

YOUR HOMEOWNER'S ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK

Table of Contents

PIM-1	Fences and Gates
PIM-2	Sheds and Storage Units
PIM-3	Play Structures
PIM-4	Patios and Walkways
PIM-5	Wooden Decks
PIM-6	Screen Doors
PIM-7	Hot Tubs and Pools
PIM-8	Satellite Antennae
PIM-9	Landscaping and Yard Art
PIM-10	Awnings and Patio Covers
PIM-11	Retaining Walls
PIM-12	Shutters
PIM-13	Gazebos and Add-on Structures

"While the spirit of neighborliness was important on the frontier because neighbors were so few, it is even more important now because our neighbors are so many." ~Lady Bird Johnson



YOUR HOMEOWNER'S ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK

Definitions and Introduction to the Review Process What you should know!

Welcome to your new Community!

The purpose of this manual is to help you better understand your and responsibilities as a new member of this growing Community.

Table of Contents:

1. Objectives and Purpose of Property Improvement Review
2. Definitions
3. Criteria, Role and Responsibilities of the Property Improvement Committee
4. Scope of the Property Improvement Committee Member Review
5. Review Process
6. Protection of Property Improvement Committee Members
7. Guidelines for the Completion of Work
8. Non Compliance Notification Process
9. Additional Resources

1. Objectives and Purpose of Property Improvement Review

The objective of the Property Improvement Review process is to maintain a high standard and consistent character of your Community, as established by the original Developer/Builder. This standard includes:

- Consistency - To promote aesthetic harmony between proposed Property Improvements and the existing design of your Community.
- Good Neighbors - To strike a reasonable balance between your rights and expectations seeking approval, and the expectations of your neighbors.
- Your Vision - To allow Homeowners to participate in the review process and implement homeowner's vision for the Community after the Development Period.

Property Improvement Memos are not a replacement for the Covenants Conditions & Restrictions (CC&Rs). The role of these Memos is to implement the CC&Rs.

The Memos do not address every conceivable property improvement. Just because a change to your property is not addressed in the Memos, does not exempt you or other Homeowners from seeking the Property Improvement Committee approval.

These Memos were developed to help you and other Homeowners understand the requirements for Property Improvements within your development.



YOUR HOMEOWNER'S ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK

Definitions and Introduction to the Review Process What you should know!

2. Definitions:

Applicant	You, the Homeowner, applying for a Property Improvement.
Application	A request by you, a Homeowner, to add an improvement on your Property.
Authorities with Jurisdiction	Local code, fire and building officials that have authority in the Community and which may require permits, reviews and inspections for Property Improvements.
Back Yard	The portion of the Property behind your house.
Bio-Swale (Infiltration Trench)	A trench that is used to filter and direct storm water runoff to holding ponds; these trenches are purposely designed with special plantings, stones and depth to allow for this purpose.
Building Setback	Allowed distance of any permanent structure from your Property lines.
Construction Recommendations	During the development phase, your builder may choose to impose the Construction Recommendations in addition to Construction Requirements.
Construction Requirements	Rules guiding the construction of particular property improvement.
CC&Rs	Covenants, Conditions and Restrictions.
Development Period	An initial time during which the Developer/Builder retains control over the Association.
Easement	A section of a lot dedicated to a specific limited use, such as utilities, fire department access, etc. that limits what can be installed/built in that area.
Front Yard	The area forward of the front of the house and the fences that separate the front portion of the Property from the rear portion of the Property. If no fence is present, the Front Yard is defined as all visible Property in the front of the house and back to 7 feet from the street face of the house.
Impervious Surface	The surface of a structure, deck, patio, walkway, made of permanent materials which does not allow the storm water/rain to pass through to the ground below; such as solid asphalt/concrete and even your house.
Local Jurisdiction	Your local Building Department, Fire Department, Planning and Land Use Dept., etc
Lot Coverage	The percentage of a building lot that can be covered with Impervious surfaces.
Permeable Surface	The surface of a structure, deck, patio, walkway, made of permeable materials which allows storm water/rain to pass through to the ground below; such as grass, a wood deck, pavers, etc.
PIC	Property Improvement Committee. The PIC must approve all changes to the outside of any home or property.
Process Flow Chart	The flowchart that details the Application Process, attached at the end of this introduction.
Property	Your home, your lot, and all structures.
Property Improvement	Any exterior modification and/or addition to your Property, which changes the appearance of the house or the lot within the Community.
Property Improvement Application	See <i>Application above</i> .

YOUR HOMEOWNER'S ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK

Definitions and Introduction to the Review Process

What you should know!

Property Improvement Memos	Memos in the Property Improvement Handbook provided to assist you and other Homeowners in preparing Applications.
Response Letter	The letter returned to you, after an Application is filed, indicating approval or denial of the proposed Property Improvement by the Property Improvement Committee and Home Owner's Association.
Site Plan	A site plan is an accurate drawing of your property showing its size, shape and precise location of man-made and natural features (your house, garage, driveway, setbacks, easements, etc). Submitted site plan must show both what currently exists on your property and what improvements you wish to make.
Submittal	A set of documents submitted by you, a Homeowner to the PIC. See section 5.5 following for the documents required.
Screened from Public View	Using shrubs, trees or an approved fence to prevent an object from being seen by your neighbors and the public.

3. Criteria, Role & Responsibilities of the PIC

The Property Improvement Committee is appointed by the Board of Directors to assist them in maintaining a uniform high aesthetic and design standards of your Community. It is the PIC's responsibility to review all applications for changes, additions or modifications to the exterior of any home. The Board retains certain rights and discretions granted to it by the Covenants, which it may delegate to the PIC:

- The authority and obligation to manage and administer the review of plans, specifications, construction drawings and such other submissions
- The right to deny an Application for any reason, aesthetic or otherwise, which the Board or the PIC in its sole discretion, deems sufficient.
- The right to deny an Application based on:
 - The suitability of the proposed Property Improvement materials, size and color scheme.
 - The harmony of the proposed Property Improvement with surrounding properties and your property.
 - The durability and permanence of proposed Property Improvements.
 - All other facts that the PIC considers not desirable for the consistent look of the Community.
 - Non-conformance with the community CC&Rs and Community Rules and Covenant Enforcement Policy.
- The right to grant a variance based on:
 - Unique lot characteristics and/or constraints.
- The PIC shall consider the following criteria in reviewing an Application for any exterior Property Improvement:
 - The exterior design, scale and color of the proposed improvement in relation to surrounding structures, vegetation, topography, Community feel and line-of-sight of neighboring properties.
 - The surrounding site characteristics, including slopes, existing vegetation, roads, services and easements, neighbors and existing buildings.
 - The quality and character of the exterior materials.
 - The quality of workmanship or performance warranties for proposed improvement elements.
 - The scale and location of proposed landscape improvements.
 - The compliance of proposed improvement with general and community-specific Property Improvement Handbook, easements, building setbacks, plat limitations and Impervious surface restrictions that affect the property.

YOUR HOMEOWNER'S ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK

Definitions and Introduction to the Guidelines & Review Process What you should know!

- The provisions for surface water drainage, light and sight buffers and the consideration of other aspects of design, which may have substantial negative effects on neighboring properties.
- The PIC will not review municipal, local and county codes, building permit requirements of the local authorities with jurisdiction. Compliance with local laws and codes is the sole responsibility of the Homeowners.

4. Scope of the PIC Process

All exterior Property Improvement projects require PIC approval before work begins. Exterior Property Improvements consist of any alterations of exterior appearance of a property. They include, but are not limited to: construction or alteration of fences, walls, your home, garages, hot tubs, sheds, landscaping, signage, grading, storm drainage, patios, decks, retaining walls, children's play structures, walkways, sport courts, hedges, gazebos, awnings, satellite dishes, air conditioners, generators, ramps, water features, trees, storm doors, painting, staining, change of siding or trim, installation of shutters, dormers, driveway modifications, etc.

5. Review Process

- A complete Application for approval of an exterior Property Improvement must be submitted to the PIC at least thirty (30) days before the scheduled start of work.
- PIC approval cannot be used in lieu of a required building permit or other approval from Authorities with Jurisdiction.
- It is recommended to NOT incur expenses for a building permit from Authorities with Jurisdiction, until after a PIC approval is granted.

You, the Applicant, have the sole responsibility for ensuring full compliance with setbacks, easements, permits, fees, ordinances and restrictions associated with the modification of your property. Your purchase and sale agreement and associated documents, the local Building Department, and a design professional are additional resources for information to meet this responsibility.

- A complete set of documents required for Property Improvement Application Submittal shall include the following:
 - A completed Application form. Please, see a blank Application form included in your Welcome Package or contact your Property Manager.
 - Detailed written explanation of proposed improvement.
 - A Site Plan showing the location and size of proposed Property Improvement. Revisions and updates to a site plan are not a responsibility of your Developer/Builder.
 - A description of proposed materials and colors (including roof materials, if needed). Please, refer to the Application Requirements described in the Property Improvement Memos
 - Catalog photos, photos, or illustration of proposed improvement. Please, refer to the Application Requirements described in the Property Improvement Memos

YOUR HOMEOWNER'S ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK

Definitions and Introduction to the Review Process

What you should know!

- Upon receiving a complete Application, the PIC will review the request and apply the Covenants and Property Improvement Handbook to arrive at its decision to "Approve", "Partially Approve", "Approve with Comments" or "Deny" the Application.
 - The PIC may visit the site of the proposed Property Improvement and any surrounding Property to better understand how the proposal affects its surroundings.
 - The PIC may request the attendance of the Applicant and his neighbors at a meeting at which the PIC considers the Application.
 - The PIC may contact the local jurisdiction to inquire about specific restriction regarding the Community, City, or County.
- Application should be submitted to your Community Association Manager.
- Incomplete Applications may be returned "Denied" or "Not Reviewed".
- The PIC will review your Property Improvement Application and make a written recommendation to the Association. You will be advised of that recommendation in a final Response Letter issued within thirty (30) days of receiving your Application. If an Application is incomplete, it may be returned to you, the Applicant, to supply the missing items. The 30-day response period will not begin until the Application is complete. Please, keep your Response Letter as a proof of the Association's decision. A copy of the letter also goes in your file at the Association.
- The PIC may choose to retain services of a professional consultant reviewer. In this case an impartial review of your application will be a collaboration between the PIC members and the reviewer.
- An Applicant or other affected Homeowners may appeal the PIC decision by submitting a written request to the Board President of the Association within fourteen (14) days calendar days from the date PIC the decision letter was postmarked.
- The Association will respond to the Applicant approval within thirty (30) days from the President's receipt of the written request.
- Ultimate responsibility for complying with the Covenants, Property Improvement Handbook and government regulations rests with you, the Homeowner and Applicant.
- The PIC, Community Association Manager or the Association may inspect the completed exterior Property Improvement to determine whether it conforms to the terms and conditions of the PIC's written decision. The Association maintains the right to impose fines or remove the structure if construction does not meet the requirements of the Covenants or the PIC's decision.
- The Association shall maintain copies and keep track of all Applications, all written decisions of the PIC and of all written decisions of the Association in response to the appeals.
- The process for Applications is illustrated in the Process Flowchart, following this section.

PROPERTY IMPROVEMENT APPLICATION REVIEW FLOW-CHART

HOMEOWNER- START

What to Do?

- Fill out an Application.
- Indicate proposed modifications on a site plan.
- Describe proposed materials.
- Include details, photographs or drawings.
- Send submittal to Community Association.

What to Use?

- CC&Rs
- Site plan sample
- Blank Application
- Property Improvement Handbook

HOMEOWNER- END

- Receive a Decision Letter.
- Proceed with Property Improvement per recommendation in the Letter.

COMMUNITY ASSOCIATION MANAGER

What to Do?

- Log incoming Application.
- Return incomplete submittal to Homeowner.
- Send Application to Consultant Reviewer.

COMMUNITY ASSOCIATION MANAGER

What to Do?

- Log reviewed Application.
- Send a Decision Letter to Homeowner.

CONSULTANT REVIEWER

What to Do?

- Log incoming Application.
- Review the Submittal based on Property Improvement Handbook, CC&Rs and Local Regulations.
- Review the Application based on aesthetic consistency in Community.
- Speak to local Officials and Homeowner as needed.
- Stamp and write comments on Submittal.
- Send a draft of Decision Letter and reviewed Application to Community Association Manager.

What to Use?

- CC&Rs
- Aesthetic consistency considerations
- Local regulations
- Property Improvement Handbook