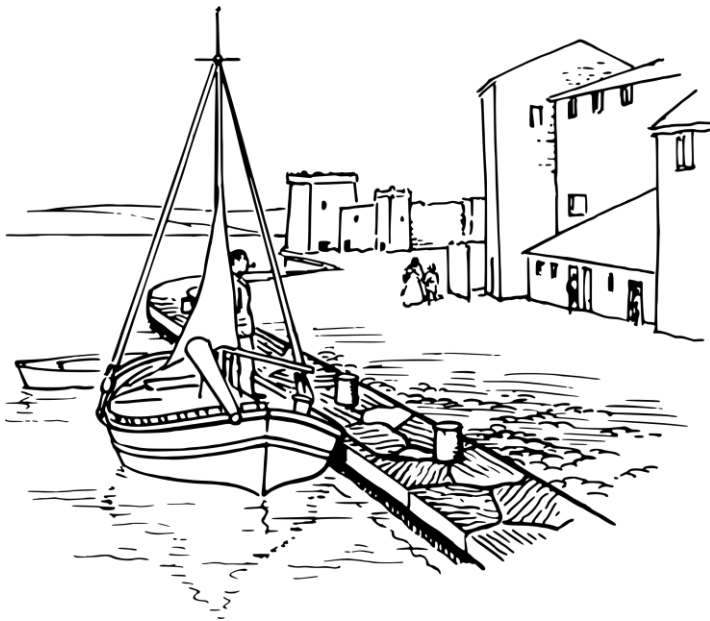


**GRAND HARBOR
PROPERTY OWNERS ASSOCIATION
MONTGOMERY, TEXAS**

**BOAT DOCK[★] & BULKHEAD
CONSTRUCTION
APPLICATION**

Managed Under
the Cognizance of:

**ARCHITECTURAL
CONTROL COMMITTEE**



INSTRUCTIONS, REQUIREMENTS AND FORMS FOR BOAT DOCK & BULKHEAD CONSTRUCTION

★ THIS APPLICATION INCLUDES CANOPY CONFIGURATION & INSTALLATION REQUIREMENTS

July 10, 2018

Prior Versions are Obsolete



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GRAND HARBOR ON LAKE CONROE BOAT DOCK & BULKHEAD CONSTRUCTION APPLICATION

PART I. CONSTRUCTION - APPLICATION DOCUMENTATION

All Boat Dock and Bulkhead (BD&B) construction in the Grand Harbor (GH) subdivision begins with submittal of a Property Owners Association (POA) Architectural Control Committee (ACC) "Boat Dock and Bulkhead Construction Application." This completed application, which includes any Dock Canopy Construction and Installation/Replacement, puts forth a large collection of construction-related information and data assembled by the Applicant(s) following the instructions in this booklet. This material should provide sufficient 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" BD&B will adequately represent the "As-Designed" configuration contained in the approved Application package.

PART II. APPLICATION PREPARATION AND INCREMENTAL ACC REVIEWS

In accordance with GH Deed Restrictions, the ACC must process and disposition an Application within sixty (60) calendar days of their completed, formal submittal. Incomplete Application submittals will invariably delay eventual construction start dates because the 60-day processing interval resets after each deficiency is corrected.

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

a) Application Preparation and Submittal

The Property Owner and/or the Builder generates this Application according to included Instructions, completes the document checklist and endorses and dates where indicated on each sheet.

b) Initial Screen

After formal submittal, the GH POA/ACC Staff screens the received Application and supplemental documents to ensure the Applicant has satisfied the submittal Checklist elements. Partial/ Incomplete applications are not accepted for any reason.

c) Pre-Construction Review

The ACC then reviews the complete application package to determine if the proposed project is projected as 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 provided 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.

e) Refund Request

Once the Suitability check has been performed, the Applicant's Refund Request can be submitted for prompt payment.



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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, Registered Structural Engineer, or Building Inspector certified by the “International Conference of Building Officials” or the “Southern Building Code Congress International.”

d) 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.

TABLE 1: DECLARATION OF CONDITIONS, COVENANTS AND RESTRICTIONS OF GH Article II and III

CCR II Section 6. Easements	CCR III Section 15. Views to and from Lake Conroe
CCR III Section 3. Architectural Control	CCR III Section 16. Walls, Fences and Hedges
CCR III Section 5. Type: Construct’n, Materials, Landscaping	CCR III Section 18. Utilities
CCR II Section 7. Utility Easements	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 28. Driveways
CCR IV Section 4. Minimum Construction Standards	

e) If an Application is “Rejected with Prejudice” (i.e., 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.

f) One Contractor 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.



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PART IV. APPLICANT
GRAND HARBOR BOAT DOCK AND BULKHEADING CONSTRUCTION

Property Owner Information		
Property Owner:	<i>For ACC</i>	<i>Application #</i>
Construction Address:		BD&B- Legal ID Section: Block: Lot:
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>		

Contractor Information
Contractor Name:
Contractor Address:
Construction Manager Business & Cell Phones Fax:
Contractor'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>



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PART V. APPLICATION SUBMITTAL

“The undersigned Owner(s) and/or Contractor hereby request Grand Harbor Architectural Control Committee’s (ACC) approval to construct a Boat Dock or Bulkhead in accordance with the Plans, Drawings, Specifications and Miscellaneous Documents submitted with this Application.”

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

PART VI. APPLICANT CONSTRUCTION STIPULATIONS

Applicants agree to the following stipulations without reservations or deviation:

- a) Applicants must read and understand all specific PART III. Table I referenced GH “Declaration of Covenants, Conditions and Restrictions of Grand Harbor” (CCR - also commonly referred to as “the Deed Restrictions”) and the herein attached “Construction Requirements” (CR) applicable to the above described property and state that the improvements will be made in compliance with such CCR and CR.
- b) Applicants must understand and agree that, after ACC approval of this Application as it is presented, if the agreements or representations contained therein are not correct and complied with, the Applicant’s authorization to construct the improvements is subject to suspension or revocation, along with full or partial forfeiture of monetary deposits.
- c) Applicants must provide a permit from the San Jacinto River Authority (SJRA) authorizing the structure to be installed.
- d) Applicants shall not begin clearing the building site or start any construction other than culvert installation (if require) until ACC PART II d) Pre-construction Review is completed and official notification via approval letter is received. Culvert installation shall be in compliance with the SH/ACC culvert requirements in a later PART.

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Are Understood and Accepted

Owner #1

Owner #2

Builder



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e) Applicants shall ensure all Subcontractors, Architects, Engineers, Special-purpose Staff, etc., have had access to the CCR callouts, along with attached Regulations, Specifications & Standards prior to the initiation of construction. Applicants understand the POA/ACC will NOT approve any variance due to owner, builder or subcontractor neglect or mistakes, architect design, or survey mistakes, or inattention to the details associated with invoked CCRs and Requirements.

f) Applicants (Owners) represent that, to the best of their knowledge, they are GH POA 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 completing the Application review process.

g) Applicants acknowledge responsibility for any damage to the roadway immediate to the construction site entrance area when caused by construction activities. Failure to adequately repair a damaged local roadway will result in charges against deposits listed in this application to the level of GH POA estimated repair costs. Pre-construction roadway photos will be on file for reference.

i) Once POA/ACC approval of the Application is given, the Contractor shall complete all construction activity within Four (4) months. Timely completion is necessary to avoid the visual blight of stagnant construction.

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PART VII. BH&B CONSTRUCTION APPLICATION: CONTENTS CHECKLIST

Applicant Include Not, Inc.	Owner	ACC Acceptable YES NO
	Property Address	
<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 CONSTRUCTION PLANS (schematic drawing showing dimensions)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> SITE PLOT PLANS (Site/Plot plan to scale, with structures location)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	CANOPY Size, Shape, Color Construction Details (include sample photo)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> SJRA PERMIT (Submitted prior to refund)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> BUILDER INFORMATION (Insurance Certificate-Minimum \$1Mil, Resume and Subcontractor List)	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> FEES & REFUNDABLE DEPOSITS (Checks will NOT be cashed until Application is Approved)	<input type="checkbox"/> <input type="checkbox"/>
NON-REFUNDABLE FEES		REFUNDABLE DEPOSITS
Application Fee	\$	Refundable Deposit \$
TOTAL NON-REFUNDABLE FEES:		TOTAL REFUNDABLE DEPOSITS \$
Check #		Check #
Payer:		Payer:
Make Check(s) payable to: "Grand Harbor Property Owners Assoc."		

IMPROVEMENT	APPLICATION FEE	REFUNDABLE	TOTAL CHECK AMOUNT
BOAT DOCK ONLY	\$100	\$650	\$750
BOAT DOCK + CANOPY	\$100	\$650	\$750
BOAT DOCK + BULKHEAD + CANOPY	\$100	\$650	\$750
CANOPY ONLY	No Deposit	-	-
BOAT DOCK EXTENSIONS	\$100	\$400	\$500
BULKHEAD ONLY	\$100	\$400	\$500

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CONSTRUCTION REQUIREMENTS

The large numbers of Requirements contained in the various sections of this Application PART VIII, "Construction Requirements" cover essential aspects of the BH&B construction. When the requirements are met during the construction cycle, ACC expectation will be satisfied. Because of their importance to the GH POA and ACC, the contractor's cognizance of these requirements should not be treated casually.

PART VIII. GENERAL CONSTRUCTION REQUIREMENTS

a) Contractor personnel shall not enter or exit on any lot adjacent to the site during or after construction. If ingress/egress is temporarily required on an adjacent lot, approval from the lot owner must be obtained through written release (Access Agreement) filed with the application or obtained within one week prior to needed access.

b) Any tree stumps, trees, limbs, underbrush & any other debris, removed from the lot for construction shall be hauled out of the subdivision prior to starting construction. Burning is not allowed in the subdivision.

c) Lake bottom/boat slip excavation or shoreline material placed on any lot such that the dewatering of the material causes sediment runoff shall be confined; a soil runoff/erosion prevention fence shall be installed. Temporary fence removal is allowed but must not stay un-deployed for days after completion of the task for which it was removed.

d) Job site shall be kept clean and materials stored in an orderly manner. A trash receptacle shall be maintained for construction lumber scrap/debris, paper, drink container, etc., and the builder or his construction manager shall be responsible for assuring that it is so used.

e) No trash, build materials, excess dirt, or fill inadvertently spilled outside of the construction fences is allowed to remain on the street or in the ditches; these materials shall be removed on a daily basis providing for a "broom-clean" condition.

f) All vehicles belonging to work crew shall be parked on the lot where the construction is occurring. No vehicle can block a driveway, view of oncoming traffic or be parked on a neighbor's driveway without obtaining permission of the affected property owner prior to construction.

g) Approved construction times are 7:00 am to 7:00 pm Monday through Saturday. Construction is PROHIBITED on Sundays and Holidays.

h) Consumption of alcohol and the playing of loud music (audible to the neighbors) on the worksite is forbidden during any phase of construction.

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**PART IX. DRAINAGE/WALKWAY/CULVERT REQUIREMENTS
(Requirements are Application Dependent)**

- a) Architectural path/concrete patios shall not be located over a side building line without ACC approval.
- b) Culverts shall be located only under driveways and walkways. The drainage ditch adjacent to a roadbed shall not be replaced with a culvert without prior ACC approval; Builder/Owner is responsible to maintain ditch.
- c) A Site Drainage Plan shall be prepared and submitted to the POA/ACC including, as a minimum, the following structural information:
 - An accurate site drawing showing all property lines, the location of the road and the location of the lake relative to the lot.
 - The placement of constructed structures on the lot.
 - The location of the driveway and any other hardscape.
 - The location/diameter of the culvert(s). *(Culvert diameter requirements shall be provided by The ACC)*
- d) In addition to the structural improvements, the Site Drainage Plan shall include, as a minimum, the following information on direction or redirection of surface water flow:
 - A simple elevation survey of the lot to confirm the direction of planned drainage. Either contour lines or arrows showing the direction of water flow across the lot.
 - If swales or berms are used to redirect surface water flow, the width and the depth/height of the swale/berm. For example, a swale would be described as being “3 feet wide and 4” deep at the center.” The swale/berm shall also have an arrow showing the direction of surface water flow.
- e) Construction debris and sediment must be removed and the road side ditch reshaped to conform with drainage standards allowing water to flow unimpeded during and after construction flow.

PART X. BOAT SLIP/ CANOPY CONSTRUCTION, INSTALLATION REQUIREMENTS

The following are specific requirements and guidelines for both the ACC and the applicants to use, and for BoD consultation in the event of a formal appeal by a disapproved applicant.

Location of “Boat Slip” Improvement

- a) A Boat Slip Improvement on a GH/HS property shall be located such that the centerline of the boat slip will be approximately on the centerline of the property (off centerline not greater than +/- two (2) feet)
- b) If circumstances require the Boat-Slip to be “off-center,” one or two informal, signed and dated “Neighbor Affidavits” (example attached) must be acquired and submitted with the Application, wherein adjacent neighbors attest “no objection” to proposed location. In no case can the centerline of the boat slip be any closer than twenty-five (25) feet to the property side line.
When one or both adjacent properties do not have an existing home, the ACC, according to CCR Article III, Section 3, will make a location determination for POA BoD approval.
- c) The San Jacinto River Authority allows boat docks to extend forty (40) feet, perpendicular to the bulkhead, into the water on canals. However, on occasion, that dimension must be shortened so that a minimum of thirty (30) feet of navigable water way absolutely must be provided between opposing boat docks for emergency vehicle pass-through.
- d) In the case of “End-of-Canal” boat-slip locations, the improvement must be engineered and coordinated with adjacent residents to ensure all properties will eventually have acceptable amounts and orientations of water frontage. All affected parties must provide affirmation of the final configuration via Neighbors Affidavits.
- e) Decking necessary to service a boat slip must not be wider than five (5) feet, when constructed along either or both sides of the full slip length and must have Coast Guard approved day/night reflective material on all sides.

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- f) For properties without a boat slip, any decking into the water cannot extend more than fifteen (15) feet perpendicular to the bulkhead and must have Coast Guard approved day/night reflective material on all sides.
- g) For all Boat Slip and Bulkhead activity, property owners are responsible for removing or leveling excess dirt left on the property after construction is completed.
- h) Property owners must exercise proper erosion control management both during and after construction. This includes either properly installed sod or properly installed erosion control blankets with silt fencing and grass seed.

Boat Slip Canopy Construction

A boat slip Canopy (a.k.a., Boat Cover), including its integral supports mechanisms, is perhaps the most important of the components that can be placed at the waterfront edge of a Grand Harbor residential lot. Because of the intrusive nature of size and height, color and shape, the canopy warrants special consideration in this Application.

i) Boat Slip Covers shall be constructed utilizing a continuous radius curved canopy frame in the “Quonset Hut” style. The cover must be covered with dark brown canvas. Note that green canvas will be allowed in the GH sections where the entire canal previously standardized on green.

j) In order to optimize lake and canal views, the height of the canopy’s apex point, when permanently in place on the slip/dock structure, shall not exceed 10.0 feet above the Lake Conroe average bulkhead height of 203 feet. When a variance to this height is requested, the maximum canopy height shall be limited to that necessary to cover the boat when the integral lift-with-boat are out of the water, and the water at the SJRA normal pool level of 201 feet MSL and with bimini’s and tower’s in their lowest positions.



k) When ends of the canopy covers are to be enclosed, canvas material and color matching the top shall be used.

l) Slip Covers can telescope to allow the cover length to be shortened (retracted) thereby facilitating access to the watercraft on the lift.

m) Remote actuation for opening/closing the canopy is allowed provided the mechanism is unobtrusive and fully within the confines of the covering.

n) All Covers are to be professionally fabricated and installed by SJRA-approved contractors; no home-built canopies shall be allowed.