

MONTEROSSO PARK PASEO HOMEOWNERS
ASSOCIATION

ARCHITECTURAL SUBMITTAL CHECKLIST

Pinnacle Community Association Management
8311 West Sunset Road, Suite 110
Las Vegas, NV 89113

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

ORIGINALS PLUS TWO COPIES OF ITEMS 1-5 BELOW ARE REQUIRED

1. Application
 - A) Complete homeowner information (address, telephone, neighborhood)
 - B) Homeowner signature.
 - C) Approximate start and completion date.
 - D) Projects being submitted

2. Signed Neighbor Impact Statement

This statement is to be signed by the “front facing” neighbors; directly across the street and the “side” neighbors; to the right and to the left and the “rear” neighbors, those at the rear of the property who would be affected by the construction.

3. Plans Showing the Work to be Done

Detailed drawings showing the height, length, width, color and what the improvement will look like when it is completed.

4. Landscape Plans

These plans show a diagram of your house and where the landscaping improvements will be. Indication of plant and tree types and location are required.

5. Material Samples

(Example: type of rock to be used, color chip of paint, etc. should accompany the plans for the same). A detailed drawing or picture must be submitted.

6. ARC Plan Check Fees

If you plan on doing any type of excavating you are required to submit an additional \$1,000.00 deposit payable to Monterosso Park Paseo HOA. This money will be deposited into the HOA’s bank account. However, it will be returned as long as there is no common area damages.

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

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8311 West Sunset Road, Suite 110
Las Vegas, NV 89113

Homeowner _____ Date _____

Property Address _____ Lot _____

Mailing Address _____ Unit _____

Contact Telephone Number _____

Start Date _____ Completion Date _____

I hereby request approval of the construction and/or installation of the following improvement(s):

Homeowner's Signature

Homeowner's Signature

DO NOT WRITE BELOW THIS LINE

Submittal Checklist:

	YES	NO
Setback complianc	_____	_____
Conforms w/ existing improvement	_____	_____
Plant list adherence	_____	_____
View restriction adherence	_____	_____

Comments: _____

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_____ **APPROVED** _____ **CONDITIONAL APPROVAL** _____ **DECLINED**

By: _____ Date: _____
Homeowners Association Architectural Review Committee

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ASSOCIATION

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8311 West Sunset Road, Suite 110
Las Vegas, NV 89113

On (date) _____, the attached plans for _____
were made available to all neighbors as required and noted below for their review.
They have been notified that I am submitting these plans for Architectural and
Landscape Review Committee approval.

Signature of front facing neighbor:

Address: _____

APPROVE: _____ DISAPPROVE: _____

Signature of front facing neighbor:

Address: _____

APPROVE: _____ DISAPPROVE: _____

Signature of side facing neighbor:

Address: _____

APPROVE: _____ DISAPPROVE: _____

Signature of side facing neighbor:

Address: _____

APPROVE: _____ DISAPPROVE: _____

HOMEOWNERS SIGNATURE

DATE

HOMEOWNERS SIGNATURE

DATE

SOUTHERN HIGHLANDS COMMUNITY ASSOCIATION ARCHITECTURAL APPLICATION

(UPDATED AS OF June 5, 2007)

ALL APPLICATIONS MUST INCLUDE: Homeowner's Initials _____

- The Association will NOT accept an Architectural package unless it is submitted on Southern Highlands Master application completed and signed by the homeowner.
- Neighbor Impact Statement (signed by neighbors)
- Requires Sub Association approval before you can submit to the Master HOA.
- Application fee of \$50.00 payable to Southern Highlands Community Assoc.
- Must include one (1) original and one (1) copy of the entire submittal.
- The committee has 45 days to complete the application process

DRAWING REQUIREMENTS:

POOL

- Drawing of yard showing pool
- Distance to side and rear walls from pool
- Elevation of pool (if applicable)
- Drainage lines for yard (show with arrows) -- drainage may not be disturbed.
- Location of pool equipment (must be screened from view)
- Access for contractor to dig pool. This must be through the front (usually on the gate side. Note: Side and rear wall removal is prohibited. Craning over association walls is prohibited.
- Refundable deposit of \$1,000 payable to sub-association (or bond).
- Refundable deposit of \$1,000 payable to Southern Highlands (or bond).

LANDSCAPING

- Drawing of front and/or rear yard showing placement of plants, rocks, grass
- Names of plants and type of grass (Note: grass must be – 2-1/2 feet from wall; planting of trees must comply with the root barrier setbacks per guidelines)
- Size and color of rock (i.e. 3/8" – 3/4" crushed rock, desert rose)
- Drainage lines for yard (show with arrows) – drainage may not be disturbed
- Approximate weight or size of boulders required (if applicable)

PATIO SLAB and WALKWAYS

- Drawing of yard showing dimensions and location of patio slab
- Type of concrete and finish – plain, stamped, colored
- Distance of slab to side and rear walls
- Location and width of walkway and finish – plain, stamped, colored
- Drainage lines for yard (show with arrows) – drainage may not be disturbed

PATIO COVER

- Drawing showing placement of patio cover
- Indicate type of cover with color and material (stucco w/barrel tile roof or lattice Alumawood)
- Dimensions of patio cover – width, length and height
- Distance of patio cover to side and rear walls (must have 5' from side of cover to side wall and 10' from edge of cover to rear wall)
- Elevation showing height of patio cover and placement against rear wall

ALL INCOMPLETE APPLICATIONS WILL BE RETURNED TO HOMEOWNER.

ARCHITECTURAL SUBMITTAL PACKAGE

- 1. Architectural Review Application
- 2. Impacted Neighbor Statement
- 3. Section 5 – Design Review of the Homeowner Design Manual

Please review the above in its entirety. We also encourage you to read the entire Homeowner Design Manual provided to you by your Builder. Furthermore, we encourage you to read the “Highlights” document provided to you in your SHCA welcome package.

Once you’ve obtained all of the necessary documentation as provided in Section 5.6.1, Submission Requirements, please submit to the Architectural Review Committee along with the plan check fees to:

ARCHITECTURAL REVIEW COMMITTEE
SOUTHERN HIGHLANDS COMMUNITY ASSOCIATION
 12200 Southern Highlands Parkway
 Las Vegas, NV 89141

(702) 361-6640

PLAN CHECK FEES

- 1. There is a \$50.00 application fee for each submittal.
- 2. If you plan on doing any type of excavating you are required to submit an additional \$1,000.00 refundable deposit.

MAKE CHECKS PAYABLE TO “SHD”

NO FAXED COPIES WILL BE ACCEPTED

The legal homeowner must address any questions/comments regarding this submission. Our office will not discuss this matter with any sub contractor or vendor to the homeowner at any time.

Homeowner’s Initials: _____

SOUTHERN HIGHLANDS COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW APPLICATION FORM

SUB-DIVISION: _____

OWNER'S NAME _____

MAILING ADDRESS: _____

HOME PHONE #: _____ WORK PHONE #: _____

LOT# _____

SITE ADDRESS IF DIFFERENT FROM:

TYPE OF CONSTRUCTION PROPOSED: _____

TO BE CONSTRUCTED BY:

ADDRESS: _____

CONTRACTOR'S LICENSE #: LIMIT: _____

PREPARER'S/ARCHITECT'S NAME _____

ADDRESS: _____

LICENSE #: _____

OWNER'S SIGNATURE: _____ DATE: _____

I _____ (Homeowner) have read and understand that I must comply with the latest version of the Southern Highlands Homeowner Design Manual and all guidelines that apply to my proposed improvements. Further, I have provided a copy to my subcontractor(s) and/or vendor(s), and understand that they must also construct any and all improvements in accordance with the Southern Highlands Homeowner Design Manual.

Homeowner Date

FOR SUB ARC COMMITTEE USE

SUB ASSOCIATION:

DATE APP RECEIVED: _____ DATE OF ARC MEETING: _____

() APPROVED () APPROVED WITH CONDITIONS () DENIED

COMMENTS/CONDITIONS:

SUB COMMITTEE MEMBER SIGNATURE: _____ DATE: _____

SUB COMMITTEE MEMBER SIGNATURE: _____ DATE: _____

**SOUTHERN HIGHLANDS COMMUNITY ASSOCIATION
FOR MASTER ARC COMMITTEE USE**

DATE RECEIVED: _____ DATE OF ARC MEETING _____
() APPROVED () APPROVED WITH CONDITIONS () DENIED

COMMENTS/CONDITIONS:

MASTER ARC COMMITTEE SIGNATURE: _____
DATE: _____
MASTER ARC COMMITTEE SIGNATURE: _____
DATE: _____

**SOUTHERN HIGHLANDS COMMUNITY ASSOCIATION
IMPACTED NEIGHBOR STATEMENT**

OWNER'S NAME: _____

SUB-DIVISION: _____ LOT # _____

PROPOSED IMPROVEMENT: _____

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

1. ADJACENT NEIGHBOR RECOMMEND APPROVAL____ DISAPPROVAL____
Telephone _____
Signature: _____ Address _____

2. ADJACENT NEIGHBOR RECOMMEND APPROVAL____ DISAPPROVAL____
Telephone _____
Signature: _____ Address _____

3. FACING NEIGHBOR RECOMMEND APPROVAL____ DISAPPROVAL____
Telephone _____
Signature: _____ Address _____

4. FACING NEIGHBOR RECOMMEND APPROVAL_____ DISAPPROVAL_____

Telephone_____

Signature:_____ Address_____

5. REAR NEIGHBOR RECOMMEND APPROVAL_____ DISAPPROVAL_____

Telephone_____

Signature:_____ Address_____

6. REAR NEIGHBOR RECOMMEND APPROVAL_____ DISAPPROVAL_____

Telephone_____

Signature:_____ Address_____

7. OTHER RECOMMEND APPROVAL_____ DISAPPROVAL_____

Telephone_____

Signature:_____ Address_____

NOTE: Specific objections may be noted on the back of this form for committee consideration.

This form may be duplicated if additional neighbors are required to review