

Innis Arden Club, Building & Remodel Committee
Policy Statement

This Policy was originally adopted August 1971, with minor changes to Section 7 and the addition of Section 8 in January 1988. Section 5 added in September 2001. Revised 2018. 250ft from any point on property for neighbor signoff rule replaced with prescribed list in 2026.

1. "RESTRICTIVE MUTUAL EASEMENTS", also known as the Innis Arden Covenants, were established by the GRANTOR when the three Innis Arden plats were filed. These easements are intended to maintain certain standards within the areas. Included is 1) the requirement for the submission of plans by an applicant for the construction of any residence, outbuilding or other structure, or any alterations of said structures including structural or other significant landscaping improvements, upon the building sites and 2) a Covenant and View Preservation Amendment compliance agreement. Approval authority under the Covenants is vested in the IAC Club Board as the successor (since March, 1954) to the original Grantor, the Boeings.

2. The required set of plans must be furnished by the applicant to the Board for Club review. They must be prepared by an architect or qualified designer, and normally will include: site location of buildings and adjacent affected areas; front, rear and side elevation, including heights relative to the existing (preconstruction) ground level and a plan view of each floor. Such plans shall indicate the existing and proposed footprint of the structure as well as the existing roof line. The site plan shall indicate the minimum distance from the proposed building to each property line and the location of Innis Arden Building Lines as well as any site and or significant landscaping improvements.

3. If the proposed building plans result in an increase in height, width, or depth of the structure so as to affect the outlook from neighboring residences, the applicant shall erect visual aids representing the height, width, and depth of the proposed building, including the height of chimneys. Such visual aids shall be in place for at least a thirty (30) day period prior to the meeting at which the plans will be considered by the Board. The purpose of this requirement is to clearly show the impact of the remodel or proposed new building to affected neighbors and Board members. Visual aids must be removed within 10 days of Board Approval or during any significant delay as determined by the Board.

4. The Innis Arden Board of Directors requires the presentation of plans, for any improvement in which Board approval is required, to the owners of adjacent and affected peripheral properties set in the *Neighbor Signoff List* linked on the Building and Remodel page . Completion of the Neighbor Signoff confirming such presentation is required. This is done primarily to give members

of the Board assistance in considering all aspects of the proposal. However, it is the sole responsibility of the Board to approve or disapprove. Neighbors do not have approval or veto power.

5. In reviewing plans, the Board may consider the relationship between approval and Covenant non-compliant conditions on the site. For example, Approval may not be granted when plans would create new elements of site non-compliance, leave existing ones uncorrected, or cumulate with the adverse effects of existing ones.

6. Representatives of the Board shall view the proposed building site from affected neighboring properties prior to the meeting at which the plans will be considered. Among principal (but nonexclusive) factors which the Board considers are: front, rear and side yard setback requirements set forth in the restrictive mutual easements; possible infringement of views from other lots; and whether the proposed improvement(s) will be in harmony with the neighborhood.

7. The Board approves proposed plans at an open meeting of the Board after publishing notice in the Innis Arden Bulletin that the plans will be considered at such meeting. The purpose of this requirement is to give members of the community an opportunity to comment on the proposed plans. It is the Building Plans Committee's objective to present a recommendation to the Board as soon as possible. However, due to delays in owner submission to the Committee and/or the Board of required information and questions that may arise in the course of review this cannot always be accomplished within thirty days, the timeframe for a Board decision established under the Covenants. To avoid confusion about whether an application is complete so that the thirty days begins to run, the Board has adopted a policy that where the 30 day limitation would be exceeded before final action could be taken, then approval is automatically denied, but without prejudice. This denial without prejudice is to allow time for owner-applicant submission of required information and for Board review and decision.

8. Applicant-owners are encouraged to attend the Board decision meeting. The Board will also notify the owner applicant of the Board's decision, generally within two weeks of its issuance.

9. The Board may impose specific conditions as part of an Approval of plans. Failure to comply with the conditions automatically voids the Approval.