

THE WYNDGATE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW PROCESS

According to the Wyndgate Covenants, Restrictions and Conditions (CC&R's), Section 7.1 "No construction, alteration, grading, landscaping, addition, excavation, modification, decoration, redecoration or reconstruction of any exterior Improvement on any lot within the Properties shall be commenced or maintained, until the plans and specifications therefore showing the nature, kind, shape, height, width, color, materials, roof type and location of the same shall have been submitted to the Architectural Review Committee and approved in writing by the Architectural Review Committee."

The Architectural Review Board has 45 days in which to review your plans, so you will want to plan in advance the time of when you wish to make your changes. Usually, the Board can review your application within two weeks.

Following are some helpful hints for filling out our application:

Structural, Decorator and Other Items

- Use a plot plan of your home or a scaled drawing of your house including property lines.
- Show all dimensions of the item.
- Show all measurements from the item to the house and from the item to all property lines.
- Provide a sample, if possible (rock, brochure of item, color chips).
- Describe or show a sample of the color, type and texture of material used.
- If an item, such as a storm door, is not a matched color to your house, submit paint chips or a picture showing the color of the house along with the paint chip color or picture of the door.
- Use additional sheets of paper or graph paper, as needed.

If you have questions regarding this process, call Gaston Wilkerson Association Services Office at 323-4355. We will be happy to review your plan before it is submitted. Our office location and mailing address to submit your application is 100 Washington Street, Suite 200, Reno, NV 89503 or you may fax your application to 323-4356.

Your neighbors and the Association thank you for your cooperation in the preservation of our community!

**THE WYNDGATE HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW APPLICATION**

Name of owner(s): _____
Address of lot: _____
Address of owner: _____
(if different from lot)
Work phone: _____ Home phone: _____
Fax: _____ Email: _____

Instructions:

1. Complete all information on the architectural review application form.
2. Describe all the architectural installation/modifications for which you are applying. You need to be as specific as possible. Please list materials, colors, textures, heights, types of plants, rocks, etc. The more detail you submit, the less likely your application may be returned to you for more information. (If you need more space than allowed, please continue on another sheet of paper.)
3. Submit all the architectural plans, plot plans or drawings showing dimensions of property (two copies), drawn to scale (show accurate measurements of applicable structure(s) as well as any setbacks from fencing, the house and other related structures. Please include the following, if applicable:
 - a. Your name and lot address
 - b. Architect/engineer name and registrations
 - c. Scale and legend
 - d. Provide a plan view and/or elevation view
 - e. Note any material specifications
 - f. List of plants, trees and shrubs in common name
4. All improvements must abide by the P.U.D. guidelines and the Covenants, Restrictions, and Easements, also known as the CC&R's, issued to you upon closing.
5. Read "Conditions and Requirements" (at bottom of page), sign application and send or deliver copies to:

The Wyndgate Homeowners Association
100 Washington Street Suite 200
Reno, NV 89503

CONDITIONS AND REQUIREMENTS

Owner hereby understand and agrees that: NO improvement, alteration or landscaping be installed or altered on any lot/unit by an owner until plans have been submitted and approved by the Architectural Review Committee. All plans must be submitted in writing, providing a complete and signed application, a scaled drawing, and a detailed description of installation/modifications, including heights, shapes, locations, specifications of materials, colors, textures, types of plants, trees rocks, drainage changes and other details affecting the projects. Any application deemed incomplete or unclear may be returned to the applicant for additional information and be denied until such conditions are remedied and approved. The Committee has the right to approve application in part or with special conditions. All improvement, alterations, or landscaping shall conform to Associations' Governing Documents, with responsibility for any agency approvals/permits or code compliance's being solely the owners. Any costs, maintenance, repairs or replacement of approved improvements, alterations or landscaping is the owner's responsibility. In case of violation of the Governing Documents pertaining to architectural and/or landscape changes, non-compliance of permits or codes, or deviation from approved plans, the Association reserves the right to intercede, after any required hearings, and bring the owners landscaping, modifications or additions into compliance. Any costs arising from such action, including legal fees, shall be assessed directly to the owner.

