

**HIGH DESERT RESIDENTIAL OWNERS ASSOCIATION, INC.**  
**Modifications Committee**  
**Policy and Procedures**

Pursuant to Article XI, Section 11.3 of Declaration of Covenants, Conditions & Restrictions (CC&Rs), “The Modifications Committee (MC) may promulgate detailed procedures and standards governing its area of responsibility, consistent with those set forth in the Guidelines for Sustainability, and subject to final approval by the Board.” This document establishes the Modification Committee policy and operating procedures.

To establish consistent, transparent, and unbiased judgments, the MC will operate based upon the procedures described below. These procedures establish:

- Definitions
- Deadlines and Schedule
- Application Submission Process
- Application Review Process
- Fees
- Records
- Final Inspections

**Definitions**

**Application:** The request form to modify a property and supporting documents free of obvious errors and omissions received from an Owner.

**Decision:** The final ruling by the MC on the basis of the CC&Rs, Guidelines for Sustainability, and MC Policy and Procedures.

**Fast Track:** The process for expedited handling of an Application. The Modification Committee Policy approved by the Board of Directors 11/21/14 states that the committee *may adopt a “fast track” approval procedure that would delegate specific authority to one member of the MC to approve certain types of routine requests, the nature of which should be clearly detailed in the operating procedures.* The person designated is the MC Chairperson.

**Governing Documents:** High Desert Residential Owners Association (HDROA) Guidelines for Sustainability; village-specific Supplements to the Guidelines; the Declaration of Covenants, Conditions & Restrictions (CC&Rs); and any applicable policies of the Association.

**Plans and Architectural Drawings:** A [technical drawing](#) of a building (or building project) that falls within the definition of [architecture](#). Architectural drawings usually include, but are not limited to, Site plan, floor plan, elevation plan, electrical plan, roof plan, and grading and drainage plan. See APPENDIX 2.

**Supporting Documents:** Documentation needed by the committee to evaluate the modification request and determining that Guideline requirements are met. These documents include, but are not limited to, manufacturer specification sheets and/or samples and pictures. See APPENDIX 1

## **Deadlines and Schedule**

The MC will meet monthly on the third Thursday of each month at the HDROA management company's office.

Deadline for submission of an Application at the next monthly MC meeting is the first Friday of each month. Any submissions after that date will be added to the following month's agenda. This is a critical deadline to allow the volunteer members of the MC sufficient time to review Applications on the agenda.

Application submissions are date stamped upon receipt and decided within 45 business days of the date stamped on the Application. If an Application has been received and date stamped, but requires additional *required* information, such Application will be denied and returned to the applicant indicating what other information is needed. The review clock stops upon denial and starts again upon resubmission. If the required information is received by the second Friday of the month, the committee *may, but is not required to*, consider the Application. Otherwise, it will be placed on the following month's agenda.

*Fast Track Application submissions are not subject to the deadlines for monthly meetings.*

If construction does not commence on a project for which plans have been approved within twelve (12) months of such approval, such approval shall be deemed withdrawn, and it shall be necessary for the Owner to resubmit an Application for reconsideration.

All modifications shall be completed within six months of commencement of construction. This will be communicated to Owners in their Application approval.

If the approved request relates to a cure for an ongoing violation of the Guidelines for Sustainability, the MC shall establish a fair and reasonable time limit for the completion of the corrective action, after which the case may be referred to the Board of Directors for the imposition of penalties.

## **APPLICATION SUBMISSION PROCESS**

CC&Rs Article 11.4 "Submission of Plans and Specifications" states that "No construction or improvements shall be commenced, erected, placed or maintained on any Unit, nor shall any exterior addition, change or alteration be made thereto, until the plans and specifications ("Plans") showing site layout, structural design, exterior elevations, exterior materials and colors, signs, landscaping, drainage, lighting, irrigation, utility facilities layout, and screening therefor shall have been submitted to and approved in writing by the NCC or MC, as appropriate. . ."

It is the Owner's responsibility to initiate a modification Application prior to any modification activity at the property. It is solely the responsibility of the Owner to allow sufficient time to submit a complete Application. Owners should be mindful that it is not unusual for an Application to need additional information for it to be sufficient for MC review. The High Desert Residential Homeowner's Association (HDROA) has no liability or responsibility for any inconvenience or costs resulting from delays in completing a modification Application. A modification request received from a homeowner who has an open, uncorrected violation will be denied unless it's an emergency repair.

The Application Form for requesting approval for a modification is available on the High Desert website ([www.highdesertliving.net](http://www.highdesertliving.net)) under the menu link for Modification Committee on the left side of the homepage. An Application consists of a completed form and all supporting documents, plans, and architectural drawings. See APPENDIX-1 and APPENDIX-2 for the required documentation.

Submission of both paper and electronic Applications is required for ease in reviewing Applications and for record storage purposes. In some cases, full sized constructions plans are required. An electronic submission of these documents also is required for record storage purposes.

When an Application is received at the office of the management company, the HDROA Community Manager or his/her representative will date stamp the document and conduct a preliminary review of the Application to ensure that it is complete and to determine if it should be Fast Tracked or be placed on the agenda of the next MC meeting. If an Application is missing required information, such Application will be denied and returned to the applicant indicating what other information is needed. (See APPENDIX 3)

All electronic Applications will be made available to MC members via a file sharing service such as Dropbox. Large paper copies of plans will be made available to the committee for review during the meeting. *Committee members will review modifications requests in detail before each meeting using the appropriate Guideline and Approved and Prohibited Plant List from the High Desert Living web site.* (See APPENDIX 4)

While the MC, has jurisdiction over modifications, Article 11.2 of the CC&Rs states that, “the MC may choose to refer a request for architectural approval that falls within its jurisdiction to the NCC, at its discretion. If the MC refers a request for architectural approval to the NCC, the NCC shall have exclusive jurisdiction over that request.” The MC has determined that:

1. All modification requests for additions to an existing home or a request to construct separate garages or casitas will automatically be referred to the New Construction Committee (NCC) for review, approval, and monitoring of the project.
2. All requests for variances will be automatically referred to the NCC for its review and approval.
3. Any request that *may* require changes to the grading and drainage of the lot should be considered for referral to the NCC after consideration by the MC. Grading and Drainage Plans are sent by the NCC to a contract engineer for review and approval.

## **APPLICATION REVIEW PROCESS**

Two decision tracks are available to the MC: Fast Track and Regular Track.

**Fast Track.** A Fast Track Application *must* meet one of the following criteria:

1. An emergency repair where an unforeseen event has caused a need for mandatory repair or replacement, where a delay would cause unreasonable expense to the Owner or damage to surrounding properties.
2. A submission that has already been reviewed by the MC under normal agenda item processing and was denied pending clarifying information may be considered for Fast Track so long as the clarifications are sufficient to resolve the MC original objections and denial. If the Chairperson determines the information responds to the committee's concerns or questions, the request will be reviewed without having to wait for the next scheduled committee meeting.
3. A routine maintenance item where no physical parameter of the property is being changed (such as color, height, mechanical equipment, or construction material). Examples include: re-stucco of a home where the same manufacturer, color, and texture of stucco is being used; replacement of a roof using the same roofing construction as previously approved, such as tar and gravel pitch roof replaced with a new tar and gravel flat roof. A change from one type of cooling system to another, such as evaporative cooler to refrigerated air, would not qualify.
4. A modification which has minor impact on the physical appearance of the property and is low impact during the installation or construction process, such as removal of a tree and replacement in the same location with a specified tree from the current Approved and Prohibited Plant List, or installation of a solar tube through the roof.

Fast Track review is given to those Applications that have been determined to meet one of the criteria for Fast Track processing (see definition above). If an Application is Fast Tracked, the HDROA Community Manager or his/her assistant will notify the MC Chairperson that an Application is ready for review. If the assigned Committee member approves the Application, he/she will indicate so in writing on the document and provide any special instructions. The document will be returned to the management company office for further processing. If the decision is to deny the proposed modification, the communication with the Owner must state what section of the Guidelines for Sustainability applies to the decision. Further, the Committee *may* provide an opinion regarding what change(s) should be made to elicit a future approval.

Decisions on Fast Track submissions will be recorded in the minutes of the next monthly MC meeting. Once approved, a Fast Track decision is final and is not subject to committee re-review. Decisions along with all signed documents will be transmitted electronically to the Owner within three business days.

**Regular Track.** Applications received by the first Friday of the month will be considered by a quorum of the MC at the scheduled monthly meeting. Applications that were submitted with missing required information and resubmitted by the second Friday of the month, *may, but not required*, be considered by the committee. Otherwise, they will be placed on the following month's agenda.

Each member of the MC will review Applications for modification for compliance with the governing documents, specifically, Guidelines for Sustainability; village-specific Supplements to

the Guidelines; the Declaration of Covenants, Conditions & Restrictions (CC&Rs); and any applicable policies of the Association. The MC may only grant approvals for Applications that comply with the governing documents; no variances or exceptions may be granted by the committee. However, variance requests will be submitted to the NCC, which has authority to grant variances, for consideration.

In reviewing each submission, the MC may consider visual and environmental impact, ecological compatibility, natural platforms and finish grade elevation, harmony of external design with surrounding structures and environment, and location in the relation to surrounding structures and plant life. The committee may require relocation of native plants within the construction site as a condition of approval of any submission.

Decisions are not opinions. A decision must be supported by a reasoned and informed understanding of the applicable governing documents. An Application may be denied because it lacks sufficient detail or requires clarifying language. If additional or clarifying information is needed by the committee to make a decision, the Owner may submit the additional information in a form required by the committee. The review of that information may be Fast Tracked. Additional information cannot include any modification to the plan. If the Chairperson determines the information responds to the committee's concerns or questions, the request will be approved without having to wait for the next scheduled committee meeting. If the information is incomplete, the modification request will be reconsidered at the next scheduled monthly meeting.

The decision of the committee is final. It is important to note that Section 11.2(c) of the CC&Rs states that, "any approval by the NCC or MC of initial construction or modifications shall be deemed to comply with the Guidelines for Sustainability and the Declaration. The NCC and MC shall have sole and full authority to interpret the Guidelines for Sustainability and to determine matters of aesthetic judgment. Their interpretation and determination as to the Guidelines for Sustainability and matters of aesthetic judgment shall be final, conclusive and binding and shall not be subject to judicial review so long as exercised in accordance with the procedures set forth in this Article."

Each Owner acknowledges that the members of the MC will change from time to time and that interpretation, application and enforcement of the Guidelines for Sustainability may vary accordingly. Approval of proposals, plans and specifications or drawings for any work done or proposed, or in connection with any other matter requiring approval, shall not be deemed to constitute a waiver of the right to withhold approval as to any similar proposals, plans and specifications, drawings, or other matters subsequently or additionally submitted for approval.

Decisions will be transmitted electronically to the Owner within three business days, along with all signed documents. All decisions of the MC will be communicated to the Owner in writing on the Application. The Chairperson shall sign all attached plans and/or supporting documents to the application indicating approval and the date of committee action. If approved, the approval language shall indicate that the project must commence within 12 months of the Application approval date and must be completed within six months of commencement of the project. If construction does not commence on a project for which plans have been approved within 12 months of such approval, such approval shall be deemed withdrawn, and it shall be necessary for the Owner to resubmit the Plans to the MC, as appropriate, for reconsideration. Further, the

Owner is required to notify the management company when the project is completed and ready for committee inspection.

If the decision is to deny the proposed modification, the communication with the Owner must state what section of the Guidelines for Sustainability applies to the decision. Further, the committee *may* provide an opinion regarding what change(s) should be made to elicit an approval from the committee.

## **CONSTRUCTION DEPOSIT FEES AND PLAN REVIEW FEES**

All submissions will be stored electronically. Costs incurred to electronically scan large documents are the responsibility of the applicant.

Professional services (engineers, surveyors, landscape designers, lawyers, etc.) may be required to properly evaluate an Application. The applicant is responsible for the full amount of these service costs. If the application is referred to the NCC for review, the applicant will be required to pay the review fee/construction deposit established by the NCC before the NCC reviews the submission, and the application will not be considered complete for the NCC to review until the fee is paid.

For those modification requests that are complex and may require significant professional services to properly evaluate the request, the MC may require the Owner to post a cash construction deposit of \$4,000.00 or less as surety for anticipated expenses and as assurance of their intent to comply with the provisions of the Guidelines for Sustainability. The size of the deposit will be based on the following criteria:

- a. Value of the project,
- b. Complexity of the project,
- c. Impact of the project on the neighborhood and environment, and/or
- d. Size in square feet.

The Modifications Committee will be the sole determiner of the size of the deposit. If the project is referred to the NCC, that committee will be the sole determiner. In such cases, the Owner shall be required to acknowledge in writing that such charges are required for consideration of the request and agree to pay them. If the Owner refuses such charges, the Application will not be considered for approval and will be denied.

## **RECORDKEEPING**

Records. The Community Manager is responsible for the retention and maintenance of all records and plans pertaining to the activities and decisions of the MC. All records including Applications, accompanying plans and supporting documents, and meeting minutes will be stored electronically in addition to paper copies.

All submissions will be recorded in the Owner's account in the Compliance module of the HOA management system. A new submission will be recorded as "Pending." An approved Application will be so noted in the Owner account item and held as "Pending" until final inspection is completed and recorded. A denied Application will be noted in the Owner account and the item "Closed" in the HOA management system.

Minutes. The committee shall keep minutes of all committee actions. Further, the Community Manager will provide minutes of meetings for formal approval by the MC as a regular agenda

item for MC meetings. Approved minutes will be transmitted to the Board of Directors and NCC by the Community Manager.

## **FINAL INSPECTION**

All approved modifications require closure. To manage closure, the HDROA management company will maintain a list of Pending Applications. Owners who have indicated their modification is complete will be reported to the MC for final inspection. If, after 12 months following approval, the Owner has not indicated the project is ready for inspection, the Community Manager will inquire of the Owner of its status and take appropriate action, such as “close” the item in the Owner account as expired or set a date for inspection. If a modification is not complete by 18 months following approval of the Application, the Owner will be notified they are in non-compliance with the policy and will be referred to the Board and the Community Manager for enforcement action.

The MC may decide that an inspection is not required for some very simple modifications. If so, the Chairperson will direct that the Pending item be closed in HOA management system with a note that it was closed without inspection by approval of the MC.

If the Owner does not proceed with the approved modification within 12 months, the Chairperson will direct that the Application shall be marked as Closed in the HOA management system and a note entered in the Owner account that it was closed due to expiration.

The MC will appoint one or more members to make final inspections. More complex projects will be inspected by two or more MC members. MC members will perform an on-site inspection and render an opinion if the modification was made in compliance with the approved plan. If the final inspection reveals that the project does not match the approved plans, the entire MC should inspect the project and vote as a Committee by majority rule whether the modification passes inspection. If the project does not pass final inspection, it will be referred to the Board and Community Manager for enforcement action against the Owner.

If an inspection requires access to the Owner’s property, the MC member(s) will obtain permission to enter the property. Failure of an Owner to grant such permission will be referred to the Board and Community Manager as an enforcement matter.

In all cases, final inspections and results will be recorded in MC meeting minutes and on the Owner account in the HOA management system.

## **NO PRECEDENTS**

Each decision of the MC pertains only to the specific request at hand, and does not establish a precedent to be applied, either retroactively or prospectively, to any other Similar or related request. However, the MC shall keep in mind Section 12.5(a) of the CC&Rs, which provides that similarly situated Owners and occupants shall be treated similarly.



## **ENFORCEMENT**

The MC shall have no authority to enforce its decisions or to impose sanctions for noncompliance. That authority is reserved to the HDROA Board of Directors pursuant to Article III, Section 3.23 of the Bylaws and Article XI, Section 11.9 of the CC&Rs.

Adopted by the Board of Directors on June 21, 2005.

Amended by the Board of Directors on January 14, 2009.

Amended by the Board of Directors on January 19, 2011.

Amended by the Board on February 4, 2014.

Adopted by the Board on October 16, 2018



## APPENDIX 1

### Supporting Document Requirements

The Guidelines for Sustainability reference several other house elements that must be submitted, reviewed, and approved by the Modification Committee (MC). The below checklist of items will aid the home owner in providing the documentation needed by the committee to evaluate the modification request and determining that Guideline requirements are met. It is important that you provide manufacturer specification sheets and/or samples or pictures to the committee. Samples will be returned, upon request, once a decision has been made.

— Stucco or Plaster – Color and Light Reflective Value (LRV).

Other Exterior Material – Type, style, color, reflectivity.

Façade – Material, type, and color.

Roof - The material, color, and Light Reflective Value (LRV) or Solar Reflective Index for the roof. An LRV of 40 or less or an SRI of 50 or less is required for all roof surface materials. Roofing materials that do not meet the color standard above may be made compliant by coating with elastomeric coatings or paint with an LRV of 40 or less. Before and after pictures of any roof modification is required.

Exterior Lighting (Safety and Security) – Material, style, location, number, watts, lumens, and color temperature in degrees Kelvin.

Solar Equipment – The specification sheets and dimensions for the solar equipment mounted exterior to the home shall be submitted along with the installation company.

The information sheet shall depict:

- Location of the panels on the roof.
- Pitch angles relative to the flat roof or ground and distance from roof to top of the highest solar panel. Height of the parapet from the roof top.
- Any shielding proposed to meet the shielding requirements shall be shown on the proposed plans, including color and reflectivity.
- A visual rendering of any associated equipment (controls, conduits, piping, etc.) installed on the sides of the home shall be provided.
- Equipment/frame color and reflectivity.

Privacy Wall, Retaining Wall, and View Wall – Material, color, and LRV.

Driveway - Material and color.

Flagpole – Size and location.

Mechanical Equipment (Roof Mounted) – Location, Screening material, color and reflectivity. A spec sheet identifying dimensions of the new equipment is required, as well as a site plan identifying where the equipment is to be placed on the roof. Before and after pictures of equipment installed on roofs is also required. All conduits must be

painted to match the stucco. All equipment must be shielded or painted to match the stucco.

Satellite Dish – Location and shielding material, color, and reflectivity.

Chimney – Type, material, and color.

Garage Door – Style and color.

Entry Door – Style, material, and color.

Windows – Style, material, and color.

Arches and Columns – Style, material, and color.

Gate – Style, material, and color.

Sunscreen/Shade – Location, material, and color.

Canales, Downspouts, and Gutters – Style, material, and color.

Mailbox – Design, material, color, house number size and placement, and dimensions, measurements from the street.

House Address – Style, size, color, and location.

Basketball Goal – Style, size and location.

Playground Equipment – Location, style, height, and color.

Exterior Artwork - Color photographs or drawings including location, dimensions, and specifics as to materials, moving parts, and noise generation.

Landscape Plan - Indicate areas (if any) to be irrigated. Show names, quantities, locations and sizes of all existing and proposed plants, including a proposed transplanting plan, if transplanting is contemplated. Show any decorative features such as pools, imported rocks, or sculptures. Use the Approved and Prohibited Plant List located on the [www.highdesertliving.net](http://www.highdesertliving.net) website. A copy of the approved plant list must be submitted with the plant type circled and the number of each plant listed. A landscape plan (property diagram) indicating where these plants are to be placed on the property is also required. Finally, review the Supplemental Guidelines for the village in which the lot is located, if appropriate. There may be specific plant and tree restrictions for that village.

**APPENDIX 2**  
**Plan/Architectural Drawing Requirements**

The following architectural drawing requirements are for projects that include house additions, casitas, separate garages, and other major construction, as defined by the MC in coordination with the NCC. Submit modification requests to the MC. The MC will refer the project to the NCC for review and approval. The NCC will contact the homeowner to schedule a meeting to discuss the proposed project and determine which drawings will be required. If the matter is referred to the NCC for review, the applicant will be required to pay the review fee/construction deposit established by the NCC before the NCC reviews the submission, and the application will not be considered complete until the fee is paid.

The NCC will require a \$4,000 construction deposit when the Construction Regulations are signed by the owner, builder and NCC Chairman. If a Grading and Drainage Plan is required, the NCC consulting engineer will review it. The review fee will be deducted from the construction deposit. If additional grading to the property is required, the owner's engineer must certify in writing to the NCC that the grading is in substantial compliance with the approved plan before the final NCC inspection is conducted.

**PREMIER/ESTATE PLAN REQUIREMENTS**

1. **Site Plan** - Scale shall be no less than 1" = 20' on a 24" x 36" (*Preferred*) or a 30" x 42" sheet.
  - a. Identify the lot boundary and building envelope.
  - b. Identify the square footage of all heated floor space of the house.
  - c. Identify the square footage of the lot.
  - d. Show dimensions, locations of the residence and all other buildings or major structures, driveway, parking areas, patios, pools, walls, trash enclosures, proposed utility service facilities and routes, site grading, including existing and proposed utility easements, existing and proposed contours at one (preferred) or two foot intervals, and topographic features such as washes, rock outcroppings and existing trees and major shrubs to be retained and/or relocated, and elevations of all building floors, patios, and terraces, shown in relation to site contour elevations.
  - e. All grades, elevations, boundaries must be field verified by owner's surveyor, or engineer.
  
2. **Grading and Drainage Plan**
  - a. Must be prepared by a certified engineer.
  - b. Must show the building envelope.
  - c. Plan must indicate all appropriate elevations and drainage features and shall be in conformance with the Guidelines.
  - d. *Submit one copy to Bohannon Huston Attn: Yolanda Padilla-Moyer.*
  - e. NOTE: The owner is required to have the owner's engineer, upon completion of the building project, certify that the grading and drainage construction was completed in substantial compliance with the plans approved by the NCC.
  
3. **Roof Plan** – Draft at a scale of no less than 1/4" = 1'0".

- a. Indicate areas of flat and sloped roofs and all skylights and roof mounted equipment such as air conditioning units, solar collectors, etc.
- b. Identify all chimneys, materials, and skylights.

*Outside of the Highland Design Overlay Zone:*

- The NCC discourages the use of pitched roofs and encourages the use flat (parapet style) or semi-flat roof styles or pitched roof designs with low slopes.
- If a pitched roof is proposed, the maximum slope must be four (4) inches in twelve (12) inches.

*Highland Design Overlay Zone:*

- The NCC discourages the use of pitched roofs and encourages the use of flat (parapet style) or of semi-flat roof styles or pitched roof designs with low slopes.
- If a pitched roof is proposed, the maximum slope must be four (4) inches in twelve (12) inches.
- No ridges or peaks may stand out against the skyline. Any abutting parapet or wall must be placed higher than the peak of sloped roof).
- No mechanical equipment or skylights may be located on pitched roofs.

4. **Floor Plan** – Draft at a scale of no less than 1/4" = 1'0".

a. *Massing:* Each building must have at least 3 distinct masses visible from 3 elevations.

- Building masses should be predominantly horizontal rather than vertical, yet should not create long unbroken elements.
- Each building mass must be offset from adjacent masses at least 2'0" vertically and 2'0" horizontally.
- Mass dimensions must be labeled on all plans.

b. *Garage:* Side entry garages are preferred to those fronting the street.

- The maximum garage door width is 18 feet.
- Garage doors must be setback from the face of the main wall a minimum 12".
- Any additional garage, after the first double door or two single doors must be offset in massing by at least two (2) feet horizontally.

c. *Windows:* Windows should be set deep into the walls to create a feeling of depth and massiveness. *Generally, a minimum two (4) inch inset is required.*

d. *Fireplaces:* Identify all fireplaces, including outdoor fireplaces, and indicate if they are wood burning or gas. Include chimneys and material.

5. **Elevation Plan** – Include exterior elevations of all sides of the residence, at the same scale as the floor plans.

a. Natural (pre-construction) grades must be drawn on all building plan elevations, in order to determine building heights from natural grade.

b. Natural grade elevations, at the low point and high point, adjacent to the proposed structure must be indicated and identified on all construction plans.

c. It is very important to establish the lowest spot and elevation of the natural grade adjacent to the proposed structure ("Low Point"). This Low Point and its elevation, is critical in determining the height of a structure. This point and its spot elevation must be clearly indicated on all plans.

d. The elevation of the highest point on a proposed structure, excluding chimneys, must be indicated and identified as the highest point on all construction plans.

e. All parapet heights must be noted on building plan elevations, as measured from the top of the roof.

f. Show roof ridge line height, if a sloped roof is proposed.

- g. Provide finished floor elevations.
- h. Identify all wall types and wall heights. Height is measured from the exterior natural grade of the wall. (Include material for retaining walls outside the building envelop).
- i. All exterior mechanical equipment mounted on the roof, except for chimneys and structural elements of the building, must be fully screened from view as viewed (1) from any point along the property line at a height of 63.5" and (2) from the street centerlines of streets directly adjacent to the property lines at a height of 42". Parapets may be used to screen roof mounted equipment. Provide the appropriate measurements.
- j. Include wall and building heights.

*Outside of the Highland Design Overlay Zone* - The maximum allowed height for the furthest upslope wall is 19' - 0". This height is measured from the highest natural grade adjacent to the structure, to the highest point on that wall, excluding chimneys. The maximum allowed overall building height is 26' - 0". This height is measured from the lowest natural grade point adjacent to the entire structure to the highest point on the entire structure, excluding chimneys.

*Highlands Design Overlay Zone* - To achieve a lower profile, residences are encouraged to be sited partially below grade. The maximum allowed height for the furthest upslope wall is 19' - 0". This height is measured from the highest natural grade adjacent to the structure, to the highest point on that wall, excluding chimneys. The maximum allowed height of any individual mass is 22' - 0". This is measured from the lowest natural grade adjacent to the mass to the top of the wall.

- 6. **Lighting Plan** – The plan must specify all exterior light fixtures as Security Lighting, Safety Lighting, or Living Space Lighting.
  - a. Show location, types of illumination, fixtures, lamps, reflectors and other devices.
  - b. Circuits and controls for all exterior lighting must be shown including any sensors, timers, or actuators for security or safety lighting.
  - c. The NCC reserves the right to reject a lighting plan if the illumination appears excessive, inappropriate, or not in conformance with the Guidelines and the lighting philosophy of High Desert.
  
- 7. **Solar Panel Plan** – Plans shall be submitted that are to scale, although dimension labeling is not required. Required views are a plan view, and views from parapet corners and mid-points, including expected worst-case views for (1) along the property line at a height of 63.5" and (2) from adjacent street centerlines from the extension of any property line in a perpendicular direction to the adjacent street at a height of 42".
 

The plans shall depict:

  - a. Pitch angles relative to the flat roof or ground.
  - b. Distance from the lowest natural grade to the top of the solar equipment shall be specified.
  - c. Any shielding proposed to meet the shielding requirements shall be shown on the proposed plans.
  - d. A visual rendering of any associated equipment (controls, conduits, piping, etc.) installed on the sides of the home shall be provided.
  - e. Specification sheets and dimensions for the solar equipment mounted exterior to the home shall be submitted along with the installation company. All



paintable surfaces such as pipes, tubes, cables, conduits and wires, shall be screened or painted to match the **13**

colors of the underlying surfaces at the time of installation, unless doing so would be in violation of building, fire, or safety codes or the manufacturer's requirements. Additional shielding or painting may be required to minimize reflections from any solar energy device.

### **BUILDER PLAN REQUIREMENTS**

1. **Site Plan** - Scale no less than 1" = 20' on a 24" x 36" (*Preferred*) or a 30" x 42" sheet.
  - a. Identify the lot boundary.
  - b. Show dimensions, location of the residence and all other buildings or major structures, driveway, parking areas, patios, pools, walls, trash enclosures, proposed utility service facilities, and pad elevation.
  
2. **Roof Plan** – Draft at a scale of no less than 1/4" = 1'0".
  - a. Indicate areas of flat and sloped roofs and all skylights and roof mounted equipment such as air conditioning units, solar collectors, etc.
  - b. Identify all chimneys and material, and skylights.
  - c. The NCC discourages the use of pitched roofs and encourages the use flat (parapet style) or of semi-flat roof styles or pitched roof designs with low slopes.
  - d. If a pitched roof is proposed, the maximum slope must be six (6) inches in twelve (12) inches.
  - e. No mechanical equipment or skylights may be located on pitched roofs.
  
3. **Floor Plan** – Draft at a scale of no less than 1/4" = 1'0".
  - a. *Architectural Style*: Identify one from the relevant approved Guideline styles relevant to your building location. Check if there is a Supplemental Guideline for the village in which the lot is located. There may be style restrictions.
  - b. *Massing*: Each building must have at least 3 distinct masses visible from 3 elevations.
    - Building masses should be predominantly horizontal rather than vertical, yet should not create long unbroken elements.
    - Each building mass must be offset from adjacent masses at least 2'0" vertically and 2'0" horizontally.
    - Mass dimensions must be labeled on all plans.
  - c. *Garage*: Side entry garages are preferred to those fronting the street.
    - The maximum garage door width is 18 feet.
    - Garage doors must be setback from the face of the main wall a minimum 12".
    - Any additional garage, after the first double door or two single doors must be offset in massing by at least two (2) feet horizontally.
  - d. *Windows*: Windows should be set deep into the walls to create a feeling of depth and massiveness. *Generally, a minimum two (4) inch inset is required.*
  - e. *Fireplaces*: Identify all fireplaces, including outdoor fireplaces, and indicate if they are wood burning or gas. Include chimneys and material.
  
4. **Elevation Plan** – Include exterior elevations of all sides of the residence, at the same scale as the floor plans.
  - a. Identify the pad elevation and finished floor elevations.

- b. Show the building height. The maximum overall building height for two-story homes shall not exceed 26' - 0" and 18' - 0" for single-story homes measured from the grade of the pad approved by the City to the highest point on the building (except chimneys).
- c. Show roof ridge line height, if a sloped roof is proposed.
- d. All parapet heights must be noted on building plan elevations, as measured from the top of the roof.
- e. Identify all wall types and wall heights. Height is measured from the exterior grade of the wall.
- f. All exterior mechanical equipment mounted on the roof, except for chimneys and structural elements of the building, must be fully screened from view as viewed (1) from any point along the property line at a height of 63.5" and (2) from the street centerlines of streets directly adjacent to the property lines at a height of 42". Parapets may be used to screen roof mounted equipment. Provide the appropriate measurements.

**5. Lighting Plan** – The plan must specify all exterior light fixtures as Security Lighting, Safety Lighting, or Living Space Lighting.

- a. Show location, types of illumination, fixtures, lamps, reflectors and other devices.
- b. Circuits and controls for all exterior lighting must be shown including any sensors, timers, or actuators for security or safety lighting.
- c. The NCC reserves the right to reject a lighting plan, if the illumination appears excessive, inappropriate, or not in conformance with the *Guidelines* and the lighting philosophy of High Desert.

**6. Solar Panel Plan** – Plans shall be submitted that are to scale, although dimension labeling is not required. Required views are a plan view, and views from corners and mid-points, including expected worst-case views for (1) along the property line at a height of 63.5" and (2) from adjacent street centerlines from the extension of any property line in a perpendicular direction to the adjacent street at a height of 42".

The plans shall depict:

- a. Pitch angles relative to the flat roof or ground.
- b. Distance from the lowest natural grade to the top of the solar equipment shall be specified.
- c. Any shielding proposed to meet the shielding requirements shall be shown on the proposed plans.
- d. A visual rendering of any associated equipment (controls, conduits, piping, etc.) installed on the sides of the home shall be provided.
- e. Specification sheets and dimensions for the solar equipment mounted exterior to the home shall be submitted along with the installation company. All paintable surfaces such as pipes, tubes, cables, conduits and wires, shall be screened or painted to match the colors of the underlying surfaces at the time of installation, unless doing so would be in violation of building, fire, or safety codes or the manufacturer's requirements. Additional shielding or painting may be required to minimize reflections from any solar energy device.

**APPENDIX 3**  
**HOAMCO Modification Request Form Review Checklist**

Maintain a Notebook with the current Modification Committee Operating Procedures, Guidelines, Supplemental Guidelines, Approved and Prohibited Plant List, Stucco Color Charts, and a list of properties in the Overlay Zone for committee use during monthly request reviews.

1. Receive the Request form.
2. Fill in the Date, Received By, Request No., and input into CALIBER.
3. Ensure the Requested By information is complete.
4. Ensure the Property Description is correct. The Lot number and street address must correctly link to the appropriate village.
5. Check the High Desert website to determine if the village has a Supplemental Guideline and check the appropriate box if the homeowner did not.
6. If the street Address/village is in the Highlands, determine if the Lot is in the Overlay Zone and check the appropriate box.
7. Ensure the Proposed Modification or Addition information is filled in and complete. You do NOT have to ensure the Guideline information and paragraph/page numbers are correct. *That is a committee responsibility.*
8. Ensure the description of the Proposed Modification is filled in.
9. For the List of Attachments, review Appendix 1 of the MC Operating Procedures to ensure the correct attachments are included. *For example, Windows – Style, material, and color information must be included.*
10. If documents are missing or the information is incomplete, *Deny* the Request check the appropriate box, write in the date of the denial, list the missing documents or information, and return the Request to the homeowner.
11. Review Page 3 of the Operating Procedures to determine if the Request should be forward to the NCC. If yes, Send the Request and Page 2 of the form to the NCC. When action is complete, ensure the entire Request form is completed. Enter into CALIBER.
12. Review Page 4 of the MC Operating Procedure to determine if the Request should be *Fast Tracked*. If yes, forward the Request, supporting documents, and Page 2 of the Request

Form to the Chairperson. If no, retain for the full committee's review. If you cannot make a determination, forward the Request to the Chairperson for his/her review.

13. Group the modification requests by community (Builder and Premier/Estate) and by village in preparation for the committee review.
  - a. Provide blank copies of Page 2 of the Modification Request for the committee to complete.
  - b. Bring the information Notebook for committee reference.
  - c. When the committee has made a decision, ensure page 2 of the modification Request is filled in completely.
  - d. Return the form to the homeowner.
13. When the modification project has been inspected by the committee and approved, place the date Closed and the Date entered into CALIBER on the bottom of the form and file.

**APPENDIX 4**  
**Committee Modification Request Form Review Checklist**

Before each committee meeting to review the Modification Request forms, it is important that each committee member review each Request in detail using the appropriate Guideline and Approved and Prohibited Plant List. Use the following checklist for the individual and committee review. If there are questions or uncertainties regarding the Guidelines, contact the NCC Chairperson.

1. Note the Guideline and associated paragraph/page number referenced by the homeowner and ensure that they are correct. You may have to consider both the Guideline and Supplemental Village Guideline.
2. Note if the Lot Number and Street address are in the Overlay Zone. Generally, the issue for this area is related to stucco color and wall material. Anything else will be covered by a NCC construction review.
3. Ensure the Attachments are in accordance with the requirements in Appendix 1 and they provide sufficient information to make a decision.
4. Ensure that modifications for additions, new garages or casitas, and variances have been referred to the NCC.
5. Review and approve all modification plans to an existing landscape.
6. Review the Request.
7. Is there sufficient narrative and supporting documents to make a decision. If no, return to the homeowner with a detailed explanation of what is needed.
8. If approved, mark the appropriate box on Page 2 of the Request form. If there are conditions, clearly specify. Remember, in reviewing each submission, the MC may consider such things as visual and environmental impact, ecological compatibility, harmony of external design with surrounding structures and environment, and location in the relation to surrounding structures and plant life. You also have sole and full authority to interpret the Guidelines for Sustainability and to determine matters of aesthetic judgment.
9. If denied, Reference the appropriate Guideline and paragraph/page number in your narrative. If it is a judgment call, clearly stated why the Request was denied and include the statement “The committee has sole and full authority to interpret the Guidelines for Sustainability and to determine matters of aesthetic judgment”.
10. Fill in the Committee Action Date and the committee Chairperson must sign the Request form.
11. The Chairperson should assign a committee member to track the project and inspect when completed. That person will notify HOAMCO when completed so that the Request can be closed in CALIBERS.