



*Santa María Ranch
Homeowners Association
Architectural Guidelines*

October 2015

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ARCHITECTURAL GUIDELINES

1.0 INTRODUCTION

The following section sets forth guidelines and standards for residences and ancillary structures within the building envelope on custom and merchant builder lots within the Santa Maria Ranch (SMR) Subdivision/Development, including appearance, massing, height, color, and building materials. Guidelines for fencing and landscaping surrounding the residences are also described. The standards addressed herein shall comply with Lyon County, Nevada, Building Codes and the SMR governing Covenants, Conditions and Restrictions (CC&Rs), Lyon County Documents No. 350108 (03/07/2005) and No. 406555 (05/17/2007), first revision, specifically Article V, Architectural Standards.

2.0 ARCHITECTURAL DESIGN OBJECTIVES

The following are the main objectives for architectural design at Santa Maria Ranch:

- To encourage diversity of design and at the same time produce a harmonious community;
- To draw upon the design influences of the area to create buildings suited for a modern lifestyle; and,
- To design buildings responsive to the SMR site and that reinforce a sense of community.

3.0 THE SANTA MARIA RANCH THEME

The Santa Maria Ranch style is derived from early mountain ranching traditions of the area. This style typically uses one to one and a half story structures with deep porches, gabled roofs and overhangs. In general, these houses are simple, informal houses that reflect the wide-open spaces of the west that use natural materials such as heavy wood timbers, stone and earth tone colors.

3.1 Basic Structural Elements that Support the Ranch Theme:

- Pitched gable roofs;
- One to two story, asymmetrical structures. Homes must be massed, terraced and articulated such that there are no three story sections. The SMR Architectural Guidelines Committee (AGC) has discretion over what will be acceptable;
- Full or partial width porches that wrap around one or more sides of the building;
- Exposed roof rafters;
- The use of stone for building foundations (where visible), for textural elements in front-facing sections, for structural elements such as columns and/or for chimneys with stucco or wood-clad exteriors above;
- Vertically proportioned windows and doors.

3.2 Building Height:

- The objectives of building height restrictions are to minimize the visual impact of buildings so that they are subordinate to and blend with the surrounding neighborhood framework and landscape, and to ensure that a reasonable view potential from each lot is preserved;
- No structure (i.e., chimneys) may exceed maximum building height.

3.3 Exterior Elevation Community Design:

- The objective is to minimize the monotony of several identical building elevations along a street and within public viewing areas. Therefore, no identical (like or mirrored) front, back or side elevations can be repeated on any adjacent lots within the development except as approved by the AGC.
- The AGC will work to insure that a diverse community aesthetic is achieved by strongly encouraging multiple lot developers to use a variety of floor plans and avoid creating a 'cookie-cutter effect within the neighborhood.

3.4 Building Forms and Massing:

Basic architecture including rooflines, articulation and fenestration shall be carried around on all sides of the home. Roof form and building massing should provide variety and texture to a building’s overall appearance. The following guidelines apply:

- Massing shall basically consist of a rectangular volume or interesting volumes of one or two stories arranged in an asymmetrical design, usually with a front-facing gabled roof.
- Front facing garages shall be set back to the rear of the lot, or set back a minimum of 2 feet behind the front façade or solid courtyard wall of the house. Garages shall be turned to face the side yard setback whenever possible.
- Cornices, canopies, eaves, or similar architectural features may extend into a required setback area, but the extension shall not exceed two feet.
- On buildings visible from public areas, side and rear articulations must extend a minimum of two feet from the building.

3.5 Minimum Square Footage:

Minimum square footage varies for each type of lot. Square footage is measured from the exterior of all exterior walls (excluding attached and detached garages, crawl spaces, covered porches and decks or areas designed for parking or loading within the building).

<u>Parcels</u>	<u>Minimum Square Footage</u>	<u>Minimum Garage Requirements</u>
Parcel 1:	Fire Station	
Parcel 2:	2,700 square feet	3-car garage
Parcel 3:	2,000 square feet	3-car garage
Parcel 4:	2,000 square feet	3-car garage
Parcel 5:	1,500 square feet	2-car garage
Parcel 7:	2,200 square feet	3-car garage
Parcel 8:	2,000 square feet	3-car garage
S. of River:	3,000 square feet	3-car garage

3.6 Second Story Square Footage:

The allowable square footage for the second story (as a percentage of the first floor square footage, as measured from the interior surface of all exterior walls) excluding garage areas and/or crawl spaces is as follows:

- Lots up to 6,500 square feet – 75%
- Lots from 6,500 up to 10,000 square feet – 60%
- Lots from 10,000 up to 15,000 square feet – 50%
- Lots with over 15,000 square feet – 40%

3.7 Minimum Floor to Ceiling Heights:

- The wall height from finish floor to top of wall plate shall be a minimum of nine (9) feet for the basement, first floor and second floor.

3.8 Entries:

- Entries shall be recessed and shall be articulated with overhangs and/or porches in order to create a ‘neighborly’ presence on the street.
- Entry elements shall be in scale with the relative proportions of the home and adjoining streetscape.
- Overly stylized entries are not permitted, although entries should be more prominent than garages.

4.0 ROOFS

Houses shall predominantly utilize gable roofs with wide, unenclosed eave overhangs, exposed rafter ends, and multiple roof lines. The general guidelines for roofs are:

4.1 Roof Forms:

- Acceptable roof forms include: gables, hip, cross-gabled, gable on gable, or side gabled roofs.
- Shed roofs may be used for porch extensions and/or minor roof elements.
- Clipped gables are not permitted.

- Wide unbroken roof forms are highly discouraged.
- Dormers and other three dimensional elements shall be used to add ‘texture’ to roof forms especially for front-facing sections.

4.2 Dormers:

- Acceptable dormer types are: shed or gable dormers, which may use utilize additional decorative bracing, beams and/or exposed rafter ends.

4.3 Roof Pitches:

- The minimum required pitches within the SMR Phase I Subdivision are as follows:
 - Minimum roof pitch is 33.69 degrees (**i.e., 8/12 pitch**) for a cover of a **minimum** of sixty five percent (65%) of the roof area;
 - The balance of the roof area is at least 26.57 degrees (**i.e., 6/12 pitch**), excepting as allowed by variance and approved by the AGC.

4.4 Roof Materials:

- Roofs shall be Class A fire rated.
- Concrete or clay roof tiles are the only acceptable roofing materials.
- Asphalt shingles, wood shake and wood shingle roofs are prohibited.

4.5 Fascia Dimensions:

- Fascia dimensions shall be commensurate with the architectural style of the building.
- Fascia material shall be a minimum of 1½ inch stock.
- Detailing of fascia and eaves shall provide richness to the architectural composition.
- Extended eaves and exposed rafter tails are encouraged.

4.6 Gutters and Downspouts:

- Exposed flashing, gutters and downspouts must be painted or have a finished color to match the house.

4.7 Chimneys:

- All chimneys and related safety features (i.e. spark arresters) must comply with local, state and federal ordinances.
- All residences must include a chimney when a wood-burning fireplace is indicated. Wood burning or other solid fuel fireplaces are only allowed if consistent with government Health Department regulations.
- Chimneys on exterior walls must be an integral element in the building design.
- In order to anchor the chimney to the building, chimneys must continue to the ground, and be integrated and compatible with the materials and character of the main structure.
- Spark arrestors must not be visible and must be covered by an architecturally designed chimney cap that is colored to harmonize with the rest of the house.

4.8 Vents:

- Roof top equipment and/or large vents are to be grouped and concealed in a roof wall structure that matches the materials and style of the building.
- Vents must be painted.
- Direct vents for wood-burning fireplaces cannot be used in lieu of an exterior chimney structure.

5.0 EXTERIOR WALLS AND FINISHES

Exterior finishes shall utilize materials that in general have not been altered by applied ornament or heavy refinishing. Simulated or artificial building materials are discouraged, except for roofing, stone, fiber cement siding, and trim materials. In general, materials shall be closer to their natural state, and decoration and/or texture are to be derived from handcrafted details such as decorative stick work, stonework, braces, custom metal connectors, and transom windows. Using a mix of masonry, stonework, and/or wood accents/siding on exterior walls is encouraged to produce a careful orchestration of textural qualities. Plywood, aluminum and vinyl siding are not allowed.

5.1 General Guidelines:

- The exterior walls of all buildings shall use a maximum of three materials and a minimum of two (2) materials. One material should be dominant over the other(s) in a logical structural relationship.
- When there is a change in materials, there should be a clear break in the plane of the surface at vertical changes and a break or trim detail at horizontal changes.
- Exterior accent materials must wrap a minimum of four (4) feet from the front elevation to each side of the building, except when the building is visible to public areas, in which case materials shall be consistently applied to all sides of the structure.
- Use of traditional materials such as stone, brick, wood, stucco, and rough-hewn beams is encouraged for material accents.
- Stucco finish shall not exceed seventy-five percent (75%) of any given exterior wall surface of the home.

5.2 Exterior Wall Design:

- Buildings shall include a significant degree of texture such as that provided by stucco, shingles, shiplap boards, board and batten, stone and trim around doors and windows.
- Siding materials shall be continued down to finished grade, avoiding ground contact, on any elevation visible from public areas to eliminate large areas of exposed foundation, or the foundation may be covered by stone, brick, rubble, or similar material.
- First floor structural elements such as columns and chimneys may be expressed with stone or brick.
- Infill walls above base foundation material may utilize stone, stucco and/or patterned wood sidings.
- Horizontal and vertical offsets must be introduced to limit long blank wall surfaces. A good rule for placing offsets is 12 feet vertical, 25 feet horizontal.

5.3 Materials:

Approved finish materials for exterior walls are:

- Stone veneer – Natural stone (field stone, granite, rustic ledger stone, large river rock, or manufactured stone) may be used for battered foundations that are visible and also for structural elements such as columns or column bases and/or chimneys with textured wood or stucco walls above. Stone masonry may either have a dry-stacked appearance of un-coursed stone with minimal grout showing. Stone veneer shall be structural in appearance with a dry-stacked look, and may be partially covered with plaster to appear aged. Stone cobbles may include salvaged materials that have a variety of textures and color, and shall be laid to simulate a handcrafted appearance. Stone veneer is allowed at cantilevered walls or above stucco or wood siding walls.
- Exterior plaster and/or stucco – Stucco may be utilized for exterior infill walls above a stone, stone veneer or brick base foundation. Walls shall have a 'hand-crafted' appearance utilizing wavy textures or a troweled pattern in a light to medium texture. Stucco walls shall be complemented by wood and stone details. Large unbroken, flat planes of stucco will not be permitted.
- Wood – Wood may be used as siding material (clapboard, shingles, and board and batten) or as accent material used with stone or stucco exterior finishes, such as columns, fascias, window, and door treatments and/or trim. **T-III panelized siding is not permitted.**
- Dimensions of wood trim - All wood trim is to be a minimum of 1½ inch thickness and 3½ inch widths. Wood siding types are to be limited to two types per building, such as shingle and horizontal siding, or shingle and board and batten. Siding materials may be hand-hewn timbers, rough sawn wood siding, vertical board and batten, or rustic natural colored shingle siding. Lighter weight materials shall always be used above heavier appearing materials when combining siding types.
- Wood treatment - All wood shall be treated with a stain or penetrating sealer to avoid weathering and to withstand the climate.

6.0 DOORS AND WINDOWS

In general, window and door placement design shall utilize vertically proportioned or square windows, groups of casement windows, and/or three sided bay windows. Fenestration design shall be consistent on all sides of a building. All windows and doors shall be designed to create texture and shadow. General guidelines are summarized below:

6.1 Front Windows:

- For front windows an arched or geometric, multi-paned upper window in a double hung window is encouraged.
- Repetitive patterns of arched windows are not allowed.

- Round windows or overly stylized shapes that are inconsistent with the fenestration design are not permitted.

6.2 Doors:

- Decorative doors are encouraged and should support and enhance the building's architectural style.

6.3 Materials:

- Vinyl, vinyl clad wood, aluminum clad wood, stained or painted woods, and fiberglass frames, sash, trim, mullions, and surrounds are all approved materials.
- Paint or stains on applicable materials are required for protection from weathering.
- Glazing shall be clear. Reflective glass is not permitted, nor is unpainted metal.

7.0 BUILDING PROJECTIONS AND ACCESSORY STRUCTURES

Building projections, architectural extensions and accessory structures shall add texture and depth to the structure. Porches, trellises and/or arbors attached to the front of the building may extend into the front setback area, provided they are a minimum of 15 feet from back of curb, and are approved by the AGC. General Guidelines are as follows:

7.1 Porches:

- In general, homes are encouraged to incorporate courtyards and porches. Heavy stone columns that are square or battered at the base and continue to the ground may support substantial wood porch columns or columns may be full height of stone or wood.
- Front facing porches shall be a minimum depth of six (6) feet and shall be covered by an extension of the roof, trellis extension and/or shed roof element.
- Courtyard walls shall be a maximum of six (6) feet in height and shall be designed as an architectural extension of the residence.

7.2 Arbors/Trellises:

- Trellis extensions on buildings shall utilize more massive wood members and have a more rustic and handcrafted appearance.

7.3 Railings:

- Carved wood or iron railing details are to utilize simple details that look handcrafted and informal. Glass railings, ornate ballast and overly stylized iron railings will not be permitted. Railings shall comply with currently adopted building codes.

7.4 Materials:

- Materials and colors are to be the same or similar to the main structure(s).

7.5 Awnings:

- Fixed and roll-out awnings and roller shades will be considered, but must be approved by the AGC. Aluminum and/or unpainted metal awnings are prohibited.

8.0 COLOR

In general, color shall come from the inherent natural color of the wood or stone used, and should relate to the selected architectural style. Stains are required to protect wood from weathering and from being damaged by the climate; stains may also be utilized to provide a more refined texture, or to achieve a darker hue. A shiny appearance is *not* permitted. Bright colors are *not* permitted. Wood, stone, rock, cobble and brick shall be carefully chosen so that their natural colors complement the natural landscape. Subtle variations on color shall be required throughout the residential areas of Santa Maria Ranch. Exterior colors must vary from lot-to-lot. All color schemes must be approved by the AGC. Listed below are the General Guidelines:

8.1 Roofs:

- Medium to dark earth tones with a variety of hue and tone are required. Avoid a flat monotone appearance.

8.2 Exterior Wall/Field Colors:

- Natural earth tone browns, sepia, ochre's, gray-greens, and warm grays are encouraged.

8.3 Trim and Accent Colors:

- Earth tones and neutrals are encouraged.

8.4 LRV (Light Reflective Value):

- Large field colors (for walls and roofs) must have an LRV of 35 or lower. Warm earth tones are desired. Trim and accent colors may have an LRV of 45 lower. All paint manufacturers categorize their products by LRV, and this information is readily available from them.

9.0 FENCING REQUIREMENTS

- All fencing allowed on the lots shall consist of a beige vinyl material, or other material as determined by the Committee and at locations approved by the Committee. Fencing shall be consistent with the style, color and lot placement of the majority of the fencing already constructed within the development.
- All privacy fencing around lots shall be 6 feet in height with a one foot lattice top. The beige vinyl privacy fence is required on all side-yards to at least the edge of the house closest to the backyard. All lots are required to have a beige vinyl privacy fence on the side yards and back yard property lines, with these exceptions:
 - Lots abutting open space, river walks, parks, and walking trails may transition to a two or three rail beige vinyl fence from the edge of the beige vinyl privacy fence for the remaining side yard fence as well as the back yard fence.
 - One acre or larger lots must have beige vinyl rail fence on the property lines beyond the side-yards of the house on the building pads.
 - Any lots that suffer from conditions making this standard not practical may apply to the Architectural Guideline Committee for a variance.

10.0 LANDSCAPING

To ensure that the overall beauty of the SMR Community is preserved and enhanced, the AGC has the authority to approve or disapprove landscape plans for individual residences. The AGC may consider the various relationships between the home, the site, adjacent homes, views, common areas, open space, and other amenities in making decisions regarding specific landscape plans.

The minimum required landscaping for the front yard of each lot shall be landscaping with a minimum of three (3) trees and six (6) shrubs. Additionally, the Architectural Guidelines Committee requires that the front yard landscaping cannot be left 'plain dirt' and must be completed with some type of lawn or native earth materials, such as rock. Per the CC&Rs, a landscape plan is to be a part of the house plans and is to be submitted to the Committee for approval. Landscaping must be completed as specified in the landscape plan within 90 days of obtaining a certificate of occupancy of the main dwelling on the lot.

10.1 Land Use within the Flood Zone:

Depending upon the unique physical conditions and characteristics of the land within the flood zone portion of their lots, owners may choose how they wish to develop and maintain the portion of their lot that lies below the elevation of the 100-year flood. Owners may opt to leave the land in its more or less natural condition, use it for agricultural (e.g., orchard) or rural (e.g., equestrian) purposes, or attempt to develop it by building structures for various uses. The owner is responsible for being aware of any limitations or requirements of any government agency regarding land usage in flood zones and adhering to any code requirements thereof.

DESIGN REVIEW PROCESS

12.0 INTRODUCTION

This section provides a ‘road map’ designed to serve as a guide for all builders, owners and consultants through the design review process for the Development at Santa Maria Ranch (SMR). The process involves a series of meetings between the builder or builder/owner, their design team and the SMR Homeowners Association’s Architectural Guidelines Committee (AGC). It begins with an informal introductory meeting, the submittal and approval of final plans, and concludes with the completion of construction. Along the way are a series of meetings, or checkpoints, designed to ensure a smooth and efficient review of the new home design or improvements to an existing home. The AGC is committed to assisting the builders or builder/owners through the design review process and expediting all submittals. The policy of the AGC is to review and process all **complete** submission packages in a timely manner.

13.0 WHEN THE DESIGN REVIEW PROCESS IS REQUIRED

Plans for improvement and new construction shall be carefully reviewed by the AGC to ensure that the design conforms to the **Minimum Mandated Architectural Design Requirements** as outlined in the Santa Maria Ranch CC&Rs and that the proposed design is compatible with the architectural environment of Santa Maria Ranch as a whole where the improvements will be constructed.

13.1 This Design Review Process must be followed and an application and plans submitted for any of the following improvements:

- Construction of all new buildings
- Renovation, expansion or refinishing of existing buildings;
- Major site and/or landscape improvements

13.2 The Design Review Process is NOT required for the following:

- Maintenance or up-keep of existing structures, including painting and/or refinishing if colors and materials are the same as previously approved finishes;
- Replacement of identical structures due to damage and/or wear if they have been approved previously; and/or
- Routine maintenance or minor upgrading/modification of landscaping.

14.0 COMPONENT STEPS OF THE DESIGN REVIEW PROCESS

14.1 Initiation of the Design Review Process and the Design Review Schedule:

- Contact the Santa Maria Ranch HOA’s Community Manager, Incline Property Management (IPM), to obtain copies of the governing CC&Rs; this Architectural Guidelines packet; an application form; contractor forms including architectural requirements certification, rules and regulations and performance agreements; and the fee schedule. Applicant may request an informational meeting with an AGC representative for questions and clarification at this time.
- Submit to SMR’s Community Manager the proposed design documents including a completed application, certification and agreement forms, plans and specifications, and required samples of materials and colors. In addition, the applicant must pay the required fees for review, if applicable.
- Once the application process and all required submittals are complete, the Community Manager will schedule a meeting of the AGC to review the application and the supporting materials submitted by the builder/owner. The AGC will make every effort to review and process all **complete** submission packages within 10 working days.
- Within 30 working days following the AGC meeting, the AGC will notify the Community Manager whether the application has been approved or disapproved. The AGC will provide the Community Manager with written notice of either the final design approval or written comments that explain the basis for disapproval. The latter will include recommended modifications that are deemed likely lead to AGC approval. The Community Manager will then forward the written documents to the builder/owner.

- In the event that the AGC approves plans for which the Lyon County Building Department subsequently requires revisions, the revised plans must be re-submitted and re-reviewed by the AGC for approval, and the required re-review fees paid to SMR before grading, construction and/or any improvements are made.

Should re-submittal of portions of the original design submittal package be required by the AGC, the same time schedule for review and notification will be followed as for the initial submittal.

14.2 Inspection Guidelines:

- No inspection of construction for which plans have been approved by the AGC shall be required of the AGC, although any member of the AGC shall have the right to inspect all improvements to ascertain compliance with the provisions of the SMR CC&Rs for the SMR Development. Any member of the AGC also has the right at all reasonable times and upon written 24-hour notice to enter onto a lot and inspect any structure for purposes of assessing compliance with approved plans and specifications, provided such right of entry shall not include the right to enter a completed occupied dwelling without the consent of the occupant.

14.3 Required Guidelines for Preparing Building Design Submittals:

- Design drawings submitted to the AGC for review must be prepared by an Architect licensed in the State of Nevada.
- Design drawings prepared and submitted by a Residential Designer licensed in the State of Nevada may also be considered, but are contingent on pre-qualification by the Santa Maria Ranch AGC.
- All builders/owners shall meet all the submittal and approval requirements of Lyon County to obtain building permit(s). Code and submittal requirements enforced by Lyon County may be obtained on line from the Lyon County Building Department, or at Department offices in either Dayton or Yerington, Nevada.

14.4 Required Guidelines for Preparing Landscape Design Submittals:

Based on the scope and complexity of the proposed project, the AGC may require the submission of plans prepared by a Landscape Architect licensed in the State of Nevada, a Landscape Contractor licensed in the State of Nevada; or an Architect licensed in the State of Nevada.

14.5 Components of a Building Design Submittal:

The builder/owner shall provide all information and plans necessary to reflect the design of the proposed building(s), the CC&R mandated front and side yard landscaping plans or other features pending the review and approval of the AGC. The package shall include two (2) sets of full size copies and samples of building materials, colors and manufacturer's brochures/specifications as appropriate:

14.6 Site Plan (minimum scale 1" = 20'):

- Final site plan of lot that indicates proposed building footprint(s) with finished floor grades, property boundaries and easements, setbacks, bar scale and north direction, utility locations, existing vegetation (if any), existing and proposed one foot contours, areas of cut and fill, drainage, limits of construction and location of any construction fencing, construction staging areas, proposed roads, driveways, existing and proposed sidewalks, decks, retaining walls, required fencing, and any other proposed improvements. Proposed driveways shall include spot elevations at all changes in slope.
- Final site plan shall incorporate data prepared by a licensed surveyor that indicates property boundaries, adjacent properties to the extent they affect site and building design, the area(s) of the property, all easements of record, building envelope area, topography at one foot intervals and any significant natural features such as rock outcroppings, watercourses, berms, levees, fill and/or cut slopes or existing trees with diameters of 6" or greater.

14.7 Floor and Roof Plans plus Front, Rear and Side Elevations (required scale 1/4" = 1.0'):

- Drawings must show all exterior door and window location and sizes, finished floor elevations, and the location of all exterior mechanical systems. Front and side elevations must show areas covered with masonry. Roof plans should indicate height of each roof ridge, while sections must indicate roof pitch, all roof penetration elements, and all gutters and downspout locations.
- Plans and specifications must provide sufficient design details to represent the visual expression of the building(s), exposed connections and material interfaces, and include soffit/fascia details, window and door trim details, railing details, and any other information necessary to portray the building's exterior.

14.8 Color and Material Samples:

When submitted to the AGC for review, site and building plans must be accompanied by representative material samples and a folder containing manufacturer's brochures that document the colors and materials that will be used in the proposed building. Building elements requiring documentation include the following:

- Samples of roof and masonry materials showing size and colors;
- Exterior wall and trim materials showing colors;
- Color of gutters and downspouts;
- Window material, design and color;
- Exterior doors (including garage doors), materials, design and color(s);
- Concrete color (if applicable);
- Color sample of required vinyl fencing; and,
- Supporting manufacturer's details as necessary.

15.0 Conceptual Landscape Plans (minimum scale 1" = 20') shall include:

- A *Grading Plan* that includes a bar scale, a north arrow, existing and proposed contours where appropriate at one (1) foot intervals, spot elevations, drainage patterns plus rim and invert elevations of drainage structures.
- A *Planting Plan* that indicates common and botanical names, size, quantities, and planting locations keyed to the landscape plan. Also, the location(s) of landscape plan rocks or rock outcrops, decks or patios, fences and walls (with heights indicated), service paths and driveways, easements, and any freestanding structures.
- An *Irrigation Plan* that indicates the location(s) of irrigation systems including controllers, types and size of equipment.
- A *Lighting Plan*, if applicable, that locates in detail all proposed outdoor lighting and control strategies.
- It is the policy of the AGC to require the 'visible to all' front and side yard landscaping (i.e., the area in front of the required vinyl privacy fencing) be completed and approved by the AGC before the builder's construction deposit is returned.

16.0 CONSTRUCTION SCHEDULE:

A statement of the estimated starting and completion dates for building, fencing and landscape construction must be included with the other required submittals to the AGC.

17.0 OTHER REQUIRED DOCUMENTS:

The building design package prepared by the builder/owner for submittal to the AGC must also include:

- A completed **Project Review Application** form;
- Other forms including **Contractor Rules and Regulations Agreement Between AGC and Owner/Contractor** and the **Plan Adherence Agreement** form.

The purpose of these forms is to ensure that the builder/owner is familiar with and honors the architectural mandates within the SMR CC&Rs for the Subdivision and the applicable architectural design guidelines summarized in this document.

18.0 OUTCOME OF THE DESIGN REVIEW PROCESS – APPROVAL

Within 30 working days the SMR Community Manager shall notify the builder/owner in writing if the proposed building plan application has been approved, disapproved or another meeting date to further review the final design documents has been scheduled. If no AGC action is taken within 60 days from the date of receipt of a formal submittal, such inaction shall be deemed to constitute approval.

The AGC shall issue a design approval letter for the builder/owner following the AGC's vote for approval at the AGC design review meeting. This letter may be considered as a Notice to proceed with breaking ground and/or initiating construction and/or improvements. The letter will be transmitted to the builder/owner **once the following additional conditions are met by the owner/builder**, if applicable:

- The required plans review fee and construction deposit have been deposited with the SMR Community Manager;
- Builder/owner has signed and included with the *Project Review Application* form, the *Building Checklist and Architectural Requirements Certification* form, and the *Plan Adherence Agreement* form found within this document;
- Builder/owner has acquired all the necessary permits from Lyon County.

19.0 OUTCOME OF THE DESIGN REVIEW PROCESS – DISAPPROVAL

In the event that the proposed design has been disapproved, the AGC shall provide the builder/owner with written comments documenting the reason(s) for the disapproval in order to assist the builder/owner in redesigning the project for resubmission. The builder/owner may resubmit corrected materials following the same procedures for a resubmission as for the original submittals. An additional design review fee may have to be provided for each resubmission as required by the AGC, if applicable.

In the event of a decision of disapproval from the AGC, the builder/owner has the right to appeal. The builder/owner can initiate such an **appeal procedure** by submitting in writing a document stating the reasons for the appeal. The AGC shall set a meeting date to review the appeal and notify the builder/owner of the date and location. The builder/owner or representative must be present at the meeting to review the appeal. The AGC shall defer a decision at such a scheduled meeting, but shall provide the builder/owner with the reasons for approving or denying the appeal within 30 days.

20.0 ADDITIONAL COMPONENTS OF THE DESIGN REVIEW PROCESS

20.1 Lyon County Plan Review and Building Permits:

- The builder/owner may concurrently submit construction documents to the Nevada Lyon County Building Department for its plan check process in order to obtain a building permit, although the AGC recommends that the builder/owner receive AGC approval prior to submitting to Lyon County for said building permit(s). Additional construction, landscaping, modifications required by Lyon County, and/or other changes in the plans and specifications that differ from the AGC approved final design documents must be submitted to the AGC for review and approval prior to making any changes. Construction may only commence when said changes are approved.

20.2 Inspections:

- During construction, the AGC shall reserve the right to check construction to ensure compliance with approved final design documents. If changes or alterations are found that have not been approved, the AGC shall issue a **Notice to Comply** to the builder/owner. The AGC shall notify the builder/owner within three (3) working days from the inspection describing the specific instances of non-compliance and shall require the builder/owner to comply or resolve the discrepancies.

20.3 Notice of Completion:

- The builder/owner shall provide the AGC with a copy of the **Certificate of Occupancy** and a written **Notice of Completion** of improvements (e.g., building, required fencing, required front yard landscaping, etc.) that were approved by the AGC. The AGC reserves the right to make a complete inspection of the property's improvements within 10 working days of this notification.
- The AGC also reserves the right to inspect the exterior of the site and vicinity to ensure that all construction materials, construction debris and excavated spoil have been properly removed.
- If the AGC finds the work complies with the original application, and the condition of the site and vicinity are found satisfactory by the SMR designated Landscape Contractor, the AGC will then sign the application "*completed as approved*". This must occur before the construction deposit is returned to the builder/owner.
- If it is found that the work was not done in compliance with the approved final design documents, the AGC shall issue a **Notice to Comply** within three days of the inspection and require the builder/owner to comply or resolve the discrepancies.

20.4 Right of Waiver:

- The AGC recognizes that each lot has its own characteristics and that each builder/owner has their own individual needs and desires. For this reason, the AGC has the authority to approve deviations from any of the design

standards presented in these guidelines. It must, however, be a justifiable circumstance for the AGC to approve any deviations from the **Minimum Mandatory Design Requirements** set forth in the CC&Rs for Santa Maria Ranch.

- It must be understood that any request to deviate from the guidelines set forth herein shall be evaluated at the sole discretion of the AGC, and that the approval of deviations shall be limited to only the most creative design solutions for unique situations. Prior to the AGC approving any deviations from a guideline, it must be demonstrated that the proposal is consistent with the overall objectives and spirit of these guidelines, and that the deviation shall not adversely affect adjoining lots or the Santa Maria Ranch community as a whole.

20.6 Application Fees:

In order to defray the expense of reviewing plans, and the associated materials and colors folders, the following submission fees are payable each time a new or revised application is made to the AGC as follows:

Description:	Fee Amount:	Refundable Fee Amount:
New Home Construction Review Fee	\$175	Unused fee to be returned Not Refundable
Construction Re-Submittal Fee: If plans need to be revised on the 3 rd submittal, additional fees may be applicable.	\$250	Unused fee to be returned
Construction Deposit: to be submitted before approved plans are released.	\$5,000	\$5,000
Construction Deposit: each subsequent approved plan for the same Builder, as long as minimum \$5,000 is held on deposit	\$2,500	\$2,500

(this page revised 01-10-18 as to fee and deposit)

20.7 Additional Fee Information:

- Fees for design review must accompany submission of the application package.
- Incomplete packages will not be reviewed.
- Fees for projects outside the scope of the current fee schedule shall be determined by the AGC.
- Before construction can begin, all submittal fees and deposits must be paid.
- Make checks payable to: Santa Maria Ranch Homeowners Association.