

# ARCHITECTURAL CONTROL COMMITTEE GENERAL GUIDELINES

Adopted September 24, 2020

(Revised 08/13/2020)

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 fully completed written application with all required attachments (plot plan, paint swatches, sample rock, bark, artificial turf, etc.) is submitted by/before 12 noon on the Friday prior to the scheduled 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 or the application/request submitted is insufficient/incomplete. Homeowners that submit the required form and all 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. If the project has not been started within 18 months of receiving approval from the ACC, the plans will need to be re-submitted for approval and will be subject to the rules in place at the time of resubmittal. All improvements once commenced shall be pursued diligently to completion. Improvements once commenced and not completed within 90 days could be deemed a nuisance. If additional time is needed, a homeowner shall submit a written request for an extension for review and consideration by the ACC. 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; when such a permit is required, final approval will be contingent upon the homeowner submitting a copy of the appropriate valid City permit.

The following design guidelines shall be considered by the ACC when approving or rejecting any improvement request. These guidelines shall not be applied retroactively to pre-existing approved improvements.

## DESIGN GUIDELINES

**A. Driveways** – Homeowners whose concrete driveways are in need of repair/replacement will be required to submit for approval from the ACC if they are using a product other than standard broom finished concrete (i.e. stamped colored concrete, brick, basalt, pavers, etc.). All resurfacing products, concrete stains or finishes and materials other than broom finished concrete will need prior approval by the ACC. A completed Home Additions or Improvements form will need to be submitted with product information, color choice and material samples included for the ACC review and approval; a valid City of Sparks permit **must** be provided to the ACC when applicable.

**B. Exterior Paint Colors** – All paint colors **must** be approved in writing from the ACC, even if painting with the same/existing colors, before painting begins. A completed Request for Paint Approval form with sample paint color swatches/chips are **required and must** be submitted to the ACC for review and approval. If a color match is being done, a sample of the exact color mixed must be submitted; the ACC will not accept the manufacturer's standard color swatch card 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.

**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 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 as well as 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. A completed Home Additions or Improvements form will need to be submitted with product information, color choice and material samples included for the ACC review and approval, unless replacing existing doors or windows with like-for-like product/materials and design (i.e. gridded windows for gridded windows, etc.) and color.

**D. Solar Panels** – A Home Additions or Improvements form with detailed information as to the location of where the panels will be placed on the roof is required for review and approval by the ACC. Solar panel approval is contingent upon **all** conduit being placed out of view.

**E. 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 are Redwood, Cedar, Trex, and Composite Redwood. Fence materials **shall** consist of vertical, dog-eared fence pickets/boards only, no chain link, woven wire, or any type of wire fence will be permitted, except for back yard pet enclosures. **No fence or wall** shall exceed 6 (six) feet in height or extend from the front of the single-family dwelling to the street. Replacement of wood fence posts or pickets/boards with like material and in the same exact manner and location does not need approval from the ACC. All other materials, including but not limited to, change in fence product, location, design, stain color, shall require a Landscape Change Request form to be submitted with product information, stain color choice and material samples included for the ACC review and consideration prior to the commencement of any work; a valid City of Sparks permit **must** be provided to the ACC when applicable.

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, color samples are generally available in the Association office. No approval by the ACC is needed if using one of these pre-approved stains. Any Transparent and Semi-Transparent wood stain brand or color outside the pre-approved stains **will require approval** by the ACC in writing.

**F. Gates** – Gates shall not exceed 6-feet in height, materials shall consist of vertical, dog-eared fence pickets/boards only; any custom gates that may exceed 6-feet in height must be reviewed and approved on a case-by-case basis. Any deviation in materials (refer to line item E., Fences and Stains), 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 governing documents of the Association (CC&R's, Rules and Regulations, etc.) and **will not store or park** vehicles, boats, trailers or RV's behind **any fence or gate on the non-garage side of the home.**

**G. Garage Door Window Coverings** – Garage door windows **shall** be clear, frosted or translucent. Written approval from the ACC will be required for opaque or tinted windows. No other window covering materials will be permitted or allowed.

**H. Home Additions, Sunrooms and Workshops or Unattached Garages** - All home additions, sunrooms, workshops, unattached garages or any enclosed structure used to cover/park motorized vehicles 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 review and consideration. Approval for these type structures will be contingent upon the homeowner submitting to the Association a valid building permit from the City of Sparks. **Homeowners are responsible** for working with the City of Sparks to identify all applicable city/code requirements and obtain necessary permits if applicable before requesting ACC/HOA review and approval.

**I. 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 Change Request form with a detailed plot plan (must include location and type of all plants, trees, and other materials, i.e. DG, rocks, etc.) is required to be submitted to the ACC for review and approval. Samples of DG, rock, artificial turf or other materials **shall** 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 dominant 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; larger lot sizes may be required to have two.
- f) 6 five-gallon bushes and trees must appear in the desert scape (i.e. rocked, DG, barked, etc. areas) as part of the landscape. The Board can increase the plants/tree requirement based on the size of the lot.
- g) **A minimum** 18-inch rock border **shall** be required around areas that abut sidewalks and driveways when requesting to install DG.
- h) All grass, trees, plant life and foliage **must** be maintained and have properly installed, fully operational irrigation/sprinklers to them.
- 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 **that** smaller lot sizes only had to have one tree in the front yard. This section is subject to review on a case-by-case basis.

3. Artificial Turf – **The minimum**, acceptable thickness, density and longevity requirements for artificial turf is a “Face Weight” of 52 oz. or higher. A sample of the artificial turf and the instruction guidelines must be submitted to the ACC before approval will be granted. Artificial turf **must** be maintained and/or replaced so it does not become unsightly.

J. Accessory Outbuildings and Sheds – Unattached accessory outbuildings or sheds may be constructed only as approved in writing by the ACC prior to the work commencing. An Accessory Outbuildings and Shed Request form with a detailed plot plan showing the location of the accessory outbuilding or 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 paint colors.

- c) The roof must be double pitched with composition shingle color to match existing house roof color.
- 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 considered by the ACC on a case-by-case basis.
- e) Sheds **setbacks shall be in accordance with the City of Sparks requirements**; see City of Sparks Code regarding “Location of Accessory Structures” for required setback and location.
- 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 **must** 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 **must** be forwarded to the Association for their records.

2. Children’s play structures do not need ACC approval. Enclosed playhouses, 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 playhouses.

**K. Patio Covers, Gazebos, Pergolas, Arbors and Trellises** – All patio covers, gazebos, pergolas, arbors and trellises will require review and approval by the ACC prior to being constructed. A completed Home Additions or Improvements request form **must** be submitted with a detailed plot plan showing location, photos and product information, stain or paint color choice and material samples (if applicable) for the ACC review and approval prior to the commencement of any work. Approval for attached structures, i.e. patio covers, 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. **Homeowners are responsible** for working with the City of Sparks to identify all applicable city/code requirements and obtain necessary permits if applicable before requesting ACC/HOA review and approval. **\*These structures are not approved to be used as carports or garages.**