

HOMEOWNER PROPERTY MODIFICATION CHECKLIST

1.1	Documents	ARC Request	Confirm your request is complete. Provide primary and secondary contact for emergencies and for periodic project updates.	
1.2	Documents	Materials	Provide color / material samples and/or photos.	
1.3	Documents	Policies	Review all construction related policies.	
1.4	Documents	Permit Status	Provide a copy of City of Phoenix demolition and/or construction permits	
1.5	Documents	Property Walls	Review the most recent Block Wall Study to determine required repairs. Provide description of repair work to property perimeter wall as part of the ARC review request.	
1.6	Documents	Future ARC Requests	If various items have not been defined in the initial submission (e.g. mailboxes, hardscape, paint color, etc.) provide new ARC request when information is available before proceeding with the installation.	
1.7	Communication	Schedule and/or Scope Changes	Notify the board of any significant schedule changes. If scope changes are envisioned, submit updated ARC Request form.	
1.8	Communication	Monthly updates	Provide brief monthly updates to the HOA board upon request.	
2.1	Views	Clear views of mountain	Be cognizant of how construction may impact other homeowner's views during the design process to facilitate approval.	
2.2	Views	Height, roof slope, footprint change test	If a site height, roof slope, or footprint change is envisioned comply with the Height Change Policy test to facilitate evaluation of the change on homeowner views.	
3.1	Design	Community aesthetics and policies	To facilitate board approval, consider community aesthetics, roofing policy, paint color policy, and height change policy during the design process.	
3.2	Design	Paint and materials	Comply with the Paint Colors Policy. Select materials suitable to the aesthetics of the community.	
3.3	Design	Setbacks	Assure utility easements remain clear. Assure a minimum 5 ft setback along side property line along one side and a 10 ft minimum setback along the other side. Pools should be minimum of 7 ft. from the property line. Assure any changes to the front setback do not impede neighborhood sight lines.	
3.4	Design	Exterior Lighting	Owners are encouraged to use "dark sky" exterior lighting	
3.5	Design	Driveway & Mailbox	Consider potential changes to mailbox and driveway composition	
3.6	Design	Roofing	Comply with the Roofing Materials Policy .	
3.7	Other	Review pool drain system	Some properties drain pools into common areas and/or streets. Update to drain into the sewer system.	
4.1	Construction	Schedule	Upon receipt of both building permits and board approval provide a project benchmark schedule to be used for tracking the project for board updates. Comply with Construction Timing Policy .	
4.2	Construction	Demolition	Comply with the Demolition Policy .	
4.3	Construction	Hours	Comply with the Construction Hours Policy .	
4.4	Construction	Fencing	Assure construction fencing is installed in a secure and workmanlike manner. Comply with Construction Fencing Policy .	
4.5	Construction	Walls	Review the Wall Study to determine repairs, if any, required for block wall/s.	
4.6	Construction	Sanitation	Locate out of sight if possible and away from neighbors.	
4.7	Construction	Common area impact	Do not allow materials dumping or construction vehicles on desert common areas. If access is required submit a request for approval of such access to the HOA board.	
4.8	Construction	Site maintenance	Maintain site in a workmanship like manner. Store materials out-of-site to the extent possible. Remove construction debris in a timely manner. Do not allow construction debris on the common areas. Comply with Construction Site Maintenance Policy .	
4.9	Construction	Dumpster placement	Locate on-site if possible. If on street, install plywood under wheels to avoid damage.	
4.10	Construction	Off-site Damage	Avoid damage to the street paving, curb, gutters, turf and irrigation systems. Comply with the Off-Site Damage Policy .	