

MONTGOMERY TRACE PROPERTY OWNER'S ASSOCIATION
Architectural Control Committee

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

OUTBUILDINGS

(Includes BARNS, SHOPS, SHEDS, HORSE STALLS, WELL/POOL HOUSES)

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 Procedures, Guidelines, and Forms

- _____ 2. I have read the current issue of the ACC Procedure entitled *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 OUTBUILDINGS*. 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 Investment Management Company. 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

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

- _____ 13. A "footprint" of the proposed outbuilding or outbuildings, if more than one structure is being proposed, has been shown on the drawing along with clear dimensions locating the structure(s) from property lines, set-back lines, and easements as shown on the recorded plat or replat.
- _____ 14. The outbuilding(s) do not encroach building set-back lines or any easement.

Outbuilding Plans

- _____ 15. I have two (2) copies of plans to submit to the ACC.
- _____ 16. Floor plans ("footprint"), with dimensions, are included.
- _____ 17. Front elevations, with dimensions, are included.
- _____ 18. Side elevations, with dimensions, are included.
- _____ 19. Rear elevations, with elevations, are included.
- _____ 20. The type of exterior construction materials to be used is clearly shown on all elevation drawings. Notes are included to show where masonry, wood, Hardiplank, roofing shingles, etc. will be used.
- _____ 21. I have included the **colors** of masonry; wood, or Hardiplank siding and trim; **color** and type of roofing shingles; and **color** and type of any other materials which will be used on the exterior of the outbuilding and these colors are similar to the colors used on the primary residence.

Submitting the Request

- _____ 22. 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.
- _____ 23. I understand that the ACC meets on the 1st Thursday of each month.
- _____ 24. I understand that to be assured that my 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
Tel: 281-537-0957.

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