

# BUFFALO RANCH ARCHITECTURAL STANDARDS AND GUIDELINES

## ARCHITECTURAL SUBMITTAL CHECKLIST

Below is a list of items that are required to accompany the application prior to review by the Architectural Review Committee.

### 1. Application

- A) Complete homeowner information (address, telephone number, e-mail address)
- B) Homeowner Signature
- C) Approximate start and completion dates. Start date must reflect review time of 45 days.
- D) Projects being submitted.

### 2. Plans Showing the Work to be Done

Detailed drawings showing the height, length, width, color, setback, drainage and what the improvement will look like when it is completed.

### 3. Landscape Plans

These plans show a diagram of your house and where the landscaping improvements will be. Indication of plant and tree types and location are required. Indication of drainage and setbacks (minimum of three feet for all plants and five feet for all trees- no trellises are allowed against a wall unless they will be hand watered) are required.

### 4. Material Samples

(Example: type of rock to be used, color chip of paint, pictures of gazebo, pools, and patio Cover and spa should accompany the plans for the same). A detailed drawing or picture must be submitted. Brochures or pictures of items are preferred.

### 5. Deposit Requirements

The ARC Committee requires a refundable deposit of **\$500.00** in the form of a check made out to the Association received by the management company with all ARC applications submitted that will have a contractor entering the community. The ARC Committee requires a pool deposit. An owner shall post a **\$2,000.00 deposit** in the form of a check or money order made out to the Association. It will need to be received by the Management Company prior to commencing of any installation of or other work pertaining to landscaping, swimming pools or spa or other Improvements on any lot. For all landscaping changes or changes that will require heavy machinery the ARC Committee requires a **\$700.00 deposit** in the form of a check or money order made out to the Association.

**For any improvements requiring a deposit you must provide before and after pictures of the common area street, gutter, curb and any utility collars in front of the home and one overall picture that shows the access area, the items previously listed and a portion of the street in front of the home.** The deposit is to be held in the name of the Association not the Management Company. The deposit can be used to make repairs to any damage to any sidewalks, curb, street, party wall, common element, or other areas. If the deposit is insufficient to repair all such damage then the additional cost, and any related cost, shall be assessed against the Homeowner as a Special Assessment.

### 6. Approval of Plans

Approval of plans is an approval for the submitted plans. Owner may not change the plans after approval without submitting for approval of the new plans. Request for approvals of new plans after they have been completed does not mean the ARC Committee will approve them and owner is subject to removal of improvements at their own cost.

*Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Architectural Committee. An incomplete application may affect the time limits for approval.*

Please submit your ARC application in a PDF format and email to: **BuffaloRanch@sierracommunitymanagement.com**  
If you need assistance, you may go to Sierra Community Management 8020 W. Sahara Ave., #260 Las Vegas, NV 89117.  
(The HOA website is now BuffaloRanchHOA.com).

**BUFFALO RANCH  
ARCHITECTURAL STANDARDS AND GUIDELINES**

**ARCHITECTURAL APPLICATION**

**Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Finish Date:** \_\_\_\_\_

**PLEASE FILL OUT THE INFORMATION BELOW FOR ANY PROPOSED IMPROVEMENTS TO BE INSTALLED BY OWNER:**

**PROJECT BEING SUBMITTED:**

<input type="checkbox"/> Landscaping	<input type="checkbox"/> Walls	<input type="checkbox"/> Patio Cover	<input type="checkbox"/> Basketball Hoop
<input type="checkbox"/> Side	<input type="checkbox"/> Side	<input type="checkbox"/> Painting	<input type="checkbox"/> Air Conditioner
<input type="checkbox"/> Front	<input type="checkbox"/> Front	<input type="checkbox"/> Playhouse	<input type="checkbox"/> Fence (s)
<input type="checkbox"/> Back	<input type="checkbox"/> Rear	<input type="checkbox"/> Awnings	<input type="checkbox"/> Gazebo
<input type="checkbox"/> Trees	<input type="checkbox"/> Retaining	<input type="checkbox"/> Deck	<input type="checkbox"/> Gutter
<input type="checkbox"/> Green House	<input type="checkbox"/> Relocation	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Lawn Only	<input type="checkbox"/> Extension	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Drains (if altering existing grade)	<input type="checkbox"/> Other _____		

**PLEASE FILL IN DETAILS IF NOT SHOWN ON PLANS:**

**Are all existing improvements shown on plans?** \_\_\_\_\_

**Type of plants:** \_\_\_\_\_

**Type of material used:** \_\_\_\_\_

**If a deposit is required have you submitted it?** \_\_\_\_\_

Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the municipality that your property is in. The review is intended to consider aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage. Owner may also need to acquire approval from the Municipality for permission to encroach within a Municipality easement.

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**Homeowners Signature**

**Date**

**BUFFALO RANCH  
ARCHITECTURAL STANDARDS AND GUIDELINES**

**If a homeowner request's approval to gain entrance to their property through one of the community Perimeter walls to install a pool or other structures on the homeowner's property, the homeowner shall abide by the following:**

- SUBMIT APPLICATION AND PLANS
- IF A POOL &/OR SPA IS GOING TO BE INSTALLED A PRE AND POST INSPECTION MUST BE COMPLETED BY THE MANAGEMENT COMPANY BEFORE AND AFTER WORK COMMENCES. YOU MUST CONTACT THE MANAGEMENT COMPANY AT LEAST 5 BUSINESS DAYS BEFORE WORK COMMENCES TO ALLOW TIME FOR THE INSPECTION.
- SUBMIT FULLY EXECUTED INDEMNIFICATION AGREEMENT.
- THE WALL SHALL NOT BE DOWN LONGER THAN 45 DAYS.
- THE ASSOCIATION'S 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.
- WALL SHALL BE REMOVED AND REPLACED BY THE ORIGINAL CONTRACTOR OR CONTRACTOR OF ASSOCIATION'S CHOICE AND LANDSCAPING SHALL BE REMOVED AND RESTORED BY THE COMMUNITY ASSOCIATION LANDSCAPING COMPANY.
- UPON APPROVAL OF SUBMITTAL, ALL CONSTRUCTION SHALL BE SCHEDULED THROUGH THE ASSOCIATION FOR COORDINATION.
- THESE RULES SHALL ALSO APPLY FOR CONSTRUCTION ACCESS OVER THE PERIMETER WALL.
- PERMISSION TO BREACH THE PERIMETER WALL WILL NOT BE GRANTED IF BACKYARD CAN BE ACCESSED THROUGH THE SIDE WALL.

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**Homeowner's Name**

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**Homeowner's Address**

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**Homeowner's Signature**

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**BUFFALO RANCH  
3<sup>rd</sup> PARTY AUTHORIZATION FORM**

If a homeowner requests a third party navigate the architectural submittal and approval process on their behalf all parties involved must sign and return this form. Upon receipt of this form the Board and Management Company will have authorization to communicate with the homeowner's assigned representative.

I, \_\_\_\_\_ give permission to \_\_\_\_\_  
(homeowner) (3<sup>rd</sup> party representative name/vendor name)

to communicate with the Buffalo Ranch Board of Directors/Architectural Review Committee and to navigate the submittal and approval process on my behalf.

**Homeowner Acknowledgement:**

\_\_\_\_\_  
**Homeowner's Name**

\_\_\_\_\_  
**Homeowner's Address**

\_\_\_\_\_  
**Homeowner's Signature**

**3<sup>rd</sup> Party Representative Acceptance:**

\_\_\_\_\_  
**Assigned Representative's Name**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Assigned Representative's Signature**

\_\_\_\_\_  
**Assigned Representative's best contact number**

\_\_\_\_\_  
**Assigned Representative's Email Address**