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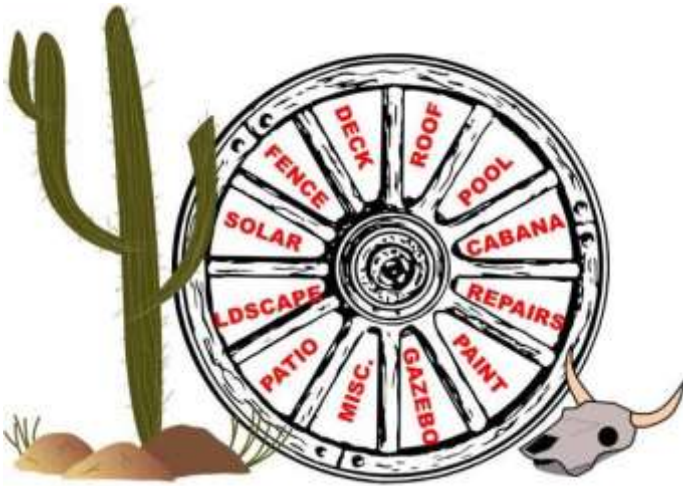
TYPE:

**GRAND HARBOR
PROPERTY OWNERS ASSOCIATION
MONTGOMERY, TEXAS**

**OTHER IMPROVEMENTS
CONSTRUCTION
APPLICATION**

Managed Under the Cognizance of:

**ARCHITECTURAL
CONTROL
COMMITTEE**



INSTRUCTIONS, REQUIREMENTS AND FORMS FOR CONSTRUCTION OF ALL IMPROVEMENTS EXCEPT FOR NEW HOME OR BOAT DOCK W/CANOPY OR BULKHEAD CONSTRUCTION

September 2022



18956 Freeport Dr. Suite A, Montgomery, TX 77356

CHECKLIST

****On all Projects, Pictures of the road in front and to each side of House are required as "Before Photos" (Must include mailbox in front street picture to note address)**

Pool - A	Roof - E
<input type="checkbox"/> Site Plot Plan	<input type="checkbox"/> Materials
<input type="checkbox"/> Drainage	<input type="checkbox"/> Sub-Contractor List
<input type="checkbox"/> Construction/Drawings	<input type="checkbox"/> Insurance
<input type="checkbox"/> Excavation Plan	Solar Panels - F
<input type="checkbox"/> Access Route	<input type="checkbox"/> Construction/ drawings
<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Materials
<input type="checkbox"/> Septic Compliance	<input type="checkbox"/> Sub-Contractor List
<input type="checkbox"/> Insurance	<input type="checkbox"/> Insurance
<input type="checkbox"/> Builder Information	Patio/ Deck - G
<input type="checkbox"/> Sub-Contractor List	<input type="checkbox"/> Site Plot Plan
<input type="checkbox"/> Access Agreement	<input type="checkbox"/> Construction/ drawings
	<input type="checkbox"/> Sub-Contractor List
	<input type="checkbox"/> Insurance
Fence - B	Landscape - H
<input type="checkbox"/> Site Plot Plan	<input type="checkbox"/> Site Plot Plan
<input type="checkbox"/> Construction/Drawings/Photo	<input type="checkbox"/> Landscape Plan
<input type="checkbox"/> Materials/Paint	<input type="checkbox"/> Materials
<input type="checkbox"/> Insurance	<input type="checkbox"/> Sub-Contractor List
<input type="checkbox"/> Sub-Contractor List	<input type="checkbox"/> Insurance
<input type="checkbox"/> Neighbor Affidavit (if applicable)	Outbuilding/Garage - I
Gazebo/ Pergola - C	<input type="checkbox"/> Site Plot Plan
<input type="checkbox"/> Site Plot Plan	<input type="checkbox"/> Drainage
<input type="checkbox"/> Construction/Drawings	<input type="checkbox"/> Construction/ drawings
<input type="checkbox"/> Landscape Plan	<input type="checkbox"/> Foundation Plans
<input type="checkbox"/> Septic Compliance and Drainage	<input type="checkbox"/> Landscape Plans
<input type="checkbox"/> Materials	<input type="checkbox"/> Paint
<input type="checkbox"/> Insurance	<input type="checkbox"/> Brick
<input type="checkbox"/> Sub-Contractor List	<input type="checkbox"/> Materials
	<input type="checkbox"/> Septic Compliance
	<input type="checkbox"/> Insurance
	<input type="checkbox"/> Builder Information
Exterior Paint - D	<input type="checkbox"/> Sub-Contractor List
<input type="checkbox"/> Sample Color	
<input type="checkbox"/> Sub-Contractor List	
<input type="checkbox"/> Insurance	



18956 Freeport Dr. Suite A, Montgomery, TX 77356

**GRAND HARBOR ON LAKE CONROE
OTHER IMPROVEMENTS CONSTRUCTION
OFFICIAL ARCHITECTURAL CONTROL COMMITTEE APPLICATION**

PART I. OTHER IMPROVEMENTS CONSTRUCTION - APPLICATION DOCUMENTATION

ALL NEW OR REHABILITATION IMPROVEMENTS PROPOSED TO BE CONSTRUCTED BY PROPERTY OWNERS within Grand Harbor (GH) begin with submittal of this Property Owners Association (POA) Architectural Control Committee (ACC) Application document. The completed Application puts forth a large collection of construction-related information and data assembled by the Applicant(s) following the instructions in this booklet. 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. The submitted Application effectively becomes a contract by virtue of the vested parties signing the document and subsequent POA/ACC approval; in essence, the Owner/Builder pledging their finished "As-Built" endeavor will adequately represent the "As-Designed" configuration contained in the approved Application package.

This application document is to be used for approval of a significant number of different new constructions or for modification/addition to existing structures. In each case, the type and complexity of the proposed construction will determine the applicant information and data, fees and deposits that must be supplied. Table One should be used to indicate the construction this application addresses. Contact the GH POA for assistance in ensuring this Application document is correct for the intended purpose.

**Table 1 Type of Proposed Construction
Please Select 1 Project Per Application**

****NOTE**** – If you are STRICTLY doing a REPAIR ONLY and there are NO CHANGES (color, extensions, material type, etc.) being made at the time of repair. The application fee is \$25. The completed application and refundable are still required. Establishing the construction (Type) designation in Table 1, the Applicants should note the alpha character and then peruse the appropriate column in Table 2. This then defines the applicant information and data, fees and deposits that must be supplied in the eventual submittal to the ACC.

OIC LTR		OIC TYPE	COMPLETION TIME
A	<input type="checkbox"/>	Swimming Pool	6 Months
B	<input type="checkbox"/>	Fence (Wood and Metal)	3 Months
C	<input type="checkbox"/>	Gazebo/Pergola	3 Months
D	<input type="checkbox"/>	Exterior Paint	1 Month
E	<input type="checkbox"/>	Roof/Gutters	1 Month
F	<input type="checkbox"/>	Solar Panels	3 Months
G	<input type="checkbox"/>	Patio/Deck	3 Months
H	<input type="checkbox"/>	Landscape/Playground/Generator	1 Month
I	<input type="checkbox"/>	Outbuilding	3 Months
J	<input type="checkbox"/>	Outdoor Kitchen/Fireplace	3 Months
K	<input type="checkbox"/>	Driveway Extension/Sidewalk	1 Month
L	<input type="checkbox"/>	Other	Discuss



18956 Freeport Dr. Suite A, Montgomery, TX 77356

Table 2: Required Applicant Documentation Submittal

	OTHER IMPROVEMENT CONSTRUCTION											
REQUIRED DOCUMENTATION	A	B	C	D	E	F	G	H	I	J	K	L
APPLICATION	X	X	X	X	X	X	X	X	X	X	X	X
FEES & DEPOSITS (Dollars)												
Processing Fee (N/R) (Check #1) PROCESSING FEE	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Refundable Deposit (Check #2) DEPOSIT FOR ANY DAMAGE CASUSED BY CONTRACTOR TO GATES, ROADS, ETC AND TO ENSURE PROJECT SUBMITTED IS FOLLOWED AS SUBMITTED	\$650	\$200	\$300	\$200	\$500	\$400	\$300	\$100	\$900	\$300	\$100	\$100
Total	\$750	\$300	\$400	\$300	\$600	\$500	\$400	\$200	\$1000	\$200	\$200	\$200
PLANS												
Site	X	X	X				X	X	X	X	X	X
Drainage	X		X				X		X	X	X	X
Construction/Drawings	X	X	X			X	X	X	X	X	X	X
Excavation & Access Route	X		X				X	X	X	X	X	X
Foundation			X						X			
Landscape	X		X				X	X	X	X	X	X
Equipment; see Part II letter (g)	X											
SAMPLES /MATERIALS/ PHOTOS	X	X	X	X	X	X	X	X	X	X	X	X
Paint		X	X	X					X	X		
Brick									X			
Materials		X	X		X	X		X	X	X		
SEPTIC COMPLIANCE	X		X					X	X		X	X
INSURANCE/LICENSE	X	X	X	X	X	X	X	X	X	X	X	X
BUILDER INFORMATION	X	X	X	X	X	X	X	X	X	X	X	X
SUBCONTRACTOR LIST	X	X	X	X	X	X	X	X	X	X	X	X
NEIGHBOR AFFIDAVIT OR ACCESS AGREEMENT (if applicable)	X	X	X	X			X	X	X	X	X	X

***Please note all applications require a certificate of insurance with Grand Harbor POA 18956 Freeport Dr Suite A Montgomery TX 77356 as the CERTIFICATE HOLDER. GHPOA must be the certificate holder as GHPOA is where applications are submitted, reviewed, and archived after completion of project. If it is a "Do it Yourself" project and there is no contractor, then GHPOA will need your home owner's insurance in leu of the certificate of insurance.*

***On all Projects, Pictures of the road in front and to each side of House are required as "Before Photos" (Must include mailbox in front street picture to note address)*



18956 Freeport Dr. Suite A, Montgomery, TX 77356

It is important that Applicants know certain Grand Harbor requirements imposed on construction originate in other document. 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/3/miscellaneous6.htm>.

PART II. APPLICATION PREPARATION AND ACC INCREMENTAL REVIEWS

In accordance with GH Deed Restrictions, the ACC must process and disposition an Application within thirty (30) calendar days of its submittal and acceptance. Incomplete Application submittals will invariably delay eventual construction start dates because the 30-day processing interval resets after each deficiency is corrected. The following is a recap of the typical sequence of events in the Other Improvements 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 Screening

After formal submittal, the GH POA/ACC 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 thirty (30) 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) Pre-Construction Committee Disposition

At the end of the Pre-Construction Review, the Application is declared adequate 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 30 day review clock.

e) Drainage Plan and Landscaping Plan Review

Essential data for most improvements, the delivered Drainage Plan and Landscaping Plan will be thoroughly examined during the Initial Review. The requirements for effective lot drainage that must be addressed are contained in the later requirements PART XII. The committee will either approve or disapprove the plans and may, on rare occasion - at their discretion, 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 Builder/Contractor will be notified of this pending action so that the cost of engineering services will be acknowledged as the property owner's responsibility before it is incurred.



18956 Freeport Dr. Suite A, Montgomery, TX 77356

f) Septic Plan for Pools and Concrete Landscape

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.

g) Equipment (for Pools)

Locate and conceal all mechanical equipment where it will not have an adverse effect on adjacent residences. Consideration should be given to screening associated accessory areas, (e.g., mechanical equipment and storage) for both visual and acoustical privacy.

h) Refund Request

Once the Use Certification has been rendered (and the full approved Landscape Plan has been completed) the Applicant's Refund Request can be submitted for prompt payment. Refund Request Form is available on-line or by request. At this time the ACC will do verify by a Final Review that the project is completed as what was approved in the application process, and that no damage has occurred to the road in or around homeowner's property or community. Please note refunds can take up to 14-21 days to be completed as 2 ACC members must sign off, after photo is submitted, and 2 board members must sign off on the refund check. POA Office will call resident once the check is available.

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 owner 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 certain more involved improvements (*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."

c) **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 here by Article, Section and Title to ensure Applicant compliance with the purpose/objective of each CCR, Stipulation, Construction Requirement and ancillary Document in this booklet.**

d) 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.



18956 Freeport Dr. Suite A, Montgomery, TX 77356

e) One Builder’s Business Sign, in compliance with the GH Sign Policy/Procedure, will be allowed. Subcontractor signs will be removed without notice and held for Owner/Builder retrieval.

Home Improvement Contractor Signs

1. No signs are to be placed on construction sites until Architectural Control Committee has approved the construction plans.
2. A single sign is permitted to be displayed during the home improvement project (decks, roofs, pools, landscaping, painting, etc.) at the residence.
3. The contractor sign must be displayed a **MINIMUM of 50FT** from the roads edge or within 5FT of the house, whichever is closer to the road.
4. If the improvement is a boat dock, then a sign is permitted on the waterfront side of the property, within 5FT of the bulkhead.
5. Once a project is completed, the contractor sign must be removed immediately.
6. Sub-contractor signs of any type ARE NOT permitted at any time.

TABLE 3: DECLARATION OF CONDITIONS, COVENANTS & RESTRICTIONS OF GH Articles II, III & IV

“CCR Applicability” indicated by Table 1 [] callout	
CCR II Section 6. Easements [All]	CCR II Section 7. Utility Easements [All]
CCR III Section 3. Architectural Control [All]	CCR III Section 15. Views to & from LAKE [A,B,C,G,J]
CCR III Section 5. Type: Construction, Materials, Landscaping [B,C,D,E,F]	CCR III Section 16. Walls, Fences and Hedges [A,B,C,G,J]
CCR III Section 7. Slab Requirements [J]	CCR III Section 18. Utilities [All]
CCR III Section 8. Special Restrictions For Interior Lots [All]	CCR III Section 24. Solar Panels [F]
CCR III Section 13. Storage, Disposal of Garbage and Refuse [All]	CCR III Section 26. Drainage [All]
CCR III Section 14. Electric Distribution System [J]	
CCR IV Section 4. Minimum Construction Stds [All]	

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

The three Applications along with the applicable/reference documents specifically called out in this Application are available by request to: acc@grandharborpoa.com or directly available at: <http://www.grandharborpoa.com/3/miscellaneous6.htm>.



18956 Freeport Dr. Suite A, Montgomery, TX 77356

**PART IV. APPLICANT
GRAND HARBOR OTHER IMPROVEMENT CONSTRUCTION**

Type of Improvement: _____

Property Owner Information		
Property Owner:	<i>For ACC</i>	<i>Application #</i> OIC-Type:
Construction Address:		<i>Legal ID</i> Section: <i>Block:</i> <i>Lot:</i>
Billing Address:		
Owners Phone #(s):		
Owner's Email:		
<p><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></p>		

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.

Contractor/Builder Information
Builder Name:
Builder Address:
Builder/Construction Manager Business & Cell Phones Fax:
Builder's Email:
<p><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></p>



18956 Freeport Dr. Suite A, Montgomery, TX 77356

PART V. Entrance Agreement to Grand Harbor

OIC-

All Contractors Must Use Waldon Road Entrance. Any damage to gates will ultimately be the homeowners responsibility and may impact their deposit.

Property Owner #1	Date
Property Owner #2	Date
Builder	Date
<i>The Grand Harbor Community Welcomes You</i>	

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

We acknowledge that if they are not followed and any violations are noted, we may be assessed fines if the violations are not corrected in the allotted time period.

Owner

Contractor



18956 Freeport Dr. Suite A, Montgomery, TX 77356

PART VI. APPLICATION SUBMITTAL

OIC-

“The undersigned owners and/or Builder hereby request Grand Harbor Architectural Control Committee’s (ACC) approval to construct a TYPE ____ structure in accordance with the Plans, Drawings, Specifications and Miscellaneous Documents submitted with this Application.”

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

The Grand Harbor Community Welcomes You

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

We acknowledge that if they are not followed and any violations are noted, we may be assessed fines if the violations are not corrected in the allotted time period.

Owner

Contractor