



Timberlake Estates

Owners' Association, Inc.

Architectural Review Committee Application Packet for Construction and All Exterior Projects/Improvements

For Projects/Improvements (including but not limited to: Dwellings, garages, outbuildings or any other buildings, decks, patios, courtyards, swimming pools, tennis courts, outdoor athletic equipment, greenhouses, playhouses, awnings, walls, fences, satellite dishes, docks, wharves, rip-rap, bulkhead, boat slips and lifts, exterior lights, any exterior addition to, change or alteration to existing structures/landscape/lot, including without limitation painting or staining of any exterior surface. ARC approval must be obtained for dredging and fill operations, shaping of land areas and drainage, and removal of any trees more than six (6) inches in diameter measured at a height of four (4) feet from the base -- **ARC approval is required.**

Contents:

1. Contents and Notice of Builder and/or Homeowner Responsibilities
2. Application Procedure and Checklist for Architectural Review
3. Application for Construction and All Exterior Projects/Improvements
4. TABLE A – FINES
5. Open Burning Letter

Notice of Builder/Contractor/Homeowner Responsibility

As you are aware, Timberlake Estates is a restricted covenant community that requires that you (and your sub-contractors) adhere to all applicable rules contained in the **Declaration of Covenants** and the **Architectural Guidelines and Operating Procedures** in order to avoid fines and other penalties. A general contractor or homeowner is responsible for all infractions at a building site including but not limited to that caused by their subcontractors.

A copy of the current schedule of fines and penalties from the **Architectural Guidelines is attached.** If you have any questions regarding this or any other matter under the jurisdiction of the Architectural Review Committee, please feel free to contact any of the ARC members listed below. Thanking you in advance for your cooperation.

Architectural Review Committee – teoa.arc@gmail.com

Tom Remick	803 941 7029 - 973 985 2374
Quentin Hopkins	803 351 3742
Paul Stevens	803 932 0314
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TEOA Architectural Review Committee

Application Procedure and Checklist for Architectural Review

A checklist is shown below; detailed requirements are in the Covenants, By-Laws, and ARC Guidelines and ARC Operating Procedures (see www.teoaweb.com under ARC Section).

I. Other Improvements: Arc Approval is required: Including but not limited to - Dwellings, garages, outbuildings or any other buildings, decks, patios, courtyards, swimming pools, tennis courts, outdoor athletic equipment, greenhouses, playhouses, awnings, walls, fences, satellite dishes, docks, wharves, rip-rap, bulkhead, boat slips and lifts, exterior lights, any exterior addition to, change or alteration to existing structures, including without limitation painting or staining of any exterior surface. ARC approval must be obtained for dredging and fill operations, shaping of land areas and drainage, and removal of any trees more than six (6) inches in diameter measured at a height of four (4) feet from the base. ARC approval is required.

II. Application Fee for New Construction and Major Renovations ONLY: \$400 from owner – Payable to TEOA and mailed with application to Peake Associates**

III. Docks, shoreline construction & lake irrigation systems no application fee.

IV. Builder/Contractor Security Deposit – Must be received before any work may begin.

New Construction, \$1,000 check from Contractor, (not owner).

Additions, renovations, pools, concrete work, roofing, Boat Lifts, Heavy/Earth Moving Equipment, \$500 check from Contractor (not owner) **Note: the ARC may require a security deposit for any type of project if warranted.**

V. Application Forms for New Construction & Major Renovations Only: Return, with application fee to, **Peake Associates, 125 Fox Squirrel Rd., Pelion, SC 29123. Plans must be submitted at least 14 days prior to the scheduled ARC meeting to allow the ARC time for a thorough review. Incomplete submittals will not be considered. **ARC approvals are only valid when given in writing.**

VI. Architectural Plans: Provide 2 complete sets including the following:

Registered Survey: Survey must be registered; i.e., a physical survey (with stakes) must be completed.

The Plot Plan: 1" = 20'-0" minimum scale.

Structures must be located by dimension.

Show all walks, drives, steps, patios, decks, etc. and indicate material, color e.g., brick, concrete, etc.

Show location and screening material for all outdoor Utilities, HVAC Units, and trash receptacles (if none are

Shown the receptacles must be stored in the garage.

Preliminary Landscape Plan: 1" = 20'-0" minimum scale.

Areas to be planted, grass areas, and areas to be left natural need to be shown; indicate trees to remain.

(Specific plant species to be used are required only in the Final Landscape Plan.)

Floor Plans and Exterior Elevations: 1/4" = 1'-0" scale. **(No exceptions)**

Exterior elevations are to indicate existing (dashed line) and final grades, and finished floor.

Identify all exterior materials on plans and elevations. Include floors, steps, walls, gables, dormers, & roof.

Identify materials and sizes of quoins, arches, keys, trim boards, columns, railings and similar features.

Wall Section: Full section at 3/4" = 1'-0" minimum scale.

Clearly show size, profile, and material of typical cornice -- Show rafter-bearing height.

Show typical window with casings and sill -- Indicate special features such as belt courses.

Colors: Provide descriptive data and samples for major exterior items including brick, stucco, siding, Shingles/roofing, cornice, columns, railings, trim, windows, and doors.

Lake/Golf Course and Corner Lot homes: window and door trim on all sides must be in keeping With street- Front trim details.

VII. Building Stakeout:

Provide house corner stakes at all major corners and connect with clearly visible string or tape.

Provide Property corner states and connect lot sidelines stakes with clearly visible string or tape.

In order to identify trees for removal, tag all trees that are to remain.

Application for Construction and All Exterior Projects/Improvements

Please complete and sign this form and provide all applicable items listed here and in the application checklist. **For new home construction/major renovations ONLY include the application fee and mail to Peake Associates, Inc. 125 Fox Squirrel Road, Pelion, SC 29123.**

Applications for ALL OTHER PROJECTS should be delivered to an ARC Committee member or emailed to teoa.arc@gmail.com. Incomplete submissions will not be acted upon. Note: All ARC approval must be in writing and expire after one year.

Application for: (Check all that apply)

- New Home, Docks, Shoreline Protection, Lakefront Irrigation, Boat Lift,
- Changes/Additions to Existing Structure
- ALL Other Items/projects** _____

Lot/Phase Number _____ **Date** _____

Street Address _____

Name of Property Owner _____

Mailing Address _____

Phone & email _____

Name of Contractor _____

Mailing Address _____

Phone & email _____

For New Homes & Additions: Heated Square Footage of House: Total and 1st floor ____

Exterior Colors: (Please indicate specific manufacturer, color name and number, and include color sample. If requested, samples will be returned when approved).

Brick: _____ **Window Sash:** _____

Stucco: _____ **Trim:** _____

Roof: _____ **Other:** _____

Anticipated Start Date: _____ **Completion Date:** _____

Application Fee: For new homes and major renovations only (payable to TEOA and sent with application to Peake Associates)

Builder/Contractor Security Deposit: (separate check, from Builder/Contractor for new homes \$1000; major renovations \$500; concrete work/roofing/pools/boat lifts / projects that may require special/earth moving/ or heavy equipment, etc. \$500. A deposit may be necessary for other projects, as well. The check is due **BEFORE** any work may begin, and should be made payable to TEOA and given to an ARC member.

I have reviewed the application checklist. I am aware of Table A-Fines.

I will follow the Timberlake Estates Architectural Guidelines/Operating Procedures, Covenants and By-laws.

signed _____

TABLE A - FINES

Violation	Fine
Violation of Architectural Guidelines or non-compliance with said guidelines by an owner. <i>4.5.3 g.</i>	Up to \$30.00 per day for each event of non-compliance or violation.
Unauthorized removal of trees. <i>5.13 g.</i>	Replacement of trees as directed by the ARC and a fine of up to \$100 per tree.
Start of construction without ARC approval. <i>8.1g.</i>	\$200 per occurrence plus \$25 per day until unresolved issues are closed and written ARC approval is granted
No silt fencing on construction site. <i>8.3 g.</i>	\$100.00 initially. After 5 working days, \$30.00 per day until installed.
No trash container on site at commencement of construction. <i>9.11 g.</i>	\$100.00 initially. After 5 working days, \$30.00 per day until installed.
No portable toilet on site at commencement of construction. <i>9.5.1 g.</i>	\$100.00 initially. After 5 working days; \$30 per day until installed.
Unightly lot or debris not picked up. This includes debris and/or damage to adjacent property or public areas. <i>9.11g</i>	\$100.00 per occurrence plus cost of cleanup.
Excess dirt/mud tracked onto roads (applicable if due diligence has not been exercised). <i>9.9 g.</i>	\$50.00 per occurrence plus cost of cleanup.
Working during non-approved hours. (Approved Hours: Mon to Fri: 7 am to 8 pm, Sat: 8 am to 5 pm, No working Sun or Holidays.) <i>9.7.1 g.</i>	\$100.00 per occurrence.
Obnoxious noises (loud radios, etc.). Obnoxious behavior. <i>9.8.1 g.</i>	\$100.00 per occurrence
Fires Prohibited <i>9.12g</i>	\$100.00 per occurrence.
Construction is abandoned for more than 90 days. <i>8.22 covenant.</i>	\$20.00 per day until resumption.
Incomplete construction after a 12-month period. <i>8.22 covenant.</i>	\$25.00 per day until completion.
Repair or reconstruction is not commenced within 180 days of loss/damage. <i>11.01 covenant</i>	\$25.00 per day until commencement of repair or reconstruction.
Failure to start repair of damage or destruction to improvement on a lot within 180 days of such damage or destruction; or abandoning repair work for a period of more than 90 days once repair work has started. <i>11.01 covenant.</i>	Up to \$100.00 per day on lot owner until repair and reconstruction is commenced, unless the owner can prove to the satisfaction of the association that such failure is due to circumstance beyond the owner's control.
Failure to repair damage to the interior of or to the grass adjacent to the road on any lot other than the lot on which you have been approved to work within 15 days of completion of the approved project. <i>9.10 g.</i>	\$200 per damaged lot plus cost to repair any damage. (Repairs will be made by the contractor hired to maintain the Timberlake Estates Landscaping; cost will be what he charges.)
Failure to submit final landscaping plan within 90 days of issuance of CO. <i>7.13 g.</i>	\$10.00 per day until submitted.
Incomplete landscaping after 150 days of issuance of CO. (Includes completion of HVAC & trash screening.) <i>7.13 g.</i>	\$10.00 per day until completed.
Construction vehicles will be parked on Owner's property during non-working hours, ex. Over night. Equipment required for new construction or improvements, i.e. dumpsters, portable toilets, and construction materials must be confined entirely to Owner's property. <i>8.02 covenant. 8.20 covenant. 12.02 covenant.</i>	\$100.00 per occurrence.

Note: *g.* - TEOA ARC Guidelines – covenants – TEOA Covenants

Updated 7/19/17

**Architectural Review Committee
Timberlake Estates Owners Association
P.O. Box 238, Chapin, SC 29036**

April, 2008

To All Builders in Timberlake Estates,

In checking with the Lexington County Fire Marshall's Office and the SC DHEC for their requirements concerning outdoor burning, we find that open burning of construction waste must be at least 500 feet from any occupied structure (see SC DHEC regulation 61-62.2). ***This effectively prohibits burning of construction waste in Timberlake Estates.***

Lexington County regulations (Article IV Outdoor Burning) allow outdoor fires for human warmth that are done in a safe manner. But due to a recent fire, caused by a spark from a 'contained fire' which spread to adjacent property after workmen left the lot, causing damage: ***All burning or fires in open areas are hereby prohibited (revised Section 9.12 of the Guidelines).***

Thank you for your cooperation in keeping our neighborhood safe and enjoyable,

Architectural Review Committee,
Timberlake Estates Owners Association