



**Rancho Viejo  
Homeowners Association**

# **Rule Book**



**2022 Update**

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# Who to Call

If you witness something life threatening or criminal in nature,  
or you are afraid,

**CALL 9-1-1 Immediately!**

**ROVING PATROL:** (for nuisances such as excessive noise or dogs off leash):  
ALLIED UNIVERSAL

DISPATCH NUMBER: **(702) 780-9627**

**ISSUES INSIDE YOUR UNIT:**

If you rent your unit, please contact your landlord or property manager.

**MANAGEMENT:**

EPIC ASSOCIATION MANAGEMENT

8712 Spanish Ridge  
Las Vegas, NV 89148  
(702) 767-9993  
Fax: (702) 257-1610

On-Site Manager: Tony Lonardo (Rancho Viejo Clubhouse Office)  
tlonardo@epicamlv.com``

Questions regarding payments: Accounts Receivable, 702-767-9993

**BOARD OF DIRECTORS:**

Correspondence should be addressed to:

Rancho Viejo Homeowners Association  
Board of Directors  
7885 West Flamingo Road  
Las Vegas, NV 89147

**GATE CONTROLLERS:**

Advanced Technology 702-604-4766

**MAIL BOX KEYS:**

Have a licensed locksmith replace the lock on your mailbox.

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## Patio & Balcony Storage Closets

- **Cardboard boxes are expressly prohibited from patio and balcony storage closets with water heaters.**
  - **Nothing may be placed within one and one-half feet (18 inches) of the water heater.**
  - **Flammable materials are prohibited from patio and balcony closets.** Flammable materials include, but are not limited to paint, gasoline, diesel fuel, fuel oil, turpentine, paint thinner/reducer, alcohol, solvents, charcoal, propane, lighter fluid, aerosols, acetylene, butane, refrigerant gasses, ethylene, hydrocarbon gases, hydrogen, methane, matches, fertilizers, pool chemicals, peroxides, Class IA, IB, IC, II, IIIA, IIIB Combustible Liquids, Flammable Gas, Flammable Solids, asphalt, concrete curing compound, and mineral spirits.
  - **Combustible materials are prohibited from patio and balcony closets.** Combustible materials include, but are not limited to cardboard, newspaper, rags, seed cake, pyrophoric materials, self-heating materials, “dangerous when wet” materials, silicon powder, agricultural products such as egg white, powdered milk, corn or other starches, sugars, flours, cotton, grass, cellulose, cork, and combustible dusts.
  - **Explosive materials are absolutely prohibited from the entire property.** Explosive materials include, but are not limited to ammonium, ammunition, fireworks, gun power, blasting caps, photo flash bombs, flares, grenades, model rocket motors, nitrocellulose, desensitized nitroglycerin, toy caps, tracers, and TNT/dynamite.
  - **If a unit is being rented, the owner or his/her agent must inspect the closet at least once every three months to verify that there are no flammable or combustible materials being stored in the closet, and that there is at least 18” of space around the water heater.**
  - Any violations of these rules constitute a Health and Safety Violation, with potential fines of \$1,000.00 or more.
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## Patios & Balconies

- Owners are responsible for the cleaning, maintenance, and non-structural repair of patio and balcony floors, ceilings and interior surfaces of the patio or balcony exterior walls, stairway landings, and the deck areas adjacent to their front doors.
  - Owners are responsible for the cleaning, maintenance, repair, and replacement of their HVAC units.
  - **Nothing can be attached to an exterior wall or railing**, including in the patio or balcony. Stapling, tacking, nailing or screwing anything into an exterior wall is expressly prohibited.
  - Wind chimes and hanging plants are permitted if they are installed using either a tension rod, or hung from already-exposed patio or balcony beams or soffits without stapling, tacking, nailing or screwing into the wall or ceiling.
  - Bamboo roll-up shades in natural color are allowed if they can be installed without disturbing the paint or stucco, and without stapling, tacking, nailing or screwing into the wall or ceiling. No fabrics, sheets, towels, clothing, curtains or other material may be hung from patios or balconies.
  - **Furniture kept on balconies or patios must be furniture that the manufacturer intended to be used outdoors.**
  - Balcony and patio furniture must be in a size and quantity that is reasonable for the balcony or patio.
  - **Rugs and carpets are prohibited anywhere outside the unit**, including the patio or balcony, except for a reasonably-sized doormat.
  - No unsightly articles, including exercise equipment, clotheslines, garden equipment, trash, towels and clothing may be visible from outside the unit.
  - The only signs allowed are “For Sale” or “For Rent” signs in your window only.
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## Barbecues

- Residents wishing to use charcoal to barbecue may only use the permanent barbecues located throughout the common area that are supplied by the Association.
- Adult supervision is required at all times while the barbecue is generating heat. Keep children, clothing and hair away from barbecue.
- Keep a bucket of water nearby at all times, and use to drench coals when finished.
- Only charcoal that does not need lighter fluid can be used - no wood or other products.
- All charcoal must be completely extinguished with water and then disposed of, when completely cold, into one of the concrete trash receptacles.
- Barbecues must be cleaned completely after use.
- **All other portable gas- or charcoal-burning barbecuing equipment is completely prohibited at Rancho Viejo.**
- Gas and/or charcoal barbecuing equipment may **not** be stored anywhere at Rancho Viejo, including on patios, balconies, indoors, in garages, or in the common area.
- Electric barbecues are permitted to be used on balconies or patios.
- Electric barbecues must not be stored on balconies, patios or in the common area.

## Satellite Dishes

- Satellite dishes must be one meter or less in diameter and designed to receive direct broadcast satellite service.
  - **Satellite dishes may not be attached to any balcony wall or railing, and must remain within the bounds of the patio or balcony** (arms that extend the dish beyond the balcony railing are prohibited). Satellite dishes are permitted on tripods.
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## Rolling Shutters

Rolling shutters that are added to improve the security of a Unit or to reduce the costs of energy for a Unit are permitted only if:

- The installer is licensed and insured, and copies of the installer's license and certificate of insurance are submitted to the Association 30 days prior to installation; and
- The size must not be larger than the door or window frame that the shutter is covering; and
- The shutters are attached to the door or window frame, and not to the stucco; and
- The shutters are painted to match the stucco surrounding the window or door; and
- The owner of the unit the shutters are installed on is responsible for all repairs and maintenance of the shutters, including water damage to his/her and surrounding units; and
- The shutters are maintained in good condition at all times.

## Window Coverings & Shades

- Window coverings visible from outside the unit must be of a light neutral color.
  - Sheets, blankets, foil, or other materials are not permitted to be hung in windows.
  - Window tinting is permitted on an individual basis, but only after written approval from the Board of Directors.
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## Holiday Decorations

- Holiday decorations are permitted from Thanksgiving Day, and must be removed by January 12<sup>th</sup>. All other holiday decorations are permitted from 4 weeks prior to the holiday and must be removed by two weeks after the holiday.
- Holiday decorations are permitted on balconies and patios only.
- Holiday decorations are not permitted in the common area, including the staircases, ground, bushes or trees.
- Decorations may not be attached using any item that would disturb the paint or stucco, including staples, tacks, nails, or screws. Any adhesives used to attach decorations must be removable and must not disturb the stucco or paint. Duct tape must not be used to attach decorations. Adhesives must be removed when decorations are removed and the area must be cleaned and brought back to its original condition.

## Interior & Alteration Restrictions

- Hard surface flooring is prohibited in second floor units.
  - Jetted spas and tubs are prohibited.
  - Waterbeds are prohibited.
  - Nothing that will cause vibrations or noise can be attached to a ceiling or wall.
  - **You cannot do nor have anything in your unit that would increase the insurance rates or could be considered unsafe.**
  - Any alterations to your unit must have prior approval from the Board of Directors, including window tinting.
  - Front screen doors must have written approval from the Board of Directors prior to installation, but also must be painted to match the
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## Parking

- All motorized vehicles must be parked in a designated parking spot.
  - **Every motorized vehicle must have either a current Rancho Viejo parking sticker** affixed to the front passenger's side windshield, **or a Rancho Viejo guest card** placed in the front passenger's windshield. Vehicles may only be parked in the space designated on the parking sticker or guest card, or in an uncovered, unmarked parking space.
  - Unassigned, uncovered parking is available on a first come/first served basis.
  - Your assigned parking space is for parking a vehicle only.
  - **All vehicles must be currently registered and insured.**
  - Vehicles leaking any substance are prohibited.
  - Vehicles must be parked head-in only.
  - No car repairs or maintenance (including car washing) is allowed on the premises.
  - Vehicles parking in a handicapped or red zone will be towed immediately without notice.
  - Vehicles blocking the gates, parking in a way that prevents the gates from closing, or is blocking vehicular traffic will be towed immediately without notice.
  - Guest parking passes are only valid for 10 days. If a vehicle will be parked on the premises for more than 10 days, it will need a parking sticker.
  - If an owner wishes to allow another resident to use his/her assigned parking space, a request must be made to the Board of Directors in
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## Parking, cont.

writing.

- The owner may not charge any fee or exchange of service for the use of the parking space.
- The owner has the right to revoke the permission to use his/her space at any time.
- The resident using the space must sign an agreement that includes the statement that he/she understands that the use of the space can be revoked at any time, and that he/she must obtain a parking permit and pay any deposits required.
- If an owner has only a garage, and no parking space assigned, the owner may send a request for an open parking space to the Board of Directors in writing, with a cashier's check for \$600.00 for the cost of the sign and its installation.
  - The Board of Directors will assign an open parking space as close to the unit as practicable, considering the need to keep some open spaces for guests in all areas.
  - The Board of Directors cannot guarantee that a future Board will not revoke or change the parking space.

***The Board of Directors reserves the right to reassign parking spaces at any time.***

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## Pool & Gym Rules

- The gym is open from 8am to 9:30pm.
  - The back pool hours are 5:00 a.m. to 10:00 p.m.
  - The front pool is open 24 hours a day. Children under 14 should not be in the front pool between 10:00 p.m. and 5:00 a.m.
  - There is no lifeguard on duty. Swim at your own risk.
  - Residents must provide pool identification.
  - Anyone using the gym must be physically capable enough to use the equipment, and should consult their doctor before beginning any exercise program.
  - Children under 14 are not allowed in either pool area at any time without an adult supervising.
  - Children under 16 are not allowed in the gym at any time without an adult supervising or specific written permission of the Board of Directors.
  - **Children under the age of 5 are prohibited from the spa.**
  - Gates must remain latched closed at all times.
  - No climbing on fence.
  - No diving.
  - No glass in the pool areas.
  - No running in the pool areas.
  - No pets in the pool areas.
  - No street clothing/cotton in the water.
  - Electronic devices must be used with headphones at the back pool.
  - Noxious or offensive behavior is prohibited.
  - Guests are limited to four per unit. Residents wishing to have more than four guests should reserve the front pool for the event. Residents may not reserve the back pool.
  - “Floaties,” “water wings” or similar devices are not allowed in the pool.
  - Non-swimmers must wear an approved floatation device in the pool.
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## Clubhouse & Pool Reservations

- The clubhouse and/or front pool must be reserved through the Manager in advance of an event, on a first-come first-served basis.
- A \$250 cleaning deposit will be made to reserve the clubhouse. The deposit will be refunded to the resident if the clubhouse is returned to the condition it was in when the resident arrived.
- Arrangements must be made in advance for unlocking/locking of the clubhouse.
- Residents must show proof that Rancho Viejo Homeowners Association is listed as an additional insured on their HO6 or HO4 policy to reserve the clubhouse or pool.

## Common Area Rules (anywhere outside your unit and patio/balcony)

- Noise should be kept at a level that does not disturb others.
  - Quiet hours are 10:00 p.m. to 9:00 a.m.
  - Personal items should be kept out of the common area.
  - Guests are limited to four per unit. Residents wishing to have more than four guests should reserve the Clubhouse for the event.
  - Litter, including extinguished cigarette butts, must be placed in appropriate trash receptacles.
  - Trash must be put into a dumpster, not dropped on the ground in the enclosure. If the dumpster is full, find a dumpster with adequate space.
  - **Large items are prohibited from the dumpsters. Large items such as: sofas, appliances, and chairs should be placed in the open parking area west of building #10.**
  - See Page 6 for rules on using common area barbecues
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## Leasing

- All leases and rental agreements must be for a period of at least 30 days.
- No Unit shall be rented for transient, time share, or hotel purposes.
- Weekend and weekly rentals are prohibited.
- Lease and rental agreements must state that the tenant will abide by the CC&Rs and Rules & Regulations.
- All landlords must submit a copy of the lease to the Association for verification of the above rules.
- Leases and rental agreements must comply with state and local laws and statutes.
- **Landlords must provide tenants with the gate remote control and individual mail box key.**

## Registration

- All residents must register with the Association.
- Gate codes are assigned at registration.
- Brivo Mobile Passes provide access to the mail room, both pool areas, the gym, and pedestrian gates.
- ***All vehicles parked on the property must have a parking sticker or guest pass displayed in the passenger side front windshield to avoid towing.***
- Anyone in the pool areas or gym must be wearing a pool pin.
- All pets must be registered. Any pet in the common area must be wearing a pet tag.

*To obtain a brivo mobile pass (\$25), parking sticker (\$10), pet tag (\$10), and pool pins, you need to register at the Clubhouse Office, please email the On-Site Community Manager at [tlonardo@terrawest.com](mailto:tlonardo@terrawest.com) to make an appointment or call 702-639-8420. The HOA doesn't accept cash, only check or money order.*

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## Registration, cont.

### What you need to bring to the office to register:

- Completed Unit Registration Form (available in the Clubhouse Office)
- A copy of your lease (if you are renting your unit).
- A photo ID.
- A current utility bill or proof of service statement (available from utility companies by asking them to fax a proof of service to 702-257-1610).

**Upon completion of the registration process, you will receive your pool pins, guest parking passes, gate code (and listing in the gate directory), and a rule book.**

### Once you are registered, you will need:

- \$25 to obtain a Brivo Mobile Pass (check or money order only - no cash accepted). All person's wishing to obtain a Brivo Mobile Pass must be on the written lease agreement as an occupant of the unit and download the app prior to registration.
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### What you need to obtain a parking permit:

- Completed registration above. Must be listed on current lease agreement
- Completed Vehicle Registration Form (available in the Clubhouse Office).
- Current Vehicle Registration
- Current Insurance Verification
- \$10 (check or money order only) for each parking permit requested.

### What you need to obtain a Pet Tag:

- Certificate from a veterinarian showing the pet's breed, weight, and vaccinations.
  - A photo of your pet that we can keep.
  - \$10 (check or money order only) for each pet tag.
-

## Use of Units

- You cannot do nor have anything in your unit that would increase the insurance rates, could result in cancellation of the insurance, would be in a violation of any law, or could be considered unsafe.
- Noise should be kept at a level that does not disturb others.
- No Unit shall be rented for transient, time share, or hotel purposes. Weekend and weekly rentals are prohibited.
- All residents must register with the Association.
- Units may not be used for a business except home-based professional or administrative businesses that are licensed with the County and have no external evidence of the occupation, or licensed family day care with a maximum of three (3) children. Such businesses must be merely incidental to the use of the unit as a residence, must not cause a nuisance, and must be fully insured.

## Insurance

- Owners are required to pay the deductible on any claim involving their unit.
- Owners must carry insurance on their unit that will cover what is not covered by the Association's policy, and must include liability insurance.
- Owners that rent their units are encouraged to require their tenants have renters' insurance.
- It is strongly recommended that owners carry a loss assessment insurance rider on their insurance.

## Shutting Off the Water

- If you must shut off the water to a building to make repairs in your unit, you **MUST** post a notice on all doors in that building at least 24 hours before you shut off the water.
  - You must use a plumber that is licensed and insured.
  - Have your plumber call Management for the lock combination.
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## Maintenance Responsibilities

From Article 8 of the CC&Rs -

Owner Responsibilities:

- Interior of the unit must be kept in a clean and sanitary condition.
  - All appliances and equipment must be kept in good, clean and sanitary condition.
  - Cleaning, maintenance, repair and/or replacement of all plumbing, appliances, furnaces, and appliances.
  - Cleaning, maintenance, repair and/or replacement of the patio or balcony door, frames, tracks and screens.
  - Front and patio doors.
  - Windows, window glass, frames, and screens.
  - Cleaning and non-structural repair and maintenance of the patio or balcony floor, ceiling, and walls. No drilling, nailing, stapling, tacking, screwing into the stucco.
  - Replacement of burned out light bulbs in the patio or balcony.
  - Cleaning, maintenance, repair and/or replacement of the HVAC unit located in the common elements, and the water heater.
  - No exterior carpeting or other floor covering, except a standard doormat at the front door.
  - No change of appearance of windows and doors.
  - No hard flooring in second floor units.
  - No “cutting out” (including installation of speakers or “can” lighting) of any wall, ceiling, and/or floor. No penetration of any wall ceiling and/or floor allowed.
  - Owners must immediately report to management any conditions of the unit, patio, balcony, building, stairway, landing, deck, or other area that needs to be repaired.
  - In the case of water intrusion, an owner must take all necessary and appropriate action to stop it immediately, and report it to management immediately.
  - Owners must maintain their units so as to avoid accumulation of moisture, mold and mildew.
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