

## FOX CREEK FARM HOMEOWNER ASSOCIATION PAINT GUIDELINES

This guide was created to clarify and simplify the process for all Fox Creek Farm homeowners as they begin the process of choosing exterior colors to paint their home. These guidelines are in addition to AZ. Painting, 1 thru 10, in the Design Guidelines.

### 1. Design Review Request Process

- a. Each homeowner who desires to paint their house must complete a Painting Review Request (PRR) form and submit 4 copies to Flagstaff's Management, including 4 copies of the desired paint swatches, for review and approval.
- b. Whenever exterior painting is to be done, all colors must be approved by the Committee prior to commencement of such painting. The approval process can take up to 45 days. The Committee tries to rely to request sooner but you are encouraged to plan for a 45 day process.
- c. Paint schemes must be different from adjacent homes. Color descriptions of homes on either side of yours must be submitted and detailed on the DRR.

### 2. Choosing a color pallet: Pre-Approved

- a. There are 70+ pre-approved, professionally created color pallets to choose from. Flagstaff Management has the pre-approved samples to view.
- b. All pre-approved color pallets are only approved in their defined colors and color areas. (i.e. a base color cannot be changed to trim, trim color cannot be changed to base, ect.)
- c. If ANY change is made to the preapproved color pallet selection, that selection will be considered a custom color and will be subject to the requirements below.
- d. Please note: Any pre-approved color pallet may be purchased from a supplier other than the supplier listed for the chosen color scheme. It is, however, the homeowner's responsibility to make sure the paint supplier of his/her choice matches the pre-approved color pallet to the exact color. To protect yourself, ask the vendor to paint a sample of each of the colors selected that can be submitted and reviewed for approval. Make sure the alternate vendor records the settings so they can reproduce the exact colors after approval.

### 3. Choosing a color pallet: Custom

- a. Any homeowner choosing to paint their home with a color pallet other than one of the original color schemes (available at Kwal) or a pre-approved color pallet must follow the process defined below before approval.
- b. Using the exact colors that are being proposed by the homeowner (or their painter), the base color will be painted on a 4 foot x 4 foot section on the front corner of the home's siding. The corner trim next to the new siding color will be painted with the desired trim color in the same. A strip of accent color, approximately 2' in length, also needs to be painted along the top edge of the proposed siding color. Remember, garage doors and the vent above should match the body of the house or the trim, but NOT the accent color. Following approval or denial of the requested colors, the home must be painted within 30 days, or at least remove the sample colors in that time frame.
- c. The pre-approved color pallets may prove helpful (as a range of acceptable color tones) to the homeowner desiring a custom pallet.

In an effort to avoid potential conflicts after a house has been painted, the board offers the following suggestions to all homeowners:

Do NOT skip the DRR process

Do NOT change colors once approved. A change will require going through the submittal process again.

Do NOT paint before the DRR Approval. Plan ahead and allow up to 45 days for the Design Review process

Do NOT assume your painter submitted and received approval for your home. It is your home and YOU will be held responsible if the process is not followed.

Consult your FCF Master Association Inc. Design Criteria Guidelines and Standards for more information.