

Sunrise Mountain Ridge Homeowners Association
Revised Architecture Design Reference (ADR)
Effective March 1, 2019

REVISED 2019 ARCHITECTURE DESIGN REFERENCE (ADR)

INTRODUCTION

The primary responsibility of the Architecture Committee (AC) is to preserve the appearance of Sunrise Mountain Ridge (SMR) properties consistent with the standards originally established by the developer (Fairfield) and then formalized in our own SMR controlling document, the Covenants, Conditions and Restrictions (CC&Rs).

This responsibility is expressed in our “SMR Look-&-Feel” rules, designed to preserve and enhance property values. The authority for the AC to adopt and ensure compliance with the rules and guidelines in this ADR is derived from several Articles in the CC&R's.

The AC's secondary responsibility is to ensure all projects have the least impact on neighbors, which is expressed in our “Good-Neighbor-Policy,” designed to promote a quality life and caring community.

By combining both responsibilities, we can achieve consistency with the least impact, while also allowing for individual tastes on home improvements.

The Architecture Design Reference (ADR) are guidelines and regulations relating to the maintenance, repair and remodeling of homes within the SMR Neighborhood, developed by the SMR AC with approval by the Board of Directors and in accordance with the CC&R's. All SMR homeowners are encouraged to review the ADR.

The ADR's include:

- rules and guidelines for homeowners and their contractors;
- materials and color selection for all construction, repairs, and remodeling projects;
- projects requiring AC approval and steps for obtaining AC approval;
- routine, street-view home inspections;
- “Resale Inspections” of homes “For Sale”;
- resolving disputes with neighbors relating to architecture issues.

The SMR ADR's, various homeowner checklists, an AC Project Application Form, and the SMR monthly newsletters are available at the SMR website: www.smrhoa.com

By adhering to these high standards, you and everyone in our community help to maintain Sunrise Mountain Ridge as an outstanding community where our homes provide a sound investment as well as a wonderful lifestyle.

Sunrise Mountain Ridge Homeowners Association

Architecture Design Reference (ADR)

Effective March 1, 2019

Summary of 2019 ADR Changes

This is a summary of changes to the 2019 Architectural Design References (ADR's) from the previous year. In addition, editing has taken place to simplify or clarify some areas:

- **Exterior Lighting (Front Post Lamps, Wall Sconces):**
Any replacement of exterior lighting fixtures requires AC approval.

- **Paint Color for Front/Side Easement Utility Equipment (Power, Phone, Cable, etc.)**
All front/side easement utility equipment shall be Mesa Tan (DEC718) (SP7 -- old DEC Code).

- **Concrete Driveways and Concrete Community Sidewalks Repair:**
Sidewalks and or driveways will be classified as "Defective" and requiring repair when one or more of the below standards is identified during an inspection:
 1. Vertical or horizontal separations equal to or greater than 3/4".
 2. Holes or depressions equal to or greater than 3/4".
 3. Spalling over fifty (50%) percent of a single square with a depression equal to or greater than 3/4".
 4. A single square cracked into more than three (3) pieces OR sections distorted equal to or greater than 3/4".
 5. Sidewalk is raised (or depressed) more than 2" in an 8' - 10' length from the normal grade of the sidewalk.

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DEFINITIONS

The traditional SMR look is **“Mission Revival Architecture”**. Key characteristics of this architectural style are:

- Broad, overhanging eaves;
- Exposed rafters;
- Low-pitched tile roof;
- Simple, smooth stucco siding or adobe/slump block brick;
- Roof parapets;
- Arched entry;
- Restrained architectural elements of tile, iron, and wood.

“SMR Look & Feel” Maintains traditional “Mission Revival Architecture” characteristics as described above while incorporating subtle homeowner desired updates.

“Good Neighbor Policy” Direct communication with your neighbors on any planned internal/external project. Keeping your neighbors informed. Being respectful of others.

Definitions of Terms:

AC	Architecture Committee
CCR	Covenants, Conditions, and Restrictions
ADR	Architecture Design Reference
HOA	Home Owners Association
SMR	Sunrise Mountain Ridge
Sconce	Lighting fixtures installed on house exterior walls
Sidewalk	Concrete sidewalks that are not on HOA common area property (i.e. parallel to the street on a homeowner's lot)
Walkway	Paved, brick or stone walkways from sidewalk to home entrance
Driveway	Concrete paved entrance way to garage
D-E	Dunn-Edwards (see Paint Color Chart)

2019 Quick Reference Guide

Projects Requiring Architectural Committee Approval	ADR Page Reference
Basic Repair Projects if: <ol style="list-style-type: none"> 1. an exterior structure will be altered; 2. the project can be seen from the street; or 3. a non-ADR specified material or color is to be used 	p.6
External and structural projects that do not fall under Basic Repair Projects	p. 6
Replacing or adding exterior window frames and/or doors and/or gates	p. 8
Replacing or adding any light fixtures on exterior structures or front lamp post	p. 8
Replacing or adding outside water softeners	p. 7
Replacing or adding outside flag poles	p. 7
Replacing or adding backyard ramadas, retractable awnings and/or fabric "shade sails"	p. 8
Replacing or modifying driveways and/or walkways materials of construction	p. 13
Adding border material to driveways and/or walkways	p. 13
Outdoor lighting guide	p. 13
Replacing or adding swimming pools, spas, and/or permanent water features	p. 14

Projects Not Requiring Architectural Committee Approval	ADR Page Reference
Basic Repair Projects	p. 6
Interior remodeling projects	p. 6
Interior window and/or interior door frame colors	p. 7

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I. SECTION 1: TYPES OF PROJECTS

A. Basic Repair Projects.

1. **AC approval is required** for a Basic Repair Project if:
 - a. an exterior structure will be altered;
 - b. a neighbor will be able to see it;
 - c. the project will be visible from the street;
 - d. a non-ADR specified material or color (see Section IIE) is to be used.
2. **AC approval is not required** for a Basic Repair Project if:
 - a. it conforms to the Architecture Design Reference (ADR) material and color requirements (given in this document);
 - b. it does not alter structures;
 - c. it makes no changes visible to the street or neighbors.
3. "Basic Repair" includes but is not limited to:
 - a. general repainting/touch-up;
 - b. repairs to windows, sliding doors or standard door repairs; (see window/door frame replacement below);
 - c. utility repairs/replacements;
 - d. exterior lighting fixture repair;
 - e. interior remodeling projects.
4. **AC approval is not required** for interior remodeling projects.
 - a. Interior includes but is not limited to:
 - i. bathroom, kitchen, and other room remodeling;
 - ii. interior side of new windows/sliding doors;
 - iii. repainting interiors;
 - iv. lighting; and
 - v. new flooring.

B. External and Structural Projects.

1. **AC approval is required** for external and structural projects that do not fall under Basic Repair Projects.
2. **AC approval is required** for all external and structural projects including, but not limited to:
 - a. major structural additions/changes;
 - b. sidewalks and driveways;
 - c. street-visible changes to home walkways; structural accents, such as permanent décor with substantial visual impact;
 - d. exterior window frames, sliding and standard doors;
 - e. exterior home wall-mounted outdoor light fixtures/sconces;
 - f. post lamp poles and their attached post-lamp light fixtures;
 - g. permanent outdoor fireplaces;
 - h. gazebos;
 - i. ramadas;
 - j. awnings and shade sails;
 - k. rolling shutters/shades;
 - l. benches;
 - m. surface or décor tiles/flagstone;
 - n. water features (swimming pool/hot tub installation, draining, removal, filling-in, fountains, pools);
 - o. enclosing atriums;

- p. solar panel structures;
 - q. rainwater collection systems;
 - r. railings erected at pavement areas (including safety railings); and
 - s. placing long-standing structures on the property.
- C. Exterior window and door frames:
1. **AC approval is required** for metal frame color before replacing sliding doors and/or windows.
 2. In the event an exact original dark bronze match is not offered by the manufacturer, the homeowner must make a good faith effort to get as close as is available.
 3. The AC will check that new frame exterior framing is as close as practicable to the original dark bronze color.
 4. **AC approval is not required** for interior frames. They are your choice.
- D. Exterior light sconces or front post lights:
1. **AC approval is required** when replacing exterior light sconces (lights attached to exterior walls) or the front post lamp. (Refer to Outdoor Lighting Guide, page 13.)
- E. Sidewalks, walkways and driveways:
1. Sidewalks that are not on HOA common area property (i.e. parallel to the street on a homeowner's lot) are the responsibility of the homeowner to keep in good maintenance condition.
 2. If there is a sidewalk fronting your home, it is on your lot and must be kept in good condition (not buckling, broken, cracked, and otherwise degraded to constitute an unsightly condition or a safety hazard to pedestrians).
 3. Sidewalks and or driveways will be classified as "Defective" and requiring repair when one or more of the below standards is identified during an inspection:
 - a. Vertical or horizontal separations equal to or greater than 3/4".
 - b. Holes or depressions equal to or greater than 3/4".
 - c. Spalling over fifty (50%) percent of a single square with a depression
 - d. A single square cracked into more than three (3) pieces OR sections distorted equal to or greater than 3/4".
 - e. Sidewalk is raised (or depressed) more than 2" in an 8' - 10' length from the normal grade of the sidewalk.
 4. Concrete paving and repair contractors should make every effort to match existing colors of driveways, sidewalks and walkways. Very light or white-colored mixtures should be avoided.
- F. Water softener locations:
1. **AC approval is required** before replacement of existing outside water softeners.
 2. Water softeners are to be located in the house, garage or the mechanical room (water heater closet).
 3. Homeowners who are replacing existing outside water softeners are encouraged to relocate them to inside the house, garage or the mechanical room (water heater closet).
 4. Homeowners should contact the AC if there are questions.
- G. Flag poles:
1. **AC approval is required.**
 2. Flag poles will be no more than 12-15 feet tall with a base diameter not more than 6 inches.

3. The pole will be located on the homeowner's property and inside the adobe block wall surrounding the property.
 4. The flag will be no greater than 3 feet by 4 feet in size.
- H. Backyard ramadas, retractable awnings, fabric "shade sails":
1. **AC approval is required.**
 2. Detailed design, location on the lot and color specification of these additions/structures are required to be submitted for AC approval.
 3. In addition, the application must include a statement that the homeowner has obtained approval from impacted neighbors as these may obstruct their views.
- I. Whether or not AC approval for a Basic Project is needed, all regulations and guidelines in the Covenants, Conditions, and Restrictions (CC&R's) and Architecture Design Reference (ADR) are to be followed.
1. Work cannot start on a project that requires prior AC approval until approval is received.
 2. AC approval is only for what has been specifically proposed and approved. Additions/changes to a project desired after approval has been given may not be started until additional prior approval is received.

II. SECTION 2: ARCHITECTURAL RULES, REGULATIONS, AND GUIDELINES

- A. It is the homeowner's responsibility to familiarize yourself with two references before planning a project. Please read them now if you haven't already. These are explained clearly in the Introduction to this document.
1. Covenants, Conditions and Restrictions (CC&Rs)
 2. Architecture Design Reference (ADR)
 3. Don't hesitate to consult with the Architecture Committee if you have any questions. The Committee will always make time to help you to plan and complete your project successfully. Their role is not to act as a restrictive agency; it is to assist you in getting your project approved and underway as smoothly and quickly as possible, and help you to stay in compliance with community regulations, ensuring that you avoid costly errors and/or re-do's.
- B. General Guidelines
1. You and your contractor need realistic project start and end dates and a good feel for expected equipment and noise activity to keep neighborhood disturbances to a minimum.
 2. It is your responsibility to inform neighbors prior to your project's start, and it is equally important to keep them informed if there will be any changes (schedule, noise, parking or traffic obstructions, large or numerous equipment, clouds of dust or particles, etc.).
 3. This is part of our Good Neighbor Policy and will pay you great dividends in building and keeping a positive relationship with your neighbors.
- C. Contractor Rules & Regulations (Good Neighbor Policy)
1. You are responsible for your contractor's conduct and impact.
 2. Provide and review with your contractor a copy of the **"SMR Contractor Checklist"** which can be found on the SMRHOA website under "Architectural Information". The checklist includes information on the following:
 - a. Approved work hours (Noise control)
 - b. Roll away trash containers
 - c. Portable toilets

- d. Contractor parking
 - e. Use of heavy or noisy equipment and vehicles
 - f. Daily clean up and required repairs
- 3. We will contact you directly if there are problems during your project, and it will be your responsibility to resolve them. Basically, you are responsible for resolving any rules broken by your contractors and also for any damage your contractor makes to HOA Common Areas or to your neighbors' properties.
 - 4. It is important to designate a local representative if you will be out of the area, and to notify the AC of your representative's contact information and your own out-of-area contact information.
- D. Material and color selection rules (SMR Look-&-Feel):
- 1. These rules apply to all exterior home repair, maintenance, and improvement work.
 - 2. They are important because selection of colors and materials are the common items that keep our homes in compliance with our CC&R's "SMR Look-and-Feel" and help to preserve all of our home values.
 - 3. Repairing or adding to adobe or slump block walls:
 - a. Fairfield built SMR over a period of several years, and this caused the material and color of the blocks used in our homes and perimeter walls to vary in color and durability.
 - b. Because of this, you can't hope to perfectly replicate existing material when you need to make repairs or add to existing walls, but you must make a good-faith effort to work with your stone mason to try and match or blend with the original.

4. Paint Color Chart

Structure	Paint Color Name	Color Code *
Roof	1. "Travertine" 2. Elastek Roof Coating	1. DEC738 2. Energy Tan
Stucco Walls	1. "Cliff Brown"	1. DEC711 / (SP3)
Adobe Block or Brick Sealer	1. "Okon Sealer"	1. W1 or W2 - CLEAR ONLY
Dark Trim/Rough Sawn Lumber**	1. "Norfolk Brown" 2. "Briar" ***	1. SP79 2. DEC712 / (SP25)
Wood Siding/Doors****	1. "Mesa Tan"	1. DEC718 / (SP7)
Main Entry Door	1. Medium Walnut Stain	
Metal Gates / Security Doors	1. Black, Dark Bronze, or Dark Brown	1. SEMI-GLOSS ONLY
Exterior Utility Equipment on Stucco Walls	1. "Cliff Brown"	1. DEC711 / (SP3)
Exterior Utility Equipment on Adobe / Brick Walls	1. "Mesa Tan"	1. DEC718

* All paint color codes are for Dunn-Edwards (D-E) paints, except for "Okon Sealer" and "Elastek Roof Coating".

** No stains shall be used on trim or rough sawn lumber.

*** Either Norfolk Brown or Briar can be used but that same color must be used throughout the residence.

**** Garage Overhead Door, all access doors, the mechanical room (water heater closet), excluding main entry door.

- a. Any paint brand is acceptable as long as you match required D-E color-codes.
- b. The paint chart gives the required color and D-E code for each type of structure.
- c. The second D-E Code is the former paint code which can still be used.
- d. If the code in parenthesis is the only code listed, that color has been discontinued. D-E will continue to mix the color based on the old code.
- e. Use the former D-E code if another paint manufacturer doesn't have the current D-E code listed in their paint code equivalents guide. The former code will enable them to still match the required D-E color.

5. Sheen (Gloss):

- a. There are two requirements regarding gloss levels:
 - 1) You may use up to and including semi-gloss sheen on all structures except metal structures (such as gates, railings, etc).

- 2) Metal structures must be painted in either semi-gloss or gloss. Specific requirements for metal structures are given in the paint chart above.
6. To select a paint color and sheen (gloss) for any brand of paint:
 - a. Decide on the sheen (gloss) level.
 - b. If you will be using a brand other than D-E, ask for the desired gloss by name (flat, velvet, eggshell, low-sheen, semi-gloss, gloss).
 - c. Different manufacturers may have their own version of names for gloss levels. It's always wise to view a sample strip of that manufacturer's gloss levels before you buy to make sure it's what you need.
 7. Masonry surfaces:
 - a. All adobe block or brick surfaces will be sealed with clear Okon W-1 or W-2 sealer (clear only). Masonry sealing must not result in a change to the original color.
 - b. Do not allow masonry powder or other elements to be added by a paint salesperson or a contractor to your sealer "for more protection". These added elements create dark or light streaks that must be removed at a significant cost to you.
 - c. You can go 4-6 years between masonry sealing. To test, hose down a portion of the masonry; if it turns noticeably dark it's time to re-seal. White mineral build-up on surfaces (efflorescence) also means it's time for masonry cleaning/re-sealing.
 8. Caulking (any surface):
 - a. Match caulk color to the darker of the adjacent materials and specifically black for black wrought iron work.
 9. Roofs:
 - a. The term "roof" includes:
 - i. The flat portion of the roof (roof-flat);
 - ii. The parapet inside (roof side) walls;
 - iii. The parapet top surface;
 - iv. All objects that are part of, placed upon, or attached to your roof.
 - b. Elastomeric coatings, available in tan, combine heat reflectivity and high service life. High-reflectivity formulations are also available. The AC recommends that homeowners always consider cost, durability and thermal effectiveness factors in selecting their roof coating.
 - c. Homeowner's whose roofs are currently coated in a white color will be required to re-coat their roof with one of the approved colors at the time of their next re-coating. Re-coating is normally done every 3 to 5 years. Over time, we will achieve the goal of the original CC&R's that all roofs will be a tan color to blend with the desert environment.
 - d. Parapet tops and parapet inside (roof side) walls on all homes shall be painted the same color as the flat roof tan color selected from the Paint Color chart above.
 - e. Roof objects, including ductwork, shall be painted in only one of the required colors for all objects (uniform color).
 - f. Exceptions are:
 - i. antenna receiving surfaces,
 - ii. solar panels, and

- iii. air conditioning/evaporative cooler units.
 - iv. These units should be painted only if allowed by the manufacturer without voiding your warrantee.
- g. Roof ductwork must be painted in one of the colors in the Roof Paint Color chart above.
 - h. Please remove any un-needed stickers from roof objects. "Un-needed" does not include those required for basic manufacturer/model identification, warranty, or maintenance reasons. Many manufacturers add stickers for advertisement, but stickers tend to be very visible from other homes and the street. (Tip: When installing a new unit, ask the installer to remove un-needed stickers for you.)
10. Accent/other trim colors:
- a. Any of the approved "Structure" colors in the Paint Color chart above may be used for exterior permanent décor items with substantial visual impact. These include (but are not limited to): fireplaces, gazebos, ramadas, awnings, rolling shutters, benches, accent pieces, and water features.
 - b. **AC approval is required**, which will depend upon context in the surrounding area/proximity to other surfaces.
11. Porch shades and awnings:
- a. The color for awning or rolling shutter frames/motor housings must be as close to dark bronze as is practical for their material. Closely matching colors are available.
 - b. External, non-retractable awnings will not be permitted.
12. Exterior Utility Equipment:
- a. This category includes but is not limited to: conduit, piping; utility boxes/meters; and any exposed wires or cables. They must be painted one uniform color. Do not paint over identification letters, numbers, plates, meter windows, or see-through covers.
 - b. Colors for wires: Your installers must fasten exterior dark orange or brown wires (which they do have if requested) neatly along structural lines -- not hanging loosely and haphazardly. It's your responsibility to not let installers start until they have the correct wire/cable colors and not let them leave before they have fastened all wires securely and neatly.
 - i. If you let installers use other wire colors (white, black, etc.), then you are responsible for painting them to closely match adjacent materials. I
 - ii. If you allow them to install the wires loosely and in an unsightly way, then you are responsible for having them installed correctly.
 - c. Colors for wall-mounted utility meters, boxes, conduit, piping, miscellaneous items are found in the Paint Color Chart.
 - d. Colors for front/side easement utility equipment (power, phone, cable etc.) shall be Mesa Tan (DEC718).
13. Repainting: If your existing paint has faded and no longer coincides with current ADR requirements, or your home was purchased with incorrect or discontinued SMR colors, then you may maintain the existing color(s) until a repaint is required. At that time, you must comply with the ADR and repaint in the approved colors.

- E. Driveways and street walkways (SMR Look-&-Feel):
1. **AC approval is required** prior to the work for replacement of a driveway or front sidewalk that is to be wider than the original.
 2. **AC approval is required** prior to the work for border material (rock slab, masonry material or other) added to driveways, walkways or sidewalks. Any replaced driveway or front sidewalk shall match the existing concrete as closely as possible in color and texture.
 3. All driveways and front sidewalks will be concrete in keeping with the style and tone of the SMR neighborhood.
 4. Any replaced driveway or front sidewalk shall match the existing concrete as closely as possible in color and texture.
 5. Concrete driveways and front sidewalks may never be painted, sealed or covered with any other material.
- F. Outdoor lighting guide (SMR Look-&-Feel)
1. **AC approval is required** for replacement of any existing outdoor light fixtures – including your front post lamp -- or for any additional light fixtures mounted on your home's exterior walls. Please consider the following when selecting replacement or additional lighting:
 - a. Stay with black or darker, bronze-like tones as a style compatible with SMR's Mission Revival Architecture.
 - b. When replacing or adding outdoor lights, try to match the color and style of your existing outdoor lights as closely as possible. This will maintain a consistent look and feel to the overall lighting of your property.
 - c. Select a design that has a top cover to avoid shining lights directly up into the sky. (See the "International Dark-Sky Association" recommendations below). This will also focus light laterally and downward which is best for security and safety lighting.
 2. SMR has two lighting rules:
 - a. Because SMR does not have streetlights, each resident's **front post lamp must be left on from dusk to dawn** for neighborhood nighttime security and safety lighting.
 - b. Tucson night skies are valued by astronomers, and have been designated by the International Dark-Sky Association and Pima County Outdoor Lighting Code as an area where residents must not radiate or reflect excessive light into our night sky. At SMR, we support the International Dark-Sky Association and their recommendations and urge you to do the following:
 - i. Ensure that your outdoor lights are at the lowest possible lumen level that still provide adequate lighting. In general, about 5-9 watts CFL/25-40 watts incandescent usually suffices for most positions.
 - ii. Try to orient your lights in a way that does not reflect into your neighbors' yards or up at the night sky.
 - iii. Whenever possible, use timers to turn off yard lights when not needed. (This includes holiday lights.)
 - iv. Additional information and practical guides, including links to vendors of approved devices, are available from the International Dark-Sky Association at <http://www.darksky.org>

- G. Swimming Pools & Water Features. **AC approval is required for:**
 - 1. installation;
 - 2. removal;
 - 3. complete or substantial partial draining of swimming pools and hot tubs; and
 - 4. installation of all other water features (including fountains, ponds, decorative pools, and such).
 - 5. We have no filter restrictions if you drain/back-flushing pipes into unimproved common areas such as ravines, arroyos, or drainage swales (a lower tract of land forming a small runoff, like a ditch, designed to manage water runoff and filter pollutants). However, we do require a cartridge filter in all other cases since regular back-flushing is prohibited.

III. SECTION 3 – HOW TO APPLY FOR PROJECT APPROVAL

- A. Although the AC accepts postal mail, if you e-mail your written request with attached planning drawings, it will expedite handling and coordination. Your request for AC project approval must contain the following elements:
- B. The completed “**AC Project Application Form.**” This form is posted on the SMR website:
 - 1. Contact information: your home address, phones, and e-mail;
 - 2. A brief overview of your project;
 - 3. Proposed project start and end dates (which you can adjust later, but we must have them before we can begin your project's approval process)
- C. An attachment to your “**AC Project Application Form**” must include a graphic (usually provided by your contractor) or photos with the following information:
 - 1. Sufficient detail (to scale) for an accurate and complete overview of the project;
 - 2. Measurements of each element;
 - 3. Planned ADR-compliant colors;
 - 4. Materials to be used.
- D. Items B and C above are required before the AC can start the approval process for your project. If you e-mail it (preferred) you can attach the graphic as a *pdf* file.
- E. The AC will call and/or send an e-mail reply (if you have an e-mail address) within 30 days. Typical response time is usually much faster. (If you don't have an e-mail, we'll send a postal letter.)
- F. If the AC requires more details to finish the approval process for your project, we'll get in touch with you for the additional information. If necessary, we'll arrange for you to talk to us in our monthly Architecture Committee meeting.
- G. The AC keeps records of project approvals/rejections for at least 6 years.

IV. SECTION 4 – EXTERIOR HOME INSPECTIONS

- A. The AC conducts SMR exterior home inspections from street view at quarterly and/or yearly intervals for ADR requirement noncompliance and/or exterior maintenance problems.
- B. We also conduct inspections as part of the process in resolving formal homeowner complaints. Findings are documented, and a request is made to correct any validated problems within a reasonable time

- C. Arizona law requires that homeowners notify their HOA when listing their property for sale. The law also requires that the HOA determine whether any alterations/improvements that violate the CC&R's were made in the previous six years.
 - 1. Our Board of Directors assigned the AC the responsibility of establishing compliance and providing a status report to our Resale Manager.
 - 2. To do this, we check records of authorized projects for the past six years, inspect the property exterior, and then give a written report to the Resale Manager that documents violations, if any.
 - 3. These reports then go to the title company when the property enters escrow and either the seller or the new owner must correct the violations.

- V. SECTION 5: NEIGHBOR-TO-NEIGHBOR ARCHITECTURAL DISPUTES
 - A. Neighbor-to-neighbor disputes can occur involving subjective matters that are outside of specified architecture requirements in the CC&R's or this ADR.
 - B. The most effective action is for neighbors to talk directly to resolve differences through communication and negotiation.
 - C. The SMR HOA Covenants, Conditions and Restrictions (CC&Rs) direct: "In the event of any dispute, claim, or disagreement arising from qualitative or subjective provisions of this Declaration, the individual Lot Owners shall use their best efforts to settle such issues through negotiation with each other in good faith, and recognizing their mutual interest, and attempt a just and equitable solution satisfactory to both parties."
 - D. The CC&R's also state: "... any unresolved disputes remaining after negotiation may be settled by arbitration, mediation, or litigation." It's always best to work things out directly and at the lowest level. In the event neighbor-to-neighbor negotiations don't resolve the situation, there is NO mandatory requirement for the HOA Board to intervene."