

**WILDWOOD SHORES
POA ACC
APPLICATION AND
AGREEMENT**

BY SUBMITTING AND SIGING THIS APPLICATION, YOU AGREE THAT YOU HAVE READ THE AGREEMENT AND HAVE SUBMITTED ALL REQUIRED DOCUMENTATION AND WILL FOLLOW ALL CONSTRUCTION RULES AND REGULATIONS.

VARIANCES ARE GRANTED FOR HARDSHIPS ONLY AND WILL BE REVIEWED BY THE POA BOARD ON A CASE BY CASE BASIS.

READ THE DCCRs FOR YOUR SECTION BEFORE SUBMITTING APPLICATION. COPIES OF THE DCCRs AND RESOLUTIONS CAN BE FOUND ONLINE. YOU CAN REQUEST LOGIN CREDENTIALS FROM SARAH ELDRIDGE VIA EMAIL AT sarahe@pamgtx.com OR BY PHONE AT (281) 607-7701.

The ACC has 30 days in sections 1 through 4 and 90 days in sections 5 through 15 to approve or deny the submitted application. The 30/90 days starts when a FULLY COMPLETE application is forwarded to the ACC from the Management Company. The Management Company may take up to 3 business days to log in application information and forward the application to the ACC.

It is the owner's AND builder's responsibility to meet these requirements for a **COMPLETE** submittal for ACC review and disposition. Missing items will delay the plan review by the ACC.

All new construction applications must be submitted electronically, in one PDF. Other ACC request can be submitted electronically (which is preferred) but if you submit a hard copy only one is required. If hard copies are submitted, enclose all items in a large clasped envelope.

If you have questions about required documentation, please contact Sarah Eldridge via email at sarahe@pamgtx.com or by phone at (281) 607-7701.

GRINDER PUMP REQUIREMENTS AS OF SEPTEMBER 23,2021

The WWS sewer treatment system is owned and operated by Undine Utilities. Undine requires, for the integrity of the sewer collection system, usage of the E-One grinder pump. The E-One design specifications are TCEQ approved for the WWS sewer treatment system and are required to prevent sewer failures and overflows from unapproved grinder pumps, as indicated in the Undine Sewer service application for Wildwood Shores.

<https://undinellc.com/pdf/undine%20Texas%20Enviromental-Wildwood%20shores.pdf>

NON-COMPLIANCE NOTICE

If, for any reason, a property is found to be in non-compliance with the approved plans, the DCCRs, or Resolutions, all construction will be required to stop. A "STOP WORK" notice of non-compliance will be left at the site and a letter/email will be sent to the owner and builder. Construction must NOT continue again until the observed condition has been brought into compliance and a "NOTICE TO CONTINUE" has been issued by the ACC. Failure to allow entry, comply with the required inspections, or comply with the stop work order will result in legal action. The cost of any legal action necessary to ensure compliance will be sought from the owner of the property and/or builder.

THE FOLLOWING REQUIREMENTS MUST BE IN PLACE BEFORE START OF THE PROJECT:

- Silt fence to be located on all sites where natural vegetation will be removed OR fill will be brought in. On all lots, silt fence must be located along downhill property line. On all waterfront lots, silt fence must be located along edge of water. All ditches must be protected. If existing drainage ditch fills with soil during construction, it will be the owner's/builder's responsibility to clean out ditches or the cost for the subdivision to do so will be deducted from deposit.
- Portable toilets are required for all new home and pool construction projects. Workers are to use on site toilets. Workers are NOT allowed to use the subdivision restrooms at either pool.

- Trash dumpster or container (minimum 8'X8') must be located on site. All construction/project trash must be put in container.
- Gravel/temporary driveway and culvert (if needed) must be put down where vehicles will be entering/leaving lot. This is necessary to keep vehicles from tracking mud and debris into streets.

CHECK OFF EACH ITEM THAT IS INCLUDED IN APPLICATION SUBMITTAL. ANY ITEMS MISSING WILL DELAY APPROVAL.

NEW HOME OR SITE IMPROVEMENT APPLICATIONS MUST INCLUDE:

() Completed and signed application. Signature confirms that you have read and agree to the rules and requirements of this application.

() Check (personal, business, or cashier's) for the cost of the non-refundable review fee and road-use fee made out to Wildwood Shores POA.

() Check (personal, business, or cashier's) for the construction deposit made out to Wildwood Shores POA.

() One (1) full set of construction drawings/documents. All plans and specifications must be drawn/drafted in a professional manner. Although a licensed architect is not required, it is recommended. These drawings/documents MUST include the following:

SURVEY – An abstracted survey is required and must show metes and bounds for property lines, all easements, and all building line setbacks. Survey will also need to have topographic elevations to show the slope direction and severity on lot. All lake lots must show base flood elevation benchmark.

SITE PLAN – Site plan must show the location of ALL improvements (house, detached garage or out-building, driveway, sidewalks, fences, retaining walls, etc.) on the lot with dimensions from property lines to the improvements. Top of slab OR first floor finish floor elevation must be noted on Site plan (210' is MINIMUM required elevation). Site plan must also show grinder pump location (cannot be located in any easements), buried propane tank location (if applicable), a/c condensing unit, and culvert location/size/material. If concrete is to be used during construction, a concrete wash-out area is to be located on the site plan.

FOUNDATION PLAN – A site specific foundation plan STAMPED AND SIGNED by a professional structural engineer is required for all foundations (slab, piers, pilings, etc.).

FLOOR PLANS – Floor plans must be professionally drawn/drafted (NO hand drawn sketches will be accepted) and must be site specific (must show any/all steps/stairs required for elevation changes due to lot slope OR lot being in flood plain). Floor plans must be dimensioned, noted (window/door locations and sizes, flooring materials for exterior spaces, etc.), and must show all porches/patios/balconies. Electrical plans are required and can be on the floor plans or submitted separately.

FRAMING PLANS/NOTES – Walls, ceilings, roofs, subfloors (if applicable) will need to be framed to meet current framing requirements. Sizing, location, and connection details to be submitted.

EXTERIOR ELEVATIONS – All exterior elevations (min. 4) to be professionally drawn/drafted and must be site specific (showing existing slope of lot, proposed pad location and height, exterior stairs, and any retaining walls). ALL exterior materials (walls and roof) to be noted – color selections can be submitted separately. Noted slab or first floor finish floor elevation and roof slopes are also required. A sample of site specific exterior elevations is attached.

DRAINAGE PLAN – NO lot shall drain onto any neighboring property. ALL water front lots and some interior lots have 5' Drainage Easements down both sides of each lot. As per DCCRs "no structure, planting, or other material shall be placed or permitted to remain which may damage, interfere with, or change the direction or flow of drainage facilities or any natural drainage". Drainage plans shall comply with DCCR requirements. If a pad is to be built, the pad shall NOT encroach into any drainage easement or onto any adjacent lot. Drainage plans will show ALL improvements (buildings, retaining walls, bulkheads, boat slips, etc.). If building pad, retaining walls, or bulkheads encroach into drainage easements OR block drainage on lots without drainage easements, an alternate drainage pipe/drain sized by a civil engineer will be required to drain past the obstruction. Arrows indicating draining direction and showing swale locations/sizes are to be shown. Elevations showing "highest point" and "lowest point" on lot must also be shown. Any drains with underground pipes must also be shown on the Drainage plan. A sample DRAINAGE PLAN is attached.

() One (1) copy of Walker County permit for your project.

() One (1) copy of SJRA permit application for all waterfront improvements, if applicable. Please note, SJRA will not approve any application without proof of Wildwood Shores ACC approval of improvements. Proof of SJRA approval must be submitted to Wildwood Shores ACC before deposit is refunded.

() One (1) set of samples/brochures for all exterior materials (walls, trim, roof, exterior room flooring, railings, etc.) and exterior colors. Exterior colors MUST be chosen from the approved color chart which can be found on the Wildwood Shores website. You are not required to use Sherwin Williams paint, but other manufacturers/brands will need to be color matched to specific colors on the approved chart.

() Proof of Builder's liability insurance.

() Estimated truckloads of fill entering Wildwood Shores. _____ Truckloads

() Estimated truckloads of soil leaving Wildwood Shores. _____ Truckloads

INSPECTION/VERIFICATION PROCESS FOR NEW HOME OR SITE IMPROVEMENT

The following documents and inspections will be required throughout the construction process. Inspections must be completed by a registered/documented construction inspection company and passing reports and surveys must be submitted to ACC.

FORM SURVEY – To be done after foundation form boards or pilings/piers have been installed but before any concrete is poured or any subfloor is framed.

FORM INSPECTION – To be done prior to concrete pour to insure that the foundation is in accordance with the stamped engineered foundation design.

FRAMING INSPECTION – To be done prior to insulation being put in.

GRINDER PUMP PRELIMINARY INSPECTION – To be done BEFORE grinder pump is installed. Builder/plumber to meet with a representative from Undine Utility to go over grinder pump location, installation method, and proposed line location.

MECHANICAL INSPECTION – To be done once mechanical equipment has been installed.

GRINDER PUMP Inspections- When building a new home, the builder's plumber should coordinate with Undine Utility prior to completing installation of the grinder pump, including leaving the connection to the pump exposed. The plumber should call Undine Utility at (877) 201-4314 to schedule TWO inspections/test:

1. **PRE: Inspection before the plumber installs the grinder pump.**
2. **POST: JOINT FUNCTIONAL inspection**

FINAL INSPECTION – To be done after all construction has been completed.

FINAL SURVEY – Must show ALL improvements on lot including buildings, driveways, sidewalks, fences, retaining walls, boat slips, and/or bulkheads.

BOAT SLIP, PIER, DOCK, OR BULKHEAD APPLICATIONS MUST INCLUDE:

TWO STORY BOAT HOUSES WITH ROOFS WILL NOT BE APPROVED. A ROOF OR A PARTY DECK ARE ALLOWED BUT NOT BOTH.

() Completed and signed application. Signature confirms that you have read and agree to the rules and requirements of this application.

() Check (personal, business, or cashier's) for the cost of the non-refundable review fee and road-use fee made out to Wildwood Shores POA.

() Check (personal, business, or cashier's) for the construction deposit made out to Wildwood Shores POA.

() One (1) full set of construction drawings/documents. All plans and specifications must be drawn/drafted in a professional manner. Although a licensed architect is not required, it is recommended. These drawings/documents MUST include the following:

SURVEY – An abstracted survey is required and must show metes and bounds for property lines, all easements, and all building line setbacks. Survey will also need to have topographic elevations to show the slope direction and severity on lot. All lake lots must show base flood elevation benchmark.

SITE PLAN – Site plan must show the location of ALL improvements (boat slip, pier, dock or bulkhead, etc.) on the lot with dimensions from property lines to the improvements.

FLOOR PLANS – Floor plans must be professionally drawn/drafted (NO hand drawn sketches will be accepted) and must be site specific (must show any/all steps/stairs required for elevation changes due to lot slope OR lot being in flood plain). Floor plans must be dimensioned, noted (window/door locations and sizes, flooring materials for exterior spaces, etc.), and must show all porches/patios/balconies. Electrical plans can be on the floor plans or submitted separately.

FRAMING PLANS/NOTES – Walls, ceilings, roofs, subfloors (if applicable) will need to be framed to meet current framing requirements. Sizing, location, and connection details to be submitted.

EXTERIOR ELEVATIONS – All exterior elevations (min. 4) to be professionally drawn/drafted and must be site specific (showing existing slope of lot, proposed pad location and height, exterior stairs, and any retaining walls). ALL exterior materials (walls and roof) to be noted – color selections can be submitted separately. Noted slab or first floor finish floor elevation and roof slopes are also required. A sample of site specific exterior elevations is attached.

DRAINAGE PLAN – NO lot shall drain onto any neighboring property. ALL water front lots and some interior lots have 5’ Drainage Easements down both sides of each lot. As per DCCRs “no structure, planting, or other material shall be placed or permitted to remain which may damage, interfere with, or change the direction or flow of drainage facilities or any natural drainage”. Drainage plans shall comply with DCCR requirements. If a pad is to be built, the pad shall NOT encroach into any drainage easement or onto any adjacent lot. Drainage plans will show ALL improvements (buildings, retaining walls, bulkheads, boat slips, etc.). If building pad, retaining walls, or bulkheads encroach into drainage easements OR block drainage on lots without drainage easements, an alternate drainage pipe/drain sized by a civil engineer will be required to drain past the obstruction. Arrows indicating draining direction and showing swale locations/sizes are to be shown. Elevations showing “highest point” and “lowest point” on lot must also be shown. Any drains with underground pipes must also be shown on the Drainage plan. A sample DRAINAGE PLAN is attached.

- () One (1) copy of SJRA permit application for all waterfront improvements. Please note, SJRA will not approve any application without proof of Wildwood Shores ACC approval of improvements. Proof of SJRA approval must be submitted to Wildwood Shores ACC before deposit is refunded.
- () One (1) set of samples/brochures for all exterior materials (walls, trim, roof, exterior room flooring, railings, etc.) and exterior colors. Exterior colors MUST be chosen from the approved color chart which can be found on the Wildwood Shores website. You are not required to use Sherwin Williams paint, but other manufacturers/brands will need to be color matched to specific colors on the approved chart.
- () Proof of Builder’s liability insurance.
- () Excavation disposal plan
- () Estimated truckloads of fill entering Wildwood Shores. _____ Truckloads
- () Estimated truckloads of soil leaving Wildwood Shores. _____ Truckloads

POOL APPLICATIONS MUST INCLUDE:

- () Completed and signed application. Signature confirms that you have read and agree to the rules and requirements of this application.
- () Check (personal, business, or cashier’s) for the cost of the non-refundable review fee and road-use fee made out to Wildwood Shores POA.
- () Check (personal, business, or cashier’s) for the construction deposit made out to Wildwood Shores POA.
- () One (1) full set of construction drawings/documents. All plans and specifications must be drawn/drafted in a professional manner. Although a licensed architect is not required, it is recommended. These drawings/documents MUST include the following:

SURVEY – An abstracted survey is required and must show metes and bounds for property lines, all easements, and all building line setbacks. Survey will also need to have topographic elevations to show the slope direction and severity on lot. All lake lots must show base flood elevation benchmark.

SITE PLAN – Site plan must show the location of ALL improvements (house, detached garage or out-building, driveway, sidewalks, fences, retaining walls, etc.) and proposed location for pool. Dimensions from property lines, easements, and other improvements must be on Site plan.

- () One (1) set of samples/brochures for all materials surrounding pool.
- () Proof of Builder’s liability insurance.
- () Excavation disposal plan
- () Estimated truckloads of fill entering Wildwood Shores. _____ Truckloads
- () Estimated truckloads of soil leaving Wildwood Shores. _____ Truckloads

PLEASE FEEL FREE TO ATTACH ANY ADDITIONAL COMMENTS/INFORMATION THAT WILL HELP THE ACC PLAN REVIEW.

ONCE CONSTRUCTION IS COMPLETED

Once construction is complete and all documents have been submitted, the owner/builder may request return on construction deposit. A final inspection by the ACC will be performed to verify project was constructed per approved drawings. Silt fence will still be necessary until sod has been planted, grass seed has sprouted, or natural vegetation has grown back.

NOTICE TO OWNERS AND BUILDERS

1. All ACC building permits are valid for a period of 6 months from the date of approval. The exterior must be completed by the end of that 6 months and the lot must be free of debris. Interior completion is not required in that 6 month period, but nothing is to be stored in view of any street. If the exterior of the residence cannot be completed within the 6 month period, the owner and builder must apply for an extension through the Management Company. Full or partial forfeiture of the deposit can be the penalty for violating the 6 month time period. The construction gate code will be deleted unless an extension is approved.
2. A gate code will be provided for a period of 6 months from the date of approval for the builder and his/her sub-contractors. This code will be deleted 6 months from the date of the ACC approval. Another gate code will be provided if an extension is approved.
3. All building permits MUST be in effect at the time of construction. Clearing the lot is permitted before ACC approval is given, but no fill or foundation forms are allowed. The silt fence, portable toilet, trash dumpster/container, and gravel/temporary drive MUST be in place BEFORE ACC approval will be granted.
4. All changes to the exterior elevations, square footage, colors, or materials (walls or roof) will need to be submitted to the Management Company for a full ACC review.
5. The ACC is legally allocated 90 days from submittal of a COMPLETE application packet to either send a formal rejection along with a list of the required changes/modifications/additions for approval or a formal approval letter/email from the Management Company.
6. All outstanding maintenance assessments and any other fees for the lot in review MUST be paid in full before ACC approval will be given.
7. NO BURNING OF CONSTRUCTION DEBRIS IS PERMITTED DURING THE CLEARING OF THE LOT OR DURING CONSTRUCTION.
8. The work site must be kept clean. No blowing trash will be tolerated.
9. Contractors and sub-contractors are prohibited from using the Wildwood Shores facilities.
10. No lot shall be accessed through any neighboring lot without written approval from neighbor(s).
11. Construction hours are Monday thru Friday from 7 am to 6 pm and Saturday from 8 am to 6 pm. NO exterior construction activity is allowed on Sundays or the following holidays, New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, And Christmas Day.

12. Radios and animals on the jobsite constitute a nuisance and will not be permitted. A fine of \$350.00 will be assessed for each occurrence.

13. No temporary/permanent electrical pedestals are allowed. Temporary power poles must be removed when permanent power is operational. Grinder pump, buried propane tanks, and a/c condensing units to be located on side or rear of house.

14. Grinder pump, buried propane tanks, and a/c condensing units to be located on side or rear of house. If one or more cannot be located on side or rear of house, the ACC will consider requesting a variance from the POA.

15. Minimum Top of Slab/first floor finish floor is 210'. All mechanical equipment must also be located at or above 210'.

16. A map of the community identifying the main roads is available. Please refrain from the use of secondary roads or cul-de-sacs unless necessary. Repairs for road damage caused during construction will be deducted from the deposit.

17. All owners and builders should inform each sub-contractor to observe the 20 MPH speed limit.

18. Builders and sub-contractors are not allowed to "tour" the subdivision or use the facilities, this will be treated as trespassing. It is also considered trespassing for builders and sub-contractors to bring family and/or friends to use the facilities or to fish. Trespassers are turned over to the Walker County Sheriff's Department for legal disposition.

19. In addition to the non-refundable road-use fee, any road damage from construction vehicles will be repaired at builder or owner expense.

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FEE, DEPOSIT, AND FINE SCHEDULE

NEW CONSTRUCTION APPLICATION

Non-refundable Application Review Fee	\$ 500.00
Non-refundable Road-use Fee	\$2500.00
Compliance/Damage Deposit	\$2500.00
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TOTAL REFUND IF NO VIOLATIONS/DAMAGES	\$2500.00

PROPERTY IMPROVEMENT APPLICATION

Non-refundable Application Review Fee	\$ 25.00
Compliance/Damage Deposit (including street damage)	\$ 600.00
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TOTAL REFUND IF NO VIOLATIONS/DAMAGES	\$ 600.00

POOL APPLICATION

Non-refundable Application Review Fee	\$ 25.00
Non-refundable Road-use Fee	\$1000.00
Compliance/Damage Deposit (including street damage)	\$1200.00
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TOTAL REFUND IF NO VIOLATIONS/DAMAGES	\$1200.00

LOT CONSOLIDATION APPLICATION

Non-refundable Application Review Fee	\$ 25.00
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VARIANCE APPLICATION

Non-refundable Application Review Fee	\$ 25.00
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CHANGE APPLICATION

Non-refundable Application Review Fee	\$ 25.00
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SUBMIT ALL CHECKS/FEEES TO SARAH ELDRIDGE AT 1849 Kingwood Drive, Suite 103, Kingwood TX 77345.

Owner Name _____ Project Address _____ Date _____

ALL VIOLATIONS TO THE WILDWOOD SHORES DDCRs AND/OR RECORDED RESOLUTIONS INCURRED DURING THE CONSTRUCTION PERIOD ARE THE RESPONSIBILITY OF THE PROPERTY OWNER. IT IS UP TO THE PROPERTY OWNER TO SEEK RESOLUTION FROM THEIR BUILDER.

VIOLATIONS ARE FINED UP TO \$350.00 PER OCCURANCE. IN ADDITION, ANY DAMAGES TO WILDWOOD SHORES PROPERTY WILL BE BILLED AT THE COST TO WILDWOOD SHORES AND WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. IT IS UP TO THE PROPERTY OWNER TO SEEK RESOLUTION FROM THEIR BUILDER.

A PENALTY/FINE, AT THE DISCRETION OF MANAGEMENT, WILL BE ASSESSED FOR NOT SUBMITTING THE PROPER APPLICATION BEFORE STARTING ANY PROJECT.

**WILDWOOD SHORES
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RECEIPT OF DEPOSIT AND FEES

Owner: _____

Builder: _____

Section/ Block/ Lot: _____

The Owner/Builder agrees that the sum of (or some portion thereof) will be forfeited to the Association if the new home construction project at the above address is not constructed or maintained in accordance with the approved plans, the applicable DCCRs, the Resolutions, and information within. Any unused portion of the deposit will be refunded upon successful final inspection and the completion of landscaping.

Owner's Printed Name: _____

Owner's Signature: _____ Date: _____

Builder's Printed Name: _____

Builder's Signature: _____ Date: _____

_____ (I certify that I am signing this form with the authority of and as agent for Owner and/or Builder)

OFFICE USE ONLY:

Release of Deposit Approved YES _____ NO _____

By: _____ Prestige Association Management Group

TOTAL FEES/ DEPOSIT PAID \$ _____

NON-REFUNDABLE APPLICATION/PROCESSING FEE DEDUCTION NON-REFUNDABLE \$ _____

Owner Name _____ Project Address _____ Date _____

CHANGES TO PLANS @ \$25 EA. TOTAL AMOUNT \$ _____

DAMAGES TO ADJACENT PROPERTY / ROADS / COMMON PROPERTY \$ _____

VIOLATIONS @ up to \$200 EA., AMOUNT OF DEDUCTION \$ _____

DEDUCTION FOR LEGAL ACTION OR OTHER _____ \$ _____

TOTAL REFUND \$ _____

Apprv'd by: _____

**WILDWOOD SHORES
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OWNER / BUILDER CERTIFIES THAT

1. The information presented here and included with this application is true and **complete**.
2. The improvements will be completed in accordance with the approved plans and information within. Any changes or modifications to this plan must be approved in writing by the ACC prior to modification. (See DCCRs for more details).
3. The improvements will not affect existing surface water flows at the Lot boundaries.
4. Construction will only be conducted during the hours of Monday – Friday start at 7 a.m. and 6 p.m. and Saturday start at 8 a.m. to 6 p.m. No exterior construction activity on Sundays or Holidays.
5. We have read the entire application and agree to the requirements and terms set forth by the Association. By signing below, the applicant authorizes the ACC or its agents to enter upon and inspect the Lot and structures thereon during regular business hours for the purpose of ascertaining whether said Lot and structures thereon are in compliance with the DCCRs and the approved plans and specifications. Neither the ACC nor its agents will be deemed to have committed a trespass by reason of such entry or inspection. The owner further agrees that any damages caused to common property of the Association as a result of construction are the sole responsibility of the owner / builder and all costs associated with such damages will be deducted from the deposit monies collected with this application. Should damages exceed this amount, the owner acknowledges that the remaining monies owed are the sole responsibility of the owner/ builder and will be levied against the owner's property and a lien filed until the balance is paid in full. The owner agrees and understands that approval of plans and specifications or inspections by the ACC will not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or determining construction compliance of the improvements. Neither the ACC, Association, Association Management, Inc. (Prestige), nor any of their respective members, officers, directors, shareholders, employees, or agents will be liable because of the approval, non-approval, or inspection of any improvement.

Other permits or approvals may be required from City, County, or other governmental entities. It is the responsibility of the owner/builder to obtain all required approvals. A copy of the Walker County Planning and Development permit and proof of submission to the San Jacinto River Authority for approval (if applicable) must be provided to the Management Company for the Wildwood Shores ACC.

Owner's Signature: _____

Owner Name _____ Project Address _____ Date _____

Builder's Signature: _____