

HIGHLAND RANCH
HOMEOWNERS' ASSOCIATION

Architectural Standards Manual (ASM)
Landscape manual
And Property Usage Rules (PUR)

**HIGHLAND RANCH HOMEOWNERS' ASSOCIATION
ARCHITECTURAL STANDARDS (ASM)
LANDSCAPE MANUAL
PROPERTY USAGE RULES**

<u>Table of Contents</u>	<u>Page</u>
Architectural Standards	1
Landscape Manual	11
Property Usage Rules	16

IMPORTANT: Before building anything on your lot you must review the Architectural Standards in effect at that time. You could be fined, and required to remove anything that you build without Design Committee approval.

A current copy of the Architectural Standards starts on the next page. Because Architectural Standards change from time to time, you should review a current copy when you plan to make improvements on your lot.

HIGHLAND RANCH HOMEOWNERS' ASSOCIATION **ARCHITECTURAL STANDARDS (ASM)**

IMPORTANT: Before building anything on your lot, you must review current Architectural Standards in effect. The Association may require you to remove a project built without approval or impose a fine against you. The Association recommends that you contact the office to make sure that your copy of this manual is the current edition.

HIGHLAND RANCH HOMEOWNERS' ASSOCIATION ARCHITECTURAL STANDARDS (ASM)

The Board of Directors on an individual basis will Consider new items and items not listed. The Design Committee will consider variances, additions and modifications to these regulations.

This document is updated from time to time, so check At the Association Office to see if your copy is current before applying for a Design Committee permit.

The following Standards describe permitted building operations and the requirements for approval by the Design Committee (the Committee). Exempted projects are also listed in this manual. All items requiring approval require a written permit (a DC permit) before building operations commence. The Association Board of Directors may impose a fine or order the removal of structures built without a DC permit.

Articles V and VI of the First Amended and Restated Declaration of Covenants, Conditions, and Restrictions of Highland Ranch (CC& Rs) dated April 29, 1994, establish the Architectural Standards and the Committee. The Board of Directors of Highland Ranch Homeowners' Association appoints the Committee.

These Architectural Standards do not replace, but instead add to the laws of Washoe County, the State of Nevada, the Federal Government and the Property Usage Rules of Highland Ranch. The Committee is not an enforcement agency of the rules of other governmental bodies, but will not approve or disapprove any project in direct contravention of these laws. Article VI, Section 10 of the CC&Rs describes the circumstances under which variances may be granted to these Standards.

Backyard, as used in this document, means any portion of the lot between the back of the house and the rear fence, covering the full width of the lot. **Side Yard** refers to the remainder of the lot enclosed by the original fences installed by the builder, not including the back yard.

Invisible means structures that extend less than 5 feet above the home's first floor carpet and are located in the side or backyard behind the 6 foot fence as originally installed by the builder. **Visible** means all other locations on the lot, including the upper story of two story homes.

All building operations must be completed, properly maintained and give the appearance of being built to construction industry standard practices.

Classes of Building Operations

Exempt means that the building operation is allowed without a DC permit.

A DC permit is required means that a permit from the Committee is required before a particular building operation can begin. The Committee is likely to issue a permit if the particular building operation complies with the document. DC permits are good for one year from the date of approval to completion of the project. Under extenuating circumstances, the Committee may grant a six month extension.

Washoe County permits may be required for some projects and can be contacted at 323-2020

Architectural Standards

A1 Additions

A DC permit is required. The following restrictions apply:

- a. Additions must not exceed a total maximum of 800 square feet.
- b. Additions must be directly connected to the initial construction Without intervening porches or breezeways.
- c. Additions must not extend the structure more than 22 feet above the home's first floor carpet.
- d. There may be only one kitchen per residential lot.
- e. Additions must match the home in color, trim design, siding material roof material and color and roof pitch.
- f. Additions must be only on the backside or top of the home and must not extend the home closer to the street or block the 12 foot
- g. Garage doors, if any must match the home's original garage door, except that glass can be added or deleted from the top panel.
- h. See **Coverage** for additions and restrictions.

A2 Animal Cages

Animal cages and dog runs are exempt if invisible.

A3 Antennas and Satellite Dishes

A DC permit is not required if size of dish is 39.37 inches or less in diameter. All other sizes require a DC permit. No activity will be conducted on any lot which causes an unreasonable interference with television, radio or telephone reception on any neighboring lot.

A4 Basketball Backboards

Basketball backboards are exempt when behind the 6 foot fence. A DC permit is required to place them over the garage door of one story homes, but with a reminder that damage done to the garage, garage door and light must be promptly repaired. Portable units are not to be left in the streets or on the sidewalks when not in use.

A5 Christmas Lights and Christmas Decorations

Exterior Decorative light strings and decor may only be up for 3 months, From November 1st through January 31st of the next year.

A6 Clotheslines

Invisible (see definition in cover letter) exterior clotheslines are exempt. Clotheslines within a garage, screened from public view, may be erected or maintained, and are exempt. Clotheslines may not be attached to the builder installed fence or house.

A7 Concrete Flatwork

Concrete flatwork is exempt. A DC permit is required for concrete flatwork between the driveway and the property line away from the front door. A DC permit is required for decorative concrete flatwork in the area between the front door and the street; no more than 20 % of the area may be covered. Decorative concrete flatwork is considered material such as brick, pavers, flat stone, act.

A8 Coverage

Ground covered by sheds, gazebos, covered swimming pools, sunrooms, covered or enclosed decks, garages, additions, greenhouses and any other covered construction, must be limited as follows:

- a. Such construction, including the home, must not cover more than

- 40% of the surface area of the lot.
- b. Such construction, excluding the home, must not exceed either the size of the home, or 1500 square feet.
 - c. Such construction may be placed in the back yard (see definition in cover letter) and must be at least 10 feet from the home except additions, and must be at least 5 feet from the side and back fences; in some cases, Washoe County *setbacks* may be more restrictive and may not be enforced by Washoe County. The aforementioned Structures may not be placed in the side yard (see definition of backyard in cover letter).

A9 **Decks (Front Yard)**

A DC permit is required for front decks, subject to the following restrictions:

- a. Front decks must not exceed 160 square feet, must not extend beyond the sidewalk of the home and must not extend in front of the garage.
- b. Front decks must not be covered.
- c. Front Decks may be enclosed no higher than 36 inches. Material used to enclose the deck up to 36 inches high must be pickets, rails or wood lattice. Such material must be stained redwood (or equivalent) or painted the exterior colors of the home.
- d. The walking surface of the front deck must not be higher than the front porch of the home.
- e. The walking surface must be concrete, brick wood block or any other permanent construction

A10 **Decks (Second Floor)**

A DC permit is required for decks on the back of two story homes and on the second story subject to the following restrictions:

- a. Stairs from the deck to the ground may be included, provided the deck is at least 80 square feet in size.
- b. Such construction, including stairs, must not extend beyond the sidewalls of the back of the two story portion of the home.
- c. Such construction must not be covered.
- d. Such construction must meet Uniform Building Code requirements. Materials used for this purpose must be picket or rails. Such materials must be stained redwood (or equivalent) or painted the Exterior colors of the home.
- e. The walking surface of the deck must be at the same height as the

- second floor of the home
- f. The walking surfaces must be wood or other suitable permanent construction.

A11 **Decks and Patios in Backyard**

A DC permit is required subject to the following restrictions:

- a. The entire construction, including railings, is exempt if uncovered and less than 5 feet above the home's first floor carpet, however, Washoe County will require a permit and plans stamped by Highland Ranch.
- b. If covered to provide shade, but still allow rain to pass through, covering should be 2 x 2 boards or lattice work. Other covering material such as aluminum and plastics will be evaluated on a case-by-case basis. If covered the structure may not extend beyond the width of the home.
- c. If covered to keep out rain, roof pitch must be at least 2/12 and no more than 4/12, and must meet all of the requirements stated above.
- d. If covered see **Coverage** for additional restrictions.

A12 **Fencing**

Nothing visible from the street or adjacent lots, or that could cause damage to the fence, may be attached to the builder installed fence.

A13 **Fencing (Front Yard)**

A DC permit is required.

- a. Fencing must be picket or split rail fencing no higher than 4 feet, or solid 3 foot fences, wood, decorative block or rock no higher than 2 feet.
- b. Fences on top of retaining walls may be only picket or split rail.
- c. Fences must be stained to match the 6 foot back and side yard fencing, or picket fences may be painted white or the same color as the house.
- d. Other fence materials will be evaluated on an individual basis. A DC permit is required for relocation of fences facing the street, and then only if there is no significant visual affect from the street and neighbors.
- e. Total height of multiple retaining walls and/or fences on the same slope may not exceed 4 feet.

A14 **Fencing (Back and Side Yards)**

Such fencing if less than 6 feet tall is exempt.

A15 **Fireplaces and Stoves**

A DC permit is required as well as a Washoe County Permit.

A16 **Front Yard Decor**

A DC permit is required for any front yard decor that is 36 inches in height. (For example, fountains wishing wells, etc.). Items over 6 feet are not allowed.

A17 **Garage Conversions**

Garage doors must not be modified in any manner that changes the exterior appearance or causes the door not to operate as originally installed. Washoe County requires that a "garage may not be converted to other living space until a replacement garage has received a certificate of occupancy."

A18 **Garages (New)**

A DC permit is required for new garages under restrictions of Washoe County, Highland Ranch CC&Rs and the following:

- a. Such structures must consist only of a garage area and a bathroom.
- b. No kitchen or sleeping areas allowed in such structures.
- c. The permitted bathroom may have only a toilet and a sink. bathtubs and showers are not allowed.
- d. Such structures must not exceed 1500 square feet or 1 story.
- e. The height of such structures must not exceed 16 feet above the home's first floor carpet.
- f. The garage slab in such structures must be from 0 to 2 feet above the home's garage slab.
- g. The intersection of the top chord of trusses and eave-end walls must be at least 8 feet above the sheathed floor.
- h. Additions must match the home in color, trim, design, siding material, roof material, color and roof pitch. Structure must have the appearance of a garage and/or shed.
- i. See **Coverage** for additional restrictions.
- j. Window trim on such structures must be a single course of 1 x 4.

- k. Garage doors on such structures must be no larger than 8 feet tall and 16 feet wide, and must match the appearance of the original garage door on the home.
- l. Such structures must not have windows larger than 4 feet x 4 feet and must not have any windows within 2 feet of any other window.
- m. Such structures must not have sliding glass doors.
- n. Such structures must comply with the current version of the uniform Building Codes.

A19 Gazebos

A DC permit is required for gazebos.

- a. Size must not exceed 12 feet x 16 feet and no portion may be more than 10 feet above the home's first floor carpet.
- b. Homemade gazebos must match industry standards for appearance and durability.
- c. Must meet required setbacks of at least 10 feet from the house and at least 5 feet from both side and back fences.

Such structures are not allowed in the side yard.

A20 Greenhouses

A DC permit is required.

- a. Greenhouses may only be in areas that would be considered *invisible*.
- b. The size must not exceed 400 square feet or be taller 7 feet above the home's first floor carpet.
- c. Reflective materials other than glass may not be used for such construction. See **Coverage** for additional restrictions.

A21 Gutters and Downspouts

These are exempt as long as the materials used match the house colors and/or white.

A22 Interior Changes

Interior changes are exempt unless the exterior of the home is changed, in which case a DC permit is required.

A23 **Lighting**

A DC permit is required before lampposts are allowed. Landscape lighting is Exempt as long as they do not exceed 18 inches in height. Exterior light fixture changes are exempt as long as the lighting is coach lights. (Black or Gold)

A24 **Painting**

A DC permit is required for any exterior paint change.

- a. Repainting a home exterior with the original base and trim paint is exempt.
- b. Paint colors must be consistent with the original color schemes allowed throughout Highland Ranch.
- c. Front door change is exempt only when the whole door is painted all white, existing house trim or base.

A25 **Paving**

A DC permit is required.

- a. Concrete paving may be permitted by the vehicle gate.
- b. Such paving requires a Washoe County permit and must be done in such a manner that it does not interfere with the drainage of rain or snow melt to the street.

A26 **Planter Boxes**

A DC permit is required for permanently built planter boxes in front landscaping and must be stained to match the existing fence or be painted to match house colors.

A27 **Playhouses**

These are exempt if located in the backyard and meet the following Guidelines:

- a. Must be behind the 6 foot fence.
- b. Must not cover more than 100 square feet of ground.
- c. Must not be taller than 10 feet above the home's first floor carpet.
- d. See **Coverage** for additional restrictions.

A28 **Playground Equipment**

Such equipment is exempt if located in the backyard and behind the 6 foot fence.

A29 **Ponds**

A DC permit is required if located in the front yard landscaping.

A30 **Porches and Walkways**

A DC permit is required.

- a. If covered or not, these structures must not be enclosed.
- b. Lattice and/or trellises around such areas.

A31 **Retaining Walls**

A DC permit is required

- a. For all retaining walls exceeding 30 inches in height. Railroad ties may be used in retaining walls as posts, but no more than 4 feet; or flat between posts, but no more than two feet high.
- B. If retaining walls are made of wood or redwood, they must be stained to match the 6 foot back and side yard fencing. See ***Fencing (Front Yard)*** for additional information.

A32 **Roof**

No structure or device of any kind (including air conditioners, swamp coolers and solar panels) will be placed on the roofs of structures, except as noted under ***Antennas*** and ***Weathervanes***.

A33 **Shutters**

Exterior shutters are exempt if all white, matching existing house trim and /or body color. Shutters may not exceed the height of the window. Shutters in any other location require a DC permit.

A34 **Siding**

A DC permit is required.

- a. Exterior vertical siding must match the style used and be made of Masonite, vinyl, wood or equivalent.
- b. Aluminum or Steel siding is not permitted.
(Revised 11/16/06 by HRHA Board)

A35 **Signs**

Signs are exempt if they do not exceed 8 inches x 30 inches and are located near the front door. They are not allowed above the garage (this includes welcome signs). For "Beware of Dog" signs see PUR #24.

A36 **Skylights**

A DC permit is required.

- a. The maximum size is 2 feet x 4 feet.
- b. The maximum number is 2 per home.

The position and location should be as inconspicuous as possible.

A37 **Storage Sheds**

A DC permit is required.

- a. Storage sheds must be behind the 6 foot fence less than 200 square feet; if wooden 140 square feet; if metal no taller than 12 feet.
- b. Siding material and installation must give the appearance of industry standard construction.
- c. Roof material must minimize reflected sunlight, and colors must be typical of those used at Highland Ranch.
- d. Sea Containers are not permitted.
- e. Storage sheds must be located in the backyard in such a manner to minimize visibility from the street and from the first floor windows of the side and back neighbors' homes and must not block RV access.
- f. See **Coverage** for additional restrictions.
- g. Any other location will be review on an individual basis.

A38 Storm, Screen and Security Doors

These are exempt as long as they are of industry standard construction and meet the following guidelines: colors to be all white, black or all house trim and/or body color. Front door color change is exempt only when the whole door is painted all white, existing house trim or base color.

A39 Sunrooms

A DC permit is required.

- a. Glass sunrooms must be on the backside of homes, not to be taller than 8 feet above the home's first floor carpet, and not to be made of highly reflective materials other than glass.
- b. See **Coverage** for additional restrictions.
- c. Variances will be evaluated on an individual basis for structures on side of house.
- d. No structures will be allowed on garage and/or RV side.

A40 Swamp Coolers

A DC permit is required.

- a. If visible from any other home or street in Highland Ranch. Swamp Coolers must be only in the following locations:
 1. Inside garages or attics such that they are not visible from outside the home.
 2. On the back of the home with the top of the swamp cooler no higher than 12 feet above the first floor carpet.
 3. On the side of the home behind the 6 foot fence with the top of the swamp cooler no higher than the nearest fence.
- b. Swamp coolers may not be on roofs, attached to roofs, penetrate in any way interfere with the appearance or function of a roof.

A41 Swimming Pools

- a. In ground and above ground, swimming pools are exempt when invisible, but must meet the setbacks of at least 10 feet from the house, and at least 5 feet from both side and back fences.

- b. Fabric or plastic covers over the water surface is exempt.
- c. A DC permit is required when higher than the 6 foot fence.
- d. Other types of structures to a pool require a DC permit.

A42 **Weathervanes**

A DC permit is required.

Weathervanes must be no larger than 18 inches in height and 18 inches in width, and be mounted on a forward facing ridge.

A43 **Window Boxes and Window Shelves (Front)**

These are exempt as long as they meet the following guidelines:

- a. Must not exceed 1 foot tall, 1 foot deep and the width of the window.
- b. Such window boxes must be either stained redwood or painted to match the home's body or trim colors.

A44 **Window Coverings**

A DC permit is required for all exterior window coverings.

- a. Canvas awnings are not allowed including retractable RV type.
- b. Metal awnings are only if the metal is embossed to look like wood and painted to match the house's body and/or trim colors.

A45 **Windows**

A DC permit is required for every change, including additions, removal, moving, garden windows and bay windows.