

FRONTIER LAKES PROPERTY OWNERS ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE SECTION 5 BUILDING/MOBILE HOME APPLICATION

DATE: _____

A. LEGAL DESCRIPTION: SECTION _____ BLOCK _____ LOT _____

PROPERTY ADDRESS: _____

B. PROPERTY OWNER: _____

OWNER MAILING ADDRESS (if different from above): _____

PHONE: _____

C. BUILDER/CONTRACTOR: _____

ADDRESS: _____

PHONE: _____

D. IMPROVEMENT SQUARE FOOTAGE: _____

E. EXTERIOR MATERIALS: _____

F. EXTERIOR COLORS (PAINT AND/OR BRICK): _____

G. START DATE: _____ COMPLETION DATE: _____

H. LIST BUILDING SET BACK LINES, WHICH AFFECT THE LOT:

SIDE (RIGHT): _____ FT. / SIDE (LEFT): _____ FT. / FRONT: _____ FT. / BACK: _____ FT.

I. DESCRIPTION OF IMPROVEMENTS AND COMMENTS: _____

By signing below, Owner(s) authorizes the Architectural Control Committee (ACC) or its agents to enter upon and inspect the above for the purpose of ascertaining whether thereon is in compliance with the recorded deed Restrictions and this Application. If approved, neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections. By signing below, Owner(s) agrees to comply with the minimum architectural standards for subdivision construction, Frontier Lakes revised on the 23rd of October, 2022, and as such standards are Covenants, which are part of the Restrictions.

Owner's Signature: (REQUIRED)

Date:

Builders Signature: (REQUIRED, if applicable) Date:

PLAN REVIEW

for ACC Use Only

_____ APPROVED; Subject to: _____

_____ NOT APPROVED; Reason: _____

Chairman

Member

Date

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NOTE: ANY OPEN VIOLATIONS ON ANY OF YOUR PROPERTIES IN FRONTIER LAKES MUST BE CURED BEFORE APPLICATION WILL BE REVIEWED.

(CHECK ALL THAT APPLY. IF ITEM DOES NOT APPLY TO APPLICATION, WRITE N/A)

_____ **BUILDING/MOBILE HOME APPLICATION** : All pages completed and signed.

_____ **MONTGOMERY COUNTY BUILDING PERMIT** (Copy okay): MUST BE LEGIBLE with **SEPTIC PERMIT AND PLAN** – with SEAL and SIGNATURE

_____ **CURRENT COMPANY LICENSES** (Copy okay): MUST BE LEGIBLE with SIGNATURE.

_____ **SITE PLAN** showing the location and dimensions of all structures and appurtenances – must be to scale and reference all building lines, utility easements and drainage easements, original signature and stamp. **** *The building line is the building line for any part of the building, which includes the overhang. This means no part of the structure can be over the 5' building line.*****

_____ **PROOF OF YEAR AND MODEL OF MOBILE HOME:** Please be advised that that the Frontier Lakes ACC will NOT approve a mobile home older than twelve (12) months.

_____ **PAYMENT:** check copies of fees and deposits made payable to FRONTIER LAKES PROPERTY OWNERS ASSOCIATION

_____ **HOUSE CONSTRUCTION PLANS** one complete set - **CULVERTS HAVE TO BE AT LEAST 18" IN DIAMETER**

_____ **Before any digging can be done you must call 811 and have any utility lines marked.**

These items were received by FRONTIER LAKES PROPERTY OWNERS ASSOCIATION on

_____/_____/_____ **by** _____

FRONTIER LAKES PROPERTY OWNERS ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE SECTION 5 BUILDING/MOBILE HOME APPLICATION

APPLICATION FEE SCHEDULE

NEW CONSTRUCTION

_____ Initial

- ❖ Home Construction Security Deposit (Refundable made out to Frontier Lakes POA) \$ 750.00
 - ❖ Cashier's Check/Money Order # _____
 - ❖ Processing fee (Non-refundable made out to Frontier Lakes POA) \$ 100.00
 - ❖ Cashier's Check/Money Order # _____
- Submit current property survey
 - Form survey required before slab is poured.
 - To assure that this is accomplished in a timely manner, a security deposit must be remitted at the time a completed request is submitted to the Architectural Control Committee. **No approval will be granted until such time as the request and all applicable deposits(s) are received by the Architectural Control Committee.** I agree to submit such application and underlying documents within thirty days of application date.
 - If the project is completed within 12 months of the approval, there are no outstanding fines, and the address is posted on site visible to the street, the \$750.00 Security Deposit will be returned to the property owner after an inspection is performed by the Architectural Control Committee to assure that the project was completed as submitted and approved.

MOBILE HOME, SKIRTING AND PORCH

_____ Initial

- ❖ Home Construction Security Deposit (Refundable made out to Frontier Lakes POA) \$ 300.00
 - ❖ Cashier's Check/Money Order # _____
 - ❖ Processing fee (Non-refundable made out to Frontier Lakes POA) \$ 30.00
 - ❖ Cashier's Check/Money Order # _____
- The ACC will not approve any new and/or used mobile homes that are older than twelve (12) months old.
 - All new and used mobile homes delivered onto properties in Frontier Lakes must be skirted with approved materials and be in an attractive condition.
 - To assure that this is accomplished in a timely manner, a security deposit must be remitted at the time a completed request is submitted to the Architectural Control Committee. **No approval will be granted until such time as the request and all applicable deposits(s) are received by the Architectural Control Committee.** I agree to submit such application and underlying documents within thirty days of application date.
 - If the project is completed (placement of mobile home, skirting and porch) within 60 days, there are no outstanding fines, and the address is posted on site visible to the street, the \$300.00 security deposit will be returned to the property owner after the skirting is approved by the Architectural Control Committee. If the project is not completed within 60 days, the Deposit will be forfeited.

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MINIMUM PLAN REQUIREMENTS

- Survey of property with engineer's approval seal.
- Site plan, to scale, showing dimensions of all improvements, easements, street(s) and building lines.
- Topography drawing showing height of street, culvert, walks, driveways, porches, slabs and of yard providing positive drainage with no impact to the adjacent lots.
- Exterior elevations with dimensions, overall height and finishes.
- Floor plan with cut section. Provide finish schedule for each room. Note square footage for living area per floor, for garage, and for porches on drawings.
- All exterior colors must be approved by the ACC.

FENCES

- Survey with improvements shown in red, to scale, and with all dimensions noted. A horizontal rot board is recommending for wood fences. All sections of fence that can be seen from a public street, or park, shall have the slats or pickets to the outside so as not to see the horizontal members. All other sides a "good neighbor" look flipping the pickets every 8 feet is recommended. Hurricane or chain link fencing is allowed.
- Maximum height of any fence is 8'
- Lake lot maximum height is 5' and wrought iron or other material that does not block the water view is recommended.

EXCLUSIONS

Variances to these guidelines can be granted by the Board of Directors, based on the ACC recommendations on a site-by-site basis. No precedent may be assumed from such variance.

Mobile Home Guidelines

- Mobile Homes are only allowed in Section 5 unless a variance has been granted
- Mobile Homes must be new or like new. New is defined as, the original placement of said structure (Title Certificate will be required). If the mobile home is used it must have been manufactured in the past 12 months.
- Mobile Home must contain a minimum of 600 square feet and no less than 12 feet in width and 50 feet in length.
- Mobile Homes must be set back 25 feet from the street and must have 5 feet between adjoining lots.
- Mobile Homes must have the tires, wheels and axles removed upon installation.
- Mobile Homes are required to install a porch and skirting within 30 days of installation and must be completed before final inspection and any refunds of monies. The porch must be made of wood, concrete or other approved material, however, enclosed in any instance from the floor to the ground and must be at least 6ft. x10ft. in dimension.

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MINIMUM BUILDING GUIDELINES

- Street protection - Place appropriately sized boards along and beside the street edge for equipment and trucks to enter and exit lot. No track equipment offloaded to the street. No access to premise through another lot or greenbelt without written permission of the lot owner. Owner must pay for any damage to subdivision streets, culverts or utilities before final approvals are granted.
- An orange fence must be around the entire improvement site.
- Portable toilets are required and must be located within owner lot lines. They must remain on site during the entire period that workers are on site. There will be a \$50.00 per day fine for each day it is not in place and workers are on site.
- No construction, concrete pouring or landscaping can start before 7:00 a.m. All work must be completed by 7:00 p.m.
- Concrete trucks are not to "wash out" (chute only) in street, storm sewers or any area in Frontier Lakes other than on the lot where improvements are being constructed.
- No waste materials or trash may be burned at any time. Owner/Contractor/Builder must provide a dumpster for trash (minimum of 20 yards). Owner/Contractor/Builder is responsible for a clean worksite at all times.
- No signs allowed on construction site except a sign indicating builder identity and street address that MUST be visible at all times.
- No generators allowed on job site. Temporary power poles must be provided for all crews. Under no circumstances will water or power from neighboring properties be used.
- Absolutely NO alcohol is allowed on any build site at any time.

SCHEDULE OF FINES

- Owner/Contractor/Builder will be fined \$200 against their deposit for violation of this building package by starting work without a permit or written ACC approval, which requires submission of application and receipt of required deposits.
- Violations of Minimum Building Guidelines are subject to a fine of \$50/day per occurrence against their deposit until the violation is resolved or the deposit funds are expended.

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INSPECTIONS REQUIRED

The ACC inspections are to ensure conformance with the minimum standards as set forth by the Frontier Lakes Property Owners Association and noted in the ACC Mobile Home Guidelines package. It is the owner's responsibility to ensure the contractor/builder adheres to the design criteria for the improvements noted in the plans. Each re-inspection will be assessed a \$25.00 fee. Please ensure that you are completely ready prior to calling for the inspection. Inspection shall be made Monday through Friday and a 48-hour notice is required. Call FLPOA at 936-289-3576 to schedule inspections.

Final Inspection - Do not call until:

- a. All work is 100% complete.
- b. All excess materials and trash including but not limited to construction debris on adjoining properties must be removed.
- c. Streets, culverts, and storm sewers are clean, clear, and ready for inspection.
- d. Any adjoining lot damage or community damage has been repaired and drainage meets requirements.

By signing below you, the signee, agree to all terms, conditions and fees of said contract.

ACKNOWLEDGED AND AGREED:

Owner's Signature: _____ Date: _____

Co-Owner's Signature: _____ Date: _____

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

FRONTIER LAKES PROPERTY OWNERS ASSOCIATION

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REQUEST FOR REFUND of ACC DEPOSIT BY PROPERTY OWNER

Please complete this request for refund form and forward it to the Association's Architectural Control Committee, either by email or mail (for faster processing, please use email):

FLPOA
P.O. Box 1758
Willis, TX 77378
acc@frontierlakestx.com

Information to Be Supplied by Property Owner

Lot Description: Section _____ Block _____ Lot _____

Name of Property Owner: _____

Contact Information: _____

Address

City

Zip

Telephone and Email

1. Has all construction activity on the residence been completed? YES or NO
2. Has ALL construction trash and debris been removed from the property? YES or NO

Request Submitted by: _____ on _____, _____
Property Owner Date

Request Approved by: _____ on _____, _____
Architectural Control Committee Date

Refund of the Building Deposit will be mailed within thirty (30) days from the date this request is approved by the Architectural Control Committee.

Amount of Original Deposit \$ _____

LESS Amount of Fines \$ _____

Amount of Approved Refund \$ _____

Check # _____ Date: _____

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FRONTIER LAKES

ARCHITECTURAL APPROVAL REQUEST AGREEMENT

Date: _____

Property Description (S/B/L): _____

Property Address: _____

Owner: _____ Builder: _____

Phone Number: _____ Phone Number: _____

Email: _____ Email: _____

Mailing Address:

Mailing Address:

To: Frontier Lakes Architectural Committee

I, _____, am requesting Architectural approval to construct the improvements described in the attached plans and have demonstrated a desire to comply with the deed restrictions and Architectural standards of Frontier Lakes. By signing this letter and by paying the required fees and construction deposit, I agree to comply with the deed restrictions contained in the Frontier Lakes Covenants, Conditions and Restrictions and with any other applicable dedicatory instruments.

It is understood that if Architectural approval is denied for any reason, including submittal of incomplete plans, I will be required to resubmit such plans before approval may be granted. I further understand that approval upon re-submittal will not be automatic; all resubmitted plans will be approved or denied on the same basis as the plans initially submitted.

I understand that the POA and the ACC strongly suggest that periodic inspections be performed. I understand that neither the POA nor the ACC will be responsible for obtaining any inspections of my property or improvements. Such inspection services should be retained by me and should be performed by a real estate inspector or professional inspector licensed under Article 657a, Section 23 of the Texas Real Estate License Act, as may be amended from time to time, OR by a licensed, registered, and professional engineer. The selection of such inspector or inspectors shall be left to my absolute and sole discretion.

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I do understand that neither the POA nor the ACC nor any other Frontier Lakes entity shall be responsible in any way neither for any inspection(s) nor for any damage whatsoever that may stem from such inspections either not being performed, being performed improperly or negligently.

If an item of construction does not satisfy the requirements of the applicable deed restriction, repair, replacement and/or augmentation of the item will be performed until said item does satisfy the requirements of Frontier Lakes. Continued non-compliance and/or refusal to rectify a deficient item of construction will terminate any approval granted to me and will terminate my right to receive my deposit. Revocation of a granted approval and all other action concerning construction is subject to the review of the ACC and the final authority of the Board of Directors of the POA.

Submitted by:

Frontier Lakes Property Owner

Date