

## APPLICATION REQUIREMENTS

All homes must be designed by a registered architect, by a member of the Texas or American Institute of Building Design or by a builder or designer certified by the Architectural Control Committee ("ACC"). Credentials to be presented upon ACC request. The following are the requirements to be included in the plans:

1. **A survey of the lot(s)** upon which the improvements are to be constructed showing all-adjoining tracts and/or reserves.
2. **HOME MUST BE A MINIMUM 2,000 LIVING SQUARE FEET (Living area not to include outside of studded walls.)**  
**Home plans must be drawn and prepared to meet all International Residential 1 & 2 Family Code.**
  - a) **Site/Plot Plan:** Draft at an architectural scale (1/8" = 1'). One (1) showing placement of home, driveway and all other structures. The site plan is to include lot dimensions, distances from all structures to the building setback lines, all easement lines and curb cuts, slab elevation, concrete driveway location, walks, decks, air condition extensions and fences. No portion of any improvements will be allowed to be located outside the building setbacks.
  - b) **One set of plans (i.e. home and structures)** to include all four elevations of home, a foundation plan, and floor plan. Square footage must be listed on plans. **All Windstorm/FEMA requirements must be met.** Builders should be Bonded with an approved Liability Insurance.
  - c) **Elevations - Draft at an architectural scale (1/4" = 1'-0")** Elevation of each side, four (4) is required to show exterior materials, floor and slab heights and roof slopes. Include any height dimensions of all levels and roof.
  - d) **Floor/Slab/Roof Plan(s) - (Draft architectural scale of 1/4" = 1')** A floor plan to show the dimensions and location of all rooms, patios, balconies, garages, and structures at each level. Window sizes, electrical, gas and plumbing fixtures must also be shown.
3. **Specifications** - List all specifications relating to **piling design, structural framing, quality of exterior materials, colors, textures and shape.**
4. **Exterior Lighting Plan** – Indicate on the plan location, size & type of lighting to be used. No exterior lighting may be placed to cause a nuisance to a neighboring property. Location and description of exterior and dock lighting must be included with application.
5. **Samples of all exterior colors** must be attached to the application.
6. **Completed and signed application.** Owner and Builder signature must be on all pages of application.
7. One (1)-builder sign with a preferred size of 24" x 24" but no larger than 48" x 48" is allowed. No other types of signs other than the house numbers will be allowed.
8. **Culverts MUST be installed prior to construction but NOT before ACC approval.** 24" diameter concrete culvert are required and no other material will be approved. Contact the County for the installation of the culvert.
9. **ELECTRICAL MUST be installed under ground when home is completed.**
10. **PROPANE TANKS MUST be underground (size required); SEWER: (grinder pump) buried.**
11. **REQUIRED LANDSCAPING: Drawn plans required with Application & installed prior to Final Inspection**
  - a. Home sites on the lake must have the front yard and side yard sodded to the property line and the back yard sodded to the water's edge to prevent erosion.
  - b. Home sites not on the lake must have the front yard, side yard and back yard sodded to the property line. If a wood privacy fence is installed around the back yard, then no sod is required in the back yard, but the front yard and side yard must be sodded to the property line.
  - c. Grading of entire property is required for proper drainage (to all property lines).
  - d. A minimum of two (2) trees to be planted in the front yard.
  - e. The front yard around the foundation will have plants and/or shrubs landscaping to hide the foundation from the street.
12. **Windstorm Insurance coverage is required on new home construction, you MUST obtain an Engineer Certification on the structural design of the home before home is constructed.**  
See; <http://www.tdi.state.tx.us/wind/index.html>.

**Property Owner Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Builder Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

## OWNER AGREEMENT

By signing below, applicant (owner) authorizes the Board of Directors, Architectural Control Committee (ACC) or its agent to enter upon and inspect the Lot and structure thereon, during regular business hours, for the purpose of ascertaining whether said Lot and structure thereon, are in compliance with the Restrictions, Minimum Construction Standards and the approved plans and specifications. Neither the Architectural Control Committee nor its agents shall be deemed to have committed a trespass by reason of such entry or inspection. If approved, approval denotes compliance with the Deed Restrictions and Minimum Construction Standards and carries no warranty regarding structural fitness, compliance to building codes, assurance against encroachment, etc. *Neither the Architectural Control Committee, Property Owners' Association (POA), C.K.M. Property Management, Inc., nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.*

If the new home construction is denied and does not meet the Minimum Construction Requirements as presented, the ACC may request additional information, prior to processing your request. **Upon home completion but prior to occupancy, an approved final survey, approved final inspection and ACC Approval is required or legal action will be taken at Owners expense for non-compliance.**

1. Owner hereby acknowledges receipt of Minimum Construction Standards and hereby agrees to comply with all terms and conditions contained therein and obtain all applicable surveys and approved inspections as specified therein **prior to occupancy.**
2. Owner agrees and understands, that the approval of plans and specifications, by the Architectural Control Committee, shall not be relied upon by any person or entity as to sufficiency, suitability, fitness, workmanship or quality of the design and construction of the improvements.
3. Any change to the approved original design and original application require an additional review and approval by the ACC. This includes changes in color and any design changes or location changes.
4. If new home construction is not completed **within twelve (12) months (exterior) after plans have been approved** an **extension must be requested and approved by ACC.** The following conditions apply:
  - (a) Provided no changes have been made to the original design, an approval of an extension will be given.
  - (b) If changes have been made to the original design, then the New Home Architectural Review Application must be resubmitted for ACC approval.
  - (c) If new home construction, and/or change(s) to the original approval are not completed (exterior) by the end of twelve (12) months and no extension request is submitted to ACC for approval, then legal action will be taken at owners expense.
5. The **Architectural Control Committee has 30-days** from final submittal of plans and permits **to make a decision on** the plans and authorize commencement of construction.
6. Neither the Architectural Control Committee, Property Owners' Association, C.K.M. Property Management, Inc., nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.
7. All County building permits and Green ACC Permit MUST be posted on the front of the lot from start of construction until the construction has been completed.
8. Error in location causing an encroachment will be the direct responsibility **of the property owner.** The builder/owner must assure the ACC that improvements are accurately located in accordance with the approved plans and that encroachments will not occur; without a specific variance having been requested and granted by the Architectural Control Committee. If encroachment occurs without a specific variance having been granted, owner and builder agree to remove those items upon ACC review and request.
9. Failure to comply with the above inspections can result in legal action being brought to require compliance. You have the right to a hearing before the ACC Committee. You also have the right to appeal the ACC Committee decision after the hearing, before the Board of Directors.

### ACKNOWLEDGED AND AGREED:

**Property Owner Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Builder Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

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## **Basis of Approval and Inspection Process**

Approval of plans and specifications will be based, among other things, on adequacy of site dimensions, design of the structure, conformity and harmony with external design, relation of finished grades and elevations to neighboring sites and conformity to both the specific and general intent of the restrictions. All plans will be reviewed in a timely manner and a letter will be sent to the person's name and address on the New Home Architectural Review Application. Review the Covenants, Conditions and Restrictions and the Minimum Construction Standards for the property.

**PLEASE NOTE: SURVEYS NOT PROVIDED, STARTING OR CONTINUED CONSTRUCTION BEFORE APPROVAL IS STRICKLY PROHIBITED AND SUBJECT TO LEGAL ACTION. INSPECTIONS OF PROPERTIES UNDER CONSTRUCTION ARE FREQUENT.**

For new home construction, it is **mandatory** to provide three surveys **1) Initial Survey of Lot 2) Slab "Form" Survey and 3) Final Survey.**

**Initial Survey of Lot** is required for New Home Construction for ACC approval. Other permits or approvals may be required from County or other Governmental entities. It is the responsibility of the owner to obtain **ALL** required approvals.

**Form Survey** - Once the **Initial Survey** is approved by the ACC, the builder must complete the slab "forms" and must obtain a "**Form Survey**" from a certified surveyor prior to the slab pour. When the "Form Survey" is completed, the builder will fax or email the "Form Survey" to C.K.M. Property Management at 281-255-3056 or [acc@ckml.com](mailto:acc@ckml.com) for the required "Form Survey" approval and site inspection for encroachments **prior to continued construction.** "Form Survey" **MUST** be approved by the ACC **PRIOR** to pour; **NO EXCEPTIONS.** **If encroachments are evident or discrepancies, including eaves of the structure, you will be required to make the correction and it MUST be approved BEFORE any construction or slab pour is allowed.** Once the Form Survey has been approved by the ACC, construction can start.

**Final Survey and Final Inspection** – When the New Home construction is **completed**, but **prior to occupancy**, the builder must obtain a "**Final Survey**" from a certified surveyor and submit to CKM for the Final Inspection. The completion of construction must include permanent driveway, required lot grading, planting of grass and landscaping (cover street view of foundation – see page 2, #11). If ACC denies the final inspection, then ACC will notify owner of the denial and non-compliance identified during the final inspection. The owner will have ample time to correct the non-compliance issues prior to closing and/or move in. If the owner ignores the final inspection denial and closes and/or owner moves in, then the POA may employ an attorney to enforce these requirements.

**INSPECTIONS: ACC Committee Members will perform inspections as needed.** Failure to comply with inspections can result in legal action being brought to require compliance. If any non-compliance issue exists, the Association may employ an attorney to enforce these requirements. You have the right to a hearing before the ACC Committee. You also have the right to appeal the ACC Committee decision after the hearing, before the Board of Directors.

**ACKNOWLEDGED AND AGREED:**

**Property Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Builder Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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September 20, 2017

**CONSTRUCTION SITE REQUIREMENTS FOR NEW HOMES**

1. One (1)-builder sign with a preferred size of 24 x 24” but no larger than 48’ x 48” is allowed. No other types of signs other than the house numbers will be allowed. Builder sign must be removed within 30 days of completion of construction.
2. Construction work hours are Monday – Saturday 7:00 AM – 7:00 PM. No construction or workers on site on Sundays or Holidays. Workers cannot be on site prior to 7:00 AM and must be off the work site by 7:00 PM.
3. A water source **MUST** be available at time of construction. Contact Aqua Texas for new tap.
4. **Burning and Fires** are not allowed in the subdivision. Burning brush, trees or construction materials during clearing or construction is prohibited and is subject to legal action. No unattended or abandoned fires.
5. **A Trash Dumpster** 30-40 yards unit (A Roll Off Box Dumpster) is required for each new home construction site and must be available throughout the construction period to collect trash as it occurs. Dumpster must be placed on the lot within the lot boundaries. Trash shall not be allowed to accumulate in piles. All trash and debris shall be removed from the site before each weekend and emptied when full. The site is to be kept clean to prevent trash from going into other properties. Trash shall not be allowed to blow onto neighborhood lots, POA ditches and POA common areas. Trash pickup on neighboring lots should occur on the same day. Legal action will be taken if in non-compliance.
6. **Construction dumping** in the subdivision is **NOT allowed**.
7. **Concrete washout** is not allowed to be dumped anywhere in the subdivision, except on the property where it originated. Legal action will be taken if in non-compliance.
8. **Parking** - Parking of all construction vehicles is limited to the job site under construction or on the street. No vehicles are allowed to park on any portion of another lot (this includes the strip of land (easement) adjacent to the street).
9. Access to property is limited to the temporary driveway during construction and permanent driveway at home completion. The temporary driveway should be at least 50-100 feet of adequate base materials, to prevent mud and dirt debris off the roads.
10. No driving on or across adjacent vacant lots, ditches, POA property or lawns.
11. **Construction Fencing**: Construction fencing must be erected on three (3) sides of the property (on both sides & rear lot lines) during the entire construction time. Legal action will be taken if in non-compliance.
12. **Portable Toilet** is required for new home construction. No construction can start without the Portable toilet and it must be staked to prevent turning over by high winds. Portable Toilet must be placed within the lot boundaries and not on easement. The location must be a minimum of 10 – 20 feet from the street and door not facing the street. Legal action will be taken if in non-compliance.
13. **Streets** – Contractors are responsible for keeping mud, dirt, rocks, concrete, nails debris, building materials off the roadways. Excessive mud and other debris tracked from a job site to any road in the subdivision must be cleaned up within 24 hours. Any damage to the frontage or ditch during construction **MUST** be repaired to its original contour and shape; right of way **MUST** be corrected to **IMMEDIATELY** the original state with fill dirt, stabilized materials and vegetation to prevent drainage problems and future erosion.
14. **Maintenance** of lot and frontage must be kept clean and mowed during construction.
15. **Culvert(s)** Culverts must be 24“diameter or greater and constructed of reinforced concrete. The culvert must be installed prior to construction but not prior to ACC Approval of the home construction. Contact the County for installation after you receive ACC Approval.
16. **The County Building permit and the Green ACC Permit** must be posted on the front of the lot from start of construction until the construction has been completed.

**ACKNOWLEDGED AND AGREED:**

**Property Owner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Builder Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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