

LCF Minimum Architectural Standards Revised March 2007

Lake Creek Forest
Minimum Architectural Standards
For
Subdivision Construction
Revised March 2007
Architectural Control Committee
Lake Creek Forest Property Owners' Association, Inc.

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I. INTRODUCTION

The Lake Creek Forest's Deed Restrictions mandate that *"all properties will be developed and maintained in a uniform manner to the mutual benefit of all owners."* It also states *"Purchasers of lots shall obtain written approval from the Subdivider of the location, character, and design of buildings and any other site improvements, before commencement of work, to determine architectural suitability and conformity with restrictions."* LCF Property Owners Association is the successor per the deed restrictions last sentence of the section entitled Architectural Control.

This section of the deed restrictions provides the overarching requirements to ensure a consistent level and quality of appearance. The deed restrictions also provide the overarching regulations for Land Use; Livestock, Animals, And Pets; Dwelling Size; Location and Appearance, Sewage Disposal; Driveway Culverts; Vehicular Access; Utility Easements; and Flood Plan Areas and Building Permits.

To ensure new home and improvement activities within Lake Creek Forest complies with the current subdivision standards and paragraph 1 of the Deed Restrictions, the Minimum Architectural Standards, were developed by the Lake Creek Forest Property Owners' Association, Inc. ("the POA).

This edition of the Minimum Architectural Standards (previously named Architectural Control Guidelines) is a guide that identifies the minimum architectural standards that ensure a consistent level of quality and appearance in the subdivision. We know that property owners adherence to these standards will assure that Lake Creek Forest achieve its potential as one of the best communities in Montgomery County.

The Board of Directors of the POA reserves the right to adopt appropriate revisions from time to time in response to identified needs. As these standards and procedures may be amended and/or expanded from time to time, current ACC guidelines will be maintained on the POA website, lakecreekforestpoa.org, or by contacting the LCF POA property management company.

The Board of Directors is responsible for the development, implementation, and enforcement of the enclosed standards. The Board will act to review, approve and recommend changes necessary to receive approval. Additionally, the Board will serve to mediate between all parties which may allege that these standards are not being followed by the property owners who are building or desiring to build in the subdivision.

Due to the decreased building and improvement activity in the subdivision The Lake Forest POA Board of Directors is the acting Architectural Control Committee (ACC). The Lake Forest POA Board of Directors is referred to hereafter as the Architectural Control Committee (ACC for the purposes of this document.

II. MINIMUM STANDARDS

Pursuant to those certain Restrictions for Lake Creek Forest Subdivision, Section 1, contained in the Deed Records dated May 25, 1979, by Mitchell Development Corporation of the Southwest and recorded in Vol. 1141, pages 864-B73 of the Deed Records of Montgomery County, Texas, and subsequent Amendment of Restrictions, Lake Creek Forest Subdivision, Section 1, dated December 17, 1979 and recorded in Vol. 002-01-1793 of the Real Property Records of Montgomery County, Texas, or to additional deeds in the chain of title to all land designated for residential use, the owner of each parcel of such land has bound himself and his successors to adhere to the architectural standards approved by

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the Board of Directors for the POA.

The CABO One and Two Family Dwelling Code provides the minimum architectural standards for building construction in Lake Creek Forest. For items not covered herein, the Building Permit Requirements for Montgomery County have been adopted and shall be followed.

The following lots will require special construction techniques:

- Blk. 2, Lots: 24, 122-127, 132-134, 137-139
- Blk. 4, Lots: 5-10
- Blk. 5, Lots: 4 & 5

The Lake Forest ACC recommends that the above noted lots have an engineer's report with a soil analysis to determine the height of foundation to prevent any flooding or settling. Additionally, an engineer's stamp or signature is required on the foundation sheet of the plan, stipulating specifications for steel, concrete mix, beam depth, and height. If post tension foundation is used, all specifications will be required.

Texas law requires an aerobic septic system, therefore the POA Board requires a plot plan showing the location of the aerobic system and proof of the County's approval for the septic system.

A. *Site Work*

It is a prime objective of Lake Creek Forest subdivision to preserve as much of the natural forest as possible. With this in mind the following are to be adhered to:

1. The area to be cleared shall be given care to protect existing trees and underbrush during site preparation and construction. (See Appendix A: Clearing or Logging)
2. Upon completion of the home, all lots will include a completed driveway extending from the roadway to a minimum of the property easement. Approved driveway materials include:
 - Iron ore
 - Crushed concrete
 - Rock
 - Asphalt paving
 - Concrete paving

The material selected must not wash into the public roadway or ditches.

3. All driveways shall include a culvert of sufficient size to permit the free flow of water between the roadway and the property. The inside bottom of the culvert must be even with or slightly below the level of the ditch. **The minimum size of the culvert shall be 18 inches in diameter with not less than 1.75 square feet of waterway opening.**
4. Walkways and driveways are to be installed at or near grade so that they do not create ponding on the site or necessitate fill material. All lot drainage problems resulting from construction must be resolved by the time the building is complete.
5. Upon completion of construction, no lots shall be maintained in a manner deemed unsightly to residents of usual sensitivities.

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6. There are to be no deviations without written approval of the LCF POA ACC.

B. Dwelling Size, Location, and Appearance

1. No residence shall be built or maintained in the subdivision that has less than 1,200 square feet of living area, exclusive of garages, patios, or open porches except that no residence on the lots listed below shall have less than 1,600 square feet of living area, exclusive of garages, patios, or open porches:

Bloc k #	Lot #
1	1
2	1-119, 153
3	1, 44-47, 66-69
4	1, 18, 22
5	27 -32
6	1-24

2. Structures shall be set back from the right-of-way line of the dedicated roadways in accordance with the platted building lines. Building lines should be a minimum of 15 ft. from any side building line. (See subdivision plat for lot specifications.)
3. The exterior of the structures shall be finished and, if of material other than brick, stone, asbestos or other material not commonly decorated or painted, shall be coated with at least two coats of earth tone paint or stain which is in harmony with the community .
4. Auxiliary buildings or facilities shall be located to the rear of residence. This standard does not apply to attached garages. An attached garage is defined as a garage sharing a common wall with the main residence.
5. No fencing is permitted between building lines and public roadways unless the location and design is first approved by the ACC. Approval will be given only to those designs in accordance with the POA fence guidelines. (See Appendix B)
6. Only one main residence and one secondary residence shall be built or maintained on any tract or building site. No secondary residence can be used as a source of income (i.e. rental property).

C. Plumbing

1. Water service, sanitary sewer, and gas pipe installation shall conform to the applicable standards adopted by Montgomery County for building permit issuance.
2. All residences shall have indoor plumbing and shall be connected to a septic system as required by Montgomery County Code. (see Section II, subsequent I Special Construction Techniques)

NOTE: Copper plumbing has shown a history of rapid deterioration in the area. Galvanized piping is also susceptible to similar deterioration, however not as rapidly as copper.

D. Electric

1. All electric installation shall be in accordance with the National Fire Protection Association Standards and all applicable standards adopted by Montgomery County as required for building permit issuance.

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III. PLAN REVIEW APPLICATION PROCESS

The property owner will submit **two (2)** complete sets of drawings along with the Alterations to the Property Application, The Alterations to the Property Application must be accompanied by a partially refundable fee for each lot being improved, payable to Lake Creek Forest P.O. A., Inc.

For all residences for which plans are submitted to the ACC, a plan of inspections with named inspector including the proof of license by the Texas Real Estate Commission and certification by the Southern Building Code Congress International, One and Two Family Dwelling Code will be provided.

The named inspector shall conduct inspections: (1) before the slab is poured and after all plumbing and reinforcing steel are in place, and, if pier and beam, to inspect the piers; (2) when the house is framed and "dried in" i.e., when all HVAC, plumbing and electrical rough-ins are completed, before any exterior siding material is installed and interior sheetrock installed; and (3) when rough grading for proper drainage of the lot and clean-up are completed, DOCUMENTATION FROM THE COUNTY STATING THAT THE SEPTIC SYSTEM HAS BEEN INSTALLED TO THE COUNTY AND STATE STANDARDS, and when proper exterior utility connections are in place and before the occupants move in. **It is the responsibility of the property owner to provide proof of these inspections at the specified stages of building construction.** Proof is defined a summarized report of findings and inspector's signature stating the property has or has not complied with Montgomery County Building Codes and the Lake Creek Forest POA Board approved construction plan.

Subsequent revisions to the original plan shall include an Application and two (2) sets of drawings applicable to the revisions desired by the property owner. The appropriate application fee is based on the type of improvement as designated in the Fee Schedules included in each application packet.

A complete set of drawings will include a plot plan showing the proposed location of the building and/or improvements on the site; elevations and floor plans of the buildings and/or improvements showing run and size of joist, rafters, beams, studs, headers, etc.; and the grade of lumber to be used. The slab drawings are to include spacing, size, and reinforcing to be used. The location of the heating unit and hot water heater are to be shown on the floor plans.

It is the property owner's responsibility to have the proper culvert installed at the given invert elevations at the entrance(s) to his property prior to commencement of construction.

The Lake Creek Forest Property Owners' Association ACC shall have authority to enforce the architectural standards and shall have the right of entry to new construction solely for this purpose. The completion and submission of the Alterations of the Property Application signed by the owner and the building contractor shall constitute agreement with this right of entry.

Applications submitted will be reviewed and approved or disapproved within 20 days of receipt of the complete application and appropriate required attachments. If an application is incomplete or if the application is disapproved, corrective measures or actions will be provided to assist the property owner in developing a plan which meets these Minimal Architectural Standards. Rejected plans will be returned for corrective action and when resubmitted for subsequent approval, the same 20 day review period will again begin for the approval or disapproval process.

The property owner has equal responsibility with the POA to follow up on the status of application.

When any building work is being done contrary to these standards, the ACC of Lake Creek Forest may order the work stopped by written notice served on any parties involved in such activity. Any person served shall stop such work until such time as authorized by the ACC. This authorization to proceed with work shall be in writing.

If an owner or builder wishes to appeal a decision, such appeal should be directed in writing to the LCF ACC. The appeal shall either be denied or allowed within two weeks of the date of the receipt of the appeal. All decisions and findings shall be rendered in writing, with copies to the Petitioner, and all other parties to the

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appeal.

If an owner, builder, or contractor is found to be habitually in violation of the architectural standards, the LCF ACC may require an appropriate bond from the owner, builder, or contractor prior to approving an application.

Upon approval of the Construction/ Improvement and / or Clearing Application, and subject to all conditions and comments noted, site work, improvements, and construction may begin once a Montgomery County Building Permit is posted at the construction site along with the Approved for Clearing or Construction sign from the ACC. **A Water Tap must also be at the site with a working hose hook up prior to applying for any clearing or construction approval.**

IV. REQUIRED INSPECTIONS

For all residences for which plans are submitted to the LCF ACC, a plan of inspections with named inspector including the proof of license by the Texas Real Estate Commission and certification by the Southern Building Code Congress International, One and Two Family Dwelling Code shall be provided.

When the form work or support beam markings have been marked, the property owner must contact their designated building inspector in order to allow for an inspection of the construction site to verify that the proposed structure(s) are located as approved on the initial plan review application. A copy of the inspector's findings will be provided the LCF POA ACC via mail or fax to our property management firm.

A second inspection by the owner's designated building inspector is required when a home is "dried in" and all HVAC, plumbing and electrical rough-ins are completed. Before exterior siding material is installed and before interior sheetrock is installed. A copy of the inspector's findings will be provided the LCF ACC via mail or fax to LCF POA's property management firm.

A third and final inspection must be completed when rough grading for proper drainage of the lot and lot clean-up are completed and while the house is still vacant. **Again, it is the owner's responsibility to schedule and conduct a final inspection. A copy of the inspector's findings will be provided the ACC via LCF POA's property management firm. No occupancy may occur until the inspection report and the final survey of the site is provided to LCF POA's management firm.**

All conditions of the approved LCF ACC New Construction application packet must be met. A request for refund must be completed in order to receive any refundable portion of the deposit. A LOC POA ACC member will conduct a review of the property and provide written agreement that all conditions have been met and construction is considered complete.

V. COMPLETION TIME PERIOD

Completion time for the exterior of the structure is a maximum of **nine (9) months** unless otherwise approved by the ACC. Request for an extension must be made in writing to the POA prior to the end of the nine months. The **maximum extension time is three (3) months**. Requests will be approved or denied within 20 days.

Failure to submit an extension request will result in loss of any refundable portion of the application fee. In addition if after notification that the application fee has been forfeited and an extension is not requested additional fines (as shown in the fee schedules) will be accrued and billed to the homeowner and a stop work order may be placed on the site.

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APPENDIX A: CLEARING OR LOGGING

A. Definitions

As used herein,

"Logging or clearing" means the cutting of one or more trees or other growth with a diameter of six inches or more as measured at ground level.

"Commercial logging or clearing" means logging or clearing done for the purpose of providing a property owner, resident, or any other person or company compensation in exchange for trees or logs which are removed from any lot within Lake Creek Forest Subdivision. This definition excludes necessary and approved clearing for the intent of home construction.

B. Purpose

This section's purposes are to:

1. Ensure that the natural forest of Lake Creek Forest Subdivision is preserved to the greatest extent possible for the continued enjoyment by all property owners and residents of Lake Creek Forest;
2. Ensure compliance with the Lake Creek Forest deed restrictions, which prohibit non-residential use of the numbered lots in Lake Creek Forest; and
3. Provide the Board of Directors of the Lake Creek Forest Property Owners' Association and all Lake Creek Forest property owners and residents a reasonable and reliable means of enforcing the restrictive covenants of Lake Creek Forest.

C. Commercial Logging or Clearing Prohibited

Commercial logging or clearing of any lots in the Lake Creek Forest Subdivision is **prohibited**.

D. Requirements for the LCF ACC Approval for Logging or Clearing

Non-commercial logging or clearing by a property owner or his or her designated agents, employees, or contractors is permitted only with LCF ACC approval. LCF ACC approval for logging or clearing shall be for purposes consistent with the deed restrictions and architectural control guidelines of Lake Creek Forest, such as necessary clearing to prepare a home site.

E. Procedure for Obtaining LCF ACC Approval for Logging or Clearing

A property owner or his or her designated agents, may obtain a permit for non-commercial logging or clearing by filing clearing application (Plan Application for Clearing of the Lot) with the LCF ACC.

The LCF ACC will respond to each application for non-commercial clearing or logging: (1) to the name and address of the person shown on the application; (2) within 30 days of the completed application with all required attachments is received by the office of the management company for the POA; and (3) by depositing the LCF POA Board of Directors' response in the United States Mail. **No verbal approvals will be granted.**

In the case of any dispute over the date of receipt by the POA, the "RECEIVED" stamp of the POA shall be the final determination. Any application not stamped "RECEIVED" by the POA shall be presumed to have not been received by the POA. It is the property owner's sole responsibility to request and obtain from the POA a copy of the application with the POA's "RECEIVED" stamp if such a copy is desired.

The LCF ACC may respond to each application by granting, denying, or conditionally granting the application. In the case of a conditional grant, the applicant may either comply with the conditions or proceed with LCF ACC appeal procedures.

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F. Remedies

Any logging or clearing in violation of this section will subject the owner of the affected property to all available civil remedies, including but not limited to, actions for injunction, cost of replanting, court costs, attorneys fees, and a monetary fine of \$250.00.

G. Notice to Potential Commercial Loggers

The Lake Creek Forest Property Owners' Association has posted and maintains a sign at the entrance to Lake Creek Forest Subdivision stating:

Commercial logging or clearing of trees is prohibited. Violators shall be subject to court action and civil penalties. For more information contact the current management company.

However, the absence of such a sign or the obscuring of all or part of the sign from view of the roadway shall not be construed as a waiver of any part of the prohibition and requirements of this section.

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APPENDIX B: FENCING AND GATE STANDARDS

I. INTRODUCTION

A. *Applicability*

This standard is applicable to fencing on all Single Family Detached (SFD) residential property within Lake Creek Forest Subdivision.

B. *Basic Principles*

The primary focus of Lake Creek Forest Subdivision is the preservation and maintenance of the natural environment. As such, the spirit of this principle should be considered in both the design and implementation of any fencing structure.

II. GENERAL CRITERIA

When selecting fence type, height, location, materials, color and finish, the following should be taken into consideration.

- Privacy fencing is employed in close proximity to the home to screen in personal areas and/or to screen out high use areas from view;
- Security fencing controls access to an area;
- Identifying fencing establishes property boundaries; and
- Utility fencing will be used to contain a special need, such as a dog run.

Alternatives to the high, solid property line fence will be preferable in most cases.

A. *Types*

Fences have been grouped into three types based upon their degree of openness as follows:

1. Transparent fencing (not less than 75% open), while providing lot definition and access control, offers the advantages of open views and natural ventilation, (i.e., split rail)
2. Semi-transparent fencing (less than 75% open), while providing access control, still offers partial views and natural ventilation, (i.e., split rail with hog wire attached).
3. Solid fencing (0% open) should be used in moderation and preferably in close proximity to the home in areas requiring visual control, (i.e., cedar plank). Fence height should not be greater than is necessary for its intended use. Fence heights are limited to a minimum of 4 foot and a maximum of 6 foot (as measured from the ground). Courtyard Enclosures will not be restricted to the 6 foot maximum height limitation if, in terms of designs, materials and colors, they are an architectural extension of the dwelling and if they subscribe to all front, side and rear yard building setbacks.

C. *Height*

Fence height should not be greater than is necessary for its intended use. Fence heights are limited to a minimum of four (4) feet and a maximum of seven (7) (as measured from the ground).

Courtyard enclosures will not be restricted to the seven (7) feet maximum height limitation if, in terms of the designs, materials, and colors, if they are an architectural extension of the dwelling and if they subscribe to the all front, side, and rear yard building setbacks.

D. *Location*

The placement of fencing on residential property is subject to various restrictions relative to its

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specific location. The following basic rules must be strictly adhered to:

1. All fencing (in its entirety) must occur on the lot. No fence shall encroach into any public street right-of way- (ROW) or restricted open space reserve (ROSR).
2. All fencing shall be set back with a minimum distance of 10 inches from a property line which adjoins a street ROW.
3. Solid and semi-transparent fencing must be set back a minimum distance of 10 feet from the front facade of the dwelling.
4. The front yard is defined as the area between the minimum 10' street ROW setback and the 10' front facade setback. Only transparent type fencing of a height of 4 feet is permitted in a front yard with the exception of a driveway gate. Galvanized or vinyl-coated hog wire is allowed to be attached to the back of split-rail fencing. For wrought iron fencing a maximum of 7 feet is permitted.
5. For an interior lot, the rear yard is defined as that area between the rear property line and the 10 foot front facade setback. For a corner lot, the rear yard extends to the platted building line of the side street. All three fence types (transparent, semi-transparent and solid) are permitted in the rear yard.

D. Materials

1. All fences shall be sufficiently durable so as to be resistant to decay and deterioration.
2. Acceptable materials along side(s) fronting street(s)
 - a. Wood (redwood, cedar or treated wood)
 - b. Iron
 - c. Brick Masonry
 - d. Combinations of the above
 - e. Concrete split rail
 - d. Plastic split rail
3. Acceptable side and rear lot fence materials addition to those materials referenced in D-2
 - a. Chain Link
 - b. Wire, Wire mesh or Wire-Bound Wood Picket

E. Color and Finish

1. It is recommended that wood fencing receive an initial and periodic protective finish. Olympics "Weathering Stain and Cabot's "Bleaching Oil" are pre-approved for this purpose.
2. Quality white exterior paint for rail or picket fences are also pre-approved.
3. Any other finish requires approval and must be of muted earth-tones in the brown, gray or green range.
4. Finishes should be applied to both sides of the fence.
5. Fences of one material should be of one color.
6. Iron fencing must be properly prepared, primed and painted a previously approved color.

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7. Brick masonry in fence construction must match that of the dwelling.

III. ADDITIONAL CRITERIA

A. *Easements*

Fence construction within any easement is at the risk of the owner. No fence shall be installed in such a manner as to obstruct lot drainage.

B. *Swimming Pools*

All swimming pools must be secured with fence enclosures per the State of Texas. Fencing must comply with the State of Texas fencing requirements. Fence designs should be such as to inhibit access over or through the fence. The clear distance between vertical members shall not exceed 5 1/2". Gates must be self-closing and self-latching. Spas and hot tubs must likewise be secured with a fenced enclosure or suitable safety cover.

C. *Face Orientation*

Any fence that runs parallel or adjacent to a subdivision road, common area, or public right-of-way, and which by design is perceived to have a front face and a back face, shall be installed with the front face to the outside of the lot.

D. *Construction/Maintenance*

Interior and rear lot line fences that border privately held properties shall be designed such that the construction and maintenance process does not require entering upon or using neighboring properties. Fencing on all lots shall be kept in good order and repair.

IV. CONSTRUCTION SPECIFICATIONS

A. *Lumber and Hardware*

All fence picket lumber shall be graded #1 or "Standard and Better" (allowing 5-10% utility). Pickets preferably will be of redwood or cedar.

Pine posts and rails must be treated.

All hardware (latches, hinges, nails) should have a protective finish. Plain iron or steel hardware should not be used, since it will corrode, deteriorate the wood, and discolor surfaces.

Hot-dipped, galvanized nails or an approved equal (such as aluminum alloy nails) must be used on all wooden fences.

B. *Posts and Rails*

Setting posts is the most critical stage in fence building, since fences which run straight and true depend upon properly spaced (8 feet o.c. maximum), plumbed and accurately aligned posts. Posts must also be solidly embedded to prevent their leaning with the weight of the fence or pull of a gate. Buried ends of all posts must be treated with a preservative and must be set to a minimum depth of 2 feet. Preferably, posts will be set in concrete. Six foot high wood privacy fences will have no less than three rails, at least two of which would be oriented vertically.

**Lake Creek Forest Minimum Architectural Standards
Applications, Fee Schedule, and Plan Review Process
For Clearing**

The following are the Clearing application forms and other documents that must be signed and provided in duplicate to LCF's property management firm. The Property Management Firm's information is provided on the top of the application

Lake Creek Forest Property Owner's Association
Architectural Control Committee
c/o CKM Property Management, Inc. P.O. Box 160
Tomball, Texas 77377-0160
281-255-3055 Fax: 281-255-3056

APPLICATION FOR CLEARING OF LOT (ANYTHING CLEARING OF TREES 6" IN DIAMETER OR LARGER)

NO COMMERCIAL LOGGING OR CLEARING ALLOWED

Clearing Fee: \$500.00 (\$250.00 is refundable less any fines or violations per the fee schedule)

Plan Review Application: Date received by CKM:- Cash \$ Check # \$

Proof of water tap: Yes No (Attach copy of proof of installation)

LCF POA physical inspection for water tap: Water tap is / is not on lot with hose hook up for water.

Complete Application with all required forms including the Clearing Application Document Checklist Yes No

Applicant Information (Complete - Please Print)

- A. Owner Home Phone: Cell or Business Phone
B. Current Mailing Address
C. Builder / Contractor: Business Phone: FAX
D. Address
E. Section ONE Block Lot Property Mailing Address
F. Description of Lot Clearing to be done (include plot plan showing dimensions of the area to be cleared and dimensions from property lines)
G. Visual Inspection of Marked trees on lot done by: (ACC member complete)
H. Start Date Projected Completion Date
I. List the building set back lines (B.L.) which effect your lot:
Side (Rt) ft. Side (Lt) ft.
Front ft. Back ft.
J. List the easements that affect the lot:
Side (Rt) ft. Side (Lt) ft.
Front ft. Back ft.
K. Culvert size (Minimum of 18" in diameter with not less than 1.75 Square feet of waterway opening) inches
L. Additional Information / Comments:

Owner (s) Signature (s) Date

Builder /Contractor Signature Date

Owner’s Acknowledgements and Agreements

1. I acknowledge that I have read the LCF Deed Restrictions and Architectural Control Guidelines, specifically those applicable to the project I am requesting. I understand and agree the management of the project, including the actions of contractors and sub-contractors being in strict adherence with the Deed Restrictions and Architectural Control Guidelines is my sole responsibility. I understand and agree that the Owner’s Deposit will be returned to me upon completion of the project within the period authorized less any violation fees plus any sum required to secure compliance with the Deed Restrictions, the Architectural Control Guidelines, the approved plans and any conditions of the plan approval.
2. I acknowledge and agree that I am solely responsible for obtaining all required permits and that I am solely responsible for ensuring that the improvements are constructed in a safe and sound manner and in compliance with all applicable laws and codes.
3. I have read the procedures and requirements set out in the ACC document called the Lake Creek Forest POA Plan Review Process for Improvements, dated March 2007. I understand that approval is contingent on this process being followed in detail.
4. I understand and agree that approval is automatically revoked should any change, addition, or deletion of the approved plans be implemented without prior written approval of the LCF POA Board of Directors.
5. I understand and agree that for all approved projects other than residence:
 - Six (6) months is the adopted amount of time allowed for completion of the project
 - The project begins on the date work commences on any component of the project
 - Approval will be automatically revoked if the project is not completed in six (6) months, unless a re-submittal for an extension of time has been made and approved in writing
 - That upon revocation of approval I will be in violation of the Deed Restrictions and Architectural Guidelines.
6. I understand and agree that approval is automatically revoked if any project on this request is not started within six (6) months of the date of approval on this form. I agree that in the event automatic revocation of approval occurs, it is my sole responsibility to re-submit the plans and obtain written approval of the re-submittal before starting clearing / construction.
7. I understand that to be assured that this request will be considered during the “next” ACC meeting, all required forms, drawings, plans and deposits (if required) must be in the offices of CKM on or before the Monday immediately following the first Monday of the month.
8. I understand that the LCF POA Bard of Directors will issue a separate letter to confirm approval, disapproval, explanation of notes and / or contingencies, etc. and I understand that the letter becomes a part of this contractual document.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date: _____

Co-Owner's Signature _____ Date: _____

Builder's/Contractor's Signature _____ Date: _____

APPLICATION FEE SCHEDULE

CLEARING AND NEW CONSTRUCTION

Clearing Application fee\$500.00*

Home Construction Application fee\$1500.00**

*Clearing fee has a nonrefundable portion of \$250.00

Construction fee has a nonrefundable portion of \$750.00

VIOLATION FEE (PER OCCURRENCE, NON-REFUNDABLE)

Unattended fire \$350.00 (Clearing or New Construction)

Cement waste left in ditch or roadway 100.00 (Construction)

Not cleaning site (including the roadway) before each weekend 100.00 (Clearing or New Construction)

No Dumpster or enclosed trash area 100.00 (Clearing or New Construction)

Unrepaired roadway damage 150.00 (Clearing or New Construction)

No port-o-potty 100.00 (Clearing or New Construction)

New Construction not completed within required nine (9) months and extension request not submitted and/or approved by ACC loss of refundable portion of fee

New Construction continues without an ACC approved extension after loss of refundable portion of fee \$200 per month (stop work order may be issued)

After all signs have been returned, any remaining balance after the deduction of the filing fee and violation fees, if any, is refundable upon request. If violation fees exceed the deposit, the additional violation fees will be billed to the owner(s) as part of the written violation notice. Fees are due within two weeks of the date of the violation letter. Non-payment will cause additional fees or a stop work notice dependent on the severity of the violation.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:

Co-Owner's Signature _____ Date:

Builder's/Contractor's Signature _____ Date:

LAKE CREEK FOREST POA

PLAN REVIEW PROCESS FOR CLEARING / NEW CONSTRUCTION / IMPROVEMENTS

All site or building construction, alterations (including clearing), or additions thereto require approval in writing from the Architectural Control Committee (ACC) prior to construction. (See Deed Restrictions and Section III of the Architectural Guidelines for more detail).

The review process required the following, where applicable:

1. Completed application signed by property owner(s) and applicable fee payable to Lake Creek Forest P.O.A.
2. One set of plans with a copy of the county building and septic permit. The floor plans shall show the dimensions and location of all rooms, patios, balconies and garages. Window sizes, electrical, gas and plumbing fixtures must also be shown. Draft at an architectural scale (1/4" = 1'.0").
3. A site plan showing the dimensions of the lot and distance from the structure to property line on all sides, including, but not limited to, curb cuts, driveways, septic tank sprinkler head placement, walks, fences and structures at each level.
4. An elevation of each side is required indicating exterior materials, floor and foundation heights (i.e., pier and beam, slab), and roof slopes. Draft at an architectural scale (1/4" = 1'.0").
5. List all specifications relating to slab design, structural framing, and quality of exterior materials, colors, textures and shape.

Submit the application package to LCFPOA at the following address

Lake Creek Forest Property Owners' Association, Inc. Architectural Control Committee
 c/o C.K.M. Property Management, Inc.
 P.O. Box 160
 Tomball, TX 77377-0160
 281-255-3055

Please note the following:

6. It is the owner's responsibility to determine all easements and setbacks that exist upon his property. No construction should occur within these easements.
7. Construction shall be completed within 6 months after plans have been approved, unless an extension is obtained. If changes have been made to the original design, the Plan Review Application must be resubmitted. **All building and septic permits must be in effect at the time of construction. A water tap or water well must be installed before any clearing begins.**
8. The ACC has 20 days from final submittal of plans and permits to approve the plans and authorize commencement of construction.
9. LCFPOA maintenance assessments must be current.
10. All lot improvements, modifications, and alterations require ACC approval, including new construction as well as, but not limited to, additions, fences, porches, storage

Builder /Contractor Initials

Owner Initials

- 11. Basis of Approval — Approval of plans and specifications shall be based, among other things, on adequacy of site dimensions structural design, conformity and harmony with external design and of location with neighboring structures, and sites and conformity to both the specific and general intent of the restrictions.

Upon approval of the plans, the applicant will receive "Approved for Clearing" and/or Approved for Construction" sign. These signs must be posted on the approved lot along with the Montgomery County Building Permit. When all work is complete these signs must be returned to the LCFPOA office by placing them in the mail box.

Questions pertaining to these standards may be directed to the ACC, care of C.K.M.

BUILDER / CONTRACTOR/ OWNER CONSTRUCTION REQUIREMENTS

- 1. The owner/contractor must attach a list of subcontractors and suppliers with their telephone numbers and addresses with this application form.
- 2. The burning of brush, trees, or construction materials is allowed if an operating water source is available and must be monitored at all times.
- 3. The work site must be kept clean. The contractor must ensure that all trash and debris are contained within an appropriate sized enclosure or Dumpster prior to beginning construction. Failure to keep the site clean is subject to fines.
- 4. Contractors are responsible for keeping mud, dirt, etc. off the roadway. Failure to keep the site clean including roadway is subject to fines. Contractors are responsible for repair to any road shoulders or ditches damaged during the course of construction.
- 5. One portable toilet is required for each clearing / construction site requiring more than seven days.
- 6. Observe all posted speed limits and other signage.
- 7. No dumping or cleaning of cement trucks is allowed within Lake Creek Forest. Dumping of other spent materials on site may be allowed by the contractor if removed and the site is cleaned within three (3) days.
- 8. Design of roadside drainage ditches must not be altered. The minimum size of the culvert shall be 18" in diameter with not less than 1.75 sq. ft. waterway opening. The inside bottom of the culvert must be even with or slightly below the level of the ditch. The culvert must be installed and properly covered before site preparation (INCLUDING CLEARING) and construction begins.
- 9. An independent inspection firm will be retained and named in the ACC application. This independent inspection firm will perform the required inspections defined in Section V of the LCF Architectural Control Guidelines. The inspection costs are Owner paid.

OWNER (S) AND BUILDER / CONTRACTOR COMPLIANCE WITH LCF SUBDIVISION REQUIREMENTS

In addition to the requirements stated above, the owner(s) and contractor / builder have read, understand and agree to comply with the LCF Deed Restrictions and the LCF Architectural Control Guidelines. The owner(s) and contractor (s) understand and agree that noncompliance will result at a minimum to violation fees and may be cause for a stop work order.

Builder /Contractor Initials

Owner Initials

The owner and builder / contractor agrees and understands that approval of plans and specifications by the ACC shall not be relied upon by any person or entity as to the efficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements. Neither the ACC nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.

The owner(s) and builder / contractor also authorize the ACC or its agents to enter upon and inspect the concerned lot and residence and/or other buildings or structures thereon during reasonable hours, for the purpose of ascertaining whether said improvements thereon are in compliance with the recorded Deed Restrictions and the plans and specifications. If approved, neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:

Co-Owner's Signature _____ Date:

Builder's/Contractor's Signature _____ Date:

Clearing Application Document Packet Checklist

For CLEARING property the following forms and documents must be completed and submitted to CKM:

Attached (✓ if attached)	Required Documentation
	A. Clearing Application
	B. Check or Cash for \$500
	C. Proof of Water Tap
	D. Diagram of lot showing dimensions of the area to be cleared and distances from the property lines
	E. List of subcontractors with names, addresses, and phone numbers

NO COMMERCIAL LOGGING OR CLEARING IS ALLOWED AND WILL RESULT IN A STOP WORK ORDER AND LEGAL EXPENSES PAYABLE BY THE OWNER.

**Lake Creek Forest Property Owner's Association
Architectural Control Committee**
c/o CKM Property Management, Inc. P.O. Box 160
Tomball, Texas 77377-0160
281-255-3055 Fax: 281-255-3056

REQUEST FOR REFUND FOR CLEARING

- **Requests must be submitted in original form – photocopies and faxes will not be accepted.**
- **Property owner shall fill in all the blanks and answer all the questions in Table 1**
- **Property owner should sign and date the form in the space provided**
- **This request for refund form must be delivered, either by hand or via regular mail, to the offices of the LCF POA's property management company at the location shown above.**

Criteria for Considering and Approving Refunds

Requests for refund will be considered only avert the following criteria have been met:

1. Clearing has been completed in accordance with the approved plans and special conditions of approval.
2. Trash and debris must have been removed and dumpsters and / or trash containment facilities must have been removed if application for New Construction has not been submitted and approved.
3. Port –of –Potty has been removed if application for New Construction has not been submitted and approved.
4. All signs must have been removed from the property
5. Owner's assessment account is current
6. Violations have been cleared and fees are deducted from refund
7. Acknowledgement of the amounts to be deducted shall be noted and the anticipated amount of the refund shall be stipulated.

Timing

The objective is to get refund checks mailed to the owner within three (3) weeks of the date the Request for Refund form is received at the office of the property management company. Acing this objective is dependent on the work schedule of the volunteer ACC Chairperson who must make the required inspection. Therefore the time required to mail a refund check might be as long as four (4) weeks.

Table 1 – Information To be Supplied by the Property Owner

Lot Description: Section One Block _____ Lot _____
 Street Address _____ -

Name of Property Owner _____

Contact Information _____
 Mailing Address _____

 Phone Number Where Property Owner can be reached.

All of the following Questions must be answered Yes for the Request for Refund to be considered

1. Has all clearing activity been completed Yes _____ No _____
2. Has clearing been in accordance with the approved plans and any conditions of approval contained in the ACC approval letter Yes _____ No _____
3. Has all trash and debris been removed from the property Yes _____ No _____ N/A (Construction approved by the ACC) _____
4. Has all dumpsters and/or trash containers been removed from the property Yes _____ No _____ N/A (Construction approved by the ACC) _____
5. Have the portable toilet facilities been removed from the property Yes _____ No _____ N/A (Construction approved by the ACC) _____
6. Have all signs been removed from the property Yes _____ No _____ N/A (Construction approved by the ACC) _____
7. Is the annual assessment account for this property current Yes _____ No _____
8. I am aware that \$ _____ in violation fees are to be deducted from the \$250 that is the refundable portion of the application fee.

Request Submitted by _____ -Property Owner on Date: _____

Table 2 – For CKM use only

Property Owner's Deposit was received on _____ (Check # _____)

Disposition of Request for Refund

1. Request for refund in the amount of \$ _____ was approved per email from _____ (ACC Chairperson) on _____ (date)
2. Request for refund in the amount of \$ _____ was NOT approved per email from _____ (ACC Chairperson) on _____ (date) Letter of explanation mailed to owner on _____ (date)

Authorized CKM Associate _____ - Date: _____

**Lake Creek Forest Minimum Architectural Standards
Applications, Fee Schedule, and Plan Review Process
For New Construction**

The following are the New Construction application and other documents that must be signed and provided in duplicate to LCF's property management firm. The Property Management Firm's information is provided on the top of the application

Lake Creek Forest Property Owner's Association
Architectural Control Committee
c/o CKM Property Management, Inc. P.O. Box 160
Tomball, Texas 77377-0160
281-255-3055 Fax: 281-255-3056

APPLICATION FOR NEW CONSTRUCTION

New Construction Fee: \$1500 (\$750.00 is refundable less any fines or violations see Fee Schedule)

Plan Review Application: Date received by CKM:- Cash \$ Check # \$

Proof of water tap: Yes No (Attach copy of proof of installation unless provided with previous clearing application)

LCF POA physical inspection for water tap: Water tap is / is not on lot with hose hook up for water.

Complete Application with all required forms including the New Construction Application Document Checklist Yes No

Applicant Information (Complete - Please Print)

A. Owner Home Phone: Cell or Business Phone

B. Current Mailing Address

C. Builder / Contractor: Business Phone: FAX

D. Address

E. Section ONE Block Lot Property Mailing Address

F. Description of New Construction to be done

G. Square Footage

H. Exterior Materials

I. Exterior Colors (paint and / or brick)

J. Start Date Projected Completion Date

K. List the building set back lines (B.L.) which effect your lot:

Side (Rt) ft. Side (Lt) ft.

Front ft. Back ft.

Builder /Contractor Initials

Owner Initials

L. List the easements that affect the lot:

Utility _____ ft. Circle: Side (Right or Left) Front Back

Drainage _____ ft. Circle: Side (Right or Left) Front Back

Special Permit _____ ft. Circle: Side (Right or Left) Front Back

M. Culvert size (Minimum of 18" in diameter with not less than 1.75 Square feet of waterway opening) _____ inches

N. Additional Information / Comments:

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:

Co-Owner's Signature _____ Date:

Builder's/Contractor's Signature _____ Date:

Owner’s Acknowledgements and Agreements

1. I acknowledge that I have read the LCF Deed Restrictions and Architectural Control Guidelines, specifically those applicable to the project I am requesting. I understand and agree the management of the project, including the actions of contractors and sub-contractors being in strict adherence with the Deed Restrictions and Architectural Control Guidelines is my sole responsibility. I understand and agree that the Owner’s Deposit will be returned to me upon completion of the project within the period authorized less any violation fees plus any sum required to secure compliance with the Deed Restrictions, the Architectural Control Guidelines, the approved plans and any conditions of the plan approval.
2. I acknowledge and agree that I am solely responsible for obtaining all required permits and that I am solely responsible for ensuring that the improvements are constructed in a safe and sound manner and in compliance with all applicable laws and codes.
3. I have read the procedures and requirements set out in the ACC document called the Lake Creek Forest POA Plan Review Process for Improvements, dated February 2007. I understand that approval is contingent on this process being followed in detail.
4. I understand and agree that approval is automatically revoked should any change, addition, or deletion of the approved plans be implemented without prior written approval of the LCF POA Board of Directors.
5. I understand and agree that for all approved projects other than residence:
 - Nine(9) months is the adopted amount of time allowed for completion of the new construction project
 - The project begins on the date work commences on any component of the project
 - Approval will be automatically revoked if the project is not completed in nine (9) months, unless a re-submittal for an extension of time has been made and approved in writing
 - That upon revocation of approval I will be in violation of the Deed Restrictions and Architectural Guidelines.
9. I understand and agree that approval is automatically revoked if any project on this request is not started within six (6) months of the date of approval on this form. I agree that in the event automatic revocation of approval occurs, it is my sole responsibility to re-submit the plans and obtain written approval of the re-submittal before starting clearing / construction.
10. I understand that to be assured that this request will be considered during the “next” ACC meeting, all required forms, drawings, plans and deposits (if required) must be in the offices of CKM on or before the Monday immediately following the first Monday of the month.
11. I understand that the LCF POA Bard of Directors will issue a separate letter to confirm approval, disapproval, explanation of notes and / or contingencies, etc. and I understand that the letter becomes a part of this contractual document.

Builder /Contractor Initials

Owner Initials

- 12. I understand that to be assured that this request will be considered during the “next” ACC meeting, all required forms, drawings, plans and deposits (if required) must be in the offices of CKM on or before the Monday immediately following the first Monday of the month.
- 13. I understand that the LCF POA Bard of Directors will issue a separate letter to confirm approval, disapproval, explanation of notes and / or contingencies, etc. and I understand that the letter becomes a part of this contractual document.
- 14. I understand and agree that approval of plans and specifications by the ACC shall not be relied upon by any person or entity as to the efficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements. Neither the ACC nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.
- 15. I authorize the ACC or its agents to enter upon and inspect the concerned lot and residence and/or other buildings or structures thereon during reasonable hours, for the purpose of ascertaining whether said improvements thereon are in compliance with the recorded Deed Restrictions and the plans and specifications. If approved, neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:
Co-Owner's Signature _____ Date:
Builder's/Contractor's Signature _____ Date:

APPLICATION FEE SCHEDULE

CLEARING AND NEW CONSTRUCTION

Clearing Application fee\$500.00*

Home Construction Application fee\$1500.00**

*Clearing fee has a nonrefundable portion of \$250.00

Construction fee has a nonrefundable portion of \$750.00

VIOLATION FEE (PER OCCURRENCE, NON-REFUNDABLE)

Unattended fire \$350.00 (Clearing or New Construction)

Cement waste left in ditch or roadway 100.00 (Construction)

Not cleaning site before each weekend 100.00 (Clearing or New Construction)

No Dumpster or enclosed trash area 100.00 (Clearing or New Construction)

Unrepaired roadway damage 150.00 (Clearing or New Construction)

No port-o-potty 100.00 (Clearing or New Construction)

New Construction not completed within required nine (9) months and extension request not submitted and/or approved by ACC loss of refundable portion of fee

New Construction continues without an ACC approved extension after loss of refundable portion of fee \$200 per month (stop work order may be issued)

After all signs have been returned, any remaining balance after the deduction of the filing fee and violation fees, if any, is refundable upon request. If violation fees exceed the deposit, the additional violation fees will be billed to the owner(s) as part of the written violation notice. Fees are due within two weeks of the date of the violation letter. Non-payment will cause additional fees or a stop work notice dependent on the severity of the violation.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:

Co-Owner's Signature _____ Date:

Builder's/Contractor's Signature _____ Date:

LAKE CREEK FOREST POA

PLAN REVIEW PROCESS FOR CLEARING / NEW CONSTRUCTION / IMPROVEMENTS

All site or building construction, alterations (including clearing), or additions thereto require approval in writing from the Architectural Control Committee (ACC) prior to construction. (See Deed Restrictions and Section III of the Architectural Guidelines for more detail).

The review process required the following, where applicable:

1. Completed application signed by property owner(s) and applicable fee payable to Lake Creek Forest P.O.A.
2. One set of plans with a copy of the county building and septic permit. The floor plans shall show the dimensions and location of all rooms, patios, balconies and garages. Window sizes, electrical, gas and plumbing fixtures must also be shown. Draft at an architectural scale (1/4" = 1'.0").
3. A site plan showing the dimensions of the lot and distance from the structure to property line on all sides, including, but not limited to, curb cuts, driveways, septic tank sprinkler head placement, walks, fences and structures at each level.
4. An elevation of each side is required indicating exterior materials, floor and foundation heights (i.e., pier and beam, slab), and roof slopes. Draft at an architectural scale (1/4" = 1'.0").
5. List all specifications relating to slab design, structural framing, and quality of exterior materials, colors, textures and shape.

Submit the application package to LCFPOA at the following address

Lake Creek Forest Property Owners' Association, Inc. Architectural Control Committee
 c/o C.K.M. Property Management, Inc.
 P.O. Box 160
 Tomball, TX 77377-0160
 281-255-3055

Please note the following:

6. It is the owner's responsibility to determine all easements and setbacks that exist upon his property. No construction should occur within these easements.
7. Construction shall be completed within 6 months after plans have been approved, unless an extension is obtained. If changes have been made to the original design, the Plan Review Application must be resubmitted. **All building and septic permits must be in effect at the time of construction. A water tap or water well must be installed before any clearing begins.**
8. The ACC has 20 days from final submittal of plans and permits to approve the plans and authorize commencement of construction.
9. LCFPOA maintenance assessments must be current.
10. All lot improvements, modifications, and alterations require ACC approval, including new construction as well as, but not limited to, additions, fences, porches, storage

Builder /Contractor Initials

Owner Initials

- 11. Basis of Approval — Approval of plans and specifications shall be based, among other things, on adequacy of site dimensions structural design, conformity and harmony with external design and of location with neighboring structures, and sites and conformity to both the specific and general intent of the restrictions.

Upon approval of the plans, the applicant will receive "Approved for Clearing" and/or Approved for Construction" sign. These signs must be posted on the approved lot along with the Montgomery County Building Permit. When all work is complete these signs must be returned to the LCFPOA office by placing them in the mail box.

Questions pertaining to these standards may be directed to the ACC, care of C.K.M.

BUILDER / CONTRACTOR/ OWNER CONSTRUCTION REQUIREMENTS

- 1. The owner/contractor must attach a list of subcontractors and suppliers with their telephone numbers and addresses with this application form.
- 2. The burning of brush, trees, or construction materials is allowed if an operating water source is available and must be monitored at all times.
- 3. The work site must be kept clean. The contractor must ensure that all trash and debris are contained within an appropriate sized enclosure or Dumpster prior to beginning construction. Failure to keep the site clean is subject to fines.
- 4. Contractors are responsible for keeping mud, dirt, etc. off the roadway. Failure to keep the site clean including roadway is subject to fines. Contractors are responsible for repair to any road shoulders or ditches damaged during the course of construction.
- 5. One portable toilet is required for each clearing / construction site requiring more than seven days.
- 6. Observe all posted speed limits and other signage.
- 7. No dumping or cleaning of cement trucks is allowed within Lake Creek Forest. Dumping of other spent materials on site may be allowed by the contractor if removed and the site is cleaned within three (3) days.
- 8. Design of roadside drainage ditches must not be altered. The minimum size of the culvert shall be 18" in diameter with not less than 1.75 sq. ft. waterway opening. The inside bottom of the culvert must be even with or slightly below the level of the ditch. The culvert must be installed and properly covered before site preparation (INCLUDING CLEARING) and construction begins.
- 9. An independent inspection firm will be retained and named in the ACC application. This independent inspection firm will perform the required inspections defined in Section V of the LCF Architectural Control Guidelines. The inspection costs are Owner paid.

OWNER (S) AND BUILDER / CONTRACTOR COMPLIANCE WITH LCF SUBDIVISION REQUIREMENTS

In addition to the requirements stated above, the owner(s) and contractor / builder have read, understand and agree to comply with the LCF Deed Restrictions and the LCF Architectural Control Guidelines. The owner(s) and contractor (s) understand and agree that noncompliance will result at a minimum to violation fees and may be cause for a stop work order.

Builder /Contractor Initials

Owner Initials

The owner and builder / contractor agrees and understands that approval of plans and specifications by the ACC shall not be relied upon by any person or entity as to the efficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements. Neither the ACC nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.

The owner(s) and builder / contractor also authorize the ACC or its agents to enter upon and inspect the concerned lot and residence and/or other buildings or structures thereon during reasonable hours, for the purpose of ascertaining whether said improvements thereon are in compliance with the recorded Deed Restrictions and the plans and specifications. If approved, neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:

Co-Owner's Signature _____ Date:

Builder's/Contractor's Signature _____ Date:

New Construction Application Document Packet Checklist

For NEW CONSTRUCTION the following forms and documents must be completed, signed, and submitted to CKM:

Attached (✓ if attached)	Required Documentation
	A. New Construction Application
	B. Check or cash for \$1500
	C. Plan Review Process document
	D. Application Fee Schedule
	E. Application for Clearing with required documents and appropriate fee identified in Appendix D (if not previously submitted)
	F. One set of plans with a copy of the county building permit. (see plan review process document for specifics)
	G. A site plan (see plan review process document for specifics)
	H. Landscape plan
	I. Elevation of each side indicating exterior materials. (see plan review process document for specifics)
	J. List of specifications relation to slab design, structural framing, quality of exterior materials, colors, textures, and shape
	K. List of Subcontractors with names, addresses, and phone numbers.
	L. Name of Inspector and his / her certifications and contact information is provided

**Lake Creek Forest Property Owner's Association
Architectural Control Committee**
c/o CKM Property Management, Inc. P.O. Box 160
Tomball, Texas 77377-0160
281-255-3055 Fax: 281-255-3056

REQUEST FOR REFUND FOR NEW CONSTRUCTION

- **Requests must be submitted in original form – photocopies and faxes will not be accepted.**
- **Property owner shall fill in all the blanks and answer all the questions in Table 1**
- **Property owner should sign and date the form in the space provided**
- **This request for refund form must be delivered, either by hand or via regular mail, to the offices of the LCF POA's property management company at the location shown above.**

Criteria for Considering and Approving Refunds

Requests for refund will be considered only avert the following criteria have been met:

1. New Construction has been completed in accordance with the approved plans and special conditions of approval. The residence / garage / culvert / driveway / septic system are completed, special conditions, if any, must be met; and liked projects (fencing, outbuildings, etc.) have been completed.
2. Primary residence's three required inspections have been completed and the summary reports of each has been provided to CKM
3. Primary residence is ready of occupancy
4. Trash and debris must have been removed and dumpsters and / or trash containment facilities must have been removed.
5. Port –of –Potty has been removed.
6. All signs must have been removed from the property
7. Owner's assessment account is current
8. Violations have been cleared and fees are deducted from refund
9. Acknowledgement of the amounts to be deducted shall be noted and the anticipated amount of the refund shall be stipulated.

Timing

The objective is to get refund checks mailed to the owner within three (3) weeks of the date the Request for Refund form is received at the office of the property management company. Acing this objective is dependent on the work schedule of the volunteer ACC Chairperson who must make the required inspection. Therefore the time required to mail a refund check might be as long as four (4) weeks.

Table 1 – Information To be Supplied by the Property Owner

Lot Description: Section One Block _____ Lot _____
 Street Address _____ -

Name of Property Owner _____

Contact Information _____
 Mailing Address _____

 Phone Number Where Property Owner can be reached.

All of the following Questions must be answered Yes for the Request for Refund to be considered

1. Has all construction activity been completed Yes _____ No _____
2. Has construction been in accordance with the approved plans and any conditions of approval contained in the ACC approval letter Yes _____ No _____
3. Has all three of the required inspections been completed and summary reports provided to CKM _____ Yes _____ No _____
4. Has all trash and debris been removed from the property Yes _____ No _____ N/A (Construction approved by the ACC _____)
5. Has all dumpsters and/or trash containers been removed from the property Yes _____ No _____
6. Have the portable toilet facilities been removed from the property Yes _____ No _____
7. Have ALL signs been removed from the property Yes _____ No _____
8. Is the primary residence ready for occupancy Yes _____ No _____
9. Is the annual assessment account for this property current Yes _____ No _____
10. I am aware that \$ _____ in violation fees are to be deducted from the \$250 that is the refundable portion of the application fee.

Request Submitted by _____ -Property Owner on Date: _____

Table 2 – For CKM use only

Property Owner's Deposit was received on _____ (Check # _____)

Disposition of Request for Refund

3. Request for refund in the amount of \$ _____ was approved per email from _____ (ACC Chairperson) on _____ (date)
4. Request for refund in the amount of \$ _____ was NOT approved per email from _____ (ACC Chairperson) on _____ (date) Letter of explanation mailed to owner on _____ (date)

Authorized CKM Associate _____ - Date: _____

**Lake Creek Forest Minimum Architectural Standards
Applications, Fee Schedule, and Plan Review Process
For Subsequent Construction / Improvements**

The following are the Subsequent Construction / Improvement application and other documents that must be signed and provided in duplicate to LCF's property management firm. The Property Management Firm's information is provided on the top of the application

Lake Creek Forest Property Owner's Association
Architectural Control Committee
c/o CKM Property Management, Inc. P.O. Box 160
Tomball, Texas 77377-0160
281-255-3055 Fax: 281-255-3056

APPLICATION FOR SUBSEQUENT CONSTRUCTION / IMPROVEMENT

Type of Proposed Improvement Project (place check in box):

Form with checkboxes for: Guest Quarter building, Servant Quarter Building, Garage of additions to Dwelling, Storage or other Out Building, Fence, Tanks or Ponds, In Ground Swimming Pools, Driveway or culvert, Deck or Porch, Paint.

Improvement Fee: (see Fee Schedule) _____

Plan Review Application: Date received by CKM:- _____ Cash \$ ___ Check # ___ \$ _____

Complete Application with all required forms including the Improvement Application Document Checklist Yes ___ No ___

Applicant Information (Complete - Please Print)

A. Owner _____ Home Phone: _____ Cell or Business Phone _____

B. Current Mailing Address _____

C. Builder / Contractor: _____ Business Phone: _____ FAX _____

D. Address _____

E. Section ONE Block _____ Lot _____ Property Mailing Address _____

F. Description of New Construction to be done

G. Square Footage _____

H. Exterior Materials _____

Builder /Contractor Initials

Owner Initials

I. Exterior Colors (paint and / or brick) _____

J. Start Date _____ Projected Completion Date _____

K. List the building set back lines (B.L.) which effect your lot:

Side (Rt) _____ ft. Side (Lt) _____ ft.

Front _____ ft. Back _____ ft.

L. List the easements that affect the lot:

Utility _____ ft. Circle: Side (Right or Left) Front Back

Drainage _____ ft. Circle: Side (Right or Left) Front Back

Special Permit _____ ft. Circle: Side (Right or Left) Front Back

M. Culvert size (Minimum of 18" in diameter with not less than 1.75 Square feet of waterway opening) _____ inches

N. Additional Information / Comments:

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:

Co-Owner's Signature _____ Date:

Builder's/Contractor's Signature _____ Date:

Owner’s Acknowledgements and Agreements

1. I acknowledge that I have read the LCF Deed Restrictions and Architectural Control Guidelines, specifically those applicable to the project I am requesting. I understand and agree the management of the project, including the actions of contractors and sub-contractors being in strict adherence with the Deed Restrictions and Architectural Control Guidelines is my sole responsibility. I understand and agree that the Owner’s Deposit will be returned to me upon completion of the project within the period authorized less any violation fees plus any sum required to secure compliance with the Deed Restrictions, the Architectural Control Guidelines, the approved plans and any conditions of the plan approval.
2. I acknowledge and agree that I am solely responsible for obtaining all required permits and that I am solely responsible for ensuring that the improvements are constructed in a safe and sound manner and in compliance with all applicable laws and codes.
3. I have read the procedures and requirements set out in the ACC document called the Lake Creek Forest POA Plan Review Process for Improvements, dated February 2007. I understand that approval is contingent on this process being followed in detail.
4. I understand and agree that approval is automatically revoked should any change, addition, or deletion of the approved plans be implemented without prior written approval of the LCF POA Board of Directors.
5. I understand and agree that for all approved projects other than residence:
6. Six (6) months is the adopted amount of time allowed for completion of the project
7. The project begins on the date work commences on any component of the project
8. Approval will be automatically revoked if the project is not completed in six (6) months, unless a re-submittal for an extension of time has been made and approved in writing
9. That upon revocation of approval I will be in violation of the Deed Restrictions and Architectural Guidelines.
10. I understand and agree that approval is automatically revoked if any project on this request is not started within six (6) months of the date of approval on this form. I agree that in the event automatic revocation of approval occurs, it is my sole responsibility to re-submit the plans and obtain written approval of the re-submittal before starting clearing / construction.
11. I understand that to be assured that this request will be considered during the “next” ACC meeting, all required forms, drawings, plans and deposits (if required) must be in the offices of CKM on or before the Monday immediately following the first Monday of the month. I understand that the LCF POA Bard of Directors will issue a separate letter to confirm approval, disapproval, explanation of notes and / or contingencies, etc. and I understand that the letter becomes a part of this request form.
12. I understand and agree that approval of plans and specifications by the ACC shall not be relied upon by any person or entity as to the efficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements. Neither the ACC nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.

Builder /Contractor Initials

Owner Initials

13. I authorize the ACC or its agents to enter upon and inspect the concerned lot and residence and/or other buildings or structures thereon during reasonable hours, for the purpose of ascertaining whether said improvements thereon are in compliance with the recorded Deed Restrictions and the plans and specifications. If approved, neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:

Co-Owner's Signature _____ Date:

Builder's/Contractor's Signature _____ Date:

SUBSEQUENT CONSTRUCTION / IMPROVEMENT FEE SCHEDULE

SUBSEQUENT CONSTRUCTION / IMPROVEMENT

Guest Quarter Building	\$300.00*
Servant Quarter Building	300.00*
Garage or Additions to Dwelling	300.00*
Storage or Other Out Building	50.00**
Deck or Porch	50.00 **
In-ground Swimming Pools (requires fencing per Montgomery County)	150.00**
Fence	50.00 **
(Required for all pool installations whether in-ground or above ground per Montgomery County)	
Tanks or Ponds	50.00**
Driveway or Culvert	50.00 **
Paint Existing Structures	0.00 **

*Includes non-refundable fee of \$135.00

** Non-refundable fees

VIOLATION FEE (PER OCCURRENCE, NON-REFUNDABLE)

Unattended fire	\$350.00 (Clearing or New Construction)
Cement waste left in ditch or roadway	100.00 (Construction)
Not cleaning site before each weekend	100.00 (Clearing or New Construction)
No Dumpster or enclosed trash area	100.00 (Clearing or New Construction)
Unrepaired roadway damage	150.00 (Clearing or New Construction)
No port-o-potty	100.00 (Clearing or New Construction)
New Construction not completed within required nine (9) months and extension request not submitted and/or approved by ACC	loss of refundable portion of fee
New Construction continues without an ACC approved extension after loss of refundable portion of fee	\$200 per month (stop work order may be issued)

Violation fees will be billed to the owner(s) as part of the written violation notice. Fees are due within two weeks of the date of the violation letter. Non-payment will cause additional fees or a stop work notice dependent on the severity of the violation.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date: _____
 Co-Owner's Signature _____ Date: _____
 Builder's/Contractor's Signature _____ Date: _____

LAKE CREEK FOREST POA

PLAN REVIEW PROCESS FOR CLEARING / NEW CONSTRUCTION / IMPROVEMENTS

All site or building construction, alterations (including clearing), or additions thereto require approval in writing from the Architectural Control Committee (ACC) prior to construction. (See Deed Restrictions and Section III of the Architectural Guidelines for more detail).

The review process required the following, where applicable:

1. Completed application signed by property owner(s) and applicable fee payable to Lake Creek Forest P.O.A.
2. One set of plans with a copy of the county building and septic permit. The floor plans shall show the dimensions and location of all rooms, patios, balconies and garages. Window sizes, electrical, gas and plumbing fixtures must also be shown. Draft at an architectural scale (1/4" = 1'.0").
3. A site plan showing the dimensions of the lot and distance from the structure to property line on all sides, including, but not limited to, curb cuts, driveways, septic tank sprinkler head placement, walks, fences and structures at each level.
4. An elevation of each side is required indicating exterior materials, floor and foundation heights (i.e., pier and beam, slab), and roof slopes. Draft at an architectural scale (1/4" = 1'.0").
5. List all specifications relating to slab design, structural framing, and quality of exterior materials, colors, textures and shape.

Submit the application package to LCFPOA at the following address

Lake Creek Forest Property Owners' Association, Inc. Architectural Control Committee
 c/o C.K.M. Property Management, Inc.
 P.O. Box 160
 Tomball, TX 77377-0160
 281-255-3055

Please note the following:

6. It is the owner's responsibility to determine all easements and setbacks that exist upon his property. No construction should occur within these easements.
7. Construction shall be completed within 6 months after plans have been approved, unless an extension is obtained. If changes have been made to the original design, the Plan Review Application must be resubmitted. **All building and septic permits must be in effect at the time of construction. A water tap or water well must be installed before any clearing begins.**
8. The ACC has 20 days from final submittal of plans and permits to approve the plans and authorize commencement of construction.
9. LCFPOA maintenance assessments must be current.
10. All lot improvements, modifications, and alterations require ACC approval, including new construction as well as, but not limited to, additions, fences, porches, storage

Builder /Contractor Initials

Owner Initials

- 11. Basis of Approval — Approval of plans and specifications shall be based, among other things, on adequacy of site dimensions structural design, conformity and harmony with external design and of location with neighboring structures, and sites and conformity to both the specific and general intent of the restrictions.

Upon approval of the plans, the applicant will receive "Approved for Clearing" and/or Approved for Construction" sign. These signs must be posted on the approved lot along with the Montgomery County Building Permit. When all work is complete these signs must be returned to the LCFPOA office by placing them in the mail box.

Questions pertaining to these standards may be directed to the ACC, care of C.K.M.

BUILDER / CONTRACTOR/ OWNER CONSTRUCTION REQUIREMENTS

- 1. The owner/contractor must attach a list of subcontractors and suppliers with their telephone numbers and addresses with this application form.
- 2. The burning of brush, trees, or construction materials is allowed if an operating water source is available and must be monitored at all times.
- 3. The work site must be kept clean. The contractor must ensure that all trash and debris are contained within an appropriate sized enclosure or Dumpster prior to beginning construction. Failure to keep the site clean is subject to fines.
- 4. Contractors are responsible for keeping mud, dirt, etc. off the roadway. Failure to keep the site clean including roadway is subject to fines. Contractors are responsible for repair to any road shoulders or ditches damaged during the course of construction.
- 5. One portable toilet is required for each clearing / construction site requiring more than seven days.
- 6. Observe all posted speed limits and other signage.
- 7. No dumping or cleaning of cement trucks is allowed within Lake Creek Forest. Dumping of other spent materials on site may be allowed by the contractor if removed and the site is cleaned within three (3) days.
- 8. Design of roadside drainage ditches must not be altered. The minimum size of the culvert shall be 18" in diameter with not less than 1.75 sq. ft. waterway opening. The inside bottom of the culvert must be even with or slightly below the level of the ditch. The culvert must be installed and properly covered before site preparation (INCLUDING CLEARING) and construction begins.
- 9. An independent inspection firm will be retained and named in the ACC application. This independent inspection firm will perform the required inspections defined in Section V of the LCF Architectural Control Guidelines. The inspection costs are Owner paid.

OWNER (S) AND BUILDER / CONTRACTOR COMPLIANCE WITH LCF SUBDIVISION REQUIREMENTS

In addition to the requirements stated above, the owner(s) and contractor / builder have read, understand and agree to comply with the LCF Deed Restrictions and the LCF Architectural Control Guidelines. The owner(s) and contractor (s) understand and agree that noncompliance will result at a minimum to violation fees and may be cause for a stop work order.

The owner and builder / contractor agrees and understands that approval of plans and specifications by the ACC shall not be relied upon by any person or entity as to the efficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements. Neither the ACC nor any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.

Builder /Contractor Initials

Owner Initials

The owner(s) and builder / contractor also authorize the ACC or its agents to enter upon and inspect the concerned lot and residence and/or other buildings or structures thereon during reasonable hours, for the purpose of ascertaining whether said improvements thereon are in compliance with the recorded Deed Restrictions and the plans and specifications. If approved, neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections.

ACKNOWLEDGED AND AGREED:

Owner's Signature _____ Date:

Co-Owner's Signature _____ Date:

Builder's/Contractor's Signature _____ Date:

Subsequent Construction / Improvement Application Document Packet Checklist

For **SUBSEQUENT CONSTRUCTION / IMPROVEMENTS** the following forms and documents must be completed and submitted to CKM:

Attached (✓ if attached)	Required Documents
	A. Subsequent Construction / Improvement Application
	B. Check or cash in the appropriate amount as defined in the Application Fee Schedule
	C. Plan Review Process document
	D. Application Fee Schedule
	E. Application for Clearing with required documents in Appendix D (if required for improvement)
	F. One set of plans with a copy of the county building permit. (if required for improvement) (see plan review process document for specifics)
	G. A site plan (see plan review process document for specifics)
	H. Elevation of each side indicating exterior materials. (see plan review process document for specifics)
	I. List of specifications relation to slab design, structural framing, quality of exterior materials, colors, textures, and shape
	J. List of Subcontractors including name, address, and phone numbers

**Lake Creek Forest Property Owner's Association
Architectural Control Committee**
c/o CKM Property Management, Inc. P.O. Box 160
Tomball, Texas 77377-0160
281-255-3055 Fax: 281-255-3056

REQUEST FOR REFUND FOR SUBSEQUENT CONSTRUCTION /IMPROVEMENT (if applicable)

- Requests must be submitted in original form – photocopies and faxes will not be accepted.
- Property owner shall fill in all the blanks and answer all the questions in Table 1
- Property owner should sign and date the form in the space provided
- This request for refund form must be delivered, either by hand or via regular mail, to the offices of the LCF POA's property management company at the location shown above.

Criteria for Considering and Approving Refunds

Requests for refund will be considered only avert the following criteria have been met:

1. Subsequent construction / improvement has been completed in accordance with the approved plans and special conditions of approval.
2. Trash and debris must have been removed and dumpsters and / or trash containment facilities must have been removed.
3. Port –of –Potty, if required, has been removed.
4. All signs must have been removed from the property
5. Owner's assessment account is current
6. Violations have been cleared and fees are deducted from refund
7. Acknowledgement of the amounts to be deducted shall be noted and the anticipated amount of the refund shall be stipulated.

Timing

The objective is to get refund checks mailed to the owner within three (3) weeks of the date the Request for Refund form is received at the office of the property management company. Acing this objective is dependent on the work schedule of the volunteer ACC Chairperson who must make the required inspection. Therefore the time required to mail a refund check might be as long as four (4) weeks.

Table 1 – Information To be Supplied by the Property Owner

Lot Description: Section One Block _____ Lot _____
 Street Address _____ -

Name of Property Owner _____

Contact Information _____
 Mailing Address _____

 Phone Number Where Property Owner can be reached.

All of the following Questions must be answered Yes for the Request for Refund to be considered

1. Has all construction activity been completed Yes _____ No _____
2. Has construction been in accordance with the approved plans and any conditions of approval contained in the ACC approval letter Yes _____ No _____
3. Has all trash and debris been removed from the property Yes _____ No _____
4. Has all dumpsters and/or trash containers been removed from the property Yes _____ No _____
5. Have the portable toilet facilities been removed from the property Yes _____ No _____
6. Have ALL signs been removed from the property Yes _____ No _____
7. Is the annual assessment account for this property current Yes _____ No _____
8. I am aware that \$ _____ in violation fees are to be deducted from any refundable portion of the application fee or a check is enclosed.

Request Submitted by _____ -Property Owner on Date: _____

Table 2 – For CKM use only

Property Owner's Deposit was received on _____ (Check # _____)

Disposition of Request for Refund

5. Request for refund in the amount of \$ _____ was approved per email from _____ (ACC Chairperson) on _____ (date)
6. Request for refund in the amount of \$ _____ was NOT approved per email from _____ (ACC Chairperson) on _____ (date) Letter of explanation mailed to owner on _____ (date)

Authorized CKM Associate _____ - Date: _____