

BRAZOS LAKES PROPERTY OWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE

APPLICATION FOR HOUSE PLANS REVIEW

Complete Application To Be Submitted To:

Principal Management Group of Houston, Inc.
ATTN: ARC Department
4700 W. Sam Houston Pkwy N., Ste 100
Houston, TX 77041

I (Owner) _____ having read and made myself/ourselves aware of the BY-LAWS OF THE BRAZOS LAKES PROPERTY OWNERS ASSOCIATION, the DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR BRAZOS LAKES (Deed Restrictions), the ARCHITECTURAL CONTROL GUIDELINES, the INSTRUCTIONS for APPLICATION FOR HOUSE PLAN REVIEW and the HOUSE PLAN REVIEW "CHECKLIST", hereby make Application for Residence Plans Review as follows:

PROPERTY OWNER:

Name(s): _____

Property Identification: Block Number: _____ Lot Number _____

Brazos Lakes Address: _____

DURING REVIEW PROCESS OWNER CAN BE CONTACTED AS FOLLOWS:

Mailing Address: _____

Telephone: Home: _____ Mobile: _____

Fax: _____ Email: _____

BUILDER IDENTIFICATION:

Owner's Name: _____

Company Name: _____

Business Address: _____

Telephone: _____

Fax: _____

DWELLING FINANCIAL INFORMATION:

Financed by: _____

Bank Name: _____

Owner: _____

Other: _____

Cell Phone: _____

DETAILS OF THE PROPOSED PROJECT:

Total Air Conditioned Square Feet: _____

Primary Exterior Material: _____ Color: _____

Secondary Exterior Material: _____ Color: _____

Roof Material: _____ Color: _____

Driveway Culvert Size: _____ Foundation Elevation: _____

Pool (yes/no) _____ Fence (yes/no) _____ Outbuilding (yes/no) _____

Please contact the ARC department at 713-329-7100 or your Community Association Manager with any questions or concerns at 281-367-8137 – Revised 09/28/2015

Does the Project require a Variance of any known restrictions (yes/no)? _____

SUBMITTAL STANDARDS:

The BLPOA Guidelines and Standards are subject to change without notice.

The Architectural Control Committee (herein referred to as the ACC) and the Brazos Lakes Property Owners Association (herein referred to as the BLPOA) recommend that all documents relating to the construction of the residence be prepared by experienced design professionals.

HOUSE PLANS: Should include the layout and dimensions of all rooms, patios, garage, balconies, windows, doors, stairs, elevation changes, finished floor elevation (See Brazos Lakes Minimum Foundation Elevations) as well as all electrical and plumbing fixtures. Elevations of the four (4) sides of the dwelling shall be included indicating all materials and roof slopes. The recommended scale is ¼"=1'-0".

FOUNDATION PLANS: Should include the overall slab dimensions, dimensions of all components, sections through the perimeter and interior beams, details of all reinforcement steel in the slab, details of all reinforcement steel in the perimeter, details of all piers, details of post tensioning cables, type of concrete and 28 day compressive strength design.

SITE PLANS: Plan should show the residence drawn to scale, in the location on the lot, dimensions to the front and side property lines, all building and utility easement setbacks, all driveways and other concrete/asphalt paving, pool and deck applicable, all fencing proposed for the property, location of propane tank(s) and associated visual screening, size and location of culvert(s) (See Brazos Lakes Minimum Culvert Sizes), location of septic system and location and size of any outbuilding, detached garage, barn or storage building. The Site Plans shall also include any trees that are to be removed, including the species, trunk diameter (gauge) and approximate height. The recommended scale is 1"=40'.

SEPTIC SYSTEM/SEPTIC PERMIT: Should include the design and system layout, including location on the property, sealed by a licensed septic system engineer.

CULVERT PERMIT: Should include the design drawing indicating the culvert size (diameter) and location on the property. Generally this is obtained from Fort Bend County but can be designed by a professional engineer.

COUNTY DEVELOPMENT PERMIT: Fort Bend County requires a "Development Permit" for all new construction. Applicant shall demonstrate compliance with this requirement.

EXTERIOR MATERIALS/COLORS: Should include one (1) sample of each type and color of masonry, stucco and/or stone; colors sample of roofing material (metal or asphalt), color of all painted areas and color samples of all materials with integral color. In many cases, product literature will provide not only technical information, but will also show colors available. On submittals of color charts, Owner shall indicate selected/proposed color(s).

MAJOR SUBCONTRACTORS: Owner shall provide a listing of the major subcontractors on the project (Name, Address, Telephone and Fax Numbers), including, but not limited to the following: foundation contractor, pier contractor, post-tensioned contractor, framing contractor, masonry contractor, roofing contractor, plumbing

contractor, air conditioning contractor, septic system contractor, gas/propane contractor, electrical contractor and any specialty contractors, including, but not limited to: pool contractor, fence contractor, security contractor and deck contractor.

OWNER & BUILDER GENERAL REQUIREMENTS:

The following rules and regulations are intended to provide guidelines for the Owner and/or Builder. These items are identified in order to protect the families that already reside at Brazos Lakes and those persons that own property at Brazos Lakes. The items listed are the most obvious and most common areas of concern, however, other conditions may occur which the BLPOA and the ACC feel impact the community at large, and the authority to regulate these conditions rests with the sole discretion of the BLPOA and recommendation of the ACC. The items listed identify the “initial responsible party”, but shall not be interpreted as the “only” responsible party.

In most instances, while the “initial” responsible party is the Builder, such identification does not relieve the Owner of the overall responsibility. Where violations occur, the Builder shall be notified, and the Owner copied on such notifications. To facilitate proper notification, it is the responsibility of the Owner to keep the BLPOA abreast of the current addresses and contact person(s). To the extent that the Builder does not rectify the situation, the Owner shall be notified and held ultimately financially responsible.

Where violations occur, the Builder (and Owner) shall be given seven (7) calendar days notice to correct the violation. When no or unacceptable remedial actions by the Builder (or Owner) at taken, the BLPOA, individually or under recommendation of the ACC, will implement the appropriate corrective action(s). The costs of any such remedial corrective actions shall be billed directly to the Builder with notification to the Owner. If unpaid by the Builder within fourteen (14) days, such costs shall be automatically added to the Owner’s Account, with proper notification to the Owner.

1. It is the Owner’s responsibility to determine all easements and setbacks that exist upon their property. No construction should be planned or occur within these easements. There is a 50 foot setback on front, 50 foot on sides and back of Property. Lake lots have a 50 foot set back from property line in back.
2. **Security at the Project Site within Brazos Lakes is the sole responsibility of the Builder and Owner. Neither the BLPOA nor the ACC provide security services.**
3. The burning of brush, trees and construction materials will be allowed only with the written approval of the Fire Marshal. Such written approval shall be submitted to the BLPOA and ACC through Principal Management Group Houston a minimum of seven (7) days prior to the burning. Any restrictions, limitations or requirements of the Fire Marshall shall be included in the submission to PMG Houston.
4. **The work site needs to be kept in a safe condition and clear of trash. The Builder shall remove all debris and trash before each weekend. (A trash dumpster is strongly recommended). A debris fence is to be installed during construction.**
5. The Builder is responsible to keep all mud, dirt, trash, and debris off all roadways at all times.
6. The Builder shall be responsible to repair all shoulders and drainage ditches damaged during the course of work.
7. A portable (chemical) toilet shall be required for each site requiring more than seven (7) days of construction.
8. The Builder, as well as all suppliers and subcontractors, shall observe all posted speed limits and other regulatory signage.

9. No dumping or cleaning of concrete trucks (wash-out) is allowed within Brazos Lakes, unless all excess materials are removed within three (3) calendar days.
10. Design of the roadside culverts shall not be altered.
11. Culvert must be installed and covered prior to the start of any earthwork or foundation excavation.
12. Approval of the Application shall allow the Owner and Builder twelve (12) months to complete the residence. The start of the construction period shall commence with the initial setting for foundation formwork. The setting of the culvert shall not be constructed as the start of construction.
13. The Builder shall be allowed no more than one (1) identification sign on the project site. The sign shall be no larger than two foot by two foot (2' x 2').
14. **A Construction Fence of a minimum height of three feet (3') will be required to be erected around the construction site prior to construction beginning. The Construction Fence must be erected throughout the entire construction period. Failure to install or maintain a Construction Fence during the construction period may result in the Association installing one at the Owner's expense or deducting the cost from the construction deposit.**
15. **The Builder shall inspect all adjoining lots on a daily basis and recover any and all trash and materials that have dispersed and dispose of it properly.**
16. Tree removal shall only be permitted when the tree is within the footprint of the residence. All other tree removal must be approved by the ACC.

INSPECTIONS, REVIEWS & APPROVALS:

Members of the BLPOA and the ACC shall be allowed access to the work site and structure at all times. All such inspections shall be for the purpose of verifying that the construction is in accordance with the approved plans. Should construction differ from the approved plans, the Owner may be required to submit a revised application indicating the changes or may be ordered to stop construction, dependent upon the nature of the deviation. **Should construction continue after a stop notice has been issued, the BLPOA can levy fines or take necessary legal action, or both.** Neither the BLPOA nor the ACC shall be deemed to have committed a trespass by reason of such entry or inspection. Inspections by the BLPOA and/or ACC does not, in any way, approve or certify that the work is in compliance with the approved Application, local building codes or generally accepted building standards.

The BLPOA and the ACC strongly suggest that property owners retain the services of professional building inspectors to assure that quality standards for, at a minimum, the foundation, framing, electrical, plumbing, and air conditioning work. The foundation construction should be inspected periodically by a registered professional engineer.

By submission of this Application, the Owner understands and agrees that the approval of this Application, by the ACC, shall not be relied upon, by any person or entity, as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction. Neither the BLPOA, the ACC, Principal Management Group Houston, nor any of their respective members, officers, directors, shareholders, employees or agents shall be liable because of the approval or rejection of any improvement. The Owner further understands that "Other Permits and/or Approvals" may be required by City, State, County, Federal or other Government Entities having jurisdiction. It is the responsibility of the Owner to be aware of and obtain any and all such Permits and Approvals.

VARIANCES:

The "Deed Restrictions" and the "Architectural Control Guidelines" establish a minimum standard for Development and improvements within Brazos Lakes. If this Application and Design contains any element that is in violation of the current restrictions and guidelines, please identify each of the variances in the spaces provided:

- 1. _____
- 2. _____
- 3. _____

Owner's Signature: _____ **Date:** _____

Builder's Signature: _____ **Date:** _____

***** **DO NOT WRITE BELOW THIS LINE** *****

Principal Management Group of Houston of Houston, Inc.

Account Number: _____

Date Received: _____

Date Sent to ACC: _____

Date of ACC Decision: _____

Date Returned to Owner: _____

PLAN REVIEW (For ACC Use Only):

Subdivision: BRAZOS LAKES POA

Block: _____ Lot: _____

Subdivision Address: _____

_____ Application APPROVED as submitted.

_____ Application CONDITIONALLY APPROVED subject to the following:

- 1. _____
- 2. _____
- 3. _____

_____ Application REJECTED for the following reason(s):

1. Maintenance (or Other) Fees outstanding
2. Application Fee and/or Deposit incomplete or missing.
3. Application incomplete.
4. House Plans incomplete or missing.
5. Foundation Plans incomplete or missing.
6. Site Plans incomplete or missing.
7. Septic System/Permit incomplete or missing.
8. Culvert Permit incomplete or missing.
9. County Development Permit incomplete or missing.
10. Exterior Materials/Colors incomplete or missing.
11. Specifications incomplete or missing.
12. Subcontractor List incomplete or missing.

Additional Notes and Comments:

1. _____
2. _____
3. _____

ACC Authorizing Signatures:

_____	Date: _____
_____	Date: _____
_____	Date: _____