



***Timber Creek Homeowners Association***  
***P.O. Box 494***  
***Sisters, Oregon 97759***

***Architectural Review Committee***  
***Home Construction Application***

The Timber Creek Homeowners Association's Architectural Review Committee (ARC) exists to maintain high standards in design, development and appropriate oversight of properties within the Association's boundaries. When an owner wishes to construct a new building an application shall be made to the ARC by using this form. Careful adherence to the following comments and requirements will provide the ARC with the information necessary to conduct the review process.

A construction deposit of **\$2,000.00** is required prior to site excavation and construction. Payment shall be made to the order of the **Timber Creek Homeowners Association**. This deposit, less the HOA's costs of review, approval and inspection of the project will be refunded upon satisfactory completion of the project. The typical refund to the homeowner has been just over half of the original deposit.

Strict compliance with the Association's **Covenants, Conditions and Restrictions (CCRs)** and the **Building Guidelines** is required. **All provisions of these documents are incorporated by reference into this Residential Construction Application Form and will be meticulously enforced.** The Association's CCRs and its Building Guidelines may be found at [www.HOATimbercreek.com](http://www.HOATimbercreek.com) or obtained from the Association secretary.

Submit this completed application and the construction deposit fee plus all applicable additional documents listed below to the ARC to begin the review process. The ARC shall inform the Owner in writing within thirty (30) days of receipt of a complete application packet advising whether the proposed construction conforms to the development concept and requirements of Timber Creek.

ARC approval is valid for one year from the date of the ARC approval letter. All construction, including landscaping on new construction projects should be completed within one year from the date construction is begun. If the homeowner is unable to complete the work within one year they can request that the ARC consider a one-time six month extension.

Any changes or modifications which impact the exterior of the home must be approved by the ARC prior to initiation of those changes. Any unauthorized changes or modifications to the approved plans may result in construction sanctions. The ARC will respond to plan revisions within thirty (30) days of receipt.

The Timber Creek HOA assumes no liability for encroachments into platted setbacks, easements, or neighboring property. The contractor and/or builder assume responsibility for any and all damages to adjacent property caused by them and/or their agents and subcontractors.

## *Applicant Disclosures*

### **Property Description**

Building lot number \_\_\_\_\_ Building lot address \_\_\_\_\_

Home square footage \_\_\_\_\_ Garage square footage \_\_\_\_\_ Lot size \_\_\_\_\_

Estimated excavation start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

### **Owner**

Name: \_\_\_\_\_

Mailing address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### **Architect/Designer**

Name: \_\_\_\_\_

Mailing address \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### **Contractor/Builder**

Name: \_\_\_\_\_

Mailing address \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

CCB License Number \_\_\_\_\_ Insurance Carrier \_\_\_\_\_

***The undersigned acknowledge that they have read and clearly understand the Timber Creek Homeowner Covenants, Conditions and Restrictions, Building Guidelines, and this Residential Construction Application Form and agree to follow all of the stipulations included therein throughout the construction process, and thereafter for any modifications that are made to the home. A final inspection of the home is required upon completion of the project prior to any potential refund of construction deposits.***

---

\_\_\_\_\_  
Contractor (Signature)                      Date

\_\_\_\_\_  
Property Owner (Signature)                      Date

## Documents Required To Be Submitted

**A conceptual site plan** which shows the lot number, adjacent streets, the orientation of the site, the dimensions of the lot, driveway and parking areas, tree removal plan, existing and proposed finish grades, the proposed location of fences and screens, all setbacks and easements, and special site features to be preserved or removed.

The area of the lot covered by buildings, roof overhangs, patios, decks, hot tubs, driveways, walkways, retaining walls, utility lines, HVAC equipment, service, trash and storage areas, screening/fencing, and all other impervious surfaces shall be noted on the site plan.

**One set of plans** in printed or pdf format (Site and exterior elevations only)

**Building elevations** including finished grade relationship of the building's finished floor elevations to the proposed finished grade of the lot on each elevation including decks and patios, exterior building materials, patterns, and roof pitches.

**Catalog cuts detailing exterior lighting fixtures** including size, color and finish of fixtures to be used and placement location of the fixtures on the site and elevation plan sheets.

**Catalog cuts** for each of the following including examples of the finished color:

- a. Window frames and trim
- b. Exterior entry doors
- c. Garage doors

**Exterior colors and material specifications** must be collected and displayed on a story board for each of the following:

- a. Roof materials
- b. Exterior siding
- c. Exterior trim
- d. Exterior stone or rock
- e. Exterior fireplace and chimneys
- f. Exterior stairways, rails, decks, patios, porches, landings, and spa facilities

The story board is to remain on site until construction is completed. An owner may delay the submittal of the exterior colors until after the start of construction in order to test an assortment of potential colors with actual materials. No color or material shall be applied until such time as the ARC has reviewed and approved the selections. The owner may be asked to apply the proposed paint to a four foot square area on the home prior to approval.

**A landscape plan** that shows the location, size, spacing, type, and species of all proposed plants, irrigation system, decorative materials, landscape lighting, paving surfaces, retaining walls, steps, fences, hot tubs, and the drainage plan. One reduced size (8 ½" x 11") set of drawings is required (can be printed or PDF's).

**A valid certificate of insurance** in favor of Timber Creek Homeowners Association.

The ARC has up to thirty (30) days from issuance of the certificate of occupancy to review the project and issue a final release. At that time the ARC will request the Timber Creek HOA to reimburse the Applicant for any unexpended review fees.

---

**Appeal Process:**

You have two choices should your application be denied by the ARC.

1. Submit a new application with changes to meet the CCR's requirements.
  2. Request a hearing with the Timber Creek HOA Board of Directors and present your original request to the Board.
- 

ARC Members:

John Warnke (541) 602-1630  
Barry Wetmore (541) 520-8307