

Address: \_\_\_\_\_ Application sequence number (A, B, ...): \_\_\_\_\_ Date: \_\_\_\_\_

**PINE RIDGE VILLAS COMMUNITY ASSOCIATION, INC.**

**APPLICATION for NEW HOME CONSTRUCTION, HOME ADDITION, or REMODEL**

A Lot Owner who is planning construction of new home, home addition, or home remodel of their deed property must submit this application and associated fee for review and approval of the project by the Association's Architectural Control Committee (ACC) prior to start of construction or remodel. The objective is to promote aesthetic harmony and compatibility of specific designs with surrounding buildings and establish compliance with the Guidelines in the Association's Declaration.

Pine Ridge Villas ("Property") was created by and is subject to the Declaration of Covenants, Conditions and Restrictions of Pine Ridge Terrace D.B.A. Pine Ridge Villas, recorded under Clerk's File No. Y494889, as amended under clerk's File Nos. 20070014306 and 20090250085, in the Official Public Records of Real Property of Harris County, Texas ("Declaration"). In accordance with the Declaration, Pine Ridge Villas Community Association, Inc., a Texas non-profit corporation ("Association") was created, *inter alia*, to administer the terms and provisions of the Declaration. Unless the Declaration or applicable law expressly provides otherwise, the Association acts through a majority of its board of directors ("Board"). The Association is empowered to enforce the covenants, conditions and restrictions of the Declaration, Certificate of Formation, Bylaws, and policies, and any rules and regulations promulgated by the Association pursuant to the Declaration, as adopted and amended from time to time (collectively, "Governing Documents"), including the obligations of the Owners to compensate the Association for costs incurred by the Association for enforcing violations of the Governing Documents.

**FEES:** A non-refundable application fee of \$500 must be submitted with this application for new home construction or addition. Subsequent design changes or improvements to a previously approved plan require a new application and additional \$50 processing fee. Additional fees may be levied on the Lot Owner to cover expenses incurred by the Pine Ridge Villas Community, including but not limited to fee for an independent architect, engineer, legal counsel, or other consultation or review, as well as for repairs or cleanups in the community not performed by builder. If any change is made that has not been approved in writing by the ACC, the Lot Owner will be ordered to remove such improvement(s) and/or change the improvement within a timeframe stipulated by the ACC.

**TIMING:** Applications are generally reviewed by the ACC within 30 days of receipt of application. If an application requires review by a professional architect, engineer, and/or legal consultant, additional time may be required for such consultations. If any requested documents are missing or additional information is requested, the approval process will be delayed accordingly. The ACC will not respond to verbal requests for approval; written approval is required prior to commencement of the construction project. If changes are made without approval, the ACC Committee reserves the right to impose fees, stop construction, and order the Lot Owner to remove or modify any such improvements.

**HOUSE DESIGN PLANS:** The original development of Pine Ridge Villas community included six award-winning house designs, of which four are appropriate for the remaining unimproved home sites. A builder who chooses one of these house plans will receive expedited approval for construction because the exterior elevations and elements comply with the aesthetics and design standards of the community. Artist's renditions of those floor plans and elevations are available upon request.

SUBMISSION DATE : \_\_\_\_\_

LOT OWNER NAME(S) : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different) : \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

BUILDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE : \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

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To obtain final approval of new residential construction within the community, submit a completed application and nonrefundable fee, together with the following required information or materials requested, which may be provided in two stages. All house and site “plans” are to be submitted on ledger paper (11 x 16-inch or half-size sets).

**Stage 1:**

- \_\_\_ Completed application and fee
- \_\_\_ Proof that builder is licensed by City of Houston Housing Authority and is bonded
- \_\_\_ Proof that Owner has obtained a Performance Bond to ensure completion of the home
- \_\_\_ House Plans, including rendered elevation (2 copies)
- \_\_\_ Site Plan with dimensions, showing house building lines in compliance with set-backs, easements, utility boxes, etc. (2 copies)
- \_\_\_ Elevation Plan, including height of house, all sides (2 copies)
- \_\_\_ Project Work Plan with expected timelines for all major stages (e.g., permitting, foundation, framing, ..., etc.)

**Stage 2:**

- \_\_\_ Execution Plan, including the following:
  - \_\_\_ List of subcontractors
  - \_\_\_ Detailed construction schedule (timeline of project progression by stages)
  - \_\_\_ Laydown area defined
  - \_\_\_ Port-a-potty location
  - \_\_\_ Dumpster location
  - \_\_\_ Safety plan
- \_\_\_ Foundation Plans with professional engineer stamp of approval and Builder’s Permit (2 copies)
- \_\_\_ Color and Finishes of external elements and trim: driveway, sidewalk, patios, decks, lanterns, doors (See Addendum I)
- \_\_\_ Irrigation and Landscaping Plan, including fencing (See Addendum II)

**GENERAL INFORMATION**

Number of stories \_\_\_\_\_

Square footage

First floor \_\_\_\_\_ Ceiling height \_\_\_\_\_

Second floor \_\_\_\_\_ Ceiling height \_\_\_\_\_

Third floor \_\_\_\_\_ Ceiling height \_\_\_\_\_

Garage dimensions and area \_\_\_\_\_

Total gross square footage (excluding garage and patios) \_\_\_\_\_

Ridge height (as measured from natural ground level \_\_\_\_\_) (Restricted to height of approximately 41.5 ft)

Roof pitch \_\_\_\_\_

Color selections (stucco, stone veneer, roof tile, doors, gutters) and selection of exterior elements, such as front door and garage door, lanterns, hardware, pavers, and landscaping and irrigation may be deferred until house plans and elevation are approved but must be submitted no later than at completion of the framing stage to allow reasonable time for review and approval. Manufacturer’s specifications/samples will be required for the review and approval process. The community standard for homes is a three-part color palette (main stucco, trim stucco, accent wood) from Sherwin-Williams color schemes, and all colors are coordinated with the color of facing stone, while not duplicating the color of adjacent homes. (See Addendum I)

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**The applicant must agree to the following HOA requirements to minimize disruption to the community during construction, and applicant is responsible for ensuring that all applicant’s representatives adhere to these requirements:**

**Please initial**

- \_\_\_\_ New home construction must be completed and available for occupancy on or before 12 months after ground breaking.
- \_\_\_\_ Construction hours: 7–7 M–F; 7–6 Saturday; 10–6 Sunday; not on Holidays ( New Year’s Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, or Christmas); written approval required for any variance.
- \_\_\_\_ Owner will verify having commercial liability insurance, naming the Association, Contractor, and Subcontractors
- \_\_\_\_ Builder/Contractor shall

- Ensure plans submitted comply with any applicable building codes and government requirements.
- Secure any required governmental approvals prior to construction on Owner’s Lot.
- Develop gate access plan for approval by ACC and management company; restricted gate access.
- Place equipment/ materials only within building site and pre-defined laydown area; no equipment/materials will be allowed on street or community properties. This includes dumpster(s).
- Have supervisor on-site during all deliveries to building site; if not on-site, delivery will be refused.
- Control and prevent drainage from construction site to adjacent properties and street.
- Contain light trash and debris in receptacle on site and remove on timely basis; dumpster overflow is not permitted .
- Perform daily site cleanup and nail sweep and clean streets daily of mud and dirt tracked off the construction site.
- Park worker’s vehicles outside community; Guest Parking cannot be used by construction crew.
- Inform workers that dogs and children under 16 years of age are not allowed at site.
- Restrain music volume; not to be heard in adjoining homes.
- Hook up Contractor’s metering of electricity and water needed for construction phase.
- Pre-notify community 1 day prior to water/electric shut-ins or if temporary traffic control is needed.
- Not operate track loaders on pavement.
- Report and repair all damage to community entry area, streets, curbs, or community properties.

\_\_\_\_ Fines which may be assessed for non-compliant construction activities:

Construction without ACC approval	Up to \$5,000.00
Violation of Rules, Restrictions, or Guidelines	\$100/day

Building Permit \_\_\_\_\_ Construction Start Date \_\_\_\_\_ Projected Completion Date \_\_\_\_\_

I agree to all the above and agree not to begin any construction until Pine Ridge Villas ACC notifies me of approval. I also agree to notify the association upon completion of all construction activities.

Signature of Applicant/Date \_\_\_\_\_

Architectural Control Committee Disposition: \_\_\_\_\_

Committee Signatures/Date: \_\_\_\_\_

Project Completion Approved/Date: \_\_\_\_\_

Submit to: PINE RIDGE VILLAS COMMUNITY ASSOCIATION, INC.  
 C/o MASC AUSTIN PROPERTIES, INC.  
 945 ELDRIDGE ROAD, SUGAR LAND, TX 77478 Phone: (713) 776-1771 - Fax: (713) 776-1777

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**ADDENDUM I**

**Color/Finish Description:** manufacturer's samples will be required for review.

Stucco (main) \_\_\_\_\_ Stucco (trim) \_\_\_\_\_ Wood (trim) \_\_\_\_\_

Fascia \_\_\_\_\_ Soffit \_\_\_\_\_

Stone veneer \_\_\_\_\_

Roofing (type, color, manufacturer, model) \_\_\_\_\_

Gutters \_\_\_\_\_ Downspouts \_\_\_\_\_

Windows (double-glazed, manufacturer) \_\_\_\_\_

Doors (secondary) \_\_\_\_\_ Front door \_\_\_\_\_

Garage door \_\_\_\_\_

Gas lantern \_\_\_\_\_ Trim lanterns \_\_\_\_\_

Slate at entry/stairs/balcony/patio \_\_\_\_\_

Pavers \_\_\_\_\_ (Shall match existing pavers in community)

Fence ( 6-ft cedar, match existing) \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I submit the above information for review by the Pine Ridge Villas Architectural Control Committee (ACC). I agree not to proceed without written approval of the above submitted elements.

Signature of Applicant/Date \_\_\_\_\_

Architectural Control Committee Disposition: \_\_\_\_\_

Committee Signatures/Date: \_\_\_\_\_

Project Completion Approved/Date: \_\_\_\_\_

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**ADDENDUM II**

**Irrigation, Landscaping, and Fencing Plan**

Detailed plans for irrigation, landscaping, and fencing must be submitted for consideration at least 90 days before installation is planned.

Landscape plans must include a diagram showing placement of plants, species, and size at planting. Plans must include vegetative screening for above-ground utility connections visible from the street or adjacent properties. Landscaping in accordance with the approved plans shall be completely installed prior to occupancy of a residence.

Fencing is to be constructed of cedar and constructed and stained to match the standard used throughout the community.

I submit the above information for review by the Pine Ridge Villas Architectural Control Committee (ACC). I agree not to proceed without written approval of the above submitted elements.

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