

ARROWCREEK



ARROWCREEK HOMEOWNERS' ASSOCIATION

ARCHITECTURAL DESIGN REVIEW COMMITTEE
ADRC GUIDELINES

ADOPTED • April 14 2015



ATTENTION ARROWCREEK OWNERS

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

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ARROWCREEK HOA - ADRC

► FEES AND DEPOSITS SCHEDULE

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

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

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

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

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

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

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

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

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

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

► **ARCHITECTURAL DESIGN VISION**

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

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

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

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

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

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

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

► HOW TO BE AN APPROVED ARROWCREEK RESIDENTIAL DESIGNER

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

► SUBMITTAL PROCESS

ADRC SUBMITTAL FORM:

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

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

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

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

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

FEES DEPOSITS

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

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

the review process additional non-refundable fees may be charged even if plans have not been reviewed 4 times. Should additional review be necessary to plans already approved, an additional non-refundable processing fee may be charged.

Refundable Deposit: A cash deposit must be collected by the Association from the property owner prior to the release of approved plans. Cash deposits submitted by someone other than the property owner are 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 Committee or its representative. It shall not accrue interest for the benefit of the owner.

Any refundable balance of the cash deposit amount shall be returned upon final inspection and approval of the ADRC. **Should a lot sell before a deposit is approved for return, instructions for the return 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.**

Deposits held for projects that for any reason the owner decides not to build and requests a full refund may receive a full refund only after all stamped and signed plans are returned and a letter stating that the

plans are voided and will not be used at said property is received.

PLOT MAPS & HEIGHT AND SIZE RESTRICTIONS:

Plot Maps: The HOA maintains a binder of "Plot Maps" for most of the custom residential home sites in ArrowCreek. The Plot Map may contain a range of comments on particular design criteria for the development of a lot. While some of the information contained in the Plot Map can accurately be interpreted as suggestions rather than requirements, other comments may be specific requirements for the development of a particular lot. Copies of Plot Maps are available upon request. If the lot is a resale, the specifics should be provided in the closing documents.

Size Restriction: The minimum square footage of homes shall be 2400 square feet (per CC&Rs Article V Section 4) excluding garages and covered patios. Detached servants' quarters and guests' quarters shall have a ground floor area of not more than 1,500 sq. ft.

Height Restriction: The maximum height of a home is indicated on the plot map. If the height is not indicated on the plot map then the maximum height of any two-story home shall be 35 feet. The maximum height of any single-story home shall be 25 feet.

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 Committee.) Daylight basements in conjunction with a two-story home will not be allowed.

► **TIME LINES FOR COMPLETION**

Projects must commence within 12 months of plan approval or the plan is void. The ADRC approved stamp and signature affixed to the final approved plans expires 12 months after the date noted on the plans. If construction has not commenced and the stamped date on the plans has expired resubmission is required under the new guidelines or codes as they may apply. The resubmission will be subject to the current fees as well as design review as if it 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 plan approval. 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 24 months of plan approval (CC&Rs Article IV Section 30)
- **New home landscaping** - must be completed within 90 days of receiving a Certificate of Occupancy (CC&Rs section 6.2 90 days subject to extensions granted by ADRC)
- **All Other landscaping & home modifications** - All other improvements and/or modification projects must be completed within 180 days of 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 (CC&Rs Article IV, Section 30). Should circumstances

arise that will cause the project not to be completed on time, written advisement should be provided to the Committee.

A Pre-Construction Site Inspection (for new construction and major 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 & FINAL INSPECTION (ALL PROJECT TYPES)

Construction and Landscaping Completion/Final Inspection. Upon completion of all construction, landscape and other improvements including landscaping projects, **the property owner shall request in writing the Committee 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 Committee outlining the discrepancies. The property owner will have one month to comply with the Committee’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 improvement is in compliance with the approved plans, the deposited less applicable deductions will be refunded/released by the HOA within thirty (30) 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.

SIGNAGE REQUIREMENTS

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

A "For Rent" sign is permitted and are restricted to one sign per lot.

An "Open House" sign, not exceeding 18" x 24", may be erected on any lot provided the residence to which the sign refers is also located on such lot.

A "For Sale" sign, not exceeding 18" x 24" plus three 6" x 24" name/feature strips, may be erected. For Sale signs are limited to one per residence. Sign is to be located in the front yard and is to be set back from the front property line a minimum of 20'. An additional sign may be added on golf course lots and set back 20' from property line. Signs are to be located a minimum of 20' from the property line.

One combination General Contractor's/Architect's sign, not exceeding 24" x 36", containing only the name, phone number, and address of the building firm and/or architect, may be erected and maintained during construction; such sign can indicate the residence is offered for sale. All signs must be removed at the time of final inspection.

No other commercial signage will be permitted. For specific details of Committee approved signs contact the management office for assistance. Property owners who have non-compliant signage on their properties 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 a \$50 fine penalty, payable to the ArrowCreek Homeowners Association.

VARIANCE REQUEST

All variance requests must be submitted with a non-refundable \$500.00 fee payable to the ArrowCreek HOA regardless of the outcome. Each submittal, with a single fee may be comprised of multiple variance requests provided they are submitted on the same date.

The property owner must submit, as early as possible in the design review process, a letter stating his request for a variance from the Guidelines and his reasons therefore. All related drawings and graphics as needed to display the variance criteria along with letters from all neighboring lot owners must be included. 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 Committee requires the property owner to notify adjacent property owners prior to its consideration or granting of a variance. Letters from adjacent homeowners and all impacted lot owners (includes vacant lot owners) must be provided. These letters must include lot owner contact information so the Committee can verify full understanding of the variance request. Acceptance of a variance must be provided in writing prior to approval or consideration by the ADRC.

► CONSTRUCTION RULES & REQUIREMENTS

Pre-Construction Site Inspection (for new construction and major remodel over \$50,000 valuation only) - 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 OK) to have their builder set up a pre-construction site inspection/meeting with the ArrowCreek Inspector. Staking of the home site should be completed for the inspector to review. The rules and requirements of building in ArrowCreek will be reviewed and signed for.

Every attempt will be made to schedule inspection meetings within (10) business days of the request weather permitting. Authorization to proceed with clearing and construction operations will be issued immediately thereafter, provided staking complies with the approved plans.

Construction Guidelines & Requirements:

- Construction must begin within 30 days of the HOA Pre-construction Meeting. Work must be continuous until the project is complete. No activity for 90 continuous days may constitute a violation with fines and/or penalties and will require an additional HOA Construction Meeting.
- 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.
- A portable toilet is required to be on site.
- A sign not larger than 24"x 24" with the builder name and contact phone # must be displayed for public view
- Construction activities shall be limited to the lot under construction. A 3' high orange safety or wire fence shall be constructed around the construction site (the perimeter of the entire disturbed area). Wire fencing will be mandatory if the orange safety fence is not maintained or if a warning/violation is given. Construction fencing is to remain in place until the project, including landscaping, is completed.
- Staging of materials is not allowed on adjacent lots and/or common areas including roadways and streets.
- 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.

- Dumpster and dumpster nets are to be used and all materials must be covered or tied down. No items are to be allowed to blow off site. Dumpsters must be staged on the construction site.
- The property owner and his 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 or use open space to stockpile fill or store construction material.
- Washoe County dust control procedures must be followed.
- Street Sweeping must be conducted at all times to remove any debris from streets and culverts, including mud tracks.
- 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 and building 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 & 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 12" minimum pipe so water flow is not impeded.

- Radio volumes shall be kept at a low volume so as to not disturb the neighboring property owners.
- Quiet Hours: Quiet hours are from 10:00 PM to 7:00 AM Monday through Friday and 10:00 PM to 8:00 AM on Saturday and Sunday. This includes, but is not limited to, landscaping maintenance noise, radios, loud talking, etc.
- Construction Hours: Except in the event of an emergency, construction hours are limited to Monday through Friday, 7:00 AM to 6PM, and Saturday, 8:00 AM until 5:00 PM. No outside construction activity of any kind is allowed on Sundays or legal holidays. Holidays include: New Years Eve Day, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas. Sunday's and legal holidays are limited to interior work only that is not of a loud or disturbing nature and is not heard or observed from the outside.

> FINES & 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 \$100.00 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.

Construction Penalties

A construction penalty of up to \$250.00 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.

Caps to Construction Penalties:

Construction penalties shall be proportional to the full construction deposit and capped at 100% of the construction deposit. The full penalty will be determined on a case by case basis, as deposits range from \$100 for minor projects to \$15,000 for new construction.

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 may be charged back to the lot owner.

► PLAN REVIEW PROCESS

This section is mostly for New Construction and Remodeling but may be applicable to several submittal projects. Please refer to the section on Remodels & Additions for more instruction on smaller and minor projects):

OPTIONAL – CONCEPTUAL REVIEW:

This is a one-time courtesy review at no charge for design concept review only. The property owner or his authorized agent may submit to the Committee lot specific design schematics accurately reflecting the design approach to the proposed residence. The Committee will review the design approach in order to confirm its adherence to the Guidelines and the appropriateness of the design concept. A general suggestion about whether the design concept is appropriate for ArrowCreek will be provided. This is not a plan approval. Not until a plan is a reality and submitted for first review will the Committee provide detailed comments.

Conceptual Review:

- This submittal shall contain one (1) set of design schematics to be reviewed by the Committee at the next scheduled meeting.

FIRST DESIGN SUBMITTAL:

The first design submittal package must contain two (2) sets of full size drawings and two copies of 11x17 reductions and include the following:

1. Site Plan, Drawn to Scale, showing:

- Property lines
- Contours, existing grades and proposed finish grades (at 1' contour intervals maximum).
- Proposed drainage, including area drains, swales, and retention areas. Include common area drainage if applicable.

- Home location, setbacks, easements. (Indicate approved building footprint)
- Driveway and turn-around locations and dimensions.
- Proposed finished floor elevations of residence and garage.
- Rear deck/ patio size, location, and elevation.
- Fence and wall location.
- Location of any other structures (e.g., gazebo) or improvements (e.g., pool, spa).
- Scale to be 1" equals 10 ft. minimum, 24" x 36" minimum and 30" x 42" maximum sheet size.
- Plans must include a North arrow and show any unique geographical features.
- Proposed location of gas meter, electric meter, and AC compressor unit.
- Location of retaining walls with top and bottom elevations noted.
- Location of mailbox and other monuments – include details. Mail box detail requires width called out and may not exceed 2'6".
- Location of construction staging area and parking area.
- Identification of the undisturbed native areas
- Plans must boldly indicate any variance requests and should be reflected within transmittal letter (see page 6 Variances)

2. Exterior Elevations for all four elevations, with sufficient detail to allow the Committee to make an effective review of the plan.

Items that will be included in the elevation drawings are:

- Proposed and existing grade and elevations.
- Identification of exterior materials and color.
- Roof pitches.
- Window and door treatment, decks, chimneys, post and railings, columns, shutters, etc.
- Proposed building maximum roof height above sea level.

- Schedule of materials, including brand, color and material must be written on elevation sheet.
- Scale is to be 3/16" equals 1 ft. minimum, preferably ¼" equals 1ft. 24" x 36" minimum and 30" x 42" maximum sheet size.

3. Floor Plans Drawn to Scale.

- Scale is to be 3/16" equals 1 ft minimum (preferably ¼" equals 1ft. Sheet size minimum 24" x 36" and 30" x 42" maximum). All floor plans and elevations must be drawn to the same scale.
- Must call out area of living space.

4. Roof Plan

- Indicate all hips, valleys, roof pitches, chimney, skylights, crickets, overhangs, clerestories, etc.
- Roof Material.

5. Color/Material Board (See example – Figure 1, Page 13)

- 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 first review of the project. Committee reserves the right to request additional larger size samples, if necessary.
- Owners name and lot number and or address must be clearly identified. Committee recommends writing with permanent marker on actual samples for color board.

6. Color/Material Folder (See example – Figure 2, Page 13)

- Include owners name, lot number and address labeled clearly on the folder.
- 8 ½ x 11 manila folder with small size material samples and/or color reproduction when necessary to accurately reflect the color board.
- All samples and graphics must be securely attached to folder and clearly labeled.

- Revisions to color boards must be submitted with building elevations and changes need to be indicated on the elevations and revised color/material folder.

The foregoing shall be submitted to the Committee for review. The Committee will review the plans and provide approval and/or feedback to the property owner as soon as possible, but no later than 45 calendar days following submittal. All re-submittals must have a letter from the Architect or Residential Designer addressing each of the Committee's comments and one set of the previous submittal (red marked drawings) or the resubmitted plans will not be reviewed. Submittals from other entities (such as Engineers, Contractors, etc.) will be reviewed on a case by case basis.

FINAL DESIGN SUBMITTAL:

This submittal must explicitly incorporate and respond to the first design review comments and guidance. Three (3) complete sets of plans to include Architect/Engineer stamp and signature must be submitted along with two copies of 11x17 (reduced drawings) of all architectural sheets. The Final Design Review submittal shall include all the items required in the first design submittal including response letter, previous red marked plans and the following:

1. Site and Grading Plan

- Existing topography and proposed finish grades. The grading plan must include all drainage information including swales, retention areas, berm and erosion control measures and quantity of excavation, if required. The grading plan must be approved by the Committee and meet Washoe Co. Building Department requirements. A pre-construction meeting must be scheduled with the ArrowCreek Inspector and contractor before any earth is moved on the lot.
- First floor and basement floor elevations must be shown with respect to the site grades.

- Driveway areas, materials, color and widths, drainage culverts (culverts to be metal galvanized or reinforced concrete pipe flared), walkways, air conditioning unit location and screening, garbage enclosure locations, and mailboxes.
- Decks and patios.
- All proposed structures, accessory structures, fencing, walls & hardscape.
- Lengths, designs, height of top and bottom elevations, finish and location of all walls (retaining and freestanding) and fences.
- North arrow must be shown.
- Utility lines.
- Non-disturbance and native vegetation boundary (must be fenced and maintained throughout construction).
- All drainage easement's surrounding property, including Association property must be shown on plan.
- Water and sewer hook up location(s)
- Site grade-cubic yards anticipated; cut & fill and import & export (to include structural import for foundations).

2. Floor Plans

- Scale is to be 1/4" equals 1 ft minimum (3/16" minimum).
- First-Floor Plan: Indicate front entry step(s), materials and finishes, and all interior spaces of the first floor.
- Upper-Floor Plan(s): Indicate lower roof areas, roof overhangs, chimney locations, and all interior spaces.
- square footage of living space must be called out.

3. Roof Plan

- Same as first design submittal see page 4.

4. Building Elevations

- Scale is to be 1/4" equals 1 ft minimum (3/16" minimum).
- Building elevations shall be drawn along with floor plans to match the site plan orientation.

- Articulate all elevations, with finishes, window types, shutters, trims, and fascia details. Show the existing and proposed finish grade lines, trash area screens, air conditioning unit location and screens, decks, and exterior stairs, steps and terraces.
- Compliance with Height & Size Restrictions on page 28 will be adhered to.
- Indicate maximum proposed building height and maximum allowed building height above sea level.

5. Landscape and Irrigation Plan

(See Landscape Section Page 32 for additional information)

- A landscape plan is not required to obtain approval on the house plan. However, a landscape plan must be submitted, approved and installed before a final inspection of the entire project can be approved.
- Show contour lines and proposed finished grades. The grading plan must include all drainage information including swales, retention areas, berm and erosion control measures and quantity of excavation, if required. The grading plan must be approved by the Committee before any earth is moved on the lot.
- 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') on a 24" x 36" size site plan. 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 landscape use calculation worksheet and water use calculation on pages 37 & 38 must be filled out completely and submitted with landscape plan.
- Landscape plans must identify non-irrigated areas with native vegetation.
- All site improvements including fencing and hardscape, but excluding landscaping and irrigation, shall be reviewed separately from the landscaping submittal. Approval of the landscaping plan is for planting and irrigation only. It does not constitute approval of any other site improvements. See Landscape Requirements.

The Committee will review the final plans and provide its approval and/or feedback to the property owner as soon as possible, but no later than 45 calendar days following submittal.

County Building Permit:

It is the owner's responsibility to obtain required building permits from Washoe County. One set of approved plans will be retained by the Association for record keeping.

The remaining sets with Committee approval stamp may be picked up for submittal to the Building Department.

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 APPROVED RESIDENTIAL DESIGNER LISTING THE REVISION AND THE NATURE OF THOSE REVISIONS.

FIGURE 1

EXAMPLE OF COLOR BOARD



FIGURE 2

EXAMPLE OF COLOR FOLDER



> SITE DEVELOPMENT**General:**

The purpose of the site development guidelines is to present methods for integrating homes into the natural setting through sensitive design. The Committee 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 Architectural Design Review Committee.

Structure heights and locations within the setbacks will be scrutinized thoroughly as to how the new remodeling impacts the neighboring homes. Architects are encouraged to make careful consideration of how the remodeling affects neighboring properties (existing view corridors, location on the property, height, etc.), all of which will be considered during the review process. No remodeling can exceed the highest roof elevation of the existing structure.

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

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 Map Binder may include additional setback requirements on individual lots. Each individual property owner must refer to the Plot Map Binder prior to situating the home on the lot.

Freestanding walls, decks, sheds, spas, pools and permanent play equipment may not extend into a required side, front, or backyard setback. A minimum 5' landscape buffer on all yards is required (the Committee reserves the right to impose additional setbacks on front yards) between walks, patio, retaining walls, etc. and the property line.

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 can not 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.

Grading, Drainage, and Erosion Control:

The placement of the home, driveway, and other site elements should minimize disruption of the natural topography. On custom lots, the slopes should be gently rounded to blend into the natural contours of the ground. Site grading should also complement and reinforce the architectural and landscape character by screening undesirable views of parking and storage areas and by helping to reduce the perceived height and mass of the architecture.

- 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 outside of common areas. Rip Rap is considered irregularly broken and random-sized pieces of quarry rock placed with no attempt at regular structural arrangement.

The property owner will present drawings to the Committee 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 first and final design submittal. Grading approval must be obtained from the Committee before earth is moved. The control of water run-off and potential erosion should be a consideration both during construction and in the final design of the home site. Natural surface drainage patterns should be preserved whenever possible. Avoid concentrating surface drainage to reduce the erosion potential.

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:

Whenever possible and when space allows driveways should be kept inside the building envelope, with the exception being entry driveways. Off street parking is confined to the building envelope.

To create a streetscape that blends with the rural setting, driveway widths should be minimized. 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 Committee.

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

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 100 feet and/or 10% continuous grade, asphalt concrete (AC Paving) may be considered upon request; except that the first 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 Committee on a case by case basis.

Landscaping, Waterfall, Streams, Fountains and Ponds:

All hardscape to support waterfalls, streams and ponds must be submitted on the landscape plan, be tastefully integrated into the landscape, and must have Committee approval.

Fences and Walls:

Appropriate design and placement of fences and walls is important and must be approved by the Committee 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.

Retaining Walls:

All retaining walls must maintain a minimum 5' setback from the back face of the wall to any property line. Retaining walls can not exceed 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 can not 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 2 or 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 1, Page 19. This fencing type will be a maximum of 3'-0 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 Committee.

Fence Screening:

Approved screening that may be applied to existing split rail fencing is 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.

Perimeter Fencing:

Perimeter Fencing is allowed. 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 Committee 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 oil based 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 2 and 3 on Page 19 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 8 foot transition to 3 foot high at the fence end. The transition from a solid 6 foot high fence shall be a maximum of 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.

Ornamental Iron Fence:

Is intended for limited use on the interior of the lot e.g., around swimming pools, spas, dog runs. Dog runs are limited to approximately 100 sq. ft. total. As shown in 4 on Page 19, this fence is 5 to 6 feet tall and constructed of ornamental iron. (The fence in Figure 4 is illustrative only). Some artistic expression is encouraged and will be reviewed by

the Committee. Posts will be either metal or wood. 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 Committee. Required pool/spa fencing must meet Washoe County requirements. 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 Committee.

Freestanding Walls/Courtyard Walls:

Freestanding Walls/Courtyard Walls are appropriate when used as an extension of the residence, to define key outdoor spaces, and to protect from climatic extremes. 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 6 feet in height. Providing berms to increase wall height is not allowed. Walls can not be placed on upslopes or down slopes. Walls must begin against the residence and return back against the residence

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 Architectural Review Committee will require additional review and approval prior to commencing work.

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 Committee.

A five (5) foot landscaping buffer for planting and irrigation only must be maintained and no wall is allowed to encroach in this area.

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 Committee.

FIGURE 1

SPLIT RAIL FENCE

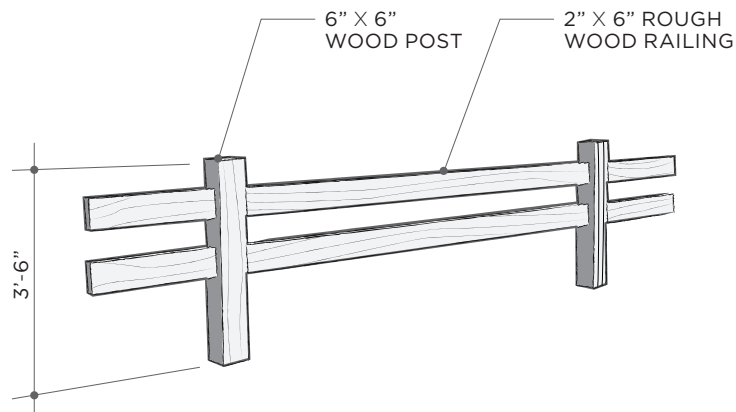


FIGURE 3

FIGURE 2

DOUBLE SIDED SCREEN FENCE

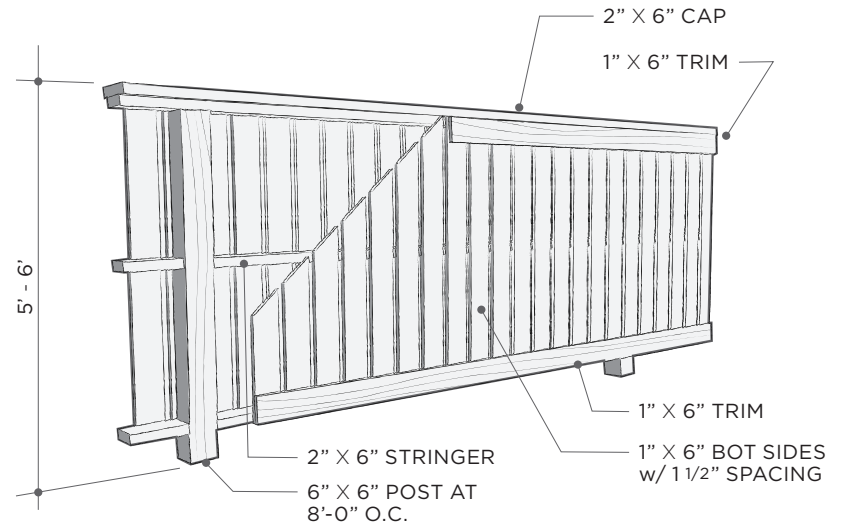
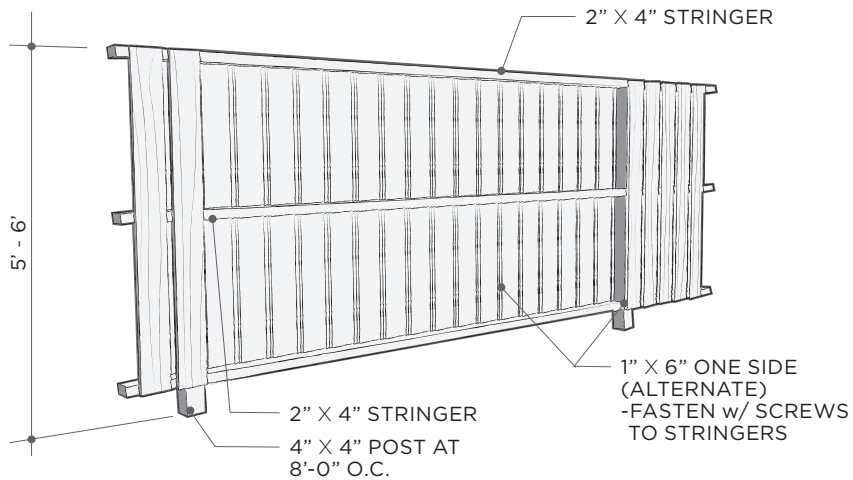
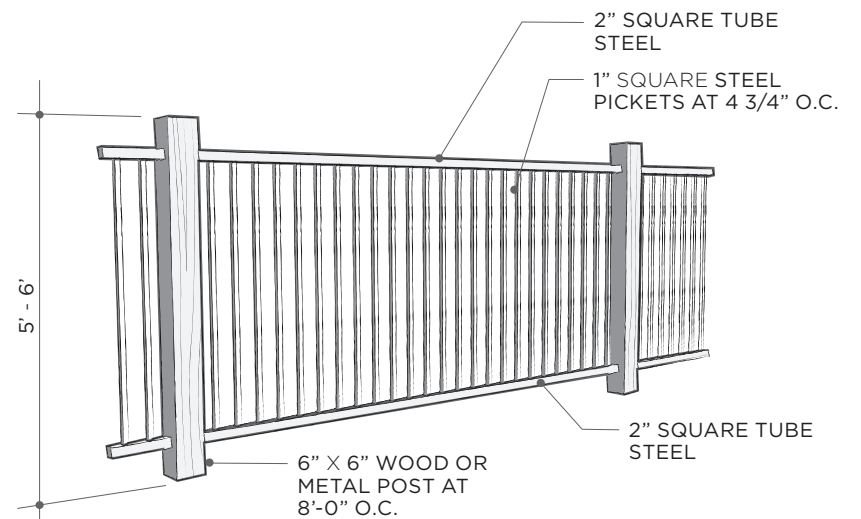


FIGURE 4

SINGLE SIDED SCREEN FENCE



ORNAMENTAL IRON FENCE



► **ARCHITECTURAL DESIGN**

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

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

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

Architectural Theme:

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

Roof-dominated forms and building masses with pleasant proportions.

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

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

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

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

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.

Exterior Paint Colors:

If a homeowner is remodeling the exterior color of their home, the current home color can be used without Committee approval. If a different color than the current color is selected the homeowner must submit for approval. Semi-Custom homes are eligible to select from the pre-approved color schemes for ArrowCreek. The owner must submit the request to the management company prior to proceeding. The approved color schemes are available for view at the Residents' Club, the Management office, and on line at www.arrowcreek-hoa.com. If the homeowner wants to paint other than the approved colors the plan must be submitted for approval by the Committee prior to re-painting.

INSTRUCTIONS FOR USING APPROVED COLOR SCHEMES - These schemes do not apply to custom homes; all custom homes are required to submit for approval.

There are two binders containing the color scheme information. One is held at Associated Management Inc. and one is located at the Residents

Club and can be viewed by appointment (contact the Resident's Club at 775-850-4620). The approved color scheme is also available on line at www.arrowcreek-hoa.com.

The approved schemes apply to all semi-custom homes as follows:

1. The Body Color and the Fascia Color are the approved colors for two color homes, and the Body Accent and Optional Accent colors are not used.
2. If there is a third color on the home then they can use the Body Accent color.
3. The Optional Accent Color is used for gable vents, shutters, railings, front doors or other accents that are not a structural component for the home.
4. All of the colors must be from one color scheme, i.e., 1X or 1Y, not a combination of colors from 1X and 1Y.

The Design Guidelines allow a homeowner to repaint their house in their existing colors or select from the approved colors, provided that none of the adjacent homes (in front, back or either side) have the same new, approved color chosen. Also not allowed is changing the scheme from a single body color scheme to a multi or visa-versa (i.e. if the current home is one color; they select one color. If it is two colors, then the scheme needs to reflect the same scheme).

Homeowners who select one of these approved colors are not required to submit their paint remodel plan to the ADRC for approval. The ADRC wants to streamline the repainting maintenance process for your home and eliminate any delays in accomplishing the work. If you change your color to a non pre-approved color, or if you live in a custom home, the ADRC process must still be followed.

The following questions and many more must be addressed in the design development process:

- Is the home located on the site with a minimum disruption to the natural topography and landscape/vegetation?

- Will the various building materials allow a pleasing and harmonious exterior appearance for the residence? Materials should be durable and weather resistant.
- 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?
- Are the roof forms well thought out and exhibit pleasing, flowing planes void of any forced or odd geometric elements.

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 Committee. 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.

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.

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. Simulated or artificial building materials are discouraged. Plywood, for instance, will not be approved. Certain hardboard and cement 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.

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.

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.

As shown in the graphics on the following page, different 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.

Roofs:

Acceptable roofing materials are: slate, concrete or clay tile (flat or barrel), 40-year or better fiberglass composition shingles, and standing seam metal roofing with ribs and concealed fasteners. Wood shake, shingle or majestic slate (plastic) roofs are not permitted. Any substitute roofing material must be approved by the Committee. All roof materials must be rated Class A fire retardant or better.

Hip, gable, and shed roofs are all acceptable forms. Roof slopes should have a minimum of 4 feet and a maximum of 10 feet of vertical rise for every 12 feet of horizontal run, except on porch elements. Combining one- and two-story elements, creating jogs in ridgeline and varying plate heights and ridge heights is encouraged. Roofs over decks and patios should be constructed of the same materials as the main roof of the house. Some exceptions will be allowed with a few Architectural Styles.

Use of varying roof pitches will not be approved. There needs to be a dominant roof form with functionally detailed secondary roof elements which may be of a different roof pitch than the dominant roof.

Where steeper roof forms are used for shingle-style porches, loggia and trellis elements should be introduced to provide shading, weather protection, and subdue gable roof ends. Eaves and rakes should be articulated by multiple fascia boards. All roof accessories such as attic vents, plumbing vents, and exposed sheet metal of any type and skylight frames should be painted to match roof colors. The proposed design of flat roofs will only be permitted as an accessory element to the overall roof design and shall not exceed 25% of the roof area unless otherwise approved by the Committee.

Fenestration:

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 are strongly discouraged. 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 Committee 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.

The main entrance should have a sense of prominence that is reflected in the design. It should include a pair of doors with or without sidelights, an oversized door, or a single door with sidelights. The main entrance should contain more detail and scale than other openings but be consistent in styling.

Color & Material:

All color and material selections must be approved in writing by the Committee and noted on the approved set of plans. 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, shutters, and doors.

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. Remodel or repaint colors may be the existing colors or the approved colors on the Community approved pallets (See Page 22 Exterior Paint Colors). If repainting the same color or an approved color the member does not need to submit the color. Any colors not on approved pallets must be submitted.

Height and Size Restrictions:

The ArrowCreek HOA (ACHOA) has a "Plot Map Binder" containing specific plot plans for restrictions. The maximum height of the home is indicated on the plot map. If the height is not indicated on the plot map then the maximum height of any two-story home shall be 35 feet. The maximum height of any single-story home shall be 25 feet.

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 Committee.) Daylight basements in conjunction with a two-story home will not be allowed.

The minimum square footage of homes shall be 2400 square feet (per CC&Rs Article V Section 4) excluding garages and covered patios. Detached servants' quarters and guests' quarters shall have a ground floor area of not more than 1,500 sq. ft.

Garages and Ancillary Structures:

It is encouraged that garage doors not face the street if at all possible. If the garage is located close to the street, garage doors may not face the street. Consideration for approval may be given for garage doors that

face the street if: 1) The garage is set back off the street a good distance, 2) the driveway meanders; and 3) landscaping along the driveway is used to screen the doors visual impact.

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, storage 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. Approval is at the sole discretion of the Committee. Carports will not be allowed. See Sport Courts section on page 34 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 in the home.

Greenhouses & Sunrooms:

These ancillary structures must be submitted for review prior to any installation and approval is at the sole discretion of the Committee on a case by case basis. Submittal must be to scale and include elevations, dimensions, and site grading plan. The following is a list of some additional requirements, but is not limited to, for when submitting for 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 Committee 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.
- 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 Committee on a case by case basis.

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 Committee has sole discretion in determining what type of structural components and designs fit this prohibition.
- Clotheslines and/or poles.
- Tents of a permanent nature.

- Temporary structures of any kind other than for 72 hours to accommodate a festivity of some kind. Proper notification must be provided to ArrowCreek for use of such temporary structures.

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 Committee 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.

MISCELLANEOUS DESIGN ELEMENTS:

Antennas:

All antennas shall be restricted to the attic or interior of the residence, unless totally screened from public view; from all neighboring lots, common areas, or golf course.

Awnings: Window awnings and/or retractable awnings of any material must be submitted for review by the Committee 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 2' x 4'.

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 Committee and will be approved on a case by case basis. Flagpoles may not exceed 25 feet in height and the flag may not exceed 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 Committee 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 Committee 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 Committee 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 committee 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 2 foot, 6 inches square with a maximum height of 5 feet. The top of the monument must be compatible with 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. Air conditioning units are not allowed on roofs.

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 Committee. Skateboard, skate or bike ramps or pipes are not permitted. All types of sports or play equipment including trampolines proposed to be installed which can not be taken down and stored inside on a daily basis must be submitted for approval. Trampolines must be recessed and comply with all setback requirements. The Committee reserves the right to require additional planting for screening 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.

Pools, pool enclosures, and equipment enclosures must be architecturally related to the house and other structures in their placement, mass and detail. Refer to page 30 regarding prohibited structures, improvements and any other items for additional information when considering pool enclosures.

Ornamental iron pool fencing is required and must be installed according to county standards and generally limited to the area around the pool or pool deck. 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 Architectural Design Review Committee.

All draining of pool & spa water is restricted to the property. The use of common area which includes but is not limited to the streets is prohibited.

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 conforms 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 Committee and will be reviewed on a case by case basis and allowed only at the Committee's sole discretion.

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 Committee 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 not visible from open space, common area, or the golf course and are subject to approval.

Solar Energy:

Solar equipment is encouraged but cannot be roof mounted with the exception of photovoltaic panels that are integrated into the roof of dark color and configuration to match roof materials. They cannot be mounted on any type of standoff. Solar energy equipment includes all panels, collectors, piping, attachments, bracing, flashing, mechanical hardware, supporting structure, and all related equipment. All solar designs must be ground mounted and screened and submitted to the Committee for approval. Passive solar heating is encouraged.

► 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 licensed Architect or ArrowCreek approved licensed Residential Designer. There may be instances where a minor modification does not warrant the need or use of a licensed professional; in these rare instances the ADRC will determine 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 get approval by the ADRC prior to proceeding with any plans or documents.

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.

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 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. Detailed drawings presenting this information will be required to be submitted to the ADRC. 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.

The design of 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 homes. No alternations can be made which exceed the maximum building height. No variances will be approved for heights or setbacks. It is highly recommended that major alterations be submitted for review

on a preliminary (schematic) basis for consideration and ADRC input. Architects and approved 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 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

All drawings required and the procedural steps defined within the Guidelines apply to 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 the first and final submissions:

Miscellaneous:

- Color photographs of all 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.

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 are not required.
- 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.
- 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 not required unless changes are proposed.
- Specific information related to existing retaining walls is not required; any new retaining walls or changes to existing retaining walls must be detailed.
- Must clearly and boldly identify ALL proposed modifications.

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 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 color/material boards and folder.

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.

Color Board and Color/Material Folder:

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

► 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 landscape modification requires a formal ADRC submittal & 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 Committee 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 North arrow shall be provided on the plan. The Committee 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 softscape 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 Committee.
- 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, using native plants as much as possible. The design should incorporate techniques that limit the landscape's water demands, such as using drought-tolerant plants. Defensible space as required by the NV Division of Forestry shall be included in the design 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 180 days of obtaining a certificate of occupancy for the residence. The Committee 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. The applicant is responsible for completing the water use calculation worksheet and including it in the plans for approval by the Architectural Design Review Committee.

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.

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 (e.g., 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 or synthetic turf will be considered on a case by case basis at the sole discretion of the Committee. Artificial turf areas are not to exceed 400 square feet and must have the following characteristics:

- 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.

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

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 (e.g., 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. Figure 12 on Page 40 graphically show how these percentages would apply to typical lots.

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

Lot Size	Irrigated Area
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.

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’ minimum 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. 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 right-of-ways of local and rural streets with direct lot frontage.

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. An orange safety fence shall be constructed 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.

Protecting and Maintaining Native Vegetation:

Native vegetation, by definition 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 tackfier 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. Regular weeding to limit noxious weeds and grasses is also imperative. See page 46 of the ArrowCreek Design Handbook regarding establishing and maintaining defensible space and native vegetation.

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

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 Committee. 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.

**▶ ARROWCREEK WATER RIGHTS
CALCULATION WORKSHEET**

Lawn (spray)
Square feet x 3.41 divided by 43,560 = acre feet

Trees, shrubs and ground covers (drip)
Number of emitters x gallons per emitter.
= gallons per day x 62 irrigation days
= gallons per year ÷ 325,851
= acre feet

Total spray and drip = acre feet

Note: For bubbler or micro spray systems, designer to submit product data & calculations to support the irrigation type to the Committee.

PLEASE INCLUDE WATER CALCULATIONS ON THE ACTUAL LANDSCAPE PLAN

**▶ ARROWCREEK LANDSCAP
CALCULATION WORKSHEET**

Total Lot Area s.f.

Building Footprint (Including Garage) s.f.

Hard Surface Areas s.f.

Irrigated Lanscape Area s.f.
(20,000 s.f. Maximum Allowance Inculding 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 PRELIMINARY AND FINAL DESIGN SUBMITTAL.

PLEASE INCLUDE LANDSCAPE CALCULATIONS ON THE ACTUAL LANDSCAPE PLAN

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

Defensible Space:

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

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

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

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

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

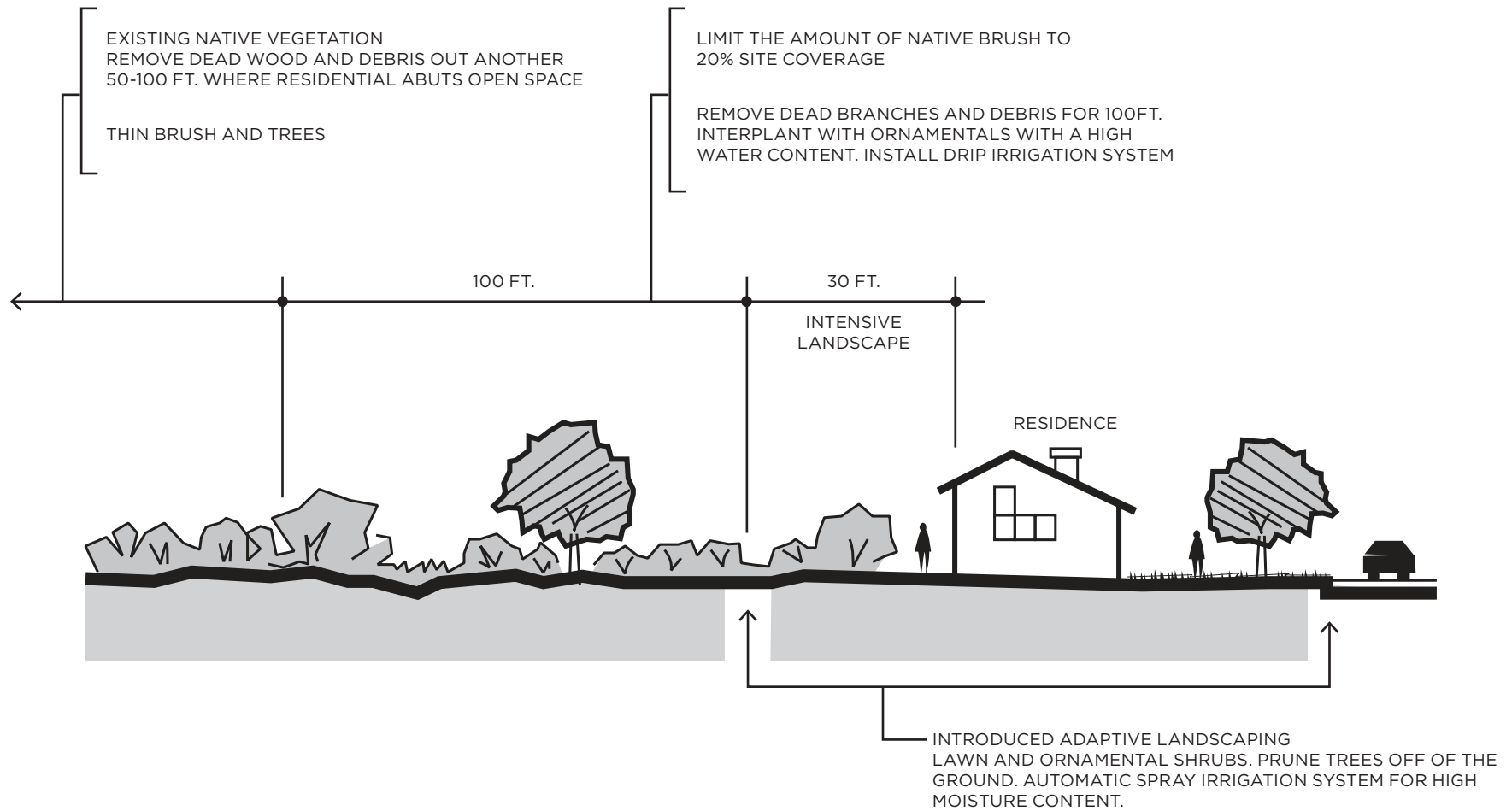
3. Maintenance of the plantings will include weed control, cutting back woody plants, and removal of plant clippings and fallen branches. Part of the effectiveness of a green belt lies in minimizing the volume of fuel available. Without proper maintenance, fire-retardant planting can become a fire hazard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

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

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

FIGURE 12

FIRE BREAKS



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

Water Conservation:

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

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

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

►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. The first step in this process is to request a hearing with the ADRC Committee at their next ADRC meeting, which are held at least once per month.

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 ADRC Appeal Panel will consist of three HOA board members and two ADRC members.

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

1. Not hear the appeal if it sees no grounds to do so.
2. Make a decision based on all data submitted by the owner.
3. 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 along with them to attend the hearing. No decision will be made at the hearing. The owner will be notified in writing following the hearing; generally within a few days.

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

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

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

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. An e-mail may be sent to acservic@associasn.com , or call **(775) 626-7333** to request the date of the next available hearing. 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 those meetings can be obtained from the same sources or the newsletter or HOA website. If 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.

Should the owner, their builder, architect, or other representative have entered into any legal action against the ADRC and/or the HOA concerning their construction project, the right to appeal is 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 committee appointed by the Board as described in the CC&R's as the ADRC. The Committee shall review and either approve or disapprove proposals and/or plans and specifications for the construction, exterior additions, landscaping, or changes and alterations within the ArrowCreek HOA.

ADRC Guidelines (Guidelines)

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

Ancillary Buildings

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

Applicant

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

Architect

A licensed Architect in the State of Nevada.

Association

The term "Association" shall mean the ArrowCreek HOA.

Batter

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

Building

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

Builder

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

Building Coverage

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

Building Envelope

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

Building Height

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

Building Setback

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

Common Areas

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

Construction Activity

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.

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.

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 – (Designer)

A licensed Residential Designer in the State of Nevada. Must be pre-qualified and approved by the ADRC in order to submit plans for ADRC review.

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 ceiling 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. If the finished floor level directly above a basement or cellar is more than six feet (6') above grade, such basement or cellar shall be considered a story.

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.