

THE HOMEOWNER'S GUIDE TO BUILDING & IMPROVEMENTS

Sample HOA

PURPOSE

The CC&Rs in our subdivision require that “prior to the building, constructing, or placing of any major improvements or structures, written plans shall be submitted to the Architectural Control Board.” The purpose of this requirement isn’t to micromanage; it’s to ensure that projects are carried out in a safe and legal manner consistent with the covenants of our subdivision.

PROCESS

First, get the appropriate City of Sampleville building permits. **Second**, submit a copy of your approved plans to the Board of Directors. The Board needs to see the city approval stamp, septic/water plans if applicable, and copy of your building plans including an overhead view of your lot, showing your structure in relation to all property lines and creeks. Approval will be based upon 1) if you have the necessary city permits and 2) if you’re meeting the CC&Rs. The Board will review your request and grant approval or disapproval within 30 days of having received a copy of the required permits and building plans.

What needs to be reviewed: The Board of Directors is defining “major improvements or structures” as 1) anything requiring a building permit from City of Sampleville and 2) anything which may impact the community water system.

What doesn’t need approved: The following improvements do not need Board approval: landscaping (so long as it doesn’t impact the community water system), sheds 200 square feet or less without power or plumbing, work inside your home, regular maintenance and repair to existing structures. If your structure doesn’t need Board approval, please keep in mind that you must still meet the 10-foot setback requirement from your property lines. Structures which violate the setbacks may be required to move at the owner’s expense.

Review Process: First, the Board will make sure you have the appropriate building permits. Second, the Board will check to make sure you are following the subdivision CC&Rs. If your project involves the community’s water system, you’ll need to obtain Board approval and use an HOA approved water contractor. Here’s a summary of the CC&Rs pertaining to building:

- Buildings only constructed for residential/ non-commercial purposes
- No more than 1 main dwelling house and 1 guest house built per lot

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- No house, cabin, garage, shed, or building placed closer than 10 feet from any boundary line (To help us check this we ask that you include an overhead view of your lot, showing all property lines and creeks)
- No trailer houses (with exception of a few specified lots in Div 1)
- No buildings for cattle, sheep, pigs, or other prohibited animals
- All dwellings must have approved indoor toilets, sewage disposal, septic tanks, and drain fields. Sewage systems must have approval of Idaho District 7 Health Department. (Garages with living space count as dwellings and require septic systems)

If your proposed plan has setbacks of 15 feet or less next to your neighbor's property line, the Board may recommend a land survey before approval is given. This is to ensure your neighbor's property is not being encroached upon and to save you costly expenses of having to move the structure if you're over the setback requirements. Also, if your project may impact the community's water system, special consideration may be made in order to protect the integrity of our community's water.

BE A GOOD NEIGHBOR

When you are planning any permitted or non-permitted addition, stop by and talk with your neighbors about it. It is not a requirement but a good neighborly thing to do. It not only shows your good intentions, but forewarns them of any inconveniences they may experience as a result of the required work like (traffic, noise, road excavation and follow up repair, etc.)

QUESTIONS?

Questions? If you're considering a building project and have questions, please feel welcome to contact any member of the Board of Directors. For Board contact information and a complete list of CC&Rs, Bylaws, and Rules, visit www.samplehoa.com.