

GOVERNING DOCUMENTS QUICK REFERENCE

What lives where and how to find it fast

DOCUMENT HIERARCHY (**higher = harder to change)

1. State Law Always highest authority	2. CC&Rs / Declaration Property & use rules	3. Bylaws How the HOA operates	4. Rules & Regulations Day-to-day details	5. Board Resolutions Official decisions
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TOPIC / QUESTION	WHERE TO LOOK
📄 PROPERTY USE & RESTRICTIONS	
Pets: how many, what kinds, size limits Rentals: can you rent your unit? short-term? Parking: guests, commercial vehicles, boats Home businesses: allowed? with restrictions? Signs: for sale, political, holiday	Primary: CC&Rs (Declaration) Also check: Rules & Regulations for detail Search terms: "pet," "animal," "lease," "rental," "park," "vehicle," "sign"
🔧 MAINTENANCE & REPAIRS — WHO'S RESPONSIBLE?	
Your unit / lot: interior walls, fixtures, yard Common elements: play area, parking lot, roof (often) Limited common elements: balcony, assigned parking, storage unit Shared systems: pipes, wiring, HVAC in shared walls	Primary: CC&Rs — look for maintenance or repair sections Also check: Rules & Regulations, Plat/Survey for boundaries Search terms: "maintain," "repair," "responsible," "common element," "limited common"
🏠 HOME IMPROVEMENTS & EXTERIOR CHANGES	
Paint colors: approved palettes, how to request Fences, decks, patios: height, materials, setbacks Doors & windows: storm doors, replacements, style Solar panels & satellites: often protected by state law Landscaping & sheds: major changes typically need approval	Primary: CC&Rs — architectural standards section Also check: Design Guidelines / Architectural Standards addendum For the process: ARC/ACC application + Rules & Regulations Search terms: "architectural," "approval," "ARC," "modification," "exterior"
💰 MONEY & HOW THE HOA OPERATES	
Assessment amount & due dates: how much, when, how to pay Special assessments: when they happen, limits on amount Elections & voting: how board members are elected, your vote Meetings: how often, required notice, who can attend Accessing records: budgets, meeting minutes, financial reports	Assessments: CC&Rs and/or Rules & Regulations Elections & meetings: Bylaws (this is their main job) Records access: Bylaws + your state's HOA law Search terms: "assessment," "dues," "budget," "election," "meeting," "quorum," "records"
⚖️ VIOLATIONS, FINES & DISPUTES	
Violation notices: what triggers them, timeline to fix Fine amounts: schedule of fines, how they escalate Hearing process: your right to appeal before fines are final Changing a rule: how to formally propose an amendment	Violations & fines: Rules & Regulations (fine schedule) + CC&Rs (enforcement authority) Hearings: Bylaws + Rules & Regulations Amending rules: CC&Rs (requires homeowner vote) or Bylaws; Rules & Regs often changed by board vote Search terms: "fine," "violation," "enforcement," "hearing," "amendment," "cure"

Governing Documents Search Tips

- **Can't find what you need?** Most governing documents have a Table of Contents. Start your search there.
- **Still stuck?** Search the full digital copy of the documents or PDF (Ctrl+F / Cmd+F) using the keywords above.
- **When in doubt, email your management office to confirm your understanding before you act.**

