

La Mariposa Homeowners Association

ARCHITECTURAL GUIDELINES AND APPROVAL PACKET

Contains the documents:

- 1. For Owners – Project Approval Process**
- 2. What Projects Need Approval?**
- 3. Construction Guidelines and Responsibilities**





Architectural Approval Process for La Mariposa Estates

v. 01.10.2026

The objective is to have a simple, consistent process that enables Homeowners to easily obtain approval, comply with our CC&Rs and effectively work with contractors.

The ACC provides personal assistance to quickly approve a project based solely on compliance with the CC&Rs.

Project review fees are now waived.

Preliminary Planning Phase	Finalize Plan Phase	Construction Phase	Sign Off Phase
<p>Homeowner</p> <ul style="list-style-type: none"> • Contacts the ACC¹ by phone or email to notify of planned project. • If Approval needed, then Owner and Chair review process by phone • Sends the signed “Project Checklist”² and requested drawings and description to ACC. <p style="text-align: center;"></p>	<p>Homeowner</p> <ul style="list-style-type: none"> • Sends final design choices and supplemental info requested. • Sends a refundable Road repair and cleanup deposit, if required. • Applies for applicable permits from County or State. <p style="text-align: center;"></p>	<p>Homeowner</p> <ul style="list-style-type: none"> • After Final Approval, may start project within 1 year & complete within another year. • Reviews and provides “Construction Guidelines” to workers and contractors. • Notifies ACC if/when project scope changes or additional work is needed. • Notifies ACC when nearing project midpoint. <p style="text-align: center;"></p>	<p>Homeowner</p> <ul style="list-style-type: none"> • Notifies ACC that the project is complete. • Hosts a final site visit. <p style="text-align: center;"></p>
<p>Architectural Control Committee</p> <ul style="list-style-type: none"> • Determines if approval is needed. If YES, sends Homeowner the Process Steps, “Project Checklist” + Architectural References² • Phone call with Owner to review and assist the Homeowner as needed: helps complete forms, can help clarify with contractors, provides guidance as to where to get info on permits³ • Will provide a prompt preliminary decision once project info is complete • Arranges site visit, as needed 	<p>Architectural Control Committee</p> <ul style="list-style-type: none"> • Assists the Homeowner as needed • Can help provide clarification with contractors • Will provide prompt final decision once project info is complete <p>Once project is approved:</p> <ul style="list-style-type: none"> • Sends “Final Approval” to start construction • Sends “Construction Guidelines” • Sends info on how to get a project scope change approved 	<p>Architectural Control Committee</p> <ul style="list-style-type: none"> • Assists the Homeowner as needed • Attends mid-project site visit if applicable 	<p>Architectural Control Committee</p> <ul style="list-style-type: none"> • Attends final site visit • Sends “Final Work Signoff” • Returns deposit(s)

¹ HOA Architectural Committee Chairperson - ArchitectureLMHOA@gmail.com

² In a format that can be used to help the owner understand, and the architect or contractor adhere to, the HOA requirements.

³ The goal is to help Homeowners know where to go to obtain applicable permits from the County or State to comply with the CC&R

La Mariposa Architectural Committee What Projects Need Approval?*

Project Location	Need Approval?	Project Examples Don't see your project, or have questions? >> ArchitectureLMHOA@gmail.com
Interior Home	No*	<p>Plumbing clog or leak; Utilities: water, gas, electrical, phone, cable, Internet, install or repair. Appliances, flooring, cabinet, interior lighting install or repairs. Chimney cleanout or spark arrestor install (should be non-reflective, no chrome, no white); Window and interior door repair, hardware repair, or insulation (does not include recolor or replacement). Bathroom, kitchen, any interior room remodels*</p>
Exterior of Home and Lot repairs, maintenance, or seasonal startup	No*	<p>Septic tank cleanout (not replacement); HVAC repair or summer start-up/winterize; Radon system repair. Roof repair for leak or spot maintenance (not roof resurface nor replacement); rain gutter and canale repair; skylight repair; removal of satellite dishes or antennae. Yard: Drip/sprinkler system repair or spring start-up/winterize; weeding and green waste removal; native tree pruning of dead branches (pines only in dormant winter season, and no topping without approval), removal of dead trees only (cannot remove living or diseased without approval); tree lower limb lifting no greater than 10 feet from the ground, or 1/3 height of tree, whichever is LEAST; tree spraying; mulch (gravel, organic) may be tan/gray; visible mulch from road or neighbors that is a color other than tan/gray/beige, i.e., reds/black need approval by ACC; Exempt from notification: existing garden/vegetable bed maintenance, plant replacement with annuals or southwest/native drought tolerant plants. Paths/Driveway: seasonal maintenance and repair only (<i>not</i> new, re-installation, complete resurface, or color change) of existing concrete, stone, paved, gravel, tiled or other outdoor sidewalk, paths, walking pathways, driveways, parking areas; materials used for repair must be the same, or substantially similar to, existing materials, otherwise please notify ACC. Utilities: water, gas, electrical, phone, cable, Internet, line repair. Stucco/Wall minor crack repair in previously approved color; For complete resurface/recolor of stucco wall(s) or home: please notify ACC. Exterior Door and window hardware repair, waterproofing, or insulation; window cleaning. No approval needed if replacing a broken window or door that matches the existing and trimmed to match. Exterior Trim, Gates repaint or stain to match existing; Gutters/downspouts/conduits: repaint to match the wall or previously approved color.</p>
Exterior of Home and Lot: remodel, rebuild, resurface, reinstallation, and new improvements	Yes	<p>Exterior home/garage colors and features: Stucco/Wall: stucco, paint, color or texture of any exterior wall, even if color 'matching' (see repair above); recolor of any trim, gate or structure. Multiple window/door additions/replacements or recoloring casement or trim; Install, replace, or recolor of gates, awnings, gutters, downspouts, railings; Recolor or replacement of garage doors. Walls/Fences: Building, remodeling any retaining walls, courtyard walls, fences. Landscape: Paths: install or color resurface of any concrete, stone, paved, gravel, tiled or other outdoor sidewalk or path. Hardscape: patios, terracing; rock installation; water feature, pond, pool, hot tub or spa, fountain, garden bed install, edging, fences, raised beds; trellis, portal or ramada new install or remodel; patio coverings, greenhouse, sheds; rain barrels, tanks. Driveway or parking area resurface, apron, edging, or remodel; driveway culvert rework, drainage ditch change. Drainage/excavation: any lot excavation; surface drainage modification; erosion control change; pond, pool, tarp or temporary covering. Plantscape: necessary live tree removal or topping, plant and tree installation in garden beds; mulch (gravel, organic) that is visible from road or neighboring lots and is a color other than tan/gray/beige, e.g., reds/black need approval by ACC; All deciduous trees, and trees that may grow taller than pinon/juniper. Roof resurfacing, new roof or roof replacement; replacement or new skylights, satellite dish, antennae, solar installation, canales, etc. Heating/Cooling: install or replacement evaporative cooler, condenser, mini splits, air conditioning; Radon system install-paint to match home. Other Major construction: Septic replacement; new construction of home, garage, addition, guest quarters, major landscaping, outbuildings. Free standing Casitas are not permitted, as each lot is limited to a single-family dwelling.</p>

- If you will be adding or replacing elements to the roof, such as vents, HVAC, or replacing doors/windows during an interior remodel or exterior repair, please reach out to architecturelmhoa@gmail.com for guidance. Owners are responsible for verifying their project needs or does not need approval, as this list is not comprehensive. Owners may be fined if a project is started without attaining Final Approval. Please contact architecturelmhoa@gmail.com for any guidance or questions, as we are here to help owners successfully and promptly complete their projects. V. Jan. 10, 2026

La Mariposa Architectural Review Committee
Construction Guidelines
Responsibilities of Owners and Contractors

1. Homeowners are asked to please contact the ACC Chair:

- a. As soon as any work needs to be changed or is different from the Final plans in order for the ACC to review and approve this change.
- b. To schedule a site visit approximately halfway through the work (for large projects) and near the completion of the work for smaller projects.
- c. When your project is delayed.
- d. When your contractor needs approval for work done outside the usual hours, i.e. a concrete pour during summer.
- e. With your expected project completion date and to schedule a final site visit within 2 weeks after your project is finished to obtain the project's Final Work Approval.
- f. To immediately report to the ACC chair any damage done to street, shoulders or utilities, per CCRs, or an assessment may be necessary.
- g. If applicable to this project, please send a digital copy of any County or State required permits obtained to the ACC Chair.
- h. Construction will need to start within one year of Final plan approval and be completed within one year from the start date.

2. Homeowners Responsibilities:

- a. Please notify your nearest neighbors of the construction proposed and anticipated end date and ask them to contact you if they have any concerns, and try to work together to address them.
- b. Depending on project duration and number of workers, consider providing a Porta John. Try to locate it out of view from the street if possible. At the discretion of the ACC, a Porta John may be required for more significant projects.
- c. Our private neighborhood roads and shoulders are vulnerable to damage from vehicles and construction equipment, and their routine maintenance represents the largest budget item that all members pay for through their annual dues. ***Be advised that road, shoulder, or utility damage that is caused by the construction process or contractor vehicles during a homeowner's project is the responsibility of the homeowners.***
- d. For projects that may use heavy equipment/vehicles for construction, or at the discretion of the HOA, we may ask the owner to supply a \$1000 Road Repair/Clean Up Deposit to the HOA. This deposit will be promptly returned after the final site visit, assuming the roads, shoulders and utilities near the job site are in good condition.
- e. Homeowners are asked to manage worker parking to minimize road pavement edge and shoulder damage. So please ask each worker to park on the owner's property, and if parking on the road is absolutely necessary, ask them to place ***ALL vehicle wheels at least 12" from the road edge***, and not to drive over the pavement edge or on the shoulder. (This is counterintuitive but reduces damage when driving over the edge of pavement and still enables traffic to pass on the other side of the road).

Please read and distribute the following Contractor Guidelines to your contractors and workers to ensure your project run smoothly and supports our community

1. Work Hours: 7am to dusk, Monday - Saturday only, not on holidays. Please, only quiet indoor work on Sundays or Holidays. **Please remind workers to observe the 25mph speed in the subdivision, as there are many walkers, joggers and bicyclists.**
2. All worker vehicles are to park on the owner's property, and if parking on the road is absolutely necessary, **place ALL vehicle wheels on the road black pavement, and not drive over the pavement edge or on the shoulder.**
3. Please keep the community and construction site and roads clean; contain construction debris and garbage daily, especially on windy days. Please remove debris and garbage daily and clean adjacent streets weekly.
4. Cleanup means: removal of cut trees, trimmings and other vegetation; daily removal (or covered storage for later disposal) of scraps, litter and refuse of all kinds, including but not limited to lunch bags, boxes, napkins, beverage containers and any other objects which may be scattered by the elements; removal of rock, gravel, sand, concrete, dirt or any other substances tracked into the street. Owner may be charged \$50 daily if site/roads not kept clean.
5. Please flag the property or, as applicable, the construction area boundaries before construction so as to prevent machinery (backhoe, tractor, conveyor) or workers from encroaching on adjacent property.
6. For larger projects, or those with multiple subcontractors, please post a Notice of Construction on the street side so workers identify the correct site; the Notice should include contact information for both the contractor and the owner.