



## 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 the Supplemental Declarations before proceeding with any changes to the exterior of the residence.
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.
4. The ACC requests a photo of the area to be affected be included with your submittal.
5. Requests can be submitted electronically. Please e-mail the submittal to [katrina@caughlinhoa.com](mailto:katrina@caughlinhoa.com) or [mike@caughlinhoa.com](mailto:mike@caughlinhoa.com) with "ACC Submittal" 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 left outside of the Association's office door, or the mail slot next to the door can be utilized. Please make sure the property address is clearly identified.
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 approval.**
7. The ACC meets the first and third Wednesday of every month. Plans must be submitted on the Friday prior to the meeting to be placed on the agenda.
8. In most cases, a written response will be mailed within 48 hours.

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