

# MOUNTAINSIDE HOMEOWNERS ASSOCIATION

## Architectural Change Request Application Cover Letter to Homeowners

Dear Homeowner:

As you begin the application process to improve your property, the members of the Architectural Review Committee (ARC), want to make your experience as pleasant as possible. We also want you to know that we are here to help you should you have difficulty in understanding or filling out the forms.

Improvements made to your property would include, but are not limited to, additions, modifications, and alterations (including paint colors) to residential dwellings, detached garages, utility buildings, fences, walls, patio covers, decks, balconies, gazebos, pools (in ground and above ground) and spas, play and sport equipment, as well as landscape planting, any front yard sidewalks and other concrete work, all masonry and gates.

Before developing and submitting your application packet to the ARC, YOU ARE ADVISED to read the Mountainside Homeowners Association (MHOA) Covenants, Conditions, and Restrictions (CC&Rs) and Architectural Standards and Guidelines (AS&Gs).

The ARC will review your application against the above mentioned documents to ensure that the proposed plans conform harmoniously to the exterior design and existing materials of the buildings in the Mountainside Community. In addition, the City of Henderson requirements will also be taken into consideration. In doing so, it is the intent of the ARC to preserve and improve the design of our community, which will aid in ensuring preservation of property values.

The ARC Application Packet contains five (5) forms

- 1) Cover Letter – Cover Letter to Homeowners
- 2) Page 2 –Application Checklist
- 3) Page 3 – Change Request Form
- 4) Page 4 - Indemnification Form
- 5) Page 5 – Neighboring Homeowner Awareness Form

When completing the application packet, please use the ARC packet checklist (page 2) to help ensure your packet is complete. Incomplete applications or missing information will result in a delay in the approval process. Where applicable, samples of material, color of material, and sample paint colors MUST be included in the submitted application packet.

Although the ARC will make every attempt to approve your request as soon as possible, please beware that in accordance with the CC&R's, the Approval process can take up to forty-five (45) days. **PLEASE BE ADVISED: WORK CAN NOT BEGIN UNTIL YOU HAVE RECEIVED A WRITTEN APPROVAL LETTER FROM THE ASSOCIATION.**

Again, should you have any questions concerning your improvement or application request, please do not hesitate to contact the Management office or the ARC.

Thank you,  
MHOA Architectural Review Committee

# MOUNTAINSIDE HOMEOWNERS ASSOCIATION

## Architectural Change Request Application Application CheckList

The checklist items below are provided to assist you in preparing your submittal.

### Architectural Change Request Forms:

- Page 3 - Change Request form (Note: this form must be completed in its entirety).
- Page 4 - Indemnification Form for Pools, Spas, Walls, Additions, Etc. (when applicable)
- Page 5 – Neighboring Homeowner Awareness Form

### Plans to include:

- Elevation Drawing of the Improvement
- Size and types of materials to be used
- Site plan depicting the improvement on the lot
  - In conjunction with property lines, residence, and any other existing permanent improvements
- Actual dimensions (height, length, width) must be shown
- Exterior colors and finishes must be provided

### Landscape Plans to include:

- Depict lot size and shape
- Show residence
- Show property lines
- Show existing walls and fences
- Landscape materials (such as sod, tree, and shrub types)
- Sizes and locations of above must be provided
- Irrigation and lighting must be shown
- Proper hard surface areas (driveways, parking areas, sidewalks) must be shown

### Material Samples where applicable:

- Color paint chip
- Type of rock to be used
- Pictures of gazebos
- Pictures of pools and or spas
- Pictures of patio cover

### **IMPORTANT - PLEASE NOTE THE FOLLOWING:**

**1) In accordance with the Architectural Standards and Guidelines, one original plus one (1) copy of the ARC application must be submitted. If two (2) complete sets of the application are not submitted, the original application will be returned to you.**

**2) Where applicable, material samples and paint colors MUST be provided with your application.**

**3) To avoid any delays in processing your application request, the request must be as descriptive and precise as possible.**

**4) AN INCOMPLETE APPLICATION PACKAGE WILL DELAY THE REVIEW PROCESS.**

MOUNTAINSIDE HOMEOWNERS ASSOCIATION  
Architectural Change Request Application  
Change Request Form

Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

I hereby request approval of the construction and /or installation of the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This improvement must comply with all city, county, and state building ordinances and may require a building permit. It is the homeowner's sole responsibility to research and obtain all applicable documents prior to the commencement of the project. Work cannot commence until an approved letter is received from the Mountainside Homeowners Association.

\_\_\_\_\_  
Homeowner signature

\_\_\_\_\_  
Homeowner Signature

Send your completed notification to:

P&G Association Mgmt.  
129 W. Lake Mead Pkwy #16  
Henderson, NV 89015  
Phone: 702.202.4330 / Fax: 702.202.3910  
Email: [madeline@pandgmanagement.com](mailto:madeline@pandgmanagement.com)

DO NOT WRITE BELOW THIS LINE

Check if this is an "AS BUILT" (After the Fact) Submission

APPROVED \_\_\_\_\_ DECLINED \_\_\_\_\_ for the following reason(s):

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mountainside Homeowners Association Architectural Review Committee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Routing:

Date Received by ARC: \_\_\_\_\_

Date Returned to Management: \_\_\_\_\_

Date Homeowner Notified: \_\_\_\_\_ (E-mail / Letter)

Other Activity: \_\_\_\_\_ Date: \_\_\_\_\_

# MOUNTAINSIDE HOMEOWNERS ASSOCIATION

## Architectural Change Request Application Indemnification Form for Pools, Spas, Walls, Additions, Etc.

Date Received:

If a homeowner requests approval to gain entrance to their property through public or common area property to install a pool or any other structure on the homeowner's property, the homeowner shall abide by the following:

- Owner or subcontractor must post a bond or deposit in certified funds in the amount of Five Hundred dollars (\$500.00), to be held by the association's management firm until the ARC committee has approved the completed work.
- Submit fully executed indemnification agreement.
- The homeowner's wall shall not be down longer than **45 days**. Under no circumstances is a wall along **Magic Way and/or Newport and/or Racetrack** to be breached. Flood walls, under no circumstances are ever to be breached.
- Association Management firm will return the deposit at the direction of the ARC Committee at the time of completion less any expenses or repairs incurred by the Association in relation to the improvements.
- Permission to breach the applicable wall will **not be granted** if backyard can be accessed through side return wall.
- Upon approval, please confirm with the management company your construction start date.

Name of Contractor Performing Work: \_\_\_\_\_

Homeowner's signature: \_\_\_\_\_

Address: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

APPROVED \_\_\_\_\_ DECLINED \_\_\_\_\_ for the following reason(s):

Comments: \_\_\_\_\_

Mountainside Homeowners Association Architectural Review Committee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Application Routing :

Date Received by ARC: \_\_\_\_\_

Date Returned to Management: \_\_\_\_\_

Date Homeowner Notified: \_\_\_\_\_ (E-mail / Letter)

Other Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Other Activity: \_\_\_\_\_ Date: \_\_\_\_\_

# MOUNTAINSIDE HOMEOWNERS ASSOCIATION

## Architectural Change Request Application Neighboring Homeowner Awareness Form

As a courtesy, the attached plans were made available to the following neighbors for their review. Should any neighboring homeowner object, he/she may so indicate on the form or may send a written communication to the Mountainside Homeowners' Association ARC if he/she so desires.

**An impacted homeowner does not have the veto power over the proposed improvement; rather his/her concerns are a factor to be considered by the committee.**

**If the neighbor is not the homeowner of legal record, contact MHOA Management for homeowner contact information.**

### Adjacent Homeowner (right side)

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: \_\_\_\_\_

### Adjacent Homeowner (left side)

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: \_\_\_\_\_

### Adjacent Homeowner (rear side)

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: \_\_\_\_\_

### Adjacent Homeowner (front side/facing)

Printed Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: \_\_\_\_\_

I \_\_\_\_\_ (print your name) hereby certify all pertinent homeowners have seen the complete set of plans I am submitting to the Mountainside Homeowners' Association ARC committee for approval. I understand homeowner's objections **do not**, in them selves, cause denial; however, the ARC will contact the homeowners to discuss and determine their objections and their appropriateness, if necessary.

Your Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_