

GRANDVIEW ESTATES PROPERTY OWNERS ASSOCIATION, INC.

ACC NEW HOME BUILDING APPLICATION

PROPERTY OWNER: _____ CONTRACTOR: _____

ADDRESS: _____ ADDRESS: _____

PHONE: _____ PHONE: _____

EMAIL: _____ EMAIL: _____

The undersigned Owner and Builder (Applicants) hereby request the Grandview Architectural Control Committee (ACC) approval to construct the new home improvement in accordance with the Plans and Specifications submitted with this application on this property:

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: GRANDVIEW SECTION: _____ BLOCK: _____ LOT _____

Property Owners Signature: _____

Date: _____

Builder Signature: _____ Date: _____

The approval process may take several weeks, but no longer than 60 days, to complete and **NO** improvements or changes can begin until the ACC through the Board of Directors or its management agent notifies the applicant in writing of their approval. Application requirements and deposits are subject to change.

PROJECTED DATE FOR WORK TO BEGIN: _____

PROJECTED DATE FOR WORK TO BE COMPLETED: _____

Make all deposits payable to Grandview Estates POA. The **original and one copy** of the completed application, along with the deposit, may be mailed to:

Grandview Estates, c/o Inframark 2002 W. Grand Pkwy. N. #100, Katy, TX 77449

You may also email the application and all supporting materials to modifications@inframark.com

All checks must be mailed or hand delivered.

Attached to this document are **one original and one copy** of the following (owner initial):

1. _____ New Home Submission Checklist, including all **original** documents with signatures, stamps, and seals as specified in this application and one copy of the originals.
2. _____ Construction deposit in the amount of \$_____
3. _____ Property Owner/Builder applicant signed letter of understanding regarding P.O.A. "Construction Standards, Regulations, Specifications, and Requirements" and the "New Home Policy."
4. _____ Property Owner/Builder applicant signed letter of understanding regarding the Declaration of Covenants, Conditions, and Restrictions of Grandview and

GRANDVIEW ESTATES P.O.A. – A.C.C.
SUMMARY – IMPORTANT CONSTRUCTION SEQUENCE OF EVENTS

- 1.0 Items required to be completed **prior to start of construction**:
- a) Approval for access, in writing, must be obtain **prior** to start of construction. Emails are sufficient.
 - b) The ditch culvert must be installed prior to start of any activity on the lot.
 - c) Installation of temporary plastic construction fence along both sides and rear property lines.
 - d) All lot preparation debris must be hauled off site prior to **start** of construction.
 - e) Temporary electrical pole must be installed **prior** to construction. Water service should be established also.
 - f) Temporary "Port-a-Can" must be install at start of site preparation.
 - g) Post a street address sign.
 - h) Provide for drainage so as not to force water onto adjacent lots.
- 2.0 Items required **during construction**:
- a) A trash receptacle must be in place once construction starts. Trash must be **picked up daily and deposited in receptacle**.
 - b) All dirt and debris deposited on development streets by any activity must be **removed at the end of the workday**. This included exit gate. Contractor should plan on having labor available to accomplish this.
 - c) Submittal and approval of a **concrete form survey** – performed, sealed and signed by a registered surveyor is required prior to start of concrete pour.
 - d) Worker parking must be **per the plan submitted** with New Home Construction application. If street parking is necessary it must be on same side of street as lot and must **not block access to driveways, mailboxes, and garbage pickup**.
 - e) Submit copies (electronic are ok) of all inspections **when completed**. Based on the regulations that will include the following (some may be combined per the inspector's procedures)
 - 1) Foundation pre-concrete.
 - 2) Framing
 - 3) Mechanical
 - 4) Electrical
 - 5) Final
 - f) Proper drainage of lot must be maintained during construction.
 - g) Concrete truck washout and surplus containment must be on the lot.

PLEASE NOTE: THESE ARE HIGHLIGHTS AND ARE NOT ALL INCLUSIVE. THEY ARE MEANT TO REMIND THE CONTRACTOR OF CERTAIN IMPORTANT REQUIREMENTS AS CONTAINED IN THE NEW HOME CONSTRUCTION REGULATIONS OF GRANDVIEW ESTATES.

NEW HOME SUBMISSION CHECKLIST

Each of the following documents must be provided with this application. The property owner **and** builder must Initial each item below to indicate that the documents as required and described are attached herewith:

1. _____ Complete set of plans and specifications for all proposed construction. Plans must include all pages, including all elevations, all floor plans, framing, electrical, and plumbing. Please submit these plans in a tube for mailing architectural drawing, blueprint, and maps with the name of the property owner and builder clearly affixed to the tube.
2. _____ Complete engineered **foundation plans** including the cross sections of all beams. NOTE: These plans must include the design **original** stamp and **original** signature.
3. _____ Complete engineered **aerobic septic plan** with a Certified Sanitarian or Professional Engineer **original** seal and **original** signature.
4. _____ A copy of the initial 2-year aerobic septic system maintenance contract with a Licensed Wastewater Operator, Certified Installer, or Certified Maintenance Company.
5. _____ Construction permit from San Jacinto River Authority approval for septic design and installation.
6. _____ **Site plan** showing the location and dimensions of all structures and appurtenances. Site plan must be to scale and reference all building lines, utility easements and drainage easements.
7. _____ Site plan showing all landscape, sod, and irrigation systems to be installed.
8. _____ Montgomery County **Building Permit** (original)
9. _____ A detailed **drainage plan** on a topographical drawing. Elements must reflect surface or subsurface drainage improvements, retaining walls, and gutters if utilized.
10. _____ Culvert and slopes for driveway must be installed prior to ANY construction activity. Safety Slopes are required. The Builder/Owner is responsible to maintain ditch flow. Culverts must be 18-inches in diameter.
11. _____ Builder's professional **resume**, including list of references, copy of \$1,000,000 insurance policy, and description, addresses, and date of houses built previously.
12. _____ Name and professional resume of International Code Certified **(ICC) inspector**. The owner and builder will employ this inspector to conduct the required inspections and submit a copy to the P.O.A. each time a scheduled inspection is required and completed. If the required inspection is not submitted as required by the ICC for residential buildings, the builder may be ordered to "Cease and Desist" further work on the new home.

13. _____ A list of ALL subcontractors, including addresses, license numbers, and certificates of liability insurance.
14. _____ The property owner hereby acknowledges possession of a copy of the Declaration of Covenants, Conditions and Restrictions of Grandview¹ and the Grandview Estates POA Architectural Control Guidelines², has read these Restrictions and Guidelines, and has provided a copy of them to the builder to insure compliance with the Deed Restrictions and ACC Guidelines.
15. _____ Applicant and builder understand the Board of Directors may notify the builder of any violation of the P.O.A., "Construction Standards, Regulations, Specifications, and Requirements"³ and request immediate remedies for compliance.
16. _____ Applicant and builder agree to comply with the P.O.A. "New Home Policy."⁴
17. _____ Sample of all exterior and roofing materials, color chart of paint and stain to be used on trim and/or dwelling.

CONSTRUCTION DEPOSIT

Payment to be made upon submission of the ACC Building Application is composed of

1. **\$ 500.00** ___ *A **refundable** construction **Deposit** of \$500.00 is required for a new residence.
2. **\$ 2,000.00** ___ *A non-refundable FEE of \$2,000.00 is required for a new residence for road maintenance.⁵
3. **\$ 250.00** ___ * A **refundable** Form Survey **Deposit** of \$250 dollars is required. The form **survey** (to be prepared by a surveyor registered in the State of Texas) must show the location of the forms on the lot. This survey shall show that the structure will not violate any lot lines, 100-Year Flood Plan per FEMA, building set back lines or easements as described in the Deed Restrictions and the Drainage Policy⁶. Survey must be submitted to he P.O.A. **prior to pouring the foundation**. Failure to submit this survey prior to concrete pour will result in lost deposit.
4. **\$ 500.00** ___ *A **refundable** clean-up **Deposit** is required. All construction must be completed and the premises must be properly cleaned.

¹ This document is available in the Office of the Montgomery County Clerk.

² Grandview Estates POA Architectural Control Guidelines. This document is available in the Office of the Montgomery County Clerk, Doc# 2012124851.

³ Grandview Estates POA Architectural Control Guidelines, 'Construction Standards, Regulations, Specifications and Requirements,' pp. 21-30.

⁴ Grandview Estates POA Architectural Control Guidelines, "New Home Policy," pp. 35-42.

⁵ Grandview Estates POA Architectural Control Guidelines, "New Construction Deposit Fee Structure," pp. 54.

⁶ Grandview Estates POA Architectural Control Guidelines, "Drainage Policy," pp. 31-34.

5. **\$ 350.00** ___ *A non-refundable processing FEE of \$350.00 is required for a new residence.

6. *A non-refundable construction Fee is required for a new residence. Fee is \$0.35/sq. ft. Sq. ft. Calculation: Total Foundation Sq. Ft. + 2nd Floor Living Sq. Ft. (If home is one story – use Total Foundation Sq. Ft.)

\$ _____ Total Square Footage is _____ X \$0.35 = _____

\$ _____ **TOTAL DEPOSIT.**

DEPOSIT(S) AND FEE(S) CHECKS MUST BE SEPARATE CHECKS

Request for refundable deposits must be made within 1 (one) month of completion of the home and refundable deposits will not be refunded until all surveys, inspections, and certifications as per the (1) Construction Standards, Regulations, Specifications and Requirements,⁷ (2) Declaration of Covenants, Conditions, and Restrictions of Grandview P.O.A., (3) Architectural Control Guidelines, and (4) any others as may be requested from the Architectural Control Committee in writing have been submitted to Grandview P.O.A. Refundable deposits will be denied if any change is made to the ACC approved new-home application and plan without requesting the ACC for approval of modifications to the approved application and plan. These include:

A. Certification by the International Certified Code Inspector that the structure meets the requirements of the most current International Residential Code for One and Two Family Dwellings.

B. Inspections of the property at the following times during construction:

- I. Foundation Pre-Concrete Inspection
- II. Frame Inspection
- III. Mechanical Inspections
- IV. Final Inspection
- V. Final Aerobic System Inspection
- VI. Final Survey by the Board of Directors

C. Surveys:

- I. Form survey
- II. Pre- and Post Construction Topographical Drainage
- III. Final Survey

Any alterations, additions, or modifications made to a Lot must be approved by the Architectural Control Committee (ACC). Any alteration, addition, or modification that is made without (ACC) approval, if unresolved at the time a Lot is being offered for sale, will be provided on any and all current or future "Resale Certificates" to clearly state that the property is in violation of the restrictions applying to the subdivision or the bylaws or rules of the Association.

**PROPERTY OWNER/BUILDER LETTER OF UNDERSTANDING REGARDING
BUILDING CONSTRUCTION REGULATIONS AND SPECIFICATIONS**

TO: Grandview POA, Architectural Control Committee
FROM: Property Owner(s): _____

Builder: _____

Applicants represent and agree as follows:

1. Applicants have read and understand the Declaration of Covenants, Conditions, and Restrictions of Grandview and the Grandview Estates POA Architectural Control Guidelines applicable to the property as described in this ACC New Home Application and state that the improvements will be made in compliance with such restrictions, standards, regulations, specifications, requirements, and policies.
2. Applicants have read and understand the Grandview Estates P.O.A. "New Home Policy" and state that the improvements will be made in compliance with this policy.
3. Applicants understand and agree that if the Committee approves this application and the agreements or representations made by the Applicants are not complied with, the Committee will revoke and rescind its approval of this Application, and the Deposit will be forfeited.
4. Applicants understand that, in addition to the requirements of the Declaration of Covenants, Conditions, and Restrictions of Grandview, P.O.A., Architectural Control Committee, and Montgomery County, the San Jacinto River Authority requires approval for the design of all aerobic systems installed in the county. Also, the San Jacinto River Authority requires permits, in addition to those required by this Committee, for all construction of bulkheads, docks, piers, boat sheds etc. on lake front lots.
5. Applicants agree not to begin clearing the lot or any other construction, besides culvert installation, until all plans are approved, and have received an approval letter from the Board of Directors stating specifically their approval of the Architectural Control Committee's recommendation.
6. Applicants understand that any and all communications regarding this application and the work related thereto will be in writing to the Board of Directors and immediate responses to all written communications related to this application from the Board of Directors will be made in writing to the Board.

7. Applicants understand and agree the Grandview P.O.A. Board of Directors will not approve any variances due to property owner or builder neglect, architect or survey mistakes, or attention to detail.

8. Applicants understand and agree to adhere to **all** rules and regulations as described in the P.O.A. "Construction Standards, Regulations, Specifications, and Requirements," and acknowledge and agree that any violations will be addressed by fines, charge back, or deductions from builder's deposits.

Property Owner(s): _____ Date: _____

Builder: _____ Date: _____

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¹ Grandview Estates POA Architectural Control Guidelines, "Construction Standards, Regulations, Specifications and Requirements," pp. 21-30.

¹ Grandview Estates POA Architectural Control Guidelines, "New Home Policy," pp. 35-42.

¹ Grandview Estates POA Architectural Control Guidelines, "Drainage Policy," ¹ Grandview Estates POA Architectural Control Guidelines, "Construction Standards, Regulations, Specifications and Requirements," pp. 21-30. This document is available from the Office of the Montgomery County Clerk, Doc# 2012124851.

GRANDVIEW ESTATES
SUMMARY OF TYPICAL PROBLEMS NEW HOME APPLICATION

- 1. Documents** are not original signatures. (Includes building permit, sewer permit, sewer maintenance contract, etc.)
- 2.** Slab **engineering** drawings do not have original seal and signature.
- 3.** House plans are not **signed by designer**. (original signature required)
- 4.** Qualification of **house designer** not submitted.
- 5.** No “event driven’ **inspection schedule** is submitted. Inspection **Qualifications** not submitted.
- 6. Landscaping** and or irrigation drawings is incomplete.
- 7.** Plan and elevation drawing of **driveway entrance** showing culvert and curbs not included.
- 8. Construction mobilization plan** not submitted-showing dumpster, port-a-potty and parking location.
- 9.** No dimensioned elevation drawing of house showing **maximum height** above grade.
- 10.** Slab drawing does not specify **8” top of slab above grade** requirement.
- 11.** No plan view of roof showing **location of vents** are to be rear of house.
- 12.** No **mailbox** drawing.
- 13. Stone** requirement for front elevation of house (min. 1/3 of area) missed.
- 14.** Some of required **sample** submittals missed. (No stone or no roof, etc.)
- 15.** Long walls with no **interruption** by windows or “architectural interesting” items.
- 16. Fencing** included in house application- must be separate.