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ACC:

GRAND HARBOR
PROPERTY OWNERS ASSOCIATION
MONTGOMERY, TEXAS

NEW HOME CONSTRUCTION
APPLICATION

Managed Under the Cognizance of:

ARCHITECTURAL CONTROL COMMITTEE



INSTRUCTIONS, REQUIREMENTS AND FORMS FOR NEW HOME CONSTRUCTION

September 2022

Prior Dated Versions are Obsolete



18956 Freeport Dr. Suite A, Montgomery, TX 77356

**GRAND HARBOR ON LAKE CONROE
NEW HOME CONSTRUCTION
OFFICIAL ARCHITECTURAL CONTROL COMMITTEE APPLICATION**

PART I. NEW HOME CONSTRUCTION - APPLICATION DOCUMENTATION

All new home construction in the Grand Harbor (GH) subdivision begins with submittal of a Property Owners Association (POA) Architectural Control Committee (ACC) "New Home Construction Application. The completed application puts forth a large collection of construction-related information and data assembled by the Applicant(s) following the instructions in this package. This material serves as physical evidence that all essential construction tasks, processes and procedures, once completed, will meet the requirements and satisfy the guidelines promulgated herein by the GH POA ACC. Not to be overlooked, the submitted Application becomes a legally binding contract by virtue of the vested parties first signing the document and the subsequent POA/ACC approval; in essence, the Owner/Builder pledging their finished "As-Built" home will adequately represent the "As-Designed" configuration contained in the approved Application package. Built homes must be completed within 12 months of silt fence erection. If home is not completed a fine of \$25.00 per day will be imposed. Written request to extend build for 30 days must be submitted prior to end of 12 months otherwise fines will incur.

In addition to new homes, this application document shall also be used for construction of significant outbuildings (larger than 400 Sq. Ft.) or for major modification/addition to an existing home when the construction must match the outside facade. In each case, the size and complexity of the construction's plan will determine the applicant information and data that must be supplied. Contact the GH POA for assistance in ensuring this Application document is correct for the intended construction.

It is important that Applicants know certain Grand Harbor requirements imposed on new homes construction originate in other documents. To make this Application manual more effective, each cited document will either have pertinent information lifted and incorporated from the source document or the source material will be a whole document callout, with the document available by request to: acc@grandharborpoa.com or directly available at <http://www.grandharborpoa.com>.

PART II. APPLICATION PREPARATION AND ACC INCREMENTAL REVIEWS

In accordance with GH Deed Restrictions, the ACC must process and disposition an Application within sixty (60) calendar days of its submittal and acceptance. Incomplete Application submittals will invariably delay eventual construction start dates because the 60-day processing interval resets after each deficiency is corrected. All non-refundable processing fees will be processed immediately after submission of the complete application. All refundable deposits made will be processed immediately after ACC's final approval. If edits are submitted after approval/processing a \$25.00 fee will apply and 60 day of submittal will restart.

The following is a recap of the typical sequence of events in the New Home Construction life-cycle from the POA/ACC perspective:

a) Application Preparation and Submittal

The Property Owner and/or the Builder generate the Application according to ACC Instructions, complete the document checklist and sign and date the Signature sheet and initial all others where indicated.

b) Initial Application Document Screening

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Owner #1

Owner #2

Builder



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After formal submittal, the GH POA Staff screens the received Application and supplemental documents (e.g., Site/Plot Plan) to ensure the Applicant has provided all Submittal Checklist elements. Partial/Incomplete Applications are not accepted for any reason.

c) Pre-Construction Review

With successful content screening, the sixty (60) day clock start; the ACC then reviews the complete application package in detail to determine if all proposed project work is within subdivision "Deed Restriction" and Architectural Control "Construction Requirements," as well as determining if additional explanatory documents are required.

d) Drainage Plan and Landscaping Plan Review

The delivered Drainage Plan and Landscaping Plan will be thoroughly examined during the Initial Review and pre construction review. The requirements for effective lot drainage that must be addressed are contained in the later requirements PART XI. The committee will either approve or disapprove the plans and may, in serious discretionary instances, employ the services of a Civil Engineer, licensed in the State of Texas, to review the drainage plan and advise them on its acceptability. The Applicants will be notified of this pending action so that the cost of engineering services will be acknowledged as the property owner's responsibility (deductible from deposit) before it is incurred.

e) Pre-Construction Committee Disposition- Contract Sign-Off

At the end of the Pre-Construction Review, the Application is declared contractually valid to ACC or not by Committee members with written notification given to the Applicant, either allowing construction to proceed or rejection for cause. In most cases, ACC rejection allows for revision and resubmittal into the review cycle. Rejection ends the approval cycle and any correction or modification restarts the 60-day review clock.

Refer to PART III, Special Note f), if any disagreement on the Application reaches a serious Applicant-to-ACC impasse.

f) Final Review / Refund Request

Final Review must be requested (minimum of two weeks) prior to occupancy.

The Architectural Control Committee will review all aspects of the property and its compliance with the covenants, guidelines and approvals. Verification that the project is within the Deed Restrictions and Construction Guideline & Requirements will be made. **The ACC will complete a review of the home prior to occupancy, however, will not approve refund request until landscape is complete (within 90 days of occupancy).** Once landscape is complete you will need to notify the POA office so that we can finish the final review.

PART III. SPECIAL NOTES

a) The GH POA and ACC have no obligation and are not legally liable in approving any improvement or modification to any improvement, from the standpoint of inhabitant safety, adequacy of intended function whether structural or otherwise, or overall improvement conformance to established building codes or other governmental laws or regulations.

b) Applicants are strongly encouraged to engage the services of professional tradesmen or qualified inspectors to validate the design & actual fabrication of the improvement (*or its functional parts*) during the course of construction and at completion. A qualified Inspector is an independent third-party Licensed Architect, minimal Registered Structural Engineer, or Building Inspector certified by the "International Conference of Building Officials" or the "Southern Building Code Congress International."

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c) The constructed home should not be occupied prior to requesting final review.

d) Applicants should be aware that the Builder of record must be credentialed by the ACC. For those Builders working in Grand Harbor for the first time, credentials and references will be examined during the Initial Review period.

e) The Construction Requirements in this Application are derived from various Sections in the Grand Harbor Conditions, Covenants and Restrictions (CCR) document. The Applicant(s) are urged to carefully study the contents of the CCRs cited Article III, by Section and Title to ensure Applicant compliance with the purpose/objective of each CCR, Stipulation, Construction Requirement and ancillary Document in this booklet.

TABLE 1: DECLARATION OF CONDITIONS, COVENANTS & RESTRICTIONS OF GH Articles II, III & IV

CCR II Section 6. Easements	CCR II Section 7. Utility Easements
CCR III Section 3. Architectural Control	CCR III Section 15. Views to and from Lake Conroe
CCR III Section 4. Dwelling Size	CCR III Section 16. Walls, Fences and Hedges
CCR III Section 5. Type: Construct'n, Materials, Landscaping	CCR III Section 17. Mailboxes
CCR III Section 6. Building Location	CCR III Section 18. Utilities
CCR III Section 7. Slab Requirements	CCR III Section 20. Lot/Yard Maintenance
CCR III Section 8. Special Restrictions for Interior Lots	CCR III Section 24. Solar Panels
CCR III Section 10. Temporary Structure	CCR III Section 26. Drainage
CCR III Section 13. Storage, Disposal of Garbage and Refuse	CCR III Section 27. Curb/Driveway Maintenance
CCR III Section 14. Electric Distribution System	CCR III Section 28. Driveways
CCR IV Section 4. Minimum Construction Standards	

“Grand Harbor Conditions, Covenants and Restrictions” available on-line or by request.

f) If an Application is “Rejected with Prejudice” (i.e., for irreconcilable circumstances) by the ACC, the cause for disapproval can be appealed to the Grand Harbor Board of Directors. In finding for or against the Applicant/Complainant, decisions by the GHPOA Board of Directors are indisputably final. The appeal process can be used only once for any issue.

g) For waterfront construction sites, the rearward location of the house should not compromise the water view of immediate adjacent properties / fencing /post / additional support.

h) Job site information sign, in compliance with the GH Sign Policy/Procedure, is required. The construction site must have a sign on white board showing the Contractor's name; contact number; physical address; and legal address. This shall be firmly posted for the duration of the construction on the meter pole & should be easily readable from the street. Subcontractor signs will be removed without notice and held for Owner/Builder retrieval.

Contractor's/Builder's Name

Contact #

Physical address

Legal address



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i) Full sod on front and side yards of non-waterfront and full sod on front, side and rear yards for waterfront properties is required. Construction fencing must stay up until the landscaping is completed. The POA "Landscape Plan and Installation Policy" should be utilized in these later phases of construction for completing the task. It is available on-line or by request.

PART IV. APPLICANT

GRAND HARBOR NEW HOME CONSTRUCTION

Property Owner Information		
Property Owner:	<i>For ACC</i>	<i>Application #</i> NH-
Construction Address:		<i>Legal ID Section:</i> <i>Block:</i> <i>Lot:</i>
Billing Address:		
Owners Phone #(s):		
Owner's Email:		
<i>The ACC Committee and POA Staff will use email for application status and general communications. Indicate if you prefer another method of communication NO <input type="checkbox"/> YES <input type="checkbox"/> How?</i>		

Contractor/Builder Information
Builder Name:
Builder Address:
Builder/Construction Manager Business & Cell Phones Fax:
Builder's Email:
<i>The ACC Committee and POA Staff will use email for application status and general communications. Indicate if you prefer another method of communication NO <input type="checkbox"/> YES <input type="checkbox"/> How?</i>

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To avoid miscommunication, the Owner(s) and/or Builder (hereafter referred together as "Applicants" and identified above) shall be the sole points-of-contact to the ACC in all official matters pertaining to the construction.

PART V. APPLICATION SUBMITTAL

NH-

"The undersigned Owner(s) and/or Builder hereby request Grand Harbor Architectural Control Committee's (ACC) approval of this contract, in accordance with the Plans, Drawings, Specifications and Miscellaneous Documents submitted with this Application."

Property Owner #1	Signature	Date
Property Owner #2	Signature	Date
Builder	Signature	Date

The Grand Harbor Community Welcomes You

NH- _____

Having found the contents of this New Home Construction Application to be complete and correct, the Grand Harbor Property Owners Association endorses this contract, with all of its included provisions, to begin on or about:

Date: _____

ACC Chair Person : _____

GH POA President : _____



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ART VI. NEW HOME CONSTRUCTION APPLICATION: CONTENTS CHECKLIST

Applicant Include Not Inc.	Owner	OFFICE			
	Property Address	Staff	ACC		
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION (All Signatures & Initials Included & No Outstanding Dues/Fees)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	COMPLETE HOME PLANS: Plans must be submitted in 11x17 form (Including Mailbox Drawing or Photo)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SITE/PLOT PLAN (At least 18X24 Certified Site/Plot plan to scale, w/ surveyors seal & signature. Structures Location & dimensions with build lines and utility/drainage easements)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	MINIMUM FINISHED Sq Ft: 1st Floor _____ 2nd Floor _____ Total _____		<input type="checkbox"/>	<input type="checkbox"/>
		<u>GH Section 1-8 & HS</u> One Story: 2,000 Sq. Ft. Two Story: 2,150 Sq. Ft. (1st Floor =>1450 Sq. Ft.)	<u>GH Section 9 & Up</u> One Story: 2,500 Two Story: 2,750 (1st Floor =>1,750 Sq. Ft.)	<u>GH Section 13</u> One Story: 2,800 Two Story: 3,000 (1st Floor =>1,900 Sq. Ft.)	(All Calculations are Section specific)
<input type="checkbox"/>	<input type="checkbox"/>	SAMPLES (Paint color, samples of stone, brick & roof shingles - Provide Pictures)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CALCULATED MASONRY: _____ %		<input type="checkbox"/>	<input type="checkbox"/>
		Calculate % of masonry (brick, stone, stucco) VS non-masonry (wood, hardy plank) Section 13=100% masonry & tile roof; section 15=90%; all others 80%.			
<input type="checkbox"/>	<input type="checkbox"/>	LANDSCAPING PLAN (Front, Side, Rear Yards minimum – Use Policy for guidance)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SEPTIC PLAN & PERMIT		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	DRAINAGE PLAN w/ statement		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	CULVERTS: Size: _____ inch dia. x 16ft		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SOIL REPORT		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	ENGINEERED FOUNDATION PLAN (Signed)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	BUILDING PERMIT (Building Permit from Montgomery County (or City of Conroe, if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	BUILDER INFORMATION (Insurance Certificate with GHPOA as certificate holder Minimum \$1Mil- explanation part VI letter K, Resume and Subcontractor List)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	DELIVERY/SET UP DATES (Set up dates for Fence, Dumpster and Port-A-Can)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	FEES & REFUNDABLE DEPOSITS (Checks will not be deposited until Application is complete) Please submit 3 separate checks (Processing Fee, Community Reserve Fee, Refundable Deposits)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		CONSTRUCTION SITE ROADBED PHOTOGRAPHS		<input type="checkbox"/>	<input type="checkbox"/>
NON-REFUNDABLE FEES			REFUNDABLE DEPOSITS		
Processing Fee (Check #1) \$600			Form Survey Deposit (Check #3) \$500		
Community Reserve Fee \$1 x Total Sq. Ft. (Check #2)			Clean Up/ Compliance Deposit (Check #3) \$5,000		
<u>Total Sq. Ft</u> = Total Foundation Sq. Ft. + 2 nd floor air-conditioned space **Total Foundation Sq. Ft. = Living Area + Garage + Porches/Patios					
TOTAL NON-REFUNDABLE FEES: (Check # 1&2)			TOTAL REFUNDABLE DEPOSITS (Check #3) \$5,500		
Check # Payer:			Check # Payer:		

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Owner #1

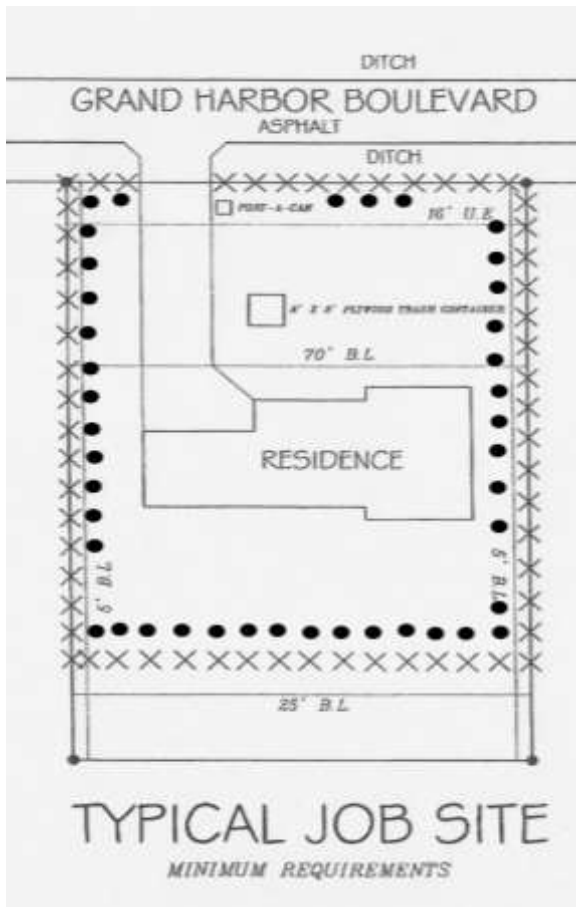
Owner #2

Builder

Builder understands that the NEW HOME CONSTRUCTION CHECKLIST listed on prior page inspections and reports are required to be submitted and accepted by the ACC prior to moving to the next stage of the build as stated in each section above.

JOB SITE REQUIREMENTS

The proper driveway culvert must be INSTALLED PRIOR and maintained in proper working order throughout entire build to accessing the property. Construction traffic must use the culvert crossing for all access. Driving through the ditch is NOT allowed nor is parking in the ditch.



Mulch must be placed, PRIOR and maintained in proper working order throughout entire build, at the entry of the job site. A maximum base of 10"-12" over the culvert and in any area used for parking. Roadway must be free of dirt/mud the end of every day.

Metal backed silt fencing anchored by metal T-posts a maximum of 8 feet apart must be properly installed around all boundaries of the construction site including OVER/ACROSS culverts after lot clearing but BEFORE any other construction activities may begin. Silt fencing must be maintained during entire construction period, especially anywhere water runs off the lot. See exhibits A and B / Silt fence must also be placed at bottom of lot on water fronts lots

Trash container, manufactured recommended, must be placed after the initial grading and emptied when full. 20-40-yard dumpster is acceptable.

Port-A-Can facilities must be placed after the initial grading and before any foundation work begins. Port-A-Can MUST NOT be in the ditch but inside the silt fencing.

Poly-lined wash area is to be erected inside the silt

It is recommended that any accumulated dirt piles on the construction site be kept under a tarp to prevent runoff into the ditches, canal, or lake.

**for complete regulations and specifications, please refer to the building application.



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ACKNOWLEDGMENT OF RECEIVING

We have received and reviewed the “construction stipulations” and agree to abide by them during this construction period.

We acknowledge that if the construction stipulations are not followed and any violations are noted, we will be given a notice and assess fines if the violations are not corrected in the allotted time period.

Owner Contractor

We, the owners, grant the members of the Architectural Control Committee permission to enter the property for inspection as needed until occupancy. Fine will be applied if occupancy occurs prior to final evaluation.

Owner Contractor



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FOUNDATION RECORDS CHECKLIST PRIOR TO PLACING CONCRETE (48 Business Hours Before)

The following must be submitted:

<input type="checkbox"/> Form Survey	Date Submitted to ACC: ____ / ____ / ____
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After the foundation forms have been set, the builder shall contact a registered surveyor to perform a form survey. If the foundation form is found to be outside the building lines, all work shall cease until the form is correctly placed and re-surveyed. **Form survey MUST be submitted to the ACC for approval 48 hours prior to pouring. Form deposit will be held in result of not submitting 48 hours prior to pouring.**

ACC Approved by: _____ Date: _____

<input type="checkbox"/> Foundation/Pier Inspection Report	Date Submitted to ACC: ____ / ____ / ____
---	---

The Engineer of Record, his designated representative, or a inspector licensed in the State of Texas shall inspect the foundation and steel placement to ensure that it meets his requirements *before* concrete is placed. The engineer may, at his discretion, attend the placement of concrete. The engineer shall provide a written inspection report. **Foundation Inspection MUST be submitted to the ACC for approval 24 hours prior to pouring.**

ACC Approved by: _____ Date: _____