

FRONTIER LAKES PROPERTY OWNERS ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE/ NEW BUILD 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 review 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 reviews. By signing below, Owner(s) agrees to comply with the minimum architectural standards for subdivision construction, Frontier Lakes revised in September 2023, 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

FRONTIER LAKES PROPERTY OWNERS ASSOCIATION

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_____ **BUILDING APPLICATION:** All pages completed and signed.

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

_____ **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

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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 non-compliance fees, and the address is posted on site visible to the street, the \$750.00 Security Deposit will be returned to the property owner after a review is performed by the Architectural Control Committee to assure that the project was completed as submitted and approved.

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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 recommended 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.

EROSION AND SEDIMENT CONTROL

Builders and Owners are required to provide effective sediment and erosion control measures in the planning and construction of their properties, especially if they are lake front lots. Based upon proposed guidelines from Montgomery County, Texas Urban Development Program, 1/27/2023, practical combinations of the following provisions must be applied:

- A. When land is exposed during development, the exposure shall be kept to the shortest practical period of time.
- B. Temporary vegetation and/or mulching shall be used to protect critical area exposed during development.
- C. Sediment basins and traps shall be installed and maintained in properly designated places to remove sediment from runoff waters on land undergoing development.
- D. Provisions shall be made to accommodate the increased runoff caused by changed soil and surface conditions during and after development.

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- E. The permanent final vegetation and structures shall be installed as soon as practical in the development.
- F. The development plat shall be fitted to the topography and soils so as to create the least erosion potential.
- G. For single family residential construction with less than 15,000 square feet of impervious cover, the applicant for the building permit shall indicate as part of the permit application the erosion and/or sediment controls to be implemented during construction.
- H. Lake front lots shall have a 25 ft setback from the street, 5 ft on each side, and the back of the house should be no closer than 40 ft from the water's edge.

Failure to provide such measures will cause a non-compliance fee against the building deposit in addition to costs to repair damages to any adjoining properties.

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.

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 non-compliance fee 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 5:00 p.m. to be in compliance with the Montgomery County ordinance.
- 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.

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SCHEDULE OF NON-COMPLIANCE FEES

- Owner/Contractor/Builder will be charged \$500 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 non-compliance fee of \$50/day per occurrence against their deposit until the violation is resolved.

REVIEW REQUIRED

The ACC reviews are to ensure conformance with the minimum standards as set forth by the Frontier Lakes Property Owners Association 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. Should the contractor/builder deviate from the approved plans each new review will be assessed a \$25.00 fee. Please ensure that you are completely ready prior to calling for the review. Reviews shall be made Monday through Friday and a 48-hour notice is required. Call FLPOA at 936-289-3576 or email ACC@Frontierlakestx.com to schedule reviews.

Septic System Review

ACC must be contacted to review and approve the septic system after full installation of the system is complete.

Final Review

A Final Review of the building site and structure must be done and approved before a property owner can move into the new structure, and before the Request for Refund will be processed. If the Final Review is not completed the entire deposit will be forfeited.

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 review.
- 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: _____

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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 Non-Compliance Fees \$ _____

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