

ARROWCREEK



ARROWCREEK HOMEOWNERS' ASSOCIATION

ARCHITECTURAL DESIGN REVIEW COMMITTEE
ADRC GUIDELINES

ADOPTED • April 14 2015



ATTENTION ARROWCREEK OWNERS

- ▶ **ALL EXTERIOR HOME AND LANDSCAPING CHANGES REQUIRE PRIOR WRITTEN APPROVAL OF THE ADRC. SUBMITTALS FOR PROJECTS MUST GO THROUGH THE DESIGN REVIEW PROCESS.**
- ▶ THE ARCHITECTURAL DESIGN REVIEW COMMITTEE (ADRC) is a group of owner volunteers and industry experts appointed by the Board of Directors. The ADRC is charged with the task of making sure that all exterior modifications to a lot, to include home and /or landscape, are in compliance with these Guidelines.
- ▶ THE ADRC PERIODICALLY REVISES THE GUIDELINES. This version was formally adopted 4/14/16. To be implemented and enforceable as of 5/25/15.
- ▶ ADRC GUIDELINES and PROJECT SUBMITTAL FORMS are available on the ArrowCreek website at www.arrowcreek-hoa.com
- ▶ Please call ASSOCIA SIERRA NORTH at (775) 626-7333 should you have questions regarding the submittal process, schedule of meetings, fees, final inspection requirements, and or any other inquiries you may have.
- ▶ The ADRC meets on the 2ND WEDNESDAY of each month (December is reserved for holiday). The deadline to submit plans is the 1ST WEDNESDAY of each month.

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ARROWCREEK HOA - ADRC

► FEES AND DEPOSITS SCHEDULE

NOTE: THIS SCHEDULE MAY BE CHANGED FROM TIME TO TIME BY RECOMMENDATION OF THE ADRC COMMITTEE AND APPROVAL OF THE BOARD OF DIRECTORS. NOTICE OF CHANGE WILL BE SENT TO OWNERS WITH 30 DAYS ADVANCE NOTICE TO ENFORCE.

Remodeling and Additions are separated into several project categories based on their valuation. The Committee will make the final determination of the remodeling valuation with regard to category.

Deposits and **Fees** must be paid on **separate checks** (as they are deposited into separate HOA accounts). The HOA requires checks only; cash or credit cards are not accepted.

All submittal forms, plans, processing fees, deposits and all other materials are to be payable and submitted to:

ArrowCreek HOA
 C/O Associa Sierra North
 10509 Professional Circle, Suite #200
 Reno NV 89521
 (775) 626-7333 • Fax: (775) 626-7374
 Email: acservice@associasn.com

- FOR ASSISTANCE IN PLAN SUBMITTAL CALL **(775) 626-7333**
- SUBMITTAL FORMS AVAILABLE AT **WWW.ARROWCREEK-HOA.COM**

Project Categories and Fees	Non Refundable Processing Fee	Plus +	Refundable Deposit
New Home Construction & Landscaping	\$1,000	+	Flat Fee in the Amount of \$15,000
Remodeling w/ Valuation Greater than \$100,000	\$1,000	+	Flat Fee in the Amount of \$15,000
Remodeling and/or Landscaping w/ Valuation \$50,000 to \$100,000	\$750	+	\$5,000
Remodeling and/or Landscaping w/ valuation \$20,000 to \$50,000	\$500	+	\$2,000
Remodeling and/or Landscaping w/ valuation \$3,000 to \$20,000	\$350	+	\$250
Small Projects w/ valuation \$1,000 to \$3,000	\$200	+	\$100
Minor Projects w/ valuation less than \$1,000	No Fee		\$150
Additional review Fee: a) change to already approved plan; b) Over 4 submittals; or c) significant plan changes by the ADRC required	\$250		
Request for Variance	\$500	+	See Page 6 for Instructions

► **ARCHITECTURAL DESIGN REVIEW COMMITTEE (ADRC)**

Per the CC&R's Article VI, Section 1, the Committee is composed of not less than three (3) not more than seven (7) ArrowCreek Voting Members appointed by the Board. However, the ADRC has set a standard of not less than five (5) members. Hired professionals are members but are non-voting. They provide design review services and recommendations to the owner members of the Committee. Committee members are subject to removal by the Board, and any vacancies will be filled by appointment of the Board. A quorum of the Committee consists of the lesser of a majority of committee members or three persons. A decision may be rendered by a majority of committee members at a meeting at which a quorum is present. Committee members do not need to be property owners, officers, directors or employees of the Association.

Written approval by the ADRC Committee must be received prior to the start of any staging, clearing, grading, permitting of construction or landscaping (new or remodel). It is the responsibility of property owners to comply with the Guidelines. ArrowCreek is within the jurisdiction of Washoe County, and the Washoe County Building Department should be contacted at the beginning of the process to ensure compliance with county requirements. Compliance with all governmental regulations is the responsibility of the property owners.

► **ARCHITECTURAL DESIGN VISION**

ArrowCreek is a special place to live because homeowners take pride in the appearance of their community. Much of the beauty of ArrowCreek lies in its vast open spaces. The finishing touch is added by well-designed harmonious architecture and well-maintained home sites and homes. The ArrowCreek Design Review Committee (the "Committee" or "ADRC") of the ArrowCreek Homeowners Association (the "Association")

is charged with ensuring the creation and retention of harmonious, though diverse, design qualities in the community. The Design Guidelines (the "Guidelines") have been created to provide property owners, architects and pre-approved residential designers with a set of parameters for the preparation of their drawings and specifications.

►► **ADHERENCE TO THESE GUIDELINES WILL HELP ASSURE HOMEOWNERS THAT ARROWCREEK WILL BE KNOWN FOR ITS HIGH STANDARDS OF QUALITY.**

ArrowCreek has been designed to be a unique community of custom and production homes. The Declaration of Covenants, Conditions, and Restrictions ("CC&Rs") does not list specific design criteria necessary for plan approval. Rather, the authority to approve or disapprove individual building and landscaping plans is given to the Committee for review on a case by case basis.

The CC&R's authorize the Committee to draft and enforce design guidelines, as well as related rules and regulations. The Committee will review, revise and publish the guidelines periodically. The CC&R's contain additional provisions related to use restrictions, design, and Committee procedures and should be reviewed in conjunction with these Guidelines.

The Committee does not seek to restrict individual creativity, but rather to maintain the aesthetic relationship among the homes, natural amenities, golf courses, and surrounding neighborhoods. As the community matures, these relationships will become increasingly important, requiring coordination through the design review process.

ALL STRUCTURAL PLANS MUST BE PREPARED BY A NEVADA LICENSED ARCHITECT OR AN APPROVED ARROWCREEK RESIDENTIAL DESIGNER. Ask your designer or contact the management office to confirm who is an Approved Residential Designer.

► HOW TO BE AN APPROVED ARROWCREEK RESIDENTIAL DESIGNER

Residential Designers must be approved by the ADRC Committee prior to submitting plans for residential construction in ArrowCreek. Upon request, the Committee will review at no charge a Residential Designer's qualifications, which shall include both technical training in residential design and experience in the field. Demonstration of experience shall include a minimum of five (5) samples of recent work. In addition the Residential Designer must submit three (3) professional letters of reference and proof of experience in designing homes on hillsides and sloped lots. Once approved by the Committee, the Residential Designer may submit plans to the Committee for review. The Committee may rescind its approval at any time if, in its sole discretion, a Residential Designer is no longer providing quality and originality and is therefore no longer qualified to design homes and landscaping in ArrowCreek.

► SUBMITTAL PROCESS

ADRC SUBMITTAL FORM:

All projects impacting the exterior, construction or landscaping, require a completed Submittal Form signed by the owner. This form is updated regularly. Please print from the website (www.arrowcreek-hoa.com) or request a form from the management company to be sure you have the most current form.

Property owners of record or their authorized representatives may submit plans to the Committee for design review. In the event that

someone other than the property owner is submitting plans, the property owner's signature must be on the submittal form. In the case of recently transferred property, escrow must be closed and acknowledged by the Association prior to submittal of plans to the Committee.

Plans must be submitted, during normal business hours, no later than the Wednesday prior to the scheduled Architectural Design Review Committee meeting in order to be considered for inclusion on the agenda of that meeting. Meetings are held on the 2nd Wednesday of each month. The deadline for submittal is the 1st Wednesday of each month. Meetings are subject to change and/or cancellation. Calendar of Meetings are on the website: www.arrowcreek-hoa.com. Submission of plans by this deadline does not guarantee that said plans will be considered at the next meeting, as time constraints and other unforeseen circumstances may preclude this. All plans shall be reviewed by the Committee in closed session. Neither the property owner nor his authorized agent may attend these sessions unless invited by the Committee.

Previously approved plans (given preliminary or final approval) that are sold with a lot will need to be re-submitted for review and must meet the requirements of the current design guidelines.

FEES DEPOSITS

(REFER TO THE FEE & DEPOSITS SCHEDULE ON PAGE ONE)

Processing Fees (non-refundable): A non-refundable processing fee payable to the ArrowCreek HOA is required at the time of design submittal. The Committee will review the plans; a preliminary design submittal (if requested) through the final design submittal, up to a total of four (4) times (in the aggregate). If the plans require more than 4 reviews an additional non-refundable review fee may be charged. If in the opinion of the Committee significant changes are made during

FIGURE 1

SPLIT RAIL FENCE

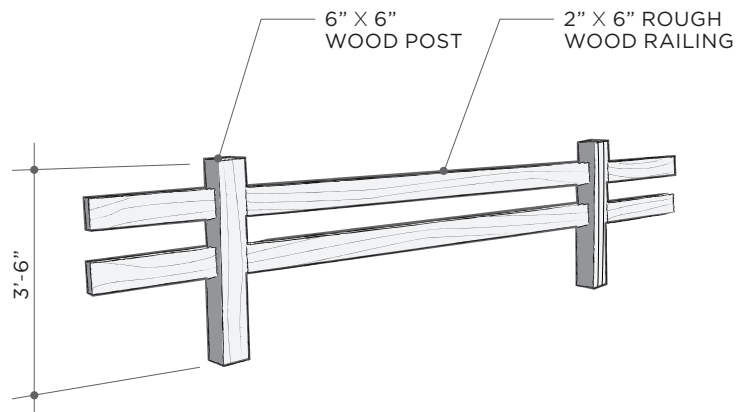


FIGURE 3

SINGLE SIDED SCREEN FENCE

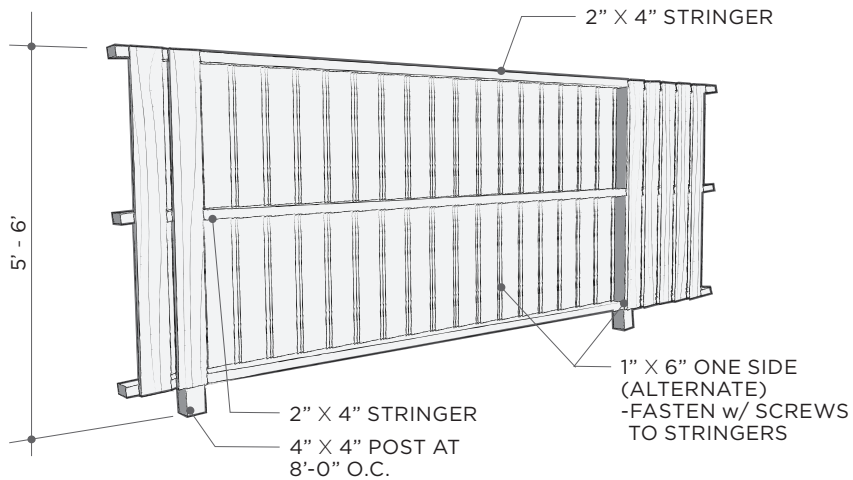


FIGURE 2

DOUBLE SIDED SCREEN FENCE

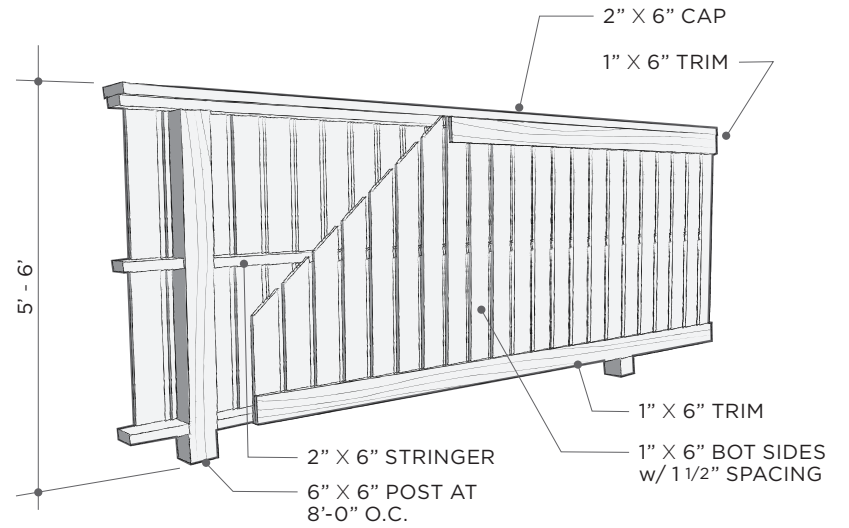
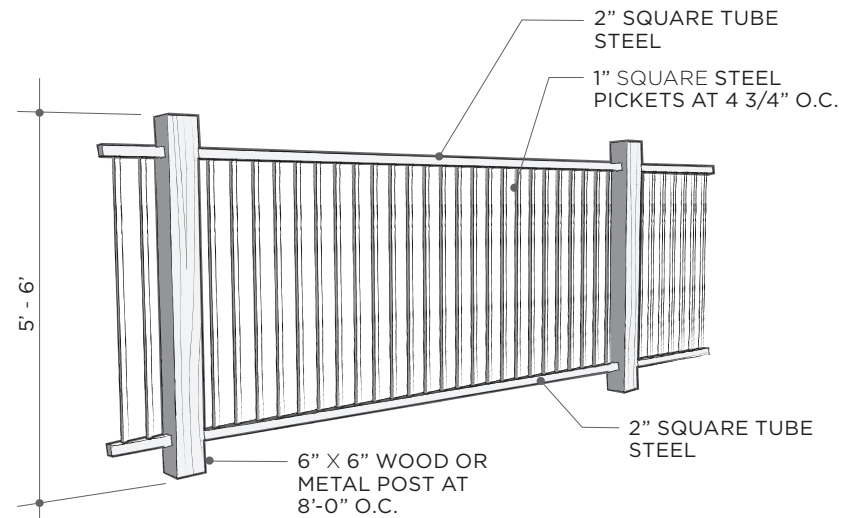


FIGURE 4

ORNAMENTAL IRON FENCE



► **ARCHITECTURAL DESIGN**

The Guidelines in this chapter are intended to help owners and builders create residences that exhibit diverse design styles and, yet, maintain the regional flavor of the development. Residences built under these Guidelines will blend well with the natural and created landscape of ArrowCreek. These guidelines are created to encourage a community of individually outstanding architectural structures that, when viewed together, provide a pleasant environment.

Architectural designs shall be customized for each home site to respect and maximize the natural features that exist. The designs will successfully blend with all the natural features that exist on site including the adjoining golf courses. This will be accomplished with a minimum amount of grading and excavation disturbance. The preservation of each lot's open space, natural vegetation, and terrain must be maintained. The character of the building site, including distant views, views from other lots, and solar aspects, shall be considered in each site plan and residence design.

Architectural designs must provide visual order and harmony in the overall house design. Approval of plans is likely to be denied or conditions of approval imposed when plans include visually confusing, loud or disordered facades (including roof forms, massing, window and door shapes and styles.) It is important that the general proportion of the home, including windows, doors and other exterior architectural elements result in a quietly dignified composition and compliment the remainder of homes in the community. Hierarchy in exterior expression can aid visual order such as a dominant element that responds to an important interior space. Balanced massing is preferred. Pattern and rhythm are encouraged. Good sense of proportion must be applied which relates to the overall building.

Architectural Theme:

The ArrowCreek design theme is derived from a blending of elements found in architectural styles historically existing in this area and common to this physiographic region. The following sketches show examples of elements of a number of architectural styles which the Committee anticipates will be proposed for the ArrowCreek community.

Roof-dominated forms and building masses with pleasant proportions.

Horizontal emphasis will be of overhangs, porches, and shed roof elements to soften forms and respond to climate conditions and the terrain. The roof line of each home must create its own pleasing relationship when viewed from the street, neighboring lots, golf course or other common area. Long expanses of roof must be broken and articulated. Two-story buildings must have some roof eaves at the lower level to break up potentially tall wall planes. Home designs must respond to the natural contours of the home site.

One and two story massing which steps back from the lower story façade to the upper story. Stepped roof massing, where two story elements are proposed should include single story elements with higher masses occurring toward the center of the home with lower profiles occurring toward the outer portions of the home.

Articulation of wall surfaces with carefully located and proportioned windows and doors. The use and style of fenestration trim is encouraged to both highlight and to add shadow lines. No large unbroken wall planes will be accepted, both horizontally and vertically. A general rule is 20 feet horizontally, 12 feet vertically with the Committee providing final determination if wall planes provide enough articulation.

The use of natural exterior materials and colors to blend with the landscape.

The following section contains recommendations for Custom Homes adjacent to Open Space.

Defensible Space:

The project site is located in a high fire hazard area as identified by the Nevada Division of Forestry. This is due to the occurrence of lightning and strong westerly winds. Fire suppression over a long period of time has resulted in on-site fuel accumulation that will become a problem during a wildfire. Mitigation is needed to reduce the fire hazards on the site. Proposed mitigation includes careful structure siting, fire hydrants, fuel breaks around structures, the use of fire resistant/retardant plants, ease of access for fire-fighting equipment, and the use of appropriate building materials.

Effective fire protection can be achieved with a wide strip (at least 100 feet) of bare ground around structures created by removing the native shrubs and grasses. However, the bare ground is subject to water and wind erosion, besides being aesthetically unacceptable. A better solution is the use of "green belts." A green belt can be defined as a landscaped and irrigated zone between a structure and the brush-covered wild lands that is designed to halt or slow the spread of fire and to control soil erosion and water runoff. Lots adjacent to open space, common area, or golf course edges that remain in a natural condition shall be required to comply with these requirements. Requirements in developing such a green belt are as follows:

1. Removal of highly flammable native brush and grasses, especially cheat grass, from around structures for a distance of 30-50 feet. Remove any dead wood in and around shrubs. This zone will consist of grasses, introduced shrubs, and individual trees pruned up off the ground. All plants will have high-moisture content because of drip or spray irrigation. The sprinkler system will be permanent and on a controller. Included in this zone is a 10 to 20 foot wide area on both sides of the

front driveway. Appropriate planting for this zone are native, naturalized, and exotic species that gradually blend to the more native zone beyond. Lawns will be kept to a minimum size for water conservation and sprinklered with an overhead automatic spray system.

2. In the 30 – 100 foot zone around the structures, dead woody plants will be removed. Trees and shrubs will be occasionally pruned and "weedy" species eradicated. This landscape zone is intended to coordinate with the requirements for a managed fire break transition zone. Beyond the 100 foot zone, up to 200 feet, the amount of vegetation will be reduced and the most flammable species thinned.

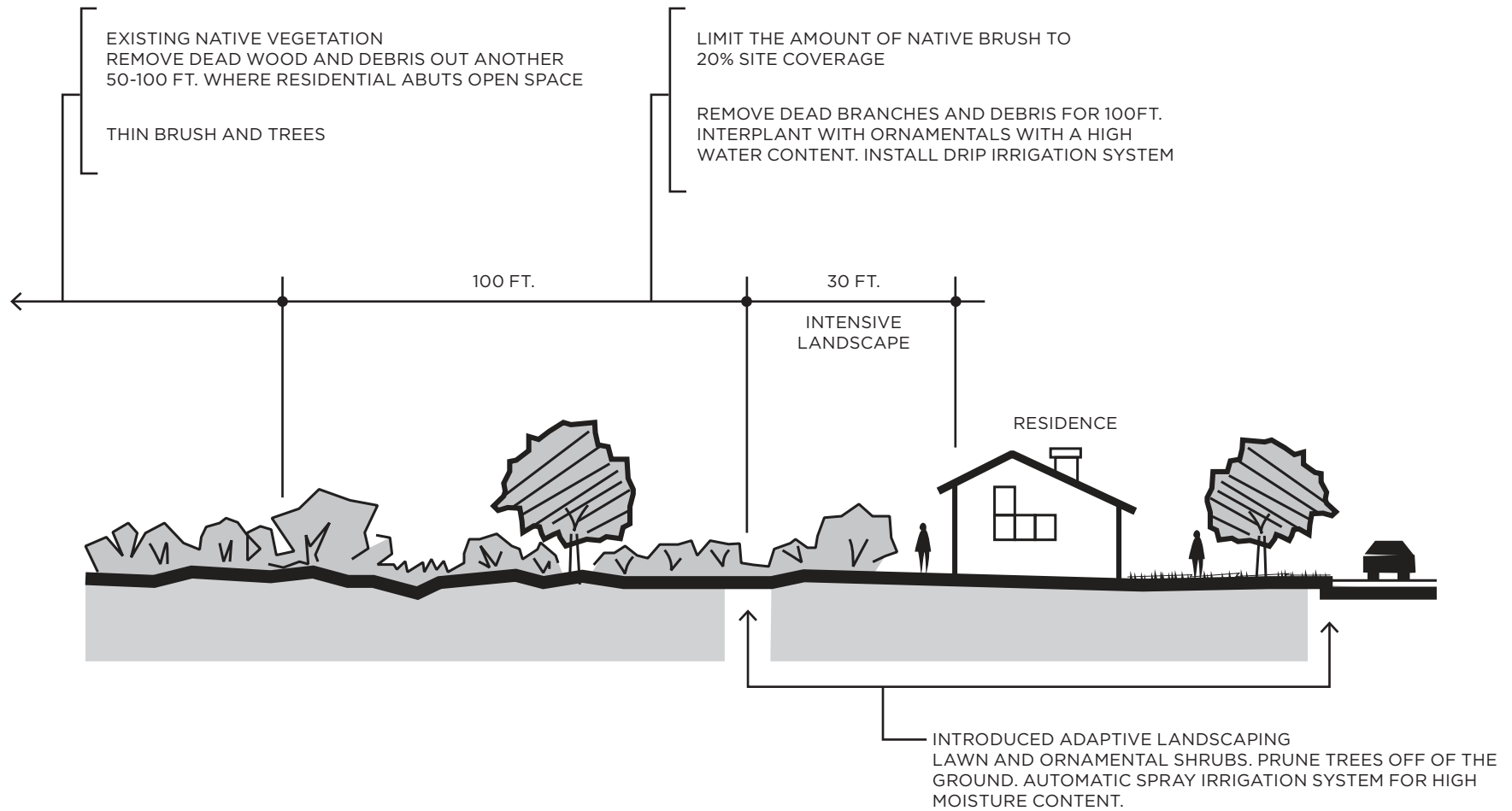
3. Maintenance of the plantings will include weed control, cutting back woody plants, and removal of plant clippings and fallen branches. Part of the effectiveness of a green belt lies in minimizing the volume of fuel available. Without proper maintenance, fire-retardant planting can become a fire hazard over time. Irrigation and maintenance schedules will be provided with final plans for the project.

4. If property owners do not comply with the conditions, the Homeowners' Association is authorized to contract for maintenance and bill the property owner.

A crucial step in the planning and construction of a green belt is selection of the plants to use. Listed in Table 2 are recommended species with varying degrees of fire retardance that have value for landscaping in green belts. Although a number of broad similarities may exist within the overall project area, it is not possible to make specific site recommendations until fire hazard, soil, topography, and sun exposure are further studied.

FIGURE 12

FIRE BREAKS



It is important that plants from Table 2 be grouped according to water requirements or receives the proper number of drip emitters. Highly drought-tolerant species are often damaged or killed if over-watered. Over watering also forces unwanted growth in the plants and encourages weeds. When an area is irrigated, it should be thoroughly soaked to encourage the roots to grow deeply into the soil. Frequent light irrigation must be avoided.

Water Conservation:

Water conservation in the Truckee Meadows is a long-term responsibility for all residents, since we live in a desert climate with limited resources. There are many ways to conserve water in the outdoor landscape. Generally, plants will use as much water as a person gives them, so over watering is the result of owners not realizing proper planting water requirements.

The principals of “Xeriscape” (dry landscape) should be followed and are briefly summarized below:

- Mulch plantings to keep soil cool and reduce evaporation.
- Plan and design planting/irrigation from a project’s beginning.
- Create practical and usable lawn areas of reasonable size and shape.
- Use appropriate plants for the area and group into water zones.
- Improve the soil in the intensive landscape zones with compost or manure.
- Irrigate efficiently with properly designed systems with automatic timers.
- Maintain the landscape appropriately by mowing, pruning, and fertilizing properly.

► DEFINITIONS

Unless the context otherwise specifies or requires, use of the following words or phrases when used in these ADRC Guidelines shall have the following meanings:

ADRC (ArrowCreek Architectural Review Committee)

The committee appointed by the Board as described in the CC&R's as the ADRC. The Committee shall review and either approve or disapprove proposals and/or plans and specifications for the construction, exterior additions, landscaping, or changes and alterations within the ArrowCreek HOA.

ADRC Guidelines (Guidelines)

The review procedures, restrictions, and construction regulations adopted and enforced by the ADRC as set forth in this document and as amended from time to time.

Ancillary Buildings

A detached subordinate building, the use of which is incidental to that of principal structure.

Applicant

Builder, Owner or representative or Person with a proprietary interest in real property within the boundaries of the ArrowCreek HOA planned Community who submits any application to the ArrowCreek ADRC.

Architect

A licensed Architect in the State of Nevada.

Association

The term "Association" shall mean the ArrowCreek HOA.

Batter

A backward slope of the face of a wall as it rises.

Building

Any structure securely affixed to the land, having a roof supported by columns or walls, and entirely separated on all sides from any other structure by space or by walls in which there are no communicating doors, windows or openings, which is designed or intended for the shelter, enclosure or protection of persons, animals, chattels or property of any kind.

Builder

A person or entity engaged by a Builder/Owner for the purpose of constructing any Improvement within ArrowCreek. The Builder and Builder/Owner may be the same person or entity.

Building Coverage

A building or buildings may cover the total allowable portion of the lot as depicted in the original lot plot plan.

Building Envelope

Each Lot contains an area described as the "Building Envelope." The "Building Envelope" is defined as the area in which all Improvements (including outdoor amenities such as pools, patios, ancillary buildings and related Improvements) may be made to the Lot.

Building Height

The maximum height allowable by the ArrowCreek HOA Plot Map and/or the ADRC Guidelines.

Building Setback

The minimum distance between the property line and the nearest portion of a structure on the property.

Common Areas

Those areas, which are used, owned by the association. Common Areas may include but are not limited to open spaces, streets, parking areas, pathways and parks.

Construction Activity