

# Architectural Rules and Regulations

Updated with minor revisions to specific sections – January 17, 2016

Amended 3.7.2 Deck setback to 12' from front – February 15, 2017

Amended/Revised specific sections – February 19, 2020

Revised heading of Section 3.8.8 – November 18, 2020

## SECTION ONE

### DEFINITIONS

- 1.1 ARCHITECTURAL COMMITTEE (ARC), A standing committee appointed by the Board of Directors to review requests for changes in member/leaseholder lots or common areas and approve or disapprove same. (Revised Feb. 19, 2020)
- 1.2 APPROVED, officially sanctioned by the Architectural Committee.
- 1.3 SCREENED ROOM is an area used for recreational, outdoor use, not for habitation. Park and County permits are required in all cases to assure zoning and building safety issues.
- 1.4 GRANDFATHER CLAUSE, (amended February 15, 2011) an exemption to a restriction that allows an existing legal use to continue, even if it would be illegal under the new law. (Utilities and setbacks must conform to applicable Pinal County codes at time of transfer.) The 34 Lots on the East perimeter of the park (Lots 468 to 471, Lots 473 to 501, and Lot 512) will be allowed to retain previously permitted setbacks for park models and additions. At time of lot transfer, previously permitted improvements placed in accordance with the existing lot setbacks are exempt from complying with the Pinal County 2013 update.
- 1.5 HABITABLE ROOM, is a room in a structure for living, sleeping, eating or cooking. Storage or utility space and similar areas are not considered habitable rooms. Constructing or converting an existing deck or screened room/screened porch to a habitable room requires Architectural Committee and Pinal County approval. This includes adding windows, solid walls, utilities or HVAC.
- 1.6 PARK MODEL, is defined by applicable Arizona Revised Statutes as "built on a single chassis, mounted on wheels, designed to be

connected to utilities necessary for operation of installed fixtures and appliances and has a gross trailer area of not less than three hundred twenty square feet and not more than four hundred square feet when it is set up, except that it does not include fifth wheel trailers."

- 1.7 RECREATION VEHICLE, is a vehicular type unit, meeting RVIA standards, primarily designed as temporary living quarters for recreational, camping or travel use. The unit either may have its own motive power or may be mounted on or drawn by another vehicle upon the highway and must display a current license.
- 1.8 ROOM ADDITION is defined as a building attached to the original primary structure and is structurally independent of the original building.
- 1.9 SPACE, a leased lot. Pinal County has determined that Sunscape Estates RV Resort Coop was developed prior to December 30, 1992 and therefore, each space shall have an area of not less than 1,500 square feet and a width of not less than 30 feet.
- 1.10 COMMON PROPERTY, property owned by Sunscape Co-Op not leased by a Co-Op member.
- 1.11 SHED, a general-purpose storage structure. A shed may not be used as a habitable space. Within this definition, electric, water and drain utilities may be installed and water softeners, washers, dryers, and refrigerators may be used within the storage shed. Toilets are not allowed.  
Prefabricated outdoor storage units (maximum of 2 per lot) less than 16 square feet are allowed without need for a permit; however, they may not be placed within the lot setbacks. A permit must be obtained for storage units greater than 16 square feet, and be in conformance with the requirements for sheds (Section 3.2) (Added 1-21-15).
- 1.12 PERMANENT, any item which is fastened in any manner to the earth, concrete or structure on the lot, which stays in place for more than a few weeks, or which is not easily portable.
- 1.13 RVIA, Recreational Vehicle Industry Association.

## SECTION TWO

### PERMITS

SCOPE: Permitting of buildings, fences, walls, slabs and driveways, decks, permanent awnings, and landscaping.

PURPOSE: Steps required to obtain permits.

- 2.1 Regulation. To permanently erect, construct, enlarge, alter, move or perform any work on member/leaseholder spaces or common property as regulated by Board of Directors (B.O.D.) it will be necessary to obtain a permit from the Architectural Committee. All improvements that are done without the required permits approved by the ARC committee will be required to be removed, replaced and/or brought into compliance at the owner's expense. (Revised Feb.19, 2020)

Permits will not be issued by the ARC committee between mid-April and mid-October (revised 2-15-2012). Permits for planned summer improvements should be obtained prior to the last ARC meeting in April. (rev 1-21-15) In cases of special circumstances applicant may apply to the park manager and/or resident board member for plan approval and permit. All permits so approved will be referred to the ARC committee for final inspection.

Approval of Plan. Applicants seeking approval and permit must submit the following: three (revised 2-15-2012) sets of completed plans which contain all necessary construction information on the form provided by the ARC committee and available at the Welcome Center.

- 2.2 PERMITS. Work shall not be started until all required Sunscape and County permits are approved and issued.

- 2.2.1 All sets of submitted and approved plans will be signed and dated by the applicant, Architectural Committee chairperson or his designate, and two committee members.

- 2.2.2 Properly signed and dated plans will constitute "Park Approval". In addition, a "Park Consent Form" must be used to apply for an

appropriate county permit as may be required by Pinal County.

- 2.2.3 Work cannot proceed on projects requiring permits from Pinal County Building Safety Department until all County permits have been issued to applicant.
- 2.2.4 Pinal County Building Permit will be posted on or adjacent to project requiring Permit. Permit will remain posted until project is finished and finally approved by Pinal County inspector.
- 2.2.5 "NOTICE OF COMPLETION" form will be issued along with permit and is to be submitted to the ARC Committee after completion of the project for confirmation that the project was done according to original approval.

Projects must be completed within 60 days of park permit date or 180 days of the county permit date. A written request by applicant for extension of time for completion will be reviewed by the ARC Committee for approval. NOTICE OF COMPLETION should be submitted to the ARC Committee within 15 days of completion of the project.

- 2.2.6 A copy of any required Pinal County Building Permit must be attached to the Notice of Completion form and returned to the Architectural Committee after the project has been completed, inspected and approved by the county.

## **SECTION THREE**

### **MINIMUM REQUIREMENTS**

**PURPOSE:** Establish minimum requirements regarding any permanent building, fence, wall, exterior material, landscaping or any other improvement or structure.

**PINAL COUNTY AND PARK PERIMETER RESTRICTIONS:** (amended February 15, 2011) The rear setbacks on perimeter lots are subject to special Pinal County zoning provisions.

To comply with the zoning restrictions the following setbacks apply to perimeter lots for improvements identified as park models/RV unit,

additions, and awnings (not sheds):

- A. For lots bounded by the North, South and West sides of the Park, and all interior lots; improvements shall adhere to a rear setback of 5 feet minimum to the lot line.
- B. For lots bounded by the East side of the Park, improvements shall adhere to a rear setback of 10 feet minimum to the lot line.

### 3.1 PARK MODELS/PARK TRAILERS

Park models as defined by applicable Arizona Revised Statutes must conform to the latest industry published standards (RVIA) at the time of manufacture and other applicable State and County requirements.

#### 3.1.1 Set-up and installation

Permits from the Architectural Committee and County must be obtained before set-up or installation is begun. Set-up and installation will be inspected by a designated representative of the B.O.D. or Architectural Committee at the time of setup. Moving a previously installed park model/park trailer in any way will require new installation permits and will be subject to all current rules and regulations.

Applicants must inform park manager in writing two business days prior to delivery of park model.

#### 3.1.2 Set Backs: (amended February 15, 2011)

The minimum set back distance from a park model/RV unit to the property line shall be 5 feet left side, 5 feet right side, 5 feet rear and 12 feet front as measured from the front lot line (subject to Pinal county zoning restrictions on the perimeter lots). Room additions must be a minimum of 12 feet from the front. In no case shall a unit be set closer than 8 feet from an accessory structure on an adjoining lot or 10 feet from a Park Model/RV unit on an adjoining lot. All measurements for the side and rear setbacks are from the nearest point of the sidewall of a Park Model/RV unit (roof overhang not to exceed 18 inches horizontally). Front measurements are from the nearest point on the front wall of the Park Model/RV unit or room addition to the front lot line.

An adequate parking area (minimum 200 square feet and 10'x20' per Pinal County) is required. No portion of any parked vehicle may extend past the curb.

Spaces having boundaries in common with two or more roads shall have a minimum setback from the nearest edge of the road of 20 feet to the park model/RV's entry side and 5 feet on the non-entry side.

### 3.1.3 Utilities

All electrical (household voltage), sewer, and potable water revisions or extensions require Architectural Committee and Pinal County permits. This includes all solar electric (household electric if including inverters and battery banks) and water heating installations mounted on the ground or on building structures.

### 3.1.4 Skirting

Skirting to be compatible with exterior finish and colors of park model and will be completed within 60 days after set-up.

## 3.2 SHEDS (ARC PERMIT REQUIRED)

### 3.2.1 One shed per space with a maximum shed area of 200 square feet measured from the footprint (walls) and the height shall not exceed 10 feet. (rev 1-21-15)

An existing permitted shed may be extended up to 200 sq. ft. total area, as long as at least two walls remain in place. An ARC permit is required. All other shed extensions will require a new permit and must meet the current setback requirements. (Amended Feb. 19, 2020)

If a previously permitted shed is completely removed and replaced with a new shed, a permit is required and the current setback requirements shall apply. (Amended Feb. 19, 2020)

### 3.2.2 Sheds shall be adequately secured to prevent movement by the wind.

3.2.3 Sheds shall have floors.

3.2.4 Set backs: (amended February 15, 2011)

Sheds must be located at least 40' from the front lot line. The minimum set back to lot lines is 5 feet on the left side, 5 feet on the rear, and 5 feet on the right side as viewed from the street side of the lot. (Subject to Pinal County zoning restrictions on perimeter lots.) All measurements are from the nearest wall (roof overhang not to exceed 18 inches horizontally). (Revised Feb. 19, 2020)

When a shed is set closer than 3 feet from a park model or recreation vehicle, the wall adjacent to the unit is required to have a 1 hour rated fire wall.

3.2.5 All sheds regardless of size will require a proper permit from the Architectural Committee. A Pinal County permit is required for permanent installation of utilities.

### 3.3 FENCES

3.3.1 Fence height shall be limited to 3 feet. All fences will have a 5 foot set back from the street.

3.3.2 Those property lot borders where the fence is to be erected must be verified by the Architectural Committee.

3.3.3 Concrete block walls are not permitted on interior lot lines.

Block walls no more than 18" high may be allowed along the lot side of existing street curbs. Sufficient space for parking (200 square feet) must be maintained. (Amended Feb. 19, 2020)

3.3.4 A common fence, setting on a property line, must have a permit application signed by the member/leaseholder of the affected lots and it will be treated as a co-application for the common fence. (Revised Feb. 19, 2020)

3.3.5 No fence or other impediment shall restrict access to or be within 5 feet to the left or right and 10 feet from the front of any utility device allowing access for meter reading and emergency

services. If there is interference of utilities and repairs must be done, it will be at the expense of the member/leaseholder of that lot. (Amended Feb. 19, 2020)

3.3.6 No permanent fences allowed in the back 5' of the lot. (Revised Feb. 19, 2020)

### 3.4 AWNING SCREENING.

Screening may be attached to Park Model awning posts/uprights and shall not extend closer than 12 feet from the street. Screening that leaves a minimum opening 5 feet from the ground may extend to within 5 feet from the street (Revised 2-15-2012). Screens may be made from only one of the following materials:

- A. Perforated aluminum screen material may be used. There must be a minimum one-foot opening at the top and no more than six feet of screening height. Alternatively, a panel, not to exceed 24 inches in height, may be placed extending down from the awning gutter.
- B. Framed fabric sunscreen material may be used. Material may extend from the awning gutter downward leaving a minimum opening of 24 inches from the ground.
- C. Lattice material having a minimum open area of 25 per cent, may be attached to awning posts/uprights extending the entire height of the awning.

Awning gables may be enclosed in a framed perforated aluminum material or fabric screen material, secured to the awning framework. (added 1-21-15)

### 3.5 DETACHED LATTICE SCREENS

Lattice screens are permitted subject to the following:

- A. Minimum lattice open area of 25%.
- B. Maximum height is 6 feet.
- C. Shall have a setback of 3 feet from the left side lot line, (5 feet if



adjacent to a street on a corner lot), 5 feet from right side, 5 feet from the rear lot line and, 12 feet from the front lot line. Screening that leaves a minimum opening 5 feet from the ground may extend to within 5 feet from the street (Revised 2-15-2012) (Subject to Pinal County zoning restrictions on perimeter lots.)

- D. Within the above-mentioned setback requirements, no more than two screens may be placed subject to the following:
  - 1. A screen may extend not more than 16 feet at any point along any one side of the lot.
  - 2. Solid sheets or spaced board shall not be used.
  - 3. Lattice shall be adequately secured to prevent movement by the wind.

### 3.6 CONCRETE SLABS (INCLUDING PAVERS) (ARC PERMIT REQUIRED) (added pavers 1-21-15)

3.6.1 Prior to placing any concrete or pavers located in any side or rear set back area, the shareholder shall have the utilities located.

3.6.2 Concrete slabs or pavers located within the set backs that cover utilities to which access is required, removal of slab will be at the shareholder's expense.

3.6.3 All concrete slabs shall be 4 inches thick minimum.

3.6.4 No concrete slab may be placed on the rear 5 feet of a lot covering the utility easement.

### 3.7 DECKS/PLATFORMS (ARC PERMIT REQUIRED)

3.7.1 Minimum Pinal County standards apply to all decks and platforms.

3.7.2 Minimum set back of 5 feet from left side lot lines, 5 from right side, 5 feet from the rear lot line, and 12 feet from the front lot line. (Subject to Pinal County zoning restrictions on perimeter lots.)

3.7.3 Pinal County permits are required for a deck over 30 inches from ground level. Decks over 10 inches from the ground shall require handrails. (Amended Feb. 19, 2020)

3.7.4 ARC and Pinal County permits are required for added structures (walls, closets, etc.) on existing or new decks.

### 3.8 AWNINGS (ARC & Pinal County PERMIT REQUIRED)

3.8.1 Set-back minimum 5 feet front, 5 feet rear, and 3 feet left side, (5 feet if adjacent to a street on a corner lot), 5 feet right side. (Subject to Pinal County zoning restrictions on perimeter lots.)

3.8.2 Pinal County permit not required if patio cover is under 120 square feet and does not extend more than 8' from the dwelling.

3.8.3 Pinal County permit is not required for attached engineered aluminum awnings that do not exceed 1,000 square feet roof area.

3.8.4 Maximum park model awning height is limited to the eave height.

3.8.5 A sloped roof is required. Peaked (Gable End) roofs are permitted

3.8.6 Free standing awnings greater than 200 square feet shall be constructed per Pinal County engineering specifications. Pinal County permit required.

3.8.7 No tents or packaged carports are allowed.

3.8.8 PORTABLE GAZEBOS and SUN SHADE SAILS are permitted with the following provisions: (Sun Shade Sails added 11-18-20)

A. It must be located on the rear 2/3rds of the lot and cannot exceed 144 sq. ft.

- B. Minimum setbacks must be 5 feet rear, 3 feet left side (5 feet if adjacent to a street on a corner lot) and 5 feet right side. (Subject to Pinal County zoning restrictions on perimeter lots.) Must be a minimum distance of 3 feet from any structure or RV on the site. Must be a minimum of 8 feet from any structure on an adjoining lot.
- C. The primary use is intended as a recreational shade structure; it may utilize side screening. It may not be used as a tent substitute, habitation or sleeping accommodation.
- D. It may not be used as a car/golf cart cover (see 3.8.6).
- E. It shall be adequately secured to prevent movement by the wind.
- F. The owner understands the vulnerability of these structures to wind damage and accepts responsibility for such damages and losses to their or other properties affected. Fabric covering must be removed when the owner leaves the park at season end.

### 3.9 SCREEN ROOMS

Screen rooms require ARC and County permits. See Definitions.

### 3.10 ADDITIONS (ARC AND PINAL COUNTY PERMIT REQUIRED)

Any buildings placed on a lot cannot be higher than the recreational vehicle and/or park model on the lot. (Bylaws Section 5.(d).)

### 3.11 LANDSCAPING AND PLANTINGS

3.11.1 No trees, cactus or thorny plants may be planted within the specified Pinal County minimum setback areas.

3.11.2 Trees planted in other areas require ARC permit.

3.11.3 No plantings of any kind are allowed within five (5) feet left,

five (5) feet right, and no closer than ten (10) feet from the front of any electrical pedestal or transformer. (Amended Feb. 19, 2020)

- 3.11.4 No trees, shrubs, or planting of any kind on any properties, including common areas, shall be allowed to overhang or otherwise encroach upon any adjacent space.

Existing trees located in the right, left and rear setbacks may be allowed to stay in place only if the member of the adjacent property signs an agreement that the trees may stay. Said trees must be removed at time of lot transfer if the adjacent owner does not agree. (added 1-21-15)

## **SECTION FOUR**

### **ANTENNAS**

- 4.1 Antennas to be no higher than 4 feet above RV or park model.
- 4.2 Satellite antennas limited to a maximum of one meter in diameter.
- 4.3 Ham radio operators may petition the Board of Directors for reasonable exemption to antenna height restrictions.

## **SECTION FIVE**

### **SIGNS & FLAG POLES**

FOR SALE or FOR RENT signs shall be no larger than 18 inches x 24 inches and will be at least 5 feet behind the curb. All For Sale or For Rent signs must display "55+" on the signs (a 55+ sticker is available from a member of the Architectural Rules Committee). (rev 1-21-15)

Flag poles may be placed no closer than 5 feet from the front lot line and no closer than 2 feet to any side or rear lot line. Poles shall be no higher than 25 feet from the ground. (Amended February 14, 2013)

## **SECTION SIX**

## LOT LIGHTING

Lamp posts are to be located within the following guidelines:

- A. From the street side of the curb not less than 5 feet.
- B. From the side of a lot not less than 2 feet.
- C. Setting height to be 5 feet 3 inches to 5 feet 7 inches.

All outside lighting shall utilize bulbs that provide no more than 1800 lumens (equivalent to a 100 watt incandescent bulb). Other higher lumen bulbs may be utilized if in conformance with Pinal County requirements.

## SECTION SEVEN

### UTILITIES

All electrical, sewer, and water revisions or extensions require Architectural Committee and Pinal County permits.