

ARROWCREEK



ARROWCREEK HOMEOWNERS' ASSOCIATION

Architectural Design Review Guidelines

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 AS OUTLINED IN THESE GUIDELINES PRIOR TO COMMENCEMENT OF ANY DISTURBANCE OR CONSTRUCTION ACTIVITY.

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 and applied consistently throughout the community.

ADRC GUIDELINES and PROJECT SUBMITTAL APPLICATIONS are available on the ArrowCreek website at www.arrowcreek.com

Please contact ASSOCIA SIERRA NORTH at (775) 626-7333 or email at acservic@associasn.com 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 (a complete Design Review Submittal Package) is twelve (12) calendar days prior to the scheduled ADRC meeting.

Architectural Design Review Committee (ADRC)

Mission Statement

The mission of the ADRC is to protect and maintain ArrowCreek's visual harmony with the beautiful natural landscapes and surrounding mountains. The ADRC is charged with setting the Architectural Control Guidelines for the community. In addition, the ADRC works with residents to make sure that all modifications to a lot, to include a home, detached structure, other exterior improvements and/or landscape, are in compliance and applied consistently throughout the community so that home values are maintained.

Thank you for working with the ADRC on your recent project. Please refer to the Appendix – Page 42, where you will find a brief Exit Survey that we would appreciate you taking the time to complete and return via mail, email or other means. This will help us continue to improve the design review process for our community.

Design Review Process – Summary

For complete details please refer to the ADRC Guidelines

HOMEOWNERS AND THEIR DESIGN PROFESSIONALS ARE ENCOURAGED TO READ AND BECOME FAMILIARIZED WITH THE DESIGN REVIEW PROCESS – SUMMARY.

NOTE: The information provided in the Summary Steps below is for information only. This information DOES NOT supersede or circumvent the information provided within the Guidelines. In the event of discrepancy or the need for further clarity, the Guidelines should be consulted as they take precedence.



STEP 1. Plan Submittal must include the following:

- Completed Plan Submittal Application Form based on the specific project and its valuation. Forms must be signed by either the owner or the owners authorized representative.
- Appropriate non-refundable review fee and/or refundable deposit payable by separate checks made out to the ArrowCreek HOA.
- All submittals must meet the specific requirements outlined in the Guidelines to constitute a complete Design Review Submittal.

STEP 2. ADRC Meeting Schedule and Review Process:

- The ADRC meets the second (2nd) Wednesday of each month. For plans to be considered at a scheduled meeting they must be received twelve (12) calendar days prior to the scheduled meetings. New Custom Home and Major Exterior Remodeling Projects should be approved with no more than three (3) reviews. Any plan that requires more than three (3) reviews will be charged an additional non-refundable fee of \$1,000 per each additional review.
- Changes to approved plans for New Custom Home and Major Exterior Remodeling Projects; that has not expired, will be charged a non-refundable fee of \$500 per each additional review.
- Due to NRS requirements on confidentiality owners do not attend or participate in the meetings of the ADRC. However, there are times when a meeting with an owner is necessary to resolve submittal issues. At the request of the owner, in writing or at the discretion of the ADRC a private meeting can be scheduled.
- If after a meeting with the ADRC there are unreconciled issues, an owner has the right to request an ADRC Panel Appeal. Please refer to the Guidelines on how to initiate the appeal process.

STEP 3. Determination Response Letter/Plan Turnaround:

- Response letters from the review of plans are processed within seven (7) business days and sent to the owners.
- **All approved plans** are stamped and processed for release and ready for pick up within seven (7) business days. Any pending security deposits and/or fees must be paid prior to the release of approved plans.
- **All plans that are not approved** as submitted are to be picked up by the owner and resubmitted with the requested changes, modifications, and/or clarifications provided in the response letter for the next scheduled meeting.
- All resubmissions must be accompanied with a response letter which defines how all review comments have been addressed.
- Plans that are not picked up after ninety (90) calendar days from approval or disapproval will be discarded.

STEP 4. Final Inspections and Refund of Deposits:

- All approved projects must go through a final inspection to process any refundable deposits. Upon completion of an approved project an owner must submit a written request for final inspection via personal drop off at Associa Sierra North, mail, or email and indicate if they wish to be present.
- Inspections are scheduled at least every fourteen (14) days. Owners that have requested to be present will be contacted by the inspector directly to schedule a convenient date and time; otherwise the final inspection will be conducted without the owner present.
- Upon final inspection approval, the refundable deposit will be processed and mailed within twenty-one (21) business days.
- If the final inspection failed, a response letter will be processed indicating reasons it did not pass and the actions necessary to bring the property into compliance within thirty



(30) days. A re-inspection of the corrective actions taken will be required prior to any processing of deposit refunds.

Timeline to Start Projects, Complete Projects and Request a Final Inspection are as follows:

- **All New Construction** – Work must commence within twelve (12) months from the date provided on the ADRC plan approval letter or the approval will expire. If plans were not part of the submission, which occurs in some instances, then the date of the plan approval letter will be used and the approval will expire twelve (12) months from that date; the plans and any approvals related thereto will be null and void. Once plans are expired the submittal process will have to start over as if it were a new submittal; requiring a new review and approval with new fees.
- **New Custom Home and Major Exterior Remodeling Projects** – Must be completed within twenty-four (24) months of plan approval.
- **New Custom Home Landscaping** – Must be completed within ninety (90) days of receiving a Certificate of Occupancy.
- **All Other Landscaping and Home Remodeling** – Must be completed within one-hundred and eighty (180) days (approximately 6 months) of plan approval.
- Should a hardship occur preventing completion by the designated timeline, please contact the ADRC prior to expiration. Submit a written request to the ADRC with the status of your project, reasons for requesting an extension, and anticipated extension time needed.
- Construction penalties of up to \$250 and/or additional fees may apply if timelines are not met, construction updates are not provided and/or requests for extension have not been submitted.

STEP 5. Cancelled Projects:

- Should you decide to cancel and not proceed with your project, please submit your notice of cancellation in writing (email is acceptable). After review and plan termination, your refundable deposit will be processed and mailed within twenty-one (21) business days.

ADRC Submit Flow Chart:

- The Flow Chart provided on the following page provides a graphic outline of the ADRC process; may provide a quick reference of the basic steps in the path from submission, to approval and onto project completion.

FOR QUESTIONS REGARDING PLAN SUBMITTALS, REQUIREMENTS, PROCEDURES FOR WRITTEN REQUESTS, OR ANY OTHER ASSISTANCE IN REGARD TO THE DESIGN REVIEW PROCESS THAT YOU MAY NEED, PLEASE CONTACT:

ASSOCIA SIERRA NORTH (775) 626-7333 or acservice@associasn.com

ADRC Guidelines, Forms, and Calendar of meetings are available on the website: www.arrowcreek.com



ADRC Submit Flow Chart

NOTE:

The information provided in the Flow Chart is for information only. This information DOES NOT supersede or circumvent the information provided within the Guidelines. In the event of discrepancy or the need for further clarity, the Guidelines should be consulted as they take precedent. Full understanding of the Guidelines is key to a successful project.

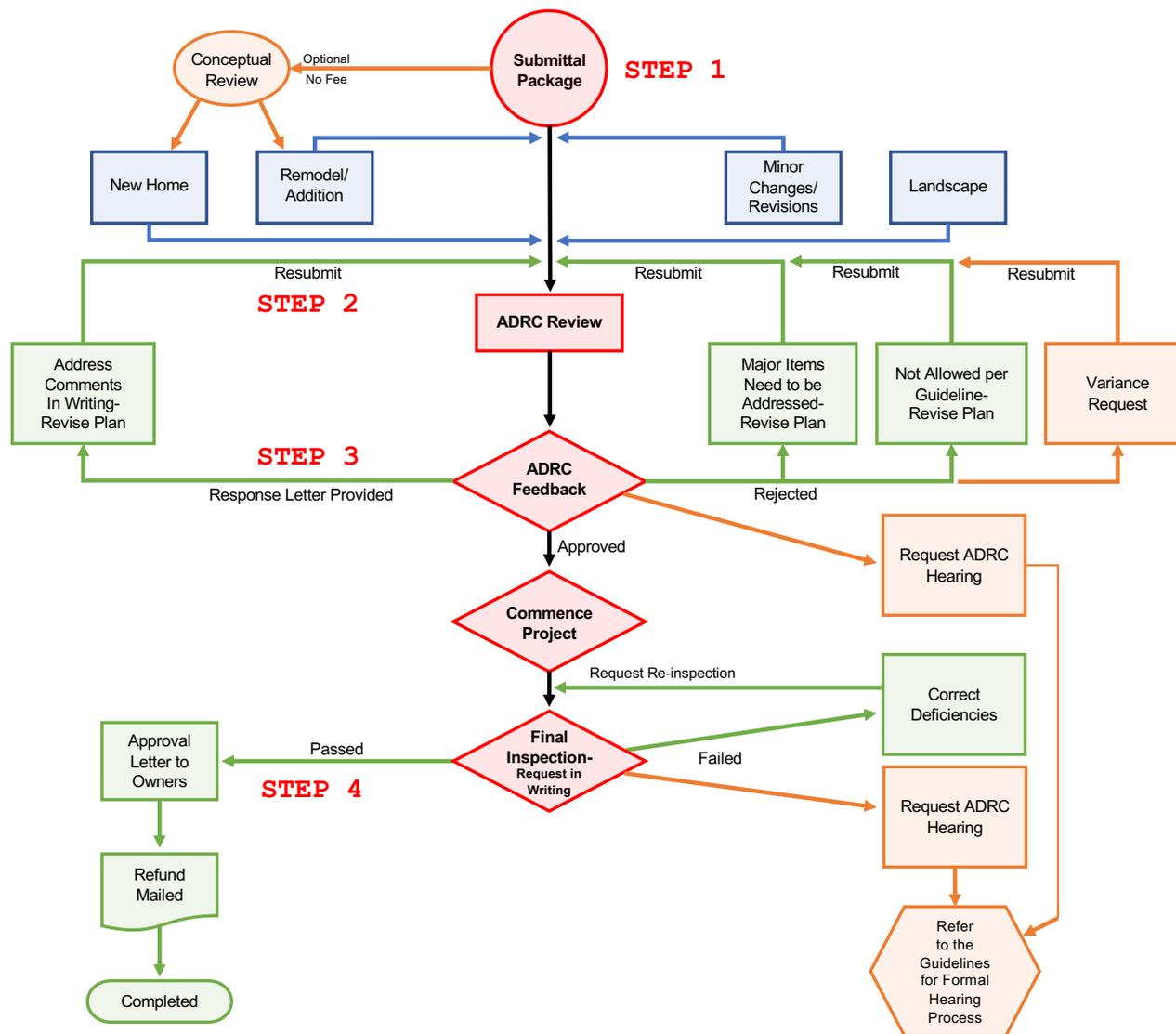


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Fees and Deposits Schedule

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

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

Fees and Deposits must be paid by 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

ASSISTANCE WITH PLAN SUBMITTALS CALL **(775) 626-7333**

SUBMITTAL FORMS ARE AVAILABLE AT WWW.ARROWCREEK.COM

ONLY WRITTEN REQUESTS VIA PERSONAL DROP OFF, US MAIL OR EMAIL TO REQUEST A FINAL INSPECTION MUST BE SUBMITTED TO ARROWCREEK HOA C/O ASSOCIA SIERRA NORTH TO INITIATE REFUND OF DEPOSIT

Table of Fees:

Project Categories and Fees	Non-Refundable Processing Fee	Plus +	Refundable Deposit / Misc.
New Home Construction to include Landscaping with Valuation \$500,000 and Above (Application #1)	\$1,500 for up to Three (3) Design Review Submittals	+	Flat Fee in the Amount of \$30,000
Major Exterior Remodels and Additions or New Home Construction to include Landscaping with Valuation \$100,000 to \$500,000 (Application #1)	\$1,500 for up to Three (3) Design Review Submittals	+	Flat Fee in the Amount of \$20,000
Exterior Remodels and Additions and/or Landscaping with Valuation \$50,000 to \$100,000 (Application #2)	\$750 for up to Two (2) Design Review Submittals	+	\$5,000
Remodels and Additions and/or Landscaping with Valuation \$20,000 to \$50,000 (Application #3)	\$500 for up to Two (2) Design Review Submittals	+	\$2,000
Remodels and Additions and/or Landscaping with Valuation \$3,000 to \$20,000 (Application #3)	\$350 for up to Two (2) Design Review Submittals	+	\$250
Projects with Valuation \$1,000 to \$3,000 (Application #3)	\$200 for up to Two (2) Design Review Submittals	+	\$100
Projects with Valuation less than \$1,000 (Application #3)	\$150 for up to Two (2) Design Review Submittals	+	\$150
Exterior Paint Change (Application #4)	\$150 for up to Two (2) Design Review Submittals	+	\$150
Additional Review Fee: Change(s) to already Approved Plan or Significant Plan change(s). Applies to Custom Home and Major Exterior Remodels and Additions	\$500 per Review		
Additional Review Fee: Design Review Submittal Fourth (4th) Review and Above. Applies to New Home Construction and Major Exterior Remodels and Additions	\$1,000 per Review		
Request for Variance	\$1,000 per Request		See Page 6 for Instructions
Preconstruction Surcharge	\$100 per Occurrence		See Page 6 for Instructions

PROCESSING FEE (NON-REFUNDABLE):

A non-refundable processing fee payable to the ArrowCreek HOA is required at the time of Design Review Submittal to cover review expenses. The ADRC will review the plans through Design Review Submittal process, up to a total of three (3) times (in the aggregate); this does not include the one-time Conceptual Review (which is optional). If the plans require more than three (3) reviews an additional non-refundable review fee will be charged. If in the opinion of the ADRC significant changes are made during the review process additional non-refundable fees may be charged even if the plans have not been reviewed three (3) times. Should additional review be necessary to plans already approved, an additional non-refundable processing fee will be charged.

REFUNDABLE DEPOSIT:

A deposit; payable by check, must be collected by the Association from the property owner prior to the release of approved plans. Deposits submitted by someone other than the property owner is acceptable; however, the deposit refund can only be refunded to the property owner of record. This deposit is required as security for:

- A. Compliance with the design guidelines, CC&Rs, Rules and Regulations, plan adherence agreement and/or any other governing documents of the Association.
- B. Completion of the structures, landscaping, and/or modifications in accordance with the approved plans.
- C. Diligent and continuous execution of the approved project and completion in a timely manner.
- D. Financial responsibility for damage to any property of the Association.

The deposit must be maintained in full until a deficiency-free final inspection of the project by the ADRC or its representative. It shall not accrue interest for the benefit of the owner.

Any refundable balance of the deposit amount shall be returned upon final inspection and approval of the ADRC. Should a lot sell before a deposit is approved for refund, instructions for the refund of the deposit must be clarified in the escrow instructions. If instructions are not provided, the refund will be sent to the CURRENT owner of record upon a completed and approved final inspection.

Architectural Design Review Committee (ADRC)

Per the Declaration of Covenants, Conditions, and Restrictions (“CC&R”) Article VI, Section 1, the ADRC 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 ADRC. ADRC members are subject to removal by the Board, and any vacancies will be filled by appointment of the Board. A quorum of the ADRC consists of the lesser of a majority of ADRC voting members or four (4) persons. A decision may be rendered by a majority of ADRC voting members at a meeting at which a quorum is present.

Written approval by the ADRC must be received prior to the start of any staging, clearing, grading, construction of any type 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.

Project Submittal Process

ADRC Submittal Form/Submissions:

All proposed projects impacting the exterior, construction or landscaping, require a completed Submittal Form signed by the owner or an authorized representative, which would include their design professional. This form is updated regularly. Please print from the website (www.arrowcreek.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, which would include their design professional, may submit plans to the ADRC for design review. In the case of recently transferred property, escrow must be closed and acknowledged by the Association prior to submittal of plans to the ADRC.

Projects must be submitted, during normal business hours up to 4:00 p.m., twelve (12) calendar days prior to the scheduled ADRC meeting in order to be considered for inclusion on the agenda of that meeting. Meetings are held on the second (2nd) Wednesday of each month. The deadline for submittal is twelve (12) calendar days prior to the scheduled ADRC meeting by 4:00 p.m. with no exceptions. Meetings are subject to change and/or cancellation. Calendar of Meetings are on the website: www.arrowcreek.com. Submission of plans by this deadline does not guarantee that said plans will be considered at the next meeting; time constraints and other unforeseen circumstances may preclude the review. All plans shall be reviewed by the ADRC in closed session. Neither the property owner nor his/her authorized agent or design professional may attend these sessions unless invited by the ADRC. The owner can submit in writing to meet and such will be considered and/or coordinated by the ADRC on a case by case basis.

Owner's Due Diligence:

When a project is submitted for review, the process must proceed with diligence on the owner's part without lapse in the timing of resubmissions or other aspects related to the owner's involvement in the review process. After the initial submission and the owners

receipt of the review letter, no resubmission or other correspondence related to the project has been provided to the ADRC for a period of nine (9) months for new home construction and six (6) months for all other projects; the project will be determined to have been abandoned. If deemed abandoned, the date of the last correspondence from the ADRC will be used as the time basis and the ADRC will immediately cancel the project (the submission will become null and void). They will then determine if any processing fees should be returned; determined on a case by case basis at the ADRC's discretion. Any resubmissions after the abandonment will require a new submission of the project, meeting the fees and requirements of the currently approved Guidelines.

Previously Approved Projects:

Previously approved projects given preliminary or final approval, regardless of approval standing, that accompany the sale or transfer of a lot will need to be resubmitted for review. Any project where the approval has expired due to any circumstance, will need to be resubmitted for review. The project will be considered a new submission and will require all associated documents and fees for a complete submission. The submission must meet the requirements of the currently adopted design Guidelines. There are no 'Grandfathered' or automatic approvals for projects regardless of status. When a previously approved project expires or a lot changes ownership and a previously approved and/or reviewed project is associated with the lot, regardless of status, there is no assurance that the previous project will be given approval or be reviewed without comment as the previous review is technically null and void. Changes in the Guidelines and/or the makeup of the ADRC membership will require a comprehensive review of the submission. The same submission requirements apply to a project that was submitted and reviewed on a preliminary basis, regardless of status and was never resubmitted for final approval within twelve (12) months, must be submitted as a new submission and will require all associated documents and fees for a complete submission. The date of the last review letter associated with the lot to or from the ADRC will be the basis of the twelve (12) month time period. This time period is not the same as that provided for final ADRC approval.

Timelines for Completion

Projects must commence within twelve (12) months of approval date provided on the plan approval letter for new home construction and major exterior remodel projects and within six (6) months for all other projects or the approval will expire; become null and void. The ADRC approved stamp and signature affixed to the final approved plans for new home construction will expire twelve (12) months after the date provided on the plan approval letter; and will expire within six (6) months for all other projects. If plans were not part of the submission, which occurs in some instances, then the date provided on the plan approval letter will be used and the approval will expire twelve (12) months from that date. If construction has not commenced and the date provided on the plan approval letter has expired, resubmission is required under the currently adopted Guidelines. The resubmission will be subject to the current fees as well as design review as if the project were a new plan submission. Previous reviews and all comments are null and void as previous approval does not automatically guarantee future approval.

Construction and/or any improvement or modification will be governed by the Guidelines in effect at the time of initial plan submission. It is the responsibility of the property owner to ensure that the home and/or landscaping is designed in conformance with the current Guidelines.

- **New Home Construction** - Must be completed within twenty-four (24) months of initial plan approval (CC&Rs Article IV Section 30)
- **New Home Landscaping** - Must be completed within ninety (90) days of receiving a Certificate of Occupancy (CC&Rs section 6.2 90 days subject to extensions granted by ADRC)
- **All Other Landscaping and Home Modifications** - All other improvements and/or modification projects must be completed within one-hundred and eighty (180) days of initial plan approval

If projects are not completed by the deadline, the owner may be subject to additional fees and/or penalties. Extensions may be considered on a case by case basis upon written request of the owner.

If construction of any project ceases for ninety (90) consecutive days this is considered a violation and the owner will be subject to fines and/or penalties. Refer to Page 9 – Fines and Construction Penalties: Fines: for all information related to fines. Should circumstances arise that will cause the project not to be completed on time, written advisement should be provided to the ADRC.

A Pre-Construction Site Inspection (for new construction and minor remodel over \$50,000 valuation) – Must be scheduled with the management office and completed prior to any modification activity on the lot (see “Construction Rules).

Completion and Final Inspection: All Project Types

Construction and Landscaping Completion and Final Inspection.

Upon completion of all construction, landscape and other improvements including landscaping projects, the property owner shall request in writing the ADRC make a site inspection of the home construction, landscape and other site improvements to determine compliance with the approved plans. If the owner wishes to be present for the inspection, that request needs to be included. If it is found that there are discrepancies between the plans and the construction, the property owner will receive a letter from the ADRC outlining the discrepancies. The property owner will have thirty (30) calendar days to comply with the ADRC’s findings. Failure to comply may result in forfeiture of the deposit and or penalties assessed to the property account and/ or possible legal action by the Association. Once the construction, landscape, or other improvements are in compliance with the approved plans, the deposit, less applicable deductions will be refunded/released by the HOA within thirty (30) calendar days.

In the event that the property is sold, transferred, and/or foreclosed prior to receiving an approved final inspection by the HOA, the new owner will then assume the responsibility of completing the requirements. The escrow demand must include a Buyer/Seller Agreement disclosing the instructions for the deposit requirements.

Abandoned Projects:

Projects, other than new home construction, where project approval has been given, a security deposit was provided, but the project was never started; after a six (6) month period the ADRC will confirm with the owner if the project is indeed abandoned and schedule an inspection to confirm project status. If the project is deemed abandoned and no work has taken place, then the approval will be immediately cancelled; becomes null and void and a refund will be forwarded within twenty-one (21) calendar days of the inspection. If the Owner so wishes to move forward with the project at any time in the future, it must be resubmitted as a new project. Refer to Page 4 – ‘Owner’s Due Diligence’ for additional information.

Variance Request

Variances may be considered to assist with project hardships that may exist with a particular lot. All variance requests detailing the hardship must be submitted with a non-refundable \$1,000 fee payable to the ArrowCreek HOA regardless of the outcome. Variance requests are for a singular issue, they cannot be made on multiple items within the same submittal and must be accompanied with the fee. If other items (hardships) need consideration on the same lot/project then additional complete Variance Requests must be submitted for each item (hardship) independently.

The property owner must submit, as early as possible in the design review process, a letter stating his/her request for a variance from the Guidelines and the reasons therefore. The submittal must also include all related drawings and graphics as needed to display the variance criteria as well as illustrations or other documents which provide verification that alternative solutions have been explored prior to coming to the resolution of a variance request. This request must be specific as to the particular design criterion or rule and must provide a justification for the granting of the variance. It must also describe how the variance will enhance the value of the neighboring home sites.

The ADRC will notify impacted property owners prior to its consideration of granting of a variance. The ADRC will gather Letters from adjacent homeowners and all impacted lot owners (including vacant lot owners). These letters must include acknowledgement to the ADRC that the impacted owners have full understanding of the variance request. Input for or against a variance must be provided in writing from the impacted owners prior to consideration of a variance by the ADRC.

Construction Rules and Requirements

PRE-CONSTRUCTION SITE INSPECTION (FOR NEW CONSTRUCTION AND REMODELS AND ADDITIONS OVER \$50,000 VALUATION ONLY).

A SURCHARGE OF \$100 PER OCCURRENCE WILL BE CHARGED IF A PRECONSTRUCTION MEETING IS REQUESTED, THE INSPECTOR ENTERS THE LOT AND MEETS HIS/HER OBLIGATION TO CONDUCT THE SITE INSPECTION/MEETING, AND ALL OF THE BELOW REQUIREMENTS HAVE NOT BEEN COMPLETED.

The following are requirements to be completed prior to scheduling the preconstruction meeting:

- The finished floor elevation bench mark shall be placed by a professional land surveyor and clearly identified.
- Staking of the home site must be completed by a professional land surveyor for the inspector to review. The survey stakes used to mark the home site must remain in place throughout construction; until final approval is granted. If these stakes become jeopardized in any manner they must be replaced immediately.
- The site must be clearly staked at all boundary and building corners. The survey stakes used to mark the boundary and building corners must remain in place throughout construction; until final approval is granted. If these stakes become jeopardized in any manner they must be replaced immediately.

- Construction Fencing shall be installed defining the construction site and the non-disturbance zone(s).
- Condition of curb and gutter prior to construction (pictures required for recordkeeping). The photos will be taken by the inspector at the time of the site inspection/meeting and copies will be forwarded to the owner, most likely via email.
- Review exporting/importing of soil to/from lots and through gate.
- Review Sewer Hook Ups.

PLEASE NOTE: CONSTRUCTION PENALTIES OF \$250 AND/OR FINES OF \$100 PER VIOLATION AS OUTLINED IN THE RULES AND REGULATIONS FINE SCHEDULE, WILL BE LEVIED FOR VIOLATIONS OF ANY OF THE ARROWCREEK CONSTRUCTION REGULATIONS. REFER TO PAGE 8 – FINES AND CONSTRUCTION PENALTIES: FINES: FOR ALL INFORMATION RELATED TO FINES.

THE PRE-CONSTRUCTION SITE INSPECTION/MEETING MUST BE COMPLETED PRIOR TO ANY ACTIVITY ON THE LOT.

After the final design approval is processed by the ADRC and the County building permits have been issued each property owner shall submit a request in writing (email is acceptable) to have their builder set up a pre-construction site inspection/meeting with the Inspector. The rules and requirements of building in ArrowCreek will be reviewed and signed as acknowledgement by the attending parties.

Every attempt will be made to schedule the site inspection/ meetings within ten (10) business days of the request; weather permitting. Authorization to proceed with clearing and construction operations will be issued immediately thereafter, provided all pre-construction requirements are met and is approved by the inspector.

Signage Allowance:

One combination General Contractor’s/Architect’s sign, not exceeding 24” x 36”, containing only the name, phone number, and address of the construction firm and/or architect, may be erected and maintained during construction; such sign cannot indicate the residence is offered for sale; “For Sale” signs are addressed

specifically by ADRC Approved Real Estate Signage Specifications available from Associa Sierra North; no other signs are allowed on the property during construction without the approval of the ADRC. Refer to Signage Limitations on Page 27 for further information.

Construction Guidelines and Requirements:

- Construction must begin within thirty (30) days of the HOA Pre-construction site inspection/meeting. Work must be continuous until the project is complete. No activity for ninety (90) continuous days may constitute a violation with fines and/or penalties and will require an additional HOA site inspection/meeting. Refer to Page 8 – Fines and Construction Penalties: Fines: for all information related to fines.
- All builders are to maintain their construction sites in a neat and orderly fashion and shall clean up and remove all debris on a daily basis as required, including cleaning of the street(s).
- A portable toilet is required to be on the subject site throughout construction and must be maintained on a regular basis. Sharing portable toilet facilities with a neighboring or nearby site is prohibited.
- Construction activities shall be limited to the lot under construction.

Construction Fencing: Must be provided and shall be erected around the construction site/non-disturbance zone (the perimeter of the entire disturbed area). Construction Fencing is to remain in place until the project, including landscaping, is completed; completion will be determined by the ADRC. **Fencing Option A:** A three (3) foot high minimum, construction safety or wire mesh fence; wire mesh fencing will be mandatory when the preservation of native vegetation on the lot falls within 15% of that required and in cases where the safety fence is not maintained or if a warning/violation is given. **Fencing Option B:** A six (6) high chain link (cyclone) fence, approved on a case by case basis upon a formal request to the ADRC.

- Staging of materials is not allowed on adjacent lots and/or common areas including roadways and streets. All staging must be contained on the lot at all times, including but not limited to delivery of materials.
- Parking of equipment or vehicles is not allowed on any of the ArrowCreek streets, adjacent lots, and/or common areas. All parking shall be confined to the lot undergoing the project and/or in the

approved staging areas. If additional parking is required then parking, at the discretion of the ADRC may be allowed along one side of the street only and cannot disrupt neighboring properties. Other options can be discussed as may be needed; for example, parking outside the main entry gates and carpooling may be a consideration. There will be no overnight parking allowed at any time.

- Temporary construction-related structures on a Lot used for toilet facilities, storage structures to include shipping containers, construction trailers (limited to one (1) approximate 8 foot x 20 foot structure) and other construction uses shall be allowed on a case by case basis, subject to written approval of the ADRC. Such uses can only occupy the Lot during the period of initial construction and/or exterior remodel of any structure on the Lot until issuance of a Certificate of Occupancy (COO). The location of such construction trailers and equipment must be shown on the site plan. Construction trailers and equipment should be placed as much out of street view as possible. Placement that becomes a nuisance to neighboring properties will need to be addressed as soon as possible with the onsite meeting with the inspector. No signage will be allowed on trailers or other temporary structures. No trailer, garage, basement, outbuilding or other structure other than the completed main dwelling unit shall be used for temporary or permanent living quarters.
- Dumpster and dumpster nets are to be used and all materials must be covered or tied down. Dumpster nets must be used at all times; even when empty and must cover 100% of the top of the dumpster (opening). No items are to be allowed to blow off site. Dumpsters must be staged on the construction site.
- The property owner and his/her contractors shall be responsible for the maintenance of such neatness and removal of debris from the site.
- Trucks shall not be permitted to dump debris onto any adjacent parcels, the roadway or street or use open space to stockpile fill or store construction material.
- Washoe County dust control procedures must be followed.
- Street Cleaning and/or Sweeping must be conducted at all times to remove any debris from streets, curbs and gutters.
- All drainage systems along the street, including culverts, must be cleaned to ensure there is no interruption to drainage ways.
- Absolutely no pets are allowed on construction sites. All construction materials must be stored completely on site. No materials shall be stored on adjacent streets, paths, common areas or adjoining properties.
- Lot perimeter must be identified by clearly staking all boundary corners.
- Grading to be confined to grading identified on approved site plan and landscape plan. Native vegetation is not replaceable and should be left undisturbed wherever possible.
- Lot owner is responsible for any damage to adjoining common area, streets and gutters and adjoining private lots. Any disturbed native common area will require reseeding and watering to properly restore.
- Any access to lot that crosses a roadside drainage ditch must have installed a twelve (12) inch diameter minimum pipe so water flow is not impeded.
- Any vehicle/equipment access to the lot that exits to or from the paved streets must be provided with a minimum twenty (20) foot long (3-inch minimum thickness, minimum ten (10) foot wide) gravel drive-off area and must be maintained throughout construction.
- Radio volumes shall be kept at a low volume so as to not disturb the neighboring property owners.
- QUIET TIME, NOISE RESTRICTION, AND ACTIVITY RESTRICTION:
Quiet Hours: Quiet hours are from 10:00 PM to 7:00 AM Monday through Friday and 10:00 PM to 8:00 AM Saturday, Sunday and holidays (New Year's Eve Day, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day). This includes, but is not limited to, landscaping maintenance noise, radios, loud talking, etc.
- CONSTRUCTION TIME AND WORK HOURS: **Construction Hours:** Except in the event of an emergency, the HOA policy mirrors Washoe County Code Section 110.414.20, which currently states that construction activity may occur between 7:00 AM and 7:00 PM on any day except Sunday. This does not apply to interior work that is not of a loud or disturbing nature and is not heard or observed from the outside.

Fines and Construction Penalties

Fines:

Violations of the HOA CC&Rs or these ADRC Guidelines, including but not limited to the items listed above, and including non-compliance of the deposit requirements, will be treated as a violation of the governing documents. Fines of \$100 per violation and for each occurrence may be assessed. Prior to a violation fine being assessed, notice of the alleged violation, including reference to the governing document allegedly violated and a picture of the same (if applicable), will be provided. The homeowner will have the right to a hearing with the ADRC Hearing Panel/HOA Board to cure the alleged violation in a timely manner.

CC&Rs, Article II, ArrowCreek Homeowners Association, Section 13. Fines – The Association shall have the power to levy fines. Construction penalties and other charges against Owners, as a monetary penalty and to reimburse the Association for the costs of enforcement of any provisions of this Declaration including the violation of any rules or regulations promulgated by the Board or the ADRC and violations of Design Guidelines. Penalties and/or fines resulting from construction violations may result in forfeiture of all or a portion of the construction deposit. Owners are responsible for the actions and resulting fines that are created in violations of this Declaration by all agents of the Owner, vendors, tenants and guests. NRS Provision 116.310305: Power of executive board to impose construction penalties for failure of unit's owner to adhere to certain schedules relating to design, construction, occupancy or use of unit or improvement.

Construction Penalties:

A construction penalty of up to \$250 will be imposed for any failure to adhere to a schedule set forth by the ADRC in these guidelines for:

1. the completion of the design of a Lot or the design of an improvement to a Lot;
2. the commencement of the construction of a Lot or the construction of an improvement to a Lot;

3. the completion of the construction of a Lot or the construction of an improvement to the Lot;
4. or the issuance of a permit which is necessary for the occupancy of a Lot or for the use of an improvement to a Lot. Prior to any construction penalty being assessed, the homeowner has the right to a hearing with the ADRC.

Uninsured, un-reimbursed damage to the property of the Association and/or excess expense for the cleaning of roads, common areas and landscaping of the Association will be the owner's responsibility to bring back to original condition in a timely manner. Costs incurred by the HOA to repair or maintain will be charged back to the lot owner.

Project Review Process

All drawings submitted for Design Review can only be prepared by a Nevada Licensed Architect or ArrowCreek approved Nevada Licensed Residential Designer. This section applies mainly to New Construction and Major Remodeling projects. Many of the requirements will also be applicable to smaller project submittals and owners and/or design professionals are encouraged to become familiar with all the project review processes regardless of project type or size. The section on Exterior Remodels and Additions – Modifications starting on Page 29, provides additional information related to remodel and addition projects.

Conceptual Review: Optional

A one-time courtesy review at no charge for design concept review only. All drawings associated with a conceptual review can only be prepared by a Nevada Licensed Architect or Residential Designer (refer to Definitions Page 40). Submissions must provide enough documentation, drawings and graphics to accurately represent the concept and nature of the project and must include at least one (1) 3D photorealistic color rendering of the project with accurate colors and materials of the proposed project. Submission must be provided on minimum 24 x 36 hard copies as well as PDF format of all documents, preferably emailed. No links to third party transfer sites, no CD/DVD, and no compressed format files will be accepted. The property owner or his/her authorized agent may submit to the ADRC,

lot specific submission package accurately reflecting the design approach to the proposed project. A conceptual review can be submitted for projects where, for example, there is question with regard to Guideline conformance or to gain valuable feedback for a unique implementation of a design solution. A conceptual review can be submitted for a new residence, an addition/remodel, landscape, or other project defined in these Guidelines. The ADRC will review the design approach in order to confirm its adherence to the Guidelines and the appropriateness of the design concept. The ADRC will only provide a general suggestion about whether the design concept is appropriate for ArrowCreek. This is not a plan approval and any response or feedback will be general in nature. Not until a plan is a reality and submitted for as a formal Design Review Submittal will the ADRC provide detailed comments. If a plan is submitted for conceptual review and it is determined that there is nothing of any significance that is requested or provided in the design that falls into a classification of a questionable or complex design concept (as determined by the ADRC on a case by case basis) and complete plans have been submitted meeting the requirements of a typical Design Review Submittal, then the submittal will be considered as such; not as a conceptual review, and the fees and process associated with a Design Review Submittal will apply and be required.

CONCEPTUAL SUBMISSION:

- This submittal shall contain one (1) set of design schematics to be reviewed by the ADRC at the next scheduled meeting.
- The submittal package must contain a substantial amount of documentation and graphics to clearly define the design intent of the project and must include at least one (1) 3D photorealistic color rendering with accurate colors and materials of the proposed project. If there is limited information provided, then the results of the review may be jeopardized. As a minimum, the submission should contain: A site layout; schematic floor plan(s); and schematic exterior elevation(s) or rendering. There is no limitation on what documents can be submitted.

Design Review Submittal: Applies to All Resubmittals

Design Review Submittal package and all resubmittals; as may be required, must contain three (3) sets of full-size drawings, stamped and signed by the Architect or RD when applicable; two (2) copies of 11x17 reductions of the same, color boards and color folder, and PDF format electronic files of all submission documents to include plans, color/material board and/or folder, all written correspondence: I.E. Narratives, applications, etc. Preferably emailed. No links to third party transfer sites, no CD/DVD, and no compressed format files will be accepted. All resubmittals **MUST** contain a response letter, which defines how each ADRC comment was addressed; All drawings **MUST** be modified as required to address all previous comments and guidance; All modifications made to the drawings **MUST** be clouded. If any redlined prints were provided, they **MUST** be returned as part of any resubmissions. All resubmissions must be provided in electronic format the same as that required for initial submittals. All Design Review Submittals and all resubmittals **MUST** include the following as a minimum:

1. SITE AND GRADING PLAN

DRAWN TO SCALE, SHOWING AS A MINIMUM:

- Property Lines and Building Envelope.
- Existing topography and proposed finish grades (at 1 foot contour intervals maximum). Finished spot grades at critical points such as swale high points, drainage structure inlets/outlets, grade breaks, patio finish grades, etc. The grading plan must include all drainage information including swales, retention areas, cut, fill, import and export cubic yard data, berm and erosion control measures. The grading plan must be approved by the ADRC and meet Washoe County Building Department requirements. A pre-construction meeting must be scheduled with the Inspector and contractor before any earth is moved on the lot.
- All properties in ArrowCreek are to capture their own water. Water drainage may not disturb adjacent properties, neighbors or common area. Based on the lot's topography and natural drainage patterns, site runoff may be allowed to drain onto common area as approved by the ADRC on a case by case basis at their sole discretion. Additional drainage and erosion control improvements may be required to prevent disturbance of the common area.

- First floor elevations (Lower floor as occurs) and basement floor elevations must be shown with respect to the site grades.
- Driveway areas and percentage, materials, color and widths, drainage culverts (culverts to be metal galvanized or reinforced concrete pipe flared), walkways, air conditioning unit location(s) and screening, garbage enclosure locations, and mailboxes/pedestals.
- Decks, patios and all hard surface pathway, etc.
- All proposed structures, accessory structures, fencing, walls and hardscape.
- Lengths, designs, height of top and bottom elevations, finish/type and location of all walls (retaining and freestanding).
- Location, type and heights of all fencing.
- North arrow must be shown.
- All utility lines extended from the service location to the point of connection with minimal native vegetation disturbance is mandatory.
- Non-disturbance and native vegetation boundary (must be fenced and maintained throughout construction until completion is determined).
- All drainage easement's surrounding property, including Association property must be shown on the plan.
- Site grading balance (cubic yards) anticipated; cut and fill and import and export (to include structural import for foundations and driveways).
- Home location/footprint, setbacks, easements, all proposed structures with dimensions to all property lines and adjacent structures (as occurs) must be provided.
- Roof outline. Clearly indicated; cannot extend beyond the setback lines or easement lines (as may occur).
- Rear deck/patio size, location, and elevation.
- Fence and wall location.
- Location of any other structures (I.E. gazebo, detached structures) or improvements (I.E. pool, spa). Cannot be placed or extend into the setback.
- Scale to be 1 inch equals 10-foot minimum (1"=10'-0"), 24" x 36" minimum sheet size.

- Show any unique geographical/site features I.E. trees, rock outcroppings, etc.
- Location of mailbox – include pedestal details. Mailbox detail requires dimensions called out and may not exceed 2'-6" x 2'-6" x 5'-0" high maximum. Legal property address number must be located on the pedestal. Pedestal must be located at the street within the boundary of the associated lot.
- Location of construction staging area, construction parking area and snow storage area.
- Identification of the undisturbed native vegetation areas and a clearly indicated disturbance limit lines with square footage of disturbed.
- Plans must boldly indicate any variance requests and should be reflected within transmittal letter and must include all information required for a variance request (see Page 6 – Variance Request).
- Must include an ingress and egress plan to also include material delivery and staging. Complete project must not disturb common areas or neighboring lots.

2. EXTERIOR ELEVATIONS

ALL ELEVATIONS MUST BE ACCURATELY DRAWN TO THE SAME LEVEL OF QUALITY (MINIMUM OF 4 ELEVATIONS WITH COURTYARD, 'U' OR MORE INTRICATE PLANS REQUIRING ADDITIONAL ELEVATIONS) WITH SUFFICIENT DETAIL TO ALLOW THE ADRC TO MAKE AN EFFECTIVE REVIEW OF THE PLAN.

- Proposed and existing grade lines accurately indicated on all elevations.
- Accurate representation of all exterior finish materials with a reference label or legend providing color, style, manufacturer, etc. of all exterior finish materials that corresponds to the Material/Color Board. Must be clearly referenced and represented on all elevations.
- Roof pitches.
- Window and door treatment, decks, chimneys, post and railings, columns, shutters, etc.
- Proposed building maximum roof height above sea level, relative to the actual site elevation.

- Scale is to be 3/16" equals 1 foot minimum (3/16"=1'-0"), preferably 1/4" equals 1 foot (1/4"=1'-0"); 24" x 36" minimum sheet size.
- No graphical aids (I.E. people, trees/landscape, glazing graphics, excessive shade/shadow, etc.) will be allowed.
- Label elevation views. Must be per compass reference (I.E. North, South, East, West) and must match Floor Plan and Site Plan orientations.
- Compliance with Height and Size Restrictions on Page 14 will be adhered to.

3. FLOOR PLANS

ACCURATELY DRAWN TO SCALE. ALL PLANS AND ELEVATIONS MUST BE DRAWN TO THE SAME SCALE.

- Must label all area of living space and other ancillary spaces.
- Provide square footage for all major building areas including: Living space, garages, decks and patios.
- Scale is to be 3/16" equals 1 foot minimum (3/16"=1'-0"), preferably 1/4" equals 1 foot (1/4"=1'-0"); 24" x 36" minimum sheet size.
- North arrow

4. ROOF PLANS

ACCURATELY DRAWN TO SCALE. ALL PLANS AND ELEVATIONS MUST BE DRAWN TO THE SAME SCALE.

- Indicate all hips, valleys, roof pitches, chimney, skylights, crickets, overhangs, clerestories, etc.
- Roof Material: If multiple roofing materials are proposed, provide a differentiation on the Roof Plan of where the different types occur.
- Scale is to be 3/16" equals 1 foot minimum (3/16"=1'-0"), preferably 1/4" equals 1 foot (1/4"=1'-0"); 24" x 36" minimum sheet size.
- North arrow.

5. MATERIAL/COLOR BOARD

(SEE EXAMPLE – FIGURE 1 IN THE APPENDIX, MUST ALSO BE PROVIDED IN ELECTRONIC FORMAT (PDF))

- All exterior building materials shall be displayed by securely attaching to a single board approximately 12" x 18". This will include

actual samples of stucco color, all painted trim, rock and roof materials and window material. The color board must be submitted with the initial Design Review Submittal of the project. The ADRC reserves the right to request additional larger size samples, if necessary. All materials that exceed ninety-six (96) square inches in size and two (2) inches in thickness must be altered to fit this maximum size; otherwise will not be accepted.

- Owners name and lot number and or address must be clearly identified. The ADRC recommends writing with permanent marker on actual samples for color board.

6. COLOR FOLDER

(SEE EXAMPLE – FIGURES 2a AND 2b IN THE APPENDIX, MUST ALSO BE PROVIDED IN ELECTRONIC FORMAT (PDF))

- Include owners name, lot number and address labeled clearly on the folder.
- 8 ½ x 11 manila folder or equivalent mounting medium with small size material samples and/or accurate color reproduction when necessary to accurately reflect the material/color board.
- 8 x 10 color photograph of the Color Folder in PDF format emailed or electronically provided to the ADRC.
- All samples and graphics must be securely attached to the folder/medium and clearly labeled.
- Revisions to color/materials must be submitted with building elevations. The changes need to be indicated on the elevations and the schedule with revised color folder and material/color board submitted as may be needed.

7. LANDSCAPE AND IRRIGATION PLAN

(SEE LANDSCAPE SECTION STARTING ON PAGE 32 FOR ADDITIONAL INFORMATION)

- Final approval of the Landscape and Irrigation Plan is not required to obtain approval of the Design Review Submittal for the structure. However, it is highly recommended that a Landscape and Irrigation Plan be submitted as part of the Design Review Submittal package. If the Landscape and Irrigation Plan is not submitted with the Design Review Submittal package, then it must be provided within thirty (30)

days of the roofing material installation on the structure. Refer to 'Landscape Design – New and Remodel' for additional information.

- The Landscape Plan must reflect the topography and drainage as indicated on the Site and Grading Plan requirements (see Page 10).
- Landscape Plans must show all trees, shrubs, ground cover, lawn, patio or pool locations, and be drawn to an appropriate scale (not smaller than 1"=10'-0") must include a graphic scale (linear scale) drawn on a 24" x 36" size sheet, minimum. Plans should include a plant legend which lists all plants and specifies common and botanical name, height and width minimums, container size, quantity, and typical spacing. Outdoor surfaces, such as walks, decks, patios, driveways, courtyards, etc., should also be specified.
- The ArrowCreek Landscape Calculation Worksheet in the Appendix – Page 47 must be filled out completely and submitted with the Landscape Plan.
- Landscape Plans must identify non-irrigated areas with native vegetation.
- All site improvements including fencing and hardscape must be shown accurately and correspond with that shown on the Site and Grading Plan. Approval of the Landscape and Irrigation Plan is for planting and irrigation only. It does not constitute approval of any other site improvements, all other improvements, if not properly shown and labeled on the Site and Grading Plan will not be approved. See Landscape Requirements.
- Landscape Plans must show the landscape treatments of the entire lot (all property lines must be shown).
- Landscape Plans shall reference proposed irrigation method(s) for all planting and lawn areas. An Irrigation Plan is acceptable in lieu of irrigation notes.

If comments are provided, the plan will need to be revised and resubmitted before final approval can be granted. Depending on the magnitude and nature of the comments, the revisions may be reviewed outside of the monthly scheduled meeting; projects that will be considered for this process shall be determined by the ADRC on a case by case basis. Please contact ArrowCreek management to confirm and coordinate. It is the intention of the ADRC to see that the plan approval is accomplished as quickly as possible.

If the plan receives final approval, then one (1) set of the approved plans will be retained by the Association for record keeping.

The remaining sets, with ADRC approval stamp, may be picked up for submittal to the Building Department provided that all deposit requirements have been met and final documents have been signed by the homeowner.

County Building Permit:

It is the owner's responsibility to obtain required building permits from Washoe County.

IF COMMENTS GENERATED BY THE WASHOE COUNTY BUILDING DEPARTMENT REQUIRE REVISIONS TO PREVIOUSLY APPROVED PLANS, THOSE REVISIONS MUST BE RESUBMITTED FOR REVIEW AND APPROVAL AND MUST INCLUDE A LETTER FROM THE ARCHITECT OR ARROWCREEK APPROVED RESIDENTIAL DESIGNER LISTING THE REVISION AND THE NATURE OF THE REVISIONS AS WELL AS A COPY OF THE RELATED COMMENT FROM THE REVIEWING AGENCY. PROJECTS THAT PROCEED, WHERE CHANGES MADE IMPACT ANY ASPECT OF THE DESIGN REVIEW PROCESS THAT WERE NOT BROUGHT TO THE ADRC FOR REVIEW AND APPROVAL ARE SUBJECT TO FINES AND CONSTRUCTION PENALTIES.

Site Development

General Considerations:

The purpose of the site development guidelines is to present methods for integrating homes into the natural setting through sensitive design. The ADRC shall consider each site independently but shall give consideration to the impact of each plan upon the overall community, common areas, golf course, adjacent homes, and open space.

Consideration should be given to locate structures and landscaping so as not to unnecessarily impact or adversely affect the adjacent homes, golf course, or open areas. No identical (like or mirror) front,

back or side elevations can be repeated on any lots within the development except as approved by the ADRC.

Any site improvements that are shown graphically on any plan submission and do not include clear details, labeling or other notations will not be approved by default. The plan will be approved with the exception of any and all items shown which do not include clear details, labels or notations. This includes improvements of any type or nature.

Plot Plans, Size and Height Restrictions:

PLOT PLANS:

The HOA maintains a binder of “Plot Plans” for most of the custom residential home sites in ArrowCreek. The Plot Plan may contain a range of comments on particular design criteria for the development of a lot. It is the Owners responsibility to address the information contained in the Plot Plan and apply the specific requirements for the development of a particular lot as required and/or necessary. Copies of Plot Plans are available upon request. If the lot is a resale, the specifics should be provided in the closing documents. It is the owner’s responsibility to obtain this Plot Plan and understand the contents. If there are multiple Plot Plans that provide differing information, the ArrowCreek HOA Plot Plan will take precedence and will be used as the official Plot Plan document. If there are any questions or clarification needed, please contact ArrowCreek Management.

SIZE RESTRICTION:

The minimum square footage for homes (Primary Residence) shall be twenty-four hundred (2,400) square feet (per CC&Rs Article V Section 4) excluding garages and covered patios. Detached Accessory Dwellings shall have a ground floor area of not more than fifteen hundred (1,500) square feet.

HEIGHT RESTRICTION:

The maximum height of a home is indicated on the Plot Plan. If the height is not indicated on the Plot Plan then the maximum height of any two-story home shall be thirty-five (35) feet. The maximum height of any single-story home shall be twenty-five (25) feet. The basis from natural grade for these heights is determined as follows:

The height of any home shall be measured vertically from the natural grade at the center of the building envelope to the highest roof ridge. (The center is to be the intersecting point of the lines drawn from the primary rectangular element of the envelope, with final height determination given to the ADRC.)

Daylight basements in conjunction with a two-story home will not be allowed; three story massing is not allowed; the ADRC will determine this massing. Where slope requirements dictate the integration of a daylight basement, lower level or aggressively stepped floor level(s) then only one floor level or story can exist above such space. A daylight basement in conjunction with a single-story above is by definition a single-story and height limitation is restricted to that as defined as a single-story; twenty-five (25) feet unless maximum height is otherwise indicated on the Plot Plan.

Building Setbacks:

Each residential lot will have building setbacks that define where and how structures can be located. The underlying objective is to encourage articulated building forms, one- and two-story massing, privacy, and varied setback on the street, golf course, and between residences.

A variety of setbacks and orientations, from adjacent lots shall be used, to avoid a monotonous streetscape. As a result of specific site characteristics, the Plot Plan Binder may include additional setback requirements on individual lots. Each individual property owner must refer to the Plot Plan Binder prior to situating the home on the lot.

No building elements including those that are included as part of an attached building addition and/or stand-alone (detached) building addition are allowed to extend into the setback.

There shall be clear sky from the setback line to sky; meaning no cantilevered elements, no roof overhangs, no building elements of any type, including driveways can extend beyond the required side or rear yard setbacks.

Freestanding walls, decks, sheds, solar installations, spas, pools, permanent play equipment and miscellaneous other vertical structures may not extend into a required side, front, or rear yard setback (must be within the building envelope); clear sky from setback to sky must be provided.

A minimum five foot (5') landscape buffer on all yards is required (the ADRC reserves the right to impose additional landscape buffer on front yards) between walks, patio, retaining walls, etc. and the property lines.

Setbacks from potentially active faults have been recommended by the geotechnical engineer. The fault traces that were trenched and staked are judged to be fault traces having relatively high risk of ground rupture during an earthquake. Buildings for human occupancy cannot be placed over these faults and a setback is defined for each side of the fault. The setbacks for each fault are shown on the final maps.

Setbacks are defined by the ArrowCreek Plot Plan for custom lots and defined by Washoe County for semi-custom lots (see below). If no setbacks are defined for custom lots or if there is a discrepancy, the most restrictive will dictate and will be determined by the ADRC.

ARROWCREEK SETBACKS

LOT SIZE	FRONT	REAR	SIDES
LOTS 1.0 ACRES AND LARGER	30	30	12
LOTS 0.5-1.0 ACRES	25	20	10
LOTS 12.000 S.F.-0.5 ACRES	20	20	8

Site Adaptive Architecture:

Home design must be such that it fits with the natural topography of each individual lot as much as possible to limit the disturbance of the natural topography and features. When the home is designed

properly, driveway placement is carefully considered, all built environment elements are considered in the design as a whole, the site grading should be provided as minimally as possible to transition the new improvements to the existing where the end result is a natural placement of the improvements on the land.

Preservation of the natural environment is a critical part of ArrowCreek, this not only applies to the preservation of the existing native vegetation but preservation of as much of the natural topography and unique features that exist on the subject lot.

Site adaptive architecture is required. If the existing topography slopes more than four (4) feet across the proposed building footprint, physical elements must be integrated within the design of the structure to accommodate the natural slope of the site. Stepping the floor levels, burying a portion of the structure into the grade, minimal site contouring, or a combination of these elements or integration of other creative options should be utilized, all the while considering the built environment as an integral part of the design. Grading a 'flat' building pad will not be acceptable; where the relationship between the finish floor level to the proposed finish grade is relatively the same. This does not constitute or meet the requirements of site adaptive architecture. The only exception to providing a 'flat' building pad is where existing site topography of less than two (2) feet of slope occurs across the proposed building footprint, otherwise the grading will be deemed 'flat' and not acceptable.

Where existing topography slopes in excess of seven (7) feet across the proposed building footprint, then the integration of a daylight basement, lower level, or aggressively stepped floor level(s) will be required. Taking into consideration creative design concepts to minimize the disruption of the existing topography, preserving native site features and vegetation and integrating the principles of site adaptive architecture.

Grading, Drainage, and Erosion Control:

The design of the home, placement of the driveway, and other site elements (built environment) should minimize disruption of the natural topography. On custom lots, where new grading is proposed

the slopes should be gently rounded to blend into the natural contours of the ground.

- All disturbed areas and slopes flatter than 2.5:1 must be re-vegetated/landscaped.
- All slopes steeper than 2.5:1 must be terraced with retaining walls.
- No common area drainage shall be blocked during construction.
- All new home construction projects and other construction projects where the disturbed areas are large enough to create track out and sediment transport of disturbed soils shall be required to install an angular aggregate track out pad and provide the necessary erosion control Best Management Practices (BMPs) to protect adjacent streets, common areas and neighboring lots from the sediment of eroding soils. These items should be shown on the site plan.

Rip Rap is not allowed on any lot. Rip Rap is considered irregularly broken and random-sized pieces of quarry rock placed with no attempt at regular structural arrangement. Primarily used for slope stabilization.

The property owner will present drawings to the ADRC for review that are creative and sensitive to the setting on the lot and the grade. To minimize grading on custom lots, the house pad should step down the slope rather than sitting on a flat plane. Submittals are required to minimize the amount of grading on each custom lot. This same concept should be carried forth in the design of the hardscape and landscape areas adjacent to the building structure. Every effort should be made to achieve a final design that fits the shape of the lot and the land around it. To help ensure compliance with this philosophy, a grading plan will be required as part of the initial Design Review Submittal per Page 10.

The preservation of existing vegetation minimizes the potential for erosion. Construction equipment must be limited to areas intended for specific site improvements in order to minimize damage to existing vegetative cover, and any damage that occurs must be restored by the owner and will be subject to penalty. Protective temporary fencing shall be placed around areas to remain undisturbed. A program of temporary erosion control should be put into effect immediately after site grading is complete. This program should include at least one of the following techniques for stabilizing

soil and preventing wind and water erosion: hydro-mulching, wood chip mulch, netting, straw mulch, gravel mulch (suited to vehicle paths), or tacking agents.

Driveways and Parking:

Driveways must be kept inside the building envelope, with the exception being the entry driveway extending from the street to the envelope and must immediately transition back inside the building envelope. Off street parking is confined to the building envelope. Variances for building envelope intrusion of driveways may be considered on a case by case basis through the variance process. There must be a clear hardship based on the site's natural constraints for a variance to be considered. A hardship is that provided by the natural grade and configuration of a lot prior to any improvements; a hardship will not be considered and is not introduced by the design and/or placement of a structure on the lot. Overall design and placement of ALL site improvements must be taken into account, this includes the driveway and other hardscape elements. The ADRC holds the right to determine hardship and determine that which was introduced by design versus natural site topography and or site constraints.

Driveway configuration from the street to the garage or garages must follow a natural curvilinear (slight meandering) path along its length. Straight driveway configurations are not acceptable.

Driveway ramps can be utilized as desired, refer to Page 25.

To create a streetscape that blends with the rural setting, driveway widths should be kept to a maximum width of 14 feet; exceptions to this width would be transitional areas: I.E. at garages, parking, turning clearances and driveway aprons at streets. The width at these transitional areas can be wider to allow for proper maneuvering, function and flow, but must be kept to practical minimums. The ADRC has sole discretion on what is practical for these transitional areas and will be reviewed on a case by case basis. Driveway slopes shall not exceed 14 percent. Culverts must be provided at all locations where driveways cross drainage swales and shall be galvanized metal or reinforced concrete of proper size for anticipated drainage flows.

Circular drives may be allowed on 1-acre or larger lots at the discretion of the ADRC. They must be kept inside the building envelope.

One driveway entrance is permitted. For lots of one acre or larger a maximum of two (2) driveway entrances may be permitted. The number of driveway entrances allowed shall be determined at the sole discretion of the ADRC.

Concrete (textured and colored is preferred) and Pavers are the allowed driveway and parking materials. The visual impacts of driveway areas will be reduced by tucking them into the topography and/or screening with landscaping, as well as, minimizing the overall surface area of driveway.

For driveways over one-hundred (100) feet and/or 10% continuous grade, asphalt concrete (AC Paving) may be considered upon request; except that the first twenty (20) feet of length from the street must be an enhanced driveway material that may include pavers or stamped and colored concrete. Approval is at the sole discretion of the ADRC on a case by case basis.

Waterfalls, Streams, Fountains and Ponds:

All hardscape to support waterfalls, streams, fountains and ponds must be submitted on the Landscape Plan, be tastefully integrated into the landscape, and must have ADRC approval. The hardscape elements and all site features to be built and/or installed that are not planted (I.E. trees, shrubs, bushes, lawn) must be accurately shown on the Site Plan and provided with all integration to the site, topography, landscape design and other associated improvements.

Fences and Walls:

Appropriate design and placement of fences and walls is important and must be approved by the ADRC prior to installation. It is essential that the materials, patterns and textures complement the surrounding architecture wherever possible. Artificial wood materials will be considered and reviewed on a case by case basis. All fencing submittals will require a site plan that clearly identifies the location of the fence, setbacks, property lines and all other features. Chain

Link fencing is not allowed. Submittals that do not have a site plan will not be reviewed. Invisible fencing does not require ADRC approval.

Retaining Walls:

All retaining walls must maintain a minimum five-foot (5') setback from the back face of the wall to any property line. Retaining walls cannot exceed forty-eight inches (48") in height (exposed height). They must blend into and create smooth transitions to native/natural landforms and appear to be an extension of the natural landform.

Dry stack rockery retaining walls are preferred over other retaining wall types and are reviewed on a case by case basis. Retaining walls must take on a natural freeform shape, meander along their length and cannot run straight or follow the property line configuration.

An effort should be made in the grading design to minimize the use of retaining walls. When retaining walls are necessary, they should become an integral part of the design, not an afterthought. If visible, landscaping will be provided above and below a retaining wall. The use of several two (2) foot or three (3) foot high walls rather than a single taller wall is encouraged. No single retaining wall shall exceed 4'-0" feet in height. Not only should the retaining walls be designed with careful consideration for strength and provisions for surface and underground drainage, but they should be configured to sensitively fit with the natural terrain and be constructed or faced with materials that blend with the setting. Modular block retaining walls are discouraged. Modular block walls which mimic natural rock and have varied block sizes may be considered. All block walls shall only be considered with physical samples of the block material and a color brochure of the material.

Two (2) Rail-Split Rail Fence:

Will be a low decorative, split fence design as shown in Figure 3 in the Appendix. This fencing type will be a maximum of three (3) feet high with a minimum 6" x 6" post. Interior split rail fencing is allowed and reviewed on a case by case basis at the sole discretion of the ADRC. **Three (3) rail-split rail fencing is not allowed under any circumstances.**

Fence Wire Screening:

Approved screening that may be applied to existing split rail fencing as follows: 16-gauge wire screen with green or black vinyl coating or brown metal, 0.5" by 4" mesh or a combination thereof may be used. No smaller than 0.5" by 0.5" and no larger than 4" by 4". This screen may be applied to an existing or new split rail fence and is not to exceed in height above the top rail. All other fence screening material must be submitted and will be reviewed on a case by case basis. No chicken wire can be used under any circumstances.

Perimeter Fencing:

Perimeter Fencing is allowed in side yards and back yards. Front yards may not be totally enclosed. Two-rail split rail only for custom lots. Two-rail split rail and/or combination fencing as outlined in the Guidelines for semi-custom lots. All fencing must be reviewed and approved by the ADRC on a case by case basis. Fencing proposed on property lines must have written neighbor consent.

Wood Fencing:

All solid wood fencing shall be sealed with two coats of clear sealer, with no stain color. The homeowner will be responsible for sealing the wood on fencing within the lot boundary. Split rail fencing shall not be sealed or stained so that it weathers naturally.

Single or Double Wood Fence/Good Neighbor:

Single or double side wood fence as shown in Figures 4 and 5 in the Appendix are allowed on semi-custom lots only. The fence is 5 to 6 feet tall. Plant materials or berming should be used to soften public view of a continuous wall or fence. The fence must be installed as a "Good Neighbor" type (alternating boards) fence regardless of location or adjoining property type.

Solid Fencing:

Solid Fencing is allowed on semi-custom lots only and will transition to split rail or end as depicted. Where solid fencing ends in side

yards without joining split rail, the solid fence shall have an eight (8) foot transition to three (3) foot high at the fence end. The transition from a solid six (6) foot high fence shall be a maximum of twenty (20) feet from the house corner, with an 8-foot transition. A 6" x 6" split rail post shall be butted up to the 4" x 4" post on the solid fence, with no gap. The 6" x 6" posts shall be the pre-drilled type, to accept the railing without nails, brackets, or any other exterior hardware. The intermediate stringer may be omitted at transitions. The split rail transition to the ground at terminal points is also shown. Boulders and landscaping are encouraged at fencing ends.

Gates:

Gates from private property to common area are not allowed. Refer to the ArrowCreek HOA CCR's Section 4.6, Ornamental Iron Fence.

Ornamental Iron Fence:

The use of ornamental iron fence is intended for limited use on the interior of the lot, for example: Around swimming pools, spas, dog runs. Dog runs are limited to approximately two-hundred (200) square feet total. As shown in Figure 6 in the Appendix, this fence is five (5) to six (6) feet tall and constructed of ornamental iron. (The fence in Figure 6 is an example only). Some artistic expression is encouraged and will be reviewed by the ADRC. Posts will be either 3" x 3" minimum metal or 6" x 6" minimum wood. **The use of three (3) rail-split rail fencing is not an acceptable substitute for ornamental iron fencing and is not allowed.**

Darker colors shall be used and shall be consistent throughout the neighborhood. Actual color of fence must be submitted for review and approved by the ADRC. Washoe County and Building Code required pool/spa fencing must be installed to meet the County and Code requirements as they apply. In the event that a pool element is removed, the wrought iron fencing and pool equipment will be required to also be removed unless granted approval by the ADRC.

Courtyard Walls:

Courtyard Walls are appropriate when used as an extension of the residence and all starting and ending points of the wall must connect to the main structure. Wall materials should be consistent with the architectural style of the house. Continuous freestanding walls around the perimeter of the lot are prohibited. Walls can be a maximum of six (6) feet in height at the rear yard and can extend to the side yards, rear side yards start a maximum of 50% back from the back of the home; and a maximum four (4) feet in height at front yards and can extend to the side yards, front side yards start a maximum of 50% back from the front of the home. Where a gate is desired within the connection from the side yard to the structure, the height must match the abutting wall height. Any deviation from this will be reviewed on a case by case basis. Providing berms to increase wall height is not allowed. Walls cannot be placed on upslopes or down slopes. Walls must begin against the residence and return back against the residence. The ADRC will determine on a case by case basis all walls, placement, transitions, locations, heights and other aspects based on topography, style, interaction with neighboring property, etc. Refer to custom and semi-custom lot requirements below for additional lot specific requirements.

Individual homeowners will be responsible for maintaining all fencing within the lots, including sealing, board replacement and repairs due to wind damage.

Any modification to fence types, fencing material, or locations originally approved by the ADRC will require additional review and approval prior to commencing work.

Landscape buffers must be provided and will be determined on a case by case basis for the extents and placement. Buffer areas must be minimum 5'-0" wide and continuously maintained.

REQUIREMENTS SPECIFIC TO WALLS ON CUSTOM LOTS:

No wall can encroach into any building setback.

The extents of any wall must be in proportion to the residence and the site and will be left to the sole discretion of the ADRC.

A minimum five (5) foot landscape buffer is required on the outside perimeter of all walls and must be included in a landscape plan for approval.

REQUIREMENTS SPECIFIC TO WALLS ON SEMI-CUSTOM LOTS:

Walls can extend or be placed up to the side property lines. No portion of the wall, footings, pilaster or ornamentation can extend beyond the property line.

Walls cannot extend beyond the front or back building line of the residence.

If walls are not proposed to be placed up to the side property line, then the requirements specific to custom lots will apply with the exception that no wall can extend further than 20'.0" beyond the rear building line of the residence.

The extents and placement of any wall shall be reviewed on a case by case basis and approved at the sole discretion of the ADRC.

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.

Previously approved or constructed residences may exhibit aspects of design which are not in complete compliance with current guidelines and do not establish any precedence or indication that these aspects, elements or styles will be accepted on future residences.

The following questions must be addressed in the design development process and will be considered during the plan review process:

- Is the home located on the site and the overall design of the home such that it provides minimum disruption to the natural topography and landscape/vegetation?
- Does the design take all site improvements into account, not just the structure, but all elements; driveway/vehicular access, hardscape, minimized grading; no forced or design driven hardships?
- Was site adaptive architecture a priority in the design process and carried into the design as proposed?

- Will the various building materials allow a pleasing and harmonious exterior appearance for the residence?
- Are the materials, architectural elements and varied materials carried through consistently on all elevations?
- Are the colors appropriate and used with restraint? Colors should harmonize with the site's natural features.
- Is scale consistent throughout the design of the home? Large blank walls or roofs are not acceptable; instead, broken planes both horizontally and vertically and pitched roofs with appropriately scaled overhangs are encouraged.
- Are the individual elements designed in proportion to one another?
 - Proportions of the structures should respect the surrounding environment.
- Is the architectural style well developed and carefully detailed and carried consistently throughout the exterior?
- Are the architectural features authentic?
- Do the elevations have a theme and do they flow as a unified design and flow consistently throughout all elevations?
- Are the roof forms well thought out and exhibit pleasing, flowing planes void of any forced or odd geometric elements?
- Is the home design site specific? Not an adaptation of a previous design?
- Has consideration been given to preserving native vegetation, such that it complies with the minimum percentages of native?
- Have the ArrowCreek Guidelines been applied properly?
 - The design of each residence must be compatible with the architecture of the surrounding homes, whether they exist, are under construction, or approved by the ADRC. This applies to all elements of the design process, including architecture, building colors, grading, fencing and landscaping.
 - Careful consideration will be given to all aspects of a residence which have high visibility from surrounding residences, golf course, street or public areas.

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. Consideration of the following items are required:

Roof dominated forms and building masses with pleasant proportions must be provided. Horizontal emphasis must be provided with the use 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 and other design elements with offsets and articulation at the lower levels 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 ADRG PROVIDING FINAL DETERMINATION IF WALL PLANES PROVIDE ENOUGH ARTICULATION.

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

Emphasis should be placed on the strength and quality of details and should not be overly decorative and detailing must be functional expressions of the structure.

Good architectural design should incorporate elements that have withstood the test of time, and each architect should strive to design a home that has this integrity, simplicity, and sense of proportion.

It is desirable for the homes in ArrowCreek to exhibit the individuality of their owners as long as this individuality meets and corresponds to the overall theme and styles of the community as well as the characteristics of the selected architectural style. It is also important that they observe basic design principles inherent in good architecture and the natural beauty of ArrowCreek.

Architectural Elements:

The architectural goal is to encourage well-proportioned buildings and elevations, generally straight forward and consistent building masses and shapes, with interest and articulation created by thoughtful use of appropriate building elements. These elements shall be compatible with and complimentary to each other and have consistent use of building materials. All exterior building materials should be authentic and genuine with the exception of roofing materials.

EXTERIOR MATERIALS:

Acceptable exterior materials are stucco, wood siding or shingles, stone (field stone, granite, or random field stone), and masonry. Masonry shall be earth tone in color and should not have contrived textures. Plywood, as an exposed exterior finish material will not be approved. Certain hardboard and cement board/fiber products may be acceptable if compatible and aesthetically pleasing. This applies to all structures, landscape, walls, etc. Where more than one wall material is used, they must be architecturally related.

Stucco will need to include other accent textures, materials, colors, details, and features. Large, unbroken areas of stucco will not be approved, nor will stucco color that is bright and/or dominant. Any stucco shall be of a construction and material composition that eliminates cracking and reduces maintenance.

The use of different exterior materials is encouraged to create interest, highlight or enhance building elements and provide for more

excitement in the overall exterior composition. These materials must be complimentary and cannot be too loud or have a disposition that takes away from or is not within keeping of the theme or style of the home. The change in the materials must meet at logical junctions and the change in wall materials should reflect a consistent approach on all facades of the building (wainscoting, wall recesses or projections, pilasters, window bays, etc.). On custom homes, masonry piers or masonry which wraps around structures is required and must transition at a physical break in the structure.

ROOFS:

Acceptable roofing materials are: slate, concrete or clay tile (flat or barrel), 40-year or better fiberglass composition shingles, standing seam metal roofing with ribs and concealed fasteners, and sheet steel roofing with exposed fasteners. Wood shake, shingle or majestic slate (plastic) roofs, stone coated metal (imitation shake/shingle/panels of any type) are not permitted. Any substitute roofing material must be approved by the ADRC. All roof materials must be rated Class A or better. **Solid black as a roofing color is not allowed and will not be approved.**

Hip, gable, and shed roofs are all acceptable forms. Roof slopes should have a minimum of two (2) feet and a maximum of ten (10) feet of vertical rise for every twelve (12) feet of horizontal run. Porch elements, architectural features, portions of the main roof formation, depending on the overall design aesthetic and cohesiveness of the design presentation and integration, lower slope and/or differing roof elements may be approved. These will be reviewed on a case by case basis with approval based heavily on unification and concretization of the overall roof design. Combining one- and two-story elements, creating offsets in ridgeline and varying plate heights and ridge heights is encouraged. Roofs over decks and patios should be constructed and finished with the same materials as the main roof of the house so that they are an integral part of the overall home design. Some exceptions will be allowed with a few Architectural Styles.

Use of varying roof pitches will not be approved in combination with certain architectural styles. If varied pitches are proposed, a

dominant single pitch roof form must exist with the thoughtful integration of functionally detailed secondary roof elements of a different roof pitch. Roof material for the secondary roof elements may differ from that of the dominant roof.

Where steeper roof forms are used for porches, loggia and trellis elements, they should be introduced to provide shading, weather protection, and subdue gable roof ends. Eaves and rakes should be articulated by multiple fascia boards of a substantial width or presence. All roof accessories such as attic vents, plumbing vents, exposed sheet metal of any type, skylight frames should be painted to match the dominant roof color. The proposed design of flat or low slope roofs will only be permitted when they are provided with a parapet wall to conceal the roof from view and used as an accessory element to the overall roof design and shall not exceed 25% of the roof area unless otherwise approved by the ADRC.

Flat roof proposed for patios or other features may be approved if their integration meets the criteria discussed in previous paragraphs, reviewed on a case by case basis. All roofs must be designed to integrate with the main roof and style of the home with roof slopes and roofing material consistent with or complimentary to the main roof, this includes the color of the roofing material.

Where roof crickets are utilized to divert or perpetuate water drainage on roofs, the roofing material used for the cricket must be the same as the adjacent roofing material. If the slope of the cricket is such that the same roofing material cannot be used, then an alternative material can be used such as a single ply membrane or metal; the color of such alternate roofing must match that of the adjacent roofing. In no case can exposed asphalt roofing membrane, typically known as a torch down or modified bitumen roofing be used where it is exposed to view. Other roofing material may be acceptable and will be reviewed on a case by case basis.

Where a trellis or pergola is proposed or exists on a home, it cannot be provided with or be converted to a solid roof. Trellis's and pergola's can only exist with open trellis members, no continuous roof closures are allowed. If a homeowner desires a solid roof over an outdoor space, the roof must be designed to integrate with the existing main roof, including overhang, and all associated detailing,

and be provided with the matching roofing material or a complimentary roofing material based on style and overall home design (reviewed on a case by case basis). This applies to custom homes as well as semi-custom homes.

Freestanding pergola's, trellis's or similar structures (not attached to the home) that have open trellis members, regardless of whether the structure requires a building permit or not must be submitted to the ADRC for approval. Placement, color, size, shape, height, etc. will be reviewed. The submission must include a Site Plan, and graphics, details or other documents of the proposed structure to properly demonstrate and support what is proposed for approval.

FENESTRATION (WINDOWS AND DOORS):

The exterior finish of windows and doors should be made of wood, vinyl, steel, vinyl-clad wood, fiberglass clad wood or aluminum-clad wood.

Alternate window materials may be acceptable and reviewed on a case by case basis. Glazing shall be clear, gray, or bronze tinted only. Reflective glass or colored glass will not be allowed.

The location and proportionality of windows and doors to exterior surfaces will be carefully considered by the ADRC for each elevation of the proposed structure. The style of windows and doors are required to be consistent on all elevations of the proposed structures.

All openings should be articulated through the use of shutters, flat or arched lintels, projecting sills, double wall construction, recessed windows, or surrounds. Shutters, if incorporated, should be sized to the opening and be located on all elevations. Shutters should be traditional in design and in keeping with the architectural style of the proposed exterior.

The main entrance should have a sense of prominence that is reflected in the design. The main entrance should contain more detail than other openings but be consistent in styling.

COLOR AND MATERIAL:

All color and material selections must be approved in writing by the ADRC and noted on the approved set of plans as well as on the Material/Color Board and Color Folder. Harmonies of color will be required, and color intensity must be kept low for large surfaces. Exterior building wall colors shall be consistent with the architectural character of the structure and the natural surroundings using earth tones with possible accents for windows, doors and other secondary elements. Extreme black and extreme white are not allowed and will not be approved.

Each different material used on the exterior of the structure must be clearly identified, accurately represented and the references for all materials must include as a minimum: Color, material size, material type.

Fascia emphasis is appropriate. No exterior materials shall have a high gloss or reflective/glare finish, and bright colors are not permitted.

Exterior hardscape colors should be complimentary to exterior house colors. Because of the visibility of roofs, roof color will be closely monitored. While variation will be allowed, the range of variation will be restricted. Individual roof colors or tile blending that draw significant attention will be prohibited.

GARAGES AND ANCILLARY STRUCTURES:

Garage doors shall not face the street. Exceptions will only be approved based on site based access hardship and reviewed on a case by case basis. This applies to attached and detached garages. If the garage is located close to the street (within fifty (50) feet), garage doors may not face the street under any circumstance. Consideration for approval may be given for garage doors that face the street if: 1) The garage is set back off the street, in excess of fifty (50) and a maximum of two (2) single doors ten (10) foot maximum width are proposed; 2) the driveway meanders with the intent of providing landscape buffering along its curvilinear path used to screen the doors visual impact; 3) The doors are provided with deep recesses and the use of building elements such as extended roofs,

trellis or other aesthetic elements are provided; and 4) there is a distinct hardship that exists due to topography and access from the street. A hardship created by the design and placement of the structure does not qualify.

Garage styles should enhance the overall architectural style of the residence. The impact of the garages should be minimized by utilizing doors of different sizes, styles, multiple doors, and wall offsets and massing where possible.

All ancillary structures such as detached garages, pool houses, gazebos, pergolas, sheds, garbage enclosures, patio covers, trellis's, greenhouses, playhouses, play structures, etc., are regulated by these Guidelines and reviewed on a case by case basis. In the case of any detached accessory structure, regardless if required to be on a foundation or not, in addition to all other submission requirements, must be provided with a detailed Site Plan showing detailed site drainage. Any detached structure at or above two-hundred (200) square feet must be provided with engineering and must submit to the ADRC proof of a building permit prior to commencing any work. Approval is at the sole discretion of the ADRC. Carports will not be allowed. See Sport Courts section on Page 28 for further restrictions. The design of all these structures must be compatible with the architectural style of the residence and meet all applicable setbacks. Materials and color selections should utilize the same elements used on the home (color should be the same as the body or trim). Posts for trellis's or patio covers to be minimum 6" x 6". Refer to the Paragraphs in 'Roofs' for further restriction on roof slope and type. Trellises or pergolas of a kit type product are only allowed on semi-custom homes, these structures if added to or included on a custom home must be custom built and designed to match the style and architecture of the home. The only pre-manufactured element allowed on these structures on custom homes are the trellis members when provided at a maximum size of 2" x 2" and typically spaced 4" apart.

GREENHOUSES AND SUNROOMS:

These ancillary structures must be submitted for review prior to any installation and approval is at the sole discretion of the ADRC on a

case by case basis. The submittal must be to scale and include elevations, dimensions, and site grading plan as a minimum. The following is a list, but is not limited to, some additional requirements when submitting a greenhouse or sunroom:

- Pre-fabricated greenhouses and sunrooms are not allowed. The overall character of an installation must be designed such that it draws from the design style and character of the existing residence.
- Greenhouse and sunroom size must be proportionate and exterior construction must consist of materials and colors that are complimentary to or match the existing residence. This applies to stand alone or attached structures. Exterior trims, detailing, roof slopes, material types, colors, etc. with the exception of the window framing must blend with the existing structure.
- Window framing is preferred to match that of the residence, however, the ADRC will review alternatives as long as the alternative is a complementary material and color. This will allow for a frame material more conducive to the greenhouse or sunroom interior environment.
- The use of curved glazing (used at the transition from the wall to the roof) will be reviewed on a case by case basis and will be based upon, but is not limited to; the materials, the overall character and integration with the existing residence.
- Must meet all applicable setbacks and must be located within the building envelope.
- Free standing greenhouses are allowed in the rear yard only. Side yard placement may be considered as long as the greenhouse is placed to the rear of the midpoint of the home to minimize visibility from the street and is at the sole discretion of the ADRC on a case by case basis

LIGHTING (EXTERIOR):

Exterior lighting shall be kept to a minimum on each residence and ancillary structure. All exterior lighting shall be shielded and subdued. Exterior pool and landscape lighting must not infringe upon adjacent neighbors. All lighting conduit and fixtures must be as inconspicuous as possible. All exterior lighting must meet national and local codes and must be approved by the ADRC prior to installation. Open flame gas lamps and wood burning open fire pits

are prohibited. Low voltage landscape lighting is allowed if approved under the Landscape Plan.

Exterior lighting that disturbs surrounding area lots, owners, or common space is considered a light nuisance and is prohibited.

White/clear (Non-colored), low voltage 'string lights' are allowed in rear yard areas only when installed on trellis's, within yard areas, patios, courtyards, and other similar locations with limited use and the lights must be turned off at 10:00 p.m. The lighting cannot be installed on the fascia or along any roof or parapet line.

PROHIBITED STRUCTURES, IMPROVEMENTS AND OTHER ITEMS – INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Sunrooms, Solariums, Patio Rooms, Room additions or wall-in-fills which include any pre-fabricated (kit type) components or pre-engineered packaged designs. The ADRC has sole discretion in determining what type of structural components and design fit this prohibition.
- Clotheslines and/or poles.
- Tents of a permanent nature.
- Temporary structures of any kind other than for seventy-two (72) hours to accommodate a festivity of some kind. Proper notification must be provided to ArrowCreek for use of such temporary structures.

SIZE RESTRICTIONS:

The minimum square footage for homes (Primary Residence) shall be twenty-four hundred (2,400) square feet (per CC&Rs Article V Section 4) excluding garages and covered patios. Detached Accessory Dwellings shall have a ground floor area of not more than fifteen hundred (1,500) square feet.

Minor Projects: Miscellaneous Elements of Consideration

ANTENNAS:

All antennas shall be totally screened from public view; all neighboring lots, common areas, or golf course. Antennas proposed to extend above the roof line or of a type that cannot be screened must be submitted to the committee for review and may be considered on a case by case basis.

AWNINGS:

Window awnings and/or retractable awnings of any material must be submitted for review by the ADRC and will be approved on a case by case basis.

CHIMNEYS:

Exterior material of chimney shall be consistent with exterior materials used on the house. Chimneys shall be detailed with no exposed flues. Chimney caps of a compatible design and color shall be used. The footprint of the chimney shall have a minimum size of two (2) feet x four (4) feet.

DRIVEWAY RAMPS:

If driveway ramps are desired, they must be the type that is made from black rubber or equivalent. The ramps cannot be placed or be of a type that impedes drainage/water flow in the gutter and/or street and cannot extend wider than the driveway width. ADRC approval is not required.

FLAGS AND FLAGPOLES:

A homeowner is entitled to display the flag of the United States in a manner that is consistent with the Federal Flag Code. The display of the United States flag on poles must be submitted for review by the ADRC and will be approved on a case by case basis. Flagpoles may not exceed twenty-five (25) feet in height and the flag may not exceed four (4) feet in its vertical dimension or 6 feet in its horizontal dimension. Flagpoles may not be installed within the property setbacks. Flags must be maintained at all times in a manner so as to

not become tattered and frayed due to wear and tear and become a noise nuisance due to weather conditions.

The Federal Flag Code prescribes the proper display of and respect for the United States Flag. The code in its entirety is PUBLIC LAW 94-344. The following are some of the highlights:

- The flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
- The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

GUTTERS AND RAINWATER LEADER:

Do not need ADRC approval provided the color matches the color of the fascia or wall that the gutter and/or rainwater leader is attached to and it must follow the contour of the home exterior walls.

MAILBOXES:

One of the items reviewed by the ADRC is the selection and construction of all mailboxes for all residences within ArrowCreek, subject to Post Office approval. The color, texture and character of the finishes on the monuments are to match or complement the home construction. Maintenance of either single or shared mailboxes is the responsibility of the homeowners. Mailboxes shall be located on the property per Post Office requirements.

The original developer installed mailbox monuments for all semi-custom home areas are approved. If a homeowner of a semi-custom home wants to change the existing mail box monument the following applies. One monument with mailbox within the monument is allowed for semi-custom homes and it must conform to the ADRC approved designs for semi-custom homes. These semi-custom designed mailboxes are compatible with the design of the semi-custom area.

Custom Homes generally will have only one monument with the mailbox. The ADRC will consider additional monuments subject to the following criteria:

1. If the lot is large, two monuments will be considered located at the end of the driveway.
2. If the site plan has a pull through driveway a monument on each of the pull through will be considered.
3. If the lot is located on a cul-de-sac the ADRC will only approve one monument with mailbox located within monument.
4. Additional monuments along a driveway leading to the house will not be approved.

The size of the monument(s) is limited to two foot, six inches (2'-6") square with a maximum height of five (5) feet. The design of the monument must match the style of the residence and lighting may be incorporated into the monument as long as it is integrated into the design and uses indirect or down lighting. Lanterns on top of the monuments (light beacon) are not allowed. The home address shall be placed on the mailbox monument. Brass or other high quality materials will be used. An address number and the mail box must be located on the street that is the legal property address.

MECHANICAL EQUIPMENT:

Meter locations are to be designed into the architecture and screened from view with compatible architectural materials. All air conditioner, heating equipment, pool, spa, and soft water tanks must be permanently screened from view and insulated for sound attenuation.

PLAY EQUIPMENT:

To include but not limited to slides, swing sets, including structures permanently installed or movable must be made of natural materials, (i.e. wood). Slides and other accessories must be brown, green or as approved by the ADRC. Skateboard, skate or bike ramps or pipes are not permitted. All types of sports or play equipment including trampolines proposed to be installed which cannot be taken down and stored inside on a daily basis must be submitted for approval. Trampolines should be recessed and comply with all setback requirements. All netting shall be removed from the trampoline when not in use. The ADRC reserves the right to require additional planting for screening of public view upon a final inspection. A site

plan showing location, size, screening and all required graphics and illustrations of the equipment is required for submission.

POOLS AND SPAS:

The location of swimming pools, therapy pools, and spas shall address the relationships between indoor and outdoor features, setbacks, wind, sun, site terrain, and the golf course, particularly the tee and green areas.

Plans and Details as well as a detailed Site Plan must be provided for all pools and pool related elements. The Site Plan must include drainage, dimensions, placement of all improvements, and other information listed on Page 10 – Site and Grading Plan, updated landscape plan to include land use calculations. Pools, pool enclosures, and equipment enclosures must be within the building envelope and architecturally related to the house and other structures in their placement, mass and detail. Refer to Page 25 regarding prohibited structures, improvements and any other items for additional information when considering pool enclosures.

Ornamental iron pool fencing and/or safety pool cover, may be required by Washoe County code. Fencing must be installed according to county standards and generally limited to the area around the pool or pool deck. **The use of three (3) rail-split rail fencing is not an acceptable substitute for ornamental iron fencing and is not allowed.** In the event that a pool structure is removed, the wrought iron fencing will be required to also be removed. Above ground pools are prohibited. Spas must be screened, reviewed and approved by the ADRC.

All draining of pool and spa water is restricted to the property. The use of common area which includes but is not limited to the streets is prohibited. Pool/Spa drain line must be tied into the sanitary sewer system and noted on the plan.

SATELLITE “DISH” ANTENNAS:

All installation locations other than on the home such as, fencing, free standing posts, etc. must be submitted for review. Dishes that conform with the FCC Telecommunications Act of 1996, that are

less than one meter (39.37”) in diameter, and are installed on the home, with the attach point at or below the level of the rain gutters, in either side or back yard, are allowed.

SHUTTERS (ROLLING) AND EXTERIOR WINDOW TREATMENTS:

May be permitted but must be submitted for approval by the ADRC and will be reviewed on a case by case basis and allowed only at the ADRC’s sole discretion.

SIGNAGE LIMITATIONS:

Exterior signs are prohibited, except for a sign of reasonable and customary dimensions displayed on a lot approved by the ADRC as described below:

- Construction Signs can only be displayed during construction and can only be displayed from the Pre-Construction Site Inspection until Completion and Final Inspection.
- Construction Signs can only be located in the front yard, must be set back from the front property line a minimum of 20’ and must be set a minimum of 20’ from side property lines. An additional sign may be added on golf course lots and set back 20’ from property line; 20’ from side property lines. Signs are to be located a minimum of 20’ from any property line, regardless of property line orientation.
- Refer to ADRC Approved Signage Specification for other signage types that may be acceptable. This Specification is available from Associa Sierra North.

No other commercial signage will be permitted. For specific details of the ADRC approved signs contact the management office for assistance. Property owners who have non-compliant signage on their properties or construction signage displayed prior to Pre-Construction or after Completion and Final Inspection will be sent written notice by the property manager and will have ten business days to remove the sign(s) that are in violation. If the sign(s) are not removed within ten business days of notice, the property manager will have the signs removed and disposed of. The property owner will be responsible for the cost of removing the signs, the disposal of the signs and must pay a fine per the HOA Fine Policy, payable to the

ArrowCreek Homeowners Association. Refer to Page 9 – Fines and Construction Penalties: Fines: for all information related to fines.

SPORT COURTS AND PERMANENT EQUIPMENT:

Sport courts such as tennis, basketball, etc. and permanent equipment are subject to approval and must be naturally screened from adjacent home sites common areas, streets and golf course as well as located such that they minimize their view from these areas. Lighting of such courts is not permitted.

A site plan showing the sport court location shall be provided for the ADRC showing any and all proposed grading and screening. Plant materials should be added where necessary to soften the visual impact. Surface colors should be restricted to colors that are not highly reflective.

Basketball standards or any other play equipment or structures may not be installed or attached to the front of any dwelling, garage, or side yard forward of the mid-point of the house. Such items may be installed in rear yard areas so long as the installation is within the building envelope and not visible from open space, common area, or the golf course; all are subject to approval by the ADRC.

SOLAR INSTALLATIONS:

The use of solar equipment is encouraged. For roof mounted installations, with the exception of the solar panels and the associated frames, any all exposed mounting hardware and conduit must be of a color to match the roofing material and/or adjacent exterior wall color. The intent is that everything blends/matches as much as possible and is not obvious or reflective. Roof mounted solar panels must be factory pre-finished in either bronze or black (other pre-finished colors will be reviewed on a case by case basis) with the intent that the pre-finished color proposed matches the roof color as much as possible. Roof mounted solar panels cannot be mounted on any type of standoff (standoff is any device used to stand the panel up higher than the standard mounting device or results in one end of the panel standing off higher than the other end). Solar energy equipment includes all panels, collectors, piping,

attachments, bracing, flashing, mechanical hardware, supporting structure, and all related equipment.

The aesthetic appearance of the installation must be considered in the layout of the solar panels; uniform groupings, consistent panel orientation, no voids in the grid layout, are examples of the aesthetic considerations that must be included in the design and that which will be part of the review.

If solar designs are ground mounted, landscape screening must be provided to limit public view and visual impact and must be submitted to the ADRC for approval on a case by case basis. The solar installation must meet all applicable setbacks and cannot be placed outside the building envelope. The solar installation cannot be placed in the front yard or side yard forward of the mid-point of the house. All cables and other devices that extend from the solar panels to the point of connection at the structure shall be buried and/or concealed from view and ran in such a manner that it limits the disturbance of native vegetation. Plans submitted for the solar installations must be accurately drawn to scale and must include: Site Plan, Roof Plan, Elevation(s), Details, Floor or Electrical Plan(s), Equipment Specifications, Solar Analysis, 8 x 10 Color photos of the existing residence, Landscape Plan (for the purpose of screening the installation), other documents as may be required for showing location of the proposed installation if retrofitted to an existing property. The standard requirements defined in 'Plan Review Process' for plan submission applies to the plans submitted for solar installations.

Landscaping must be provided at all sides of the installation as may be required to provide adequate screening; this includes the front of the installation, placed such that it does not interfere with the solar installation's efficiency. All solar installations proposed as part of a new home submission or part of a new addition must include all manufacturer information and analysis and must have the panels and equipment accurately drawn on all applicable drawings.

TUBULAR DAYLIGHTING DEVICES:

Tubular Daylighting Devices such as Solatube, Velux Sun Tunnels and other manufacturers' 'like product', must be submitted for review and require the ADRC approval prior to installation. There will be no fees associated with the review of these devices, although the quantity, location, size and color will be taken into consideration. A Roof Plan or other such graphic will be required to show placement and quantity for retrofit installations; for new construction, these devices must be located on the appropriate plans and will be reviewed along with the typical plan submission process. A manufacturer's installation guideline and details will also be a required part of the submission. It is recommended that these devices be placed on roof slopes that aid in minimizing their visual presence.

Exterior Remodels and Additions – Modifications

As ArrowCreek has matured throughout the years, a shift in what was predominately new custom home construction, has given way to diversity and the need for change in existing home requirements; whether it is due to the needs of expanding families, change in homeownership, a desire for a different feel, look or style, or any number of criteria. ArrowCreek welcomes change, but it is important that the changes be respectful of the existing built environment and the changes are very much about maintaining the level of quality and have consideration for all other aspects that have made ArrowCreek what it is today. The ADRC has committed itself to understanding the needs of our changing community but has also committed itself to maintaining the vision and consistency that is expected within the development.

All proposed modifications that involve the aesthetic aspects of an existing structure, including any change in building footprint, enclosing of space, changing of exterior walls or roof; require plans to be provided by and stamped and signed by a Nevada Licensed Architect or ArrowCreek approved Nevada Licensed Residential

Designer. There may be instances where a minor modification does not warrant the need or use of a Nevada Licensed Architect or ArrowCreek approved Nevada Licensed Residential Designer; in these rare instances the ADRC will consider the exception on a case by case basis. If there is any question by the homeowner that their proposed modification should be exempt from this requirement it is highly recommended that the homeowner contact the ADRC prior to proceeding with any plans or documents.

Any change to the exterior of the home or landscape requires prior approval. Exterior Remodels and Additions to existing improvements include but are not limited to: Adding living space; adding garage space, adding workshop or storage space; remodeling exterior finishes, details, fenestrations; deck enclosures; sun room enclosures; and patio enclosures.

Exterior Remodels and Additions also include adding a detached structure to the property when a primary residence currently exists. The requirements for adding or enclosing space or adding a detached structure must follow the requirements of these Guidelines and all code and ordinance requirements related to the proposed modification of Washoe County; the most restrictive requirement(s) taking precedence.

All aspects of Exterior Remodels and Additions must meet the same criteria as new construction including approval from the ADRC. All information concerning color, site location, architecture, landscaping, grading and excavation, roof height, setbacks, lighting, etc. will be reviewed by the ADRC. If the remodel causes a modification to the landscaping, a landscape plan must also be submitted. Detailed drawings presenting this information will be required to be submitted to the ADRC. Exterior Remodels and Additions must follow the procedural steps detailed in these Guidelines as well as meet all other aspects of these Guidelines from the design, plan submission, design review and approval and construction.

Preservation of native vegetation must be maintained when planning any building improvements that increase the building coverage. An improvement that increases the overall building footprint area, regardless if the improvement is an addition to the existing or a

detached structure, which reduces the required native vegetation percentage below that required, will not be approved.

The design of Exterior Remodels and Additions and that of detached structures must match the existing home in regard to color, material use, detailing, roof slope, existing aesthetic, character, architectural style, etc. Scale, mass and proportion are critical design elements that will be scrutinized as they relate to appropriateness and respect to hierarchy of these design elements versus the existing. The ADRC will make the final determination of how well the remodel or addition integrates with the existing and the viability of the extents of the Remodel and/or Addition. It is imperative that they appear as a cohesive and integrated part of the existing structure.

Structure heights and locations within setbacks will be scrutinized thoroughly as to how the alteration impacts the neighboring properties or the overall visual expression when viewed from offsite. No alterations can be made which exceed the maximum building height or extend outside the building envelope. No variances will be approved for heights, setbacks/envelopes or any other reason as any hardship that may be realized due the improvements proposed is a direct result of the property owners desire to enhance or modify the property and not from any other source. Proposed modifications where structure height exceeds that of the existing roof ridge will be reviewed as to how the proposed modifications transition and interact with the existing. Stepped massing, hierarchy of the building elements, the roof forms as well as other aspects of the cohesiveness of the new to the existing will be of high concern and scrutiny.

It is an option that major alterations be submitted for review as a Conceptual Review for consideration and ADRC input. Nevada Licensed Architects or ArrowCreek approved Nevada Licensed Residential Designers are encouraged to make careful considerations of how alterations affect neighboring homes and properties. Not only will existing view corridors be reviewed as related to those of neighboring homes but location on the property, height, etc. will also be considered during the review process.

Where Exterior Remodels and/or Additions are proposed to an existing home within a semi-custom (production) neighborhood or area, aside from the other specifics noted within this section, additional considerations will be applied; these include but are not limited to the overall context and make-up of the existing built environment versus that of the proposed modification. How well does it fit in to the existing environment? How are the relationships between single story and two-story massing of buildings addressed with regard to the proposed modification?

When an infill home is proposed or a replacement of an existing home is required (resulting from a catastrophic event) within an existing neighborhood or area, the overall style, character, massing, proportion, scale, material usage, color palette, etc., must match and/or compliment the established context of the existing neighboring homes. This not only responds to the valuation and perception of the neighborhood as a whole but also maintains the flow and character of the existing built environment.

Plan Submission Requirements – Exterior Remodels and Additions:

All drawings required and the procedural steps defined within the Guidelines apply to Exterior Remodels and Additions. The premise for drawings related to modifications is how well they describe and detail the integration of the proposed modifications to the existing. The following are exceptions, clarifications and/or additional information required on submission drawings; additional drawings or information for specific submissions may be required by the ADRC. The following apply to all Design Review Submittals for Exterior Remodels and Additions:

MISCELLANEOUS:

- Color photographs of all impacted sides of the existing home are required, minimum 5 x 7 (8 x 10 are preferred) unless digital photos are provided.
- The photos are required to verify existing color, style and other existing aspects of the existing structure so that the proposed modifications can be accurately reviewed and approved.

- If a new detached structure is proposed, as a basis for the submissions, all information as defined in 'Project Review Process' is required with some modification as may be related to integrating with the existing colors, materials, and landscape.

SITE PLAN:

- Location of mailbox and/or pedestal at the street is not required unless relocation or additional pedestals are proposed.
- Grading and contour lines must show how drainage will be modified to accommodate the proposed modification. Unrelated drainage and/or contour lines may not be required if sufficient and adequate drainage patterns are defined.
- The footprint of the entire existing structure as well as all existing improvements must be shown in addition to the proposed modifications. These must be accurately located and drawn to scale. The need of an as-built survey conducted by a professional may be required.
- Accurately show and draw to scale, all property lines and building envelopes and setbacks.
- Driveway must be shown, no further information for the driveway is required unless it is to be changed or modified in any way.
- Utility connections from the street to the structure are required.
- Specific information related to existing retaining walls is not required; any new retaining walls or changes to existing retaining walls must be detailed and accurately shown with top and bottom of wall elevations and accurately shown existing and proposed grades/contour lines.
- Must clearly and boldly identify ALL proposed modifications. ALL information must be accurately drawn to scale.
- Calculation of native vegetation (refer to the Landscape Section for additional information). If the existing native vegetation quantities do not meet the required minimums, then this will greatly influence or restrict any proposed expansions to the existing built environment; I.E., structure, driveway, etc. It is the responsibility of the homeowner to maintain the required native vegetation and prove that it will be satisfied when planning any improvements that could jeopardize the minimums required.

EXTERIOR ELEVATIONS:

- Exterior elevation drawings are required for all areas impacted by the proposed modifications. I.E. if a modification is proposed to the back of the home at a minimum the back elevation and side elevations are required; there may only be a need for a portion of the side elevations to be provided as enough of the existing must be shown to accurately show how the proposed modification integrates with the existing. In the case of a new detached structure, elevation drawings of all sides of the proposed structure are required.
- General notes defining that all materials shall match that of the existing color, texture, etc. are all that are needed unless changes to the existing or additional materials are proposed. In such case new materials and specific references on the elevations are needed as well as material/color boards and color folder.
- Elevations must be provided with accurate existing and proposed finish grades.
- Maximum height data must be provided.

FLOOR PLAN(S):

- Provide drawings showing enough of the existing floor plan(s) to accurately show how the proposed modifications integrate with the existing.
- In the case of a detached structure, floor plans of the existing are not required although their footprints must be provided on the Site Plan. All aspects and details of the floor plan related to the detached structure are required.

ROOF PLAN:

- Provide drawings showing enough of the existing roof plan to accurately show how the proposed modifications integrate with the existing.

MATERIAL/COLOR BOARD AND COLOR FOLDER:

- These are only required if a change is proposed or an additional material is proposed.

Exterior Color and/or Material Changes:

All Exterior Color and/or Material Changes MUST be submitted to the ADRC for approval.

Refinishing the exterior (changing colors and/or materials of custom or semi-custom homes requires a physical submission package to be submitted for approval whenever the colors and/or materials will be modified from that which currently exists. Submissions must include as a minimum: Material/Color Board (Page 12), Color Folder (Page 12) as well as quality color photographs of all sides of the existing home; provide minimum 5 x 7 color photographs (8 x 10 preferred) or digital photos. These photographs are required in addition to photographs of the neighboring homes (existing homes adjacent to, across from, diagonal from, and behind the subject home). This provides verification that no adjacent homes have the same or very similar color as proposed, as such a scheme will not be approved. Specific to semi-custom homes, any change to color schemes from a single body color to a multi-color or vice versa will be reviewed on a case by case basis.

If the colors and/or materials of a custom or semi-custom home will be refinished to match the existing colors and/or materials on the home, ADRC approval is not required and there will be no fee required. The homeowner must notify the ADRC in writing at least fourteen (14) days prior to commencing work, notifying the ADRC of the intended activity and to provide confirmation that the colors and/or materials will be matching the existing. If a different color, other than the existing color is selected the homeowner MUST submit for approval.

Landscape Design – New or Remodel

The ArrowCreek HOA is a fire sensitive area. Owners are encouraged to create a landscape design that incorporates defensible space and the use of plants, shrubs and trees that are the most fire safe. The website, www.livingwithfire.info, provided by Truckee Meadow Fire Protection District (TMFPD) provides information to create a fire-responsible plan.

Any type of landscape modification requires a formal ADRC submittal and approval.

These landscape guidelines are intended to enhance the character and quality of the community. Quality landscaping is important to both the appearance of each individual home and the overall continuity of the community.

To ensure that the overall beauty of the community is preserved and enhanced, the ADRC has the authority to approve or disapprove landscape plans for individual residences.

- Plans shall be presented in a standard engineer's or architect's scale at a minimum of 1"=10' or larger. A graphic scale (linear scale) must be provided on all plans.
- A North arrow shall be provided on the plan. The ADRC may consider the various relationships between the home, the site, adjacent homes, views, golf course, and other amenities in making decisions regarding specific landscape plans. Fundamental to the design criteria is the need for gardens and lawns to harmonize with the native terrain and natural beauty of the community and also appropriately blend with any adjacent landscapes, whether common area or private home site. Owners are encouraged to use landscape materials indigenous to the area. ArrowCreek Common area is protected, and removal of rocks and plant material is prohibited.
- Landscape plans must show all pertinent hardscape and soft-scape elements for clarity. Landscape plans pertain to planting and irrigation approval only.
- Fencing, patios and other hardscape elements shall be submitted on the site plan or a separate plan for approval by the ADRC.
- Landscape plans must include all existing and proposed topography lines (contours), drainage, retaining walls, other natural site features and the landscape design must respond to these features and topography.
- Lot perimeters shall blend with the adjoining open space, golf course, and/or neighboring lots. Landscaping will flow from one lot to another. The design should incorporate techniques that limit the landscape's water demands. Defensible space as required by the NV Division of Forestry shall be included in the plan if applicable.

- Upon selection of plant materials, the landscape plans must provide complete plant nomenclature for easy identification. The sizes should be given as well as the quantities of plants of each type proposed to be used in each planting group.
- It is the responsibility of the home owner to make a separate submittal for sculptures, animal statues, other similar yard decorations and any hardscape items.

Landscape Requirements:

All visible areas of yards not hardscaped must be landscaped in an acceptable form – either with natural vegetation, with ornamental plantings, or with both. Landscaping must be completed as specified in the landscape plan within ninety (90) days of obtaining a certificate of occupancy for the residence (CCR 8.3). The ADRC may grant extensions to this requirement on a case by case basis.

All plant materials selected should be suitable for the climate, soil conditions, and theme of the community.

- Landscape planting palettes should be simple and kept to a limited number of plant materials.
- Plantings should be done in masses or groupings of a single species to avoid complexity.
- Landscape plantings should provide for effective screening of air conditioning units, retaining walls, utility enclosures, or any visually undesirable element or structure.
- Planting selections should strive to maximize color during all four seasons.
- Each lot shall have an irrigation system for watering lawns and landscape plantings. The irrigation system must be automatic with a controller. Shrub and ground cover areas shall be drip irrigated rather than overhead sprayed.
- Plans shall clearly define coverage and limits of all proposed groundcover mulches.
- Proper drainage pattern must be indicated on the landscape plan.
- All rock material must be clearly defined on plans noting location with size and color of rock.

- Provide samples of all proposed groundcover mulches (rock, decomposed granite, wood chips, etc.) Color photos and size description(s) of proposed mulches may be acceptable. Black rock, red rock and/or green rock are not allowed. Natural and neutral colors are strongly encouraged.
- A minimum 5'0" landscape buffer must be maintained between retaining walls of any type, patios, or other features allowed by these Guidelines and property lines.

Reminder, per the CCR's Article VIII, Section 1, Item e (Page 34) – Snow Plowing and Snow Placement – There is an easement within ten (10) feet of any street upon all lots for the placement of snow plowed from the street to allow for berming and placement of snow. This also means that potential damage caused by snow in this area is the responsibility of the owner to repair. Something to take into consideration when creating a landscape plan to not overload the ten (10) foot easement area.

NATURAL TURF:

The total square footage of turf area on any lot shall not exceed 20% of the total square footage of the lot minus the area of the building structure (I.E., main dwelling, garages, porches, gazebos, decks) and the driveway; but, in no cases can the turf area exceed 3,500 square feet. For example, if the lot is 15,000 square feet in gross area and the combined building areas and driveway cover 5,000 square feet, then only 20% of the remaining 10,000 square feet (i.e., 2,000 square feet) is allowed to be turf.

ARTIFICIAL TURF:

Artificial or synthetic turf areas must have the following minimum characteristics/specifications:

- 1.5 inch pile (blade height), polyethylene monofilament with min. 45% Nylon thatch construction
- Designed specifically for landscape and playground application
- Three (3) tone color blend
- Must truly replicate the appearance of natural grass (determination is at the discretion of the ADRC)

- Heat and frost resistant, UV stabilized
- To be laid onto 2" to 3" of stabilized sub-base, 95% compacted Class II, Permeable
- Seams to be glued with an appropriate adhesive.
- To be installed per manufacturer guidelines

NATIVE VEGETATION:

THERE ARE NO NATIVE VEGETATION REQUIREMENTS ON SEMI-CUSTOM LOTS.

On custom lots a minimum total square footage of native vegetation on any lot 20,000 square feet or larger shall be:

<u>LOT SIZE</u>	<u>PERCENTAGE</u>
20,000 – 29,999 SQ. FT.	20%
30,000 – 39,999 SQ. FT.	30%
40,000+ SQ. FT.	40%

(NATIVE VEGETATION BEING THAT FOUND NATURALLY WITHIN THE ARROWCREEK PROPERTY.) THESE PERCENTAGES ARE BASED ON THE TOTAL SQUARE FOOTAGE OF THE LOT MINUS THE AREA OF THE BUILDING STRUCTURE (I.E., MAIN DWELLING, GARAGES, PORCHES, GAZEBOS, DECKS) AND THE DRIVEWAY. FOR EXAMPLE, IF THE LOT IS 20,000 SQUARE FEET IN GROSS AREA AND THE COMBINED BUILDING AREAS AND DRIVEWAY COVER 5,000 SQUARE FEET, THEN A MINIMUM OF 20% OF THE REMAINING 15,000 SQUARE FEET (I.E., 3,000 SQUARE FEET) SHALL BE NATIVE VEGETATION. PERMANENT IRRIGATION IN AREAS PLANTED WITH NATIVE VEGETATION IS NOT ALLOWED; HOWEVER, TEMPORARY IRRIGATION IS PERMITTED TO ALLOW THE PLANTINGS TO BECOME ESTABLISHED. FIGURES 7A, 7B AND 7C IN THE APPENDIX GRAPHICALLY SHOW HOW THESE PERCENTAGES WOULD APPLY TO TYPICAL LOTS.

The total square footage of permanently irrigated landscape area, including turf, shall not exceed:

<u>LOT SIZE</u>	<u>IRRIGATED AREA</u>
LESS THAN 20,000 SQ. FT.	10,000 SQ. FT.
20,000 – 29,999 SQ. FT.	15,000 SQ. FT.
30,000+ SQ. FT.	20,000 SQ. FT.

PROTECTION OF NATIVE VEGETATION:

The General Contractor and the landscape contractor will be responsible for protecting all areas within the lot designated as native vegetation to remain. A construction safety fence shall be erected around the construction site to protect the native vegetation. No parking, storage of materials, or dumping will be allowed outside the construction area. Property owners will be responsible for repairing any damage to native vegetation within individual lots, adjacent lots, and common area by planting of native shrub varieties with temporary irrigation or hydro seeding with native shrubs and temporary irrigation. Disturbed native vegetation areas must be seeded with native seed varieties and irrigated until re-establishment. The Construction Deposit will not be returned until the native vegetation areas are confirmed: I.E. If re-establishment is required then a written agreement must be provided and agreed upon as to the process, any disturbed areas of enhanced landscape that either existed on the lot or was disturbed through construction activity on any adjoining lot or common area must be replaced with the same.

MAINTAINING OF NATIVE VEGETATION:

Native Vegetation is naturally occurring plant species living in an area without the influence of man. Retaining (and re-establishing when necessary) native vegetation is imperative to maintain Arrow Creek’s rural character and aesthetic quality at the foothills of Mt. Rose and the Carson Range. Some notable native species include: Artemisia tridentata, or Sagebrush, Cercocarpus, ledifolius or Mountain Mahogany, Ericameria nauseosa or Rubber Rabbitbrush, and Purshia tridentata or Bitterbrush.

Native vegetation in ArrowCreek is difficult to re-establish if disturbed. Native forbs and grasses are often hard to find at local nurseries and do not transplant well into areas with topsoil removed

and/or compacted during construction of a home. Such plantings will require supplemental irrigation water until thorough establishment. Seeding disturbed areas with native Great Basin seed mixes is another method of re-establishment which takes considerable time and maintenance to be successful. Seeds compete with birds, invasive species (most notably, cheat grass) and a harsh climate. Hydro seeding, or mixing the seed with a slurry of mulch, fertilizer and tackifier can help increase the success rate of seeding. If seeding is chosen as the method of re-vegetation, mid spring (April- May) seems to be the optimum time frame for germination and survival. Overhead spray irrigation (can be installed for temporary use) will be necessary to maintain soil moisture for germination and growth of the seeds. During conservation times, TMWA may grant a variance to water for up to a six week period on a daily basis for establishing hydroseeding and new landscaping. Regular weeding to limit noxious weeds and grasses is also imperative. Refer to Figure 7 in the Appendix, Page 46, regarding establishing and maintaining defensible space and native vegetation.

TREE AND SHRUB REQUIREMENTS:

Front yards shall be planted with a combination of trees, shrubs, and ground cover or lawn. At least five trees shall be planted per front yard on 1-acre lots, three trees per front yard on ½-acre lots, and 2 trees per front yard on 12,000 square foot lots. To achieve a natural look, the trees should be placed in irregular groups to replicate how they would grow in the native landscape. Planting of street trees in a straight line along street frontages should be avoided. All irrigated landscaping areas not designated as lawn shall have a 6' maximum spacing requirement for all shrubs and a 4' maximum spacing for perennials. The trees shall be a mix of deciduous (2" caliper) and evergreen (8' in height). Thirty (30) percent of the shrubs shall be a minimum of No. 5 size, and seventy (70) percent shall be No. 1 size. Shrubs viewed as ground cover will be considered in No. 1 containers. The ADRC reserves the right to require lot owners to install additional plantings and landscaping materials deemed necessary.

STREET RIGHT-OF-WAY LANDSCAPING:

The Lot Developer or individual homeowner shall be responsible for the installation, irrigation, and maintenance of all street right-of-way landscaping in front of individual lots fronting along private common driveways, rural streets, and local streets. A consistent landscape treatment from one lot to another is desired. Developers or Builders landscaping spec homes, model homes and common areas shall be responsible for following these guidelines and properly proposing and documenting all landscaping.

IRRIGATION:

Irrigation is required to establish and maintain landscape plantings on each lot. Irrigation systems must be automatic, with controller valves, and backflow preventer. Drip systems will be utilized instead of above-ground spray heads in planter areas.

MAINTENANCE:

The intent of maintenance standards for private yards is to keep the entire project up to high standards. Homeowners will be responsible for maintenance of their own lots. If the required front yard trees should die, they will need immediate replacement with trees of the same species and original size at planting. Property owners will also be responsible for maintaining landscaping along the rights-of-way of local and rural streets with direct lot frontage.

SEMI-CUSTOM HOME BUILDER PROVIDED LANDSCAPE:

Builder provided landscaping for semi-custom lots are not automatically approved by ArrowCreek. Documentation of front yard landscaping is required on landscape plan when submitting back yard plans by owner.

LANDSCAPE STATUARY AND/OR LAWN ORNAMENTATIONS:

Generally, landscape statuary and lawn ornamentations are discouraged within ArrowCreek. However, if a homeowner wants to install landscape statuary ornamentations the installation must be

submitted for approval and approval is at the discretion of the ADRC. Prior to approval and later installation, the three-dimensional work of art planned for the landscape must be tastefully integrated into the landscape and should reflect tasteful natural poses.

Therefore, the submittal should include the landscape plan locating the work of art and pictures, weight, and dimensions of the intended piece. The art work should be made of weather durable material in a monochromatic color preferably of durable metal. The following is not all inclusive but identifies statuary and ornamentation that is not acceptable: painted animals of un-natural coloration, plastic or lightweight castings, figurines of any type, bright colors, animals that are not indigenous to this area of the native environment. Fewer pieces of statuary or ornamentation are more likely to be favorably considered than many pieces.

RESOURCES:

COMSTOCK SEED (NATIVE MIXES)

775 265-0090
WWW.COMSTOCKSEED.COM

WASHOE VALLEY (STATE) NURSERY (NATIVE FORBS OR SHRUBS)

775 849-0213
WWW.DCNR.NV.GOV

MOANA NURSERY (HYDROSEEDING)

775 825-0600
WWW.MOANANURSERY.COM

LIVINGWITHFIRE.INFO

BY TRUCKEE MEADOW FIRE PROTECTION DISTRICT (TMFPD)
PROVIDES INFORMATION TO CREATE A FIRE-RESPONSIBLE PLAN.
775-326-6000
WWW.LIVINGWITHFIRE.INFO

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 or fuel modification areas. 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. Refer to Fuel Modification Areas – Figure 7 in the Appendix – Page 46. Requirements in developing such a green belt are as follows:

1. Provide a minimum five foot (5') clear zone around the perimeter of all structures.
2. 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. No juniper or similar plantings are allowed,
3. 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 – 20 foot wide area on both sides of the front driveway. Appropriate planting for this zone is 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.

4. 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
5. 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.
6. 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. The publication ‘Livingwithfire’ provides 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.

It is important that plants 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.

ADRC Appeal Panel Process

Should a lot owner submit plans to the ADRC for approval and later receive a rejection of some portion of their project including related construction violations and penalties, and should the owner feel that the rejection and/or penalties are inappropriate; the owner may file an appeal. It is highly recommended that a hearing before the ADRC be conducted prior to filing a formal appeal as often times a resolution can be achieved. The owner must explain in writing their reasons why they feel the guidelines were not properly and/or consistently applied.

The owner has the option to bypass the ADRC hearing process and submit an appeal directly to the Appeal Panel. The Appeal Panel shall consist of three members of the Board not currently on the ADRC and two ADRC members.

The appeal process is to allow for a review of all available information to determine if some information was not fully considered, or if additional information was provided by the owner,

the architect, or the builder that may be relevant. Additionally, prior precedence may be considered and determined to be relevant or non-relevant at the discretion of the Panel based on the best information available.

After reviewing the ADRC hearing notes and decision, the Appeal Panel may, at its discretion, make one of two decisions:

1. Make a decision based on all data submitted by the owner.
2. Schedule a hearing with the owner at a mutually convenient time.

If a hearing is granted, the owner would be free to bring their architect and/or builder to attend the hearing, but no lawyers can attend without Association legal counsel being present. No decisions will be rendered at the hearing. The owner will be notified of the Appeal Panel's decision in writing following the hearing; generally, within a few days

The Appeal Panel may reach one of the following three decisions:

1. Confirm the decision of the ADRC.
2. Request additional input and/or reconsideration from the full ADRC.
3. Reverse or modify the initial ADRC ruling as appropriate.

While the ADRC Appeal Panel does not wish to delay construction, the owner must realize that the appeal process could potentially have a substantial impact on their construction schedule. The date of the next available hearing can be requested via an email sent to the office of the Common Interest Community Manager ("CICM") of the Association. If the Appeal Panel decides that the matter should go back to the full ADRC for reconsideration, any reconsideration would be at the next regularly scheduled ADRC meeting. The schedule of ADRC meetings can also be obtained from the Association website. When a final decision is made by the Appeal Panel, that decision will be sent in writing to the homeowner by Certified and First Class U.S. Mail and email if requested.

Should the owner, builder, architect, or other representative have entered into a legal action against the ADRC and/or the Association concerning their construction project, the right to appeal would be forfeited.

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 ADRC appointed by the Board as described in the CC&R's as the ADRC. The ADRC 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 and must be designed to match the main 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 ADRC.

Architect

A licensed Architect in the State of Nevada.

Association

The term "Association" shall mean the ArrowCreek HOA.

Basement

A lower level of a building that is completely below grade. The lower level area does not have direct access to the exterior or have windows or doors to the exterior except as that required by code such as an areaway. Bottom of the floor structure above a basement cannot extend more than two (2) feet above grade at any point.

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, and accessory building and related buildings and improvements) the structure may be made to the Lot. No improvements may intrude into the Building Envelope.

Building Height

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

Building Setback

The minimum distance between the property lines and the nearest portion of the structure, this includes roof overhangs and all other building elements. Building Setbacks within the ArrowCreek Development are defined on a lot by lot basis as shown on the Notebook Plot Plan for custom lots; any setbacks that are obtained from any other source that reduce the setback from those defined in the Plot Plan do not apply. The following building setbacks apply to all other lots (these do not apply to custom lots):

LOT SIZE (AC = ACRES)	FRONT	REAR	SIDES
ALL LOTS (1.0 ACRES AND LARGER)	30	30	12
ALL LOTS (0.5-1.0 ACRES)	25	20	10
ALL LOTS (12,000 S.F.-0.5 ACRES)	20	20	8

Built Environment

All built elements added and/or proposed to the subject lot. This includes, but is not limited to: Any and all structures used for living spaces, garages or storage (attached or detached); driveways; parking and turn around areas; patios; decks; walkways; retaining walls.

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

Any site disturbance, construction, addition or alteration of any building, landscaping or any other Improvement on any Site.

Construction Site

An area upon which construction activity takes place on the lot on which the house, structure or landscaping is being built.

Construction Vehicle

Any car, truck, tractor, trailer or other vehicle used to perform any part of a Construction. Activity or to transport equipment, supplies or workers to a Construction Site.

Custom Lot

A Lot being developed by a single Owner.

Daylight (Walkout) Basement

A portion of a building that is at least fifty percent (50%) underground (below grade) with the remaining portion completely above ground with direct access to the exterior or grade around it. Any daylight basement as it pertains to height limitation per these Guidelines shall not be considered a story.

Declaration of Covenants, Conditions and Restrictions (CC&Rs)

A document establishing restrictions on uses within the PUD, creating the ADRC and establishing Common Areas for the ownership and maintenance by the Association.

Design Professional

A person holding an Architects license or Residential Designers license issued by and registered by the State of Nevada that is current and in good standing. Residential Designers must meet the criteria per definition of "Residential Designer – (RD) and other requirements as defined within these Guidelines.

Excavation

Any disturbance of the surface of the land (except to the extent reasonably necessary for planting of approved vegetation or soil testing), including any trenching, which results in the removal of earth, rock or other substance from a depth of more than 12 inches below the natural surface of the land or any grading of the surface.

Fill

Any addition of earth, rock or other materials to the surface of the land, which increases the natural elevation of such surface.

Finished Floor Elevation

The elevation of the constructed floor finish.

Gabion

A galvanized wire basket filled with stones and used in constructing an abutment or retaining structure.

Hardscape

Inorganic, impervious building and paving materials placed on the ground to form a permanent driving or walking surface (i.e., driveways, walkways, pool decks, etc.).

Improvement

Any changes, alterations, or additions to a Lot including any excavation, fill, residence or buildings, outbuildings and/or Accessory Apartments, roads, driveways, parking areas, walls, retaining walls, stairs, patios, courtyards, landscape plantings, fences, signs and any structure of any type or kind.

Landscape Architect

A person licensed to practice landscape architecture in the State of Nevada.

Landscape Contractor

A person licensed to practice landscape contracting in the State of Nevada.

Lot

"Lot" shall refer to any parcel of real property designated by a number on the Plat of PUD for any portion of the Property, excluding Common Area. When appropriate within the context of these ADRC Guidelines, the term "Lot" shall also include the Residence and other Improvements to be constructed on a Lot.

Member

"Member" means each person or entity that holds a membership in the Association as defined by the CC&Rs.

Minimum Square Footage

The sum of the gross horizontal areas of all floors of a building measured from the interior of all exterior walls, including but not limited to, lofts, stairways, fireplaces, halls, habitable attics, bathrooms, closets, and storage or utility/mechanical areas; and not including crawl space, garages or areas designed for parking or loading within the building. The entire area of basements, which have any exposed exterior walls with windows and/or doors, shall be included in the Minimum Square Footage calculations for these Guidelines. Subterranean basements will not be included.

Owner

"Owner" means any person, firm, corporation or other entity that owns an interest in any Lot. The Owner may act through an agent provided that such agent is authorized in writing to act in such capacity.

Principal Structure

A building devoted to the principal use of the lot on which it is situated.

PUD

Planned Unit Development

Residence

“Residence” means a private, single-family dwelling constructed or to be constructed on any Lot.

Residential Designer – (RD)

A Nevada Licensed Residential Designer in the State of Nevada who also holds an Architects license from another state. Must be pre-qualified and approved by the ADRC in order to submit plans for ADRC review. An RD that holds an RD license in Nevada only, does not qualify.

Site Adaptive Architecture

Buildings that are designed to adapt to the natural environments in which they are to be located. In the design of homes in ArrowCreek the term relates largely to home design driven by the natural topography and features of a given lot. The home design is not forced or static, but rather natural and flowing to step and articulate within the natural setting/topography without compromising the natural environment.

Story

That portion of any building (including garage) included between the surface of any floor and the surface of the floor above it, or if there is no floor above, then the space between the floor and the average height of the roof next above it. Any portion of a story exceeding fourteen feet (14’) in height shall be considered as an additional story for each fourteen feet or fraction thereof. The ADRC shall determine number of stories and heights associated in cases where there are special circumstances and/or configurations.

Topography

The basic land form or topographic structure of a site, typically expressed in contour lines. Contour lines are the primary two-dimensional graphic vehicle used to express three-dimensional ground forms. Contour lines show land form and the relationship of land form.

Exit Survey

Thank you for working with ADRC on your recent project. Below is a brief survey that we would appreciate you taking the time to complete and return via mail. This will help us continue to improve the process for our community.

Rating system: **1 = Unsatisfactory- 2 = Poor- 3 = OK but not great- 4 = Good - 5 = Excellent**

1. Did you find the Application easy to understand and complete?

1 2 3 4 5

Comments/Suggestions:

2. Did you find the ADRC Guidelines easy to understand and incorporate into your project?

1 2 3 4 5

Comments/Suggestions:

3. Did you reach out to HOA Management (Associa) for questions or help with the process? If not, skip to question 4.

Yes No

If yes, how would you rate your experience with them?

1 2 3 4 5

Comments/Suggestions:

4. Did you have to adjust your plans and resubmit different plans? If not, skip to question 5.

Yes No

If yes, was the information you received on why it was not accepted and recommendations of what needed to be resubmitted clearly stated?

1 2 3 4 5

Comments/Suggestions:

5. How would you rate your overall experience with ADRC?

1 2 3 4 5

Comments/Suggestions:

Thank you for taking the time to fill out this survey.

Nevada Licensed Residential Designer Approval Process

Architects that do not hold an Architects license from Nevada who do hold a Residential Designers (RD) license from Nevada, must be approved by the ADRC prior to submitting plans for any project in ArrowCreek. A mandatory Pre-requisite to apply is to hold an architects license in good standing (from another state) and an RD license in good standing from the State of Nevada. Upon request, the ADRC will review at no charge an applicant's qualifications, which shall demonstrate both technical training in residential design and experience in the field. Demonstration of experience shall include a minimum of five (5) samples of recent (within the last five (5) years) work experience in designing homes on hillsides and sloped lots, which demonstrate implementation of site adaptive architecture/design. In addition, the applicant must submit three (3) professional letters of reference from professionals within the sphere of influence. It is highly recommended that the applicant provide sufficient, comprehensive documentation as the approval will not only be based on experience but also the cohesiveness, character and overall presentation of the documentation provided. Once approved by the ADRC, the Residential Designer may submit plans to the ADRC for review.

An RD candidate is interviewed and approved on a case by case basis. A RD candidate must hold a valid, in good standing license from another state and/or be able to show that their quality of work as a designer is of the highest quality with plan examples, minimum of 5. If they are not an architect from another state then they must provide at least two recommendations from NV Licensed Architects as part of the application process.

The ADRC may rescind its approval in its sole discretion at any time if the Residential Designer's submissions (designs/projects of any type or size) do not provide quality and originality; the initial Design Review Submittal is deemed grossly inadequate; the plan will be rejected. Any further submissions for the project must be prepared by a Nevada Licensed Architect. Submission fees will not be returned. The RD will be removed from the approved RD list and will no longer be qualified to do any projects in ArrowCreek.

Figure 1
Example of Color Folder (using pictures of materials):



Figure 2a
Example of Material/Color Board (using actual material samples):



Figure 5
Single Sided Screen Fence:

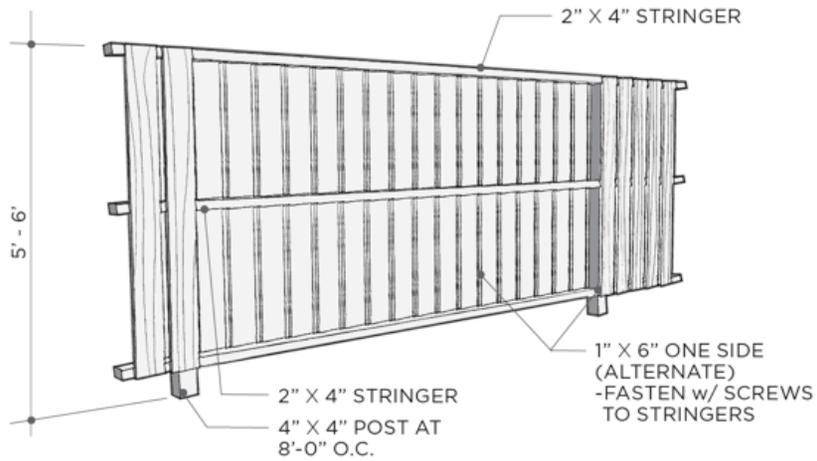


Figure 6
Ornamental Iron Fence:

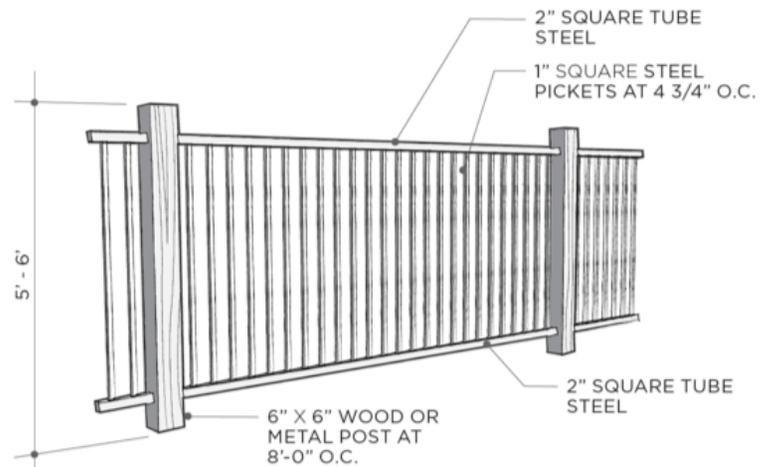


Figure 7
Fuel Modification Areas:

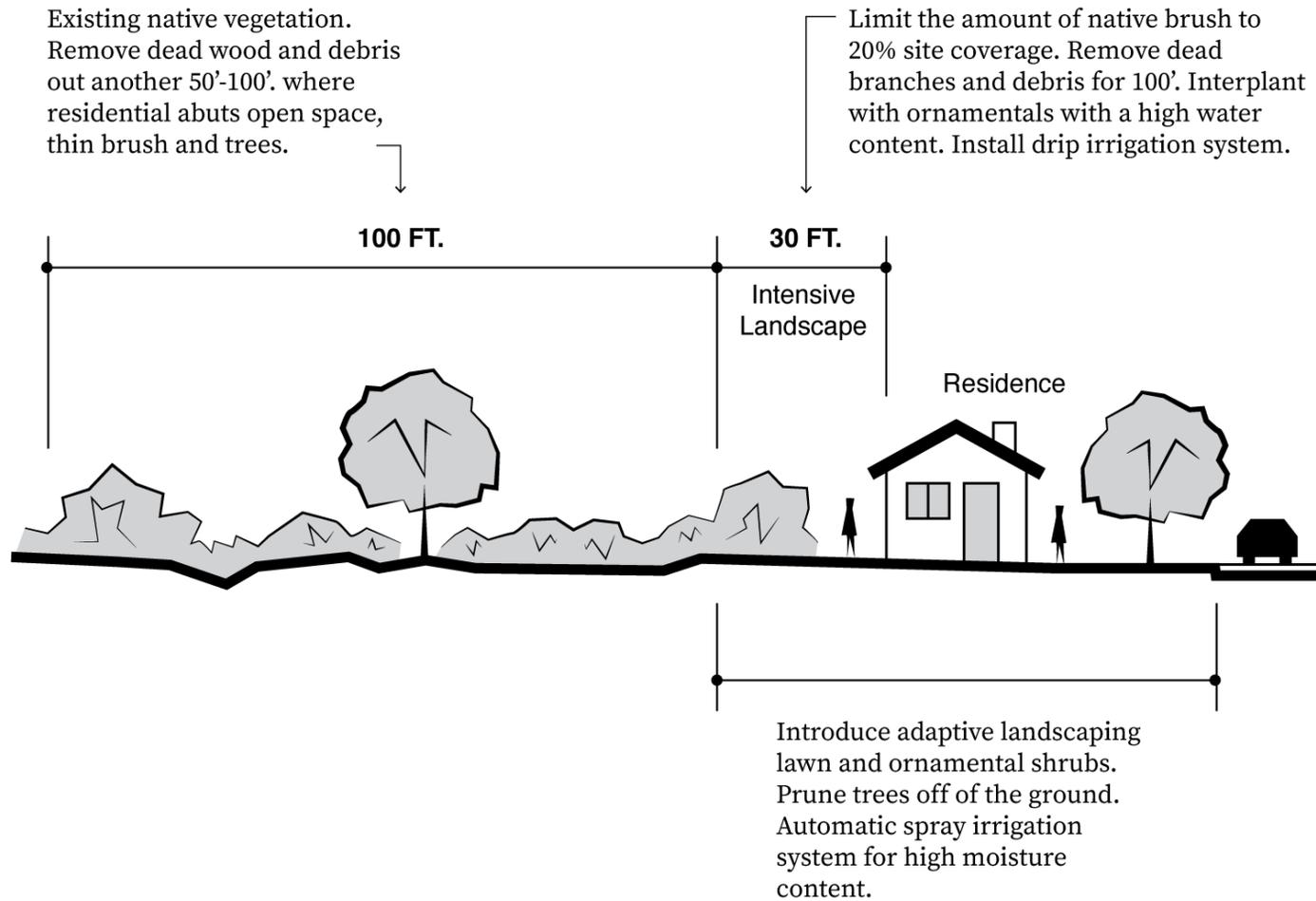


Figure 8
ArrowCreek Landscape Calculation Worksheet:

TOTAL LOT AREA _____ S.F.

BUILDING FOOTPRINT (INCLUDING GARAGE) _____ S.F.

HARD SURFACE AREAS _____ S.F.

IRRIGATED LANDSCAPE AREA _____ S.F.
(20,000 S.F. MAXIMUM ALLOWANCE INCLUDING LAWN AREAS)

LAWN SHOWN _____ S.F.

(_____ S.F. MAXIMUM ALLOWED)

NON-IRRIGATED NATIVE AREAS _____ S.F.

(MINIMUM _____% REQUIRED)

(_____ % OF NET LOT AREA)

NOTE: LAWN SQUARE FOOTAGE IN OVERALL IRRIGATED
LANDSCAPE QUANTITY.

**OWNER/ARCHITECT TO INCLUDE THIS CHART ON THE LANDSCAPE
PLAN FOR DESIGN REVIEW SUBMITTAL.**

PLEASE INCLUDE LANDSCAPE CALCULATIONS ON THE ACTUAL
LANDSCAPE PLAN

THE FOLLOWING SECTION CONTAINS RECOMMENDATIONS FOR
CUSTOM HOMES ADJACENT TO OPEN SPACE.