



Committee Report to the Board Communication Committee

Liz Turner, Chair

October 27, 2016

I. Review of Goals of 2016 from Communication Plan

- All ongoing goals of work plan continue without issue.
- Road maintenance communications in process.
- Signage for gates: complete.

II. Ongoing Activities and Projects with Other Groups

- AG&CC: Continue to assist Club in providing Who Does What for their welcome packets, etc.
- AG&CC: Continue to meet on communication of stop signs, road maintenance, jingle bell cart parade, etc.
- ANW: Liz continues relationship with ANW Board to assist in their communication strategies. ACCCA Communication will continue to assist in getting ANW block captains in Club community and share safety tips.

III. Completed Activities and Current Projects

- Prepared by Committee during this quarter for residents/homeowner communications:
 - ACCCA News: October. Next edition will be December electronic version - year in review. Thanks to Chuck Bowen for his assistance in updating content.
 - Emails: Two each month. Focus on speeding, gate access, compliance and street maintenance.
 - Focus for communications this quarter: RDGs, Apply to Comply, Important Dates and Finance and Gate Traffic/Speeding.
 - Get to know. Focus stories on each Board member per month well received. Shift to staff after Board complete and then to Committee chairs. Shift will come in new year emails.
 - ACCCA page of Council News: September: Thank you for compliance and top continuing violation issues. November: Who Does What - ACC, ACCCA and AG&CC.
 - Continued proofing of all posted material on website, including all minutes, reports, presentations, policies, etc.
 - Fine Policy edits. Incorporated all legal recommendations for Fine Policy. After approved will post and send communications.
- Contractor Package. Committee members assigned sections for contractor package to draft such as speed limits, transponder acquisition, where to find RDGs and ACCCA documents, hours allowed to work in gates, etc. Estimate October for review and edits with release in new year.
- Messages. Adapted communication messages and plans for 2016 as needed. Began work on 2017 messages this month.
- Signs. Waiting for proof. Hoping for October but not sure if they will be complete.
- Special Project. Barbara L. taking future road list and updating with correct street names for future road maintenance use.
- Communicated the perspective homeowner information to realtors. Also shared all street maintenance plans, maps, schedule, FAQs with them.
- Finalized Fine Policy per legal recommendation for Policy Committee.
- Reorganized roles on Committee with assignments given for emails, ACCCA News, proofing, etc.
- Website Work:
 - Edited all Committee presentations/reports to Board and Board guidelines.
 - Updated website as needed with new staff, materials, etc.
 - Continue to post and update as needed.
 - Initiated 2016 Road Maintenance tab.
- Road Maintenance.
 - Developed communication for road maintenance including: FAQ update (with consultant review); alert and website materials and landing page.
 - Proofed and assisted Margaret in map and schedule with color coding and verification of parking and names. Kudos to Margaret for all her work on the schedule and map.

COMMUNICATION Committee Report – continued

- Shared all work with realtors/First American Title for distribution to realtors here and around Valley who sell here so they are aware of road work. Response very good.
- Developed mailer for staff to get to printer and mailed out.
- Maintained website and updated as needed. This will continue through November or as needed.
- Linked materials in emails.
- Sent email to tenant list for additional coverage.

IV. Website and Email Activity

Category	July 2015	July 2016	Difference	August 2015	August 2016	Difference	Sept. 2015	Sept. 2016	Difference
Total Hits	3332	1809	-1523	3605	2428	-1117	2038	2491	+453
About ACCCA	811	704	-107	716	679	-37	714	813	+99
Documents/Forms	345	224	-121	294	244	-50	252	267	+15
Resident Info	405	290	-115	369	504	+135	327	481	+154
Agendas/Minutes	212	163	-49	111	105	-6	87	107	+20
Board/Committee	294	162	-132	113	221	+108	182	173	-9
Road Repairs	65	14	-51	233	469	+236	85	454	+369

Notes: Please note road construction took place in July and August of 2015. We are no at all surprised in this decrease in numbers over the summer this year.

Email Hits with Links: Continue to get 43-52% hit rate on links to website from emails. This is double national average. 48% hit rate on ACCCA News electronic version.

V. Planned Activities and Projects

- Continue in 2016:
 - Develop ACCCA News end-of-year summary - electronic.
 - Develop and send emails, as needed.
 - Edit material as needed for Committees.
 - Monitor and analyze data regarding email and website usage.
 - Develop plan for text messaging for emergency purposes to present to Board January or April 2017.
 - Continue work to develop fillable forms in PDF and other means.
 - Develop materials to drive traffic to website and continue links through emails to Resident Information.
 - Begin election material development for 2017 elections.

VI. Recommendations: None at this time.

Respectfully Submitted,
Liz Turner, Chair, Communication Committee

* * * * * END OF REPORT * * * * *



ACCCA
ANTHEM COUNTRY CLUB
COMMUNITY ASSOCIATION

Committee Report to the Board Policy Committee

Chair: Carl Benner

October 27, 2016

Summary of Appeal Reviewed by the Committee – 2nd Quarter

- Five appeals total.
 - Two approved with stipulations (Sept. 2).
 - Three denied (July and August).

In the Works:

- Updates to Motorized Vehicles/Mopeds Policy.
- Procurement Process - 2017.
- Updating 2017 Policy Committee Work Plan.

Recommendations:

The Policy Committee requests approval by the Anthem Country Club Community Association for the following recommendations:

- Updated Fine Policy and Schedule (attached without cover page, preface and table of contents).
- Revised Home Security Sign Policy (attached).

Respectively Submitted,
Carl Benner, Chair

I. VIOLATION NOTIFICATION

Violation notices will be issued to Owners in the sequence shown in the Notification Table. Violation notices of tenants and/or their guests will be issued to property Owner and a copy issued to the tenant. Violations made by Owner's guests and those contractors without transponders will be issued to the Owner.

NOTIFICATION TABLE

VIOLATION	NOTICE
First Violation	First violation (serves as warning) notice mailed to Owner. Some penalties may apply as specified in Fine Schedule.
Second Violation	Second violation notice mailed to Owner. Penalties imposed as specified in Fine Schedule.
Third Violation	Third violation notice mailed to Owner. Additional penalties imposed as specified in Fine Schedule.
Continuing Violation or Violation not corrected in allowed time.	Additional notice(s) mailed to Owner. Notices will continue and added penalties imposed until the violation is corrected. Continued violation notices may result in Board remedy and/or legal action with costs invoiced to the Owner as a Benefited Assessment.

II. FINES AND SANCTIONS

The [CC&Rs, Section 7.4](#), outlines the ACCCA Board's authority regarding fines and sanctions. The ACCCA impose fines/sanctions against Owners in accordance with the adopted Fine Policy and Schedule. Owners will be fined for violations of guests, tenants and tenant guests. It is the Owner's responsibility to seek restitution from their guests and tenants. Owners have the right to appeal. See Sections IV and V, pgs.9 and 10.

Pursuant to Section 7.4 of the CC&Rs, ACCCA Board sanctions may include and are not limited to the following.

- "Imposing a graduated range of reasonable monetary fines which shall constitute a lien upon the violator's Lot. (See Fine Schedule, page 5).
- Levying Benefited Assessments to cover the costs of bringing a Lot into compliance.
- Suspending an Owner's right to vote.
- Suspending any Person's right to use any Common Area amenities.
- Suspending any services provided by the ACCCA.
- Exercising self-help or taking action to abate any violation of the Governing Documents on a Lot in a nonemergency situation.
- Precluding any contractor, subcontractor, agent, employee or other invitee of an Owner who fails to comply with the terms and provisions of Article IV and the Residential Design Guidelines from continuing or performing any activities on the Properties.
- Bringing suit at law in equity to enjoin any violation or to recover monetary damages or both."

FINE SCHEDULE

See Section III - Violation Summary for additional information.

Note: Unless otherwise noted, on third and continuing notices, transponder deactivation applies.

CATEGORY	FIRST VIOLATION	SECOND VIOLATION	THIRD VIOLATION	CONTINUING VIOLATION	NOTES
Approval Requirement and/or Change to Approved Plan Without Permission	\$0	\$300	\$300	\$300	Owners must have written approval before any work begins and may not make changes to approved plans without permission, p.6. Benefited Assessment applies.
Code of Conduct (Member (Owner)/Board and Committee Member Code of Conduct Policies)	\$0	\$100	\$250	\$250	Third and subsequent violations, fines may be assessed every 15 days until violation is corrected. Transponder deactivation, p.6.
CC&R Violations	\$0	\$25	\$50	\$100	Fines may be assessed every 15 days until violation is corrected.
Desert Area Maintenance or Disturbance	\$0	\$250	\$500	\$500	See page 6. Benefited Assessment applies.
Granite Maintenance	\$0	\$100	\$250	\$500	Fines may be assessed every 15 days until violation corrected.
Mopeds/Gopeds/ Motorized Vehicle Policy	\$0	\$25	\$25	\$25	Deactivate transponder on second and subsequent violations, p. 7.
Parking (Vehicle Parking Policy)	\$0	\$50	\$75	\$150	Fines may be assessed every 15 days until violation is corrected.
Pets and Animals	\$0	\$25	\$50	\$100	Fines may be assessed every 15 days until violation is corrected.
Property Rental - Lease Notification	\$0	\$15	\$15	\$15	Owners must contact ACCCA with lease information, p. 8.
Property Rental - Short Term	\$0	\$750	\$1,000	\$1,500	Lease must be for a minimum of 30 days, p.8.
Residential Design Guidelines - Paint	\$0	\$100	\$250	\$500	Fines may be assessed every 15 days until violation is corrected.
Traffic - All violations and speeding 6 to 10 mph over posted speed limit.	\$0	\$50	\$100	\$150	Deactivate the specific vehicle transponder for seven days for third violation, 14 days for each subsequent violation, p. 8.
Speeding - Excessive - 11 mph or more over posted speed limit.	\$100	\$200	\$300	\$400	Deactivate the specific vehicle transponder for seven days for second violation, 14 days for third violation and 21 days for each subsequent violation, p.8
Unauthorized Gate Entry/Exit	\$150	\$500	\$500	\$500	Benefited Assessments apply. Transponder deactivated until all fines paid in full, p. 8.

III. VIOLATION SUMMARY

Note: Unless otherwise noted, on third and continuing notices, transponder deactivation applies.

APPROVAL REQUIREMENT AND/OR CHANGE TO APPROVED PLAN

Violations of requirements specified in the Residential Design Guidelines (RDGs) include securing written approval from the Lifestyle Enhancement Committee (LEC) for any changes or modifications to the exterior home, yard or Lot as noted in said RDGs before work begins (Apply to Comply). This also includes making changes to a previously submitted and approved Exterior Change Application without LEC permission.

- See [Residential Design Guidelines - Home and Yard/Lot](#) and [Residential Design Guidelines - Paint](#).
- Fines will be assessed in accordance with the Fine Schedule.
- Construction on projects in progress must stop immediately.
- Exterior Change Application must be submitted to the LEC and approved prior to commencement of changes.
- Correcting the home and/or Lot will be at the Owner's expense.
- Benefited Assessments to recover costs apply (CC&Rs).

CODES OF CONDUCT: OWNER, BOARD AND COMMITTEE MEMBERS

Violations of the ACCCA Code of Conduct Policies. Includes Owners, Board or Committee members, staff, tenants, guests, invitees.

- See [Code of Conduct Policies for Members](#) (Owners), [Board and Committee Members](#).
- Fines will be assessed in accordance with Fine Schedule.
- Fines may be assessed every 15 days until compliance achieved.
- Transponders may be deactivated for 30 days on third and continuing offenses in 12 months. For Board or Committee Member Code of conduct violations, there will be an escalation of fines for repeat violations as shown for Member Code violations, letters of reprimand, temporary suspension or removal of a Committee member and removal proceedings under Arizona law. See Fine Schedule.

COVENANTS, CONDITIONS AND RESTRICTIONS (CC&Rs)

Violations of the CC&Rs, including Initial Use Restrictions.

- See [CC&Rs](#).
- Fines will be assessed in accordance with the Fine Schedule.
- Fines may be assessed every 15 days until compliance achieved.
- On third and continuing notices, transponder deactivation applies.

DESERT AREA MAINTENANCE OR DISTURBANCE

The areas outside each Owner's property are not to be disturbed or destroyed. Desert area maintenance and vegetation clearing on any property outside Owner property fence lines is prohibited.

- See [Desert Area Maintenance Policy](#). Desert area violations include, but are not limited to, the following.
 - Driving unauthorized vehicles, including off-road vehicles, cycles, etc. in the desert.
 - Dumping soil, trash, ashes, refuse, waste, bio-solids or any other material.
 - Introducing non-native or exotic plant or animal species.
 - Removing, destroying or cutting trees, shrubs or other vegetation.
- The ACCCA will impose fines, Benefited Assessment and restoration costs against Owners in accordance with the Fine Schedule.
- For a first violation the cost to restore the disturbed area to its condition prior to the violation will be assessed in addition to the fine assessed against the Owner.
- For subsequent violations of this Policy, both fines and restoration costs will be assessed against the Owner.

GRANITE MAINTENANCE

Violations of requirements for granite maintenance as noted in the Residential Design Guidelines - Home and Yard/Lot.

- See [Residential Design Guidelines - Home and Yard/Lot](#).
- Fines will be assessed in accordance with the Fine Schedule.
- Fines may be assessed every 15 days until compliance achieved.

MOPEDS/GOPEDS/MOTORIZED VEHICLES POLICY

Violations of Mopeds/GoPeds/Motorized Vehicles Policy that restricts operating on sidewalks, common areas and private property; operating on Anthem Country Club right-of-ways after sunset; and operating under age or knowingly allowing an underage child to operate a motorized vehicle.

- See [Mopeds/GoPeds \(Motorized Vehicles\) Policy](#).
- Fines will be assessed in accordance with the Fine Schedule.
- Transponders will be deactivated for 30 days on second and subsequent violations.

PARKING

Violations of parking restrictions in the Vehicle Parking Policy which includes residential vehicles, commercial vehicles, home-based commercial vehicles and recreational vehicles; i.e. all vehicles at all times. For safety, security and aesthetic purposes, the ACCCA recommends and prefers that all vehicles be parked in the garage(s) with the garage door(s) down at all times when not in use and parked on the right side of the road, facing in the traffic direction.

- See [Vehicle Parking Policy](#).
- No vehicle shall be parked as noted.
 - On any portion of the Properties other than areas designated by the ACCCA.
 - In a manner which blocks pedestrians' ability to walk on sidewalks.
 - Within 15 feet of a fire hydrant.
 - Overnight on any street or other portion of the Properties. See [Vehicle Parking Policy](#) for the overnight parking permit process.
- Commercial vehicle parking. See [Vehicle Parking Policy](#).
- Home-based commercial vehicle parking. See [Vehicle Parking Policy](#).
- Recreational vehicle parking. See [Vehicle Parking Policy](#).
- Other vehicles must be parked in enclosed garages at all times. "Other vehicles: Any off-road vehicle, boat, watercraft, or oversized motorized vehicle; including large trucks and tractor-trailers; inoperable vehicles; unlicensed vehicles; and stored vehicles." See [Vehicle Parking Policy](#).
- Fines will be assessed in accordance with the Fine Schedule.
- For continuing violations, fines may be assessed every 15 days until compliance achieved.

PETS AND ANIMALS

Violations of the CC&Rs Section 3.4 (c) and CC&Rs Use Restrictions paragraphs (b) and (j).

- See [CC&Rs Section 3.4 \(c\)](#) and [CC&Rs Use Restrictions paragraphs \(b\) and \(j\)](#).
- Violations include, but are not limited to, the following.
 - Housing an unreasonable number of pets.
 - Pets roaming free.
 - Failure to remove pet waste.
 - Barking constituting a nuisance that disturbs the peace, quiet or serenity of Owners or occupants of other Lots.
 - Infractions of Maricopa County Animal Control Ordinance P-13 requiring licenses, rabies vaccinations and six-foot leash limits.
- Fines will be assessed in accordance with the Fine Schedule.
- For continuing violations, fines may be assessed every 15 days until compliance achieved.

PROPERTY RENTAL (Short-Term Lease and Lease Notification)

Violations of requirements in the Property Rental Policy. Note, any lease must be for a minimum of 30 days and Owners must provide information to the ACCCA on tenants within ten days of executing leases. Leases for fewer than 30 days are not permitted in the Anthem Country Club community.

- See [Property Rental Policy](#).
- Fines will be assessed in accordance with the Fine Schedule.

RESIDENTIAL DESIGN GUIDELINES - PAINT

Violations of requirements specified in the Residential Design Guidelines - Paint includes homes, return walls and decorative walls that show wear, fading, streaking or patchy appearance. Includes securing prior written approval from the Lifestyle Enhancement Committee as specified in said Guidelines. Failure to secure approval will result in fines, see Prior Approval Violation, page 7.

- See [Residential Design Guidelines - Paint](#).
- Fines will be assessed in accordance with the Fine Schedule.
- Fines may be assessed every 15 days until compliance achieved.

TRAFFIC

Violations of the Traffic Control Policy. Pertains to all vehicles including, but not limited to, automobiles, motorcycles, recreational vehicles and golf carts. Speed limits are enforced and monitored by a third-party service provider using the latest monitoring equipment. Violations are captured with corresponding date and time stamp information. These records are available for review by the Owner or contractor.

- See [Traffic Control Policy](#).
- Fines will be assessed in accordance with the Fine Schedule.
- Traffic Violations and Speeding 6 to 10 mph over posted speed limit: For the third traffic violation and speeding 6 to 10 mph over the posted speed limit, the transponder for the specific vehicle will be deactivated for seven days. For continuing traffic violations and speeding 6 to 10 mph over the posted speed limit, the transponder for the specific vehicle will be deactivated for 14 days for each subsequent violation.
- Excessive Speed (11 mph or more over posted speed limit): Excessive speed and repeat violations are subject to transponder deactivation. For second excessive speed violation, the transponder for the specific vehicle will be deactivated for seven days. For third excessive speed violation the transponder for the specific vehicle will be deactivated for 14 days. For each subsequent excessive speed violation, the transponder for the specific vehicle will be deactivated for 21 days.
- Owners are responsible for violations by occupants of their Lots, including invitees, guests and tenants. It is the Owner's role to obtain restitution from tenants and guests.

UNAUTHORIZED GATE ENTRY AND EXIT

Violations of ACCCA Vehicle Gate Entry and Exit Policy requirements noting all entry gates, manned or unmanned, allow only one vehicle per gate cycle and that no vehicle may enter the ACCCA through any exit gate. The requirement applies to all entrants.

- See [Vehicle Gate Entry and Exit Policy](#).
- Fines will be assessed in accordance with the Fine Schedule.
- Benefited Assessment to recover the costs of restoring damage caused by unauthorized entry or exit apply.
- The transponder of the specific vehicle will be deactivated until all fines are paid in full and permitted legal action complete.

IV. PAYMENT OF FINES AND BENEFITED ASSESSMENTS

FINE DUE DATE

- Assessed fines and Benefited Assessments must be paid within 30 days from the date of the violation notice unless the fine is in the appeal process. Assessments not paid within 30 days will be turned over to a collection agency for collection and may be reported to applicable Credit Bureaus.
- Failure to pay the fines may result in the deactivation of gate access transponders until the assessments are paid in full.
- Fines and Benefited Assessments are subject to late charges, interest, reasonable attorney fees and applicable collection costs.
- Owners and registered contractors will be charged the current transponder activation fee to reactivate the transponder.
- If a violation continues without resolution after 60 days from the date of the first written notice, the Owner will be notified that failure to resolve the violation will result in the pursuit of all legal and other remedies outlined in this Fine Policy.

COLLECTION MEANS

- Assessed fines and Benefited Assessments are collectable in the same manner as all other assessments, including personal money judgments.
- Assessed fines and Benefited Assessments must be paid to the ACCCA and mailed to the ACCCA address shown on the Violation Notice (3701 W. Anthem Way, Suite 201).
- Fines and Benefited Assessments will be posted to an Owner's ACCCA account on the following schedule.

APPEAL

- If an Owner does not file an appeal of a violation to the Committee within 15 days of the date of the violation notice, assessments will be posted and must be paid within 30 days of the date of the initial violation notice.
- If an Owner files an appeal of a violation to the Committee within 15 days of the date of the violation notice and that appeal is denied by the Committee, then payment of the assessments is due in accordance with the following.
 - If an Owner does not appeal the Committee's decision to the Board within 15 days after the date of the Committee's written denial, assessments will be posted and must be paid no later than 30 days from the date of the Committee's written denial.
 - If an Owner does file an appeal to the Board within 15 days after the date of the Committee's written denial, and the Board denies the appeal, the assessments will be posted and must be paid not later than 30 days from the date of the Board's written denial.
- The Policy Committee will hear appeals of the violations and penalties outlined in the Fine Policy and Schedule. See next page for Appeal Process.

V. APPEAL PROCESS

The ACCCA Bylaws Section 3.25 provide the process for Owners to appeal any sanction and/or fine imposed by the ACCCA. Owners violating one of the community standards have the right to a hearing before the ACCCA Policy Committee. The Policy Committee, sitting as the Deed Restriction Enforcement Committee, will hear appeals of the violations and penalties outlined in this Fine Policy that are imposed on Owners and contractors with transponders in the Gate Entry process for vendors/contractors. See the [Gate Entry](#) section of OnlineAtAnthem.com/ACCCA. See [Bylaws, Section 3.25](#).

- STEP 1.** The Owner must file a written notice of appeal using the Violation Appeal form within 15 days after the date of the Violation Notice requesting cancellation of the violation and/or the penalties. The [Violation Appeal Form](#) found on page 12 of this document also may be downloaded from the ACCCA website at OnlineAtAnthem.com/ACCCA. An appeal that does not meet the noted requirements will be returned for completion and resubmission. The appeal must include the following:
- A full description of the circumstances that caused the violation.
 - All relevant backup information to support the reasons for the appeal.
 - Corrective action the Owner has taken or plans to take to correct the violation.
- STEP 2.** The ACCCA will give the Owner written notice that a hearing on the appeal is scheduled and that the Owner or a representative may attend and be given the opportunity to be heard by the Committee.
- STEP 3.** A Hearing Procedure will be held according to the following process:
- The Committee will hear the appeal in executive session.
 - The Committee chair will introduce all parties.
 - The Owner or representative, if present, will be asked to state the case and present any applicable documentation.
 - Each member of the Committee will have the opportunity to ask the Owner or representative, if present, specific questions regarding the appeal. Lengthy discussions are not a part of an appeal process.
 - Upon completion of the question and answer period, the Committee chair will state the appeal has been heard. The Committee will make its decision in closed session. The Committee, in its considered judgment, may confirm or cancel the violation and confirm, reduce or cancel the penalties imposed.
 - Written notice of the Committee's decision will be delivered to the Owner within seven working days.
- STEP 4.** Appeal of Committee Decision. The Owner has the right to appeal a Committee decision to the Board using the following process:
- Written notice of that appeal must be received by the ACCCA office within 15 days after the date of the Committee's written denial.
 - Requirements for the appeal to the Board and the process are identical to the requirements outlined above for appeal to the Policy Committee.
- STEP 5.** Compliance. If the Board denies the Owner's appeal (i.e. upholds the Committee's decision, the Owner must bring the violation into compliance within 15 days. If the violation still exists after 15 days, the Board may seek legal action to remedy the violation. All costs of legal action will be billed to the Owner and collected in the same manner as assessments. All decisions of the Board are final and may not be further appealed.

VI. GLOSSARY

ACCCA: Anthem Country Club Community Association.

Anthem Country Club Community: Also “Properties.” The real property described in Attachment A to the CC&Rs.

Benefited Assessment: An assessment levied to cover the costs of bringing a Lot into compliance with the Governing Documents or incurred as a consequence of the conduct of the Owner or occupants or their agents, contractors, employees, invitees or guests. ([CC&Rs Section 8.5](#)).

CC&Rs: Covenants, Conditions and Restrictions.

Commercial Vehicle: Any motorized vehicle or towed vehicle designed or used for a commercial or industrial function. ([Vehicle Parking Policy](#)).

Common Areas: Real and personal property the ACCCA owns or leases for common use and enjoyment of Owners. ([CC&Rs Article II](#)).

Governing Documents: The documents of the ACCCA which include the CC&Rs and Supplements, the Bylaws, the Residential Design Guidelines, Use Restrictions and Board rules, policies and procedures adopted for internal governance, Association activities and operation and use of Common Area. ([CC&Rs Section 1.3](#)).

Hearing Body and Committee: The Policy Committee, sitting as the Deed Restriction Enforcement Committee, acting under the ACCCA Board of Directors. ([Bylaws Section 3.25](#)).

Lifestyle Enhancement Committee (LEC): The Lifestyle Enhancement Committee has exclusive jurisdiction over modifications, additions or alterations made on existing structures or Lots including initial landscaping, adjacent open space and Common Areas. ([CC&Rs Section 4.2](#)).

Other Vehicle: Any off-road vehicle, boat, watercraft or oversized motorized vehicle including large trucks and tractor trailers; inoperable vehicles; unlicensed vehicles and stored vehicles. ([Vehicle Parking Policy](#)).

Owner: “One or more Persons who hold the record title to any Lot, but excluding in all cases any Person holding an interest merely as security for the performance of an obligation. If a Lot is sold under a Recorded contract of sale, and the contract specifically so provides, the purchaser (rather than the fee Owner) will be considered the Owner.” ([CC&Rs, Article II](#)).

Passenger Vehicle: Motorized vehicles intended for transporting passengers and light loads including automobiles, sport utility vehicles (SUV), vans and minivans, pickup trucks including pickup trucks with a low profile toolbox mounted behind the cab, motorcycles and golf carts that can be parked in a standard size garage. ([Vehicle Parking Policy](#)).

Properties: Also “Anthem Country Club Community.” The real property described in Attachment A to the CC&Rs. ([CC&Rs Section II](#)).

Recreational Vehicle: Any motorized or towed vehicle that has a kitchen, bathroom, bedroom or living area; including motor homes (class A, B, and C), travel trailers, fifth-wheel trailers, popup trailers and slide-in campers. ([Vehicle Parking Policy](#)).

Reviewer: The Declarant, or LEC, having jurisdiction in a particular case to review applications for new construction, modifications, additions or alterations to existing structures including initial landscaping. ([CC&Rs, Article 4.2](#)).

Self Help: Action taken by the ACCCA to abate violations of the Governing Documents. ([CC&Rs, Section 8.5](#)).

Short-Term Rental: A lease of any portion of a property by an Owner or the Owner’s agent for a period of less than 30 continuous days to a single lessee. ([CC&Rs, Use Restrictions](#)).

VIOLATION APPEAL FORM

Mail Appeal Form to ACCCA, 3701 W. Anthem Way, Suite 201, Anthem, AZ 85086.

Note on Envelope: Appeal Enclosed

Email Appeal Form to: Staff@ACCCAHOA.com Questions: 623-742-4552 or 623-742-4555

Your appeal will be reviewed by the appropriate ACCCA staff and Committee. You will be notified by mail of the decision. If you have questions or would like to appeal in person, contact the ACCCA at 623-742-6030. This appeal does not resolve the homeowners' responsibilities to maintain compliance or comply until the appeal has been approved.

Owner Name: _____ Owner Phone: _____

Owner Property Address: _____

Owner Email: _____

Other Mailing Address (Add **only** if written correspondence is to be sent to **this** address instead of property address):

Date of Original Violation(s): _____ Fine Amount(s):\$ _____

Description of Violation: _____

Please provide specific details for the committee to consider when reviewing your appeal: _____

Signature (Required) _____ **Date** _____

For Office use only

Date Appeal Reviewed: _____ Approved _____ Not Approved _____

Appeal Reviewed By: LEC _____ Policy _____ Staff _____

Comments: _____



Anthem Country Club Community Association (ACCCA)
Real Estate, Political and Home Security Sign Policy
Section Revision: HOME SECURITY SIGN

*This PROPOSED revision will be incorporated into the Real Estate,
Political and Home Security Sign Policy dated January 28, 2016.*

Revision states:

ACCCA Owners who install home security monitoring systems in their homes may install visible signage on the home exterior/Lot showing the dwelling is protected. Signs must meet the following criteria.

- One security sign is permitted in the front yard and must be placed in the ground, a minimum of 18 inches from the sidewalk.
- One additional security sign may be placed in the front yard, in the ground, within 2 feet of the return wall gate.
- One security sign is permitted in the rear yard and must be placed in the ground.
 - Home security signs must be the commercially-produced signs provided by the home security company.
- One security window decal may be placed in each point of entry (window or door) in the front, side and rear of the dwelling.
 - Home security decals must be commercially-produced decals provided by the home security company.
 - Home security decals must not exceed 6 square inches in size.



ACCCA
ANTHEM COUNTRY CLUB
COMMUNITY ASSOCIATION

Committee Report to the Board Lifestyle Enhancement Committee

Chair: Holly Matson

October 27, 2016

Notices

Top violations in the third quarter of 2016 included the following:

- Landscaping debris/trim plants.
- Overnight parking.
- Paint house.
- Began project without approval.
- Increase front yard gravel/granite.

Updates

- LEC has one opening for new member. Information on the responsibilities may be found on the Volunteer tab of OnlineAtAnthem.com/ACCCA.
- The 2016 Design Consultant report is attached.
- The updates to the RDGs approved by the Board at the October Administration Session are attached. ONLY the highlighted text was modified and updated. These updates were pieces recommended by the LEC after reviewing the design consultant recommendations.

Recommendations

- None at this time.

Respectively Submitted,
Holly Matson, Chair, LEC



Summary 2016 ACCCA Lifestyle Enhancement Committee Design Consultant Overview and Update

In 2012, the Anthem Country Club Community Association (ACCCA) conducted a thorough search for qualified architectural firms with demonstrated experience in project enhancements within community associations to provide recommendations to the ACCCA Lifestyle Enhancement Committee (LEC) for specific items related to the revitalization of the ACCCA Residential Design Guidelines (RDGs). The revitalization project was completed by Craig Johnson with SHJ Studio (architecture and design focused). In May 2016, the Board approved SHJ to review specific categories of the RDGs and to drive through the community, noting potential design updates, not to exceed \$2000.

Timeline

- Project Timeline
 - May 2016: LEC Discussions, input from identified local realtors and development of categories based on resident requests since 2012.
 - June 2016: Meeting and drive through community by Craig Johnson, Holly Matson and Margaret Troyer.
 - August 2016: Complete draft of revised RDGs based on consultant recommendations.
 - October 2016: Recommendations to ACCCA Board.
 - October 2016: Recommendations to Anthem Community Council (ACC).
 - November 2016: Implement revised RDGs.

Scope and Consultant General Response on Design Elements

- The LEC Chair, Holly Matson, was point of contact.
- Review was specific to the following categories.
 - **Architectural Theme.** Southwest Contemporary.
 - **Garage Doors.** Garage doors should blend into the home and not be a focal point. Vertical or horizontal panel doors and high flush panel doors must be painted to match the home. No wood and no windows should be permitted.
 - **Art and Ornamentation.** Art is a personal preference. Thus, it should be placed in private areas and not visible to neighbors. Scale should be to home and not visible over block wall fencing (under 6 ft).
 - **One Color Home Paint Options.** The LEC should consider creating a pallet. Allow one color paint scheme because there is enough differentiation in the architecture. Monochromatic is the direction many new communities are moving.
 - **Courtyard Add-Ons to Homes Not Designated by Original Builder.** When considering a tall courtyard, review scale and ask, "Does it blend in with the house?" Only allow materials that are already on the home.
 - **Front Door Options.** (Grand Entrance Doors, Stained Colored Glass). The front entrance of the home should be the focal point. Allowing grand entrances with the same ornamentation guidelines as security doors achieves that effect. Any change to front entrance should reflect the original architecture of the home and must be LEC approved.
 - **Casement Windows.** Allow casement windows if they are simple in design and blend into the home.
 - **Cisterns.** Too many concerns at this time.
 - **Oversized Slider Doors for Backyards.** As these are already allowed by the LEC, the option should be added to RDGs.
 - **Casita Door Options.** (French Doors, Iron Doors, Glass Doors). Should only allow original builder French door option. No iron doors. This should not be a focal point and should blend into the home.
 - **Hardscape Design Principle.** Elements should be in scale to the house and use existing materials.

- **Backyard Pathways.** Allow the option of decomposed (smaller) granite in backyards only. Color should be same as other gravel options.
- **Trends.** Discussion and review of similar communities and associated trends.
- **Other.** Drive through of community to identify potential things that make our community outdated.
 - Address lighting. Need to send reminder that address lighting must be approved by LEC. Need to reiterate the two options for yards or the option to add a professional grade light on the home. White, plastic and backlit address signing are not permitted – these date the community and are not to standard. Most high-end communities do not allow yard ornamentation or address yard signs.
 - Welcome and name plate signs that extend beyond private places should not be permitted.
 - Yard art that does not blend in or is not to scale should not be permitted.

Fees for Service

- Project cost was \$407.40.

Summary of Adopted Changes

After careful review of all consultant recommendations, the LEC adopted a number of changes recommended by the consultant. Those changes are noted in yellow in the excerpts the Residential Design Guidelines - Home and Yard (attached).

The LEC recommendations were adopted by the ACCCA Board (4-1; Jack Noblitt voted against the recommendation) at the October 6 Administrative meeting. Pursuant to the CC&Rs, these changes will be sent to the ACC for approval with anticipated implementation November 1, 2016.

SECTION II. HOME EXTERIOR CHANGE

Design Principle: The architectural theme of the Anthem Country Club community is Southwest Contemporary. The architectural design of any and all additions, alterations and renovations to the exterior of any home must conform to the design of the original home in style, detailing and materials. The following design guidelines will assist in maintaining the architectural character intended by the developer.

Guidelines:

- All materials used in the maintenance, repair, alteration and/or addition to any structure must be the same composition, type and method of attachment used in the initial construction. The LEC may allow substitute materials, if such materials are deemed to be compatible with the theme of the community.
- All building colors and materials must meet the provisions of the guidelines and all other applicable laws for upper desert and hillside landforms. Bright, untarnished copper and other metallic surfaces must be treated to reduce reflections.
- Any additions, alterations or renovations to an existing home or any other activity on a Lot may not alter the established Lot drainage as established by the original developer.
- No alterations or improvements that create or provide a flat, non-draining roof surface may be made. All roofs must drain to the ground solely within the Lot area and may not drain directly onto a neighboring property.
- All maintenance and repairs of existing homes must be consistent with these Residential Design Guidelines.
- A rebuild of a home must be of the same model as built by the original developer. Refer to A.R.S. 33-1817 for further requirements and procedures.

AWNINGS, CANOPIES, SHUTTERS, SUNSCREENS, ROLLER SCREENS/SHADES AND DRAPES

Design Principle: While window awnings, canopies, sunscreens, roller screens/shades and drapes provide sun shade, they must not interfere with the developer's philosophy of minimal visual impact. Window awnings, canopies, sunscreens, roller screens/shades and drapes are prohibited on the front of the home as they add an uncharacteristic and distracting level of detail. Their use is limited to the side and rear yards.

Guidelines

- Permanent Awnings and Canopies
 - Awnings and canopies are permitted only in rear and side yards.
 - Awnings and canopies must be in a solid color (dessert color palette), constructed of canvas or other woven material and have a straight valance.
 - Metal or wood frames for awnings and canopies must be painted the base color of the home.
 - All awnings and canopies must be maintained in like-new condition. Owners are required to replace awnings and canopies that show signs of deterioration, fading, wear patterns and incidental damage.
 - The LEC retains the right to determine when an awning and canopy must be repaired and/or replaced.
 - Matchstick and bamboo awnings are not permitted.
- Temporary Awnings and Canopies
 - Temporary window awning and canopy installations require LEC approval before installation.
- Exterior Shutters
 - Shutters not installed by the original developer are permitted only on the front wall of the home (facing the street) and must be of the style originally installed by the developer.
 - Shutters not installed by the original developer only may be added to the street-facing side of a casita or the street-facing side of a third-car garage.
 - Shutters must be painted the approved shutter color as indicated on the ACCCA approved paint color list. See Residential Design Guidelines/Paint.
- Sunscreens

- Sunscreen material must be charcoal, bronze or black metal or fiberglass.
- Sunscreens must be maintained in like-new condition. Owners are required to replace sunscreens that show signs of deterioration, fading, wear patterns and incidental damage.
- The LEC retains the right to determine when sunscreens must be repaired and/or replaced.
- Matchstick and bamboo sunscreens are not permitted.
- Roller Screens, Shades, Drapes and Sun Sails
 - Roller screens/shades/drapes may be installed over windows and across open patio areas only in the rear and side yard areas.
 - Roller screens/shades must be a woven material and be either a charcoal, bronze, black or tan color.
 - Drapes are permitted across side and rear patio areas and must be designed for exterior use, blend with the color of the home and made of a woven material. ~~and desert color palette.~~ The number of drapes must be consistent with the home scale; minimal quantity only.
 - Hardware for drapes, including pole, brackets, hooks, etc, must be mounted on the inside of the patio walls and not visible from the outside.
 - Roller screens/shades/drapes are to be maintained in like-new condition. Owners are required to replace roller screens/shades/drapes that show signs of deterioration, fading, wear patterns and incidental damage. The LEC retains the right to determine when sunscreens must be repaired and/or replaced.
 - Sun/shade sails are prohibited.
 - Matchstick/bamboo and metal roller screens/shades are prohibited.

DECORATIONS (Art, Address Plaques, Wind Chimes and Wreaths)

Design Principle: Owners must apply the principle of minimal visual impact to the selection and placement of decorations/ornamentation.

Guidelines

- Decorations/Art/Ornamentation
 - All decorations/art/ornamentation must be approved by the LEC.
 - It is recommended all decorations/art/ornamentation be confined to private spaces.
 - Decorations/art and ornamentation viewable by neighboring properties or from the street must adhere to the following guidelines.
 - Size and quantity must be proportional to the home and blend with the natural environment.
 - Finish must be muted, flat or matte. Primary and pastel colors are prohibited.
 - Metallic designs must be muted and may not create glare that can affect neighbors.
 - Pursuant to the CC&Rs, the following decorations/ornamentation are prohibited in the front yard.
 - Artificially colored rock used as groundcover, white rock and any rock with coatings of any kind.
 - Driftwood, wagons, wagon wheels, skulls, sculptures, artificial plants and flowers, signs (other than signs that cannot be prohibited by law) and topiary.
 - Any softscape or hardscape used to spell out or form names, nicknames, initials, names of states or cities, athletic teams, slogans, states, emblems, geometric patterns or any other work, image, symbol or communication.
 - Front yard (outside private courtyard walls) fountains. The LEC may approve front yard fountains if there is an extended entryway to the front door.
- Address Plaque on the Home
 - One address plaque is permitted on the home.
 - The plaque must contain only the address number. No additional wording is permitted.
 - The plaque must be identical in materials, size and color as installed by the original developer.
 - Framing or alteration to the address signs is prohibited.
 - A low voltage (12 volts or less or equivalent LED, not to exceed 20 watts) shielded light may shine on the plaque.
- Wind Chimes
 - Wind chimes are permitted in the rear yard only.
 - Wind chimes are permitted only if they do not bother other residents. If a complaint is recorded by the ACCCA, the wind chimes will be required to be taken down.
- Wreaths
 - Wreaths may be displayed on entrance and courtyard doors and gates.

- Maximum wreath size is 36 inches in diameter. Oversized wreaths are prohibited.
- Artificial flowers may be included in the wreath, but must be maintained in like-new condition.
- Bright or neon colors are not permitted.
- Seasonal wreaths are acceptable for winter, spring, summer and fall periods, but must adhere to the size, color and aesthetic restrictions.

See also Holiday Decorations and Lighting.

DOORS

Design Principle: Front, courtyard and security doors must reflect the character of the architecture while not using excessive ornamentation and/or decoration. They must be of a simple design.

Guidelines

- Any door **or changes to entrances** must be approved by the LEC.
- All doors must be maintained in a high-quality appearance at all times.
- All doors must be finished in a color with a muted finish. **Gloss finish is prohibited.**
- Front Door
 - Must be made of a solid wood or wood veneered/composite material. Steel or metal front doors are permitted and must maintain the appearance of the original door.
 - **Front doors may be painted or stained in Raisin SW7630, Black Bean SW6006, Plantation Brown SW7520 or French Roast SW6069 or in color as originally applied by developer. See RDG Paint Guidelines for additional requirements.**
 - Doors must be painted or stained in a matte or satin sheen finish.
 - Iron and glass entry doors must be a simple design, modest in decoration/ornamentation. A picture or photograph of the requested door is required with the Exterior Change Application and must include the color of the metal and a description of the glass and screen color.
 - Stain glass and/or colored glass are not permitted.
- Security Doors
 - **Security doors must be a simple design, modest in decoration/ornamentation and the same size as the original door.** A picture or photograph of the requested door is required with the Exterior Change Application and must include the color of the metal and a description of the glass and screen color, if included in the door package.
 - **Iron and glass security doors are permitted and must be a simple design and modest in decoration/ornamentation and the same size as the original door.** A picture or photograph of the requested door is required with the Exterior Change Application and must include the color of the metal and a description of the glass and screen color, if included in the door package.
- Back Yard Doors
 - **Oversized slider doors will be considered by the LEC in backyards only.**
 - **Oversized slider doors must blend into the home.**

GATES

Design Principle: Gates must reflect the home architecture and refrain from excessive ornamentation.

Guidelines

- All gates must be approved by the LEC before installation.
- Gates are prohibited if access crosses a vehicular nonaccess easement noted on plot plans.
- **A picture of the requested gate and its color must be provided with the Exterior Change Application.**
- Courtyard Gates
 - Gates on courtyard walls must be in proportion to the adjoining walls.
 - Gates may be of an open grillwork, wood or solid steel without excessive ornamentation and of a material and color approved by the LEC.
 - Wood slats are to be painted/stained brown, **cedar or natural wood** and must be a flat or low gloss finish. Light wood color stains and red tints/colors are prohibited.

- Return Wall Gates. Return walls are the block walls that extend from the home to the side walls.
 - Return wall gates must be constructed of wood or composite material made to look like wood and may not include excessive ornamentation.
 - Wood slats are to be either painted, stained or powder coated brown cedar or natural wood. Light color stains and red tints/colors are prohibited. The finish must be flat or low gloss.
 - Metal framing is to be painted Country Club Brown.
 - Double gates for side yard entrance are permitted, but only to a total maximum width of 8 feet. Vehicle, boat, ATV parking in the rear and side yard is prohibited. A landscaping plan and architectural drawing that includes the side-yard gate, adjoining walkway and driveway must be submitted with the Exterior Change Application.
- Party wall gates are prohibited.
- Gates with access to the Anthem Golf & Country Club property or community open spaces are prohibited.

LIGHTING FOR HOME AND COURTYARD WALLS

Design Principle: Architectural and exterior lighting must be selected and installed to be compatible with the character of the home. Lighting should not bother neighbors and should protect the dark skies of the natural desert.

Guidelines

- Any lighting selection must be approved by the LEC and must be a professional grade.
- Exterior lighting is to be understated. Select down-lighting fixtures that have less impact on the night sky. Pursuant to the CC&Rs, "The Board, in its sole discretion, shall determine whether any exterior lighting is excessive."
- Exterior light fixtures must be muted and of a low reflectivity finish. If painted, light fixtures must be the color of the home where installed.
- Security lighting, including motion-activated floodlights, must be located beneath eave overhangs.
- Address Lighting: The address plaque on the home may have a low voltage (12 volts or less or equivalent LED, not to exceed 20 watts) shielded light shining on the sign.
- Light source(s) may not be visible from neighboring property. Except for those fixtures adjacent to the home and garage entrance, all fixtures must be shielded from view, such as under building eaves, recessed in niches or behind walls.
- Light fixtures with visible light sources (unshielded or visible through clear glass) and any lighting that produces excessive glare or that shines on another Lot (such as flood lights) are not permitted.
- Courtyard wall and pillar lights may not be more than 2-feet tall and must have frosted or bubbled glass so that the bulbs are not directly visible.
- String lights are permitted only as holiday decorations and are not permitted any other time. See Holiday Decorations and Lighting, page 16.
- Colored lenses or bulbs are prohibited in architectural lighting and fixtures.

WALLS, FENCES AND WALKWAYS

Design Principle: The architectural character of the home and its surroundings must be maintained when designing courtyard walls and walkways. The LEC considers scale, materials and style when reviewing courtyard wall applications. Courtyard walls must not detract from the overall scale and style of the home. Materials must not overshadow the overall architectural design. The addition of full façade courtyard walls must be compatible with the size of the house/Lot and of the architectural layout of the home. Block walls may not be modified.

Guidelines

- General
 - The setback for hardscape must be a minimum of 3 feet from a retaining wall, party wall or the adjacent property line. This setback requirement excludes materials set in sand or other semi-permanent applications as determined by the LEC.
 - Bollards, chains or rope as part of the landscape are prohibited.
- Front Yard and Full Façade Courtyard Walls

- Walls in the front yard may be added to define a private or semi-private patio or courtyard area.
- Front yard walls may be 4 feet high from finished grade. The LEC will consider front yard walls up to 6 feet above grade.
- Courtyard areas enclosed by front courtyard walls may not be more than 1/3 of the front yard and may not encroach beyond any front yard building setback line.
- Full Façade Courtyard Walls
 - Full façade courtyard wall materials must be the same materials used on the home and finished in the paint scheme of the home or covered with architectural stone.
 - Full façade courtyard walls must not be higher than the bottom of the roof line.
 - Gates/Doors on courtyard walls must be in proportion to the adjoining walls.
 - ~~Wood slats are to be painted/stained brown and must be a flat or low gloss finish. Light color stains and/or red tints are prohibited.~~
- Return and party walls must be painted Anthem Chocolate Mousse.
- Block Walls and View Fence
 - Block walls may not be modified. Any unapproved modification to a block wall or view fence may result in the restoration of the block wall and/or view fence at the sole expense of the homeowner.
 - Developer built block walls maintained by Anthem Community Council may not be modified in any way.
 - Shortening of the original view fence using the same type top and bottom bars and caps may be approved and will be considered on a case-by-case basis. Professional installation by a licensed contractor is required. The Owner must submit an Exterior Change Application with the LEC and include detailed drawings or proposed changes along with photographs of the existing view fencing for view fence modifications.
 - Original developer view fences and block walls altered at negative edge pools only to enhance the effect of the pool may be considered and approved on a case-by-case basis. All pool access and fence requirements must be maintained as determined by local, county, state and national authorities.
 - The installation of a wildlife (rabbits, rodents, snakes, etc.) barrier on rear or side yard perimeter view fencing is permitted. The barrier must be no higher than 24 inches in height. The material for the barrier must be 1/2-inch hardware cloth. The barrier must not be connected to the view fence with screws or any connector that would damage the view fence. Plastic zip ties are recommended. The wildlife barrier must be removed and reattached by the property Owner to accommodate the painting schedule for view fences.
 - Block Wall Painting: Owners must submit the Exterior Change Application to the LEC before painting any block wall that otherwise is not painted by the Anthem Community Council and wait for approval before work begins. All block walls must be painted in Anthem Chocolate Mousse. Contact ACCCA staff to verify which sections of a block wall the Owner may paint.
 - View Fence Painting: Owners must submit the Exterior Change Application to the LEC before painting any view fence that otherwise is not painted by the Anthem Community Council. Please contact ACCCA staff to verify which sections of a view fence the Owner may paint. All view fences must be painted Country Club Brown.
- Retaining Walls
 - Walls that are partially below the finished grade or walls that are used as planters must be properly moisture-proofed to avoid unsightly water staining. If staining occurs, the Owner is responsible for the complete repair of the problem.
 - Cut or fill slopes along the exterior of the wall must be smooth and taper gradually conforming to existing grades.
- Walkways
 - Walkways and patios may be integral color concrete (neither stained nor painted), exposed aggregate concrete, concrete pavers, flagstone, imitation flagstone, travertine, matte finish tile or coated with a polymer modified cement product in a limited number of colors and patterns.
 - Walkways in the front of the home and leading to the side gate must have a maximum width of 5 feet.

WINDOWS

Design Principle: Windows, including frames and glass, must be a color and style that are visually consistent with the character and architectural style of the home. Windows may not create excessive reflection or glare.

Guidelines

- The interior or exterior of any window may not be covered with temporary coverings (bed sheets, boxes, paper, etc.) or with reflective material such as foil.
- Replacement windows must have frames with dark colored finishes such as bronze, brown, black or tan. Unpainted aluminum, white or accent colors are not permitted window frame colors.
- Casement windows with minimal panels will be considered by the LEC and must blend with the home color.
- Exterior security screens are permitted with LEC approval.
- Reflective glass or window film with a visible-light reflection rate of 20 percent or greater is not permitted for any window or skylight.
- Exterior security bars or grilles are prohibited on windows.

SECTION III. YARD, LANDSCAPE AND HARDSCAPE DESIGN CHANGE

Design Principle: The architectural character of the home and its surroundings must be maintained when designing front, side and rear landscape and/or when adding hardscape. ~~such as a fireplace, barbecue, patio structure (gazebo, ramada, pergola), pool, spa, water feature and/or planters.~~ The LEC will consider the scale, materials and size. Any addition must be compatible with the size of the house/Lot.

Guidelines

- Plantings, boulders or decorative walls must not detract from the home's front and entry way.
- Functional design elements such as lighting must preserve the night sky.
- The project design and materials must maintain the architectural character of the home.
- The placement of a pool, spa, barbecue, play equipment, gazebo, ramada or fireplace must consider the neighboring properties and Owners right to quiet enjoyment.
- The materials used must minimize reflectivity while maintaining the character of the home and community.
- Replacing Plants and Trees
 - Replacing nine or more plants, including shrubs, accent plants and groundcover, requires LEC approval.
 - All tree replacement requires LEC approval.
 - All replacement plants and trees must be selected from the ACCCA Approved Plant List.
 - ACCCA Approved Plant Lists may be found on the Resident Information and Document pages of OnlineAtAnthem.com/ACCCA.
 - Trees must be planted at least 5 feet from (or farther, if prudent) Lot lines, homes, walls, fences, sidewalks, street curbs and driveways to minimize property damage and liability.

DECOMPOSED GRANITE, BOULDERS, RIPRAP AND RIVER ROCK

Design Principle: Decomposed granite, boulders, riprap and river rock must blend with existing ground plane of the surrounding desert environment. Riprap and river rock may be used as a functional or aesthetic design element, such as drainage swales.

Guidelines

- Boulders
 - The Exterior Change Application and landscape plan must show the number and approximate size and location of boulders.
 - The number of boulders must be appropriate to the size of the Lot and the appearance in the natural desert.
 - Boulders are limited to those geologic types which are indigenous to the site.

- Boulders must be buried into the grade to create a more natural appearance.
- Decomposed Granite (Landscape Granite)
 - Decomposed granite must be 1-inch screened Apache Brown or Saddleback Brown and must be applied and maintained as a 2-inch thick layer across all nonturf landscape areas unless otherwise approved by the LEC.
 - Decomposed granite must be maintained with sufficient coverage throughout the Lot.
 - A decomposed granite sample must be submitted with the Exterior Change Application.
 - As decomposed granite is added to a yard, it must be raked to blend with the existing granite cover.
 - White rock or any rock with coatings of any kind is prohibited. Artificially colored rock is prohibited as groundcover. Groundcover, inert material and any other landscaping softscape or hardscape may not be used to spell out or form names, nicknames, initials, names of states or cities, athletic teams, slogans, emblems, geometric patterns or any other work, image, symbol or communication.
 - Decomposed granite or gravel smaller than 1 inch may be used only in backyards for paths; it may not extend into the front yard. The color must be same color as the other granite in the yard.
- Edging
 - Edging includes decorative edging, pavers, retaining wall blocks, large rocks, boulders, metal or plastic strips.
 - Edging and raised edging is prohibited along curbs and sidewalks.
- Riprap and River Rock
 - Riprap must be granite or limestone in an approved color.
 - Riprap may not be grouted unless required to prevent erosion or undesirable drainage conditions. Any planned grouting must be specified in the Exterior Change Application and drawings and receive approval from the LEC.
 - The maximum size of riprap cobbles is 12 inches in diameter unless erosion or drainage conditions require larger material subject to the approval of the LEC.
 - The combined use of boulders, riprap and river rock must not exceed 20 percent of the total front yard landscape area.
 - A riverbed is determined by the scale of the front yard and must not exceed 3 feet in width.
 - A riverbed and/or river rock may not be used as edging.



Committee Report to the Board Finance Committee

Chair: Chuck Bowen

October 27, 2016

I. Recent Activities and Projects:

Since our last report, the Committee has completed the following:

- Reviewed the monthly financial statements through September 2016.
- Reviewed ACCCA Operating Account.

Operating Fund: January 1 – August 31, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
Revenue	\$1,424,752	\$1,501,688	\$(76,936)	
<u>Expense</u>	<u>\$1,383,928</u>	<u>\$1,518,761</u>	<u>\$134,833</u>	
Surplus	\$ 40,824	\$ 17,073	\$ 57,897	Budget Surplus

Cash Operating Funds @ August 31, 2016: \$635,018.

- Reviewed ACCCA Reserve Account funds.

Reserve Fund: January 1 – August 31, 2016

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
Contributions	\$545,583	\$450,512	\$ 95,071	
<u>Expense</u>	<u>\$125,849</u>	<u>\$388,200</u>	<u>\$262,351</u>	
Surplus	\$419,734	\$ (62,312)	\$357,422	Budget Surplus

Reserve Investment Funds @ August 31, 2016: \$ 4,430,196.

- Reviewed our Accounts Receivables and discussed action on delinquent accounts.
- Completed ACCCA 2017 Budget and forwarded to the Board.

II. Recommendations:

- Approval of 2017 ACCCA Operating & Reserve Budget.

Respectfully Submitted,
Chuck Bowen, Chair, ACCCA Finance Committee



Committee Report to the Board Gates, Property and Patrol Committee

Chair: Ted Finnell

October 27, 2016

I. Recent Activities and Projects

- Candlewyck remediation work evaluation by Michael Frank. Awaiting proposal. Frank Civil Consulting noted in their initial review of our roads that areas in the Candlewyck repaving completed last year were not satisfactory and suspected the problems were due to the use of paving material that was not up to specification. A final analysis will be performed and, pending completion, the original paving company will be required to repair/redesign the work to our satisfaction.
- 15-Year Road Maintenance Plan completed, sent to Finance and FDRS. FDRS met with Margaret on Oct 5. The primary question to be answered by the Study, management, Finance Committee and Board concerns the level of Reserves needed for future years and the impact, if any, on current and future ACCCA dues.
- Paving traffic plan completed by Michael Frank and staff. The plan was developed to minimize the impact on residents while facilitating equipment needs at any given time in the community. The Communication Committee will report on resident communication of the road maintenance schedule.
- Jamar monitoring continuing with particular emphasis on Anthem Ridge above Medina. Jamar is the traffic monitoring system that provides records of speeds and traffic flow (numbers of cars) in a specific location. The information is used to review speeds and increases in areas of concerns to determine if additional monitoring, placement of the electronic speed sign or patrols should be directed.
- Tree pruning plan for 2016 by DLC was reviewed and recommended to the Board even though it was somewhat above budgeted amount. The Fire Department has noted that all trees need to be cut 8 feet above all streets and sidewalks for safe passage. The Board approved the additional cost.

II. Recommendations

None at this time.

Respectfully Submitted,
Ted Finnell, Chair, Gates, Property and Patrol Committee