



Timber Cove Homes Association

Timber Cove Design Review Process New Construction-Guidelines Adopted October 14, 2023

Preface

The Conditions, Covenants and Restrictions (CCRs) for Timber Cove Subdivision Unit Two control land use and new construction on all properties within our subdivision. The CCRs are legally binding on all property owners; they require formal written design approval by the Association before any home, or other man-made property improvement, can be constructed on lots under the jurisdiction of the Association.

This memorandum is intended to explain the required approval process and assist project applicants in completing the required steps successfully. **Board review and approval is required prior to commencing construction or installation of ANY man-made structure in Timber Cove.** However, the following guidance is primarily focused on the most substantial and challenging project: residential home construction.

This memo first calls your attention to the specific sections of the CCRs that set forth the primary design requirements. We will then offer some more digestible (hopefully) commentary, aimed at clarifying and summarizing the key design principles to facilitate successful navigation of the project design and approval process.

We then discuss the key steps of the approval process and identify the submittals required. We address specific issues affecting the approval and ensuing construction process.

Finally, we comment briefly on procedures for obtaining approval of smaller, less complex projects such as decks, hot-tubs, propane installations and landscaping.

The attachments in the Appendix provide more specific details about the review process, including required forms and supporting information required to apply for approval for construction design projects, along with fees and deposit requirements.

Overview: The Purposes and Key Provisions of the Design Approval Process as Set Forth in the CCRs.

Together with the Unit Two Subdivision Map, the CCRs were created and legally recorded with Sonoma County in 1965 by the original subdividers to ensure that the appearance and atmosphere of the uniquely beautiful natural environment of our subdivision were respected, preserved and protected. At the same time, the developers created a non-profit corporation, Timber Cove Homes Association, with a mandate to interpret and enforce the CCRs and to preserve the unspoiled natural appearance of our community for the benefit of all owners.

Every owner contemplating any kind of construction project on their lot needs to familiarize themselves carefully with the requirements of the CCRs before proceeding. Please understand that these provisions are legally binding. Any advice or ad hoc "information" you may have received from



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prior owners, realtors or others in the community that is inconsistent with the content of the CCRs is not valid.

Here are the most relevant CCR provisions:

Clause II sets forth the general purposes of the CCRs: “to maintain...the natural character of the land and to require that all man-made structures blend into the natural background rather than stand out against it.... proper utilization of the land such as Timber Cove is realized only through the enforcement of certain minimum standards of architectural compatibility.

Clause IV, paragraph 4, makes clear that “no outbuilding, garage, stable, shed, tent, trailer or temporary buildings or signs of any kind shall be erected, constructed, permitted or maintained on any lot or building site prior to the commencement of the erection of such dwelling house as is permitted hereby.”

Clause V addresses “Approval of Plans and Locations of Structures” in detail. See further explanatory commentary below.

Clause VI provides detailed requirements for Roofs, Exterior Walls, Fencing, Landscaping, Trees, Color, Lighting and Septic.

Clause VII, “Setbacks and Free Spaces of Buildings”, describes the definition of the allowed “building area” of any lot, which is the essential reference point for all construction. The definition is intended to promote separation, privacy and discreet, attractive distancing from roads and neighbors. **In addition to the primary residence, all outbuildings or other man-made improvements on the property, except for driveways and culverts, must also be located within the designated “building area” (sometimes referred to as the “building envelope”).** This fundamental requirement is essential but not easy to decipher. We have provided an illustration of how the dimensions apply below [Exhibit C] and we will be glad to assist with this criterion during design.

Commentary: the “philosophy” of the CCRs, and how the Board endeavors to apply the requirements fairly and pragmatically.

Although some specific CCR design requirements may seem petty, arbitrary or dated, viewed overall they reflect a valid, constructive purpose which has benefited our community for more than half a century: to respect, preserve and highlight the uniquely beautiful, unspoiled natural appearance of our redwood coastal neighborhood. The goal is to blend in homes and other manmade structures unobtrusively and harmoniously with the natural environment, to avoid structures that dominate or stand out ostentatiously, or assault the eye in any way. The purpose is to emphasize the trees, not the houses. Those concerns underlie rules about locating structures, configuration, materials of construction, favoring earth and forest-compatible colors, profiles and elevation, preservation of privacy and solitude, screening, landscaping and light pollution. The key factor linking all these concerns is



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ensuring low key, **unobtrusive visual impact** of all man-made structures: minimizing garish, distracting, disharmonious features visible from the roadways or neighboring lots.

There is no intention to dictate some singular aesthetic ideal or to impose a uniform style, it's about thoughtfully respecting the visual character of the local natural environment. A classic two story American Colonial style home sporting a white clapboard façade accented by big green shutters is widely admired as a traditional icon; but it would look out of place in the rolling coastal redwood forests of Timber Cove. That said, there remains plenty of opportunity for variety and creativity.

The CCRs make clear that design decisions must be managed as a case-by-case process which depends importantly on the specific physical characteristic of an individual lot. Current design approvals are not bound by prior decisions made on other lots. The CCRs do allow the Board a degree of flexibility, to soften requirements when the physical lot conditions require it, or where an alternative feature better meets the aesthetic purposes of the CCRs.

Here are a few examples of modified requirements: wooden shake roofing shingles were once allowed but are now banned for fire abatement purposes. Discrete use of solar power generation panels was not imagined in 1965 but we wish to accommodate them now so long as they don't become a visual notice. A strict requirement for 42" roof overhangs created 60 years ago may today seem extravagant, unnecessarily expensive, or aesthetically overreaching, especially on smaller structures, and its application can be adjusted accordingly.

As explained below, questions and concerns about the impact of specific CCR requirements can often be usefully clarified via the **"Conceptual Design"** option suggested below.

How the Design Approval Process Works

The following discussion primarily concerns design review and approval for proposed new construction or exterior alteration for residential dwellings. Review and approval of smaller, less-complicated projects such as decks, storage sheds or fences is simpler and is briefly addressed separately below.

The home design requirements in the CCRS are enforced through a formal design review and approval process supervised by the TCHA Board.

The Board annually appoints a **Design Review Committee**. The Design Review Committee receives and reviews inquiries and applications for construction design approvals. The Committee reviews documents, communicates with the property owner regarding questions or issues, handles requests for variances, and then reports to the full Board with their recommendations. **The key liaison for the Design Review Committee is the Office Manager who handles or redirects inquiries, provides basic information, receives applications and forwards comments or questions from the Committee to applicants.**

When the application process is complete, including the submission of all required forms, necessary supporting documentation, compliance with threshold conditions and payment of fees, the Committee



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sends a report to the full board which is reviewed, discussed and voted on at the next regular public TCHA Board meeting.

The Design Approval Process: Required Steps

Preliminary note: Formal written TCHA approval of a proposed construction project is a necessary early step in the process to obtain necessary legal approvals to construct a new home, but it is not the only requirement.

A key threshold requirement for both the Association and the County is conducting a professional septic study and obtaining a report to confirm that a septic system acceptable to the County can be installed on your lot. The study will identify the number of bedrooms your septic system can accommodate. A septic report approved by the County is therefore required before TCHA can approve any proposed home construction or expansion project.

To build a home in Sonoma County, you will need permit approvals by the County, including approval of septic system design as noted. You will also need to schedule a topographic survey and any other surveys required by the County. The County approval process is solely the homeowner's responsibility. However, you should be aware that **the County will not review or approve any proposed home construction project in Timber Cove unless and until the TCHA Board has reviewed and approved the design proposal in writing, as evidenced by its Stamp of Approval.**

Owners will also need to determine whether approvals are required by the California Coastal Commission.

Owners must acquire a water hook-up from the Timber Cove Community Water District
Solar Panels are required on all new construction. The Solar Panel form is required for both new construction and the addition to an existing home. See Exhibit I.

An inspection of the driveway, ditch, and culvert will occur prior to beginning of construction and after completion for compliance with width and location by an agent of the HOA (generally the contractor maintaining the roads). See Exhibit G

The TCHA Approval Process, specifics:

All owners must carefully review the CCRs to ensure their understanding and ability to comply with all applicable requirements. That requirement applies equally to retained project designers: any party you are relying on to help prepare the design, whether an architect, design-builder, contractor, or your brother-in-law, should also thoroughly familiarize themselves with the CCR requirements before commencing work.

Good Standing requirement: As an essential precondition to Design Review, any owner seeking approval of construction or installation of a dwelling or other man-made improvement on their property must confirm they are members in good standing with the Association. That means all dues,



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assessments or other Association charges have been fully paid, and that no notification of violation of the CCRs affecting their lot remains unresolved.

As mentioned earlier, an essential first design step is to identify the boundaries of the designated building area on the lot in accordance with the CCRs. An illustration of how to determine the area is provided in **Exhibit C** to this memorandum.

Optional Preliminary Informal Conceptual Review:

As an option, before submitting the formal application, you may request a preliminary "Conceptual Review". There is no charge for this review, and it can facilitate a successful application by clarifying requirements and getting initial comments about general design viability or potential problems, as well as alerting the Design Review Committee early to site conditions that might require a variance. The more information provided, the more useful this early preview can be. Recommended submittals for a Conceptual Review include:

A written description of the project.

A drawing showing the boundaries of the designated building area of the lot and the location of the project within that area. Photos may help if available.

Drawings or sketches of the intended dwelling or other structure, indicating dimensions, foundation, walls, windows, elevation and floor plan.

Any information regarding planned roofing, wall materials, screening and landscaping.

A screening agreement is optional and located in **Exhibit E**. If neighbors are unable to agree on the screening, the Board will weigh in on a resolution. If an agreement isn't reached, the Board will make the final decision.

We emphasize that this Conceptual Review is informal and non-binding only. It does not constitute any kind of pre- or partial approval of design. However, it can help avoid mistakes or surprises that could otherwise delay or prevent approval of the formal application. We recommend it.

Formal Application for Review and Approval:

The owner must submit to the Office Manager a formal application including required supporting information, using the **Design Review Application Form** attached to this memorandum as **Exhibit A**, together with the applicable **review processing fee** set forth on **Exhibit B** to this memorandum.

The Design Review Committee will review the Application and inform the applicant of any missing information or unfulfilled required conditions. The Committee may visit the lot to review site conditions and may confer with the owner about any design issues identified, along with potential solutions.



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Variances: occasionally an owner may seek a variance from the stated CCR requirements to address a site-specific problem, such as the need to extend the boundary of the designated building area to work around a physical obstacle such as an extreme or unstable slope, a large boulder, preservation of a precious grouping of mature redwoods, or energy saving technology, such as reflective roof top solar panels that might disturb neighbors, etc. **The Design Review Committee will evaluate the problem and proposed solution; it will contact affected neighbors to seek their input.** The Committee may suggest alternative solutions such as a limited reconfiguration of the proposed structure or attractive screening to mitigate adverse visual impacts. It is best to identify a needed variance early in the design process to ensure it can be resolved without delaying the project. All variances must be expressly approved by the full board in writing when they review the proposed project for approval. See **Exhibit H**.

Approval: When the Design Review Committee determines the project is consistent with applicable CCR requirements, they will submit a report to the full TCHA Board with their recommendations to be considered at the next regular public board meeting. Their report may identify conditions or pending items to be resolved before final approval is appropriate. The Board will vote to approve the proposed design as recommended, with any changes or conditions they may request, or may withhold approval if they find serious deficiencies or noncompliance issues in the proposed design which need to be rectified.

Duration of Project Approvals: A Board project approval is valid for a period of two years from the date it was issued. If construction has begun but cannot reasonably be completed within the two-year period, the owner may apply for a one-year extension at least two weeks before the original expiration date. If the original approval expires without renewal, or if no substantial construction activities have commenced, it will be necessary to reapply, and a new review fee will be required.

Performance Deposit for Construction: Upon formal Board approval, and resolution of any identified conditions or uncompleted items, before construction can begin the owner must submit evidence of compliance with all County permitting requirements and must pay to TCHA the **Performance Deposit**, as specified on the form attached as **Exhibit D** to this memorandum. The performance deposit (which has also erroneously been termed a performance bond) functions like a security deposit for rental property. It is used, if necessary, to help fund remedial measures in case the construction project causes damage to roads, utilities or neighboring property. It does not constitute a limit of owner liability; it is simply a retainer to expedite repairs if required. Happily, in most cases, the deposit is not needed and the full amount, plus interest, can be returned. The balance of the Performance Deposit will be returned upon receipt of the Architectural Inspection for Performance Deposit Refund Form. An onsite inspection will confirm that all temporary sheds, trailers or storage units have been removed. See **Exhibit F**.

Limited use of temporary outbuildings or trailers for storage and shelter from inclement weather during construction:

The CCRs allow use of sheds or trailers during construction, but only under strict limitations. The appearance and location of such units must be submitted and pre-approved by the Design Review Committee of the Board **before they are installed**. **These units may not be installed on a lot until**



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construction activities have actually commenced—it is not permissible to set up a shed more than a week before construction begins in earnest. No trailers on the west side of Highway 1 are permitted.

Review and Approval of smaller, simpler residential projects:

This includes painting, roof, siding, and decks must be approved by the HOA. See Exhibits J and K.

Review and Approval of smaller, simpler non-residential construction projects:

As noted earlier, all man-made improvements constructed or installed in Timber Cove must be pre-approved in writing by the TCHA Board. The good news is that smaller projects, such as decks, fencing, patios, gazebos, storage sheds, propane tank installations are easier and cheaper to review and approve than major projects like dwellings. If you are contemplating such a project, we urge you to contact the Design Review Committee early, to describe your project; they can then determine what information they require. The limited, informal input suggested for a “Conceptual Review” described above may be sufficient. The fees are modest and are set forth in **Exhibit B**, attached.

Tree Removal and Landscaping Plans

Under the CCRs, advance Board approval is required before any mature tree can be removed. Redwoods are highly valued and protected and shall not be removed unless they pose a serious hazard that can't be controlled by pruning or limbing the tree. If you need to remove trees, submit a tree cutting request. There is an online form (timbercovehomes.org) under the Governing and Business Documents page. You will need to provide a description of the necessity with pertinent photos and a Board member will contact you to arrange a site inspection. You may also contact the Office Manager for a hard copy tree cutting form. The process is simple and efficient. Permission to remove dead or dying trees for fire abatement is routinely granted. You should be aware that in addition to approval by the Association, Sonoma County may impose costly tree removal permit requirements with penalties if ignored. The Association has been working with the County to obtain delegated authority for the Association to oversee tree removals, without requiring a County permit. The details will be added to the Local Coastal Plan (LCP). We hope to confirm implementation of that arrangement soon.

Conclusion

The Architectural Design Approval process in Timber Cove has long been a complicated, burdensome and expensive process, especially at the County level. We hope this guidance memo and the supporting materials will de-mystify and clarify the portion of the process under TCHA jurisdiction and help reduce stress and confusion as you launch projects that matter a great deal to you.



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APPENDIX

Exhibit A - Design Application and Submittal Requirements

Exhibit B - Schedule of Applicable Fees

Exhibit C - Illustration of Layout of Designated Building Area

Exhibit D - Performance Deposit Agreement

Exhibit E – Screening Agreement

Exhibit F – Architectural Inspection for Performance Deposit Refund

Exhibit G – Driveway Inspection Form

Exhibit H – Variance Request Form

Exhibit I – Solar Panels Form

Exhibit J – Painting Form

Exhibit K – Roof, Siding, Deck Form

Exhibit A

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. Lot corners must be flagged or staked. The 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 neighbor notification are sent. County requirements- Address signs must be posted. The address sign must meet fire code and County requirements: night visible, reflective, green, numbers at least 4 inches high and visible from both directions. 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 the 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



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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

_____ Variances

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



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- _____ 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

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.

COMPLETED SCREENING AGREEMENT IS OPTIONAL

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



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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



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____ **Exterior lighting plan and fixture schedule**

*Does not apply to carports

REQUIRED SUBMITTAL CHECKLIST

*** 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.

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 for 30 days after neighbor notifications go out.

____ **Optional Screening Agreement:** Show screening of structure from neighbors



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____ Utility Pole Locations

* Does not apply to carports

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



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final report is received from TCHA Architect). I also understand that final approval cannot be obtained until the \$5,000.00 Performance Bond is paid and a water hook-up is acquired. (continued on next page)

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 the THCA Office Manager at (707) 847-3062.



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Exhibit B

DESIGN REVIEW FEE SCHEDULE

Standard New Home construction - \$750.00

Garage/Addition - \$500.00

Solar Panels - \$250.00

Shed (120 sq ft or less) - \$200.00

Shed (over 120 sq ft) Gazebo or Carport - \$400.00

Driveway inspection; ditch, drainage, culvert inspection - \$100.00 (by agent of the HOA – generally the roads maintenance contractor)

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, siding, or deck (in kind) - **No Fee**

Any construction that does not change home's shape/form - **No Fee**

Reviewing Architect hourly - ½ hour minimum - \$125.00

Architectural Assistant hourly- ½ hour minimum - \$40.00

Other - **Fee to be determined.**



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Exhibit C

Timber Cove Architectural Requirements

Examples for determining site's "Buildable Area" [Building area] as defined in the C.C. & R's, Clause VII.

Buildable area is the area where ALL site structures must be within. This includes, but not limited to, residence[s], sheds, garages, car parking, propane tank enclosures, fencing, etc.

Refer to property [lot] diagrams:

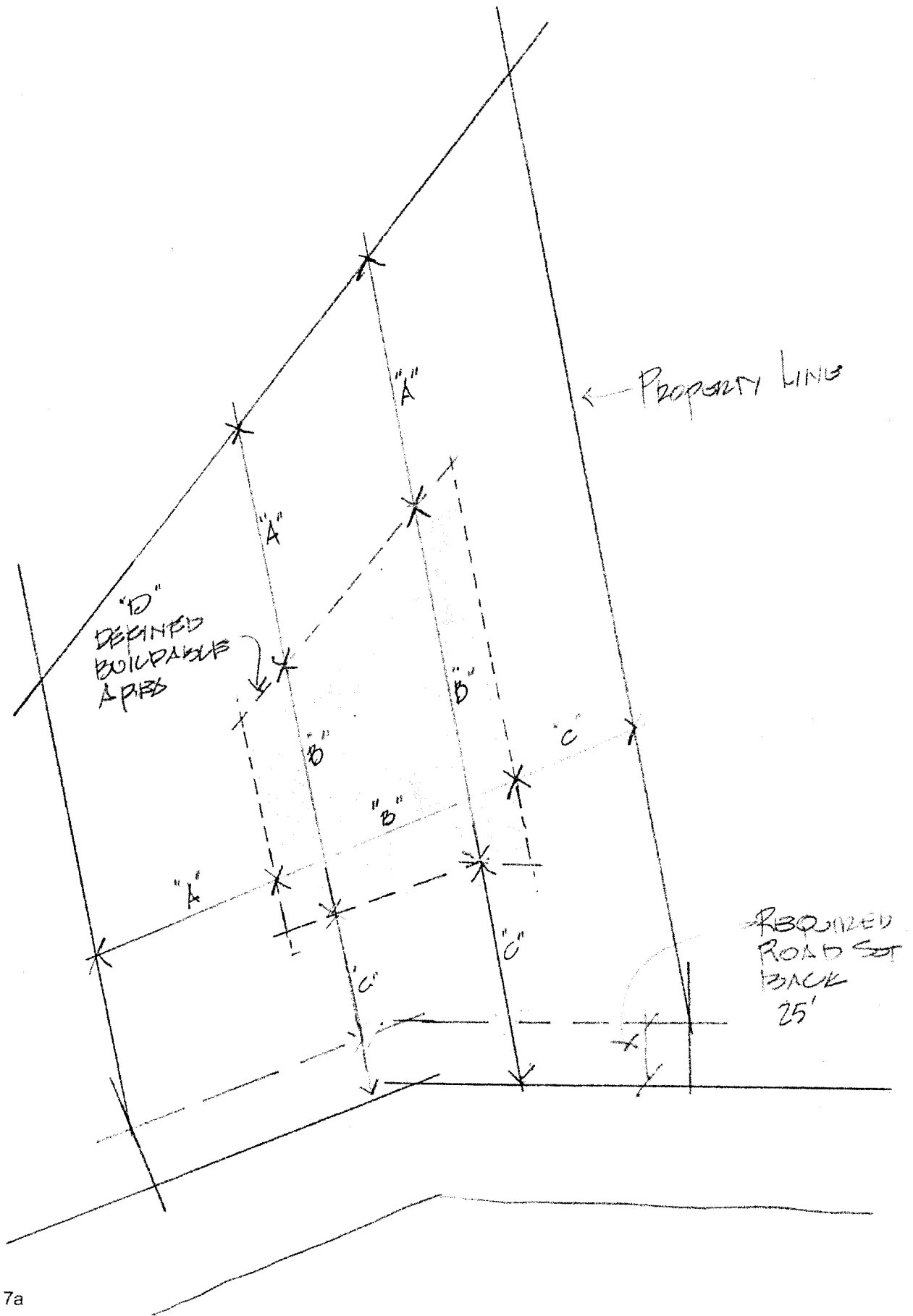
1. "A" + "C" dimensions must be at least 55% of "B" regardless of where the line is drawn through the Buildable area.
2. "B" dimension cannot exceed 45% of total width or length. This applies if any line drawn through Buildable area "D"
3. At no point can "A" or "C" dimension be closer than 15 feet to any property line

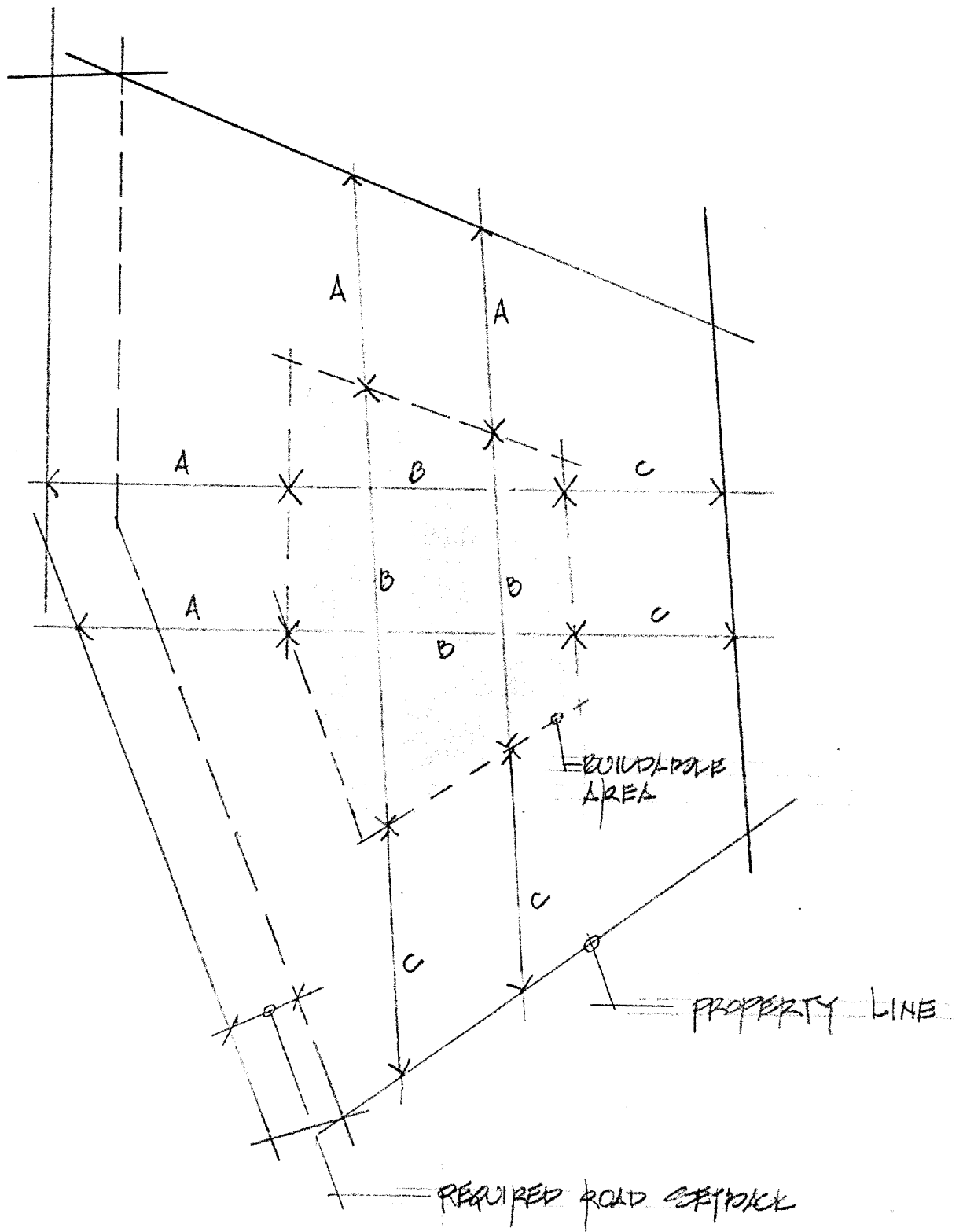
Notes:

As a reference, the Buildable 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 site but must adhere to all required setback requirements.

Review property title and all sections of the C.C. & Rs for additional property restrictions and requirements

Check with Sonoma County PRMD for any additional requirements.







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Exhibit D

Performance Deposit:

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 deposit 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 \$5,000.00

Architectural Performance Bond w/variance - \$5,000.00

Architectural Performance Bond w/variance & condition - \$10,000.00

Shed, Gazebo, Carport, Garage, Home Addition - \$3,000.00

The form is on page 17 below.



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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.

Form continued on next page



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

Signature of Depositor	Date	Check Number/Transfer Date
------------------------	------	----------------------------

Name(s) of Owner	Address of Owner(s)
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Names(s) Of Association Representative(s) and Title(s)	Date
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Exhibit E

SCREENING AGREEMENT (Optional)

PROJECT ADDRESS: _____ AP#: _____

OWNER: _____ PHONE: _____

PROJECT DESCRIPTION:

SCREENING AGREEMENT AS FOLLOWS:

SIGNED: _____ DATE _____

(Project Property Owner)

SIGNED: _____ DATE _____

(Neighbor)

NEIGHBOR ADDRESS _____

Please meet with the affected property owner(s) to reach a mutually agreed upon screening plan (see page 5). Fill out this form completely and return it to the Timber Cove Homes Association Office. You may add an additional page if needed.



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Exhibit F

Architectural Inspection for Performance Deposit Refund

Date: _____ Project _____

Property Owners: _____

Address _____ AP# _____

Item	Condition of Satisfaction	Check if ok or remark
Signed by Board Member or Agent after Walk Through:		
Chimney Flue	Shrouded	
Paints & Stains	As specified	
Electrical Meter	Screened	
Solar Panel	As specified	
Lighting	Source Screened	
Overhangs	3'6" unless variance	
Property	Planted Screening (Complete Screening Agreement if needed)	
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	



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Walls	Breaks (2 breaks in each side of at least 12")	
Windows	No exposed Aluminum unless bronze or black.	
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 _____		



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Exhibit G

Driveway Inspection Form – Initial

PROJECT ADDRESS: _____ AP#: _____

OWNER: _____ PHONE: _____

Pictures will be taken by TCHA Agent

() Picture taken/on file. Date picture taken _____

COMMENTS

SIGNED: _____ DATE _____

(Project Property Owner)

INSPECTED BY:

SIGNED: _____ DATE _____

TCHA Agent

FEES PAID: _____ DATE _____

See exhibit B for fee schedule.

Final inspection signoff is located on the Architectural Inspection for Performance Deposit Refund.



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Exhibit H

Variance Request

Project Address: _____ **APN:** _____

Owner: _____ **Phone:** _____

Why do you need a variance? Please include a reason, and complete description with measurements, location, color, etc. as applicable to the request.

SIGNED (Property Owner): _____ **DATE** _____

If you require a variance, fill out this form completely and return it to the TCHA Office

You may add an additional page if needed.



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Exhibit I

Solar Panels

HOMEOWNER's INFORMATION (Please print)

Name: _____

Today's date: _____

Property Address: _____

APN ____/____/____

Phone number: _____ Email address: _____

PROJECT INFORMATION:

Project description: (If more pages are ATTACHED, **Check** or **Mark** here: _____)

Contractor(s) involved: _____

Permit: **YES** or **NO** (Circle your answer)

Contractor(s) addresses / contact information including email, contact name, and phone number:

_____ I have researched this contractor and am confident that they are qualified and are licensed to install solar panels.



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_____ I have contacted the local government authority and have received information as to the permit required for my installation and the relevant ordinances that apply in my situation. These are:

_____.

_____ I am aware that the state has the following solar access requirements for all homeowners looking to install solar systems on their property, regardless of HOA bylaws. Civil code sections 801 & 801.5

_____ I understand that written approval from this association is required before the exterior installation of any Solar Power Devices can begin

HOMEOWNER's REQUEST & ACKNOWLEDGEMENT

I request the information submitted here be reviewed by the Timber Cove Homes Association for approval of the work described here with any attached documentation. By my signature below, I acknowledge and attest I am the Homeowner of Record for the property named above, and I attest the information is true, correct, and complete.

Homeowner Signature

Date Signed

FOR OFFICE USE ONLY

1. HOA approval was granted on _____ by _____

2. Check one: Conditions of approval: _____ WERE imposed on the project and are attached to this form. _____ WERE NOT imposed on the project



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Exhibit J

Painting Request (Home)

THIS FORM MUST BE FILLED OUT ENTIRELY and approved in writing by the Architectural Committee PRIOR TO painting anything on the house. If you paint prior to approval, and the color does not meet the standards as determined by the Architectural Committee, you will be required to repaint. Failure to repaint will result in a CCR violation notice. *****A PAINT SWATCH OR COLOR SAMPLE OF EACH COLOR MUST BE SUBMITTED WITH THIS APPLICATION OR IT WILL BE DEEMED INCOMPLETE.***

Requestor Information:

1. Owner(s)

2. Timber Cove Address

3. Phone: (Home) _____ Office _____ Cell _____

4. Email Address(s)

Body Color _____ Trim _____

Front Door _____ Existing Roof Color _____

Please allow sufficient time for the Architectural Committee to review your request to ensure all necessary information is received- applications can take up to 14 days for review. After review, you will receive a response in writing regarding your application. Our goal is to email out all responses no later than 7 days after the Architectural Committee review. Please consider this time frame when planning your work. DO NOT START WORK BEFORE YOUR REQUEST IS APPROVED. If your request is not approved, you will receive a letter stating the reason(s) why, with recommendations to gain approval. You may appeal any disapproval to the Board of Directors within 30 days of the date of disapproval. In this case, please forward copies of the original request form and the letter of disapproval, plus a letter explaining your position, to the Office Manager at timbercovehomes@gmail.com.



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I have read and agree to the terms and conditions of this form. I understand the Architectural Committee will advise me in writing of their approval or disapproval, and that approval is valid for a six-month period following the last approval date below. I AGREE NOT TO START WORK ON MY PROPERTY UNTIL I AM NOTIFIED THAT THE ARCHITECTURAL COMMITTEE HAS APPROVED THIS REQUEST IN WRITING. Any work not started or completed within ninety (90) days of this request will need to be resubmitted for approval.

Property owner signature_____ Date_____

FOR OFFICE USE ONLY

1. HOA approval was granted on _____
2. Check one: Conditions of approval: _____ WERE imposed on the project and are attached to this form. _____ WERE NOT imposed on the project



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Exhibit K

Request for Roof/Siding/Deck Form

Requestor Information

Owner(s): _____

Timber Cove Address: _____

Phone: _____ Office: _____ Cell: _____

Type of structure (s) to be built: (in accordance with the CCRs)

___ Roof

___ Siding

___ Deck

___ other (please specify) _____

DESCRIPTION OF STRUCTURE OR CONSTRUCTION, INCLUDING MATERIAL TO BE USED; DIMENSIONS;
LOCATION; ETC.

Date construction is scheduled to begin _____

Please attach a copy of plans (if applicable) that will be submitted for approval through Sonoma County Permit & Resource. Please indicate on the plot sketch below the location of house and driveway

Please allow sufficient time for the Architectural Committee to review your request to ensure all necessary information is received- applications can take up to 14 days for review. After review, you will receive a response in writing regarding your application. Our goal is to email out all responses no later than 7 days after the Architectural Committee review. Please consider this time frame when planning your work. DO NOT START WORK BEFORE YOUR REQUEST IS APPROVED. If your request is not approved, you will receive a letter stating the reason(s) why, with recommendations to gain approval. You may appeal any disapproval to the Board of Directors within 30 days of the date of disapproval. In this case,



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please forward copies of the original request form and the letter of disapproval, plus a letter explaining your position, to the Office Manager at timbercovehomes@gmail.com.

I have read and agree to the terms and conditions of this form. I understand the Architectural Committee will advise me in writing of their approval or disapproval, and that approval is valid for a six-month period following the last approval date below. I AGREE NOT TO START WORK ON MY PROPERTY UNTIL I AM NOTIFIED THAT THE ARCHITECTURAL COMMITTEE HAS APPROVED THIS REQUEST IN WRITING. Any work not started or completed within ninety (90) days of this request will need to be resubmitted for approval.

Property owner signature _____ Date _____

FOR OFFICE USE ONLY

1. HOA approval was granted on _____ by: _____
2. Check one: Conditions of approval: _____ WERE imposed on the project and are attached to this form. _____ WERE NOT imposed on the project.