



**PLEASE KEEP INSTRUCTIONS FOR FUTURE APPLICATIONS**

**FAILURE TO SUBMIT ALL REQUIRED INFORMATION CAN RESULT IN THE APPLICATION BEING RETURNED DENIED UNTIL ALL INFORMATION IS PROVIDED. EVERY EFFORT WILL BE MADE TO NOTIFY APPLICANT OF ANY LACKING INFORMATION. THE ARCHITECTURAL CONTROL COMMITTEE WILL REVIEW EACH SUBMITTAL AS QUICKLY AS POSSIBLE UPON RECEIPT OF ALL REQUIRED INFORMATION.**

- 1) If you are applying for a structure (**PATIO COVER, ARBOR, GAZEBO, STORAGE SHED, ROOM ADDITION, ETC.**) you must submit plan and elevation drawings showing how the structure will look. Indicate size, **overall height**, color, materials and roofing. Copy of any permits if applicable. Show placement on the Lot survey and access route to rear of property if applicable.
- 2) If you are applying for play structures (**PLAY STRUCTURE, SWING SET, TRAMPOLINE, BASKETBALL GOAL, ETC.**) you must submit a photo, brochure or drawing. Indicate size, height, color, materials, etc. and show location on Lot survey.
- 3) If you are applying for a **POOL/SPA** you must submit detailed drawings of pool and indicate on Lot survey the location of pool, pool equipment and drain lines. Access to rear of property must be indicated on Lot survey.
- 4) If you are applying for exterior **PAINTING OR SIDING** submit sample(s) of paint color and location of the color such as "trim", "body", "shutters", etc.; and for siding, product information from the manufacturer. Supply photo of home showing present color, brick, stone, rock, etc.
- 5) If you are applying for a new **ROOF** please submit manufacturer's name / product name / color name / length of warranty/ specify dimensional or high definition. A color brochure or small sample may be requested if it is an uncommon manufacturer or product.
- 6) If you are applying for new **DOORS, STORM DOORS, OR WINDOWS** please provide photo or brochure of the product and explain the location on the home.
- 7) If you are applying for **SOLAR SCREEN/WINDOW TINTING** please provide material data and samples and explain the location on the home.
- 8) If you are applying for **SECURITY CAMERAS, SECURITY GATES/SECURITY BARS** please submit drawing indicating design, size, color, and indicate placement on Lot survey; for cameras, show direction aimed.
- 9) If you are applying for **DECKING/PATIO** please indicate location on Lot survey, materials to be used and height of decking off adjacent ground.
- 10) If you are applying for **CONCRETE WORK/PAVERS, ETC.** (sidewalks, driveway extension, etc.) indicate location on Lot survey. Provide dimensions of improvement, dimensions from side Lot line(s), and description of materials. Provide a color brochure if applicable.
- 11) If you are applying for **LANDSCAPING OR TREE REMOVAUREPLACEMENT** please submit a plant list indicating plant type, size at maturity and indicate placement on Lot survey.
- 12) If you are applying for **FENCING/GATES** please indicate height and materials, provide a drawing for each. Indicate location on Lot survey.
- 13) If you are applying for **YARD DECORATIONS** (birdbath, benches, statues, signs, lighting, etc.) submit photo or brochure, list dimension. Indicate location on Lot survey.
- 14) If you are applying for **SOLAR ENERGY DEVICES**, please provide a photo, description and/or brochure and indicate size, height, color, materials and show location on lot survey. **If the chosen location does not comply with guidelines, please provide energy analysis for the location that is most efficient.**
- 15) If you are applying for a **FLAG POLE**, please submit height, material, installation specifications, and brochure and indicate location on lot survey. Also submit the size and type of flag(s) to be flown.

**PLEASE FORWARD APPLICATION AND SUPPORTING INFORMATION TO THE CONTACT CHOICE(S) ON THE APPLICATION FORM**



**LAKES OF PARKWAY HOME OWNER'S ASSOCIATION**

**PERMANENT EMERGENCY GENERATOR  
INSTALLATION REQUIREMENTS**

The ARC application will not be Considered until the resident owners submit a \$500 deposit to the Lakes of Parkway HOA. The deposit will be returned when an inspection shows that no damage was done to the LOP common area.

The ARC application must be submitted prior to installing a permanent whole house standby generator, including proof that a licensed electrician and plumber have been contracted to complete the installation.

- 1. Concrete Slab Required** -These units contain a **motor that spins** a generator, resulting in vibration and movement. Therefore a concrete slab is required and the unit needs to be anchored to this slab.
- 2. Licensed Electrician Required** - The unit comes complete with an automatic electric power transfer switch which is wired into your incoming utility power feed. The installation of this switch and the associated wiring must be completed by a licensed electrician.
- 3. Gas Powered Required** — For permanent emergency generators a gas operated generator is required by LOPHOA. These units are to be connected to house gas supply, and connection must be completed by a licensed plumber.
- 4. Noise Control** - Insulation on the external case is required by LOPHOA ARC rules in order to avoid annoyance to your neighbors. The homeowner must make a good faith effort to reduce the noise level output from the equipment as a result of a neighbor's complaint of the noise. The noise reduction must be done within 30 days of receiving the written complaint. The homeowner agrees to make reasonable effort to reduce noise by installing an additional sound enclosure, installing plants, or relocating the equipment
- 5. Checking the Unit** - Since these units will be sitting outside, they must be waterproof and checked annually for rust or paint touchup.
- 6. Maintenance of the Generator** - Each of these units has a natural gas powered engine with automatic starter and battery. The unit should be set



*LAKES OF PARKWAY HOME OWNER'S ASSOCIATION*

## **PERMANENT EMERGENCY GENERATOR INSTALLATION REQUIREMENTS**

to run monthly for a short period of time to ensure the equipment is functioning properly. Perform any required maintenance before any storm electrical outage occurs. Routine checks should point out any maintenance needs before the real event occurs. The homeowner is requested to furnish a copy of the maintenance program from the manufacturer along with the application to the ARC committee

- 7. Liable for Damage to Common Area** - Home owner is financially responsible for any damages to the common areas that may occur during the delivery and installation phase. This includes grass areas, streets, and curbs.
- 8. Liable for Damage to Neighbors Property** - Any issues between neighbors concerning any damage to the neighbors property due to the installation shall be the responsibility of the homeowner to resolve all damage claims or construction issues.
- 9. Agreement with the Affected Neighbor** - Homeowner shall obtain written agreement from the adjacent neighbor concerning the location of the generator and possible noise issues. The adjacent neighbor must agree in writing to the proposed location of the generator equipment. The homeowner shall provide a written copy of the neighbor's acknowledgement of the generator location prior to commencement of the work. Home owner must notify the adjacent neighbors that when they will be installing the generator.

The homeowner is responsible for any damages to any adjacent empty lot which is being used for access to the resident's back yard. Repairs to the lot must be made within 10 calendar days after completion of the installation.

- 10. Commencement of the Work** - Work on the generator installation can't commence until the ARC committee receives written confirmation that the neighbors are in agreement with the equipment location. Secondly, that the Home Owner has received all of the required permits from the City of Houston.



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**PERMANENT EMERGENCY GENERATOR  
INSTALLATION REQUIREMENTS**

**11. Access Authorization** - If the resident wishes to access their backyard via an empty lot in order to install the generator, then the resident must obtain written authorization from the lot owner. Typically this is either Sueba or Kickerillo companies.

**12. ARC Approval Time Limit** — The approved ARC application for the generator installation is valid for 60 days from the approval date. The ARC application is no longer valid after 60 day. The ARC committee reserves the right to request the homeowner to remove the generator at the homeowners cost if it was not Installed per these ARC requirements for a permanent installation.

**13. Location Drawing** — A copy of the property survey drawing needs to be submitted along with the application. The location and orientation of the generator needs to be clearly marked on the drawing.

***Lakes of Parkway Architectural Review Committee***

***Rev. A, July 24, 2012***