

SADDLE PEAK at NEVADA TRAILS HOMEOWNERS ASSOCIATION

Architectural Submittal Checklist

EXHIBIT A

PLEASE NOTE: INCOMPLETE SUBMITTALS WILL CAUSE DELAY IN APPROVAL PROCESS.

PLEASE READ CHECKLIST CAREFULLY

Below is a listing of items that are required to accompany the application prior to review by the Architectural Review Committee.

ITEMS 1- 7 BELOW ARE **REQUIRED to be submitted with your application.**

1. Application (Exhibit B)
 - A. Complete Homeowner information (name, address, telephone).
 - B. Homeowner's signature(s)
 - C. Approximate start and completion dates
 - D. Project(s) being submitted
2. Signed Neighbor Impact Statement (Exhibit C) - The Impacted Neighbor Statement is intended to make neighbors aware of any improvement that may impact their property. It is intended for advisory use only. "Impacted" refers to immediate surrounding areas affected by the construction. "Facing" refers to most directly across the street "Adjacent" refers to adjoining properties. "Rear" refers to neighbor(s) directly behind property.
3. Signed Letter of Explanation (if applicable)- (Exhibit D)- The Letter of Explanation is to be used if you have attempted to get your neighbor(s) to sign the Neighbor Impact Statement (Exhibit C), but have been unable to do so. You must then send this letter (Exhibit D) along with a set of your plans to any neighbor in which you were unable to get signatures from. In addition to sending to your neighbor, you must also include one in your architectural submittal
4. Landscape Plans Showing the Work to Be Done- These plans show a diagram of your house and where the landscaping improvements will be. Indication of plant and tree types and location are required.
5. Patio Cover and Gazebo Plans- Completed Exhibit E (Patio Cover Checklist) must accompany any patio cover or gazebo submittal as well as a detailed drawing showing the height, length, width, color and what the improvement will look like when it's completed.
6. Material Samples - Example: type of rock to be used, color chip of paint, pictures of gazebo, pool, patio cover and spa should accompany the plans for the same. A detailed drawing or picture must be submitted.
7. Notice of Completion (Exhibit F) - This form must be completed and returned to EPIC ASSOCIATION MANAGEMENT with photographs of the modification(s) after approved and completed. Please note: you will be responsible for cleaning the sidewalks and the streets of any dirt, debris or other stains which occurred during the project.

PLEASE NOTE THAT NO WORK SHALL COMMENCE UNTIL ARC APPROVAL IS OBTAINED. If ARC approval is not received by the homeowner within 60 days it is deemed DENIED. Any changes made without ARC Approval WILL result in a \$100.00 fine and the homeowner will be required to submit ARC immediately. Making changes without ARC does not mean they will be approved and the ARC Committee retains the right to deny submissions. Even if the work has already been completed, denial will result in the owner having to restore the property to its original appearance.

Send Application and plans one of the following ways:

Saddle Peak at Nevada Trails Homeowners Association
c/o Epic Association Management
8712 Spanish Ridge Ave., Las Vegas, NV 89148
or by E-mail: general@epicamlv.com

EMAIL IS PREFERRED METHOD AND WILL HELP TO EXPEDITE THE PROCESS

Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Architectural Review Committee. An incomplete application may affect the time limits for approval.

ARC APPROVAL IS VALID FOR SIXTY (60) DAYS FROM THE DATE OF THE APPROVAL LETTER

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EXHIBIT B

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Start Date: _____ Finish Date: _____

Homeowner's Signature: _____

PROJECTS BEING SUBMITTED: (Please check all appropriate spaces)

- | | |
|---|--|
| <input type="checkbox"/> Pool & Equipment | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Spa & Equipment | <input type="checkbox"/> Patio Cover |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Stucco |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Alumawood |
| <input type="checkbox"/> Satellite Dish/TV Antenna | <input type="checkbox"/> Sports Apparatus & Play Equipment |
| <input type="checkbox"/> Fence(s) | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Drains (if altering existing grade) | <input type="checkbox"/> Awnings |
| <input type="checkbox"/> Lawn Only | <input type="checkbox"/> Other |
| <input type="checkbox"/> Landscaping: <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Side (Check appropriate spaces) | |

PLEASE FILL IN DETAILS IF NOT SHOWN ON PLANS:

1. Are all existing (previously installed) improvements shown on plans? Yes No
2. Landscape additions require:
 - a. Names of plants
 - b. Locations of plant material
 - c. Color and sample of rock material (if appropriate)
3. Types of building material used:

4. Color scheme of improvement:

CHECKLIST:

- A. County building permits attached Yes No
- B. Impacted Neighbor Statement signed by all affected neighbors attached? Yes No
- C. Original submittal and plans with 2 copies included? Yes No

Please initial each paragraph below:

NOTE: Owners remain permanently responsible for the maintenance and upkeep of additions and modifications to their property and must be recorded with their deed.

NOTE: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer. The review is intended to consider aesthetic applicable aspects of drainage. Owner may also need to acquire approval from the County for permission to encroach within County easement.

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IMPACTED AWARENESS STATEMENT - EXHIBIT C

Homeowner's Name: _____

Property Address: _____

Proposed changes: _____

On _____ 20_____, I/we presented the attached plans to all affected neighbors for their review. Each neighbor has been notified that the plans are being submitted for approval.

Adjacent Neighbor:

Name: _____ Home Number: (_____) _____

Property Address: _____

Approved

Denied

Neighbor's Signature: _____

Adjacent Neighbor:

Name: _____ Home Number: (_____) _____

Property Address: _____

Approved

Denied

Neighbor's Signature: _____

Rear Neighbor:

Name: _____ Home Number: (_____) _____

Property Address: _____

Approved

Denied

Neighbor's Signature: _____

Facing Neighbor:

Name: _____ Home Number: (_____) _____

Property Address: _____

Approved

Denied

Neighbor's Signature: _____

Homeowner's Signature

Date

NOTE: The "Facing neighbor" is the one most directly across the street in the front of your property; the "Rear Neighbor" is the one most directly behind your property. Where multiple neighbors may be impacted, neighbor must have the opportunity to review the plans; use the back of this form for additional signatures. Please include all information.

NOTE: All signatures must be obtained prior to submitting plans for approval. Failure to obtain appropriate signatures may result in delays in the approval process. IF ANY NEIGHBOR IS NOT AVAILABLE FOR SIGNATURE YOU THEN MUST MAIL A LETTER OF EXPLANATION (EXHIBIT D) AND FORWARD A COPY WITH THIS EXHIBIT C.

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SIGNED LETTER OF EXPLANATION – EXHIBIT D

Applicant's Name: _____

Address: _____

Phone: _____

Saddle Peak at Nevada Trails Homeowners Association
c/o Epic Association Management
8712 Spanish Ridge Ave., Las Vegas, NV 89148
or by E-mail: general@epicamlv.com

Dear Committee Members:

I am submitting my ARC application without signatures for the following neighbor(s):

Facing Neighbor, Address: _____

Right Side Neighbor, Address: _____

Left Side Neighbor, Address: _____

Rear Neighbor, Address: _____

I have been unable to obtain signatures from the above mentioned neighbor(s). I have forwarded a copy of this letter along with my plans to the neighbor(s).

Signature of Owner

Date

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PATIO SLABS, PATIO COVERS AND GAZEBOS – EXHIBIT E

The following information is needed for all patio cover submittals. This information must be accompanied by plans **which show all the listed details**, dimensions and what the completed cover will look like.

1. Height: _____ Slope: _____
Width: _____ Overhang: _____
2. Gazebos, Patio Covers, Pergolas, Cabanas and/or similar structures, must meet a minimum 3' setback from all surrounding block walls. Setbacks must be clearly indicated on the site plan, meet all code requirements, and approved by the Architectural Review Committee.
3. Roof Type: _____ (A, B or C)
 - A. Flat with spaced slats? Yes or No
If yes, will roof have exposed rafter tails? Yes or No
What is the spacing of the slats? _____
 - B. Must match existing roof type
 - C. Solid Alumawood
4. Material to be used: _____ (A or B)
 - A. Alumawood
 - B. Stucco to match residence
5. Post size: _____
6. Color:
 - A. Will structure be painted to match the color of the residence? Yes or No
 - B. Is the natural color of the wood being finished? Yes or No
All natural wood surfaces must be finished.
7. Stucco – Will patio cover be stuccoed? Yes or No
If yes, stucco **must** match the stucco type and color that is on the residence.

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NOTICE OF COMPLETION FOR HOME PROJECTS (S) – EXHIBIT F

(Complete and return form **AFTER** installation of improvement has been **completed**)

You must include pictures of the completed project with this form. If the approved project is front or rear yard landscaping, the ARC requires four (4) pictures of the completed project. One (1) picture should be taken from each corner of the yard.

Fill out form and return with pictures one of the following ways:

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c/o Epic Association Management
8712 Spanish Ridge Ave., Las Vegas, NV 89148
or by E-mail: general@epicamlv.com

EMAIL IS PREFERRED METHOD AND WILL HELP TO EXPEDITE THE PROCESS

HOMEOWNER NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

IMPROVEMENTS: _____

DATE OF COMPLETION: _____

Homeowner's Signature: _____

Note: Owners remain permanently responsible for the maintenance and upkeep of additions and modifications to their property and must be recorded with their deed.



DO NOT WRITE BELOW THIS LINE – FOR STAFF USE ONLY

C = COMPLY

NC = NONCOMPLY

<i>Pool</i>	<i>C or NC</i>	<i>Patio</i>	<i>C or NC</i>
<i>Spa</i>	<i>C or NC</i>	<i>Patio Cover</i>	<i>C or NC</i>
<i>Fencing</i>	<i>C or NC</i>	<i>Wall Extension</i>	<i>C or NC</i>
<i>Basketball Hoop</i>	<i>C or NC</i>	<i>Play/Swing Set</i>	<i>C or NC</i>
<i>Gate/Screening</i>	<i>C or NC</i>	<i>Gazebo</i>	<i>C or NC</i>
<i>Stucco</i>	<i>C or NC</i>	<i>Lighting</i>	<i>C or NC</i>
<i>Landscaping (Trees: F, S, R)</i>	<i>C or NC</i>		
<i>Other:</i>	<i>C or NC</i>		

Staff Signature: _____

Date: _____