

ARCHITECTURAL REVIEW REQUEST INSTRUCTIONS

SKYSTONE COMMUNITY ASSOCIATION

c/o Epic Association Management
8712 Spanish Ridge Ave., Las Vegas, NV 89148
Phone/Text: 702.767.9993 * Email: general@epicamlv.com

BEFORE YOU SUBMIT YOUR APPLICATION, be sure that your project has been planned in accordance with our “governing documents.” These documents can be found at the EPICAMLV.COM website, under the Vantaca tab, then under “governing documents”:

Skystone Community Association CC&Rs (recorded 10/25/2016)
Skystone Community Association Design Criteria Rules, as amended.
Skystone Community Association Rooftop Solar Rules, as amended.
Skystone Community Association Satellite Dish/TV Antenna Rules
Summerlin South Community Association CC&Rs (recorded 3/28/1997)
Summerlin South Community Association Design Criteria, as amended.

Please understand that **the Skystone Architectural Review Committee/Board of Directors has no power to waive requirements or restrictions stated within these governing documents.**

When you are ready to submit your plans, please complete this form in its entirety and include all required additional documents.

ARCHITECTURAL SUBMITTAL CHECKLIST: Information and documents you will need.

A copy of your Approval Letter from Summerlin South.*

All improvement requests to Skystone Community Association need the prior written approval of our master association Summerlin South Community Association **BEFORE** your application will be reviewed. Please contact the Summerlin South Community Association to submit/obtain approval for your improvements first.

** Approval of your project by Summerlin South Community Association, or Clark County Building Department, does **NOT** guarantee approval by Skystone Community Association. Each entity has unique rules and makes its own independent decisions about their rules, and any entity can deny your plans or require changes to your plans.*

Skystone Community Association recommends you do **NOT** spend money on your project until all approvals are in place. **Starting your project without approvals is a violation of the governing documents and you may have to uninstall any work that is not approved, at your expense.**

Site Plans, Diagrams, and Specifications for the planned improvements.

These plans and diagrams are not required to be professionally done, but they must provide information so reviewers can confirm compliance with requirements of the governing documents. Please have your plans show the following:

- A) **The location of all planned improvements.** Provide measurements showing distance to residence, property walls, side yard walls, driveway, etc.
- B) **Measurements of each improvement.** For example, plans for a paver brick walkway to a covered patio area should show the walkway’s width and length, and the patio covers height, width and length.
- C) **Materials list, with photos of each material’s color.** For example, plans for a proposed paver walkway to a covered patio area should list the brick paver brand, size and a photo of the color, and the patio cover should list the post material (e.g. wood, alum-a-wood, etc.), the roof material, and photos of the color of each material.

- D) **All landscaping plans must show drainage.** For example, plans should use arrows showing how run-off water or pool drain water, will exit your property in the same locations established by the builder.
- E) **All trees or plants must be identified.** List each tree or plants name, variety, expected mature canopy or spread, and show the planting location of each. For trees give the trunk diameter and root box size.
- F) **All irrigation valve boxes and line locations must be shown.** Plans should show if the line is for emitter or spray-heads, and should show the distances to walls and the residence.
- G) **Rooftop solar electric panels and solar pool heaters.** Plans must include: a) a diagram showing where the panels will be installed on the roof; and b) the location of all piping, conduit runs, cut-off boxes or meters.
- H) **All Satellite Dishes / TV antennas.** Plans must show: a) the mounting location, and b) location of all cable runs.

_____ **Copy of building permit(s) (if applicable).** For example: pools, in ground spas, patio covers attached to the home, block walls over 2' tall, all require a building permit from Clark County. Permit fees can be significant and if you prefer to wait until after you obtain approval from Skystone, building permits can be submitted after approval from the association, but permits must be received before you begin work.

_____ **If you are using a contractor, they must be licensed.** You will have to provide their business name, Nevada State Contractor's Board License number, their office address, and phone number. **You must advise each contractor that:** a) while in the community they must follow all Skystone Community Association rules, including driving and parking; b) that their improperly parked vehicles can be towed; and c) "no street dumping" of sand, dirt, gravels or materials, is allowed, and all off loading of construction materials must be in your driveway.

_____ **Security Deposits for Damage to Common Areas** are required as follows:

\$500.00 for all landscaping improvements to front, rear and side yards.

\$2,000.00 for all backyard pools, in-ground spas, and/or water features requiring excavation.

Security deposits are required to be submitted with the application. They must be by check or money order, payable to Skystone Community Association. The check or money order will not be deposited by Skystone Community Association until your plan is approved. If your plan is not approved, the check or money order will be returned to you by US mail, or you can arrange to pick it up from Epic Association Management office during their office hours.

_____ **If a security deposit is required you must also provide "before" photos of the common areas in front of your home, including:** close ups of curb, gutters, sidewalk, the asphalt street in front of the home; utility boxes anywhere in front of the home (water, cable, power), and a picture of the entire front of your home. Once the work has been completed these photos will be used to check for common area damage before you will be issued a security deposit refund.

When work is completed, you must advise Epic Association Management in writing that work is completed and that you are requesting your deposit back, and you must submit "after" photos of the same common areas as your "before" photos. Please allow 2-4 weeks for a review for common area damage, and if none, then for a refund check to be issued. Skystone Community Association does not pay interest on security deposit monies held during your project, and it will keep any interest earned while security deposits are held. Refund checks will be mailed to you unless you direct otherwise.

ARCHITECTURAL REVIEW REQUEST APPLICATION

Property Owner(s) Name: _____
Property Address: _____
Owner's Mailing Address (if different from above): _____
Telephone #: _____
Email Address: _____

I have reviewed the Architectural Review Request Instructions, and checklist. I hereby request approval for the installation of the following improvement(s) to my unit as described below, and in the plans, documents and photos I am submitting with this application:

Short Description of Improvements: _____

List of Documents attached: _____

Required deposit attached: ___ yes; ___ no; ___ not required.

I will not allow my contractors or suppliers to dump or offload materials in the street. I am responsible for any damage done to the common elements, including damage caused by my contractor's or workers.

Work to be performed by:

___ Owner

___ Contractors:

1) Business name: _____ NV St. Lic. # _____

Address _____ Phone: _____

2) Business name: _____ NV St. Lic # _____

Address _____ Phone: _____

Planned Start Date: _____ Planned Completion Date: _____

Your application will be reviewed by Epic Association Management for completeness. Please cooperate with Epic should they ask you for additional information. An incomplete application WILL NOT be submitted to the Architectural Review Committee/Board of Directors.

Please Note: The Architectural Review Committee/Board of Directors may take up to **60 DAYS** to approve/deny your application.

Owner's Signature: _____ **Date:** _____

TO SUBMIT THE APPLICATION:

Keep a copy of everything you submit for your own records

If a security deposit is required, mail the signed original and deposit to:

Epic Association Management
8712 Spanish Ridge Ave.,
Las Vegas, NV 89148

Or you may hand deliver it to Epic during their business hours.

If no security deposit is required, you may email .pdfs of the signed application to: general@epicamlv.com

If the application was mailed or emailed, contact Epic to confirm your application was received.