

Timber Ridge Property Owners Association New Construction Project Packet

Building a home in Timber Ridge can be a very rewarding experience. To ensure that your project approval process goes as smooth as possible, this packet has been created as a road map to a successful experience working with the **Design Review Board**.

This packet includes the following:

- DRB Request Procedure *(this is a timeline of the process used in approving a project)*
- New Construction Request Form
- Checklist for New Construction Approval *(used at the New Construction Approval Meeting and **does not have to be submitted** as part of the project request)*
- Sections of the Protective Covenants pertaining to a New Construction Project

DRB comments on specific sections:

- **Article VII, Section 5, Design Submittal:** Plans will not be considered unless ALL of the specifications are met in this section.
- **Article VII, Section 6, Approval of Plans:** The aesthetic appearance of the dwelling (curb appeal) is a very important component of your project. This section allows the DRB to scrutinize this and gives them the authority of not approving a project based on exterior appearance.
- **Article VII, Section 7, Approval of Site and Location:** The lot lines must be identified and the location of the dwelling must be staked on the property prior to scheduling a Site Visit.
- **Article VII, Sections 10 & 11:** In light of these restrictions, ***it's highly recommended*** that you contact the DRB Chairperson to schedule a Project Planning Meeting, prior to submitting a New Construction Request, to eliminate the possibility of certain criteria not being met.

Thank you for choosing to purchase a property in Timber Ridge to locate your new home. If you have any questions in regard to the information in this packet, contact Curt Christensen:

- Cell Phone Number: **(608) 632-2492**
- Email Address: **curtolaf@me.com**

Timber Ridge Property Owners Association
Procedure and Timeline for New Construction and Site Alterations

1. Find the appropriate form found on the TRPOA website.
2. Complete the form. Provide a list of building materials with descriptions and make available all building supply samples. Secure the State and County building permits when required.
3. Pay the application fee (when needed).

Give the above documentation to a **Design Review Board** member or drop it off or mail it to:

Curt Christensen
10138 Woodland Court
Minocqua, WI 54548-8409

The **DRB** Chair will do the following:

4. Verify through the treasurer that all dues on the property(s) are paid in full. *(one day)*
5. Schedule a DRB meeting and site visit, once steps one through four have been completed, to determine whether or not the project plans are approved. *(up to three days)*
6. Provide a written response notifying you of the DRB's decision for your project (including what needs to be done if the project is denied). *(up to two days)*
7. Issue a building permit (when needed).

The Design Review Board Appreciates Your Cooperation

**Timber Ridge Property Owners Association
New Construction Request Form**

Use this form if you are planning a construction project on a vacant lot. Specifications for this type of project can be found in the Covenants in **Article VII and Article VIII** beginning with **Section 5** on page 11. ***Your association fees must be paid in full before this project can be considered by the Design Review Board.***

Lot Number(s): _____

Property Owner Name: _____

TR Address (if known): _____

Best Telephone Number(s): _____

Email Address: _____

General Contractor: _____

Telephone Number: _____

This form, along with these items, need to be submitted to the Design Review Board for consideration of your project:

- A site plan that includes the location (*including setbacks*) of the house and driveway on the property.
- A general landscaping plan. This may be incorporated in the site plan.
- A PDF file containing the building plans which include floor plan(s) and elevation drawings (*Bring a hard copy of the plans to the New Construction Meeting*).
- A set of building material specifications, color specifications and samples of the exterior materials (*Bring to the New Construction Meeting*).
- A copy of the Sanitary Permit, the Oneida County Building Permit and the State of Wisconsin Building Permit.
- A processing fee payment of \$150.00 to the TRPOA.

Date: _____

Property Owner Signature: _____

All items listed above must be submitted in advance of a New Construction Meeting and a Site Visit with the Design Review Board.

The DRB Chair will contact you to schedule the meetings. NO work may begin until this document has been signed and a TRPOA building permit has been issued.

Design Review Board Signatures of Approval:

Date: _____

Chairperson: _____

Committee Member: _____

All Items on this form must be checked off before a TRPOA building permit can be issued.

ARTICLE VII

DESIGN REVIEW BOARD

Section 1. Design Review Board. A Design Review Board (DRB) shall be established by the Association Board of Directors. The Board of Directors shall be responsible for monitoring the design review activities of the DRB. As a minimum, the DRB shall be comprised three members. The Board of Directors shall adjust the membership of the DRB as required to assure prompt service is provided the Owners. Members of the DRB must reside within a one hour drive of Timber Ridge and must be a Lot or Living Unit Owner.

Section 2. Function of DRB. It shall be the duty of the DRB to receive, consider and act upon all proposals, plans, specifications, complaints, requests for determination, or other matters submitted pursuant to the requirements herein, and to carry out all other duties imposed herein. No Structure shall be commenced, erected, placed, modified or maintained or permitted to remain on any Lot until plans and specification in such form and detail as the DRB may deem necessary shall be submitted and approved in writing by the DRB. The DRB shall have the power to retain consultants to assist in discharging its duties in the review of siting, plans and specification of structures or modifications to structures submitted for approval. The DRB shall have the right to charge a reasonable fee to defray its cost of reviewing such plans and specifications. The decision of the DRB will be based on the approval of at least two members and shall be final, conclusive and binding upon the applicant.

Section 3. Address and Notification. The DRB shall establish a mailing address and telephone numbers of DRB members. The DRB shall disseminate this information along with the names, addresses and telephone numbers of the DRB membership to the Association membership and others who may have an interest, such as builders, contractors, realtors and governmental agencies and advertise on the TRPOA, Inc. website as well.

Section 4. Design Review Procedure. Generally, the flow of requests for Design Review to the DRB will follow the following path: From Lot or Living Unit Owner or their agent to the DRB, review by DRB and, at the option of DRB, forward to a consultant for review and recommendations, return to DRB for review and approval or denial and return to Owner or his agent. The DRB shall be free to adopt a review flow procedure which will most expeditiously fulfill Design Review criteria.

Section 5. Design Submittal. All plans for new construction or alterations must be submitted and approved prior to the time construction begins. The review and approval of these plans is the responsibility of the DRB, which requires the submittal of one PDF file of the building plans, emailed to the DRB Chairperson (arrangements will be made if this is not possible). Also, one paper copy must be provided at the Project Review Meeting. The Living Unit plans shall be at a scale of one-quarter inch equals one foot ($1/4" = 1'$) and include floor plans as well as elevation drawings of all exterior sides. A complete description of all exterior surfaces specifying material, texture and color shall be indicated on the drawings. Fences, screens and walls must also be depicted on the drawings and described in detail. A recap of the total number of square feet of interior heated floor space shall also be shown. Samples of exterior materials, including colors, shall be submitted with these plans. Also required is a detailed site plan at a scale of at least one inch equals twenty feet ($1" = 20'$). This site plan shall show the position of all proposed structures, including the residence, walls, fences, etc. It shall also show the location of easements, the

proposed location of driveway and parking areas and the finished floor elevation of the house. The siting of the house shall be done only after consideration has been given to the setbacks on the Lot as established by Oneida County. Failure to submit any of the above information will result in a disapproval.

Section 6. Approval of Plans and Specification by the DRB. No building, fence or other structure shall be erected, constructed, placed or altered on any Lot until the proposed building plans, specifications, engineering drawings, exterior color or finish, plot plan (showing the proposed location of such building or structure, drives and parking areas) and construction schedule shall have been approved in writing by the DRB. A refusal to approve plans, location or specifications may be based by the DRB upon any grounds, including purely aesthetic conditions, which in the sole and uncontrolled discretion of the DRB shall seem sufficient. No alterations in the exterior appearance of any building or structure shall be made without like approval from the DRB.

Section 7. Approval of Site and Location by the DRB. Since the establishment of standard, inflexible setback lines for the location of Living Units tends to force construction of Living Units both directly behind and directly to the side of other Living Units, with resulting detrimental effects on privacy, view, preservation of trees, etc., no specific setback lines are established by these covenants. The location of Living Units shall be varied where practical and appropriate so that the maximum view will be available to each Living Unit. Each Living Unit will be located with regard to the topography of the individual Lot and to maximize the preservation of trees. Giving consideration for the setback established by Oneida County, the DRB shall have the right to control absolutely and solely the precise site and location of any Living Unit or other structure upon all Lots. Provided, however, that such location shall be determined only after reasonable opportunity is afforded the Owner to recommend a specific site.

Section 8. Statement of Policy and Effect of DRB Approvals. Approval of any plans or specifications shall not be deemed a waiver of the DRB's right, in its discretion, to disapprove similar plans or specifications or any of the features or elements included therein if such similar plans, specifications, features or elements are subsequently submitted for use on any Structure other than the one for which the original approval was given. Approval of plans and specifications relating to a specific Structure, however, shall be final as to that Structure and such approval may not be revoked or rescinded thereafter unless (a) the Structure or use shown or described on or in such plans and specification violates any specific prohibition contained in any covenants and/or restrictions recorded against the Lot or Living Unit in question and/or (b) the plans and specifications, as approved, and any condition attached to any such approval, have not been adhered to and complied with in regard to all Structures on, and uses of, the Lot or Living Unit in question.

Section 9. Fees. The DRB may charge and collect a reasonable fee for the examination of any plans and specifications submitted for approval pursuant to this ARTICLE VII, payable at the time such plans and specifications are submitted. To avoid additional or duplicate fees, assure your submittal contains all information required.

Section 10. Approval of Plans. The DRB, in its sole discretion, based on standards promulgated by it, shall have the right to disapprove any plans and specifications submitted hereunder because of any of the following:

- (a) the failure of such plans and specifications to comply with any covenants and/or restrictions recorded upon the Properties.
- (b) failure to include information in such plans and specifications as may have been reasonably requested.
- (c) objection to the exterior design, appearance or materials of any proposed Structure.
- (d) incompatibility of any proposed Structure or use with existing Structures or uses upon other Lots in the vicinity.
- (e) objection to the grading, lighting or landscaping plans for any Lot or Structure.
- (f) objection to the color scheme, finish, proportions, type of architecture, height, bulk, or appropriateness of any proposed Structure.
- (g) objections to parking area proposed for any Lot on the grounds of (i) incompatibility to proposed uses and Structures on such Lot or (ii) the insufficiency of the size of parking areas in relation to the proposed use of the Lot or Structure.
- (h) any other matter which, in the judgment of the DRB, would render a proposed Structure, Structures or uses inharmonious with the general plan of improvement of the Properties or with Structures or use located upon other Lots in the vicinity.

Section 11. Reason for Disapproval. In any case where the DRB shall disapprove any plans and specifications submitted hereunder, or shall approve the same only as modified or upon specified conditions, such disapproval or qualified approval shall be accompanied by a statement of the grounds upon which such action was based. In any such case the DRB shall, if requested, make reasonable efforts to assist and advise the applicant in order that an acceptable proposal can be prepared and submitted for approval.

ARTICLE VIII

ARCHITECTURAL CRITERIA

The criteria as outlined below reflect the exterior architectural elements which shall be considered in the design and siting of a Living Unit or Structure. The DRB uses these criteria in the Design Review process.

Section 1. Size of The Living Unit. One story homes (single family dwellings) shall have a minimum enclosed living area of at least 1400 square feet. Bi-level and tri-level homes (single family dwellings) shall have a minimum enclosed living area of at least 1400 square feet. This does not include any living space below grade. Single story, multi-family dwellings (condominiums) shall have a minimum enclosed living area of at least 1200 square feet per unit. Multi-story homes and multi-story condominiums shall have a minimum enclosed main floor living area of at least 1000 square feet. Minimum living area is defined as those areas, excluding the basement, garages, patios and breezeways that are heated.

Minimum size requirements have been specified for the protection of all property owners. Size, however, is not considered an all-important criteria. The exterior appearance of the home and its siting on the lot are considered more important than size alone, after minimums are achieved. Stated another way, a smaller home nicely done can be more attractive from a community viewpoint than a large home which has not received the same degree of care in its design and placement.

Section 2. Styling. The most important criteria for the house exterior is that it be harmonious with the surrounding environment. To accomplish this, consideration shall be given to the existing natural elements as well as the design of neighboring homes. All residences in the Subdivision shall be constructed to meet the standards set forth in the Wisconsin Uniform Dwelling Code for single family dwellings, or such other code which may, in the future, be applicable to site-built single family dwelling construction. No HUD code/manufactured homes shall be permitted. (Manufactured homes are defined as those homes that must comply with the Federal Construction safety Standards Act (HUD/CODE), which requires homes to be constructed on a non-removable steel chassis (which contains HUD tags and a HUD data plate). All residences must have a minimum eight foot (8') exterior wall height for the majority of the residence. All residences must have a minimum four foot (4') frost wall.

Section 3. Exterior Materials and Colors. The choice of exterior material and color is extremely important - the use of natural colors and textures is required. Examples of acceptable exterior materials are rough sawn woods, brick, aluminum or vinyl (or equivalent plastic material) in earth tone ranges and certain types of earth toned stucco. Earth tone colors in the brown, gray and green ranges are required. Care should be taken to avoid the use of an excessive number of different colors and materials (giving a cluttered feeling) and material or colors with the high reflective characteristics.

Many settings at Timber Ridge lend themselves to the extensive use of glass in the form of large windows, sliding glass doors, etc. This is considered quite appropriate and permits the outside to become an integral part of the home. On some homes, shutters may also be quite appropriate. They should be sized to match window openings and be mounted so as to give a functional appearance. Wooden, vinyl or metal frame vertical windows, with or without vinyl or other plastic coatings, are considered most desirable, and their use should be given strong consideration in planning.

Section 4. Roofscapes. One of the most visible elements of any home is the roof. Its ultimate appearance in relation to the structure should be carefully considered. This includes the shape of the roof in relation to the architectural design as well as color and texture of the roofing materials. Primary roofs shall have a minimum 5/12 pitch; flat roofs are not allowed. Mechanical equipment, vents, vent covers, etc. will be considered an integral part of the design and should be treated as such and concealed when feasible. Heavy weight shingles are preferred as a roofing material, but the committee will approve other materials - metal, if texture and color are satisfactory. Asphalt roofing shingles must have a minimum 25-year warranty. Roof overhangs must be at least ten (10) feet inside of the property line or an intruding easement line. All homes must have a primary roof with a minimum 5/12 roof pitch.

Section 5. Garages. An attached garage is required and must be designed as an integral part of the house. Garage doors must be of the overhead type and made of wood or wood grained finish. Where more than a one-car garage is planned, separate doors are desirable for a better overall appearance and to give minimum exposure of interior contents when a door is open.

Section 6. Driveways. A finished driveway should be carefully located for practicality as well as overall esthetic appearance and when driveway lengths are unusually long, gentle curves will also enhance the overall appearance.

Section 7. Fences, Screens, Sheds, Dog Kennels, Swing Sets, Alternative Energy Sources.

Three types of purpose built fencing may be constructed on a property:

- (a) Perimeter Fence: Cedar, split rail fencing shall be allowed on individual home sites with prior approval from the Design Review Board. Acceptable fencing shall be consistent to the fencing used on the Timber Ridge Golf Course and shall be stained to match the dwelling. Fencing shall only be allowed on side lot lines of fairway lots, not encroaching on the golf course easement. Fencing shall also be allowed on the public roadway side of the lot, but not located in the road right of way. No fencing shall be allowed on the golf course side of fairway lots unless approved by the golf course.
- (b) Screening Fence: Fencing may be used to screen air conditioning equipment, utility and garbage areas or patios and swimming pools. Fencing of this type must be submitted to the Design Review Board for approval prior to installation. The association encourages the use of rough-hewn woods, masonry or natural plantings as fencing and screening materials. No chain link, chicken wire or similar materials may be used.
- (c) Enclosure Fence: A fence may be constructed around a garden area (no larger than 400 square feet) to protect it from being destroyed by wildlife. The fence can be no higher than eight feet. Posts and gates must be constructed of wood and stained to match the dwelling. The fencing material must be a nonmetallic mesh that is dark in color and hard to see from a distance. Whenever possible, the garden area should be located in the rear of the lot, out of sight from the roadway and if necessary, screened from other lots with natural plantings. Fencing of this type must be submitted to the Design Review Board for approval prior to installation.

As with all elements of landscaping design, fencing should enhance, rather than detract from the overall appearance of the property.

Sheds. The addition of a rectangular shaped shed on a property is possible if the shed is used for storage purposes only and will not be habitable. If a shed is desired, its plans must be submitted to the Design Review Board for approval prior to its construction. The rules for materials and finishes that apply to the Living Unit are applicable to sheds and these specifications must also be met:

- The shed's area cannot exceed 150 square feet.
- The shed's total height cannot exceed 10 feet.

Placement of a shed must be approved by the DRB and in general should be behind a home (with the exception of corner lots) and concealed with natural planting materials from adjacent dwellings and golf course fairways.

Dog Kennels. If a dog kennel is desired, its plans must be submitted to the DRB for approval prior to its erection. Placement of a dog kennel must be approved by the DRB and in general will be behind a home (with the exception of corner lots) and concealed with natural planting materials from adjacent dwellings and golf course fairways.

Children's Swing Sets. If a swing set is desired, its plans must be submitted to the DRB for approval prior to its erection. Placement of a swing set must be approved by the DRB and in general will be behind a home (with the exception of corner lots) and concealed with natural planting materials from adjacent dwellings and golf course fairways.

Alternative Energy Sources. If the addition of an alternative energy source to the dwelling or lot is desired, the plans must be submitted to the DRB for approval prior to its erection. Placement of alternative energy sources must be approved by the DRB and in general will be behind a home (with the exception of corner lots) are concealed with natural planting materials from adjacent dwellings and golf course fairways.

Section 8. Landscaping. Proper landscaping adds the finishing touch to your home. We recommend that you obtain a professional landscape architect's advice and have a master planting plan prepared. This will serve as a guideline for initial as well as subsequent landscaping. Site planning and clearing should be accomplished, insofar as is feasible, in a manner which respects and preserves the existing natural trees, vegetation and land contours.

- (a) The number of different plant materials introduced to the site should be kept to a minimum. They should be located in large groupings to avoid a spotty effect. We encourage the use of native plant materials whenever possible and suggest the exotic horticultural varieties be limited to courtyards and other secluded areas.
- (b) Such features as rocks, statues and chain link or wire fencing which are not harmonious with the natural setting will not be permitted. Grounds lighting fixtures should be carefully selected for compatibility. Such lighting should be subdued so as not to be objectionable to adjacent property owners. Landscaping shall be completed within twelve months after occupancy of the living unit.

Section 9. Aerials and Satellite Dishes. A radio, television or other aerial, antenna, tower, transmitting or receiving aerial, or support thereof, and satellite dish, may be erected, installed, placed or maintained upon any lot or Structure provided that prior to the installation or erection of such an aerial, antenna, tower or satellite dish, the Owner of the Lot obtains written approval from the DRB as to the location of the aerial, antenna, tower or satellite dish. In no case shall an aerial, antenna, tower or satellite dish be erected, installed or placed on a Lot or Structure that would be objectionably visible from any golf course fairway or green. The DRB shall make the determination as to whether the aerial, antenna, tower or satellite dish is objectionably visible.