

MONTGOMERY TRACE PROPERTY OWNER'S ASSOCIATION
Architectural Control Committee

PROPERTY OWNER'S CHECK LIST

For
Preparing Request for ACC Approval for

BRIDGES

One important objective of the Montgomery Trace Architectural Control Committee is to work to insure that the request for approval process be communicated and managed in such a way that all requests for ACC approval get approved without unnecessary delays. If the property owners and the ACC communicate effectively and work together, this objective can be met and everyone in Montgomery Trace will benefit.

Submitting a request with insufficient information is perhaps the most common reason that requests for approval are not approved. In an effort to avoid this particular problem, property owners are urged to use the appropriate Check List when preparing a *Request for ACC Approval*.

Deed Restrictions

_____ 1. I have read the Deed Restrictions for my section of Montgomery Trace.

Required ACC Forms and Procedures

_____ 2. I have read the current issue of the document styled **Architectural Control Committee Procedures - Requests for ACC Approval**. This document is available from the MTPOA's property management company.

_____ 3. I have obtained the official **Request for ACC Approval** form. This document is available from the MTPOA's property management company. NOTE: It is acceptable to include Bridges as part of a request for approval of a new residence and garage. In this case, a separate **Request for ACC Approval form** for a culvert is not required.

Request for ACC Approval Form

_____ 4. I have provided all information, and have answered all questions, on both sides of the **Request for ACC Approval** form.

_____ 5. I am the Property owner of record and I have personally signed and dated the form.

_____ 6. I have two (2) copies of the completed **Request for ACC Approval** form to submit.

Plot Plan

_____ 7. I have two (2) copies of my Plot Plan to submit to the ACC.

_____ 8. The Plot Plan has been drawn to 1" = 30' scale or another scale which has resulted in a larger, not smaller, drawing (1" = 20' or 1" = 10'). I understand that drawings which have been photocopied or faxed **are not scalable** and cannot be considered by the ACC.

_____ 9. The drawings are neat and legible.

_____ 10. The lengths of all property lines (front, side and rear) are clearly shown on the drawings and the dimensions agree with the recorded plat or replat of my property.

_____ 11. All building set-back lines and easements which appear on the recorded plat or replat are clearly shown on the drawings.

_____ 12. A plan view ("footprint") of the proposed bridge has been shown on the Plot Plan. Dimensions are included which show the overall length and width of the proposed bridge, along with dimensions which accurately locate the bridge from the nearest corner of the property.

_____ 13. All portions of the proposed bridge structure are located on property owned by me, and no encroachment of property lines, easements or commons areas exists.

Elevation Drawings Required

_____ 14. Right and Left Side elevation drawings, with clear dimensions and notes, are included which describe the a) height, b) width, c) length, d) type of structure (wood, metal, other); e) materials of construction, f) architectural style, and g) color(s) of the proposed structure.

_____ 15. No creosote-treated, nor any other toxic, materials will be used.

Submitting the Request

_____ 16. I understand that it is my responsibility to see that duplicate copies of the request, drawings and other documents, are delivered to the MTPOA's property management company, either by mail or by hand-delivery, at the below listed address.

_____ 17. I understand that the ACC meets on the 1st Thursday of each month.

_____ 18. 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 property manager's office on or before the Thursday immediately preceding the 1st Thursday of the month.

Chaparral Management Company, Inc.

Mailing Address: P. O. Box 681007, Houston, TX 77268-1007

Physical Address: 6630 Cypresswood Drive, #100, Spring, Texas 77379

Telephone: 281-537-0957.

IT IS NOT NECESSARY TO SUBMIT THIS CHECK LIST TO THE ACC