



Architectural Review for Residential and Non-Residential Project Plans

The Caughlin Ranch Homeowners Association is pleased you have decided to improve your property at Caughlin Ranch. To ensure the highest quality for the Caughlin Ranch, prominent planners, architects, and engineers were employed to design the layout of the residential and non-residential land uses, common areas, and other improvements around the natural and enhanced environments of this area. The Caughlin Ranch Association wishes to extend the high standards of design with the architectural review of all exterior improvements by a committee comprised of design specialists (the Caughlin Ranch Architectural Control Committee or ACC).

Caughlin Ranch architectural review is intended to assist you as well as protect the property values of the community. When reviewing your plans, the ACC members may make suggestions or require changes to your plans; all comments will reflect careful consideration by the members of the ACC. Please review the following requirements for plan submittal:

1. Please read the Caughlin Ranch CC&Rs as well as any Supplemental Declarations before proceeding with any changes to the exterior of the residence. All exterior home and landscaping changes require prior written approval from the ACC. Submittals for projects must go through the design review process.
2. Before proceeding with the architectural design of the project, it is also recommended that you check with CRHA staff regarding setbacks, height and various restrictions which may be different from the City of Reno or Washoe County requirements. In the event of any discrepancies, Caughlin Ranch requirements must be met, unless the ACC members determine a variance is warranted. See the CC&Rs regarding variance requests.
3. The ACC requires that a narrative request be included with the plans. All plans should be drawn to scale. Exterior material samples may be required. A plan review fee may also be required, please check with CRHA staff. ACC requires 3 full-size drawings as well as the drawings in PDF format on a disk or you may email them to kim@caughlinhoa.com.
4. The ACC requests a photo / photo of the affected area to be included with your submittal.
5. Requests can be submitted electronically. Please e-mail the submittal to kim@caughlinhoa.com with "**ACC Submittal**" and your property address in the subject line to ensure the e-mail is processed in a timely manner. If your request requires a material sample, the sample can be dropped off at the Association's office, Monday-Friday, 8am-5pm. Please make sure the property address is clearly identified on the sample.
6. Any revisions required by the ACC must be made to the plans and resubmitted for review. **Construction must not begin prior to receiving final written approval.**
7. The ACC typically meets the second and fourth Thursday of every month (please call to confirm). Plans must be submitted by Noon on the Monday prior to the meeting to be placed on the agenda.
8. Owners of homes that are located in sub-associations - must first obtain approval from the sub-association Board prior to submitting your request to Caughlin Ranch Homeowner Association.

If you have any questions, please contact the Association's staff at 775 746-1499.

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