

# V O C A

## Village of Oak Creek Association

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### **Architectural Review & Restrictions Committee (ARRC)**

## **ARCHITECTURAL CONTROL REGULATIONS**

**October 1, 2023**

*Please refer to the Village of Oak Creek Association By-Laws, Master Declaration of Restrictive Covenants and your specific Subdivision CC&R's for additional regulations and policies not contained in these documents.*

# The Village of Oakcreek Association (VOCA)

## ARCHTECTORAL RULES, REGULATIONS & INFORMATION

The VOCA Architectural Review / Restrictions Committee (**ARRC or “Committee”**) was established under the provisions of the Village of Oak Creek Association By Laws, with the authority to adopt, amend and repeal Architectural Review and Restrictions Rules and Regulations as set forth in the association documents. The Committee is directed to interpret and implement standards and procedures for architectural design, placement of buildings, landscaping, color schemes, exterior finishes and materials and similar features that are recommended for use in VOCA.

All improvements and/or alterations to the terrain, building, fence, wall, or other structure or any swimming pool, tennis court, road, driveway, parking area, or any trees, plants, shrubs, grass or other landscaping improvements of every type and kind, within VOCA, must meet the requirements of the Master Declaration of Restrictive Covenants, By Laws, Yavapai County Planning and Zoning Regulations, and these Rules and Regulations as delegated to the Committee. **The Committee will consider the impact on neighboring properties when reviewing permits.**

**No alteration of the terrain or improvement shall be erected, added, altered, placed or permitted to remain on any Lot or Unit (“Exterior Alterations”), unless the plans and specifications therefore have been previously delivered to and approved in writing by the Committee. (Sec 3.01 CC&Rs)**

*\*\*Each VOCA Subdivision is governed by an additional set of Rules and Regulations (CC&R’s). Copies of each subdivision CC&R’s may be obtained from the VOCA office. Whenever planning any project owners should always review VOCA Rules and Regulations and their specific subdivision CC&R’s. “Exhibit A” herein provides a guide to key specific requirements for each subdivision. \*\**

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## **Section 1 – ARCHITECTURAL REVIEW & RESTRICTIONS COMMITTEE**

The membership of the Architectural Review and Restrictions Committee (ARRC) shall be fixed by the Board of three (3) to seven (7) regular Committee members and two (2) alternate members. No Committee member shall be required to be an architect. A Committee member must be an Active Member of the Association. Arizona Statute, A.R.S. §33-1817, requires that membership shall include at least one (1) member of the Board of Directors who shall serve as chairperson of the Committee. *(Master Declaration Article 5.01)*

The Committee shall meet as necessary to perform its duties. The vote or written consent of a majority of the Committee, at a meeting or otherwise shall constitute the act of the Committee unless the unanimous decision of the Committee is required by the governing documents of the Association.

The Committee shall have the authority to refuse to approve any plans or specifications or site plans, which are not compatible with the natural environment of the Village of Oak Creek or are not desirable, in its discretion, for aesthetic reasons. The Committee may take into consideration the architectural design & materials, along with the building site, harmony of the surrounding area and effect on adjacent properties.

Architectural Regulations: The Committee may (and has herein), in its sole and absolute discretion, adopt, amend and repeal, by unanimous vote or written consent, rules and regulations, to be known as “Architectural Control Regulations.” As such, the Committee may authorize, by unanimous vote, a variance from the Architectural Rules and Regulations as will not be contrary to the general interests of the Association.

The Committee may, at its option and in extenuating circumstances, grant variances from the restrictions, limitations, rules and regulations of the Association and the Committee, in accordance with Section 3.06.05 of the CC&Rs.

## **Section 2 - LICENSED CONTRACTORS REGULATIONS**

Each structure shall be constructed by a contractor licensed by the State of Arizona. Construction must be pursued diligently and all buildings shall be substantially completed and present a finished exterior within twelve (12) months after commencement of construction.

The Committee may waive the licensed contractor requirement for any Owner it deems qualified to act as his own prime contractor, provided a bond, collateral or an additional construction deposit is posted to insure completion of the building. The Committee shall fix the amount of such bond or deposit.

The contractor/builder/agent’s name that is listed on the application for construction approval shall provide the Committee, upon request, a notarized statement that he is the contractor for the specified project and will be responsible for its completion.

In the event the property owner dismisses, for any reason, the contractor of record with the Committee, all work on the project will cease immediately. The project will not resume until a new contractor is assigned to the permit or a bond is deposited in compliance with the Village of Oakcreek Master Declaration, Article 3.08. It will be the property owner’s responsibility to notify the Committee of contractor dismissal and to assign a new contractor or put up the required deposit.

## **Section 3 - NEW CONSTRUCTION AND REMODELING SUBMITTAL REQUIREMENTS**

1. Plans and Specifications shall be submitted in duplicate and shall show in detail the design, elevations and heights, structural details, materials, finishes, site location and grades and shall include a landscaping and site plan of the building site proposed to be improved. Any permitted structure may be required to follow the complete submittal process noted below. A copy of the plans and specifications as finally approved shall be retained in the records of the Committee for three years. *(Master Declaration Article 3.02)*

**A completed submittal application, along with any required fees, shall be submitted along with the items below:**

**2. Building plans** shall include (submitted in duplicate):

A. Plot Plan Showing (*may be combined with Site Plan*):

- (1) Setbacks; front, sides and rear.
- (2) Location of utilities including septic systems and alternate systems.
- (3) Location of easements.
- (4) Property lines, dimensions, and bearings.
- (5) Structure location(s).
- (6) Driveway and parking locations. (Paved surface required on all new construction)
- (7) Decorative walls, fences and swimming pool locations.
- (8) Screening for tanks, heating and cooling units, screening for motor homes, and RV units.
- (9) Retaining walls.
- (10) Satellite dish, antenna and shed locations.

B. Site Plan showing (*may be combined with Plot Plan*):

- (1) High elevation point of site.
- (2) All existing and proposed contour grades, culvert and drainage courses.
- (3) Landscaping and ground cover
- (4) Surface drainage control
- (5) Location of all easements.

C. Foundation Plan.

D. Floor Plan(s).

E. Cross Sections.

F. Detail pages.

G. Exterior Elevations. (Show grades & building height above high point of lot)

H. Exterior color and material samples

I. Copy of County building permits after approval received. (*Pre-approval may be requested pending County Permits*)

**3. Landscaping Plans** shall include, but not be limited to:

- (1) Control of erosion by water and wind
- (2) Control of weed growth (weed fabric)
- (3) Drainage of surface water on the entire lot
- (4) Ground treatment of disturbed areas, including limits
- (5) Planting details (trees, shrubs, ground cover, etc.) species and sizes

A landscaping plan for all new construction shall be prepared in accordance with the Architectural Review Regulations and submitted to the Committee for approval prior to occupancy. See Section 7 - Landscaping & Site Regulations for more detailed requirements. **Landscaping must be substantially completed in accordance with the approved plan within five (5) months from the date the landscape plan is approved, unless otherwise permitted by the Committee. (Ref: Master Declaration Article 3.04).**

**4. Construction Deposit.** A refundable construction deposit is required for any new residence construction project, as well as major additions or modifications. Such deposits will be in an amount determined by the Committee, from time to time, based on the scope of the project and will be maintained and processed in accordance with A.R.S. §33-1817. Deposits will be returned upon successful completion and final inspection of a construction project in compliance with approved plans and these Guidelines.

**5. Construction Time of Completion: Construction must be pursued diligently and all building shall be substantially completed and present a finished exterior appearance within twelve months after commencement of construction. (Ref: Master Declaration Article 3.08).** Exterior modification projects shall be completed within **sixty (60) days**, or may be extended up to the five (5) month allowable timeframe, upon request.

Any construction that exceeds the applicable completion time provided for under the original permit for such construction shall require timely submission of an additional five (5) month, or sixty (60) day respectively, permit extension and payment of an additional fee. The Committee may approve such request for permit extension at its sole discretion. Construction that is not completed within the time period approved under the original permit or permit extension shall be considered as a violation of Master Declaration Article 3.08, and may result in monetary fines.

#### **Section 4 - ARCHITECTURAL BUILDING REQUIREMENTS**

1. Architectural design and material of the building shall be compatible with other buildings in the area. *(Ref: Master Declaration Article 3.06)*
2. Additional Permitted Structures: No improvements other than Committee approved structures shall be erected, moved onto, or permitted to remain on any lot or unit. *(Ref: Master Declaration Article 3.07)*
3. A garage or carport shall be constructed for each single family residence, along with specific multi-family projects, as designated in the CC&Rs and noted in "Exhibit A."
4. Minimum square footage of each new residence has been determined by the individual CC&Rs for each neighborhood. Please refer to "Exhibit A" for specific footage requirements.
5. Building Heights shall not exceed **sixteen (16') feet above the highest point of the lot** for residential zoning and thirty (30') feet above the highest point of the lot for commercial zoning. No full two-story buildings are allowed *(unless otherwise permitted by the individual neighborhood CC&R's, as noted in "Exhibit A")*.

The height of a chimney mass shall not exceed a maximum height of three (3) feet above the highest point of the structure within ten (10) feet of such chimney mass. The overall height of a chimney mass shall include the cap. (Refer to subdivision restrictions for additional information).

6. Parking and driveway areas in new construction shall be paved with a permanent covering constructed of concrete, asphalt or similar materials as approved by the Committee. The Plot Plan of any structure must identify and specify the paved parking and driveway areas and parking shall be limited to these designated areas. Gravel Driveways, which have been in existence prior to March 21, 1988, may remain upon the lot as a gravel driveway, provided that the driveway is maintained in an attractive and dust-free manner, and that any new driveway, or any material realignment of the existing gravel driveway must be constructed of a hard surface.

Proposed locations for driveways and on-property parking shall be clearly indicated on drawings submitted to the VOCA ARRC with the "Application for Construction Approval." Information submitted shall include specifications pertaining to size, general appearance and surfacing material.

Adequate paved off-street parking shall be provided to accommodate the intended use of the Owner's lot. No Owner shall park or drive, or permit others to park or drive, on unpaved portions of the property. On-street parking should be reserved for deliveries, pick-ups or for short term visitors only.

7. H.V.A.C. Equipment (and/or evaporative coolers) shall be ground mounted or wall mounted on new construction as of March 24, 2004. In replacing an existing unit the top of the unit shall not exceed the ridge line of the section it is mounted on or extend above the top of the front parapet wall and shall not exceed height restrictions of any subdivision.

Screening of H.V.A.C. ground mounted equipment must consist of a solid screen that will completely conceal all equipment from public view on both the front and side of the property. Under no circumstances shall any equipment be installed on the front elevation of a dwelling and no equipment shall exceed the height restrictions of any subdivision.

Any exposed aluminum and/or galvanized metal, or supporting structure, shall be painted to avoid glare. The Architectural Review Committee must approve H.V.A.C. colors.

**8. Exterior lighting & light pollution control:** Effective April 19, 2006 all new construction and remodels where lighting is impacted must conform to the current and most recent Yavapai County Residential Outdoor Lighting guidelines. For further specific details see Yavapai County Zoning Ordinance Section 603 Light Pollution Control also known as the Dark Skies Ordinance. This is available on the County website at [www.co.yavapai.az.us](http://www.co.yavapai.az.us).

Exterior lighting fixtures for new construction and remodels shall be fully shielded, with no visible light source, keeping light from emanating onto adjacent properties. Exterior fixtures shall be of a non-reflective material, with design and colors matching the architecture of the residence.

### **Section 5 - PAINTING AND ROOFING REGULATIONS**

**1.** The Village of Oak Creek requires that the property owner and/or their agent obtain a permit from the Architectural Review Committee to paint, or repaint, their house, additions, walls, fences, etc. Additionally, the Village of Oak Creek requires that the property owner and/or their agent obtain a permit from the Architectural Review Committee to roof or re-roof their building. *Samples of requested colors should be attached to the permit request along with Light Reflective Value (LRV) rating from paint supplier.*

**2. Exterior colors:** of any building, whether new or, as a repaint, including all roof coverings shall not be white or have an extremely light color and shall not be of a highly reflective material. Earth tone colors that blend with local earth materials such as tobacco browns, buffs, sandstone's and beige are highly desirable, as well as subtle greens such as olive or sage which match the pinion pine and juniper native to the area. **The LRV of any paint color, roofing material, awning, or window frame shall have an LRV value from 10 through 50.** Certain colors, which meet the LRV requirement of 10-50, may be classified as for trim use only. The determination of a color and usage for trim lies solely with the Architectural Review Committee. Trim shall be considered as fascia, window and door moldings.

**3.** Painting of buildings may consist of two (2) colors; with a third color optional accent in a related hue, the application scheme to be approved by the Architectural Review Committee.

**4.** Paint samples on the building exterior may be required for verification/approval by the ARRC, prior to full paint application.

**5.** Murals are not allowed on any residential structures.

**6.** Roof vents ventilators, flashing, or any bare metal on the roof or edges shall be painted to avoid reflections.

**7. Structures whose current paint color has an LRV rating greater than 50 - previously approved by the Committee under previous LRV standards - must meet the current LRV requirements at the time the structure is repainted.**

**8.** Touch up maintenance painting/repainting of small areas on a residence or other structure (including partial walls or fascias) is allowed without a permit. Any large re-painted areas including full walls or residences will require a permit. If a change in color is requested, a permit will be required.

### **Section 6 - SOLAR PANELS**

The Village of Oak Creek Association acknowledges the benefits of residential solar energy to our property owners and to the environment as a whole and seeks to suggest reasonable guidelines for the design and installation of residential solar systems while remaining compliant with A.R.S §33-1816. These guidelines are meant to assist in maintaining the visual quality of our neighborhoods, without effecting the performance or efficiency of the proposed solar installation.

Solar Panels may be roof or ground mounted and should not extend above the ridge or front parapet wall of the roof on which they are mounted and should not exceed the height restrictions of any subdivision. Whenever possible the

placement of solar panels should not be mounted on the front side of the dwelling and panels should be shielded from public view from the street, or streets, and from adjacent properties so long as it does not impair or restrict its use or adversely affect the cost or efficiency of the device. All solar panel installations require ARRC approval and require a Yavapai County permit prior to VOCA approval.

- Solar collectors, whenever possible, should be installed on the flat plane of the roof (flush mounted), with frames, and/or supporting structures should be colored to blend in with the existing roof or building color, while harmonizing with colors surrounding the unit to avoid glare.
- All exterior plumbing and electrical conduit lines must be painted in a color scheme consistent with the structure, i.e. pipes on walls should be the wall color and pipes on the roof should be the roof color.
- Ground mounted systems should be installed according to Yavapai County zoning setbacks requirements. Any such systems should be concealed from neighbor's view when reasonably possible.
- A sample or illustrated brochure of the proposed solar unit, which clearly depicts the unit and defines the materials used, should be submitted with the application. If possible photos of similar installations should be provided.
- Construction drawings should be provided showing the location and system installation details.

Solar Tubes: shall be located in the least visible location on the roof, as seen from common areas or adjacent lots, with flashings painted to match the roof color.

### **Section 7 - LANDSCAPING & SITE REGULATIONS**

GOAL: To allow for flexibility in landscape design while assuring compatibility with the interpretation of existing CC&R's, VOCA policy, residential style and neighborhood ambiance. All designs should be created to integrate with the existing natural environment of the Village of Oak Creek and surrounding natural terrain. The homeowner or their representatives shall prepare a landscaping design concept for review and approval by the Architectural Review Committee.

**1. Removals and Grading:** For landscape revisions and new construction indicate type and trunk diameter of trees to be removed, indicate existing drainage patterns and any changes to surface water flow across the lot.

**2. Surface Water Drainage:** No residential unit, structure, building, fence, wall, or other improvement shall be constructed, installed, placed, or maintained in any manner that would obstruct, interfere with, or change the direction or flow of water in accordance with the established drainage plans or pattern, or any part thereof, or for any Lot as shown on the drainage plans on file with Yavapai County. (Ref: Master Declaration Article 4.21)

**3. Disturbed Areas:** Any site areas disturbed during construction, including utility line installation areas shall be restored to a landscaped or otherwise treated condition upon completion of the project.

**4. Trees and Plantings:** Shall be selected which are naturally occurring within the area, or are conducive to survival in the Village of Oak Creek. The Committee encourages the use of low water and/or evergreen type plantings. Please refer to the "Suggested Plant List" at the end of this document for suggested plantings to be used in the landscape plan.

**5. Limitations:** Proposed trees and shrubbery shall not be permitted that may create a screen or obstruction as specified in the CC&R's. Hedges or masses of shrubbery that extends past the front plane of the house shall not be allowed to grow to heights exceeding three (3) feet.

**6. Ground Cover:** Crushed rock, gravel or granite shall be of a type or coarse enough to resist erosion. The color of ground cover materials must be approved by the Committee and should be of natural earth tones consistent with the surrounding area.

**7. Turf:** While the use of turf is not encouraged, areas of sod within an approved landscape plan are acceptable provided the turf is a variety, which remains green throughout the seasons and is irrigated by an approved automatic irrigation system.

**8. Retaining, Accent and Garden Walls:** (see Courtyard, Retaining & Accent/Garden Walls, and Section 9)

**9. Permits and Approvals:** Applicant shall submit a completed VOCA Permit Application along with a landscape design concept for Architectural Review Committee approval prior to construction or installation.

**10. Safety:** Not under any condition should landscape materials, walls, fences, garden / accent walls or features be installed or maintained which will block the visibility of person exiting from any driveway onto a public street.

**11. Maintenance:** As part of approval and permit issuance, the applicant/resident agrees to maintain all landscaping and features in a weed free condition and replace any dead plant material or eroded ground covers.

**12. Exceptions:** A permit shall not be required for replacement of annual flowers or routine maintenance of previously approved ground covers.

**13. Perc/test holes** (for septic systems): Persons desiring to dig perc holes and/or test holes on vacant lots must do the following:

- (1) Fill out the applicable “Application for Exterior Modification”
- (2) Gain written consent of owner to dig and provide copy to Committee
- (3) Cover test hole immediately and mark area.
- (4) Refill hole within ten (10) days to natural grade, and restore the disturbed earth as detailed in this Section.

## **Section 8 – FENCES & WALLS**

For these purposes a fence is any wood, board, plastic, metal, hedge, masonry or chain link installed to denote a boundary or to provide a landscaping or architectural effect. Plans showing the location, length, height, design, materials, finishes and colors of fences and walls must be submitted to and approved in writing by the Architectural Review Committee.

Fencing may be placed at the edge of a property or on the premises if it does not exceed **five (5') feet in height** on either side of the fence or wall (*unless otherwise specified in the applicable subdivision CC&R's, as detailed in “Exhibit A” or allowed by the Committee*). Heights shall be determined for fences and walls above the average elevation of the ground level within a six (6') foot radius of the point of measurement on the fence or wall. (Yavapai County Planning & Zoning Regulations Section 540, Article B.1). A fence shall not extend past the front plane of the structure under any circumstance.

**Fencing Materials:** Fences and walls shall have the finished side facing toward the street and/or neighboring properties. Factory coated vinyl chain link and wrought iron fences are permissible in all areas except those subdivisions specifically prohibiting them (*chain link fencing is not allowed in Cathedral View Subdivision*). Fence slats may NOT be used in approved, coated chain link fences. No other type of wire fences, i.e., electric, chicken wire, field fence, et cetera, shall be permitted without prior review and approval by the Architectural Review Committee. Block walls must have a finished surface and be painted an approved color consistent with the surrounding structures.

**Golf Course Fencing:** No fence, hedge, wall or rail in excess of 3 feet in height shall be constructed, planted or maintained within eighteen (18) feet of any lot line common to the golf course and the lot. Additional restrictions may apply to properties adjoining the Golf Course.

**Swimming pool fencing:** must meet Yavapai County Building Safety Codes and the height regulations as stated in each Subdivision’s CC&R’s which may be more restrictive than Yavapai County Building Codes. Pools cannot extend beyond

the front plane of the house. All fences shall be constructed with substantial and permanent materials as allowed per Subdivision CC&R's. (Refer to subdivision restrictions for additional information and Ref. 2, Article 4.07).

Limitations: Proposed trees and shrubbery shall not be permitted that may create a continuous hedge, screen or obstruction as specified in the CC&R's. Hedges or masses of shrubbery that extends past the front plane of the house shall not be allowed to grow to heights exceeding three (3') feet.

Safety: Not under any condition should walls, fences, accent / garden walls or features be installed which will block the visibility of person exiting from any driveway onto a public street.

Please check the individual subdivision CC&Rs for exceptions or additions to these regulations. Yavapai County permits may be required for walls and fences depending on height, materials used and cost.

### **Section 9 - COURTYARD, RETAINING AND ACCENT / GARDEN WALLS**

For these purposes, a wall is any masonry structure erected to enclose a patio or courtyard, for pressure retention or accenting a garden area. Plans showing the location, length, height, design, materials, finishes and colors of fences and walls must be submitted to and approved in writing by the Architectural Review Committee.

Courtyard Walls: Courtyard walls shall be of the same texture and color as the structure they are a part of, or appended to, and shall be as approved by the VOCA Architectural Review Committee. Courtyard walls will be attached to the dwelling if used to enclose a patio or courtyard and shall be constructed so that its front plane shall not be closer than 20'-0" from the front lot line. The wall shall not exceed five (5') feet above the grade on the exterior side of the wall.

Retaining Walls: Retaining walls are to be constructed to support the earth or provide for soil or water retention. Retaining walls as defined herein may extend past the front plane of a structure provided that the finished height shall not exceed eighteen (18") inches above the highest natural grade or street directly adjacent to such a retaining wall.

Unless suitable retaining walls are constructed to support the earth, the natural angle of repose of the ground shall not be altered by excavation within five (5) feet of any boundary line of any Lot by other than a slope of twelve (12) inches horizontal to eight (8) inches vertical, provided, however, that nothing in this paragraph shall be construed to prevent any such alteration in any manner with or without retaining walls, as approved by the Committee. (Ref: Master Declaration Article 3.05)

Accent/Garden Walls: Accent/garden walls may consist of boulders, stacked rocks, split rail, stucco or masonry. Accent/garden walls may be placed as a single unit provided no segment facing the street or front of the property exceeds three (3') feet in height. An artificial slope may be created on the street or outside facing side of the wall as long as the slope does not exceed a one-foot elevation gain for every five feet from the wall, this would effectively allow a maximum inward facing or inside height of five (5') feet. Materials shall be compatible with residences architectural theme. Approval is subject to Architectural Review Committee's review and requires the submission of a detailed landscaping plan.

Safety: Not under any condition should walls, fences, accent / garden walls or features be installed which will block the visibility of person exiting from any driveway onto a public street.

### **Section 10 - SCREENS FOR PROPANE, BUTANE TANKS, H.V.A.C, ETC.**

All propane, butane tanks, etc., shall be screened from view of adjacent properties and common areas, as approved by the Architectural Review Committee. Tanks shall be located in the rear or side yards of a residence. No tank may be located in a front yard without the permission of the Architectural Review Committee unless buried. A 250-gallon or smaller tank shall be at least ten (10') feet from the residence and ten (10') feet from the property line. Screening must be of solid construction and of such design that the tank shall not be visible after the screen is erected. All tank installations and screening must meet all State, County, and Local Fire District regulations.

Applications for propane tank screening must be prepared in duplicate on the form “Application for Exterior Modification”. This form may be obtained at the VOCA office and must be approved before construction begins. Screening plans will be approved or rejected by the Architectural Review Committee within 30 days of submission. While the Architectural Review Committee has final approval of all designs, all designs must meet with the minimum requirements listed herein. The effect of the proposed improvement or structure on the view or outlook from adjacent property must be considered and adhered to by the Architectural Review Committee as required by (*Ref: Master Declaration Article 3.06*).

Screening of H.V.A.C. ground mounted equipment must consist of a solid screen that will completely conceal all equipment from public view on both the front and side of the property and must meet all fence regulations and details from Sec 4, 7.

Proposed screening drawings must show the following as required on the application for construction approval and a county permit or county zoning clearance must be obtained. Applications shall also include the following: *Site Plan, Screening Plan, All Screen Elevations, Materials, Color Samples, and Dimensions*.

Other types of screens that were previously approved by the VOCA Board shall be exempt from this regulation until such time it becomes necessary to replace them. At that time they shall be brought into compliance.

The appearance of any wall, fence or screen shall conform in color, texture, design and style as the neighborhood in which constructed and shall acquire the approval of the VOCA Architectural Review Committee.

**Section 11 - SCREENS FOR RECREATIONAL VEHICLES (RV's),  
BOATS, TRAILERS, CAMPERS, TRASH & RECYCLING CONTAINERS, ETC**

All recreational vehicles, boats, trailers of any kind, campers, trash & recycling containers, etc. must be parked or stored in garages (See Master Declaration Article 4.13 and “CC&R Compliance Rules & Regulations”). If these vehicles or containers cannot be parked or stored in garages, or other storage areas, then the following are the minimum requirements for screening as established by the VOCA Architectural Review Committee.

A screen is an enclosure and shall not be considered a fence. The definition of a screen for the purposes of this section shall apply to visual obstruction or enclosure for the purposes of storage of an object and shall not be construed to include window screening which is used for insect deterrence or reduction of sun intensity on porches or other similar structures.

A screen shall not exceed the linear dimensions of the vehicle or the object it is to screen by more than three (3') feet or as otherwise approved by the Architectural Review Committee. Height shall not exceed eight (8") inches above the object it is intended to screen. The screened area must be designed and located to conceal all four sides of the vehicle, or object, from public view. It shall be located at least seven (7') feet from the side property line.

Any fence intended as a screen in excess of six (6') feet (four (4') feet if solid or block construction) requires a Permit from Yavapai County Planning and Zoning and / or building Safety.

A screen must be located not less than five (5') feet back from the frontal plane of a house on an interior lot. A screen must be five (5') feet back from the sides of a house facing the street on a corner lot. Any variations must have the approval of the Architectural Review Committee.

The screened enclosure must be substantial and permanent construction and may be one of the following types or as approved by the Architectural Review Committee: Picket fence, a picket fence may be constructed of 2"x2", or 1"x4" lumber with the gap between the pickets being no greater than one half inch (1/2"). Siding or board fence, finished to match the home. Brick, masonry or stucco, must be finished to match the home.

No wire fencing of any type or any metal or plastic or similar extruded hydrocarbons may be used as a screening material. PVC or wood lattice is not allowed.

All screening enclosures shall be painted or stained to match the home to which it is attached. The finished surface of any screen shall face outward towards the neighbors and/or the street.

RV parking within the screened enclosure shall have a paved surface. A “Paved” surface shall be defined as any permanent firm covering constructed of concrete, asphalt or other hard surface. Strips of pavers may be used to conform to this regulation as long as they are constructed of a permanent firm material and are sufficiently wide to contain the track of any vehicle utilizing the strips.

### **Section 12 - SHEDS, STORAGE & OTHER BUILDINGS, PLAY EQUIPMENT REGULATIONS**

Sheds, Storage buildings, playhouses or Play Equipment (SSPE’s) are allowed within VOCA. Manufactured or pre-fabricated sheds (no plastic or metal), storage buildings or playhouses are allowed if approved by Architectural Review Committee.

No SSPE shall be permitted in front of the front plane of a dwelling. Sheds and other accessory structures shall meet all applicable Yavapai County setback requirements. The Committee will review the impact of the location of the SSPE on neighboring properties.

Any such buildings greater than 160 square feet shall not be considered a shed, storage building, etc., for these purposes and will be subject to other applicable regulations and approval by the Architectural Review Committee. All designs must meet the minimum requirements listed herein.

Design and materials of any shed or storage building shall match (or be complimentary) to the existing residence, including siding, roofing, and colors. Paint and roof color should match the existing house.

Other buildings: Buildings such as workshops and other types of structures will be considered on a case by case basis. Such structures shall match and be architecturally connected to the main residence, appear as part of the original construction and comply with applicable County regulations. Certain exceptions may apply, based on the specific subdivision CC&Rs, as noted in “Exhibit A”.

Play Equipment: Setbacks for play equipment shall be twelve (12’) feet from the side property line and twelve (12’) feet from the rear property line. No SSPE shall exceed ten (10’) feet in height as measured from surrounding grade unless otherwise permitted by the Committee.

Greenhouses: For review purposes greenhouses shall be considered a shed. All greenhouses are subject to design review and approval by the Architectural Review Committee. Proposed greenhouses must be compatible with the architectural character of the house, residential neighborhood setting and should in no way adversely impact neighboring homes. Greenhouses must meet all applicable VOCA and Yavapai County regulations.

Greenhouses shall be a permanent structure with an adequate foundation for the proposed building. The material used in the construction may be of wood or metal frame with rigid clear or opaque glass, fiberglass or plastic windows. Window framing and structural materials should closely match the existing house and may not be white.

Associated garden supplies and equipment must be stored inside away from public view. All exterior lighting must be Dark Sky Compliant. Grow lights intended to extend the growing season are not allowed after dusk or before dawn unless visually confined to the interior of the greenhouse. Greenhouses are intended for the private use of the homeowner. Commercial use is not allowed.

Applications for any SSPE: must be prepared on the form “Application for Exterior Modification.” This form may be obtained at the VOCA office and must be approved, in writing, before construction begins. Such applications shall

include the following: *plot plan, elevation, proposed materials, foundations, color samples including roof materials, dimensions and setbacks, and any applicable Yavapai County permits.*

VOCA recommends contacting the Yavapai County Permitting office to check permit requirements for any accessory building or shed regardless of size. Any shed having electric or other utilities must obtain the required Yavapai County permit. The location of any shed should be reviewed by Yavapai County Flood Control. The location of any utility easements should be identified prior to building any shed.

Permit submittal requirements: Two (2) sets of illustrations and photos, if available, material specifications, plot plan showing location of all buildings, Heights and setbacks, detailed set of building plans to scale as needed.

### **Section 13 – PROTECTIVE SCREENING SYSTEMS FOR HOMES ADJOINING THE GOLF COURSE**

1. **Definition:** For purposes of this regulation a **screen** shall be defined as any vinyl, metal, wooden, or any other natural or manmade fabric or material, with or without openings or holes between strips; layers, pieces or strands of the material of which the fabric is made.

2. **Definition:** For purposes of this regulation a **screening system** shall be defined as all materials needed to support a screen to include, galvanized pipe, plastic pipe, steel pipe, clamps, steel cable, rope, twine, bolts, nuts, all other hardware required to be erected to support or hold the screen.

3. It shall be the intent of this regulation to regulate these screens and/or screening systems to provide maximum safety from stray or errant golf balls to both life and property, while maintaining the beauty and harmony of the properties adjoining the golf course.

4. All golf course screening systems are subject to review and approval by the Village of Oak Creek Golf Course Superintendent and must receive final approval by the ARRC.

5. All screens and screening systems are limited in size to protect the area directly in the possible in flight path of a golf ball that would be in flight from the surrounding tee or fairway area.

6. All screens and screening systems shall be located as close as possible to the property or area they are protecting, taking into account the deflection of the screening material if struck by a golf ball, and to allow for maintenance of structure, grass, plants, etc. Trees, bushes, large plants, etc., shall be deemed as not needing protection from being struck by golf balls and therefore require no protection from the same and shall be located outside the protective area of the screen or screening system. A maximum distance of five (5') feet between structures or inhabited area and the screen or screening system shall be maintained. The length of the screen or screen system shall be determined by the angle of trajectory of the golf ball taken from the point or points where the ball may originate from and the area of the structure that requires protection and shall not exceed this length. **In no case shall the height of the screen or screen system be allowed to exceed the wall height of the structure it is protecting.**

7. All screening material shall be of a color and texture as to present the minimum visual obstruction to the property it is protecting. All Screen material will match the color of the screening system as closely as possible. All screen systems will match the color of the property it is protecting as closely as is possible. The Committee will have sole authority to regulate colors allowed. No screen or screening system shall be constructed or erected of solid wood, metal, vinyl, or any other solid natural or manmade material not approved by the Committee.

8. All screen and screening systems shall be constructed of quality new materials and shall be designed to withstand the sun, heat, rain, and wind found in the local area immediate to the golf course. Frames to support and contain screening fabric shall not be solid wood or any other natural or manmade material except as follows: All frames shall be constructed of Metal Pipe (2-inch diameter maximum) with threaded or welded joints. Support poles shall be cemented a minimum of eighteen (18") inches in the ground. The screen fabric shall be affixed to the frame with steel cable, metal or plastic ties or other methods as approved by the ARRC.

9. All screens and screening systems must be properly maintained. Any screens or screening systems not kept in good repair shall be referred to the Restrictions Committee for immediate action.

10. No screen or screen system shall be allowed to unreasonably impact the view of a neighbor or impact the harmony of the neighborhood nor shall it in any way effect the play of the game of golf as an obstruction or intrusion into the bounds area of the golf course. The Committee shall have authority to apply this paragraph to the accepting or rejecting of any proposal as it deems applicable

#### **Section 14 - SATELLITE DISHES, FLAG POLES AND ANTENNAS**

1. Telecommunication: Antennas, Satellite Dishes, towers, etc., shall conform to the regulations below along with the FCC Telecommunications Act of 1996 and revised 2002. The Committee encourages satellite dish placement in a functional but obscure location with the dish painted to match the building surface or approved screening from adjacent properties and common areas.

2. Communication Antennas: if mounted on the ground shall not be located within seven (7) feet of any property line. If installed on a roof, no antenna shall exceed a height limitation of (3') three feet above the peak, ridge or parapet wall of the dwelling on which it is mounted and shall not, under any circumstances, be mounted on the frontal elevation of the dwelling. All ground mounted antennas shall not exceed (3') feet above the peak, ridge or parapet wall of the adjoining buildings. All communication antennas or satellite dishes, which exceed the eighteen (18") inch diagonal measurements as outlined in the FCC Telecommunications Act of 1996, must secure a permit from the Committee.

3. Satellite dishes and telecommunication antennas may be installed to receive line-of-sight reception and require a permit from the VOCA ARRC. Although the Committee cannot restrict or ban this equipment, the Committee can require restrictions so long as it does not impair the function of the device, restrict its use or adversely affect the cost or efficiency of the device. The satellite dish or antenna is to be placed so that it is not visible from the street.

The owner shall comply with the following safety rules for satellite dishes or antennae's: *no installation on fire escapes, do not place near power lines, antenna to be properly grounded, properly secure the antenna, landscaping placed to screen the dish or antenna.*

4. Flag Poles: Flagpoles and flags are governed by ARS §33-1808 and the National Flag Code. Flagpoles shall be installed at a height not to exceed the height of the rooftop of the residence, as measured from finished grade, and be constructed of metallic materials with a non-reflective satin or bronze finish. No more than two (2) flags may be displayed at one time, with a maximum flag size of 3'x5'. No roof mounted flagpoles will be permitted. Illumination, if desired, shall be only above mounted on the pole and downward directed on the flag.

Only the following flags may be displayed per ARS §33-1808

1. The American flag or an official or replica of a flag of the United States army, navy, air force, marine corps or coast guard by an association member on that member's property if the American flag or military flag is displayed in a manner consistent with the federal flag code (P.L. 94-344; 90 Stat. 810; 4 United States Code sections 4 through 10).
2. The POW/MIA flag.
3. The Arizona state flag.
4. An Arizona Indian nations flag.
5. The Gadsden flag.

Political flags/banners are not allowed within VOCA.

### **Section 15 - FIRE SAFETY**

A screen with openings no larger than 1/2 inch must cover all chimney outlets on houses and other structures. Air pollution rules set forth by the State of Arizona prohibit all open fires of any kind. A special permit must be obtained from the Sedona Fire District except for household barbecue stands.

### **Section 16 - LOT COMBINATIONS/SPLITS**

Any number of lots may be combined for the purpose of creating a single lot upon which to build a structure that conforms to applicable zoning and habitation requirements. This combination of lots shall be treated as one lot for the purpose of applying the architectural rules and regulations of VOCA. Lot combinations require the approval of Yavapai County, VOCA Architectural Review Committee, and VOCA Board of Directors. Complete copies of this regulation and approval process are available at the VOCA office.

Unless otherwise prohibited, a Lot may be divided for sale or encumbrance but no part of a Lot shall be improved unless:

1. The part to be improved is included in the building site designated on a site plan approved by the Committee, and;
2. The improvement or structure approved for construction will not increase the density of the subdivision, or;
3. In the case of the re-subdivision of a tract in a subdivision, the re-subdivision is approved by the Board.

### **Section 17 - CONSTRUCTION RULES & REGULATIONS**

1. The owner or the builder shall be responsible for removing building material and debris from the property from time to time during construction and shall within 30 days of completion of construction, be responsible for clearing all building material and debris from the property. Owners or builders are expected to acceptably maintain the appearance of the property until occupancy.

2. Vacant Lot Damage by a Contractor: No contractor, employee of a contractor or any other person shall be allowed to trespass, cross, store materials, dig or to salvage rock, dirt, plants or any other material from a vacant lot without the expressed written permission of the vacant lot owner. Written permission must be located on the jobsite with the blueprints, permits, etc. and be available for inspection. Failure to observe this restriction requirement shall be immediately fined at \$100.00 per incident. In the event of damage to or storage upon the vacant lot, the Contractor will be enjoined from further construction until all damage has been repaired, all stored items thereon have been removed and all fines have been paid. All damage shall be immediately repaired to its natural state, in a manner acceptable to the lot owner, by the Contractor of record, of the project that caused the damage, whether the Contractor is, himself, responsible for the damage or not.

3. Trash dumpsters: Trash Dumpsters may remain on the premise for a temporary basis without screening so long as a permit from the VOCA Architectural Committee has been issued. The removal date of the dumpster is expected to be timely and will be noted on the issued permit.

4. When underground service for utilities must cross driveways, walkways and highways, the developer or builder must make prior arrangements with Yavapai County and the utility companies and shall be responsible, upon completion of the installation of lines, for returning the trenched area to a condition approved by the County.

5. Noxious activity: No noxious, offensive or unlawful activity shall be conducted on the property, nor shall any condition be created or allowed to exist on the property, which may be or become an annoyance, nuisance or hazard to others. No sounds, which are unreasonably loud or annoying, and no odor which is noxious or offensive to others, shall be emitted from any lot or unit. No unreasonably bright light, or light which causes unreasonable reflection shall be permitted, and all exterior lighting must be properly shielded so as not to create a nuisance or annoyance to others. (*Ref: Master Declaration Article 4.12*)

6. Other construction rules: See additional regulations as noted on the "Construction Rules & Regulations" form.

## **Section 18 - SCHEDULE OF FINES**

For violations of ANY of the Construction Rules & Regulations above or any other requirement noted within this document during construction of an approved project, the Association may impose fines for non-compliance, as noted below:

### **Construction:**

**First** occurrence – *Courtesy Notice* (48 hours to comply), **No fine**

**Second** occurrence – *Initial Fine* (10 days to comply), **\$250.00 per occurrence**. In addition, the construction site may be shut down. The Contractor must pay the fine within 10 days.

**Third** occurrence - *Subsequent Fines* **\$500.00** (5 days to comply), placed into monthly fine system

**Additional** occurrences - *Subsequent Fines will continue to increase in* **\$250.00 increments**

- Submittal fee may be doubled if project is not submitted prior to starting.
- Some construction related violations may require an automatic fine.

### **CC&R Compliance:**

Please reference the CC&R Compliance Rules & Regulations for specific fine program for other violations of the CC&Rs for the Village of Oak Creek Association on non-construction project related violations.

# VOCA (VOCA)

## SUGGESTED PLANT LIST

The following is a list of native plants which grow near the Village of Oak Creek or are found to be compatible with the surrounding area. This is not an exclusive list and other trees and plants will be considered upon review.

### Trees

Pinon Pine	Pinus Edulis
Utah Juniper	Juniperus Osteosperma
Alligator Juniper	Juniperus Deppeana
Scrub Oak	Quercus Turbmella
Arizona Sycamore	Platanus Wrightii
Arizona Cypress	Cypressus Arizonica
Arizona Ash	Fraxinus Velutina
Autumn Blaze Maple	Acer x freemanii "Jeffersred"
Littleleaf Ash	Fraxinus Greggii
Crape Myrtle Tree	Lagerstroemia Indica
Austrian Black Pine	Pinus Negra
Desert Willow	Chilopsis Linearis
Photinia Tree	Photinia Fraseri
Multi-trunk Aspen	Populus species

### Shrubs

Manzanita (Larger)	Arctostaphylos (Sentinel)
Manzanita (Smaller)	Arctostaphylos (Howard McMinn)
Deer Grass	Muhlenbergia Species
Bush Cinquefoil	Potentilla Fruticosa
Banana Yucca	Yucca Baccata
Soap Tree Yucca	Yucca Elata
Red Yucca	Hesperaloe Parviflora
Yellow Yucca	Hesperloe parviflora
Narrowleaf Yucca	Yucca glauca
Bear Grass	Nolina Microcarpa
Desert Spoon	Dasyrhion Wheelen
Male Desert Bloom	Baccharis Sarathoides
Salvia Species	Salvia
Cotoneaster	Cotoneaster
Nandina	Nandina Domestica
Rosetta Agave	Agave Parryi
Palmer Agave	Agave Palmeri
Prickly Pear	Opuntia Phaecantha
Red Tip Photinia	Photinia Fraseri
Waxleaf Privet	Ligustrum Japonicum
Apache Plume	Fallugia Paradoxa
Brittlebush	Encelia Farinosa
India Hawthorn	Rhaphiolepis indica

### Groundcover/Perennials

Mexican Gold Poppy	Eschscholtzia Mexicana
Penstemon	Penstemon Species
Angelita Daisy	Hymenoxys Acaulis
Desert Mangold	Baileya Multiradiata
Prostrate Rosemary	Rosmarinus Officinalis "Prostratus"
Lavender	Lavendula Species

### Grasses

Kentucky Blue Grass
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# The Village of Oakcreek Association (VOCA)

## APPLICATION FOR EXTERIOR MODIFICATION APPROVAL

DATE SUBMITTED \_\_\_\_/\_\_\_\_/\_\_\_\_ SUBDIVISION \_\_\_\_\_ LOT# \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_ BUILDER/CONTRACTOR: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FEE: \_\_\_\_\_ Check # \_\_\_\_\_ Received date: \_\_\_\_\_

All projects for exterior modifications require a permit. The VOCA Architectural Review / Restrictions Committee (ARRC or "Committee") was established under the provisions of the Village of Oak Creek Association By-Laws, with the authority to adopt, amend and repeal Architectural Review and Restrictions Rules and Regulations as set forth in the association documents. The Committee is directed to interpret and implement standards and procedures for architectural design, placement of buildings, landscaping, color schemes, exterior finishes and materials and similar features that are recommended for use in VOCA. No alteration of the terrain or improvement shall be erected, added, altered, placed or permitted to remain on any Lot or Unit ("Exterior Alterations"), unless the plans and specifications therefore have been previously delivered to and approved in writing by the Committee. *(Sec 3.01 CC&Rs)*.

**\*\*A plot plan or drawing of the lot/home showing the locations, specific details & dimensions of any modifications to the exterior of the home or yard/lot is required. \*\***

**NO FEE**

- Solar Installations
- Minor roof repairs
- Yard ornamentation, yard art
- Gravel replacement (NO white)
- Rain barrels (location & color required)
- Screen doors, security doors (NO white)
- Screening for AC units & garbage cans
- Shrub or tree removal &/or replacement
- Touch-up painting with previously approved colors
- Singular door or window replacement to match existing
- Awnings, fabric shade screens (color, description, location required)

**\$50.00 FEE**

- Recreation playground equipment
- Multiple window replacements
- Modifications to existing driveway
- Paver patios, walkways & driveways
- Roofing/gutter – physical color samples required
- Major landscape projects
- Exterior painting – physical samples required with **LRV (Light Reflective Value) minimum 10 and 50 maximum**

**Body:** \_\_\_\_\_ **LRV:** \_\_\_\_\_

**Trim:** \_\_\_\_\_ **LRV:** \_\_\_\_\_

**\$75.00 FEE**

- Spas/Hot tubs with screening
- Patio covers, pergolas, gazebos, trellises
- Fencing – plot plan required

**\$125.00 FEE**

- Sheds (Plot plan required. Max size 160 sq. ft.)
- RV screening
- Swimming pools
- Minor exterior structural modifications of the home – not requiring a building permit  
*\*Fee subject to change based on the extent of Modification submitted*

**\$250.00 - \$500.00 FEE**

- Major exterior structural modifications to the home – requiring building permit  
*\*Fee based on extent of modification*
- Major addition to home  
*\*Fee determined based on scope of project*

**\$\$ To Be Determined:**

- Other project or additional info on project above: \_\_\_\_\_

**\*\*Note - Additional Fees will be assessed for improvements completed before necessary permits have been applied for and approved. (Double the original fee)**

**If approved, the work considered under this permit shall commence on/about (Date): \_\_\_\_\_ and completed by (Date): \_\_\_\_\_**

THE UNDERSIGNED HAS RECEIVED AND READ THE APPLICABLE: (1) MASTER DECLARATION, (2) SUBDIVISION RESTRICTIONS AND (3) ARCHITECTURAL COMMITTEE RULES AND REGULATIONS AND WILL ABIDE BY THESE RESTRICTIONS AND REGULATIONS AND ANY APPLICABLE BUILDING CODES AND REGULATIONS.

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\_\_\_\_\_  
Signature(s) of Property Owner(s) or Designated Agent(s)

\_\_\_\_\_  
Date

---

**COMMITTEE REVIEW RESULTS - FOR OFFICE USE ONLY**

In order to obtain a permit the property owner must be a VOCA member in good standing.

**Assessments Current:**

Yes

No

**Application Approved:**

Yes

No

Application Not Approved/Resubmit:

**ATTACH  
MANUFACTURER  
SAMPLE  
HERE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architectural Committee Chair/Representative

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VOCA permits do not replace Yavapai County permits and are for compliance with VOCA CC&R's only. It is the property owner's responsibility to determine the license status of any contracted services.

\*\*\*\*\*

**Make checks payable to HOAMCO**

**Please submit application and all exhibits to:**

**Architectural Review Committee**

**Village of Oakcreek Association,**

**690 Bell Rock Blvd, Sedona, AZ 86351**

**Phone: (928) 284-1820**

# The Village of Oakcreek Association (VOCA)

## APPLICATION FOR NEW CONSTRUCTION APPROVAL OR PERMIT EXTENSION

Preliminary Submittal     Final Submittal     Permit Extension

SINGLE FAMILY RESIDENCE     MULTI FAMILY (# Units \_\_\_\_\_)     COMMERCIAL

DATE SUBMITTED: \_\_\_/\_\_\_/\_\_\_    SUBDIVISION \_\_\_\_\_    LOT# \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_    PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_    BUILDER/CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_    Phone# \_\_\_\_\_

Phone# \_\_\_\_\_    Email: \_\_\_\_\_

Email: \_\_\_\_\_    Fee: \_\_\_\_\_    Check #: \_\_\_\_\_    Received (date): \_\_\_\_\_

**New Site-Built Residence: \$1,500.00**     New Mobile/Manufactured Home: \$500.00     Late Filing/Permit Extension: \$150.00

**This application will be considered complete only if all the documents and submittals, as set forth in the Architectural Guidelines, are included. Two (2) sets of all documents are required.**

### SUBMITTAL CHECKLIST

(SEE REVERSE SIDE FOR DETAILED DESCRIPTION OF ITEMS BELOW)

#### PRELIMINARY SUBMITTAL

- Site & Grading Plan (w/Topography)
- Plot Plan
- Floor Plan
- Roof Plan
- Exterior Elevations
- Cross Sections / Details
- Preliminary Landscape Plan
- Livable square Footage: \_\_\_\_\_

#### FINAL SUBMITTAL

- Final Site & Grading Plan
- Foundation Plan
- Final Floor & Roof Plans
- Final Ext. Elevations (*appointments called out*)
- Final Cross Sections & Plan Details
- Color & Materials (**include samples / cut sheets**)
- Final Landscape Plan
- Height Above High Point of Lot: \_\_\_\_\_

**IMPORTANT:** All work must be completed within the following timeframe:

Date: \_\_\_\_\_

Completed: \_\_\_\_\_

Paint: Body: \_\_\_\_\_ LRV: \_\_\_\_\_ Trim/Accent: \_\_\_\_\_ LRV: \_\_\_\_\_

Roofing: Material: \_\_\_\_\_ Manufacturer/Color: \_\_\_\_\_

Stone: Manufacturer \_\_\_\_\_ Type/Color: \_\_\_\_\_

**\*Other material samples/cut sheets required:** garage door, entry door, exterior light fixtures, window clad, gutter color (match trim color)

If approved, the work considered under this permit shall commence on or about (Date): \_\_\_\_\_; and complete by (Date): \_\_\_\_\_

THE UNDERSIGNED HAS RECEIVED AND READ THE APPLICABLE: (1) MASTER DECLARATION, (2) SUBDIVISION RESTRICTIONS AND (3) ARCHITECTURAL COMMITTEE RULES AND REGULATIONS AND WILL ABIDE BY THESE RESTRICTIONS AND REGULATIONS AND ANY APPLICABLE BUILDING CODES AND REGULATIONS.

Signature(s) of Property Owner(s) or Designated Agent(s) \_\_\_\_\_

Date \_\_\_\_\_

### COMMITTEE REVIEW RESULTS - FOR OFFICE USE ONLY

In order to obtain a permit the property owner must be a VOCA member in good standing. Assessments Current: YES  NO

Approved  Not Approved  Date: \_\_\_\_\_ By: \_\_\_\_\_

Resubmit for final approval  Architectural Committee Chair / Representative

Comments/Conditions: \_\_\_\_\_

#### REFUNDABLE Construction Deposits (due prior to construction)

\$2,500 (site built home) /  \$1,000 (mobile/manufactured home) /  \$500 - \$1,000 (major modifications)

ALL PLANS SHALL INCLUDE THE FOLLOWING:

1. Plot Plan – showing: (A) setbacks, front, sides and rear (B) utilities (c) easements (D) property lines, dimensions (E) structural location (F) walls, fences & swimming pools (G) screening for tanks, heating & cooling units & motor homes (H) retaining walls (I) satellite dishes, antennas, etc.
2. Site Plan – showing: (A) high point of lot (B) existing contours (C) new contours (D) surface drainage directions (E) paved surfaces for driveway and parking areas (F) ground cover material (G) culverts.
3. Copy of County Building Permit

\*\*\*NOTE: (1) It is the responsibility of the owner/builder/agent to clearly flag all property line reference points before commencing, and notify the VOCA Office for any required inspections (2) There may be a fee assessed for requested changes and additions to the exterior of buildings after the initial approval has been made by the Committee. (3) There may be a fee/fine assessed for changes in the exterior of the building or lot without Committee approval, the submittal fee may double for any project not submitted prior to starting construction. There may be a \$100 fee assessed for any changes in the exterior of the building or lot commenced without Committee approval which would result in a request for variance requiring either a Committee hearing and/or Board appeal. All fees are in addition to any fines by the Restrictions Committee. All fees are in addition to any fines by the Restrictions Committee. (4) Final inspection will not be approved until the ground cover is completed as follows: THE UNDERSIGNED AGREES TO COMPLETE THE APPROVED GROUND COVER PLAN PER THE MASTER DECLARATION AND/OR ARCHITECTURAL RULES. ALL EXPOSED EARTH MUST BE COVERED WITH GRANITE, STONE, GRASS, SOD OR OTHER APPROVED MATERIAL. CONTROL OF EROSION BY WIND AND WATER, CONTROL OF WEED GROWTH AND DRAINAGE OF SURFACE WATER MUST BE MAINTAINED AT ALL TIMES. IF PROPERTY IS SOLD PRIOR TO THE COMPLETION OF WORK, THE UNDERSIGNED AGREES TO ADVISE THE BUYER THEY HAVE TO COMPLETE THE LANDSCAPING WITHIN THE ORIGINAL COMPLETION PERIOD. Applicant remains fully responsible for compliance with applicable building codes. Master Declaration provisions, subdivision restrictions, Architectural Rules and Regulations and related construction and safety standards relating to this proposed work and will hold VOCA and its employees or agents harmless for any liability, loss or injury relating to any phase or portion of the proposed work considered herein.

**VOCA relies upon the applicant to provide accurate specifications and measurements and accurate location of lot boundaries. Any approval which is granted on the basis of erroneous information, specifications, plans, measurements or lot boundaries is not to be deemed to be an approval or ratification of that erroneous information by the Association, and if the erroneous information provided to the Association is material, any approvals by the Association based thereon shall be deemed null and void. Any approval by the Association based upon erroneous information shall not constitute a waiver or abandonment of the Association’s right to require immediate abatement of any violations which might occur because approval was based upon erroneous information, or a waiver of the Association’s right to levy fines for any violation which might occur because approval was based upon erroneous information. If there is any question as to lot boundaries, the applicant should obtain an accurate survey and rely only upon that survey.**

**NOTE: Construction must be completed within the approval period or re-application and approval is necessary. Applicant agrees to notify the Committee when work is completed. Applicant expressly grants any Committee representative(s) reasonable access to subject property for purposes of inspection.**

\*\*\*\*\*

**Please submit application and all exhibits to:**

Architectural Review Committee, Village of Oakcreek Association,  
 690 Bell Rock Blvd., Sedona, AZ 86351  
 Phone: (928) 284-1820 (or 928-776-4479 ext 1148) FAX: (928) 284-3138

# The Village of Oakcreek Association (VOCA)

## CONSTRUCTION RULES & REGULATIONS

DATE of MEETING: \_\_\_/\_\_\_/\_\_\_ SUBDIVISION \_\_\_\_\_ LOT# \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

1. No construction of any sort may commence until: the plans are approved by ARRC; the Construction Deposit has been paid; the pre-construction inspection is completed; provide a copy of the city permit when it is available.
2. Obtain approval from **ARRC** of any and all changes to exterior elevations. Unapproved changes discovered in the field will be subject to a re-submittal and **\$250.00 fine**.
3. Daily Operations & Access: **Monday - Saturday 7am – 9pm (consistent with the City of Sedona)**. No work permitted on Sunday or the following national holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day.  
Any proposed construction hours on Sunday or nationally recognized holidays must have the prior written consent of the ARC.  
**ANY WORK HOUR VIOLATION MAY RESULT IN AN AUTOMATIC FINE.**
4. No contractor, employee of a contractor or any other person shall be allowed to trespass, cross, store materials, dig or to salvage rock, dirt, plants or any other material from a vacant lot without the expressed written permission of the vacant lot owner. Failure to observe this restriction requirement shall be immediately fined at **\$250.00 per incident**. If damage to a vacant Lot or street occur, said damage shall be remedied to the satisfaction of the Committee, and effected property owner.
5. A trash dumpster is required during the construction process, and may remain for a temporary basis without screening so long as a permit from VOCA has been issued. Dumpster shall be removed timely at completion of construction.
6. The owner or the builder shall be responsible for removing building material and debris from the property from time to time during construction and shall within 30 days of completion of construction, be responsible for clearing ALL building material and debris from the property. Owners or builders are expected to acceptably maintain the appearance of the property until occupancy. All construction crews are responsible for **IMMEDIATELY** cleaning up any debris or materials that get on the **adjacent property or street**.
7. Builder will make a reasonable attempt to keep materials from being carried away by wind, including covering all dumpsters and securing all materials while stored on site.
8. No concrete supplies, plasterers, painters or other sub-contractors will clean their equipment outside the building envelope.
9. No parking on sidewalks, landscaped areas of the neighborhood or on any other Lots or open space. All construction crews shall park within the Lot, or other areas designated by the Committee. Overnight parking on street or common areas of any vehicles, equipment or trailers is not allowed.
10. Noxious activity: No noxious, offensive or unlawful activity shall be conducted on the property, nor shall any condition be created or allowed to exist on the property, which may be or become an annoyance, nuisance or hazard to others. No sounds, including radios/stereos, which are unreasonably loud or annoying, and no odor which is noxious or offensive to others, shall be emitted from any lot or unit.
11. Disturbed Areas: Any areas disturbed during construction, including utility line installation areas, shall be restored to a landscaped or otherwise treated condition upon completion of the project.
12. After completion of house and landscape, a final inspection will be completed. The house may NOT be occupied prior to this inspection without **ARRC** approval, or prior to obtaining Certificate of Occupancy

**Pre-existing Damage:**

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*The undersigned acknowledges that they have received, read and agreed to the VOCA Construction Regulations, on behalf of the Owner.*

\_\_\_\_\_  
Inspectors Name (printed)

\_\_\_\_\_  
Contractors Name (printed)

\_\_\_\_\_  
Inspectors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractors Signature

\_\_\_\_\_  
Date

ALL PLANS SHALL INCLUDE THE FOLLOWING:

1. Plot Plan – showing: (A) setbacks, front, sides and rear (B) utilities (c) easements (D) property lines, dimensions (E) structural location (F) walls, fences & swimming pools (G) screening for tanks, heating & cooling units & motor homes (H) retaining walls (I) satellite dishes, antennas, etc.
2. Site Plan – showing: (A) high point of lot (B) existing contours (C) new contours (D) surface drainage directions (E) paved surfaces for driveway and parking areas (F) ground cover material (G) culverts.
3. Copy of County Building Permit

\*\*\*NOTE: (1) It is the responsibility of the owner/builder/agent to clearly flag all property line reference points before commencing, and notify the VOCA Office for any required inspections (2) There may be a fee assessed for requested changes and additions to the exterior of buildings after the initial approval has been made by the Committee. (3) There may be a fee/fine assessed for changes in the exterior of the building or lot without Committee approval, the submittal fee may double for any project not submitted prior to starting construction. There may be a \$100 fee assessed for any changes in the exterior of the building or lot commenced without Committee approval which would result in a request for variance requiring either a Committee hearing and/or Board appeal. All fees are in addition to any fines by the Restrictions Committee. All fees are in addition to any fines by the Restrictions Committee. (4) Final inspection will not be approved until the ground cover is completed as follows: THE UNDERSIGNED AGREES TO COMPLETE THE APPROVED GROUND COVER PLAN PER THE MASTER DECLARATION AND/OR ARCHITECTURAL RULES. ALL EXPOSED EARTH MUST BE COVERED WITH GRANITE, STONE, GRASS, SOD OR OTHER APPROVED MATERIAL. CONTROL OF EROSION BY WIND AND WATER, CONTROL OF WEED GROWTH AND DRAINAGE OF SURFACE WATER MUST BE MAINTAINED AT ALL TIMES. IF PROPERTY IS SOLD PRIOR TO THE COMPLETION OF WORK, THE UNDERSIGNED AGREES TO ADVISE THE BUYER THEY HAVE TO COMPLETE THE LANDSCAPING WITHIN THE ORIGINAL COMPLETION PERIOD. Applicant remains fully responsible for compliance with applicable building codes. Master Declaration provisions, subdivision restrictions, Architectural Rules and Regulations and related construction and safety standards relating to this proposed work and will hold VOCA and its employees or agents harmless for any liability, loss or injury relating to any phase or portion of the proposed work considered herein.

**VOCA relies upon the applicant to provide accurate specifications and measurements and accurate location of lot boundaries. Any approval which is granted on the basis of erroneous information, specifications, plans, measurements or lot boundaries is not to be deemed to be an approval or ratification of that erroneous information by the Association, and if the erroneous information provided to the Association is material, any approvals by the Association based thereon shall be deemed null and void. Any approval by the Association based upon erroneous information shall not constitute a waiver or abandonment of the Association’s right to require immediate abatement of any violations which might occur because approval was based upon erroneous information, or a waiver of the Association’s right to levy fines for any violation which might occur because approval was based upon erroneous information. If there is any question as to lot boundaries, the applicant should obtain an accurate survey and rely only upon that survey.**

**NOTE: Construction must be completed within the approval period or re-application and approval is necessary. Applicant agrees to notify the Committee when work is completed. Applicant expressly grants any Committee representative(s) reasonable access to subject property for purposes of inspection.**

\*\*\*\*\*

**Please submit application and all exhibits to:**  
 Architectural Review Committee, Village of Oakcreek  
 Association, 690 Bell Rock Blvd., Sedona, AZ 86351  
 Phone: (928) 284-1820 (or 928-776-4479 ext 1148) FAX: (928) 284-3138

# THE VILLAGE OF OAKCREEK ASSOCIATION

## CONSTRUCTION VIOLATION

Community: \_\_\_\_\_ Lot: \_\_\_\_\_ Contractor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ **First Notice** - The Violation(s) noted below **must be corrected within 48 hours** of this First Notice. This First Notice will be sent to the Contractor, and the VOCA Architectural Review Committee, **and** the homeowner.

\_\_\_\_\_ **Subsequent Notice** - For uncorrected first Notice Violation(s) and for repeat Violation(s) noted below, the **construction site may be shut down and a minimum fine of \$250.00 will be charged against the Contractor.** The Contractor must pay the fine to the VOCA Community Association within ten (10) days of this notice. The construction site may remain shut down until all the following events have occurred: (1) the Violation is corrected, **and** (2) the Association has received full payment from the Contractor. This "Subsequent Notice" will be sent to the Contractor, ARC, **and** the homeowner.

**NOTE: For the 2<sup>nd</sup> violation of the same rule, the contractor may be fined \$500.00. For the 3<sup>rd</sup> violation of the same rule, the contractor may be fined \$750.00 and will continue in additional \$250.00 increments.**

\_\_\_\_\_ Construction started, without approval \_\_\_\_\_ construction deposit \_\_\_\_\_ pre-construction meeting \_\_\_\_\_ 250.00.  
fine per offense.

\_\_\_\_\_ **Working Hours Violation** - no work before 7:00 am or after 9:00 pm Mon-Sat. No work is allowed on Sundays or Holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas) No blasting or hammering before 8 am. **Automatic fine of \$250.00.**

\_\_\_\_\_ Building envelope strings (or fencing) not properly erected \_\_\_\_\_ not properly maintained \_\_\_\_\_

\_\_\_\_\_ Dumpster \_\_\_\_\_ portable toilet \_\_\_\_\_ construction trailer \_\_\_\_\_ outside of envelope \_\_\_\_\_ not on site \_\_\_\_\_

\_\_\_\_\_ **Site Access:** More than one access \_\_\_\_\_ not using approved access \_\_\_\_\_ trespassing on adjoining lots \_\_\_\_\_

\_\_\_\_\_ **Site Condition:** weeds out of control \_\_\_\_\_ improper disposal of trash \_\_\_\_\_ building materials \_\_\_\_\_

\_\_\_\_\_ Building materials \_\_\_\_\_ equipment \_\_\_\_\_ washout \_\_\_\_\_ outside of envelope

\_\_\_\_\_ Commercial or Sub contractor signs not allowed signs not allowed.

\_\_\_\_\_ Mud \_\_\_\_\_ dirt \_\_\_\_\_ oil \_\_\_\_\_ concrete \_\_\_\_\_ on road \_\_\_\_\_ on adjacent property \_\_\_\_\_ No track out \_\_\_\_\_

\_\_\_\_\_ Changes to ARRC approved plans without ARRC approval will be subject to an **Automatic fine of \$250.00 per week**, until the changes have been submitted to the reviewing body.

\_\_\_\_\_ Going over 12-month timeline subject to 500.00 a month fine until completed.

\_\_\_\_\_ **Parking:** on both sides of street or in common areas \_\_\_\_\_ on multiple-use paths or hiking trails \_\_\_\_\_

\_\_\_\_\_ Overnight parking on streets or common areas of vehicles \_\_\_\_\_ equipment \_\_\_\_\_ trailers \_\_\_\_\_

\_\_\_\_\_ Marked vehicles not allowed to park overnight on construction site.

\_\_\_\_\_ Pets \_\_\_\_\_ children \_\_\_\_\_ non-working spouse \_\_\_\_\_ not allowed on constructions site.

\_\_\_\_\_ Fires not allowed on construction site.

\_\_\_\_\_ Alcoholic beverages \_\_\_\_\_ No fires \_\_\_\_\_ Drugs \_\_\_\_\_ Radios \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
Architectural Field Inspector

\_\_\_\_\_  
Architectural Review Committee Member

All violation payments **MUST** be payable to **VOCA**: please reference the lot and community on the check. You have the right to appeal against this violation. Any appeal must be made in writing to the VOCA Board of Directors and sent to this office within (10) days of receipt of this violation.

**The Village Oakcreek Association (VOCA)  
EXHIBIT A - NEIGHBORHOOD SPECIFIC REQUIREMENTS**

<b>Neighborhoods</b>	<b>Min Sq Ft</b>	<b>Building Height from Lot high point</b>	<b>Full 2 story</b>	<b>Carport or Garage</b>	<b>Manufactured homes/bldgs</b>	<b>Other Buildings</b>	<b>Max Fence</b>
Bell Rock Plaza <i>(multi-family only)</i>	<b>None</b>	16'	Multi-family only	Yes	No	Storage, garage w/servants quarters	6'
Bell Rock Vista I	<b>1,200 sf</b>	16'	None	Required	No	Storage or carport/garage, non-residential structures	5'
Bell Rock Vista II	<b>1,200 sf (single family) / 600 ea multi-fam</b>	16'	None	Required on SFR	No	Storage or carport/garage, non-residential structures	6'
Bell Rock Vista III	<b>1,200 sf</b>	16'	None	Required	No	Storage or carport/garage	5'
Bell Rock Vista IV	<b>1,000 sf</b>	None	Ok	Yes	No	Storage, garage w/servants quarters	6'
Cathedral View	<b>1,400 sf</b>	16'	Ok	Yes	No	Incidental - architecturally compatible buildings	6'
Fairway Oaks	<b>1,400 sf (1-20, 58-248) 1,600 sf (21-57) 1,400 sf multifam (600 sf each)</b>	16'	None	Required	No	Storage or carport/garage	5'
Oak Shadows	<b>1,400 sf (146,149,150,164-340) 1,600 sf (148A, 151-163, 341A, 342, 343A)</b>	16'	None	Required	No	Storage or carport/garage	5'
Oakcreek Country Club E	<b>1,400 sf (11,14-18, 26-46, 52-66) 1,600 sf all others</b>	16'	None	Required	No	Storage or carport/garage	5'
Oakcreek Country Club W	<b>1,400 sf (3-6,11-14,19, 20, 25, 26, 32, 33,39-102, 116, 117, 122, 123, 128, 140-143, 144A, 145A) 1,600 sf (1,2,7-10,15-18, 21-24, 27-31, 34-38, 103-115, 118-121,124-127, 129-139, 147A)</b>	16'	None	Required	No	Storage or carport/garage	5'
Oakcreek I	<b>1,400 sf</b>	16'	None	Required	No	Storage or carport/garage	5'
Oakcreek II	<b>1,400 sf</b>	16'	None	Required	No	Storage or carport/garage	5'
Pine Creek I	<b>750 sf</b>	Single story only	None	Carport	Yes	Storage or carport	6"
Pine Creek II	<b>1,200 sf</b>	16'	None	Required	No	Storage or carport/garage	6'
Red Rock Cove	<b>1,600 sf</b>	16'	None	Required	No	Storage or carport/garage	5'
Red Rock Cove E	<b>1,400 (4-45,52,53,74-97) 1,600 (1-3,46-51,54-73)</b>	16'	None	Required	No	Storage or carport/garage	5'
Red Rock Cove W	<b>1,400 (1-15) 1,600 (19-112)</b>	16'	None	Required	No	Storage or carport/garage	5'
Ridgeview	<b>1,400</b>	16'	None	Required	No	Storage or carport/garage	5'
Ridgeview Heights	<b>1,400</b>	16'	None	Required	No	Storage or carport/garage	5'