

**Frostwood Community Improvement Association, Inc.  
Architectural Approval Application Form**

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

OWNER'S NAME (PLEASE PRINT): \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

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

PHONE NUMBER(S): \_\_\_\_\_

E-MAIL ADDRESS(ES): \_\_\_\_\_

The Amended, Restated and Consolidated Restrictions for Frostwood (the "Deed Restrictions") specify that all additions and modifications to Lots and Residential Dwellings must be approved in writing by the Architectural Control Committee (the "Frostwood ACC") before any work begins.<sup>1</sup> To assist you in complying with this requirement and the Deed Restriction, please complete the following forms (including the attached ACC Application Addendum) and submit them with your plans and specifications for the proposed additions or modifications to the appearance of your Lot or Residential Dwelling.

**The plans and specifications to be submitted will not be considered complete without all of the following items (unless waived by the Frostwood ACC).**

- A plot plan or survey showing the location and dimensions (including elevation) of all existing and proposed exterior changes or other Improvements, with elevations to be from Baseline Elevation.<sup>2</sup>
- **Lot drainage provisions shall be shown**, as well as cut and fill details, if any appreciable change in the Lot contour is contemplated. Existing and finished grades shall be shown at Lot corners and at corners of proposed Improvements.<sup>3</sup>
- The structural design, exterior elevations, exterior materials, colors, textures and shapes of all Improvements shall be described, along with any diagrams or representations necessary to depict all proposed exterior illumination (including location and method), utility connections and fire protection systems.
- Estimated time frame for completion of project: (Start Date) \_\_\_\_\_ (Finish Date) \_\_\_\_\_

**APPROVAL(S) REQUESTED** (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Demolition of an Existing Residential Dwelling and Construction of a New Residential Dwelling * |   |   |
| <input type="checkbox"/> Major Structural Interior and/or Exterior Project at an Existing Residential Dwelling *         |   |   |
| <input type="checkbox"/> Major Non-Structural Interior and/or Exterior Project at an Existing Residential Dwelling *     |   |   |
| <input type="checkbox"/> Replacement of Windows <sup>4</sup>   | <input type="checkbox"/> Swimming Pool or in-ground Spa | <input type="checkbox"/> House/Trim Painting <sup>4</sup> |
| <input type="checkbox"/> Replacing of Fencing <sup>4</sup>   | <input type="checkbox"/> Major Landscape Change         | <input type="checkbox"/> Re-roofing <sup>4</sup>          |
| <input type="checkbox"/> Install Deck or Patio   | <input type="checkbox"/> Other (describe) _____         |   |

<sup>1</sup> All capitalized terms not otherwise defined are used as defined in the Deed Restrictions

<sup>2</sup> This is required for all demolition and new construction projects and all major improvement projects, but is not required for house or trim painting, window replacement, roofing or fencing replacement, in each case using the same type and color of materials, or for minor landscaping changes.

<sup>3</sup> Not required for minor landscaping changes, but major landscaping changes **DO** require submission of Lot drainage plans.

<sup>4</sup> These approvals may qualify for Fast-Track Approval when using the same type and color of materials.

\* See ACC Application Addendum attached to this Application for details on the specific requirements.

**DESCRIPTION OF IMPROVEMENT(S) (continue onto additional pages, if necessary):**

---

---

---

---

---

---

→ Will you be living at the Property during Construction?       Yes       No

**IF A DECK, PATIO, PATIO COVER, ARBOR, OR PLAYSCAPE:**

Structure will be (check one):       Permanent       Portable (moveable)

Dimensions of structure:      Height: \_\_\_\_\_      Width: \_\_\_\_\_      Length: \_\_\_\_\_

Materials to be used: \_\_\_\_\_

Percentages of Permeable Area ( \_\_\_\_\_ %) and Impermeable Area ( \_\_\_\_\_ %) after Completion

**Additional Comments on the Structure:**

---

---

---

---

**Who Will Do the Work:**

---

---

---

**Please submit your Application to:** Frostwood Community Improvement Association, Inc., c/o RealManage Houston, 16000 Barkers Point Houston TX 77079 (Email: [service@realmanage.com](mailto:service@realmanage.com)). A PDF attachment of the entire file of information is required. An incomplete Application will not be approved. **Please note that all Annual Maintenance Charges and Special Assessments (if any) must be current for your Application to be processed.**

**Decision Making Process:**

The Frostwood ACC has **up to 30 days after receipt of a completed Application** to approve or deny an Application. Please allow time for the Frostwood ACC to make their decision within the time given. It is a violation of the Deed Restrictions for an Owner or Builder to start any Improvements on a Lot or Residential Dwelling requiring Frostwood ACC approval before receiving a written approval from the Frostwood ACC. Beginning a project before you receive an approval will result in receiving Deed Restriction Violation Letters and/or fines for not complying with these procedures. Note that the more detail you provide about your proposed Improvements, the faster the decision making process will be!

(FOR ARCHITECTURAL CONTROL COMMITTEE TO FILL OUT ONLY)

**PRELIMINARY ACC DECISION**

- DENIED for the reasons noted below
- RE-SUBMIT ACC APPLICATION with additional information noted below

---

---

---

---

---

**Frostwood Community Improvement Association, Inc.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

or

**FINAL ACC DECISION and APPROVAL LETTER**

- APPROVED
- APPROVED with the conditions noted below

---

---

---

---

---

**Frostwood Community Improvement Association, Inc.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

**ACC Application Addendum for:**

- **Demolition of an Existing Residential Dwelling and Construction of a New Residential Dwelling,**
- **A Structural or Major Non-Structural Project at an Existing Residential Dwelling, or**
- **Any other Non-Structural Project at an Existing Residential Dwelling**

Prior to starting any (i) demolition of an existing Residential Dwelling, (ii) construction of a new Residential Dwelling, (iii) structural or major non-structural project at an existing Residential Dwelling, or (iv) any other non-structural project at an existing residential dwelling, plans must be submitted to the Frostwood ACC for review and approval. It is the applicant's responsibility to ensure compliance with the Deed Restrictions, the Guidelines and Procedures for Submitting New Home or Major Addition or Renovation Construction Plans, dated September 2024 (the "Construction Guidelines"), and the policies set forth in the Construction Rules and Guidelines, recorded August 8, 2022 (the "Construction Rules") of the Frostwood Community Improvement Association (the "Association"), copies of which are available to all Owners online or by request.

***Note that a "Structural or Major Non-Structural Project" at an Existing Residential Dwelling is any Project where it is expected that the Project will take two (2) months or longer to complete and the Owner will not be living on the Property for the majority of this time period, or there are extensions to the Dwelling footprint, and will require installation of a construction fence and placement of a dumpster.***

**Only complete Applications will be reviewed:**

A complete Application includes a combination of (i) the required Fees (as set forth on the attached Fee Schedule), and (ii) the Plans, Specifications and Material Samples (together, the "Application Documents"). While the builder (the "Builder") has responsibility for complying with all governmental codes and ordinances, and must provide a certificate of liability insurance to the Association's management company, the Owner is ultimately responsible for ensuring that the Builder is in compliance at all times with the Deed Restrictions, Construction Guidelines, Construction Rules, and the Frostwood Construction Deposit Agreement (the "Relevant Documents").

**Completed Applications and Fees:**

Each submission requires a printed copy of this Application, together with all Fees and required supporting documents, to be hand delivered or mailed to the Frostwood ACC at the following address:

Frostwood Community Improvement Association, Inc.  
C/O RealManage  
16000 Barkers Point, Suite 250  
Houston, TX 77079

A PDF file of the Application and all required documents must also be delivered by email to:

- (1) [FROSTWOO@Ciramail.com](mailto:FROSTWOO@Ciramail.com),\*
- (2) [president.frostwood@gmail.com](mailto:president.frostwood@gmail.com), and
- (3) [FrostwoodACC@gmail.com](mailto:FrostwoodACC@gmail.com).

The Association will confirm the completeness of all Owner submissions, and verify the Owner's good standing.

Under the Deed Restrictions, **upon receipt of a complete Application (with exhibits) and payment of all Application fees**, the Frostwood ACC has thirty (30) days to review and respond to the Owner with either an APPROVAL notification or a DENIAL notification. Each notification will be sent electronically via email to the email address of the Owner as shown on the Application. Any lack of completeness will delay review and tolls the time allowed for review. If an Owner wishes to know when the Application has been formally submitted to the Frostwood ACC for review, they may request such information from the Association by email to [FROSTWOO@Ciramail.com](mailto:FROSTWOO@Ciramail.com).\*

**NOTE THAT ACC APPROVAL IS FOR PROJECT PLANS ONLY;  
PERMISSION TO START ANY PROJECT WORK REQUIRES DELIVERY OF A FULLY EXECUTED  
FROSTWOOD CONSTRUCTION DEPOSIT AGREEMENT AND PAYMENT OF ALL DEPOSITS.**

---

\* Note that this address is "**FROSTWOO**" and NOT "**FROSTWOOD**" (i.e., there is no "D" at the end of the name).

## Application Fee Schedules

### **Part I: Demolition of an Existing Residential Dwelling and Construction of a New Residential Dwelling, or Structural Project at an Existing Residential Dwelling: ‡**

	<u>Application or Service Type</u>	<u>Fee</u>
<input type="checkbox"/>	Demolition of an Existing Residential Dwelling and Construction of a New Residential Dwelling or Major Structural Project at an Existing Residential Dwelling (including Plans, Specifications and Material Samples and related information)	
<input type="checkbox"/>	Project Review Fee	\$750.00 (includes one revision due to a request for minor missing information)
<input type="checkbox"/>	Secondary Review Fees	\$375.00 (due with revised submittal)
<input type="checkbox"/>	Inspection Fees	\$300.00 each (foundation compliance, framing compliance and exterior materials compliance)
<input type="checkbox"/>	Construction Deposit Agreement	\$7,500.00

### **Part II: Major Non-Structural Project at an Existing Residential Dwelling: ‡**

	<u>Application or Service Type</u>	<u>Fee</u>
<input type="checkbox"/>	Major Non-Structural Project at an Existing Residential Dwelling (including Plans, Specifications and Material Samples and related information)	
<input type="checkbox"/>	Initial Plan Review Fee	\$500.00 (includes one revision due to a request for minor missing information)
<input type="checkbox"/>	Secondary Review Fee	\$250.00
<input type="checkbox"/>	Exterior Materials Compliance Inspection Fee	\$100.00
<input type="checkbox"/>	Construction Deposit Agreement	\$2,000.00

### **Part III: Other Non-Structural Exterior Changes to an Existing Residential Dwelling:**

Applications for house or trim painting, window replacement, or roofing or fencing replacement, in each case using the same type and color of materials, or minor landscaping changes, must still be approved by the Frostwood ACC, but do not require payment of any Fees.

***Please make your check payable to Frostwood Community Improvement Association and include the address for the relevant Lot or Residential Dwelling on the bottom left hand corner.***

***The Construction Deposit, or the remaining portion thereof after permitted deductions, if any, will be returned after the final inspection is complete.***

‡ See the ACC Application Addendum to understand what constitutes a “Structural Project an Existing Residential Dwelling” or a “Major Non-Structural Project at an Existing Residential Dwelling.”