

# Timbercreek Homeowners Association

## Architectural Review Board

### **Requirements for Demolition, Renovation and Major Construction**

The Covenants and Restrictions of Timbercreek shall govern all modifications to properties including additions, renovations and demolition with new construction. In addition, these requirements also apply:

1. **Demolition:** An approval from the Architectural Review Board (ARB) is required prior to any demolition work on site. This includes demolition of pools, patios, driveways and/or complete structures. An ARB approval will not be given, and the demolition cannot begin until a complete plan for the renovation or new structure is submitted by the property owner and approved by the ARB.
  
2. **Architectural Review Board Approval:** Architectural Review Board approval of a demolition, renovation and/or major construction plan is necessary prior to the commencement of any exterior work. A complete application, along with the signed affidavit from the bottom of the following page, is required to be submitted to the ARB that includes the following:
  - **Application:** Standard ARB application filled out by property owner;
  - **Site Plan:** A complete site plan or survey prepared by a registered land surveyor or a licensed architect. It must show all existing structures including fences, walls, pools, screening, A/C equipment, etc. The site plan must note setbacks, swales, and building elevations.
  - **Building Plans:** A complete set of building plans in the same form as required by the City of Boca Raton. Plans must be signed and sealed by a licensed architect. Detached structures of any type are not permitted in Timbercreek. All exterior materials, colors that pertain to surfaces (walls, doors, roof, chimneys, driveways, fences, walls, etc.) and building square footage must be noted.
  - **Landscape Plan:** A complete detailed exterior landscape plan that shows and lists all plant material and notes sizes, quantities and placement which will be installed upon completion of construction.
    - **Two Story Homes:** Will require installation of privacy landscaping for any abutting homeowner and must be detailed on landscape plan.

- Plan Changes: Any revision to the original ARB approved renovation plan requires re-submittal to the ARB for approval prior to the start of any plan change work.
- Schedule of Completion: Time schedule for the completion of the project must be submitted with the initial ARB application for the proposed renovation.

### 3. Construction Site

- Site Maintenance: During construction, the site (lot) must be kept free of weeds, underbrush and trash at all times. Any remaining grass and hedges must be trimmed on a regular basis.
- Streets/Sidewalks: The street and sidewalk in front of the property must be kept clean of debris from trucks and construction materials and the street must always remain passable.
- Dumpster: If a dumpster is necessary, it must be emptied on a regular basis. The dumpster must be emptied within three (3) business days of debris being visible in the dumpster from the street.
- Port-o-Potties: Placement of Port-o-potties, if needed, must be preapproved by the ARB.
- Hurricane Preparation: When a hurricane warning is issued, all construction debris and materials that could become projectiles must be removed until the hurricane warning is removed.
- Signs: No signs are permitted on the site. An authorized permit display board is the only posting permitted.
- Work Hours: Follow the City of Boca Raton Regulations.
- Animals: No animals are allowed on the job sites at any time.
- Parking: No vehicles of any type are permitted to be left on the job site overnight.
- Off-Site Damage: Any damage to neighboring properties or the Association common areas must be repaired by the applicant's contractor with the applicant's cooperation.

### 4. Violations

- Any violations of the Covenants and Restrictions, starting demolition, renovations and/or construction prior to written approval of the ARB will

be cause for immediate action by the ARB and/or Board of Directors, including but not limited to:

1. Recording a notice of violation on the public records and advising parties including any mortgages or lenders
2. Notification to the City of Boca Raton Building Department.
3. Legal action to enforce the Association documents.
4. Other actions that the Board of Directors deem necessary to rectify the problem.

#### 5. Miscellaneous

- Setbacks: Determined by City of Boca Raton Code.
- Courtesy Neighbor Notification: It is requested that the submitting homeowner inform their surrounding neighbors of their pending plans prior to receiving ARB approval.
- Contractor Responsibility: Applicant/Homeowner is expected to be aware of the actions and behavior of their contractors while in the Timbercreek community. If you have any questions regarding these renovation guidelines, please contact the Association at (561) 241-0285.
- **The City of Boca Raton may require a permit.**

8/24/2022

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PLEASE SIGN BELOW AND RETURN WITH THE ARB APPLICATION) AFFIDAVIT OF RECEIPT OF THE TIMBERCREEK HOMEOWNERS ASSOCIATION REQUIREMENTS FOR DEMOLITION, RENOVATION AND MAJOR CONSTRUCTION. I, the undersigned, do hereby swear and affirm that I have read the Timbercreek Homeowners Association requirements for demolition, renovation and major construction. I understand and agree to follow these requirements throughout the time of my construction work. I understand that it is my responsibility to provide a copy of these requirements to any vendor who performs work on my property. I also affirm that I have spoken to my adjacent neighbors in accordance with the Courtesy Neighbor Notification above.

Acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

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Print Name

Address / Lot number