



Building Checklist

The following is a checklist and guide for lot owners who decide to place an improvement on their lot or lots in Cape Horn Estates.

Please familiarize yourself with the provisions of the Covenants, which specify basic rules and guidelines which are intended to preserve the value of all of our properties.

1. The first step is to obtain an on-site sewage permit from Panhandle Health District. You can't build without it. Upon receipt of the permit, a copy will be provided to the Board of Directors.
2. Engineered blueprints, plot placement plans and a descriptive summary of the project that specifies color and texture of outdoor finishes and includes overall dimensions and square footage of livable space must be submitted digitally to the Board for approval. The project should be laid out with stakes and string and the four corner surveyor pins must be exposed to ensure setback compliance. The surveyor pins are pieces of re-bar set deep into the ground with fuchsia colored ribbon attached. The Covenants only address the minimum size of a home; however, each application will be weighed based on the lot size and impact on the community.
3. Upon receipt of the plans, the Board will send a copy to all adjacent lot owners for their information and comments.
4. The Board will attempt to consider the plans within 30 days. If there appears to be objections or special concerns, the Board may meet at the site to obtain a better visual understanding of the proposal and the issues. The applicant and adjacent owners will be notified and provided an opportunity to attend the meeting. If the plans are approved, the President will sign and date the plans. These plans will be kept by the Board at least until the construction has been completed. Any deviation in site placement or overall dimensions must be approved by the Board.
5. The Board will not approve a variance from the requirements of the Covenants unless there is no other practical way to build on the lot and it finds that other lot owners will not be harmed by the variance. If a variance or any other change becomes necessary, the owner will submit new plans with the changes agreed to and the President of the Board will sign and date these plans to be kept with the other plans on file.
6. The Board may approve plans subject to conditions, if deemed necessary, to maintain the standards of the Covenants or for other reasons consistent with the common good of the subdivision.

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7. Upon approval of the plans, it is the obligation of the lot owner to obtain all necessary building and electrical permits and inspections.
 8. Each lot owner is required to sign a letter stating they will be responsible for any road damage that might occur as a result of their construction and is also required to deposit \$2000 with the Association. Up to \$1000 of this deposit may be refundable after construction is completed, provided all debris and damage from construction is cleaned up and repaired. The remaining \$1000 of the deposit will be applied to the Association's road repair account to partially compensate for damage to the roads occasioned by equipment and vehicles during construction.

Please note: Items one through eight will be completed prior to any construction taking place.

9. Please note that Covenant 13 requires the structure to be complete as to exterior appearance within twelve months from date of commencement of construction.
10. Covenant 7 prohibits occupying trailers or mobile homes on lots in the subdivision. Any request for a temporary trailer during construction will be considered on a case by case basis.
11. Please be aware that parking equipment or vehicles on the road is prohibited due to fire and emergency access.
12. Please supervise your contractors to avoid their cutting or damaging buried water, power and telephone lines. Both the lot owner and the contractor will be held responsible for any such damage, as well as damage from spills from oil, fuel, or any other harmful substance.
13. The lot owner will be responsible for purchasing a gate opener for use by the contractor until construction is finished. Gate codes should not be given to workers or any other persons.
14. The lot owner will provide a digital copy of as-built plans to the Board of Directors upon completion of construction.
15. If you have questions, problems or concerns please contact any Board member. Our names and phone numbers are on our web site (www.capehornestates.com). We want your building experience to be as efficient and stress free as possible.

Signed

Donald C. Faubion, President CHEHOA

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Richard Doney, President