
SMRHOA Homeowner AC Checklist #1:
IMPLEMENTING MY HOME  PROJECT 

BEFORE YOU USE THIS CHECKLIST, PLEASE NOTE:

(1) Please remember that as the homeowner, **you** are responsible for **compliance with ADR standards** during your project as well as **resolving any contractor problems** that arise during your project. This SMR Handy Homeowner Checklist is convenient, but it's not a substitute for reading and complying with the:

- (a) ***Architectural Design Reference (ADR)** for all exterior home projects (repairs, renovations, replacements, repainting, etc.) or for interior projects that display an exterior side (sliding doors, windows, etc.)
- (b) ***Outdoor Lighting  Guidelines (OLG)** for all post lamp, exterior wall sconces, security, patio, and landscape lighting.

*Both the **ADR** and the **OLG** are attached to your SMRHOA **Homeowner's Guide and Directory** (which is printed/distributed in approximately February of each year). If you need another copy of either the ADR or OLG, we can also e-mail them to you.

(2) Please contact us at the **Architecture Committee (AC)** if you have ANY questions. We are not here to hinder your project; quite the opposite -- we are here to help you expedite your project in a way that can avoid costly mistakes and re-do's.

(3) **QUESTIONS?** There are two ways to contact the *AC:

- (a) Call **(520) 495-9778**
- (b) Send an e-mail to **brianrf4@mac.com**

***AC MEMBERS:** (1) **Brian Fullerton** (*Chairperson*), (2) **Bob Cole**, (3) **Bruce Friedman**, (4) **Sandy Glasser**, (5) **Nancy Kimball**, (6) **Anne Krecke**; (7) **Steve Jones**, (8) **Bill Salisbury**; (9) **Norm Staab**, (10) **Andy Vall**. You can find our addresses, phone numbers, and e-mails in your 2015 SMR homeowner directory.

1. WHAT IF I'M JUST DOING ROUTINE MAINTENANCE/UPKEEP?

- Repairs, refreshment, refinishing, or replacement -- but ***only*** with the ***same*** conforming materials, design, and *Architecture Design Reference (ADR) ***approved*** colors -- do ***not*** require Architecture Committee (AC) approval --> but you still need to coordinate with us.

*Color requirements are given in the ADR.

2. WHAT IF I'M JUST HAVING WORK DONE ON THE INTERIOR?

- An ***interior-only*** project (with no changes visible from the ***outside***), generally does NOT need AC approval; but you must still give the AC a notice via e-mail if ANY of the ***external*** factors *given in item 5 below* will be involved.

3. WHAT IF I'M HAVING EXTERIOR WORK DONE?

- AC ***written approval*** is needed ***before*** you start any work that:
 - Will result in a ***permanent*** change in ***external*** appearance.
 - Involves any ***changes or additions*** to your home's ***structural*** elements, which includes (but is not limited to) gates; fences; lighting fixtures; closing-in or altering atriums; draining, filling in, removing or installing of water features, etc..
 - *Makes changes (colors, structures, etc.) that will be ***visible from the street*** or by ***neighbors***
- ***CHANGE:** The 2015 ADR has a change regarding the color of roof coating on your roof flat (the untiled flat portion above your garage). Please read the entire ADR section on roof coating colors ***before*** starting to plan this project.
- In short, although tan is still the preferred color for coating on your roof-flat, you may now use ***white*** ***IF*** it will not be visible to neighbors.
 - However, this also means that you need to apply for specific approval from the Architecture Committee ***before*** you re-coat in white. You request AC approval for a white roof; we come over and ensure that this will ***not be visible to neighbors***; and (if not visible), we will give you approval.

Note: In **ALL** cases (whether a white roof is approved or not), the parapet tops and inside walls must ***always*** be painted in tan.

4. HOW DO I APPLY FOR WRITTEN APPROVAL?

Letter of Request directions are given in the ADR.

You need to provide the following in your "Request for Approval of Project" package:

(1) A **cover letter** requesting approval that **must** include

a ***general project description***, and

estimated (can be changed) ***start*** and ***end*** dates.

(2) Two attached copies of a ***graphic representation*** of the project labeled with

measurements (of all elements, not just the outside framing),

****ADR-approved colors*** you plan to use,

type of materials, and

any other applicable details.

* If you want to use a ***non-ADR-approved color***, you must ***request approval***. If so, you must also include a paint color sample.

E-mail the request to the AC (brianrf4@mac.com) and we will start the approval process.

5. ARE THERE ANY OTHER CONDITIONS THAT WOULD REQUIRE ME TO NOTIFY THE AC?

For **all** projects -- *even those which do **not** require formal approval* -- you must give the AC a "heads up" e-mail notification (*as well as notifying your neighbors too*) -- if **any** of the items given below will become a factor during your project.

- A ***portable toilet***
- Heavy and/or noisy construction equipment***, such as cement mixers, roll-off dumpsters, jackhammers, power saws, cement mixers, dump trucks, multiple construction vehicles/equipment (backhoes, Bobcats, etc.)
- Any building materials that will be stored outside*** on the property overnight or longer (including pallets).
- High levels of noise*** -- from any source.

6. HOW CAN I INFORM MY CONTRACTOR OF ANY RESTRICTIONS?

- Cut  out and give your contractor the ***SMR HOA Contractor's Checklist*** below.

7. WHAT IF I WILL BE GONE FROM THE AREA DURING MY PROJECT?

- Since **you are responsible for the project and for your contractor**, if there are any problems, we will contact you directly for a resolution. This means you **MUST designate a local representative if you will be out of the area.**

Important:** If you are going to be ***out-of-area during your project, don't forget to inform us of your local representative's ***name, telephone*** number, and ***e-mail*** address so we can contact them if a problem comes up.

8. WHAT IF MY CONTRACTOR NEEDS TO ACCESS THE COMMON AREA OR DO SOME OF THE WORK FROM THE COMMON AREA?

- Sometimes it's necessary to position equipment and/or work from the ***Common Area*** (any SMR property outside of owner lots) on landscapes. In other cases, it may be necessary to move or position heavy equipment on SMR roads. If so, this must also be ***stated in your Request for Project Approval*** that is submitted to the AC (and we will coordinate with the Landscape and/or Roads Committee).
- If your work is strictly repair and replacement in kind (RIK) and doesn't require formal approval, you must still ***notify the AC*** and additionally ***have your contractor coordinate with Landscape and/or Roads*** if any of the conditions above are applicable.

- The Landscape Committee will also inspect for landscape damage and the Roads Committee will inspect for street damage after a contractor is done. (Note: The owner is responsible for any damages done to the Common Area/streets by their contractor.)

9. IS THERE ANYTHING I SHOULD DO AFTER MY PROJECT IS COMPLETE?

- We would appreciate your call or e-mail to **confirm project completion** so we can close out your file on the project. We would also like to take photographs (with your permission) and record any comments you might have on your project to put in our AC Homeowner Project Book so that others who undertake similar projects might have a chance to benefit from your experiences!

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Sunrise Mountain Ridge (SMR) HOA Contractor Checklist:

- Before starting any work, please read and comply with the SMR Architecture Design Reference (ADR) restrictions for construction work.
- IMPORTANT:** If any work is to be done with your equipment from a location in the **Common Area** (SMRHOA property -- not on the owner's lot), it must first be coordinated with the **Landscape Committee**. Contact the owner to set up that coordination. Landscape Committee Chairman email - landscape@smrhoa.com
- Place portable toilets **only on the homeowner's property**, as out-of-sight and away from the street as possible, and clean them out no less than weekly.
- Place stored materials **only on the homeowner's property**, as out-of-sight as possible (inside garage, blocked by greenery, structures, when available), and use or remove them from the property as soon as practicable.
- Park work vehicles only on ***one side of the street (and totally off the curb or sidewalk)***.
- Never park roll-away trash containers on the street.*** (Roadway damage is common.) However, they can be ***parked in the homeowner's driveway*** as long

as their placement ***doesn't block the sidewalk or street***. Remove them as soon as practicable after they are no longer needed.

SMR noise control restrictions differ in some ways from Pima County restrictions, so please follow the SMR HOA schedule below:

APRIL 15 ---> OCTOBER 15: start *no earlier* than **6:00 a.m.** (*no* power tools *before 7:00 a.m.*) and end *no later* than **6:00 p.m.**

OCTOBER 16 ---> APRIL 14: start *no earlier* than **7:00 a.m.** and *end* no later than **6:00 p.m.**

As soon as practicable after the project is complete, ensure that all building materials, equipment, and structures have been removed, any work-damage repairs, *including to SMR Common Areas (which includes ***streets***), have been made, and that work areas have been ***completely cleaned***.

*If there is ***any*** damage to SMR ***Common Areas***, you are required to ***notify us***.

• **WHAT IF I HAVE ANY QUESTIONS?** Contact the homeowner and ask them to clarify the item with the SMR HOA ***Architecture Committee*** - architecture@smrhoa.com

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