

ORCAS HIGHLANDS ASSOCIATION

(Please review Section 9 of our CC&Rs for further guidance and information)

ACC Guidelines / Procedures

1. When must an Owner submit a Building Application for ACC review?
 - a. If you want to construct or erect any structure or building on an **undeveloped** OHA lot.
 - b. For Exterior Improvement Projects, namely, construction or alterations of and to structures, buildings or other improvements on **developed** OHA lots.
 - (1) Other improvements do not include landscaping and fencing; review here is limited to OHA water easement violations;
 - (2) Decks are limited to review for compliance with setback restrictions and OHA water easement violations;
 - (3) The ACC does not consider non-habitable, detached, small utility or accessory structures 200 square feet and under, or woodsheds, as "structures or buildings" for purposes of full ACC review; review here is limited to setback restrictions and OHA water easement violations.
 - c. An application for approval of an Exterior Improvement Project shall be submitted in duplicate to the ACC at least 60-days prior to the commencement of work.
 - d. Only lot owners may initiate an ACC review.
2. What's in a Building Application?
 - a. Site Plan- show exact location of all proposed structure(s) to include accessory structures, detached garages and guesthouse; show septic system including tank and drain field in relation to all existing or proposed structures; show setbacks on the subject lot (minimums from lot lines: 20'-Front, 10' -Sides and 25' -Rear).
 - b. Elevation Plans- Front and side elevation plans for all proposed structures, accurately rendered or drawn.
 - c. Foundation Plan- for all proposed structures.
 - d. Building Permits- provide the ACC with a copy of your county building permit upon issuance.
 - e. The general design layout of the Exterior Improvement;
 - f. Additional descriptions, documents or information that you feel would help the ACC better understand your proposal.

- g. A fee of 30% of your county permit fee (this fee is assessed to offset construction usage of OHA roads)
3. Where is the Building Application submitted?
- Contact the ACC Chairperson or email your request for instructions to:
- info@orcashighlandshoa.com
4. What are the OHA ACC Guidelines- (see also Sects. 9.2 & 9.3 of our CC&Rs)?
- a. Maximum 2-stories in height as defined by the San Juan County building code.
 - b. Minimum of 1200 SFLA for one single family house, excluding garage, guesthouse, or decks (whether or not decks are covered or enclosed).
 - c. Strict adherence to property line setbacks as specified in the OHA's CC&Rs.
 - d. Consider the impact on vistas of neighboring property owners.
 - e. Consider quality of structure(s), materials and design for architectural harmony in relation to the OHA's existing and intended overall built environment; review for effect on OHA property values, desirability and attractiveness.
 - f. The OHA strongly discourages applications for mobile homes, double-wide trailers or those similar in appearance, whether manufactured or modular in construction.
 - g. Owners are responsible for locating and ensuring that OHA's water lines are not damaged during excavation and construction.

Legend:

OHA - Orcas Highlands Association

CC&Rs - Covenants Conditions and Restrictions

ACC - Architectural Control Committee

SFLA - Square Feet of Living Area

Developed OHA Lot - Lot with an existing structure or building

Undeveloped OHA Lot - Lot without any structure or building

OHA Easements: Water lines, pipes and all other right of ways owned by the OHA that exist on or run over a member's private property.

OHA Water Easement Violations - Interfering with access to or the purpose of an OHA right of way as it relates to water lines and piping owned by the OHA. **Note:** Water lines and piping from the meter to the member's home are not OHA property.