

## EXHIBIT 1

### Instructions for Submitting an Improvement Request Form

What needs to be submitted for approval?

***All exterior alterations or improvements, whether visible from the street or not, in the front, side or rear yards, must be submitted for approval. An Improvement Request Form is required.***

#### **I. Instructions in submitting your Improvement Request Form:**

- a) Complete the form with your name, address, subdivision, and phone number.
- b) Provide a detailed explanation of the improvement you wish to make.
- c) The Owner of Record must sign and date the form.
- d) Include drawings, pictures, sketch/plan, product specifications and any other related information regarding your desired improvement.

#### **II. Provide a Sketch/Plan**

- a) Provide a simple drawing of the proposed improvement. Sample exhibits, which can be duplicated, are available in the *Summerlin North Community Association Design Guidelines and Standards* and on our website at [summerlink.com](http://summerlink.com).
- b) For room additions, patio covers, balconies, etc., include a completed Exhibit 7 form and provide side and rear elevation drawings.
- c) Exterior Paint and Stone Veneer projects: Please complete the *Paint and Stone Improvement Form*. Predetermined subdivision paint schemes can be obtained by contacting our office.
- d) Shared property line/wall improvements: a completed and signed *Shared Property Wall Consent form* is required.
- e) Exhibit 3 is an example for landscape improvements. Additional exhibits are available and may be helpful.
  - i. Artificial Turf Projects: Along with the Improvement Request, you'll need to submit the *Artificial Turf Application*.
  - ii. List type of turf (maintain a 3-foot minimum distance from property line walls and all buildings).
  - iii. Provide the color and size of decorative rocks to be used.
  - iv. List plants, new and existing, & indicate where they will be placed.
  - v. If placing plants near walls, specify the locations for drip irrigation.
- f) For pools, include dimensions, the distance from the water to the property line, the location of pool equipment and how it will be screened from view, as well as the location of construction access.
- g) Indicate the elevation of any improvements that are above the grade of the residence, as well as any excessive grades or escarpments. Provide setback distance from all property line walls and view fencing.
- h) Providing photograph(s) or renderings, as applicable, are helpful but should not substitute for a landscape plan or drawings.

#### **Submitting the Request**

You may submit your Improvement Request by hand delivery, mail, or email to:

**Design Review Committee**

**2120 Snow Trail**

**Las Vegas, NV 89134**

**Telephone: (702) 838-5500**

**Email: [SSCA@howardhughes.com](mailto:SSCA@howardhughes.com)**

**Office hours are 9:00 AM to 5:00 PM Monday – Friday**

Please contact us if you have any questions or need assistance with submitting your improvement request. The CC&Rs provide the Association with thirty (30) business days in which to respond to your improvement request submittal, however average reviews time may be less. Upon completion, the Association will send to the property owner a written response via US mail.