

# **CROWN OAKS ARCHITECTURAL CONTROL APPLICATION**

## **CONSTRUCTION REGULATIONS AND SPECIFICATIONS**

Architectural Control Committee approval is required for the construction of a new residence or improvement and any outside alterations or additions to an existing residence/improvement. Prior to submitting any plans for any new construction, alterations, additions or remodeling, we suggest you secure a copy of these Construction Regulations and the Declaration of Covenants, Conditions and Restrictions for the section of Crown Oaks in which your lot is located. The designer and the builder as well as the owner should thoroughly review this information and ensure that they are familiar with all POA restrictions and covenants on improvements and alterations. Failure to comply with relevant Deed Restrictions in the application (without requesting a specific variance) will result in denial of the submission.

### **SUGGESTED PROCESS TO EXPEDITE APPLICATIONS**

Please read and complete the attached construction application, builder guidelines policy and the construction requirements. All information on the application must be completed for approval. If items described for the specific type of improvement are not submitted with the filled application, the approval process could be delayed. Electronic submissions are preferred and will receive faster ACC review.

The Committee will attempt to approve all plans within 1 week of receiving a complete application. If the application is inadequate or incomplete, it will be rejected and returned as quickly as possible. Any formally delivered application not receiving some form of response from the ACC or management company within 30 days of its receipt (assuming all POA fees are paid and a complete application with all requirements is submitted) will automatically be considered as approved.

**Your account must be current and free of any CC&R violations for this application to be considered. All COPOA annual Maintenance Charges, fines, interest, legal or other charges must be paid in full at the time of application or the application will not be processed.**

**A fifty dollar (\$50.00) non-refundable application processing fee is due at the time the application is submitted for review. This fee is not retained by the Association, but instead by its property management company, IMC, for review of your application. You may deliver your application and payment in person to IMC or mail your check payable to IMC Property Management at the address below. You can also pay by credit card by accessing your account on the IMC portal at <https://portal.imcmanagement.net/login> Applications submitted without payment will not be considered.**

Please submit your application by one of the following options:

- You may mail it to Amanda Pedini, c/o IMC Property Management, 3500 W. Davis, Suite 190, Conroe, TX 77304
- Email it to [apedini@imcmanagement.net](mailto:apedini@imcmanagement.net)

For more information or questions, please contact Amanda at 936-207-4001

**Owners Initials \_\_\_\_\_**

**Builder Initials \_\_\_\_\_**

# CROWN OAKS PROPERTY OWNER'S ASSOCIATION

Physical address: \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY OWNER EMAIL ADDRESS: \_\_\_\_\_  
(Your ACC approval/denial letter will be emailed.)

IMPROVEMENT PROPOSED: \_\_\_\_\_

PROPOSED COMMENCEMENT DATE: \_\_\_\_\_

REQUIRED COMPLETION DATE: \_\_\_\_\_ (Nine Months from start date for a home)

1. The undersigned ("APPLICANT(S)") hereby request Crown Oaks Architectural Control Committee's (ACC) approval to construct the improvements described above in accordance with the Plans and Specifications submitted with this Application. Applicant(s) represent and agree as follows:
  - A. Applicant(s) have carefully read and reviewed the Deed Restrictions applicable to the above-described property and the Construction Regulations and Specifications and state that the Improvements will be made in compliance with such Deed Restrictions and Construction Regulations and Specifications as well as the attached Building Guidelines and Policies.
  - B. Applicant(s) understand and agree that if the committee approves this Application and the Agreements or Representations made by Applicant(s) are not complied with, the Committee will automatically revoke and rescind its approval of the Application without notice.
  - C. Each Application made to the Committee for **new home construction** shall be accompanied by:
    1. A set of Plans and Specifications (electronic versions preferred) for all proposed construction, including:
      - a. A professionally drawn site plan showing property and building lines, distances from easements and property lines, and the location and dimensions of all structures including flatwork/foundations, driveways and sidewalks on the lot.
      - b. Floor plans including square footage.
      - c. Elevations of all sides of the exterior structure. Depicting a minimum of 40% of brick, stone or stucco on the front and on each side (excluding the rear).
      - d. Complete Engineered (certified) foundation plan including cross-sections of all beams and piers if used. This plan must be stamped and signed by the engineer.
      - e. Culvert sizes have been engineered/approved by Montgomery County and the ACC will note the minimum culvert size on plot plan. Minimum culvert size for all areas of Crown Oaks is 18 inches. **THE CULVERT ENDS MUST BE CONSTRUCTED AS REQUIRED IN SECTION 3.16 OF THE CC&RS.**

Owners Initials \_\_\_\_\_

Builder Initials \_\_\_\_\_

D. Each application made to the committee for **improvements other than a home** shall be accompanied by:

1. A set of Plans and Specification for proposed improvements (electronic versions preferred), including:
  - a. A professionally drawn site plan/plat map showing property and building lines, distances from easements and property lines, existing structures and the location and dimensions of all new proposed structures. Temporary improvements do not require ACC approval but must still remain in compliance with community Deed Restrictions.
  - b. The footprint or floor plan with all dimensions
  - c. Elevations/drawings/photos of all sides of the exterior structure
  - d. For swimming pools, only the site plan and pool drawing/mockup is required.
  - e. For fencing, only the site plan and a picture or photo of the proposed fence and type of material. Demarcation must be shown for the type of fencing (picket, privacy, etc) to be used in all locations.
  - f. For wells and similar additions, only the type and specific location of the placement, including distances from easements and property lines, is required.
  - g. For changes to existing improvements (paint color, shingles, etc), only a description of the work to be completed, along with a sample of the proposed materials that will be utilized, is required. Photos, electronic color swatches or numerical/descriptive designation of the specific color tone are acceptable.

All designations on drawings/plat maps shall be legible, clear, and unambiguous. Items not showing adequately clear designations will be returned to Applicant(s) for clarification and/or resubmission.

Any variance request must be conspicuously noted in the application. Only variances formally approved by the ACC will be granted and any encroachment on easements or violation of restrictions/covenants that is not approved by the ACC will nullify the entirety of the Application and/or the ACC's approval. A detailed justification for the variance should also be included with the request in order to provide context to the ACC in making its decision.

All property owners are encouraged to landscape and/or sod within 60 days of closing.

The Committee encourages the owner/builder to examine the benefit a home buyer's warranty which would provide a minimum of a ten-year warranty on major structural items - to include the foundation.

**Disclaimer.** No approval of plans and specification and no publication or designation or architectural standards shall ever be construed as representing or implying that such plans specifications will result in properly designed structure or satisfy any legal requirements.

The Association shall be entitled to impose reasonable fines for violations of the restrictions or any rules and regulations adopted by the Association or the ACC pursuant to any authority conferred by either of them by these restrictions and to collect reimbursement of actual attorney's fees and other reasonable costs incurred by it relating to violations of the restrictions. Such fines, fees and costs may be added to the Owner's assessment account.

**Non- Liability for Committee Action.** No member of the Committee, The Association Board of Directors, their successors or assigns, or the Declarant shall be liable for any loss, damage or injury arising out of or in any way connected with the performance of the duties of the Committee.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

Note: it is the responsibility of the property owner to ensure the builder/contractor remains in compliance with builder guidelines and/or deed restrictions

\_\_\_\_\_  
Building Contractor

\_\_\_\_\_  
Date

*If Crown Oaks POA Maintenance Charges have not been paid up to date, this application will not be accepted.*

**Owners Initials** \_\_\_\_\_

**Builder Initials** \_\_\_\_\_

# CROWN OAKS PROPERTY OWNERS' ASSOCIATION

## Building Guidelines and Policies

Pursuant to Crown Oaks Deed Restrictions, the Committee has promulgated the following minimum construction standards.

### JOB SITE ACCESS

To respect the privacy of existing Crown Oaks homeowners the ACC requires construction to be performed between the hours of 7:00 AM to 7:00 PM, Monday through Saturday. We also ask to refrain from working on Sundays or holidays. Workers are encouraged to leave the job site by 7:00 PM each day. Please be sure your builder is familiar with these hours.

### CLEANLINESS

#### SITE CLEANING AND MAINTENANCE POLICY

All building sites shall be kept clean and materials stored in an orderly manner. The following restrictions apply:

- Each job site will be cleaned daily of loose debris and trash.
- A construction debris enclosure (a steel pen or dumpster) must be provided for the retention of all construction material that may be wind blown or otherwise inadvertently placed on adjoining property.
- Debris which is in view to the public, (not concealed in an enclosed container), shall be hauled off the job site. Suggested times are:
  - After framing is complete.
  - After dry-in.
  - After exterior wall surface is complete.
  - Or more frequent as needed
- BURNING of construction debris is strictly prohibited by the builder on any lot in Crown Oaks.
- Erosion control must be installed and maintained to prevent soil/pollution from entering any creek, drainage, lake or common areas.

A \$200.00 per-day fine and a \$75.00 processing fee may be imposed for the failure to maintain a construction debris enclosure on-site. **Allowing trash and construction debris to be blown onto adjoining properties will not be permitted and will result in fines.**

The Committee will reserve the right to hire a cleanup crew in the event that accumulated debris is not disposed of in a timely manner. All involved cost will be passed on to the builder and/or Property owner

DURING SITE CLEARING AND DURING CONSTRUCTION, ACCESS TO EACH LOT SHALL ONLY BE AT THE PROPOSED DRIVEWAY AREA(S). CULVERTS MUST BE INSTALLED AT TIME OF PAD CONSTRUCTION WITH DIRT OVERLAYMENT FOR VEHICLE ACCESS TO LOTS. STREETS AND CULVERTS MUST BE KEPT FREE OF EXCESS DIRT AND DEBRIS.

Owners Initials \_\_\_\_\_ - 4 -

Builder Initials \_\_\_\_\_

A. **FOUNDATION AND DRIVEWAYS** -- Shall comply with deed restrictions. **It is the contractor/property owner to ensure that no property lines, building lines or easements are encroached. The ACC encourages a foundation form survey by a registered surveyor be completed and reviewed prior placement of foundation concrete. Note: consent for encroachments will not be granted. DRIVEWAY CULVERT ENDS MUST BE CONSTRUCTED AS REQUIRED IN SECTION 3.16 OF THE CC&RS.**

B. **ROOFING** -- Shall comply with deed restrictions.

C. **EXTERIOR MATERIALS**

The exterior materials of the main residential structure and any garage (attached or unattached) and porte-cochere must meet the requirements set forth in the Deed Restrictions for the section in Crown Oaks in which the residence is to be constructed.

**NOTE: THE EXTERIOR MATERIAL SHALL MEET THE 40% MASONRY REQUIREMENT ON EACH SIDE AND FRONT ELEVATIONS.**

Hardi-plank is an approved siding but is not a substitute for the 40% masonry requirement.

**NOTE:** The construction of the mailbox is to be built of material that will match the outside front masonry of the home and be completed at the same time as the brick/stone work.

D. **PORTA CANS**

Port-A-Can facilities must be available at all job sites when site clearing starts commences and maintained in place until construction is completed.

E. **FENCING** -- Shall comply with deed restrictions. And must be approved by the ACC

F. **CODES** – All residential construction must meet the requirements of the IRC 2000 (international residential code) which has been adopted as Texas State Law

**Non Compliance Issues:**

**Repeated non-compliance of builder guidelines and/or deed restrictions will result in a legal injunction to stop out of compliance activities**

By applying for and accepting a New Construction Application from Crown Oaks Architectural Control Committee, the propertyowner, as well as the building contractor, agree to all of the foregoing Building Guidelines and Policies, acknowledge they have read, understand and will abide by the applicable CC&Rs and confirm their agreement by signing and dating in the space below.

**Property Owner** \_\_\_\_\_

Note: it is the responsibility of the property owner to ensure the builder/contractor remains in compliance with builder guidelines and/or deed restrictions

**Building Contractor** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

**Owners Initials** \_\_\_\_\_

**Builder Initials** \_\_\_\_\_