

Zion Ridge Consolidated Development Updated Building Guidelines & New Construction Checklist HOA Board approval 3/19/22

In the Zion Ridge Development, new home construction is governed in part by the articles in the HOA CC&Rs. These guidelines and checklists have been developed and approved by the HOA Board and are provided to homeowners and contractors in an attempt to clarify and give specific requirements regarding the meaning and intent of the information in the CC&Rs. These guidelines serve as a more detailed extension and clarification of the CC&Rs.

Since 8/1/2016, our HOA has had an established set of building requirements as outlined in our CC&Rs. Prior to new home construction, please review the CC&R document in detail, especially articles IX, X and XI. Homeowners that need a copy of the CC&Rs can contact Lynnette Spencer, HOA Secretary at Lynnette@zionponderosa.com, or can contact a member of the HOA Architectural Review Board (ARB). In a review of the extensive CC&Rs, anyone can contact a member of the ARB with questions.

The nature of the Zion Ridge community and a central requirement in the CC&Rs is that any new construction must be built and intended as a single family home. See Article 1(M) of the HOA CC&Rs.

In using the following checklist and guideline information, the ARB will work closely with homeowners to ensure clarity of requirements and prompt responses to questions so that the homeowner can move forward with their home build effectively. The information is divided into three phases of process and requirements for the homeowner: before, during and after construction.

Information for homeowners of existing, completed homes

1. Modifications and/or additions to existing, completed homes require the same ARB approval process in these guidelines. Some elements of the process requirements may not apply, depending on the nature of the project the homeowners intends.
2. In the event a home is to be sold, and for which there is no paved driveway connecting to the common road, paving of the driveway will be required by the ARB to be completed by either the seller or the buyer.

Pre-construction phase checklist for homeowner

1. Submit complete set of plans to ARB for review and approval. Plan set must be submitted in electronic form. Homeowner or lot owner should share a copy of the HOA CC&Rs and these building guidelines to the design architect prior to completion of building plan development. Plans must include the following:
 - Full set of building plans with all dimensions.
 - Plot plan showing building placement and orientation including setback measurements and driveway location. Setback limits are 50 feet front, 12 feet sides and 30 feet rear.
 - The driveway must be paved. The homeowner's choice of pavement surface must be identified in the plans (either asphalt or concrete). Completion of the driveway paving must be completed prior to final approval by the ARB.
 - Exterior elevations for all four elevations, front, back and both sides.
 - Exterior rendering showing exterior materials and color plan for all exterior surfaces, siding and roof color.
2. Specific requirements for building plans. (Also see CC&R Article IX).
 - Maximum home size is a function of a number of issues including: home must be built on a single lot, water capacity based on East Zion Special Services District (SSD) water line restrictions of 3/4 inch, parking and intended use as a single family home.
 - Maximum height of the home is 40 feet. This is measured from finished grade to the highest point of the finished structure (CCR Article 9.27). Heights need to be shown in the plans or shown as a calculation in the plans.
 - The maximum height of any entry structure is strongly recommended to be 10 feet 6 inches. The absolute maximum height allowed for ARB approval is 11 feet 6 inches. The referenced height is measured from finished grade to the lower edge of the horizontal beams in the proposed entry structure.
 - House colors must be earth tones with composition or metal roofs of earth tone colors. Roofs must be of fire resistant material, no wooden shake roofs.
 - Exterior walls that are visible from the road must meet a 60% stone to 40% wood composition, unless the home is built in log cabin effect. Stucco may not be used on exterior walls visible from the road. Concrete walls visible from the road must be covered with natural or cultured stone or stucco. Walls not visible from the road may have stucco, if necessary. Proposed stucco areas must be shown in the plans submitted to the ARB for approval.
 - All propane tanks must be installed underground at least 18 inches below ground level.
 - Kitchens - Homes may have one primary kitchen and one limited use indoor/outdoor kitchen subject to ARB approval.

- Bathrooms - Homes may have up to one full bathroom for each bedroom. The bathroom shall be adjoining or nearby the intended bedroom to be served. Each such bathroom may have a maximum of two sinks, one toilet, one shower and one bathtub. An additional 1/2 bath may be allowed subject to ARB review. Dormitory style bathrooms are not allowed.
 - Parking - Homes must have a ratio of adequate parking based on the number of guests the home sleeps. Homes may have a maximum of 6 parking spaces. Additional parking, including overflow parking must first be reviewed, and may be approved by the ARB. Paved parking to be consistent with the appearance of a single family home.
3. Submit plan review fee of \$300 to the ARB. Payment to be sent to the HOA Secretary, Lynnette Spencer at the Zion Ponderosa office. Once Lynnette receives the fee and notifies the ARB, the plan review period will begin. The ARB must respond in writing (may be via email) within 30 calendar days.
 4. Homeowner and Contractor to sign on page 5 their receipt and acceptance of these guidelines and CC&R Article XI.
 5. Receipt of written plan approval by homeowner. Approval may be by ARB or by ARB and HOA Board at the discretion of the ARB.
 6. ARB approval of homeowner selection of contractor. This applies to the approval of a contractor new to building in Zion Ridge. Contact an ARB member for this.
 7. Contractor to provide a copy of their construction liability insurance showing the HOA as an also insured. Contractor or insurance agent can contact either an ARB member or Lynnette Spencer for clarification.
 8. Road impact fee - Contractor or homeowner to submit road impact fee to Lynnette Spencer.
 1. The fee is an amount intended to offset the future cost from expected heightened wear on the common roadway due to construction traffic and heavy equipment traffic. The fee is a tiered scale based on the size of the home. Refer to the fee schedule in the table below.
 2. Any observed additional specific damage to the road in Zion Ridge may result in HOA recovery of the cost from the homeowner.
 9. Homeowner/contractor set date for beginning construction and inform ARB.

Home Size (Sq. Ft.)	New Construction Road Impact Fee
1800-3000	\$1,500
3001-5000	\$2,500
5001-7000	\$3,500
7001 and up	\$5,000
Existing Home Remodel/Change Road Impact Fee	
	\$0 to \$1,000 ARB decision

Construction phase guidelines for contractor/homeowner

1. Homeowner and contractor to review all of CC&R Article XI Construction Requirements and restrictions.
 - The homeowner and contractor are responsible to be aware of all requirements of CC&R Article XI, Construction Requirements and Restrictions. A copy of Article XI is attached to these guidelines for reference.
2. Begin construction.
3. Prior to the start of all other construction, a suitable entry/exit point must be prepared for construction.
 - Access during construction must be through one access point. The access point must be within the ABL (Acceptable Building Location), which is within the setback limits of the sides of the lot. The identified access point must be improved to minimize damage to the asphalt roadway edge and minimize mud, gravel and other debris from getting on the roadway. The improvements required at the access point include the following in the two bulleted items immediately below:
 - Compactable material such as road base or gravel must be placed and compacted from the edge of the road at a width of at least 12 ft and a length of at least 15 ft. The compacted material must be filled to a height so that when it is compacted, the base matches with the surface height of the roadway asphalt at the approved access point.
 - In addition a rumble plate, steel grating or other suitable device designed to bear the weight of heavy equipment and to shake off or remove most debris from vehicle tires on exit must be placed prior to construction start.
4. During construction, the ARB has authority to seek clarification from contractor or homeowner to verify intent or adherence to the approved building plan. ARB members may visit the project site for monitoring the project per Article 2 .5.
5. The permissible area for all construction activity, storage, trash receptacles, sanitary facility, etc. is the Approximate Building Location, which is the area bounded by the setback limits on the property. All properties in Zion Ridge are bounded by other private lots, HOA common areas or both.
 - No use or impact by the contractor is allowed on these adjoining properties.
 - Tree removal is to be kept at the minimum required for construction and for appropriate fire safety.
 - Brush and tree debris from construction activity is to be disposed of by contractor, not left on site nor in any common area or adjoining lot.
6. Construction sites are required to be kept clean on a daily basis. During the construction period, each construction site shall be kept neat and shall be properly policed to prevent it from becoming an eyesore/detriment to the Community.
 - Dirt, mud, or debris resulting from activity on each construction site shall be promptly removed from public or private roads, open spaces and driveways or other portions of the Subdivision on a daily basis.
 - Trash must be in an acceptable container and the container must be emptied regularly so that it is not overflowing.

Continuation of Construction phase guidelines for contractor/homeowner

- 7. Sanitary facilities are required and must be placed away from the road in a discreet location.
- 8. Parking of construction vehicles or equipment must be on ABL, not on the road, nor in the area between setback lines and property line.
- 9. Homeowner and Contractor to sign on page 5 receipt and acceptance of these guidelines and CC&R Article XI.

Signatures:

Homeowner/date

Contractor/date

ARB member/date

ARB member/date

Post construction guidelines/information:

1. Fire Protection. Homeowner to review CC&R Article 9.36 Fire Suppression. The requirements outlined are for the protection of your home and adjoining or nearby homes. Homeowners are expected to have a plan for tree trimming, brush removal and flammable debris removal in accordance with article 9.36. Questions to the East Zion Fire Chief, members of the ARB or HOA board members are resources for help in planning. Also, homeowner to review the fire protection information on the Zion Ridge HOA website zionhoa.com.
2. Homeowners, once the home is completed please be aware there is no parking allowed on the street. All parking must be done in the parking areas within your lot. This requirement is to meet traffic safety and fire safety needs.
3. Homeowners to contact an ARB member to complete a walk-through and completion sign-off at the close of construction to verify.
4. Kane County Documents - Homeowners to submit a copy of the Kane County issued occupancy approval permit and conditional use permit (if applicable) to the ARB at the close of construction.
5. Homeowner to review CC&R Article IX for information on permitted activity and operation of their new home. Any questions can be made to members of the ARB or other HOA board members.

Architectural Review Board

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Zion Ridge Consolidated Development
HOA Building Guidelines
Homeowner Checklist for Lot# _____
HOA Board approval 3/19/2022

Homeowner _____ Contact _____

Contractor _____ Contact _____

Checklist Items:

1. Homeowner signs receipt acknowledgment of these guidelines.
2. Homeowner has shared copy of the CC&Rs and of these guidelines with the designer/architect.
3. Homeowner has provided the ARB with a complete set of plans for the project.
4. Homeowner has paid the \$300 HOA plan review fee to Lynnette Spencer.
5. ARB begins plan review. Written response to homeowner due from ARB within 30 calendar days. CC&R Article 10.2 (b).
6. Homeowner provides name and contact for the contractor. If needed, ARB promptly vets the contractor and notifies homeowner and contractor of response.
7. Contractor provided copy of their construction liability insurance with the Zion Ridge HOA listed as an also insured to the HOA through Lynnette Spencer.
8. Contractor or homeowner has paid the road impact fee to the HOA through Lynnette Spencer. See fee schedule P.3 of this document for fee amount.
9. Homeowner/contractor sets date for begin construction and informs the ARB.
10. Contractor installs improved access apron prior to initiation of any other construction (see page 4, item 3 of this document). Contractor has completed placement of sanitary facilities on site for construction personnel.
11. ARB periodically monitors/seeks clarification from contractor/owner during construction process to clarify intent and adherence to CC&Rs and building guidelines.

ARB member contact: We are here to help answer any questions!

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