

**ALTAMIRA MANAGEMENT ASSOCIATION #1
ARCHITECTURAL REVIEW COMMITTEE (ARC) – RULES AND REGULATIONS**

FRONT YARD and ENTRYWAY MODIFICATIONS:

1. No additions, deletions or modifications to any aspect of the Owner’s front yard shall be undertaken without the written approval of the Board of Directors of Altamira #1. CCR’s 4.3 and Exhibit B require the Association to maintain the front yard, including, mowing, edging, spot-seeding and irrigation of the front natural turf lawn, but not beds, trees, or other plantings.

2. Three types of landscape modification may be considered by the Board, specifically,
 - A. Conversion of the entire front yard area of the Separate Interest to an artificial turf design that is in compliance with the Associations approved “Front Yard Artificial Turf Policy”, adopted July 20, 2016.
 - B. Conversion of the entire front yard area of the Separate Interest to a xeriscape landscape design that is in compliance with the Association’s approved “Front Yard Xeriscape Policy”, adopted July 20, 2016.
 - C. Partial conversion of a portion, less than half of the front yards existing natural turf of the Separate Interest, may include
 - adding a planting bed or beds, with mulch, bark, cobble and plants,
 - planting of a tree or shrubbery, and/or,
 - adding statuary; potted plants, trees, or shrubbery; yard furniture; or any other items.

3. An Architectural Request for Change form is required for ANY alteration to the front yard of a Separate Interest.
 - A. Artificial Turf Conversion
 - a. The application must include all details required by the Front Yard Artificial Turf Policy and,
 - b. A fee of \$100.00 must accompany the application, to cover the required review of the plan by the Association’s Landscape Architect, to be paid by check made out to Altamira Management Association #1, and the review coordinated by HOA Management.
 - c. Identification of the specific plan number on the approved guideline, on the HOA website or requested from Management.
 - d. Detailed description of any modifications to the specific Board approved overall layout and/or plant material you would like to make to the approved plan, if applicable.
 - e. HOA irrigation will need to be removed or capped off by the HOA landscape company, coordinated through HOA Management, and at the Owner’s expense.
 - f. If approved by the Board, the Owner will be required to execute an indemnification agreement and be financially responsible for the legal fees.

 - B. Xeriscape Conversion
 - a. The application must include all details required by the Front Yard Xeriscape Policy, and,
 - b. A fee of \$100.00 must accompany the application, to cover the required review of the plan by the Association’s Landscape Architect, to be paid by check made out to Altamira Management Association #1, and the review coordinated by HOA Management
 - c. Identification of the specific approved plan number from the HOA website or requested from Management.

**ALTAMIRA MANAGEMENT ASSOCIATION #1
ARCHITECTURAL REVIEW COMMITTEE (ARC) – RULES AND REGULATIONS**

FRONT YARD and ENTRYWAY MODIFICATIONS: continued Xeriscape Conversion

- d. Detailed description of any modifications of the overall layout and/or plant material you would like to make to the approved plan, if applicable.
 - e. HOA irrigation will need to be removed or capped off by the HOA landscape company, coordinated through HOA Management, and at the Owner's expense.
 - f. If approved by the Board, the Owner will be required to execute an indemnification agreement and be financially responsible for the legal fees.
- C. Partial Front Yard conversion
- a. The application must include
 - a detailed description of the desired change,
 - a drawing, to scale, showing the placement of the desired changes, in respect to the existing structures of plantings,
 - the location of existing sprinkler heads in the front yard, and,
 - details of any planned drainage route.
 - b. All planting areas must be surrounded by a mowing and trimming barrier so as not to impede the HOA landscaping company activities.
 - c. Tree location in the front yard must be approved by the Board (CCR 2.12). A tree must be planted within the Separate Interest property lines by at least a 2 foot clearance, and the growth canopy must be maintained within the perimeter of the single unit and may not be allowed to touch or impact the unit's roof. See also ARC guidelines titled "Trees and Plantings".
 - d. Tree removal in the front yard is to be coordinated with Association Management to ensure the HOA irrigations system or HOA existing hardscape is not compromised.
 - e. All irrigation to the modified partial front yard plantings, beds, and trees is the responsibility of the Owner (CCRs 4.13 Exhibit B). The HOA is not responsible irrigation of these areas.
 - f. Prior to beginning any modification the HOA irrigation must be moved or capped off by the HOA landscape company, at the expense of the Owner. Coordination for this shall be done by HOA Management.
 - g. The Owner is responsible for maintenance of all planting areas in the front yard.
4. No fence, rail, or hedge more than 36 inches may be placed in front of the set-back line on a lot per (CCR 2.13).
 5. Statuary, fountains, table, chairs, potted plantings, or other intended decorative items placed in the front yard, must not prevent the routine maintenance of the natural turf and must have prior written approval by the Board.

**ALTAMIRA MANAGEMENT ASSOCIATION #1
ARCHITECTURAL REVIEW COMMITTEE (ARC) – RULES AND REGULATIONS**

FRONT YARD and ENTRYWAY MODIFICATIONS:

6. Items placed in the front yard must be contained within the perimeter of the single unit, and must not hamper the landscape company maintenance of the turf or irrigation.
7. Front Yards and driveways are not to be used for storage of any item, including trash collection containers, or for maintenance work on motor vehicles or other machinery items (HOA R&R 7.10, 2017).
8. Motor vehicles may only be parked on the garage driveway and are never to be parked on the apron or grass areas.
9. No sign of a permanent nature shall be allowed in the front yard. (CCR 2.7)

APPENDED TO THIS DOCUMENT, adopted by the Altamira #1 Board of Directors on July 20, 2016, are

- a) Front Yard Xeriscape Policy, pages 1-4, and,
- b) Front Yard Artificial Turf Policy, pages 1-6.

See, also, any of the specific ARC Rules and Regulations, for

- Fences and gates
- Trees and plantings
- Sidewalk and driveway modification

Adopted in total, by the Board of Directors, June 21, 2017.