

Homes Association Architectural Guidelines



Timber Cove Homes Association
22098 Lyons Court
Jenner, CA 95450
(707) 847-3062

BOARD APPROVED JULY 12, 2014 (rev. 11/21/2015)

ARCHITECTURAL PACKET

DESIGN PHILOSOPHY

Timber Cove is a 263 lot residential development dominated by compelling natural beauty. It is wild, rugged and remote. It retains much of its natural beauty and native flora and fauna, despite a history of farming, habitation, ranching, and timber harvesting. Its history also reflects the culture of the Native Americans that lived on the land in balance with nature. Timber Cove has a unique architectural character, responsive to the natural environment.

No single design can encompass Timber Cove's diverse history, nor is that the purpose of the association. Neither is it the intent to hide or camouflage every structure. Rather, each planned structure is reviewed to ensure a minimum standard of quality, building materials, and integration with the existing lot and landscape. When possible, innovative, aesthetically pleasing, and environmentally friendly designs will be encouraged. The board has determined that the rules delineated in this architectural packet and the CC&R's have been thoughtfully crafted with purpose and should be adhered to. Variances are very difficult to obtain.

DURATION OF PROJECT APPROVALS

Project submittals and approvals will be valid for two years. The approval may be renewed annually by the property owner. To renew the approval, the owner must submit a request for renewal in writing. The request must be postmarked or received prior to expiration. This extension is available only if the current performance bond fee has been paid.

OPEN VIOLATIONS

Plans will not be approved until all open violations such as fire safety violations, illegal structures, CC&R violations, etc., are cleared.

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DESIGN REVIEW PROCEDURES

1. Request an Architectural packet and CC&R's from the TCHA Office. Direct questions regarding procedures and requirements to the TCHA Architectural.
2. Schedule topographic survey and any other surveys required by Sonoma County.
3. Schedule a septic soils percolation test.
4. Acquire a water hook-up from the Timber Cove Community Water District
5. Submit plans to TCHA and include the design review fee (see fee schedule)
Submittal must include:
 - Application and completed checklist from Architectural Guidelines (p. 3,7,8)
 - Two full-sized set of plans, including landscape plan, (only if applicable)
 - Brief description of siding material, brand and color of stain (include samples)
 - Type and color of roofing material-(including color samples)
 - 8.5" x 11" reductions of site plan, floor plan, and 4 elevations
 - If requesting any variances, please state the reason in writing (see p. 4)
6. Lot corners must be flagged or staked; building site must be staked and strung; all ridges and outside corners of the proposed building must have accurate story poles showing heights and location. These must remain up for 30 days after the neighbor notifications are sent.
7. Driveway and curb cuts must be flagged. Driveway and curb cuts require architectural review. (p.4)
Add driveway approach detail. Inform road contractor prior to project approval so that plans/approach issues can be discussed. Road conditions will be noted for file.
8. A screening agreement between adjoining properties within 100 ft from property line must be submitted. (p. 26)
9. Address signs shall be posted-for safety in emergency. The address sign must meet fire code and county requirements: night visible, reflective, numbers 4"+ high, visible from both directions.
10. The TCHA architect will review plans and check for compliance. He reports variances to the TCHA Board and provides comments.
11. In the case of variances, the TCHA administrative assistant sends the architect's report, plan reductions, and descriptions to all property owners within 300 ft of property lines. After considering comments from affected property owners, the board will vote on the variance. If the majority of affected property owners object, the variance will not be granted.
12. If no variances are requested:
 - a. only neighbor notification and screening agreements are necessary for properties within 100 feet of the property line.
 - b. the TCHA administrative assistant will provide, when requested, a preliminary approval letter that will allow applicant to apply for a Coastal permit.
13. The architectural construction documents will be stamped by the TCHOA and final approval letter provided to Sonoma county PRMD, when:
 - a. the water meter is installed,
 - b. screening agreement is completed,
 - c. Performance Deposit and Agreement have been received,
 - d. thirty (30) days after neighbor notification mailing (assuming no opposition to the project).
14. Once the board approves your plans, it is expected that you will build the project as specified in your approved plans. Subsequent changes must be approved by the Board. If not approved, you risk removal or remodeling of the unapproved construction until it conforms to the original plans. If not corrected, you will forfeit your performance bond. The CC&R's have the force of law. The Board is charged with enforcing them and will do so.

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STAGES OF SUBMITTAL

Conceptual:

An optional review is available at the conceptual stage to give very early feedback on a design before a great deal of design time has been expended. Submit two sets of drawings or sketches and any additional information that clarifies your concept.

Preliminary:

May be combined with construction review. Submit application form and reduced plans to Architectural Assistant (see checklist page 6). Staking of lot and site are required at this stage.

County requirements-The owner is responsible for scheduling county site review(s).

County Plan Check:

Sonoma County does not accept plans that do not have a stamp of approval from the TCHA

Submit plans to County for plan check and make changes as required.

Owner is reminded to secure all necessary and appropriate permit approvals from Sonoma County before initiating construction. Failure to do so will result in code violation enforcement, including fines.

Construction:

Required review. Submit required items per Design Review Procedures #4

DESIGN REVIEW FEE SCHEDULE

Standard New Home construction	\$750.00
Garage/ Addition/ Solar Power	\$500.00
Shed (120 sq ft or less)	\$200.00
Shed (over 120 sq ft) Gazebo or Carport	\$400.00
Driveway inspection & approval	\$50.00
Ditch, drainage, culvert inspection (minimum amount)	\$50.00
Addition of new room to existing home	\$200.00
New deck on existing home	\$100.00
Enclosure of porch or veranda	\$100.00
Replacement of roof or siding	no fee
Replacement of deck in kind	no fee
Any construction that does not change home's shape/form	no fee
Reviewing Architect hourly -1/2 hour minimum	\$125.00
Architectural Assistant hourly- 1/2 hour minimum	\$40.00

Performance Bonds:

This is a refundable deposit, which will be returned at the completion of construction barring the following conditions-

1. If there are significant unapproved changes to your plans in construction, none of the bond will be returned.
2. If road damage occurred during construction and has not been repaired, the cost will be deducted from the performance bond.
3. Non-compliance with the TCHA approval process

Standard New Home	\$5000.00
Architectural Performance Bond w/ variance	\$5000.00
Architectural Performance Bond w/ variance & condition	\$10,000.00
Shed, Gazebo, Carport, Garage, Home Addition	\$3000.00

USE OF AN ARCHITECT

The design review fee covers the cost of two (2) reviews by TCHA’s architect at an hourly rate of \$125.00 with a ½ hour minimum. The TCHA’s architectural assistant’s costs are also covered by this fee. Based on previous approvals, the fee covers eight (8) hours of architectural assistant support to the owner at a rate of \$40.00 per hour.

Generally, property owners who use an architect to design of their homes, experience few problems during the approval process and as a consequence, seldom require additional TCHA Architect/Architectural Assistant time.

If owners require additional support beyond that allowed for in the design review fee, the additional hours for reviews, phone contacts, clarifications, etc., the owner will be billed at the standard hourly rates (as noted above) in ½ hour increments.

VARIANCES

It is expected that new design projects will be planned and built in accordance with the CC&R’s and Architectural Guidelines. As stated in the CC&R’s, “If the Association is going to grant variances, they should be done only as to architectural considerations, and only where physical characteristics of the lot make compliance with the CC&R’s impractical or impossible, or where it can be clearly shown that aesthetic purposes (maintaining the natural character of the land) is better served.” If you and your architect determine that a variance is necessary to your project, please attach a written justification for the variance to your application for design review. Provide your application to the architectural assistant who will forward it to the TCHA architect for review. Your variance(s) will then be presented to the board for a vote (barring unanimous opposition from neighbors).

(See page 2, items # 10 &11)

***DRIVEWAYS, CULVERTS AND CHANGING DRAINAGE**

Driveways & curb cuts require TCHA approval. The submittal requirements are:

- scaled drawing showing materials to be used
- contours/topographic map
- planned location of structures and existing vegetation

Part of the review will include an onsite inspection to insure that neither the driveway nor any proposed drainage change will have an adverse effect. The completed work will be inspected to insure that the project did not cause any problems for the Association’s infrastructure.

The installation of a culvert requires TCHA review and approval prior to installation and an inspection following installation to insure that the project will not/did not cause any problems. Fee: See previous page

APPLICATION FOR DESIGN REVIEW

- Conceptual Preliminary Construction
 Close-out Site Development Variance

Address of Property _____

Unit-Block-Lot # _____

Assessor's Parcel # _____

Name of Owner _____

Address _____

Telephone home: _____ cell: _____ work: _____

Name of Architect/Designer _____

Address _____

Telephone home: _____ cell: _____ work: _____

I have provided all items on Submittal Checklist (complete pages 9&10 and return with submittal). Enclosed are copies of plans and fees (payable to Timber Cove Homes Assoc.). I understand that the lot must be staked prior to neighbor notification (done when final report is received from TCHA Architect). I also understand that final approval cannot be obtained until the \$5000.00 Performance Bond is paid and a water hook-up is acquired.

Fee Enclosed _____ Date _____

Signature of Owner or Agent _____

YOUR RESPONSIBILITY:

Unless you are planning to build immediately, please note that these guidelines are subject to change. It is your responsibility to confirm that your copy of Architectural Guidelines is current. To do so before starting the architectural process, please contact Sharon Lynn at (707) 847-3062.

SUBMITTAL CHECK LIST FOR OPTIONAL CONCEPTUAL REVIEW

Sketches or perspective drawings are helpful

Site Plan: Showing entire lot to scale.

_____ Topography (at building envelope and developed areas at least), indicate elevation at all corners of lot.

_____ Lot boundaries

_____ Significant site features

_____ Building area

_____ Driveway and screened parking

Floor Plans: To scale

_____ Concept of plan and relationship to site

Elevations: To scale

_____ Height of structure and relationship to existing grade

_____ Principle proposed materials

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SUBMITTAL CHECKLIST FOR PRELIMINARY REVIEW

Preliminary review is recommended in most cases.

Site Plan: Showing entire lot to scale.

- 1/8" = 1'0" scale enlargement at developed portion
- North arrow
- Property lines with dimensions
- Existing easements and set backs
- Location of permanent benchmark or landmark with elevation
- Existing and proposed contours at 2'0" intervals (at building envelope and developed areas at least). Indicate elevation at all corners of lot
- Source of data by certified civil engineer or land surveyor (include name, address and phone)
- All exposed rock outcroppings
- Significant site features
- Proposed tree removals
- Surface and sub-surface drainage proposed
- * Septic tank and leach field location with expansion field
- Building area (include calculations of slope, building area and building envelope)
- Proposed landscaping (if any)
- Proposed utility extensions and locations, and any existing utilities

NOTE: No buildings, outbuildings, fencing, landscaping or excavations or **physical improvements of any kind shall be permitted on any lots outside the building area** except to the extent necessary for reasonable access to the road over a driveway, which in no event shall exceed 10' in width".

- Dimensions of all proposed structures
- Roof plan indicating slopes (direction and pitch)
- Driveway, screened parking, propane tank and trash enclosures

*** Floor Plans:** To scale

- North arrow
- All proposed construction showing major exterior dimensions
- Door and window openings
- Garage, carport and screened parking

Elevations: To scale

- Show all exterior faces of building
- *Doors, windows and fences (indicate materials and sizes)
- Finish grade at building edges (solid line for finish grade, dash – existing grade)
- Floor elevation, roof heights and relationship to existing grade
- All exterior materials (roofing, siding, masonry, trim, railings, decking, window frames, etc.)
- Concealed electric meter location and utilities
- *Chimney flue shroud
- Any proposed colors, stains and finishes, **include sample of color**

* - does not apply to carports

SUBMITTAL PRELIMINARY CHECKLIST (cont)

MATERIAL SAMPLES & COLOR CHIPS NEED TO BE INCLUDED WHEN SUBMITTING PLANS FOR ARCHITECTURAL REVIEW. COLOR CHIPS NEED TO BE SENT TO NEIGHBORS WHEN THERE IS A VARIANCE FROM APPROVED COLORS.

WHITE IS NOT ALLOWED, AND NO VARIANCE WILL BE GRANTED FOR WHITE DOORS, WINDOWS OR EXTERIOR TRIM.

Section: Cut at highest point of building to scale

_____ Floor and roof height relationship to existing grade

_____ Roof overhang with dimensions

_____ **Staking at Site:**

- Locate and flag all property corners
- Flag trunks of all trees to be removed
- Stake and flag exact building perimeters, all corners of buildings, all fences and center line of driveway,
- Erect story poles on all ridges and outside corners of proposed building showing heights and locations
- (Does not apply to carports)

SUBMITTAL CHECKLIST FOR REQUIRED CONSTRUCTION REVIEW

Two complete sets of plans per Sonoma County Building Department are to include items on this checklist.

Site Plan: Showing entire lot to scale.

- _____ 1/8" = 1'0" scale enlargement at developed portion
- _____ North arrow
- _____ Property lines with dimensions
- _____ Existing easements and set backs
- _____ Location of permanent benchmark or landmark with elevation
- _____ Existing and proposed contours at 2'0" intervals (at building envelope and developed areas at least). Indicate elevation at all corners of lot.
- _____ Source of data by certified civil engineer or land surveyor (include name, address and phone).
- _____ All exposed rock outcroppings within construction area
- _____ Significant site features
- _____ Proposed tree removals, cutting or trimming
- _____ Surface and sub-surface drainage proposed
- _____ * Final septic system plan per Health Department requirements showing locations of septic tank and leach lines
- _____ Building area (include calculations of slope, building area and building envelope)
- _____ Proposed landscaping and irrigation plan (if any) 1/8" = 1'
- _____ Proposed utility extensions and locations, and any existing utilities
- _____ Dimensions of all proposed structures
- _____ Roof plan indicating slopes (direction and pitch)
- _____ Driveway, screened parking (indicate location and materials of both), propane tank and trash enclosures
- _____ Asphalt apron at street where required.

NOTE: Buildings, outbuildings, fencing, landscaping, excavations or **physical improvements of any kind shall NOT be permitted on any lots outside the building area** except to the extent necessary for reasonable access to the road over a driveway, which in no event shall exceed 10' in width".

_____ **Foundation Plan:** To scale

_____ **Framing Plans:** To scale

_____ **Electrical Plan:** To scale

_____ **Plumbing Plan:** To scale

_____ **Exterior lighting plan and fixture schedule**

*Does not apply to carports

REQUIRED SUBMITTAL CHECKLIST (cont)

*** Floor Plans:** To scale

- _____ In conformance with previously approved Preliminary Submittal, including all “conditions of approval”
- _____ North arrow
- _____ All proposed construction showing major exterior dimensions
- _____ *Door and window openings
- _____ Garage, carport and screened parking

Elevations: To scale

- _____ Show all exterior faces of building
- _____ Doors, windows and fences (indicate materials and sizes)
- _____ Finish grade at building edges (solid line for finish grade, dash – existing grade).
- _____ Floor elevation, roof heights and relationship to existing grade
- _____ All exterior materials (roofing, siding, masonry, trim, railings, decking, window frames, etc.)
- _____ Concealed electric meter location and all utilities
- _____ *Chimney flue shroud
- _____ Any proposed colors, stains and finishes, ***include sample of color.***

MATERIAL SAMPLES & COLOR CHIPS NEED TO BE INCLUDED WHEN SUBMITTING PLANS FOR ARCHITECTURAL REVIEW. COLOR CHIPS NEED TO BE SENT TO NEIGHBORS WHEN THERE IS A VARIANCE FROM APPROVED COLORS. WHITE IS NOT ALLOWED, AND NO VARIANCE WILL ALLOW FOR WHITE DOORS, WINDOWS OR OTHER TRIM.

Section: Cut at highest point of building to scale

- _____ Floor and roof height relationship to existing grade
- _____ Roof overhang with dimensions

_____ **Staking at Site:** Locate and flag all property corners, flag trunks of all trees to be removed, stake and flag exact building perimeters, all corners of buildings, all fences and center line of driveway, erect story poles on all ridges and outside corners of proposed building showing heights and locations.

_____ **Landscape agreement:** Show screening of structure from neighbors

_____ **Utility Pole Locations**

* Does not apply to carports

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Timber Cove Homes Association
 22098 Lyons Court, Jenner, CA 95450
 (707) 632-6368

Architectural Inspection for Performance Bond Refund

Date: _____ Project _____

Property Owners: _____

Address _____ AP# _____

Item	Condition of Satisfaction	Check if ok or remark
Signed by Architectural Assistant:		
Chimney Flue	Shrouded	
Paints & Stains	As specified	
Electrical Meter	Screened	
Guest Parking	Screened	
Lighting	Source Screened	
Overhangs	3'6" unless variance	
Property	Planted Screening	
Propane Tank	Screened	
Roof material	As specified	
Satellite Dish	18" or Screened	
Sky lights	Frame painted to match roof	
Outbuildings	Matching	
Temp Structure	Sheds & portable toilets, remove 30 days after completion or life of construction permit	
Trash	Screened	
Walls	Breaks (2 breaks in each side of at least 12")	
Windows	No exposed Aluminum unless bronze or black. No white frames of any kind	
Address Signs	Reflective numbers 4", visible from both directions of road	
Variances	(conditions for variances met – if any) Signed: _____	
Notes (Unapproved Structures?)	Architectural staff to informally check with neighbors to determine that there are no outstanding issues regarding the project. County Approval Process in place.	
Signed by Road Contractor:		
Driveway	Installed per plans	
Road	In pre-construction condition	
Architectural Assistant's hours on project _____ # of hrs. not covered by fees _____		



Timber Cove Homes Association

**22098 Lyons Court
Jenner, CA 95450
Phone (707) 847-3062
Fax (707) 847-3411**

PERFORMANCE DEPOSIT AGREEMENT & RECEIPT

Timber Cove Homes Association (hereafter referred to as the Association), herewith acknowledges receipt of \$ _____ from _____, (hereinafter referred to as the Depositor), to be held by the Association, without interest, to guarantee performance during the construction of an improvement on the property located at _____, in accordance with the plans approved by the Board of Directors on _____ and any subsequent modifications to those plans which are approved by the Association. This Deposit will be held by the Association until completion of the improvement as a guarantee that:

- 1) The improvement is constructed according to plans that are approved by the Association;
- 2) All aspects of the improvement are in compliance with Timber Cove Homes Association deed restrictions (CC&R's dated January 1961 & March 1965) and architectural guidelines dated; _____.
- 3) Any damage to the common areas and/or the roads of the Association, which result from the construction, are repaired to the satisfaction of the Association; and
- 4) The construction site is cleaned up to the satisfaction of the Association.

It is hereby agreed between the parties that if the improvement is not completed in compliance with the above guarantees, the Association may retain all or any portion of the performance deposit necessary to compensate the Association for any damages it incurs, including the costs of repairing damage to roads or other common areas, cleaning up the construction site, or curing other defects including any outstanding fees (architectural, administrative, road contractor).

The Association hereby agrees to give the Depositor at least two weeks written notice before it claims any forfeiture or expends any sum for which it will later claim reimbursement based on the terms of this agreement. Said notice shall be mailed to Depositor at the address below. If no defects or deficiencies exist at the time of the final inspection of the improvement by the Association, and the project has complied with all aspects of the TCHA approval process, the Association shall return the performance deposit to the Depositor. If defects or deficiencies are noted on the final inspection, or the project has not complied with approval process, the deposit shall be held until the correction of all defects or deficiencies are complete and project is compliant. A portion of the deposit may also be retained to cover the cost of additional final inspections or staff time in the event the project falls into violation. It is further agreed and understood that the forfeiture of this deposit will not prevent the Association from taking such other action as it deems necessary in order to correct violations of the Association's deed restrictions (CC&R's) and policies and to recover all costs incurred by the Association in carrying out its responsibilities.

In the event that title to the above named property is transferred, Depositor agrees that the deposit will be held by the Association to guarantee performance of the above requirements by the new owner and will not be refunded to the Depositor, but will be returned to the new owner upon successful performance of those guarantees.

I hereby acknowledge that I have read, understand, and agree to all terms and conditions of this agreement.

Signature of Depositor	Date	Check Number
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Name(s) of Owner	Address of Owner(s)
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DESIGN GUIDELINES

These guidelines are a compilation of the design aspects of the CC&Rs and are intended as an interpretive and user-friendly guide. They reflect the most recent interpretations and policies of our reviewing architect and the Board of Directors.

ARCHITECTURAL REQUIREMENTS

1. **AESTHETICS:** Submittals will not be arbitrarily rejected solely on aesthetic grounds if in compliance with the standards of the CC&Rs.

2. **HEIGHT:** Definition: The maximum height shall be the distance from any point of the building to the undisturbed ground directly below that point. At no point can the ridge line to undisturbed ground clearance exceed the following dimensions:
 - Unit 1: Regulated by Sonoma County and Coastal Commission
 - Unit 2: Where lot slope is 15% or less: 18' 0"
 - Where lot slope exceeds 15%: 25' 0". (Cannot exceed this height)

3. **ROOFS:** Must be a uniform material.
 - Permitted materials (must meet Class A fire rating)

Tile	Metal shingles vertical panels & tiles
Concrete	Glass
Terra Cotta	Copper
Slate	Stone

Composition shingles must be textured high profile, 50 year roof.
 - Prohibited materials:

Shiny/reflective materials	Asbestos
Paper	Tar and gravel

Wood shingles or shakes
 - Minimum pitch: 2:12
 - Overhangs: Minimum 3'6" (could include a trellis).

 - Skylights: subject to approval. Prohibited where night light is an intrusion upon adjacent neighboring properties.
Metal must be painted to blend with roof material.

 - Venting: No visible vents or plumbing, other than required 6". All vents must be painted to blend with roof material.

 - Exposed metal chimney flues discouraged.

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ARCHITECTURAL REQUIREMENTS cont.

4. **WALLS:** As of Nov 2008 there have been changes to allowable materials for exterior wall siding & sheathing, exterior windows, under eaves & decking. To see the Cal Fire Wildland Urban Interface Products (WUI) requirements, please go to <http://osfm.fire.ca.gov/strucfireengineer/pdf/bml/wuiproducts.pdf>

Two breaks in each side of building (12" minimum dimension).

- a. Uniform materials required, except for fenestration.
- b. Brick or stone as secondary materials are permitted for fireplace or chimney.
- c. Permitted materials:
 - Wood
 - Stone
 - Glass
 - Slate
 - Cement composition with approved color (Hardie Board w/ battens or Hardie planks. 3M has a similar product.)

On a case by case basis:

- Copper
- Concrete block
- Rammed earth
- Poured concrete
- Bronze anodized aluminum

Prohibited materials:

- All metals *except* as noted above
- Composition materials other than cement composition
- Stucco
- Paper
- Tarpaper (Refer to Clause 6 CC&R's)

- d. No visible metal flues, vents, or plumbing at walls.

5. **MATERIALS:** Colors and finishes to be natural tones with no garish, glaring or shiny finishes. Dark colors such as black, brown or dark green are suggested as they readily blend into the environment.
6. ***MATERIAL SAMPLES & COLOR CHIPS NEED TO BE INCLUDED WHEN SUBMITTING PLANS FOR ARCHITECTURAL REVIEW. COLOR CHIPS NEED TO BE SENT TO NEIGHBORS WHEN THERE IS A VARIANCE FROM APPROVED COLORS. Please note no white paint allowed that includes white trim and white vinyl windows.***
7. **WINDOWS:** arrangement to be compatible with overall design. No exposed aluminum frames (except anodized bronze or black aluminum). See number 5.
8. **LIGHTING:** No exterior lighting source of any sort that is visible from the road or from the building area of any other property owner shall be permitted without first obtaining the permission of the Association.
9. **SCREENING:** Required for guest parking, utility meters, tanks and garbage storage. Materials must be compatible with building. Plantings may also be used. (See screening agreement p.26)
10. **ACCESSORY BUILDINGS: (Garage, carport, shed, greenhouse)**
Require submittal of plans simultaneously or following submission and approval of main building plans. Accessory buildings may be built during the active construction of main

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building and shall be compatible with main building in both form and materials. Accessory buildings are allowed within the building area only.

SITE REQUIREMENTS

1) Building Area:

The following is a step by step procedure by which a homeowner may satisfy the building requirements of the CC&Rs. Homeowners may also rely on the direct language of the CC&Rs relating to the building area. Attachments A and B illustrate this procedure. **

A. Determine SET BACK ENVELOPE:

Note: The minimum set back from a given lot boundary is to be proportional to the dimension of the lot and perpendicular to that boundary. A longer lot dimension will result in a larger set back and a shorter lot dimension will have a smaller set back.

Check with Sonoma County for their requirements.

Draw lot to scale

1. If lot has a curved boundary, approximate it with one or more straight segments. For bluff edge lots it is optional to use the top of the bluff in lieu of the high mean water line.
2. Draw one line perpendicular to each lot side at the longest possible point.
3. On each line, measure the total length within the lot boundary. Mark off 15% of that length from the lot boundary where the line is perpendicular.
4. Draw a line parallel to each property line and through each marked point. This defines the SET BACK ENVELOPE

Note: For bluff edge sites, the line along the bluff edge side is used only to help complete this procedure. The CC&Rs do not establish any set back from the bluff. This will be determined by other factors such as soils investigation or government regulations.

5. Check CC&Rs, property legal description, CalTrans and other applicable regulations for any other set back requirements specific to individual lots.

B. Determine BUILDING AREA:

Note: The building area will be approximately 20% of the total lot area. It will be roughly the same shape as the lot. It may be freely located within the setback envelope.

- a) Choose the corner of the setback envelope the building is to be nearest to. The following procedure may be started from any point on the set back line. *Note: repeat the procedure to try other locations.*
- b) Draw lines through the selected corner, which go through each of the other corners of the setback envelope.
- c) Measure the total length of these lines within the lot boundaries. Mark off 45% of each length, beginning from the selected corner of the setback envelope.
- d) Connect the plotted points with straight lines to define the extent of the building area.
- e) If two or more adjacent corners of the setback envelope become corners of the building, repeat steps B.b and B.c from either of the adjacent corners. *Note: A corner may be used that is not in the desired building area. Also, this step will be unnecessary for nearly rectangular lots, but will impact irregular shaped lots.*

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- f) On bluff edge sites, the bluff edge line or lines of the building area may be discarded and lines roughly perpendicular to the bluff may extend to the mean high water

2) Grading: Restore original grade after percolation testing and after construction to the extent reasonably possible and consistent with approved plans.

3) View Preservation: Reasonable access to a view and sunshine are provided for in the CC&Rs, and are carefully regulated by the approval process.

4) Automobiles and Driveways: Maximum driveway width is 12' 0" as required by County and California Division of Forestry and Fire.

- Provide turnaround.
- Surface materials: neutral color serviceable gravel.
- Asphalt considered where necessary, at steep grades and/or where required by county.
- Screened parking required for guest parking only.

5) Fences:

Within building area only.

Design and materials integrated w/ house design and generally parallel w/ building walls
Maximum height 8' 0".

6) Utilities:

All service on lots must be underground.

All utility lines must be underground.

Screening of meters, tanks, and equipment required.

NOTE: No buildings, outbuildings, fencing, landscaping or excavations or **physical improvements of any kind shall be permitted on any lots outside the building area** except to the extent required for reasonable access to the road over a driveway, which in no event shall exceed 10' in width".

7) Parking of House Trailers:

During periods of ACTIVE CONSTRUCTION ONLY- Screening is required.

Unit 1: No house trailers are permitted on lots 1 through 21 or lot 33.

Unit 2: No house trailers or mobile homes are allowed west of Highway 1 or within 750 feet northeast of Highway 1, or if a major portion of lot is visible from either Highway 1 or Timber Cove Road. (see County requirements)

8) Temporary Structures: Temporary structures (construction sheds, portable toilets, etc.) are permitted during the time of construction **ONLY**, and shall be removed within 30 days after completion of the dwelling or within 6 months from the date the temporary structure was erected, whichever shall expire first.

9) Satellite Dishes:

Satellite dishes 18 inches or less in diameter are allowed

Larger dishes are allowed only if, after review, it is demonstrated that it can and will be screened completely from view of any other property or road.

10) Hot Tubs and Saunas: Architecturally screened and relate to main structure.

11) Solar Power Panels: No shine or glare from panels and be part of the occupied structure

LANDSCAPING AND TREES

The following are guidelines which are provided in an effort to balance the interests of the community with the individual rights, including the concerns for aesthetics, privacy, access to a view and sunshine, fire safety and ecological preservation. Please be aware that CC&R's require written approval from the board prior to any planting.

Visit these websites for lists of plants and useful guidelines:

<http://www.laspilitas.com/easy/deerfire.htm>

bewaterwise.com

1) Planting List:

NOTE: When planning landscaping be aware that the Timber Cove Water District was not designed to accommodate extensive irrigation-dependent exterior planting. Please choose plants that are drought tolerant. Watering of lawns and thirsty plants creates a demand that could restrict the system's ability to provide sufficient water to serve the critical needs of Timber Cove residents. Judicious planting of drought tolerant landscaping lessens the probability of serious water shortages at critical times!

- a) Use indigenous plants to minimize water use
- b) Consider planting list provided (see attached).
- c) Be aware of fire danger and avoid highly invasive, and highly flammable plants such as pampas grass and scotch broom

2. Tree Cutting:

See TCHA Cutting Policy regarding trees within your building envelope, p 21-23

3. Safety Precautions:

The following are encouraged of all property owners to promote fire safety:

- a. Branches of trees may be trimmed up to 10 feet above the ground.
- b. Dead leaves, dead wood and dead brush should be removed.
- c. Brush and small trees should be removed within thirty feet of building walls.
- d. Clean needles from roof, eaves, and rain gutters.
- e. Remove tree limbs within 10 feet of chimney and all dead limbs hanging over structures.

ENERGY SAVING CONSIDERATIONS FOR THE HOMEBUILDER

California continues to have an energy shortage. Over and above the possibility of rolling blackouts, is the escalating cost of electricity. Practical alternatives to the use of conventional electricity are worth consideration.

1. **Home building:** If you have a south facing lot, consider a passive solar design. It is no more expensive to build than a conventional home. *The Passive Solar House* by James Kachadorian is an excellent source book. Some existing construction can make use of passive solar through the use of a sunroom and is worth exploring.
2. **Water Heating:** A conventional electric water heater is second only to electric heating in energy consumption in a home. The so-called high efficiency conventional water heaters provide almost no savings over the standard heater. There are alternatives which result in energy as well as water use savings in some cases. They are:
 - a. A tankless water heater. This type of water heater is gas/propane powered, saves water, and has been used extensively in Europe for years.
 - b. Electric heat pump water heater. When compared to a tankless system that uses propane, the heat pump water heater is the most economical type of water heater.
 - c. Solar with gas tank back-up
 - d. Solar with tankless gas back-up
3. **Heating:** Natural gas is not available in our area. If not building a passive solar house, heating is a major expense in the winter. A ground source heat pump operates at a considerable savings over any other method of heating in our area. It is far more economical than either propane fed heating systems or oil-fired furnaces. However, it is extremely difficult to retrofit a house. This design is most appropriate for new construction.
4. **Photovoltaics:** To maximize the use of free energy from the sun you must have direct sunlight. A roof that is situated in an east-west orientation provides the best opportunity for photovoltaics to produce the maximum amount of electricity. Photovoltaic shingles are an alternative to panels. At the present time California offers rebates up to 50% of the cost of such a system. In most cases it is worth the initial investment, which will be paid back over several years.
5. Look for energy-star rated appliances and compare the energy ratings. There are major differences between appliances and brands. Major savings are possible.
6. Use energy efficient (compact fluorescent) light bulbs throughout the house. The California Regulatory Commission has stated that if every household in California replaced just one (1) regular light bulb with an energy efficient bulb in would be the equivalent of constructing 7 new power plants, something to think about.

The Solar Living Center on Hwy. 1 in Hopland is an excellent source of information and guidance to achieve an energy efficient home. Real Goods at the same location is their retail outlet. Phone number: 1-800-994-4243.

They also have a great reference book with a wealth of information-

The Solar Living Source Book

Homes Association Architectural Guidelines

PLANTING LIST

<u>Species</u>	<u>Common Name</u>	<u>Spacing Ft.</u>	<u>Poor Soil Tolerance</u>	<u>Drought Tolerance</u>	<u>Adult Size Ht. X Spread</u>
Arbutus unedo + #	Strawberry tree	5	High	High	20X20
Camellia japonica	Camellia species	5	High	Low mod	12X12
Citrus spp.	Citrus	6-10	High	High	15X15
Cocculus laurifolius	Cocculus	6	Moderate	Low mod.	15X15
Escallonia rubra +	Escalonia	4-6	High	Moderate	8X6
Feijoa sellowiana +	Pineapple guava	6-10	High	High	18X20
Laurus nobilis	Grecian laurel	6-10	High	High	20X20
Ligustrum lucidum + #	Glossy privet ♥	6-10	High	High	18X20
Magnolia spp. -	Magnolia "St. Mary's"	10-20	Moderate	Moderate	25X20
Myoporum laetum +	Myoporum ♥	6-10	High	High	20X20
Myrica californica -	Wax myrtle +	4-6	High	High	15X15
Nerium oleander -	Oleander ♥ +	3-6	High	High	12X12
Olea europaea -	Olive "Swan Hill" + #	6-10	High	High	20X20
Osmanthus fragrans -	Sweet olive	5-6	High	High	12X12
Pittosporum crassifolium -	Karo ♥ #	5-8	High	High	15X15
P. eugenioides -	Lemonwood	8-10	High	High	25X25
P. undulatum -	Victorian box	5-10	High	High	25X25
Podocarpus gracilior -	Fern pine +	4-8	High	High	20X20
P. macrophyllus -	"Yew" tree	4-6	High	High	20X6
Prunus caroliniana -	Cherry laurel	6-8	Moderate	Moderate	15X15

Homes Association Architectural Guidelines

Plant List (cont)

Species	Common Name	Spacing/ft.	Poor Soil Tolerance	Drought Tolerance	Adult Size Ht. X Spread
P. ilicifolia	- Hollyleaf cherry	♥ 5-10	High	Moderate	20X20
P. laurocerasus	+ English laurel	♥ 6-10	High	Moderate	20X20
Rhododendron sp.	- "Azalea"	4-6	Low mod.	Low	4-8 X 6-12

(Please note Rhododendrons have been known to carry Sudden Oak Death)

SYMBOLS: ♥ - Favored hedge species
 # - Favored tree species
 + - Deer resistant

CAL FIRE SUGGESTED TREES, SHRUBS, GROUNDCOVERS

Common Name	Botanical Name
California Redbud	Cercis Occidentalis
Monkey Flower	Mimulus
Ceanothus	Concha
Sage	Salvia
Common Yarrow	Achillea Millefloium
French Lavendar	Lavandula Dentata
California Sycamore	Platanus Racemosa
Toyon	Hetereomeles arbutifolia
California Fushia	Epilolium Conum Californica
Royal Beard Tongue	Penstemon Spectabilis
Wild Strawberry	Fragoria Chilolensis

WARNING: All plants are fuel and flammable to varying degrees. The evidence for fire resistance of selected species is largely anecdotal. Many factors influence flammability and fire hazard. More plants mean more fuel and greater hazard. **UTILITY HAZARDS:** Private screen species should have a mature height of no greater than 25 feet if they are located under utility lines. Consult with your local utility company.

TREE CUTTING POLICY

Adopted 7/10/10

CC&R's Clause VI, section 5:

“No trees shall be cut or planted without the approval of the Association. It shall be the duty of the Association to approve the removal of trees within the building area to the extent necessary for reasonable access to a view and to sunshine. All trees planted after the date hereof shall remain under the jurisdiction of the Association, and the Association shall have the power, at its own expense, to remove, prune, or top any such tree, if, in the opinion of the Association, such tree interferes with the view available to any other property owner, or is undesirable for any other reason.”

Small Diameter Trees:

TCHA property owners may remove small trees (trunk diameter less than 4” at a point 4 feet off the ground) at their discretion provided that the removal process does not adversely affect screening between lots (as determined by mutual agreement between the lot owners involved). Trees shall be cut in order to minimize damage to other standing trees. Brush shall be removed in a timely manner.

Limbing:

Lot owners are required to follow the California Department of Forestry (CDF) defensible space guidelines by removing the lower limbs of trees (prune) to at least 6 feet up to 15 feet (or the lower 1/3 branches for smaller trees). Properties with greater fire hazards, such as steeper slopes or more severe fire danger, will require pruning heights in the upper end of this range. Dead limbs at any height should be removed. Trees may not be topped without Board approval.

http://www.fire.ca.gov/CDFBOFDB/pdfs/Copyof4291finalguidelines9_29_06.pdf

Large Trees (greater than 4” in diameter at 4 feet):

- a) Approval for the removal of any tree must be granted by the Board, or its representative.
- b) A lot owner wishing to receive approval for tree cutting shall flag or mark all trees in question with removable plastic tape (not paint).
- c) Document the request in writing (including the lot address, the site plan, and the number of and species to be removed) and submit to the TCHA Security Officer** at the above address. A cutting request form can be obtained from the TCHA Office.
- d) The TCHA Security Officer will review the trees in question and may give approval on site for certain species of trees, excluding redwood trees.
- e) If further review is needed, the owner may consult a professional forester, at owner’s expense.
- f) Once approval has been granted, trees shall be cut in a manner that minimizes damage to other standing trees.
- g) Brush shall be removed in a timely manner. Brush from sick or diseased trees must be burned.

Note: County/Cal Fire burn permits are required for any burning in TCHA.

Tree Cutting Policy continued

- A copy of approved requests shall be given to the TCHA Administrative Assistant.
- NOTE: Fees for professional forester’s consulting are the responsibility of the property owner.
- Denied requests may be appealed to the TCHA Board.

Redwood Trees

The Board must approve the removal of any large redwood as defined in Large Trees above. The written removal request must be received by the TCHA at least one week prior to a scheduled meeting to allow time for inspection. On notice from the Administrative Assistant, two or more Board members will make a site visit and recommend approval, denial, or a forester referral, as described in “Large Trees,” above.

Approval Criteria:

Tree removal may be approved in the following circumstances:

- a. If the tree is within the building envelope with approved/stamped TCHA plans.
- b. If the tree is within an approved Sonoma County Septic System.
- c. If the tree is sick, diseased, dying, or dead.
- d. To comply with CDF Fire Safety Guidelines.
- e. Other circumstances: Cutting of trees that do not meet any of these conditions requires the evaluation and recommendation for removal by a professional arborist at the property owner’s expense. This might occur when removing trees is beneficial for the health of surrounding trees.

Circumstances that will negatively influence a removal request:

- a. Removal of trees that will significantly decrease the screening between the lot in question and its neighbors.
 - b. Removal of trees for the purpose of creating an expansive view where no such view exists.
 - c. Removal of trees that would create a wind tunnel.
 - d. Removal of trees for lumber.
- The Board encourages neighbors to come to mutual agreement on limited pruning of vegetation beyond that recommended for fire hazard reduction in order to improve views. Any extensive pruning, topping or tree removal that exceeds the fire hazard reduction limits, must receive prior approval from the Board or its designated representative. The parties must agree to assume the expense for pruning.
 - Nothing in this policy construes any right to views beyond that stated in the TCHA CC&R’s of the respective Units. The Board encourages cooperative agreements between neighbors on these issues, and is opposed to the imposition of cutting on any adjoining lot owner.
 - The Board will balance conflicting requirements only when an impasse exists.
 - Fire prevention and privacy are priorities.
 - Screening does not have to be dense to be effective. Plantings for the purpose of delineating lot lines are not permitted.

Tree Cutting Policy continued

- Fire resistant plants should be used. Insure that screening materials are not fire ladders. Projected growth of tree crowns should be separated by a minimum of 10 feet. Shrubs should be separated by no less than 2 times the height of the plant. Both these distances need to be increased as the slope of the land increases. (CDF recommendations) Lot owners are encouraged, as a condition for tree removal, to replant fire resistant screening if all parties affected agree that is desirable.
- Redwoods are a preferred species, to be protected whenever possible.

Dead Plant Matter

If there is a possibility that dead trees will fall on the neighboring lots, the neighbors must be contacted at least two weeks prior to work beginning. Efforts shall be taken to ensure that dead trees do not fall on standing healthy trees. Dead matter shall be removed, chipped or burned prior in a timely manner.

TREE CUTTING REQUEST FORM

Revised 11.10.04

Please read the enclosed TCHA Tree Cutting Policy to assist you in submitting your request.

Name: _____ Phone: _____

Date: _____ Number of trees to be removed _____

Address: _____

Reason for removal: _____

On a separate piece of paper (or on the back of this form) please draw a sketch of your lot showing property lines and indicate the trees that you have flagged for removal.

Tree cutting for _____ is (Approved)
(Approved with exceptions).

Exceptions _____

Signed _____ Date _____

TCHA Security Officer
**(707) 847-3062 (TCHA office)

Please fill out this form completely and return it to the TCHA office

TREE PLANTING REQUEST FORM

Revised 11.8.06

Please refer to the enclosed list of recommended plants to assist you in submitting your request.

Name: _____ Phone: _____

Address: _____

Number of trees & shrubs to be planted (list by species)

On a separate piece of paper (or on the back of this form) please draw a sketch of your lot showing property lines and indicate the location for the proposed plantings. ***You must insure that such plantings will not affect a neighbor's view now or at a future time.***

Tree planting for _____ is (approved)
(approved with exceptions).

Exceptions _____

Signed _____

Sharon Lynn
Administrative Assistant
707-847-3062

Fill out this form completely and return it to the Timber Cove Homes Association Office.

Homes Association Architectural Guidelines

SCREENING AGREEMENT

PROJECT ADDRESS: _____ AP#: _____

OWNER: _____ PHONE: _____

PROJECT DESCRIPTION:

() NO SCREENING AGREEMENT REQUIRED BY NEIGHBOR.

() SCREENING AGREEMENT AS FOLLOWS:

SIGNED: _____ DATE _____
(Project Property Owner)

SIGNED: _____ DATE _____
(Neighbor)

NEIGHBOR ADDRESS _____

If you require a screening agreement, please meet with the affected property owner(s) to reach a mutually agreed upon screening plan.

Fill out this form completely and return it to the Timber Cove Homes Association Office.

JOURNAL OF REVISIONS TO ARCHITECTURAL GUIDELINES

February 2007

Clarification of items that must be building area

See pages 9 & 10

- Proposed utility extensions and locations, and any existing utilities

March 2007

Revision & clarification of architectural charges for reviewing architect & administrative assistant

See page 4

- Use of an architect

June 2007

Revision and clarification of performance bonds

See page 3

- Performance Bond amounts

November 2007

Tree Cutting Policy Revised

See page 22, 23, 24

- Revisions in Policy

January 2008

Performance Deposit Agreement & Receipt

See page 12

- Created a deposit agreement & receipt to be signed

March 2008

Architectural Inspection for Performance Bond Refund

See page 11

- Added Inspection checklist so property owner can see what we look for before refunding performance bond. Therefore assuring they are ready before calling the architectural assistant for an inspection

No more sheds unless owner has existing house

- See shed procedures dated March 2008, added insert from CC&R's

November 2008

Address Signs - Board Decision May 2007

See page 2 item #9

- Board urges all TCHA homeowners to make sure their address sign is night visible and meet County requirements in case of fire or medical emergency.

JOURNAL OF REVISIONS (cont)

January 2009

Mandatory New Building Material Requirements

Wildland Urban Interface (WUI) Products p.14

- As of Nov 2008 there have been changes in allowable material to use for exterior wall siding & sheathing, exterior windows, under eaves & decking. To see the Cal Fire Wildland Urban Interface Products (WUI) requirements, please go to <http://osfm.fire.ca.gov/strucfireengineer/pdf/bml/wuiproducts.pdf>

May 2009

Architectural Fee Increase

See page 3

- As of May 1st 2009 the architectural fee for building a new home will be \$750.00

November 2009

Variance Requests

See pages 2 & 4

- As of November 2009 if a property owner is requesting any variances, they must present a written explanation for the variance with their design review application to the architectural assistant.

Jan 2010

Clarification on Architectural Fee Increases

See page 4

- Clarification of architectural fees

May 2010

Deletion of wording that suggests particular architects

July 2010

Revised tree cutting policy

See pages 22, 23, 24

- Revised tree cutting policy

Sept 2010

Color suggestions clarified

See page 14

- House paint colors clarified

Revise Inspection List

- Landscaping plans required for architectural committee & neighbor notification

February 2011, April 2012, July 2012 & February 2014

- **Editing Architectural Guidelines for Clarity**

Final edit approved by the TCHA Board: to be determined