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Heritage ARC Instructions

As an owner of a “Heritage at Cadence” home, you are governed by two HOAs:

- Heritage at Cadence Sub Association (Heritage), managed by The Management Trust (TMT)
- Cadence Residential Community Master Association (Cadence), managed by CCMC

Documents from **both** Heritage and Cadence ARC activities have been included in these instructions.

Step A Set up your online Heritage at Cadence Homeowner Association (Heritage Community Portal) account with TMT; use Email & Password, as instructed by TMT’s Welcome Letter.

Step B Log on to your my.managementtrust.com, (Heritage Community Portal) account.

- Open Documents
- Open Governing Documents – Owners
- Open ARC Documents

This provides a list of PFD files associated with the Heritage ARC process. These can be selected and downloaded onto your computer.

NOTE

1. If you have already set up your account with TMT, **skip to Step B.**
2. If you are already in the portal as you read this information, you are already logged in, **skip to first bullet under Step B.**

The screenshot shows the 'Documents' page in the portal. The left sidebar has 'Documents' selected. The main content area shows a table of folders:

Name	Number of files	Last Update
Financial Information & Year-End Disclosures	12	08/11/2021
Forms	16	07/12/2021
Governing Documents - Owners	28	08/13/2021
Insurance - Owners		10/23/2020
Meetings		05/25/2021
Newsletters & Announcements		08/02/2021

Below the 'Governing Documents - Owners' folder, there is a sub-section for 'ARC Documents' with 10 files:

Name	Number of files
ARC Documents	10

Files listed under ARC Documents:

- 01 30 18 Declarant Easement Rights Resolution signed.pdf
- 04 12 16 Fine Schedule.pdf
- 05 19 Committee Meeting Protocol.pdf
- 05 27 2020 HO...
- 11 14 18 55+ A

Important Notes

- ❖ Read the Frequently Asked Questions (FAQs) before preparing an ARC.
- ❖ The Neighbor Impact Statement is only needed for selected projects, see Heritage FAQ item #10 for details.
- ❖ Approval Letter from both HOAs is required before starting your project.

The forms and documents You may need:

- START HERE – Heritage ARC Instructions
- Frequently Asked Questions (FAQs)
- Cadence Design Review Application
- Cadence Neighbor Impact Statement
- ARC Guidelines for both Cadence and Heritage
- Cadence Design Review Information & Checklist (brochure)
- Heritage – Homesite Color Book

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Step C Read, print and prepare the necessary forms for your ARC Package.

Step D The HOA guidelines and other support information available through this portal are provided to help you prepare your ARC Package. If you need some help (as many others have in the past) feel free to contact the front desk at (702) 983-8962 and ask for help. Volunteers on the Heritage ARC team will be happy to contact you.

- NOTE: In the unlikely event you need the Heritage CC&Rs, they are listed under the *Governing Documents – Owners* folder, not the *ARC Documents* folder.

Step E Create your “ARC Package”. This includes the completed Cadence Application and Cadence Neighbor Impact Statement (if required) as well as all support documentation such as plot plan, landscape plan, irrigation, drainage, identified setbacks, applicable color photos and/or pictures, drawings, color schemes, etc. Color photos are required for all non-living items such as pavers, rock, boulders, etc. Color photos are also required for installation locations for items such as security doors, security gates, solar screens, etc. **Color photos are *not* required for plants/trees**; they only need to be identified by complete name. If you hire a contractor, they should be able to supply all the necessary support documentation (ARC Package attachments) for their work.

- ***Incomplete or confusing applications cannot be approved.***

Step F FEES: Include and/or pay applicable fees.

- **Cadence:** A fee of \$15 or \$30 (\$16 or \$32 online) is required before the ARC can be reviewed. Refer to the Cadence Design Review Information & Checklist (color brochure) for details.
- **Heritage:** A deposit of \$2000.00 (payable to Heritage at Cadence Homeowners Association) is **only** required for major construction projects such as pool and/or in-ground spa installations. “Before” color photos of the common area, including curbs, gutters, sidewalks, front of home with the street and curb included, utility collars and boxes in front or adjacent to the home shall accompany the deposit. Upon completion of your project, you must request your refund in writing and submit “after” color photos (matching the before photos) in order to be issued a refund.

Step G Submit your ARC Package to Cadence by one of the following methods:

- Online: Cadence Community Association website for Design Review – Apply online!
https://www.cadencecommunityassociation.com/services/design_review_documents.php
- Email: drc@CadenceHOA.com
- Mail or drop-off:
Cadence Community Association, 11710E. Sunset Rd. Suite 101, Henderson, NV. 89011
- Fax: 702-425-3795

When Cadence approves your ARC Package, it will be forwarded to Heritage for their approval.