

ACC APPLICATION SUBMISSION AND CRITERIA

Applications –

- All applications submitted for approval for new construction, additions, or remodeling must be submitted in writing by completing the ACC Review Application form.
- The application must be supported by the following information:
 - Two (2) copies of an accurately drawn to minimum scale of 1" = 20' and dimensioned site development plot plan indicating the location of any and all improvements, including specifically;
 - The proposed residential dwelling or addition or outbuilding to be constructed on the property.
 - Location of all driveways, walkways, decks, terraces, patios and outbuildings both existing or proposed and their relationship to any set-back requirements, building lines and utility or drainage easements (ground and aerial) applicable to the lot or residential dwelling. See sample of Minimum Requirements for Site/Plot Plan.
 - Two (2) copies of the plans consisting of –
 - foundation plan;
 - structural details;
 - floor plans;
 - exterior elevations (front, rear, and sides);
 - roof plan indicating pitch; and,
 - materials of all proposed improvements to be constructed on the lot.
 - Two (2) copies of a detailed drainage plan -
 - Must reflect proposed locations of gutters, downspouts, all surface drainage within property lines with swales, high and low spot elevations, consideration of existing surrounding topography which may impact existing off-site drainage through your lot, and street perimeter open ditch or culvert drainage.
 - **Note:** *Drainage, paving or landscaping within city road right-of-way may require additional approvals from the City of Conroe.*
 - Culvert size is determined by the City of Conroe and is the property owner's responsibility to contact the appropriate authority for coordination of installation.
 - Two (2) copies of any written specifications and samples indicating –
 - the nature, color, type, shade, height and location of all exterior materials to be used in the construction.

- Type and color of brick, stone, stucco or plaster;
 - roofing, flashing or metal components; and,
 - paint color or stain to be used on all doors, shutters, siding, trim work, eaves, soffits, and cornices.
- Two (2) copies of the lighting plan including fixture specifications for any exterior lighting to be utilized that will impact adjacent property owners.
 - Two (2) copies of irrigation plans prior to installation.
 - Any other plans, specifications or other information or documentation which may be required by the ACC.
- The ACC reserves the right to request additional information as it deems necessary to properly evaluate the application.

Application Consideration –

The ACC will consider the following factors upon review of your application:

- The quality of construction and materials, colors, exterior design (elevations), size (dimensions), and location, all of which must be harmonious with existing and other proposed structures.
- The location must not violate the building setback lines, utility or drainage easements as shown on the official recorded plat or any other provisions of the Deed Restrictions.

Note: *The ACC will not grant permission to place an improvement upon or across any utility or drainage easement. Consent to encroach upon any easement must be obtained in writing from the owner of the easement (i.e., utility companies).*

- Improvements which are intended for other than single-family residential purposes, or which may become an annoyance or nuisance to the neighborhood, are not permitted.
- Improvements must be located so that their use will not infringe upon the enjoyment of neighboring amenities or place neighboring property at increased risk of damage.
- The ACC does not have the authority to grant any variance which would allow the height of the improvement to exceed the height restrictions above finished grade or allow an improvement to be located nearer to a side property line than the setbacks established in the Deed Restrictions or any other recorded document.

DIAMOND HEAD ON LAKE CONROE ASSOCIATION, INC.
ACC Review Application

Property Owner: _____

Property Address: _____

Block Number: _____

Lot Number: _____

Mailing Address: _____
(If different than property address)

Phone Numbers: Home: _____ Cell: _____

Work: _____ Fax: _____

Email Address: _____

Architect or Building Designer: _____

Mailing Address: _____

Phone Numbers: Home: _____ Cell: _____

Work: _____ Fax: _____

Email Address: _____

Contractor: _____

Mailing Address: _____

Phone Numbers: Home: _____ Cell: _____

Work: _____ Fax: _____

Email Address: _____

Description of Proposed Improvements:

(Attach letter with detailed description)

Acknowledgement of Deed Restrictions:

I have read all portions of the Deed Restrictions and understand the implications on my proposed property improvement(s).

Homeowner/Property Owner

Date

ACC REVIEW PROCESS

- Items to be reviewed by the ACC for compliance are, but not limited to, the following sections of the most current Diamond Head Deed Restrictions:
 - Section 7 - Land Use
 - Section 8 - Easements
 - Section 9 - Building type and Size
 - Section 10 - Building Sites
 - Section 11 - Building Location on Site
 - Section 12 - Sequence of Building
 - Section 13 - Temporary Structures
 - Section 14 - Storage Buildings and Greenhouses
 - Section 15 - Water and Gas
 - Section 16 - Sanitary Sewers and Drainage
 - Section 17 - Walls and Fences
 - Section 18 - Garbage Disposal
- In addition, review will be conducted on:
 - The plot plan showing location and elevation of the slab.
 - Blueprints showing floor plan, square footage, foundation, front, rear, side and roof elevations.
 - Proposed structure must blend with existing structures in Diamond Head.
 - Materials to be used on roof and outside walls.
- After review of the submittal package, the ACC approves or disapproves the request in writing within thirty (30) days of logged in submittal date.
 - If the submittal package is received incomplete and receives disapproval from the ACC, the property owner can furnish the required documents and a new thirty (30) day period commences.
 - If not approved, property owner may appeal to the Board of Directors or amend the submittal package to gain approval from the ACC.

ACC APPROVAL PROCEDURE

Overview -

Per Section 5 of the most current Deed Restrictions dated September 12, 2017, written requests for approval of property improvements will be considered by the Architectural Control Committee (ACC). The ACC's approval or disapproval will be in writing unless otherwise provided for in the Deed Restrictions.

Plans should be submitted as a complete package to be considered for review. Start of the review timeline will not commence until all required items have been received. The property owner will be notified within a reasonable time of submission if their plans are deemed to be adequate and complete, or notified in writing of any deficiency. If approved, the ACC will provide written approval to the submitting property owner within thirty (30) days after the plot plan and specifications have been submitted to the ACC. If the ACC fails to approve the submission within thirty (30) days due to a document deficiency, then such request is denied in writing. Upon receipt of additional information a new thirty (30) day period commences.

The ACC is required to notify the Diamond Head on Lake Conroe Association, Inc. (DHOLCAI) Board of Directors of all disapprovals. In the event the ACC fails to respond to a request, the property owner may request a special meeting by contacting the President or two (2) Directors of the Board, in accordance with the DHOLCAI Bylaws.

Procedure -

- Step 1
 - Property owner reviews all sections of the DHOLCAI most current Deed Restrictions,
 - Property owner is responsible for having their designated agent/contractor/designer review the same document.
 - Any questions should be directed to the ACC.
- Step 2
 - Property owner submits a written approval request to the ACC for new construction, additions, and/or remodeling along with:
 - ACC Review Application
 - Applicable construction documents and specifications
 - Color/material package
- Step 3
 - ACC reviews submittal package and approves or disapproves the request in writing within thirty (30) days of logged in submittal date.
 - If not approved, property owner may appeal to the Board of Directors or amend the submittal package to gain approval from the ACC.

- Step 4
 - Approval to commence certain work is approved subject to the following conditions.

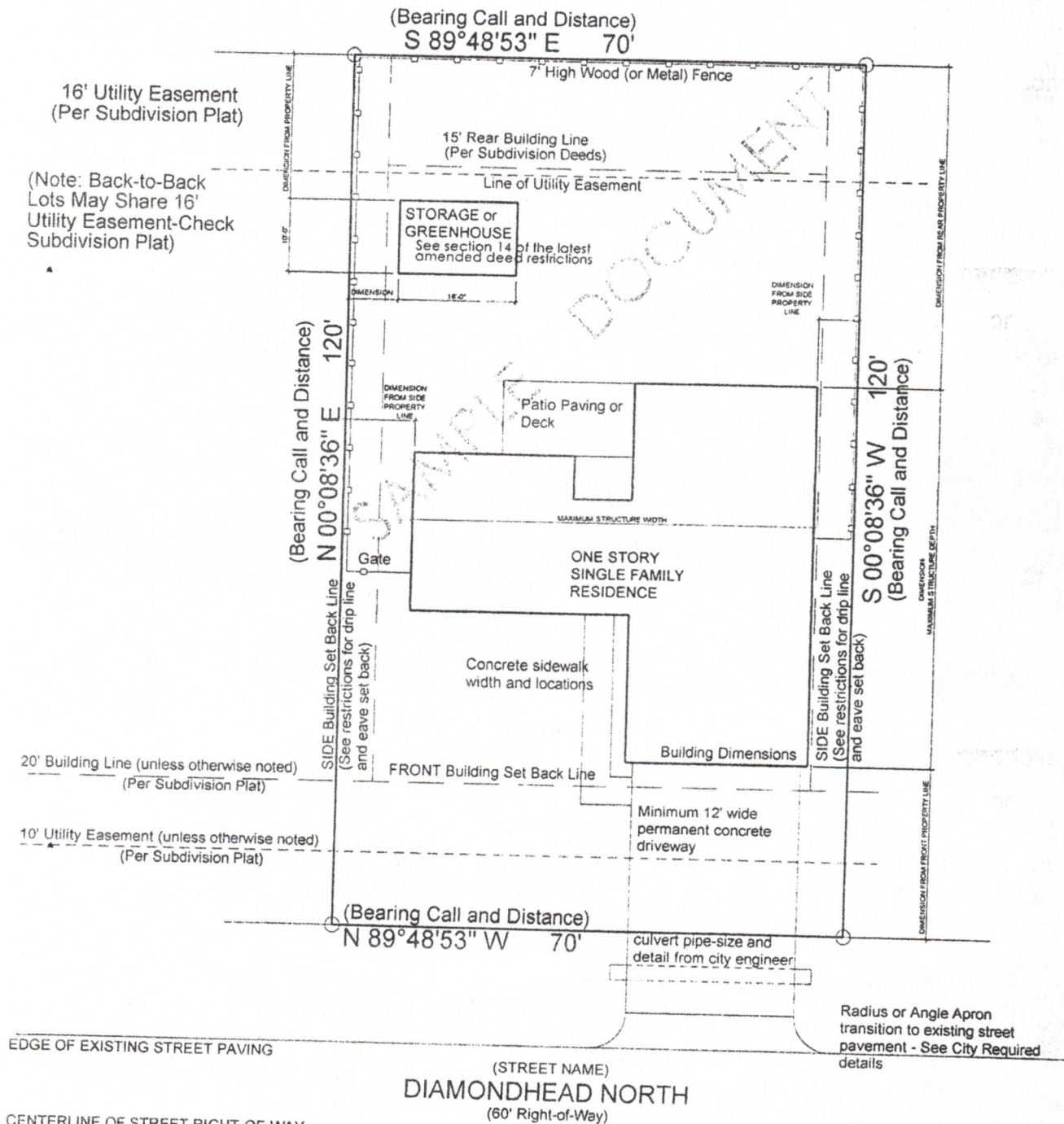
Conditions –

- Job Site
 - All building materials, building supplies, and equipment used for the proposed work, and incidental materials used for the proposed work must be stored out of public view at all times when not actively being used in the completion of the work.
 - The property owner and contractor(s) should make a reasonable effort to maintain a neat and orderly job site and comply with applicable parts of Sections 19 and 20 of the most current Deed Restrictions.
- Time Limit
 - Six (6) months for new construction, additions and remodeling.
 - Three (3) months for all other construction.
 - If the approved time elapses prior to the start of construction, a new submission package to the ACC is required. If the scope of the project has not changed, an extension may be requested.

Failure to complete the work in accordance with the above conditions or any change in the approved scope will be treated as a deed restriction violation and the approval will be withdrawn without prior notice.

The commencement and undertaking of the proposed work is deemed as your acceptance of these conditions.

The ACC will monitor the progress of construction and compliance with approved plans until completion. The property owner is responsible for additional documentation as the ACC deems necessary to confirm compliance with the deed restrictions.



NOTES:

1. Check with City of Conroe for building permit requirements.
2. Review all sections of the most current amended deed restrictions.
3. Indicate all walls, fence or storage structures intended to be constructed with the residence.
4. Indicate all air conditioner condensing unit pads and/or power generators with fuel tank location.
5. Indicate existing and proposed drainage from site to storm drainage including gutter and downspout locations around perimeter of structures.

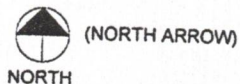
(DRAWING TITLE)

(BAR SCALE or SCALE NOTATION)
(MINIMUM SCALE 1" = 20'-0")

(PROPERTY LEGAL DESCRIPTION)

(PROPERTY OWNER- ADDRESS)

SITE PLAN



SCALE: 1"=20'-0"

SECTION _____ BLOCK _____ LOT _____

Johnny and Jenny Jones
address Diamondhead North
Montgomery, Texas 77356

MINIMUM REQUIREMENTS FOR A TYPICAL SITE/PLOT PLAN FOR DIAMOND HEAD SUBDIVISION ACC SUBMITTAL

GENERAL CONSTRUCTION GUIDELINES

Note: Most all construction activities require a permit from the City of Conroe. In general, you will need a permit if you expand or structurally alter your home, or alter any of the wiring, plumbing, or mechanical systems.

Review –

- Foundations
 - For any improvement that requires a poured foundation, a certified foundation form survey is required to be submitted to the ACC three (3) days before any concrete is poured.
 - The survey must confirm placement of the improvement in accordance with the plans approved by the ACC.
 - A final written approval will be issued to the applicant acknowledging compliance with the location of the structure(s) depicted on the approved plans.
 - The ACC may waive this requirement for small projects if it deems a visible observation is adequate for compliance or places a hardship on the applicant.
- Swimming Pool
 - A certified survey is required to be submitted to the ACC three (3) days before any excavation work is initiated. The survey must confirm the location of the swimming pool in accordance with the plans approved by the ACC.
 - A final written approval will be issued to the applicant acknowledging compliance with the location of the pool depicted on the approved plans.
 - The ACC may waive the requirement for a small project if it deems a visible observation is adequate for compliance or places a hardship on the applicant.

Guidelines –

- Parking
 - Parking of vehicles is restricted to the front of the property owner's lot area between the building line and the edge of the paving.
 - Parking is also restricted to the side of the street where construction is taking place to allow for emergency vehicle access.
 - Under no circumstances may vehicles be parked in the driveway of another lot or in a manner that impedes, restricts or prevents access to other driveways of the lots of other property owners.

- **Trash and Debris**
 - All construction debris and other trash must be collected in a container (dumpster) or an enclosed solid screened area, and removed from the site when full.
 - No trash may be left exposed that could be windblown onto adjacent property.
 - Under no circumstances should storm sewer inlets, manholes or open drainage ditches be used to discard any trash or debris.
 - The street must be kept clean of mud, excess concrete (including spillage from concrete supply trucks) and other materials generated from the construction site.
 - Prompt clean-up is expected.
- **Port-o-cans (chemical toilet facilities)**
 - Port-a-cans must be kept neat and maintained in proper working order.
 - They must be located as far back from the street as possible consistent with servicing requirements.
 - They should be screened from view from the street and neighboring properties to the extent possible.
 - The temporary facilities should be removed from the property as soon as contractors install and connect a flush toilet.
- **Access**
 - Building materials, trucks and other material or equipment may not be placed upon or parked on any area between the property line and the street.
 - Building materials or equipment cannot be placed in the street.
 - Delivery trucks may not block access of adjacent property owners.
- **Construction restraints**
 - Construction work may take place only between the hours of 7:00 a.m. and 8:00 p.m., Monday through Saturday.
 - Construction may not take place on Sunday or recognized holidays.
- **Tree protection**
 - Trees on the lot, as well as trees on any adjacent property that may be affected by construction work, must be protected from damage by the erection of temporary wood, chain link, or plastic barricades around the drip line and/or trunk of each tree.
- **Razing and Demolition**
 - An existing residential dwelling or freestanding outbuilding may not be razed or demolished until plans and specifications for new improvements have been submitted and approved by the ACC unless deemed a nuisance or health hazard by governing authorities.

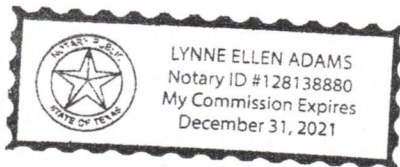
Approved unanimously by a majority of the Diamondhead on Lake Conroe Association, Inc. Board of Directors on January 15, 2018.

By Becky Radcliffe
Becky Radcliffe, President

THE STATE OF TEXAS, COUNTY OF MONTGOMERY

Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared Becky Radcliffe, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL, this the 22nd day of January,
2018 Lynne Ellen Adams, Notary Public



After recording, please return to:

DHOLCAI
14647 Diamondhead S
Montgomery, TX 77356

FILED FOR RECORD
01/22/2018 11:30AM

Mark Turnbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS,
COUNTY OF MONTGOMERY

I hereby certify that this instrument was filed in the file number
sequence on the date and time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

01/22/2018



Mark Turnbull

County Clerk
Montgomery County, Texas