

# ***Cedar Highlands HOA Policy and Procedure***

**Policy Number: No. 2022-2**

**Name: CHHOA Policy on ARC**

**Date of Inception: November 19 2020**

**Date of Last Update: January 13, 2022**

**Date of Last Update: January 18, 2024**

## **Objective:**

The objective is to further define the role of the Architectural Review Committee according to the governing documents of the Cedar Highlands HOA.

## **Background:**

The Cedar Highlands CC&Rs spell out certain things that the ARC is to follow. Through the years, certain practices and monetary fees and deposits have been adopted but never codified into a Policy.

The aim of the creation of policies and procedures is to ensure the fair and equitable handling of all matters that may come before the Board in regard to ARC from time to time.

## **Policy:**

The following is the ARC policy of the CHHOA Board:

- A. The ARC requirements as stated in the CHHOA CC&Rs under ARTICLE VI and ARTICLE VIII, are incorporated in this policy;
- B. All engineering, septic, and building inspections are to be overseen and inspected by the proper governmental agency and do not enter into the approval process of the CHHOA ARC Approval, except that all governmental permits and approvals must be granted before construction may begin;
- C. The Owners Construction Requirements form, as posted on the Website under the ARC tab, shall be filled out in its entirety and submitted to the ARC chairman BEFORE applying for a Building permit;
- D. The Non-Refundable Impact Fee, and Refundable Security Deposit, shall be submitted at the same time as the Owners Construction Requirements form is submitted. Without the Fees, Deposit, the Owners Construction Requirements form will be deemed incomplete and 'Not submitted' (The 30 day clock referred to in the CC&Rs shall not start).

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- E.
1. The Non-Refundable Impact Fees shall be as follows:
    - a. New Home **\$10,000.00** (Ten thousand dollars and zero cents).
    - b. The calculation for the \$10K is based on the historical two-year time period required to fully complete new home construction. Once having paid the \$10K Impact Fee, if a lot owner fully completes construction in accordance with all of the requirements set forth in this policy and the Owner Construction Requirements, within one year (12 months), they may request a refund of half (Five Thousand Dollars and zero cents) of this Impact Fee. This action must be approved by action of the HOA Board. This stipulation **will not apply** for any other increments of time short of two years.
  2. Additions to dwelling per sq ft.
    - c. 0-500        \$250.00 (two hundred fifty dollars and 0 cents).
    - d. 501-1000    \$500.00 (five hundred dollars and 0 cents).
    - e. Over 1000    \$750.00 (seven hundred fifty dollars and 0 cents).
  3. Non-dwelling Units per sq ft. (Garages, Outbuildings, Sheds, Carports, etc.)
    - f. 0-100        \$0.00 (zero dollars and 0 cents)
    - g. 101-500     \$250.00 (two hundred fifty dollars and 0 cents).
    - h. 501-1000    \$500.00 (five hundred dollars and 0 cents).
    - i. Over 1000    \$750.00 (seven hundred fifty dollars and 0 cents)
- F.
- The Refundable Security Deposit shall be as follows;
1. All additions or Non-Dwelling building \$1000 (one thousand dollars and 0 cents).
  2. New Home \$5000.00 (Five thousand dollars and 0 cents).
  3. Security Deposits to be reviewed at the completion of construction for full, partial, or non-reimbursement approved by action of the HOA Board.
4. The Impact Fees, Security Deposits shall be deposited by the Treasurer, except that on short duration projects of 10 days or less (if a separate check is presented) the original instrument of the deposit may be given back to the member.
  5. The Owners Construction Requirements form shall be posted on the CHHOA website and the revised date posted in the footer. Any revisions to the form shall be effective 2 weeks after approval and posting.
  6. The ARC Committee shall be composed of 2 (two) Board Members and may have a few HOA Members included as appointed by the Board. The ARC Committee shall review all applications and recommend to the full Board an action (Approve or Reject).

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7. All ARC Applications shall be presented to the full Board at a Scheduled Meeting for action within the 30-day limit, if possible. Email Action may be taken if there is no board meeting within the 30-day limit, but for transparency, the application shall be discussed at the next Board Meeting and the vote presented to all present and placed in the Minutes.

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### **Procedure:**

- 1) The Owners Construction Requirements shall be kept updated and posted for all members on the CHHOA website under the ARC tab or be made available to members by request. The last revised date shall be at the footer on the form.
- 2) The ARC Committee will only accept a properly completed Owners Construction Requirement form and when it is accompanied by the proper Fee and Deposit.
- 3) The ARC Chairman shall work closely with the Treasurer to insure proper handling of Fees and Deposits.
- 4) The ARC Chairman shall give the Treasurer a copy of the Application at the same time as the Deposit and Fees. The Deposit and Fee will be transferred to the Treasurer immediately after the approval of the Application by the Board.
- 5) The ARC Chairman shall make sure that the Applications, as submitted, are handled within the 30-day window as specified in the CC&Rs.
- 6) Once approved, the ARC Chairman, or appointee, shall provide the requesting member with a signed copy of the approval allowing them to build.