

TILlicum VILLAGE ARCHITECTURAL REVIEW PROCESS

WHAT	WHO	WHEN
<p>Review the following documents on the Tillicum Village website to familiarize yourself with the rules and guidelines that govern architectural changes to your home and lot: https://tillicumvillage.org/documents</p> <ul style="list-style-type: none"> • CC&Rs – Article V (Architectural Control) • Building and Use Restrictions • Property Maintenance Standards • Rules for Rental Properties 	Homeowner	During project planning, well before it is scheduled to begin
<p>Download and complete Architectural Request Form from https://tillicumvillage.org/documents</p>	Homeowner	During project planning, well before it is scheduled to begin
<p>Obtain neighbor signatures on request form. All neighbors within visible range of your proposed project must sign that they have been presented the detailed plan. Yes and No neighbor votes provide the Board with input for decision making.</p>	Homeowner	During project planning, well before it is scheduled to begin
<p>Scan completed request form with all signatures and email to HOA Management for processing: paul@hoa-bend.com As an alternative to email, a paper copy with all signatures can be dropped off or mailed to HOA Management offices, located at 335 NE Lafayette Ave, Bend OR 97701</p>	Homeowner	During project planning, well before it is scheduled to begin
<p>Process submitted request forms</p> <ul style="list-style-type: none"> • Contact homeowner with any questions or needed clarification • Ensure the received Architectural Request Form is complete • Email complete packages to the TV Board of Directors for decision 	HOA Management	Upon receiving an Architectural Request Form
<p>Review, discuss and make decision on submitted request forms</p> <ul style="list-style-type: none"> • The TV Board may contact the homeowner to further clarify or discuss the project • Simple requests can usually be processed by the Board via email vote in between monthly Board meetings. More complex requests will be discussed at the monthly Board meeting, and homeowner participation may be requested • Provide completed form with decision and comments back through HOA Management 	Tillicum Village Board of Directors	Within 30 days of receipt of Architectural Request Form (unless delayed by clarification or inability to reach Homeowner)
<p>Notify Homeowner of Board's Decision</p> <ul style="list-style-type: none"> • Construction cannot begin without approval by the Board 	HOA Management	Within 30 days of receipt of Architectural Request Form (unless delayed by clarification or inability to reach Homeowner)

Rules and Guidelines

As stated above, the Tillicum Village Board of Directors will review your completed architectural request at the next monthly Board meeting following receipt of your complete form from HOA Management, or prior to that monthly meeting if possible. The Board's action can be "Denial", "Approval", or "Tabling" (to request additional information or modification). The Board must take one of these actions at the Board meeting at which the request is introduced. If no action is taken after a period of 30 days, the application is considered approved by default. Any action of the Board or HOA Management starts a new 30-day period.

The decision of the Board is final and a letter stating the ruling will be sent to the applicant after the review process is complete. However, if the ruling denies the application, the applicant may appeal the ruling within 30 days of the denial date and submit new information and/or modifications to HOA Management to be presented at the Board's next regular meeting for reconsideration for a final decision.

Any project that is started before Board approval is considered a violation and will be subject to a fine of \$100 per month until approval is received. If the unapproved project is denied after receiving a complete form, the Board may require it to be removed.

Please route all requests and follow-up questions through:

HOA Management

335 NE Lafayette Ave,

Bend OR 97701

(541) 323-3033

paul@hoa-bend.com

Modified and Board approved January of 2021