

Arbor Place HOA

Architectural Control Committee - **Exterior Addition/Improvement** Application

Dear Property Owner,

Welcome to the Arbor Place Community. This is the Architectural Control Committee **New Home or Exterior Addition/Improvement Application** package. All forms must be completely and accurately filled out. All HOA dues, fees, or outstanding balance must be paid in full, and any Deed Restriction violations cured prior to beginning the application process.

When submittal is completed please send to 2251 N Loop, 336W, Ste C, Conroe, TX 77304 or contact Arbor Place HOA, 936-521-6900 with any questions.

By submitting this Application, the property owner grants Arbor Place HOA Board of Directors or any representative of Arbor Place HOA Board of Directors full access to the site of construction or improvement for the sole purpose of ensuring that the project is executed in accordance with the submitted plans and specifications as defined in the *Declaration of Covenants, Conditions and Restrictions of Arbor Place HOA*.

For New Construction, the City of Conroe requires 1) a building permit 2) an engineered site-specific foundation plan for all residential construction and 3) a house plan drawn or designed by an architect or designer that is registered or licensed. The house plans must be complete showing the electrical, framing, ceiling joist, rafters, exterior elevations and detail sheets, all pages must be stamped and signed by the architect or designer. These requirements are in addition to Arbor Place requirements.

It is the property owner's responsibility to ensure that all construction and improvements made to the property comply with the *Declaration of Covenants, Conditions and Restrictions of Arbor Place for the Section where their property is located*, and with all construction regulations and specifications, and any amendments thereto, imposed by the Arbor Place HOA or the Architectural Control Committee. Any failure of the property owner, or property owner's general contractor/builder to comply with the *Declaration of Covenants, Conditions and Restrictions of Arbor Place for the Section where their property is located*, and with all construction regulations and specifications, and any amendments thereto, imposed by Arbor Place HOA or the Architectural Control Committee may result in forfeiture of all applicable construction or improvement deposits paid by the property owner to the Home Owners Association.

Thank you.

On behalf of the Board of Directors
Arbor Place HOA

CCAM
Management

Arbor Place HOA

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I HAVE READ AND FULLY UNDERSTAND THIS DOCUMENT AND AGREE TO ABIDE BY ALL CONTENTS THERETO.

Date Signed: _____ **Property owner(s): Builder:** _____

Print full name: _____ Print full name: _____

Address: _____ Address: _____

Phone (H): _____ Phone (office): _____

Phone (cell): _____ Phone (cell): _____

Signature: _____ Signature: _____

Date Submitted: _____

Attach Paint Sample
Here

REQUIRED for ALL Applications:

Building Line Setbacks: Front: _____ Back: _____ Rt. side: _____ Left side: _____

Property owner(s) name(s): _____

Arbor Place HOA Legal Description: **Section** _____ **Block** _____ **Lot(s)** _____

Street Address of Construction Project: _____

Owner Mailing Address (if different): _____

Phone (home): _____ Phone (cell): _____

Builder/Contractor: _____

Builder/Contractor Mailing Address: _____

Phone (office): _____ Phone cell): _____

New Home Sq. ft: _____ Bdrms: _____ Baths: _____ Two-story: Y/N

Exterior Materials and Finishes: _____

Exterior Colors (paint, trim and/or brick): _____

Description of New Construction or Improvement/Addition: _____

Start Date of Construction: _____ Projected Completion Date: _____

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New construction MUST be completed within 9 months. New construction MUST be completed within 9 months.

By signing below, Owner(s) agree to comply with the minimum architectural standards for subdivision residential construction and authorize the Architectural Control Committee (ACC) or its agents to enter upon and inspect the construction project described above for the purpose of confirming that it is in compliance with recorded Deed Restrictions and this Application.

Neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections

Owner(s) signature **REQUIRED**

Date Builder's signature **IF APPLICABLE** Date

***** **TO BE COMPLETED BY COMMUNITY MANAGER:** POA-Good-Standing: **Y/N**

Resubmission: **Y/N** Complete Application (Inc. samples) and **ALL DEPOSITS** received by HOA.

Date:_____Initial:_____

*******TO BE COMPLETED BY ACC COMMITTEE:** Received **complete** Application/30-day approval

Date:_____Initial:_____ACC Plans:_____Approved; subject to:_____

NOT Approved; reason: _____

ACC Signature 1: _____Date:_____

ACC Signature 2: _____Date:_____

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ALL Items listed below **MUST** be submitted **at the same time** as the house plans or plans for addition/improvement. Incomplete plan packages will be returned to applicant and application process will be started anew.

A. Two (2) complete sets of working blueprints of all structures to be built on the property. This applies to additions to the main dwelling and construction of attached or free-standing buildings, including workshops. Minimum roofing material requirement shall be equivalent to 20-year shingles or better. An original stamped and signed engineered foundation drawing must be included with both sets of blueprints. One (1) set of blueprints and one foundation drawing will be returned to the property owner along with the **ACC approval letter** for their construction project. One (1) set of blueprints will be retained by the HOA.

B. A complete site plan that shows the location of the home in reference to the front, side and rear building lines and utility easements. The drawing must read a scale of 1" =100' or 1'=200'. The site plan must show the location of culvert(s), driveway, outbuildings and fencing: all to be drawn relative to the home and to scale.

For additions/improvements an accurate hand-drawn site plan that shows the location of the proposed additions/improvements in reference to the existing home and all building lines and utility easements; and in relation to existing improvements such as driveway/walkways; outbuildings and fencing is sufficient.

C. Color samples of all exterior materials and finishes must be submitted. Samples of brick, stone, siding, shingles, trim, exterior paint colors and brands, and fencing are required at the time the application package is submitted. **Incomplete plan packages will be returned in their entirety and the application process starts anew.**

D. Copies of Builder's liability and other insurance policies related to proposed project. Proof of builder's liability insurance may be required prior to approval of proposed addition/improvement project, based on size and scope of work.

E. Arbor Place HOA ACC deposits for ALL new homes and some additions/improvements are as follows:

a) \$100.00 Non-Refundable Application Processing Fee (payable to Commonvest CAM)

b) \$900.00 for new construction Non-Refundable one time Fee (includes addition or improvement projects with poured cement foundation. (Damages/Repair Fee). (Payable to Arbor Place HOA)

Other (please specify) _____

Deposit to be determined by HOA Board.

TO BE COMPLETED BY COMMUNITY MANAGER:

a) Application Fee: Check #: _____ Amount: _____ Date received: _____

b) New Construction Fee Check #: _____ Amount: _____ Date received: _____

APPROVAL: The ACC has thirty (30) calendar days from date of receipt of a **complete** application to respond. If additional information is required by the ACC, the thirty (30) day processing period

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commences upon receipt of the requested information. It is the owner's responsibility to ensure that scheduling for implementation of the proposed construction project allows for the full ACC approval period. Arbor Place ACC applications remain valid for one (1) year.

Please direct questions about requirements for Architectural Control Committee approval to the Arbor Place HOA Board of Directors or the Association Manager. It is the responsibility of the owner and builder to familiarize themselves and comply with the *Declaration of Covenants, Conditions and Restrictions of Stone Ridge* applicable to the Section where their construction project is located.

CULVERTS: Prior to any construction, and after lot clearing, each home site must have the permanent driveway culvert(s) set with the proper amount of over base to prevent erosion and damage to ditches.

STREET ADDRESS: Owner or Builder shall post and maintain street address sign for duration.

PORTABLE TOILET: Owner or builder shall provide a portable toilet for construction personnel working on any project lasting longer than five (5) days if no alternate restroom facilities are available.

TRASH DISPOSAL: Owner or builder shall provide onsite trash container for all construction debris. Minimum required size is 30-yard roll-off box. Trash container is considered full when contents reach the top of the container. Owner or builder must call for pick-up and replacement before debris is piled above upper edge of container. **No burning of debris or construction materials is permitted.**

ELECTRICAL SERVICE: Builder shall install a temporary electrical pole prior to construction and maintain it until permanent electrical service has been connected.

CEMENT/GUNITE TRUCK WASHOUT: Texas Department of Environmental Quality prohibits discharge of concrete mixtures directly onto the ground. Chutes and hoses of cement and trucks shall be washed out into designated plastic-lined cement boxes ONLY. Hardened cement shall be disposed of in roll-off box/trash container.

DEBRIS FENCE: Owner or builder shall provide onsite debris fencing (orange fence) to contain construction trash and prevent materials from blowing onto adjacent properties.

WORK HOURS and NOISE: Construction is permitted between the hours of 7:00am to 7:00pm Monday through Saturday. Sunday construction hours are from 9:00am to 5:00pm. Noise pollution is considered a nuisance, as defined by the *Declaration of Covenants, Conditions and Restrictions of Arbor Place*. Complaints from neighboring property owners will be taken seriously. The owner and builder will be notified of the nuisance violation and may be fined accordingly.

DELIVERY and TRANSPORTATION: Delivery vehicles and other construction traffic shall travel on dedicated roads ONLY. Contractors shall obey posted speed limits; maintain lane control, use

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extreme care when passing residents' driveways and mailboxes. Construction vehicles may not cross or park on other lots or common areas within the subdivision.

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

DISCLAIMER: *The Arbor Place HOA is not responsible for accidents, injuries, damages, or losses that may occur on any building site. Safety is paramount during construction. Owner and builder are responsible to ensure that the construction site is cleaned and secured daily.*

Thank you, Arbor Place HOA, Architectural Control Committee

ARBOR PLACE HOMEOWNERS ASSOCIATION, INC.

RESOLUTION REGARDING TREES

WHEREAS, Arbor Place Homeowners Association, Inc. (the "Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (collectively referred to as the "Declarations");

WHEREAS, Chapter 204, Section 204.010(a)(6) of the Texas Property Code empowers the Association acting through its Board of Directors, to regulate the use, maintenance, repair, replacement, modification, and appearance of the subdivision and to implement written architectural control guidelines;

WHEREAS, the Association acknowledges that trees are an important resource which contributes to the subdivision's unique character, reduces the effects of pollutants, provides wildlife habitats, increases shade and cooling, and adds value to real property within the Association.

WHEREAS, the Association wishes to prevent the indiscriminate cutting of trees and to provide minimum standards for the preservation and planting of trees;

WHEREAS, the Board of Directors (the "Board") has determined that in connection with maintaining the aesthetics and architectural harmony of the community, and to provide clear and definitive guidance regarding trees therein, it is appropriate for the Association to adopt guidelines regarding trees within the community.

NOW, THEREFORE, BE IT RESOLVED THAT the following Guidelines are adopted by the Board of Directors.

GUIDELINES

1. Per the City of Conroe Tree Canopy Ordinance which was adopted on December 11, 2014, the minimum required tree canopy for residential property development is 30% of the gross area of each section of a subdivision developed for residential purposes. Not less than one-third of the required canopy should be provided through preservation of existing trees.
2. No person may cut down, harvest or remove any tree within the Association unless prior written permission is obtained from the Board of Directors as well as from the City of Conroe as required.
3. If any of provision of these Rules is determined to be invalid, the remainder of these Rules shall remain in full force and effect.

