

## ACC GUIDELINES

ALL PROJECTS: Committee consists of three Members. Pursuant to Article XIX Section 19.3 Review Procedures and Section 19.4 Standard of Review, proceed with the following guidelines:

- \*Contact Resident upon receipt of ACC form. Set up a time to meet them to discuss their project.
  - \* Meet and review their ideas, make sure they are in compliance with TP rules.
  - \*Recommend a Licensed Contractor. OTHERWISE, Resident is responsible for any damage done to their house AND/OR their Neighbors House.
  - \*Have Resident initial form with final plan.
  - \*Meet with the ACC committee, communicate what the project is and have everyone sign to approve project or, if needed, set up a time so committee can look at the project together
  - \*Have green book handy to answer any questions.
  - \*Have Color info/swatches available for certain projects. Give Resident any that apply.
  - \* Have Photos of other TP projects to give them ideas.
  - \*Upon approval ask if they would like a copy of the form.
  - \*Monitor the project. You may have to call them to follow-up ( they often forget) Set up a time to do final inspection and hopefully sign off on the project.
  - \*Any additions/changes, etc. must be maintained and kept in good order by the Resident.
- Mention: Resident is responsible for all licenses and permits, required by the city.  
Inform resident that final inspection is required as indicated on the ACC form.  
ALL Changes must comply with the CC&Rs' Original design.  
Let Resident know that a signed approval is available in office.

### COMMON AREAS AND FACILITIES:

Building and Grounds Manager will submit an ACC form for prior approval related to, but not limited to:

- Xeriscaping, including Residential due to water irrigation problems.
- Interior and Exterior changes of all Common Areas and Facilities.

### ROOF:

Required Colors Desert Tan/ Heritage. Check for approved colors in office.  
As a courtesy, Inform your neighbor.  
Put down sheets or drop cloths under all skylights, it can be very messy.  
All vents, conduit, etc. replaced on roof must be painted to match existing vents, conduit, etc.,  
Must be trim, or roof color.  
Drip edge (if replaced) must be an exact match to existing trim. Take piece of drip edge to match.  
If reusing existing drip edge, it must be in good condition.  
Call contractor, if needed.

### TRIM:

You must use one of the allowed color swatches available in office.  
Drip edge must match trim.

Gutters must match trim.

Downspouts must match Wall

### SOLAR:

Must be flat to roof and secured.

Turn it on, it's a long process

#### AC UNITS:

If replaced on roof use current vent opening, if not remove and cover old vent opening.  
If replaced with refrigerated air on roof, conduit must be painted to match roof or trim.  
Encourage units to be placed on roof  
If on ground it must be placed away from neighbors' wall and kept in good condition to avoid sound nuisance  
If replaced on the ground, it must be placed on a concrete or fabricated pad.  
All conduit on walls must be painted to match wall (give swatch)  
All in ground units MUST be inside residents' yard.

#### GATES:

Must be the same Height as the Wall and painted Chico Tan, leeway on design.

#### STUCCO:

Get current color swatches in the office. (take a Swatch to match.)  
Patches will be done first then cured prior to Stucco. Match existing wall.  
When painting, take color swatch to match, available in the office.

#### DOORS:

Must be approved color: Natural Wood, Brown, Black, White, Chico Tan.  
Must be approved design, there is leeway on the design, lots of different designs in Towne Park as long as its esthetically pleasing.

#### STORM DOORS/SECURITY DOORS

Approved Colors: Brown, Black, White, Chico Tan, Existing trim color.

#### WINDOWS:

Approved Colors: Brown, Black, Almond, White  
Only Original grid pattern

#### WROUGHT IRON:

Approved Colors: Match window, or Trim. Brown, Black, Almond, White  
Must be in a similar design as existing windows.

#### GARAGE DOORS:

Approved Color: Almond ONLY (Different Manufactures have different shades)  
Garage Windows; Approved design only

#### LANDSCAPING/INSIDE YARD LANDSCAPING

Make sure each resident has the Xeriscape Guidelines along with the ACC form.  
Must use Santa Fe brown rock and gravel, only against the wall (Original design).  
River Rock/Sangria cobble stone around edges to keep rock from going into street.  
Minimum of 2-3 plants and boulders recommend a mix of evergreens.  
Maximum of 4-5 plants and boulders, based on square footage.  
Residents can have lines run to their water source but must maintain them.  
Residents will continue to pay a portion of common water unless they go completely off TP Line. Check with office to confirm front yard water percentages.  
No mulch in front yards.  
Inside yard: no permanent material allowed within 3 1/2 ft of neighbors wall. ex, concrete or Permanent pavers. Water drainage purpose.  
Side note: Artificial Turf was never an approved option and will continue that way for the following reasons:

It has a short life span Max of 8-20 years before it needs to be replaced.  
It's very expensive  
Its very bad for the environment and destroys the ground under it killing off earth worms etc.  
resulting in a sterile ground.  
Dirt gets embedded and it never looks clean.  
They are considering banning it due to the negative impact it has on the environment.  
NM is a Mountain State with 4-5 winter months and it is unattractive during that time.  
When it's time to replace it, it must be replaced with xeriscaping in keeping with TP  
guidelines

#### WALLS:

##### Perimeter Walls:

8' Max on Perimeter Walls with concrete blocks

"Temporary additions" up to 9' painted wood slats, with the understanding that the Resident may have to remove at their expense if the city enforces the City ordinance.

##### Interior Walls:

6' Max OR 5' if it covers the front of the house. May use breeze block or spaced wood slats if the front of the house will be covered to make it Architecturally pleasing.  
Must be measured from the lowest side of the wall.  
Must get neighbors written permission if the project comes in contact with their House (attach to ACC Form).  
Entire Section of wall being raised must be painted Chico Tan on both sides, to the ground. including neighbors side.  
Must inform neighbor of construction date (Contractors may have to get in their yard) Ask them to keep any dogs inside on day of project.  
Recommend: using solid wood slats, esthetically pleasing, lattice is too fragile and must be replaced too often.  
Gates must be raised to match wall and painted Chico Tan. Leeway on design.  
ALL wall extensions old or new, must be painted Chico Tan and kept in good condition.  
Must be replaced if broken down.

EXCEPTIONS: There are some Retaining walls in the paths that are Higher than 6' due to the steep grade of the property. The inside wall, in the yard, could be very low. They may be able to raise the wall with wooden slats. Case by case discretion.

#### PERGOLAS/SUNROOMS:

Approved colors: Black, Brown, Almond, White, or Trim Match  
Pergola Max 10'  
Preferably attached to the house.  
Must be attached to concrete or have concrete legs (Canyon wind can cause severe damage to neighbor's house).

#### PATIO:

Must be an extension of the house and match the house colors. No raw wood.  
Must have appropriate gutters.  
Screens OK. If enclosed: windows on all sides.  
Exterior Stucco or Permanent Materials.  
Must be attached to concrete slab.

Board approved 4-18-23

