

ARCHITECTURAL CONTROL COMMITTEE GENERAL GUIDELINES

Adopted April 27, 2017

The Vistas Homeowners Association presents minimum Architectural Control Committee Guidelines to ensure the “integrity” of improvements made to a home or lot are such that they conform with community and neighborhood standards and are constructed to enhance the value of each property. These guidelines, CC&R’s and other Governing Documents, will be used as minimum requirements when evaluating and approving requests.

The Architectural Control Committee/Architectural Review Committee/Committee (ACC) shall be composed of five (5) members, which can be the five sitting Board members or others to be determined by the five (5) sitting Board members. A majority, 3 or more, approval by the members is needed for each request to be deemed approved by the ACC.

All improvements constructed or placed on any lot or parcel, or any changes to the exterior appearance of the home, after a Certificate of Occupancy is received, must first have the written approval of the ACC. Such approval shall be granted only after a complete written application with required attachments (plot plan, paint swatches, sample rock, bark, artificial turf, etc.) is submitted up to one day prior to the meeting date. ACC meetings are generally held the second Thursday of each month during the day in the Association office. Meeting day and times are subject to change depending on the availability of those on the committee. Homeowners do not need to be present. The ACC reserves the right to reject any application/request if the minimum guidelines contained herein are not met. Homeowners that submit the required form and other supporting documentation for ACC review and approval will be sent written notice of the ACC’s determination.

Construction of any improvement must not begin prior to receiving final written approval from the ACC. All improvements once commenced shall be pursued diligently to completion. Improvements not completed within 90 days could be deemed a nuisance. If additional time is needed, a homeowner can submit a written request for an extension. If a request for an extension is not received or the improvement has not been completed by the approved extension date, the improvement will be deemed a nuisance and it will be deemed a violation of the governing documents. If an improvement was done without the proper ACC approval as required, it shall be deemed a violation. Violation procedures and penalties can be found in the Association Fine and Construction Penalty Policy and Procedure.

Approval by the ACC does not remove the need for the appropriate City building permit or other documentation. Final approval will be contingent upon the homeowner submitting a copy of the appropriate City permit.

The following design guidelines shall be considered by the ACC when approving or rejecting any improvement request after mailing these guidelines to unit owners in The Vistas. These requirements shall not be applied retroactively to pre-existing approved improvements.

DESIGN GUIDELINES

- A. Driveways – Homeowners whose concrete driveways need repair will be required to submit for approval from the ACC if they are using a product other than concrete. All resurfacing products and concrete stains or finishes will need prior approval by the ACC. A Home Addition and Improvement form will need to be completed with product information and color choice included for the ACC review and approval.

- B. Exterior Paint Colors – All paint colors must be approved in writing from the ACC before painting begins. A completed paint request form with paint swatches/chips are required to obtain approval. If a color match is being done, a sample of the exact color mixed must be submitted. The ACC will not accept the color swatch that is being used for the match. The ACC reserves the right to reject any color the committee feels is outside the general color scheme and does not conform to the neighborhood or community standards, regardless of whether it has been approved previously. The ACC discourages homes next door to each other from being painted the same or similar colors and will take that into consideration when approving colors.

Pre-approved colors - There are Sherwin Williams and Kelly Moore color schemes that homeowners can use to paint their homes. These color schemes designate specific colors for base, trim and accent. No approval by the ACC is needed if using Kelly Moore or Sherwin Williams paint in the exact same color scheme as represented in the paint books located in the Association office. Any change, deviation or color match using another paint brand will require approval by the ACC in writing. Homeowners are still required to submit a paint request form with swatch/chips attached even when painting with pre-approved colors.

- C. Exterior Walls, Trims, & Windows – Every lot is required by The Vistas Homeowners Association to follow general exterior walls, trim, door and window covering guidelines. All aluminum windows, door frames, solar panels and skylights must be bronzed anodized. Additional materials may include Vinyl, Fiberglass, Aluminum-glazed, and Wood. Steel window and door frames must be painted to match or blend with surrounding materials. All exterior walls, trim, window materials and colors, and design specifications shall be subject to review and approval by the Architectural Control Committee Board in the same manner as any other improvement being constructed within The Vistas.

- D. Fences and Stains – All lots in The Vistas are required to follow general fencing guidelines and all fences shall be kept in good condition at all times. Acceptable fence materials include redwood and cedar, trex, and composite redwood. No chain link, woven wire, or any type of wire fence will be permitted, except for back yard pet

enclosures. No fence, wall and/or gate shall exceed 6 (six) feet or extend from the front of the single-family dwelling to the street. Replacement of wood fence posts or pickets with like material and in the same manner and location does not need approval from the ACC. All other materials, including but not limited to, change in material, location, design, stain color, shall be pre-approved by the ACC in writing.

Acceptable fencing stains shall be transparent or semi-transparent natural wood tones. Solid stains or stains with color added are not permitted.

Pre-approved colors - There are Behr Transparent and Semi-Transparent wood stains that can be used on wood fences. No approval by the ACC is needed if using one of these pre-approved stains. Any Transparent and Semi-Transparent wood stain outside the pre-approved stains will require approval by the ACC in writing.

- E. Garage Door Window Coverings – Garage door windows shall be clear, frosted or translucent. Written approval from the ACC will be required for opaque, tinted or colored materials used for window coverings.
- F. Gates – Gates shall not exceed 6-feet in height. Any deviation in materials, width and size of the gate must be approved in writing by the ACC. Requests to install gates larger than 4-feet in width in any area other than the cross fence on the garage side of the home, must be accompanied by a written statement from the homeowner indicating that they agree to abide by the CC&R's and will not store or park trailers or RV's behind a 6-foot fence on the non-garage side of the home.
- G. Home Additions, Sunrooms and Unattached Garages or Workshop - All home additions, sunrooms, and unattached garages or workshops will require approval by the ACC prior to being constructed. A home addition or improvement form with a detailed plot plan, showing the location, size, building materials etc., will need to be submitted to the ACC for approval. Approval for these type structures will be contingent upon the homeowner submitting to the Association a valid building permit from the City of Sparks.
- H. Landscaping – When making changes to your front yard landscape, homeowners are required to seek approval from the ACC prior to the work starting. A landscape request form with a detailed plot plan (must include location and type of all plants, trees, and other materials) be required to be submitted to the ACC for approval. Samples of rock, artificial turf or other materials may be required. Minimal landscape changes like adding a tree, bush or flowers can be done without seeking ACC approval.
 - 1. Drought tolerant landscape in the front yard will be allowed if it meets the following minimum requirements.

- a. Rock, bare ground and other inert materials such as DG (decomposed granite), concrete or pavers which does not appear to be the dominate landscape features.
 - b. Those homes requesting approval for a “dry-creek bed” theme will need a variety of rock sizes, including boulders to appear natural.
 - c. Overall plan should include varying sizes of materials, i.e. larger rock/boulders for dimension.
 - d. 20% of the plant material must retain its color throughout the season so there is year-round color.
 - e. A minimum of one tree and larger lot sizes may be required to have two.
 - f. 6 five gallon bushes and trees as part of the landscape. The Board can increase the plants/tree requirement based on the size of the lot.
 - g. At least an 18-inch rock border will be required around areas that abut sidewalks and driveways when requesting to install DG.
 - h. All grass, trees and plant material must have irrigation to it and must be maintained.
 - i. All landscape plans must conform to neighborhood standards.
2. Trees – The CC&R’s required a minimum of two 15 gallon evergreen trees be planted by the Contractor between the front lot line and the dwelling unit as part of the overall landscape plan. An exception to this requirement was made by the City of Sparks which allowed smaller lot sizes only had to have one tree in the front yard.
 3. Artificial Turf – Installation of artificial turf on any lot shall be by a licensed professional and must be approved by the ACC prior to installation unless approval is received by the ACC to install it without a licensed professional. If installing without a licensed professional the artificial turf must be installed per the manufacturer’s installation instructions. A sample of artificial turf and the instruction guidelines must be submitted to the ACC before approval will be granted when the work is not being done by a licensed professional. Artificial turf must be maintained and/or replaced so it does not become unsightly.
- I. Accessory Outbuildings and Sheds – Unattached accessory outbuildings may be constructed only as approved in writing by the ACC prior to the work commencing. A shed request form with a detailed plot plan showing the location of the shed, the setbacks from the home and surrounding fences and the minimum requirements below will be required to be submitted to the ACC for approval.
 1. A shed will be allowed if it meets the following minimum requirements.
 - a) A stick built, wood structure. Metal sheds are not permitted in The Vistas. Vinyl Sheds (derived from ethylene, or any of various compounds containing the vinyl group, typically highly reactive, easily polymerized, and used as basic materials for plastics) will be approved on a case-by-

case basis, and needs to meet all the shed specifications listed below with the appearance of a stick built shed.

- b) The base and trim color of the shed must match the existing base and trim house color.
- c) The roof must be double pitched with composition shingle color to match existing house.
- d) The shed must be behind a 6-foot fence with the height of the roof to be a minimum 3 and 12 pitch, with walls not to exceed 7 feet. Minimal deviations from this requirement may be allowed by the ACC.
- e) Sheds must be setback at least 18 inches from all fence lines.
- f) All attempts must be made to not obstruct a neighbor's view.
- g) Sheds over 200 sq. ft. will only be approved contingent upon the homeowner receiving a building permit from the City of Sparks. A copy of the permit will need to be forwarded to the Association for their records.
- h) Sheds attached to the house will only be approved contingent upon the homeowner receiving a building permit from the City of Sparks. A copy of the permit will need to be forwarded to the Association for their records.

- 2. Children's play structures do not need ACC approval. Enclosed play houses, if visible over a 6-foot fence will require approval from the ACC prior to being built. Minimum shed requirements will be required for enclosed play houses.

- J. Patio Covers, Gazebos, Sunrooms and Pergolas – All patio covers, gazebos, sunrooms and pergolas will require approval by the ACC prior to being constructed. Approval for attached structures, i.e. patio covers and sunrooms, will be contingent upon the homeowner submitting to the Association a building permit from the City of Sparks. Depending on the size of an unattached structure, a building permit from the City of Sparks may also be required.