

**Montgomery Trace Property Owners Association**  
**Architectural Control Committee**

**REQUEST FOR ACC APPROVAL**

**BOTH PAGES—1 & 2—MUST BE COMPLETED**

Legal Description: Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Street Address: \_\_\_\_\_ Zip \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Street Address

Phone: (Daytime) \_\_\_\_\_ (Evenings) \_\_\_\_\_ Email \_\_\_\_\_ Zip \_\_\_\_\_

**Type of Proposed Construction Project (Check all that apply)**

Primary Residence/Garage	_____	Addition to Primary Residence	_____
Culvert	_____	Driveway	_____
Septic System	_____	Fence/Gate	_____
Outbuilding/Shed/Barn	_____	Deck/Porch	_____
Carport	_____	Dock/Pier	_____
Pool	_____	Re-painting	_____

Other (Please Specify) \_\_\_\_\_

**Owner's Acknowledgements and Agreements**

1. I acknowledge that I have read the Deed Restrictions for my Section of Montgomery Trace, and the ACC procedures and guidelines especially those applicable to the construction project(s) I am requesting. I understand that all criteria for approval of a project may not be specifically stated in these Deed Restrictions and Guidelines and that the Architectural Control Committee, at its sole discretion, may or may not approve a project. I understand and agree that the management of this project, including the actions of contractors and sub-contractors being in strict accordance with the Deed Restrictions, and any and all instructions and requirements as noted on the project documents by the ACC and stated in the letter of approval from the management company", is my sole responsibility. I understand and agree that the Owner's Responsibility Deposit will be returned to me upon completion of construction less any sum required to secure compliance with the Deed Restrictions, the ACC Standards, the approved plans and any conditions of plan approval.

2. I acknowledge and agree that I am solely responsible for obtaining all required permits, including Montgomery County Building Permit, Montgomery County Health Services Permit, EPA permit and Storm Water Discharge Pollution Prevention Plan, among others, and that I am solely responsible for assuring that the improvements are constructed in a safe and sound manner and in compliance with applicable laws and codes.

3. I have read the procedures and requirements set out in the ACC document styled "ARCHITECTURAL CONTROL COMMITTEE PROCEDURES - REQUESTS FOR ACC APPROVAL", Dated: March, 2010. I understand that ACC approval is contingent on these procedures being followed in detail. I further acknowledge that if I am building a new residence that I have read the Guidelines for New Residence, Garages and Carports and understand the process for a forms and foundations inspection and will comply with such inspection.

4. I understand and agree that ACC approval is automatically revoked should any change, addition, or deletion to the approved plans be implemented without prior written approval by the ACC.

5. I acknowledge that the Covenants provide that a new residence be "dried-in" within six (6) months of the beginning of construction and that construction "begins" on the date work commences on foundation forms. "Dried-in" means a completed exterior which is impermeable to the rain. It includes a roof, siding (vinyl, wood, stucco, brick, or composite), windows and doors.

6. I understand and agree that, for all ACC-numbered projects other than residences,
- a) six (6) months has been adopted as the amount of time allowed for completion of the project; and
  - b) the project "begins" on the date work commences on any component of the project; and
  - c) ACC approval will be automatically revoked if the project is not completed within six (6) months, unless a re-submittal for an extension of time has been made and approved in writing by the ACC; and
  - d) that upon revocation of ACC approval, I will be in violation of Article III, Section 1 of the Covenants.

7. I understand and agree that ACC approval is automatically revoked if any ACC-numbered project on this request is not started within twelve (12) months of the date of approval on this form. I agree that in the event automatic revocation of ACC approval occurs, it is my sole responsibility to re-submit the project and obtain written ACC approval of the re-submittal before starting construction.

8. 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 offices of the property management company on or before the Thursday immediately preceding the 1<sup>st</sup> Thursday of each month. I understand that the property management company is: 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.

9. I understand that the ACC will issue a separate letter to confirm approval, disapproval, project numbers, explanation of notes and/or contingencies, etc. and I understand that the ACC letter becomes a part of this request form.

**SIGNATURE & DATE REQUIRED FOR ACC CONSIDERATION**

Signed \_\_\_\_\_  
Property Owner's Signature

Date \_\_\_\_\_

For Property Manager's Use

ASSOC. # \_\_\_\_\_ DATE REC'D \_\_\_\_\_ Processed by \_\_\_\_\_

Entered into System \_\_\_\_\_ Mailed to ACC \_\_\_\_\_ N/B File for meeting \_\_\_\_\_

To Property Manager \_\_\_\_\_ Deadline Date \_\_\_\_\_ Notified Date \_\_\_\_\_

Property Owner's Responsibility Deposit received on \_\_\_\_\_ by \_\_\_\_\_ Ck No. \_\_\_\_\_

For ACC Use

Project No. _____	Approved	Not Approved	Project No. _____	Approved	Not Approved
Project No. _____	Approved	Not Approved	Project No. _____	Approved	Not Approved
Project No. _____	Approved	Not Approved	Project No. _____	Approved	Not Approved

\_\_\_\_\_  
Authorized ACC Signature

Date Reviewed \_\_\_\_\_