3 CANYONS RANCH MASTER HOMEOWNERS' ASSOCIATION

MASTER DESIGN COMMITTEE GUIDELINES

REVISED
June 2025

Approved by the 3 Canyons Board of Directors 29 May 2025

3 CANYONS HOMEOWNERS' ASSOCIATION MASTER DESIGN COMMITTEE GUIDELINES

1. INTRODUCTION

Purpose: The purpose of these guidelines is to assist 3 Canyons Ranch Master Homeowners' Association ("3C") members (defined as current legal property owners) with complying with the design requirements, restrictions and procedures mandated in the 3C Master Declaration of Covenants, Conditions and Restrictions ("CCRs"), Bylaws, Gate & Roadway Guidelines and Association Rules (i.e., "Governing Documents"). These guidelines are NOT intended to be all inclusive but rather to augment and clarify existing and applicable Governing Documents (GD). This version reflects changes to Section 11 (Violations), an additional Section 12 (Temporary RV, Utility Trailor and Equipment usage) and minor edits to promote clarity. These guidelines are effective 01 June 2025 and supersede all previous versions.

Scope: These guidelines are applicable to all 3C members.

Responsibilities:

3C Board of Directors (BOD). The BOD serves as the non-profit governing body for 3C. As such, the BOD is responsible for the protection, improvement, alteration, maintenance, repair, administration and operation of 3C as specified in GD. The BOD facilitates these responsibilities, in part, by appointing a Master Design Committee (MDC) Chair and providing oversight, guidance and approval of MDC operations. The BOD shall appoint a member of the board of directors as the MDC Chair annually. The BOD will oversee all violations and fines, as well as approve or deny as appropriate, all member requests for exceptions and variances in accordance with the GD.

MDC Chair. The Chair is responsible for the day-to-day administration of MDC operations including implementing procedures, timelines, and design guidelines and reporting and processing violations in accordance with the GD and guidance from the BOD. The Chair will schedule periodic meetings, prepare meeting agendas & minutes and approve, deny or table member applications on behalf of the MDC Committee. The MDC Chair will notify the BOD of reported, confirmed violations of the GDs and provide a written summary of MDC activities a minimum of every three (3) months.

MDC Committee Members. The MDC Committee is comprised of volunteers from the 3C membership and approved by the BOD. Committee members are assigned various duties and responsibilities by the MDC Chair. Generally, these include researching, answering and assisting 3C members with their MDC questions and requests; providing recommendations to the MDC Chair to approve, deny or table member MDC applications and identifying and reporting suspected violations of the GDs to the MDC Chair.

3C Members. All 3C members are expected to adhere to the procedures, requirements and timelines specified herein and in accordance with the GD. Members may petition the BOD directly for an exception or variance. Related forms, procedures and GDs are available on the public 3C website at https://www.threecanyonsranch.com/

2. MDC PROJECT APPLICATION OVERVIEW

The MDC shall review member proposed improvements, additions and changes to property (i.e., "projects") within 3C to verify conformity with the GD and these guidelines. This includes, but is not limited to construction, placement, size, color, elevation and style of both new and existing structures and improvements, such as residences, sheds, garages, fences, walls, wells, pools and driveways as further specified in CCRs.

Members desiring any curb cuts (i.e., roads or driveways) that enter or exit the 3 Canyons Ranch Road shall apply to the 3C Road Committee for curb cut review and approval. Members shall submit a copy of the Road Committee Curb Cut Approval to the MDC with any subsequent construction project request as applicable.

Members shall not begin projects before receiving written MDC approval. 3C members are encouraged to contact an MDC Committee member with any questions or for assistance with completing the project application request. MDC members and their contact information are listed on the 3C website. The MDC meets monthly, either in-person or in teleconference as circumstances warrant. Meeting dates & times are posted on the 3C website. For a member's project application to be considered at the next MDC meeting, complete project applications and all required supporting documents must be received by the MDC Chair no later than 7 calendar days prior to the scheduled meeting. Members may submit project applications either in electronic (preferred) or hardcopy format to Master Design Committee via PO Box 970 Hereford, AZ 85615 (hard copy) OR via email to the MDC Chair at mdc@threecanyonsranch.com

3. MDC PROJECT APPLICATION CONTENT

The following paragraphs are intended to streamline and assist members and prospective members in identifying what information and supporting documents are required in order to submit a project application for MDC review. All project applications shall contain sufficient detail to enable the MDC to assess compliance with the GD.

MDC Checklist. All project applications shall include a completed MDC Checklist (CL) signed by the CURRENT property owner as determined by the 3C property management team. A sample CL is located on the 3C website.

Site Plan. Site plans are required for all construction-related applications. The site plan is a drawing or survey map of the member's property and includes the location of proposed project, setback measurements to all property lines from the proposed project, any proposed utilities (i.e. well, power, etc.), all other existing buildings, fences, walls and easements and a compass arrow orientation showing north.

Members are responsible for ensuring proposed projects do not impede any existing easements. Setback requirements are specified in the GDs and CCRs Section 4.3.4.

Structure / Floor Plans. New structures, such as a residence, guest house, barn, shed, garage or similar, shall include drawings of the proposed construction. Drawings shall contain sufficient detail to accurately determine structure size, style, elevation, HVAC and livable square footage, as applicable. The elevation drawings shall show the proposed structure from the front, back and sides, and shall specify all dimensions (length, width, and height) and include any proposed roof-mounted improvements. Applications shall also identify any proposed heating, ventilation and air conditioning (HVAC) systems. HVAC plans shall illustrate where the air conditioning compressor, air handler and/or evaporative cooler will be located. Note roof mounted units are required to be entirely screened behind a parapet or screen (not to exceed four (4) feet in height) and not be visible to surrounding properties, as specified CCRs Section 4.2.29.

Exterior Color Scheme. An exterior color scheme shall be included for all buildings, structures, fences and walls. A sample or brochure illustrating the type and color of roofing material is also required. Pre-approved color schemes are depicted on the Exterior Color Chart posted on the 3C website and attached to this document. These reflect the darkest permissible colors in the color scheme. Lighter colors in the range, as well as white, are acceptable.

Building Permit. Project applications shall include an approved building permit if required by Cochise County. It is the members' responsibility to contact Cochise County to determine this requirement. Note that 3C annual member assessments are based in part upon the livable square footage as identified on the approved building permit.

Fences & Walls. All proposed fences and walls shall be shown on the site plan and shall indicate the proposed dimensions, style, type of material and color.

Curb Cut. All projects requiring curb cuts (roads or driveways) entering or exiting the 3C Ranch Road easement area also require 3C Road Committee Approval. Contact a Road Committee member for the specifications of a curb cut on 3 Canyons Road. 3C Road Committee members and contact information are available on the 3C website.

4. MDC PROJECT APPLICATION PROCESS

A simplified overview of a typical application process is attached to the end of this document for member convenience.

Upon receipt, the MDC Chair shall review the application to determine whether all documentation is present and of sufficient detail to process the project application as applicable. Applications received from members that are NOT in "good standing" or that are incomplete shall be held without action.

The MDC shall review the completed project application during its monthly meeting and

the member or member's agent may attend or participate if desired. The primary sections of the GD used by the MDC to review member project applications for conformity are Section 4.2.3 (Signs), Section 4.2.4 (Animals), Section 4.2.7 (Lights), Section 4.2.8 (Antennas), Section 4.3.4 (Setbacks), Section 4.3.5 (Height Restrictions), Section 4.3.6 (Story Restrictions), Section 4.3.7 (Size Restrictions), Section 4.3.8 (Number of Buildings), Section 4.9 (Fencing), Association Rules 13 (Vehicles), Rule14 (Miscellaneous structures not to exceed 200 square feet) and Rule 18 (Setback Requirements for Wells).

In some cases, the MDC may request the member or member's agent attend a preliminary onsite visit to clarify project details, placement and setback requirements.

To be considered at the next scheduled MDC meeting, completed project applications together with all required supporting documents shall be received by the MDC Chair no later than 7 calendar days prior to the meeting date published on the 3C website. The MDC Chair exercises sole discretion to waive this submission timeline based upon extraordinary circumstances.

The MDC Committee's intent is to review, approve or disapprove member project applications within 30 days of receipt (i.e., the "review period"). Note the official review period begins when the MDC Chair receives the complete, signed application and all required supporting documentation. Upon completion of the review period, the member will receive written notification from the MDC Chair of approval or reasons for non-approval as applicable. MDC approval is presumed if the MDC fails to provide the member with a written decision by the end of the official review period. Should the MDC disapprove a project for nonconformity of the GD, the member may either appeal to or request a variance from the BOD.

Once a project application is approved, the member shall, at the discretion of the MDC Chair, schedule at least two on-site formal reviews (an Initial and a Final) during the construction phase for the purpose of monitoring compliance with the MDC approved plans. Note, formal reviews are typically not applicable for non-construction projects. The member or member's agent shall be afforded an opportunity to attend both formal reviews.

An initial onsite review is performed after site prep and trenching is completed but before construction begins. The primary focus of this review is to verify project location, size, dimensions and setback requirements before construction begins. Within five business days after the formal review, the MDC Chair shall provide a written report to the member or member's agent reporting compliance or specifying any deficiencies, violations or unauthorized variations of the approved plans.

A second formal review is typically conducted immediately following final construction. The primary focus of this review is to verify the final project conforms with project application previously approved by the MDC.

Within five business days after the second formal review, the MDC Chair shall provide the member a copy of the written report reporting compliance or specifying any

deficiencies, violations or unapproved variations from the approved plans. If the written report does not specify any deficiencies, violations or unapproved variations from the approved plans, the MDC shall, within 30 days, recommend the 3C Treasurer release the refundable portion of the construction deposit monies to the member as applicable. If the report identifies any deficiencies, violations or unapproved variations from the approved plans, 3C may retain the CD as directed by the BOD.

Project applications expire on the date specified in the MDC Approval Letter; generally, after one year or upon the expiration date of the County-approved Building Permit. 3C expects members to complete all project requests within this timeframe. This provision is intended to provide members with ample time to complete projects while shielding nearby fellow members from the potential adverse effects of ongoing, long-term construction activities. Upon a written request from the member, the MDC may grant a construction extension based upon extraordinary circumstances. As applicable, members shall include an approved, revised building permit that covers the extended construction period. Projects not completed within the proscribed timelines may require the member to resubmit a new project application to the MDC for review and may incur financial penalties as specified in the 3C Violation Enforcement Policy.

Neither the approval of the plans nor the approval of the actual construction by 3C shall constitute a representation or warranty that the plans or construction comply with applicable governmental requirements, engineering, design or safety standards or easements.

5. 3C PROJECT APPLICATION FEES

As part of the application submission process, members shall remit to the 3C Treasurer, PO Box 970, Hereford, Arizona 85615, a Construction Deposit (CD) in the amount of $1000 for construction of a residence, guest house or for an addition to an existing residence or guest house. No application fees are required for any other project applications. If no violations are noted during or immediately following the construction period, the CD shall be returned to the member in accordance with Section 4, less a $200 non-refundable administrative fee. Members are reminded that 3C annual assessments (i.e., “dues”) are calculated, in part, upon livable square footage as annotated in the approved building permits. Assessments are effective and prorated from the date the MDC approves the member application. All questions regarding Assessments or CD should be addressed to the 3C Treasurer as reflected in the Contact List published on the 3C website.

6. 3C SUBDIVISION REVIEW & APPROVAL

Developers shall submit the plat for a new subdivision of lots or parcels to the MDC prior to submission to Cochise County. The MDC shall review the submission to ensure there are no conflicts with the GDs. After approval of the plat by Cochise County, the MDC shall submit the subdivision to the BOD for review and approval.

7. 3C NEW VILLAGE REVIEW & APPROVAL

New villages shall comply with the 3 Canyons Ranch GDs and shall be governed by Village CCRs, Village association articles of incorporation and bylaws (i.e.: Village GD"). A complete set of the proposed Village GD shall be submitted to the MDC prior to implementation. All proposed Village GDs shall comply with the 3C GDs. Submission of the village governing documents shall include a $3,000 application fee plus any additional attorney and other fees, to cover the cost to 3C for review of the proposed village governing documents. After the initial approval by the MDC, the village governing documents shall be submitted to the BOD for review and approval.

8. ROLE OF MASTER DESIGN COMMITTEE FOR NEW VILLAGE

Notwithstanding the creation of a Village MDC or Architectural Committee (AC), all new construction and site improvements will be submitted to the 3C MDC along with any applicable application fees, until such time as the village association implements an MDC or AC composed entirely of village owners and the control of the village association is transitioned from the developer to a village association board of directors composed exclusively of village owners other than the developer. Copies of all respective village project approvals shall be provided to the 3C MDC within 30 days of the Village MDC / AC approval.

9. 3C REAL ESTATE AND CONSTRUCTION SIGNAGE

The member or member's agent may place one real estate sign on the property. The size of the real estate sign shall not exceed eighteen (18) by twenty-four (24) inches with a rider of six (6) by twenty- four (24) inches. One construction sign not to exceed two (2) feet by four (4) feet in size and six (6) feet high may be placed on the property or at the entrance to a village. The sign shall be removed within ten (10) days of the sale or completion of the construction. No signs shall be placed in the right of way on 3 Canyons Road in accordance with CCRs Section 4.2.3.

10. 3C CLUSTER MAIL BOXES

The member shall submit a completed MDC Checklist depicting the proposed location, size, style and color of a USPS-approved cluster mail box. The submission shall also include written approval from the Hereford Post Office regarding the mailbox type and location and (2) all property owners within 100 feet of the proposed mailbox location. Mailboxes shall not encroach upon the 3C Road easement or other rights of way.

11. VIOLATIONS

Members are responsible for all violations that occur on their property including actions performed by guests, tenants or contractors pursuant to the 3C GDs. The 3C MDC is responsible for facilitating this policy under the oversight and direction of the BOD. Specific policy, enforcement actions, financial penalties and appeal procedures are addressed in

the 3C Violation Enforcement Policy and published on the 3C website.

12. TEMPORARY USE OF RECREATIONAL VECHICLES, UTILITY TRAILERS & EQUIPMENT

Members may temporarily park and employ recreational vehicles, utility trailers, moving vans, storage containers, utility tractors and similar equipment in unscreened locations on their property as defined in CCR 4.2.6 and 4.4.11 to facilitate loading / offloading for no more than (3) days in any 30-day period. Parking, use & storage beyond this provision requires a member project submission and prior written MDC approval.

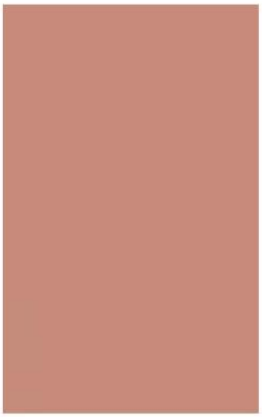
SUMMARY

These guidelines are a “living document,” and as such, may be revised periodically as circumstances warrant. Members are encouraged to check for the most current version of these Guidelines, 3C Policies and other GDs on the 3C website at https://www.threecanyonsranch.com/

ATTACHMENT 1 (EXTERIOR COLOR CHART)

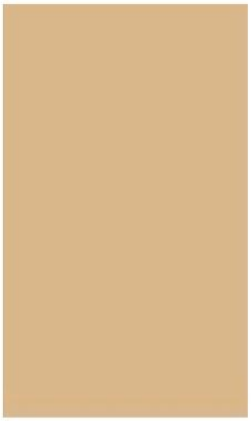
The below exterior color scheme samples reflect acceptable color shades for exterior buildings, structures, and walls. Note that the colors below are the darkest acceptable colors in that range. All lighter shades in each range and white are acceptable.

The paint colors below are listed with paint brands and paint codes.



Fireplace Glow
Behr #M190-5

Cappuccino Froth
Behr #N210-2



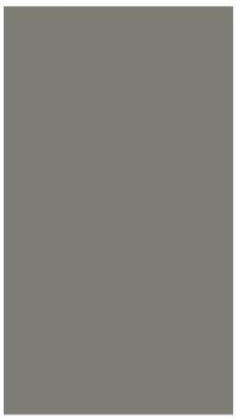
Beehive
Behr #M270-5

Egg Cream
Behr #270-4

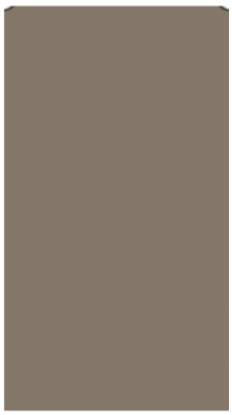
Keemun
Behr #M330-6

Red Curry
Behr #S170

Split Rail
Behr #N250-6



Station Gray
Sherwin Williams
#SW3273



Foothills
Sherwin Williams
#SW3441

Fired Brick
Sherwin Williams
#SW6335

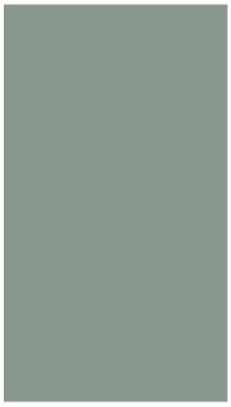
Rusted Earth
Valspar #2002-7A

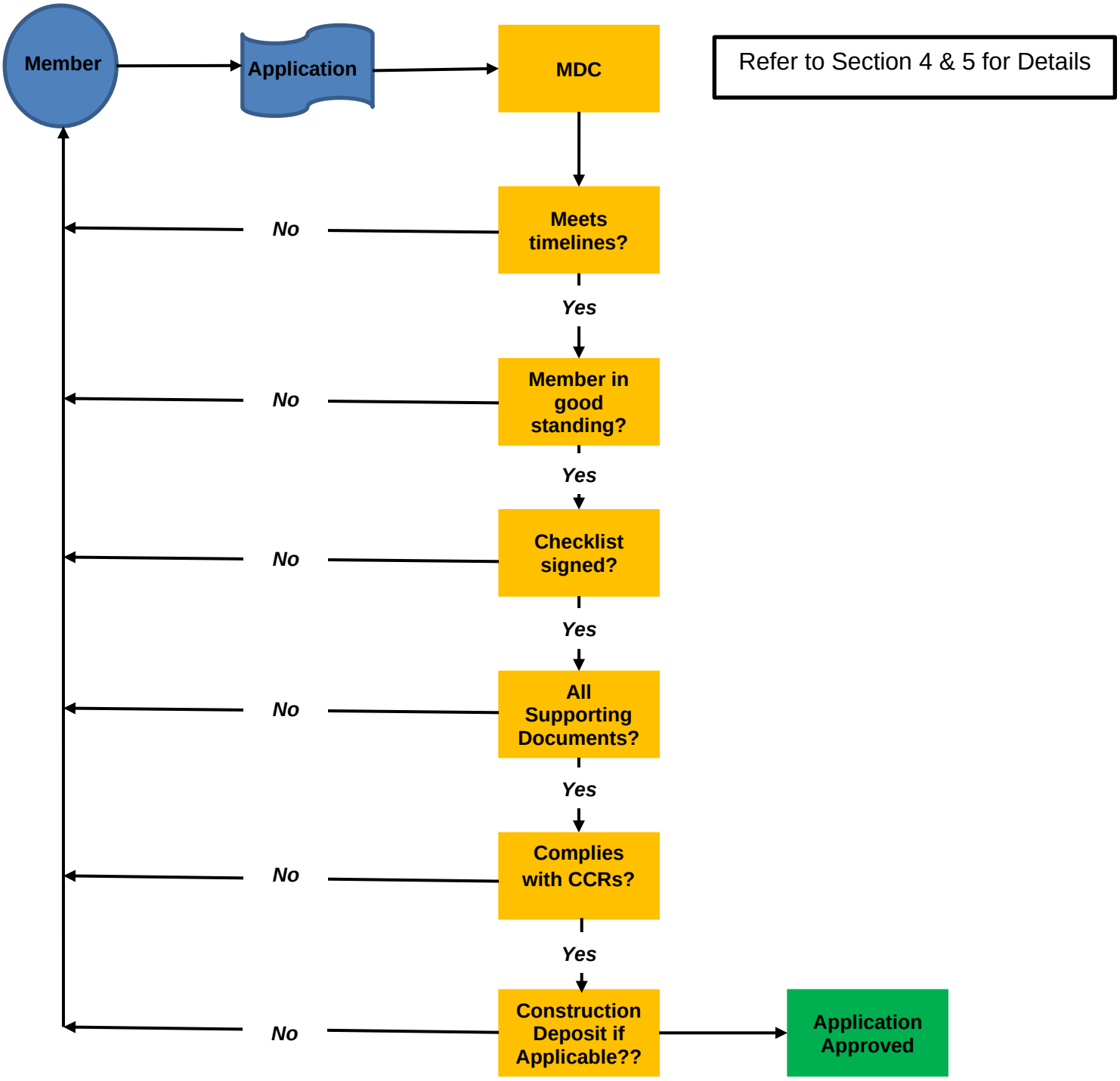
English Tea Party
Valspar #6004-2C

Falcon's Plume
Valspar #6002-2C

Italian Leather
Valspar #6005-2C

Sumatra Blend
Valspar #2008-9A



Birch Forest
PPG #1134-5

ATTACHMENT 2 (MDC APPLICATION PROCESS SIMPLIFIED)