



## ARCHITECTURAL GUIDELINES

### GENERAL PROVISIONS

1. Architectural changes (including but not limited to any deviation from these guidelines) to the existing home owner units, limited Common Elements or Common Areas, must be approved by the Monterey Homeowner Association's Board of Directors (BOD).
2. The costs of all approved work, as well as the expense of removal of such additions and/or alterations, are the responsibility of the homeowner.
3. Once a project is approved, any change from the approved plans must also be submitted to the BOD prior to implementation, so that the proposed work remains in compliance with these guidelines. Any deviation not approved by the BOD prior to implementation will be subject to removal in its entirety and the area of construction restored to its original condition at the expense of the homeowner.
4. The application consists of the completed Architectural Application for Improvements Form ("AAIF") and all supporting documents submitted by the applicant. The AAIF must be filled out in its entirety. Applications which are not complete, or which contain false or inaccurate information may be denied on that basis. All applications for additions or alterations must include drawings and a detailed, narrative description of work to be done and materials used, which are necessary for a complete evaluation and understanding of the proposed construction or project.
5. If governmental permits are required, a copy of the permits must be submitted with the application package. The Association may assist the home owner by obtaining required permits, but all fees and costs incurred for the permits are the sole expense of the homeowner.
6. Applications which include additions, alterations or modifications that may cause an increase in Association-paid insurance premiums will not be approved.
7. Applications which include additions or alterations which interfere with the safety or well being of other homeowners will not be approved.
8. Each application must provide the name(s) and license number(s) of the licensed and insured contractors who will perform the work. Each application must also provide a copy of the home owner's written contract for the work, which should provide that the Monterey Homeowners Association (HOA) is additional insured under the contractor's insurance coverage. The provisions of this section may be waived, but only in a writing signed by the on-site Monterey HOA manager.
9. Once architectural approval has been obtained from the Monterey HOA and the Las Vegas Country Club Estates Master Association Management Office, Unit 3809, if applicable, the contractor(s) must report to the Monterey HOA office on the first day work is scheduled, and prior to the start of

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the construction/installation. The Monterey HOA management office is located at 2897 Loveland Drive, Unit 3401, Las Vegas, NV 89109, telephone 702-735-3143.

## **SPECIFIC PROVISIONS**

### **Air Conditioning/Heating**

10. No air conditioning or heating units may be installed without architectural approval. Replacement air conditioning units or air conditioning/heating units must be in the same or similar style and design as the existing units. Maximum dimensions for the outside compressor unit is 32 inches wide and 42 inches high. All exterior lines from the compressor unit to the interior vents must be covered, sealed, and painted to match the surface to which they are attached.

The BOD will not approve window, split-system, or portable air conditioners.

### **Patios, Balconies and Walkways**

11. Alterations to existing patio and balcony enclosures and panels must be approved by the BOD and must be of the same design and materials as the existing enclosures/panels.
12. No changes to existing floor coverings in balconies or patios are permitted except with the written consent of the BOD. Factors which will be considered by the BOD will include, but not necessarily be limited to, the possibility of damage to the structural integrity of the building, and the continuity of design on units with exposed flooring.
13. Walkways, hallways, stairs and landings must not be obstructed by any additions, alterations or storage in and to the common areas.
14. Home owners may apply to privately install and finance railings, handicap ramps, and comparable safety devices, which may be allowed under specified conditions by the BOD. The cost of such work is the sole responsibility of the homeowner and may be performed only by licensed and insured contractors.

### **Flooring**

15. No floor coverings other than carpet will be allowed in upstairs Units except for the existing tile areas in the kitchen, bathrooms, and entrance ways.

### **Television Reception**

16. Homeowners may use either a satellite dish or a cable provider. However, no resident may make any changes to the common area, including the installation of a satellite dish, without the prior written permission from the BOD.
17. Satellite dishes must be placed on a tripod on the patios or balconies. The dish may not exceed one meter in diameter but may be placed in any direction to obtain the best possible signal. If the homeowner cannot receive a signal from their patio or balcony, then a request can be made to place the dish on the roof fascia or under-eave, in an inconspicuous location of the building.

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### **Satellite Dish Approval**

18. These are the steps necessary to obtain satellite dish approval and installation:

- (a) Fill out a Satellite Request Form (available at the Monterey HOA management office);
- (b) Attach these documents to the Satellite Request Form:
  - (i) Copy of the satellite installer's contractor license;
  - (ii) Statement of the satellite installer that reception is not available from a tripod located on the patio or balcony;
  - (iii) Diagram of the proposed dish and wire placement from the homeowners unit to the roof fascia or under-eave;
  - (iv) A detailed drawing or photo showing the mounting bracket installation design.
  - (v) Under-eave mounts must be securely attached.
- (c) All cable must be white and attached with approved fasteners (submit details of the proposed fasteners).
- (d) All mounts must be painted to match the surface to which they are attached.

19. The home owner must submit the application package described above, and then wait for approval from the BOD before proceeding with the installation.

20. On the day of installation, the satellite installer must contact the on-site Monterey HOA manager, who will oversee the installation of the dish and wiring to ensure that it is in accordance with these guidelines and the approved satellite request form.

21. A \$200 deposit (either a money order or a cashier's check payable to: Monterey HOA) is required before installation of the dish on the roof fascia. It is the homeowner's responsibility to make any and all repairs caused by the removal of the dish and wiring upon vacating premises and/or cancellation of satellite service. The deposit will be refunded once the area of installation/removal has been inspected and it has been verified that no damage has occurred and the area has been restored to original condition.

### **Screen Doors and Security Doors**

22. Screen doors may be permitted by the BOD if they meet the following criteria:

- (a) The color of the door must match the exterior building color;
- (b) The door does not contain any type of grid, bar, or design;
- (c) The door must be "retractable," i.e., no bi-fold, accordion or magnetized screens are allowed on the outside face of the door.

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23. Security doors are not permitted.

### **Window Tinting**

24. Window tinting is permitted as long as it meets the following criteria:

- (a) The window film has a visible light transmittance greater than or equal to 50%.
- (b) The window film is applied by a professionally licensed company and approved by the Monterey HOA Board of Directors.
- (c) There should be a provision in the contract with the installation company against discoloration, cracking, peeling and bubbling of the film.
- (d) Once the window tinting becomes discolored or exhibits signs of wearing, peeling, cracking or bubbling the tint must be completely removed. Installation of new window tinting will require an approval from the Monterey HOA Board of Directors.

### **Window Replacement/Repair**

25. Window replacement needs to meet the following criteria:

- (a) Outside window flanges or frames must be shades of white and blend with the color and texture of the outside stucco and other frame work of the building.
- (b) No "GRIDS" or unusual window designs will be permitted.
- (c) The distance between the glass edge and the outside frame or flange edge should not exceed 3½ inches and must be flush with the outside stucco. (In some cases variations to this standard may be approved depending on window placements.)
- (d) Window replacement must be exactly as the original windows (60/40 split) within MHOA.
- (e) Glass French Doors (Double Swing Doors) for patios are permitted without grids, bars or unusual designs.

Members of the Monterey HOA Management will be available to discuss your window replacement and consider for approval any specific requirements of your particular installation.

### **Window Treatments**

- 26. Window treatments requiring professional installation, such as shutters must be approved prior to installation. Window coverings visible from the outside must be of a white, off-white, or a light neutral color.
- 27. Treatments that might be obtrusive or not in keeping with our Community's overall architectural appearance must be approved by the Monterey HOA Board of Directors prior to installation.

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## **Trees**

28. Removing trees in an owner's patio needs prior approval to ensure appropriate action is taken regarding removal, including using a licensed contractor.

## **Renovations within Unit**

29. All major renovations should be approved through the Architectural process to ensure Architectural Rules are understood and followed, including using a licensed contractor.

## **Structural Changes**

30. Any and all structural changes need approval prior to beginning any project to ensure changes do not affect the structural integrity of the building. In addition to required information for the contractor, all architectural plans must be submitted with the Application, along with professional determination that any changes do not affect load bearing walls.

## **SUMMARY OF APPLICATION PROCEDURE**

Homeowners may obtain a form for their application to make a property addition or alteration (Architectural Application for Improvements Form) from the Monterey HOA Management Office, located at 2897 Loveland Drive, Unit 3401, Las Vegas, NV 89109. The form must be completely filled out and must be accompanied by a brochure, drawings, plans, pictures and /or literature demonstrating the desired change in order for the application to be forwarded from the management office to the BOD. Monterey HOA Management will advise the homeowner if additional information is required.

The final application will be presented to the BOD for approval. The homeowner will be notified of the BOD's decision in writing as soon as possible, but not later than 60 days from its receipt of the final application. Any failure by the BOD to notify the homeowner of its decision within 60 days does not constitute approval or permission to proceed with the requested project.

Any application that appears to be in conflict with the Master Association's CC&Rs will be forwarded to it for review prior to final approval by the Monterey BOD.

## **FINAL CHECKLIST**

Prior to submitting your application package, have you...

1. Completed the Architectural Application for Improvements Form and obtained all necessary signatures?

2. Included copies of your contractor's license, insurance (liability and workman's comp.) and bond information?

3. Blueprints, specifications, sketches, drawings, pictures, etc. of the proposed addition, modification or alteration?

4. Included all product brochures?

5. Detailed all proposed materials, color, measurements, etc.?

6. Obtained all applicable governmental permits?


Please keep in mind that the Monterey HOA Board of Directors will have to visualize what you are planning to do base on what you submit. If information is missing or the parameters of your project are unclear, your application will be returned to you for clarification, and this may delay your project.

These Revised Guidelines will go into effect thirty (30) days from the date of the mailing of the Revised Resolution to the owners within the Community.


Dated the 10<sup>th</sup> of January 2017.

**Monterey At The Las Vegas Country Club Homeowners Association**

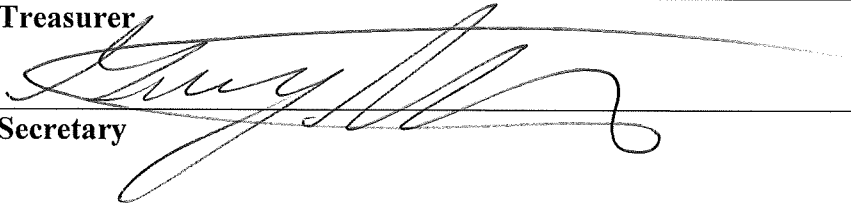
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