



FIREROCK DESIGN REVIEW AND BUILDING PROCESS SUMMARY

FireRock encourages, but does not require, the use of an architect licensed in the State of Arizona to take principal charge of the design of new custom homes. The single most important thing an Owner can do to smooth the process of building a new custom home is to critically examine the references, reputation, past projects and regulatory history of any architect, designer or contractor before hiring them.

The State of Arizona allows Owners to act as an owner-builder; the Design Review Committee, however, recommends that Owners carefully consider the liability exposure of this arrangement, particularly if the Owner doesn't plan to be on site during construction. An on-site supervisor is required as a representative of the Owner. Also, Owners should be aware of the additional regulatory protection offered in building disputes by the Arizona Registrar of Contractors when a licensed contractor is in charge of construction.

Each Owner, architect, engineer, builder, landscape architect and all related specialists are integral components of the community's ultimate success. The review process is more than a formal structure for submittals and approvals. From the Conceptual Meeting through the final stages leading to occupancy, the relationships between all participants and the Design Review Committee will be interactive.

The Amended and Restated Design Review and Building Process at FireRock consists of a minimum of six (6) required steps. For more information, please call 480-836-4323 to obtain an application and information package.

NOTE: These are requirements of the FireRock Committee of Architecture (COA) only. They do not replace the regulations, building codes, design criteria, ordinances and/or submittal and review procedures required by the Town of Fountain Hills for purposes of obtaining structural reviews, building permits and certificates of occupancy. However, in some aspects, the FireRock regulations may be more or even less restrictive than the Town's. In that event, the more restrictive shall rule. Lot Owners and their designers are expected to review and understand the requirements of the Town of Fountain Hills in addition to those below, as required by the COA.

1. PRE-DESIGN MEETING/CONCEPTUAL DESIGN MEETINGS

The Owner and his Architect/Designer are **required** to meet with representatives of the COA to discuss the design review process and the overall design direction and intent for the project. Applicant must provide copies of the existing site maps (including a topographical map by a registered surveyor) the Building Envelope Exhibit as well as an overhead view of the lot from Google Maps. Be prepared to detail the view you wish to capture and how the home will be placed on the lot. Please contact the Community Manager at 480-836-4323 to schedule the Pre-Design/Conceptual meeting.

The COA offers a maximum of two (2) conceptual design meetings to discuss initial design programming and character of the residence. The design professional must attend these meetings and it is strongly encouraged that the Owner and Contractor also attend. The materials for this meeting should be very preliminary in nature. Depending on how the designer chooses to communicate, the sketches can be a simple bubble diagram or sketched plans (roughly to scale) overlaid on the topography, general finished floor elevations, a rudimentary site section perpendicular to the slope to understand the scope of cut/ fill and how the home is responding to the topography. An elevation of the front or back, which calls out general maximum heights, is encouraged. The drawings should be working sketches or copies, showing enough detail that the design intent is clear.

Concept Reviews may be scheduled through the Community Manager for review either during the upcoming Committee of Architecture meeting or independent of the meeting, depending on availability of consulting architect.

2. PRELIMINARY SUBMITTAL

Preliminary Submittals must be made at least ten days, (10 days) prior to the regularly scheduled meetings with the Design Review Fee of \$7,500. The Preliminary Submittal Form and Checklist will be provided at the conceptual meeting and available through the management office. Incomplete submittals will not be reviewed and will be returned to the applicant. Applications for Preliminary Plan Review must be prepared by a licensed architect or designer **in accordance with the checklist**.

NOTE: After receipt of a Preliminary Submittal, a Design Review Notice will be posted on the Lot, notifying neighbors that plans have been received for review. A telephone number (Management Company) for more information will appear on the sign. All owners of property within 150 feet of the subject Lot will be informed by mail (via US Postal Service or Electronic Mail) that the Lot has entered design review. Property owners will have 14 days to examine the plans and submit written comments to the Committee.

Plans that do not receive Preliminary Approval on first review must be resubmitted as a separate and complete review package.

3. FINAL SUBMITTAL

After Preliminary Approval, applicants must submit for Final Review. All materials must be submitted to the Community Manager a minimum of 10 calendar days prior to the regularly scheduled design review meeting. Incomplete submittals will not be reviewed and will be returned to the applicant. Owners and/or their representatives are welcome to attend the final review meeting. The Lot/Builder Signage package should be submitted with the final.

4. PRE-CONSTRUCTION MEETING

- a. Prior to start of construction and after Final Plan Approval, call the Community Manager to arrange a Pre-Construction Meeting. **The Builder must sign a statement that the Town-Approved Plans are consistent with the FireRock Final Approved plan set and provide a copy of the Town's permit. Compliance with construction site management regulations as outlined in the Design Guidelines will be confirmed at the meeting. Builders must submit a list of subcontractors and suppliers who will need access to the project.**
- b. **Construction Schedule Refundable Owner's Compliance Deposit (formerly known as the "Builder Deposit") of \$20,000**, payable by check as in Section n above. The Deposit and any interest earned will be refunded after a successful Final Inspection of the completed project, when the as-approved plans and materials will be compared with the as-built project. Unapproved deviations from the HOA-Approved Plans will be cause for retention of all or a part of the Compliance Deposit.
- c. When all information has been submitted and compliance with construction regulations has been confirmed, a **"Construction Authorization Certificate" will be issued**. No construction may begin prior to issuance of the Construction Authorization Certificate.
- d. **Signed Release** confirming the Deposit Owner's understanding of the terms for the release of the Compliance Deposit, a list of associated fines for non-compliance and providing a waiver of rights under A.R.S. § 33-1817. The waiver allows the Association to retain the Deposit in the unlikely event that the Deposit Owner proves untraceable, or abandons or fails to claim the Deposit within 180 days of the Final Letter of Compliance.

5. ON-SITE PROGRESS OBSERVATION #1 – ROUGH FRAMING AND COLORS AND MATERIALS

At least ten (10) days prior to the requested date, please call the Community Manager to schedule an On-Site Progress Observation visit within five (5) days of the Town's Top Out inspection. The Observation will compare as-built framing to the elevations shown in the Final Approved Plans and review a 4-ft by 8-ft (minimum size) display or an on-structure display of the proposed colors and materials. The Committee of Architecture reserves the right to require changes, should the framing observation indicate

departures from the Approved Plans and/or if chosen materials or colors do not meet the objectives of the Design Guidelines when viewed on-site, or if color or on-site quality does not match the original review exhibit. Failure to notice any departures from Approved Plans or conditions in violation of the Design Guidelines at this stage of the construction does not imply HOA approval of said departures or conditions, if discovered later. **The applicant will be responsible for calling for an on-site review of framing and the color and materials. The owner and/or the owner's representative are welcome to attend the on-site visit. Builders are encouraged to have the color/material wall constructed during the framing of the home and ready for inspection concurrent with framing.**

6. POST CONSTRUCTION ON-SITE OBSERVATION #2 – FINAL INSPECTION

Within forty-five (45) days following project completion (Certificate of Occupancy), the Owner must provide the COA with a **“Notice of Completion” including a Certificate of Finished Floor Elevation and Building Height, signed and sealed by a land surveyor or civil engineer.** A Final Inspection for compliance with Approved Plans will be scheduled and the Owner and/or the Owner's representatives are welcome to attend.

A successful Final Inspection will result in a Letter of Compliance to the Owner and the release of the Owner's Compliance Deposit. Unapproved departures from the Approved Plans, if left uncorrected or unapproved longer than 180 days from the date of the Final Inspection letter to the Owner, shall result in the retention by the Association of all or part of the Compliance Deposit.

If the Association is unable to locate the Deposit Owner after a good-faith effort and the Deposit Owner otherwise fails to claim the Deposit 180 days after approval, the Deposit Owner shall be deemed to have waived his or her rights under A.R.S. § 33-1817 and agrees to allow the Association to retain the Deposit.

**ANY MODIFICATION TO ANY EXTERIOR ASPECT OR DETAIL OF THE APPROVED PLANS
MUST BE SUBMITTED FOR REVIEW AND APPROVAL
BY THE FIREROCK COMMITTEE OF ARCHITECTURE PRIOR TO
CONSTRUCTION OR APPLICATION.**

Please call the on site office at 480-836-4323,
if you have questions for the Committee of Architecture
or need more information.