

SEVEN HILLS HOMEOWNERS ASSOCIATION  
PROPERTY IMPROVEMENT APPLICATION

**Presidio Homeowners: You must complete this form and the Presidio Community Association Form. Please fill out this form and return to Seven Hills Homeowners Association in care of Excellence Management. Please fill out the Presidio Community Association form and return to Pinnacle Management. Once you have received approval from BOTH ASSOCIATIONS, you may complete your property improvement. Commencement of work started BEFORE receiving approval from both associations could result in a request to cease and desist construction, a hearing with either associations' board of directors and fines assessed to your home.**

(NOTE: Plans must be submitted at least 45 days before construction begins.)

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOT #: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Proposed Completion Date \_\_\_\_\_

All Applications Must Be Submitted With A Plan To Scale (2 Copies)

TYPE OF ARCHITECTURAL AND/OR LANDSCAPING IMPROVEMENT

- \_\_\_ Remodeling/Additions
- \_\_\_ Outside Walks/Stairs
- \_\_\_ Garage Doors/Exterior Doors
- \_\_\_ Driveway/Parking Pads
- \_\_\_ Greenhouse/Sunrooms
- \_\_\_ Gazebo/Shed/Play Equipment
- \_\_\_ Swimming Pool/Spa/Solar Panels
- \_\_\_ Deck/Patio/Patio Cover
- \_\_\_ Arbor/Overhang
- \_\_\_ Dog House/Run
- \_\_\_ Fence/Fence Additions & Retaining Walls
- \_\_\_ Landscaping Front/Back Yard
- \_\_\_ Satellite Dish/Antennae
- \_\_\_ Roof Replacement
- \_\_\_ Other

Materials to be Used:

- \_\_\_ Wood \_\_\_ Stucco \_\_\_ Brick
- \_\_\_ Stone \_\_\_ Concrete
- \_\_\_ Other \_\_\_\_\_

(Describe)

Is the material same type as on home?

\_\_\_yes \_\_\_no

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ PAINTING: House – New Color \_\_\_ Trim – New Color \_\_\_  
Walls – New Color \_\_\_

*Attach new paint color samples for stucco, trim, fascia and/or wall.  
(No approval is required to repaint in exactly the same color.)*

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE THE REVERSE SIDE OF THIS FORM.)

*For Association Use Only:*

\_\_\_ Approved \_\_\_ Not Approved \_\_\_ Conditionally Approved

Comments: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

## NEIGHBOR AWARENESS SIGN-OFF FORM

To expedite the processing of your application, please show and explain your plans to all those neighbors who may be affected and have them sign in the appropriate place on this form. The Architectural and/or Landscape Committee may also contact them directly if the scope of the project warrants such action.

**NEIGHBOR AWARENESS:** The neighbor's approval is not necessarily a condition to your improvement/modification being approved by the Committee. The intent is to advise your neighbors who own property within close proximity of your lot and may be affected by your proposed improvement(s). This requires their signatures below. This means that the signatures below indicate your neighbor's awareness of this application. No application will be considered complete until there is evidence that any neighbors who may be affected have been made aware of this application.

**OWNER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **SUB-DIVISION** \_\_\_\_\_

**PROPOSED PLAN:** \_\_\_\_\_

**1. SIDE NEIGHBOR'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER (S):** \_\_\_\_\_

**I AM AWARE OF MY NEIGHBOR'S PLANS AS PROPOSED**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**2. SIDE NEIGHBOR'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER (S):** \_\_\_\_\_

**I AM AWARE OF MY NEIGHBOR'S PLANS AS PROPOSED**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**3. FRONT NEIGHBOR'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER (S):** \_\_\_\_\_

**I AM AWARE OF MY NEIGHBOR'S PLANS AS PROPOSED**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**4. REAR NEIGHBOR'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER (S):** \_\_\_\_\_

**I AM AWARE OF MY NEIGHBOR'S PLANS AS PROPOSED**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# PROPERTY IMPROVEMENT SUBMITTAL CHECKLIST

Pursuant to the provisions of the CC&R's, detailed drawings, site plans, specifications, topographic elevations must accompany requests for improvements submitted for review by the Architectural Committee (ARC).

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## AN INCOMPLETE SUBMITTAL PACKAGE WILL DELAY THE REVIEW PROCESS

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The following is a list provided to assist a property owner in preparing a submittal package.

### ORIGINALS PLUS ONE COPY OF ITEMS 1-5 ARE REQUIRED

1. APPLICATION FOR ARCHITECTURAL AND LANDSCAPE REVIEW REQUEST FORM  
The form must be completed in its entirety and attached to each set of plans.
2. NEIGHBOR AWARENESS FORM  
The form must be completed in its entirety and attached to each set of plans.
3. PLANS  
Plans to include front elevation drawings (and side if applicable) of the improvement in relation to the home and other existing structures; size and types of materials to be used, a site plan depicting the improvement on the lot and in conjunction with the property lines, the residence, and any other existing pertinent improvements. Accurate dimensions of all aspects (height, length, width) must be shown. Exterior colors and finishes must be submitted. Manufacturer's brochures may also be submitted.
4. LANDSCAPE PLANS  
Landscape plans must be drawn to accurately depict the lot, residence, property lines, existing walls and fences. Landscape materials, such as sod, tree and shrub types and sizes must be specified, as well as their location. Samples of decorative rock or the size and color of the rock must be included. Please consult your CC&R's for guidelines.
5. MATERIAL SAMPLES  
Color paint chips, type of rock to be used, pictures of gazebos, pools, patio covers and spas (with dimensions) should accompany the detailed drawings.
6. APPLICATION FEE  
A \$20 application made payable to Seven Hills Master Association is required for us to forward to Seven Hills for review

**(ACCESS AREA MUST BE SHOWN ON PLANS)**

**ASSOCIATION APPLICATION FOR ARCHITECTURAL  
AND/OR LANDSCAPE REVIEW**

PROPERTY OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

IMPROVEMENT START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

PROJECT/SUBDIVISION NAME: \_\_\_\_\_

PARCEL OR LOT #: \_\_\_\_\_

I HEREBY REQUEST APPROVAL OF THE CONSTRUCTION OR INSTALLATION OF THE  
FOLLOWING PLANNED IMPROVEMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARCHITECT (if applicable)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RESPONSIBLE PARTY: \_\_\_\_\_

CIVIL ENGINEER (if applicable)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RESPONSIBLE PARTY: \_\_\_\_\_

LANDSCAPE ARCHITECT (if applicable)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RESPONSIBLE PARTY: \_\_\_\_\_

GENERAL CONTRACTOR (if applicable)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RESPONSIBLE PARTY: \_\_\_\_\_

APPLICATION DECLARATION

Applicant hereby acknowledges that it has read the Declaration (including applicable guidelines) and that the plans being submitted are in conformance therewith.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date Submitted

When completed, return to:  
Seven Hills Master Association  
C/O Excellence Community Management, LLC  
601 Whitney Ranch Drive B-10  
Henderson, NV 89014  
O: 702-638-7770 ext 118  
F: 702-638-7772

# **Presidio Community 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 (if applicable).
  
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.

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.

# **Presidio Community Association**

## **ARCHITECTURAL SUBMITTAL CHECKLIST**

Pinnacle Community Association Management  
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):**

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\_\_\_\_\_  
**Homeowner's Signature**

\_\_\_\_\_  
**Homeowner's Signature**

**DO NOT WRITE BELOW THIS LINE**

Submittal Checklist:

	<b>YES</b>	<b>NO</b>
Setback compliance	_____	_____
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

# **Presidio Community Association**

## **ARCHITECTURAL SUBMITTAL CHECKLIST**

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

On (date) \_\_\_\_\_, the attached plans for a \_\_\_\_\_ 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 neighbor: \_\_\_\_\_

Address: \_\_\_\_\_ APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_

Signature of side neighbor: \_\_\_\_\_

Address: \_\_\_\_\_ APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_

Signature of rear neighbor (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_

\_\_\_\_\_  
HOMEOWNER'S SIGNATURE DATE

\_\_\_\_\_  
HOMEOWNER'S SIGNATURE DATE

*When complete, please return to:*  
**Presidio Community Association**  
**C/O Pinnacle Community Association Management**  
8311 West Sunset Road, Suite 110, Las Vegas, NV 89113  
(702) 405.3300 (o) (702) 405.3311 (f)  
**www.pcamlv.com**