



THE  
**PRESERVE**  
 AT GRAND BEACH  
 Architectural Style Requirements

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## Introduction

The architectural style for The Preserve at Grand Beach is described in this document.

The overarching goal for The Preserve is to create a community of homes that are both pleasant to look at and celebrate the unique architectural heritage of Galveston Island.

The Preserve at Grand Beach is uniquely situated on Galveston's East Beach, conveniently near the City's urban core, yet positioned on one of the few accreting beaches in the United States.

It is the intent of the developer that The Preserve have a strong sense of community with houses featuring porches and welcoming entrances. Houses shall be composed of architectural elements that relate to the human scale, elements that relate to the size of a person, such as wood stairs and handrails, balustrades, doors & windows or materials that can be held in our hands such as wood siding, bricks & shingles. These are considered to be of a human scale because they relate to us, the inhabitants of the structures.

The desired style, Galveston Vernacular, is based on the predominant styles of Galveston's period of prosperity from the 1860's to the 1890's. Houses appropriate for The Preserve at Grand Beach might draw from styles such as Georgian, Greek Revival, French Colonial, Italianate, Colonial Revival, Queen Anne and other styles of the late 1800's (Styles from the early twentieth century such as Arts & Crafts and Bungalow are also appropriate). Other seaport communities were similarly influenced by these styles and have developed their own unique attributes, (such as the "Key West" style), which are also appropriate.

Contemporary, Post-Modern, Moderne, Streamline, Modern, Art Deco, Art Nouveau, Spanish, Tuscan or Mediterranean styles, although wonderful in their own right, are not appropriate for this subdivision.

During the mid to late 1800's, Galveston was the largest city in Texas, a bustling seaport and major financial center. There was extensive residential construction throughout Galveston. Craftsman and building materials came and went through the Port of

Galveston and there was an exchange of ideas, styles and techniques with other seaport cities around the Gulf of Mexico, the Caribbean, cities along the eastern seaboard and Europe. Galveston's architecture shares styles with other cities such as Charleston, Savannah, the Caribbean islands, New Orleans, Gulfport, Biloxi, and others. Today this style is often referred to as Galveston Vernacular although, in fact, a wide variety of styles could be included, and the style is not exclusive to Galveston.

The *Galveston Architecture Guidebook* by Ellen Beasley and Stephen Fox provides a wealth of information about the various styles of Galveston architecture and will be invaluable to architects seeking to design a home reminiscent of the great styles found throughout the island. Anyone interested in Galveston and its architectural history will find in this book a wealth of information.

Other books which may be of interest include *The American Vignola: A Guide To The Making of Classical Architecture* by William R. Ware, *A Field Guide To American Houses* by Virginia Savage McAlester and Lee McAlester and *Traditional Construction Patterns: Design and Detail Rules-of-Thumb* by Stephen Mouzon and Susan Henderson.

Following are brief descriptions of some of the historic architectural styles and architectural elements that are found throughout Galveston:



Figure 1 - Georgian Style House in Cambridge, MA

From the **Georgian Style**, strictly balanced and symmetrical Renaissance-inspired buildings, windows with double-hung (upper and lower) sashes, typically with six panes per sash and in symmetrical vertical rows around a central door; cornices emphasized with tooth-like dentils or other decorative molding.

**Federal Style**, similar to Georgian often includes semicircular or elliptical fanlights over raised paneled doors, decorative crown and cornice moldings emphasized with dentils or other decorative details.

Thomas Jefferson established the **Early Classical Revival** style based on Andrea Palladio's writings *The Four Books of Architecture*. Palladio gave mathematical rules and ratios for each part of the classical orders and for their application to buildings of different sizes, shapes, and function. The Four Books were used to inform Jefferson's work as the architect of Monticello and the University of Virginia, and also architect William Buckland's design of the Hammond-Harwood House in Annapolis.



**Figure 2 - Hammond-Harwood House**

Also known as Louisiana plantation style, houses in **French Colonial** style tend to be focused outward instead of inward. Every room has one or two doorways that lead directly onto an external porch. Wrap-around porches are common. Distinction between

doors and windows is blurred, even to the exclusion of windows for pairs of French doors. Internal hallways are lacking due to the external circulation. This style often has steeply pitched roofs, usually hipped, and tall, narrow door & window openings with vertically-paired doors and sashes.

The **Gothic Revival** style idealizes the architecture of the Middle Ages and includes details from medieval castles, or Gothic churches. American Gothic Revival houses have simple, box-like symmetry, with the principal medieval reference of a steep central gable with a decorative window of a Gothic arch shape, due to timber construction. These designs are often characterized by wall surfaces extending into gable without break, a steeply pitched roof, usually with steep cross gables, windows extending into gables, often with Gothic (pointed-top) shapes and a one-story entry or full-width porch, commonly with flattened Gothic arches



**Figure 3 - Michel Menard House**

As its name implies, the **Greek Revival** style incorporates a passion for the architecture of ancient Greece (and sometimes Roman derivatives). In Galveston, houses of this period tend to be less ornamental and characterized by full-width porches supported by columns, cornice lines emphasized with bands of trim, gabled or hipped roofs of low pitch and windows with double-hung sashes, usually with multi pane glazing in one or both sashes



**Figure 4 - Ashton Villa**

The **Italianate Style** with wide eaves, and massive brackets, suggested the romantic villas of Renaissance Italy. The style began in England with the picturesque movement of the 1840's when builders began to design fanciful recreations of Italian Renaissance villas. When the Italianate style moved to the United States, it was reinterpreted again to create a uniquely American style. There are fewer Italianate buildings in the southern states because the style reached its peak during the Civil War, a time when the south was economically devastated. Ashton Villa was completed just before the war.



**Figure 5 - Example of Colonial Revival**

**Colonial Revival** became a popular American house style after it appeared at U.S. Centennial Exposition in 1876. Reflecting a desire for simplicity, the style remained popular until the mid-1950's. Between World War I and II, Colonial Revival was the most popular historic revival house style in the United States. The Colonial Revival style is based loosely on Federal and Georgian house styles, and a clear reaction against elaborate Victorian Queen Anne architecture. Features of the Colonial Revival style include a simple classical detailing, a rectangular design, symmetrical facade with a portico entrance topped with a pediment, multi-pane, double-hung windows with shutters, gable roof with dormers



**Figure 6 - Bungalow Style Cottage**

Following Frank Lloyd Wright, the Greene brothers created the entirely new **Bungalow Style** in California. This is related to the Arts & Crafts style and is known for hand workmanship, interior design tied to architecture, free-flowing space, and emphasis on wood-framed construction. This style is characterized by a low pitched, gable roof (occasionally hipped), wide, unenclosed eave overhangs, roof rafters are usually exposed, and decorative beams or braces under the gables.



**Figure 7 - Page from 1921 Morgan Catalog  
Rafters and Brackets**

There is usually a full or partial porch whose roof is supported by square, tapered columns. There are several sub-types which include front gable roof, cross gable roof, side gabled and hipped roofs.



**Figure 8 - Rural Texas "Dog Trot"**

Frequently found in mid 19th century rural landscape and farmlands the Early **Rural Texas Vernacular** style consisted of two cabins separated by a ten or fifteen foot passageway, with a continuous gabled roof covering both cabins and a passageway or dog-run between them, an elevated and attached front porch built to extend across the entire front of the house, fireplaces, and later in the century, board and batten wood siding.



**Figure 10 - Queen Anne Style**

Like many architects today, the craftsmen of Galveston's past were not bashful about mingling interesting elements from different styles. The architectural style for The Preserve at Grand Beach is intended to incorporate traditions that have evolved, borrowed and combined aspects of different styles.

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**Figure 9 - Key West Style**

Caribbean or **Key West** style was influenced by Bahamian styles from 1825-1890 and is characterized by balconies, loggias, and tower structures, a relaxed, mellow spirit, through-roof ventilated roof overhangs and a proportional, cottage style.

## Requirements

No structure, house, building, walk, drive, dune walkover, fence, patio, deck, or other structure of any kind shall be erected, altered, added to, placed or allowed to remain on any lot or land until and unless the plans showing floor areas, external design, structural details, plot plan, landscaping plan, pool plans, and all other surface improvements to lot or land are approved by the Town Architect.

These requirements also extend to all site improvements including ornamental structures, fences, walls, etc.; including but not limited to location, design, height, length and type of construction.

The following shall be submitted for the review and approval of the Town Architect: Architectural Drawings defining the external design including color and quality, conformity and harmony with existing or proposed structures, height of structures, quality and type of materials and other aesthetic qualities. Plot or site plan drawings showing the location of the intended structures and site improvements. A complete list of the required drawings is found in the section titled Design and Construction Process.

No alterations to the exterior appearance of an existing building, structure or improvement, including painting or staining, shall be made without approval of the Town Architect.

All plans for the construction of dwellings and other buildings or significant structures on Lots in the Development must be designed and documents prepared by a Registered Architect and the structure engineered by a Professional Engineer appointed the Texas Department of Insurance for Inspection in Windstorm Areas, and all plans or documents pertaining to dwellings or other significant structures on Lots shall bear the seal of such Architect or Engineer. All construction work must be completed by a contractor licensed by the City of Galveston, and approved by the Town Architect.

All structures in the subdivision are required to have an approved automatic fire suppression (fire sprinkler) system designed in

accordance with NFPA requirements and all applicable codes and regulations and approved by the City of Galveston Fire Marshal.

No drainage pattern shall be changed, altered or diverted without approval of the Town Architect and the City of Galveston.

On any structure submitted for approval, the Town Architect may require changes, deletions, or revisions in order that the architectural and general appearance of all such buildings and grounds is in keeping with the architecture of the community and complies with all conditions of the Town Architect, the General Land Office of the State of Texas and City of Galveston.

In the event of any conflict between these design rules, the Land Development Regulations of the City of Galveston, and the Beachfront Construction Requirements of the General Land Office, or any requirement of the U.S. Army Corps of Engineers the following shall the order of precedence:

1. U.S. Army Corps of Engineers requirements
2. Beachfront Construction Requirements of the General Land Office
3. Land Development Regulations, Building Codes, ordinances and any other requirements of the City of Galveston
4. The Preserve Design Requirements

To the extent that they are not mutually exclusive, in each case, the more restrictive requirement of the above shall prevail.

## Site Planning and Landscaping

### Objectives:

To create landscapes that reinforce the community as a uniquely Galveston, tropical resort in both landscape and architectural image.

To build upon the landscape in a high quality manner that creates a unique setting.

To maximize long and short range views.

To preserve existing wetland areas and dunes.

Building Envelopes shall comply with all City of Galveston setback criteria and respond to natural features such as topography and view orientation.

### Requirements:

Front Yard shall conform to a minimum depth of twenty feet (20'-0") from the front property line, except lots 6, 7, 8 & 9 in Block 2 which shall conform to a minimum depth of ten feet (10'-0") to the nearest structural projections, including porches and decks, but not including eaves, roof extensions, overhangs, planters or fireplaces & chimneys which may project into the Front Yard Setback up to 4 feet.

Rear Yard Setbacks shall conform to a minimum depth of ten feet (10'-0") from the rear property line, except lots abutting the Gulf of Mexico have no rear yard setback. The rear yard setback shall be measured to the nearest structural projections, including porches and decks, but not including eaves, roof extensions, overhangs, planters or fireplaces & chimneys which may project into the Rear Yard Setback up to 4 feet.

Lots abutting the Gulf of Mexico are not allowed to have any construction closer than 25' from the north toe of the dune or within any designated Wetland area.

No construction or landscaping is allowed in any Wetland areas in any location upon the site, as indicated on the site plan. Wetland areas are required to be protected and may not be disturbed, however, Wetland areas may be mowed. (Wetlands may change over time and may increase or decrease in area. For more information about wetlands and delineation of their boundaries, contact the Town Architect)

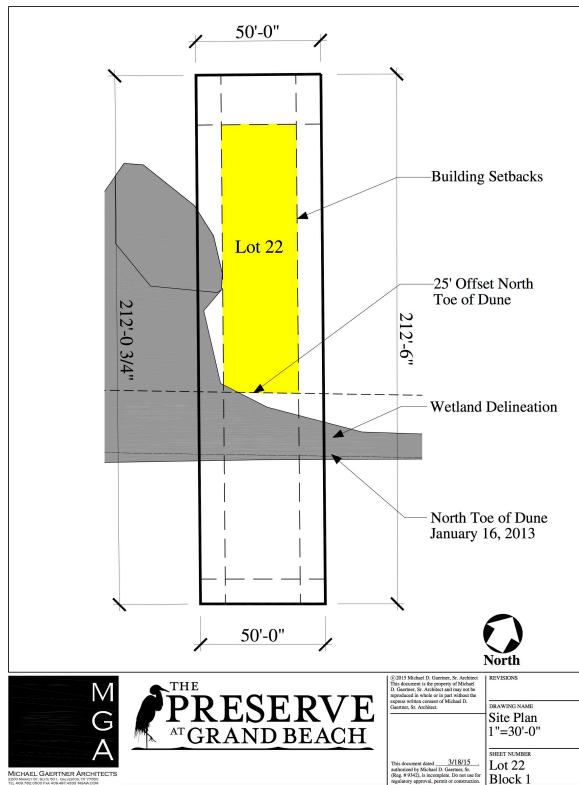
There is a ten foot (10'-0") utility easement adjacent to all rights of way, no projection may encroach into any utility easement.

All construction including, but not limited to porches, decks, structural projections, eaves, roofs and similar building extensions shall be located behind the front lot line.

Side Yard Setbacks: Side building set back lines are intended to provide view corridors, fire separations and open space between structures as follows:

Lots 1 thru 10 of Block 1, inclusive, 8 foot;  
Lots 11 thru 22 of Block 1, inclusive, 10 foot;  
Lots 1 thru 11 of Block 2, inclusive, 10 foot;  
Lots 12 thru 20 of Block 2, inclusive, 8 foot;  
Lots 1 thru 8 of Block 3, inclusive, 8 foot;  
Lot 9 of Block 3, 8 foot on West line, 15 foot on East line





**Figure 11 - Lot Plan with Buildable Area in Yellow**

There is a ten foot (10'-0") utility easement adjacent to all rights of way, no structural projection may encroach into any utility easement.

Side Yard Setbacks shall conform to the minimum depth shown above, including porches and decks, but not including eaves, roof extensions, overhangs, planters, bay & box windows or fireplaces & chimneys which may project into the Side Yard Setback up to 3 feet.

Eaves, roof extensions, overhangs, planters, bay & box windows or fireplaces & chimneys may project into the rear Yard Setback up to 3 feet.

The City of Galveston enforces a Fire Separation Zone at the property lines between adjoining lots, which provides for fire protection, limits openings and contains other restrictions on component parts of the house, including eaves, roof extensions and overhangs. For more information refer to the edition of the International Residential Code (IRC) adopted by the City of Galveston. To comply with the Fire Separation Zone requirements of the IRC, unprotected construction may be no closer than five feet (5'-0") measured to the property line.

## Grading and Filling

### Objectives

To blend new lot improvements with adjacent common area, slope grading, dune and wetland landforms or existing topography.

To ensure drainage improvements are compatible with adjacent lots or landforms.

To create appropriate landforms as a setting for the building improvements.

### Requirements

All cuts, fills and improvements must create smooth transitions at top and bottom of slopes and insofar as possible, appear to be extensions of natural landforms. In general, finished slopes shall mimic the topography of the site, wetlands and dunes.

Grading operations shall not cause any off site erosion, even during construction.

All grading shall be completed within the lot and shall not direct off site drainage onto adjacent lots.

Cut and Fill slopes are to be landscaped and restored with plant materials that blend with the landscapes. Landscaping of these slopes shall be completed as soon as possible and erosion control measures shall be implemented upon initiation of grading.

Lots abutting the Gulf of Mexico are not allowed to have any grading or fill closer than 25' from the north toe of the dune or within any designated Wetland area.

No grading or filling is allowed in any Wetland areas in any location upon the site, as indicated on the site plan. Wetland areas are required to be protected and shall not be disturbed, however, Wetland areas may be mowed.

## Driveways

### Objectives

To present as pleasant and interesting a paving design as possible.

To minimize the quantity of paving and impervious cover in front of each house.

### Requirements

Whenever possible, the driveway-parking-garage layouts shall minimize the visibility of the garage doors.



**Figure 12 - Cobblestone Drive & Walk**

Approved materials for driveways include colored & patterned, fiber reinforced concrete, precast concrete pavers, stone, brick, cobblestone, all of the preceding with edge detailing of stone or brick.

Colors of finish paving materials shall complement proposed buildings and integrate well with the surrounding colors. No smooth or broom finishes will be allowed (only seeded salt treated, scored or washed, exposed textures).

Driveways shall be a maximum of twenty feet (20'-0") feet wide.

Garage doors openings which are recessed a minimum of 12-inches are preferred.

## Courtyards, Terraces, Paths and Outdoor Stairs

### Objectives

To create outdoor spaces through the use of plantings, walls, architectural devices and/or landscape structures.

### Requirements

The use of natural materials such as preservative treated wood, stone, tile and/or decomposed granite is encouraged. Other approved materials include colored and patterned fiber reinforced concrete, precast concrete pavers, brick, composite decking and boards (e.g. "Trex®", "TimberTech" or "Fiberon"), cobble, and/or stone, with edge detailing of cobble or brick

Designs shall minimize the use of different types of materials in order to produce an understated, unified design.

## Walls, Fences and Gates

### Objectives

To construct walls, fences and gates which borrow from local building traditions, and that are related to and are natural extensions of the buildings.

To achieve privacy through low walls and careful building and planting design, thereby minimizing the need for higher privacy walls and fences.

To define public and private spaces.

**Requirements:**

White picket fences are required. Picket fences shall be located along all the property lines. Picket fences shall have posts spaced between 6 and 8 feet on center (6' - 8' o.c.). Pickets should be about three feet (3'-0") tall. Pickets may be 2 x 2, 1 x 4, or 1 x 6 boards. Picket fences may vary from lot to lot and should be 30% to 60% open. Picket fences may include vertical and horizontal elements, but vertical elements shall predominate.

Vinyl clad cyclone, and/or open grid metal fencing shall not be allowed.

Opaque walls and privacy fences, in general, shall be a maximum height of 7-feet. It is recommended that wall heights be kept as low as possible to preserve views and the visual character of the community.

Opaque walls and privacy fence designs shall be extensions of the architecture of the building and may be used only where limited areas of privacy are required or to screen mechanical equipment or parking.

Whenever possible, opaque walls and privacy fences shall not define property lines and are to be used only where architectural design or landscape solutions will not provide adequate privacy.

Depending upon the architectural style of the home, the Town Architect may require that the ends of walls incorporate decorative terminus details and not end abruptly.

Wall materials may match the construction of the house. Other acceptable wall materials include plaster or stucco finishes, architectural concrete, and/or stone.

Pool security fencing shall comply with all state and local requirements.

## **Landscape Structures**

**Objectives**

To encourage landscape structures that appear as extensions and/or additional building components of the main Residence.

The use of architectural devices such as courtyards, arcades, trellises, arbors, pergolas and/or porches to help create positive outdoor space is strongly encouraged.

**Requirements**

Landscape structures such as arbors, porches, and/or decks must be located within the building envelope (not in setback areas) unless a variance is granted by the Town Architect, and, if required, by the City of Galveston.

The height, color, materials and style used for outdoor structures are to be the same or similar to the Residence. Heavy wood timbers, if used for rafters, posts or trellis elements, must be substantial in dimension and preservative treated and stained or painted to withstand the effects of climate.

In general, the same Requirements that apply to architecture apply to the design of the landscape structures.

## **Pools and Water Features**

### **Objectives**

To design pools and water features which enhance the outdoor spaces and complement the architectural style of the main buildings.

### **Requirements**

Swimming pools and spas, and the doors and gates leading to them, must be constructed in accordance with the regulations of the General Land Office and the City of Galveston, including fence and enclosure heights. Note that City or GLO requirements may preclude in-ground pools and water features in some locations.

Pools, spas, ponds and other artificial water features must be built within the designated Building Envelope and are allowed within the lot setbacks but not in utility easements.

In general, pools and water features are to be designed to be integral parts of the residential design and visually blend with the landscape. Landscaping shall be selected and arranged to complement the water feature and create “outdoor patio and living space.”

Mechanical equipment must not be visible and shall be enclosed by walls or other suitably effective screening and noise abatement methods.

## **Irrigation Systems**

### **Objectives**

To utilize irrigation system that provides efficient water coverage and minimizes water usage and runoff.

To ensure adequate levels of irrigation using automated systems to promote optimal plant growth and establishment of a mature landscape.

### **Requirements**

Landscaped areas within the lot must be irrigated or planted with drought and salt tolerant plants. Plant materials should be grouped according to their water consumption needs.

Irrigation systems shall utilize an automatic, programmable controller to maximize efficiency.

Irrigation system must be designed and installed to prevent over spray or runoff into the wetlands or onto adjacent pavements or walls.

Irrigation must be designed and installed in accordance with any applicable regulations including those of the City of Galveston, TCEQ and other appropriate regulatory agencies.

It is the Owners’ responsibility to acquire, understand and adhere to any such regulations and the Town Architect assumes no responsibility related to these regulations.

## **Exterior Lighting**

### **Objectives**

Exterior lighting is required. It shall be designed to preserve the nighttime sky. Light shall not escape from the sides or top of fixtures, nor shall light in excess of 1 footcandle trespass onto adjoining property.

Utilize low intensity, indirect light sources to the extent required for safety and subtle drama.

Utilize light fixtures selected to complement the architecture and enhance the landscape.

### **Requirements**

Exterior light fixtures shall be approved prior to installation.

All exterior light fixtures shall have a photocell that provides for automatic operation, preventing operation during daylight. Lights

may have additional switches so they can be switched off at any time, except the front door or porch light which is required to be on except during daylight hours.

Exterior building lighting, either attached to or as part of the building, shall provide for general illumination, safety, and security of entries, patios and outdoor spaces and associated landscape structures. Sidewalks and exterior stairs shall have lights.

Light fixtures shall be attached with stainless steel or other corrosion resistant fasteners. The fasteners provided by the manufacturer are not corrosion resistant.

The light spectrum for all exterior lighting shall be warm white (3000 Kelvin or less).

Walls and structures shall not be flooded or washed with light.

Some properties may be subject to lighting restrictions intended to protect nesting sea turtles.

Lighting of plant materials shall be achieved with hidden light sources and down lights from above.

Only low voltage lighting may be used for all site lighting applications. Line voltage may be used for lights attached to the building.

Only LED lamps shall be used for all exterior lighting.

At pools, spas and water features, underwater lights are encouraged.

With the exception of low-level driveway and sidewalk lights, all building lighting must occur within the Building Envelope. Subtle lighting of the driveway, entry and/or address numbers is allowed.

Light fixtures shall be selected and located to minimize light trespass onto adjacent lots.

Soffit lights over porches and garage doors whenever possible, shall be recessed, not surface mounted.

Security lighting may be installed on buildings provided it does not trespass onto adjoining lots, or boulevard.

Motion sensitive security lighting must be on timers that automatically turn the lights off after a short time. Motion detectors shall be located to avoid accidental triggering. Illumination from these security light fixtures shall be directed downward and shall not trespass into any neighbor's property or the boulevard. The lamps or light source shall be shielded from view.

Only decorative light fixtures shall be used. "Wall Pack" and "floodlights" shall not be used at The Preserve; instead of a single, high output fixture, a series of lower output, decorative fixtures should be utilized to illuminate larger areas.

## **Exterior Equipment & Service Areas**

### **Objectives**

To screen equipment and service area from off-site views.

### **Requirements**

Trash can storage areas, outdoor work areas, mechanical equipment and outside equipment are to be completely screened from off-site views by the use of architectural features or plant materials approved by the Town Architect. Where feasible, these areas are to be integrated into the main buildings.

Pool, spa and air conditioning equipment shall be screened or located behind walls.

Solid noise absorbing covers for equipment may be required after installation if it is discovered that noise emanating from the equipment is a nuisance to adjoining lots, the boulevard or common areas. Pool equipment and other exterior motor noises are most likely to require noise absorbing cover.

No propane, or other tank, used for the storage of gases or liquids shall be placed on a lot unless screened from view. All State and City codes and laws regarding the placement of such tanks, propane, etc. are to be adhered to and all required permits obtained.

Flagpoles: a freestanding flag pole is allowed on all lots.

All structures are to have a Town Architect approved address marker installed upon construction of home.

All exterior recreational or play equipment, such as swing sets, slides, play structures, jungle gyms and similar equipment, must meet the intent and requirements of all sections of these Requirements, including color. This type of equipment or structures shall be located in the least visible portions of the lot and must not be visible from the boulevard, or main development entryway. The height of this type of equipment shall be limited to a maximum of eight (8) feet above finished grade. All exterior recreational or play equipment requires specific approval of the Town Architect prior to installation.

Basketball hoops and portable basketball hoops and backboards shall not be allowed on lots if they are visible from the boulevard.

Antennas and satellite dishes shall be allowed on lots only if they are not visible from the boulevard if, in accordance with Federal law, this placement does not prevent reception of an acceptable quality signal or impose unreasonable expense or delay. Antennas or satellite dishes more than one meter in diameter are not allowed.

Solar collectors, clotheslines, and other energy devices based on renewable resources are allowed. They shall be placed to minimize their visibility from the boulevard and adjoining lots while not significantly compromising the effectiveness of the energy saving device.

Window air conditioners are prohibited if visible from the boulevard or other lots.

## Signs

**Address numbers:** shall be of a non-corrosive material, of a size meeting or exceeding the minimum required by building code addressing requirements, and placed so as to be visible from the boulevard. Recommended locations include the front door, the wall beside the door, the entablature, or a square porch column. Address numbers shall be approved prior to installation by the Town Architect with respect to material, size, color, font, and location. House numbers shall relate to the architecture of the house.

**House name:** Lettering displaying the name of the house or homeowner name may be either hand-painted or have individual letters and shall be approved prior to installation by the Town Architect with respect to material, size, color, font, and location. It shall relate to the architecture of the house, not to exceed three square feet in area.

**Security signs** providing notice of a security system may have a company logo and are limited to a maximum of one square foot in size. Signs shall not be freestanding in the yard but shall be affixed to the building, wall or fence near a door or gate and facing the boulevard.

**Construction Signs:** A single temporary construction sign is required during the construction phase with the name and phone numbers of the builder and architect. It may have other information such as logo, web address, etc. The sign shall be no more than nine square feet (12 s.f.) and may not exceed three feet (4'-0") in any direction. The sign must be removed upon completion of final inspection.

All other signs, including for sale or for rent, advertising, political or business signs, are prohibited.

## ARCHITECTURE AND DESIGN

### Objectives

Architectural standards have been developed to achieve the aesthetic objectives for The Preserve. The intent of these

Requirements is to encourage a diversity of design solutions while at the same time producing high quality homes within a cohesive framework of materials and architectural vocabulary appropriate for the Community.

### **Requirements**

**Buildable area:** Each lot has a buildable area that is defined by various lines such as setbacks or yard lines. There are other lines, such as utility easements, the delineation of the wetlands and required offsets from the north toe of the dune. Not all of these lines will occur on every lot, but, where they occur, the footprint of each structure must be contained within these lines.

**Front Elevation:** The front elevation of the house is required to be parallel to the front property line. Where the front property line is single radius, the front elevations shall be parallel to a straight line connecting the front property corners and tangential to the curve. On complex curves or multiple radii, the front elevations shall be perpendicular to the side yards.

The front of the house is that side facing the boulevard. The front door, front porch, stairs, etc., shall relate to the boulevard.

**Fire Suppression Required:** All homes in the subdivision are required to have an approved residential automatic fire suppression (fire sprinkler) system designed in accordance with NFPA 13, all applicable codes and regulations and shall be approved by the Fire Marshal of the City of Galveston.

**Accessory Buildings:** Accessory buildings such a detached garages, garage apartments and utility or storage buildings are not allowed.

**Colors:** Exterior colors are to accompany construction documents submission to the Town Architect. Within the context of the overall community, a range of colors are acceptable and encouraged. Creating a diversity of color use that adds character to the Community is encouraged, however, not all colors are acceptable. Exterior colors shall also be compatible with other exterior materials colors such as masonry and roof. All changes in exterior color must be pre approved by the Town Architect.

**Massing:** Houses at The Preserve shall be simply designed mostly with simple, rectangular forms. Houses shall have a clear primary element and no more than three secondary elements. Stairs, open decks, balconies, dormers, bay windows, and other smaller elements are not considered secondary elements. A covered porch would not considered to be a secondary element when it is included as an part of the geometry of the main house.

Add architectural features to emphasize the front facade (i.e., bay windows, wood doors, substantial window framing and sills, varied roof forms, etc.) . Ensure entry features are proportionate to the building height, and have a human scale so that they are welcoming, not overpowering. Avoid large flat walls by projecting and recessing sections or adding bay or box windows, balconies or other projecting elements.

**Minimum Area:** The minimum enclosed (heated and cooled) area shall be 1,500 square feet or as approved by the Town Architect.

**Floor to Floor Dimensions:** Minimum heights, as measured from the floor to the top of the top plate shall be as follows:

Ground level (parking, storage and access to upper floors):  
6” above crown of street

First Elevated Floor: Exceed FEMA requirements -  
minimum 3’-0” above base flood elevation.

Second Elevated Floor: 11’-0” minimum floor to floor  
height.

Any Additional Floors, observation areas, etc.: 10’-0”  
minimum floor to floor height.

**Porches and Projections:** Building designs shall incorporate varied projections such as wall offsets and covered porches that create texture, shade, scale and visual interest. Front and rear porches are required. On Lot 9, Block 3 (corner lot) a wraparound porch is required.

**Roofs:** shall be carefully designed in color, material and shape so that they help to integrate the structure with the site and neighboring properties.

**Trellises:** and outdoor covered areas shall be incorporated into the overall massing to avoid a tacked on appearance.

**Roof Forms:** Roof forms may include gables, hips, dutch hip and/or shed roofs. Flat roofs with parapets are discouraged but may be allowed provided they are not visually dominant.

**Roof Pitches:** Sloped roof pitches may be 5:12 to 12:12, two-sloped roofs and roofs over secondary elements may have slopes as low as 3:12. Roof designs shall incorporate offsets and/or multi-level designs to avoid the appearance of wide, unbroken roof planes.

**Roof Materials:** Roofs shall be zinc or zinc coated standing seam metal, such as zinc, galvanized, galvalume or terne (stainless steel coated with zinc). Standing seam metal roofs must have no exposed screws or fasteners. Small areas of flat roofs may allowed where necessary and shall be any appropriate material meeting uplift requirements, such as membrane or modified bitumen.

**Eave Depths:** Eaves shall be incorporated, where appropriate, to a one foot (1'-0") minimum. Exposed rafter tails are required on sloped roof designs.

**Gutters and Downspouts:** shall be incorporated into the overall design of the house. Gutters and downspouts shall not appear as if they were tacked on but shall blend with color and style of home. Gutters shall be galvanized metal or copper. Gutters shall have circular or semi-circular sections.

**Pilings:** Houses next to the shoreline in Galveston have a unique look, they are elevated on pilings or stilts. This is because FEMA (Federal Emergency Management Administration) requires the bottom of the lowest structural member to be a certain elevation above sea level, (the Base Flood Elevation or BFE). In The Preserve, the BFE ranges from 17 feet to 19 feet above sea level. Houses shall be designed and constructed to comply with the latest

Flood Information Rate Map (FIRM) as published by FEMA. In addition, the Community requires the bottom of the lowest structural member be a minimum of three feet (3'-0") above BFE.

All elevated structures shall be built on pilings and all pilings shall be driven to a minimum depth of fifteen feet (15' -0" ) or to the depth determined by a structural engineer based on a geotechnical analysis of the site.

Pilings are generally spaced about 12 – 14 feet on center in either direction. They shall be spaced in an even, uniform and logical pattern, and may be furred or wrapped in a style appropriate to the architecture of the house. Round pilings are required to be furred and framed to a square cross section.

Piles may be made of preservative treated wood, pre-stressed concrete or composite materials.

Pilings shall be wrapped or concealed behind walls.

**Break-Away Walls:** Break-away walls and flow through walls are generally constructed between the pilings. Ground floors may be enclosed according the City of Galveston Floodplain Ordinance and FEMA requirements (generally less than 300 square feet of conditioned area is allowed, however this might increase Flood Insurance premiums). Screening (with flow through walls) is allowed in the remainder of the openings between the pilings. Facing the boulevard and for the first two openings away from the boulevard, screening is required in openings that do not contain a driveway.

**Screening:** is typically made of horizontal louvers or lattice work. Other solutions complying with FEMA requirements are encouraged. No prefabricated lattice of any material is allowed to be used. **Diagonal lattice is not allowed, only lattice at vertical and horizontal 90° angles.**

**Stories:** No house shall be more than two (2) stories of living area in height above the BFE. Open decking or observation towers, shall be allowed above the second level provided that they comply



with the City of Galveston amendments to the International Residential Code (IRC).

**Exterior Walls:** In general, the exterior wall design of all houses and improvements shall incorporate the use of at least two different materials, colors or patterns in order to create subtle textural changes and to articulate masses; for example, horizontal lap siding on the main levels of the house with fish scale or shingle patterns in gable walls. Siding may be cement fiber board such as Hardiplank.

Exterior walls of a single material may be acceptable if, in the opinion of the Town Architect, they meet the requirements of these Requirements, are consistent with the Community's aesthetic goals and are appropriate to the architectural style.

**Trim:** Trim shall be cement fiber board (e.g. HardiBoard). Corner boards and door and window opening trim pieces shall be minimum 3.5 inches wide, 5.5 inches is preferred, cornice boards and fascias shall be minimum 3.5 inches wide, larger dimensions appropriate to the architectural style are preferred.

**Fasteners:** all fasteners exposed to the weather, or used to fasten exterior materials, shall be of stainless steel or other approved corrosion resistant material. This is especially important when attaching light fixtures and other items, as the hardware provided by the manufacturers is not corrosion resistant. Stainless steel will oxidize and stain siding, so it is recommended that it be primed with a corrosion inhibiting primer. Corrosion resistant materials are also required by the Texas Department of Insurance. (Note that straps and other components are typically of "hot dipped galvanized" which is allowed. Hot dipped nails and screws are not allowed because the process of driving the fastener will break the zinc coating and cause the fastener to fail).

**Doors:** Exterior entry doors shall be appropriate to the architectural style and shall be glazed or paneled.

The main entry door shall be the most prominent and attractive door in the house. The use of custom or reclaimed doors for the front entry is encouraged (historic doors and window sashes are

available from the Galveston Historical Foundation's Salvage Warehouse). [Note that if a historic or custom door is used, a temporary shutter to protect the door in the event of hurricane may be required by the TDI].

The front door shall be a noticeable and a memorable feature of the house. Exterior doors shall be wood. Metal-clad, composite, vinyl or fiberglass are allowed only if designed to look like high-quality wood doors. Glazed doors are encouraged and shall follow the requirements for windows with respect to muntins.

The use of French doors is encouraged when appropriate to the style of the house. Alternatively, door sized windows may be used. In styles with porches, particularly wrap around porches, this blurs the lines between windows and doors and between the indoors and outdoors. Vertical proportions, and transoms are encouraged. rafter



**Figure 13 - French Doors with Sidelights and Transom**

Exterior sliding doors are not allowed. Exterior storm and screen doors are allowed if they have the appearance of a typical exterior door, Aluminum storm and screen doors are not allowed. All storm and screen doors shall be approved by the Town Architect.

**Windows:** Storm resistant windows are required. Windows must be wind load and impact resistant as required by the Texas Department of Insurance. Skylights and or roof windows are not allowed facing the boulevard.

Windows shall be appropriate to the architectural style of the house

and shall generally be taller than they are wide. Sashes shall be divided lite, as appropriate to the style. Divided lite windows shall have surface mounted muntins. There are many building code, energy code and windstorm requirements for windows ranging from the amount of solar heat which must be blocked, insulating values, minimum opening size for emergency egress, wind pressure and impact requirements for hurricanes. Therefore windows must be chosen carefully and there will be many constraints on the

Metal-clad, composite, vinyl or fiberglass windows are allowed and shall be designed to look like high-quality wooden windows.

Tall windows that are the scale of French doors and extend to the floor are encouraged on porches where French doors are not used.

Window shapes such as fanlights, circles, and ovals are encouraged for accent purposes but only when appropriate to the architectural style of the house. Accent windows are not required to be operable but must meet windstorm requirement. They shall be consistent with the materials and construction of the other windows.

**Shutters:** Louvered shutters are encouraged for all windows and doors with glass. Shutters shall be operable. Shutters shall be wood, metal or fiberglass and match the size of the windows they cover.

Louvered shutters generally do not meet modern windstorm requirements, instead, it is typical that the door and window assemblies themselves meet the requirements, however, shutters that meet windstorm requirements are available, and are allowed. They may be used as the primary protection from windstorm as approved by the Texas Department of Insurance.

**Porches:** Porches are outdoor areas covered by the roof but not enclosed by the exterior walls of the house. Throughout the south, porches are at least as broad as they are deep. Porches may provide space for residents to entertain guests or gather on special occasions. Porches shall be framed by a line of columns. Columns shall be a minimum of 8 x 8 (nominal dimensions) or turned up to

a maximum of 12 x 12 nominal on major porches. Columns shall support a dropped beam.

At The Preserve, porches are required at the front door. Front porches shall be 10 feet wide by 8 feet deep, or larger.

Porches shall have roofs & guard rails, and may be screened with high quality screen material such as fiberglass or vinyl. Metal screen materials are not recommended as they will oxidize in the coastal environment.

**Decks:** or uncovered porches, may be located on the rear or sides of houses. Decks may also be located on roof structures. Decks shall have guard rails.



**Figure 14 - Porch with columns, brackets & guard**

**Brackets:** Any projecting element shall be provided with some visible means of support, whether or not this is the actual structural support. Such support elements shall consist of two distinct elements: a horizontal band that expresses the floor platform of the projecting element, and, below this, some type of corbel or bracket that supports the platform. Brackets are encouraged for many design styles and may be used to support architectural features such as overhangs, bay windows or other protruding windows, balconies, and awnings. Brackets may also be decorative.

**Projecting Elements:** Bay Windows, Balconies, and other projecting elements are encouraged and are not considered secondary architectural elements. They may encroach up to three feet (3'-0") into required setbacks (but not easements). Roof overhangs on projecting elements may extend an additional one and one-half feet (1'-6") into the setback.

## Miscellaneous Provisions

### Right of Waiver

The Preserve Architectural Committee recognizes that each Lot has its own characteristics and that each Owner has their own individual needs and desires. For these reasons, The Preserve Architectural Committee has the authority to approve deviations from any of the Design Requirements contained within this document.

Any request to deviate from these Design Requirements will be evaluated at the sole discretion of the Town Architect, and that the approval of deviations will be limited to unique and creative design solutions to unique situations.

Prior to the Town Architect approval of any deviation from a Design Requirement, it must be demonstrated that the proposal is consistent with the overall objectives of these Design Requirements and that the deviation will not adversely affect adjoining lots or the community as a whole.

Approval of any deviation from the Design Requirements is a response to unique circumstances and does not set a precedent for others to seek a similar deviation and is not justification in requesting a variance from the Design Requirements

Each request must stand on its own merits and present justification based on unique circumstances and creative design solutions. The Town Architect reserves the right to waive any of the procedural steps outlined in this Design Requirements document.

## **Construction Deposit**

A construction deposit is required and shall be \$1.00 per square foot of conditioned space. The Construction Deposit shall be paid to the Homeowners Association and must be paid before construction commences.

The construction deposit is to ensure compliance with the intent of the Architectural Requirements and against any damage to common areas caused by the construction. If the construction is in compliance with the requirements and should there be no cleaning or repairs to common areas required, the Homeowners Association will return the construction deposit.

If the deposit is required to repair, replace, or clean up common areas that are damaged due to construction activities, the builder will be notified of the deficiency. The builder will be allowed to rectify the problem before the deposit is used.

## **Non-Liability**

The purpose of the Developer and the Homeowners Association is to review the submitted applications in order to maintain the unique aesthetic and visual character of the community and to determine if the proposed construction conforms.

Neither the Developer, Homeowners Association, Architectural Committee, nor any member, employee, consultant or agent thereof shall be liable to any party for any action, or failure to act with respect to any matter and specifically shall not be liable for the structural adequacy or safety of any improvements, soils conditions, compliance with regulatory requirements, or the performance or quality of any architect, engineer or contractor.

## **Building Permits Required**

Owners must apply to the City of Galveston for all applicable permits including, but not limited to beachfront construction certificate, building permit and certificate of occupancy, etc.

The Owners shall apply for applicable permits from the City of

Galveston after receiving Final Design approval from the Town Architect. Any adjustments due to City review affecting the exterior of the house or the site, must be resubmitted to the Town Architect for review and approval prior to commencing construction.

The issuance of any approvals by the Town Architect does not imply corresponding compliance with the legal requirements of other agencies.

It is possible that the City of Galveston may, from time to time, amend its regulations such that they conflict with these Design Requirements. It is the Owner's responsibility to confirm plan conformance with the City and the Town Architect assumes no responsibility for changes that may be required as a result.

## **Exterior Changes**

Changes or modifications to the exterior of a home or its landscape and/or hardscape require the prior review and approval of the Town Architect pursuant to these Requirements. Owners may be subject to fines at the discretion of the Town Architect as approved by the Declarant of The Preserve at Grand Beach for unauthorized improvements.

Changes or modifications to the exterior include but are not limited to structural modifications, re-painting or re-roofing which changes the color or appearance, or substantial changes to the landscaping.

The Owners may apply to the Town Architect to review and approve the modifications, which the Town Architect may allow or disallow at its sole discretion subject to these Guidelines.

In the event the improvements are disallowed, the Owners shall be required to remove them and restore the property to the pre-existing condition as it was originally approved by the Town Architect or as subsequently modified.

In cases of substantial remodeling, the Town Architect may determine that a full construction review is warranted. In such cases, the Town Architect will respond accordingly to the exterior

change application, which will start with the Schematic Review.

## **Construction Inspections**

Periodic inspections may be made by the Town Architect while construction is in progress to determine compliance with the approved plans and specifications. The Association is empowered to enforce its policies as set forth in the Governing Documents by any action, including an action in a court of law, to ensure its compliance.

## **Design and Construction Process**

Following is the procedure required to obtain design approval and ongoing review & approvals for all construction in The Preserve at Grand Beach.

To develop the design for your home the Owner and Architect, shall review the design requirements for The Preserve, The City of Galveston Land Development Regulations and Building Codes (with amendments), the City's floodplain ordinance and the Texas Department of Insurance requirements.

## **Schematic Design Review**

After designing to comply with the above, schematic drawings of the house shall be submitted to the Town Architect at [ac@thepreserveatgrandbeach.com](mailto:ac@thepreserveatgrandbeach.com) Electronic submission by email is preferred.

The subject line of the email shall say "Schematic Design Submittal" and give the block and lot number. The body of the email shall contain the Owner's name, email address, address and phone number and the Architect's name, email address, address and phone number.

Other pertinent information may be included in the email

The cover sheet or title block of the drawings shall contain the address of the house, Owner's name, address and phone number and the Architect's name address and phone number.

The email shall have attached in PDF format, the schematic design site plan, floor plans and exterior elevations (described in further detail below). Other drawings may be included, but are not required.

The Schematic Design Review fee is \$250. Payment shall be submitted to The Preserve Homeowners Association at [HOA@thepreserveatgrandbeach.com](mailto:HOA@thepreserveatgrandbeach.com) Checks shall be made payable and sent to The Preserve Homeowners Association. Payments may also be made by credit or debit card, or Paypal.

Upon completion of the review, the drawings will be returned via email to the Owner and Architect with comments, a copy will be forwarded to the HOA, and a copy will be retained by the Town Architect.

## **Schematic Drawing Requirements**

PDF drawings shall be set up to print on 22 x 34 (ARCH D) or 24 x 36 sheets.

Site Plan - 1" = 20' minimum, with North arrow and showing property lines, setbacks, easements, wetlands, north toe of dune and offsets as may exist on the lot, building footprint (with entries, porches, balconies and overhangs shown with dashed lines), driveway, fences/walls, patios, decks, utility connections and pad locations, pools and any other site amenities.

Roof Plan – 1/8" minimum, show outline of house perimeter below with a dashed line. Show major roof elements, direction of slope and pitch.

Elevations – 1/8" or 1/4" = 1', Provide a set of colored elevations illustrating the exterior appearance of all views. Indicate the highest ridge of the roof, roof slopes, the base flood elevation (BFE) and elevation above mean sea level of each floor, existing and finished grades. Describe all exterior materials, colors, and finishes (walls, roofs, trim, vents, windows, doors, etc.) and locate all exterior lighting fixtures. Provide paint color numbers (Sherwin Williams or

approved manufacturer) or description of colors and materials for all exterior finishes including doors and windows.

Floor Plans - 1/8" or 1/4" = 1' (preferred), Provide a floor plan indicating all rooms, porches, decks, stairs, etc., with overall dimensions, door and window locations, location of mechanical and electrical systems, and fire sprinkler entrance. Indicate the location and type of all exterior lighting fixtures, fireplaces, and kitchen appliances.

Upon approval, a set of schematic design drawings approved by the Town Architect will be returned to the Owner and Architect.

## **Construction Documents Review**

After approval of the schematic drawings, construction documents shall be submitted to The Preserve Architectural Committee (the Town Architect) at [ac@thepreserveatgrandbeach.com](mailto:ac@thepreserveatgrandbeach.com) Electronic submission by email is preferred.

The subject line of the email shall say "Construction Documents Submittal" and give the block and lot number. The body of the email shall contain the Owner's name, address, email and phone number and the Architect's name address, email and phone number. If selected, the Builder's name, email address, address, email and phone number shall be included.

Other pertinent information may be included in the email

The cover sheet or title block of the drawings shall contain the address of the house, Owner's name, address and phone number and the Architect's name address and phone number.

The email shall have attached in PDF format, the complete stamped and signed construction documents containing at a minimum the site plan, floor plans, electrical plans, wall sections and or building sections and exterior elevations (described in further detail below). Other drawings may be included, but are not required.

If a set of documents is too large to conveniently email, the Town Architect may set up a Dropbox for use during the project and the drawings and other information may be deposited there, and a link sent to the Town Architect instead of an email attachment.

The Construction Documents Review fee is \$250. Payment shall be submitted to The Preserve Homeowners Association at [HOA@thepreserveatgrandbeach.com](mailto:HOA@thepreserveatgrandbeach.com) Checks shall be made payable and sent to The Preserve Homeowners Association. Payments may also be made by credit or debit card, or Paypal.

Upon completion of the review, the drawings will be returned via email to the Owner and Architect with comments, a copy will be forwarded to the HOA, and a copy will be retained by the Town Architect.

Construction Document Submittal Requirements are the same as those for Schematic Design, with additional required drawings at reasonable scale.

In addition, provide an attachment (or another email with the same subject line), with specific information on exterior components such as size, shape, model number, cut sheets, colors. Include color samples or color photographs of all stained, painted or factory finished items. The following items shall be described: railings, chimney, main entrance door, other doors, windows, driveway, walks, garage door, fence and gates, gutters and downspouts, lighting, decking, roofing, shutters, soffit, walls, trim.

Upon approval, a set of construction drawings approved by the Town Architect will be returned to the Owner and Architect.

## **Construction Commencement**

After approval of the construction documents, when a building permit has been issued by the City of Galveston, an email shall be submitted to The Preserve Architectural Committee (the Town Architect) at [ac@thepreserveatgrandbeach.com](mailto:ac@thepreserveatgrandbeach.com)

The subject line of the email shall say “Construction Commencement Application” and give the block and lot number. The body of the email shall contain the Builder’s name address, email, phone number and City of Galveston Contractor Number.

Attach a copy of the Building Permit from the City of Galveston.  
Attach a copy of the WPI – 2 (notification form)

The Construction Observation fee is \$500. The Construction Deposit is \$1.00 of conditioned space. Payment shall be made with separate checks or credit/debit card transactions submitted to The Preserve Homeowners Association at [HOA@thepreserveatgrandbeach.com](mailto:HOA@thepreserveatgrandbeach.com). Checks shall be made payable and sent to The Preserve Homeowners Association. Payments may also be made by credit or debit card, or Paypal.

Construction may begin after the fee and deposit have been received by the HOA and upon notification from the Town Architect which will be sent by email to the Owner, Architect and Builder.

The Town Architect may observe the construction from time to time and reserves the right to stop construction if it does not comply with the approved construction documents or if it does not comply with the Covenants, Conditions and Restrictions of the Subdivision.

Typical inspections might be during site preparation and filling, installation of batter boards or stake-out of pilings, installation of pilings or concrete, during framing, during installation of siding and roofing, installation of site improvements such as fences, walks, drives, etc.

Although not required prior to commencement of construction, prior to installation, a landscape drawing and final paint color samples must be reviewed and approved by the Town Architect. A sample board, erected in front of the house and with representative samples of each color and or material to be used (e.g. shingles) is encouraged.

## **Minor Changes**

Minor Changes are typical in construction projects and are required to be reviewed and approved by the Town Architect only if the change will affect the exterior. Interior changes are not required to be reviewed.

A description of minor changes shall be submitted to the Town Architect at [ac@thepreserveatgrandbeach.com](mailto:ac@thepreserveatgrandbeach.com). Electronic submission by email is preferred. The body of the email shall contain the Owner’s name, address, email and phone number and the Architect’s name address, email and phone number. If selected, the Builder’s name, email address, address, email and phone number shall be included.

Attach any drawings necessary to describe the change.

The subject line of the email shall say “Minor Change Submittal” and give the block and lot number plus the word “Change” and a sequential number (e.g. Minor Change Submittal Blk 1 lot 5, Change No 1).



The Minor Change Review fee is \$50. Payment shall be submitted to The Preserve Homeowners Association at [HOA@thepreserveatgrandbeach.com](mailto:HOA@thepreserveatgrandbeach.com) Checks shall be made payable and sent to The Preserve Homeowners Association. Payments may also be made by credit or debit card, or Paypal.

Approval of minor changes by the Town Architect does not constitute regulatory approval. Approvals from the City, GLO, TDI or others may also be required.

Minor changes may be made after the fee has been received by the HOA and upon notification from the Town Architect which will be sent by email to the Owner, Architect and Builder.

## **Final Inspection**

Upon completion of construction, the Builder shall submit an email to the Town Architect stating that the construction is complete, that it conforms to the Design Requirements of The Preserve at Grand Beach and the approved construction documents, and that all construction, site improvements, cleaning and repairs to common areas and right of way is complete.

The Application for Final Inspection shall be submitted to The Preserve Architectural Committee (the Town Architect) at [ac@thepreserveatgrandbeach.com](mailto:ac@thepreserveatgrandbeach.com) Electronic submission by email is preferred.

The subject line of the email shall say “Application for Final Inspection” and give the block and lot number. The Builder’s statement (as described above), name address, email and phone number shall be included.

Attach (or send under separate email) the Final Certified Survey and

Certificate of Occupancy from the City of Galveston.

After final inspection by the Town Architect, the Builder will be notified if there is any cleaning or if there are any repairs required in the common areas or rights of way, and given an opportunity to clean or make any repairs. If none are required, the construction deposit will be refunded, otherwise the repairs or cleaning will be performed by the HOA and paid from the deposit, with any remainder being refunded.

## **Post Completion Exterior Changes**

After completion, changes may be made to the exterior of a house upon approval of the Town Architect.

A description of exterior changes shall be submitted to The Preserve Architectural Committee (the Town Architect) at [ac@thepreserveatgrandbeach.com](mailto:ac@thepreserveatgrandbeach.com) Electronic submission by email is preferred.

The body of the email shall contain the Owner’s name, address, email and phone number and a description of the proposed exterior change. Attach any drawings, cut sheets, photographs or other information as may be necessary to describe the change.

The subject line of the email shall say “Exterior Change Application” and give the block and lot number.

The Exterior Change Review fee is \$50. Payment shall be submitted to The Preserve Homeowners Association at [HOA@thepreserveatgrandbeach.com](mailto:HOA@thepreserveatgrandbeach.com) Checks shall be made payable and sent to The Preserve Homeowners Association. Payments may also be made by credit or debit card, or Paypal.

Approval of minor changes by the Town Architect does not constitute regulatory approval. Approvals from the City, GLO, TDI or others may also be required.

Exterior changes may be made after the fee has been received by the HOA and upon notification from the Town Architect which will be sent by email to the Owner.