

MONTGOMERY TRACE PROPERTY OWNER'S ASSOCIATION
Architectural Control Committee

PROPERTY OWNER'S CHECK LIST
For
Preparing Request for ACC Approval for

FENCES

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 Procedures, Guidelines and Forms

- _____ 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 read the current issue of the ACC document styled *GUIDELINES FOR FENCE/GATE CONSTRUCTION*. This document is available from the MTPOA's property management company.
- _____ 4. I have obtained the official **Request for ACC Approval** form. This document is available from the MTPOA's property management company.

Request for ACC Approval Form

- _____ 5. I have provided all information, and have answered all questions, on both sides of the **Request for ACC Approval** form.
- _____ 6. I am the Property owner of record and I have personally signed and dated the form.
- _____ 7. I have two (2) copies of the completed **Request for ACC Approval** form to submit.

Information Required with the Request for ACC Approval for Fences

Plot Plan

- _____ 8. I have two (2) copies of my Plot Plan to submit to the ACC.
- _____ 9. 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.
- _____ 10. The drawings are neat and legible.
- _____ 11. 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.
- _____ 12. All set-back lines and easements on my property are clearly shown and these agree in all respects with the recorded plat or replat, and, those sections of the deed restrictions which apply specifically to fences.
- _____ 13. The Plot Plan clearly shows where the proposed fence is to be located on my property.

- _____ 14. The Plot Plan shows all fence corners with dimensions from nearby property lines or setback lines.
- _____ 15. No proposed fencing has been placed in a "Commons" area as defined in the deed restrictions and/or shown on the recorded plat or replat.

Description of the Fence

- _____ 16. I have included two (2) copies of drawings, sketches, or manufacturer's brochures which clearly show a **side view** of the proposed fence with dimensions describing a) the height of the fence and b) the size, orientation (vertical/horizontal/other), and spacing of pickets or runners, if any.
- _____ 17. The materials of construction (wood, masonry, wrought iron, other) of the proposed fence are clearly shown.
- _____ 18. The **color(s)** I have selected for the fence are clearly described on the drawings.

Submitting the Request

- _____ 19. 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.
- _____ 20. I understand that the ACC meets on the 1st Thursday of each month.
- _____ 21. I understand that to be assured that this request will be considered during the "next" ACC meeting, all required forms, drawings, and plans must be in the property manager's office on or before the Thursday immediately preceding the 1st Thursday of each 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