

## ***Timberton Village Residents Frequently Asked Questions & Answers***

### **Acronyms:**

SBCA = South Bay Community Association

TVHA = Timberton Village Homeowners Association

CC&Rs = Covenants, Conditions and Restrictions

ARC = Architectural Review Committee

Note: All CC&Rs are located on the TVHA website at [www.timberton.org](http://www.timberton.org), Info & Docs tab, under Legal and other Documents.

### **Parking**

Q: I don't have enough space in my garage and driveway to regularly park all of our family vehicles. May I use the space on the street in front of my house to park?

A: No. On-street parking is not an option for parking your vehicles. The CC&Rs that govern us restrict on-street and court driveway parking as much as possible. Vehicles of all owners, residents, and occupants and their guests are to be kept in the garages and residential driveways of lot owners and other designated parking areas. See SBCA CC&R 4.2.19 for the full text.

Q: Sometimes I need to park my boat or RV in my driveway or on the street in front of my house for cleaning or to get ready for a trip. How long may I leave these vehicles on a short-term basis?

A: The CC&Rs allow for cleaning, loading or unloading and short-term parking of a boat, boat trailer or recreational vehicle for a cumulative period not to exceed seventy-two (72) hours in any calendar month. Otherwise, no truck exceeding  $\frac{3}{4}$  ton, trailers, recreational vehicles, mobile home, travel trailer, tent trailer, utility trailer, camper shell, detached camper, boat or boat trailer may be parked, maintained, constructed, reconstructed or repaired on any lot, common area or street. See SBCA CC&R 4.2.17 for the complete text.

### **Trash Containers**

Q: May I keep my trash can by the front side of my house? There is no room in my garage and it makes it more convenient to take it out to the street each week for collection.

A: Trash containers or other debris shall not be visible from a neighboring property unless they are being made available for collection and then only for a period of time not exceeding fifteen (15) hours. See SBCA CC&R 4.2.9.

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### **Mail Box Keys**

Q: I need a replacement key for my mail box. How do I obtain one?

I lost my mail box keys. How do I get new keys?

The lock on my mailbox doesn't work. How can I replace it?

A: TVHA purchased the cluster mailboxes for use by the association members. Each household was provided with ***all 3 keys*** to their assigned box number. Homeowners are responsible for these keys, as well as, the hardware (lock) for their box.

The Post Office has a key which opens the front panel in order to deliver the mail. However, they do not provide replacement keys or hardware for the individual boxes.

Here are a few options for dealing with your lock and keys:

- You can work with your mail delivery person to get the code number off the back of your lock. A locksmith can cut a key using this code.
- Purchase a new mailbox lock, work with your mail delivery person to gain access to the inside of your mailbox and install the new lock yourself.
- Hire a locksmith, work with your mail delivery person to gain access to the inside of your mailbox and have the locksmith install a new lock.
- The homeowner may need to show the mail delivery person proof that the box number is assigned to them.

The cluster mailboxes are: Florence 1570-13AF. They came equipped with National Stock Lock C9100 USPS L-1172C. Locks are available at most hardware stores and online.

### **Animals**

Q: What are the CC&R's regarding Animals/Pets in the Village?

SBCA CC&R 4.2.2. No Pets shall be allowed to make an unreasonable amount of noise or to become a nuisance. No structure for the care, housing or confinement of any Pet shall be maintained so as to be Visible From Neighboring Property. Each Owner shall be responsible for the removal and disposal of all solid animal waste of his pet from any Lot, Common Area or Limited Common Area. No Pet shall be permitted upon Common Areas, Limited Common Areas or Recreational Facilities unless controlled on a leash or similar device.

TVHA CC&R 4.8 In addition to the provisions contained within Paragraph 4.2.2 of the Master Declaration, no pets shall be housed or confined outdoors. No structure for the care, housing or confinement of any Pet shall be erected or maintained on any Lot within Timberton Village. Note: As the TVHA rules are more stringent, they take precedence over the SBCA rules regarding structure for the care, housing or confinement of Pets.

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### **Architectural Review Committee (ARC) Application**

Q: Someone mentioned that a homeowner must ensure they do not need ARC approval before making certain changes to their property or in the common area. How do I find out more about this procedure and where do I get an application if needed?

A: Information regarding ARC applications is available on the TVHA Web site at [www.timberton.org](http://www.timberton.org) under the Info & Docs tab, Guidelines and Procedures, ARC Approval Application Procedures. Application Forms are available by following the link on the TVHA Web site at [www.timberton.org](http://www.timberton.org) under the Info & Docs tab, ARC Application Forms or directly at [www.plsbca.org](http://www.plsbca.org) under general info/general forms.

Q: I lease my home in Timberton. Do I need to get an ARC Approval for any changes made to this property?

A: Any changes made to the property must be requested by or in conjunction with the owner of the property. The guidelines for obtaining permission to make changes to the property may be found in the SBCA Design Standards under Section 4.0.

Lists of common items that **DO** and **DO NOT** require approvals are listed under Home Improvements and Landscaping on the following pages.

Q: How long does it take to obtain an ARC permit?

A: The time required to process an application to obtain an ARC Approval varies with the scope of the project requested. Applications must be submitted by the 2nd Friday of the month in order to be reviewed at the monthly SBCA-ARC meeting. Additional time may be required for review by the Village-ARC and/or HOA Board. See Design Standards 4.3 for Timetable information.

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### **Home Improvement**

Q: I want to re-paint my house a totally different color scheme. Do I need to get approval from anyone before I start?

Q: We just bought a new hot tub. Is there any problem with installing it on our back deck?

Q: We are thinking about buying an emergency generator. Does the association have any requirements that we should be aware of before we purchase?

A: This is a list of the most common home improvement projects that ***DO NOT*** require an ARC Application or ARC Approval.

(Note: Homeowners are still responsible for obtaining any permit required by the county.)

- Paint house/trim exterior - same color
- Replace heat pump - same location
- Replace emergency generator - same location
- Replace hot tub - same location
- Add or replace satellite dish less than 1 meter in diameter
- Replace propane tank - same location
- Replace exterior light fixtures - same style and location
- Replace skylights - same size and location
- Replace solar panels - same size and location
- Replace siding or roof with material, like or identical to original - same color and footprint
- Paint or stain deck/railings - same color
- Repair exterior of house or deck - keep same footprint, design and appearance
- Repair walkway or driveway - keep same footprint, design and appearance
- Making interior alterations or repairs that do not alter the exterior appearance of a house or structure

## ***Timberton Village Residents Frequently Asked Questions & Answers***

### **Home Improvement (continued)**

A: This is a list of the most common home improvement projects that **DO** require an ARC Application be submitted to the TVHA-ARC representative. Projects will be reviewed by the TVHA-ARC and approved by the SBCA-ARC.

#### **Building Maintenance/Repair Project Form**

- Paint or stain house exterior new color
- Paint or stain deck new color
- Replace siding or roof with material or color different from original or current
- Replace exterior light fixtures with ones different from original or current

#### **Building Construction/Modification Form**

- New or expanded room, if it changes the exterior footprint, including sunrooms or conservatories
- New or expanded garage
- New or expanded deck
- New or modified retaining wall
- Add heat pump or change location
- Add emergency generator
- Add or remove hot tub or change location
- Add propane tank or change location
- Add skylights
- Add solar panels
- Add exterior light fixtures
- Add security camera

#### **Landscape Form**

- Add flag pole
- New or expanded patio
- New or altered French drain
- New or expanded water feature
- New or expanded walkways

## ***Timberton Village Residents Frequently Asked Questions & Answers***

### **Landscaping**

Q: I'm planning to totally redo my front yard landscaping. Do I need to get an approval for this job?

Q: I have a tree in my yard that needs trimming. Do I need to get an approval for this job?

A: This is a list of the most common landscaping projects that **DO NOT** require an ARC Application or Approval.

- Planting annuals in existing cultivated areas
- Planting perennials, which do not exceed 42 inches in height at maturity
- Replacement in kind of existing plants
- Routine maintenance of lawns, gardens and shrubbery
- Trim or remove dead or wind-felled trees (or trees felled by other sudden acts of nature) of any size, **provided** that a photo of the fallen tree, **before the tree is cut**, is available for subsequent review by the TVHA-ARC or SBCA-ARC
- Trim or remove live tree(s) that meet the following conditions - a) the tree's trunk has a diameter less than 6 inches at a height of 5 feet above the ground, and b) the tree's base is farther than 15 feet from the shoreline of marine waters

A: This is a list of the most common landscaping projects that **DO** require an ARC Application be submitted to the TVHA-ARC representative. Projects will be reviewed by the TVHA-ARC and approved by the SBCA-ARC.

- Modify landscaping other than those items mentioned that do not require approval
- Trim or remove a tree with a trunk diameter greater than 6 inches at 5 feet above the ground

Q: There is a big tree in the common area below my house that is starting to block my view. What may I do?

A: Property owners may request view maintenance in accordance with the TVHA Vegetation Management Plan (VMP). Trees with a base trunk diameter exceeding six inches (6") at breast height must be pruned where necessary in the opinion of a licensed arborist. Payment of costs, if any, for pruning, trimming or removal of trees or vegetation, will be the responsibility of the requesting owner. Any work involving tree cutting/trimming in a Limited Common Area requires TVHA board review and approval. To request this type of project it is necessary to submit a Limited Common Area Application Form which is available from the Timberton ARC representative or may be downloaded from the TVHA Web site [www.timberton.org](http://www.timberton.org), under the Info & Doc tab, ARC Applications.

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### **Landscaping (continued)**

Q: I want to put up a fence between my lot and my neighbors'. Do I need approval before I build it?

A: Unless initially constructed by Port Ludlow Associates, no walls, fences or hedges of any type shall be constructed or maintained on any lot. See SBCA CC&R 4.2.16. This is further clarified in the South Bay Design Standards 5.2.4 that defines fences and hedges as structures or growths that exceed a height of more than 3 feet, divide property in one continuous length or that screen a lot owners view.

### **Communications**

Q: Who do I contact when I have a question about the Timberton Village Homeowners Association or a problem that I need to discuss with a board member?

Q: My email information in the Timberton resident list is incorrect. How do I get it corrected?

A: Use the "Contact" tab on the [www.timberton.org](http://www.timberton.org) web site and select "Contact the Board" link for any questions or problems regarding the Timberton Village Homeowners Association. Also use this to update email addresses or personal contact information. Written correspondence should be mailed to Timberton Village Homeowners Association, P.O. Box 65218, Port Ludlow, WA 98365.

### **Timberton Village Comprehensive Vegetation Management Plan (VMP)**

Q: What is the Timberton Vegetation Management Plan? How does it affect me? Where may I see a copy of it?

A: The Timberton Vegetation Management Plan (VMP) is a comprehensive plan developed by TVHA and approved by the Jefferson County Department of Community Development in June 2010. The impetus for the plan was the adoption of the Jefferson County Critical Area Ordinance (CAO, JCC 18.22) in 2008. TVHA needed a permit to provide any vegetation management in the common areas. The county advised TVHA to obtain a geo-technical report and utilize the report to create a comprehensive VMP that would comply with the new Critical Area Ordinance. The TVHA Vegetation Management Committee worked for over a year to develop the VMP and incorporated the geo-technical report and all other TVHA and SBCA governing policies and documents.

The VMP provides guidance to the TVHA board and homeowners regarding vegetation maintenance within the common area. It gives information to homeowners seeking TVHA-ARC approval to address vegetation concerns within the common area and gives the board criteria for evaluating ARC applications in a fair and impartial manner. Homeowners may view the VMP on the TVHA Website under the Info & Docs tab, Vegetation Management Plan.