



COOLIDGE HOMEOWNERS' ASSOCIATION

PO Box 1086
Lincoln, NH 03251

Procedures for any construction work at CHA:

- 1) **Any project which involves new or renovated exterior construction of habitable space** will require an Architect's stamped drawing(s), along with the stipulated review fees and must be approved by the Board prior to any work being started.
- 2) **Projects that are simply maintenance and have no design changes** to any outside structure can be done without drawings or board approval.
- 3) **Projects that in any way change the appearance of any external structure or grounds** (that do not otherwise require an Architect's drawing), must submit appropriate drawings that clearly show the proposed structures/landscape. These changes must comply with our building and landscape standards. These plans must receive Board approval prior to any work starting. It is the responsibility of the Owner to have the proposed work submitted for approval to the CHA Office.
- 4) **After plans are approved**, an initial meeting or phone conversation must be held between the Homeowner and a member of our Staff. This meeting is to go over responsibilities of the parties involved, verify required forms have been submitted and to insure that the responsible parties have downloaded the CHA Construction Guidelines. It should specify the responsibility of the Homeowner to pay for all costs, including the costs to repair any damage to roads, parking pads, and / or landscape. It is the responsibility of the Homeowner to hire Contractors which are approved by the Association and monitor their performance. It is the responsibility of the Homeowner to insure that the approved plans are followed and make any necessary corrections. The Association Staff will observe the project to insure that the completed project is in general compliance with the original plans and Association standards. Any issues discovered will be reported to the Homeowner for correction. The Association Staff may, if requested by the Homeowner, offer assistance with interpreting the Construction Guidelines for the Homeowner in any phase of the project, but the Homeowner retains full responsibility for compliance.

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