

# Bella Vista HOA

## ARCHITECTURAL REVIEW

### PROCEDURES

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The attached Architectural Review package contains association specific guidelines, forms and submittal process.

Any and all exterior improvements to your property must be submitted to the Architectural Review Committee (ARC) for review and approval prior to commencement of work. Please be mindful that the committee has forty-five (45) days to review your completed application.

All architectural review requests are submitted online through the following community specific link:

<https://office.smartwebs.com/Arc//SWForms/index.cshtml#/forms/51E95C8A-ACF4-EB11-811B-000C2903E046>

Please ensure that all documents are uploaded according to the requirements outlines are the ARC application form. Incomplete application will need to submit additional information within 30 days of being notified.

All applications require a \$30 processing fee. This can be paid online at time of submittal. Any security deposit requirements are outlined in the architectural guidelines as well as in the application form. Security deposits must be submitted via check or money order made out to the association. It can be dropped off to management's office:

CAMCO  
4775 West Teco Ave, Ste  
140, Las Vegas NV 89118

Or sent in via mail:

Bella Vista HOA  
C/O CAMCO  
PO Box 400518  
Las Vegas, NV 89140

- All necessary deposits must be received before any project receives written approval.
- Construction is not to begin until written approval of plans is obtained by the architectural review committee for Bella Vista.
- Once the project is approved and completed, please submit a written request for the security deposit and after photos to [bellavista@camconeveda.com](mailto:bellavista@camconeveda.com).

**BELLA VISTA HOMEOWNERS ASSOCIATION  
ARCHITECTURAL AND LANDSCAPE IMPROVEMENT REQUEST**

Homeowner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

**Note: Determination letters will be sent via email. If no email is provided, then a determination letter will be sent via US parcel mail.**

Proposed Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

PROJECTS SUBMITTED: (Please check all applicable items)

- |   |                                |  |                               |                                |
|---|--------------------------------|--|-------------------------------|--------------------------------|
| <input type="checkbox"/> Landscape (Check One)                | <input type="checkbox"/> Front | <input type="checkbox"/> Rear                                    | <input type="checkbox"/> Side | <input type="checkbox"/> Other |
| <input type="checkbox"/> Pool/Spa Equipment                   |                                | <input type="checkbox"/> Patio/ Patio Cover                      |                               |                                |
| <input type="checkbox"/> Satellite Dish/TV Antenna            |                                | <input type="checkbox"/> Sports Apparatus / Play Equipment       |                               |                                |
| <input type="checkbox"/> Fence/Gate Mesh                      |                                | <input type="checkbox"/> Gazebo                                  |                               |                                |
| <input type="checkbox"/> Awning                               |                                | <input type="checkbox"/> Paint Exterior (Paint Samples Required) |                               |                                |
| <input type="checkbox"/> Solar Panels/Screens                 |                                | <input type="checkbox"/> Security Doors                          |                               |                                |
| <input type="checkbox"/> Lawn (Only)                          |                                | <input type="checkbox"/> Flatworks (Concrete, Pavers, Hardscape) |                               |                                |
| <input type="checkbox"/> Other - Please provide details below |                                | <input type="checkbox"/> Dumpster Location                       |                               |                                |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING:**

Are existing improvements (installed prior) shown on the submitted plans?  YES  NO

**DO NOT WRITE BELOW THIS LINE**

DATE RECEIVED: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_

ADDITIONAL INFORMATION REQUIRED: YES / NO

DATE ADDITIONAL REQUESTED: \_\_\_\_\_ APPROVED WITH CONDITIONS: YES/NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**CHECKLIST:** In order to ensure there are no delays in the approval process, please submit a complete package.  
Review time does not start until a complete ARC Application has been received.

**Any items missing from this check-list will deem the Architectural Review Request as incomplete.**

- A. All pages completely filled out, including Neighbor Awareness Form (as applicable)
- B. Original submittal and a copy of plans/drawing attached
- C. Location, setbacks, and corresponding dimensions noted on the attached plans
- D. Measurements of improvement, with relation to unit and neighboring residences
- E. Drainage indicated on any landscaping, pool, and deck improvement
- F. Color photos of material, color schemes and type of plant material
- G. Waterproofing method used for landscaping which changes in elevation
- H. If your Association requires a deposit, the following must accompany this Architectural Review Request:

i. Check or money order made payable to the Association in the amount of \$2,000.00

ii. Before photos of common areas, including curbs, gutters, sidewalks, common area/party walls, landscaping, utility collars and boxes in front of or adjacent to the home. Before pictures must be submitted to management prior to any work starting. Before and after photos also must be submitted in order to process your check and issue a refund upon completion of the work.

**Please allow 4-6 weeks for check processing for deposit to be returned**

I. ARC processing fee of \$30 ARC payable to CAMCO

Please return completed forms to:

Upload to SmartWebs:	Mail To:	Drop Off:
<a href="https://office.smartwebs.com/Arc//SWForms/index.cshhtml#/forms/51E95C8A-ACF4-EB11-811B-000C2903E046">https://office.smartwebs.com/Arc//SWForms/index.cshhtml#/forms/51E95C8A-ACF4-EB11-811B-000C2903E046</a>	BELLA VISTA HOA C/O CAMCO PO Box 400518 Las Vegas, NV 89140	CAMCO 4775 West Teco Ave, Ste 140, Las Vegas NV 89118

**Please initial each paragraph below:**

\_\_\_\_\_ **Dumpsters:** If the Owner is planning on the use of a dumpster to be placed in the street, the dumpster must have protection under the wheels/feet. Most dumpster companies provide plywood. Owner is responsible for any damage to the street. You may not place a dumpster in front of another Owners home. Dumpsters may not remain onsite for more than 1 week, for special projects that require longer timeframe permission must be requested by the board. Owner is responsible for ensuring all debris is cleaned up and is within the dumpster.

\_\_\_\_\_ Owners remain permanently responsible for the maintenance and upkeep of additions and modification to their property.

\_\_\_\_\_ Plans that are approved are not to be considered as authorization to change the drainage channels as installed by the developer. Owners may also need to obtain approval/permission from the City/County to encroach within the drainage easement.

\_\_\_\_\_ Original ARC Applications will not be kept by the Association. It is suggested you make a copy for your records before you remit it.

***Please sign this form and return it to the Architectural Review Committee. Your signature acknowledges that:***

- 1. The drainage on your property at this date is developer installed and functioning properly.**
- 2. You indemnify the Association, Developer and all third parties from any damage that may result from your proposed improvement.**
- 3. Your proposed improvement may impair any remaining warranties (as applicable).**

I, \_\_\_\_\_, the legal homeowner in the Bella Vista Homeowners Association, acknowledge and agree to the above conditions.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**BELLA VISTA HOMEOWNERS ASSOCIATION  
ARCHITECTURAL AND LANDSCAPE IMPROVEMENT REQUEST**

**NEIGHBOR AWARENESS SIGN-OFF FORM**

On \_\_\_\_\_, \_\_\_\_\_ submitted the attached plans for the  
(DATE) (NAME)  
Installation of: \_\_\_\_\_  
(IMPROVEMENT)

These plans were made available to the neighbors and noted below for their review. The neighbors have been notified that we are submitting these plans to the Architectural Review Committee for approval.

**Facing neighbor:** \_\_\_\_\_  
 Property Vacant (PRINT NAME) (SIGNATURE)  
Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Right side neighbor:** \_\_\_\_\_  
 Property Vacant (PRINT NAME) (SIGNATURE)  
Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Left side neighbor:** \_\_\_\_\_  
 Property Vacant (PRINT NAME) (SIGNATURE)  
Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Rear neighbor:** \_\_\_\_\_  
 Property Vacant (PRINT NAME) (SIGNATURE)  
Address: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(SUBMITTER'S SIGNATURE)

NOTE: The "Facing neighbor" is the one most directly across the street in the front of your property; the "Rear neighbor" is the one most directly behind your property. The neighbors' approval is not necessarily a condition to your improvement/ modification being approved by the Architectural Committee. The intent is to advise your neighbors who own property within close proximity of your Lot and may be affected by your proposed improvements(s) by requiring their signatures above. No application will be considered complete until there is evidence that the immediate neighbors and any neighbor who may be affected have been made aware of this application.

**NOTE: All signatures must be obtained prior to submitting plans for approval. Failure to obtain appropriate signatures may result in delays in the approval process.**

**INGROUND POOL AND SPA INSTALLATIONS REQUIRE WRITTEN APPROVAL FROM THE NEIGHBOR AFFECTED IF THE PROPOSED LOCATION OF THE POOL EQUIPMENT ADJACENT TO THE NEIGHBORS BEDROOM.**