

MONTGOMERY TRACE PROPERTY OWNER'S ASSOCIATION
Architectural Control Committee

PROPERTY OWNER'S CHECK LIST

For

Preparing Request for ACC Approval for

NEW RESIDENCE AND GARAGE

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 this 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 obtained and read both sides of the current issue of the ACC Procedure entitled *Requests for ACC Approval*. This document is available from the MTPOA property management company.

_____ 3. I have obtained and read both sides of the current issue of the *Request for ACC Approval* form. This document is available from the MTPOA property management company.

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.

Information Required with the Request for ACC Approval

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 (1" = 20' or 1" = 10') which has resulted in a larger, not smaller, drawing. NOTE: 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 of my property.

_____ 11. All building set-back lines and easements are clearly shown on the drawings.

_____ 12. A "footprint" of each planned improvement(s) including, among others, residence, garage, outbuilding, driveway, culvert, septic system, pools, fences, monuments, etc., has been shown on the drawing. The drawing contains dimensions so the location of each improvement on the lot is clear.

_____ 13. No improvement encroaches building set-back lines or any other easement.

_____ 14. The culvert(s) are shown along with accurate dimensions showing location and overall length. A Side View drawing of the culvert has been provided to show culvert diameter and type of end treatment being

Proposed. Notes have been included to describe the materials of construction i.e. concrete, crushed rock, masonry, etc.

- _____ 15. The driveway has been shown on the Plot Plan and the driveway centerline has been clearly located with dimensions from one of the side property lines. The driveway width and materials of construction being proposed are clearly shown.
- _____ 16. The location of the septic system is shown with a) dimensions from the residence; b) dimensions to nearest property line; and c) notes indicating whether septic is and aerobic or anaerobic system.

Residence and Garage Plans

- _____ 17. I have two (2) copies of plans to submit to the ACC.
- _____ 18. First floor plans are included.
- _____ 19. The total square feet of living area is clearly shown on the 1st Floor Plan.
- _____ 20. Front elevations are included.
- _____ 21. Side elevations are included.
- _____ 22. Rear elevations are included.
- _____ 23. 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.
- _____ 24. I have included an accurate description of the **colors** of masonry; wood, or Hardiplank siding and trim; roofing shingles; and other materials which will be used on the exterior of the residence and garage. NOTE: The ACC encourages the Owner to include paint chips/samples and color brochures of roofing shingles and masonry with the submittal to quickly and clearly describe exterior colors being proposed. All of these items are readily available from supply houses and material suppliers.

Submitting the Request

- _____ 25. I have made arrangements to forward two (2) copies of the request, drawings and other documents to the MTPOA's property management company, either by mail or by hand-delivery, at the following address.

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

- _____ 26. I understand that the ACC meets on the 1st Thursday of each month and I understand that to be assured that my request will be considered at the "next" ACC meeting, the request must be in the offices of the property management company on or before the Thursday immediately preceding the 1st Thursday of the month.

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