

Cliffside Beach Homeowners Association Board of Trustees Work Practice Guideline Version 1.0

How to request a maintenance, repair, or improvement project on Cliffside community common areas

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Scope

This Work Practice Guideline (WPG) applies to any Cliffside Beach Homeowners Association (CBHA) member who wishes to present a project proposal for modifications or improvements to any of the Cliffside community common areas.

Background

The CBHA Board of Trustees is comprised of volunteers who have agreed to serve and were elected at an annual meeting by the resident members of the CBHA. Any Cliffside resident may propose improvements, repairs, or modifications to the Cliffside community common areas, and this WPG is intended to provide the instructions for submitting and researching the feasibility of such proposals.

Because of the limited availability of Board members, anyone proposing repair, modification, or construction of any structure on the community common areas will be expected to identify and collect information on the required agency applications, necessary permits, fees, and inspections once the proposal has been accepted by the Board for further consideration.

Procedures

These procedures are intended to provide guidance to anyone interested in proposing a repair or improvement project on the Cliffside community common areas. The list should not be considered all-inclusive, and the neighbor proposing the project must be prepared to obtain all necessary information for the project, including but not limited to, identification of applicable agencies with jurisdiction, application process for permits and inspections, amount of fees, required engineering studies, obtaining bids/site drawings, and other possible requirements.

A. Send a project proposal to the Cliffside Beach Homeowners Association Board

1. Prepare a written proposal that provides specific information about the project, including a cost estimate. Include your contact information in case the Board has questions.
2. Include justification for the project.

3. Send the written proposal to the Board via email attachment or USPS, or bring it to the next Board meeting.

The Board will consider all proposals at the next scheduled Board meeting. CBHA meetings are open meetings and any neighbor submitting a project proposal is welcome to attend the meeting to provide an opportunity for Q&A.

If, after a vote, the Board does not support the project, written notice, including the reason(s) for the decision, will be provided by email or USPS within one week of the Board/Committee decision.

If the proposal is approved by the Board for further investigation, the Board will provide an approval letter which can be used to collect additional information. The letter will include a deadline for providing this information to the Board, and authorize reimbursement for expenses, up to a limit, necessary to prepare a final proposal.

B. Research the cost and requirements

1. Once the Board has notified you that your project proposal has been reviewed and approved for further consideration, collect all information on the project, including, but not limited to:

☐ Permitting agencies

- Does it affect the beach, structures extending into the water, or the seawall?
- Will a building permit be required?
- Will an engineering or soil study be required?
- Who has to inspect it during construction?

☐ Requirements

- Blueprints/drawings
- Written estimates and how many
- Work performed by licensed contractors

☐ Written cost estimate

C. Provide all project information to the Board

1. Assemble all required information and provide a copy to the Board via email attachment, USPS, or by personal delivery to the next scheduled Board meeting. The Board will review the documentation and discuss it as time is available, either at the next Board meeting or at an ad hoc meeting.

2. Be prepared to do additional research if requested.

D. Action by the Board

1. If, after a vote, the Board does not support the project, written notice, including the reason(s) for the decision, will be provided by email or USPS within one week of the Board/Committee decision.

2. If the proposal is approved by the Board, a posting is made to the website announcing the approval of the project and providing details.