

Grand Harbor Property Owners Association

18956 Freeport Drive, Suite A

Montgomery, TX 77356

936-582-1054



“Other” Improvement Construction Application Package

Contents:

1. Signed Application (pages 2-14)
2. ACC Policy & Procedure (2 pages)
3. Requirements and Guidelines: New Home and “Other” Improvements Placement on Waterfront Properties to avoid affecting views (3 pages)
4. Requirements and Guidelines: Drainage of Various Improvements on Grand Harbor Properties (2 pages)
5. Miscellaneous Requirements and Guidelines: Other Improvements (3 pages)
6. “Neighbor Affidavit” Form (2 blanks)
7. Deposit Refund Request Form (1 blank)

Submit only completed application and affidavits as necessary.

Please make a copy of all documents submitted for your records.

Retain the “Refund Request” form and submit it upon completion of the project.

Deadline for submitting Application is Tuesday at 4:00PM, on the week of the scheduled ACC meeting.



**Grand Harbor Property Owners Association (GHPOA)
“Other” Improvement
Application**

DATE: _____

APPL. #: OI- _____

IMPROVEMENT

ADDRESS: _____

TYPE OF IMPROVEMENT:

___ **POOL/SPA**

___ **ROOF/SOLAR PANELS**

___ **FENCE**

___ **PATIO/DECK/GAZEBO**

___ **PERGOLA/CABANA**

___ **LANDSCAPING/IRRIGATION**

___ **MAINTENANCE/REPAIR**

___ **FLAGPOLE**

___ **BARN/STABLE OUTBUILDING**

___ **EXTERIOR PAINT**

OTHER (Specify): _____

CONTRACTOR NAME: _____

BUSINESS ADDRESS: _____

PHONE: _____ **EMAIL:** _____

PROPERTY OWNER: _____

CURRENT BILLING ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

PROPOSED COMMENCEMENT DATE: _____

REQUIRED COMPLETION DATE: _____

The undersigned Owner(s) and Builder (joint "Applicants") hereby request the Grand Harbor subdivision Architectural Control Committee (ACC) approval to construct the improvements designated above in accordance with the Plans, Drawings, and Specifications submitted with this Application. Applicants represent and agree as follows:

- a) Applicants have read and understand the designated GH Section's "Declaration of Covenants, Conditions and Restrictions of Grand Harbor" (CCR – also commonly referred to as the Deed Restrictions) and the herein attached "Construction Requirements and Guidelines" (CRG) applicable to the above described property and state that the improvements will be made in full compliance with such CCR and CRG
- b) Applicants understand and agree that, with ACC approval of this application as represented, if the agreements or representations made by the Applicants are not correct and complied with, the ACC will suspend, or revoke and rescind its approval of this Application and Application Processing Deposits will be forfeited.
- c) Applicants will not begin any construction until all plans are approved and have received official notification of such via approval letter from the ACC.
- d) Applicants will ensure all Subcontractors, Special-purpose Staff, etc., have had access to the attached Regulations and Specifications prior to the initiation of construction. Applicants understand the GHPOA will NOT approve any variance due to owner, builder or subcontractor neglect or mistakes, design, or survey mistakes, or inattention to the details associated with attached Requirements and Guidelines.
- e) **Applicants (Owners) represent that, to the best of their knowledge, they are GHPOA members in good standing at the time of application submittal, i.e., they are not in arrears in the payment of annual maintenance dues, or currently do not have open or unresolved CCR violation action(s) against the identified property. If there are any charges, fees, or fines outstanding, they will be paid in full prior to the ACC review process continuing.**
- f) **The ACC and the GHPOA have no obligation and are not legally liable in the approval of any improvement or modification to any improvement from the standpoint of safety, adequacy or intended function, whether structural or otherwise, or improvement conformance to established building codes, or other governmental laws or regulations.**
- g) **If this application is disapproved by the ACC, the Applicant may appeal to the GHPOA Board of Directors. All decisions of the GHPOA Board of Directors are indisputably final.**
- h) **Applicants are strongly encouraged to engage the services of professional tradesmen or licensed inspectors to validate the design and actual fabrication of the improvement (or its functional parts) during the course of construction and at completion.**

Property Owner (printed)

Property Owner (signature)

Property Owner (printed)

Property Owner (signature)

Builder (printed)

Builder (signature)

GHPOA Other Improvement Construction Application Submission Checklist

The following documentation and deposits must be provided on the day of the application:

1. Complete Site Plan of the property showing the location and dimensions of all improvement structures and appurtenances. Site plan must be to scale and reference building lines, utility easements and drainage easements.
2. Adjacent (affected) Neighbors' Affidavits attesting to "no reservations" about proposed improvement (See Neighbor Affidavit Form). In the case of end-of-canal, corner properties, all property owners affected/involved in the improvement's potential impacts must each sign an affidavit.
3. Drawing (or current photos) with multiple views: One view from each neighbor's position and one view from front or rear in accordance with the placement of the improvement.
4. For waterfront lots, side elevation drawing showing all elevation dimensions of improvements, including landscape plants.
5. Exterior colors/materials and color scheme for improvements affecting overall appearances.
6. Aerobic system modifications, along with the San Jacinto River Authority Approval for any improvement that may affect the operational compliance of your aerobic system. If no aerobic system modifications are thought necessary, a letter from your septic maintenance company must accompany this application. To avoid delay, contact SJRA or your septic company well before submitting this application.
7. Builder's Resume and proof-of-insurance certificate for \$1,000,000 liability.
8. List of all sub-contractors needing gate access. Sub-contractors not on this list will NOT be allowed in Grand Harbor.
9. Applicable deposits to be made at submission of application:

Pool/Spa - \$750.00	New-Roof/Solar Panels - \$500.00
Fence - \$300.00	Patio/Deck/Gazebo - \$400.00
Pergola/Cabana - \$400.00	Landscape/Irrigation - None
Maintenance /Repairs - None	Barn/Stable/Outbuilding - \$1,000.00
Exterior Paint - None	Other - \$300.00
Flagpole- None	

\$100.00 of each Deposit includes a Non-Refundable Fee for Application Processing

10. Checks for Deposits are to be made payable to: **Grand Harbor POA.**
Note that subsequent Requests for Deposit Refunds must be made by the same named Contractor or Owner signing this Application's deposit check.
11. Complete Application Packages should be delivered during regular business hours to:

Grand Harbor POA
18956 Freeport Drive, Suite A
Montgomery, TX 77356

ATTN: Architectural Control Committee

GHPOA Other Improvement Construction Requirements and Guidelines

1. One Builder's Business Sign, in compliance with the GH Sign Policy/Procedure, is allowed. Sub-contractor signs will be removed without notice and held for Owner/Builder retrieval.
2. No owner or contractor may enter onto a lot adjacent to the Improvement site for purposes of ingress and egress during or after construction unless the same owner also owns adjacent lot. All lots adjacent to the improvement site shall be kept free of any trees, underbrush, trash or other building materials during construction.
3. All tree stumps, trees, limbs, underbrush and any other debris, removed from the lot for construction must be removed and hauled out of the subdivision. Burning is not allowed in the subdivision.
4. No trash, materials or excess dirt is allowed in the street or ditches. Any such trash, materials or excess dirt or fill inadvertently spilling or getting into the street or ditches shall be removed, without delay, on a daily basis.
5. All vehicles belonging to work crew will either be parked on the lot where the construction is occurring or on the same side of the street. No vehicle will block a driveway, view of oncoming traffic or be parked on a neighbor's driveway without obtaining permission of the property owner prior to construction.
6. No construction will begin before 7:00 a.m. or continue after 7:00 p.m. GHPOA reserves the right to change open hours for construction on job site.
7. Property owners are responsible for removing or leveling all excess dirt left on the property after construction is completed. Property owners will be required to maintain proper Erosion Control Management. This includes either properly installed sod or properly installed erosion control blankets with silt fencing and grass seed. The property owner shall also repair any damage to asphalt and ditch crossing used to access property.
8. Certain Other Improvements, because of size and location considerations, must be in compliance with the following documents:
 - a. "Requirements and Guidelines: New-Home and Other Improvements Placement on Waterfront Properties to Avoid Affecting Views"
 - b. "Requirements and Guidelines: Drainage of Various Improvements on Grand Harbor Properties"

GHPOA Other Improvement Construction Aerobic System Requirements and Guidelines

1. The San Jacinto River Authority must approve all modifications of any kind to the Aerobic Septic System.
2. A Certified Installer must perform all installations and modifications.
3. All modification plans submitted to the ACC must have the Certified Sanitarian original stamp seal and original signature of approval.

All aerobic septic systems must be under a maintenance contract at all times with a Licensed Wastewater Operator or Certified Maintenance Company. All maintenance must be performed by Certified Maintenance Company approved by the TX Commission on Environmental Quality (TCEQ)

Owner Owner Builder
Applicants' initials indicate understanding and acceptance

**GRAND HARBOR PROPERTY OWNERS ASSOCIATION (GHPOA)
ARCHITECTURAL CONTROL**

POLICY

The GHPOA Board of Directors (BoD) recognizes the need for and continued use of Committees which are essential, resident-staffed groups formed with specialized functionality and assigned duties and activities directed toward the betterment of the Grand Harbor Subdivision. In that context, it follows then that all “Architectural Improvements” to properties within the Grand Harbor/Harbor Side Subdivision are to be overseen by an “Architectural Control Committee” (ACC) established through GHPOA BoD Resolution. The ACC is to perform its duties and responsibilities as delineated in the official “Declaration of Covenants, Conditions and Restrictions of Grand Harbor,” (CCR) for all Subdivision Sections of various origination dates.

Committee members are to be property owners, in good standing with the GHPOA, who volunteer to serve on the ACC. When placed on an official BoD meeting’s agenda, after recognition and discussion, the committee members are appointed to serve open-ended terms, with their names recorded in the proceedings’ minutes. In order to remain functional over time, the ACC is to be composed of not less than three (3), or more than five (5) members, all current holders of GH/HS property. The conduct of ACC business is in a defined, organized fashion. All properly-submitted property-owner applications for improvement are to be promptly dispositioned by majority member votes that are duly recorded and reported out of the Committee. Timely written notification to the applicants, on the status of their improvement requests, is essential to a well-functioning ACC.

**GRAND HARBOR PROPERTY OWNERS ASSOCIATION (GHPOA)
ARCHITECTURAL CONTROL**

PROCEDURE

The following are procedural steps for the application and review of requested property improvements in Grand Harbor and Harbor Side Subdivision and their eventual approval or rejection.

A. Property Owners intending to implement an architectural improvement should obtain an application package, either in hard copy from the GHPOA Office or downloaded from the GHPOA Website (“ACC Improvements” at www.grandharborpoa.com).

GH/HS Subdivision improvements are in one of three categories, with a tailored application package for each:

- New Home Construction Improvement (NHCI)
- Boat Slip and Bulkheading Construction Improvement (BSBHCI)
- "Other" Improvement (OI)

B. All improvements must be requested via a complete, legible application form, properly signed, and be accompanied by the required deposits and fees (listed in the application), along with the documentation cited in the form as necessary for the ACC's review and approval. The ACC is not obligated to accept an application that is missing any of the listed items.

Architectural-improvement-request application forms should be submitted to the GHPOA Community Coordinator during normal business hours:

**Grand Harbor POA
18956 Freeport Drive, Suite A
Montgomery, TX 77356**

Attn: Architectural Control Committee

C. Per the Deed Restrictions, the ACC is to process all applications to a final committee disposition within 60 days. ACC failure to act within this period constitutes defacto application approval. If the application is approved by the ACC, the applicant can proceed with the improvement on the date it is disclosed. If the ACC disposition is for disapproval, the reason(s) will be clearly cited in notification correspondence; applicant will be notified by phone or email, with an ACC letter following.

D. In accordance with Section 209 of the TX Property Code, an Applicant is entitled to appeal to the GHPOA BoD (i.e., specific BoD Meeting Agenda Item) all ACC Improvement disapprovals, at which time the Board will render its "first and final" decision. The GHPOA must hold this hearing in less than 30 days after the date the board receives the owner's request for a hearing and shall, in return, notify the owner of the date, time, and place at least 10 days before the actual date of the hearing.

Requirements and Guidelines

New-Home and “Other” Improvements Placement on Waterfront Properties to Avoid Affecting Views

Within the Grand Harbor Property Owner’s Association (GHPOA) “Declaration of Covenants, Conditions and Restrictions of Grand Harbor” (CCR), the most pertinent individual CCR’s relative to waterfront properties and the residents’ field-of-views are: Article III, Section 6, “Building Location,” Article III, Section 15, “Views to and from Lake Conroe,” and Article III, Section 19, “Views, Obstructions and Privacy.” All proposed waterfront property improvements are to be reviewed against these CCR’s and the application approved prior to implementation, thereby ensuring waterfront views (both requestor and adjacent neighbors) will not be significantly compromised.

The GHPOA Board of Directors (BoD) has authority, via CCRs and By-Laws, to direct/restrict an improvement’s location. They, in turn, utilize the Architectural Control Committee (ACC) as their agent to review and approve applications or otherwise advise the Board. The following are specific requirements and guidelines on this subject for ACC and Applicant guidance, and BoD consideration in the event of an appeal.

CCR ARTICLE III **Use Restrictions**

Section 6. Building Location. *“No main residence, garage or carport nor any part thereof shall be located on any Lot nearer to the front or rear Lot line or nearer to the side street Lot line than the minimum building lines as shown on the Subdivision Plat. However, at such times as plans are submitted to the Committee by any owner for approval, the Committee may require that the residence, garage or carport be located at a greater distance from the back Lot line than the building line shown on the recorded plat. The Committee has sole approval of the back building line. Since the lots are large, the committee will establish a location on the back building line so that there will be a consistency on house locations. No main residence, garage or carport or any other out building or any part thereof shall be located nearer than 5 feet to any interior side Lot line.... For the purpose of this covenant, eaves, steps and open porches shall not be considered as part of the building on any Lot to encroach upon another Lot”*

Section 15. Views to and from Lake Conroe. *“Views to and from Lake Conroe are encouraged so that each view can become a positive addition to the environment of the Properties. Except for approved trees, no view obstruction plant material greater than two (2) feet in height shall be permitted on any Waterfront Lot beyond the rear building line without written approval from the Architectural Control Board. Any plant above two (2) feet in height must be removed by property owner, unless approved in writing by the Committee. It is not the intent of these restrictions to remove any existing trees from the Property. The removal of existing trees from Lots must be approved by the Committee.”*

Section 19. Views, Obstructions and Privacy. *“In order to promote the aesthetic quality of “views” within GRAND HARBOR and particularly the views of Lake Conroe, the Committee shall have the right to review and approve any item placed on a Lot including, but not limited to the following:*

- a) *The location of all windows and the type of proposed window treatments and exposed window coverings.*
- b) *The probable view from second story windows and balconies and decks (particularly where there is a potential invasion of privacy to an adjoining neighbor).*
- c) *Sunlight obstructions.*
- d) *Roof top solar collectors.*

- e) *Flagpoles, flags, pennants, ribbons, streamers, wind sock and weather vanes.*
- f) *Exterior storage sheds.*
- g) *Fire and burglar alarms which emit lights or sounds.*
- h) *Children playground and recreational equipment.*
- i) *Exterior lights.*
- j) *Ornamental statuary, sculpture and/or yard art visible from a street or common area excluding those which may be part of an otherwise approved landscape plan.*
- k) *The location of the Residential Dwellings on the Lot.”*

I. Location of a “New-Home” Foundation on a Waterfront Lot

A new home to be constructed on a GH/HS waterfront lot shall be located as follows:

Absolutely no portion of a New-Home foundation, to be placed on a waterfront lot, shall be located nearer to the waterfront property line than the minimum Building Line as shown on the subdivision plat.

II. Location of “Other Improvements” for Existing Waterfront Home

All non-New-Home improvements (a.k.a., Other Improvements) on waterfront properties shall meet certain requirements and guidelines not imposed on interior properties:

Definition: Other Improvements (OI): *Any and all construction or installations occurring after completion of an individual New-Home Improvement and not specifically defined/depicted in the originally approved New-Home Site Plan.*

A. Absolutely no portion of the OI’s volumetric space shall intrude into the property zone between water’s edge and subdivision section-platted “Building Line,” with the following exceptions:

- 1. Low profile Vegetation, per CCR Article III, Section 15,
- 2. Walls, Fences, and Hedges, per CCR Article III, Section 16,
- 3. Swimming Pools (without significant above-grade structural adornments above vegetation), per CCR Article III, Section 30,
- 4. Docks and Boat Slips, per Section III, Section 31.

For Improvements II.A.1., II.A.2., and II.A.3., all such improvements or portions thereof are restricted to a height equal to or less than two (2) feet above “Local Grade.”

Definition: Local Grade: *An imaginary line established by starting at foundation/slab level on the Baseline line (per I.B. above) and ending on (i.e., at zero (0) feet above) the waterfront bulkhead (i.e., at a nominal Lake Conroe 203’ MSL water level reference)*

When property slopes allow, this height restriction can be compensated for by modest, localized grade excavations (i.e., terracing). The end result should be an Improvement with an apparent height as defined per **II.A.**

B. OI's that can be placed completely inside the building Baseline defined in Item **I.B** above can be approved with little delay since they will not affect the existing fields-of-view. Attention must be given, however, to the OI's possible effect on property utility/drainage easements and side setback limitations (See CCR Article II, Section 7 and Article III, Section 6).

C. OI's proposed to be located anywhere between the defined building Baseline and the platted Building Line must achieve either of the following:

1. Acquire and submit with the Application informal, signed and dated "Neighbor Affidavits" (example attached) wherein adjacent neighbors attest "no objection" to proposed OI's.
2. Limit OI height to two (2) feet above the "Local Grade."

When property slopes allow, the height restriction can be compensated for by modest, localized grade excavations (i.e., terracing). The end result should be an OI with an apparent height as defined per **II.A.**

D. OI's of "small volumetric size" (e.g., children's playground equipment, ornamental statuary, etc.), proposed to be located anywhere between the defined Baseline and the platted Building Line, shall not obstruct the neighbor's field-of-view, when viewed from the neighbor's rear living area(s), back porch or patio by an angular sweep of five (5) degrees horizontal (approximately 9' at 100' distance), or less. Again, the no-impact neighbor affidavits must be obtained and submitted at the same time as the application.

Miscellaneous Requirements and Guidelines For “Other” Improvements

Within the Grand Harbor Property Owner’s Association (GHPOA) “Declaration of Covenants, Conditions and Restrictions of Grand Harbor” (CCR), numerous individual CCR are established for the following Improvements:

- Pool/Spa
- Fence
- Pergola/Cabana/Gazebo
- Patio/Deck
- Landscape/Irrigation
- Barn/Stable/Outbuilding
- Maintenance/Repair/Exterior Paint
- New-Roof

Proposed property improvements of this kind are to be reviewed for full compliance with pertinent CCR, and the application approved prior-to-implementation, thereby ensuring both Applicant and adjacent neighbors will not be significantly compromised.

The Grand Harbor Property Owners Association (POA) Board of Directors (BoD) has authority, via CCRs and By-Laws, to direct/restrict an improvement’s location and construction. They, in turn, utilize the Architectural Control Committee (ACC) as their agent to review and approve applications or otherwise advise the Board. The following are specific requirements and guidelines on this subject for ACC and Applicant guidance, and BoD consideration in the event of a disapproval appeal.

I. General “Other” Improvement Requirements and Guidelines

A. Drainage

To the extent any Other Improvement has potential to affect water drainage on and adjacent to the improvement property, the ACC document labeled: “Requirements and Guidelines: Drainage of Various Improvements on GH Properties” is applicable.

B. Waterfront View

To the extent any Other Improvement has potential to affect waterfront property views, the ACC document labeled: “Requirements and Guidelines: Improvement Placement on Waterfront Properties to Avoid Affecting View” is applicable.

C. Landscaping and Soil Movement on Improvement Properties

“Landscaping” is generally defined as: “The permanent installation/placement of grass sod (or erosion matting containing grass seed) and commercial nursery-raised plants, shrubs, and/or trees, in the immediate vicinity of any property improvement, once improvement construction is completed (especially new-home construction).” Landscaping is required as per official Deed Restriction Article III, Section 20, in part, as follows:

“Section 20. Lot/Yard Maintenance. The front and rear yard of all Waterfront Lots, the front and side yard of all corner lots, and the front yard of all other lots shall be landscaped. Such landscaping shall be in accordance with the (Architectural Control) Committee’s Standards. The Committee’s decision shall be final. Unless otherwise

provided for herein, such landscaping is to be completed within three months of the date of occupancy of the dwelling.

Landscaping is essential to enhancing and maintaining the Grand Harbor subdivision's appearances and shall be implemented in accordance with the following stipulations:

1. Grass Sod Type and Placement At a minimum, grass sod, of a type indigenous to the Texas mid-Gulf Coast, shall be placed around the principal lot dwelling and immediately-adjacent or attached outbuildings, (or large Other Improvements), at least from the dwelling's front elevation to the front roadway's edge (including roadway easement) and around the sides of the dwelling to the immediate side-property lines.

2. Landscape Vegetation Types and Placement Commercial-nursery-grown (containerized) landscape plants, shrubs, and trees shall be planted in prepared landscape beds, at a minimum, in the immediate vicinity of a property dwelling's front elevation. Side landscape plantings are required only when that portion of the building is viewable from the adjacent roadway. Rear-yard landscaping on waterfront properties shall be in accordance with Deed Restrictions Article III, Sections 15 and 16.

3. Landscape Plan In compliance with Deed Restrictions Article III, Section 5(e), at least for new-home and large Other Improvements, e.g., swimming pools, a landscape plan is to be prepared and approved prior to construction, i.e., at the time of the improvement's full application submittal to the Architectural Control Committee.

D. Erosion Control

Property owners must exercise proper erosion control management both during and after Other Improvement construction. This includes either properly installed sod or properly installed erosion control blankets with silt fencing and grass seed.

II. Swimming Pool/Spa Improvement

A. SJRA Permit for Pool Construction

Pool construction shall not begin without permit application being made to the San Jacinto River Authority; permitting of pool placement on properties with an aerobic spray system is mandatory.

III. Fence Improvement

A. Fence-to-Fence Uniform Height

When a new fence is under construction, every attempt must be made to terminate the fence into an existing "Neighbor" fence where the heights are staged to be the same at the point of connection.

B. Rot-rail Affecting Height

The use of a rot rail that adds to the finished fence height is allowed, i.e., greater than six (6) feet. The rot rail shall be no greater than six (6) inch material (5 1/2 inch finished height).

C. Approved Fencing Materials

Fence pickets of Redwood, Cedar. Or Treated Pine wood, nominally six (6) feet in length with a finished width of greater than five (5) and less than six (6) inch width, are acceptable

IV. Pergola/Cabana/Gazebo Improvement

V. Patio/Deck Improvement

VI. Landscape/Irrigation Improvement

VII. Barn/Stable/Outbuilding Improvement

Any Barn/Stable/Outbuilding Improvement over one hundred and fifty (150) square feet (finished interior) floor size must conform to the “New-Home Construction Improvement” Requirements and Guidelines. Constructions of less than one hundred and fifty (150) feet must conform to the dictates within the CCR for outbuildings and detached garages.

VIII. Exterior Wall/Paint Improvement

Changing from one exterior material type to another, or changing the color of the same material requires prior ACC application and approval. Repainting with same material and color is considered “repair/maintenance.” While Application/Approval is required, the improvement application entails NO Deposit or Fee.

ACC Misc. R & G for OI 2-17-12

**IMPROVEMENT CONSTRUCTION & PLACEMENT
"NEIGHBOR" AFFIDAVIT**

Application Number: ____

Improvement: _____

To Whom It May Concern:

Be advised that I/We,

_____, current owner(s) of
record for the following property:

_____, have had the
opportunity to review all furnished material (ACC Application, Plans, Drawings, etc.)
and do not hold any objection to the construction/ permanent placement of the
improvement(s) as described and proposed by my neighbor,

_____ at _____.

Description of what is being agreed to:

I/we sign this Neighbor Affidavit, for this single instance only, with full understanding of
and without any qualification or reservation about this proposed property improvement.

Owner (Printed)

Owner (Signature)

Date

Owner (Printed)

Owner (Signature)

Date

About This Document: Implementation of various requested property improvements can require the GHPOA ACC to grant a specific CCR waiver, or other exemption from GHPOA architectural control requirements. When the waiver or exemption affects the property-owner's adjacent neighbors, it is then imperative these neighbors be made aware of the waiver/exemption, best indicated by use of this informal affidavit form. While both neighbor's concurrences on a specific request is absolutely essential to the ACC granting said waiver/exemption, and thus approving the overarching improvement, the very same neighbors' concurrences DO NOT always guarantee ACC approval. However, the ACC will always take note of the affidavits in their deliberations.

**IMPROVEMENT CONSTRUCTION & PLACEMENT
"NEIGHBOR" AFFIDAVIT**

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**GRAND HARBOR PROPERTY OWNERS ASSOCIATION
IMPROVEMENT DEPOSIT REFUND REQUEST**

Application Number: _____ Request Date: _____ / _____ / _____

Property Legal: GH HS Section _____, Blk _____, Lot _____ Address: _____

Improvement Type: _____ Deposit Check #: _____

Builder's Name: _____ Amount of Deposit: \$ _____

Owner's Name: _____ Minus Processing Fees: \$ _____

Minus Any Fines Levied: \$ _____

Original Depositor: _____

Refunded Amount: \$ _____

Refund will be made to the original Depositor only. Contact notified when the deposit is ready for pickup; provide contact phone number. Indicate preference for pickup at Office or mail delivery.

Pickup Mail Refund

Contact: _____

Phone Number: _____

Address: _____

ACC DISPOSITION: APPROVED DENIED

Date: _____ Reason for Denial: _____

Member Signature: _____ Enter This Note on Check Memo Line: _____

App. No.: _____

Member Signature: _____

Member Signature: _____

Submit Refund Request in Person, Fax or Mail To:

Grand Harbor Property Owners Association
18956 Freeport Drive, Suite A
Montgomery, TX 77356

ATTN: Architectural Control Committee -

Refund Fax: 936-582-0880

**Submit Refund Request ONLY after
All Construction has been completed.**

**Refund Payment will be made to
the Depositor only if the Property's
POA Account is in Financial "Good
Standing" at the Time of the Request**