



Timber Creek Homeowners Association

P.O. Box 494

Sisters, Oregon 97759

Architectural Review Committee

Home Remodel 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 make significant changes to the exterior of their home an application shall be made to the ARC by using this form. Note that for smaller changes, such as exterior painting or landscaping, please use the Improvement Application.

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 **\$1,000.00** 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.

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 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 six months from the date of the ARC approval letter. If the homeowner is unable to complete the work within six months, 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 _____

Existing Home square footage _____ Garage square footage _____

Additional 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 those areas affected by the planned construction. Any changes to the building footprint, roof overhangs, patios, decks, hot tubs, driveways, walkways, parking areas, existing grades and setbacks should be noted. Also note any changes to service yards, privacy screens, retaining walls, drainage, landscaping and any trees to be removed.

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

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 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