

## Jeffrey D. Houston

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**From:** Sharon Walsh [sharon@alacartemanagement.com]  
**Sent:** Wednesday, December 26, 2012 5:29 PM  
**Cc:** Susan Long  
**Subject:** The Fairways at Fieldcreek Ranch Important Documents  
**Importance:** High  
**Attachments:** Fairways Documents 12 26 12.pdf

Attached you will find the following documents approved by the Board on December 10, 2012 and Effective 30 days from today, 12/28/12.

Architectural Mission Statement  
Architectural Committee Instructions for Project Submittal  
Architectural Committee Construction Deposit & Fee Agreement  
Architectural Committee Rules  
Architectural Committee Color/Material Approval Form  
Architectural Committee Weed Abatement Policy

If you have any questions or concerns, please contact this office.

Respectfully,  
Sharon Walsh  
A`La Carte Association Management, LLC  
1575 Delucchi Lane, Suite 115/22  
Reno, NV 89502  
775.824.0777  
775.824.0778 FAX  
sharon@alacartemanagement.com

# The Fairways at Fieldcreek Ranch

A Common Interest Community

## ARCHITECTURAL COMMITTEE MISSION STATEMENT

The mission of the Architectural Committee is to assist homeowners in meeting the architectural character established by the founders of our community. Within the guidelines established in the Declaration of Protective Covenants, the Architectural Committee will be responsible for preserving the architectural integrity of that original design.

The Architectural Committee will establish architectural design standards for approval of the Board of Directors. As design standards are adopted, all members of the community will be notified. The standards should not overly stifle the imaginative or creative desires of residents, but rather assure them that protective restrictions are in effect, which will help maintain the appearance and value of the properties in our community.

All members of the Architectural Committee shall be property owners within the community unless the Board chooses to appoint professionals from outside the community.

<p>This statement was duly adopted by the action of the Architectural Committee on November 20, 2012 and the Board of Directors on December 10, 2012. It shall be effective as of February 1, 2013 and replaces all previous versions.</p> <p>Attested by: Mike Vonada, President Fairways at Fieldcreek Ranch HOA</p>	<p>Property Manager:</p>
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# The Fairways at Fieldcreek Ranch

A Common Interest Community

## ARCHITECTURAL COMMITTEE INSTRUCTIONS FOR PROJECT SUBMITTAL

For information regarding this form or assistance in submitting your project to the Architectural Committee, please contact the property manager listed below.

Upon approval of your plans, the committee will stamp the copy of the plans to be submitted to the Washoe County Department of Building & Safety for the building permit. For more information concerning requirements for building permits, visit their website at <http://www.co.washoe.nv.us/bldgsafety>.

Submit forms, plans, and fees to the property manager listed below.

### SECTION 1

You can obtain the **ASSESSORS PARCEL # (APN)** and/or the **FAIRWAYS AT FIELDCREEK RANCH ADDRESS** and/or the **UNIT, BLOCK & LOT #** from the Washoe County Assessor website at <http://www.co.washoe.nv.us/assessor> (you must have one of the three numbers to find out the other two numbers).

### SECTION 2

Applicants must **OWN THE LOT** prior to submitting plans to the committee. The committee cannot review plans unless the lot sale has closed escrow.

If the application is for a “**spec**” house, be sure to sign and include the **NOTICE OF INFORMATION TO BUYERS** form which must be included in this application and will be kept on file.

Architectural plans must be submitted on the stamped title block of a **NEVADA REGISTERED ARCHITECT OR NEVADA REGISTERED DESIGNER**. The committee cannot accept architectural plans from unlicensed designers or from engineers. For more information or to check the license status of your designer, visit the Nevada State Board of Architecture, Residential Design, and Interior Design website at <http://nsbaidrd.state.nv.us>.

The **CONTRACTOR** is responsible for following all Fairways Contractor Rules & Regulations during construction. If you have not hired a contractor, leave this space blank. If the applicant is the general contractor, write “same as applicant.”

Provide us a **CONTACT NAME AND PHONE NUMBER** for the person the committee should contact regarding this project.

### SECTION 3

See the attached checklist which contains useful information to assist you and your design team in preparing your submission. It is not a requirement to submit the checklist. For **TYPE OF PROJECT**, check all that apply. If you are submitting a new

house plan, you can save the cost of submitting later for a fence or landscaping by including them with your house submittal. You are encouraged to submit preliminary elevations and site plans, etc. For preliminary submissions, items #1 and #3 below are optional.

For **NEW HOUSE AND ADDITIONS** we require the following:

1. **Three (3) sets of full size architectural and structural plans, stamped by the residential designer or architect.** One set will be retained by the committee, the other two will be returned to you stamped and signed by the committee for the building permit.
2. **Three (3) sets of plans reduced to fit on an 11" x 17" page.** This can be done by your designer or at any blueprint shop.
3. **Color/Material Submittal Form.** We need stucco color samples of at least 6" sq. We reserve the right to ask for larger samples if we question the color.
4. **The Project Approval Form**
5. **The Information to Buyers Form** (if applicable).
6. **Construction Deposit & Fee Agreement**
7. **Plan review fee** (see Construction Deposit & Fee Agreement) for the first submittal of a plan (including preliminary submittals). There is no fee for the first resubmittal. Subsequent resubmittals may require a fee based on the extent of the revisions required. Revisions to previously approved plans may require an additional fee, based on the extent of the revision.
8. **Refundable compliance deposit** (see Construction Deposit & Fee Agreement).

For **LANDSCAPING PLANS OR ALL OTHER PLANS** which are **NOT** part of a New House and Additions submittal we require:

1. **Three (3) sets of plans** drawn in a legible, professional manner (24" x 36" page maximum). Two sets will be returned to you.
2. **Three (3) sets of plans** reduced to fit on an 11" x 17" page.
3. **Color/Material Submittal Form**
4. **Construction Deposit & Fee Agreement Form**
5. **Plan review fee** (see Construction Deposit & Fee Agreement) for the first submittal of a plan.
6. **Refundable compliance deposit** (see Construction Deposit & Fee Agreement).

#### **SECTION 4**

**LOT SIZE** is the gross square footage of the lot. You can find this in your escrow papers.

**TOTAL LOT COVERAGE** is the area in square feet taken up on the lot by the building and garage and any porches or patios (the amount of roof area less overhangs). Include existing lot coverage with any new additions.

**TOTAL PROJECT SIZE** is the total square footage of enclosed floor space (heated) and including garages. Check your escrow papers for minimum requirement which may vary from unit to unit.

**REFERENCE CORNER ELEVATION** is determined by your surveyor. You can also use a reference datum @ elevation=100'.

**ALLOWABLE HEIGHT** is listed below for each of the remaining vacant lots:

Lot	Address	Allowable Height
65	12745 Silver Wolf Rd	
60	12795 Silver Wolf Rd	33'
57	12825 Silver Wolf Rd	31'
56	12835 Silver Wolf Rd	32'
55	12845 Silver Wolf Rd	32'
54	12855 Silver Wolf Rd	31'
52	12875 Silver Wolf Rd	32'
46	12945 Silver Wolf Rd	
45	12955 Silver Wolf Rd	
43	12975 Silver Wolf Rd	
28	1210 Springer Ct	
27	1200 Springer Ct	
17	12950 Silver Wolf Rd	32'
5	12830 Silver Wolf Rd	32'

**PROPOSED ROOF HEIGHT** is the highest point of the roof excluding chimneys and vents. It is measured from the reference corner elevation, NOT THE HOUSE ITSELF. Have your designer provide this information.

**VARIANCE REQUESTS** to exceed the **ALLOWABLE HEIGHTS** need to be submitted (on a separate page) with an explanation of why your proposed design needs a variance. Variances are closely scrutinized and are not automatically granted.

**MAILBOX DESIGN AND LOCATION** must be submitted to committee for approval. Material and colors should generally match the house.

<p>This policy was duly adopted by the action of the Architectural Committee on November 20, 2012 and the Board of Directors on December 10, 2012. It shall be effective as of February 1, 2013 and replaces all previous versions.</p> <p>Attested by: Mike Vonada, President Fairways at Fieldcreek Ranch HOA</p>	<p>Property Manager:</p>
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# The Fairways at Fieldcreek Ranch

A Common Interest Community

## ARCHITECTURAL COMMITTEE CONSTRUCTION DEPOSIT & FEE AGREEMENT

Name:	email:	Phone:
Name:	email:	Phone:
Mailing Address:	Fairways Property Address:	
	Reno, NV 89511	

Project Type	Refundable <sup>1</sup> Deposit	Non-Refundable Fee	Time Allowance
<b>New home construction with landscaping</b> <input type="checkbox"/> Initial submission with plan review <input type="checkbox"/> First extension, subject to Committee approval (requested <b>prior</b> to expiration of time allowance) <input type="checkbox"/> First extension, subject to Committee approval (requested <b>after</b> expiration of time allowance) <input type="checkbox"/> Subsequent extension, subject to Committee approval (requested <b>prior</b> to expiration of time allowance) <input type="checkbox"/> Subsequent extension, subject to Committee approval (requested <b>after</b> expiration of time allowance)	\$15,000	\$500 \$0 \$500 \$500 \$1,000	365 days <sup>2</sup> 90 days 90 days 90 days 90 days
<b>Home remodel, addition, or rebuild</b> <input type="checkbox"/> Initial submission with plan review <input type="checkbox"/> First extension, subject to Committee approval (requested <b>prior</b> to expiration of time allowance) <input type="checkbox"/> First extension, subject to Committee approval (requested <b>after</b> expiration of time allowance) <input type="checkbox"/> Subsequent extension, subject to Committee approval (requested <b>prior</b> to expiration of time allowance) <input type="checkbox"/> Subsequent extension, subject to Committee approval (requested <b>after</b> expiration of time allowance)	\$5,000	\$250 \$0 \$250 \$250 \$500	365 days 90 days 90 days 90 days 90 days
<b>Landscaping and/or fencing only</b> <input type="checkbox"/> Initial submission with plan review <input type="checkbox"/> First extension, subject to Committee approval (requested <b>prior</b> to expiration of time allowance) <input type="checkbox"/> First extension, subject to Committee approval (requested <b>after</b> expiration of time allowance) <input type="checkbox"/> Subsequent extension, subject to Committee approval (requested <b>prior</b> to expiration of time allowance) <input type="checkbox"/> Subsequent extension, subject to Committee approval (requested <b>after</b> expiration of time allowance)	\$1,000	\$250 \$0 \$250 \$250 \$500	365 days 90 days 90 days 90 days 90 days
<input type="checkbox"/> <b>Small project</b> <sup>3</sup>	fee waived	fee waived	90 days

<sup>1</sup> Deposits are fully refundable only if all applicable conditions are satisfied

<sup>2</sup> In addition to construction of primary dwelling, each lot shall be completely landscaped within one year from the issuance of the certificate of occupancy

<sup>3</sup> Small projects are considered those of minor scale (with total cost less than \$5,000) such as replacement of trees, shrubs, exterior lighting, mailboxes, sidewalks, or other similar improvements. Consideration of granting a waiver of deposit and fees by the ARC will be based on the scope of the project and risk of inflicting damage to common areas.

Deposits must be in the form of a personal, business, or bank check (no cash or bonds will be accepted). The check will be deposited into the HOA's dedicated deposit account and funds held until the project is completed *in its entirety* or funds are otherwise released or surrendered. Fines and penalties may be deducted from the deposit following the hearing process. No interest will be paid on deposited funds.

(continued on next page)

\_\_\_\_ I/We have reviewed and agree to The Fairways at Fieldcreek Ranch Homeowners  
(initials) Association Fine/Construction Penalty/Liquidated Damages Collection Policy.

\_\_\_\_ I/We have reviewed and agree to The Fairways at Fieldcreek Ranch Homeowners  
(initials) Association Declaration of Protective Covenants and specifically acknowledge:

1. Construction work hours are limited to **7:00 am to 6:00 pm Mon-Sat**.
2. Construction must commence within **one (1) year** from the date of approval.
3. Projects must be completed within **one (1) year** after commencing construction.
4. Landscaping shall be completed within **one (1) year** after the issuance of a certificate of occupancy for the initial completed residence (partial deposit refunds will not be made) or six (6) months from the end of any construction extensions that are granted.
5. Within sixty (60) days of notice given by the homeowner of project completion, the ARC or its agents will inspect projects for compliance with approved plans before any refundable deposits are released.

\_\_\_\_ I/We are aware that if the property is sold or foreclosed upon prior to project  
(initials) completion that it is my/our responsibility to fully disclose to the new owner at the time of acquisition that a replacement deposit must be placed before construction resumes or begins. The original deposit will be refunded to the original depositor only after receipt of a replacement deposit.

I/We hereby submit check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ (deposit)

check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ (fee)

(deposits and fees must be in separate checks due to requirements of NRS 116)

Property owner: _____	Date: _____
Property owner: _____	Date: _____

This form/policy was duly adopted by the action of the Architectural Committee on November 20, 2012 and the Board of Directors on December 10, 2012. It shall be effective as of February 1, 2013 and replaces all previous versions.  Attested by: Mike Vonada, President Fairways at Fieldcreek Ranch HOA	Property Manager:
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# The Fairways at Fieldcreek Ranch

A Common Interest Community

## **ARCHITECTURAL COMMITTEE ARCHITECTURAL RULES**

The Fairways at Fieldcreek Ranch is a development of custom homes, and therefore, homes should be designed for the particular contours and elevations of the lot. Please do not submit plans which will require excessive or inappropriate site cutting or filling. These factors are strongly taken into consideration by the Architectural Committee during the approval process. The Committee strongly recommends that you contact them at the very start of your design process for input as to the design intent and site planning. It is also recommended that you submit a preliminary site plan and elevations before beginning the construction drawings.

By contacting the Committee early and allowing sufficient time for review and input, needless expense and delay will be avoided. Please allow time for this process! In order to avoid unnecessary delays, please review the Architectural Rules carefully, and make sure that everything on the checklist has been provided.

New house plans submitted to the Committee must have a Landscaping Plan which accounts for the entire lot area. All areas must be clearly identified (i.e. landscape, turf, decorative gravel, bark, etc.). All plantings must be identified (although a complete plant list with sizes and quantities is not an absolute requirement). The requirement for three (3) evergreen twenty (20) gallon plantings and a lawn between the street and the front of the house remains in effect.

If your lot contains substantial native vegetation, it can be identified on the plans as such and it must be noted as having a 3' protective construction fence until construction is complete. It is the intent of the Committee to ensure that the lot is landscaped within the time allowed by the Declaration of Protective Covenants. We are aware that your ideas may change, and the Committee will accept proposed revisions to the original landscape plans.

We will require a copy of the Certificate of Occupancy within fourteen days of issue so we can keep track of the one-year time limit to complete landscaping. Fines may be levied by the association against the property owner for non-compliance. Please remind your realtor to use the Fieldcreek Ranch "For Sale" signs approved by the Committee.

The Committee will be happy to discuss these or any other design issues with you.



1. PLANS MUST BE SUBMITTED FOR APPROVAL BEFORE STARTING ANY PROJECT ("project" includes any house, garage, outbuilding, retaining wall, landscaping, pool, fence or barrier of any kind, deck, arbor, gazebo, patio, dog run, storage structure or any other structure).
2. THE FAIRWAYS AT FIELD CREEK RANCH ARCHITECTURAL COMMITTEE HAS ADOPTED CERTAIN RULES, PER THE DECLARATION OF PROTECTIVE COVENANTS, WHICH MUST BE FOLLOWED. THESE RULES ARE INDICATED BELOW:
  - a. The Architectural Committee strongly encourages a "site-specific" plan for each lot, which can best be described as a plan that is designed specifically for the topography of the site that upon which the structure is to be placed. The structure should be designed to minimize the disturbance of the existing topography.
  - b. From time to time, and at the sole discretion of the Architectural Committee, a floorplan may be duplicated if there is a substantial difference in the exterior appearance of the elevations. The committee shall determine whether or not a substantial difference exists. The owner or builder is encouraged to contact the committee prior to submitting a duplicated plan to ensure that it will be acceptable to the committee.
  - c. Structures constructed on corner lots must have consistent treatment of elevations facing both streets.
  - d. Wainscots used only along a street face of a structure must be returned a minimum of 48" at each corner of the house. It is preferred that the wainscot be returned to the next corner or a vertical stopping point, such as a window or door.
  - e. Composition roofing is acceptable only if the quality is equal to a "Presidential" type shingle (architectural 40 year shingle).
  - f. All wood fencing should be of the "good neighbor" type (alternating boards on either side of the fence), unless it is for the sole purpose of recreation vehicle storage, in which case it may be solid. Dog runs shall be attached to the garage or rear of the house. Brown-coated chain link is preferred for dog runs, when chain link is allowed. No solid fencing will be allowed on rear or side yard setbacks on any property that is adjacent to the golf course. The committee recommends 4' split rail cedar.
  - g. All builders are required to inform their buyers that recreational vehicles may not be kept at the residence, for more than 24 hours, until an enclosure approved by the Architectural Committee has been constructed. In addition they must also inform their buyer(s) of the landscape provisions of the Declaration of Protective Covenants.
  - h. The use of asphalt driveways is strongly discouraged. The committee shall allow asphalt driveways only in selected cases and away from the streets.

- i. The use of vinyl siding, cement siding, aluminum siding, plywood siding (such as T-111), or tempered hardboard siding is prohibited.
  - j. Mailbox enclosures must be of an approved design.
  - k. Basketball courts must be approved by the committee and the surrounding neighbors. The two neighbors most affected must sign a letter of approval.
  - l. The Contractor Rules & Regulations provided by the Architectural Committee must be posted at all times on the construction site in a weatherproof device and visible from the street. Property owners and/or contractors who fail to comply with the requirement may be subject to fines.
  - m. The Architectural Committee reserves the right to modify, add, or eliminate any Architectural Committee rules at its sole discretion.
  - n. Preliminary design drawings and site plans may be submitted for comments and suggestions to the Architectural Committee to review for potential problems or conflicts with committee rules. Such preliminary reviews are on an informal and noncommittal basis only. The final submittal will be reviewed in its entirety to ensure compliance with all rules and regulations of the Fairways at Fieldcreek Ranch Declaration of Protective Covenants and Architectural Rules.
3. ALL PROJECT APPROVAL FORMS REQUIRE THREE (3) SETS OF PLANS & SPECIFICATIONS WHICH INCLUDE THE FOLLOWING ITEMS. All items must be checked by property owner and architect/designer or contractor prior to submittal. Plans will not be reviewed or approved until all of the items noted below have been provided.
- a. Plot plan indicating:
    - a. Property lines
    - b. Setbacks
    - c. Streets
    - d. Curbs and gutters
    - e. Driveway(s) including dimensions of curb cuts
    - f. Driveway materials
    - g. Easements
    - h. Utility locations
    - i. Drawing scale
    - j. North arrow
    - k. Location and outline of proposed structures including any house, garage, outbuilding, retaining walls, pool, fence or barrier of any kind, deck, arbor, gazebo, patio, dog run, storage structures, or any other structures.
    - l. Lot contours, including existing and finish grades, 2' interval minimum, top of curb grades, spot elevations at all structures corners and entrances, and any cuts and fills.
  - b. Landscaping plan indicating:
    - a. Proposed landscaping including plant materials, their sizes and types, other landscape feature, i.e. rocks, boulders, dry creeks, shredded bark, etc.

- b. Three twenty (20) gallon evergreen trees minimum between the house and the street. Fence location(s) and fence elevation(s) with materials indicated.
- c. Mailbox and elevations with materials indicated.
- d. A lawn area between the front(s) of the house and the street(s). Note that the landscaping plan must be prepared with the same quality and appearance of all other documents submitted for review. No landscape plans will be accepted as a blue-line site plan marked up with marking pens or the like.
- c. Floor plan(s) indicating:
  - a. Walls and all openings along with all attached structures.
  - b. Scale
  - c. North arrow
  - d. Area for each floor along with a total area indicated.
- d. Elevations indicating:
  - a. All exterior walls.
  - b. Existing and new topography on all elevations.
  - c. Bottom of all footings on all elevations.
  - d. Roof slope on all elevations.
  - e. The elevations of the height control point (top of curb at lot corner) and maximum building height on all elevations.
  - f. Drawing scale for each sheet of elevations.
  - g. Description of all exterior materials: walls, roofing, doors, windows, etc, will be noted on each sheet of elevations. Include proposed finish colors and samples.
- e. Section:
  - a. A building or wall section indicating the floor level(s), plate height(s), and highest ridge height.

If the owner of the project lot is constructing a "spec" house, the Notice of Information to Buyers form must be completed.

<p>This policy was duly adopted by the action of the Architectural Committee on November 20, 2012 and the Board of Directors on December 10, 2012. It shall be effective as of February 1, 2013 and replaces all previous versions.</p> <p>Attested by: Mike Vonada, President Fairways at Fieldcreek Ranch HOA</p>	<p>Property Manager:</p>
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# The Fairways at Fieldcreek Ranch

A Common Interest Community

## ARCHITECTURAL COMMITTEE COLOR/MATERIAL APPROVAL FORM

Fairways Address: \_\_\_\_\_ Reno, NV 89511 Application Date: \_\_\_\_\_

*Please clearly identify all items below on all elevation views on your plan sets. In addition to the required color sample chips and cut-outs from brochures, you may also submit full-sized samples, but they will not be returned to you by the committee. Please use clear tape to securely attach color chips or brochure cut-outs.*

### ROOF

Material: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color Name: \_\_\_\_\_ Color #: \_\_\_\_\_

*Note: All flashing and vents must be painted to match roof color.*

ATTACH  
ROOF SAMPLE  
HERE

### EXTERIOR WALLS

Material: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color Name: \_\_\_\_\_ Color #: \_\_\_\_\_

ATTACH  
EXTERIOR WALL  
SAMPLE HERE

Material: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color Name: \_\_\_\_\_ Color #: \_\_\_\_\_

ATTACH  
EXTERIOR WALL  
SAMPLE HERE

### EXTERIOR TRIM

Material: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color Name: \_\_\_\_\_ Color #: \_\_\_\_\_

ATTACH  
EXTERIOR TRIM  
SAMPLE HERE

### WINDOWS

Material: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Color Name: \_\_\_\_\_ Color #: \_\_\_\_\_

ATTACH  
WINDOW  
SAMPLE HERE

<p><b>GARAGE DOOR</b></p> <p>Material: _____</p> <p>Manufacturer: _____</p> <p>Color Name: _____ Color #: _____</p>	<p>ATTACH GARAGE DOOR SAMPLE HERE</p>
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<p><b>DRIVEWAY</b></p> <p>Material: _____</p> <p>Manufacturer: _____</p> <p>Color Name: _____ Color #: _____</p>	<p>ATTACH DRIVEWAY MATERIAL SAMPLE HERE</p>
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<p><b>OTHER MATERIAL</b></p> <p>Material: _____</p> <p>Manufacturer: _____</p> <p>Color Name: _____ Color #: _____</p>	<p>ATTACH OTHER MATERIAL SAMPLE HERE</p>
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<p>Approval Date: _____</p>	
<p>DO NOT WRITE IN THIS AREA COMMITTEE USE ONLY</p>	

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# The Fairways at Fieldcreek Ranch

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## ARCHITECTURAL COMMITTEE WEED ABATEMENT POLICY

Due to the two devastating fires that recently spread near our neighborhood, the Association has enacted a policy on weed abatement to reduce the threat of fires involving our community.

The Architectural Committee and the Board of Directors adopts the recommendations of the Living with Fire program for Fire Adapted Communities applicable to vacant lots and those un-landscaped portions of existing lots:

- Remove all brush and vegetation (grasses and weeds) within 10 feet of all property lines.
- Remove all dead and dying vegetation.
- Remove other sagebrush and bushes as needed to create a separation between them of two times the height of surrounding bushes. For example, if the bush or sagebrush is 3 feet tall, the surrounding brush needs to be at least 6 feet from it. This standard is used to reduce the fuel loading, thereby reducing the BTUs that cause fire spread.

Please see the *Fire Adapted Communities – The Next Step in Wildfire Preparedness (Washoe County Version)* document for further details:

<http://www.unce.unr.edu/publications/files/nr/2010/sp1010.pdf>

We will advise lot owners each year when to begin removing weeds and grasses. This process needs to happen after the grasses and weeds fully bloom or they will return and need to be cut a second time.

Thank you for helping us to create a fire-safe community!

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