

**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 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 items listed under the specific approval requests (unless waived by the Frostwood ACC or not required pursuant to a footnote ).**

**APPROVAL(S) REQUESTED AND DOCUMENTS REQUIRED** (check all that apply):

<input type="checkbox"/> Demolition of an Existing Residential Dwelling and Construction of a New Residential Dwelling <sup>2</sup> or
<input type="checkbox"/> Major Interior and/or Exterior Improvement Project at an Existing Residential Dwelling <sup>2</sup>
<ul style="list-style-type: none"><li>➤ A plot plan or survey showing the location and dimensions (including elevation) of all existing and proposed Improvements and with elevations to be from Baseline Elevation.</li><li>➤ Lot drainage provisions shall be indicated, 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.</li><li>➤ 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.</li></ul>
<input type="checkbox"/> Major Non-Structural Interior Improvement at an Existing Residential Dwelling <sup>2</sup>
<input type="checkbox"/> Non-Structural Exterior Changes, including windows, doors, and garage door replacements
<input type="checkbox"/> Swimming Pool or in-ground Spa <input type="checkbox"/> Install Deck, Patio, Arbor or Playscape <input type="checkbox"/> Driveway replacement
<ul style="list-style-type: none"><li>➤ A survey showing the location and dimensions of all existing and proposed Improvements.</li><li>➤ Lot drainage provisions shall be indicated, 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.</li><li>➤ The structural design, 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) and utility connections.</li><li>➤ If a deck, patio, patio cover, arbor, or playscape:<ul style="list-style-type: none"><li>(1) whether the structure will be <input type="checkbox"/> permanent or <input type="checkbox"/> portable;</li><li>(2) the height _____, width _____, and length _____ of the structure; and</li><li>(3) the percentages of permeable area _____ and impermeable area _____ after completion.</li></ul></li></ul>

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

<sup>2</sup> See ACC Application Addendum attached to this Application for further requirements.

- Replacement Fencing<sup>3</sup>
- Landscape Change<sup>4</sup>
- Re-roofing<sup>3</sup>
- House/Trim Painting<sup>3</sup>
- Replacement Sidewalk<sup>3</sup>
- Replacement Windows<sup>3</sup>
- Other (describe) \_\_\_\_\_<sup>3</sup>

- If there are any changes or additions to the Lot or Residential Dwelling, a survey or other diagram showing the location and dimensions of all existing and proposed changes or additions (including photographs of the existing Residential Dwelling).
- All exterior materials, colors, textures and shapes shall be described (including photographs or samples), along with any diagrams or representations necessary to depict all proposed exterior changes (including location and method).

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

---



---



---



---

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

**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 cause the application to be denied. ***Please note that all Annual Maintenance Charges and Special Assessments (if any) must be current for this Request to be processed.***

**Decision Making Process:**

The Frostwood ACC has **up to 30 days after receipt of a completed application** to make 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 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!

<sup>3</sup> These approvals may qualify for Fast-Track Approval when using the same type and color of materials.

<sup>4</sup> Not required for minor landscaping changes, but note that major landscaping changes WILL require submission of Lot drainage plans.

(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/or APPROVAL LETTER**

- APPROVED
- APPROVED with the conditions noted below
- DENIED for the reasons 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 Major Improvement Project at an Existing Residential Dwelling, or**
- **a Non-Structural Exterior Change to an Existing Residential Dwelling Application**

Prior to starting any (i) demolition of an existing residential dwelling, (ii) construction of a new residential dwelling, (iii) major improvement project at an existing residential dwelling, or (iv) non-structural exterior change to 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 February 2024 (the "Construction Guidelines"), and the Construction Rules and Guidelines, dated February 2024 (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 any Project on a Residential Dwelling where the Owner will not be living on the Property for any length of time during the construction or other improvements will require installation of a construction fence and placement of a dumpster.**

### **Only complete Applications will be reviewed:**

A complete ACC 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 management company, the Owner is ultimately responsible for ensuring that the Builder is in compliance at all times with the Deed Restrictions, Guidelines and Procedures for Construction Plans, Construction Rules and Guidelines, 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 the ACC Application 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 Application Documents must also be delivered by email to:

- (1) [FROSTWOO@Ciramail.com](mailto:FROSTWOO@Ciramail.com),<sup>5</sup>
- (2) [president.frostwood@gmail.com](mailto:president.frostwood@gmail.com), and
- (3) [FrostwoodACC@yahoo.com](mailto:FrostwoodACC@yahoo.com).

The Association will validate the completeness of all Owner submissions, and verify the Owner's good standing in the Association. All Association fees and assessments must be current prior to the submission of any Application.

Under the Deed Restrictions, **upon receipt of a complete ACC Application (with exhibits)** the Frostwood ACC has (30) thirty 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 indicated on the ACC Application. The time starts when (i) the complete Application and other Application Documents are received by the Frostwood ACC and (ii) the Fees are received by the Association. 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 PLANS ONLY;  
PERMISSION TO START WORK REQUIRES DELIVERY OF A FULLY EXECUTED  
CONSTRUCTION DEPOSIT AGREEMENT ALONG WITH PAYMENT OF ALL DEPOSITS.**

---

<sup>5</sup> Note that this address is "**FROSTWOO**" and NOT "**FROSTWOOD**" (i.e., there is no "D" at the end of the name).

**ACC Application Fee Schedules**

**Part I: Demolition of an Existing Residential Dwelling and Construction of a New Residential Dwelling, or Major Interior and Exterior Improvement Project at an Existing Residential Dwelling**

	<b><u>Application or Service Type</u></b>	<b><u>Fee</u></b>
<input type="checkbox"/>	Demolition of an Existing Residential Dwelling and Construction of a New Residential Dwelling or Major Improvement Project at an Existing Residential Dwelling – Submittal Application (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 Interior or Exterior Change to an Existing Residential Dwelling: \*\***

	<b><u>Application or Service Type</u></b>	<b><u>Fee</u></b>
<input type="checkbox"/>	Non-Structural Exterior Change to 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, 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 Lot or Residential Dwelling is located 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.***