

# TIMBERWOOD

## Rules and Regulations of Timberwood Homeowners Associates, Inc Regarding Architectural Review Guidelines

---

NOVEMBER 5, 2021

The following Rules and Regulations of Timberwood Homeowners Associates, Inc regarding Architectural Review Standards and Guidelines have been established by the Board of Timberwood Homeowners Associates, Inc.



# Table of Contents

**Intent of Guidelines** Architectural Review Committee (ARC)..... Page 3

**Function of Architectural Review Committee** ..... Page 3

The Declaration of Covenants and Restrictions (“The Deed Restrictions”) governing the Timberwood Community is found on the Timberwood website:  
[www.timberwoodhomeownersassociates.com](http://www.timberwoodhomeownersassociates.com)

**Purpose of Design Guidelines**..... Page 3

**Architectural Design & Jurisdictional Review Standards**..... Page 4

- Architectural Review Committee Members
- Covenants Uses and Restrictions - [www.timberwoodhomeownersassociates.com](http://www.timberwoodhomeownersassociates.com)
- Minimum Setback Requirements

**Home Square Footage Minimum Requirements** ..... Page 4

- One-Story Residence
- Multi-story residence

**Definition of Enclosed Living Area**..... Page 5

**Overall Building Height and Ceiling Height**..... Page 5

**Architectural Style** ..... Page 5

**Foundations** ..... Page 5

**Exterior Walls** ..... Page 6

**Porches and Decks** ..... Page 6

**Windows and Doors** ..... Page 7

**Roofs and Dormers** ..... Page 7

**Roof Vents, Eaves Cornices & Trim**..... Page 7

**Gutters**..... Page 7

**Chimneys** ..... Page 7

**Garages** ..... Page 8

**Exterior Colors** ..... Page 8

**Driveways**..... Page 8

**Drainage Easements** ..... Page 8

**Walkways**..... Page 8

**Exterior Lighting**..... Page 8

**Landscaping** ..... Page 8

- Miscellaneous Landscape Elements

**Gates** ..... Page 9

**Fences** ..... Page 9

**Pools and Spas**..... Page 9

**Mechanical, Utility Equipment and Trash** ..... Page 10

**Accessory Structures/Outbuildings** ..... Page 10

**Mailboxes** ..... Page 10

**Signage** ..... Page 11

**Damage to Common Properties** ..... Page 11

**Design Review Purpose & Procedure Process** ..... Page 11

- Documents to submit to builder and/or architect
- Outline of plan submittal process steps



**Process Steps**

- **Step One - On Site Meeting & Site Evaluation** ..... Page 12
- **Step Two – House Design Plan & Site Plan Layout** ..... Page 12
- **Step Three – Application Submittal, Review Fee Compliance Deposit & Impact Fee** .....Pages 13-15
  - Application Submittal
    - Final Design Submittal Documents
    - Executed Property Owner/Builder Affidavit
  - Application Review Fee Check and Compliance Deposit
    - Application Review Fee Submittal
    - Compliance Deposit
    - Residential Property Modifications
    - Impact Fees
- **Step Four – Staking Approval**..... Page 15
- **Step Five – Periodic Inspections** ..... Page 15
- **Step Six – Minor Changes and Alterations** ..... Page 15
- **Step Seven - Finalized Landscape Plan**..... Page 16
- **Step Eight – Final Inspection at Completion** ..... Page 16
- Construction Information (Site Information)** ..... Page 17
  - Service Contact Information
- Final Design Review Submittal Form** .....Pages 18-23
- Property Owner/Builder Affidavit** ..... Page 24



## **INTENT OF GUIDELINES Architectural Review Committee (ARC)**

The main purpose of Timberwood's Architectural Review Committee (ARC) is to maintain a set of standards to assist Lot owners & homeowners in the design and construction (or home modification/alteration) processes while maintaining a community theme and the natural beauty of Timberwood. Furthermore, it is our goal, to preserve, to the extent possible, the natural beauty of the Property and its setting, to maintain a pleasant and desirable environment, to establish and preserve a harmonious design for the Development, and to promote and protect the value of the Property.

## **FUNCTION OF ARCHITECTURAL REVIEW COMMITTEE**

**The Declaration of Covenants and Restrictions** ("The Deed Restrictions") governing the Timberwood Community is found on the Timberwood website:

[www.timberwoodhomeownersassociates.com](http://www.timberwoodhomeownersassociates.com)

The Declaration of Covenants and Restrictions defines the control of development of the Architectural Review Committee for the purposes of controlling and enhancing the development process of the Property.

The Architectural Review Committee and the HOA Board of Directors assume no liability for either structural or design flaws as relating to submitted plans or any damages to neighboring property during the construction process.

## **PURPOSE OF DESIGN GUIDELINES**

The main purpose of these Design Guidelines is to encourage quality construction in keeping with the community architectural theme while preserving the natural environment as much as possible. Maximum consideration in the home design should be given to incorporate taking advantage of views, consideration of adjacent structures and the proposed impact on the natural qualities of the home site. Home plans will not be approved if they cause severe or substantial damage to the subject lot.

The Guidelines are adjunct to the Declaration of Covenants and Restrictions document. These Guidelines are provided as clarification and do not in any way replace the provisions set forth within the Deed Restrictions.

Pursuant to the Declaration of Covenants and Restrictions (The Deed Restrictions), The Board of Timberwood Homeowners Associates, Inc. has full authority to adopt and amend architectural standards, regulations, policies, procedures, and guidelines governing construction, home modifications, location, landscaping, material and design of improvements, structures, the contents and submission of plans and specifications. Design Guideline Amendment changes shall apply only to construction and modification commenced after the date of such amendment.

Before any clearing of a lot, the creation of a driveway, or any construction can begin, an approval letter from the Architectural Review Committee must be obtained.



The Covenants give full discretion to the Architectural Review Committee (ARC) to approve or withhold approval of any proposed building for any reason including a purely aesthetic reason.

***Property owners have the right to appeal ARC’s decision. Upon appeal, the Board may reverse the decision of the ARC by a majority vote of the members present at a Board meeting.***

**ARCHITECTURAL DESIGN & JURISIDICTIONAL REVIEW STANDARDS**

The Architectural Review Committee will not knowingly approve a project that violates jurisdictional building or zoning codes. The ‘ARC’ takes no responsibility for plan’s conformance to any criteria other than these Timberwood guidelines.

**Our Architectural Review Committee (ARC) is comprised of the following residents of Timberwood:**

**Linda Knowles Chairperson**

[lindaknowles1@icloud.com](mailto:lindaknowles1@icloud.com)

**Linda Chapman**

[linchap2010@hotmail.com](mailto:linchap2010@hotmail.com)

**Beth Patterson**

[jgpatfam@benlomand.net](mailto:jgpatfam@benlomand.net)

**Robert Mitchell**

[robmitch100@gmail.com](mailto:robmitch100@gmail.com)

**COVENANTS USES AND RESTRICTIONS**

All residents (and their contractors) should become familiar with the full set of Covenants and Restrictions as shown+ on the Timberwood website:

[www.timberwoodhomeownersassociates.com](http://www.timberwoodhomeownersassociates.com)

It is advisable to obtain approval of plans and specifications prior to purchasing a lot.

**MINIMUM SETBACK REQUIREMENTS**

Per the Covenants:

No residence building or other structure shall be erected on any Bluff or Brow lot nearer than one hundred (100) feet from any property line or within seventy-five (75) feet of a stream or creek regulated by any statute or regulation of the State of Tennessee, provided, however, residences may be built as near the bluff as is reasonably practical.

On any Lot not designated as a Bluff or Brow lot, the set-back distance shall be seventy-five (75) feet from any property line and from any such streams. Furthermore, no residence, building or other structure shall be erected on any lot nearer than two hundred (200) feet from the margins of Timberwood Trace or any extensions thereof.

	<b><u>Interior lot</u></b>	<b><u>Bluff/Brow lot</u></b>
<b>Front:</b>	200ft from Timberwood Tr	200ft from Timberwood Tr
<b>Side:</b>	75ft	100ft
<b>Rear:</b>	75ft	As near to bluff as reasonably practical
<b>Creek/stream:</b>	75ft	100ft



## **HOME SQUARE FOOTAGE MINIMUM REQUIREMENTS**

No single-family detached dwelling house shall be erected or permitted to remain in the Property unless it has the number of square feet of enclosed living area, exclusive of open porches, screened porches, carports, garages, or basements, set forth in this Paragraph and spelled out fully in the complete Covenants (Deed Restrictions) as shown on the Timberwood Web Page: [www.timberwoodhomeownersassociates.com](http://www.timberwoodhomeownersassociates.com)

### **The minimum number of square feet of enclosed living area required is as follows:**

**One-story residence:** Two Thousand Five Hundred (2,500) square feet for Lots designated by the Developer as Bluff or Brow lots, and One Thousand Five Hundred (1,500) square feet of all other Lots.

**Multi-story residence:** One Thousand Eight Hundred (1,800) square feet on the first floor of such residence and a minimum total of Two Thousand Seven Hundred (2,700) square feet for the entire house on Lots designated by the Developer as Bluff or Brow Lots; and One Thousand (1,000) square feet on the first floor of such residence and a minimum total of One Thousand Five Hundred (1,500) square feet for the entire house on all other Lots.

**Definition of Enclosed Living Area:** As used herein, "enclosed living area" shall mean the finished and heated living area contained within the residence, exclusive of open porches, screened porches, garages, carports, basements, or steps.

## **OVERALL BUILDING HEIGHT AND CEILING HEIGHT**

Each home plan submitted to the ARC is evaluated as to lot specific site topography and views from adjacent structures. The structure height will be evaluated on its own values by the ARC in conjunction with how it blends with Timberwood.

## **ARCHITECTURAL STYLE**

It is the desire of the ARC team to blend the homes, so they readily become part of the landscape. Specifically, Barndominium and "A Frame" style homes have been disallowed. The use of native materials of natural stone, brick, timbers, exposed rafter tails and brackets, wood clapboard siding, cedar shakes, architectural roof shingles, metal standing seam roofs, wooden porches and decks is recommended and encouraged.

The ARC requires a phased process in which preliminary and final plans are reviewed for approval. This will allow the ARC to complete a preliminary conceptual review to ensure that all plans are in keeping with the guidelines and make any necessary suggestions to the owner and builder early in the process. This will, in turn, make the entire process proceed more smoothly for all parties involved.

## **FOUNDATIONS**

All homes shall have full masonry foundations, and no exposed block, concrete or plastered foundations shall be exposed to the exterior above grade level. All exposed concrete blocks or poured concrete foundations and retaining walls must be covered with stone, stucco, brick or siding to compliment the house.



All Foundation elements, chimneys, and floor framing above, shall be supported from grade. Stone foundations require presentation of a sample of the style of stone to be used.

### **EXTERIOR WALLS**

Horizontal wood siding (must be painted or stained); cementitious fiber (e.g. Hardie board) siding; board & batten siding, cedar shakes or shingle siding, natural stone, brick, log & stucco are acceptable materials for exterior wall finishes.

The materials and colors for landscape walls will be limited to the approved materials of the main house structure. The fewer material changes that exist, the more the structure blends into its natural surroundings.

### **PORCHES AND DECKS**

The porch design and placement should be an integral part of the home design. Porch piers may be finished with stone brick, parge or stucco.

Columns on porches must be stone, brick, or wood.

Posts, spindles, or balusters are to be made of wood, stone, brick, welded wire, or cable and must be in keeping with the style of the home.

### **WINDOWS AND DOORS**

Windows shall be appropriately sized and of a design which is architecturally appropriate for the style of the home. The locations and proportion should be consistent to provide a balanced look as to style and proportion.

Single or paired doors may be used. All doors should be in keeping with the architectural style and vertical proportion. Front doors may be used in conjunction with side lights and transoms.

### **ROOFS AND DORMERS**

The roof of the home is an important element to the overall visual impact of the structure. The primary roof of a house or garage shall have a minimum roof pitch of 6-in-12 unless a lower slope is style appropriate and approved by the ARC. Porch, bay, and dormer roofs may have lower pitches and are subject to ARC approval. Flat roof decks may be approved by ARC at their discretion (plan location specific) with accessibility to an adjacent interior room but must be surrounded by a railing or balustrade.

Acceptable roofing materials are natural slate or ARC approved synthetic slate (e.g. Slate Select) metal and fiberglass architectural shingles with a minimum 25-year rating. All roof colors must be approved by ARC.

### **ROOF VENTS, EAVES, CORNICES & TRIM**

Roof eaves must have overhangs of no less than 14 inches on the main roof. All soffits and exposed decking shall be painted or stained. Plywood is not permitted. Exterior trim is to be wood or cementitious fiber boards and shall be painted or stained. Roof vents should be located away from the front elevation and painted to match the roof color.



### **GUTTERS**

Gutters must be minimum 4-inch ogee, square or half round. Material shall be harmonious with the architectural style and color scheme approved by ARC for the house.

### **CHIMNEYS**

Chimney style and proportion shall be in keeping with the style of the home. All chimneys must extend to the ground. No metal fireboxes are permitted unless encased by a masonry veneer. If insert is used, spark arrestor shall be painted flat black and surrounded by a chimney cap or custom cover pre-approved by ARC. No galvanized caps. Approved exterior chimney finish materials include natural stone, brick, or hard stucco.

### **GARAGES**

The garage may be attached or detached. The garage should match the home site with the same materials, roof slope and detailing.

If detached, the garage may not be located in front of a home. If attached, courtyard entry, side entry or where possible, rear entry are required. Exceptions may be made for Bluff and Brow lots.

Garage doors shall either be painted or stained and approved by the ARC to include material used. The exterior garage structures must be finished in a style consistent with the primary home built on the home site.

### **EXTERIOR COLORS**

Exterior colors will be carefully evaluated for each-site-specific-design-submission. Actual samples of the colors and their locations must be provided to the ARC prior to approval and may require in-field evaluation. Color palettes should be within a range of tones to blend with the natural surroundings. Trim and roofing colors should act to compliment rather than to stand out.

### **DRIVEWAYS**

Driveways are an extended feature of the home site and should blend naturally with their surroundings. Owners/Builders are required to install a paved or gravel driveway from the street edge to the garage of each home. Driveway may be paved with asphalt, pavers, stained (intrinsic) or exposed aggregate concrete.

Property owners shall be responsible for extending their driveway to the edge of the street pavement. All subsequent repairs, due to driveway connection to the street, are the responsibilities of the property owner

### **Drainage Easements**

Natural or existing drainage pathways are not to be obstructed. All site improvements must avoid or bridge such pathways without obstruction. Builders and Homeowners must install a culvert of adequate size at the end of their driveway. A solid surface "apron" or connection from driveway to road's edge must be installed after the culvert has been installed.





## **WALKWAYS**

Walkways, patios, decks, and terraces are designed to be an extension of the home and act as a transition from the house into the outdoors and its natural surroundings. The scale and materials used should complement the main structure. The use of all materials and colors must be approved by the ARC.

## **EXTERIOR LIGHTING**

All exterior lighting must be approved by the ARC. The use of landscape lighting should be limited to paths, walkways, and driveways. Low wattage fixtures are required. Down lighting is the preferred method. This helps reduce any glare or intrusion of bright lights to adjacent neighbors. Landscaping with plantings and shrubs is recommended to blend these fixtures into the natural environment when not in use. Exterior lighting on the home must be of a baffled design and in keeping with the architectural style of the structure.

Colored exterior lighting is prohibited except for Holiday Seasonal Lighting

## **LANDSCAPING**

Tennessee is rich with a wide variety of plant species and natural ground cover vegetation. Maintaining the native vegetation in the undisturbed areas of individual lots allows for the homes to blend more naturally into the surroundings. Our goal from the street with the landscape design is to make the house feel as if it is nestled in the natural environment. Dense evergreen planting between home sites will help provide additional privacy, taking into consideration no restricting view corridors.

Attention to maintaining views from your home site as well as adjacent lots is required and will add to the overall beauty of Timberwood.

Site grading should conform to the existing topography to preserve the natural character of the area and to maintain the delicate system of natural drainage patterns and wetlands. Grading should produce graceful contours, rather than sharp angles, by providing transition at the top and toe of slopes.

Final grading of external/common area of site shall include light rolling, raking (and seeding where appropriate). This is necessary to achieve the desired contour, the flow line patterns and ensure evenly finished areas with proper drainage. This shall include the area from road frontage to natural tree line excluding the ditches and road-edge gravel which should be left natural. Landscaping must be finished by the completion of construction.

## **MISCELLANEOUS LANDSCAPE ELEMENTS**

- Decorative yard art will be at the discretion of the ARC as to approval and/or location.
- No owner shall hang laundry from any area within or outside a dwelling residence if such laundry is within the public view of a residence on an adjoining lot (3.26)
- All play equipment, its materials and locations will be evaluated on a case-by-case basis and approval is at the discretion of the ARC

## **GATES**

Driveway gates must be approved by the ARC. Security gates should be of a decorative nature in keeping with the architectural style of the home. By way of illustration and without limitation, the following: agricultural fencing and chains/chain link draped across a driveway are not considered acceptable driveway gates and will not be approved. Security Gates of a temporary nature may be applied for to the ARC (i.e., blocking newly paved drives or houses under construction).

If approved, the temporary driveway “gates” must post a **Construction Entrance** sign or post a **Temporary Gate** sign provided by the ARC.

## **FENCES**

The design of fencing and walls must be carefully considered. Fencing is a useful design feature to help screen utility areas or other specific site features from public view. Trees and shrubs can often form beautiful private lines between homes. Certain home site locations may not be appropriate for fencing due to obstruction of view or topography. Said decision shall be at the sole discretion of the ARC.

Fencing is prohibited along property lines encompassing the entire lot or a portion thereof. Privacy fencing will be addressed on a case-by-case basis and is at the sole discretion of the ARC, as to specific home site location for approval if any. If privacy fencing is approved at a specific home site, the ARC will require the fence be adequately landscaped to mitigate any visual impact of the fencing material. Fences shall not be located where they block views of other property owners or other visual features.

## **POOLS AND SPAS**

In ground pools are allowed. ARC approval is required for the construction and installation of pools or spas. Pools shall be an integral part of the deck, patio and/or rear yard landscaping. All pools shall have an enclosure in compliance with any local, county or town ordinances and screened from view from all streets with landscaping and/or fencing, with all equipment located within screened area from all directions.

Pools will be allowed in the rear & side yards areas only and shall be in such a way that it is not immediately visible to adjacent property owners and shall not create an unreasonable level of noise for adjacent property owners. Any lighting of a pool or spa shall be designed to buffer the surrounding residences from the lighting. Above ground pools, either permanent or portable, are not allowed. Pools and decks may not be built outside of any building setback areas or buffers.

Fences around pools must be approved by ARC and meet all ordinances and regulations but may not be obtrusive to neighbors or have a negative impact on the beauty of the Property. Pools, spas, and enclosures should relate architecturally to the home and other structures in their materials and detailing and included in the final landscape plan submittal. Above ground spas may be allowed in rear and side yard sites specific to ARC discretion. As above, they will not be allowed on the street side of corner lots. They must have ARC approved skirting materials.



### **MECHANICAL, UTILITY EQUIPMENT and TRASH**

Equipment such as HVAC units, utility meters, electrical panels, condensing units or other similar devices located on the outside of the house will be in the rear or side yard portion of the home and must be indicated on the final plan submission. If located on the side, it can extend no further than 1/3 of the distance from the rear corner of the house to the front corner of the house.

If visible from the street, they must be fully screened and painted to match the siding color or screened using natural elements such as plants/shrubs.

All propane tanks, if applicable, *should* be buried and the fill necks screened. If burying the propane tank is not possible, please notify ARC for alternate status approval. Screening may be any approved plantings, wood screens and/or masonry walls. These criteria also apply to any irrigation, yard, or pool equipment. Detail screening used for all mechanical and utility equipment to be included with the final landscape design submittal.

All household trash receptacles must be located on the rear 50% portion of the house. If using home trash pick-up services, an approved enclosure or screening is required so that trash receptacles are not visible to neighbors or the street. All trash receptacles shall be rolled-out cart type and approved by your trash collector. Trash cans shall not be placed at street curb or driveway more than 18 hours prior to collection and must be removed from the street/driveway within 18 hours after trash has been picked up.

### **ACCESSORY STRUCTURES/OUTBUILDINGS**

A detached garage for Design Standard purposes is considered an accessory structure/outbuilding. The design and location of outbuildings in relation to the main structure is an integral part of the total plan approval process and should be of the same high quality.

No building, structure or improvements of any kind may be located on a home site other than one single-family residential home, and one detached accessory structure. The accessory structure may not be placed in front of the home.

Accessory Structures/Outbuildings shall be permanently affixed to the Property and shall be covered with the same approved exterior materials. The total square footage shall not exceed 2000 square feet. Further, no accessory structures/outbuildings shall be located wholly or partially within any setback and/or buffer. All accessory structures should be included and detailed in the initial plan approval process. Please refer to plan submittal process and fees section of this document.

### **MAILBOXES**

Personal Mailboxes are not allowed. Mail delivery within Timberwood will be delivered to the community mailbox unit.



## **SIGNAGE**

No signs, banners or marketing identification are permitted on any home site, in the windows of any home of structure, on any deck, on any road right-of-way or easement area at any time unless placed at the direction of the HOA Board.

The exception of this is during construction. The purpose of this is to identify job sites and home construction. ARC approved Realtor Signs, Builder signs and builder permits will be allowed in front of the house during the building or sale process. The sign must be removed within 30 days from the completion of construction or sale process.

## **DAMAGE TO COMMON PROPERTIES**

Any damage done to streets, curbs, gates, fences, grass or other Common Properties by the owner of any Lot or by a contractor, subcontractor, laborer, or material supplier employed to construct a dwelling or other improvement on a Lot, will be repaired immediately to its original condition at the expense of the Owner.

## **DESIGN REVIEW PURPOSE & PROCEDURE PROCESS**

The design approval process is intended to confirm a correct interpretation of the Design Guidelines and identify potential problems with submitted designs. The owner should have all documents prepared and ready for their builder and/or architect at the very beginning of the process.

### **Documents to submit to builder and/or architect for review prior to the beginning of the design process:**

1. Copy of the Recorded Plat of the Community
2. Declaration of Covenants and Restrictions
3. Architectural Guidelines and Standards
4. Any applicable Site-Specific Restrictions or Easements
5. Architectural Review Committee Procedures and Related Submittal Forms
6. Applicable Fee Structure for Review Process
7. Lot Survey

After meeting with your builder and/or architect to review your documents, there is a multi-step plan submittal process with the Timberwood Architectural Review Committee (ARC).

### **Plan Submittal to the ARC shall include the following steps:**

1. "Meet & Greet" – On Site meeting & Site evaluation (see step 1 below)
2. Preliminary house design & site plan layout (see step 2 below)
3. Application submittal, Review fee submittal, Compliance Deposit (see step 3 below)
4. Staking approval (see step 4 below)
5. Periodic Inspections (see step 5 below)
6. Minor Changes and Alterations (see step 6 below)
7. Final landscape plan (see step 7 below)
8. Final inspection (see step 8 below)



Signed plan approval by the ARC is required prior to the undertaking of any site improvements including clearing, grading, paving, constructing signs, structures, fences, landscaping, building additions or alterations. Actual construction, such as excavating or concrete foundations, shall not commence until final plans have been submitted to and approved by the ARC. Approved plans shall not be amended without prior approval of the ARC. Each application will be evaluated on its own merits. When a buyer's plans are approved ARC will retain a copy of the approved plan for its files.

*The ARC shall review and approve, disapprove and/or comment (in writing) on all plans, requests, and other submissions on or before thirty (30) days after receiving the plans, requests, or submissions in writing.*

### **STEP ONE – ON-SITE MEETING & SITE EVALUATION**

At this time, an on-site meeting with an ARC representative, the owner, the builder, and architect is required to discuss any site related issues. Discussion of possible building sites, any easements or site restrictions, natural drainage requirements and/or existing creeks & streams need to be addressed. Also, any clearing concerns as it relates to natural vegetation or its alteration.

Once the above is completed, the ARC will provide comments and any recommendations in writing to the owner. These will need to be included as part of the conceptual design plan site layout submittal in the next design review step.

### **STEP TWO- PRELIMINARY HOUSE DESIGN PLAN & SITE PLAN LAYOUT**

It is **suggested** the owner/builder obtain a topographic survey. The topographic survey should provide the corner pins and provide grade contours and spot elevation readings. Also, included should be any building setback requirements, easements, or restrictions on the subject lot.

Architect/Builder should prepare and submit a preliminary plan which includes:

- Floor plans, dimensioned, with all rooms descriptively labeled. Plans shall show elevations, roof pitches, porch railing design intent, window mullion design intent, entry and garage door design intent, and finished floor elevations.
- Exterior elevation with style detailing to include materials used and all exterior colors.
- Preliminary site plan with house orientation on the lot

When the builder or owner has completed the basic plans and elevations for a new residence or an alteration of an existing home, the ARC shall review the submissions of the drawings or sketches. Because the ARC has the power to reject designs, materials, or details which it views as inappropriate for the relevant community or neighborhood, or which fail to comply with the requirements of the Declaration or these Design Guidelines, the owner and builder will benefit by the identification of potential problems at an early stage. Should the owner or builder have unique site or design conditions which may require a variance, the ARC can evaluate the issues and can make the needed recommendations to move to the next step.



**STEP THREE- APPLICATION SUBMITTAL, REVIEW FEE , COMPLIANCE DEPOSIT & IMPACT FEE**

Deliver Application Submittal Documents to

**Architectural Review Committee Chair**

**Linda Knowles**

**[lindaknowles1@icloud.com](mailto:lindaknowles1@icloud.com)**

**The Final Design Submittal Requirements:**

1. Design Review Application and One Copy of ALL Required Documents
  - Site Layout Plat (at 1"=20'), showing locations of all proposed grading, all trees in excess of five (5) inches caliper to be removed and indications of hardscape materials. Provide area calculations for landscape and hardscape.
  - Floor plan(s) (at ¼"=1' scale) with finished floor area calculations for landscape and hardscape.
  - Exterior Elevation (all sides) – note colors, materials and samples, color chips.
  - Roof Plan: rooflines and pitches, structure, materials, product photo(s) and samples, color chips.
  - Typical Wall Sections, showing roof eaves/parapet, window head/jamb/sill and foundation conditions.
  - Landscape Plan (at 1"=20') showing tree locations, plant materials, paving, walkways, pools, accessories and irrigation.
  - Exterior Doors and Garage Doors including specifications, materials, product photos and color chips.
  - Fences/Gates: design details including height, materials, color chips, location.
  - Mechanical Equipment: location, screening details
  - Exterior Lighting Details: specifications, product photos.
  - Driveways: materials, finish, color chips.
  
2. **Executed Property Owner/Builder Affidavit**
  
3. **Application/Design Review Fee Check, Compliance Deposit & Impact Fee**
  - a. **Application/Design Review Fee**  
\$500 Application/Design Review Fee  
*Non-Refundable – Due upon Plan Approval Submission*  
**Payable to Timberwood HOA**  
**Mailed to Treasurer**  
**Lenda Sherrell**  
**[Timberwood.lenda@gmail.com](mailto:Timberwood.lenda@gmail.com)**  
**1736 Timberwood Trace**  
**Monteagle, TN 37356**



b. **Compliance Deposit:**

\$2,500 Compliance Deposit (New Home Construction & Residential Modifications)

*Refundable – based on information below*

**Payable to Timberwood HOA**

**Mailed to Treasurer**

**Lenda Sherrell**

**Timberwood.lenda@gmail.com**

**1736 Timberwood Trace**

**Monteagle, TN 37356**

*Compliance Deposit is Due Prior to Construction Start - Compliance Deposit is Refundable at Construction Completion IF Guidelines & Standards Have Been Met and All Construction Materials, Equipment and Debris have been removed from the site. ARC will complete a final compliance inspection and sign off. Once completed, a Refund Check will be issued Within 7 Business Days of compliance inspection and sign off.*

c. **Residential & Property Modifications** – By way of illustration and without limitation, the following improvements to a site/home require submission to the ARC for approval:

New construction, accessory dwellings, buildings, garages, fences, retaining walls, entry gates, entry walls, steps, porches, patio overheads, decks, swimming pools, fountains, spas, hot tubs, recreation apparatus, driveways, solar energy systems, exterior paint colors, roofing, shutters anything that could affect the visual appeal or potential value of the Timberwood Property.

Fees for application of Residential/Property Modifications:

**All modifications or changes: \$50 Review Fee for any change not limited to:** Exterior paint changes, playground equipment, steps, patio overheads, fountains, spas, hot tubs, recreation apparatus, shutters and anything that could affect the visual appeal or potential value of the Timberwood Property. Once approved, a fee limited to \$250 for the actual modification will be assessed for each improvement to the lot.

D. **Impact Fee** – An Impact fee equal to 45¢ per square foot will be assessed on any dwelling or other improvement constructed on a Lot in Timberwood. There are limited reserves for road and other common area repairs and this impact fee covers a portion of potential future costs. Said fee will be billed after approval of plans and shall be payable within thirty (30) days after date of invoice.



### **Review Fees and Impact Fees are NOT refundable**

Compliance Deposits, where required, are refundable - With stipulations stated above all residential & property modifications must be submitted to the ARC on the application form and include Detailed Plans, Site Locations, Materials, and specific Color Chips.

The ARC shall review and approve, disapprove and/or comment (in writing) on all plans, requests, and other submissions on or before thirty (30) days after receiving the plans, requests, or submissions in writing. When step three is completed and approved, a Letter of Approval will be sent to the owner, builder, (and architect if applicable).

The ARC may meet with the Builder to discuss proposed site improvements but shall not grant verbal approval prior to the submission of the landscape plans.

### **STEP FOUR – STAKING APPROVAL**

The Builder is to notify the Architectural Review Committee once the house and any accessory structures are staked out and defined on the home site to the final site plan submission. The Project Construction Manager must walk the lot with the Builder to determine required erosion control needs for subject lot to include location and type of erosion control fencing. An ARC representative must give written approval prior to any work commencing on the site and provide the required ARC Approval Documentation to be posted on the site with the building permit.

Property lines, clearing limits and trees to be removed are to be flagged with tape. Areas within the clearing limits (10 feet outside the primary structure) are to be delineated with the installation of tree protection fencing situated outside the drip lines. These areas should be avoided by construction as use of staging areas of equipment access to protect the trees and vegetation.

### **STEP FIVE – PERIODIC INSPECTIONS**

The ARC and its representatives reserve the right of entry and inspection on all or any portion of a home site during the construction process for the purpose of verifying compliance with the Building Guidelines and Architectural Standards.

Every effort will be made to schedule the inspection with the owner/builder. The owner, their builder and architect, if applicable will be notified in writing of any items of exception or non-compliance. All items must be remedied within 14 days (weather permitting). A re-inspection and sign off will be performed by an ARC representative.

### **STEP SIX – MINOR CHANGES AND ALTERATIONS**

It is anticipated that owners may wish to make improvements or modifications to their property during the initial construction or at a future date. External modifications to existing construction shall only be undertaken after prior review and written approval of the ARC. All plans that are required for a final design submission, which are affected by the addition or alteration, shall be submitted to the ARC. Details shall be included as to how the addition will connect to the existing structure or be placed on the site.





Deviation from approved construction documents during construction, without the approval of the ARC, constitutes a violation of the Design Guidelines and the Declaration. Corrections of or to such deviations shall be required as provided in the Declaration or will result in loss of Compliance Deposit or legal action.

All requests for variances shall be made in writing to the ARC. Any variance granted by the ARC shall be considered unique and shall not set any precedent for future decisions.

#### **STEP SEVEN – FINALIZED LANDSCAPE PLAN**

Based on site specific requirements or modifications during the construction process of the home, a Finalized Landscape Plan must be submitted to the ARC designating plans for grading and seeding of front, common area of homesite. If grading and seeding is not in keeping with natural terrain, please note that for ARC to review site specific approval.

#### **STEP EIGHT – FINAL INSPECTION AT COMPLETION**

The owner/builder shall notify the ARC when construction is substantially complete and ready to be inspected. Notifications should be a minimum of 14 days prior to home being ready for the inspection. This will allow scheduling for the ARC representative.

Upon approval, a Final Inspection Compliance Certificate will be issued electronically. As previously stated in this document, the Compliance Deposit will be refunded within 7 business days after the electronic issuance of approval.



**Site Operation Information**

- ❖ No 18 wheelers/Semi's/Tractor Trailers allowed in Timberwood.
- ❖ During Construction the homesite and Timberwood Common areas must be kept clean of trash and construction debris
- ❖ A fully enclosed, solid sided waste dumpster with a minimum of three (3) cubic yards is required on all construction sites. Dumpster must be emptied when full.
- ❖ A "Porta-Potty", (portable restroom) is required to be present on each building job site during the entire construction period where humans are present on the site and not able/allowed to use inside facilities.
- ❖ All construction activities and materials are restricted to the homesite for which the permit was issued.
- ❖ Staging areas for building materials must be kept clear of the road right-of-way and common properties.
- ❖ No parking on adjacent properties.
- ❖ The dumping of sand, concrete, silt, mortar, and other construction debris is strictly forbidden in, on or around any of the Timberwood property. This includes roads, ditches, road right-of-way, common property and adjoining lots.
- ❖ The burning of cleared or fallen trees, debris or other trash on a site is strictly prohibited.
- ❖ The washing-out of concrete trucks on Timberwood property is strictly prohibited. This includes roads, ditches, road right-of-way, common property and adjoining lots. Any necessary washout should be performed on the lot where construction is taking place.
- ❖ All debris shall be removed from the homesite within fifteen (15) days of Certificate of Occupancy. After the fifteen days has expired, deductions from the homeowner's deposit will commence until the homesite is properly cleaned up in accordance with the guidelines of the HOA and meets the approval of the ARC.

**Service Contacts**

- Building Permits- Town of Monteagle -----(931) 924-2256
- Water – Town of Monteagle -----(931) 924-2265
- Electric – Sequatchie Valley Electric -----(931) 592-2511
- Natural Gas – Elk River Utility----- (931) 967-3642
- Septic Permits – TDEC -----(615) 532-0761
  - Soil Scientist (if required) Richard Henderson ---(423) 488-5554
- Phone/Internet/Cable – Ben Lomand -----(800) 974-7779



All forms to Be Completed by Owner. A copy of forms will be retained by ARC

**TIMBERWOOD  
FINAL DESIGN REVIEW SUBMITTAL**

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

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

Phase: \_\_\_\_\_

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

Builder: \_\_\_\_\_

Spec or Custom: \_\_\_\_\_

**Builder's Address:**

**Owner's Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Email:  
\_\_\_\_\_

Email:  
\_\_\_\_\_

Emergency Contact Number:  
\_\_\_\_\_

Emergency Contact Number:  
\_\_\_\_\_

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

Proposed Completion Date: \_\_\_\_\_

**Allow 30 Days for Review Process**

**All Design Review Submittals Must Include the Items Listed Below.  
Check Off Boxes Indicating They Are Attached With Your Application.**

- Design Review Fee - \$500.00 (Payable to Timberwood HOA)
- Final Site Plan & Staking Approval
- Final Clearing & Grading Plan
- Final Working Construction Drawings/Floor Plan & Elevations
  - a) Wall from grade to roof
  - b) Porches, decks, and railings detail if applicable
  - c) Foundation screening detail
  - d) Service yard screening detail
- Complete Plan & Materials for any ancillary detached structure
- Proposed Landscape and/or Irrigation Plan (As previously stated in the ARC guidelines – A Final Landscape Plan must be submitted to the ARC no less than 60 days prior to completion and CO).

The Plan Shall Include the Following:

- a) Scale of 1" equals 20'
- b) Property lines and dimensions, including all structures
- c) North arrow scale and date
- d) Attached Tree Survey indicating all trees over 6" in diameter at 3' above grade; Trees to be removed must be noted
- e) Type & location of all grass lawn areas
- f) Incorporation of all structures and driveway, decks, utilities, etc., within the landscape plan
- g) Total Impervious surface coverage

**Other Documents**

- h) Other documents may be required or deemed necessary by the ARC to clarify issues
- i) Perspective, isometric or renderings or additional drawings may not be required but may assist the ARC to understand the proposed design
- j) Samples of proposed materials and colors may be requested at this submittal



Name \_\_\_\_\_ Lot# \_\_\_\_\_

**COLOR/MATERIALS/FINISH SPECIFICATIONS**

**Please Fill in the Blanks and Attach Samples**

**Exterior Colors & Materials**

All colors and materials must be provided on a sample board or with sample chips with a clear indication of which color and material will be used on each portion of the buildings. A sample of the roofing material, brick and stucco must be provided

**HOUSE Roof/Type**

Type/Warranty: \_\_\_\_\_

Color: \_\_\_\_\_

**HOUSE EXTERIOR WALL MATERIAL/LOCATIONS**

Material Type/Location/Color \_\_\_\_\_

Material Type/Location/Color \_\_\_\_\_

Material Type/Location/Color \_\_\_\_\_

**FASCIA/SOFFIT**

Specifications: \_\_\_\_\_

Finish: \_\_\_\_\_

Colors: \_\_\_\_\_

**TRIM/ACCENT/DETAILING**

Specifications: \_\_\_\_\_

Finish: \_\_\_\_\_

Colors: \_\_\_\_\_

**FRONT DOOR(S)**

Manufacturer: \_\_\_\_\_

Specifications: \_\_\_\_\_

Materials/Finish: \_\_\_\_\_

Colors: \_\_\_\_\_



Name \_\_\_\_\_ Lot# \_\_\_\_\_

**GARAGE DOOR(S)**

Manufacturer: \_\_\_\_\_

Specifications: \_\_\_\_\_

Materials/Finish: \_\_\_\_\_

Colors: \_\_\_\_\_

**OUTBUILDING EXTERIOR WALL MATERIAL/LOCATIONS**

Material Type/Location/Color \_\_\_\_\_

Material Type/Location/Color \_\_\_\_\_

Material Type/Location/Color \_\_\_\_\_

**OUTBUILDING Roof/Type**

Type/Warranty: \_\_\_\_\_

Color: \_\_\_\_\_

**OUTBUILDING DOOR(S)**

Specifications: \_\_\_\_\_

Materials/Finish: \_\_\_\_\_

Colors: \_\_\_\_\_

**WINDOWS**

Manufacturer: \_\_\_\_\_ Style: \_\_\_\_\_

Materials/Finish: \_\_\_\_\_

Frame Colors: \_\_\_\_\_

**SHUTTERS**

Style: \_\_\_\_\_

Materials: \_\_\_\_\_

Colors: \_\_\_\_\_



Name _____	Lot# _____
------------	------------

**DRIVEWAY**

Materials \_\_\_\_\_ Finish: \_\_\_\_\_

Colors: \_\_\_\_\_

Installer & Contact Ph #: \_\_\_\_\_

**WALKWAY**

Materials \_\_\_\_\_ Finish: \_\_\_\_\_

Colors: \_\_\_\_\_

Installer & Contact Ph #: \_\_\_\_\_

**WALLS/FENCING**

Location \_\_\_\_\_

(must be shown on site plan)

Colors \_\_\_\_\_

Installer & Contact Ph #: \_\_\_\_\_

Name _____	Lot# _____
------------	------------

**SITE SPECIFICATIONS**

Impervious Area \_\_\_\_\_ Total: \_\_\_\_\_

Setbacks Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

**Proposed** Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_

Setbacks Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

Reason for Variance from Required Setbacks if Applicable:

**OVERVIEW OF HOUSE**

**Type of Lot:**       Bluff/Brow       Creek       Nature View

**Heated/AC Area Main Structure Sq Ft.:** \_\_\_\_\_ 1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_

**Style of House:**       1 Story       2 Story       3 Story

**Garage Size:** \_\_\_\_\_ Attached? \_\_\_\_\_ Number of cars \_\_\_\_\_

Side Loading       Rear Loading       Courtyard Loading

Front Entry\*\*       Detached Garage       Drive Under

\*Requires ARC Approval – Site Specific\*

**“Accessory Structure(s)”:** \_\_\_\_\_ Size: \_\_\_\_\_ Purpose: \_\_\_\_\_

If More Than One “Accessory Structure(s)”: Size: \_\_\_\_\_ Purpose: \_\_\_\_\_

Decks/Porches: \_\_\_\_\_ Total Size(s) \_\_\_\_\_





Name \_\_\_\_\_ Lot# \_\_\_\_\_

**PROPERTY OWNER/BUILDER AFFIDAVIT**

I hereby certify that I will construct the above dwelling in accordance with the Design criteria and representations made on this application, including plans, specifications, and oral representations. All construction guidelines will be adhered to by all parties.

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

Owner's Signature: \_\_\_\_\_

Builder's Company Name: \_\_\_\_\_

Builder's Signature: \_\_\_\_\_

Lot # \_\_\_\_\_ Date: \_\_\_\_\_

**Below For Architectural Review Committee Use Only**

*Date Received:* \_\_\_\_\_ *Date Reviewed:* \_\_\_\_\_ *ARC Rep:* \_\_\_\_\_

*The Architectural Review Committee has reviewed the foregoing application and rendered the following decision:*

- Approved
- Disapproved
- Pending Modifications as Noted