

MISSION MANOR

AT

RAY RANCH

**Summary of Architectural
Regulations & Guidelines**

Adopted: December 2008

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MISSION MANOR AT RAY RANCH ARCHITECTURAL GUIDELINES

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RULES AND REGULATIONS

COMMUNITY ORGANIZATION

Every homeowner within Mission Manor at Ray Ranch automatically becomes a member of the Mission Manor at Ray Ranch Homeowners Association (the "Association") until such time as his/her ownership of the home ceases, at which time membership of the Association automatically ceases. The Association is responsible for the maintenance and management of all common areas as well as administering the affairs of the community. The Association is created by the recording of the Declaration of Covenants, Conditions, Restrictions, Assessments, Charges, Servitudes, Liens, Reservations and Easements (the "CC&R's"). The CC&R's and their Amendments together with the By-Laws and their Amendments, set forth the procedures, rules and regulations which govern the Community.

The Board of Directors (the "Board") is charged with responsibility for overseeing the business of the Association. The Architectural Committee (the "Committee") is established by the Board to review all improvements within Mission Manor including new construction and modifications to existing properties. The committee has adopted the following Architectural Guidelines and Standards to assist in the evaluation of proposed changes, additions or modifications.

ARCHITECTURAL REVIEW PROCESS

Any change, addition, or modification to the site or a building exterior of a residential property requires the prior written approval of the Architectural Committee. Residents with proposed changes should contact the Management Company with whom the Association has contracted for Association management, to obtain the necessary submittal documentation. Residents may also obtain the necessary submittal documentation from the Associations website at www.tcpm.net or from the Community website: <http://www.neighborhoodlink.com/chandler/mmrr/main.html>

Simply stated, no improvements, alterations, repairs, additions, or other work, including changes in exterior color, is to occur on any lot or exterior of any home without the prior approval of the committee. The responsibility of the committee is to ensure the harmonious, high quality image of Mission Manor at Ray Ranch is implemented and maintained. The Committee has the right to refuse to approve any alteration which is not suitable or desirable in their opinion for aesthetic or other reasons.

Any Homeowner requesting approval of the Committee shall follow the application procedures established for the Community. Submittals will be returned to the homeowner either approved, denied, or for more information within forty-five (45) days of receipt of the request. Homeowners are reminded not to proceed with any change, addition or modification without firstly obtaining the approval, in writing or the Architectural Committee.

It is the homeowner's responsibility to ensure that any proposed construction is coordinated with, and where applicable, approved by all county, local, state and federal government agencies. The Committee, the Management Company and the Association assume no responsibility for obtaining these reviews and approvals.

ARCHITECTURAL GUIDELINES

BASKETBALL HOOPS & GOALS

Homeowners must submit an application to the Architectural Review Committee prior to installation of a basketball hoop or goal. Hoops / goals will be allowed as a permanent installation in front yards, adjacent to the driveway at mid-point. Strict guidelines will be adhered to regarding the quality of equipment and installation and special attention will be paid to placement of the pole on the lot. Hoop / goal shall be placed no more than 12" from edge of driveway. Backboards may be transparent or a standard type. Highly visible logo material is prohibited. No lighting designed to illuminate basketball goals shall be installed without prior written approval of the Committee. All portable hoops / goals must meet the same criteria as permanent structures. Portable structures must be put out of sight overnight. All equipment must be properly maintained with nets remaining in good condition.

BUILDING ARCHITECTURE

In General, any exterior addition or alteration to an existing residence shall be compatible with the design character of the original structure. All changes must be first approved by the Architectural Review Committee.

CLOTHESLINES

Clotheslines or other outside facilities for drying cloths are not permitted unless they are placed exclusively within a fenced yard and not visible above the top of the block wall, from the street, common areas or another lot. All changes must be first approved by the Architectural Review Committee.

COVERED PATIO'S AND LATTICE

Covered patios, along with any permanent addition to a home must be submitted to the Architectural Committee for approval prior to construction. Acceptable materials for use in patio covers are wood and molded aluminum. No sheet aluminum or fiberglass will be allowed. Patio cover sides must match the color of the home, and any roof must compliment the existing tile roof. Patio covers must be tied into roof trusses where physically possible. Any improvement must meet the City of Chandler's building code specifications. The City of Chandler's approved permit must also accompany the architectural request. Lattice work is not acceptable if it is visible from the street, unless living, growing material covers the lattice. Lattice is to be painted a matching color to the house.

DESIGN COMPATIBILITY

The proposed construction must be compatible with the design characteristics of the property itself, adjoining properties and the neighboring setting. Compatibility is defined as harmony in style, scale, materials, color and construction details.

FENCES / WALLS

Fences, other than those constructed by the original homebuilder, are not allowed along the side or front of the property. Split rail fences are not allowed without Architectural Review.

FLAGPOLES

Homeowners are encouraged to fly official United States flags from a home mounted bracket. Architectural Committee approval is not required for home-mounted bracket use. Please remember that the standard flag size is 3 x 5 feet (2 x 3 ft flags are also available). Flags must not exceed 3 x 5 feet.

Should you elect to place a flagpole on your property, the following shall apply:

1. Flagpole design, material, construction and location must be approved by the Architectural Committee prior to construction and installation.
2. The exposed portion of a flagpole may not be more than fifteen (15) feet high and not less than twelve (12) feet high.
3. Flagpole must be constructed of aluminum or other sturdy metal and be able to withstand the high winds of monsoon season.
4. Flagpoles must retain their appearance under Arizona weather conditions and be easily removable should the pole become damaged or its appearance deteriorate.
5. Flagpole location will be approved only on a case-by-case basis. Flagpoles will only be allowed in the front yards and must be closer to the house than to near the edge of the street and every lot line of the lot upon which the flagpole is to be installed.
6. Flagpoles must be placed at least ten (10) feet from the sidewalks so as not to endanger children running or bicycling on sidewalks.
7. Maximum flag size is 3 x 5 feet.
8. No lighting or light fixtures may be installed or utilized to illuminate the flagpole or flag during the evening or nighttime hours.
9. Official United States flags may be displayed upon flagpoles.
10. Homeowners must comply with United States flag display etiquette.

Dates:

*New Year's Day - January 1st
Martin Luther King Day - 3rd Monday in January
Inauguration Day - January 20
Lincoln's Birthday - February 12
Washington's Birthday - 3rd Monday in February
Easter Sunday - Variable
Patriots' Day - 3rd Monday in April
Mother's Day - 2nd Sunday in May
Peace Officers Memorial Day (half-staff) - May 15
Armed Forces Day - 3rd Sat in May
Memorial Day (half-staff until noon) Last Monday in May
Flag Day - June 14
Father's Day - 3rd Sunday in June
Independence Day - July 4
Korean War Veterans Day - July 27
Labor Day - 1st Monday in September
Patriot Day (half-staff) - September 11
Constitution Day - September 17
Gold Star Mother's Day - Last Sunday in September
Columbus Day - 2nd Monday in October
Navy Day - October 27
Election Day - 1st Tuesday in November
Veteran's Day - November 11
Thanksgiving Day - 4th Thursday in November
Pearl Harbor Remembrance Day (half-staff) - December 7
Christmas Day - December 25
State Birthdays / Holidays - Other Days Proclaimed by the President of the United States*

GENERAL PRINCIPLES

The purpose of the Architectural Committee is to ensure consistent application of the Design Guidelines. The Architectural Committee monitors any portion of any lot or parcel which is visible from other lots or parcels, the street, or Association common areas. This includes backyards which are visually open to other lots or Association common areas. The Design Guidelines are intended to promote those qualities in Mission Manor at Ray Ranch that enhance the attractiveness and functional utility of the Community. Those qualities include a harmonious relationship among structures, vegetation, topography and overall design of the community and Homeowners themselves.

GATES

Double gates may be installed to allow wider access ways to yards. Double gates should be the same type, design, and color as the originally installed single gate. All double gates require Architectural Committee approval except those installed by the builder during original construction. Cement driveways from street to double gates are prohibited.

GUTTERS AND DOWNSPOUTS

Gutters and downspouts not installed by the builder during original construction will require approval from the Architectural Committee. The finish must match the adjacent surface of the home in color. High-quality materials that offer long life are recommended, as the homeowner will be required to maintain these additions in good repair and appearance. Architectural Review Forms for gutter and downspouts must include the proposed locations, the quality and type of material to be used, warranty information offered by the manufacturer, and the name and telephone number of the installer that will be installing them.

LANDSCAPING AND YARD MAINTENANCE

Front yards must, as a minimum standard, have an adequate number of trees and plants along with appropriate ground cover (ie: grass, gravel, rock, etc). Landscaping must be maintained in a neat and attractive manner and be free from weeds. Minimum maintenance requirements include watering, mowing, edging, pruning, (especially of trees or plants overhanging or encroaching on a neighboring property) removal and replacement of dead or drying plants and removal of trash. Any alteration or modification made to the originally installed landscaping can only be made following the written approval of the Architectural Committee. Homeowners must maintain, repair and restore any and all grades, slopes, retaining walls, and drainage structures as originally installed or to other condition as approved by the Architectural Committee. Homeowners are responsible for ensuring that no damage occurs to the perimeter walls of Mission Manor at Ray Ranch, including that caused by water penetrating from homeowner's yards. No planters or the like shall be placed on the inside portion of the perimeter walls without adequate and appropriate sealing of the perimeter wall. Bare earth lots are prohibited.

LANDSCAPE IN EASEMENTS, MAINTENANCE OF

Many homeowners (particularly those on corner lots) have side yards that are called easements. Easements are generally between the sidewall and the street. These easements are actually a portion of the homeowner's lot. Maintenance of easements including the replacement of plants and weed control is the responsibility of the homeowner. Any changes to these areas require the approval of the Architectural Committee.

ORNAMENTATION

The utilization of non-living objects as ornaments in the landscape must be harmonious with the character of the neighborhood and must be approved by the Architectural Committee. Individual expression is encouraged so long as it does not detract from this goal. Temporary holiday decorations and lights are permitted so long as they are removed after a reasonable period of time, which shall not exceed fifteen (15) days from the holiday they celebrate.

OUTDOOR FIREPLACES

Installation of outdoor fireplaces require the advance approval of the Architectural Committee. Outdoor fireplaces must be lower than the home's surrounding wall or fence. The Architectural Committee shall also consider any possible smoke nuisance to neighbors when making their decision.

PAINT / TRIM COLORS

All paint colors must be approved by the Architectural Committee. Homeowners can view the approved color packet on the Associations website. Once a homeowner has chosen house & trim paint colors from the approved color packet, written approval of the Architectural Committee needs to be obtained. It is the general preference of the Architectural Committee that professional painters are employed for the painting of the homes in Mission Manor at Ray Ranch.

General house painting guidelines: Stucco area and under fascia portion must be painted the same color as the exterior house color. Trim is considered to be the visible portion of the wood under the tile roof which faces outward on all sides of the house (that portion visible from standing in front of or at the side of the home). Trim must be painted in the color matched to the exterior house color as approved in the Association's color packet. Trim must be painted at the time the exterior to the home is painted. It is the general preference of the Architectural Committee that Dunn Edwards or Frazee paints are used for painting supplies for the homes in Mission Manor at Ray Ranch.

PLANTERS AND WALKWAYS

Planters, paved walkways and other hardscape features visible from another lot must be reviewed and approved by the Architectural Committee. Surface textures and colors are to match, or be in harmony with, the paint color and materials of the house. Planters and walkways will be considered on a case by case basis.

PLAY STRUCTURES

Play structures may be erected in rear yards only, subject to prior review and approval by the Architectural Committee, subject to the following guidelines:

1. May be erected in rear yards only and structures must be set back a minimum of 7' from any perimeter wall.
2. The distance from the ground elevation to the top of the playground structure must be measured and submitted with the form.
3. The Committee will take the appearance, height, visibility, and proximity to neighboring property into consideration when reviewing the ARF.
4. Any shade canopy must be a white or off-white, other colors will be considered on a case by case basis.
5. Homeowners must submit a picture or brochure attached to the form.
6. The Architectural Committee will consider applications for play structures on a case by case basis.

PROTECTION OF NEIGHBORS

The interest of neighboring properties must be protected by making reasonable provisions for such matters as access, surface water drainage, sound and sight buffers, and other aspects of design, which may have a substantial effect on neighboring properties. These include trees and branches that overhang other properties. All landscaping must be maintained such as not to present problems for neighboring properties.

RAMADAS AND GAZEBOS

Ramada's and gazebos may be erected in rear yards only subject to prior review and approval of the Architectural Committee. Ramada's and gazebos are subject to the following guidelines:

1. Maximum square footage (under roof area) is 120 square feet
2. The structure must be set back a minimum of 7 feet from any perimeter wall.
3. The structure to be in harmony with the house and maintained in good condition.
4. Any roof tile must also match the tile of the house
5. Lighting of the structure must be approved by the Architectural Committee prior to installation.
6. The distance from the ground elevation to the top of the playground structure must be measured and submitted with the ARF.
7. The Committee will take the appearance, height, visibility, and proximity to neighboring property into consideration when reviewing the ARF.
8. Homeowners must submit a picture or brochure attached to the ARF.
9. The Architectural Committee will consider applications for structures on a case by case basis.

ROOF TILE

Any changes to the existing roof tile (changing of, replacing broken tile, etc) must be approved in writing by the Architectural Committee. The approved roof tile color can be obtained by contacting the property management company.

Existing roof tile - from time to time, homeowners have left over tile for sale. If you are a homeowner that has tile for sale, please let the property management company know as well as posting it in the community bulletin board. If you are a home owner that would like to purchase existing tile, please check the bulletin board or call the property management company.

ROOF AND WALL MOUNTED EQUIPMENT

No devices of any type, such as evaporative coolers or air conditioning units shall be placed on any roof. Electrical boxes, panels, conduits or irrigation controllers attached to the home are to be painted to match the adjacent surface.

SATELLITE DISHES

Satellite dishes are permitted, but are regulated as follows: If visible from the street, neighboring properties or the common areas, no satellite dish shall be larger than one meter wide (39 inches). Dishes are to be located in rear yards only. Homes with "view" fencing must locate the dish in the most unobtrusive location possible while still receiving a quality signal. Architectural Review Forms should include a diagram showing the location, color and size of the device.

SCREEN AND SECURITY DOORS

Screen and Security Doors must be approved in advance by the Architectural Committee. Submittals should be high quality wrought iron, either in black or in a color that matches the body of the house, other colors will be considered by the Architectural Committee. Overly ornate designs will be discouraged. All forms for screen doors or security doors should be accompanied with a pictures and or brochure.

STORAGE SHEDS

Backyard storage sheds detached from the house will be considered provided they are lower than the homes surrounding wall or fence so as not to be visible from neighboring property or from the street. Storage sheds, except those installed by the builder during original construction, must be submitted to the Architectural Committee for approval prior to construction.

SOLAR PANELS

Solar panels must be approved by the Architectural Committee prior to installation. Please note on the application the location, size and color of the solar panels.

SPOTLIGHTS AND GENERAL OUTDOOR LIGHTING

The installation of any outdoor lighting (with the exception of temporary holiday lights) must receive advance approval from the Architectural Committee. Permanent lighting sources shall not be directed toward, nor cause reflections upon the street, common areas or neighboring property.

SWIMMING POOLS

Prior to construction of a swimming pool, a homeowner should contact the Management Company to coordinate the point of construction access to assure damage to common landscaped areas and common perimeter walls is avoided. In most cases, residents will be advised to enter through the side yard wall, from the front of their homes. Any opening which affects a common Association wall shall require an architectural submittal and a deposit for such work, refundable after the walls and landscape are repaired and returned to their original condition.

Pools may not be backwashed into the drainage ditches, natural washes, common areas, drainage-ways or streets. All backwash water is to be retained on the owner's lot or through your sewer clean-out. If necessary, a hole should be dug and filled with rocks to provide the needed capacity. Homeowners shall maintain pool equipment in such condition that noise shall not be a problem for neighbors. Homeowners shall ensure that pools are kept in good, clean condition and under no circumstances shall the condition of a pool be allowed to cause a health hazard.

Swimming pool fence requirements are regulated by the City. The City should be contacted to determine the safety fence requirements for pools. For safety reasons, all openings in walls must be securely covered during construction to prevent injuries.

Pool plans will not need prior approval unless there is a feature (pool slide or other structure) which would be visible above the top of the wall. All pool equipment shall be screened from view of neighboring property, streets and common area with walls which match the architectural character and color of the house or the existing wall. If pool equipment is placed near view fencing, space must be allowed to accommodate the screening wall.

WINDOW COVERINGS

In no event shall the interior or exterior of any window be covered with reflective material such as foil, or with paper, bed sheets, or other temporary covering. No enclosures, drapes, blinds, shades, screens, awnings, or other items affecting the exterior appearance of a house shall be constructed or installed in any home without prior written approval of the Architectural Committee. Homeowners and occupants must ensure suitable internal window coverings on windows facing the street. All such window coverings facing the street must be white, beige, earth tones or pastel in color.

WINDOW SCREENS

Approval by the Architectural Committee is necessary before installation of any window screen or sun screen.

WORKMANSHIP

The quality of workmanship evidenced in construction must be equal to, or better than, that of the surrounding properties. In addition to being visually objectionable, poor construction practices can cause functional problems and create safety hazards. The Association and the Committee assume no responsibility for the safety or livability of new construction by virtue of design or workmanship.

COMMUNITY RULES

The following community rules summarize some of the common provisions found in the CC&R's as well as rules established by the Board. Cooperation on the part of all residents in following these rules will make living at Mission Manor an enjoyable experience.

BUILDING REPAIR

No building or structure shall be permitted to fall unto a state of disrepair. The owner of every home or structure is responsible at all times for keeping the buildings in good condition and adequately painted or otherwise finished. In the event any building or structure is damaged or destroyed, the owner is responsible for immediate repair or reconstruction. Roofs must be kept in good repair at all times.

GENERAL PROPERTY RESTRICTIONS, RENTALS

Owners may rent only the entire lot or dwelling unit. Rental must be made only to a single family.

MACHINERY AND EQUIPMENT

No machinery or heavy equipment of any kind shall be placed, operated or maintained upon any lot or any street.

PARKING

Vehicles of homeowners and their guests are to be parked in the garage, driveway or street. Neither inoperable vehicles nor those with expired tags shall be parked in driveways or streets.

PETS

Residents are allowed to keep a reasonable number of generally recognized house or yard animals. Animals cannot be kept or raised for commercial purposes, and they are not allowed to make an unreasonable amount of noise or become a nuisance to neighbors. Dogs must remain on leashed at all times while on Association property. All owners must clean up after their pets. All dogs must be vaccinated for rabies and have a current Maricopa County dog license.

TRASH / RECYCLING CONTAINERS AND COLLECTIONS

No garbage or trash shall be kept on any lot except in covered containers as provided by the City. These containers must be stored out of sight except for days of collection.

VEHICLES, CAMPERS AND BOATS

Motor vehicles classed by manufacturer rating as exceeding seven (10) feet in height measured from ground level and eighteen (20) feet in length, may not be parked, maintained or repaired on any lot or on any street so as to be visible from neighboring property. Mobile homes, travel trailers, camper shells, boats or other similar equipment or vehicle on property are not to be visible from the street. Temporary parking of recreational vehicles, boats and similar equipment will be permitted if it is apparent that the items are being loaded or unloaded or upon approval of the property management company if said vehicle is parked temporarily while visiting homeowner. All motorized vehicles, including ATV's, motorcycles, go carts and similar vehicles are prohibited from entering into any common areas. Vendors may park for a reasonable amount of time while rendering a service.

VIOLATION ENFORCEMENT

One of the major functions of the Association is to enforce the guidelines set forth in the CC&R's for Mission Manor. Enforcement is monitored on a regular basis by the management company. Violations are identified and notification is sent to the homeowner requesting voluntary compliance. If compliance is not observed, the violation is turned over to the Board of Directors for resolution. It is important to note that the Board does have the option of seeking legal counsel to resolve matters. Furthermore, violation enforcement is conducted on an impartial basis and is not intended to serve as harassment, but as a reminder of the deed restrictions.

MISSION MANOR AT RAY RANCH HOMEOWNERS ASSOCIATION

760 SOUTH STAPLEY DRIVE #3
MESA, AZ 85204
Ph: 480-844-2224 / Fax: 480-844-2061

Architectural Change Request Form

Name:		Lot #:
Address:		
Home #	Work/Cell #:	

The Homeowner understands and agrees that no work shall commence until written approval has been received. The Homeowner agrees to maintain the improvement if approved by the Board of Directors or their duly appointed representative. If, in the view of the Board of Directors, the improvement is not being maintained, the Association has the right to remove or maintain the improvement with the Homeowner bearing all costs. The Homeowner agrees to comply with all city, county and state laws and to obtain all necessary permits. Architectural requests will be reviewed and a decision made by the Architectural Control Committee (ACC) within forty-five (45) days from the date of receipt by the ACC.

Prior to the ACC review, the homeowner must sign to verify that: 1). His/Her Association fees are paid and current; 2). No liens and/or fines are owed to the Association; and 3). I understand and agree that, no work on this request shall commence until written approval has been received.

Homeowners Signature:	Date:
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REQUEST

Description of Request: Provide full details of purpose and/or reason, type, color, size of improvement and materials. Use additional 8 ½" x 11" paper if necessary. **NOTE: AN ACCURATE TO SCALE DRAWING MUST BE ATTACHED AND AN ACCURATE SITE PLAN MUST BE INCLUDED.**

1. Contractor Name, Address and Phone Number (License Number if available):
2. Description of work to be done:
3. Type of materials to be used:
4. Color(s) to be used (include sample paint chips or materials if appropriate-refer to authorized paint colors sheet):
5. Dimensions of structure (height, width, etc.) If applicable, include these dimensions on attached drawing:

TO BE COMPLETED BY THE ARCHITECTURAL CONTROL COMMITTEE

MISSION MANOR AT RAY RANCH ARCHITECTURAL REQUEST FORM Page 2	Date:
	Lot #:
	Name:

The Architectural Control Committee has taken the following action on this application:

	REJECTED: Application does not meet the Design Guidelines for the Homeowners Association
	REVIEWED THE APPLICATION: The following revision and additional submissions are required for approval by the Homeowners Association:
	REVIEWED AND CONDITIONALLY APPROVED the Architectural Change Form with the following changes required:
	REVIEWED AND APPROVED the Architectural Change Request Form submitted as meeting the requirements of the Homeowners Association. This approval constitutes issuance of the Certificate of Approval. This approval is subject to all applicable City, county and state permits, codes and regulations. These are the responsibility of the homeowner.

Architectural Signature:	Date:
Executive Board Signature:	Date: