

# **TIMBER RIDGE OWNERS ASSOCIATION**

## **ARCHITECTURAL RULES AND GUIDELINES**

### **PLANNING AND GUIDELINE PACKAGE FOR:**

#### **SECTION I:**

##### **Timber Ridge Architectural Review Committee**

#### **TARC**

- CHANGES TO THE EXTERIOR APPEARANCE OF AN EXISTING HOME INCLUDING LANDSCAPING AND PAINTING

#### **SECTION II:**

##### **New Construction Architectural Review**

#### **NCAR**

- BUILDING A NEW HOME
- ADDITION TO AN EXISTING HOME
- AND/OR MAJOR MODIFICATIONS REQUIRING A BUILDING PERMIT

## Notes:

### Contacting TARC

A meeting with the TARC representative can be arranged by contacting the TARC representative as listed on the Timber Ridge web site,

<http://www.timberridge.us/Contact.htm>, under ***Architectural Committee (TARC)***.

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# SECTION I

## Timber Ridge Architectural Review Committee (TARC)

### **A. Legal Notice to Lot Owner**

This is a legally binding document. By virtue of their incorporation by reference in Article III of the Covenants, Conditions and Restrictions (“CC&Rs”) for Timber Ridge, these regulations are valid and enforceable as if fully set forth in the CC&Rs.

As such, pursuant to Article IX of the CC&Rs these regulations are legally enforceable in any Court of Law by the Owners Association or by individual members of the Association. If these regulations are not complied with, and legal action becomes necessary, any and all remedies set forth in this Article, including the award of costs and attorneys fees, will be sought against the property owner.

Note: As provided in CC&Rs Article 7, Section 6, page 22, each submission is judged on its own merits. Elements which may be acceptable for one submission may not necessarily be approved for another.

### Disclaimer

No member of the Timber Ridge Architectural Review Committee or the Board of Directors, shall be responsible in any way for any defect in any plans and/or specifications submitted in accordance with the contents of these regulations, any structural defects in any building or structure erected according to such plans and/or specification, or any future erosion or earth movement problems.

### Owner’s Obligations

It is the obligation of the owner and the owner’s contractor to understand and comply with the Timber Ridge CC&Rs and TARC Rules. The owner or his contractor are also responsible for obtaining any building permits, as required by city or county government agencies. All proposed changes, modifications or alterations must comply with all state, county and city codes prior to review by TARC. Oversights on the part of TARC or its members or failure to discover undisclosed deviations DO NOT constitute approval.

The owner is also responsible to ensure that his contractor or agent is aware of and abides by Timber Ridge Contractor Guidelines For Work in Timber Ridge. (see page 12)

## Introduction

The purpose of the Timber Ridge Architectural Review Committee (TARC) is to ensure compliance with the CC&Rs and other Architectural Rules for the protection and benefit of all association members. This includes review of submitted requests to change or modify the exterior appearance of the existing home. This includes, but is not limited to:

- landscaping
- fences
- roofing
- exterior siding
- decks
- painting or staining
- lighting
- solar energy devices
- mechanical equipment
- pools, spas or hot tubs

It is not possible to devise rules in advance to cover every potential situation or proposal that might come before the committee. Therefore, TARC has reasonable latitude in the interpretation of these rules where they do not specifically allow or prohibit the construction *or modification* element proposed. After reviewing the proposal in terms of the general principles governing these rules, and consulting with the applicant, TARC may, at its discretion, approve or disapprove the particular proposal and render its decision accordingly.

When an addition is made to an existing property, exterior remodeling, re-roofing, or re-landscaping is done, or the house is repainted, the property owner may be required in most cases to bring any non-conforming element into compliance with current rules and obtain a city building permit when required.

All TARC decisions may be appealed by the applicant, contractor or owner by filing a notice of appeal in writing directed to Timber Ridge Architectural Committee (TARC) and the Timber Ridge Board of Directors within ten (10) days from the receipt, either written or oral of the notice of the decision. An appeal panel consisting of the Board of Directors shall hear and determine the appeal matter. However, any board member who may have taken part in a particular TARC decision may not vote in the appeal hearing on that matter. A quorum of at least three members of the board shall be required to hear the appeal. The appeal panel shall set the place, date and time for the hearing as soon as is convenient for the parties concerned and notice thereof shall be given to the appeal applicant. A chairman of the panel shall be designated by the panel at the time of each hearing. At the hearing the appeal applicant shall have the opportunity to present any and all written and oral evidence relevant to the appeal issue. Decisions by the appeal panel shall require a majority vote of at least three members hearing the issue to overturn the TARC decision. Appeal decisions shall be rendered after the hearing is held and shall be final and binding upon all parties. Written minutes of the appeal hearing and the decision thereof shall be maintained by TARC and the Board of Directors.

## Process

It is the homeowner's responsibility to obtain, fill out, and return a TARC "Request for Timber Ridge Architectural Review Committee (TARC) Approval" form. Forms can be obtained from the box next to the clubhouse entrance or from the internet at [www.timberidge.us](http://www.timberidge.us) under "Association", "Rules and Regulations", TARC.

The completed form should include paint/stain chips if applicable, site plans/drawings for landscaping or any additional information to clarify and define the project.

The completed form may be placed in the drop box at the clubhouse or sent to the homeowners' management company for forwarding to the TARC committee. If construction materials, i.e. shingles, stone or other items are too large to attach to the application, samples must be available at the site for examination by the TARC members prior to approving the homeowners request. Upon receipt the application will be logged in and the homeowner will be contacted by a member of the TARC committee to arrange a time to meet at the site to review the project. At this time the project may be approved, approved with conditions noted on the approval form, or disapproved. If the request is not approved, the homeowner may appeal the project (see paragraph 2 of Introduction).

As a guideline TARC requests that forms be submitted 10 business days prior to the expected commencement of the work.

# Section I

## B. Specifications and Guidelines for Exterior Modifications

### 1. Fencing:

The intent of the fencing regulation is to maintain an “open” forest feel within Timber Ridge. For that reason fences are generally discouraged and walls generally prohibited. A fence is defined as a structure, which serves as an enclosure, barrier, or boundary; and is usually made of posts, boards, or rails.

- Perimeter fences which are on or closely parallel to lot lines are discouraged.
- Fencing should be designed so that the view from neighbors’ property is at least as equally appealing as that of the fence owner.
- Fence Height: “Front” fences shall not exceed 3 feet. Side fences shall not exceed 3 feet until even with the front of the house, and then the fence shall not exceed 5 feet. Back fence height shall not exceed 5 feet. All fence height shall be measured from the grade level immediately outside the fence.
- Fence Gate: A fence gate cannot exceed 42 inches in width and must match the adjacent fence height
- Color: A fence must be natural wood color or if painted must match or complement the basic house color scheme. If metal, black is allowed.

#### *Examples of Fencing:*

#### **ACCEPTABLE**

Picket style Cedar  
Picket style Redwood  
Split Rail  
Ornamental Metal  
Wrought Iron

#### **NOT ACCEPTABLE**

Wire  
Chain Link (includes vinyl coated)  
Walls: Block, Stone or Brick  
Masonry columns may not be stucco finish

**Note: Fire resistant fencing material is highly recommended to reduce available fuel in case of fire.**

## 2. Landscaping:

A site plan is required that defines the landscaping, lighting (if used), and an automatic irrigation system. Landscaping shall be designed to eliminate standing water and soil erosion; and scarred areas are to be restored to original condition. Every existing tree 6" in diameter within a 10' perimeter around the house and 3" in diameter beyond the 10' perimeter must be replaced by two (2) 15- gallon deciduous trees, or two (2) "balled in burlap" **six-foot** or greater evergreen trees, up to a total of six(6) replacement trees. All replacement trees must be compatible with this area. Landscaping must be completed within 6 months of approval.

See <http://www.firewise.org/> for more information.

Water drainage must follow the natural course and exit the property at the original point of exit when the owner purchased the property. Culvert size (if used) must be large enough to accommodate current and future flow through natural wash areas. Runoff water shall not be directed over a sidewalk. Gutters and down spouts are required on every applicable roofline. The rain gutter water is not to be directed to a neighboring property, but to the street, to a natural existing wash area, or to landscaped tree wells with minimum (buried) 4" PVC or flexible tubing. Alternate drainage methods may be considered by TARC on an individual basis.

Artificial plants and flowers shall be allowed within the TROA setback requirements as defined in TARC regulation II-D-12 except that the front setback shall be measured from the curb and not the right of way. Artificial lawns shall be allowed to go to the sidewalk or curb if there is no sidewalk. Artificial plants and lawns shall be of colors which approximate the color of the naturally occurring plant and approved by TARC

### *Examples of Landscaping:*

#### **ACCEPTABLE**

Drought resistant vegetation  
Use of existing trees and plants  
(trimmed of dead limbs etc)  
Natural Vegetation  
Gravel, Rock and Decomposed Granite  
(in natural earth tones)

#### **NOT ACCEPTABLE**

Desert Landscaping  
Weeds (not considered an acceptable  
natural vegetation for landscaping)

## 3. Trees:

The removal of any live, healthy trees greater than 3" in diameter shall require the prior written approval of the Timber Ridge Tree Committee. Approval is required for the removal of any dead, diseased, hazardous or beetle infested trees. Felled pine trees and slash shall be removed from Timber Ridge within two (2) days

## 4. Solar Energy Devices:

Solar energy equipment will be evaluated on an individual basis, with approval of a specific design and installation depending on the compatibility of the design to the total structure and to the general environment. As far as possible, solar equipment shall not be visible from the street or from neighboring properties. All solar energy devices must receive prior review and approval by TARC.

## 5. **Satellite Dishes:**

Satellite dishes up to 1 meter in diameter will be evaluated on an individual basis. Approval of a specific design and installation will depend on the compatibility of the design to the total structure and to the general environment. As far as possible, satellite dishes shall not be visible from the street or from neighboring properties. All satellite dishes must receive prior review and approval by TARC.

## 6. **Mechanical Equipment:**

No air-conditioning unit or other mechanical/electrical equipment shall be placed on or above the roof of any building. Placement of such equipment shall be as unobtrusive as possible. Any window or through-the-wall air-conditioner must be approved by TARC. Such equipment shall be screened from view (street and neighbors) according to plans approved by TARC. Noise abatement procedures are required to the extent possible. All utility service entrance equipment and sub panels and all mechanical equipment, including but not limited to, pool equipment and solar panels, shall be painted to match the surrounding wall color, or painted or screened to blend with the surrounding natural terrain. Roof vents shall be painted to match the roof or adjacent wall color, and/or integrated into the design of the structure.

## 7. **Paint & Exterior Colors:**

The color guidelines apply to the painting of new and repainting of existing homes. Color, sighting and design, help a residence fit into the natural forest appearance of Timber Ridge.

Therefore, “natural forest” colors are required and must fit within the established color palette which is available to homeowners and contractors by contacting the TARC representative. Important criteria are the actual color, light intensity, reflectivity, sheen, gloss and contrast. Only colors that have an LRV(Light Reflectance Value) between 10 and 60 (information now provided by all paint manufacturers) are acceptable and must blend into the natural forest of the area. Homes are not to be painted in gloss enamel even if the LRV number falls within these guidelines. Additionally, such colors as white, red, pink, yellow, purple, chartreuse, orange, black, or shades thereof, or any other colors that are deemed to conflict with the “natural forest” concept are specifically prohibited. Garage doors shall be painted or stained in either the trim or body color of the house. In the case of adjacent town homes that are shared by two owners, color schemes shall be the same for the whole structure, if possible. Color schemes for adjoining town homes must match and should be repainted at the same time, if possible.

A sample of a proposed paint color must in all cases be applied to the structure and be made available for TARC inspection. Paint chip samples that state the LRV per the limits specified above must also be supplied prior to commencing the project.

There shall be no shiny, reflective, or bare metal on any part of the house. This includes roof edging, flashing and roof valley materials, skylight trim, bolts and metal braces used in deck construction, vents and chimney caps. Metal shall be of a matching or complementary color to the exterior color scheme.

Restaining or repainting or log homes and/or the trim and garage doors thereof shall not be subject to this section but shall comply with section II-D-2, page 20/21 paragraph 4&5 concerning “Log Home” design.

## 8. **Pool, Spa or Hot Tub:**

Above ground pools are not allowed. The homeowner is responsible for insuring that the installation of the swimming pool, hot tub, and spa or like structures complies with all city, county or state regulations regarding such structures. It must also comply with all TARC guidelines, especially Section I-B paragraph 1, Fencing. The area of the pool, hot tub etc. will count toward the building site coverage as defined in Section II, D, 11.

## 9. Roof Replacement

Rooflines, materials, styles and treatments should complement the Timber Ridge area. Colors of roofing materials shall be consistent with the overall color scheme. For aesthetic reasons eaves cut flush with the corner at the wall are not acceptable. Gutters and downspouts are required on every applicable roofline.

In a situation where adjacent town homes have a common roof and one needs to be replaced, every attempt should be made to replace the roof on both sides at the same time. If this is not possible, the roofing for the side being replaced should match the color and texture of the existing roof as closely as possible. *Examples of Roofing:*

### ACCEPTABLE

Class "A" Fire rated: including  
Fiberglass/Asphalt Architectural Shingles  
(Laminated or Dimensional)  
Concrete Shake  
Flat Composition Shingles

### NOT ACCEPTABLE

"Mission" Clay Tile  
"Mission" Steel Tile  
Rolled or Built-up Composition  
Wood Shake  
Steel Sheet  
Aluminum Sheet

## 10. Outside Lighting:

Outside lighting shall be designed and installed so as to minimize the impact of the lights on neighbors and the community. Unshielded upward pointing lights are not allowed. "Light pollution" in general is to be minimized. Exterior light fixtures must be shown on drawings.

## 11. Decks

Decks must fit within the required setbacks. Color guidelines, Section I, B, 7, apply to all decks.

## 12. Attachment/Appurtenances

For the purpose of this document, "attachment/appurtenance" shall be construed to mean a small closet or shed like structure, attached to the existing home and used for the purpose of concealing garbage cans, storing firewood, garden tools or like usage. Any such structure must comply with the setback rules as defined in Section II, D, 12. The material and color of such attachment/appurtenance must match the existing house. The roof material and color must also match that of the home as well as comply with the roofing fire safety standards.

Free standing or detached structures shall be allowed, subject to TARC approval, provided that they meet all TROA setback requirements (Section II,D,12) for structures. Furthermore, the free standing structure must satisfy and meet all requirements as stated in above for Attachment/Appurtenances.

## Section I

### **C. Homeowner/Contractor Guidelines for the Change or Modification of the Exterior of an Existing Home and Penalties/Fines for Violation of the Guidelines.**

1. The homeowner shall not permit, allow or sanction any contractor or sub-contractor to store building materials on the sidewalk or right of way, street or roadway for a period of time to exceed two (2) working days without prior written approval from TARC. Violation shall result in a fine of \$50.00 per day until compliance after a warning and a grace period of one working day.
2. The homeowner shall not permit, allow or sanction any contractor or sub-contractor to perform work, deliver materials, operate generators, saws or other equipment nor create any noise earlier than 7:00 a.m. or later than 6:00 p.m., Monday through Saturday. Work on Sundays and holidays is not permitted unless prior permission is granted by TARC and adjacent neighbors are notified at least 24 hours prior thereto. A warning will be issued for the first violation. A second violation shall result in a fine of \$100.00. Any further violation thereafter shall result in a fine of \$250.00 per occurrence
3. The homeowner shall not permit, allow or sanction any contractor or sub-contractor to bring dogs and pets to the property site. Contractors, sub-contractors and their employees shall be instructed not to play radios so loud that they disturb adjacent neighbors. Loud, foul and abusive language shall not be permitted. A warning will be issued for the first violation at a site. A second violation shall result in a fine of \$50.00. Any further violation thereafter shall result in a fine of \$100.00 per occurrence.
4. The homeowner shall instruct contractors and sub-contractors to clean up any building material that may blow off the site onto adjacent property, the sidewalk or streets, by the end of the working day. Any material washed off the site by water shall be cleaned up by the end of the working day. A warning will be issued for the first violation. A second violation shall result in a fine of \$50.00. Any further violation shall result in a fine of \$100.00 per occurrence.
5. The homeowner shall instruct contractors, sub-contractors and their employees to adhere to the Timber Ridge Parking Regulations during construction. Driveways of adjacent homeowners may not be obstructed by vehicles of contractors, sub-contractors or their employees, unless prior permission is granted by said homeowner. Overnight parking, if necessary is allowed only on the property being modified. A warning notice will be issued for the first violation. Any further violation shall result in a fine of \$50.00 per day per occurrence until compliance.
6. Removal of Ponderosa Pine greater than three (3) inches in diameter without written approval of TARC or the Board of Directors shall result in a fine ranging from \$300.00 to \$1,000, depending upon the size, age and condition of the tree removed. The Board of Directors shall determine the appropriate level of the fine in addition to any requirements for replacement it deems necessary.

7. All modifications or improvements to the exterior of existing homes, appurtenances and landscaping must have a written approval from TARC before any such work begins. In the event of non-compliance with this directive, or any violation or non-compliance of any provision of Section I of these Architectural Rules and Guide Lines (other than is already provided for and specified in paragraphs numbered 1 through 6 herein above), the violating homeowner will be notified in writing in the form of a Violation Notice by the managing agent of the association on behalf of TARC or board member of the association of the specific violation or item of non-compliance. This Notice will provide for a five (5) day period to correct the situation and will further inform the homeowner that a continuing fine of \$50.00 per day will be imposed for non-compliance to commence after said five (5) day period if the violation is not corrected. However, if the violation or item of non-compliance is not corrected or remedied within a period of thirty (30) days after the Notice of Violation, the continuing daily fine thereafter shall be increased to \$100.00 per day until compliance is accomplished. In addition, the Board of Directors may institute all such other action against the homeowner as may be provided for in the CC&R's of the association.

8. In all cases as provided herein, the imposition of fines shall cease when the association managing agent or TARC or board member who issued the Notice of Violation actually received notice from the homeowner that compliance has been accomplished.

9. The above fines and penalties shall be assessed to the homeowner of record of the appropriate property. Any and all fines and penalties imposed by reason of the conduct of tenants, lessees, guests or workman of the homeowner shall likewise be charged to the homeowner of record.

10. Enforcement of fines may be procured through any and all legal processes.



## SECTION II

### New Construction Architectural Review (NCAR)

#### **A. Legal Notice to Lot Owner**

This is a legally binding document. By virtue of their incorporation by reference in Article III of the Covenants, Conditions and Restrictions (“CC&Rs”) for Timber Ridge, these regulations are valid and enforceable as if fully set forth in the CC&Rs.

As such, pursuant to Article IX of the CC&Rs these regulations are legally enforceable in any Court of Law by the Owners Association or by individual members of the Association. If these regulations are not complied with, and legal action becomes necessary, any and all remedies set forth in this Article, including the award of costs and attorneys fees, will be sought against the property owner.

Note: As provided in CC&Rs Article 7, Section 6, page 22, each submission is judged on its own merits. Elements which may be acceptable for one submission may not necessarily be approved for another.

#### **Disclaimer**

No member of the Timber Ridge Architectural Review Committee, the committee’s architect, the Timber Ridge Representative at NCAR or the Board of Directors, shall be responsible in any way for any defect in any plans and/or specifications submitted in accordance with the contents of these regulations, any structural defects in any building or structure erected according to such plans and/or specification or any future erosion or earth movement problems.

#### **Owner’s Obligations**

It is the obligation of the owner and contractor to understand and comply with the Timber Ridge CC&Rs and Architectural Rules and Guidelines. NCAR will assist the owner and contractor in meeting this obligation by reviewing building plans and making a preliminary inspection of the lot and job site. In addition, NCAR will perform periodic monitoring of the job site as work progresses.

None of these activities, however, relieve the owner and contractor of their primary compliance obligation.

Any deviation on the plans or in the construction process from the requirements of the CC&Rs and/or Architectural Review Committee Rules MUST be brought to the attention of NCAR, called out in writing by the owner or contractor, and MUST be specifically approved by NCAR in writing or the deviation will be considered a violation subject to appropriate remediation and penalties. Oversights on the part of the NCAR or its members or failure to discover undisclosed deviations DO NOT constitute approval.

# Section II

## B. Introduction

The purpose of the Timber Ridge Owner's Association New Construction Architectural Review (NCAR) is to ensure compliance with the CC&Rs and other Architectural Rules for the protection and benefit of all association members. This includes review of submitted plans prior to construction, monitoring of new projects for compliance as construction proceeds, and inspection of the completed project prior to final approval. It also includes review of any proposed changes and/or modifications to existing structures or changes to the outside appearance of a structure or landscaping as provided in the CC&Rs and/or these rules.

Since it is not possible to devise rules in advance to cover every potential situation or proposal that might come before the committee, NCAR has reasonable latitude in the interpretation of these rules where they do not specifically allow or prohibit the construction or modification element proposed. After reviewing the proposal in terms of the general principles governing these rules, and after consulting with the applicant, NCAR may, at its discretion, approve or disapprove the particular proposal and render its decision accordingly.

All NCAR Committee decisions may be appealed by the applicant/builder/ contractor or owner by filing a notice of appeal in writing directed to NCAR Committee and the Timber Ridge Board of Directors within ten (10) days from the receipt of either written or oral notice of the decision. An appeal panel consisting of the Board of Directors shall hear and determine the appeal matter. A quorum of at least three members of the panel shall be required to hear the appeal. The appeal panel shall set the place, date and time for the hearing as soon as is convenient for the parties concerned and notice thereof shall be given to the appeal applicant. A chairman of the panel shall be designated by the panel at the time of each hearing. At the hearing the appeal applicant shall have the opportunity to present any and all written and oral evidence relevant to the appeal issue. Decisions by the appeal panel shall be by a majority vote of the panel members hearing the issue. Appeal decisions shall be rendered after the hearing is held and shall be final and binding upon all parties. Written minutes of the appeal hearing and the decision thereof shall be maintained by NCAR and the Board of Directors

The general principles that govern NCAR decisions, and which these rules interpret and implement, include but are not limited to the following:

Residence designs shall be compatible with the topography and vegetation of the site and general area.

- Residence designs shall be compatible with neighboring houses and with Timber Ridge appearance in general.
- As much as possible, the residence should "fit in" and preserve the natural forest landscape.
- Design and siting should minimize negative effect on neighboring homes and the street area in general, and should preserve as many trees as possible.

- Design and siting should preserve views from neighboring homes to the most reasonable extent as determined by NCAR.
- Construction materials and colors selected shall be “natural”, compatible with the Timber Ridge forest setting, and as low in contrast and unobtrusive as possible.

It is recognized that no two homes or lots are exactly alike. Therefore, homes and properties may exist within Timber Ridge which do not completely conform to current Architectural Rules and Guidelines. This may be due to evolution of and/or changes to the rules, or to agreements reached between an owner and NCAR regarding a specific situation or design. The existence of non-conforming properties, however, or the previous waiver of a rule or guideline by NCAR, does not create a precedent, and does not bind NCAR to a similar decision on a current application. Each application for construction approval will be considered individually on its own merits.

If and when an addition is made to an existing property, exterior remodeling or landscaping is done, the property owner is required in most cases to bring any non-conforming element into compliance with current rules and obtain a city building permit when required.

Violations of these Architectural Rules may result in monetary penalties being imposed on the property owner, consistent with and in proportion to the seriousness of the violation. Penalties may be enforced and collected as provided in the TROA CC&Rs and By-Laws.

(See Section II, F, 3, “Penalties for Violation of Contractor/Owner Guidelines”)

## Section II

### C. The Design Process

1. The property owner or his/her designated agent (hereafter described as the applicant) must contact the Timber Ridge Community Association Representative at HOAMCO to receive the Planning Package for Building a New Home or Remodel.

Contact Info:

Homeowners Association Management Company

PO BOX 10000, PRESCOTT, AZ 86304

3205 Lakeside Village, PRESCOTT, AZ 86301

PHONE: (928)776-4479

FAX (928) 776-0050

TOLL FREE (800) 447-3838 (AZ and NM ONLY)

E-MAIL: [hoamco@hoamco.com](mailto:hoamco@hoamco.com)

This package includes:

- Architectural Rules
  - Plans Submittal Information Sheet
  - Sample House Plans Review Checklist
  - Owner's Agreement
  - Contractor Guidelines
  - Penalties for Violations
  - Guidelines for Posting of Cash Bond
3. If the proposed project is a major addition to an existing house, the full planning package will be provided. If the project is a smaller addition or exterior remodel, the Representative at NCAR will provide the applicant with a "Request for Architectural Approval" form. .
  4. When the applicant's architectural plans are completed, they must be submitted for review by NCAR. At that time, the applicant will provide (using the house plans review check list) the Representative at NCAR with the following:
    - Completed Plans Submittal Sheet
    - A check made out to TROA for a non-refundable application fee to cover the cost of reviewing the plans by the committee's architect. The applicant will receive a receipt.
    - Two copies of the complete set of plans that include the site plan, floor plan and elevations. The site plan must include outside lighting, utilities and air conditioning equipment.
    - Completed and signed Owner's Agreement
    - Completed and signed Contractor Guidelines
    - Exterior samples (small piece, minimum 4x6 inches of roofing material, siding color on a piece of actual siding, trim color on a piece of actual trim material)
    - A landscaping plan is required prior to final construction approval by NCAR. See Section II, D, 15.

**The lot must be surveyed and topography updated.** All trees (diameter 3 inches or greater) that would be removed by construction must be identified with a colored ribbon. The following must be included:

- Corners clearly identified
  - Easements shown on the blueprint or a statement that there are none
  - Footprint staked and lined
  - Patio/deck footprints identified
  - Stake property lines where line of sight is obscured
  - Drainage and flows are to be indicated
5. No groundbreaking or tree removal may begin until final approval of the house plans is given, fees paid, and bond posted.
6. If corrections to the plan are needed the applicant must:
- Make the changes to the plan
  - Resubmit the corrected plan to the NCAR Representative at the management company
7. If NCAR approves the plans, the contractor and a NCAR-designated Job Monitor will have a *required* meeting to review the Contractor Guidelines.
8. Upon approval of plans, contractor submits to NCAR Representative at the management company:
- A check payable to TROA in the full amount of the cash bond
  - Completed and signed Cash Bond Contract
  - Completed and signed Penalties for Violation of Contractor Guidelines
9. Upon receipt of the above items, the contractor/applicant will receive one set of the approved house plans from the NCAR Representative at the management company. The second set of house plans will be retained by the NCAR and used by the project monitor. NCAR will notify the applicant of approval. All plans must also be approved by the City of Prescott. A city building permit is required and must be posted on site.

*Note: See Contractor's Guidelines in Section II, F, 3 for more information.*

## Section II

### D. Home Design Specifications and Guidelines

**Important Note:** The Timber Ridge community is located in a forest environment that is subject to forest fires. Building materials and construction design should be selected with fire safety in mind and must meet all current City of Prescott Building Codes.

#### 1. **Siting:**

Each residence shall be designed to be compatible with the topography and vegetation on the site. Cut and fill should be minimized, with the final construction residence “fitting into the natural forest landscape.”

#### 2. **Exterior Design:**

The exterior design of all exterior elevations shall be consistent. For example, there shall be no wood-sided front elevations with stucco sides and rear elevations. Brick or stone “accents” on the front may be allowed, however. Overall design of house, garage, driveway, retaining walls, and landscaping shall be harmonious with neighboring structures, sites and land use.

#### *Examples of Designs:*

##### **ACCEPTABLE**

Traditional  
American  
Ranch  
Split Level

##### **NOT ACCEPTABLE**

Spanish/Pueblo/Adobe Early  
“A” Frame  
Geodesic Dome  
Prefab or Manufactured Homes  
“Extreme” Contemporary  
Tract Style Homes; Cabins;  
Victorians

Log home exterior design will be allowed provided that the following conditions are met:

1. Home design is approved by HOAMCO Architectural Review and overall design of house, garage, driveway, retaining walls and landscaping shall be harmonious with site and land use as specified in TARC regulations section II.
2. All other TARC specifications are met with regard to size, placement, setbacks, construction materials, roof, etc.
3. City of Prescott building codes are met.
4. Staining of exterior logs to be natural and consistent with the Forest setting
  - Cedar
  - Pine
  - Natural

Painted exterior logs are not allowed even in colors described in TARC section II-D-3.

5. Trim and garage doors can be painted in solid colors complimentary and consistent with the wood stain used on the exterior logs and in compliance with TARC section II-D-3.
6. TARC regulation section II-D-4 is modified to allow logs, real or cultured to be considered an “acceptable material” provided all other specifications as outlined above are met.

### 3. **Paint & Exterior Colors:**

The color guidelines apply to the painting of new and repainting of existing homes. Color, sighting and design, help a residence fit into the natural forest appearance of Timber Ridge.

Therefore, “natural forest” colors are required and must fit within the established color palette which is available to homeowners and contractors by contacting the TARC representative. Important criteria are the actual color, light intensity, reflectivity, sheen, gloss and contrast. Only colors that have an LRV(Light Reflectance Value) between 10 and 60 (information now provided by all paint manufacturers) are acceptable and must blend into the natural forest of the area. Homes are not to be painted in gloss enamel even if the LRV number falls within these guidelines. Additionally, such colors as white, red, pink, yellow, purple, chartreuse, orange, black, or shades thereof, or any other colors that are deemed to conflict with the “natural forest” concept are specifically prohibited. Garage doors shall be painted or stained in either the trim or body color of the house. In the case of adjacent town homes that are shared by two owners, color schemes shall be the same for the whole structure, if possible. Color schemes for adjoining town homes must match and should be repainted at the same time, if possible.

A sample of a proposed paint color must in all cases be applied to the structure and be made available for TARC inspection. Paint chip samples that state the LRV per the limits specified above must also be supplied prior to commencing the project.

There shall be no shiny, reflective, or bare metal on any part of the house. This includes roof edging, flashing and roof valley materials, skylight trim, bolts and metal braces used in deck construction, vents and chimney caps. Metal shall be of a matching or complementary color to the exterior color scheme

### 4. **Exterior Siding:**

Natural materials and natural appearing materials are favored.

*Examples of Siding:*

#### **ACCEPTABLE MATERIAL**

Wood Siding  
 Stone- Real or Cultured  
 Wood Grain Composition

#### **NOT ACCEPTABLE MATERIAL**

Stucco over wood or masonry Stone –  
 Aluminum or Vinyl Siding Brick  
 T1-11  
 Exposed poured concrete  
 Exposed concrete slump block

Textured stucco, slump block, split face block, or T1-11 may be used as accent panels, secondary siding, on stem walls, or as a column treatment – subject to prior NCAR approval.

**5. Roof Design:**

Rooflines, materials, styles and treatments should complement the Timber Ridge area. Colors of roofing materials shall be consistent with the overall color scheme. For aesthetic reasons eaves cut flush with the corner at the wall are not acceptable. Gutters and downspouts are required on every applicable roofline.

*Examples of Roofing:*

**ACCEPTABLE**

Class “A” Fire Rated: including  
Fiberglass/Asphalt Architectural Shingles  
(Laminated or Dimensional)  
Concrete Shake  
Flat Composition Shingles

**NOT ACCEPTABLE**

“Mission” Clay Tile  
“Mission” Steel Tile  
Rolled or Built-up Composition  
Wood Shake  
Steel Sheet  
Aluminum Sheet

**6. Solar Energy Devices:**

Solar energy equipment will be evaluated on an individual basis, with approval of a specific design and installation depending on the compatibility of the design to the total structure and to the general environment. As far as possible, solar equipment shall not be visible from the street or from neighboring properties. All solar energy devices must receive prior review and approval by NCAR.

**7. Satellite Dishes:**

Satellite dishes up to 1 meter in diameter will be evaluated on an individual basis. Approval of a specific design and installation will depend on the compatibility of the design to the total structure and to the general environment. As far as possible, satellite dishes shall not be visible from the street or from neighboring properties. All satellite dishes must receive prior review and approval by NCAR.

**8. Livable Areas:**

Minimum livable area shall be:

- Total Residence 1750 s.f.
- Main Level - Two Story 1100 s.f.
- Main Level - Split level 800 s.f.

“Livable area” is defined as heated living area only and does not include garage, storage, decks, patios, etc. No detached buildings or sheds will be allowed.

**9. Mechanical Equipment:**

No air-conditioning unit or other mechanical/electrical equipment shall be placed on or above the roof of any building. Placement of such equipment shall be as unobtrusive as possible. Any window or through-the-wall air-conditioner must be approved by NCAR. Such equipment shall be screened from view (street and neighbors) according to plans approved by NCAR. Noise abatement procedures are required to the extent possible. All utility service entrance equipment and sub panels and all mechanical equipment, including but not limited to, pool equipment and solar panels, shall be painted to match the surrounding wall color, or painted or screened to blend with the surrounding natural terrain. Roof vents shall be painted to match the roof or adjacent wall color, and/or integrated into the design of the structure.

## 10. Outside Lighting:

Outside lighting shall be designed and installed so as to minimize the impact of the lights on neighbors and the community. Unshielded upward pointing lights are not allowed. "Light pollution" in general is to be minimized. Exterior light fixtures must be shown on drawings.

## 11. Building Site Coverage:

The building site coverage shall be less than 35% of the area of the lot back of the sidewalk, or if there is no sidewalk, back of the curb. In the case of lots with an area of less than 12,000 square feet, the building site coverage shall be less than 40%. The building site coverage of the residence is defined as the land area covered by the house including eaves, covered patios, decks, garage and swimming pool, hot tub or spa.

Height Limitation: Maximum of 35' from the lowest point of the footprint of the house at the original grade as per city code.

## 12. Setback Requirement:

No structure or protrusions are permitted in the setback area, such as overhangs, eaves, concrete slabs or decks. Walkways, fences and driveways may be permitted in the setback area if they conform to the terrain and are in accordance with the City code.

- Interior Street Lot      7' Side Yard  
                                     15' Rear Yard  
                                     17' Front Yard (from right of way)
  
- Corner Street Lot      12' Street Side Yard (from right of way)  
                                     7' Side Yard  
                                     15' Rear Yard  
                                     17' Front Street Yard (from right of way)

## 13. Retaining Walls:

Retaining walls facing abutting properties are not permitted in the setback area unless concealed by landscaped rock or fill. Retaining walls facing into the lot may be permitted in the setback area. Retaining walls over 4 feet high are discouraged and retaining walls over 8 feet high are prohibited. If the topography requires a retaining wall higher than 4 feet, then two shorter retaining walls forming a terrace are recommended.

## 14. Garage/Off-Street Parking:

A minimum two-vehicle, maximum three-vehicle garage is required for each residence. In addition to the garage, there must be two (2) paved off-street parking spaces. The driveway may be used for this parking requirement. Driveways and additional off-street parking must be paved with concrete, brick or pavers and must be approved by NCAR. Asphalt is not permitted. Common driveways will not be approved. In general, large paved areas in excess of that required for driveways and off-street parking will be discouraged.

Maximum driveway slope: Slope shall be no more than 15% from the front of the garage to the street.

## 15. Landscaping:

A site plan is required that defines the landscaping, lighting if used, and an automatic irrigation system. Homes built for speculation purposes must have the landscaping completed prior to final construction inspection. Custom-built homes are to be landscaped within 6 months of the final construction inspection. Unfavorable planting time (winter) will be a valid reason for not planting immediately; however, all landscaping must be completed the following spring. Landscaping shall be designed to eliminate standing water and soil erosion; and scarred areas are to be restored to original condition. All new or replacement trees must be compatible with this area and should be fire safe.

See <http://www.firewise.org/> for more information.

Water drainage must follow the natural course and exit the property at the original point of exit when the owner purchased the property. Culvert size (if used) must be large enough to accommodate current and future flow through natural wash areas. Runoff water shall not be directed over a sidewalk. Gutters and down spouts are required on every applicable roofline. The rain gutter water is not to be directed to a neighboring property, but to the street, to a natural existing wash area, or to landscaped tree wells with minimum (buried) 4" PVC or flexible tubing. Alternate drainage methods may be considered by NCAR on an individual basis.

Artificial plants and flowers shall be allowed within the TROA setback requirements as defined in TARC regulation II-D-12 except that the front setback shall be measured from the curb and not the right of way. Artificial lawns shall be allowed to go to the sidewalk or curb if there is no sidewalk. Artificial plants and lawns shall be of colors which approximate the color of the naturally occurring plant and approved by TARC

### *Examples of Landscaping:*

#### **ACCEPTABLE**

Drought-resistant vegetation  
Use of the existing trees and plants  
(trimmed of dead limbs etc)  
Natural Vegetation  
Gravel Rock and Decomposed Granite  
(in natural earth tones)

#### **NOT ACCEPTABLE**

Desert Landscape  
Weeds (not considered an acceptable  
natural vegetation for landscaping)  
Artificial Trees

## 16. Trees:

The removal of any live, healthy trees greater than 3" in diameter shall require the prior written approval of the Timber Ridge Tree Committee. Approval is required for the removal of any dead, diseased, hazardous or beetle infested Ponderosa Pine trees. Felled pine trees and slash shall be removed from Timber Ridge within two (2) days.

## 17. Fencing:

The intent of the fencing regulation is to maintain an “open” forest feel within Timber Ridge. For that reason fences are generally discouraged and walls generally prohibited. A fence is defined as a structure, which serves as an enclosure, barrier, or boundary; and is usually made of posts, boards, or rails.

- Perimeter fences which are on or closely parallel to lot lines are discouraged.
- Fencing should be designed so that view from neighbors’ property is at a minimum equally appealing to that of fence owner.
- Fence Height: “Front” fences shall not exceed 3 feet. Side fences shall not exceed 3 feet until even with the front of the house, and then the fence shall not exceed 5 feet. Back fence height shall not exceed 5 feet. All fence height shall be measured from the grade level immediately outside the fence.
- Fence Gate: A fence gate cannot exceed 42 inches in width and must match the adjacent fence height.
- Color: A fence must be natural wood color or if painted must match or complement the basic house color scheme and if ornamental metal, black is allowed.

### *Examples of Fencing:*

#### **ACCEPTABLE**

Picket style Cedar  
Picket style Redwood  
Split Rail  
Ornamental Metal  
Wrought Iron

#### **NOT ACCEPTABLE**

Wire  
Chain Link (includes vinyl coated)  
Walls: Block, Stone or Brick  
Masonry columns may not be stucco finish

**Note: Fire resistant fencing material is highly recommended to reduce available fuel in case of fire.**

## 18. Pool, Spa or Hot Tub:

Above ground pools are not allowed. The homeowner is responsible for insuring that the installation of the swimming pool, hot tub, and spa or like structures complies with all city, county or state regulations regarding such structures. It must also comply with all NCAR guidelines, especially Section I-B paragraph 1, Fencing.

The area of the pool, hot tub etc. will count toward the building site coverage as defined in Section II, D, 11.

### **19. Construction Period:**

The exterior of the residence including driveways and landscaping must be completed within nine (9) months of the start of clearing, excavating, or construction. This is to include removal of all construction equipment, building materials and trash. A city permit must be submitted to NCAR before construction begins if street excavation is required.

### **20. Construction Damage to Roads or Sidewalks:**

Specific permission for road cuts must be requested from NCAR before street excavation begins. Any street which is excavated or damaged during construction must be repaired in accordance with City specifications. A charge may be levied against the performance bond if there is significant damage to the road surface or chip seal even if no actual road cuts are made. At the completion of the project, all damaged or broken sidewalks must be repaired or replaced in accordance with City Specifications, regardless of whether damage was caused by construction or existed prior to the start of construction. In addition, if a road cut is required, a \$100 deduction from the contractor's bond will be assessed for future chip sealing of the patch.

### **21. Unacceptable Design Elements and Materials:**

- Fascia boards less than 2"x 8"
- Post supports for deck or load bearing structure less than 6" x 6" wood or 12' x 12" masonry or less
- Unfinished window or door frames
- Exposed concrete or concrete block stem wall (must be slurry finished or otherwise concealed)
- Stem walls over four feet are to be faced with stone or other acceptable material
- Metal deck railings unless finished to resemble wood (brown)

## Section II

### E. Construction Procedures around Trees

The purpose of these procedures is to maintain healthy trees in Timber Ridge and to help the Ponderosa fight off the Ips bark beetle. Foresters classify Timber Ridge trees as “high value” trees, because they are on private property next to homes that, in general, have been designed around the trees to enhance the appearance, and value, of the homes. Any type of construction around and near trees usually alters the water flow patterns around the tree, compacts the soil within the drip line, damages the root system within trenching and suffocates the tree with roads, sidewalks and patios over the roots. This alteration of the tree’s environment puts the tree under stress, which makes it very susceptible to the ravages of the Ips bark beetle, the red turpentine beetle and the round head and flat head bores.

The following procedure is to be employed during home construction within the drip line of the tree:

1. Avoid pouring concrete/mortar within the drip line of a tree. Try to stay OUT of the drip line.

(Concrete/mortar is very alkaline, which can burn the tender feeder roots of Ponderosa and can alter the pH of the soil.)

2. Utilize pillars rather than foundations to support decks and patios.
3. Avoid operating heavy vehicles, i.e. large trucks, backhoes, bulldozers, etc., within the drip line of the tree.

(Since the feeder root system of a tree is usually within 16 to 18 inches of the surface, heavy equipment will compact the soil over the tender feeder roots, which are just a few thousandths of an inch in diameter. This compaction damages those delicate roots thereby curtailing their ability to absorb oxygen and moisture.)

4. Route utility trenches around the drip line of a tree. If this cannot be done, then a tunnel (at least 24 inches deep) under the roots within the drip line should be used, if possible, instead of a trench through the roots.

5. If roots are to be severed, utilize a saw to produce a clean cut.

(A jagged root end is an open invitation to infection by bacteria and fungus. A cleanly sawed root end helps the tree to “seal” off the severed end from subsequent rotting and disease.)

6. In those areas within the drip line of the tree where the concrete for the footings, garage floor, driveway, sidewalk or patio is to be poured, line the trenches and areas under the concrete with heavy plastic sheeting to prevent the absorption of the highly- alkaline concrete into the surrounding root system. (Ponderosa prefer a slightly acidic soil condition with a pH between 6.1 and 7.8. When concrete is poured for footings, the root area is saturated with wet, highly alkaline cement, completely disrupting the pH of the soil. The plastic sheeting in the trenches and under the driveway will help insulate the nearby tree roots from the concentrated alkaline content of the wet concrete.

7. In subsequent landscaping or earth fill, try to maintain the existing ground level around the drip line of the tree and refrain from “burying” the tree trunk. If some earth fill is absolutely necessary use decomposed granite, gravel, rock or other porous material instead of soil.

(“Burying” a tree by applying additional soil around its base and drip line will tend to suffocate the tree. The trees depend heavily on moisture from the morning dew on the soil. Since this slight moisture does not percolate deeply into the soil, it is only available to the feeder roots within a few inches of the surface. This morning dew also carries much-needed oxygen down to the feeder roots. Additional soil placed around the tree will deprive the tree of both the morning dew and the oxygen.)

8. Under no circumstances are painters to pour solvent, or water, which has been used to clean brushes, rollers or spray equipment, on the ground within the drip line of a tree and must be disposed per EPA guidelines.

(Paint solvents and water which has been used to clean paint equipment contain substances which are toxic to trees.)

9. Supplemental slow, deep watering of stressed and damaged trees is recommended utilizing a soaker hose placed around the drip line. This is especially critical during hot, dry weather in spring and early summer.

(The native shrubs and trees, including the Ponderosa, really do not need supplemental feeding or watering. The fact that they are here, and have been for many years, indicates that the environment is suitable for them. However, when roads are built by them, sidewalks next to them and houses adjacent to them, their environment have been drastically altered. So until they become accustomed to their “new” environment, they need the supplemental feeding and watering to restore them to good health and to help them fight off the Ips bark beetle. Any time the roots of a tree are severed, then that tree needs immediate supplemental watering to help make up for the moisture that the severed roots would normally supply.)

10. Fertilization with a balanced (complete) fertilizer (i.e. nitrogen, phosphorus and potassium) is also recommended.

(The balanced fertilizer will stimulate further root growth to help make up for the roots that were removed, covered and/or damaged.)

## Section II

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# 1. Timber Ridge New Home Plans Submittal Sheet

LOT #: \_\_\_\_\_ STREET ADDRESS: \_\_\_\_\_  
CUSTOM HOME OR SPEC HOME: \_\_\_\_\_  
DATE SUBMITTED: \_\_\_\_\_

## LOT OWNER:

## ARCHITECT/DESIGNER:

ADDRESS: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_  
CELLPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_  
WORKPHONE: \_\_\_\_\_  
CELLPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## BUILDER/CONTRACTOR:

## AREA BREAKDOWN:

ADDRESS: \_\_\_\_\_  
WORK PHONE: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_  
CELLPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
SS# OR TAX ID# \_\_\_\_\_

(sq. ft. living area)  
Main Floor: \_\_\_\_\_  
Second Floor: \_\_\_\_\_  
Garage: \_\_\_\_\_

## EXTERIOR COLORS & FINISHES:

Siding Material: \_\_\_\_\_ Color & Reflectivity: \_\_\_\_\_  
Stem Wall Material/Finish: \_\_\_\_\_ Color & Reflectivity: \_\_\_\_\_  
Roof Material: \_\_\_\_\_ Color & Reflectivity: \_\_\_\_\_  
Fascia Material: \_\_\_\_\_ Color & Reflectivity: \_\_\_\_\_  
Window Frames Material: \_\_\_\_\_ Color & Reflectivity: \_\_\_\_\_

Garage Door Color: \_\_\_\_\_ FP Chimney Color: \_\_\_\_\_  
Wood Trim Color: \_\_\_\_\_ Roof Vents Color: \_\_\_\_\_  
Deck Color: \_\_\_\_\_ Flashing Color: \_\_\_\_\_  
Gutter Color: \_\_\_\_\_ Exposed Metal Drip Edge Color: \_\_\_\_\_  
Spark Arrester: \_\_\_\_\_

## TIMETABLE:

ESTIMATED DATE CONSTRUCTION TO START: \_\_\_\_\_  
ESTIMATED DATE OF COMPLETION: \_\_\_\_\_

POINT OF CONTACT FOR NCAR REPRESENTATIVE: \_\_\_\_\_

## **2. Timber Ridge New Home Plans Review Checklist**

Lot Number \_\_\_\_\_

<b>SITE PLAN</b>	Property corner pins located and exposed		
	Scale at least 1/10" per foot		
	Setbacks and dimensions to property line		
	Easements (marked or clearly stated on blue print if there are none)		
	Existing and proposed grades (contour lines)		
	Existing/Finished grades at building corner		
	Finished floor and garage grades		
	Proposed drainage methods		
	Driveway slope		
	Driveway paving acceptable		
	Off-street parking places (can use driveway)		
	Utility trench locations		
	Building site coverage acceptable (% of lot)		
	No structure in setback		
	Retaining walls acceptable		
	Fences acceptable		
	Deck railings		
	All trees marked for removal		
	Air Conditioning or other equipment shown with screening as req.		
<b>FLOOR PLAN</b>	Scale at least 1/4" per foot		
	Elevation views of exterior walls with proposed exterior light fixtures		
	Max dimensions from existing grade to roof ridge		
	Location of electric, telephone & cable on building		
	Fascia at least 2" X 8" (overhang minimum of 18")		
	Post size at least 8" X 8" (interior support)		
	Window frames not shiny aluminum		
	No unpainted exposed metal		
	Exposed stem wall less than 4 feet & approved type		
	Two-car garage minimum, three-car maximum		
	Gutters and means of controlling roof runoff		
<b>LANDSCAPING</b>	Scale at least 1/10" per foot		
	Correct number of new trees needed		
	Locations & types of trees to be removed		
	Size & locations & types of trees to be planted		
	Size & locations & types of shrubs to be planted		
	Automatic irrigation to all new plantings		

*Landscaping design may be shown on the site plan with new trees and shrub locations or legend, if space allows. If not, a separate landscape plan must be submitted.*

### **3. Contractor Guidelines for Building in Timber Ridge and Penalties and Fines for Violation of the Guidelines**

1. Starting any construction without a pre-construction site survey by NCAR shall result in a fine of \$500.00 plus an additional fine of \$100.00 per day until compliance.
2. Prior to the beginning of site clearance or construction activity, each contractor must provide a portable toilet facility in the immediate vicinity of construction. It must not be placed on the roadway, sidewalk or adjacent property. After a warning and a one working day grace period, a \$50.00 fine per day shall be levied for violation until compliance.
3. No later than at the beginning of any construction activity, a 30 gallon (+) trash receptacle must be provided at the site. No later than the beginning of the home framing procedure, an approved construction dumpster must be provided at the construction site. Control of and/or disposal of building material and/or trash includes the periodic emptying of the receptacle and dumpster. After a warning and a one working day grace period, a fine of \$50.00 per day shall be levied for violation until compliance.
4. All plans must have written approval of NCAR before any work begins. This includes clearing of trees, brush and excavation. Starting such construction without prior written approval of NCAR shall result in a fine of \$500.00. If the plans are thereafter disapproved, the work must then be done to NCAR standards within ten (10) working days or an additional fine of \$25.00 per day shall be imposed until compliance.
5. Starting construction without stringing the property as required by NCAR shall result in a fine of \$50.00 per day until compliance.
6. The contractor is required to have a 10lb., ABC-rated fire extinguisher on site at all times and shall take necessary precautions to protect the public safety wherever necessary with regard to the placement of street barricades where appropriate. Violation shall result in fine of \$50.00 per day until compliance after a warning and a grace period of one working day.
7. The contractor and sub-contractor shall not use adjacent property for any reason without the written permission of the adjacent lot owner. A copy of the written permission must be presented to NCAR prior to use of the adjacent property. Violation shall result in a fine of \$100.00 per day until compliance after a warning and a grace period of one working day.
8. Changes made to the exterior of a home, site or landscaping without receiving an approval of the requested modification of the already approved plan prior to the implementation of said changes shall result in a warning and a grace period of one working day. Thereafter, a fine of \$100.00 per day will be imposed until compliance.
9. No contractor or sub-contractor shall store building materials on the sidewalk or right of way, street or roadway for a period of time to exceed two (2) working days without prior written approval from NCAR. Violation shall result in a fine of \$50.00 per day until compliance after a warning and a grace period of one working day.

10. Failure to honor a “Stop Work” order from a NCAR representative shall result in a fine of \$500.00 per day until compliance. The only activity that will be permitted on the construction site in question after a “Stop Work” order has been issued is site clean up.
11. Contractors and sub-contractors shall not park/store construction equipment on the site when they are not being used on that site. All such equipment shall be removed within two (2) days after its last usage. Non-compliances after a warning and a grace period of one working day shall result in a fine of \$100.00 per day until compliance.
12. The contractor and sub-contractor shall not perform work, deliver materials, operate generators, saws or other equipment nor create any noise earlier than 7:00 a.m. or later than 6:00 p.m., Monday through Saturday. Work on Sundays and holidays is not permitted unless prior permission is granted by NCAR and adjacent neighbors are notified at least 24 hours prior thereto. A warning will be issued for the first violation. A second violation shall result in a fine of \$100.00. Any further violation thereafter shall result in a fine of \$250.00 per occurrence
13. Contractors and sub-contractors are prohibited from bringing dogs and pets to the construction site. Contractors and sub-contractors shall instruct employees not to play radios so loud that they disturb adjacent neighbors. Loud, foul and abusive language shall not be permitted. A warning will be issued for the first violation at a site. A second violation shall result in a fine of \$50.00. Any further violation thereafter shall result in a fine of \$100.00 per occurrence.
14. The contractor and sub-contractor shall clean up any building material that may blow off the construction site onto adjacent property, the sidewalk or streets, by the end of the working day. Any material washed off the construction site by water shall be cleaned up by the end of the working day. Construction sites shall generally be kept in a clean condition. A warning will be issued for the first violation. A second violation shall result in a fine of \$50.00. Any further violation shall result in a fine of \$100.00 per occurrence.
15. Contractors, sub-contractors and their employees shall adhere to the Timber Ridge Parking Regulations during construction. Driveways of adjacent homeowners may not be obstructed by vehicles of contractors, sub-contractors or their employees, unless prior permission is granted by said homeowner. Overnight parking, if necessary is allowed only on the lot under construction. Construction vehicle parking signs will be posted at each construction site. All Timber Ridge signs including, but not limited to parking regulations and permitted work hours must be maintained by the contractor and returned after NCAR final approval. A warning notice will be issued for the first violation. Any further violation shall result in a fine of \$50.00 per day per occurrence until compliance.
16. Any oil, gasoline, grease, or transmission fluid on the sidewalks, roadways or streets from construction vehicles must be removed no later than the end of the working day. A warning will be issued for the first violation. Any subsequent violation shall result in a fine of \$50.00 per day until compliance.
17. Contractors and sub-contractors shall repair any damage to sidewalks, curbs and streets that is present after construction. The repairs shall meet the minimum standards of the City of Prescott and satisfy the NCAR and Timber Ridge Board of Directors upon completion of the repair. The contractor cash compliance bond shall be retained until such repairs are completed and approved as above.

18.. All building materials, trash, brush, debris etc., must be removed within two (2) working days of passing the City of Prescott final approval and the NCAR Timber Ridge approval. Violation shall result in a fine of \$50.00 per day until compliance.

19. Contractors and sub-contractors will follow to the maximum extent possible the Timber Ridge “Construction Procedure around Trees”. The contractor is responsible for damage done to trees and their root systems by employees, sub-contractors and their employees and any other workmen he brings to or allows on the site. Fines ranging from \$200.00 to \$1,000.00 per tree shall be imposed for damage or destruction of trees or root systems, depending on the extent and seriousness of the damage. In addition, fines ranging from \$200.00 to \$1,000.00 shall be imposed for each tree removed that had not been previously approved by NCAR for removal in the site plan. The contractor must replace each such tree with a suitable and approved tree. Felled trees and slash not removed within two days after a warning shall incur a fine of \$100.00 per day until full compliance.

20. The general contractor is the only business permitted to have a sign on the property during construction. No financial institutions or sub-contractors are permitted to display signs. Non-compliance after a warning and a grace period of two (2) working days shall result in a fine of \$50.00 per day until compliance. Furthermore, signs displayed in violation of the above shall be subject to removal at the discretion and direction of the Association. The Association shall have the right to enter upon the offending unit premises to take such steps as may be necessary to remove or otherwise terminate such violation and shall have no responsibility for the safekeeping of any sign.

Contractors, sub-contractors and owners are jointly and severally liable and responsible for all fines levied for violations of the above Guidelines. Costs, fines and penalties associated with the violations of the Contractor Guidelines shall be charged to and be paid first from the contractor’s bond, but shall not be limited to the bond amount. In the event that contractor’s penalties or fines for any individual construction site lot exceed the sum of \$500.00, such amount shall be deducted from the contractor’s cash bond and be made payable to the Timber Ridge Owner’s Association. In addition, such contractor shall then deposit sufficient finds to replenish the appropriate cash bond to its original amount within five (5) days after notice of said fine or penalty accumulation. In the event said contractor fails to comply with the above, all work at the construction site lot shall immediately cease until such time as the contractor fully complies with the above.

Notices of violations and warnings as noted above by a representative of NCAR may be given at the job site orally, or by telephone or in writing.

The Timber Ridge Board of Directors and/or NCAR may excuse any violation and the imposition of a fine upon good cause shown.

I/We acknowledge receipt of and agree to abide by these guidelines.

Lot # \_\_\_\_\_ Property Owner \_\_\_\_\_ Date: \_\_\_\_\_

Contractor’s Signature: \_\_\_\_\_

Property Owner’s Signature: \_\_\_\_\_

#### **4. Timber Ridge Notice of Construction to Adjoining Lots**

This notice is to inform you of the construction work that will be taking place next to your property. Please contact me if you have any concerns or issues.

Construction Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_

Est. Completion Date: \_\_\_\_\_

Lot Number: \_\_\_\_\_

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

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

HOAMCO Contact Info:  
Homeowners Association Management Company  
PO BOX 10000, PRESCOTT, AZ 86304  
3205 Lakeside Village, Prescott Az. 86301  
PHONE: (928)776-4479  
FAX (928) 776-0050  
(800) 447-3838 (AZ, NM, CO Only)  
E-MAIL: [hoamco@hoamco.com](mailto:hoamco@hoamco.com)

## **5. Timber Ridge Contractor's Cash Bond Contract**

The cash bond provided by the contractor (not the homeowner) will be placed in a deposit fund pending satisfactory completion of all aspects of the project, including all off-site work (such as street cuts, sidewalk repairs, acceptable landscaping and drainage). The New Construction Architectural Review representative will return the principal amount of the cash bond to the rightful party upon approval. Failure to receive end of project approval will result in the Timber Ridge Owners Association and the NCAR completing the job as required and paying for all costs from the cash bond fund. Penalties assessed may be deducted from this bond.

Cash Bond Amounts:           1)    New House:           \$3000.00 to \$5000.00  
  2)    Major Addition:       \$2500.00

Name: \_\_\_\_\_ Lot #: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

I have read and agree to the cash bond contract requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **6. Guidelines for New Construction**

**OWNER/CONTRACTOR:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **COMPLETION DATE:** \_\_\_\_\_

### **PRE-CONSTRUCTION SITE CHECK:**

- Condition of sidewalks: \_\_\_\_\_
- Review utilities/fire hydrant position relation to proposed driveway: \_\_\_\_\_
- Check for City Building Permit: \_\_\_\_\_

### **ARCHITECTURAL GUIDELINES OBSERVED:**

- Setbacks observed: \_\_\_\_\_
- Tree removal only as approved: \_\_\_\_\_
- Felled trees & slash removed (or stacked, sprayed with a suitable insecticide & covered completely with clear plastic): \_\_\_\_\_
- Siding material & color as approved: \_\_\_\_\_
- Roof material & color as approved: \_\_\_\_\_
- Stem wall (maximum 4' exposed): \_\_\_\_\_
- Grade & fill: \_\_\_\_\_
- Drainage: \_\_\_\_\_
- Fascia size (2"x8": minimum): \_\_\_\_\_
- Post size (8"x8" minimum or per city code): \_\_\_\_\_
- All exposed metal painted (flashing, roof vents, gutters etc.): \_\_\_\_\_
- Contractor signs (maximum one 8"x24" and no sub-contractor signs): \_\_\_\_\_
- Landscaping completed: \_\_\_\_\_
- Air Conditioner (A/C) Screened: \_\_\_\_\_
- Any unapproved deviations from the plans: \_\_\_\_\_

### **CONTRACTOR GUIDELINES OBSERVED:**

- Site kept clean: \_\_\_\_\_
- Unruly dogs: \_\_\_\_\_
- Loud radios, abusive language etc.: \_\_\_\_\_
- Portable toilet (not in road or on sidewalk): \_\_\_\_\_
- Dumpster or equivalent: \_\_\_\_\_
- Parking regulations being observed: \_\_\_\_\_
- Work activity only 7-6 Monday through Saturday: \_\_\_\_\_
- Look for dumped or buried materials: \_\_\_\_\_

### **OTHER COMMENTS:**

## **7. Timber Ridge Owner's Agreement/Agent Designation**

Lot Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

I hereby designate the following individual(s) to act as my agent and to represent me to NCAR and TROA in matters concerning the design and construction of a residence on the above indicated lot, and,

I acknowledge that I have read and understand the TROA Architectural Rules and Guidelines and I agree to abide by those rules and by further decisions of NCAR.

Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Property  
Owner

## **8. Timber Ridge Final Inspection Report**

LOT#: \_\_\_\_\_ DATE: \_\_\_\_\_ OWNER/CONTRACTOR: \_\_\_\_\_

COMMITTEE MEMBERS: \_\_\_\_\_

LANDSCAPING: \_\_\_\_\_

DRAINAGE: \_\_\_\_\_

EXPOSED METAL/COLOR: \_\_\_\_\_

WINDOW FRAMES/WOOD-ANODIZED: \_\_\_\_\_

GRADE & FILL: \_\_\_\_\_

PROPERTY LINE MARKED: \_\_\_\_\_

CLEAN UP OF LOT & SURROUNDING LOTS: \_\_\_\_\_

SIDEWALK/STREET REPAIR: \_\_\_\_\_

CONTRACTOR'S COOPERATION WITH NCAR: \_\_\_\_\_

COMMENTS:

## **9. Timber Ridge Construction Violation Notice**

Lot No. \_\_\_\_\_ Contractor \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

ARC Monitor \_\_\_\_\_

You are in violation of the following Contractor Guidelines for Building in Timber Ridge.  
This is a: Warning \_\_\_\_; First Notice \_\_\_\_; Second Notice \_\_\_\_; Subsequent Notice \_\_\_\_\_

### **Identity of Guideline Violation and Penalty Fine**

1. \_\_\_\_ Work without pre-construction site survey by NCAR: \$500 plus \$100.00 per day until compliance.
2. \_\_\_\_ Lack of portable toilet: \$50 per day until compliance.
3. \_\_\_\_ Lack of trash container or dumpster: \$50 per day until compliance.
4. \_\_\_\_ Work prior to NCAR approval: \$500 plus \$25 per day until compliance.
5. \_\_\_\_ Construction without stringing site: \$50 per day until compliance.
6. \_\_\_\_ Fire Extinguisher & street barricade violation: \$50 per day until compliance.
7. \_\_\_\_ Improper use of adjacent property: \$100 per day until compliance.
8. \_\_\_\_ Building change made without NCAR approval: \$100 per day until compliance.
9. \_\_\_\_ Improper storage of building material: \$50 per day until compliance.
10. \_\_\_\_ Failure to honor "Stop Work" order from NCAR: \$500 per day until compliance.
11. \_\_\_\_ Improper parking or storage of construction equipment: \$100 per day until compliance.
12. \_\_\_\_ Work hour or day violation: \$100/\$250 per occurrence.
13. \_\_\_\_ Dog, radio, loud or foul language violation: \$50/\$100 per occurrence.
14. \_\_\_\_ Failure to keep streets and construction site in proper condition: \$50/\$100 per occurrence.
15. \_\_\_\_ Violation of Timber Ridge parking regulations: \$50 per day, per occurrence until compliance.
16. \_\_\_\_ Oil, grease, gas, or transmission fluid on sidewalk or streets: \$50 per day until compliance.
17. \_\_\_\_ Damage to sidewalks, curbs or streets after construction: retention of entire contractor cash bond until satisfactory repair or replacement.
18. \_\_\_\_ Failure to remove building materials, trash, debris, etc., after final NCAR approval: \$50 per day until compliance.
19. \_\_\_\_ Violation of Timber Ridge" Construction Procedure Around Trees" requirements: \$200/\$1,000. Failure to remove fallen trees: \$100 per day until compliance.
20. \_\_\_\_ Sign policy violation: \$50 per day until compliance.

**Refer to appropriate number of Contractor Guidelines in Timber Ridge for further requirements, grace days and details.**

## Revisions

1. Correct HOAMCO address on pages 18 and 35.
2. Page 11 modify section I-B-12, page 11 amended to include amendment to allow “..Free Standing Structures” dated 06/16/2008.
3. Page 9 modify section I-B-2 and page 24 section II-D-15 to include Artificial Plants Amendment dated -7/08/2008.
4. Page 10, modify section I-B-7, page 20 to include “Paint and Exterior Colors” amendment dated 07/08/2008.
5. Page 10, modify section I-B-7 and pages 20/21, Section II-D-2 amended to include “...Allowance for Log House Construction” Amendment dated 01/12/2010.

## Attachments

1. Amendment to TARC Regulation I-B-12 to allow “Free Standing Structures”.
2. Amendment to TARC Regulation I-B-2 to allow “Artificial Plants and Lawns”.
3. Amendment to TARC Regulation I-B-7 to modify “Paint and Exterior Colors”.
4. Amendment to TARC Regulation II-D-2 to allow for “Log Home Construction”.

## Amendment to TARC Regulation I-B-12 to allow Free Standing Structures

Free standing or detached structures shall be allowed, subject to TARC approval, provided that they meet all TROA setback requirements (Section II,D,12) for structures. Furthermore, the free standing structure must satisfy and meet all requirements as stated in TARC section I,B,12 for Attachment/Appurtenances.

Dated: 06/16/2008

## **Amendment to TARC Regulation I-B-2 to allow Artificial Plants and Lawns**

In conjunction with the Prescott City water conservation program, this proposal amends TARC regulation I-B-2 and II-D-15 to allow artificial plants and lawns subject to the following conditions:

Artificial plants and flowers shall be allowed within the TROA setback requirements as defined in TARC regulation II-D-12 except that the front setback shall be measured from the curb and not the right of way. Artificial lawns shall be allowed to go to the sidewalk or curb if there is no sidewalk. Artificial plants and lawns shall be of colors which approximate the color of the naturally occurring plant and approved by TARC.

Dated: 07/08/2008

## **Amendment to TARC Regulation I-B-7, Paint and exterior Colors**

Timber Ridge Architectural Guidelines pertaining to existing and new homes as stated on page 10, section 7, and page 20 section 3, entitled "Paint & Exterior Colors" is hereby amended and replaced as follows:

"The color guidelines apply to the painting of new and repainting of existing homes. Color, sighting and design, help a residence fit into the natural forest appearance of Timber Ridge.

Therefore, "natural forest" colors are required and must fit within the established color palette which is available to homeowners and contractors by contacting the TARC representative. Important criteria are the actual color, light intensity, reflectivity, sheen, gloss and contrast. Only colors that have an LRV(Light Reflectance Value) between 10 and 60

(information now provided by all paint manufacturers) are acceptable and must blend into the natural forest of the area. Homes are not to be painted in gloss enamel even if the LRV number falls within these guidelines. Additionally, such colors as white, red, pink, yellow, purple, chartreuse, orange, black, or shades thereof, or any other colors that are deemed to conflict with the "natural forest" concept are specifically prohibited. Garage doors shall be painted or stained in either the trim or body color of the house. In the case of adjacent town homes that are shared by two owners, color schemes shall be the same for the whole structure, if possible. Color schemes for adjoining town homes must match and should be repainted at the same time, if possible.

A sample of a proposed paint color must in all cases be applied to the structure and be made available for TARC inspection. Paint chip samples that state the LRV per the limits specified above must also be supplied prior to commencing the project.

There shall be no shiny, reflective, or bare metal on any part of the house. This includes roof edging, flashing and roof valley materials, skylight trim, bolts and metal braces used in deck construction, vents and chimney caps. Metal shall be of a matching or complementary color to the exterior color scheme "

Dated: 07/08/2008

## Amendment to TARC Regulation II-D-2 to allow for Log Home Construction

Log home exterior design will be allowed under TARC section II-D-2 (Exterior Design) provided that:

1. Home design is approved by HOAMCO Architectural Review and overall design of house, garage, driveway, retaining walls and landscaping shall be harmonious with site and land use as specified in TARC regulations section II.
2. All other TARC specifications are met with regards to size, placement, setbacks, construction materials, roof etc.
3. City of Prescott building codes are met
4. Staining of exterior logs to be natural and consistent with the Forest setting  
Cedar  
Pine  
Natural

Painted exterior logs are not allowed even in colors described in TARC section II-D-3

5. Trim and Garage doors can be painted in solid colors complimentary and consistent with the wood stain used on the exterior logs and in compliance with TARC section II-D-3.
6. TARC regulation section II-D-4 is modified to allow logs, real or cultured to be considered an “acceptable material” provided all other specifications as outlined above are met.
7. Subsequent restaining of log homes and/or repainting of log home trim and garage doors for homes approved under this amendment shall not be subject to the overall provisions of TARC section I-B-7 but shall again conform to the provisions of paragraphs 4 and 5 of this amendment.

Dated 01/12/2010