

Timber Ridge Homeowners Association

ARCHITECTURAL COMMITTEE

- A. **FUNCTION:** This Committee will be responsible for reviewing applications for exterior structural changes of a dwelling, railing, enclosure, privacy screen, walkway, driveway, garage, shed or deck. Including color of said structures and for major landscaping changes. Upon completion of it's review, the Committee will submit it's recommendation to the Board of Directors in writing.
- B. **MEMBERS:** The Committee shall consist of six persons who are Members of the Homeowners Association. Their appointment will be approved by the Board. In addition to the six members, the Board will appoint a Board member to serve as a liaison to the committee.
1. **Term:** Members will serve 3 year rotating terms and may be reappointed to consecutive terms with Board approval.
 2. **Vacancies:** Vacancies on the Committee will be filled with the approval of the Board.
 3. **Meetings:** The Committee will hold regular meetings as needed, not less than six each year. Special meetings may be called by the chairperson at the request of at least two members, or at the chairperson's discretion.
 4. **Quorum:** A majority of Committee members constitutes a quorum.
- C. **OFFICERS:** The principal officers of the Committee shall be a Chairperson, a Vice-Chairperson, and a Secretary. Officers shall be elected annually by the Committee members at the first regular meeting of each calendar year and shall hold a one year term.
- D. **NOTIFICATION OF ARCHITECTURAL COMMITTEE ACTION:** Minutes of all Committee meetings will be filed with the Board of Directors. Minutes will be made available upon request to any member of the association.

Timber Ridge Homeowners Association

TREE REMOVAL or MAJOR TRIMMING APPLICATION

A Tree Removal or Major Trimming Application must be completed for any tree removal over 6" and any major trimming of branches 3" or greater. Tree removal requires the approval of the Board of Directors. Major trimming requires approval of the Architectural Committee. Refer to Rules & Regulations, Section 20 for specific rules regarding tree removal and trimming.

A current blank copy of an application can be obtained from any Board or Architectural Committee member. The completed application should be returned to the appropriate member. The appropriate group will review and then contact the resident with an approval or denial of the request. No work shall commence until the resident receives a signed copy of the approved request.

NOTES:

- It is the responsibility of the homeowner to ensure that all work is completed in accordance with the Timber Ridge CCR's, Rules & Regulations and to the specifications on the application.
- The homeowner is responsible for obtaining locator services if digging or potential utilities in the area.
- The homeowner is responsible for moving, repairing or replacing lawn or irrigation resulting from this work.
- Be aware that there is potable water and non-potable water on the property. And in many cases in the same ditch and in similar pipes. Mixing of the supplies can affect health.

Resident completes this section

Homeowner Name: _____ Date: _____

Address: _____ Phone Number: _____

| | |
|---|--|
| Tree species & estimated inches across at 2' off the ground | |
| Tree approximate location (i.e. number of feet from south east corner of the house) | |
| Reasons for removal or major trimming | |

Board or Architectural Members Review

| Printed Name | Yes/No | Signature |
|--------------|--------|-----------|
| | | |
| | | |
| | | |
| | | |
| | | |

Board **Approval** signature: _____ Date: _____

-OR-

Board **Denial** signature: _____ Date: _____

Denial explanation, if applicable: _____

Timber Ridge Homeowners Association

ARCHITECTURAL ALTERATION APPLICATION

An Architectural Alteration Application must be completed for any exterior alterations to homes in Timber Ridge, see CCR's ARTICLE VIII "ARCHITECTURAL CONTROL".

- A current blank copy of an application or a completed application can be obtained from or delivered to any member of the Architectural Committee.
- The committee will review and submit their recommendation to the Timber Ridge Board of Directors.
- A Board member will contact the resident with an approval or denial of the request.
- No work shall commence until the resident receives a copy of the approved request.
- After work is complete, the resident must notify the Board member who approved the request, for a final inspection.

NOTES:

- It is the responsibility of the homeowner to ensure that all work is completed in accordance with the Timber Ridge CCR's and to the specifications above. If the approved specifications above are altered or CCR requirements are not met, the homeowner will be required to make necessary changes to comply.
- The homeowner is responsible for obtaining necessary building permits. Approval of this request does not substitute for City of Bend permits, nor does it assume work requested is in full compliance with permit requirements.
- The homeowner is responsible for moving, repairing or replacing lawn or irrigation resulting from this work.
- Be aware that there is potable water and non-potable water on the property. And in many cases in the same ditch and in similar pipes. Mixing of the supplies can affect health.
- Landscape requests are not required for adding plants and shrubs comparable with the area. A request is required for: live tree removal larger than 6" at the base; live tree trimming more than a few small or dead limbs; changes in grass areas that will affect mowing and watering; adding vegetation acting as a fence.

Homeowner: Complete the appropriate section(s) on page 2 and deliver to an Architectural Committee Member.

Architectural Committee: Attach your Committee Checklist. Review and submit your recommendation to the Board.

At least three committee members must review and sign request prior to submitting to the board.

Board of Directors: Approve or Deny and communicated with Homeowner. Sign off when job is completed.

The committee board member, in most cases, will represent the board for the final approval. If a request is complicated, unusual or controversial, the committee board member will seek approval from the majority of the Board of Directors.

Timber Ridge Homeowners Association

ARCHITECTURAL ALTERATION APPLICATION

Request for "Like Kind" alterations:

For changes that are only a renewal of an existing structure, no detailed plans or full review (only a board approval signature) will be required unless the existing structure is in violation of the CCR's. Examples include, but are not limited to: paint of the same color; deck replacement of same materials; sidewalks/driveways of the same material & size; gutters of the same design & color; re-roofing with the same kind & color; etc.

Explanation of Request:

Request for all other alterations:

Changes in color, material, size, or design of existing structures or addition or expansion of structures. "Structures" include: building exterior (including roof, windows, doors, paint, gutters, etc.); containment walls; decks; walks; driveways; hot tubs; etc.

Explanation of Request:

For paint, include color chips.

For roof, include type & guarantee.

For building additions, driveways, sidewalks, patios & decks, include drawings with dimensions.

Date of request: _____
Homeowner: _____ **Phone number:** _____
Address: _____

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Board Approval signature: _____ **Date:** _____

-OR-

Board Denial signature: _____ **Date:** _____

Denial explanation, if applicable: _____

Board signature for work completion: _____ **Date:** _____