

# University Ridge Homeowners Association

## Architectural Review Application Form

All improvements constructed or placed on any lot or parcel **must first have the written approval of the Architectural Review Committee (ARC)**, as well as meeting all relevant City and County Codes. Such approval shall be granted only after written application has been made to the ARC via submittal of this completed form and required documentation. Supporting documentation may include the following: complete plans and specifications showing the location of all current structures on the lot; location of the improvement proposed to be constructed; proposed material staging area, color and composition of all exterior materials to be used; a detailed landscape plan, including tree species and their height and width at maturity; and a set of plans and specification showing the location of the vehicle to be stored. With respect to any application, ARC guidance must be strictly followed. If requested by the ARC, applications must be re-submitted. Please review and follow the University Ridge Homeowners Association (URHOA) documents: Covenants, Conditions, and Regulations (CC&R's), Rules & Regulations, "Guidelines to Making External Changes", URHOA Approved Trees, Shrubs, & Ground Cover List (April 2021) before submitting an application. These documents are at: <https://universityridgehoa.com/> For color palettes with approved paint colors, please contact Equus Management listed at the end of this form.

Date \_\_\_\_\_  
Date of Application

Date \_\_\_\_\_  
Date Received by Management Company

Name of Applicant \_\_\_\_\_  
(Home or Lot Owner)

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

Address of Proposed Improvements \_\_\_\_\_

Telephone Numbers \_\_\_\_\_  
Home Work Cell

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

Project Description/Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Painting Request:

For each location, list your paint selection by manufacturer, color name and color number, for example: Kelly-Moore, 27 Bone, LRV69.

ANY LINE LEFT BLANK INDICATES THAT THIS LOCATION WILL NOT BE REPAINTED.

Color palette name and number for this location within the HOA: \_\_\_\_\_

Color of roof tile or shingles: \_\_\_\_\_

#### Location to be repainted

#### Proposed paint color

Stucco or siding (body of house):	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____
Trim/pop-outs (raised accents on stucco):	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____
Fascia (wood strip at roof line):	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____
Gutters:	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____
Garage doors:	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____
Front door:	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____
Service doors:	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____
Shutters (if any):	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____
Other (corbels, ornamental lattice, etc.):	<input type="checkbox"/> Same	<input type="checkbox"/> New color: _____

## Vehicle Storage Request:

Vehicle Type (e.g. RV, trailer, boat, etc.- see **Rules & Regulations, Part III, Section 4**) \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Length\* \_\_\_\_\_ Year \_\_\_\_\_

\*List the length of the vehicle in feet, as specified by the manufacturer.

Address of proposed storage \_\_\_\_\_

Is this vehicle to be used for any commercial purposes?  YES. Name of company: \_\_\_\_\_

No.

### Acknowledgements from three (3) neighbors:

Please obtain acknowledgements from three (3) neighbors whose properties are within view of your project/property. Their signatures on this form acknowledge only a **courtesy notification** of your proposed project and do not indicate either their approval or their disapproval of your proposal.

If you are proposing a structural or landscaping change on a property line or within the setback (generally five feet from the property line) you must obtain (or make good efforts to obtain) acknowledgement from the owner of the adjacent property. In cases of vacant lots or rentals, the HOA can provide the owner's mailing address on record.

If a neighbor refuses to sign or cannot be contacted, please note that below, along with their address.

1. Printed name:

Signature:

Address:

E-mail (if available):

2. Printed name:

Signature:

Address:

E-mail (if available):

3. Printed name:

Signature:

Address:

E-mail (if available):

Date Reviewed by the ARC \_\_\_\_\_

Approved

Denied

Comments \_\_\_\_\_

Note: All approved projects must begin within 120 days and be completed within one year from the date of approval by the ARC unless noted otherwise.

Called to pick up \_\_\_\_\_ Mailed \_\_\_\_\_ E-mailed \_\_\_\_\_

**Please submit the completed application and required documentation by one of the following delivery methods: a) email to Matt Kramer, Community Manager at Equus Management Group at [matt@equusmanagement.com](mailto:matt@equusmanagement.com), b) mail at University Ridge HOA c/o Equus Management Group, Attn: Matt Kramer, 5480 Reno Corporate Dr., Ste. 100, Reno, NV 89511, c) fax: 775-852-4901, or d) physically drop it off at the Equus Management office in Reno, NV.**

Thank you for your cooperation with plan submittal. Please note that approval by the ARC is not a substitute for any required City of Reno permit or permit requirement. If you have any questions, please contact Equus Management Group at 775-852-2224.

Last revised 1/20/22 (TWB)