



**Development Standards**  
**For New Development, Landscaping,  
Additions and Alterations**

**Revised October 2024**

**FOREST HIGHLANDS  
DEVELOPMENT STANDARDS**

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# **1. AUTHORITY AND PHILOSOPHY**

## **1.1 AUTHORITY**

The Forest Highlands Development Standards (“Development Standards”) are prepared under the authority of Section 11.2 of the Amendment to and Restatement of Declaration of Covenants, Conditions and Restrictions of Forest Highlands (CC&R’S). The Design Review Committee (DRC) has been established and has the responsibility of ensuring the Development Standards are adhered to throughout Forest Highlands.

These Development Standards apply to both exterior alterations and new construction at Forest Highlands. **Approvals required by the Development Standards shall be in writing.**

## **1.2 PHILOSOPHY**

Respect for the natural environment, as well as continuity of the built environment, forms the basis of planning at Forest Highlands. Situated within a maturing conifer forest, open meadowland and interspersed with clearings and rock outcroppings, Forest Highlands offers an idyllic high country environment with rich contrasts in topography with an abundance of wildlife and vegetation. Forest Highlands expands on the principles of building in harmony with the land. The development of homesites at Forest Highlands begins with a respect and consideration of this natural environment.

Architecture and landscape in all their subtle detail shall work within the context of Forest Highlands’ natural palette. It is a timeless and organic architecture creating supportive relationships between individual components and the overall concept. The goal is nothing less than a large scale work of art.

Environmental studies undertaken at Forest Highlands provide an extensive body of knowledge concerning environmental factors, including topography, geology, hydrology, vegetation, climate and wildlife. The Forest Highlands philosophy evolved as a result of intensive ecological and environmental analysis. Simply stated, this philosophy incorporates a subtle blend of people, structures and the existing forest into a harmonious and aesthetically pleasing residential community, placing emphasis on the preservation of the natural environment.

The Development Standards implement this philosophy, particularly addressing architectural design and site planning, to provide direction to lot owners for the improvement of their properties and to ensure compatibility with the unique high country forest environment of Forest Highlands.

It is the purpose of these standards to create a harmonious architectural approach compatible with the forest. A residence, structure, or improvement shall not stand apart in its design or construction to detract from the overall environment and appearance of Forest Highlands.

Owners may view the Development Standards as protection to preserve and enhance the special environment of Forest Highlands. The design of a residence or other improvement shall

be tailored to the unique features of the individual lot. To ensure the preservation of the native forest for the enjoyment of all residents at Forest Highlands, the concept of a maximum allowable building area, called the "Building Envelope" has been developed. The preservation of the native forest is the underlying theme of Forest Highlands and the "Building Envelope" is that portion of each lot within which development activity shall be contained.

To assist owners in the environmentally sound and aesthetically compatible design of their residence, a comprehensive design review process has been established pursuant to these Development Standards, providing owners the opportunity to draw on the expertise and knowledge acquired during the planning and development of Forest Highlands. Since the preservation and enhancement of the unique landscape at Forest Highlands are the primary concerns, the DRC has been established and charged with the responsibility of ensuring the Development Standards are adhered to throughout all phases of development.

Each owner is responsible for obtaining from the Forest Highlands Association (dba Forest Highlands Golf Club) a copy of the most recently revised Development Standards.

### **1.3 DESIGN REVIEW PROCESS**

The Design Review Process applies to exterior remodels of existing residences and to new construction. It encompasses the following six phases.

1. **The Pre-Design Conference for New Homes and Major Alterations:** The lot owner, along with their designer, shall meet on site to review their ideas and the natural aspects of the lot with a representative of the DRC before preparing drawings.
2. **The Preliminary Design Submittal:** The DRC will review conceptual drawings to ensure conformance with the Development Standards before the owner finalizes the design.
3. **The Final Design Submittal:** The DRC will meet to review final construction documents to confirm consistency with the Development Standards and previously approved preliminary drawings. The owner, or the owner's agent, may attend this meeting. If the drawings are approved, the Association's design review representative will provide written acknowledgement that the approved drawings, including approved amendments, are in compliance with the Development Standards in effect at the time of the approval and that the refund of the deposit requires construction be completed in accordance with those approved drawings.
4. **The Pre-Construction Conference:** The construction requirements contained in the Forest Highlands Development Standards, Article 5 – Construction, shall be reviewed with a representative of the DRC and the owner or the owner's representative to ensure understanding of, and future compliance with, these standards.
5. **On-Site Formal Reviews/Written Reports:** The DRC will provide on-site formal reviews for new home construction and major renovation projects at the

commencement and completion of the project. The owner, or owner's agent, may attend the formal reviews. Within thirty calendar days after the construction completion review, the DRC will provide a written report to the member or the member's agent specifying deficiencies, violations or unapproved variations from the approved drawings.

6. The **Final Observation:** Refer to Section 2.12 for Final Completion procedures. Prior to Final Completion a representative of the DRC shall observe the construction to determine whether actual construction has been completed in compliance with the approved drawings and the Development Standards. This second on-site formal review may serve as the final review, at the discretion of the DRC. If the final observation written report does not identify a deficiency, violation or unapproved variation from the approved drawings, as amended, the DRC will promptly release the deposit monies to the member, less appropriate deductions. If the report identifies any deficiency, violation or unapproved variation from the approved drawings, as amended, the DRC may hold the deposit for one hundred and eighty calendar days or until receipt of a subsequent report of construction compliance, whichever is less. If a Final Completion written report is not received within one hundred and eighty calendar days of the observation, the DRC shall promptly release the deposit monies.
7. **Design Review Process for Small Projects:** Smaller projects including, but not limited to, landscaping, painting, reroofing, and maintenance projects require: a) a written application b) written approval from the DRC and c) Final Observation. These projects will be accelerated and not necessarily addressed by the full Design Review Committee.

It is important owners follow the steps of the Design Review Process. This is a proven and streamlined process provided the owner performs per the Development Standards.

Forest Highlands strongly recommends an owner retain competent professional services for planning and design to ensure a thorough analysis and understanding of a particular lot and the owner's special needs and living patterns. Professionals provide the ability to communicate to the DRC the concept and design of a proposed new residence, improvement or exterior alteration of existing residences. If an owner chooses to do his own design or to retain nonprofessional services, and the result is not approved by the DRC, the DRC has the right to require the owner to utilize services of a design professional acceptable to the DRC.

The DRC specifically reserves the right to make subjective, as well as objective, determinations of whether a submission meets the criteria and philosophy of the Development Standards.

The Design Review Process is intended to operate concurrently with the plan review process required by Coconino County for obtaining a building permit. Further, the county staff will not issue a building permit until they receive confirmation of Final Design Approval by the DRC. However, the Forest Highlands Design Review Process is independent of the Coconino County plan review process and is solely intended to enforce the Forest Highlands Development Standards. The owner, or owner's agent, bears the responsibility for the proposed structure's

adherence to Forest Highlands Development Standards and bears the additional responsibility for the proposed structure's adherence to county, zoning and building codes.

#### **1.4 ENFORCEMENT**

The DRC may, at any time, observe a lot or improvement and, upon discovering a violation of these Developments Standards, provide a written notice of noncompliance to the owner, including a reasonable time limit within which to correct the violation. The DRC will document and record a notice of violation after the expiration of the time limit. If an owner fails to comply within the stated time period, the DRC may recommend to the Board to proceed with remedies which may include, but are not limited to, fines or recording of a Certificate of Non-Conformance with the title company upon notice of intent to sell or convey ownership. Expenses incurred may be secured by a lien on the lot enforceable per the CC&Rs.

In the event of violation of these Development Standards, the DRC may impose a fine up to \$2,000, or recommend to the Board of Directors, to impose a larger fine commensurate with the severity of the violation. Refer to CC&R's and the Enforcement Policies and Procedures for Violations of The Forest Highlands CC&R's, Development Standards, and the Rules and Regulations.

The authority to enforce these Development Standards and to levy fines notwithstanding, the DRC will follow procedures consistent with due process requirements as set forth in the Association Enforcement Policies and Procedures. The building approval process will be as informal as possible and the members or member representatives will be treated with respect, as neighbors and friends.

#### **1.5 SEVERABILITY**

If a provision of these Development Standards, or a section, clause, sentence, phrase or word, or the application thereof, is held invalid, the validity of the remainder of these Development Standards, and of the application of such provision, section, sentence, clause, phrase or word in other circumstances, shall not be affected thereby, and the remainder of these Development Standards shall be construed as if such invalid part were never included.

#### **1.6 NONLIABILITY**

Neither the DRC nor any member thereof shall be liable to the Association or to an owner or other person for loss or damage claimed because of the following:

1. The approval or disapproval of drawings and specifications, whether or not defective; or
2. The construction or performance of work, whether or not pursuant to approved drawings, and specifications; or,
3. The development or manner of development of a property within Forest Highlands.

An owner or other person, by submission of drawings and specifications to the DRC for approval, agrees they will not bring action or suit against the DRC, or its members regarding action taken by the DRC.

Approval by the DRC of an improvement at Forest Highlands only refers to the Forest Highlands Development Standards and in no way, implies conformance with local government regulations. Each owner retains sole responsibility to comply with applicable government ordinances or regulations including, but not limited to, zoning ordinances and local building codes.

### **1.7 DELEGATION OF AUTHORITY**

The DRC may delegate a portion or all of its design review responsibilities to one or more of its members, acting as a subcommittee of the DRC, or to professional design consultant(s) retained by the DRC on behalf of the Association. Upon such delegation, the actions of such members or consultant(s) shall be equivalent to action by the Committee as a whole.

### **1.8 EXEMPTIONS**

Utility and maintenance buildings, structures, and cabinets located on non-residential tracts are exempted from the “Architectural Design Standards” portion of this document. However, the Design Review Committee will endeavor to attain as high a level of conformance with these standards as practical for these types of facilities.

### **1.9 ADDRESS OF DESIGN REVIEW COMMITTEE**

The address of the Design Review Committee shall be the address established for giving notice to the Association, unless otherwise specified by the Committee. Such address shall be the place for the submittal of drawings and specifications, and the place where the current Development Standards shall be kept.

FHGC Design Review  
2425 William Palmer  
Flagstaff, Arizona 86005

## **2. DESIGN REVIEW PROCEDURES**

Site sensitive, site-specific design shall be fundamental at Forest Highlands. Design drawings shall evolve from the careful and thorough analysis of a site's specific setting and features. Owners and their designers shall refrain from approaching a site with a predetermined design expecting to "make it fit", with little regard to natural constraints. The same or similar drawings as determined by the Design Review Committee shall not be used from one Lot to another. Forest Highlands established this review procedure to assist the applicant through the design process in the appropriate sequence. Drawings and specifications shall be submitted to the Design Review Committee in accordance with the following procedures. Submittals are due on the 10<sup>th</sup> of each month. Submittals received after the 10<sup>th</sup> may not be reviewed until the following month.

### **2.1 PRE-DESIGN CONFERENCE**

Prior to preparing preliminary drawings for a proposed site improvement or exterior building alteration, it is mandatory the owner or the owner's agent meet with a representative of the Design Review Committee on-site to discuss proposed drawings and to resolve questions regarding building requirements at Forest Highlands. This informal review offers guidance prior to initiating preliminary design.

The parameters and directives identified at the Pre-Design Conference remain valid for one year. If the submittal of a preliminary design does not occur within twelve months of a Pre- Design Conference, a supplementary Pre-Design Conference is required to review any changes in site conditions or revisions to the Forest Highlands Development Standards which may have transpired.

### **2.2 PRELIMINARY DESIGN SUBMITTAL**

When the Preliminary Design is complete, the submittal for consideration shall include the following exhibits. Review by the DRC will not commence until the submittal includes the following:

1. Site plan (scale at 1" = 10'), showing the entire property, location of the building envelope, the residence (existing or new), buildings (including the extent of roof overhangs), driveways, parking areas, existing and proposed topography, finished floor elevations, protected plants and special terrain features to be preserved, trees to be removed, utility sources and connections, utility screen walls and site walls. Lot square footage shall be shown.
2. Survey (scale at 1" = 10'), sealed by a land surveyor or civil engineer registered in the state of Arizona showing lot boundaries and dimensions, topography (2 feet contours or less), major terrain features, trees of 8 inch diameter or greater, edges of pavement or curb, and utility locations.
3. Floor plans (scale 1/4" = 1'-0"), showing proposed finished floor elevations and dimensions indicating livable, non-livable, and total square footage of the residence.

4. Every exterior elevation (scale 1/4" = 1'-0"), showing both existing and proposed grade lines, plate heights, ridge heights, roof pitch, finish floor, overhang dimensions and a preliminary indication of exterior materials and colors.
5. Roof plan (scale 1/4" = 1'-0"), showing roof pitches, chimneys and other roof accessories.
6. If the DRC deems it appropriate, due to site topography considerations or complexities of the design, it may require a study model (same scale as site plan), which accurately depicts the proposed improvements and their relationship to the site.
7. Please submit all plans to [https://members.fhgc.com/HOA/Design\\_Review](https://members.fhgc.com/HOA/Design_Review).
8. Other drawings, materials or samples requested by the DRC.

The DRC will retain one copy of the final submittal & drawings and one set will be returned to the owner with review comments and formal stamps of approval.

### **2.3 PRELIMINARY DESIGN REVIEW**

The DRC will review the submittal & drawings, or drawings & attachments, and respond in writing no later than 30 calendar days after a complete submittal. Any combination of: the member, owner, designer or builder shall have the right to attend the appropriate meeting(s) of the DRC. If an owner wishes to make a response regarding the results of a design review, the response shall be addressed to the DRC in writing. The DRC's approval of a preliminary design is valid for twelve months.

### **2.4 FINAL DESIGN SUBMITTAL**

Review of a Final Design Submittal by the Committee will not commence until the submittal is complete. When the final design is complete, its submittal for consideration shall include the following exhibits:

1. Site plan (scale at 1" = 10'), showing the entire property, location of the building envelope, the residence, buildings, driveways, parking areas, existing and proposed topographic grading, finished floor elevations, trees to be removed, utility sources and connections, utility screen walls, site walls, protected plants and special terrain features identified by DRC, to be preserved. Lot square footage shall be shown.
2. Floor plans (scale 1/4" = 1'-0"), showing finished floor elevations, dimensions including livable, non-livable and total square footage.
3. Roof plan (scale 1/4" = 1'-0"), showing roof pitches, chimneys, roof accessories and other appurtenances.

4. Building section (scale 1/4" = 1'-0" or larger), indicating existing and proposed grade lines.
5. Every exterior elevation (scale 1/4" = 1'-0"), showing both existing and proposed grade lines, plat heights, roof pitch, roof ridge heights (from existing and proposed grade), finish floor heights (from existing and proposed grade) and an indication of exterior materials and exterior colors.
6. Please submit all plans to [https://members.fhgc.com/HOA/Design\\_Review](https://members.fhgc.com/HOA/Design_Review).
7. A sample board of sufficient size to adequately show exterior materials and colors prior to a final approval. Changes to this approved color and material submittal are subject to the requirements of Section 2.11.
8. Operable samples of exterior light fixture shall be provided for review.
9. Other drawings, materials or samples requested by the DRC.
10. On-site staking of building corners and other improvements, if requested by the DRC.
11. Certificate of Insurance as required by Section 5.20 (Insurance Certificate is not required until a Construction Agreement is executed).

## **2.5 DEFERRAL OF MATERIAL OR COLOR SELECTION**

Colors and materials shall be submitted as part of the final review process and shall not be deferred.

## **2.6 FINAL DESIGN REVIEW**

The DRC will review the drawings and respond in writing no later than 30 calendar days after a DRC Review of a complete submittal. The owner shall have the right to attend the appropriate meeting(s) of the Design Review Committee. If an owner wishes to make a response regarding the results of a design review, the response shall be addressed to the DRC in writing. The DRC's approval of the final design is valid for twelve months.

## **2.7 RESUBMITTAL OF DRAWINGS**

In the event of disapproval by the DRC of either a Preliminary Design or Final Design Submittal, a resubmission of drawings shall follow the same procedure as the previous submittal. An additional Design Review Fee may apply to each Resubmittal of Final Design drawings at the discretion of the DRC.

## **2.8 PRE-CONSTRUCTION CONFERENCE**

A representative of the DRC will meet with the owner, or the owner's builder (at the direction of the owner), to review construction procedures and coordinate construction activities

in Forest Highlands prior to commencing work. If the owner fails to have a pre-construction conference a stop work order will be issued.

## **2.9 COMMENCEMENT OF CONSTRUCTION**

Upon receipt of Final Approval from the DRC and having received approval of the construction drawings from Coconino County, the owner shall commence the construction or work pursuant to the approved drawings within one year from the date of approval. Prior to the start of work on the site, a completed Construction Agreement form, Appendix C, shall be on file at Forest Highlands. If the owner fails to begin construction within one year from the date of the final approval by the DRC, the approval given shall be deemed revoked.

The owner shall complete the construction of the improvement on the lot within 15 months, or per the terms of the Construction Agreement. The owner may, by written request, petition the DRC for a 3-month extension provided the completion is proven impossible or would result in greater hardship to the owner due to labor strikes, labor shortages, construction material shortages, fires, national emergencies or natural calamities.

If the owner fails to comply with this schedule, the DRC shall recommend to the Board remedies which may include, but are not limited to, fines by the Association and will be billed to the Member's account per the CC&R's.

## **2.10 OBSERVATIONS OF WORK IN PROGRESS**

The DRC may observe work in progress and give notice of noncompliance. Absence of observation or notification during the construction period does not constitute an approval by the DRC of work in progress or compliance with these Development Standards.

## **2.11 SUBSEQUENT CHANGES**

Additional construction or other improvements to a residence or lot, changes during construction or after completion of an approved structure, including landscaping, material changes or color modification, shall be submitted to the DRC for approval prior to making such changes or additions. Revisions shall adhere to the original concept of the residence.

## **2.12 FINAL COMPLETION**

Upon completion of a residence or other improvement, the owner shall give written notice of completion to the DRC. The definition of Final Completion shall include the items listed on the Forest Highlands Construction Completion Form (Appendix D).

Within 10 calendar days of such notification, a representative of the DRC will observe the residence or other improvement for compliance. If the improvements comply with these Development Standards, the DRC shall issue a written approval to the owner, constituting a final release by the DRC. The release will be issued within 30 calendar days of the Final Observation. If the work is found not done in compliance with approved drawings or these Development Standards, the DRC will issue a written notice of noncompliance to the owner, specifying the particulars of noncompliance. The notice will be issued within 30 calendar days of the Final

Observation. The owner shall either initiate a request for waiver as specified in Section 2.14 or remedy the noncompliance.

The owner shall have 30 calendar days from the date of notice of noncompliance to remedy the noncompliance portions of the improvement. If, by the end of this period the owner fails to remedy the noncompliance, the DRC will recommend to the Board to seek remedies as provided in these Development Standards, including, without limitation, injunctive relief or the imposition of a fine.

### **2.13 NONWAIVER**

The approval by the DRC of drawings or specifications for work done or proposed shall not constitute a waiver of the right to withhold approval of similar drawings or specifications subsequently or additionally submitted for approval. Failure to enforce the Development Standards shall not constitute a waiver of same.

### **2.14 RIGHT OF WAIVER**

The DRC reserves the right to waive or vary the provisions of the Development Standard at its discretion. The DRC will consider Requests for Waiver of the Development Standards. The Request for Waiver shall be accompanied with a written description of the specific Design Standard under consideration and the specific reason for the DRC to consider a grant of waiver. Requests for Waiver shall be submitted to the DRC prior to implementation or construction of the requested variation.

### **2.15 DESIGN REVIEW FEE**

A Design Review Fee will be charged to the Member's account based upon the schedule below. Design Review Fees will be charged at the time of receipt of the Preliminary Design Submittal for new construction or at the time of submittal for additions, landscape drawings or other submittals.

#### Design Review Fee Schedule

A.	Design Review Fee	
1.	New residence fee	\$3,500
2.	House additions of livable space more than 1500 s.f.	\$2,000
3.	House additions of livable space of 600 s.f. to 1499 s.f.	\$1,000
4.	House additions with livable space of less than 600 s.f.	\$ 500
5.	New garages, decks, porches and patios	\$ 250
6.	New landscape drawings	\$ 250
7.	House repainting and roof replacement	\$ 75
8..	Misc. requests	\$ 75
	• Modification of decks, porches and patios	
	• Landscape modifications	
	• Lighting	
	• Driveways	
	• Dog Runs	
	• Yard art	
9.	Waiver request	\$ 250

B.	Deposits	
1.	New House construction deposit to be posted with completed construction agreement forms	\$ 10,000 (a)
2.	Exterior home alterations, excluding decks, greater than 600 square feet of livable area.	\$ 2,500 (a)
3.	Non-livable space greater than 1000 square feet:	\$ 1,000 (a)
C.	Construction Impact Fee (in addition to deposits) (per month during construction)	\$ 200

(a) 10% of this deposit is non-refundable and retained by the Association to offset the extra cost of infrastructure maintenance and repair occasioned by construction operations. The deposit balance, less the charges for remedies, if any, as stated in Section 1.4, will be refunded after satisfactory completion of final construction review. The deposits shall be held in a trust account. The cost of the trust account shall be shared equally between the Association and the member. If the construction project is abandoned, the Board of Directors may determine the appropriate use of deposit monies. Interest earned on the refundable deposit shall become part of the security deposit.

### 3. SITE PLANNING

The climate, terrain and existing vegetation at Forest Highlands are important factors, which shall be considered in the design of improvements (new construction or alterations to existing) to properties within its borders.

#### 3.1 BUILDING ENVELOPE AND SETBACKS

The Building Envelope is that portion of each lot within which improvements including, but not limited to, structures, decks, walks, landscaping, fencing, and mechanical equipment shall be located and is the only area of the lot where disturbance to the natural landscape may occur. The Building Envelope shall not encompass more than 50% of the total lot area. Building Envelopes shall not encroach upon the required minimum setback, except for a single driveway access (refer to Section 3.4). Specific setback requirements for the cottage developments are on file at the Coconino County Recorder's office.

Required minimum setbacks:	<u>Canyon</u>	<u>Meadow</u>
Front (Including all street frontages)	25 feet	30 feet
Side	15 feet	25 feet
Rear*	25 feet	30 feet
Golf Course Frontage**	25 feet	30 feet

\*For corner lots with frontage along two road right-of-ways, the County authorities customarily assign their requirement for a rear setback to the property line which is opposite of the shorter/ narrower of the two street frontages; the owner, or his agent, shall bear the responsibility for contacting the County to confirm setback configurations for such a lot prior to the preparation of a preliminary site plan for improvements and the Preliminary Design Submittal to the DRC.

\*\*Except along connecting tracts between Canyon golf course holes 12 & 13 and 15 & 16 where the side yard setback is 15 feet.

### **3.2 SITE WORK**

Excessive excavation or fill will not be permitted on a lot except where specifically allowed by the DRC. Every attempt shall be made to balance cut and fill with minimal use of retaining walls and engineered building pads.

Neither Forest Highlands nor any seller or realtor can guarantee a particular view from a given lot or guarantee that existing views will be preserved. Clear cutting of a Building Envelope will not be permitted. Removal of trees and shrubs, trimming, and selective pruning necessary for development of a lot requires approval of the DRC. Retention of trees over 12 inches in diameter or 30 feet in height is mandatory unless removal is approved by the DRC. Removal of all or portion (trimming or topping) of a tree greater than 4 inches in diameter for reasons other than Firewise conformance is not permitted without DRC approval. Pruning of dead limbs and removal of dead trees is encouraged and does not require DRC approval. Removal of tree stumps is encouraged and does not require DRC approval. Removal or topping of live trees over 12 inches in diameter or greater than 30 feet tall, without approval of the DRC, will result in an automatic fine of \$2,500 per tree (similar to the code for the City of Flagstaff). Tree removal shall be to grade.

Great care shall be taken in designing the site improvements around the existing trees so the root system remains intact and its water source is maintained. In general, the "drip line" of the trees shall remain clear of improvements. The "drip line" is the circumference area of the branches of the trees projected to the ground.

Due to the extreme fire danger in Forest Highlands, the construction of decks with tree wells built through the deck is prohibited.

### **3.3 GRADING AND DRAINAGE**

Site grading and drainage shall occur with minimum disruption to the lot, without altering natural drainage patterns, and without causing conditions that could lead to unnecessary soil erosion. The DRC may allow the re-routing of a portion of a drainageway within the boundaries of the Building Envelope. This will be considered on a case-by-case basis. Reasons for denial of moving a drainageway include, but are not limited to, the possible loss of trees, the visual quality of the drainageway, or civil engineering purposes.

An improvement which creates an obstruction to surface water flow resulting in a back-up of surface water (rain or irrigation water) onto a neighboring lot or tract is strictly prohibited.

Ground floor levels shall be at a vertical elevation that will produce a positive drainage away from the structure in all directions after the placement of backfill, walks, driveways, and porches. The inclusion of foundation waterproofing and a perimeter buried foundation drainage system are recommended along foundation walls on hillside Lots.

Residential designs for sloping lots with a variation of natural grade elevation in excess of four feet across the footprint of the proposed structure shall incorporate slope considerations into the design solution so that the proposed structure steps up or down with the natural slope. Artificial terracing of sloped sites to create an engineered pad to accommodate a "flat lot design" will not be allowed.

### **3.4 ACCESS DRIVEWAYS**

Each lot shall be accessed by a single driveway. Access driveways shall be located to preserve and avoid important natural features, such as large or significant plant materials, drainageways, and rock outcroppings, to minimize disruption of the existing landscape.

The surface of an access driveway shall not exceed 14 feet in width where it crosses the road right-of-way and the front setback of the lot. Driveways and/or parking surfaces shall not encroach into the required setback without specific approval of the DRC. Some limited encroachment may be considered where unique terrain, vegetation constraints, or limited lot width may warrant. The proposed driveway surface, including its color, shall be submitted to the DRC for approval prior to the installation of the driveway. Paved driveways are required to be colored exposed aggregate concrete, brick pavers, stamped concrete or other pattern and texture methods. Uncolored, untextured concrete or asphalt is not permitted. Broom finished concrete is not deemed textured by the Development Standards. Unpaved driveways are prohibited. A concrete or metal culvert pipe, with a diameter of 18 inches or greater, shall be installed where necessary beneath the access driveway, between the road shoulder and the property line, unless otherwise approved by the DRC. In some cases an 18-inch pipe may be too large to install due to site conditions. Contact the Forest Highlands Public Works Department for the required site location of the drainage culvert. The invert flowline of the pipe shall be aligned and sloped so that borrow ditch/drainageway storm flows will continue smoothly and unimpeded beneath the driveway crossing.

### **3.5 ON-SITE PARKING**

Each lot shall have an area for the parking of two guest automobiles within the Building Envelope, clear of required setbacks. Homeowners who possess trucks, buses, motor homes, campers, boats, trailers, motorcycles or other motorized vehicles other than a conventional automobile, shall store or park such vehicles within an enclosed garage to be completely hidden from view. Aspen, Golf and Pines Cottage Lots are not required to meet the two guest automobile parking requirement.

### **3.6 UTILITIES**

The extension of services from stub locations to the residence shall be the responsibility of each owner and shall be routed to minimize disruption to the natural landscape. Utility trenches shall not encroach into the required setbacks except where they cross the front setback between the service tap and the building envelope. Disturbed areas of the site shall be restored to their natural condition.

Information regarding current tap and service fees, and connection procedures, can be obtained by contacting the Public Works office at Forest Highlands or the respective utility companies. Forest Highlands' wastewater is collected via a low-pressure, force-main system. Therefore, each residence shall be equipped with an approved sewage grinder pump unit with a minimum storage tank capacity of 60 gallons.

Natural gas service is available at Forest Highlands. Installation of propane tanks is prohibited.

New residences shall use water from the Forest Highlands Water Company as the only water source. Existing homes that use an alternative water source (i.e. any water source other than Forest Highlands Water Company) are required to have an appropriate backflow prevention device separating the alternative system from the Forest Highlands Water Co. system. The backflow prevention device shall be tested on an annual basis by a person certified to do so, who has received that certification from an entity approved to issue such certifications by the Arizona Department of Environmental Quality, with the annual test report submitted to the Forest Highlands Water Company. If the required annual testing report on the backflow prevention device is not received within 30 calendar days of the anniversary date of the service connection, service to the home will be discontinued until the required report has been received.

An above ground backflow prevention device is required in the design of new and renovated irrigation systems. Documentation of the determination of the device needed by the system shall be supplied to Forest Highlands Water Co. Backflow prevention assemblies shall be tested initially by a certified Backflow Prevention Assembly General Tester. Results of initial testing of such devices shall be reported to Forest Highlands Water Co. within 30 calendar days of test.

Homes constructed in Forest Highlands shall have a main water supply shut-off valve (ball type) inside the home or garage. Water lines in exterior walls or ceilings shall be adequately insulated to prevent freezing. Owners shall consider installing a drip pan under the water heater(s). Sump pumps and roof gutters shall not empty to the sanitary sewer lines. It shall discharge directly outside.

Any new home construction (or renovation) requiring the use of water for dust control, concrete, plumbing connections, etc. must either have a water meter installed for the new service or a water truck/trailer filled offsite. Forest Highlands does not sell water to fill water trucks/trailers for general home construction.

Fire hydrants are installed and maintained by Forest Highlands Water Company for the primary purpose of extinguishing fires. Unauthorized use of fire hydrants is not permitted. Tampering with fire hydrants may cause damage to the hydrant or potentially contaminate the water system. The unauthorized use of a fire hydrant is subject to fines by Forest Highlands Water Company.

A direct, unmetered connection of a hose, fitting(s), yard hydrant, or any other item installed to the curb stop of the service connection is not permitted and is also subject to fines.

### **3.7 WALLS AND FENCING**

Site walls or fences shall appear as a visual extension of the residence, using similar materials and finishes. Site walls or fences will not be permitted to arbitrarily delineate the Building Envelope. Such walls or fences can define pet runs or small yards, courtyards or terraces near the residence for privacy. Privacy or screen walls, and pet runs shall not exceed six feet in height, measured from existing grade, and they shall not encroach into a required setback.

Fencing material shall match the exterior finishes of the home. The use of ornamental iron, wire fencing, or other metal fencing is subject to approval by the DRC. Chain link, metal, plain concrete block, (unless veneered with stone) or wire fencing is prohibited.

Structural retaining walls shall not exceed an above natural grade height of six feet.

Multiple terraced retaining walls shall be utilized where the overall height of retained earth exceeds six feet. Where multiple retaining walls are used, each tier shall be separated by a 6 foot wide area. Tiered retaining walls shall not exceed 12 feet in total above natural grade. Retaining walls may be constructed of cast concrete or concrete masonry units. However, exposed surfaces and edges shall be wood or stone veneer, to blend unobtrusively with natural surroundings. Heavy timber wood retaining wall systems are subject to approval of the DRC.

Locator flags for buried electrical pet enclosure devices shall be removed within 60 calendar days after installation of the system. For pet runs refer to Section 4.13

### **3.8 OUTDOOR STORAGE**

Outdoor areas housing trash containers, clotheslines, maintenance or service equipment such as snow blowers, etc., or overflow storage shall be screened from adjacent properties by a wall or fence conforming to Section 3.7. Refer to Section 5.10 for temporary outdoor storage of construction materials.

Firewood may be stored in an unscreened area provided it is neatly stacked in an inconspicuous location as far from the house as possible and never against the house or under a deck. It is recommended that wood piles not be covered at any time. However, if they are covered the material shall be submitted to the DRC for review and approval.

### **3.9 MECHANICAL AND UTILITY METER EQUIPMENT**

Roof mounted or wall mounted mechanical Heating, Ventilation, and Air Conditioning (HVAC) equipment is not permitted.

Exterior HVAC equipment shall be ground mounted adjacent to the residence and concealed from view from the street, neighboring properties, common areas and the golf course by walls of sufficient height (a three-sided wall is typically required). The equipment and enclosure shall be contained within the Building Envelope, clear of required setbacks. Screening shall conform to Section 3.7. Equipment shall be placed with consideration to the adjacent lot to minimize noise intrusion and view from the outdoor living spaces.

Electric meters shall comply with the readability requirements of APS. The meters shall be screened from view to blend into the structure and color of the house.

Gas meters shall comply with the readability requirements of UNS Gas Inc. The meters shall be screened from view or painted with flat paint to match the color of the home.

### **3.10 STORAGE TANKS**

Fuel tanks, water tanks or similar storage facilities are not permitted.

### **3.11 ANTENNAS AND SATELLITE DISHES**

Television antennas, satellite dishes one-meter (39.37 inches) or less across, and multipoint distribution service (MMDS) antennas one-meter or less across do not require DRC approval provided they conform to the requirements of this Section. It is recommended that

owners contact the DRC prior to installation of an antenna to confirm that the intended installation conforms to the requirements of this Section. If an antenna is installed and does not conform to the requirements of this Section, the owner will be required to remove the antenna or take actions necessary to bring the antenna into compliance.

Dish and MMDS antennas larger than one meter across and “Yagi” antenna (which is a straight branch-like device) and other antenna not previously identified, require DRC approval prior to installation.

Antennas shall be installed within the Building Envelope and shall not encroach on the common area or another lot. Antennas shall be located in the Building Envelope where an acceptable quality signal can be received, and which is the least visible from streets, golf course, the common area and other lots.

Antennas shall not be larger than, nor installed higher than, is necessary for reception of an acceptable quality signal. Antennas shall be secured so that they do not jeopardize the soundness or safety of any other property or the safety of any person at or near the antenna.

Antennas situated on the ground and visible from the street, common area, or other lots shall be concealed by landscaping or fencing. Antenna masts and visible wiring shall be painted to match the color of the structure to which they are attached.

Not more than one antenna of each telecommunications signal provider may be installed by an owner.

Antenna masts that extend more than 12 feet above the roof line require approval of the DRC before installation. An application for a mast longer than 12 feet must include a detailed description of the structure and anchorage antenna and mast as well as an explanation of the necessity of the length. If the installation may pose a safety hazard to residents, the DRC may prohibit such installation.

Antennas for the transmission or reception of radio signals shall not be installed in such a manner as to be visible from other lots or the common area without the prior written approval of the DRC.

### **3.12 SIGNAGE AND ADDRESS IDENTIFICATION**

Lot identification posts are provided by Forest Highlands Public Works. Individualized homeownership identification devices may be permitted if submitted for review and approval. No additional signage of any kind will be permitted, except temporary construction signs by each builder and for sale signs in accordance with the Forest Highlands Rules, Section 2.29.

### **3.13 LIGHTING**

Uniform street lighting has been developed by Forest Highlands. Additional lighting by an owner shall not be installed adjacent to the right-of-way. Exterior lighting is discouraged except where safety is a legitimate concern. The use of Dark Sky compliant lighting is the only permitted exterior lighting.

This Section applies to exterior lighting within a lot and to lighting glare from interior lighting spilling into the exterior environment.

1. Unshielded light fixtures are not permitted.
  - a. “Shielded” means that 100% of the light source is shielded by an opaque material, and that no portion of the bulb extends below the horizontal plane created by the shield. Light shall not radiate sideways through transparent or translucent surfaces.
2. Individual lot site lighting is permitted within the building envelope, provided such lighting does not result in excessive glare toward the street or neighboring properties.
3. Exterior lighting controlled by motion-sensing devices shall remain on for no more than 10 minutes after the motion has ceased. Fixtures containing motion sensors shall be positioned to prevent false activation due to motion by natural causes (such as wind).
4. Upward-directed lighting, including landscape lighting, is prohibited.
5. Flood lights are prohibited.
6. Holiday decorations may be installed no earlier than three weeks prior to the holiday, and shall be removed no later than two weeks after the holiday. Please refer to the Development Standards Section 3.13.7 for the requirements regarding decorative holiday lights and decorative exterior lights for parties and group gatherings.
7. Decorative exterior lights for parties and group gatherings (weddings, funerals, family events, etc.) shall be temporary and shall be extinguished by midnight. Decorative exterior lights may be installed no earlier than one week before the event and shall be removed within one week after the event.
8. Special attention shall be given to the aiming and intensity of interior accent lighting. Interior light sources that are overly conspicuous from the exterior, through windows and skylights, are not permitted. The use of fluorescent or other highly visible lighting in a garage or workshop may be precluded in areas where the expanse of an open garage door or unadorned window might cause excessive glare, particularly when visible from neighboring residences, common areas and public rights-of-way.
9. The DRC may require additional shielding or restrictions where light from new or existing exterior fixtures causes excessive glare to neighboring residences, common property or public rights-of-way.
10. Driveway lighting is discouraged but not prohibited. Driveway lights shall be fully shielded and shall be no taller than 24 inches from grade to the top of the fixture. Driveway lighting is only permitted within the building envelope. Approved lighting shall be staggered on both sides of the driveway so as not to create straight lines and shall be maintained to remain vertical.

11. Monument lights, and post lights may not be taller than 12 inches.
12. Notices of violations and fines will be issued by the Design Review Committee based on complaints received.
13. Exterior lighting requires written approval of the DRC.

### Lumen & Watt Comparison Chart

Actual Light Generated	Incandescent Bulbs	Fluorescent Bulbs (CFL)	LED Bulbs (Light Emitting Diode)
Lumens	Watts	Watts	Watts
250	25	4-9	3
450	40	9-13	4-5
800	60	13-15	6-8
1,100	75	18-25	9-13
1,600	100	23-30	16-20
2,000	125	28-40	20-25
2,600	150	30-55	25-28

NOTE: The watt and lumen calculations may vary slightly from manufacturer to manufacturer

#### 3.14 SWIMMING POOLS AND SPAS

Swimming pools are not permitted. Spas, shall be designed as a visual extension of the residence through the use of walls or courtyards and shall be shielded from view from the street, neighboring properties, the golf course and common areas. Spas shall be constructed according to Coconino County requirements. Pumps, motors, and heaters shall be fully screened from view from the street, adjacent lots, the golf course, and common areas.

#### 3.15 TENNIS, SPORT COURTS, AND BASKETBALL GOALS

Due to the extensive clearing required by tennis courts and other sport courts, such courts are not permitted. Wall-mounted or free-standing basketball goals may be allowed subject to Design Review Committee approval. Support posts of a freestanding basketball goal shall be painted to blend unobtrusively with the surroundings, and the backboard shall be clear.

#### 3.16 PLAY STRUCTURES

Play structures, swing sets, slides, or other such devices are allowed only when the application is made to the DRC in advance of installation. Approval for such equipment may be granted if it is to be fenced within the rear yard area, if it is constructed and finished with materials complementary to the home, if it is limited in height to eight feet or less, and if the colors of the equipment are in keeping with the intent of the Development Standards. Timber and dark-colored, powder coated steel structural components are allowed. Plastic (especially brightly colored plastic) is not permitted. Trampolines and tree forts or tree houses are not permitted.

### **3.17 LOT RESTRICTIONS**

Except for compounds, resulting from the combined development of two or more lots, no more than one residence may be constructed on a lot. Other outbuildings such as detached garages may be constructed, provided they are a visual extension of the main residence. Such "complexes" are subject to approval by the DRC.

### **3.18 PROTECTION SYSTEMS**

At all times, homes are required to have an active alarm system communicating with the Forest Highlands Security monitoring center. There are many means by which alarm signals can be transmitted and received. Some including but not limited to: (1) telephone line, (2) internet IP address, and (3) alarm cell phone monitoring. Alarm systems must be configured to conduct automatic daily testing with the Forest Highlands Security alarm monitoring system. If an alarm system does not successfully complete an automatic daily test, the Security Department will receive a "No Signal" message which will provide an opportunity for the Member to have their system repaired.

Disconnection of an active means of communicating alarm signals to the Security Department will be considered a disconnection of the alarm system and the owner will be subject to violation procedures.

## 4. ARCHITECTURAL

### 4.1 BUILDING SIZE

There is no minimum size requirement of residences. Each residential design will be reviewed according to its individual merits.

Residences shall not exceed 7,500 square feet of Living Space. Living Space is defined as areas of the interior house; excluding the garage, exterior storage areas, and exterior mechanical rooms. If an applicant wishes to exceed 7,500 square feet, they may do so by purchasing an adjacent lot and combining the two lots into one. For every added lot, 3,000 square feet may be added to the 7,500 square feet. With two lots, 10,500 square feet of living space can be built.

### 4.2 PREFABRICATED BUILDINGS

Buildings constructed off-site and require transport to a lot, whole or in part, will not be permitted. This includes but is not limited to, mobile homes, stock modular buildings, or other structure requiring transport and installation in a partially completed state. However, structures assembled off-site and completely disassembled for transportation, including log cabins or custom designed modular buildings, may be permitted. The aesthetic merits of such structures are subject to review and approval by the DRC.

### 4.3 HEIGHT AND MASSING OF STRUCTURES

No portion of a structure (except for chimney elements) may exceed a true vertical height of **32 feet** above original natural grade directly below. On difficult steeper lots, where the average slope across the footprint of the proposed structure exceeds 15%, the DRC may allow additional height for a limited unobtrusive ridge projection at its downslope terminus. Such relief will be considered on a case-by-case basis, and may not be construed as a blanket waiver for sloping lots in general. It is the intent of these Development Standards that roof forms for homes on sloping sites step down with the grade to integrate with the natural setting. Finish floor elevations shall not exceed 4 feet from the adjacent existing grade directly below the outside edge of the finish floor to ensure the home is integrated with the natural setting.

The Forest Highlands' DRC will render individual judgments with respect to the overall scale of the proposed design in relation to its location and surrounding uses. The DRC has the right to impose a lower height restriction due to specific site conditions.

A building wall may not extend more than 20 feet in height without an offset in the vertical plane of at least two feet. A single story building wall may not extend more than 40 feet in length, and a two-story building wall may not extend more than 20 feet in length without an offset of at least two feet.

#### **4.4 FOUNDATIONS**

Unfaced visible surfaces of concrete masonry or concrete foundation walls and piers shall receive a stucco or mortar-wash finish or other finish acceptable to the DRC and shall be painted to blend unobtrusively with adjacent materials. Foundation walls shall step down with the grade change.

Where the vertical distance from the underside of a ground floor wood deck structure (along its perimeter edge) exceeds 30 inches above finish grade below, the deck edge shall be skirted with wood latticework or wood siding to screen the cavity beneath the deck. Foundation walls which occur under a skirted deck such that they are no longer visible are exempt from the facing requirements. .

#### **4.5 EXTERIOR MATERIALS**

Exterior materials shall be natural materials compatible with the native landscape. The predominant exterior materials shall consist of wood or native stone, including shingles, beveled or tongue-in-groove board siding, board-on-board, board and batten, and malapais, sandstone or fieldstone. Native schist will only be permitted in subdued colors applied in a low-contrast mix.

Plywood siding may be approved on a case by case basis. Tongue and groove cladding is preferred on soffits and under roof overhangs.

The use of fiberglass siding, vinyl siding or asbestos siding is prohibited. Metal, including weathering steel and other metals with a patina, or stucco may be considered for approval as accent materials if judiciously used. The DRC may consider on a case-by-case basis a high quality composition siding product, which in the opinion of the DRC, is indistinguishable from their natural wood counterparts. Such consideration shall be limited to products suitable for individual board application; multiboard panelization will not be permitted. The product shall be utilized in an assembly, which prohibits the exposure of joint reglets. The proposed product shall have a porous woodgrained surface suitable for application of traditional stains or paints, of a DRC approved color. Exterior surfaces including gutters, chimneys, and window frames shall be finished or painted. Unfinished metallic exterior surfaces are not permitted.

The use of native stone is encouraged. The use of brick or textured masonry block as an exterior finish material will be considered on a case-by-case basis, and shall be limited to accent segments of the building facade. Simulated or cultured stone will be permitted when, in the opinion of the DRC, the product and pattern proposed for use resembles its natural native counterpart.

The aesthetic merits of a combination of exterior materials are subject to review and approval by the DRC to maintain the architectural integrity and consistent visual experience at Forest Highlands.

#### **4.6 ROOFS**

The roofline of each house shall create a pleasing relationship to the street, the golf course, common areas, and adjacent structures when viewed from all directions. The overall profile and articulation of the roof shall be irregular and not appear boxy or discordant with the landscape or neighboring structures. Ridge lines shall not exceed 40 feet in length. Expansive

roof structures shall be articulated by way of gable or shed dormers. Roof eaves shall be not less than 3 feet deep. Smaller overhangs may be permitted on a case-by-case basis. Overhangs may be less for small gable or shed dormers or to match existing overhangs. Smaller overhangs require DRC approval. Asymmetrical roofs are preferable to symmetrical. Covered terraces or porches shall be fully integrated into the design of the house.

For both one and two-story residences, the roof profile shall be varied. Taller masses shall occur toward the center, with lower profiles occurring toward the outer portions of the house.

The use of slate, flat concrete tiles, metal shingles, or non-reflective raised-seam metal roofs may be permitted. Less traditional roofing materials will be reviewed on a case-by-case basis by the Design Review Committee. Asphalt or asphalt composite roofing shingles shall be multi-layered dimensional shingle products. Single layer strip asphalt roofing shingles are prohibited. Heavier weight shingle products, 275 lbs. per square or heavier, are required or if the shingle is not 275 lbs. per square, the shingle must have a minimum 3/8" reveal. Shingles are also required to have UL Class A fire resistance. Pre-finished metal roofs and glazed tile are considered too reflective and are prohibited. Proposed pre-finished metal roofs shall have the same gloss level requirements as indicated for paint in Section 4.9, Exterior Colors.

Ice Barrier: Forest Highlands requires the installation of an ice barrier (Ice and Water Shield) that consists of a self-adhering polymer-modified bitumen sheet to be used in lieu of normal underlayment and extend from the lowest edges of roof surfaces to a point at least 24 inches inside the exterior wall line of the building. The installation of an ice barrier at roof valleys is also required.

Residences at Forest Highlands shall have pitched roofs with a minimum pitch of four feet in twelve and a maximum pitch of twelve feet in twelve. Mansard, low slope, and flat roofs are prohibited.

Copper roofs shall be allowed to oxidize or patina. Permanent shiny copper will not be permitted.

The use of wood shingles or shake asphalt shingles of standard or medium thickness, barrel or "S" tiles, asphalt roll roofing or reflective metal surfaces is prohibited. However, repair of existing wood shake roofs will be allowed but limited to 250 square feet.

Reroofing/replacement roofing materials shall comply with these standards.

#### **4.7 ENTRANCES**

Ornate or monumental entries, dominating the front of the home or entries excessive in height will not be approved.

Trellised entries can be used as a welcoming transition between indoor and outdoor space. Entrances that are a part of covered front terrace or porch are preferred. There shall be architectural elements across the entrance starting at no more than 12 feet high.

One driveway entrance per house is permitted. Porte cocheres will only be approved on homesites large enough to permit the required turning movements, without encroaching into the side

setbacks. Although not required, front porches are strongly encouraged. Canvas awnings are prohibited.

Driveway entrance monuments outside of the Building Envelope are not permitted. Monuments within the Building Envelope shall be of the same materials as the home and will require DRC approval. Sufficient monument information (plans, elevations, and details) shall be submitted to the DRC for review.

#### **4.8 CHIMNEYS AND OUTDOOR FIRES**

Exposed metal flues will not be approved. The area (measured in plan view) of any one chimney shall be no less than 12 square feet and no more than 48 square feet. New residences are encouraged to utilize gas fireplaces, rather than standard wood burning fireplaces or stoves. Chimneys shall be equipped with spark arrestor.

Portable barbecues are permitted, provided they are lidded cookers. Permanently installed barbecues require approval of the DRC. Open outdoor fire pits, fireplaces, ovens, chimeneas, fire rings, barbecues and other wood burning or charcoal burning appliances are prohibited. Outdoor fire appliances fueled by propane or natural gas are permitted.

#### **4.9 EXTERIOR COLORS**

Exterior colors shall be selected from the preapproved list in Appendix J. Colors shall be submitted to the DRC for approval prior to repainting the home. Existing colors are not exempt and new paint projects must use colors from Appendix I. Garage doors are not considered trim and shall be painted to match the siding.

The Golf Cottage exterior and trim colors are exempt from these requirements, as they shall be the same as the Canyon Clubhouse.

Exterior paint gloss levels shall be G1, G2, or G3 per the gloss/sheen ratings of the Mater Painters Institute. These are generally equivalent to “Matte,” “Flat,” “Velvet,” and “Eggshell” finishes which vary with manufacturer. Satin, semi-gloss, gloss and high-gloss finishes (G4, G5, G6 and G7) will not be permitted on the exterior.

#### **4.10 WINDOWS, SKYLIGHTS, SOLAR TUBES, DRAPERIES, AND SHUTTERS**

While the elevations will differ on various sides of the house, windows on all sides shall be treated with the same attention to detail given to the front or street elevation. Facades shall contain some doors, windows, or other openings in the walls. Octagons, circles, hexagons, and triangles insensitively placed, will not be approved. Window heads shall be shaped to match roof lines or remain level.

The glass of windows and the lens of skylights shall not be highly reflective. The lens of skylights shall be clear, gray or bronze. White skylight lenses are not permitted, nor can their frames consist of reflective material left unfinished. Aluminum skylight frames shall be anodized or painted. Skylights shall be low profile flat type. Bubble type skylights are prohibited.

Solar tubes shall be placed as inconspicuously as possible without affecting their

functionality. The lens of solar tubes shall be clear, gray or bronze. White lenses are not permitted, and their frames shall not consist of reflective material left unfinished. Aluminum solar tube frames shall be anodized or painted. The frame color shall match the color of the roof as closely as possible.

Shutters and drapery linings shall be neutral color ranges when visible from outside the home. White is not considered a neutral color. Off-white, ivory, light gray or tan colored linings are permitted.

#### **4.11 ELECTRICITY GENERATING SOLAR PANELS**

Solar panels installations require the approval of the DRC. The Owner shall submit sufficient information (roof plans, product information, photographs, dimensions, etc.) to the DRC for thorough review. To the extent possible without interfering with the efficiency or functioning of the solar panels, the placement of the solar panels shall minimize the negative external appearance of the devices. The following requirements are intended to reduce the negative appearance of the panels:

- 1) Ground mounted panels are not permitted.
- 2) Panels shall lie flat and parallel to the roof slope.
- 3) Panels shall not exceed the height of the existing ridge line.
- 4) Wiring and conduit shall be concealed from view where possible and painted to match surrounding surface.
- 5) Additional utility equipment (the inverter, charge controllers, deep cycle storage systems and IOT monitoring equipment) shall be concealed or screened as required by the Development Standards.
- 6) Panels shall be placed to minimize the visual impact from the streets, neighboring lots, and the community to the best extent possible.
- 7) Panels shall not be visible from the golf course.
- 8) Trees shall not be removed or trimmed to expose the panels to sunlight.

#### **4.12 BUILDING PROJECTIONS**

Projections from a residence or other structure including, but not limited to, chimney flues, vents, flashing, louvers, gutters, downspouts, utility boxes, porches, railings and exterior stairways shall be painted or stained an approved color to blend unobtrusively with adjacent materials. Building projections, including roof overhangs, shall be within the building envelope.

#### **4.13 GARAGES AND GARAGE DOORS**

A garage is required for every residence, either attached or detached, large enough to accommodate at least two automobiles. Carports are prohibited. Garage doors shall not dominate the residence when viewed from the street, especially in areas visible from rights-of-way, common areas, and adjacent home sites. Design submittals with the garage door(s) as a primary focal point from the street will not be approved.

Minimize the potential view of the garage doors from the street. Place the garage in a separate structure with or without an enclosed connection to the main house or place the entrance to the garage away from the street view. When this is not possible due to topography or other site constraints, the garage doors shall be placed further away from the street than the house

façade, leaving the house form as the dominant image from the street. Overhangs above the doors and significant architectural detailing can also mitigate the visual impact of the garage entrance.

Garage doors shall relate to the remainder of the house's design elements. Garages shall not present closed or unarticulated facades. Glazing in garage doors may be provided to reduce the impact of the doors on the rest of the community. Large or unbroken masses above garage doors will not be approved.

Use of single-bay doors in lieu of double-width doors is required. Exceptions to the single bay doors may be granted when the scale of a double-width door is proportional to the rest of the house's design and is in keeping with the scale of the rest of the neighborhood streetscape.

Where three or more garage bays are planned, care shall be taken in the design of the garage door plane. More than two doors in the same plane will not be permitted. The third (and fourth) door(s) shall occur in a secondary building plane, offset by a minimum of 32 inches from the primary front wall of the garage. A continuous uninterrupted wall of three or more garage doors will not be permitted. Garage doors shall be recessed a minimum of 12 inches. Garage doors over 9 feet in height are prohibited.

The use of fluorescent or other highly visible lighting in a garage is prohibited.

#### **4.14 ZIPLINES & OTHER STRUCTURES**

Structures detached from the residence shall be for indoor vehicle parking or an extension of livable area of a home or combination of both. The living area shall be at least 400 sq. ft. and include a bathroom with sink and toilet. Detached structures for storage or play structures are not permitted.

Dog houses and runs, flag poles, and permanently installed recreational equipment require approval of the DRC. Dog runs will be considered on a case-by-case basis. Great consideration shall be taken to limit size as much as possible. Dog runs over 500sf will not be approved.

Exterior sculptures not attached to the house, displays or other yard art shall not exceed 6 feet in height above existing grade, shall be made of materials that complement Forest Highlands, the natural forest environment and the home, shall have colors within the Light Reflectance Range of 15-40 and require approval from the Design Review Committee. Sculptures shall be located within the Building Envelope. For purposes of this section, driveway access is not part of the Building Envelope.

- Objects other than yard art that has been approved by the DRC and outdoor furniture, such as children's toys, ping pong tables and the like, shall be stored out of sight of the street, golf courses and neighboring properties when not in use. Outdoor furniture should be kept to a minimum, shall be placed within the building envelope, and shall complement the color of the house and not stand out unreasonably from the natural environment.

Ziplines shall meet the Forest Highlands design philosophy. The zipline shall be made of materials that complement Forest Highlands, the natural forest environment, and the home, and shall be painted a preapproved color as specified in Section 4.9.

Tires are prohibited. Ziplines shall be minimally visible from the golf course, the street, and any neighboring property. Any zipline is installed at the homeowners risk and Forest Highlands Design Review Committee, acting on behalf of Forest Highlands Golf Club, bears no responsibility for any liability related to zipline installation or use.

Proposed ziplines attached to trees are required to be reviewed by a certified arborist and a letter of approval for the zipline location must be submitted with an application to the Design Review Committee. If an arborist is not able to determine an acceptable location within the homeowner's Building Envelope, the zipline shall not be approved.

Installation of hardware into a tree is required to be carefully considered in order to reduce the likelihood of future failure. Considerations shall include the selection of appropriate tree species, installation location on the tree, tree size, and hardware selection and installation techniques.

Drilling any hole into a tree creates a wound that makes the tree more susceptible to infection and decay. Proper planning and craftsmanship is required to limit wounding, promote tree health, and the long term integrity of the system. Trees, as living systems, are unique amongst construction materials, because they have the ability to grow, heal, and die. (cited from Robson Forensics). An arborist shall be consulted in the construction planning process to evaluate the viability of proposed trees. (cited from Robson Forensics).

#### **4.15 CHANGES OR ADDITIONAL CONSTRUCTION**

Changes or additions to the approved drawings before, during, or after the construction require submittal of an application and approval of the DRC prior to installation. This includes alterations to existing residences.

#### **4.16 LOW FLOW TOILETS AND SHOWERS**

Flush toilets shall not exceed a flow rate of 1.6 gallons per flushing operation and shower head/faucets shall not exceed a flow rate of 3 gallons per minute.

#### **4.17 COMPLIANCE ENFORCEMENT**

The Design Review Committee (DRC) has been established and has the responsibility of ensuring the Development Standards are adhered to throughout Forest Highlands. Approvals by the DRC will be in writing (Section 1.1 - Authority). The first step in this process is submission of the required application. Work commenced on the exterior of a residence without an application and signed letter of approval will be subject to a fine as determined by DRC.

## **5. CONSTRUCTION**

The following regulations will be enforced during the construction period of improvements at Forest Highlands. The owner of the lot shall be responsible for violations of the Development Standards including, but not limited to, violations by the builder, the contractor, a subcontractor, an agent, or an employee performing activities within Forest Highlands, whether located on the lot or elsewhere within Forest Highlands.

### **5.1 BUILDING ENVELOPE**

The Building Envelope, which is the limit of development on each lot, confines the area within which activities related to the improvements shall be constructed. At start of construction, the Property Lines shall be visibly delineated (by rope, warning tape, chalk, or other means) and maintained until construction is completed.

### **5.2 OSHA COMPLIANCE**

Applicable Occupational Safety and Health Act (OSHA) regulations and guidelines shall always be observed.

### **5.3 CONSTRUCTION BUILDINGS**

A portable field office (construction trailer) may be located on the building site within the Building Envelope, clear of setbacks. The type, size and color of a portable field office requires approval by a representative of the DRC. The field office may not be placed on-site earlier than two weeks prior to the actual onset of continuous construction activity. At the same time, the provision of temporary power and telephone shall be determined.

### **5.4 TRASH RECEPTACLES AND DEBRIS REMOVAL**

Trash and debris shall be cleaned-up at the end of each day. An approved trash receptacle shall always remain on the site to contain lightweight materials or packaging. The receptacle shall be positioned on the site alongside the access drive, clear of side and rear setbacks, adjacent road right(s)-of-way and neighboring properties. Trash receptacles shall be emptied on a timely basis to avoid overflow of refuse; disposal shall be at a suitable off-site facility. Dumping, burying, or burning trash on the lot or in Forest Highlands is prohibited. Heavy debris, such as broken stone, wood scrap, or the like shall be removed from the site immediately upon completion of the work of the trade that has generated the debris.

Concrete washout, from both trucks and mixers, shall occur in a location where it will be ultimately concealed by structure or covered by backfill. Washout in road rights-of-way, setbacks or on other Forest Highland properties is strictly prohibited.

During the construction period, the construction site shall be kept neat and shall be properly policed to prevent it from becoming a public eyesore or detriment to other lots or open space. Clean-up costs incurred by the Association in enforcing these requirements shall be payable by the owner. Dirt, mud, or debris resulting from activity on each construction site shall be promptly removed from public or private roads, open spaces and driveways or other portions of Forest Highlands.

## **5.5 SANITARY FACILITIES**

Owners shall ensure that the Builder provides adequate sanitary facilities for construction workers. Portable toilets shall be located within the building envelope.

## **5.6 CONSTRUCTION ACCESS, VEHICLES AND PARKING AREAS**

The approved access driveway will be the only construction access to any lot.

Construction vehicles shall be parked within the property line of the lot. During very busy construction periods involving multiple trades when not all construction vehicles can be confined to the site proper, the overflow vehicles may be temporarily parked along the construction side of the roadway. During these occurrences, vehicles shall be off the paved surface of the roadway or cul-de-sac to permit continual unconstrained access by normal traffic and emergency vehicles. Vehicles may not be parked on neighboring lots, in nearby driveways or on open space. Changing oil or other vehicle maintenance is prohibited.

## **5.7 CONSERVATION OF NATIVE LANDSCAPE**

Trees which are to be preserved shall be marked and protected by flagging, fencing, or barriers. The DRC has the right to identify major terrain features or plants which are to be fenced for protection. Trees or branches removed during construction shall be promptly collected and removed from the construction site.

## **5.8 EXCAVATION MATERIALS**

Blasting is not permitted. Excess excavation materials shall be removed from Forest Highlands.

The area outside the Building Envelope as defined by the Setbacks shall be preserved in its natural state including but not limited to natural vegetation and rock outcroppings. Disturbance of the natural state shall be repaired to the satisfaction of the DRC.

## **5.9 DUST AND NOISE CONTROL**

The contractor shall be responsible for controlling dust and noise from the construction site, including the removal of dirt and mud resulting from construction activity on the site from public or private roads. The sounds of radios or other audio equipment used by construction personnel shall not be audible beyond the perimeter of the construction lot. Repeated violations of this provision will precipitate a total prohibition of on-site use of radios or audio equipment during construction and may result in shut down of construction activity or other remedies or fines.

## **5.10 MATERIAL DELIVERIES**

Building materials, equipment and machinery required for construction at Forest Highlands shall be delivered to and remain within the building envelope. This includes, but is not limited to, building materials, earth-moving equipment, trailers, generators, mixers, cranes and other equipment or machinery remaining at Forest Highlands overnight. Material delivery

vehicles shall not drive across adjacent lots or tracts to access a construction site.

Unconcealed temporary outdoors storage of construction materials, equipment or maintenance materials shall be for no longer than 15 calendar days. Such materials shall be installed, removed or concealed after that time.

#### **5.11 FIREARMS**

The possession or discharge of a firearm by construction personnel at Forest Highlands is prohibited.

#### **5.12 ALCOHOL AND CONTROLLED SUBSTANCES**

The consumption of alcohol or use of any controlled substance by construction personnel at Forest Highlands is prohibited.

#### **5.13 FIRES AND FLAMMABLE MATERIALS**

Careless disposal of cigarettes and other flammable materials, as well as the build-up of potentially flammable materials constituting a fire hazard, are prohibited. At least two 20-pound ABC-Rated Dry Chemical Fire Extinguishers shall always be present and available in a conspicuous place on the construction site. On-site fires are not permitted, except for small, confined, attended fires for the purposes of heating masonry water. Smoking in Forest Highlands is prohibited during Red Flag Fire Alerts. At times of fire restriction designated by Forest Highlands Security, the contractor shall post “No Smoking” and “No Burning” signs

#### **5.14 PETS**

Pets, particularly dogs, may not be brought into Forest Highlands by a member of a construction crew.

#### **5.15 PRESERVATION OF PROPERTY**

The use of or transit over common area, golf course, amenity or another lot, is prohibited. Similarly, the use of or transit over the natural area or setbacks outside the building envelope is prohibited. Construction personnel shall refrain from parking, eating, depositing of rubbish or scrap materials (including concrete washout) on a neighboring lot, tract, or right-of-way. Members of the construction crew shall not use Forest Highlands Member facilities including golf courses, driving ranges, golf course restrooms, fishing ponds or other such facilities.

#### **5.16 PROTECTION OF SUBDIVISION IMPROVEMENTS AND RESTORATION OF PROPERTY**

Each owner shall be responsible for the protection of existing improvements, roadways, common areas, golf improvements, or improvements of another lot which may be damaged by the activities of such owner’s contractor, subcontractor, agents, or employees.

Upon completion of construction, the owner and builder shall clean the construction site and repair property which has been damaged, including but not limited to, restoring grades,

planting shrubs and trees as approved or required by the DRC, and repair of street, driveways, pathways, drains, culverts, ditches, signs, lighting and fencing.

In addition, the owner shall be held financially responsible for site restoration/ revegetation and refuse removal necessitated on adjacent properties because of trespass or negligence by the builder's employees or subcontracted agents.

### **5.17 CONSTRUCTION SIGNAGE**

Temporary construction signs shall be limited to one sign per site. The sign shall not exceed six square feet of total surface area nor shall the top of the sign exceed six feet above grade. The sign shall be installed within the lot boundaries, shall be freestanding and shall face the street. Attachment of signs to trees is strictly prohibited.

At a minimum the sign shall contain the general contractor's company name and ROC license number. It may also identify the designer by name and address, include telephone number(s) and include property identification information. It may not include marketing related terminology such as "for sale", "available", or "offered by". Signs shall be commercially produced.

The construction sign may not be erected on a site earlier than two weeks prior to the onset of continuing construction activity and shall be removed within two weeks of the issuance of a certificate of occupancy by the County, or immediately upon the passage of 30 calendar days without significant construction activity.

Individual signs, or construction sign attachments, identifying individual subcontractors, tradesmen, or suppliers are prohibited. Identification of licensed tradesmen, when required by state or county statutes, shall be confined to the posting location of the building permit.

### **5.18 DAILY OPERATION**

Daily working hours for construction sites shall be from 6:30 a.m. to 7:00 p.m. Construction activity which generates noise audible from the boundaries of any lot (hammering, sawing, excavation work, concrete delivery, etc.) shall be confined to the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, and 8:00 a.m. to 7:00 p.m. on Saturday. Noisy activity is prohibited on Sundays.

### **5.19 SITE VISITATIONS**

Due to the inherent danger associated with an active construction site, visitors to a construction site shall be limited to those persons with official business relating to the construction activity. Construction personnel shall not invite or bring family members or friends, especially children, to the construction site.

## **5.20 CONSTRUCTION INSURANCE REQUIREMENTS**

For all projects, the construction personnel are required to provide evidence of insurance to the lot owner, prior to entering the construction premises. Confirmation shall be evidenced in the form of a valid Certificate of Insurance naming both the lot owner and Forest Highlands as the certificate holders. The required insurance shall provide coverage not less than the applicable limits of coverage relating to comprehensive general liability, automobile liability and workmen's compensation. The minimum limits of liability shall not be less than \$1,000,000 per occurrence and \$2,000,000 in aggregate for general liability; \$1,000,000 for automobile liability (scheduled, non-owned, and hired automobiles), and \$500,000 for Workers Compensation – employers liability. General liability coverage shall contain provisions for contractual liability and broad form property damage. The certificate shall provide for 30-day notice to the certificate holders in the event of cancellation or material change in the limits of coverage. A copy of the Certificate of Insurance shall be provided to the Design Review Committee prior to the start of construction with the Construction Agreement Form (Appendix C), schedule of construction activities (per Section 2.9), and a list of identifying the general contractor and subcontractors as required by Section 5.21.

Insurance requirements for all Common Area Facilities alterations and repairs will be established by contract as approved by the Board of Directors.

The Certificate of Insurance shall list Forest Highlands as an additional insured.

## **5.21 CONSTRUCTION VEHICLE ACCESS TO FOREST HIGHLANDS**

Prior to the start of construction activity at Forest Highlands, the general contractor shall meet with Forest Highlands security staff and prepare a "contractors vehicle pass list" and the supporting information relating to the description and identification of construction and employee vehicles. Persons or vehicles will not be allowed past the guardhouse until the requisite documents are on file and the appropriate passes have been issued. Security staff may require proof of acceptable insurance as a condition of entry.

## **6. LANDSCAPING**

Landscaping in Forest Highlands focuses on preserving the native forest environment while conserving water. It is the intent of landscaping requirements to preserve the existing forest vegetation to the greatest extent possible. Refer to Section “3.2 Site Work” for requirements to maintain existing trees and the forest environment.

### **6.1 LANDSCAPING REQUIREMENTS**

The landscape zone of each lot is the Building Envelope. Landscaping will not be allowed within the building setbacks except within a landscape buffer not exceeding three feet in width along both sides of the entry driveway where it crosses the front setback, or where a specific screening consideration or scarcity of natural vegetation may warrant. Landscaping within the Building Envelope, shall be limited to the Approved Plants listed in Appendix F. Appendix F includes indigenous species, native and compatible or approved trees, plants, shrubs, vines, groundcover and perennials.

Trees shall be planted in natural appearing configurations. Plantings in rows or geometric patterns will not be permitted.

Care shall be taken during the siting of the residence to allow planting space for perimeter landscaping to occur, without necessitating encroachment beyond the Building Envelope into the required setbacks. Disturbed areas of the site shall be restored to their natural condition as nearly as possible.

Maximum landscape irrigation shall not exceed 3000 gallons per month after 24 months from installation.

Landscape irrigation is limited to low flow drip emitters. Sprinklers are not permitted. Irrigation lines, valving and boxes shall be located and screened next to the house. Final plumbing installation shall include a water tap at the house for landscape irrigation. Flowerbeds shall not exceed a total of 35 square feet combined irrigated area.

Great care shall be taken to design the site improvements around the existing trees to protect the root system and maintain the source of water. In general, the “drip line” of the trees shall remain clear of improvements. The “drip line” is the circumference area of the branches of the trees projected on to the ground.

Landscape lighting shall conform to section 3.13. Up-lighting is not permitted.

Water features added to a landscape design are discouraged. Proposed water features shall be submitted to the DRC prior to installation and will be considered on a case-by-case basis.

## **6.2 PROHIBITED PLANTS**

The plant materials set forth in Appendixes G and H of these Development Standards include species which are potentially destructive to the native vegetation of Forest Highlands, and are prohibited. These prohibited plants shall be removed immediately upon detection. The planting of lawns, grasses, turf or sod is strictly prohibited. Native grasses may be applied by seed, slurry, or container to help re-vegetate disturbed areas due to construction. Supplemental irrigation for these native grasses is prohibited. For residential applications – installation of artificial turf visible from the streets or golf courses is prohibited. Artificial turf hidden from view or visible only by neighbors will be considered on a case-by-case basis. In the event of an ownership change regarding artificial turf visible only to neighbors, approved artificial turf visible to previous neighbors will be considered approved. Location and size shall be limited and shall be approved by the DRC. A sample of the artificial turf shall be provided to the DRC.

## **6.3 APPROVAL OF LANDSCAPING DRAWINGS**

Landscaping drawings, including landscape additions, require approval of the DRC prior to installation or implementation. A Landscape Design Review Fee will be assessed to the Member's account.

## **6.4 FIRE PREVENTION THINNING**

Lots shall be thinned of high density growth sapling pine trees at the time of construction and from time to time in the future. High density growth saplings are those tree clusters generally under six feet tall, less than 4" diameter trunks and growing with trunk spacing of less than 48" from each other. These clusters shall be thinned so the tree trunk spacing is approximately 12' apart. The purpose of this restriction is to reduce the danger of spreading wildfires during dry periods. Questions regarding proper tree thinning should be directed to the Highlands Fire District at (928) 525-1717. Lots shall be compliant with the following firewise standards. New construction will be required to meet the firewise standards as part of the final approval process.

**Forest Highlands Residential Firewise Standards**  
(Adopted by the Forest Highlands Board of Directors in May 2001,  
amended May 2005 and July 2016)

**Step one:** Remove dead fuels from the defensible space of your property.

- Remove dead standing trees and logs from the ground less than 16 inches in diameter.
- Remove dead shrubby materials.
- Cut down dried grasses and flowers.
- Remove needles, leaves and branches from the ground, leaving an organic covering of approximately 1 inch.
- Clear needles and leaves from roofs and gutters.
- Store firewood at least 30 feet (if possible; minimum of 10 feet) up-hill from the home.

**Step two:** Open the tree canopy.

- Selectively thin dense stands of pine trees (usually trees 9 inches in diameter at breast height) unless a 15 foot tree separation can be maintained. This will create small clusters and groves of more mature trees, reproducing the open, park-like feel of the original ponderosa pine forest.
- Eliminate plantings at graduated heights that allow fire to climb from the ground through tall shrubs and low tree branches.
- Trim branches of large trees up to a height of 8 to 10 feet from the ground (e.g. ponderosa pines). For smaller and ornamental trees (e.g. spruces) trim branches up to 3 to 4 feet as tree height permits, but keep branches at least 12 inches from the ground.

**Step three:** Use Firewise landscaping alternatives around homes and buildings.

- Remove pine needle groundcover to allow 5 foot buffer of non-combustible materials. Mulch and wood chips are good alternatives.
- Keep deciduous ornamental trees green and free of dead branches. Minimize the use of ornamental coniferous shrubs (such as junipers) and trees (such as firs or spruces).
- Do not allow tall grasses in your landscaping.

**Step four:** Maintain your “Defensible Space”.

- Review these steps annually and take appropriate action.
- Trim branches 10 feet back from chimneys.
- Screen any openings, such as attic vents, with 1/8-inch wire mesh.

# FOREST HIGHLANDS DESIGN REVIEW APPLICATION FORM

## Appendix A

- |   |   |
|---|---|
| <input type="checkbox"/> Home Additions     | <input type="checkbox"/> Exterior Paint           |
| <input type="checkbox"/> Garage New/Remodel | <input type="checkbox"/> Deck Remodel/Replace     |
| <input type="checkbox"/> Window Replacement | <input type="checkbox"/> Driveway New/Replacement |
| <input type="checkbox"/> Exterior Lighting  | <input type="checkbox"/> Dog Run                  |
| <input type="checkbox"/> Roof Replacement   | <input type="checkbox"/> Landscaping              |
| <input type="checkbox"/> Other _____        |   |

Additional information \_\_\_\_\_

Prior to the start of construction and as a condition of design review approval, the following information is required to be on file at Forest Highlands.

Date Submitted \_\_\_\_\_ Lot#/Street Address \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Design Professional: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail \_\_\_\_\_

Contractor/Installer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Construction Start date: \_\_\_\_\_ Completion date no later than: \_\_\_\_\_

As Owner of the residence and Contractor for the construction work we agree to abide by:

1. All conditions of the Residential Development Standards.
2. All conditions of the Forest Highlands CC&R's.
3. All Coconino County Building Department Rules and Regulations.

\_\_\_\_\_  
Owner's Signature Date

\_\_\_\_\_  
Contractor/Installer's Signature Date

Return to: Design Review Committee  
Forest Highlands Golf Club  
2425 William Palmer  
Flagstaff, Arizona 86005

FOR OFFICE USE ONLY:          
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**FOREST HIGHLANDS DESIGN REVIEW APPLICATION FORM  
FOR NEW HOME CONSTRUCTION**

Appendix B

Prior to preliminary submittal of drawings there must be a pre design conference. Please contact Design Review at designreview@fhgc.com to set up your conference.

Prior to the start of construction and as a condition of design review approval, the following information is required to be on file at Forest Highlands.

Date Submitted \_\_\_\_\_ Lot#/Street Address \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Design Professional: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Contractor/Installer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

Livable Area (square feet): \_\_\_\_\_ Other Interior Areas (garage, mech., etc.): \_\_\_\_\_ (sf)

Gross Area of all Improvements including driveway (Disturbed Area) : \_\_\_\_\_ ( sf)

Lot Size: \_\_\_\_\_ acres, \_\_\_\_\_ (sf) Longest Roof Ridge length: \_\_\_\_\_ (ft.)

Maximum Height of Structure (not including chimney elements): \_\_\_\_\_ (ft.)

Applicant comments (if any): \_\_\_\_\_

\_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Installer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: Design Review Committee  
Forest Highlands Golf Club  
2425 William Palmer  
Flagstaff, Arizona 86005

FOR OFFICE USE ONLY:
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**FOREST HIGHLANDS CONSTRUCTION AGREEMENT FORM**

Appendix C

New Construction

Remodel

Prior to the start of construction and as a condition of design review approval, the following information is required to be on file at Forest Highlands.

Date Submitted \_\_\_\_\_ Lot#/Street Address \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Construction Start date: \_\_\_\_\_ Completion date no later than: \_\_\_\_\_

1. **Provide a schedule indicating the completion dates of major trades and activities during construction which should be within one year after commencing construction thereof, unless otherwise approved.**
2. **Provide proof of insurance per Section 5.20 naming Forest Highlands as an additional insured. The insurance form must be returned with this form and shall be in place prior to the commencement of construction.**

As Owner of the residence and Contractor for the construction work we agree to abide by:

1. All conditions of the Residential Development Standards.
2. All conditions of the Forest Highlands CC&R's.
3. All Coconino County Building Department Rules and Regulations.
4. Section 2.15 of the Standards requires a construction Deposit be posted and a monthly construction impact fee be assessed during construction. These will be billed to the members account.
5. Submission of all exterior lighting, including landscaping, paint colors or stain and driveway color for approval prior to their installation or application.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor/Installer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: Design Review Committee  
Forest Highlands Golf Club  
2425 William Palmer  
Flagstaff, Arizona 86005

FOR OFFICE USE ONLY:



# FOREST HIGHLANDS CONSTRUCTION COMPLETION FORM

## Appendix D

New Construction

Remodel

Prior to the start of construction and as a condition of design review approval, the following information is required to be on file at Forest Highlands.

Lot#/Street Address \_\_\_\_\_ Owner: \_\_\_\_\_

SITE IMPROVEMENTS COMPLETED	Section
_____ Site drainage addressed	3.3
_____ Drainage culvert installed	3.4
_____ Grinder pump installed properly	3.6
_____ Construction debris removed	5.4
_____ Utility trenches returned to natural state	3.6
_____ Utilities screened from view	3.9
_____ Construction disturbance restored	5.16
_____ Construction signage removed	5.17
_____ Landscaping completed	6.1
_____ Gas Meter installed	
_____ Firewise Compliant	6.4
<b>BUILDING IMPROVEMENTS COMPLETED</b>	
_____ Exterior lights shielded and directed downward	3.13
_____ Foundation or stem walls finished and painted	4.4
_____ Under deck screening installed	4.4
_____ Exterior colors and materials were those approved by DRC	4.9
_____ All exposed metals painted to match adjacent surfaces	4.11
<b>CERTIFICATE OF OCCUPANCY FROM COCONINO COUNTY</b>	
_____ Copy of certificate received	Date: _____ 2.12

Observed by: \_\_\_\_\_ Date: \_\_\_\_\_

### PROTECTION SYSTEMS

\_\_\_\_\_ Alarm system installed. Monitoring of the system by Forest Highlands 3.18

Monitoring Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Firewise Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

### COMMENTS


.....  
.....  
.....  
.....

Total amount of the Construction Deposit refunded to your account \_\_\_\_\_

## APPENDIX E – WATERING GUIDELINES

### Watering Guidelines for Established\* Trees, Shrubs, and Flowering Plants

Watering Requirements Table

Little to None	Watering only in times of drought	<p>Little Water Needed</p>  <p>Needed Consistent Watering</p>
Little to Moderate	Watering only in times of unusual heat. During very hot summers water 1 x per week for trees and shrubs, 2 x per week for Forbes.*	
Moderate	Watering in warm seasons. During warm springs and summer water 1 x per week for trees and shrubs, 2 x per week for Forbes-more if extreme heat or windy conditions	
Moderate to Regular	Watering in dry winters and warm summers. During unusually dry winters water 1 x every 2 weeks, during summer water every 3 to 5 calendar days depending upon conditions.	
Regular	Watering throughout winter and summer. During dry winters water 1 x every 1-2 weeks. During spring and summer water every 3-5 calendar days depending upon conditions.	

Note:

\*Established Trees, Shrubs, and Flowering Plants means that they have been planted the year previously

\*Forbes is low ground cover or small flowering plants.

## **APPENDIX F**

### **APPROVED PLANT LIST**

#### **Trees:**

Abies concolor (White Fir)  
Cedrus atlantica Glauca Pendula (Blue Atlas Cedar - dwarf variety only)  
Juniperus scopulorum (Rocky Mountain Juniper)  
Malus x Prairiefire (Prairie Fire Flowering Crabapple)  
Malus radiant (Radiant Crabapple)  
Malus x Springsnow (Springsnow Crabapple)  
Picea pungens (Colorado Spruce)  
Pinus aristata (Pinyon Pine)  
Pinus flexilis (Limber Pine)  
Pinus ponderosa (Ponderosa Pine)  
Populus tremuloides (Aspen)  
Quercus gambelii (Gamble Oak)

#### **Trees to be Planted Close to Residence:**

Acer x freeman (Autumn Blaze)  
Acer labrum (Rocky Mountain Chump Maple)  
Acer palmatum (Japanese Maple - Adapts best in a pot)  
Euonymus alatus (Burning Bush)  
Euonymus japonicus (Green Spire)  
Prunus cerasifera (Thundercloud Plum)  
Prunus virginiana (Chokecherry)  
Prunus virginiana Schubert (Canadian Red Cherry)  
Pyrus calleryana "Aristocrat" (Callery Pear)

#### **Shrubs:**

Amelanchier acutifolia ('Utah' Serviceberry)  
Artemisia tridentata (Western Sage)  
Berberis atropurpurea (Redleaf Barberry)  
Berberis thunbergii (Greenleaf Japanese Barberry)  
Buddleia davidii (Butterfly Bush)  
Buxus macrophylla (Winter Gem Boxwood)  
Caryopteris species (Bluebeard)  
Cercocarpus montanus (Mountain Mahogany)  
Chamaebatiaria millefolium (Fernbush)  
Chrysothamnus nauseosus species (Rabbitbrush)  
Cornus sericea (Red Twig Dogwood)  
Cornus alba 'Elegantissima' (Variegated Red Twig Dogwood)  
Ceanothus fendleri (Wild Lilac)

#### **Shrubs Cont:**

Cowania Mexicana (Cliffrose)  
Fallugia paradoxa (Apache Plum)  
Juniperus communis (Common Juniper)  
Juniperus Sabina Buffalo (Buffalo Juniper)  
Ligustrum Vicar (Golden Vicary)  
Mahonia repens (Creeping Mahonia)  
Perovskia atriplicifolia (Russian Sage)  
Pinus mugo (Mugo Pine aka Dwarf Mountain Pine)  
Picea pungens 'Globos' (Colorado Blue Spruce)  
Pinus sylvestris 'Moseri' (Moser's Scots Pine)  
Potentilla species (Cinquefoil)  
Prunus cisterna (Purple Leaf Plum)  
Rosa foetida (Austrian Copper Rose)  
Rhus trilobata Wasatch (Three Leaf Sumac)  
Sambucus species  
Salix irrorate (Blue Stem Willow)  
Salix purpurea Nana (Dwarf Arctic Willow)  
Shepherdia argentea (Silver Buffalo Berry)  
Spirea x vanhouttei (Vanhoutte Spirea)  
Spirea vulgaris (Common Lilac)  
Symphoricarpos oreophilmus (Mountain Snowberry)

#### **Native & Flowering Perennials:**

Achillea species (Yarrow)  
Agastache species (Giant Hyssop)  
Artemisia species (Mugwort)  
Asclepias tuberosa (Butterflyweed)  
Aquilegia species (Columbine)  
Berlandiera lyrata (Chocolate Flower)  
Centranthus ruber 'Coccineus' (Red Valarian)  
Dicentra luxuriant (Bleeding Heart)  
Echinacea species (Coneflower)  
Gaillardia species (Blanket Flower)  
Geranium species (True Geranium)  
Helianthus angustifolius (Swamp Sunflower)  
Hemerocallis species (Stella De Oro Daylily)  
Heuchera species (Coral Bells)  
Iris species (Iris)  
Kniphofia caulescens (Red Hot Pokers)  
Lavandula species (Lavendar)  
Leucanthemum species (Daisies)  
Nepeta species (Catmint)  
Rudbeckia species (Coneflower)  
Salvia species (Salvia)  
Stachys species (Lambs Ear)  
Acmispon wrightii (Wrights's Deervetch)  
Ceanothus fendleri (Fendler's Buckbrush)

## **Native Forbes (Native Ground Cover):**

Cleome serrulata (Rocky Mountain Bee Plant)  
Castilleja coccinea (Indian Paintbrush)  
Delphinium nelsonii (Nelson Larkspur)  
Dieteria canescens (Hoary Aster)  
Geum triflorum (Old Man Whiskers)  
Lathyrus species  
Lupinus hill (Lupine species)

## **Groundcover & Vines:**

Callirhoe involucrate (Wine Cups)  
Cerastium tomentosum (Snow-in-Summer)  
Clematis species  
Cotoneaster species  
Euonymus fortune coloraturas (Purple Wintercreeper)  
Galium odoratum (Sweet Woodruff)  
Geranium species  
Sempervivum tectorum (Hen and Chicks)  
Stachys byzantina (Helen Von Stein James Ear)  
Thymus species  
Zauschneria garrettii (Creeping Hummingbird Trumpet)  
Juniperus horizontalis (Horizontal Juniper)  
Parthenocissus quinquefolia (Virginia Creeper)  
Polygonum aubertii (Silver Lace Vine)  
Oxytropis lambertii (Rocky Mountain Locoweed)  
Penstemon centranthifolius species (Penstemon)  
Pterospora (Woodland Pinedrops)  
Sphaeralcea fendleri (Fendler Globmallow)  
Tiarella cordifolia (Skyrocket)  
Verbena bonariensis (Tall Verbena)

## **Grasses:**

**\*\*All turf and ornamental grasses NOT listed below are strictly PROHIBITED\*\***

Bouteloua curtipendula (Side Oats Grama)  
Bouteloua gracilis (Blue Grama - seed or container planting)  
Bouteloua gracilis 'Blonde Ambition' (Blue Grama)  
Calamagrostis actiflora (Karl Foerster Feather Reed)  
Calamagrostis x acutiflora 'Overdam' (Variegated Feather Reed)  
Calamagrostis brachyticha (Korean Feather Reed)  
Muhlenbergia riggers (Deer Grass)  
Panicum virgatum (Ruby Ribbons Prairie Switchgrass)  
Sporobolus wrightii (Giant Sacaton, Windbreaker)

**Artificial Turf Restrictions:** (See Section 6.2, page 33 of the Development Standards)

**Artificial Flowers:** In the interest of maintaining a natural environment in the community, artificial flowers in the landscape, on front porches, decks, balconies, or window boxes that can be seen from the street or golf course are not allowed (See Appendix I of the Development Standards)

**Sculptures & Yard Art:** Sculptures and other forms of yard art are required to be approved by the DRC (See section 4.14, pg. 25 of the Development Standards)

Revised 2/5/2024

## **APPENDIX G: CUL-DE-SAC BEAUTIFICATION PROGRAM:**

### **General Guidelines**

Landscaping in Forest Highlands focuses on preserving the native forest environment while conserving water (Forest Highlands Development Standards Section 6). Keeping this in mind, perennial plants, trees, and shrubs should be selected from the DRC Approved List and require minimal water once established. Annual flowers should be limited to removable flower pots or whiskey barrels, provided the DRC approves. Island sizes, large boulders, and already established native landscaping vary per each cul-de-sac island and may pose limitations for the type of landscaping that may take place.

Once a plan has been determined, a Design Review Application form must be submitted along with a drawing of the plan for the cul-de-sac and a statement affirming that the plan has been reviewed and accepted by all of the homeowners surrounding the cul-de-sac.

### **Suggested Improvement Methods**

- All cul-de-sac islands are subject to large truck and snowplow traffic cutting into the outer edge along the asphalt. Native grass and flower seeds are recommended for the outer 8'. Perennials, shrubs, and trees should be kept toward the center to avoid traffic damage.
- Bare or Minimally Improved Islands – heavily encouraged for volunteer program! These areas offer countless opportunities for beautification.
- Islands with Established Trees – many of these islands are covered by the tree's driplines and may limit vegetation to native grass and flowers. These are potential candidates for shrubs, native grass and wildflowers. Established trees may not be removed. Large Boulders – the beauties can be complimented with creeping vines, flowering ground cover, native grass and wildflowers.
- Adopters are encouraged to remove noxious and invasive weeds. For more information and identification please visit <http://www.coconino.az.gov/DocumentCenter/View/13044/invasives-brochure?bidId=>
- Want to keep it simple? - Native grass and wildflower seed may be provided by the Club for the initial planting and must be purchased by the Adopters thereafter
- Having trouble deciding what to plant? Suggestions for design and plant selection can be requested by email at [designreview@fhgc.com](mailto:designreview@fhgc.com)

### **How do I get water to my cul-de-sac island?**

Garden Hose - An appropriate length of hose may be run from a house spigot

Yard Hydrant – Adopters may have a screened yard hydrant installed downstream of their water meter. This option brings a water source much closer to the island. The Utility Department can recommend a location and how to have it installed, they can be contacted at 928-525-5244.

Islands with multiple adopters should come up with their own agreements for sharing water use costs.

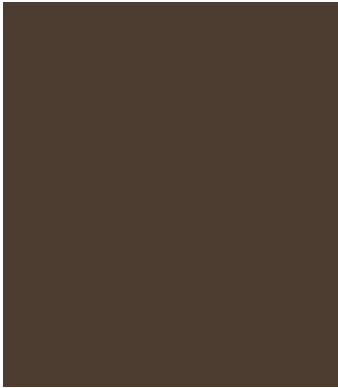
### **Cul-de-Sac Island Rules**

- Volunteers are responsible for the costs associated with the islands improvements unless otherwise stated
- Established trees may not be removed. If established tree(s) are compromised by lightning, weather, beetles, vehicles, etc., evaluation will be performed by a certified arborist to determine if removal is necessary. Compromised tree removal will be paid by FHGC.
- Adopters may request trimming of existing old growth ponderosa pine trees within the islands by email to [designreview@fhgc.com](mailto:designreview@fhgc.com)
- Top soil may be added to enhance and protect island but not add more than 6” to base of established trees.
- Stumps, rocks and large boulders may be removed or added at adopters expense
- Permanent landscaping water systems **will not be allowed**
- No fountains or man-made structures other than pots and whiskey barrels for annuals are allowed, statues must first be approved by Design Review

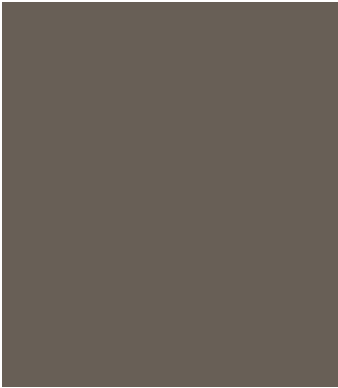
**APPENDIX H – APPROVED PAINT COLORS**



**SW 9100** Umber Rust



**SW 9183** Dark Clove



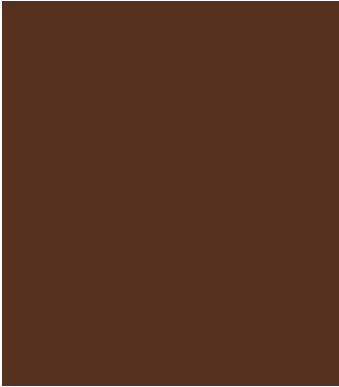
**SW 7745** Muddled Basil



**SW 7509** Tiki Hut



**SW 6173** Cocoon



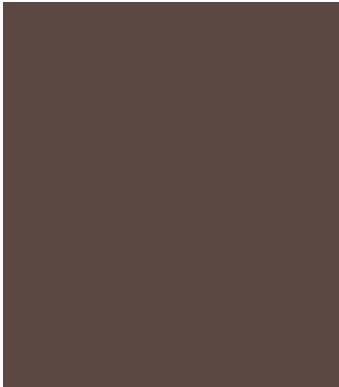
**SW 6069** French Roast



**SW 6125** Craft Paper



**SW 6097** Sturdy Brown



**SW 7510** Chateau Brown



**SW 6264** Midnight



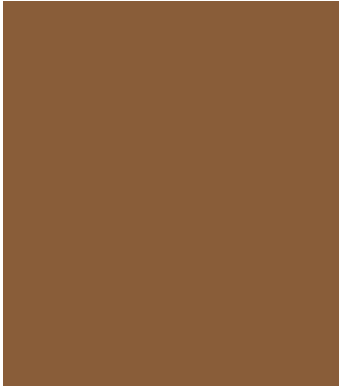
**SW 7550** Resort Tan



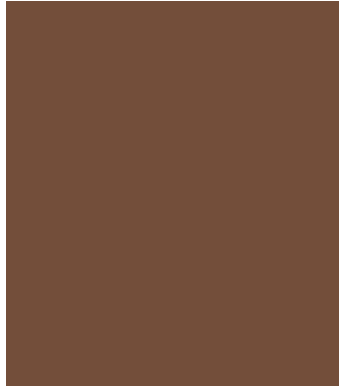
**SW 6083** Sable

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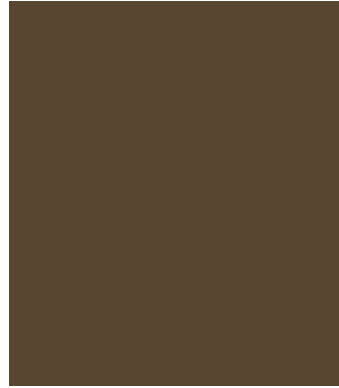
*APPROVED PAINT COLORS continued*



**SW 6096** Jute Brown



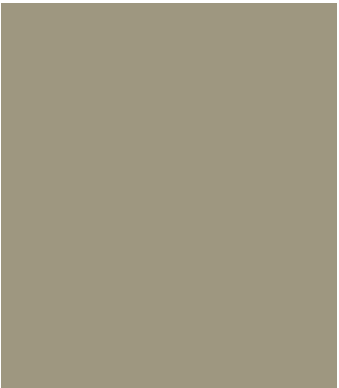
**SW 6090** Java



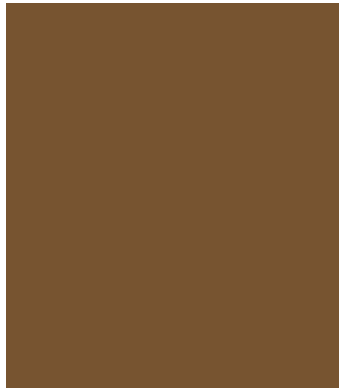
**SW 7041** Van Dyke Brown



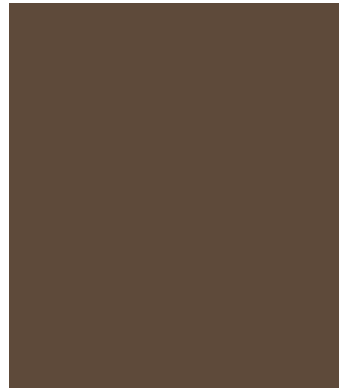
**SW 6173** Cocoon



**SW 6172** Hardware



**SW 6111** Coconut Husk



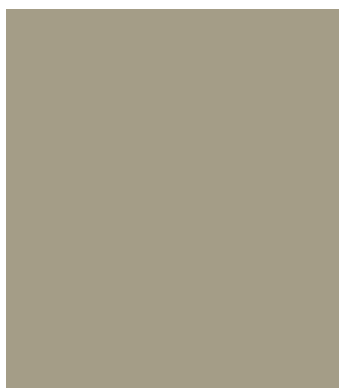
**SW 7027** Hickory Smoke



**SW 6145** Thatch Brown



**SW 6202** Cast Iron



**SW 6165** Connected Gray



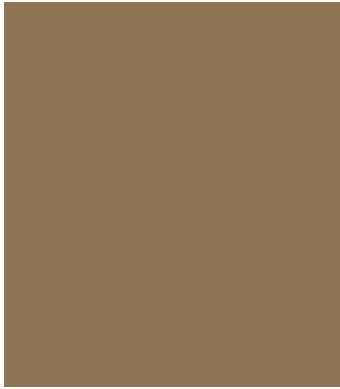
**SW 2851** Sage Green Light



**SW 7745** Muddled Basil

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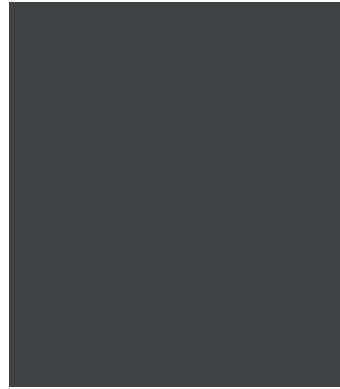
*APPROVED PAINT COLORS continued*



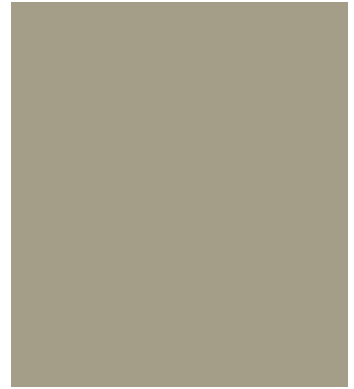
**SW 6145** Thatch Brown



**SW 6166** Eclipse



**SW 7069** Iron Ore



**SW 6165** Connected Gray



**SW 7048** Urbane Bronze



**SW 6278** Cloak Gray



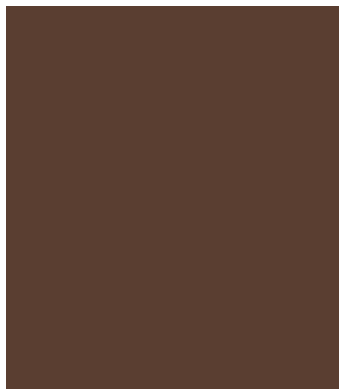
**SW 6111** Coconut Husk



**SW 6145** Thatch Brown



**SW 6097** Sturdy Brown



**SW 6076** Turkish Coffee



**SW 7082** Stunning Shade



**SW 7745** Muddled Basil