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### **HOA Guide Lines Handout**

#### **General Guide Line:**

- 1.) **The board & inspection committee volunteers do the best they can.** “It is possible to enforce all rules & regulations. The board makes no guarantee to anyone that all the rules shall be enforced. The POA endeavors to enforce rules as they are able based on drive through inspections and written complaints.”
- 2.) **Inspections occur from the curb.** “Routine inspections shall be made from the curb and shall not extend to areas of any lot not seen from the curb.
- 3.) **Non-Inspector complaints.** “Complaints concerning any violation of the Declaration of Rules must be submitted in writing, dated and signed, to the board of directors in care of the managing agent,”
- 4.) **Violation Disputes.** “All structures shall be maintained and repaired in an attractive manner. The final decision if a structure is attractive shall be made by the board at a hearing if called by the board or requested by the owner.”
- 5.) **Code Compliance Authority.** “Grass and weeds over 12 inches, cars parked on sidewalks, near fire hydrants, inoperable vehicles, shrubs that obstruct the view of vehicles coming out of driveways, stray animals, RV’s parked in driveways, trailers in streets, and similar matters are matters that can be directly reported to [Code Compliance by calling] 311. If you have any doubt, call 311 and ask. These complaints can also be made to the POA, but the city has quicker power to enforce code compliance than the POA.”

#### **Yard/Lot Rules:**

- 1.) **Yards must be mowed.** “Grass and weeds shall not exceed six inches in height.”
- 2.) **Minimize bare/brown spots.** “During the growing season, brown patches over a yard in diameter shall be repaired.”
- 3.) **Sidewalks must be clean and edged.** “Sidewalks and curbs shall be reasonably edged.” “Sidewalks, driveways and walkways must be kept in good condition, free from debris and grass/weeds and free of oil stains.”
- 4.) **No dead plants.** “Dead plants, bushes, shrubs and trees should be removed as soon as possible.”
- 5.) **Trash cans must be stored out of view.** “Sanitary trash cans must be kept out of public view until set out for pick up.”
- 6.) **Don’t store items in the front yard.** “Screen the following from public view, the drying of clothes, yard equipment, wood piles, storage piles which are incident to the normal residential life of a typical family.”

- 7.) **Furniture and accents must be outdoor style.** “Furniture in the front yard must be patio style furniture. Furniture, planters, statuary and other decorative items must be kept in good repair.”
- 8.) **Holiday decorations must be removed in a timely manor.** “Tasteful holiday decorations are allowed provided that the decorations are taken down within a reasonable period of time usually two weeks after the date of the occasion.”
- 9.) **Only “For Sale” and political signs are permitted.** “No sign, advertisement may be on any lot except for normal “For Sale” signs. “The association allows for tasteful political signs on lots for a period of two weeks prior to an election. The signs must be removed the day after the election.”
- 10.) **No boat, RV, trailer, camper, etc. can be stored in view.** “No boat, marine craft, aircraft, trailer camper, RV’s commercial trucks, commercial vehicles, machinery or equipment may be parked or stored anywhere on any lot or common area for more than 10 hours unless it is completely conceded from sight in a garage or approved enclosure.”

### Home/Structure Rules:

- 11.) **No broken garage doors.** “Garage doors must be kept in good repair, no sagging doors, windows in good condition and repair.”
- 12.) **Keep fences in good repair.** “Side and rear lots shall be enclosed by unpainted fences of cedar no more or less than six feet in height. Fences may be stained or painted if the paint or stain does not substantially alter the color of new or weathered cedar fencing.” “Fences must be repaired if they lean more than 10 degrees from a vertical position.”
- 13.) **Roof must be in good repair.** “All roofs must be kept in good repair as to the appearances from the exterior of the structure.”
- 14.) **No rotting wood or peeling or faded paint.** “All wood on all structures must be kept in good repair, free from rot, peeling paint, wood-bare areas (areas where the wood shows through the paint), and paint that is faded as to cause the house to lack uniformity of color. Structures must be one color expect for trim.”
- 15.) **Architectural components must be good shape.** “All trim, soffits, gutters, shutters, facing boards, porches, overhangs, columns, decorative trim, and any other wooden portion of any structure must also be kept in good repair. All brick areas of other, non-wood material must also be maintained in good repair. All doors must be kept in good repair.”
- 16.) **No garage modifications including garage apartments.** Each residence shall have a fully enclosed garage for [two to four] cars that is available for parking automobiles at all times without any modification being made to the interior of said garage. The term residential purposes shall be construed to prohibit the use of said lots for duplex houses, garage apartments or apartment houses.”
- 17.) **New work and alterations need prior written approval or a waiver.** “No building, garage, driveway or sidewalk shall be erected, placed or altered on any lot unless approved by the Architectural Control Committee. A written request with plans must be submitted.” “Any change in color, style, location or type of materials shall be considered an alteration.” “The declaration allows the ACC to wave any provisions of the declaration where circumstances such as topography, natural obstructions, hardship, aesthetics or environmental conditions. Request waivers must be submitted to the ACC in writing.”