

Before You Build Guide

*Carlin Bay Property Owners Association*

# **Before You Build Guide**

Dec 16, 2024

## Before You Build Guide

### 1.0 Introduction

Building a home can be a daunting process. There are many boxes to check and approvals to receive before your project is complete. We are hoping this document will make the process of building in the Carlin Bay Property Owner Association (CBPOA) a little easier and save you time, frustration, and money. It will answer some of the most common questions and direct you to applicable sections of the Covenants, Conditions and Restrictions (CC&Rs).

1.0.1 There are specific guidelines related to tree removal, fences, gates and animals that don't tie specifically to building, but you will want to become familiar with if any of these relate to you.

1.0.2 Once your build is complete, it is your responsibility to let our management company, Sentry Management, Inc. know you have your **Letter of Occupancy** from the County.

1.0.3 The intent of this process is to preserve the "Lakeside" residential community.

1.0.4 By ensuring your information is provided with adequate time for review, it allows for your residence or structure to be reviewed prior to work being started.

### 1.1 Before You Build

1.1.1 Prior to any plans or tree removal on lot, a footprint of your project is **required** to be sent to the CBPOA Board of Directors (BoD) for approval. (CC&R C 86.00).

This can be sent via e-mail to the CBPOA BoD at [bod@cbpoa.info](mailto:bod@cbpoa.info).

1.1.2 Prior to building, construction/placement of roads, water, sewer lines, and any structure, you **MUST** first notify the CBPOA BoD of your intent. It is suggested that you as the property owner have your lot surveyed and string lined

1.1.3 You may request the Architecture Landscape Review Committee (ALRC) do an initial review of your House and Plot/Lot plan before you submit them to the county; this will help you be assured that your plans meet CC&Rs and avoid a resubmittal to the county. This initial review is **not** an approval to start a project, it is just a review to make sure what you intend to build falls within CC&Rs. The Architecture Landscape Review Committee will e-mail the homeowner their receipt of the preliminary plans for review.

### 1.2 DAMAGE TO CBPOA INFRASTRUCTURE

Members shall be responsible for the costs of road repair if construction vehicles and equipment as well heavy vehicles related to their projects cause damage to any Association roads. (CC&R C 22.00)

#### 1.2.1 Pre-construction Fees, Insurance and Bonds

Prior to the start of construction, property owners will obtain a bond from their contractors and heavy equipment operators in the amount of \$20,000 to cover any potential damage to CBPOA property, including roads. (Land Use Plan pg 6). See Appendix (1) for Bond providers.

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### 1.2.2 Liability Insurance

The homeowner (if acting as general contractor) or general contractor shall provide Proof of Liability Insurance greater than or equal to \$1 million dollars.

## 2.0 DRAWINGS and PLANS

2.0.1 Review the CC&Rs and Land Use Plan available on the CBPOA website <http://cbpoa.info/> to ensure that what you intend to build is permissible. CC&Rs vary depending on your property location in the association.

2.0.2 Please know in which subdivision your land is located and note any requirements specific to that subdivision. (CC&Rs para C 26.01)

2.0.3 **A full packet, as described below, is required to be submitted for review and approval. Please note that once a FULL PACKET, with ALL the items listed below is received, the ALRC reserves up to 30 days for review. After the ALRC approves, the BoD will review all information and issue an approval.** The BoD also reserves up to a 30 day time period in which to take action. Plan ahead for this time requirement.

2.0.4 An impact fee of \$15,000 will be due immediately once your plans are approved by the BoD. See also para 3.2.1.

### 2.1 FULL PACKET SUBMITTAL TO ARLC INCLUDES:

- Property owner's name, contact information
- Legal county parcel description and number, street address if assigned.
- Builder's information (name, phone number) if builder has been selected
- Builders Certificate of Insurance
- Bond for \$20,000 prior to any site work done before the builder starts. (see paragraph 1.2.1)
- Beginning Date of Construction
- Anticipated Completion of Construction Date (not to exceed 18 months from start date)
- A scaled Land Use Plot Plan that shows building site access. The positions of the primary dwelling and all appurtenant structures with all the setback distances and any easements clearly marked. CBPOA setback requirements are greater than what the county requires. Minimum side setbacks are 15 feet and 25 feet setbacks for front and back.  
note: All setback measurements are from the property lines.
- Propane Tank. Include location of propane tank on Plot Plan.  
Note: If a propane tank is to be buried, the homeowner will have to contact East Side Fire District and disclose the location of the buried tank.
- Septic Tank. All septic tanks must be a minimum of 1,000 gallons. Include location of septic tank on Plot Plan.
- Plot Plan **MUST** have County Approved Stamp for Final Approval.
- Kootenai County stamped plans, showing all elevations of any building to be constructed.
- Scaled floor plans of each building shown on plot plan showing elevations
- House Plans **MUST** have County Approved Stamp on EACH Page for Final Approval.  
note: The committee does **not** need electrical, heating or plumbing plans.

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- ❑ Color samples for main exterior and trim, roofing material type and color. Colors must be earth tones, to blend with our environment. No bright colors, blues, yellow or pure whites.
- ❑ Submit this package to the ARLC by e-mail to [architectural-review@cbpoa.info](mailto:architectural-review@cbpoa.info).

### **3.0 WATER SYSTEM and WASTE WATER CONNECTION**

The CBPOA owns, operates, manages and maintains its own fresh water treatment and distribution system and a waste water treatment system.

3.0.1 Impact Fee of \$15,000 for water and wastewater hookup must be paid prior to receiving a will-serve letter (see paragraph 2.0.4). This letter is necessary to receive your County Stamped Plans.

3.0.2 Water Connection. All homes are required to connect to the CBPOA water system (properties on Parker Avenue are excluded) and must have a water meter installed by the property owner at the location where the connection to the CBPOA water line is made.

3.0.3 Cross Connection. All new homes **must** have a back flow prevention device installed. Contact the CBPOA Water System Manager for acceptable approved devices.

3.0.4 Shutoff Valve and Water Meter. A shutoff valve and water meter must be placed at your property prior to the start of your build. This allows you to have access to water during the building process and the association to isolate any leaks or ruptures without turning off the community supply.

### **3.1 LOCATE UTILITIES - BEFORE YOU DIG**

3.1.1 It is incumbent upon the home owner and their builder to know the location of these community systems and any easements on their property before and during the design & construction phases of their project.

3.1.2 Please contact the CBPOA Water System Manager and the CBPOA Waste Water System Manager to locate the water and waste water infrastructure on your property. They will provide you with requirements to connect to these systems. There is no charge for this service. See Appendix (1) for contact information of the CBPOA Water System Manager and the CBPOA Waste Water System Manager.

3.1.3 Failure to locate these CBPOA utilities will result in the homeowner being responsible for the cost of repairs for any damages to these systems.

### **3.2 OTHER UTILITIES**

It is incumbent upon the home owner and their builder to know the location of any other utilities and any other easements on their property.

Call **8-1-1** to verify location of other utilities (electric, telephone, etc.) prior to construction.

### **3.3 Before Backfilling,**

CBPOA shall be notified so that the water connection can be inspected.

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In the event that there is a failure of a water meter, the property owner is responsible for purchasing a replacement water meter, removing the defective meter and installation of replacement meter. Contact CBPOA Water System Manager for water meter specifications.

### **3.4 Water System Design Suggestions To Be Considered:**

- During your house water installation and build, suggest that you have a hot water loop installed as part of the plumbing effort. It will save water and money as you will not need to wait for hot water at your sink faucet or shower head.
- Know where your water meter and meter shut off valve is located.
- Know where your house shut off valve is located.
- Sufficiently insulate all water lines and use frost free valves during your installation.

### **3.5 Cold Weather Considerations**

Carlin Bay can experience winter temperatures down to -15°F and below in some years. Never leave your home without heat or unattended for extended periods of time. If you will be gone for an extended time, turn off your water at the meter or the main shutoff in the house.

## **4.0 REFERENCES**

### **4.1 Applicable Covenants, Conditions and Restrictions (CC&Rs)**

- C 76.00 Land Use Plan
- C 78.00 Access and Fencing
- C 80.00 Setbacks
- C 82.00 Primary structures
- C 84.00 Appurtenant Structures
- C 86.00 Community Standards
- C 88.00 Construction and Renovations
- Supplemental Declaration of Covenants, Conditions and Restrictions - A Portion of Parkwood Meadows dated July 31, 2023

4.2 CBPOA website. The following documents are available on the Carlin Bay Property Owners Association web site: <http://cbpoa.info/>

- Carlin Bay Services Corporation Articles of Incorporation, dated 10/20/1980
- Current CC&R's with Amendments, dated 07/13/2019
- Supplemental CC&R's for a portion of Parkwood Meadows, dated 01/06/2021
- Land Use Plan

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### APPENDIX (1)

#### CONTACT INFORMATION

##### Carlin Bay Property Owners Association Website

<http://cbpoa.info/>

##### CBPOA Waste Water Manager

Jerry Sebby (208) 689-3527

Mike Holiman (425) 308-0180

##### CBPOA Water System Manager

Dave Banks (208) 669-9350

#### **BONDS**

To obtain a Bond, Kootenai County suggests the following four (4) companies:

- a) Travelers
- b) Merchant Bonding
- c) Liberty Mutual
- d) Western Surety Integrity Surety

note: The Bond companies listed above are provided for your information and convenience **only** and are not considered an endorsement by the CBPOA.