

MEADOWOOD HOA
TIMBER OAK
HOA

Timber Oak Court
Homeowners
Association

A Cluster Dwelling Association

Policies and Procedures for Routing an OHAYIR Form

- 1. The individual homeowner must first secure an OHAYIR (Outside Home and/or Yard Improvement Request) form from the [Timber Oak HOA website](#) or from the Treasurer of the HOA Board.**
- 2. After completing the form, the homeowner should send or give the form to the HOA Treasurer who will in turn distribute it to the HOA Board Subcommittee (three HOA Board members) who will review the OHAYIR request.**
- 3. The HOA Board Subcommittee reviewing the OHAYIR request will either a) approve outright, b) approve with changes or c) not approve, and sign the form.**
- 4. The HOA Subcommittee will send the decisioned (approved, approved with changes, or not approved) form to the Treasurer, who will distribute it to the requesting resident.**
- 5. If a request has been marked as either “approved with changes” or “not approved”, the requesting HOA resident may appeal to the HOA President and Vice President. Also, any Timber Oak Court resident may appeal an “approved” determination of another resident. After review and questioning of the HOA resident, final determination of the President and Vice President will be final.**
- 6. A hard copy of the completed forms with final determination will be stored in a file with the HOA Treasurer and electronically with the HOA President.**

November 2024

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Frequently Asked Questions

Q: What is the OHAYIR form?

A: The OHAYIR (Outside Home and/or Yard Improvement Request) form is used to request approval to make any exterior modifications or significant changes to your property.

Q: When do I need to complete an OHAYIR form?

A: As part of our commitment to maintaining the aesthetic and structural integrity of our community, all homeowners must seek approval from the Timber Oak Homeowners Association (HOA) before making any exterior modifications or significant changes to their property. This process ensures that all improvements are consistent with our community standards and guidelines.

Q: How can I get a copy of the OHAYIR form?

A: The OHAYIR form can be accessed via the [Timber Oak HOA website](#). Under TOA Documents, click on "OHAYIR form".

Q: Is the OHAYIR form required to install a Satellite Dish? Whole Home Generator? Solar Panels?

A: No, the OHAYIR is not required if you would like to install a Satellite Dish, Whole Home Generator or Solar Panels. If these or any type of project require a permit from the City of Strongsville, then you must fill out an OHAYIR form and please include this information on your OHAYIR form.

Q: What do I do with my completed OHAYIR form?

A: Once you complete the form, it should be dropped off to the HOA payment box at 21518 Timber Oak Ct.

Q: How much lead time do I need to allow for the OHAYIR form to be decisioned before I start my project?

A: The OHAYIR form should be submitted a minimum of 30 days in advance of your expected project start date.

Q: Do I need to my vendor / contractor pre-approved to complete my project?

A: No, your vendor / contractor does not need to be pre-approved before you start your project. However, any roofing or fence materials will need to be listed on your OHAYIR form and approved by the HOA Board.

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Q: Do I need to inform any of my neighbors before I start my project?

A: Yes, you should inform neighbors of any projects where there are potential trucks that will be parked on the street during your project.

Q: Who reviews this form?

A: Members of the HOA Board will review each form and mark it with a) approval b) approved with changes or c) not approved

Q: How long will it take to get a decision for my completed OHYIAR form?

A: Depending on the complexity of your project, the review / decisioning could take up to 2-3 weeks. Consequently, please allow a minimum of 30 days in advance of your expected project start date so your project is not delayed.

Q: Is the OHAYIR form required for projects I want to do in my court yard / back yard?

A: No unless it affects one or both of your neighbors.