

Timber Ridge Property Owner Association

Minor Site Alteration - Request Form

----- FOR PRINTED SUBMISSIONS -----

For online submissions, please sign into the Owner Portal and navigate to **My DRB Requests**

Use this form if you are planning minor alterations to your property within Timber Ridge.

TRPOA Board Contact

If you have questions at any point during your project, please reach out to:

Barb Felsecker
DRB Chairperson
(309) 368-9420
trpoa.barbfelsecker@outlook.com

Instructions

1. **Complete** all fields/questions in the form below.
2. **Include** the following required documentation
 - **Write a brief description** of the project on Page 3 of this form.
 - A **simple site plan** showing the location on the property including setbacks from property lines.
3. **Acknowledge** and **sign** this form
4. **Submit** your application, along with all required documentation.
 - **Email:** trpoa.barbfelsecker@outlook.com
 - **Mail:** TRPOA, Inc., PO Box 366, Minocqua, WI 54548-0366
 - **In Person:** Call Barb at (309) 368-9420 to make arrangements to meet.
5. **Email** the DRB Chairperson (listed above) to schedule your site visit.

IMPORTANT:

- ⇒ All association **dues must be current** for the DRB to proceed with your request.
 - ⇒ **No work may begin** until you have received approval from the DRB Committee.
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Helpful Tips / DRB Guidance

- Please review [Article VII \(Design Review Board\) and VIII \(Architectural Criteria\)](#) of the Covenants to ensure your design plans meet all of Timber Ridge requirements.
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DRB Process Timeline

Once your request has been received, the DRB Chairperson will do the following:

1. Verify through the Treasurer that all **dues** on the property(s) are **paid in full**. *(1 - 2 days)*
2. Confirm a date for your **site visit**. *(2 - 4 days)*
3. Schedule a **DRB member meeting** to determine whether the project is approved. *(up to 3 days, following the site visit)*
4. Provide a **written response** notifying you of the DRB's decision for your request — including what needs to be done if the project is denied. *(mailed/emailed within 1 - 2 days)*

Note: If your project requires further review by the entire Board, or by our legal team, an additional 30-60 days may be required to complete this process.

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Alteration Information

Owner Information:

Name: _____

Email: _____ Phone # _____

Alteration Details:

Lot #: _____ Planned Start Date: _____

Planned End Date: _____

Alteration Type:

☐ Exterior Color of the Living Unit/Shed

☐ Alternate Energy Source

☐ Swing Set

☐ Aerial or Satellite Dish

Contractor Information (if used):

Business/Contact Name: _____

Email: _____ Phone #: _____

Brief Project Description:

Add any details you feel are helpful in the review of this project. If self-explanatory this is not required, but often helpful.

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Owner Acknowledgement

I, the Owner, certify that all information submitted with this project request is accurate and complete. I acknowledge that I have reviewed and understand the Timber Ridge Declaration of Protective Covenants, Standards, and Land Use Restrictions, including the requirements of the Design Review Board (DRB) (Article VII) and all applicable Architectural Criteria (Article VIII). I agree that no structure, alteration, landscaping change, or site modification will begin until written DRB approval has been issued, and I understand that any work commenced without approval may result in fines, required removal, or restoration at my expense as provided under Article XI (General Restrictions). I accept full responsibility for ensuring that all contractors comply with Timber Ridge covenants, for preventing damage to Common Areas, golf course easement areas, and neighboring properties, and for restoring any such damage if it occurs. I agree to submit any changes to approved plans to the DRB prior to implementation and understand that the DRB may require a final inspection to confirm compliance with approved plans and Timber Ridge standards.

Owner Signature: _____ Date: _____

Printed Name: _____

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FOR DRB USE ONLY

Lot# _____ Owner Last Name: _____

Site Visit Date: _____

DRB Committee Members Present: _____

Documentation Received: (strike-through if not applicable)

- ☐ Alteration Description
- ☐ Site Plan
- ☐ Building Material Specs/Samples

Additional Information Needed:

Revisions Requested:

DRB Committee Decision:

Note: A written decision letter must be mailed (or emailed) to alteration submitter.

- ☐ Approved
- ☐ Approved with Revisions
- ☐ Denied
- ☐ Application Withdrawn

Revisions:

DRB Signatures (2 required): _____ Date: _____

_____ Date: _____

DRB Chairperson – Upon project approval, please submit this form, along with all supporting documentation, to the TRPOA Secretary/Admin if entry into the Owner Portal is needed.