

**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

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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

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: _____