

MEADOWRIDGE HOMEOWNER'S ASSOCIATION  
**ARCHITECTURAL COMMITTEE**  
PROJECT SUBMITTAL FORM

Management Use Only  
13) Date Received \_\_\_\_\_  
14) Date Fwded to Comm. \_\_\_\_\_  
22) Date Returned from Comm \_\_\_\_\_  
23) Date Response to HO. \_\_\_\_\_

Return to Meadowridge Home Owners Association c/o Western Nevada Management, Inc. 804 Mill Street, Reno, NV 89502 (Fax 775-284-4465)

- 1) Homeowner's Name \_\_\_\_\_  
2) Address \_\_\_\_\_  
3) Phone (H) \_\_\_\_\_  
4) (W) \_\_\_\_\_  
5) (Cell) \_\_\_\_\_  
6) Project Description \_\_\_\_\_

7) Estimated Start Date \_\_\_\_\_ 8) Est. Completion Date \_\_\_\_\_

9) **Submissions required as appropriate:**

- Paint/Stain: Colors-Primary & Trim (one only), applied to a 10"X 10" board.
- Roof: Supplier, color/name, 30 year minimum warranty-sample shingle.
- Windows: Location, Type, Supplier, Color-Photograph.
- Pavers: Design pattern, colors-sample.
- Siding Panels-Supplier, specifications, colors.
- Fence: Type

10) Other Pertinent Information \_\_\_\_\_

11) **Note: Homeowners are responsible for abiding by the Meadowridge HOA Rules and Regulations and codes of the City of Reno.**

12) HOMEOWNERS SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**Committee Response** (check one):

15) Provisional Project Approval:

16) Project Denied:

**Note: All projects are subject to scheduled review by the Architecture Committee upon completion of work to ensure compliance with the original stated information. Any discrepancies noted must be corrected prior to final project approval.**

17) Reason for Denial: \_\_\_\_\_

18) Suggestions or Required Action(s): \_\_\_\_\_

19) Architecture Committee Names and Initials: \_\_\_\_\_

**Final Project Review** (check one):

(20)  Approved

(21)  Discrepancies Noted: \_\_\_\_\_

22) Architecture Committee Names and Initials: \_\_\_\_\_

## Architectural Request Process

Home owner identifies a need to update, modify, repair or replace an element of their home. The rule of thumb is if an update, modification, replacement or repair is to be completed, it requires coordination and approval from the Architecture Committee. Home owners initiate the Architectural Committee Project Submittal Form. The form can be found on the Meadowridge Home Owners Association web site under the "Admin" tab, click on "Forms." If more space is required, a blank sheet with the homeowners name, address and project listed with the appropriate block number can be used. For example:

Home Owner: Bill Sunshine  
Address: 1990 Reno St.  
Project: Replacement of roof  
Block: 18) Committee cannot determine life of proposed roofing material from submitted information. Request homeowners submit a specification sheet from the manufacturer I/A/W Rules and Regulations paragraph 2.2 (G).

Completing the form:

1. Enter Home Owner's Name
2. Enter home address
3. Enter home phone
4. Enter work phone if applicable
5. Enter cell phone if applicable

**Note: It is requested whenever possible to provide two of three numbers so the Architectural Committee can contact the home owner.**

1. Describe in detail what the project will entail e.g. "replace roof," "paint exterior of house," "replace fencing at rear of property," etc.
2. Provide an estimated start date
3. Provide an estimated completion date
4. List of areas that require submissions with the request. It is advised to the home owner to be as complete as possible so the committee does not have to come back and ask for clarification. Specifications are in paragraph 2.2 or 2.3 of the Rules and Regulations:

Stain/Paint	F.
Roof	G.
Windows	E.
Pavers	H.
Siding	B.
Fence	2.3

Specifications, samples, detailed drawing, pictures, color samples must be provided for approval. The more information provided, the less questions have to be asked. Rough drawings or nebulous descriptions that do not clearly define the spectrum of work will be returned to the home owner without action.

**NOTE: The Architectural Review Committee (ARC) does not have unilateral authority to approve projects outside the purview of what is authorized in the Rules and Regulations. If a homeowner requests a project where the specifications are not clearly defined in the Rules and Regulations; or introduces a new technology or material; the ARC will submit to the Board of Directors a**

**recommendation for a change to the Rules and Regulations before the project can be approved. Recommended changes may not result in modifying the overall appearance or ambience of the community. For example changing the exterior of the house to brick would not be approved. Changing a siding that has the same appearance, but may be more fire safe could be approved. Changes to the Rules and Regulations will not be trendy. Homeowners should be advised this step can add to the lead time for approval. As an example, past projects requiring changes to the Rules and Regulations include TV dishes, pavers, glass in garage doors, and solar panels.**

Homeowner provides any other information pertinent to the project that will provide the ARC the ability to decide without numerous requests for additional information. Homeowners are responsible for controlling the efforts of the contractor to ensure a safe neighborhood during the time of the project and not to create a disruption for neighbors. **Paragraph 7.2** of the Rules and Regulations. Homeowner signs and dates the request form. The form is sent to Western Nevada Management (WMN) attn Lara either by email (.pdf) to (lara@westernnv.com), fax (775-284-4465) or hardcopy to Western Nevada Management 804 Mill Street Reno, NV 89502. WMN annotates date received. WMN forwards request to Architectural Committee Chair and annotates date sent.

**Note: ARC has 10 business days to meet, review request, view the proposed project, and visit home owner for clarifications or questions.**

If project meets criteria of the Rules and Regulations, ARC checks off approval.

If the project does not have sufficient information, or is in violation of the Rules and Regulations, the Project Denied block is checked by the ARC. If the project is disapproved due to insufficient information, violation of Rules and Regulations, ARC provides why the request was disapproved.

**The Homeowner must resubmit within 10 days, otherwise the request be completely resubmitted.**

If the project is disapproved, due to insufficient information, ARC provides suggestions so that the request can be approved, change of material, color, etc. or request additional information. A quorum of the ARC is required to approve or disapprove a request.

**ARC members print their names and initial next to it.** Should a question arise in the future, the Board, property Management Company, homeowner knows who to approach for information.

**The ARC has 10 days to act on an application approval/disapproval or request for more information.**

If a project is approved in block 15, ARC will conduct a final review to ensure work completed is work requested. Committee members check of final approval or that discrepancies are noted. ARC (minimum a quorum) provides final approval or discrepancies.

**ARC members print their names and initial next to it** so should a question arise in the future, the Board, property Management Company, homeowner knows who to approach for information. The Architecture Committee returns the request form to the management company. The management company annotates the date returned from the committee. The management company annotates the date the form is forwarded to the home owner.