



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

Architectural Review Committee
Form #3, Improvement 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 an improvement an application shall be made to the ARC by using this form. Note that this form should not be used for a remodel project or new construction. Careful adherence to the following comments and requirements will provide the ARC with the information necessary to conduct the review process.

Owners are required to submit an Architectural Review Fee at the time the application is made to the ARC. 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.

Required Deposit:

Landscaping	\$100.00
Changes to exterior paint color or roofing material	\$100.00
Satellite dish / antenna	No Deposit
Other improvements, including decks/patios, hot tubs, service yards, privacy screens, water features, walkways, driveways, and landscape lighting	\$100.00

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 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 for improvements. If the homeowner is unable to complete the work within six months they can request that the ARC grant 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.

Timber Creek Homeowners Association
Form #3, Improvement Application
P.O. Box 494
Sisters, OR 97759
Email: HOATimberCreek@live.com

Date Submitted _____

Property Owner(s) _____

Property Address _____

Lot # _____ Phone # _____ Cell# _____

Email: _____

Type: Landscaping: ___ Painting\Roofing Material: ___ Satellite Dish: ___ Other: ___

Expected Completion Date: _____

Improvement Description: _____

Landscaping (\$100 deposit): Include a plan that shows the location, size, spacing, type, and species of all proposed plants, irrigation system, decorative materials, landscape lighting and paving surfaces. Also designate your lot lines and the footprint of your home.

Painting or change of roofing material (\$100 deposit): Include a description of the colors to be applied as well as color samples (paint chips). The ARC may also require a small sample area of the structure to be painted prior to granting approval.

Satellite Dish / Antenna (no deposit): Include a description and simple drawing of the location of the satellite dish.

Other (\$100 deposit): Include a foot print drawing of where the work will be located on your lot in relation to your lot lines and home. If you plan to build any structures, please list the types of materials you plan to use, as well as color to be applied, and show the design of the structure. The ARC may also require a small sample area of the structure to be painted prior to granting approval of the paint color.

Note that all construction and installation of any improvements shall comply with local, state, and federal building and land use codes. Compliance with these regulations is the responsibility of the homeowner. This review and approval is not a review, nor an approval, for compliance with any local, state, or federal building or land use regulations.

Building, electrical, or plumbing permits may be required. The determination of the necessity of any permits is the responsibility of the homeowner. Obtaining any necessary permits is the responsibility of the homeowner.

Improvement Agreement:

The undersigned acknowledge that they have read and clearly understand the Timber Creek Homeowner Covenants, Conditions and Restrictions, Building Guidelines, and this Improvement Application Form and agree to follow all of the stipulations included herein throughout the construction process. A final inspection of the improvement is required upon completion prior to any potential refund of the deposit.

Owner Signature _____ **Date** _____

Homeowner – do not write below this line

Lot # _____ Owner _____

Approved _____ Approved with conditions _____ Disapproved _____

Conditions for Approval _____

Signature _____ Date _____

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:

Bob Lawton	(503) 720-4665
Bob Kremers	(661) 304-5487
Tom Ream	(901) 230-5984
Bill Hull	(503) 851-1471