

Grand Lake Estates Property Owners Association
Architectural Control Committee Application
Submit This General Conditions Agreement with YOUR ACC Application

Dear GLE Property Owner,

Welcome to the Grand Lake Estates community. This **General Conditions** Agreement will assist you to select Application Form A, B or C for GLE ACC approval **before you begin** any construction on your project. Print, fill out and submit this **General Conditions** Agreement with your ACC Application Form.

Tips for understanding the GLE ACC application process:

- Pay all current and past due POA dues, fines or fees and cure Deed Restriction violations on record with Association management.
- Fill out, date and sign all ACC application forms accurately and submit one **complete** package. Partial or incomplete submissions will be returned to owner/builder.
- Turn in one check for non-refundable fees and a separate check for refundable deposits.
- Read the *Declaration of Covenants, Conditions and Restrictions of Grand Lake Estates* **for the Section where your property is located** (full text can be found at www.grandlakeestates.net). It is your responsibility as property owner, to ensure that all construction and improvements made to your property comply with the CC&Rs. Your familiarity with those documents will guide your design and planning decisions.
- During all phases of construction members of the GLE Board of Directors and ACC are authorized full access to your building site for the sole purpose of ensuring that the project is completed in accordance with the submitted plans and specifications as defined in the *Declaration of Covenants, Conditions and Restrictions of Grand Lake Estates (Declarations/CC&Rs)*.
- It is your responsibility to request refund of refundable compliance deposits when your project is completed (see Refund request Form posted on ACC tab of GLE website).

The information in the General Conditions package does not replace GLE *Declarations/CC&Rs*. Copies of the **Declaration of Covenants, Conditions and Restrictions** for all Grand Lake Estates Sections can be found on the Grand Lake Estates POA website at www.grandlakeestates.net. Many questions can be answered by referring to your CC&Rs during the building process.

Construction is deemed to begin when any or all of the following occur: 1) substantial excavation; 2) building supplies or materials, including fill delivered to site; 3) temporary electrical service connected; 4) driveway culvert(s) set. If any of these construction activities occur **prior to ACC approval**, you may be subject to fines and/or ACC deposit forfeiture. If the project is not completed per Application and the *Declaration of Covenants, Conditions and Restrictions of Grand Lake Estates* for your GLE Section, part of your **compliance deposit may NOT be refunded**. ACC fees are not refundable.

If you have questions regarding your ACC Application, contact GLE POA community manager Beverly Carroll at 281-367-8137 or e-mail at b.carroll@pmghouston.com

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This ACC application is for:

- A. **New Home** Construction (Complete **Form A**)
_____ New Home

- B. **MAJOR Addition** or Improvement (Check project below and Complete **Form B**)
_____ Any addition to your existing home, including attached outbuildings.
_____ Any detached outbuilding **greater than** 100 square feet in size.
_____ In-ground Pool or Spa.
_____ Patio/Driveway/Deck
_____ Other MAJOR Improvement (please describe) _____

- C. **MINOR Addition** or Improvement (Check project below and Complete **Form C**)
_____ Any detached outbuilding less than/equal to 100 square feet in size.
_____ Re-roof existing house or outbuilding.
_____ Fence (replacement or new ONLY - not fence repairs).
_____ Sprinkler system/Major landscaping.
_____ Exterior paint.
_____ Private water well.
_____ Other MINOR Improvement (please describe) _____

I HAVE READ AND UNDERSTAND ALL PAGES OF THIS DOCUMENT AND I AGREE TO ABIDE BY IT.

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 herein for the purpose of confirming that it is in compliance with the recorded deed restrictions and this application. Neither the ACC nor its agents shall be guilty of trespass by reason of entry for inspections. Compliance Deposits will be refunded upon request at the end of the job if compliance occurred.

Owner's Signature: _____ / ____ / ____ Date	Builder's Signature: _____ / ____ / ____ Date
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Owner Printed Name: _____ Builder Printed Name: _____

Address: _____ Address: _____

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

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

Owner email: _____ Hope to start by: _____ finish by: _____

Samples MUST accompany application.

Project must be completed in 9 months.

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Minimal ACC Construction Checklist per GLE Declarations

Not all of the requirements listed here apply to every GLE ACC construction project, but **ALL of them apply to New Home construction**. Place a check mark or initial next to those that apply to YOUR project

_____ **CULVERTS:** The installation of driveway culvert(s) to prevent erosion and damage to subdivision ditches **MUST be approved by ACC**. Driveway culvert(s) must be set at grade with the proper amount of overbase. Minimum driveway culvert size in GLE is **18 in. diameter**. Larger culverts are required in some GLE Sections.

_____ **STREET ADDRESS:** Owner or Builder shall post and maintain a street address sign for the duration of the construction period.

_____ **PORTABLE TOILET:** Owner or builder shall provide a portable toilet for construction personnel.

_____ **TRASH DISPOSAL:** Owner or builder shall provide onsite trash container for all construction debris. Minimum required is 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. **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/ASPHALT TRUCK WASHOUT:** Texas Department of Environmental Quality prohibits discharge of cement/gunite/asphalt mixtures directly onto the ground. Chutes and hoses of cement/gunite/asphalt trucks shall be washed out into designated plastic-lined cement boxes ONLY. Hardened material shall be disposed off in roll-off box/trash container. Owners and builders are cautioned that any cement/gunite/asphalt residue left on streets or lots within the Grand Lake Estates subdivision shall result in forfeit of some or ALL of Refundable Compliance Deposit in the event of proven violation.

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

_____ **MAILBOXES:** ACC recommendation is for mailboxes to be set back 24 inches from streets and incorporated into the driveway.

_____ **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 Grand Lake Estates*. Complaints from neighboring property owners will be taken seriously. The owner and builder will be notified of the nuisance violation, and owner may be fined.

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_____ **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, including at gates; use extreme care when passing residents' driveways and mailboxes.

_____ **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.

_____ **GATE CODE DURING CONSTRUCTION:** Property owner ONLY may request temporary gate code for construction related traffic. Go to www.grandlakeestates.net and click on GATE CODE APPLICATION for form.

DISCLAIMER: *Safety is paramount during construction. The Grand Lake Estates Property Owners Association is not responsible for accidents, injuries, damages, or losses that may occur on building site. Owner and builder are responsible to ensure that the construction site is cleaned and secured daily.*

Definitions

SITE PLAN: All New Home Applications (Form A) must include **Site Plan** showing the 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 must show location of culvert(s), patterned cement driveway with end columns, mailbox, walkways, and septic systems. For **Form B and C ONLY**, a site plan may consist of the current survey with clear notes and measurements for proposed improvements written on the survey.

BLUEPRINTS: ACC Applications must include two (2) complete sets of working **Blueprints**. One (1) set of blueprints and a copy of the **foundation plan** to be returned to the property owner with the **ACC approval**. One (1) set of blueprints will be kept by POA or management company .

FOUNDATION PLAN: The Foundation Plan must be an engineered, site specific plan as specified in the CC&Rs stamped and signed by a registered engineer.

INSURANCE: Copies of Builder's general liability and other **insurance policies** related to project must be submitted with the application.

SAMPLES: Color Samples or photos with product description/number for **all exterior materials and finishes** must be submitted with Application. Samples are brick, stone, siding, shingles, trim, and exterior paint colors. Samples can be delivered to PMG North office at address below or **Eagle Postal Center, 6315-B FM 1488, Magnolia, TX 77354** (call 281-2524509 for hours). Label with owner's name & GLE address/Section/Lot/Block.

APPROVAL: **Direct all questions about ACC approval to GLE Association manager ONLY.** ACC has thirty (30) days to respond after a **complete** application is received. If ACC needs additional information the thirty (30) day period starts again after they receive the requested additional information. Owners shall **NOT schedule**

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construction to begin until AFTER ACC approval is received. GLE ACC Applications remain valid for one (1) year, but construction must be completed 9 months after building pad is leveled.

Full amount of refundable deposits will be refunded ONLY when:

- 1) satisfactory site condition is maintained throughout construction project;*
- 2) lot clearing is completed satisfactorily;*
- 3) any repairs of damages to streets, improvements or other properties are completed;*
- 4) final inspection is approved.*
- 5) owner/builder requests refund from POA (Refund Request Form on GLE website)*

Violation of these rules and regulations will result in REDUCED REFUNDS

Refund requests will be processed after ALL construction and site clean-up is completed and verified by ACC per Refund Request Form.

Make **one check for Fees** and a **separate check for Deposits** payable to:
Grand Lake Estates Property Owners Association

Deliver complete **GLE ACC Application Form (A, B or C)** with **General Conditions Agreement, County Permits, Builder's Insurance, Samples/Photos of Exterior Finishes, Blueprints, Site Plans** and other Documents to: **PMG North** office (call for hours) or **Eagle Postal Center, 6315-B FM 1488, Magnolia, TX 77354** (call 281-2524509 for hours).
Label samples with owner name, GLE street address or Section/Lot/Block of construction.

Contact GLE Association manager at (281) 367-8137 if you have any questions.

*******To be completed by GLE POA Management Company*******

Property owner in Good-Standing? Y/N Resubmittal: Y/N Resubmittal Date _____

CHECKS COLLECTED BY GLE Association Manager:

Application Fee	Ck #: _____	Amount: _____	Date received: _____
Road Reserve Fee	Ck #: _____	Amount: _____	Date received: _____
Compliance Deposit	Ck #: _____	Amount: _____	Date received: _____

I certify that a Completed Application including samples and **ALL DEPOSITS** has been received.

Management Company Signature

Date

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THIS PAGE TO BE COMPLETED BY ACC

Complete Application Received: 30-day **APPROVAL REVIEW** period began on Date _____

Plans Approved _____ (No Recommendations) Date Approved _____

Plans Approved _____ (With Recommendations*) Date Approved _____

Plans Not Approved _____ Date **Not** Approved _____

<p>MANDATORY Changes Needed for APPROVAL:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>Changes listed in this section MUST be made, then revised plans/materials MUST be submitted for second review by ACC.</i></p>

*Recommendations for SUGGESTED Changes:

Member Name _____ Signature _____ Date _____

Member Name _____ Signature _____ Date _____

Member Name _____ Signature _____ Date _____

Minimum for Application approval is 2 of 3 ACC members.