

# BRISTLECONE RANCH HOA

## ARCHITECTURAL REVIEW

### PROCEDURES

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The attached Architectural Review package contains association specific guidelines, forms and submittal process.

Any and all exterior improvements to your property must be submitted to the Architectural Review Committee (ARC) for review and approval prior to commencement of work. Please be mindful that the committee has forty-five (45) days to review your completed application.

Please ensure that all documents are uploaded, including plans, photos, color schemes, plant palettes, etc. Incomplete submittals will be returned.

Any deposit outlined in the architectural guidelines must be submitted via check or money order made out to the association, to management's office in person or via mail:

#### BRISTLECONE RANCH HOA

c/o Epic Association Management  
8712 Spanish Ridge Ave.  
Las Vegas NV 89148

Submittals will be considered incomplete until necessary deposits are received

*CONSTRUCTION IS NOT TO BEGIN UNTIL WRITTEN APPROVAL OF PLANS IS OBTAINED BY THE ARCHITECTURAL REVIEW COMMITTEE.*

Back yard improvements requiring use of earth or cargo- moving vehicles, excepting pools and/or spas shall require a deposit of \$500.00, and shall be accompanied by a complete Architectural Application, complete plans by fully licensed and insured contractor (oversize plans shall not be accepted, and must be submitted on a flash drive or in .pdf format only), and approved building permit (if applicable). Proposed installation of any pool and/or spa shall require a deposit amount of \$1,000.00, and must be accompanied by a complete Architectural Application, complete plans by fully licensed and insured contractor (oversize plans shall not be accepted and must be submitted on a flash drive or in '.pdf' format only), and approved building permit. Any Architectural Application submitted without the required deposit shall be immediately denied pending receipt of all required elements.

# BRISTLECONE RANCH HOMEOWNERS ASSOCIATION

## ARCHITECTURAL APPLICATION FOR IMPROVEMENTS

### OWNER'S INFORMATION

Last Name(s)		First Name(s)
Name as it Appears on Deed		
Property Address		
Mailing Address		
City	State	Zip
Preferred Contact Method (Circle One): Email      Phone      Mail	Mobile Phone (   )	2 <sup>nd</sup> Contact Phone (   )
Email Address(es)		

### LICENSED CONTRACTOR INFORMATION

Proposed Start Date		Proposed Completion Date	
Company Name	Contact Full Name	Nevada License #	
Address			
City	State	Zip	
Phone	Fax	Email Address	
Permit Required for Project? (Circle One) YES                      NO	Existing Improvements Shown on Plan? YES                      NO	Deposit Required? YES                      NO	

### PROPOSED PROJECT INFORMATION

**Project(s) Submitted:**      (Please mark all applicable)

- |  |  |
|--|--|
| <input type="checkbox"/> Landscape (Mark One)<br><input type="checkbox"/> Pool / Spa / Water Feature<br><input type="checkbox"/> Satellite Dish / TV Antenna<br><input type="checkbox"/> Fence / Gate Mesh<br><input type="checkbox"/> Paint Exterior (Paint samples required – no pictures)<br><input type="checkbox"/> Security Doors<br><input type="checkbox"/> Other – Please provide details | <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side <input type="checkbox"/> Other<br><input type="checkbox"/> Patio / Deck<br><input type="checkbox"/> Patio Cover / Pergola / Gazebo / Awning<br><input type="checkbox"/> RV Cover<br><input type="checkbox"/> Solar Panels / Screens<br><input type="checkbox"/> Hardscape (Concrete, Pavers, Flagstone, etc.) |
|--|--|

Please initial next to each to acknowledge responsibility and confirm awareness and compliance – must be signed by owner on title:

\_\_\_\_\_ I understand and acknowledge that I am permanently responsible for the maintenance and upkeep of any and all improvements and additions and modifications made to the property.

\_\_\_\_\_ I understand and acknowledge that approved plans do not give authorization to alter the existing drainage of the Lot in any way or fashion.

\_\_\_\_\_ I understand and acknowledge that original applications are not kept by the ARC, and that I have made a copy of the application for my own records.

\_\_\_\_\_ I understand and acknowledge that if any installed improvement is not completed in accordance with the plans approved, I will be required to remove said improvements upon notification to do so, at my sole cost and expense.

\_\_\_\_\_ I understand and acknowledge that damage to the common area or neighboring lots or their property during the course of the project is my sole responsibility to resolve and make whole.

\_\_\_\_\_ I hereby confirm that the existing drainage on my property is developer-installed and functioning properly.

\_\_\_\_\_ I hereby indemnify the Association, Developer, their agents, successors, or assigns, and all third parties acting on their behalf from any damage or claim that may result from my improvement.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
DATE

# BRISTLECONE RANCH HOMEOWNERS ASSOCIATION

## ARCHITECTURAL APPLICATION FOR IMPROVEMENTS

**SUBMITTAL CHECKLIST:** To ensure there are no delays in the review process, please be sure to confirm all required documentation has been included. Incomplete submissions will be denied as such, requiring submission of a complete package, including applicable deposit and photographs, before review will commence.

A. All pages completed in their entirety, including all applicable fields
B. Neighbor Awareness Form Included
C. For all landscape projects: a complete drawing w/ list & full count of plant materials
D. Location, setbacks, and corresponding dimensions on plans marked & appropriate
E. Measurements of improvement in relation to unit and neighboring residences
F. Drainage indicated for landscape, water feature, deck, etc. projects
G. Color photos of all non-living items, area of proposed improvement, and adjacent common area(s)
H. Waterproofing method for landscape abutting common or neighboring wall
I. Check or money order made out to the Association
J. Before photos of common areas, including curbs, gutters, sidewalks, and front of home with street and curb included, as well as utility boxes and collar in front of or adjacent to home
K. Contractor license number included
L. Complete plans submitted
M. For landscape projects: no prohibited plants or trees proposed

**COMPLETED APPLICATIONS, INCLUDING SUPPORTING DOCUMENTATION AND DEPOSIT, ARE TO BE SUBMITTED TO MANAGEMENT:**

**IN PERSON OR BY EMAIL/MAIL:**

**BRISTLECONE RANCH HOA  
c/o Epic Association Management  
8712 Spanish Ridge Ave  
Las Vegas, NV 89148**

**E: [general@epicamlv.com](mailto:general@epicamlv.com)**

### **THIS PORTION IS TO BE COMPLETED BY ARCHITECTURAL COMMITTEE ONLY**

Date Received: _____	Date Reviewed: _____
Additional Information Required? YES NO	Date Requested (if yes): _____
Approved w/ Conditions? YES NO	Conditions (if yes): _____
*Deposit Required? YES NO	Date Deposit Received (if yes): _____
Building Permit Required? YES NO	Date Copy Received (if yes): _____

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_