

# EXHIBIT 1

## Instructions for Submitting a Home Improvement Request

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.**

### Improvement Request Form

- a) An Improvement Request form has been provided in this package. It may be duplicated for use with future submittals.
- b) Complete the form with your name, address and subdivision, together with a daytime phone number.
- c) Explain the improvement you wish to make.
- d) Owner of Record must sign and date the form.
- e) ***If you are proposing a shared property improvement you must have your impacted neighbors sign and date the form. All submittals pertaining to shared property improvements must have neighboring owner approval.***

### Provide a Sketch/Plan

- a) Make a simple drawing of the improvement you wish to make. Sample Exhibits (which may be duplicated) have been provided in the ***Summerlin North Community Association Design Guidelines and Standards.***
- b) Include a completed Exhibit 7 form for room additions, patio covers, balconies, etc. Provide a side and rear elevation drawing.
- c) Exhibit 3 is an example for landscape improvements.
  - 1) List type of sod (keep sod 3 feet minimum distance from property line walls).
  - 2) Give color and size of decorative rock to be used.
  - 3) List plants & show where they will be placed.
  - 4) If you are placing plants around walls, indicate drip irrigation locations.
  - 5) Pools: give dimensions of pool & distance of water from property line, location of pool equipment and method of screening from view, and the location of your construction access.
  - 6) Indicate the elevation of any improvements that are above the grade of the residence, as well as any excessive grades or escarpments.
  - 7) Provide photograph(s) or renderings, as related.

### Submitting the Request

Your Improvement Request submittal may be hand delivered, mailed, faxed, or emailed to:

**Design Review Committee**  
2120 Snow Trail  
Las Vegas, NV 89134  
Telephone: (702) 838-5500  
Fax: (702) 256-2585  
Email: [SSCA@howardhughes.com](mailto:SSCA@howardhughes.com)  
Office hours are 9:00 AM to 5:00 PM Monday – Friday

The CC&R's provide the Association thirty (30) days in which to respond to your complete submittal request, however, the average time to process submittals is ten to fifteen business days. Upon completion, the Association will send a written response via United States Postal Service or by email.