



## **ARCHITECTURAL CONTROL COMMITTEE (ACC) – ROLE & FUNCTIONS**

The role of the Architectural Control Committee (ACC) is to ensure that homes and properties are in compliance with the Timberline View Estates Covenants and Restrictions outlined in **Article VI – Dwelling Design & Construction Items**, and **Article VII – Land Use and Non-Dwelling Design Items**.

The five ACC committee members are resident owner volunteers who are elected by the homeowners at the annual meeting in January. After the five members are voted in, the ACC elects its Chair, who then has a position on the Timberline Board as well for the elected period. The names and contact information for sitting ACC members are provided in the Timberline View Estates website.

As referenced in the Covenants, homeowners must submit requests for any exterior alterations to their home and property to the ACC for review and approval **prior** to commencement of work.

The ACC reserves the right to reject any application, or portions thereof, if it is deemed not to be in compliance with the above Covenants.

## **APPLICATION FOR EXTERIOR ALTERATIONS**

The application in the following pages must be completed by the homeowner and submitted to an ACC member, and must be approved prior to beginning construction or performing a major alteration.

By submitting this application, the homeowner warrants that he/she has read Articles VI - *Dwelling Design & Construction Items*, and Article VII – *Land Use and Non-Dwelling Design Items*, and that the submitted proposal follows the Timberline View Estates Covenants.

Exterior alterations which require an application and approval from the ACC include, but are not limited to:

- Building a new home on a vacant lot
- Replacing an existing home
- Expanding an existing home
- Changing exterior color, roof and materials on an existing home
- Adding a pet enclosure or fencing
- Adding a garage
- Removal of native vegetation in excess of 12 feet in height
- Expansion of driveway paving/concrete

If a homeowner is unsure whether or not an application is required, a brief description of the project can be emailed to the ACC Chair or any ACC member for clarification.

It should be noted that detached structures, other than a garage as per the Covenants, are not allowed. This would include storage sheds, greenhouses, treehouses and any other detached structures that would be visible from the street or surrounding neighbors. The ACC reserves the right to request that detached structures added without approval be removed by the homeowner, at the homeowner's expense.

## **APPROVAL PROCESS**

Applications for smaller projects such as exterior color or material changes to existing homes and/or fencing and pet enclosures may be submitted electronically and may be approved by the ACC electronically.

Applications for major projects, such as new construction, expansions or renovations, require that a complete set of full-size architectural plans be submitted as a hard copy to the ACC. Samples of materials and proposed colors should also be submitted.

## **TIMING**

The ACC will respond in as timely a manner as possible to all project requests.

For new construction and expansion of existing homes, please allow 3 to 4 weeks for ACC review as these projects require a minimum of 3 committee members to meet in person to review and approve the plans and application.

In the event of new construction or expansion, the ACC must speak to neighbors who may be impacted by the project.

The ACC reserves the right to request any additional information it deems necessary or relevant prior to approval. The ACC may request multiple meetings with the homeowner if additional questions or changes to the project arise during the review process.

Incomplete applications or delay and/or failure to respond to ACC requests will delay the approval process or potentially result in denial of the request.



**EXTERIOR ALTERATION APPLICATION**

Owner's Name(s): \_\_\_\_\_ Lot #: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

**Type of Project** (check all that apply):

- Building a new home
- Replacing an existing home
- Replacing portions of an existing home
- Expanding an existing home
- Changing exterior color, roof and materials on an existing home
- Adding a pet enclosure or fencing
- Adding a garage
- Removal of native vegetation in excess of 12 feet in height
- Other

Additional Description or Notes:

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- Estimated Start Date: \_\_\_\_\_
- Estimated Completion Date: \_\_\_\_\_
- Please attach sketches and plans for the project. If project is a new build or expansion, a complete set of full-size architectural plans is required with dimensions, elevations, property setbacks, drainage plan, topography, culverts, and existing/proposed vegetation.
- Please indicate materials to be used (wood, brick, stone, concrete, flagstone, stucco, concrete, metal, etc.) with samples if available. Please note if these materials are known to be fireproof or fire-resistant.
- Please submit color sample for all materials.
- Please provide copy of building permit when issued.
- Builder or Project Manager if applicable (name/contact info) \_\_\_\_\_  
\_\_\_\_\_

Project reviewed by (ACC members/dates):

Affected Neighbors Discussion:

===== ACC DECISION =====

Approved:\_\_\_\_\_ Rejected:\_\_\_\_\_ (why) Date: \_\_\_\_\_

Approved with modification: \_\_\_\_\_

Remarks:

**PROJECT COMPLETION INSPECTION**

Done by: \_\_\_\_\_ Date: \_\_\_\_\_