

Instructions Page I
SOUTHWEST VISTAS ARCHITECTURAL PROJECT APPLICATION FORM

This page and the next contain background and other information you may find useful in preparing your application and completing your project. The pages 3 & 4 of this document comprise the architectural project request form.

Southwest Vistas was developed to be a tranquil beautiful community optimizing the natural ground contours and the breathtaking city and mountain views. Many original owners paid substantial lot premiums based on these vistas. Maintaining homeowner views and the natural beauty of the development was instrumental in the specifications set forth at inception in the Covenants, Conditions, and Restrictions (CC&R's) of our development. You received a copy of the CC&R's prior to signing the closing papers on your home. Your signature(s) then acknowledged your receipt of and agreement to these governance documents.

As you know, Southwest Vistas is managed by its elected directors and volunteer committee members. None are paid. These individuals serve to maintain, improve and enhance the beauty and property values of our highly desirable development. Everyone benefits from the fiduciary efforts of our HOA volunteers. We encourage you to join in the effort by volunteering and/or running for elected positions. The HOA acknowledges your substantial financial investment in your home and strives to permit you to improve and design your property to your liking within the confines of the restrictions set forth by our CC&R's by which we are all bound.

- Please plan ahead. The Architectural Control Committee (ACC) meets monthly. Call the management company for ACC meeting dates. Your application should be submitted by noon two (2) days prior to the meeting to be considered that month. The committee must act on your request within 45 days of its receipt by our management company, Equus Management Group, 5480 Reno Corporate Dr, #100, Reno, NV 89511 of a **complete application**. Incomplete applications will be returned and result in delays. If you have an urgent or time sensitive request contact Joele Decker, Supervising Community Manager, (775) 852-2224 or Joele@equusmanagement.com. Most applications are determined within 2-3 weeks of submittal.
- Please read this application thoroughly and complete every relevant portion. Otherwise your application will need to be resubmitted and your approval time clock will be reset.
- Submit all requested supporting materials relevant to your project with the number of replicas requested, including paint samples, photos, landscape designs, architectural blueprints, diagrams, etc.
- Plantings with mature heights of less than 3 feet may be chosen at your discretion. A landscape diagram must be submitted showing the location of new or replacement trees and shrubs. Species and genus must be listed and *WIDTH & HEIGHT AT MATURITY* must be listed. Mature heights of 25' or less are required. Find a list of suggested plants/trees/shrubs in the Plant Guide on www.swvhoa.com ACC Forms.
- Sheds, awnings, and other structures must be designed with colors that blend with your home. Their height must meet CC&R requirements. Submit a diagram showing their proposed location and footprint. Include photos of examples of your proposed style. Observe required setbacks.
- You do not need approval to remove diseased or damaged shrubs or trees or repair damage.
- You should obtain approval for painting even when you intend to paint the same colors as existing.
- Obtain **ACKNOWLEDGEMENT** signatures from three neighbors whose homes are contiguous or whose views would be impacted by your proposed project. The committee will verify that you have notified and obtained signatures from impacted neighbors, otherwise your proposal will need to be resubmitted and delay your project. This is a courtesy to your neighbors so they will know about your proposed improvement, its duration and its impact on their street. Their signatures do not approve or reject your proposal but notifies them. They do have a right to appeal should they strongly object in which case we work to resolve issues in an amicable manner. The ultimate decision is left to the ACC committee. It is unusual for homeowners to be denied. An appeal process is in place should this occur.

Instructions Page II
HELPFUL WEBSITES AND CONTACTS:

SWV MANAGEMENT COMPANY: Equus Management Group, 5480 Reno Corporate Dr, #100, Reno, NV 89511. If you have an urgent or time sensitive request contact Joele Decker, Supervising Community Manager, (775) 852-2224 or Joele@equusmanagement.com DELIVER YOUR COMPLETED APPLICATION HERE.

Call Before You Dig: 811 or 1-800-642-2444 This is the safe thing to do and it is the LAW digsafely.com

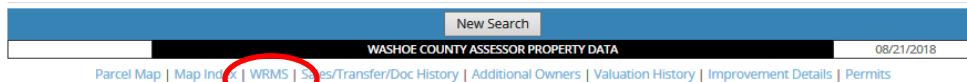
TO OBTAIN YOUR ASSESSOR'S PARCEL NUMBER (APN) AND OTHER PROPERTY INFO:

- 1) Visit <https://www.washoecounty.us/assessor/>
- 2) In the "SEARCH our data" box, click " Real Property"
- 3) You will be brought to the Real Property Assessment Data center
 - a. You can search by Parcel Number, Owner name, Street Address and more
 - b. In the "Search by Street Address" box enter the street number and street name
This is somewhat quirky. Do not enter the words "Street", "North", "South", "West" or "East", and play around with spacing if need be until you find the desired address.
- 4) When the correct address is found a wealth of information is listed including, APN, owner information, legal description, prior owner, subdivision, subdivision lot number, building information, assed valuation, sales dates and sales price history. A perimeter building sketch is shown which you could use to draw in the placement of pavers, awnings, etc. and a reasonably recent exterior photo of the home is included.

TO OBTAIN AN AERIAL PHOTOGRAPH OF YOUR HOME and PROPERTY BOUNDARIES:

- 1) Follow steps 1 through 4 above
- 2) Click on the light blue "WRMS" (Washoe Regional Mapping System) tab along the top

Real Property Assessment Data



- 3) This will take you to an aerial view of the property in question surrounded by a turquoise margin. This is a very gross representation of your property lines. These are not legally accepted property boundaries.
- 4) You may use the upper right + - to zoom in or out or use you center mouse wheel if you have one.
- 5) Click in the center of the property highlighted in blue and a text box will appear showing property owner, APN, and other property information
- 6) Experiment by clicking other areas, such as common areas on this map and it will show ownership as Southwest Vistas HOA. Clicking other houses will show your neighbors names, etc.
- 7) If you are installing a fence, shed, or other structure or plantings, you must observe certain setbacks or assure you are within your legal property boundaries. The only absolute way to determine your property margins is;
 - a. Identify the saw cuts onto curbs placed by the developers
 - b. In the backyard you may be able to locate the original pegs or dowels placed by surveyors
 - c. Go to the county and obtain an official plot map giving exact dimensions which will need to be marked

We are occasionally notified or observe that residents undertake and complete projects without submitting an application for approval. Sometimes neighbors are asked to sign but the application is not submitted. Often neighbors learn later that the application was falsified reflecting poorly on the perpetrators ethics and dedication to our community. More importantly, the association could require the improvement be removed or redone at homeowner expense. A file is maintained for each residence at the management company. This file dates back to development inception and contains complete records of each homes floor plan, all landscaping, and improvement applications. Deviations from existing historical records in your file are considered unauthorized and subject to removal. Owners may examine their files at our management company.

Please save yourself trouble. Respect our development and your neighbors. Honor your agreement to our CC&R governance. Save yourself and our volunteers time by submitting a complete project application with all supporting materials the first time. It does take a little effort and is a little inconvenient but it is for the benefit of our community.

Your two page (three if painting) Architectural Committee Project Application Form follows.



SOUTHWEST VISTAS ARCHITECTURAL CONTROL COMMITTEE (ACC) HOMEOWNER PROJECT APPLICATION FORM

Homeowner Name(s): PRINTED				
Property Address:				
Mailing Address:				<input type="checkbox"/> Same as Property Address
Phone Numbers:	Home:	Work:	Cell:	FAX:
Email:				
Description of proposed project				

CHECK THE BOX APPLICABLE FOR YOUR PROPOSED PROJECT. EVERY PROJECT WILL REQUIRE A SEPARATE APPLICATION:

- Landscape - Plans should include location, common & botanical names and size of plants *at maturity*
- Fences/Walls – Style, material, location & height (not to exceed 6’)
- Patio Cover – Style (include picture), material, location, dimensions & color (complement home color)
- Swimming Pool – Pool plan, location, dimension, plus location & housing for pool equipment/filtration
- Shed – Location, dimensions, materials & color; must blend with existing property paint color scheme/surroundings, include picture of product & manufacturers web address if known
 - Shed height not to exceed 8’ and setback must be at least 10’ from your property line
- Hardscape – Location, dimensions, materials & color
- Trampolines, Play/Sport Equipment – Locations, dimensions, materials, color (swings, basketball, etc.) & anchoring specifics. Reno is subject to very high winds.
- Satellite Dish and/or Solar Panels – Include information for file records, pictures and bezels must be black & non-reflective
- Exterior Structural Home Addition/Remodel – Plans be prepared by registered architect or licensed residential designer
 - Submit four (4) complete FULL-SIZE sets of blueprints, 8.5 x 11 size .pdfs are illegible and unacceptable
 - Include a check for \$1,000, made to “Southwest Vistas” which is a *refundable* security deposit
- Other – Provide detailed information for projects not listed above
- Exterior Painting – You will need to complete all 3 pages of this form

Acknowledgement from three (3) neighbors

Please obtain three (3) Neighbor Acknowledgements (neighbors in line-of-sight of your property improvement) with their signatures below. These signatures represent only notification and acknowledgement of your intended project. This is a courtesy to your neighbors. Their signature indicate they are aware of your plans but do not approve or deny your proposal.

Print Name:	Signature:
Address:	
Print Name:	Signature:
Address:	
Print Name:	Signature:
Address:	

PROJECT SUBMITTAL FORM INFORMATION AND INSTRUCTIONS

Applications are to be submitted to the Association management office. The ACC strives to work with and assist homeowners in the submittal of their projects for approvals. The ACC takes into consideration the appearance and character of the entire community as conceived by its developers. While neighbor acknowledgement (but not consent) is required for ACC approval, agreement is achieved in most cases. The ACC works within the context of the governing documents and applicable county requirements. If requested the ACC can offer suggestions to expedite approvals.

More information to assist in your application is available. Refer to the Homeowners Association Governing Documents, CC&Rs, Section IV-D, E, H, I, J and the ACC Guidelines.

- ACC meetings are scheduled monthly. Call Equus for ACC meeting date. Following meetings site visits may occur. If your project requires a visit you will be contacted to arrange an appointment. Many applications may be approved without visiting the property.
- If/when your project is approved you will receive a written approval however it can take up to 7-10 business days for this to arrive.
- Plan ahead. Your applications must be submitted to the management office **by noon 2 days prior to the scheduled meeting** to be considered. Last minute or same-day drop offs will be considered at the ACC meeting the following month.
- Please submit four (4) copies of this form, paint sample sets, and all supporting documentation (photos, diagrams, etc.). For patio covers submit a professionally prepared diagram of the location, size, and setback. Major building construction projects require four (4) complete sets of plans. One is for the HOA records held at Equus Management; the required stamped copies for permitting will be returned to the homeowner.
- Applications should be sufficiently detailed, professional looking and drawn to scale so that a narrative is not necessary to explain the proposed project.
- Incomplete submittals and those with narratives will be returned and delay consideration of your project.
- Approved front yard landscaping projects must be completed within 6 months of approval. All other projects must be completed within one year. Extensions are possible for good cause by written request to the ACC.
- Project worksites shall be maintained safely and neatly.
- ACC approved completed projects shall be maintained in a manner consistent with the standards, character and quality of Southwest Vistas and shall harmonize with and sustain the attractiveness of the community.
- After your project is finished, contact EQUUS MANAGEMENT, Joele Decker (joele@equusmanagement.com) to notify them of the completion date of your project.
- ACC committee members shall have the right to revisit the property within sixty (60) days after project completion to ensure compliance with the submitted plan. If a follow-up is warranted you will be contacted to arrange a date and time for this visit.

I understand that upon acceptance of my application and approval by the ACC, I will be bound by all of the Southwest Vistas Governing Documents in connection with this project. The application and approval shall constitute a contract between the Association and myself that entails all ACC Guidelines, including but not limited to the provisions regarding construction penalties.

I understand that I may not start work on this project until I receive written approval from the ACC which includes the official red HOA stamp(s). In reviewing my application, the ACC members have my permission to site-visit my property at their and/or mutual convenience. Administrative fees may apply. Repeated re-submittals of an application may be subject to fees imposed at the discretion of the ACC.

I understand and acknowledge that ACC approval is primarily based on the aesthetics of my proposed project. As a homeowner I alone am responsible for adherence to sound construction practices, materials, engineering and relevant building codes. The Association accepts no liability for the structural integrity, construction or use of my property or its improvements.

Applicant Signature: _____ **Date:** _____

**Submit FOUR (4) copies of this 2-page (front & back) application form and all supporting documents.
If you plan exterior painting, you will also need 4 duplicates of page 3.**

Deliver your totally complete signed applications & supporting documents (4 copies) to:

EQUUS MANAGEMENT GROUP
c/o Joele Decker
5480 Reno Corporate Drive #100, Reno, NV 89511
775-852-2224 Email: joele@equusmanagment.com

Additional homeowner comments for the SWV ACC:



**SOUTHWEST VISTAS ARCHITECTURAL CONTROL COMMITTEE
EXTERIOR PAINT REQUEST FORM**

- If your project is exterior painting submit BOTH the Project Application Form AND this Paint Request Form
- Provide FOUR (4) copies of both forms including 4 SETS OF PAINT SAMPLES attached below

Homeowner Name(s): PRINTED	
Property Address:	

*In the section below list your paint selections by manufacturer, color name & color number next to location to be applied (For example: Kelly-Moore, 27 Bone, LRV69)

* ANY OF THE FOLLOWING LINES LEFT BLANK INDICATES THEY WILL NOT BE PAINTED

LOCATION of paint on the home: **Proposed paint color:**

Stucco (body of home) – color: _____

Trim/pop outs (raised accents on stucco) - : _____

Fascia (wood strip at roof line) - : _____

Gutters – color: _____ will not be painted

Garage Doors – color: _____

Service Doors – color: _____

Front Door – color: _____

Shutters (if any) - color: _____

Other: (such as corbels, ornamental lattice, etc.- _____

The roof tile color of the home is: Gray/charcoal Beige/tan Red/rust Other _____

Attach paint sample below

Attach paint sample below

Attach paint sample below

Use reverse if you will be using more than 3 colors

Elastomeric paint is highly recommended for exterior paint due to its increased durability and protection!