

SUNCREEK RANCH

New Construction Submittal Application Form

For new residences, please forward this completed form to the Crest Management Company at the address below along with a non-refundable plan review fee of \$250.00 payable to Suncreek Ranch Property Owners Association and separate check for a refundable construction deposit made payable to Suncreek Ranch POA in the amount of \$1,200.00. For barns or additions over 500 sq. feet, please forward a deposit of \$500.00. The refundable construction deposit may be refunded upon final inspection minus any applicable penalties or fines in accordance with Article III Section 3.16 (e) and the Builder's Guidelines. Property owner is responsible for contacting Crest Management for return of deposit.

Date Submitted: _____ Builder: _____ Owner: _____
Contact Name: _____ Email: _____ Email: _____
Address: _____ City, State, Zip: _____ Address: _____
Phone Number: _____ Construction Superintendents Cell Number: _____

Plot Plan Submittals:

Lot/Block/Section: _____ Address: _____
Driveway: _____ Mailbox: _____
Roof Materials: _____ Fencing: _____
Brick: _____ Estimated Start Date: _____
Stone: _____ Estimated Completion Date: _____
Siding Paint: _____ Lot Closing Date: _____
Trim Paint: _____ Garage: _____
Square Footage: _____ Propane Tank Satellite Dish(s) Water Well Shown on Plot Plan
Utility Easements: Front: _____ Back: _____ Right: _____ Left: _____
Setbacks: Front: _____ Back: _____ Right: _____ Left: _____
Foundation (# of feet above ground level or 100 year flood plain): _____
Walls/Fences/Hedges: _____
Swimming Pool: _____
Barn / Shed / Outbuilding: _____
Landscaping: _____
Pier or Dock (Lakefront Lots ONLY): _____
Builder Comments: _____

All submittals must contain the following: This completed form; an 8 1/2" x 11" Plot Plan showing all items required in the Builders Guidelines; an 8 1/2" x 11" Construction Plan, consisting of floor plan layout and front, rear and side elevations. Also include a complete signed and initialed copy of Builders Guidelines. This application MUST be complete to be considered for review.

Review and approval of any application may be made on the basis of aesthetic considerations only, and the ARC shall not bear any responsibility for ensuring the structural integrity or soundness of approved plans or construction, nor for ensuring compliance with building codes and other governmental requirements, nor for ensuring that all structures are of comparable quality, value or size, of similar design, or aesthetically pleasing or otherwise acceptable to neighboring property owners.

Submit all applications to:
Suncreek Ranch ACC
c/o Crest Management Co.
17171 Park Row, Suite 310
Houston, TX 77084
Phone: (281) 579-0761, Fax: (281) 579-7062

____ Approved _____ Approved with the following conditions _____ Disapproved
Reviewer's Initials and Date: _____

For Crest Management use only:
Materials OK:
Elevation Repetition:
Corner Loaded:
Number Garages:
Lake Lot:
Special Landscape:
Check received:
Owner's Initials: _____

SUNCREEK RANCH BUILDER GUIDELINES

BUILDERS: Shall mean those who build custom homes for lot owners and to persons or entities that purchase Lots and build speculative or custom homes thereon for third party purchasers.

Unless otherwise specified in the builder guidelines, these guidelines shall apply to all sections of Suncreek Ranch. These Guidelines shall apply to all new construction, additions to existing homes and new buildings in excess of 500 s/f.

GENERAL RESPONSIBILITIES

The following Single-Family Builder guidelines are not intended to limit the creativity of the Builders in their design or construction. They are intended to provide a basis for design concepts, forms and materials that create a pleasant living environment. The design of each residence should reflect each individual homeowner's choice in acceptable building materials, while fitting into the overall architectural scheme of the community.

The Builder shall be responsible for individual site development and maintenance including the area within the public street right-of-way (between the back of the street curb and the property lines) and the surrounding lots. Builders of corner lots shall be responsible for the right-of-way (ROW) of both streets adjacent to the lot.

Each Builder shall be responsible for trash pickup on the adjoining lots and areas where homes are being constructed.

Specifically, during the construction of the home each Builder shall, as necessary:

1. Provide and use or cause to be used roll-off containers on each lot for trash and debris.
a) Jobsite to be clean daily, void of debris.
b) A fine of \$100.00 per week will be assessed, per occurrence on repeated offenses
2. Repair ruts on surrounding lots. These are generally caused by delivery or construction traffic.
3. Clean adjacent streets of mud, dirt, gravel, concrete and other material spills or deposits.
4. Prevent damage to existing properties. All damage to existing properties associated with home construction shall be the responsibility of the Builder. Resident complaints shall be courteously addressed and resolved quickly.
5. Comply with any Storm Water Pollution Prevention Plan, including installation of slit fences on side and rear lot lines to protect neighboring lots from construction activities and define the limits of work. Keep road clean of any mud/dirt tracked onto roads.
6. Wash-outs are to be on each individual lot, not in the ditches. All concrete remnants are to be removed from the property upon completion of construction.

7. Provide and use a portable toilet that will be regularly inspected and maintained in a clean, pleasant condition by the Builder and also provide suitable facilities for all inspectors and authorized visitors to the site. Toilets with vulgar graffiti or which become unpleasant shall be removed from the site and replaced with satisfactory ones.
8. Prohibit “borrowing” utilities from neighboring residents without their written consent.
9. Cause all workers to avoid loud music and/or excessive non-construction related noise within Sun creek Ranch, which is offensive to residents, inspectors, or visitors.

SINGLE FAMILY RESIDENTIAL CONSTRUCTION No building shall be erected, altered, placed or permitted to remain on any lot or building site other than one single family dwelling unit per each lot to be used solely for residential purposes. The term “Dwelling” does not include single or double wide manufactured or mobile homes, or any old or used houses to be moved on the Lot or any log homes and said manufactured or used homes or log homes are not permitted within Sun creek Ranch. Additionally, the following are prohibited in Sun creek Ranch: mobile homes, trailers, modular or manufactured homes, pre-fabricated or log homes, duplex houses, churches, condominiums, townhomes, garage apartments or apartment houses.

MINIMUM SQUARE FOOTAGE

SECTION 1: Except per prior-approval, all dwellings shall have a minimum of 2,000 square feet of living area, excluding porches, and be built with new construction materials. Except per prior-approval, there shall be a minimum of 1,500 square feet of living area on the first floor of any multi-story home.

SECTION 2: Except per prior-approval, all dwellings shall have a minimum of 2,000 square feet of living area, excluding porches, and be built with new construction materials. Except per prior-approval, there shall be a minimum of 1,500 square feet of living area on the first floor of any multi-story home.

SECTION 3: Except per prior-approval, all dwellings shall have a minimum of 2,000 square feet of living area, excluding porches, and be built with new construction materials. Except per prior-approval, there shall be a minimum of 1,500 square feet of living area on the first floor of any multi-story home.

ENTRANCE LOTS: Shall have a minimum of 2,600 square feet of living area, excluding porches and be built with new construction materials. Except per prior-approval, there shall be a minimum of 1,600 square feet of living area on the first floor of any multi-story home, excluding porches.

SECTION 4: Except per prior-approval, all dwellings shall have a minimum of 2,000 square feet of living area, excluding porches, and be built with new construction materials. Except per prior-approval, there shall be a minimum of 1,500 square feet of living area on the first floor of any multi-story home. No lot may be re-subdivided.

LAKEFRONT LOTS: shall have a minimum of 2,400 square feet of living area, excluding porches and be built with new construction materials. Except per prior-approval, there shall be a minimum of 1,600 square feet of living area on the first floor of any multi-story home, excluding porches.

CONSTRUCTION REQUIREMENTS**Hours of Construction: 7:00 a.m. to 8:00 p.m.**

All construction activities shall be undertaken with care to minimize interference with traffic and to protect the general public.

All Concrete clean-out's are to be maintained by the builder on the respective lots. Cleaning of the wash-out areas is the responsibility of the builder.

GUEST/SERVANT HOUSE: Please refer to Article III, Section 3.01 of the Declaration of Covenants, Conditions and Restrictions (CCRs) for guidelines regarding these structures.

WORKSHOPS AND BARN: Please refer to Article III, Section 3.01 of the Declaration of Covenants, Conditions and Restrictions (CCRs) for guidelines regarding these structures. The ACC recommends that the maximum size of all new workshops and barns be limited to no more than 1500 s/f for lots under 3 acres, 2500 s/f for lots 3 – 5 acres and 500 s/f per acre for lots over 5 acres with a maximum footprint no larger than the s/f of the residence. Total s/f of a workshop or barn will be considered as the total footprint under roof, including any lean-to, wing or attachments to the main structure.

GARAGES: Every dwelling must be designed and constructed with a garage. Said garage must be built for at least two (2) vehicles and not more than five (5) vehicles and must be built while the main dwelling is being built.

EXTERIOR MATERIALS:

1. The Builders shall submit samples of all proposed finish materials to the Crest Management Company for approval.
2. Acceptable exterior building materials are:
 - *Brick
 - *Stone/Cultured stone
 - *Fiber cement siding/shakes, or an approved equal
 - *Stucco
 - *Rot resistant accent material such as Cedar or Redwood.
3. Board and batten is prohibited.
4. Horizontal (lap type) fiber cement siding is the preferred siding.
5. Vertical siding is discouraged.
6. Rough sawn plywood is prohibited. Hard board and particleboard siding are prohibited. Fiber cement, in lieu of these materials, should be used.
7. Diagonal siding is prohibited.
8. In masonry construction, all mortar joints are to be tooled with mortar color complementary to the brick color.
9. Materials should be used to emphasize planes and volumes. When different materials adjoin, care should be taken to avoid the look of applied facing.
10. Soft, subdued earth tone paint colors should be used. Bold, primary or unusual colors are prohibited. Each Builder is required to submit a proposed color palette to the Crest Management Company for approval.
11. All fiber cement materials shall be painted. Accent material such as Cedar or Redwood should be stained or weatherproofed to retain original new cut color.

BRICK REQUIREMENT:

ENTRANCE AND LAKEFRONT LOTS: The exterior including the rear of Dwellings on Entrance and Lakefront lots must be made of at least fifty (50%) percent brick, stone or stucco. Hardy Plank is not considered to be brick, stone or stucco.

ROOF MATERIALS:

The roof of any Dwelling shall be constructed of composition shingles, copper, tile, slate, standing seam metal or other material approved by the Architectural Control Committee.

LOCATION OF IMPROVEMENTS/BUILDING SETBACKS

The main residential structure on any Lot shall face the front of the Lot towards the street or road, unless a deviation is approved in writing by the Architectural Control Committee. Any workshops, barns or other outbuildings shall be located to the rear of the main dwelling.

SECTIONS ONE AND TWO: The building set back line along the **FRONT** of each Lot containing more than two (2) acres shall be one hundred (100') feet, unless otherwise shown on the Plat.

The building set back line along the front of Lots that are less than two (2) acres will be seventy-five (75') feet, unless otherwise shown on the Plat.

The building set back along the **SIDE** of each **Lakefront Lot** shall be twenty (20') feet.

The building set back line along the **SIDE of each Lot other than a Lakefront Lot** shall be twenty-five (25') feet on all Lots unless otherwise shown on the Plat.

The building set back line along the **REAR** of each lot shall be twenty-five (25') feet, on all Lots, unless otherwise shown on the Plat.

The building set back along the **REAR** of any Lot adjoining a **COMMON AREA LAKE** shall be seventy-five (75') feet, unless otherwise shown on the Plat.

SECTION THREE: The building set back line along the **FRONT** of each Lot shall be one hundred (100') feet, unless otherwise shown on the Plat. The building set back along the **SIDE** of each **Lakefront Lot** shall be twenty-five (25') feet. The building set back line along the **REAR** of each lot shall be twenty-five (25') feet, on all Lots, unless otherwise shown on the Plat.

SECTION FOUR: The building set back line along the **FRONT** of each Lot containing more than two (2) acres shall be one hundred (100') feet, unless otherwise shown on the Plat. The building set back line along the front of Lots that are two (2) acres or less than will be seventy-five (75') feet, unless otherwise shown on the Plat.

The building set back along the **SIDE** of each **Lakefront Lot** shall be twenty (20') feet.

The building set back line along the **SIDE of each Lot other than a Lakefront Lot** shall be twenty-five (25') feet on all Lots unless otherwise shown on the Plat.

The building set back line along the **REAR** of each lot shall be twenty-five (25') feet, on all Lots, unless otherwise shown on the Plat.

The building set back along the **REAR** of any Lot adjoining a **COMMON AREA LAKE** shall be seventy-five (75') feet, unless otherwise shown on the Plat.

COMPOSITE BUILDING SITE: Any owner of one or more adjoining Lots (or portions thereof) may, with prior written approval of the Architectural Control Committee, consolidate such Lots or portions into one building site. Please refer to Article III, Section 3.02 of the CCRs for further details.

RESIDENTIAL FOUNDATION REQUIREMENTS: All building foundations shall be an engineered concrete slab. Iowa Colony Drainage District requires that the minimum finished slab elevation for all structures shall be two feet (2') above the 100 year flood plain or two feet (2') above the finished ground level – whichever is higher. Furthermore, the minimum slab elevation must be 6" (six) inches higher than the crown of any down gradient roadway, or such other level as may be established by the Commissioner's Court or County Engineer of the County, and other applicable governmental authorities. The minimum slab elevation must also be a minimum of twelve (12') inches above the finished grade of the Lot perimeter, unless otherwise approved by the Architectural Control Committee. **Engineer Stamped foundation Drawing shall accompany new home submission. Plans will not be reviewed without a stamped foundation plan. A form survey showing the property and build lines must submitted for approval prior to the pouring concrete. An elevation certificate shall also be sent with the form survey.**

DRIVEWAYS: All driveways in the Subdivision shall be constructed of concrete, asphalt, crushed rock or gravel and shall be completed within twelve (12) months from the setting of forms for the foundation of said building or structure as indicated in Section 3.01. Further, the driveway or entrance to each lot, from the pavement of the street going into the Lot or home site twenty-five (25) feet in distance, shall be paved with concrete or asphalt, and a county approved culvert shall be installed to cross any roadside drainage ditch.

WALLS AND FENCES: Walls and fences, if any, **must be approved prior to construction** by the Architectural Control Committee. Refer to Article III, Section 3.10 of the CCRs for further guidelines regarding walls, fences or hedges.

SWIMMING POOLS: No swimming pool may be constructed on any Lot without the prior written approval of the Committee. Above ground pools are prohibited. Refer to Article III, Sections 3.12 and 3.25 for further guidelines regarding swimming pools.

PROPANE TANKS: The location of all propane tanks must be shown on the plot plan. Additionally, they must be identified as above or below grade. All above grade tanks must be screened by a fence, plants, or other means. Detailed plans/drawings must accompany the home plans.

SATELLITE DISHES: The location and quantity of all satellite dishes must be shown on the plot plan. If the location cannot be determined at the time plans are submitted the owner must seek approval prior to installing the satellite dishes.

WATER WELLS: The location of all water wells must be shown on the plot plan, with tank screening identified (fence, plants, etc.).

LAKEFRONT LOTS; CONSTRUCTION OF PIER OR DOCK: No pier, dock, boat slip or other structure shall be constructed on any Lot. A deck may be constructed on Lots that adjoin Tankersley Lake; however shall not be constructed or project into the water of the lake. Refer to Article III, Section 3.11 for further guidelines.

INSPECTIONS: A minimum fee of \$225 or a reasonable amount to be determined by the Committee must be paid to the Committee at such time as application for architectural approval is made to the Committee, which fee shall be used for an independent inspection and to defray the expense for before and after building inspections. In the event construction requirements are incomplete or rejected at the time of inspection and it becomes necessary to have additional building inspections; a fee, in an amount to be determined by the Committee, must be paid to the Committee prior to each building inspection.

COMPLIANCE DEPOSIT: A \$1200.00 compliance deposit must be submitted with each application. The deposit can be refunded at the end of construction if no outstanding builder fines exist, if final inspection shows the project to be complete and in compliance with design approved by the ACC and if there is no damage to common areas due to the construction of the home.

BUILDER FINES: Builder fines are in addition to the compliance deposit and are non-refundable. Fines are as specified within this document but are subject to change at any time determined necessary by the ACC. Fines not specified for other violations of these Guidelines will be as determined by the ACC dependent on severity of violation.

Note: All references to the CCRs use numbering from CCRs for Section One. The numbering of CCRs for Section Two, Three and Four may be slightly different.

Objectives

1. To familiarize the Builder / Homeowner with the construction expectations of the Suncreek Ranch Property Owners Association (SCR POA) and CCRs
2. To ensure that the Homeowner is aware that they are responsible for staying in compliance throughout the construction and responding to the SCR POA in a timely manner when there are issues / concerns

The below items are in addition to the Deed Restriction requirements:

1. The initial construction application will be considered denied until all documents are received and submitted. This will prevent the system from “auto approving” applications.
2. Builder and Homeowner acknowledge they have copies of the CCRs.
3. Construction deposit received by Crest Management Company (CMC) Houston.
4. If the home is not completed within 1 year from when ground is first broken on any part of the project:
 - a. the construction deposited is forfeited
 - b. a new construction deposit is required
 - c. any new guidelines changes must be adhered to
 - d. the construction late fee is \$100 per week until the construction is completed
5. Construction liability certificate of \$1,000,000 is required.
6. County approved culvert is required before construction. Non-adherence is \$50 per week.
7. Dumpster is required the first day until the construction is complete. Nonadherence is \$100 per week.
8. Portable toilet is required the first day until the construction is complete. Nonadherence is \$100 per week.

9. Construction plan deviations are to be submitted and approved before they are made. Deviations from the original plan without prior approval will result in the forfeit of the construction deposit, halting the project and resubmitting the revised plans with a new construction deposit.
10. No trash, construction material or debris burning is permitted. Non-adherence is \$100 per occurrence and the sheriff will be called.
11. Work cannot start before 7 am and must end at 8 pm. Repeated occurrences will result in a fine of \$50 for minor violation, \$100 each time for major violations.
12. No construction material can be received after 8 pm. Repeated occurrences will result in a fine of \$50 for minor violation, \$100 each time for major violations.
13. No temporary buildings are allowed.
14. No permanent buildings (barns, storage buildings, etc.) are allowed until after the residence is commenced.
15. No temporary or permanent fence is allowed until after construction on the main residence is commenced.
16. No animals are allowed on the property before or during construction.
17. The grass must be maintained to meet the deed restrictions.
18. The driveway must be completed within 30 days of the house construction completion. Non-adherence is \$50 per week.
19. Fines are not refundable.
20. No one can live on the property until the residence is 100% complete.
21. The construction must complete within 12 months from when ground is first broken on any portion of the approved project.

Homeowner Information:

Homeowner Name: _____

Homeowner Email Address: _____

Homeowner Phone Numbers: _____

Homeowner physical mailing address during construction:

Builder Information:

Builder Company Name: _____

Construction Foreman Name: _____

Construction Foreman Email Address: _____

Construction Foreman Phone Numbers: _____

Suncreek Ranch Receipt of Builder Guidelines

I, _____, acknowledge that I have received a set of the Builder Guidelines for Suncreek Ranch. By Signing this document, I agree and acknowledge that:

- The Builder Guidelines are subordinate to Declaration of Covenants and Restrictions for Suncreek Ranch
- The Builder Guidelines refer to the Declaration of Covenant and Restrictions for Suncreek Ranch Sections for additional information and it is my responsibility to read those references and adhere to them.

Name (Please Print)

Date

Signature

I have read and agree to abide by the Declaration of Covenants, Conditions, and Restrictions, Architectural Guidelines, and other applicable Rules and Regulations for Suncreek Ranch Property Owners Association

Initial:_____

Suncreek Ranch Property Owners Association Terms & Conditions

I hereby acknowledge the following:

1. That I am the property owner of the above address and I am representing myself in true and accurate manner.
2. That I have included all required documents mandatory by my Association for my chosen modification type.
3. That I understand the review process will not commence until all required documents and deposits (if applicable) have been received.
4. That my application is not deemed approved until I receive official written approval notice from Crest Management on behalf of my Association.

I have fully read and agree to the terms and conditions provided by Suncreek Ranch Property Owners Association

Initial:_____

Crest Management Terms & Conditions

I certify that I am the owner of the property or an authorized user with permission from the owner. I declare that all information provided in this application is true and correct. I understand that my modification request is not complete until all required documentation is received. I understand that I am electing to receive communications regarding this application by email.

I have fully read and agree to the terms and conditions provided by Crest Management.

Initial:_____