



## **Owner's Information Relating to Architectural Guidelines and Standards**

La Solana has developed Architectural Guidelines and Standards ("AGS") that apply to modifications and/or improvements to all Units within the La Solana Community.

While each of us own Units, they are not free-standing homes. These guidelines and standards compile the relevant points of the Covenants, Conditions and Restrictions ("CC&R") that need to be adhered to protect our property values, the appearance of the community and structural integrity of the buildings.

Article III, Description of Units and Unit Boundaries (pages 6-7)

Article VII, Use and Occupancy Restrictions (pages 16-20)

Article VIII, Maintenance and Repair of Common Elements and Units (pages 20-21)

The AGS's apply to structural, plumbing, mechanical, and electrical modifications within every Unit.

The City of Surprise requires a Permit for specific types of projects listed in the document titled La Solana Unit Renovations, City of Surprise Permit Required FAQ (Pages 4-5). If a building permit is required, it is the responsibility of the Owner or the Contractor to seek approval by the La Solana Architectural Review Committee prior to obtaining the permit.

The Board of Directors may request the owner to provide information from an architect, engineer, plumber, and/or electrician licensed in Arizona who certifies that such an addition, alteration or improvement will not impair the operational or structural integrity of the building within which such addition, alteration or improvement is to be made.

The AGS's also apply to exterior appearance items, including style and colors of door locks, windows, patios and lighting fixtures.

The La Solana Architectural Review Committee processes and procedures are separate and distinct from procedures and requirements imposed by local municipalities. Unit owners shall utilize the City Property Management owner portal to submit architectural requests. See page 6 for detailed instructions to utilize the City Property Management owner portal. Detailed information relating to the Standards and Rules governing all modifications and improvements to Units is included in this informational packet on pages 5 to 8.

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## **La Solana Architectural Request Guidelines**

### **Improvements or Alterations of a Unit**

All La Solana Architectural Requests that involve improvements or alterations of a Unit that require a building permit from the City of Surprise must be submitted and reviewed for compliance with the La Solana Architectural Guidelines and Standards ("AGS") based **only** on the La Solana AGS, not the permitting requirements of the City of Surprise nor any State or Federal governing agency. Approval by the La Solana Architectural Review Committee ("ARC") must be obtained prior to applying for building permits. The La Solana ARC must be notified of any adjustment to the plan during, or, because of the permit approval process.

### **City of Surprise Permits**

1. It is the responsibility of the Unit owner to confirm if a building permit is required by the City of Surprise. The La Solana Board of Directors do not have the authority or the ability to inform Unit owners if the City of Surprise requires a building permit. [City of Surprise Permits & Applications](#)

2. The Unit owner is fully responsible for obtaining the necessary permits as required by the governmental agencies having jurisdiction over the proposed improvement. The Unit owner is solely responsible for compliance with the codes and ordinances of the governmental agencies having jurisdiction over La Solana.

### **Responsibility for Proper Permit**

1. The La Solana Board of Directors shall not be held responsible for any improvement or alteration to the Unit by or on behalf of Unit owners who do not obtain the proper permits. This is regardless of whether the request is approved by the La Solana ARC, as the La Solana ARC makes decisions based solely on the La Solana AGS.

2. Keep in mind that in the event a permit is successfully obtained from the City of Surprise, a La Solana Architectural Request must be submitted, reviewed, and approved before any work can begin. A permit does not guarantee approval by the La Solana ARC or the La Solana Board of Directors.

The contents of these guidelines, and any actions of the La Solana Board of Directors or its agents, are not intended to be, and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for intended use of submitted plans, materials, or improvement, nor ensuring compliance with building codes, zoning regulations, or other governmental requirements. Neither the La Solana ARC, the La Solana Board of Directors, nor member thereof shall be held liable for injury, damages or loss arising out of any approval or disapproval, improvement, or alteration to a Unit.

La Solana Board Review – 03/13/2024

# La Solana Unit Renovations, City of Surprise Permit Required FAQ

## **Electrical System Projects**

1. Replacement of a unit's existing main electrical panel.

Permit required, no review, inspection mandatory.

2. Replacement of an existing circuit breaker of greater than a 25 Amp rating.

Replacement of "like for like sizing" does not require a permit.

3. Removal & replacement of all existing circuit outlets for cosmetic purposes only.

Receptacle or switch device (not the outlet box) change out, does not require a permit.

4. Addition of a new circuit from a unit's main panel.

4.1 Adding a new circuit, no matter the size, requires a permit and review.

4.2 Adding a circuit greater than 40A requires a load calculation and panel directory schedule of the main service for review. A high-resolution photo of the panel directory and breakers for verification may be required.

5. Addition of new device to/or relocation of an existing device (outlet, switch, light fixture) of an existing unit circuit.

Adding or relocating an electrical device or fixture outlet requires a permit and review.

Changing of a light fixture that does not change the location or wiring and the outlet box is rated for the weight of the fixture (like for a ceiling fan with lights or chandelier) does not require a permit.

6. Addition of Recessed Ceiling Lighting Fixtures.

Permit required, no review, however the only acceptable lighting product for installation in a La Solana unit's two hour fire rated ceiling is a ceiling fire resistance lighting assembly rated for 2 hours minimum per UL263, ASTM E119.

## **Heating Ventilation & Air Conditioning (HVAC) System Projects**

1. Full HVAC System replacement of "Like for Like" equipment.

Permit required with no review, inspection mandatory.

2. Full HVAC System replacement of other than "Like for Like" equipment.

Permit required, with a plan review of the required Manual JSD documents verifying the type/sizing of the HVAC equipment and ducting and any change to the electrical system is required.

The contractor doing the work will know what the Manual JSD documents are and should provide them to the homeowner or applicant.

## **Plumbing Systems Projects**

1. Removal, replacement and/or relocation of existing shower mixing supply valve.  
Permit required, no review, inspection mandatory.
2. Removal and replacement of existing shower pan or “one piece” shower enclosure.  
Permit required, no review, inspection mandatory.
3. Removal, replacement and/or relocation of existing bathtub mixing supply valve.  
Permit required, no review, inspection mandatory.
4. Removal and replacement of existing bathtub or “one piece” bath enclosure.  
Permit required, no review, inspection mandatory.
5. Removal and replacement of existing washing machine water supply valves, drain waste vent piping or in-wall enclosure box connections.  
Any change to the drain waste vent system requires permit and plan submittal for review.
6. Removal, relocation or replacement of existing refrigerator water supply valve or in-wall enclosure box.  
Relocation of the water supply valve requires permit with no review, inspection mandatory.  
Replacement of the valve does not require a permit.
7. Replacement of water heater “Like for Like” equipment (40 gallon electric, 3700 watts)  
Does not require a city permit.
8. Replacement of water heater other than “Like for Like” equipment (40 gallon electric, 3700 watts)  
Replacement other than “Like for Like” requires a permit with a review, inspection mandatory.

## **Structural Projects**

Any structural change, adding or removing walls, changing door/window opening sizes etc., requires a permit and a review.

1. Replacement of Unit Entry Door(s)  
Does not require a city permit.
2. Replacement of Unit Window Assembly or Sliding Glass Door Assembly  
Permit required, no review unless there is a change to the “rough opening” size, inspection mandatory.
3. Replacement of Glass Only in a Unit Window, Patio Door or Sliding Glass Door  
Does not require a city permit.

## **City of Surprise Permits & Applications Link**

Source: Chris Knight, City of Surprise, [chris.knight@surpriseaz.gov](mailto:chris.knight@surpriseaz.gov)

City of Surprise Building Plans Examiner

623-222-3130 phone / 623-222-3005 fax

La Solana Board of Directors Review – 03/14/2024

## Architectural Request Submittal Process – Owner Responsibilities

Please note that the La Solana Architectural Review Committee (“ARC”) processes and procedures are separate and distinct from procedures and requirements imposed by local municipalities. Owners are advised that the City of Surprise requires certain permits, depending on the proposed change, alteration, or addition. Refer to Document 2, La Solana Unit Renovations, City of Surprise Permit Required FAQ.

It is the Owner’s responsibility to comply with city permit requirements. Compliance with one set of processes and procedures does not constitute compliance with the other. Likewise, an approval obtained from one governing body does not guarantee or require an approval by the other.

The La Solana office staff will direct owners to utilize the City Property Management (“CPM”) owner portal to submit architectural request forms.

La Solana owners will utilize the City Property Management (“CPM”) owner portal to submit architectural request forms.

<https://cityproperty.com/hoportal/>

At first page:

Click on the “Homeowners Login” button

At the second page:

Sign in to the Owner Access Portal using your registered E-Mail and Password

At first page:

Click on the “Continue” button

At the second page:

In the left hand column of this page, under “My Compliance “

Click on “Submit an Architectural Request”

Follow directions to submit your request.

Upon receipt, CPM will review the submittal form and communicate directly with the owner whether additional information is needed.

Upon completion of their review, CPM will forward the Architectural Request to the La Solana ARC for their consideration. The request must meet all requirements of the La Solana CC&Rs / Rules and Regulations / Architectural Guidelines and Standards to be approved. Copies of this information is available on the [La Solana Living website](#).

The ARC will communicate directly with the owner whether additional information is needed. The ARC will provide a written decision to the owner and CPM.

La Solana Board Approved Process – 01/17/2024



## ARCHITECTURAL GUIDELINES AND STANDARDS

The purpose of these Guidelines is to identify Standards and Rules governing all modifications and improvements to all Units within the La Solana Community. They must be adhered to in order to protect our property values, the appearance of our community and structural integrity of our buildings.

### 1. Good Neighbor Policy for ALL Renovations

- 1.1. All work to be performed between 7 a.m. and 6 p.m.
- 1.2. Building utility carts are provided for resident use only. Commercial use is not allowed. Carts are not to be used for garbage, alteration, renovation and/or construction materials. Unit Owners are subject to a \$500.00 fine for misusing utility carts.
- 1.3. At the end of each workday, the Common Area must be clear and free of all equipment, tools, building materials, debris, and trash.
- 1.4. Owner shall notify residents of adjoining Units (beside, above, and below) as to the work and the timing of work being done in your Unit.
- 1.5. Owner shall coordinate with workers where they will park so that they will not interfere with another resident's parking space.
- 1.6. Workmen are to be instructed to limit unnecessary noise as much as possible (e.g. loud music).
- 1.7. La Solana HOA Board recommends installing a sound barrier (minimum Impact Insulation Class of sound rating 50) when replacing floors on the 2<sup>nd</sup> and 3<sup>rd</sup> floors.
- 1.8. All improvement and alteration waste materials shall be removed off site and not disposed of in La Solana's trash compactor. See La Solana Condominium Association Rules and Regulations Amended February 13, 2024, Paragraph IX. Trash and Recycling, 3. Prohibited Items (page 17).

### 2. Unit Improvements

An Owner may make nonstructural additions, alterations and improvements within the physical boundaries of their Unit without written approval of the Architectural Review Committee.

Source - Covenants, Conditions and Restrictions ("CC&R") Article VII, 7.4 Improvements and Alterations.

### 3. Renovations Policy Requiring Architectural Review Committee Approval

Owners shall utilize the City Property Management ("CPM") owner portal to submit an Architectural Request Form. See Document 3, Architectural Request Submittal Process – Owners Responsibility.

- 3.1. Awnings, Roll Down Shade Elements and Umbrellas
  - 3.1.1 Awnings meeting the color standard of turquoise may be installed above the projecting portion of any first-floor patio.
  - 3.1.2 Roll Down Shades of manual operation, meeting the color standard of brown or bronze, may be installed at balconies or patios.
  - 3.1.3 Umbrellas, meeting the color standard of tan or turquoise only may be added to the patios.

- 3.2 Security and Screen Doors
  - 3.2.1 Security Doors meeting the design of plain bar and color of turquoise may be installed at the Unit's main entrance door.
  - 3.2.2 Security Doors meeting the design of plain bar and color of turquoise may be installed in front of the Patio Door.
  - 3.2.3 Sliding Security Door meeting the design of plain bar and color of bronze or brown may be installed in front of the existing sliding glass door.
  - 3.2.4 One of the following screen doors meeting the design and color of brown or bronze may be installed in front of the Single Patio Door:
    - 3.2.4.1 Retractable flush mounted door in bronze or brown color.
    - 3.2.4.2 Standard aluminum quality door in bronze or brown color.
- 3.3 Window Coverings
  - 3.3.1 Exterior sunscreens meeting the color standard of tan or bronze frames may be installed after an Architectural Request Form has been approved.
  - 3.3.2 The following shall NOT be placed or installed upon the outside and/or inside of any windows of a Unit or any Limited Common Elements without prior written approval of the Board:
    - 3.3.2.1 Reflective materials, including aluminum foil, styrofoam, reflective screens or glass, mirrors or similar items.
    - 3.3.2.2 New enclosures, drapes, blinds, shades, screens or other items affecting the exterior appearance of a Unit, must be white in color facing the outside.
- 3.4 Over-The-Air Reception Devices (OTARD) / Antennas
  - 3.4.1 The OTARD (47 C.F.R. Section 1.4000) rule applies to the following types of antennas:
    - 1. A "Dish" antenna that is one meter (39.37") or less in diameter, and is designed to receive direct broadcast satellite service, including direct -to-home satellite service.
    - 2. An antenna that is one meter (39.37") or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than satellite.
    - 3. An antenna that is designed to receive local television broadcast signals.
  - 3.4.2 A qualifying OTARD antenna shall only be installed mounted on a suitable ballasted or tripod base, painted to match the existing color of the building exterior walls. The mount may only be placed upon the floor surface of the Unit's limited common element balcony or patio area which is considered "exclusive" to the unit and such placement does not require prior architectural committee notification, review or approval.
  - 3.4.3 No attachment to or penetration of the common element wall(s), floor or ceiling of the unit's limited common element balcony or patio area in support of a OTARD antenna installation is permitted.
  - 3.4.4 No qualifying OTARD antenna shall be mounted in such a way any part of the antenna or its supporting mount projects beyond the vertical plane of the interior surface of the unit's patio or balcony enclosure wall.
- 3.5 Baseboard Replacement
  - 3.5.1 Owner shall obtain the vulnerable utility diagram from the La Solana office staff.



### 3.6 La Solana Architectural Material Standards

#### 3.6.1 Owner shall adhere to the La Solana Architectural Material Standards.

The Association shall no longer recognize grandfather rights at the time of sale for non-approved installations. If you have installed non-standard materials (i.e., umbrellas, sunscreen, blinds, doorknobs, etc.) without prior written consent of the Architectural Review Committee of the Board, it shall be the Owner's responsibility to remove the item prior to the sale of the Unit.

#### 4. Renovations Policy Requiring Board Approval

- 4.1. An Owner shall not make any structural additions, alterations, or improvements within a Unit, unless prior to the commencement of each addition, alteration or improvement, the Unit Owner receives the prior written approval of the Board and the Owner retains an architect or engineer licensed in Arizona who certifies that such addition, alteration or improvement will not impair the structural integrity of the Building within which such addition, alteration or improvement is to be made. Source - Covenants, Conditions and Restrictions ("CC&R") Article VII, 7.4 Improvements and Alterations.

An Architectural Request must be approved by our Board of Directors BEFORE the following work can be started. The La Solana office must be notified in writing, or by email, of the planned timing of your renovation work.

##### Alterations and/or Structural Modifications

- 4.1.1 The Board of Directors may request the owner provide information from an Architect, Engineer, Plumber, and/or an Electrician.
- 4.1.2 The City of Surprise requires that a permit be obtained for any project that involves walls, mechanical, plumbing, or electrical work. It is the responsibility of the Owner to obtain this permit BEFORE requesting Approval from the Board of Directors to proceed with their project.
- 4.1.3 The authority of the Association to enforce the Condominium Documents is set forth in Section 17.1 of the CC&Rs. Pursuant to Section 10.13 of the CC&Rs, Article X of the Bylaws of La Solana Condominium Association, and A.R.S. Section 33-1242, the Association may impose reasonable monetary penalties (fines) for violations of the Condominium Documents after notice and opportunity to be heard.

#### 4.2 Replacement of Window or Door Glass

##### 4.2.1 Window Glass

The existing windows can be repaired and the glass replaced with clear glass that can have Argon gas between the panes for improved insulation and heat-reflecting "E" glass. The original aluminum frame and sash must remain. The bars between the panes creating a divided pane look on the windows must be maintained. If the building stucco is damaged during window frame installation it must be repaired to original condition.

##### 4.2.2 Exterior Door Glass

The exterior door glass can be replaced with or without divided lite bars between the glass panes. The door glass frame must match the color of the door.

**4.3 Exterior Door Replacement**

**4.3.1 Unit Entry Hinged Door Replacement**

The replacement door must match the type, color of turquoise and size of all other unit entry doors at La Solana well enough to be visually indistinguishable from the exterior.

**4.3.2 Patio Hinged Door Replacement**

The replacement door must match the type, color of unit exterior wall and size of all other Single Doors at La Solana well enough to be visually indistinguishable from the exterior.

**4.3.3 Sliding Glass Door Replacement**

The replacement door must match type and color of brown or bronze of all other Sliding Glass Doors at La Solana well enough to be visually indistinguishable from the exterior.

**4.4 Patio and Balcony Flooring**

Owner shall not paint or change the exterior color scheme or surfacing materials of the patio or balcony without prior written consent of the Board.

Source - Covenants, Conditions and Restrictions ("CC&R") Article VIII, 8.2(B) Duties of Unit Owners.

**La Solana Architectural Material Standards – Architectural Request Form Required**

**AWNING, FIXED FOR GROUND FLOOR PATIOS ONLY**

Style: 4643-0000, Sunbrella Persian Green, scalloped valance

SKU: 6043-0000

Collection: 46" or 60"

Retailer: AAA Sun Control, 602-795-3908

**BALCONY ROLL DOWN SHADES – manual only**

Color Standard: Brown with manual operation

Material: Textilene 80% or 90% light reduction

Retailers: Native Sun Home Accents, Inc., 12881 W. Grand Ave, Surprise, AZ,

Phone: 623-583-8810

Retailers: All Pro Shade Concepts, 915 W. Restin Rd, Phoenix, AZ 85086, Phone: 623-204-1476

Retailer: AAA Sun Control, 602-795-3908

**DOOR LOCKS FOR UNIT ENTRY DOOR**

Mnf: Kwikset, Schlage

Style: Color Brass or Satin Nickle

Collection: Smart Code or Handle Set

Retailers: Kwikset, Home Depot, Lowes

**PAINT SKU FOR EXTERIOR DOORS**

SKU:

UPC:

Collection:

Retailer:

**PATIO LIGHT (1)**

Mnf: UMEILUCE

Style: Black Lantern Wall Sconce

Model: mys344, Store SKU # 1010109096

Retailer: Home Depot

**PATIO LIGHT (2)**

Mnf: Progress Lighting

Style: Black Polycarbonate Lantern

Model: P5813-31, Item: bci358238

Collection: Polycarbonate Collection

Retailer: lightingdirect.com

**PATIO UMBRELLA**

Material: Solid fabric, no logos

Color: Tan or Turquoise

Retailers: Buyer's Choice

**SCREEN DOOR, HINGED**

Frame Color: Bronze or Brown

Retailer: Buyer's Choice

## **La Solana Architectural Material Standards - Architectural Request Form Required**

### **SCREEN DOOR, RETRACTABLE**

Frame Color: Bronze or Brown

Retailer: All Pro Shade Concepts, 915 W. Restin Rd, Phoenix, AZ 85086, Phone: 623-204-1476

### **SCREEN DOOR, SLIDING**

Frame Color: Bronze or Brown

Retailer: Buyer's Choice

### **SECURITY DOOR FOR UNIT ENTRY**

Style: Plain Bar

Color: Turquoise Blue

Double Lock Box (DLB)

Retailers: Retailers: Native Sun Home Accents, Inc., 12881 W. Grand Ave, Surprise, AZ

Phone: 623-583-8810

### **SECURITY DOOR, SLIDING PATIO**

Style: Plain Bar

Color: Brown or Bronze

Retailers: Native Sun Home Accents, Inc., 12881 W. Grand Ave, Surprise, AZ

Phone: 623-583-8810

### **WINDOW COVERINGS**

New enclosures, drapes, blinds, shades, screens or other items affecting the exterior appearance of a Unit must be white in color facing the outside.

### **WINDOW FILM**

Non-reflective, PR 40 light reduction

Mnf: 3M

Material: Sun Control Window Film or similar

Retailer: Buyer's Choice

### **WINDOW REPAIR & GLASS PANE**

Replacement of windows and doors must match the existing ones in size, dimension and color. The existing windows can be repaired and the glass replaced with clear glass that can have Argon gas between the panes for improved insulation and heat-reflecting "E" glass. The original aluminum frame and sash must remain. The bars between the panes creating a divided pane look on the windows must be maintained. The patio door glass can be with or without divided lite bars between the glass panes.

Retailers: National Glass & Mirror, 11212 W. Michigan Ave, Youngtown, AZ, Phone: 623-933-8203

### **WINDOW SCREENS**

Screen Color: Dark Brown, 80% or 90% light reduction

Frame Color: Tan or Bronze

Retailer: Buyer's Choice

**La Solana Condominium Association  
Board of Directors Special Meeting  
Held In Clubhouse  
January 24, 2025**

**Board Members in Attendance:** Jan Smith, President; Karen Gablesen, Secretary; Gregory Martin, Member-at-Large. Absent: Sue Dunn, Vice President; Jack Mumford, Treasurer; Kathleen DeCoite, Property Manager

**Call to Order:** President, Jan Smith called the meeting to order at 10:00 am. A quorum was established.

**Open Comments:** Several residents made requests or comments that will be considered by the board.

**Old Business:**

**Turf Reduction** - Jan reviewed the progress of the turf reduction program planning. Karen added additional detail information. There was some discussion with residents expressing their questions and concerns. We are awaiting a rendering of a draft landscaping plan for the front of Building #7 which will provide CareScape with data for hardscape material requirements. This will provide CareScape with the information needed to prepare an accurate proposal for this project.

**Architectural Guidelines** - Greg reviewed the reasons for the changes to the "Architectural Guidelines and Standards" and the format of the information provided. The purpose is to have available to an owner a coherent and comprehensive set of instructions to help guide them when undertaking a renovation to their condo. Discussion followed. A motion was made and seconded to accept the "Architectural Guidelines and Standards" as presented. The motion was accepted unanimously.

**Additional Open Comments:** Several residents made requests or comments that will be considered by the board.

**Adjournment:** The meeting was adjourned at 11:34am

**Future Meetings:**

Board Workshop - February 12, 2025 at 10:00am in Clubhouse

Board Meeting - February 25, 2025 at 10:00am in the Sonoran Plaza

**Submitted by:** Karen Gablesen, Board Secretary