions about the design or structural process of your improvement, seek advice from a qualified architect, engineer or other applicable professional. ARC reserves the right to require that you employ the appropriate professional to assure the project has no adverse affect on adjoining lots.*
8. Lot Grading: The existing grade shall not be modified in any way without submitting an application for the ARC approval. *For questions about the design or structural process of your improvement, we recommend you seek advice from a qualified architect, engineer or other applicable professional. ARC reserves the right to require that you employ the appropriate professional to assure the project has no adverse affect on adjoining lots.*
9. Lot Ground Cover – Moisture Barrier Materials: Are not permitted between earth and ground cover unless they are specifically manufactured to permit water penetration. A sample of the material to be used must be submitted with the application for ARC approval.
10. Lot Ground Cover – Patio Surface Materials: Approved materials include, but are not limited to, concrete, exposed aggregate concrete, colored concrete, flagstone, clay tile, or concrete pavers.
11. Main Water Supply Location: Granite or removable pavers must be placed in a 4' x 4' easement around the main water supply located on each lot.
12. Outside Storage: Only normal patio items (such as BBQ's, Patio Furniture, etc...), and bicycles can be stored outside. Any items that are stored under RV's must not be visible – RV must be skirted with approved material.
13. Roll-up Type Awnings: A sample or brochure must be submitted with application for ARC approval.
14. Tree / Plants / Shrubs: Are not to extend beyond property lines at any time. Lot owners must be able to maintain, regardless of size they attain, without entering onto adjoining lots. Any limbs, etc. that hang into the street (curb is part of the street) must be a minimum of 14 feet above street level to provide adequate clearance for RV's, Trucks, etc. A minimum 2-foot clear space must be maintained around the utility area to allow for maintenance access. Water conservation is of prime importance when selecting these items. Type and location of "Permanent Type Plants" must be furnished with application

for ARC approval. NOTE: Trees, Plants, Shrubs **should be** of a type that are indigenous to our mountain environment.

15. Trellises: Items specifically manufactured for plant support **are** allowed (wood is recommended and should be weather sealed). May be freestanding (max. height 6 feet) or attached to awning post (max. height to under-side of awning). A sample or brochure must be submitted with application for ARC approval.
16. Window Covering – Exterior: Only permanently installed; pre-finished manufactured shutters are allowed upon approval by the ARC Committee.

UTILITY PROCEDURES

SEE APPROPRIATE ADDENDUM FOR ANY EXCEPTIONS

NOTE: A city of Show Low permit is required for electrical, plumbing, gas piping, and venting.

1. Window type air conditioners are not permitted on any Lot.
2. Solar utilities are permitted with prior approval of ARC as to location and placement.
3. No utility cross connects are permitted between Lots.

CONSTRUCTION - Approved Materials, Exterior Colors – General

SEE APPROPRIATE ADDENDUM FOR ANY EXCEPTIONS

NOTE: Any and all materials not specifically listed in this section must be submitted to the ARC for approval. The ARC will review the request and determine if the material will be approved.

1. Awning –Window: Only manufactured window awnings are permitted and must be approved.
2. Decks – Covering: Redwood, Cedar, manufactured wood. or plywood covered with Carpet, Flagstone, Tile, approved Vinyl, or Thermo-flex coating shall be used as deck covering. Colors to be compatible with lot color scheme.
3. Decks – Hand Rails/Guard: When required by building code, may be of wood, decorative metal or material approved by the ARC Committee in writing.
4. Decks – Glass/Screen Enclosed: Glass material must be enclosed glass, Plexiglas, Vinyl-tech, or similar material; Screen material must be standard “Insect” screen, either metal or fiberglass.
5. Doors – Habitable Space: Metal or wood doors are permitted and must be kept in acceptable appearance at all times.
6. Doors –Storage Structure: Must be a “House” type double door (single or double leaf) with raised panel surface; painted to match color scheme of Lot.
7. Exterior Colors: All exterior structure colors must match the overall color scheme for the Lot. Colors are strictly limited to muted earth tones to blend with natural landscape.
8. Siding/Skirting Material: May be wood, fiberglass, Pre-finished Masonite, block, or concrete. Metal may be permitted but must be approved by the ARC Committee. Must match any other structure that may exist on Lot, and must match lot color scheme. NOTE: Due to the close proximity of structures within the Resort, no exterior spray painting is allowed.
9. Steps/Stairs Exterior: May be constructed of Wood/Plywood, Redwood, Cedar, manufactured wood or poured concrete. Exposed sides of steps/stairs may be covered with same material, and color as structure. EXCEPTION: Metal steps, used with a mobile type RV only, need not be carpeted or skirted.

NOTE: Temporary Steps/Stairs are permitted for a maximum of six months which time they must be replaced with steps that conform to the above requirements.

10. Roofing Material: Shingles or metal roofing only, no rolled roofing or corrugated metal.

CONSTRUCTION –New and/or Remodeling Guidelines

SEE APPROPRIATE ADDENDUM FOR ANY EXCEPTIONS

1. Awnings –Covered Lot: The maximum height permitted is height of RV. Setback requirement must be met. Color must match color scheme of Lot and City of Show Low permits are required.
2. Arizona Rooms: Additions to park models may be no more than 240 square feet in size and must comply with City of Show Low ordinance. Area may not include a bathroom. Applicant acknowledges that compaction of fill dirt as required by the City of Show Low shall be the sole responsibility of the lot owner or contractor building the Arizona room.
3. Basements: Are not permitted.
4. Deck & Patio Use Restrictions: Shall not contain bathroom, laundry, kitchen or closet facilities, and RV type awning room screen is not allowed. Restrictions apply for both open and glass/screened enclosed.

Decks – Maximum size: 30 percent of total lot square footage, must be at least 6 inches above grade or concrete slab and no higher above grade than threshold of home they are adjacent to. Decks may remain open or be screened or glass enclosed. Compaction of any and all fill dirt shall be the responsibility of the current owner or contractor building the deck. Developer does not warrant compaction of any fill dirt installed by developer.

5. Decks – Enclosed, Screened/Glassed: Maximum width of individual framing members is 4 inches, maximum width of individual screen/glass panels is 8 feet, and minimum height of panels is 4 feet. Screen/Glass material must start at top of deck or solid wall and extend to within 12 inches of awning at lowest point. Chair rail height between 26 and 36 inches, maximum width 4 inches. Exterior exposed framing members to be covered with same material, and color as structure. Interior exposed framing members to be covered to match interior décor and color.
6. Ground Level Awning Covered Patio: A ground level awning covered patio is permitted and shall remain open or be screened and/or glassed. A metal or wood framed wall, maximum height 36 inches above grade, shall be constructed around the perimeter of the patio. The exterior of this wall must be sided with material of the type and color as the structure on the lot.
 - a. Maximum width of the individual framing members is 4 ½ inches. Maximum width of the individual screen/glass panels is 8 feet and the minimum height of the panels is 4 feet. If the solid wall is not used around the perimeter of the patio, a metal or wood kick board, maximum height 12 inches mounted on the floor is permitted, as a chair rail located between 24 and 36 inches above the floor. EXCEPTION: For glass panels only the framing material shall be wood provided its exposed surfaces on the interior are covered with finish material (sheet rock) or paneling) identical to that used throughout the interior, and its exterior surface is covered with siding identical to that on the exterior of the structure. This is a City requirement.
7. Exposed Wood: Only permitted for Raised Decks, Gazebos, and wood frame of a door or window.
8. Gazebos: Must be freestanding. Maximum floor height can be no greater than height of floor of adjacent dwelling. Maximum roof height 10 feet.
 - a. A solid wall, maximum height 36 inches above finished floor; must be constructed of boards, same material as framing. Any further enclosure shall be of pre-finished aluminum or plastic lattice, color to match gazebo.
 - b. Prefabricated gazebos are permitted but brochure and color are to be submitted with application for approval.
 - c. Maximum size shall be 12 feet exterior measurement at widest point.

9. Hot Tubs/Spas: Hot tubs and whirlpool spas, installed above ground, are permitted. An approved safety cover must be in place when not in use. An ARC permit is required and a City of Show Low permit is also required for any wiring and plumbing. Spas and whirlpools must be drained into the sewer system. No wastewater, spa water or gray water may be drained into subdivision streets, gutters or drainage system.
10. Outdoor Cooking Facilities: Permanently installed, freestanding, gas-fired, charcoal briquette, and electric systems require an ARC permit. A City of Show Low permit is also required for any gas piping or electrical wiring/outlets. Major household appliances or overstuffed interior furniture on the patio or deck is prohibited.
11. Storage Structures: Maximum size is 80 square feet (outside dimensions); minimum constructions 2 x 4 studs with maximum 16 inch spacing, and sided with material suitable to subdivision, preferably to match lot theme, or with masonite, fir siding, lapped wood or synthetic material approximating the appearance of wood.
 - a. Door/Window: Maximum size of double door is 6 feet wide and 6 feet 8 inches in height. Windows are permitted.
 - b. Wall Height of Storage Structure: Maximum wall height is 10 feet.
 - c. Roof Style, Vents, & Covering: Gable (center peak); minimum slope of a gable roof to be 2 ½ inches per foot of run; slope of a shed roof to be ½ of a gable roof. Roof turbine ventilators are not permitted; low profile vents (max. 8") are permitted. A fascia or unitizing band is required around entire perimeter of roof.

RECREATIONAL VEHICLES & PARK MODELS

1. All Resident vehicles must be approved before being placed in the Resort. All Residence vehicles shall be inspected and are accepted on the basis of length and appearance.
2. **Bay windows/slide outs shall not encroach into the setbacks.**
3. Only a commercial manufactured screen room, designed as such, shall be attached to the awning supports of a mobile RV. Solid wall panels are not permitted to remain down continuously on these screen rooms. A commercially manufactured solar awning/drape, and/or end panels may also be attached to mobile RV awning supports. No other materials, such as tarpaulins, individual screen sections, Visqueen, etc. shall be attached to the awning supports.
 - a. If items are to be stored beneath this type RV, it must first be skirted as described above.
4. Park Model RVs: The roof covering must be composition of fiberglass shingles or metal roofing material. Siding must approximate wood in appearance.
 - a. Placement of Park Model RV on lot requires lot improvement approval and final inspection within 120 days of approval, the same as for other lot improvements.
 - b. Among the items to be inspected during the final inspection is the location of the Park Model RV on the lot, skirting, placement of the air conditioners, coolers, gas bottles, and the attachment to the RV of the State of Arizona office of Manufactured Housing insignia containing the vehicle identification and serial number. The temporary wood steps must be replaced with steps conforming to CONSTRUCTION – GENERAL.

If an owner desires a lot improvement that has not been described in the preceding pages, an application must be submitted to the Architectural Review Committee for approval, as outlined in this document.