

## **CCHOA**

### **Architectural Control Committee**

#### **Procedures for Establishing a Little Lending Library**

1. Steward must contact CCHOA and obtain Stewardship Agreement, sign and return.
2. Plans shall be submitted to the CCHOA and referred to the Architectural Control Committee.
3. Deposit for stand and installation shall be made to the CCHOA.
4. ACC will review plans and send approval back to the CCHOA.
5. Little Lending Library will be built and dropped off at the CCHOA.
6. CCHOA will designate location, complete installation, and notify the steward when the Little Lending Library is ready for use.
7. CCHOA will publicize location and steward (if they want) for each lending library.

Architectural Control Committee, Design Guidelines for Little Lending Libraries

#### **Plan submission:**

1. Builder/Steward must submit picture or sketch of overall structure including dimensions.
2. All materials must be called out and include specifications for hardware, siding, roofing, doors and windows.
3. Stain colors, paint colors, roof colors must be specified.
4. Waterproofing must be noted.
5. Each structure will be evaluated individually for construction and suitability for proposed location.

#### **Guidelines:**

1. Structure must be made of sustainable materials suitable for outdoor use.
2. Structure must be no bigger than 48" wide and 30" tall.
3. Base of structure must be flat and suitable for attachment to metal plate/pole.
4. Structure must have waterproof coating, hinges and parts that are weather sustainable, and a way to protect the books.
5. Structure must provide a way for easy use by children.
6. Paint colors and stains must be approved by the committee.