

**CORPORATE CERTIFICATE**  
**GRAND LAKE ESTATES PROPERTY OWNERS ASSOCIATION**

The undersigned certifies that he is the Agent of Grand Lake Estates Property Owners Association (the "Association"). The Association is the property owners' association for Grand Lake Estates, a subdivision in Montgomery County, Texas, according to the map or plat thereof recorded in the real property records of Montgomery County, Texas.

The Association is a Texas nonprofit corporation, and a true and correct copy of the **Builder's Packet for New Home Construction in Grand Lake Estates of Grand Lake Estates Property Owners Association** is attached to this certificate.

Signed this 11<sup>th</sup> day of November 2022.

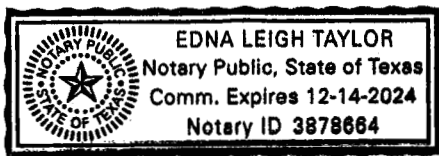
GRAND LAKE ESTATES PROPERTY OWNERS  
ASSOCIATION

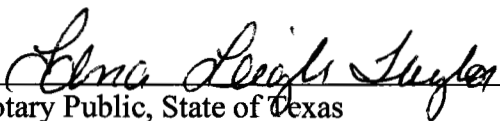
By:   
\_\_\_\_\_  
Brian Albert, Agent

STATE OF TEXAS §

COUNTY OF MONTGOMERY §

This instrument was acknowledged before me on November 11, 2022, by Brian Albert, Agent, of Grand Lake Estates Property Owners Association, a Texas nonprofit corporation, on behalf of said nonprofit corporation.



  
\_\_\_\_\_  
Notary Public, State of Texas  
My commission expires: 12-14-2024

**Grand Lake Estates Property Owners Association – GLE POA  
Architectural Control Committee - ACC  
New Home Application**

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**Builder's Packet  
For New Home Construction in  
Grand Lake Estates**

**Appendices**

**Appendix A:**

**Construction Millstones**

**Appendix B:**

**Description of Accompanying Documents to be Submitted by the Owner or Builder**

**April 1, 2022**

**Grand Lake Estates Property Owners Association – GLE POA**  
**Architectural Control Committee - ACC**  
**New Home Application**

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## **I. Introduction**

The builder's packet for Grand Lake Estates has been developed to assist builders in submitting a complete application for review by The Architectural Control Committee (ACC) and to provide guidance to the builder in complying with the subdivision's policies and procedures during the construction process. The intent of this document is two-fold: a) provide a consistent policy for builders to follow and b) limit the impact of new construction on the exiting homeowners and their families.

## **II. Code Compliance**

The State of Texas has required that all homes built in the state comply with the International Residential Code for One- and Two-Story Dwellings (IRC) since 2004. Municipalities may enhance the code requirements, but their building codes must be based on the IRC. The County Commissioners may, by state statute, implement building codes for the unincorporated areas in their county; however, if they do so, they must implement the version of the code used in the county seat, in this case Conroe. As of January 1, 2014, Conroe has used the IRC 2009 as their building code. For this reason, builders should comply with the IRC 2009 when building and inspecting their new homes.

The state also requires all new residences to be constructed and inspected according to the International Energy Efficiency Code, 2012 edition (IEEC 2012). Builders are required to provide a copy of the inspection report to the first owners of a newly constructed residence.

## **III. Submission Process for New Home Applications**

Applications to the ACC for New Home Construction can be downloaded from the Grand Lake Estates website at [www.glepoa.com](http://www.glepoa.com). Applications shall be completed by the lot owner or builder and signed/initialed by both parties. In the case of a "spec" house where the builder is also the lot owner, the builder shall sign and/or initial in **all** locations. **The lot owner is ultimately responsible for the accuracy of the information provided in the application.**

**Grand Lake Estates Property Owners Association – GLE POA**  
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Dear GLE Property Owner or Builder,

Welcome to Grand Lake Estates (GLE). The information in this New Home application packet package does not replace GLE *Declarations* but most questions can be answered by reading this Packet and the *Declarations/CC&Rs* that apply to your property. GLE owners/Builders must submit this application **and receive written ACC approval BEFORE beginning any phase of New Home construction**, including:

- 1) Excavation or dirt work on the lot
- 2) Delivery of building supplies, materials, dumpster, or building pad fill to site
- 3) Connecting electrical service
- 4) Installing driveway culvert(s)

The ACC committee has a 30-day period **beginning when it receives a complete application from GLE management** to review and approve this application. Do not start construction activity until you receive written ACC approval or you may forfeit your compliance deposit. GLE Board and ACC members are authorized to access building sites **at all times during construction for the sole purpose of ensuring that projects are completed per approved plans and specifications.**

Read the *Declaration of Covenants, Conditions and Restrictions of Grand Lake Estates* for the section where your property is located ([www.glepoa.com](http://www.glepoa.com) click on **Documents: Declarations**). It is the property owner's responsibility to ensure that construction complies with governing all documents including any and all drainage requirements. In addition, the following is also required:

- Pay all current and delinquent POA dues, fines and fees. Contact the GLE POA management company (bottom of each page) to confirm that any Deed Restriction violations are cured.
- Fill out, date and sign all ACC Application forms completely. Submit a **complete** package. Partial or incomplete submissions will be held at management office, and not turned over to ACC for review until the package is complete. 30-day time limits will not begin until a COMPLETE package is submitted.
- Write TWO checks for non-refundable fees, and a separate check for refundable deposit. Make all 3 checks payable to **GRAND LAKE ESTATES PROPERTY OWNERS ASSOCIATION** (see Page 6). Any administrative costs, recording fees for variances, etc. incurred during review of your ACC application will be deducted from the refundable deposit amount.
- Owner will be notified when a **completed** application is received by ACC committee. If ACC needs additional information, the 30-day approval period is halted, then resumes when information is received. **Direct any questions about ACC approval process to the Association management contact below.**
- **Do not** schedule or begin any construction until **written ACC approval** is granted. GLE ACC Applications are valid for one year, but construction must be completed within 9 months after setting foundation forms (see *Declaration/Deed Restrictions*, Section 3.01(C)).
- It is the owner's responsibility to **request final ACC inspection of construction** within 6 months after project is completed (see Refund Request form on Page 9). Refunds will not be processed prior to final ACC inspection. **ALL non-compliant projects may forfeit any and all deposits.**

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IMC Property Management, Inc. • 3500 W. Davis St., Suite #190, Conroe, TX 77304

**Phone: (936) 756-0032 • Fax: (936) 756-0023**

**E-Mail: [mlewis@imcmanagement.net](mailto:mlewis@imcmanagement.net)**

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**Preliminary ACC Construction Checklist**

This list is intended as a guide to **New Home construction requirements** defined in GLE governing documents, including the Declarations/CC&Rs. Please acknowledge by initialing each item.

\_\_\_\_\_ **TEMPORARY CONSTRUCTION GATE CODE:** (ONE) Temporary gate access code shall be issued to Owner/Builder per application and will expire within 1 year of issue date. Go to [www.glepoa.com](http://www.glepoa.com) and click on **eFORMS: GATE CODE APPLICATION**.

\_\_\_\_\_ **RESOLUTIONS:** Chapter 202 of the Texas Property Code generally regulates POAs concerning energy efficient roofing materials, solar devices, composting rain barrels, irrigation devices, display of flags and flagpoles. GLE POA Resolutions are incorporated into this application (see [www.glepoa.com](http://www.glepoa.com), **Documents: Resolutions**).

\_\_\_\_\_ **FORM SURVEY:** Upon completion of initial dirt work and foundation form board installation, owner/builder shall provide a certified copy of the form board survey. Survey shall include all property information (lot lines, set back lines, easements, utilities, etc.), foundation layout, and foundation elevation relative to adjacent road.

\_\_\_\_\_ **CULVERTS:** Driveway culvert(s) must be installed prior to beginning construction of any building or dwelling (see *Declarations/Deed Restrictions* Section 3.17.). Driveway culvert(s) shall be set at grade matching slope, with sufficient over base, from closest upstream and downstream existing culvert and/or drainage feature, and roadside ditch shall be graded as needed, to insure intended drainage of existing roadside swale system. All roadside swale area from fence line to edge of road upstream and downstream to next drainage feature shall be dressed and sodded upon completion. Minimum driveway culvert size in GLE is **18 in. diameter**. Larger culverts can be required per engineering reports on file with County Engineer.

\_\_\_\_\_ **DRAINAGE:** Builder shall control on-site drainage runoff during and after construction, such that drainage within the lot is kept within the lot until it is discharged into an existing public drainage feature. No temporary and/or permanent re-grading of lot shall negatively impact the neighboring lots. ALL disturbed area from the back of the house to the road shall be sodded.

\_\_\_\_\_ **FILTER FABRIC/DEBRIS FENCE:** Owner/builder shall prevent silt/soil, construction trash and materials from discharging or blowing onto adjacent properties. Silt fencing must be installed on the low side of the property to help prevent any erosion material from depositing onto adjacent lots. All fencing will be maintained until construction is complete.

\_\_\_\_\_ **ELECTRICAL SERVICE:** Builder shall install temporary electrical pole/meter and maintain it until permanent electrical service is connected.

\_\_\_\_\_ **STREET ADDRESS:** Owner or Builder shall post a street address sign for the duration of construction.

\_\_\_\_\_ **WORK HOURS and NOISE:** Construction hours: 7:00am to 7:00pm Monday - Saturday. **Sunday hours: 9:00am to 5:00pm**. Music is permitted on construction sites; however, the volume must be maintained at a level that is not offensive to adjacent homeowners. Excess noise is a nuisance violation (see *Declaration/Deed Restrictions*, Section 3.11.). Owner/builder will be notified of violation, and owner may be fined.

\_\_\_\_\_ **PORTABLE TOILET:** Owner or builder shall provide a portable toilet for construction personnel (see *Declaration/Deed Restrictions*, Section 3.09.).

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\_\_\_\_\_ **TRASH DISPOSAL:** Owner or builder shall provide onsite trash container for all construction debris. Minimum size: 30-yard roll-off box. Trash container is full when contents reach the top of the container. Owner/builder must call for pick-up and replacement before debris is piled above top edge of container. **Construction debris shall not be burned onsite** (see Declarations/Deed Restrictions Section 3.18.).

\_\_\_\_\_ **CEMENT/GUNITE/ASPHALT TRUCK WASHOUT:** Texas Department of Environmental Quality prohibits discharge of cement/gunite/asphalt mixtures directly onto the ground. Chutes and hoses of trucks shall be washed out into plastic-lined cement boxes ONLY. Hardened material shall be disposed of in roll-off box/trash container. Cement/gunite/asphalt residue left on streets, easements or lots within the Grand Lake Estates subdivision shall result in forfeit of refundable deposit.

\_\_\_\_\_ **DELIVERY and TRANSPORTATION:** Delivery vehicles and other construction traffic shall travel on dedicated roads **ONLY**. Construction vehicles may not cross or park on other lots or common area in the subdivision. Contractors shall obey posted speed limits, maintain lane control at gates, and use care when passing pedestrians and residents' mailboxes. Under no circumstances shall delivery vehicles block driveways of occupied residences. Delivery vehicles shall make every effort to unload in a way that does not impede the flow of traffic through the subdivision. Any contractor/delivery vehicle that causes any damages to roads, easements, or lots outside of the construction site, will be responsible for repairing the damages.

\_\_\_\_\_ **MAILBOXES:** The mailbox should be constructed of brick, stone or stucco matching the home construction materials in uniform with the columns. Minimum set back is 18 inches from the edge of the road. *(see Declaration/Deed Restrictions, Section 3.23 or 3.25, depending on the specific section)*

\_\_\_\_\_ **FINAL SITE CLEANING:** When construction is finished, Owner and Builder are responsible for full and complete site clean-up, including trash pick-up, debris removal, sign removal, BROOM CLEAN street frontage of lot and driveway. All landscaping containers and pallets, excess mulch and gravel shall be removed.

\_\_\_\_\_ **DRIVEWAYS:** The first 50 feet of all driveways must be of concrete pavement. Brick pavers for the entire first 50 feet are permitted only in Section 8. Driveway widths shall be a minimum of ten feet (Sections 1-8) and a minimum of twelve feet (Sections 9-11). The first 15 to 25 feet (varies by section) should be patterned concrete, stone or brick. All driveways which access a GLE street will require an 18" culvert (or larger per plat requirements), driveway and lighted columns *(see Declaration/Deed Restrictions, Section 3.05 and 3.06)*. Driveway shall not protrude into the asphalt road. Contractor shall saw cut edge of asphalt to ensure a clean connection line between road and driveway. Contractor shall also leave an elevated lip on the driveway for future road overlay projects.

\_\_\_\_\_ **PERMENANT FENCING:** All fencing adjacent and perpendicular to any roadway from the front of the house to the road right of way shall be (white) 3-rail vinyl. Privacy fencing (where allowed) shall not exceed 8' in height. All other approved fencing material shall not exceed 4' in height. *(see Declaration/Deed Restrictions, for section approved fencing material)*

**DISCLAIMER:** *GLE Property Owners Association is not responsible for accidents, injuries, damages, or losses on building site. Owner and builder shall ensure that the construction site is cleaned and secured daily.*

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**Checklist for Required Documents and Samples: New Home Application**

Place check mark or initial as items are assembled for **COMPLETE** New Home application

\_\_\_\_\_ MONTGOMERY COUNTY BUILDING and SEPTIC PERMIT (copy must be displayed onsite).

\_\_\_\_\_ DRAWINGS: Application must include two (2) complete sets of working Drawings (**including Survey, Architectural drawings, Site Plan, Drainage Plan, and Foundation Plan**). One (1) set of drawings will be returned (see below) to property owner/builder with **ACC approval**. One (1) set of drawings will be kept by POA management company.

\_\_\_\_\_ SITE PLAN: Application must include a **dimensioned site plan** that shows proposed location of dwelling in reference to the front, side and rear building lines and utility easements. The plan must read standard scale 1"=100' or 1'=200', and show location of culvert(s), patterned cement driveway with columns, mailbox, walkways, and **septic systems**. The survey must be stamped and signed by a surveyor or engineer registered in the State of Texas.

\_\_\_\_\_ DRAINAGE PLAN: Application must include a Grading and Drainage Plan showing existing and proposed grade elevations. Unless within a FEMA designated floodplain, elevations should be relative to a set/recoverable temporary benchmark in front of the proposed lot at the edge of the road. Finished floor (top of slab) elevation shall be set, at a minimum, 1' above adjacent road elevation and a minimum of 18" above adjacent grade. Proposed grading must NOT negatively impact any adjacent property. For additional requirements (*see Declarations/Deed Restrictions Section 3.17*)

\_\_\_\_\_ FOUNDATION PLAN: Application must include a foundation plan engineered by a certified structural engineer, with engineer's seal and be accompanied by an engineer sealed **Geotechnical Report** (see Declarations/Deed Restrictions Section 3.04.)

\_\_\_\_\_ INSURANCE: GLE POA shall be named as Certificate Holder on Builder's Commercial/General Liability Certificate of Insurance, and copies of Builder's and Sub-contractors' insurance policies shall be submitted with the application.

\_\_\_\_\_ SAMPLES: Samples of brick, stone, siding, shingles, trim, exterior paint and other exterior materials and finishes must be submitted with **application**. Color photos/brochures that include product description and ID number may be substituted. Deliver samples to property management office address below. Owner's name, current address & GLE site address must be included on samples.

*A more detailed description of each document listed above is included in "Appendix A" of this document.*

*Applications submitted that are incomplete and/or missing any required information will not be accepted for review and will be returned to owner.*

**Fees and Deposit: New Home Application: 3 checks (Fees - \$400 Application Fee; \$600 Road Maintenance Reserve Fee; \$3,000 Compliance Deposit) payable to Grand Lake Estates Property Owners Association must accompany application.**

\_\_\_\_\_ \$400 APPLICATION FEE (non-refundable)

\_\_\_\_\_ \$600 ROAD MAINTENANCE RESERVE FEE (non-refundable)

\_\_\_\_\_ \$3,000 COMPLIANCE DEPOSIT (refundable)

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Failure to include ALL information below will **DELAY** your New Home application

Print Owner Name: \_\_\_\_\_ Builder/Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Builder Address: \_\_\_\_\_

Owner Phone (H): \_\_\_\_\_ Builder Phone (office): \_\_\_\_\_

Owner Phone (C): \_\_\_\_\_ Builder Phone (C): \_\_\_\_\_

Owner Email: \_\_\_\_\_ Project start date: \_\_\_\_\_ finish date: \_\_\_\_\_

Street Address of New Home construction: \_\_\_\_\_

Legal address/GLE Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s):\* \_\_\_\_\_

\*If multiple lots, attach **REQUEST FOR COMPOSITE BUILDING SITE form** from GLE website

Lot Setbacks/building lines: Front: \_\_\_\_\_ Back: \_\_\_\_\_ Rt. side: \_\_\_\_\_ Left side: \_\_\_\_\_

Main dwelling sq. ft.: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ # of Baths: \_\_\_\_\_ Two-story: Y/N

Describe exterior materials and finishes: \_\_\_\_\_

Exterior Colors: Paint \_\_\_\_\_ Trim \_\_\_\_\_ Brick \_\_\_\_\_

Stucco \_\_\_\_\_ Stone \_\_\_\_\_ Shingles \_\_\_\_\_ Siding \_\_\_\_\_

Samples or photos MUST accompany application

Construction MUST be completed 9 months after foundation formed

**I HAVE READ AND UNDERSTOOD ALL PAGES OF THIS DOCUMENT AND I AGREE TO ABIDE BY IT**

By signing below, Owner(s) AND Builder agree to comply with current building code and minimum architectural standards for subdivision residential construction. **The responsibility ultimately falls on to the owner. If the builder fails to comply with any aspect of the requirements indicated in this package, the owner will automatically assume that responsibility.** Additionally authorizing the ACC to enter and inspect construction project described herein for the purpose of confirming it is in compliance with recorded deed restrictions, governing documents and

<p>Owner Sign: _____ / ____ / ____ Date</p>	<p>Builder Sign: _____ / ____ / ____ Date</p>
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If you have questions about your ACC application, contact GLE POA community management listed below.

Deliver **COMPLETED** New Home Application, including separate checks for each Fee or Deposit, with all County Permits, Drawings, Site Plan, Foundation Plan, Geotechnical Report, Builder's Insurance, Septic/Water well (if applicable) Samples or Photos of Exterior Finishes, and other Documents to management office. (see address below. Call for hours.). To ensure your checks and documents are logged in: **please deliver them directly to the management office listed below.**

IMC Property Management, Inc. • 3500 W. Davis St., Suite #190, Conroe, TX 77304

Phone: (936) 756-0032 • Fax: (936) 756-0023

E-Mail: [mlewis@imcmanagement.net](mailto:mlewis@imcmanagement.net)



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\*\*\*\*\*This section to be completed by GLE POA Management Company\*\*\*\*\*

Property owner account current? Y/N Is this application resubmitted: Y/N Previous Submittal Date \_\_\_\_\_

**CHECKS COLLECTED BY GLE Association Manager:**

Application Fee Ck #: \_\_\_\_\_ Amount: \_\_\_\_\_ Road Reserve Fee Ck # \_\_\_\_\_ Amount: \_\_\_\_\_  
Compliance Deposit Ck #: \_\_\_\_\_ Amount: \_\_\_\_\_

I received a Completed Application, including all required documents, checks and samples, and forwarded it to the ACC on the date below.

\_\_\_\_\_  
Management Company Signature Date

\*\*\*\*\*THIS SECTION TO BE COMPLETED BY ACC\*\*\*\*\*

**Complete Application Received/30-day APPROVAL REVIEW begins on:** Date \_\_\_\_\_

Plans Approved as Submitted \_\_\_\_\_ Date Approved \_\_\_\_\_  
Plans Approved (With changes noted) \_\_\_\_\_ Date Approved \_\_\_\_\_  
Plans **Not** Approved \_\_\_\_\_ Date **Not** Approved \_\_\_\_\_

MANDATORY Changes Needed for APPROVAL: _____ _____ _____ _____ <i>These changes MUST be made, then revised plans/materials MUST be re-submitted to ACC.</i>
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Suggested Changes: \_\_\_\_\_

\_\_\_\_\_  
ACC Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
ACC Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
ACC Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Minimum 2 ACC member signatures required for approval

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**ACC Final Inspection & Refund Request Form**

*(please do not request refund until project is completed)*

**Applies to Qualifying New Home Compliance Deposit ONLY**

Date Requested: \_\_\_\_\_

Property owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Builder/Company Name: \_\_\_\_\_

GLE Street Address of New Home construction: \_\_\_\_\_

I request **final ACC inspection** to confirm that the New Home at the address listed above was completed in compliance with the ACC specifications and requirements, including GLE *Declarations, Covenants and Restrictions* for the Section where my property is located, and other GLE governing documents cited in my approved New Home application. I understand that ACC has 10 business days from the date of this **Request** to verify my construction project is complete, using the Checklist below. The ACC will provide verification to GLE Association management, and management will release some or all of the compliance deposit within 10 business days after receiving **Final ACC Inspection** verification. Please send my refund to the following address: \_\_\_\_\_

<b>ACC Final Inspection Checklist</b>	
<b>2 ACC members initial each item as inspected and determined complete:</b>	
_____	FORM BOARD SURVEY was received and is in compliance
_____	Lot elevations and drainage are constructed according to plans
_____	Culvert and roadside ditch graded and sodded according to Pre/ck desc.
_____	Residence and hardscape constructed according to plan
_____	Exterior materials and colors as approved and in compliance.
_____	Signs, temporary electrical pole and silt/debris fence removed
_____	Portable toilets and trash containment removed, and site left clean
_____	Driveway, driveway columns and mailbox installed according to plan
_____	Driveway column lights functional (Electric or Gas)
_____	Patterned concrete, stone, or brick at entrance according to plan
_____	Road, easement and/or adjacent property damage repaired
_____	Site and street cleaned upon completion
_____	Any Fencing built in accordance to approved plans
ACC Signature _____	Inspection date _____
ACC Signature _____	Inspection date _____

Compliance Deposit in the amount of \_\_\_\_\_ refund mailed on: \_\_\_\_\_  
Date

Reason (attach documentation) refund was less than full compliance deposit: \_\_\_\_\_

Association Manager Signature: \_\_\_\_\_

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**Appendix A**

**Grand Lake Estates New Home Construction Milestones**

- **Submit New Home Construction Application:** Builder submits the completed New Home Construction Application, including all required documentation, to the ACC. The ACC will review the documentation and Approve/Disapprove the home for construction within 30 days.
- **Install Driveway Culvert:** The culvert and gravel temporary drive must be in place before any construction work begins. Driveway culvert(s) shall be set at grade matching slope, with sufficient over base, from closest upstream and downstream existing culvert and/or drainage feature, as needed, to insure intended drainage of existing roadside swale. All roadside swale area from fence line to edge of road upstream and downstream to next drainage feature shall be dressed and sodded upon completion.
- **Place Portable Toilet on Site:** Portable toilet must be on site before any construction work begins.
- **Install Trash Containment System:** The trash containment system must be in place before framing commences.
- **Silt/Trash Fencing:** Install silt/trash fencing. Owner or builder shall prevent silt/soil, construction trash and materials from discharging or blowing onto adjacent properties. Silt fencing must be installed on the low side of the property to help prevent any erosion material from depositing onto adjacent lots. All fencing will be maintained until construction is complete.
- **Foundation Form Survey:** Upon completion of initial dirt work and foundation form board installation, owner/builder shall provide a certified copy of the form board survey. Survey shall include all property information (lot lines, set back lines, easements, utilities, etc.), foundation layout, and foundation elevation relative to adjacent road.  
Submit the foundation form survey to the ACC for review.
- **Fines and Penalties:** The following is a list of infractions that will carry fines that will be imposed on the builder and deducted from the Compliance Deposit, including but not limited to:
  - Excess Sediment and/or Trash, discharging and/or blowing onto the adjacent properties
  - Overflowing Trash containment
  - Burning trash on-site
  - Worker's vehicles blocking mailboxes or driveways
  - Worker's vehicles and/or any construction activity causing damage to any adjacent property
  - Loud music and/or excessive noise beyond normal construction sounds
  - Working outside the approved work hours

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The builder will be issued one warning letter. The second letter and all subsequent letters will impose a fine as described below:

<b>Infraction</b>	<b>Fine</b>
1 <sup>st</sup> Occurrence	Warning
2 <sup>nd</sup> Occurrence	\$500
3 <sup>rd</sup> Occurrence	Loss of Compliance Deposit

**Apply for Compliance Deposit Refund:** after all inspection and survey documentation has been submitted to the ACC and the construction site has been cleaned, request that the ACC complete the ACC Final Inspection and Refund Request Form and return any refund of the Compliance Deposit. At the end of construction, the builder may download the Refund Request Form at [www.glepoa.com](http://www.glepoa.com) and submit it to the Management Company to start the compliance refund process. The following items will be verified by two members of the ACC, based on an on-site inspection and compliance with the following:

- FORM BOARD SURVEY was received and is in compliance
- Lot elevations and drainage are constructed according to plans
- Culvert and roadside ditch graded and sodded according to Pre/ck desc.
- Residence and hardscape constructed according to plan
- Exterior materials and colors as approved and in compliance.
- Signs, temporary electrical pole and silt/debris fence removed
- Portable toilets and trash containment removed, and site left clean
- Driveway, driveway columns and mailbox installed according to plan
- Driveway column lights functional (Electric or Gas)
- Patterned concrete, stone, or brick at entrance according to plan
- Road, easement and/or adjacent property damage repaired
- Site and street cleaned upon completion

If the above list is in compliance, the site is cleaned and any damage is on or adjacent to the construction site is repaired, the ACC will sign the request for partial or full refund of the compliance deposit after instructing the Management Company to deduct any fines for infractions identified during construction.

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**Appendix B**

**Grand Lake Estates New Home Description of Accompanying Documents to be Submitted by the Owner or Builder**

The following is a more detailed description of each document to be submitted with the New Home Application:

**Professionally Drawn Complete Set of House Plans:**

The house plans shall be drawn by either an architect or a professional building designer whose primary occupation is home design. As a minimum, the plans shall include:

- Floor Plans
- Elevations (all four sides)
- Roof Plan
- Utility Plans (HVAC, Plumbing, Electrical, etc.)

The **house plans** shall meet the following **minimum** criteria:

- All sheets shall be drawn to a recognized scale ( $1/8'' = 1'-0''$  or  $1/4'' = 1'-0''$ ) and be submitted in that scale with no reduction in size.
- All dimensions and notes must be legible without use of a magnifying glass.
- Shall include the property legal description in the title block (i.e. lot/block/section) and can be added to the print in any legible manner.
- Shall include a table of square footages.
- Recommend inclusion of digital copies in PDF format

**Mailbox and Column Descriptions:**

The description of the mailbox and columns may be in the form of either a drawing or photograph of a similar unit. The mailbox and columns should be constructed of brick, stone, or stucco of the same construction materials to match the columns on the driveway. The recommended minimum setback from the street for the mailbox is 18 inches.

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**Site Site/Survey:**

The deed restrictions require that the site plan or survey be stamped by a registered surveyor. The surveyor should work with the owner/builder to ensure that all of the information required by the deed restrictions is included on the survey.

The **Survey** shall meet the following **minimum** criteria:

- Shall be stamped and signed by a registered surveyor.
- Shall be drawn to a recognized scale (i.e. 1" = 30', 1" = 40') and be submitted in that scale with no reduction in size.
- Shall be legible.
- Shall show all property lines, building setback lines and easements.
- Shall show the proposed location of the residence, including dimensions from the property lines.
- Shall show the proposed location of any out buildings, including dimensions from the property lines.
- Shall show the proposed driveway location, including the width dimension.

The following information is also required but may be included/*annotated* on the Survey or may be presented as a separate document:

- Dimensions and materials for the patterned masonry at the driveway entrance.
- Location and materials for the entrance columns, including the type of lights (gas or electric).
- Location of the mailbox. Location and dimensions of the mailbox must meet USPS requirements ([www.usps.com](http://www.usps.com))

**Drainage Plan:**

The drainage plan shall include the following **minimum** information and format:

- Shall be drawn to a recognized scale (i.e. 1/8" = 1'-0" or 1" = 20')
- All labels and notes shall be legible without the use of a magnifying glass.
- If any part of the site is within the 100 yr floodplain, all elevations shall be tied to the closest FEMA benchmark.
- If not, within the 100 yr floodplain, a temporary and recoverable benchmark in of the lot will be set and all elevations relative to it.
- Must include (Existing and Proposed) grades and/or contours relative to the site's benchmark.
- Finished floor (top of slab) elevation shall be set, at a minimum, 1' above adjacent road elevation and a minimum of 18" above adjacent grade. Proposed grading must NOT negatively impact any adjacent property.

**Grand Lake Estates Property Owners Association – GLE POA**  
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- If any part of the property is within the 100 yr floodplain it must also comply with current Montgomery County Floodplain requirements.
- On-site drainage, within reason, must be such that during and after construction all on-site drainage shall be kept within the lot until it is discharged into an existing public drainage feature. No temporary or permanent regrading shall negatively impact the neighboring lots.
- Driveway culverts shall be set at grade matching projected slope from closest upstream and downstream drainage feature.
- Roadside swale shall be re-graded upstream and downstream to the closest drainage feature.
- ALL disturbed area from the back of the house forward to the streets edge AND upstream and downstream within the swale (fence line to edge of road) shall be sodded.

**Foundation Plan:**

The foundation plan shall be prepared by or under the direct supervision of a professional engineer, as required by law. The foundation plan shall include the following **minimum** information and format:

- Shall be drawn to a recognized scale (i.e. 1/8" = 1'-0" or 1/4" = 1'-0").
- Shall be fully dimensioned.
- Shall clearly show all brick ledges and elevation drops.
- Shall reference the site-specific soil report.
- Shall be stamped and signed by a professional engineer.
- All dimensions and notes shall be legible without the use of a magnifying glass.
- All exterior dimensions shall not impede upon any setback lines.

**Soil Report:**

The soil report shall be **site specific** and include the following **minimum** information:

- Legal Description of the property.
- Stamped and signed by a professional engineer.
- Recommendations for all construction means and methods.

**Septic System Design:**

The septic system design shall be prepared by a registered sanitarian. The design shall include the following **minimum** information:

- Shall include a site plan, drawn to scale, showing the location of all structures, hardscape, and major septic system components, including spray or drip fields.
- Shall be stamped and signed by a registered sanitarian.
- Shall include a drawing and/or description of the size and specifications of the major equipment.

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**Building Permit/Septic Permit:**

The application shall include a copy of the Montgomery County Building Permit *indicating a Class A septic system*. The building permit will not be issued unless the county is provided a copy of the septic permit from the Montgomery County Health Department when applying for the building permit.

For properties in the **Flood Plain**, the county will only issue a temporary building permit, which allows the builder to clear the lot and set foundation forms so that the surveyor may verify the elevation of the foundation and issue an elevation certificate. The builder may then apply for a septic permit and permanent building permit. **The ACC will accept an application with a temporary building permit, provided the builder agrees to provide copies of the permanent building permit and septic permit before the foundation is poured.**

**Insurance Certificate:**

The insurance certificate should include the following **minimum** information:

- Name of the insurance company.
- Name of the insured (builder or owner)
- Type and amount of coverage (i.e. Builder's General Liability - \$1,000,000.00 or Owner's Umbrella Policy - \$1,000,000.00)
- Show Grand Lake Estates POA as the certificate holder.
- GLE POA will keep certificates on file until expired.

**Exterior Building Material Samples:**

Samples of the exterior building materials shall be provided to the ACC for approval. Actual samples may be provided; however, pictures or photographs from manufacturer brochures or other homes constructed by the builder are preferred. Pictures and photographs provided by the builder should depict, as accurately as possible, the actual materials that will be used. Samples should be provide for:

- Roofing material(s)
- Trim paint
- Exterior wall paint
- Stucco colors (if applicable)
- Brick style and color (if applicable)
- Stone type and color (if applicable)



**E-FILED FOR RECORD**

11/14/2022 08:42AM



COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,  
COUNTY OF MONTGOMERY

I hereby certify that this instrument was e-filed in the file number sequence on the date and time stamped herein by me and was duly e-RECORDED in the Official Public Records of Montgomery County, Texas.

**11/14/2022**



County Clerk  
Montgomery County, Texas