



*ARCHITECTURAL REVIEW DEPARTMENT*

**TO:** THUNDER MOUNTAIN RANCH PROPERTY OWNERS ASSOCIATION  
**ATT:** KURT TEUBNER  
**FROM:** NEIL TRUE, ARCHITECT & STACY MAULE, ARCHITECTURAL ADMINISTRATOR  
**SUBJECT:** SCOPE OF ARCHITECTURAL SERVICES PROPOSED  
**DATE:** **SEPTEMBER 22, 2008**

Our goal as an Architectural Review Service is to ensure compliance with the Architectural Design Guidelines and help preserve the inherent architectural and aesthetic quality of the Community. It is important that improvements to the properties be made in harmony with the Community and not to its detriment. Utilizing an outside Architectural Review Service eliminates the neighbor to neighbor issues that may arise as oppose to an in-house review service. We find a high spirit of cooperation, which benefits all homeowners. By the Architectural Review Service adhering to the guidelines and obtaining official approvals for improvements and rectifying any problems identified by the homeowner, we protect your financial investment and help to ensure that new and existing improvements are compatible with the standards established for your community. On board, we have an architect, administrators and field inspectors to provide a full realm of services.

HOAMCO's Architectural Department is pleased to provide a summary of architectural review proposed services for Thunder Mountain Ranch Property Owners Association. The following bullets are brief descriptions of our services provided. Any item(s) may be modified or customized to better meet the community's individual needs.

➤ **New Home Construction**

**Conduct a pre-design site meeting with the Owner(s) and Architect \$350.00**

- 1.) Review of the site plan:
  - a) Lot lines
  - b) Proposed method of ingress/egress
  - c) Location of guest parking
  - d) Building(s) location, walks, fences, slopes and drainage issues
  - e) Utility routing
  - f) Building envelope verification
  - g) Preservation of view corridors

**Preliminary and Final Plan Submittal \$2,000.00**

- 1.) Review preliminary plans per the 'Design Guidelines':
  - a) Formulate comments on the submitted plans and meet with the Design Review Committee or the Board for additional input and concurrency
  - b) Forward correspondence with the results of preliminary review to the applicant and their architect
  - c) Field all correspondence and phone calls pertaining to the review and serve as a liaison to the Design Review Committee or the Board
  - d) Obtain applicants review fee in full
  
- 2.) Landscape Plan review:
  - a) Review existing landscape features to be removed or disturbed
  - b) Evaluate and identify proposed planting areas
  - c) Discuss probable placement of fences, walls, pools, spas, ect.
  - d) A/C unit screening
  - e) Method of site drainage
  
- 3.) Roof Plan:
  - a) Review ridge heights from the 'Base Elevation', prescribed for said lot
  - b) Review proposed materials and colors
  
- 4.) Grading Plan:
  - a) Review proposed changes to grade within the building envelope
  - b) Discuss any retaining structures
  
- 5.) Floor Plan:
  - a) Review wall movement
  - b) Review patios and courtyards
  - c) Review proportions of scale and massing of space
  - d) Square footage summary review
  
- 6.) Elevations:
  - a) Discuss and convey the spirit and intent of the Architectural Styles
  - b) Verify the topo has been conducted by a certified engineer of lot
  
- 7.) Sections:
  - a) Review preliminary study sections of structure as it relates to the site
  
- 8.) Review final Plan submittal:
  - a) Determine if all requirements have been met
  - b) Review final landscape plan and drainage plan
  - c) Review all exterior colors, materials for compliance and aesthetic value
  - d) Review with the Design Review Committee or the Board the final submission
  - e) Provide a copy of the reviewed plans along with an approval or denial letter to the applicant and their architect
  - f) Field all correspondence and phone calls pertaining to the review and serve as a liaison to the Design Review Committee or the Board
  - g) Obtain contractor compliance deposit

**Site Surveys–Certification & Inspections      \$1,000.00**

- 1.) Perform survey and certifications along with bi-monthly field inspections or monthly inspections of sites:
  - a) Site survey must be conducted with the Builder by our architectural inspector prior to commencement of construction
  - b) Perform a rough framing inspection to verify all openings and doorways
  - c) General inspections of the condition of sites to ensure all contractors adhere to the constructions rules and regulations and issue violations and/or fines on a as needed basis
  - d) Perform a final inspection of the completed residence and determine that all aspects of the project are complete and in conformance with the approved plans and specifications
  - e) Correspond with the Owner and contractor the results of the final inspection
  - f) Re-inspect the property if initial final inspection did not pass and correspond with the Owner and contractor the results of the subsequent final inspection
  - g) Refund contractors/Owners compliance deposit upon an approved final inspection
  - h) Provide monthly status reports to the Design Review Committee or the Board

➤ **Modifications & Improvements to Existing Homes**

- 1). Major remodeling projects will follow the same protocol as new construction on a smaller scale. Review and inspection fees will be of a lesser amount than new construction.
- 2). Site Submittal Review and Final Inspection fee of four hundred (**\$400.00**) per submittal for the following:
  - a) Initial Landscaping
  - b) Swimming Pools
  - c) Structural Building Additions
  - d) Exterior Modifications to the home
  - e) Gazebos
- 3). Site Submittal Review and Final Inspection fee of seventy-five (**\$75.00**) per submittal for the following:
  - a) Awnings
  - b) Shade Screens
  - c) Window Treatments
  - d) Play Equipment
  - e) Sports Courts
  - f) Spas
  - g) Fences and Gates
  - h) Site Lighting
  - i) Modification to landscaping after initial installation

Review and inspection fees shall be altered by determination of the requested scope of services. Modifications to existing home fees are not inclusive to all potential improvements. Any items not listed will be evaluated and the appropriate review and inspection fee will be charged. Additionally, we offer services of drafting Design Guidelines if needed. It is a pleasure to potentially serve your communities and if you have any additional questions please do not hesitate to contact us at 928-776-4479 or email [review@hoamco.com](mailto:review@hoamco.com).