

Paradise Manor
Homeowners Association
Architectural Committee Policies and Procedures

(Adopted at Open Meeting on March 7th, 2024)

- In accordance with the CC&R's of Paradise Manor Homeowners Association the Architectural Committee serves the homeowners of the association. The president of the board of directors of the community chairs the committee.
- The committee should be comprised of at least (3) homeowners of Paradise Manor HOA. The board approves the names of members of the committee.
- The committee will review the external properties of Paradise Manor homeowners a minimum of 4 times per year (quarterly).
- The Quarterly reviews will include observation and assessment of all exterior construction and report violations regarding exterior front, sides and rear of each home as needed. Problems or difficulties are reported to the board quarterly.
- Quarterly reporting to the board of directors by the board president will consist of individual request that are Approved/Denied for alterations to homes which includes, roofing new and replacement, exterior painting, window replacements, new screens, gate replacements.

Procedures for Architectural Requests

1. Homeowners living in Paradise Manor Association may obtain an architectural request form by:
 - Logging on to Cornerstone Properties, Inc. <http://www.cpihoa.com> to complete the pdf form online or to print and complete by hand.
 - OR by Contacting the Property Manager at Cornerstone, Office: (602) 433-3331 X109
 - OR by contacting a member of the board.
2. Complete the architectural form with as much information as you can provide.
3. Submit the form to the property management company by email: Amanda@cpihoa.com OR send via postal service: **Paradise Manor Association c/o Cornerstone Properties, Inc. P.O. Box 62073 Phoenix, AZ 85082-2073**
4. Property Manager will send the Architectural Request to the President of the board. President will share the form with the members of the PM Architectural Committee.
5. The Architectural Committee will review your request and will get back to you within 30 business days with a decision. If the Committee has additional questions, they will contact you directly and arrange for a meeting if necessary. It is the intent of the Committee to expedite your request as quickly as possible.
6. The approval/or denial will be sent to the Property Manager to contact you of the decision and place it in your homeowner file.

Do not begin the modifications to your home until you have heard from Property Management.

Note: If an Architectural Request exceeds 30 days and the board has NOT taken appropriate action as in approved or denied the Request is deemed automatically approved by CC&R's.

The following items are part of the Architectural Approval Process:

EXTERIOR PAINT COLORS

The colors on the exterior of your home are manufactured by Dunn Edwards and approved by the board of directors. **You may select another brand, but it is required to match the Dunn Edwards paint palette perfectly.**

Dunn Edwards color palette:

- Mesa Tan- house and garage door.
- Baked Potato – house trim.
- Black or the house color (Mesa Tan) are to be used for the front, back and side gates.

REPLACEMENT OF GATES

- ALL replacement gates must have the prior approval of the HOA Board.
- Greenbelt gates are required to be the same color as the common area walls adjacent to the gates. Any deviation in materials such as composite wood used for the gates requires approval of the Architect Committee and the HOA board. (These materials cannot be painted per materials used.)
- Front gates must be the color of the window frames (black, bronze, or color of the house).
- In accordance with the CC& R's homes are to be painted every 10 years.

WINDOW REPLACEMENT

- Window frames can be black, bronze or match the house colors.
- White window frames are not approved.
- You are required to submit an *Architectural Request* with completed information on the window size frame and color.

Do not begin installation until you receive a written approval from the Architectural Committee.

There are no restrictions on what can be displayed behind your courtyard walls, interior patio areas, and private walkways. If you have any questions, please contact Property Management.