

Elkhorn Ridge Owners Association

Architectural Control Guidelines

Adopted 03/16/2021

## **I. INTRODUCTION**

### **A. Imagine:**

A unique residential community nestled in the top of the Sierra Nevada Mountains, in the beautiful Lake Tahoe Region. Local and vista views abound. Not a tourist destination, but a home, a primary or secondary residence for those who choose to live in the natural mountain environment. The homes found within this community complement the natural setting. They are inviting and warm. There is a harmonious connection between the homes and the natural surroundings. Imagine a home in Elkhorn Ridge.

### **B. Objectives:**

The objective of the Design Review Process exists to assist you and your neighbors in creating the best possible environment for enjoying your property while preserving the natural beauty of the area. The criteria incorporated in the Architectural Control Guidelines on the following pages seek to encourage harmony between the buildings and their sites and to relate to the existing neighborhood.

To achieve the best results owners are encouraged to seek professional design assistance while planning and designing their homes. Because of the unique site conditions at Elkhorn Ridge, professionals familiar with the mountain environment can provide the owner with an understanding of the site possibilities and assist the owner in realizing the special design qualities desirable for this area. Additionally, professionals familiar with the local area, and knowledgeable in the local governmental agency permitting requirements, will be able to provide the required documents in a form adequate for agency review procedures and permitting .

Preservation of the natural environment, while achieving a harmonious relationship with neighboring man-made structures, is the foremost objective of the Design Review Process. The form of the structure and the special character of the sites provide opportunities to enhance the setting. Each structure at Elkhorn Ridge must have a respect for the natural terrain. Building forms should relate to the natural surroundings, but buildings in close proximity to one another must also have compatible design qualities.

The Design Guidelines are based on primary policies of appropriate design as it relates to the Elkhorn Ridge Project. All structures and site improvements shall be designed to fit the topography of the building site lot, and elevations and design which the Architectural Control Committee finds aesthetically incompatible with the physical site, the adjoining properties or the environment of the development will not be approved.

### **C. Architectural Style:**

The architecture for any structure in Elkhorn Ridge should be designed to fit the mountain environment and climate. "Mountain Ranch," "Arts and Crafts," and "Mountain Modern" style homes are the objective. Natural building materials should be used such as stone and timber that appear to be local to the region. Homesite coverage shall not exceed 33% of the gross lot acreage, including

garages, porches, decks, driveways, and walkways.

It is particularly important that the overall form, massing, and scale of Single-Family Homes be consistent with the Guidelines and support the overall community image that blends the natural landscape with the architecture. Within that overall fabric diversity of expression can be achieved through variety of detail, natural color, the composition of windows and doors, and the placement of additive elements such as porches, dormers, bay windows, and chimneys. Individual homes, however, should not call undue attention to themselves with monumental entries, overwhelming massing, and other distracting characteristics.

**D. The Architectural Control Committee:**

The objective and responsibility of the Architectural Control Committee is to provide the services of design review and approvals, and to oversee the Design Review Process within the limitations provided in the Architectural Control Guidelines, for Planning, Design and Construction and Declaration of Restrictions. Members of the Architectural Control Committee are appointed by the Board of Directors of the Elkhorn Ridge Homeowners Association. One of the Committee's primary considerations is to aid you and your architect or designer in maintaining a high-quality development. This will serve to protect your investment in Elkhorn Ridge.

It is not the intent of these Guidelines to create homogenous homes, built of identical materials; but rather to create unique homes that complement the site and each other.

**E. Meetings:** The Committee generally meets monthly unless there is no business to be conducted. The location at which the meetings will be held may be determined by calling the manager of the Elkhorn Ridge Homeowners Association at (530) 832-0733.

**F. Revisions to Guidelines**

Revisions, changes, and addendum to these Guidelines may be adopted, issued, or promulgated from time to time by the Board of Directors of the Association.

**II. DESIGN REVIEW PROCESS**

**A. Overview**

The Design Review Process based on the Design Guidelines provide the framework for helping to shape the architecture and homesite development in support of the Objectives and Architectural styles envisioned for the Elkhorn Ridge Community. The Design Guidelines should not limit creativity, but instead, should encourage a variety of building solutions that will complement each other. It is the responsibility of every Owner and architect/designer to become familiar with the Design Guidelines, and other controlling documents prior to commencing site and building design. Once you have decided to build, the steps, procedures and requirements herein will be invaluable in assisting you, from the planning state through completion of your new home.

**B. Controlling Documents**

As previously mentioned, The Owner, applicant and the Architect/Designer will benefit from

reading, understanding and following these documents prior to submitting any plans to the Architectural Control Committee. When making application, the Owner and Architect/Designer will be required to sign a statement acknowledging that they have read and understand the Design Guidelines.

Controlling Documents include the following:

- (1) The CC&Rs of Elkhorn Ridge Owners Association
- (2) The Architectural Control Guidelines
- (3) The Town of Truckee Development Code

### **III. PLANNING, DESIGN AND CONSTRUCTION GUIDELINES**

#### **A. Site Location and Preparation**

##### **1. Topographic Maps**

A topographic map prepared by a civil engineer or registered land surveyor is essential for good site planning and is a requirement for plan submittal. The degree of slope, the orientation to sun, wind and view, location of trees, boulders and drainage swales are of great significance. The location, height, and activity zones (decks, parking, etc.) of contiguous neighboring houses should be taken into consideration during the planning process.

##### **2. Site Reconnaissance.**

Site planning should begin with data collection. Front setbacks, property lines, side yard and rear yard setbacks should be plotted. Easements for utilities, drainage, pedestrian, and other access should be delineated. Water, sewer, electricity, gas, telephone, and TV cable lines as well as the edge of street should be located. Significant views and orientation to the sun should be noted for determining their effect in the site planning process.

##### **3. Ground Conditions Disturbance**

The actual siting of the proposed structures should relate to the natural terrain. Ground disturbance, including grading, should be minimized and only that which is absolutely necessary for the construction of the project will be permitted. Every effort should be made to preserve the natural features of the site.

There shall be no removal of vegetation nor disturbance of ground surface conditions between October 15 of any year and May 1 of the following year. A written variance to the ground disturbance dates stated above may be granted by the Town of Truckee where it can be shown that granting such a variance would not contribute to the degradation of water quality.

Ground compaction and disturbance activities shall be prevented in unpaved areas not subject to construction. Areas not subject to construction shall be fenced or otherwise marked to limit access. These boundary facilities shall be inspected periodically and shall be maintained throughout the entire project.

**4. Soil Erosion**

Every effort should be made to avoid soil erosion. Local and regional ordinances addressing erosion control should be consulted and followed. Additional soil erosion control measures, including the use of BMPs (i.e. straw wattles, hay bales, silt fencing, etc.) to minimize erosion problems.

**5. Trees**

Trees may not be removed during construction except with the approval of the Committee. All trees which are deemed necessary to be removed to permit the construction of the project should be flagged with bright colored ribbon for the Committee's review. The owner may be required by the Committee to replace each tree removed during the construction process with another young tree deemed by the Committee to be of suitable maturity to assure survival and in a location that is calculated to retain the previous character and appearance of the property.

**6. Design Elements**

Building design should take into account grade changes, locations of trees, boulders, and orientation to sun and views. Privacy and impact on adjacent neighbors should be considered both in site planning and in the architectural elements of the structure. Trees and natural vegetation should be protected, incorporated, and utilized to enhance the overall design. Structures should be located on the homesite where it least alters the natural terrain and tree cover. Wherever possible, new structures should be separated from existing ones by vegetation.

**7. Drainage**

Site drainage and spring run-off should be carefully considered in the drainage solution. Natural drainage courses should be preserved and existing vegetation (ground cover, shrubs, etc.) should be left undisturbed on the site except where the structures are located and where construction access is necessary. Care should be taken to avoid damage to, or exposure of, tree roots. Major roots cut in the construction process should be protected by wrapping them with burlap which is kept moist until backfill is required. The construction area and access area should be contained as close to the structure as is reasonably possible.

**8. Access**

Neighboring properties are not to be used for access to building sites or for storage of materials without the Committee's approval and the affected property owner's written permission.

**B. Specific Design Elements**

**1. Homesite Coverage**

Total coverage of the land by buildings, road, parking area or decks will not exceed 33% of the homesite area.

## **2. Setbacks**

Front yard setbacks shall be a minimum of thirty feet; the Committee may require a greater front yard setback to make the structure and property more compatible with surrounding properties. For a showing of good cause, the Committee may also permit a front yard setback of less than thirty feet, but in no case less than twenty-two feet. Side and rear yard setbacks shall be, at a minimum, those required under local law or regulations. Greater setbacks, however, may be required if local site conditions make them more suitable. Planned building(s) improvements must remain within the building envelope, including roof overhangs, decks, and porches. No part of any structure may encroach onto or overhang a recorded easement or a front, rear, or side setback.

## **3. Height Restrictions**

The height of any structure shall be, at a maximum, those heights permitted under local law or restrictions. Greater restrictions on building height, however, may be required if deemed to be inconsistent with the surrounding neighborhood. Building heights are currently limited to 35 feet by the Town of Truckee Development Code. Building height is defined as the vertical distance from the highest point of a structure to the average of the highest and lowest points where the exterior walls touch natural grade. Detached garages shall not exceed 28 feet in height. Buildings that have two stories should include significant portions that are only one story in height.

## **4. Floor Space**

The minimum floor space of the living area shall be 2,500 square feet in any residence constructed in Elkhorn Ridge. The "living area" is defined to include all areas with 5'-0" minimum height clearance and does not include carports, detached garages, basements, uncovered porches, decks, or other uninhabited areas.

Variations to the minimum square footage requirements will be considered for corner, narrow, and steeply sloping lots. In no case shall the minimum square footage be less than 2,200 square feet

## **5. Form and Massing**

The object at Elkhorn Ridge is to create simple building forms and masses that respond to existing terrain and are in scale with the surrounding landscape. Avoid large, obtrusive building forms by breaking large volumes into smaller wings and additions. Detached garages may be connected to the main building by utilizing breezeways, trellises, or other architectural connections.

Two story masses are to be located towards the center of buildings, with building height and massing stepping down at the edges to avoid the appearance of large two-story "boxes". Two story "Boxes" will not be approved. Second story living spaces shall not exceed 40% of the total living spaces. Calculations of the floor area may include covered porches and attached garages.

## **6. Single Family Occupancy**

Under the terms of the Declaration of Restrictions, structures are limited to single family occupancy. The design of all residential structures should be consistent with the concept of a single-family dwelling. Exterior or interior features which are inconsistent with a single-family dwelling will be prohibited. The single exception will be additional living space above a detached garage and is subject to Committee approval. In marginal cases, the Committee may require the owner, as a condition of approval of plans, to execute and record a specific restrictive deed covenant prohibiting multiple family occupancies.

## **7. Excavation and Fill**

Excavation or fill shall be limited to 4'-0" cut or fill outside of the structure where exposed to view. Areas of cut and fill shall be replanted with native plant material. Retaining walls of acceptable materials are required at vertical cuts. No excavation, filling, or removal of trees and other vegetation shall be done before final working drawings have been approved in writing by the Committee

## **8. Fences**

Any fence should promote openness. Solid material fences, including but not limited to "dog-ear" fences or plank fences, are not to be used; except that, where the rear of the property backs up to an intensively populated adjacent subdivision and privacy needs require it, the Committee will consider a solid fence. All fences must be constructed only of wood or stone. Side yard and rear yard fences may incorporate such materials that shall promote openness.

The maximum height permitted for front yard and side yard fences is three feet. Side yard and rear yard fences may be built near the property lines, or, with the contiguous property owner's consent, on the property line; front yard fences shall be built a minimum of ten feet from the front property line. Again, solid fencing is not allowed, except as described above. Any fence shall be built from the same or similar materials as any existing approved fence.

All fences shall avoid conflicting with any existing easements and shall otherwise conform with any local ordinance of the Town of Truckee, the County of Nevada, or other governmental entity having jurisdiction.

## **9. Roofs**

All structures built in Elkhorn Ridge should have the majority of their roof surfaces pitched at a rise of greater than 4 in 12. In other locations, lesser pitched roofs will be reviewed on their individual merit. All roofing material supplies shall be submitted to the Committee for approval as to type and color. Owners can request a variance for roof pitch less than 4 in 12.

## **10. Exterior Components**

Color samples for all vinyl or aluminum exterior doors, windows and screens shall be submitted to the Committee for approval. The color of these items should be such that they do not attract undue attention or distract from the appearance of the residence or the surrounding neighborhood. Roof stacks, vents, flashing and other exposed metal shall be painted a color or possess a finish approved by the Committee which blends in with the surrounding siding or roof material.

## **11. Exterior Colors**

Colors shall be generally restricted to those found in the immediate vicinity. Colors found in nature will be favored. Samples must be submitted for approval. In order to properly evaluate the color, paint samples should be submitted on the siding or other material which is to be painted.

## **12. Antennae**

Outdoor antennae, such as rooftop television antennae and CB or ham radio antennae, are not allowed. Satellite dishes of appropriate size and design may be used; however, the painting of satellite dishes to an appropriate color may be required. To protect against an unwise investment, photographs, brochures, or other depictions of the satellite dish should be submitted to the Committee for approval prior to purchase and installation.

## **13. Accessory Buildings**

Other than detached garages, accessory buildings are not allowed in Elkhorn Ridge, including but not limited to gazebos, playhouses, and storage sheds. Ample space should be provided in the garage for storage requirements.

## **14. Solar Equipment**

Any solar roofing shall be integrated into the architectural design of the structure.

## **15. Utility Installations**

All utility sources shall be adequately screened from view with materials compatible with the structure. This includes all piping, wiring and service connection boxes. All utilities shall be installed underground.

## **16. Garbage/Trash Facility Locations**

Garbage or trash containers shall be suitably concealed from view by providing storage within or attached to the structure. Separate trash structures located at the parking pad or near the street will not be approved.

## **17. Porches**

The utilization of porches, perhaps more than any feature, can add to the architectural appeal of the home design. Circular or oval shapes should be avoided. By incorporating porches, the focal point of the

home becomes the people-oriented entrance rather than a garage-door dominated streetscape. Each home should have at least one covered porch on the front elevation, with a minimum depth of 6 feet, and width of 10 feet.

Column and railing design should be simple, refined wood forms consistent with the detailing of the house. Ornate or decorated railings are prohibited. Porches properly designed will provide snow shed and protection from wind and weather.

#### **18. Decks**

Large, uncovered decks are discouraged. Underpinning for decks more than three feet above grade shall be designed without cross bracing or without a continuous screen wall to conceal structural supports. Roof snow drop onto decks should be avoided.

#### **19. Site Drainage and Trenching**

Structures shall be planned to minimize conflict with natural surface drainage. Insofar as possible, trenches shall be located in such a way that no tree roots will be damaged.

#### **20. Garages and Driveways**

2-car garages are required. Driveways or parking areas may be no wider than 12 feet at the street with a 15-foot radius at each corner, without prior approval by the Committee. Where possible, parking areas should be obscured from vision by natural planting.

Strong consideration should be given to the location and orientation of the garage to minimize garage doors facing directly onto the street. Consideration should be given to rotating the garage away from the street, separating the garage from the home with a connecting bridge or structure, or providing a detached garage. Garages located behind the house will be given strong consideration for front set back variances.

If garage doors face the street with less than a 45 degree offset from the direction of the street the exposed wall area of the garage doors may not exceed more than 30% of the total wall area of the building elevation that fronts the street.

Driveways should enter each site in a discreet manner, fitting the topography (and existing trees) while avoiding extensive paved or graded areas. In general, garages should be located and oriented, so they become subordinate to the home itself. The primary exposure to the street frontage should be the residence, rather than the garage door elevation as the dominant image. Given the snowfall levels of the region, driveways should also be designed with snow removal and storage in mind.

#### **21. Materials**

Good design can only be achieved through the use of genuine building

materials. Building materials attempting to appear as something they are not will not be allowed in Elkhorn Ridge. For example, do not use vinyl siding that imitates wood boards, do not use plywood siding that imitates vertical board siding (such as TI-11 Synthetic stone is prohibited). Utilize natural materials that connect the building with its natural surroundings. Design exterior walls with Mountain Ranch, Arts and Craft, and Mountain Modern inspired detailing.

Natural materials, native to the region are recommended. Stone indigenous to the Sierra Nevada Mountains are encouraged.

Additionally, all elevations are required to be of the same quality as the front. Propose projects that use the same quality of materials on all sides.

Use of certain types of exterior materials are not recommended but may be allowed with appropriate constraints:

- a. Poured concrete or concrete blocks - May not be used as an exposed wall or facade.
- b. Brick, stucco, or plaster - Will be allowed when used with other materials to break up the starkness or monotony associated with "cover-all" applications.
- c. Plywood siding is not allowed. Plainsawn or rough sawn plywood siding with batts no greater than 16" on center may be approved provided that these materials do not exceed 33% of the exterior siding materials.
- d. In the event of a conflict between the Declaration of Restrictions and the requirements of the Architectural Control Committee, the more restrictive standard shall apply.

### **C. Changes and modifications**

Once approval has been granted to begin construction, no modifications may be made in the plans or specifications and no subsequent alteration, relocation or addition may be undertaken at the construction site until the modification, alteration or addition has been submitted to and approved by the Architectural Control Committee.

Should any owner or contractor fail to adhere to the requirements imposed by the (1) CC&R's, (2) Architectural Control Guidelines, or (3) any specific condition of project approval, the Architectural Review Committee has the authority to order a stop to the work being undertaken, and remove, correct, or remedy the non-compliance at the Owners cost.

### **D. Revegetation Guidelines**

#### **1. Revegetation Plan**

Final plans must be accompanied by a revegetation plan. Revegetation

is required in all areas disturbed by the construction process. Indigenous plants should be utilized in revegetation. The most destructive impact upon the environment is the disturbance of the existing soil and vegetation during construction. In the mountain environment, the wounds of construction heal very slowly. To heedlessly destroy and then not to repair the very elements that attracted us to Elkhorn Ridge is contrary to the interests of all property owners. Please impress this fact upon your architect, contractor and sub-contractors.

Those areas disturbed by construction are not only unsightly but are also susceptible to erosion which further destroys the environment. Indigenous plant materials, when properly utilized, will minimize the negative effects of construction.

## **2. California. Native Plant Society Guidelines**

The policy of the California Native Plant Society should be followed in the development of revegetation plans. For reference and guidance, the Board of Directors of the California Native Plant Society in 1980 adopted the following:

- a. The introduction of species not normally occurring in an area alters the aesthetic and historical quality of that area and may change ecological relationships among species.
- b. The continued existence of native species, and especially of those endemic to special areas, may be threatened by the introduction of non-native species, which sometimes prove highly invasive.
- c. Abrupt changes in the vegetation type of an area may be detrimental to the ecological balance of an even wider area.
- d. Therefore, the California Native Plant Society adopts the following policy:

Those who do revegetation, especially of public lands and natural areas in non-urban settings, should use only locally native species in an effort to restore original vegetation or to develop species assemblages consistent with surrounding vegetation. Typical plant materials which are native to Elkhorn Ridge, as well as expertise about their use, can typically be found in local nurseries.

Except as may otherwise be expressly provided in these Guidelines, the Committee will not regulate the landscaping of an owner's property. No application is required for the installation of lawn, shrubs, plants, gardens, or trees. Any topographical change in the lot consisting of four or more feet, however, shall be subject to regulation and an application shall be submitted to the Committee prior to commencement of any such topographical changes.

#### IV. ADMINISTRATIVE PROCEDURES

The plan Review Process will commence upon submittal of a complete application package. (See New Construction Application form attached.)

The entire application package should be delivered to the manager for the Elkhorn Ridge Owners Association at 97 E Sierra Ave. Portola, CA 96122

The right of an Owner to construct, remodel, alter or otherwise change any improvement or make excavation to any lot shall do so under the jurisdiction of the Architectural Review Committee, and shall not commence, or erect such until the same has been approved by the Committee.

##### A. Scope

All new structures, alterations, additions, color changes, and site improvements are under the jurisdiction of the Architectural Control Committee. This includes exterior hot tubs, patios, decks, steps, retaining walls, parking areas, solar panels, fences, horse corrals, etc.

##### B. Fees

Two checks payable to the Elkhorn Ridge Homeowners Association shall accompany each application. The amount of the fee and compliance deposit shall be according to the following schedule:

	Application Fee	Compliance Deposit
New Residence Construction:	\$1,500.00	\$4,000.00
Alterations or additions to an existing residential structure.	\$500.00	\$1,500.00
Site improvements such as fences, painting, excavation, driveway modifications, other paving, etc.:	\$500.00	\$1,000.00

The fees, in the instance of new residence construction, include a refundable deposit of \$4,000.00; the fees, in the case and alterations and additions, include a refundable deposit of \$1,500.00, and in the case of changes or site improvements, contain a refundable deposit of \$1,000.00.

The deposit shall be refunded to the owner upon a successful final inspection of the property by the Committee to assure that it conforms to the approved plans. The deposit shall be retained by the Association in the event that violations of these Guidelines or the approved plans shall occur which are not corrected and are not subsequently brought into conformity with these Guidelines and/or the approved plans. Such a loss of the owner's deposit shall be a cumulative remedy and shall not preclude the Committee or the Association from otherwise enforcing these Guidelines.

**C. Schedule for Plan Review**

If adequate information is submitted prior to the 20<sup>th</sup> of the month, review can generally be accomplished at the next regular monthly Committee meeting. Lack of required information on the submittal may result in rejection of the proposal and delay the building schedule.

**D. Approval of Plans**

The Committee shall notify the owner in writing of all actions taken with the plan submittal. Approval of plans shall expire 9 months after they are approved unless within that time, construction has begun. Once the plans have been approved by the Committee, no construction alterations or other improvements can be made on the lot without the owner obtaining approval of the Committee.

**E. Action taken without approval**

No building or excavation of any kind is to begin prior to receipt of written approval by the Architectural Control Committee.

Should any owner or contractor fail to adhere to the requirements imposed by the (1) CC&Rs, (2) Architectural Control Guidelines, or (3) Any specific condition of project approval, the Architectural Review Committee has the authority to order a stop to the work being undertaken, and remove, correct, or remedy the non-compliance at the Owner's cost.

**F. Plan Revisions**

Requests for plan changes during construction must be submitted to the Committee in writing. Approval must be received prior to making changes to previously approved plans. A fee of \$250 shall be charged for each request for plan change. All changes or deviations from the original application's approved plans, including changes in grades, paved areas, materials, colors, door and window specs, etc. must be submitted to the Committee with proper documents including any necessary drawings for review and approval prior to implementation. Any action by the Owner or Contractor to implement changes prior to the Committee's approval is considered a violation and may be subject to a fine, and/or an order by the committee for immediate cessation of all aspects of the construction in violation until approval is secured or the change is denied, in which any cost of mitigation will be determined and charged to the Owner. The committee has the authority to approve what they determine as a minor, or insignificant change without charging a fee or requiring formal submittal. Additionally, the Committee has the authority to charge a fee, at their discretion, for any revision where additional review costs are incurred due to the complexity of the revision, or additional on-site review is needed.

**G. Variances**

Departures from the Architectural Guidelines are discouraged because they create a lack of certainty and predictability in the building process and because process and because all owners improve their properties in reliance upon the enforcement of these Guidelines. However, because exceptional circumstances may require exceptional responses, variances

will be considered by the Committee upon receipt of a written request from the owner outlining the specific reasons for the requested variance. A variance granted to one individual shall not be considered as a precedent for other such requests for that owner or for any other owner.

**H. Commencement and Completion of Construction Project.**

An owner shall have twelve (12) months from the Committees approval of the plans to commence construction; the owner shall have one year from commencement of construction to complete the construction project and to obtain a Certificate of Occupancy. Upon a written showing of extraordinary circumstances submitted to the Committee, a request for an extension may be granted.

**I. Violations**

All violations of these Guidelines, or any building-related provision of the Declaration of Restrictions, or any construction activity, including site preparation, not in accordance with plans approved by the Committee, will be referred to the Board of Directors of the Elkhorn Ridge Homeowners Association for action if such violations or , differences cannot be resolved within the design review process.

In the event that the Committee disapproves plans and specifications, or any other violation of these Guidelines or the Declaration of Restrictions cannot be resolved within the design review process, the owner may appeal the Committee's decision to, or may seek resolution of a violation by appealing to, the Board of Directors of the Elkhorn Ridge Homeowners Association by filing a petition in writing within 10 days after being notified in writing of the disapproval, or within 10 days after being notified of the Committee's final determination of any violation, stating reasons for the appeal. The Board of Directors shall have the right and authority to review the decision of the Architectural Control Committee. The decision of the Board of Directors of the Elkhorn Ridge Homeowners Association shall be final and conclusive.

**J. Waiver or Estoppel**

The failure of the Committee or the Board of Directors of the Elkhorn Ridge Homeowners Association to enforce any of the conditions, restrictions or covenants, or any of the previous of these Guidelines, shall in no way be deemed a waiver of that enforcement right, nor shall the Association be estopped to enforce such conditions thereafter. Neither the Committee, the Association, nor any member thereof shall be responsible for architectural or other defects of any nature whatsoever in the plans and specifications or in any structure thereafter.

**K. Commencement and Completion of Construction Project**

An owner shall have twelve (12) months from the Committee's approval of the plans to complete the construction project and to obtain a Certificate of Occupancy and receive a letter of successful final inspection from the Committee . Upon a written showing of extraordinary circumstances submitted to the Committee, a request for an extension may be granted.

**L. Final Inspection**

All construction is subject to a final inspection by the Committee in order to ensure that all such construction is in conformance with the originally approved plans, and all approved revisions thereto.

For the benefit of both the Owner and the Committee, please refer to the Final Inspection Checklist before making a request for final inspection. An additional fee of \$250 may be charged if a follow up inspection is needed.

**V. CONTRACTOR/SUBCONTRACTOR REQUIREMENTS**

In the preparation of final plans and specifications for your home at Elkhorn Ridge, include the following requirements for your contractor.

- A. The property corners are to be kept clearly marked for immediate identification of property boundaries by the contractor or members of the Committee or officers of the Association throughout the course of construction.
- B. Under no circumstances is it permissible to cross the parcel line into adjoining lots or homesites for access, storage, or any other purpose. Should such an encroachment become an absolute necessity, it must be approved by the Elkhorn Ridge Homeowners Association Architectural Control Committee and the consent and written approval obtained before-the-fact from the neighboring property owner.
- C. All vehicles are required to stay on the paved roadway. Vehicles are not to be driven or parked on any unpaved area except as is absolutely necessary to permit the construction (such as with the pouring of footing by a concrete truck, the hoisting of trusses ,with a crane, etc.) process to occur. Such vehicles shall at all time stay within the boundaries of the parcel under construction and the designated construction area and shall be operated only in a manner that minimizes damage to the natural foliage.
- D. Debris of all kinds should be properly contained and promptly disposed of. Under no circumstances is debris of any type to be placed on burn piles, in community collection bins or any other area within Elkhorn Ridge.
- E. Please be sure that your contractor and his crew, subcontractors, material suppliers, and all other associated with the construction of your home are aware of the restriction on pets at Elkhorn Ridge. Dogs must be on a leash at all times and must be accompanied by their owner. No dogs are to run loose. If a dog become a problem for any reason, they will be prohibited from the building site.
- F. Immediately upon completion and Final Inspection of your home, all Construction Signs must be removed, and a final cleanup accomplished.
- G. Noise should be controlled to the greatest extent possible. Construction

work is allowed between the hours of 8:00 a.m. and 6:00 p.m. Monday through Saturday. Construction is prohibited on Sundays. Radios playing at high volume levels are not allowed. If a problem develops with regard to radio volume, radios will be banned from the site during construction.

- H. During the time of construction of any building or other improvement, all signs of contractors, subcontractors, material suppliers, lenders, or other construction-related signs, shall be located on a single sign post. Under no circumstances shall signs be affixed to trees. The sign post shall be no greater than five feet in height. The maximum area for any one sign shall be no more than three (3) square feet. All signs must be removed immediately upon completion of construction.

No construction shall begin on any lot without prior written approval of the architectural review committee. **Owners are responsible for the actions of their contractors, subcontractors, suppliers, and others involved with the improvements to the lot.**

### Certificate of Adoption

I hereby certify that:

- A. I am the Secretary of the Elkhorn Ridge Owners Association.
- B. The foregoing Architectural Control Guidelines were adopted by the majority vote of the Board of Directors on March 16, 2021.

Dated: \_\_\_\_\_

# ELKHORN RIDGE ARCHITECTURAL REVIEW NEW CONSTRUCTION APPLICATION

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

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

Architect/designer:: \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

## Details of Plan Prints

The Owner shall submit one complete .pdf set of plans via email, and two sets of professional quality blueline or blackline plan prints, showing the name of the Owner, date, and architect or designer, and which shall also include the following:

### 1. Site Plan

Based upon a topography by a registered land surveyor or civil engineer drawn to a scale of 1/8" to 1'- 0" and conforming to the Town of Truckee requirements, and showing contours at 2ft intervals and numeric elevations on each contour, including:

- A. The lot, unit number and preassigned street address.
- B. Name, address, license number and signature of the registered land surveyor or civil engineer creating the plan and the date of the drawing.
- C. Name and address of the Owner.
- D. The location and dimensions of any easements, building setbacks, property lines and contiguous roads.
- E. The locations of all utility lines (sewer, water, electrical, gas and TV).
- F. Source of survey data and survey reference datum.
- G. The direction of views.
- H. Location of rock outcroppings and boulders.
- I. Site section(s) wherever grade changes are proposed (perpendicular to contours).
- J. Location and height of proposed retaining walls.
- K. Location of required parking area with finish grades and drainage indicated.
- L. Location of proposed paved area with grades and materials indicated.
- M. Location of decks, uncovered porches, walks and retaining walls.
- N. Location of attached garbage containers, or inside container location.
- O. Location of temporary access to building site by contractors, and on-site material storage areas.

- P. Location of Temporary power source (note: the temporary power shall be supplied on a temporary power pole or routed underground to the service panel of the structure after the foundation is laid.
- Q. Location of trees, and trees requested to be removed for construction, or fire safety; (flag trees proposed to be removed with flagging tape).
- R. Show location of construction area fencing, (no construction activity outside of fence in order to protect native vegetation).
- S. Show location of any adjacent structure on developed lots.
- T. Show location of temporary toilet – face door away from road.
- U. Show location of on-site snow storage area.
- V. Homesite coverage – total coverage of the land by buildings, parking areas and decks will not exceed 33% of the site.
- W. Show limits of temporary construction fencing area (s), thus providing protection of native environment areas.

## 2. Drainage and Erosion Control Plan

- A. Show existing on-site drainage, swales, etc.
- B. Show proposed on-site drainage.
- C. Location and description of temporary BMPs (i.e., Straw wattles, hay bales, silt fence, etc.).
- D. Show location of permanent BMPs (i.e., Seeding, gravel, wood chips, etc.)
- E. Show location and size of all infiltration trenches or fields

## 3. Re-vegetation Plan

- Plans must be accompanied by a revegetation plan as called for in the design guidelines.

## 4. Structure Plans

Shall include floor plans, roof plans, sections through the structure, and all exterior elevations at ¼ inch to the foot scale, and include the following:

- A. General construction type.
- B. Roof slopes (pitch), roof materials and including gutters; (including colors)
- C. Type of doors, windows and frame, and the materials; (including colors)
- D. All exterior siding materials; ( including color samples )
- E. Exposed foundation materials; (including finish and color)
- F. Chimney (if required), and materials and cap design.
- G. Deck, stairs, railing design and finishes.
- H. Exterior light fixture(s) sample or brochure sample to meet light source and shielding requirements.

**5. Colors**

Provide samples of all exterior materials, including finishes, paint, stain, sealants, metal, window frames, roofing, solar panels, etc. Where feasible, apply paint and stain on actual material as samples and submit same to the Committee, and when not, paint chips or manufacturer brochures, or colored pictures may be acceptable, garage doors and window frames for example. It shall be at the discretion of the Committee as to what is required.

**6. Staking of Property Corners and Building Footprint**

Not later than (7) days prior to the Committee's scheduled review of the submitted plan, the Owner's contractor, architect,/designer, engineer, or other authorized agent, shall cause the comers of the property to be staked so as to enable members of the Committee to better visualize the property. At the same time, one of the above named persons shall cause the footprint of the structure(s) to be outlined on the ground with stakes and string so as to enable the Committee to better ascertain the manner in which the structure(s) is situated on the lot.

**7. Payment**

- A. Compliance Deposit: Check or money order in the amount of \$4,000.00 made payable to Elkhorn Ridge Owners Association
- B. Architectural Review Fee: Check in the amount of \$1,500.00 made payable to Elkhorn Ridge Owners Association

**8. Signatures:**

**We acknowledge that we have read and understand the Architectural Control Guidelines and Design Review Process. We further confirm that we have received and read the CC&R's for the Elkhorn Ridge Owners Association**

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Architect/Designer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**An Important Note: Completion of all items listed on the foregoing Checklist and submittal to the Committee shall be a required before the Committee commences the Plan Review Process.**

**Color and material samples and 2 hard copies of plans should be mailed to:  
Cline & Associates. 97 E. Sierra Ave. Portola, CA 96122**

# ELKHORN RIDGE FINAL INSPECTION CHECKLIST

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

Final Inspection Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_  
(confirming request for final inspection)

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Please review the following list carefully to ensure you are ready for a final inspection. Each additional inspection will require an additional inspection fee of up to \$250.00. Prior to your deadline for completion, please schedule a final inspection by completing this form and submitting it to the management company: Cline and Associates at 97 E. Sierra Ave. Portola, CA 96122 or via email at [joleen@clineandassociates.net](mailto:joleen@clineandassociates.net).

## 1. Revisions:

- All/Any changes to the originally approved plans were submitted and approved by the committee.
- All exterior construction shown on approved plans is complete as shown or specified.

## 2. Land Use:

- All permanent required erosion control and drainage is in place and in good functioning condition.
- All grading, excavation, and construction debris have been cleaned up and removed.
- All property corners are clearly marked and visible
- All temporary items such as contractor related signs, power poles, portable toilets, etc have been removed from the site.

## 3. Painting/Staining:

- All paint and stain applied are colors approved by the Committee
- All metal flashing, brackets, vents, including plastic, etc. painted to blend with adjacent material.
- Garage door painted if metal, or stained if wood with approved color or finish, and type or design as approved.
- Exposed foundation walls painted or stained to blend with adjacent siding material

## 4. Regulatory:

- Town of Truckee Successful Final Inspection
- Certificate of Occupancy has been Issued.