

AMERICAN WEST VILLAGE

OWNERS ASSOCIATION

ARCHITECTURAL REVIEW

PROCEDURES

The attached Architectural Review package contains an Architectural Change Request Form, Neighbor Awareness Letter and instructions.

Any and all exterior improvements to your property must be submitted to the Architectural Review Committee (ARC) for review and approval prior to commencement of work.

The following details the procedure for submitting improvements for review by the Architectural Review Committee:

- 1) Submit one (1) completed copy of the Architectural Change Request Form(s), Neighbor Awareness Form, and construction drawings, etc.* to:

AMERICAN WEST VILLAGE OA

C/O Epic Management

8712 Spanish Ridge Ave

LAS VEGAS, NV 89148

OR email to

nicole@epicamlv.com

- 2) Upon review of your plans by the Committee, you will receive written notice of their approval, rejection or conditional approval within *{per your governing documents, e.g. **forty five (45)**}* days.

- 3) You may NOT proceed with your project based solely on the sub-association's approval.

CONSTRUCTION IS NOT TO BEGIN UNTIL WRITTEN APPROVAL OF PLANS IS OBTAINED BY THE ARCHITECTURAL REVIEW COMMITTEE.

To avoid construction delays, please ensure forms and plans are complete prior to submittal.

ANY INCOMPLETE SUBMITTALS WILL BE RETURNED.

ARCHITECTURAL REVIEW REQUEST

SUBMITTAL GUIDELINES

Homeowners shall receive approval of proposed work prior to the commencement from both the sub and master associations. If work begins prior to the Board's review of the Architectural Request Review (ARC), homeowners will be sent a Cease and Desist notice and will be responsible for all costs, fees and/or applicable fines as prescribed by the Association's CC&R's.

The Board may ask, as prescribed by the Association's CC&R's and NRS 116, that the property is returned to its original condition, solely at the homeowner's expense, if the homeowner does not receive approval for their ARC.

*[** if applicable **]* Any work that has the potential to damage block walls, streets, sidewalks, common areas, etc. as determined by the Board of Directors and/or the Architectural Review Committee will require a bond deposit.

All deposits will be cashed and returned after completion and inspection of the common area.

Drawings must include location and screening of equipment, site plan, setbacks, materials, colors and any information pertinent to the proposed improvement such as brochures, pictures, etc.

Plans for the improvements must include the methods that will be employed by the homeowner or contractor to complete the proposed work.

All forms must be filled out completely. Any missing information will result in your request being placed on hold until all required materials are received.

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ARCHITECTURAL REVIEW REQUEST FORM

APPLICATION DATE: _____ TELEPHONE _____

HOMEOWNERS NAME _____

PROPERTY ADDRESS _____

MAILING ADDRESS _____

I (we) hereby request approval for the following home improvement. Attached are complete plans of the proposed improvement. NOTE: Plans should include adequate information to render a decision, including, but not limited to, site plan with set-back information, drawings, utility information drainage plan, as well as information regarding the type of materials to be used and exterior colors. **An impact neighbor statement must also be attached.**

IMPROVEMENTS, INCLUDING MACHINERY THAT WILL BE USED:

START DATE: _____ COMPLETION DATE: _____

CONTRACTOR: (Name, address, telephone & copy of contract and permit)

****NOTE: YOU ARE RESPONSIBLE FOR ALL PERMITS AND ADHERENCE TO ALL MUNICIPALITY CODES AND SET BACKS.**

DO NOT WRITE BELOW THIS LINE

DATE RECEIVED: _____ DATE REVIEWED: _____

ADDITIONAL INFORMATION REQUIRED: YES / NO

DATE ADDITIONAL REQUESTED: _____ APPROVED: YES / NO

ADDITIONAL COMMENTS/CONDITIONS:

APPROVED BY: _____ DATE: _____

**AMERICAN WEST VILLAGE
OWNERS ASSOCIATION**

NEIGHBOR AWARENESS SIGN-OFF FORM

[if applicable]*Please note that all installation of pools may have deposit of a Surety Bond or Personal Check (Payable AMERICAN WEST VILLAGE OA) with all requests before they can be approved.

On _____, _____ submitted the attached plans for the
(DATE) (NAME)
installation of _____.
(IMPROVEMENT)

These plans were made available to the neighbors as required and noted below for their review. The neighbors have been notified that we are submitting these plans to the Architectural Review Committee for approval.

Facing neighbor: _____
Y Property Vacant (PRINT NAME) (SIGNATURE)
Address: _____ Date: _____

Right side neighbor: _____
Y Property Vacant (PRINT NAME) (SIGNATURE)
Address: _____ Date: _____

Left side neighbor: _____
Y Property Vacant (PRINT NAME) (SIGNATURE)
Address: _____ Date: _____

Rear neighbor: _____
Y Property Vacant (PRINT NAME) (SIGNATURE)
Address: _____ Date: _____

(SUBMITTER'S SIGNATURE)

NOTE: The "*Facing neighbor*" is the one most directly across the street in the front of your property; the "*Rear neighbor*" is the one most directly behind your property. The neighbors' approval is not necessarily a condition to your improvement/ modification being approved by the Architectural Committee. The intent is to advise your neighbors who own property within close proximity of your Lot and may be affected by your proposed improvements(s) by requiring their signatures above. No application will be considered complete until there is evidence that the immediate neighbors and any neighbor who may be affected have been made aware of this application.

NOTE: All signatures must be obtained prior to submitting plans for approval. Failure to obtain appropriate signatures may result in delays in the approval process.