



DESIGN COMMITTEE RULES

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INDIAN SHORES ASSOCIATION REQUIREMENTS FOR HOME DESIGN, CONSTRUCTION, AND REMODELING

AUTHORITY

ISA Bylaws: ARTICLE VI – EXECUTIVE AND OTHER COMMITTEES: Subject to law, the provisions of the Articles of Incorporation and these Bylaws, the Board of Directors, by a vote of a majority of the directors in office, may appoint an executive committee and such other standing or temporary committees as may be necessary from time to time, consisting of not less than two of the directors in office and having such powers as the Board of Directors may designate. Such committees shall hold office at the pleasure of the Board.

The Declaration of **Indian Shores Protective Covenants** (hereinafter “Covenants”), Article IV, provides for a Design Committee. The following are relevant excerpts from the Covenants.

4.01 **Members: Appointment and Removal** – There shall be a Design Committee consisting of as many persons, not less than three, as the Developer may from time to time appoint. The Developer may remove any member of the Design Committee from office at any time and may appoint new or additional members at any time. Developer shall keep on file at its principal office a list of names and addresses of the members of the Design Committee.

4.02 **Action** – Except as otherwise provided herein, any two members of the Design Committee shall have power to act on behalf of the committee, without the necessity of a meeting and without the necessity of consulting the remaining members of the committee. The committee may render its decisions only by written instrument setting forth the action taken by the members consenting thereto.

4.03 **Failure to Act** – If at any time the Design Committee shall for any reason fail to function, the board of directors of Developer shall have complete authority to serve as a pro tem Design Committee.

4.04 **Duties and Rules** – The Design Committee shall consider and act upon all matters properly submitted to it pursuant to these **Covenants**. In furtherance of this function, the Design Committee may by unanimous vote, from time to time and in its sole discretion, adopt, amend and repeal rules and, [sic] regulations to be known as “Design Committee Rules” to establish its operating procedures and

interpret, detail and implement these Covenants. Such rules may provide, among other things, for a reasonable fee not to exceed \$100 per application to be paid to the Design Committee to cover its costs incurred in considering and acting upon matters submitted to it. A current copy of such rules shall be kept on file at the principal office of Developer or the Association at all times. Such rules shall have the same force and effect as if set forth herein as part of these Covenants.

PURPOSE

The Design Committee Rules (hereinafter "Rules") are intended for the benefit of members of the Indian Shores Homeowners Association, to be understandable by lay persons, free of jargon and terms of art unless defined, and to avoid ambiguity and vagueness. The primary purpose of the Rules is to preserve and enhance property value in the Indian Shores community.

Since its inception in 1972, the Indian Shores gated community has been recognized as a preferred neighborhood in Lincoln County, largely due to the Design Committee and the Design Committee Rules. A harmonious community of courteous residents contributes to the neighborhood's desirability. Adherence to these Rules has resulted in a consistent architectural style, colors, and landscape, maintaining a clean and orderly appearance. The Rules promote courtesy between neighbors with reasonable standards of home and yard maintenance and acceptable activities.

As unpaid volunteers, Design Committee members are not expected to mediate conflicts between neighbors. The Design Committee and Rules shall not be weaponized for neighbor conflicts. To safeguard against such an abuse of the Rules, Homeowners do not have standing to make complaints about alleged violations that do not directly involve their property or personal interests.

Any penalties imposed for violations of the Rules serve the purposes of deterrence and rehabilitation, not retribution or incapacitation. Penalties for Rules violations are as minimal as possible to maintain order, and progressive, increasing for repeated violations. Penalties are confidential and not disclosed without a "need to know" basis. Given that the Design Committee serves at the pleasure of the Board of Directors, and that Design Committee members are not elected but are appointed by and subordinate to the Board of Directors, penalties will not be imposed without the approval of the Board of Directors.

SUMMARY OF REVIEW AND APPROVAL PROCESS

Property owners submit a request and description of the proposed project to the Indian Shores Design Committee via email at isahoa@yahoo.com. The description can range from a simple letter to complete plans and specifications, depending on the project complexity. Owners are encouraged to submit preliminary plans of major projects to the

Design Committee before submitting them to Lincoln City. Ensuring the project meets Indian Shores requirements first will make the process more efficient and minimize costs.

The Design Committee reviews the proposed project based on the requirements described in this document. After the Design Committee determines that the project meets Indian Shores standards and any required fees and deposits are paid, approval is granted and the project may begin. Major projects also require signed agreements from the property owner and the general contractor.

Project completion must meet certain deadlines as described herein. At the end of the project, the Design Committee inspects the work for conformance with the plans. Nonconformance may result in fines and liens against the property. After final completion, if there has been no damage to private or Indian Shores property, and no fines assessed, the deposit (if required) is returned.

ARTICLE I

PROJECTS REQUIRING APPROVAL

- 1.01 New construction, at multiple phases, until approved and signed by the Design Committee
- 1.02 Additions or remodeling projects that significantly change the outward appearance of a house
- 1.03 Additions of any exterior structures, including play structures, playhouses, treehouses, dog houses, carports, trash and closures, etc.
- 1.04 Repainting the exterior of a house in a different color than it is currently painted
- 1.05 New or revised landscaping affecting more than 50% of the parcel
- 1.06 Removal of brush at or in excess of 50% of the landscape. Removal of brush to prevent a fire hazard does not require approval.
- 1.07 Removal of any tree measuring 4 inches in diameter at 4 1/2 feet above the ground (excluding trees within the firebreak: 10 foot firebreaks around existing structures)
- 1.08 Full roof replacement
- 1.09 New or replacement driveways or walkways
- 1.10 Replacement window frames if different color than original
- 1.11 **Projects not requiring Design Committee approval:**
 - (a) Roof patching, servicing, or treatment
 - (b) Driveway or walkway repair
 - (c) Normal home maintenance/remedies for localized areas of wood rot in fascia and trim, gutter and downspout repair, etc.
 - (d) Touch up painting as part of normal repair and maintenance
 - (e) Window frame repair or replacement if replacement is exactly the same
 - (f) Removal of select tree branches (don't lollipop the tree)

ARTICLE II

NEW CONSTRUCTION

2.01 INTRODUCTION

The following requirements must be followed for creation of a new lot and/or construction of the house, unless the Design Committee specifically agrees to allow variation from the requirements.

2.02 HOUSE REQUIREMENTS

- (a) Minimum house size (excluding garage) shall be 1400 square feet. Maximum size shall meet setbacks below.
- (b) Two-story homes require an 8 foot side setback (this is greater than the City requirements), one story homes require a 5 foot side setback. All homes require a 15 foot backyard setback and a 20 foot front yard setback. Decks elevated more than 30 inches from the ground are included in those setback requirements. “Setback” means distance from the property line or road depending on which is closer to the home.
- (c) Extensive excavation or significant earth removal shall not disrupt the stability of the land and requires civil engineering review. The design of houses to be built on a sloped lot must be tailored to fit the natural contours of the site. Suitable designs typically include daylight basements and/or split-level houses.
- (d) Maximum grade for cut slopes is 2:1 (horizontal run: vertical elevation); maximum grade for filled slopes is 3:1.
- (e) Erosion control materials must remain in place, and in good condition until exterior work is completed and soils on the site are stabilized with landscaping.
- (f) Trash or garbage containers shall be screened, or kept out of sight, except on the day of collection. Trash enclosures shall be placed so that odors will not impact adjacent homes. Existing homes that were not designed with accommodations for trash or garbage containers are exempt.
- (g) Where possible, electric and gas meters shall be placed where least visible or boxed in with an easy entry for reading. Pipe for electric service cables shall be placed within the wall, not exposed on the exterior.

- (h) Exterior lighting shall be located to minimize the impact on other homes. If lights are wall-mounted, the box must be shielded in a wooden or metal box to prevent the light from shining into other homes. Fixtures with cloudy glass or 40 wattage yellow bulbs are acceptable.
- (i) Solar panels (non-glare only) will be considered pursuant to a review, location of panels, and any pertinent state statute.

2.03 **MATERIALS AND COLORS**

The Design Committee's charter is to ensure that all homes in Indian Shores present a well-conceived, balanced color scheme/mix of materials, and reinforce the design aesthetic of the community at large.

- (a) To request to change the house color and/or trim, send an email to the Design Committee at isahoa@yahoo.com with this form: [House Paint Permit Application](#). Please include your lot number and name in the subject line.
- (b) Exterior siding shall be wood or a textured product, closely resembling wood. Accent materials, such as natural stone or products resembling stone will be considered.
- (c) Acceptable exterior stains or paint colors are to be muted natural or wood tones. White and off-white are not acceptable as the main house color, but will be considered for trim accents. Unless specifically approved, garage doors are to be painted the same color as the main house color.
- (d) Trim is defined as the surround of windows, eaves, soffits, door jambs, and gutters.
- (e) New roofing shall be composition shingles resembling wood in texture and color, architectural asphalt/fiberglass shingles presenting a multidimensional appearance, or metal roofing provided it presents as part of a complete, well-designed concept.
- (f) Windows shall be vinyl, painted wood, or anodized metal.
- (g) All exposed metal and plastic, such as vents, chimney, tops, skylights, and flashing shall either be stainless steel, copper, or painted to blend with the house or roof color.

- (h) Exceptions that align with the scheme of the Indian Shores community to these guidelines will be considered on a case by case basis.

2.04 **APPLICATION PROCESS FOR NEW CONSTRUCTION**

- (a) Email the **project request** to: isahoa@yahoo.com. Include your lot number and your name in the subject line when requesting a meeting with the Design Committee.

PHASE 1 Checklist

On the site:

- (b) A survey completed by Registered Surveyor must locate the boundaries of the lot. These boundary points shall be staked. Boundaries adjacent to other lots shall be marked with string between the stakes.
- (c) The house and decks shall be staked on the lot with string between the stakes. Use a different color string for decks.
- (d) Erect a ridge pole at the location where the highest point of the roof will be on the site. Clearly mark the height of the first floor on this ridge pole. Ensure the ridge pole remains in place until the project receives final approval.
- (e) Trees requested to be removed should be marked with ribbon.

On the plans:

- (f) Provide an accurately dimensioned, Existing Plot Plan, prepared by a registered surveyor, showing:
 - (1) Existing grade contours (at two foot intervals)
 - (2) Existing trees (designate those requested to be removed)
 - (3) Property corners
 - (4) Waterfront (if any)
 - (5) Adjacent structures on adjoining lots
 - (6) Location of base elevation datum point. The base elevation datum point is a fixed spot on or near the site that will serve as a base from which elevations of the floors in the highest ridge point can be measured.
- (g) Provide a Proposed Plot Plan, showing:
 - (1) Final grade contours (at two foot intervals)

- (2) Location of the house, with decks, eaves, and other overhangs, marked with dashed lines and called out
 - (3) First floor elevation in relation to base elevation, datum point
 - (4) Stormwater drainage proposal
 - (5) Routing of all (underground) utilities
 - (6) Sewer hook up location
 - (7) Location of off-street parking (driveway, etc)
 - (8) Location in description of retaining walls
 - (9) Location in description of erosion control materials
- (h) Provide a Landscape Plan showing:
- (1) Location of paved walkways
 - (2) Location of existing trees, and plants to remain
 - (3) Layout of planting areas in any lawn area
 - (4) Location, in identification of shrubs and trees to be planted
 - (5) Location and description of any landscape lighting systems
- (i) Provide general floor plans
- (j) Provide a section through the house showing ridge height, floor elevations, and the finish grade
- (k) Provide four exterior elevations. On the elevations, call out the siding material(s), roofing material, window material and color, exterior lighting, exterior color(s), and trim color. Show the existing and final grades on the elevations.
- (l) Provide samples, manufacturer, and name of all exterior colors and of roofing material and color.
- (m) Submit **one copy of the above materials** (one copy of samples) along with a \$500 filing fee check payable to Indian Shores Association to the Indian Shores manager or to:
- Indian Shores Design Committee
2430 N. E. 14th St.
Lincoln City, OR 97367

2.05 **REVIEW PROCESS: PHASE 2**

- (a) The Design Committee will review plans and other submissions within 45 days of receiving all required materials. They may invite input from owners of surrounding lots, particularly regarding how the project might impact their views. The Committee may approve the project as submitted, reject it, or approve it with specific conditions or changes. If necessary, the Committee may request that some or all plans and submissions be revised to meet these conditions or changes.

(b) The Indian Shores association Design Committee may disapprove the plans for any of the following reasons:

- (1)* Failure to comply with Lincoln City zoning ordinances or the Indian Shores HOA requirements as outlined in this document and the Covenants.
- (2)* Failure to include information on plans and specifications as may have been reasonably requested.
- (3)* Objection to the exterior design, appearance, or materials of any proposed structure.
- (4)* Objection to the location or height of the proposed structure relative to neighboring parcels: The location or height of the proposed structure should not obstruct significant views, cause shading issues, or otherwise negatively impact neighboring properties. The Design Committee will evaluate these factors to ensure the proposed structure harmonizes with the surrounding area.
- (5)* Objection to the site plan, clearing plan, drainage plan, or landscaping plan:
The proposed plans must comply with the established guidelines for site development, including proper site grading, effective drainage management to prevent erosion or water runoff issues, and landscaping that aligns with the community's aesthetic and environmental standards. The Design Committee will review these aspects to ensure they meet the community's requirements.
- (6)* Objection to the color scheme, finish, style of architecture, or appropriateness of the proposed structure: The proposed structure's design, including its color scheme, finish, and architectural style, should be consistent with the overall aesthetic and character of the Indian Shores community. The Design Committee will assess these elements to ensure they contribute positively to the neighborhood's appearance and do not detract from the established style.

(c) For the project to receive final approval by the Design Committee, plans must be signed by the majority of the members.

(d) In addition to adhering to Design Committee Rules, and any negotiated adjustments thereof, property owners are solely responsible for ensuring that any construction plans adhere to Lincoln City building codes, [setbacks](#) where applicable, and for performing their own due diligence related to sewer and water

lines, power lines, etc. that may be located on their lot, but potentially not on the plat map for that lot. **Prior to preparing final plans**, property owners are encouraged to contact the Oregon Utility Notification Center call 811 or toll-free 1-800-332-2344. Website

<https://www.oregon.gov/puc/safety/pages/call-before-you-dig.aspx>

- (e) Once Property Owner submits Design Committee approved plans to the City, Property Owner is to keep the Design Committee informed of any and all changes that the city may request prior to approving the plans and issuing permits. This is to ensure that solutions the property owner presents to the city do not in any way violate Indian Shores standards in requirements, avoiding delays caused by multiple submissions.

2.06 **CONSTRUCTION START AND COMPLETION**

A Pre-Construction Design Committee review of city approved and stamped plans, physical and digital, is **PHASE 3** of the process. This is to ensure that city approved plans remain in compliance with all Indian Shores guidelines and approvals in the event that changes were required by the city in order to secure permits.

- (a) The Property Owner initiates the **Pre-Construction Review** with a request emailed to isahoa@yahoo.com. Enter your lot number and name in the subject line.
- (b) A **\$10,000 construction deposit and a \$500 non-refundable deposit** is required at the time of the final approval. The deposit is to:
 - (1) Protect the Indian Shores Association against damage to roads and other property during construction.
 - (2) Serve as a guarantee that the house will be built in strict compliance with the final plans approved by the Design Committee; and
 - (3) Secure performance of the work in conformance with the **Indian Shores Protective Covenants**, with applicable state and local laws, and with any contractual agreements with the Indian Shores Association.
 - (4) In the event that the house is built in violation of plans approved by the Design Committee, forfeiture of the \$10,000 construction deposit does not prevent the Indian Shores Association from seeking additional remedies, including but not limited to money damages and/or injunctive relief.

The deposit, less any fees or fines assessed, will be released and returned, with any interest, after satisfactory completion of the project if there is no damage or other claim

against the project, if the house is built as per approved plans, and if the work conforms to 2.06, above. The owner must complete, sign, and submit the [Construction Deposit Agreement](#) when the deposit is paid. When plans are approved a [Project Approval](#) form will be completed.

- (c) Damage to roads, shoulders, drainage, and adjoining property due to construction activities shall be repaired and returned to their original condition by the owner or contractor expeditiously, with a reasonable amount of time from the damage. Repairs not made will be done by the Indian Shores Association and billed to the owner.
- (d) Prior to beginning any work on the project, the lot owner must submit the following documents signed by both the owner and the general contractor:
 - (1) [General Contractors Agreement](#)
 - (2) [Street Work Permit Application](#)
 - (3) [Vegetation Removal Permit Application](#)
 - (4) [Construction Schedule](#)
- (e) Once a homeowner's new build project has met all Design Committee (DC) criteria, a [Certificate of Approval](#) will be issued as part of **PHASE 4** of the New Build process. This certificate confirms that the project has been completed in accordance with the approved plans and all relevant Indian Shores Association (ISA) guidelines.

To receive the Certificate of Approval, the following conditions must be met:

- 1) A final inspection by the DC has been conducted.
- 2) All aspects of the build, including any modifications or changes, have been reviewed and approved by the DC.
- 3) Landscaping, exterior work, fencing, and any outbuilding additions (if applicable) comply with ISA guidelines.
- 4) The project has been completed in a timely manner, with all necessary documentation submitted.

The Certificate of Approval will serve as the final authorization for project completion and should be retained by the homeowner for record-keeping purposes. A copy of this completed form will be kept in the Indian Shores Association Design Committee lot folder for proper record-keeping.

ARTICLE III

ADDITIONS AND REMODELING

3.01 Exterior remodeling projects shall adhere to the requirements for new construction and shall be submitted to the Design Committee for review. Filing fees, construction access fees, and construction deposits are not required unless the Design Committee decides otherwise based on the scope of the project. See links to Design Committee Forms below. All project requests must have the “Project Request Form”.

PROJECT REQUEST FORM:

- [New Project Request](#)
- [Paint Permit Application](#)
- [Roof Application](#)
- [Tree Removal](#)
- [Vegetation Removal Application](#) (at or greater than 50% or more of yard)
- [Notice of Intent: Fire Break](#) (10 foot firebreaks around existing structures)

3.02 Fences: Fences may be permitted in Indian Shores only if they are completely out of sight from neighboring properties and common areas (e.g., for purposes such as a dog run). This rule preserves the open aesthetic of the community while allowing flexibility for specific homeowner needs. If the fence is visible to neighbors, their letters of support for the addition must be obtained.

3.03 Outbuilding Additions: Any outbuilding additions, such as sheds or greenhouses, may be permitted only if they do not obstruct the view of any resident. If the structure is visible to neighbors, their letters of support for the addition must be obtained. This rule ensures that new structures do not negatively impact surrounding properties and helps maintain positive relations among neighbors.

3.04 Deck Additions or Remodels: Homeowners planning to build or remodel a deck must submit a detailed plan to the Design Committee for approval prior to construction by completing the: [New Project Request](#) form. The submission should include the following information either on the form or as an attachment: (1) deck dimensions, (2) materials, (3) elevation from the ground, and (4) its relation to the home and property boundaries. The Design Committee will review the proposal to ensure it meets [setback](#) requirements and complies with community guidelines. Once approved, homeowners can proceed with staking the deck on the lot as outlined above. A final inspection by the Design Committee is required to verify compliance before construction begins. Deck remodels that adhere to the same dimensions and materials previously approved are classified as "Maintenance and Repair" and do NOT require further Design Committee approval.

ARTICLE IV

LANDSCAPING

- 4.01 Plans for changes of landscaping (at or greater than 50 percent of the parcel) or removal of trees must be submitted to the Design Committee for its approval. Fees and deposits are not required. Email a request to isahoa@yahoo.com; enter the lot number and homeowner name in the subject line to submit the **Vegetation Removal Permit Application**. New construction: excavation work and vegetation removal must not be completed more than 30 days prior to the start of construction.
- 4.02 Landscaping shall predominately feature plants, trees, and shrubs native to the Pacific Northwest. Existing trees in good condition should be left standing whenever possible. To maintain the natural, wooded character of Indian Shores, trees that must be removed shall be replaced with newly planted trees that are appropriate to the site, and that are located to preserve use, and not to endanger adjacent structures.
- 4.03 Except for fire breaks, no trees larger than four inches in diameter when measured four and one half feet above the ground may be removed from any private lot without the prior approval of the Design Committee. Email your **TreeVegetation Removal Permit Application** request to isahoa@yahoo.com; enter the lot number and homeowner name in the subject line.
- 4.04 Any approved tree removal must be completed within 90 days of approval.
- 4.05 10 foot fire breaks around existing structures, porches, and/or decks are permitted but require a notice of intent. Email your **Notice of Intent: Fire Break** request to isahoa@yahoo.com; enter the lot number and homeowner name in the subject line.
- 4.06 Homeowners are required to maintain their landscape and vegetation to prevent creating a fire hazard. Please adhere to **Oregon State laws** regarding the use of pesticides, and notify your neighbors before any pesticide application. A 10-foot fire break around existing structures, porches, and/or decks is permitted but requires submitting an email of intent prior to implementation (isahoa@yahoo.com).

ARTICLE V

STREETS

- 5.01 The Indian Shores Association owns and maintains all the roadways within the development.
- 5.02 No heavy equipment with metal cleats shall be operated on any paved area within Indian Shores.
- 5.03 It is the lot owner's responsibility to keep the paved area clean during construction. If construction work or worker's vehicles leave mud or debris on any unpaved areas, it must be cleaned up promptly.
- 5.04 No Indian Shores street surfaces are to be disturbed for utility installation or for any other purpose without prior approval and arrangement from the Indian Shores Manager. An Indian Shores Association [**Street Work Permit Application**](#) must be submitted and approved prior to any work. Email your application request to isahoa@yahoo.com; enter the lot number and homeowner name in the subject line.
- 5.05 Contact Lincoln City Public Works for location of sewer and water; Pacific Power for electricity; Charter Cable for cable, TV; Sprint Telephone Co. for telephone; and Northwest Natural Gas for gas.
- 5.06 Any street cuts must conform to the street cut diagram, which is linked here: [**Street Work Permit Application**](#).

ARTICLE VI

PROJECT SCHEDULE AND WORKING HOURS

- 6.01 Any new construction, additions and remodeling, and/or landscaping work visible from any other parcel or common area must be completed within one year of approval by the design committee, unless the owner applies for and obtains the consent of the Design Committee to an extension of the construction period.
- 6.02 Upon commencement of excavation and/or construction, the work shall continue uninterrupted until the frame – including siding with finish, roofing, windows, and exterior doors – is completed and the site rough-graded. In the event that the work is interrupted due to inclement weather, or other hardship, the project shall not remain idle for more than 90 days without express consent of the Design Committee.
- 6.03 Due to the established residential area involved, neither construction personnel nor material suppliers are to enter Indian Shores, or begin operation or work on the premises, before 8:00 AM on weekdays, or 10:00 AM on weekends and holidays. All such activity is to cease no later than 6:00 PM, unless approved in advance by the ISA Manager.
- 6.04 Contractors, vendors, and service providers must adhere to Indian Shores Association (ISA) rules and guidelines and act with consideration for the residential nature of the community. As with all guests and visitors, Indian Shores Association residents are responsible for the conduct of their contractors, subcontractors, vendors, tradespeople, and service providers. These individuals are expected to maintain professional and courteous behavior at all times while within the community.

As a convenience to property owners, a [Contractor Handout](#) has been included with this document, providing contractors with key relevant information before work begins. While property owners may choose not to provide this handout to their vendors, they are still responsible for ensuring that all relevant information is communicated and that all work for hire complies with Indian Shores Association guidelines.

ARTICLE VII

PROJECT COMPLETION

- 7.01 Promptly after completion of any work, the owner shall give written notice of completion to the Design Committee. Within 30 days of that notice, the Design Committee shall inspect the completed work and give written notice to the owner of any respects in which the work fails to conform with the approved plans and which is objectionable to the Design Committee. The Design Committee shall specify a reasonable period of at least 30 days for the owner to remedy that nonconformance.
- 7.02 Final approval of the work by the Design Committee will provide a letter confirming the project is complete and the release of the construction deposit less any amount previously claimed by the Indian Shores Association for property damage repair, as per the [Construction Deposit Agreement](#), to the owner.

ARTICLE VIII

APPEAL PROCESS

- 8.01 Disputes arising between the Design Committee and the landowner will be brought to the full ISA HOA Board by submitting the [Request for Reconsideration Form](#) to isahoa@yahoo.com.
- 8.02 The ISA HOA Board has 15 days to review the appeal and will make a final decision within 45 days.
- 8.03 The ISA HOA Board will have final approval of the Design Committee ruling.

Indian Shores Association HOA Contact Information:

Email: isahoa@yahoo.com

Mailing Address:

Indian Shores Association Board
2430 N. E. 14th St.
Lincoln City, OR 97367

Proposed Fine Structure for Violating ISA DC Rules:

First Offense:

- **Warning Notice:** A formal written notice (email) is issued to the homeowner outlining the violation and providing a timeline to rectify the issue. No fine is issued at this stage.
- **Grace Period for Resolution:** The homeowner is given a specific period to comply with the Design Committee's rules without financial penalty.

Second Offense or Failure to Comply After Warning:

- **Fine:** \$250 for failure to correct the issue or repeated violations of DC rules.
- **Follow-up Inspection:** Within a specified period (e.g., 15 days), the Design Committee will inspect the property to confirm whether the issue has been resolved.

Third Offense:

- **Increased Fine:** \$500 for continued non-compliance or additional violations.
- **Suspension of Privileges:** At this stage, further actions could include suspension of certain privileges, such as using community amenities or submitting additional project requests until the matter is resolved.

Fourth Offense:

- **Fine:** \$1,000 for repeated violations.
- **Lien Against the Property:** If the issue remains unresolved, the ISA may place a lien on the property, as per the guidelines outlined in the Design Committee rules.
- **Legal Action:** At this stage, the ISA reserves the right to pursue legal action to enforce compliance with the DC rules.

Enforcement Steps:

1. **Documentation:** Every step of communication with the homeowner regarding violations shall be documented, including warnings, fines, and deadlines for compliance. ISA Board of Directors will be cc'd on this email communication.
2. **Appeal Process:** Homeowners should have the right to appeal fines or enforcement actions. The appeal must be filed within 15 days of receiving notice, and the ISA Board will review and provide a final decision within 45 days.
3. **Final Resolution:** Once the violation has been rectified, the homeowner will receive an email confirming compliance, and if applicable, any construction deposit will be refunded minus the fines and fees.