



Timberlake Estates Owners' Association, Inc.

Architectural Review Committee
Application Packet for Construction and
All Exterior Projects/Improvements

For Projects/Improvements (including but not limited to: Dwellings, garages, outbuildings or any other buildings, decks, patios, courtyards, swimming pools, tennis courts, outdoor athletic equipment, greenhouses, playhouses, awnings, walls, fences, satellite dishes, docks, wharves, rip-rap, bulkhead, boat slips and lifts, exterior lights, any exterior addition to, change or alteration to existing structures/landscape/lot, including without limitation painting or staining of any exterior surface. ARC approval must be obtained for dredging and fill operations, shaping of land areas and drainage, and removal of any trees more than six (6) inches in diameter measured at a height of four (4) feet from the base -- **ARC approval in writing is required.**

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Notice of Builder/Contractor/Homeowner Responsibility

As you are aware, Timberlake Estates is a restricted covenant community that requires that you (and your sub-contractors) adhere to all applicable rules contained in the **Declaration of Covenants** and the **Architectural Guidelines and Operating Procedures** in order to avoid fines and other penalties. A general contractor or homeowner is responsible for all infractions at a building site including but not limited to that caused by their subcontractors.

A copy of the current schedule of fines and penalties from the **Architectural Guidelines is attached**. If you have any questions regarding this or any other matter under the jurisdiction of the Architectural Review Committee, please feel free to contact any of the ARC members listed below. Thanking you in advance for your cooperation.

Architectural Review Committee – teoa.arc@gmail.com

Tom Remick	803 941 7029
Quentin Hopkins	803 351 3742
Paul Thomas	803 932 4598
Don Tyler	803 932 4891
Tom Williams	803-932-0092
Derrick Peake, Consulting Architect	803-894-5851 dpeake@pbtcomm.net

Application Procedure and Checklist for Architectural Review

A checklist is shown below; detailed requirements are in the Covenants, By-Laws, and ARC Guidelines and ARC Operating Procedures available on our website: www.teoaweb.com.

I. Other Improvements: Arc Approval is required: Including but not limited to - Dwellings, garages, outbuildings or any other buildings, decks, patios, courtyards, swimming pools, tennis courts, outdoor athletic equipment, greenhouses, playhouses, awnings, walls, fences, satellite dishes, docks, wharves, rip-rap, bulkhead, boat slips and lifts, exterior lights, any exterior addition to, change or alteration to existing structures, including without limitation painting or staining of any exterior surface. ARC approval must be obtained for dredging and fill operations, shaping of land areas and drainage, and removal of any trees more than six (6) inches in diameter measured at a height of four (4) feet from the base. ARC approval is required.

II. Application Fee for New Construction and Major Renovations ONLY: \$400 from owner – Payable to TEOA and mailed with application to Peake Associates**

III. Docks, shoreline construction & lake irrigation systems no application fee.

IV. Builder/Contractor Security Deposit – Must be received before any work may begin.

New Construction, \$1,000* check from Contractor, (not owner).

Additions, renovations, pools, concrete work, roofing, Boat Lifts, Heavy/Earth Moving Equipment,

\$500* check from Contractor (not owner) **Note: the ARC may require a security deposit for any type of Project if warranted.** *Amounts subject to change.

V. Application Forms for New Construction & Major Renovations Only: Return, with application fee to, **Peake Associates, 125 Fox Squirrel Rd., Pelion, SC 29123. Plans must be submitted at least 14 days prior to the scheduled ARC meeting to allow the ARC time for a thorough review. Incomplete submittals will not be considered. **ARC approvals are only valid when given in writing.**

VI. Architectural Plans: Provide 2 complete sets including the following:

Registered Survey: Survey must be registered; i.e., a physical survey (with stakes) must be completed. **The Plot Plan:** 1" = 20'-0" minimum scale; Structures must be located by dimension. Show all walks, drives, steps, patios, decks, etc. and indicate material, color e.g., brick, concrete, etc. Show location and screening material for all outdoor Utilities, HVAC Units, and trash receptacles (if none are shown the receptacles **must** be stored in the garage).

Preliminary Landscape Plan: 1" = 20'-0" minimum scale. **(No exceptions)**

Areas to be planted, grass areas, and areas to be left natural need to be shown; indicate trees to remain. (Specific plant species to be used are required only in the Final Landscape Plan.)

Floor Plans and Exterior Elevations: 1/4" = 1'-0" scale. **(No exceptions)**

Exterior elevations are to indicate existing (dashed line) and final grades, and finished floor.

Identify all exterior materials on plans and elevations. Include floors, steps, walls, gables, dormers, & roof.

Identify materials and sizes of quoins, arches, keys, trim boards, columns, railings and similar features.

Wall Section: Full section at 3/4" = 1'-0" minimum scale. **(No exceptions)**

Clearly show size, profile, and material of typical cornice -- Show rafter-bearing height.

Show typical window with casings and sill -- Indicate special features such as belt courses.

Colors: Provide descriptive data and samples for major exterior items including brick, stucco, siding, Shingles/roofing, cornice, columns, railings, trim, windows, and doors.

Lake/Golf Course and Corner Lot homes: window and door trim on all sides must be in keeping With street- Front trim details.

VII. Building Stakeout:

Provide house corner stakes at all major corners and connect with clearly visible string or tape.

Provide Property corner stakes and connect lot sidelines stakes with clearly visible string or tape.

In order to identify trees for removal, tag all trees that are to remain.

TEOA ARC **Application** for Construction and All Exterior Projects/Improvements

Please complete and **sign this form** and provide all applicable items listed here and in the application checklist.

Our preference is a hard copy of the application for ALL OTHER PROJECTS be turned to an ARC Committee member. You may also email the application to teoa.arc@gmail.com Incomplete submissions will not be acted upon. Note: All ARC approvals must be in writing and expire after one year has elapsed.

Application for: (Check all that apply)

- New Home, Docks, Shoreline Protection, Lakefront Irrigation, Boat Lift,
- Changes/Additions to Existing Structure
- ALL Other Items/projects/improvements** _____

Lot/Phase Number _____ **Date** _____

Street Address _____

Name of Property Owner _____

Mailing Address _____

Phone & email _____

Name of Contractor _____

Mailing Address _____

Phone & email _____

For New Homes & Additions only: Heated Square Footage of House: Total _____ and 1st floor _____

Exterior Colors: (Please indicate specific manufacturer, color name and number, and include color sample. If requested, samples will be returned when approved).

Brick: _____ Window Sash: _____

Stucco: _____ Trim: _____

Roof: _____ Other: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

Application Fee: **ONLY for new homes and major renovations** (\$400, payable to TEOA and sent with application to **Peake Associates, Inc.** 125 Fox Squirrel Road, Pelion, SC 29123.

Builder/Contractor Security Deposit: (separate check, from Builder/Contractor for new homes \$1000; major renovations \$500; concrete work/roofing/pools/boat lifts / projects that may require special/earth moving/ or heavy equipment, etc. A deposit may be necessary for other projects, as well. The check is due **BEFORE** any work may begin, and should be made payable to TEOA and given to an ARC member.

I have reviewed the application checklist. I am aware of Table A-Fines. I will follow the Timberlake Estates Architectural Guidelines/Operating Procedures, Covenants and By-laws.

signed _____

TABLE A – FINES – Note: Timberlake Documents g – ARC Guidelines – Cov - Covenants

Violation	Fine
Violation of Architectural Guidelines or non-compliance with said guidelines by an owner. <i>4.5.3 g.</i>	Up to \$30.00 per day for each event of non-compliance or violation.
Unauthorized removal of trees. <i>5.13 g.</i>	Replacement of trees as directed by the ARC and a fine of up to \$100 per tree.
Start of construction without ARC approval. <i>8.1g.</i>	\$400 per occurrence plus \$50 per day until unresolved issues are closed and written ARC approval is granted.
No silt fencing on construction site. <i>8.3 g.</i>	\$200.00 initially. After 5 working days, \$50.00 per day until installed.
No trash container on site at commencement of construction. <i>9.11 g.</i>	\$200.00 initially. After 5 working days, \$50.00 per day until installed.
No portable toilet on site at commencement of construction. <i>9.5.1 g.</i>	\$200.00 initially. After 5 working days; \$50 per day until installed.
Unightly lot or debris not picked up. This includes debris and/or damage to adjacent property or public areas. <i>9.11g</i>	\$200.00 per occurrence plus cost of cleanup.
Excess dirt/mud tracked onto roads (applicable if due diligence has not been exercised). <i>9.9 g.</i>	\$100.00 per occurrence plus cost of cleanup.
Working during non-approved days or hours. (Approved Hours: Mon to Fri: 7 am to 8 pm, Sat: 8 am to 5 pm, No work on Sunday or Holidays – Christmas, Thanksgiving, New Year’s Day, Memorial Day, July 4th, Labor Day). <i>9.7.1 g.</i>	\$250.00 per occurrence.
Obnoxious noises (loud radios, etc.). Obnoxious behavior. <i>9.8.1 g.</i>	\$100.00 per occurrence
Fires Prohibited <i>9.12g</i>	\$100.00 per occurrence.
Construction is abandoned for more than 90 days. <i>8.22 Cov.</i>	\$20.00 per day until resumption.
Incomplete construction after a 12-month period. <i>8.22 Cov.</i>	\$25.00 per day until completion.
Repair or reconstruction is not commenced within 180 days of loss/damage. <i>11.01 Cov.</i>	\$25.00 per day until commencement of repair or reconstruction.
Failure to start repair of damage or destruction to improvement on a lot within 180 days of such damage or destruction; or abandoning repair work for a period of more than 90 days once repair work has started. <i>11.01 Cov.</i>	Up to \$100.00 per day on lot owner until repair and reconstruction is commenced, unless the owner can prove to the satisfaction of the association that such failure is due to circumstance beyond the owner’s control.
Failure to repair damage to the interior of or to the grass adjacent to the road on any lot other than the lot on which you have been approved to work within 15 days of completion of the approved project. <i>9.10 g.</i>	\$200 per damaged lot plus cost to repair any damage. (Repairs will be made by the contractor hired to maintain the Timberlake Estates Landscaping; cost will be what he charges.)
Failure to submit final landscaping plan within 90 days of issuance of CO. <i>7.13 g.</i>	\$25.00 per day until submitted.
Incomplete landscaping after 150 days of issuance of CO. (Includes completion of HVAC & trash screening.) <i>7.13 g.</i>	\$25.00 per day until completed.
Construction vehicles may be parked on owner’s property during non-working hours and overnight. Equipment required for new construction or improvements, e.g. dumpsters, portable toilets and construction materials must be confined entirely to the owner’s property “not on the street”. <i>8.02 Cov., 8.20 Cov, 12.02, Cov.</i>	\$200.00 per occurrence.

***Architectural Review Committee
Timberlake Estates Owners Association
P.O. Box 238, Chapin, SC 29036***

April, 2008

To All Builders in Timberlake Estates,

In checking with the Lexington County Fire Marshall's Office and the SC DHEC for their requirements concerning outdoor burning, we find that open burning of construction waste must be at least 500 feet from any occupied structure (see SC DHEC regulation 61-62.2). This effectively prohibits burning of construction waste in Timberlake Estates.

Lexington County regulations (Article IV Outdoor Burning) allow outdoor fires for human warmth that are done in a safe manner. But due to a recent fire, caused by a spark from a 'contained fire' which spread to adjacent property after workmen left the lot, causing damage: All burning or fires in open areas are hereby prohibited (revised Section 9.12 of the Guidelines).

Thank you for your cooperation in keeping our neighborhood safe and enjoyable,

***Architectural Review Committee,
Timberlake Estates Owners' Association***