

## Quick-Reference Guidelines for Owners, Builders, and Contractors<sup>1</sup>

### **Owners:**

- 1. Roof Replacements; Home Repainting:** Roof installation (including roofing materials to be used) requires approval from the Frostwood Architectural Control Committee (the "Frostwood ACC"). Home painting or staining (colors to be used) require Frostwood ACC approval (like-for-like roof replacement, and choice of paint or stain colors, can receive expedited approval). See Deed Restriction Sections 4.2 and 5.2.K.
- 2. Window and Window Replacements:** There are special rules for window replacement; these require approval from the Frostwood ACC (like-for-like replacement can receive expedited approval). See Deed Restriction Section 5.2.M.
- 3. Adding or Replacing Fences and Walls:** There are special requirements for fences and walls, including fences and walls on properties with boundaries of Gessner Road, Benignus Road, and Memorial Drive. Notice of installation of any new fence must be given to all neighboring Owners, including fences being installed at new homes. See Deed Restriction Section 5.2.I; see also the Construction Deposit Agreement Section 8.
- 4. Driveway Gates, Driveways and Sidewalks:** The addition of a driveway gate requires prior Frostwood ACC approval. See Deed Restriction Section 5.2.H. Driveways and sidewalks must be properly maintained and repaired, free of stains, grass and/or weeds. See Deed Restriction Section 5.2.G.
- 5. Swimming Pools and Hot Tubs:** Adding swimming pools and hot tubs require Frostwood ACC approval. See Deed Restriction Section 5.2.F.
- 6. Residential Trash and Trash Containers:** Residential trash and trash containers must be kept outside the back- or side-door of a house until no earlier than 6:00 pm on the day before the scheduled trash pickup (currently Mondays and Thursdays). See Deed Restriction Section 6.1.H. You can have up to eight (8) bags of leaves and grass clippings, and these are included for back-door pickup, and not left at the curb earlier than the above times.
- 7. Single Family Homes Only; Leasing Restrictions:** Homes may only be occupied for single-family, residential use. See Deed Restriction Section 6.1.A. Homes may be leased, but only in their entirety and only for a minimum of six months. See Deed Restriction Section 6.1.C; see also the Frostwood Rental and Leasing Policy.
- 8. Garage, Estate and Similar Sales:** Only one (1) garage, estate, moving or rummage sale is permitted per home per year, with specific notice requirements to avoid multiple sales at the same time. See Deed Restriction Section 6.1.B.
- 9. Vehicle Parking:** There are restrictions on vehicle parking at homes, including of inoperable vehicles, trailers, motor homes, boats and work trucks. See Deed Restriction Sections 6.1.D., 6.1.E. and 6.1.F.
- 10. Animals and Pets; Leash Requirements:** Only domestic animals or pets may be kept on a property. As required by the City of Houston, all dogs must be maintained on leash when outside of an Owner's property (City of Houston regulations do not consider "electronic collars" to be leashes). See Deed Restriction Section 6.1.J.
- 11. Landscaping and General Property Maintenance:** There are requirements and restrictions on landscaping that is required to be placed on the front and sides of homes. See Deed Restriction Section 5.2.P. All lots must be reasonably landscaped and maintained. This includes properly trimming hedges, weeding landscape beds, and mowing yards on a regular basis. Care must be taken to remove mold or discoloration on walls and to limit pine straw buildup on roofs. See Deed Restriction Section 6.2.B.

If a property (including landscaping, trees and exterior brick surfaces) falls into a state of disrepair, and the Owner fails to remedy the deficiency after receiving proper notice under the Texas Property Code, the Association may enter onto the property and remedy or repair the deficiency. The Owner will be charged the costs of remedying or repairing the deficiency, plus 50% for overhead and supervision. See Deed Restriction Sections 6.2.A and 6.2.B.

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<sup>1</sup> This is not intended to be a complete description of the restrictions and regulations in the Frostwood regulations and guidelines. We direct your attention to the Frostwood Construction Related Documents (see the relevant tab on the RealManage Resident Portal under the "My Documents" and "Policies" tabs for all restrictions and regulations that require compliance). Also note that some actions require payment of fees in connection with submission of an application for Frostwood ACC approval.

**Owners, Builders and Contractors:**<sup>2</sup>

1. **Architectural Plans:** All architectural plans for any (a) demolition of an existing residential dwelling and construction of a new residential dwelling, (b) major interior and/or exterior improvement project at an existing residential dwelling, and (c) major non-structural interior improvement at an existing residential dwelling (each, a “**Building Project**”), must be submitted in advance to the Frostwood ACC. See Deed Restriction Section 4.2.
2. **Architectural Plan Approval Required Before the Start of Any Work:** No demolition of an existing property may begin until the architectural plans for the new Building Project have been approved. Demolition of an existing property must be completed within 90 days of receiving Frostwood ACC approval for the Building Project. See Deed Restriction Section 4.15.
3. **Architectural Limitations:** Refer to the Deed Restrictions for size, height, location and other architectural limitations. See Deed Restriction Section 5.1. Note also the restrictions on second story windows that are placed in close proximity to property lines. See Deed Restriction Section 5.2.M.
4. **Notice of Projects to Neighbors is Required:** Notice of any proposed Building Projects must be given to all neighboring Owners, including the placement of a dumpster and/or portable toilet on the property. See Deed Restriction Section 4.8 and Construction Deposit Agreement Section 4.
5. **Maximum Time Period for Demolition:** Once demolition begins on an existing home, it must be diligently pursued and, in any event, completed within fourteen (14) days. See Deed Restriction Section 5.3.A.
6. **Maximum Time Period for Completion of Project:** A Building Project must be completed within two-hundred seventy (270) days following the start of construction. See Deed Restriction Section 5.3.C.
7. **Construction Fencing and Contact Information Required:** Prior to the start of demolition or construction, (a) an emergency contact information and work rules sign must be posted, (b) the property must be enclosed by a construction fence (with silt fence and screening), and (c) all trees must be protected. See Deed Restriction Section 5.3.G and Section 5.3.H; see also the Construction Deposit Agreement Section 5. Work rules in Spanish and English are attached to the Construction Deposit Agreement.
8. **Cleanliness of Job Site; Placement of Dumpsters and Portable Toilets:** The job site must be kept reasonably clean at all times. See Deed Restriction Section 4.8. A heavy-duty dumpster and a portable toilet must be placed on a lot during construction and positioned behind the construction fencing and behind the front home setback. The portable toilet must be screened from the street on three (3) sides. See Deed Restriction Section 5.3.F.
9. **Vehicle Parking and Permitted Work Hours:** There are strict rules regarding parking of construction workers’ vehicles. See Deed Restriction Section 5.3.D. Permitted work hours on Building Projects are strictly enforced. See Deed Restriction Section 5.3.G.
10. **Slab Form Survey is Required:** Once framing is in place for the foundation of a new home, and before any further work takes place (including pouring concrete), verification of the slab height must be certified to the Frostwood ACC by a licensed professional engineer. See Construction Deposit Agreement Section 6.
11. **Height Certification is Required:** Once a new home is framed, and before any further work takes place, verification of the structure heights must be certified to the Association by licensed surveyor. See Construction Deposit Agreement Section 7.

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<sup>2</sup> **Note:** much of this information is relevant for purposes of any plans for the demolition of an existing Residential Dwelling, the construction of a New Residential Dwelling, a Major Improvement Project at an existing Residential Dwelling, and a non- structural exterior change to an existing Residential Dwelling. Specific details can be found in the ACC Application and related documents located on the Frostwood and RealManage websites.

**12. Construction Deposit Fines and Forfeitures:** There are specific rules for imposing fines and forfeitures of deposited amounts as a result of violations of the Deed Restrictions or the Construction Deposit Agreement. See Construction Deposit Agreement Sections 8 – 12, and Schedule A – Sections 1 & 2.