

EXAMPLE

**CROCKETT TRACE ESTATES
ACC APPLICATION**

- NEW HOME CONSTRUCTION
- MOBILE HOME
- EXTERIOR ADDITION

Property Owner's Name: Daniel Smith
Mailing Address: 123 First St, Conroe, TX 77304
Contact Number: 936-123-4567
Property Address/Legal: 123 Ashlawn Dr, Conroe, TX 77303 / S11 B4 L2

Notes: _____

Improvements Being Requested:

-Install of a 2022 Mobile Home
-Install of a 4x6 Porch

Planned Start/Move Date: 5/1/2022

Estimated Completion Date: 6/1/2022

ACKNOWLEDGEMENTS

I have read & agreed to the Crockett Trace Covenants & all building/construction requirements. My failure to abide by these could result in penalties & fines.

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Property Owner: DS Date: 3/1/2022

Builder: _____ Date: _____

IF THERE IS A BALANCE ON YOUR ACCOUNT OR AN OPEN DEED VIOLATION, APPLICATION WILL NOT BE SUBMITTED FOR REVIEW UNTIL BALANCE IS PAID IN FULL OR A PAYMENT PLAN HAS BEEN IMPLEMENTED, & THE VIOLATION HAS BEEN CURED

A non-refundable review fee of \$30.00 made payable to SW Texas Property Management must be submitted with the application. NO CASH. Online payments can be made on our website: swtxpropertymanagement.com

Check/Money Order # 123456789

Please submit the completed application & payment to:
P.O. Box 358, Conroe, TX, 77305 or via email: admin@swtxpropmgmt.com

Applications will not be accepted if they are not completed

**TEMPORARY DROP OFF LOCATION:
5750 West Davis St, Conroe, TX 77304**

CROCKETT TRACE ESTATES
ACC APPLICATION

The following items applicable to the ACC Submittal Request **MUST** be included. Incomplete applications will be rejected.

Mobile Home: Please initial next to each item & include with your ACC Submittal.

DS

- Site Plan/Sketch showing the home placement & ALL existing or desired structures in relevance to property lines, setback lines.

FRONT 40 LEFT SIDE 7 RIGHT SIDE 7 BACK 40

SQUARE FOOTAGE OF HOME: 1,216

- *The minimum square footage requirement is 950 square foot.
- *Dimensions of desired structures must be listed.

DS

- Official Documents showing the age, make and model of the mobile home. **Mobile Homes older than 15 years at the time of move in, will not be approved.** You normally receive this document after closing on the home.

DS

- Colored Photos of Material for required four by six-foot (4'X6') porch must be submitted. Porch **MUST** be installed within **90 days** of ACC Approval. Fines will be assessed monthly if the porch is not installed.

DS

- Colored Photos of Material for required skirting must be submitted. Skirting **MUST** be installed within **30 days** of ACC Approval. Approved materials for skirting consist of vinyl, wood or hardiplank. All skirting must be UNIFORM. If skirting is not installed within 30 days of ACC Approval, fines will be assessed monthly.

DS

- Submit copy of registered building permit per Montgomery County

DS

- Culverts must be reinforced and meet Montgomery County requirements.

DS

- Colored Photo of desired Address plaque for the property: Location needs to be visible on the home, or within the front yard/fence, from the street.

DS

- If adding a driveway, The Association needs to know what materials the driveway will be made of, & it must be included on the site plan sketch.

DS

- \$30.00 (Non-Refundable) Money Order/Cashier's Check for the Application processing fee made payable to SW Texas Property Management.

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New Construction Home: *Please initial next to each item & include with your ACC Submittal.*

- _____ - Site Plan/Sketch showing the home placement & ALL existing or desired structures in relevance to property lines, setback lines.
FRONT _____ LEFT SIDE _____ RIGHT SIDE _____ BACK _____
SQUARE FOOTAGE OF HOME: _____
*The minimum square footage requirement is 950 square foot.
*Dimensions of desired structures must be listed.
- _____ - Colored Photos & List of all materials & paint colors to be used
- _____ - Submit copy of registered building permit per Montgomery County
- _____ - Culverts must be reinforced and meet Montgomery County requirements.
- _____ - Colored Photo of desired Address plaque for the property: Location needs to be visible on the home, or within the front yard/fence, from the street.
- _____ - If adding a driveway, The Association needs to know what materials the driveway will be made of, & it must be included on the site plan sketch.
- _____ - \$30.00 (Non-Refundable) Money Order/Cashier's Check for the Application processing fee made payable to SW Texas Property Management.

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**CROCKETT TRACE ESTATES
ACC APPLICATION**

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Exterior Addition: *Please initial next to each item & include with your ACC Submittal.*

- _____ - Site Plan/Sketch showing the placement of ALL existing or desired structures in relevance to property lines, setback lines.
*Dimensions of desired structures must be listed.
- _____ - Colored Photos & List of all materials & paint colors to be used
- _____ - Submit copy of registered building permit per Montgomery County
- _____ - \$30.00 (Non-Refundable) Money Order/Cashier's Check for the Application processing fee made payable to SW Texas Property Management.

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**CROCKETT TRACE ESTATES
ARCHITECTURAL APPROVAL REQUEST**

Date: 3/1/2022 Property Description (S/B/L): 11/4/2
Property Address: 123 Ashlawn Dr
Owner: Daniel Smith Builder: Legacy Homes
Phone Number: 936-123-4567 Phone Number: 936-333-3333
Email: DS@gmail.com Email: LH@gmail.com
Mailing Address: Mailing Address:
123 First St, Conroe, TX 77304 612 Home Rd, Willis, TX 77318

To: Crockett Trace Estates Architectural Committee

I, Daniel Smith, am requesting Architectural approval to construct/move in the improvements described in the attached plans and have demonstrated a desire to comply with the deed restrictions and Architectural standards of Crockett Trace Estates. By signing this letter and by paying the required fees and construction deposit, I agree to comply with the deed restrictions contained in the Crockett Trace Estates Covenants, Conditions and Restrictions and with any other applicable dedicatory instruments.

It is understood that if there is a slab, a drawing must be submitted with the seal and approval of a licensed, registered, professional engineer. It is further understood that when the attached plans are reviewed by the Crockett Trace Estates Property Owners Association (POA) and/or Architectural Review Committee (ACC), such POA and/or ACC shall solely be reviewing to verify that engineer has designed the foundation plans and that the plans contain an engineered slab based upon a soil study done on the lot which the improvement is to be constructed, that the plans are compatible with the "Country Setting", and that the proposed location with respect to topography and finished grade elevation is satisfactory; the POA or ACC shall not be reviewing to ensure the quality, feasibility or safety of design.

It is understood that if Architectural approval is denied for any reason, including submittal of incomplete plans, I will be required to resubmit such plans and an additional fee before approval may be granted. I further understand that approval upon re-submittal will not be automatic; all resubmitted plans will be approved or denied on the same basis as the plans initially submitted.

I understand that the POA and the ACC strongly suggest that periodic inspections be performed on new construction. I understand that neither the POA nor the ACC will be responsible for obtaining any inspections of my property or improvements. Such inspection services should be retained by me and should be performed by a real estate inspector or professional inspector licensed under Article 657a, Section 23 of the Texas Real Estate License Act, as may be amended from time to time, OR by a licensed, registered and professional engineer. The selection of such inspector or inspectors shall be left to my absolute and sole discretion.

I do understand that neither the POA nor the ACC nor any other Crockett Trace Estates entity shall be responsible in any way neither for any inspection(s) nor for any damage whatsoever that may stem from such inspections either not being performed, being performed improperly or negligently.

In the event that an item of construction/move in does not satisfy the requirements of the applicable deed restriction, repair, replacement and/or augmentation of the item will be performed until said item does

satisfy the requirements of Crockett Trace Estates. Continued non-compliance and/or refusal to rectify a deficient item of construction will terminate any approval granted to me. Revocation of a granted approval and all other action concerning construction is subject to the review of the ACC and the final authority of the Board of Directors of the POA.

I do understand that if a mobile home is being placed on my lot that I am responsible to ensure that the required porch is installed within 90 days and skirting is installed within 30 days of the date of my approval and that the hitch and tongue must be removed as well. I understand that If I do not complete the required porch and skirting and do not removed the tongue and skirting that I will be assessed fees and fines on a monthly basis and/or sent to the attorneys for non-compliance.

I understand that the ACC Committee will try to review and approve/deny applications within 5-7 business days to the best of their availability provided that application is complete and meets restrictions requirements in an attempt to provide good customer service. However, I also understand that the ACC Committee has up to 30 days to review and approve/deny applications if it cannot be done in a more timely manner.

By requesting approval, it is understood that I bind to pay the maintenance fees as they become due.

Submitted by: Daniel Smith


Crockett Trace Estates Property Owner

3/1/2022
Date

**CROCKETT TRACE ESTATES
ACC APPLICATION**

THE SECTION BELOW IS FOR OFFICE/ACC USE ONLY

Reviewed by ACC:

All Fees and Fines Current? _____

Any Violations Against Property? _____

Date Application Submitted: _____

Approved ☐ Declined ☐ ACC Signature: _____

Comments:

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Texas Department of Housing and Community Affairs
Manufactured Housing Division

RECORD DETAIL

For general information, this is not a Statement of Ownership (SO)

STATEMENT OF OWNERSHIP INFORMATION

Certificate #: MH00811455

Issue Date: 03/02/2020

Election: PERSONAL PROPERTY

Status: Application Processed

HOME INFORMATION

Manufacturer: LEGACY HOUSING II
103 NORTH NEAL STREET
COMMERCE, TX 75428

Model: LH68032F CLASSIC

Date Manf: 03/21/2011

Square Ft: 1,216

Windzone: 1

License #: MHDMAN00000468

| | Label/Seal# | Serial # | Weight | Size |
|------------|-------------|-------------|--------|---------|
| Section 1: | NTA1538512 | LH211TX1902 | 29,125 | 16 x 76 |
| Section 2: | | | | |
| Section 3: | | | | |
| Section 4: | | | | |

PHYSICAL LOCATION INFORMATION

Physical Location: ~~755~~ BRADFORD ST

CONROE

TX 77303

MONTGOMERY

OWNERSHIP INFORMATION

Seller/Transferor: PREMIER HOMES

Buyer/Transferee: ~~XXXXXXXXXX~~

Mailing Address: 206-A S. LOOP 336 WEST #284
CONROE, TX 77304

Mailing Address: ~~755~~ BRADFORD ST
CONROE, TX 77303

Right of Survivorship: Yes Transfer/Sale Date: 11/07/2019

LIEN INFORMATION

First Lien: LEGACY HOUSING, LTD.
4801 MARK IV PKWY
FORT WORTH, TX 76106

Second Lien: N/A

ACTIVE TAX LIEN INFORMATION

ATTACHED ACTIVE TAX LIEN(S)

| Year | Recorded | Tax Unit # | Tax Unit Name | Tax Roll Account # | Amount |
|---------------------|----------|------------|---------------|--------------------|--------|
| No Active Tax Liens | | | | | |

UNATTACHED ACTIVE TAX LIEN(S)

Unattached tax liens are liens filed with the department which contain possible discrepancies in the home identification numbers referenced. Because the lien may apply to this home it is being listed so it can be considered. If the lien is from the same county where the home is and/or was installed it may apply to this home.

| Year | Recorded | Tax Unit # | Tax Unit Name | Tax Roll Account # | Amount |
|--------------------------------|----------|------------|---------------|--------------------|--------|
| No Unattached Active Tax Liens | | | | | |

OWNERSHIP HISTORY

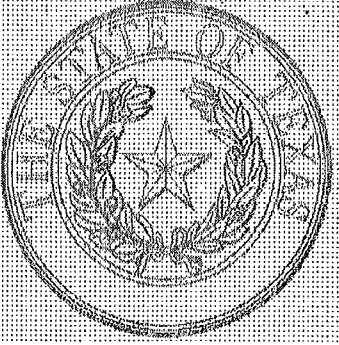
| Certificate | Issue Date | Seller/Transferor | Owner/Transferee | County | Purchase Date | Election |
|-------------|------------|-------------------|------------------|---------|---------------|----------|
| MH00396438 | 05/20/2011 | GGO GROUP LLC | ALEX O JOHNSON | LIBERTY | 4/1/2011 | PERSONAL |

ORIGINAL STATEMENT OF OWNERSHIP

On January 1st of each year, a tax lien comes into existence on a manufactured home in favor of each taxing unit in the jurisdiction where the home is actually located on January 1st. In order to be enforced, any such lien must be recorded with the Texas Department of Housing and Community Affairs, Manufactured Housing Division as provided by law. You may check our records through our website or contact us to learn of any recorded tax liens. To find out about the amount of any unpaid tax liabilities, contact the tax office for the county where the home was actually located on January 1st of that year.

Date Issued: 03/02/2020

Certificate Number: MH00811455

| | | | | | |
|--|---------------------|----------------------------|---|-----------|---------------|
| Manufacturer | | Label/Seal No. | Serial No. | Weight | Size |
| MHDMAN0000468 LEGACY HOUSING II 103 NORTH NEAL STREET COMMERCE, TX 75428 | | NTA1538512 | LH211TX1902 | 29,125 | 16.0 x 76.0 |
| Model | Date of Manufacture | Effective Date of Transfer | County Where Installed | Wind Zone | Total Sq Feet |
| LH68032F CLASSIC | 03/21/2011 | 11/7/2019 | MONTGOMERY | I | 1216 |
| The Owner(s) have elected to declare the manufactured home as: PERSONAL PROPERTY  | | | Owner of Record | | |
| | | | XXXXXXXXXX XXXXXXXXXX XXXX BRADFORD ST CONROE, TX 77303 | | |
| | | | Seller or Transferor | | |
| | | | PREMIER HOMES 206-A S. LOOP 336 WEST #284 CONROE, TX 77304 | | |
| | | | Physical Address | | |
| | | | XXXX BRADFORD ST CONROE, TX 77303 | | |
| | | | Right of Survivorship: Yes | | |
| Lien(s): The following liens, charges, or other encumbrances are reflected as having been created affecting the manufactured home. | | | | | |
| 11/7/2019 LEGACY HOUSING, LTD. 4801 MARK IV PKWY FORT WORTH, TX 76106 | | | | | |


 Kim R. Hicks

Executive Director

Owner Copy

MONTGOMERY COUNTY DEVELOPMENT PERMIT STRUCTURE
501 N Thompson Ste 100
Conroe, TX 77301
(936) 539-7836

CLASS A

PERMIT NO. 184268-21
HODGE/MASON # 3.1,4
CLERK LK

STATE OF TEXAS
COUNTY OF MONTGOMERY }

This notice confirms that this CLASS A permit was issued to:
Applicant: _____ Owner: _____

on 19 MAY 21 in Montgomery County, Texas and is NONTRANSFERABLE. This permit
authorizes the permittee to construct, install or make improvements to a
M-MANUFACTURED HOME on the following described property:

Subdivision: CROCKETT TRACE ESTATES

Section: 1 Block: _____ Lot(s): _____

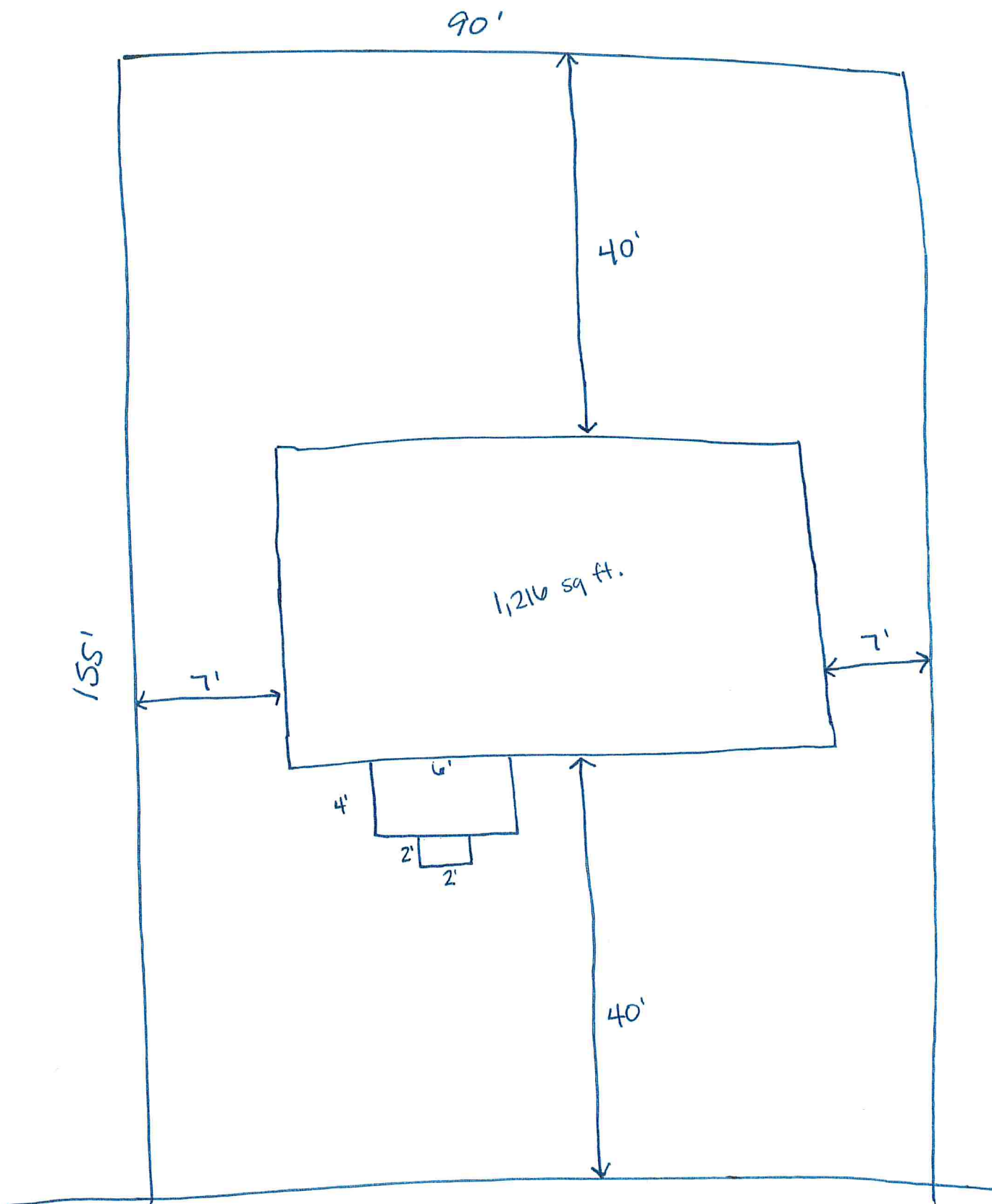
Address: _____ CONROE, TX 77303

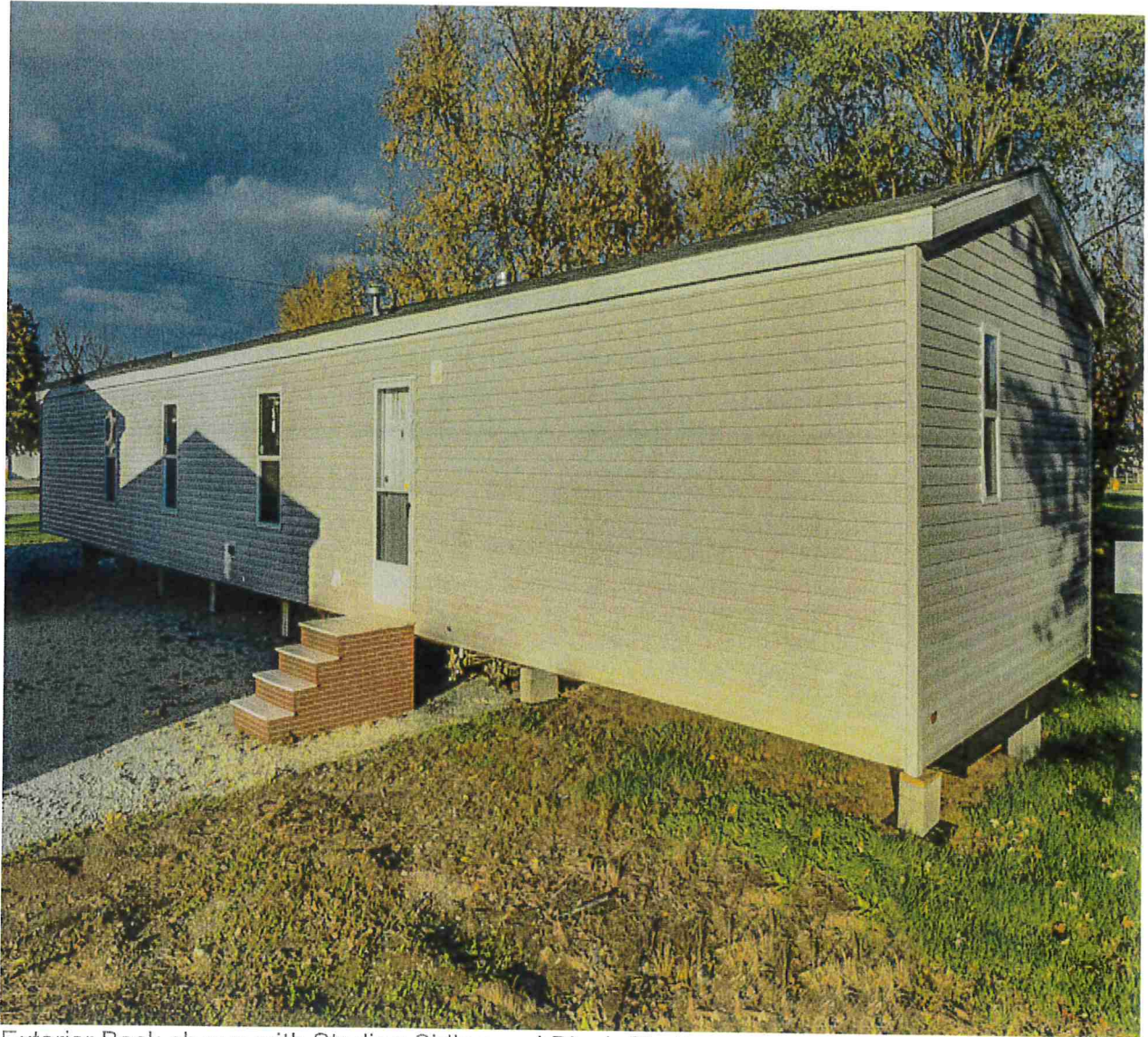
REQUIRED CULVERT SIZE: _____ FLOOD INSURANCE ZONE: X
FLOODPLAIN DETERMINATION IS FOR PERMITTING PURPOSES. OFFICIAL
DETERMINATIONS ARE MADE FEMA.

Application for this permit has been reviewed by the Permit Office
and it has been determined that the property where construction and/
or improvements will be made is above the base flood elevation. The permittee
is therefore, authorized to proceed with the development.
Prior to beginning work, a copy of the permit
must be posted at the location where it can be viewed from the nearest road.
It must be protected from the weather and secure from vandalism and will
remain posted until construction is completed. Montgomery County recommends
finished floor/slab be constructed 12 inches above natural ground.
Permit expires if construction does not begin within 180 days

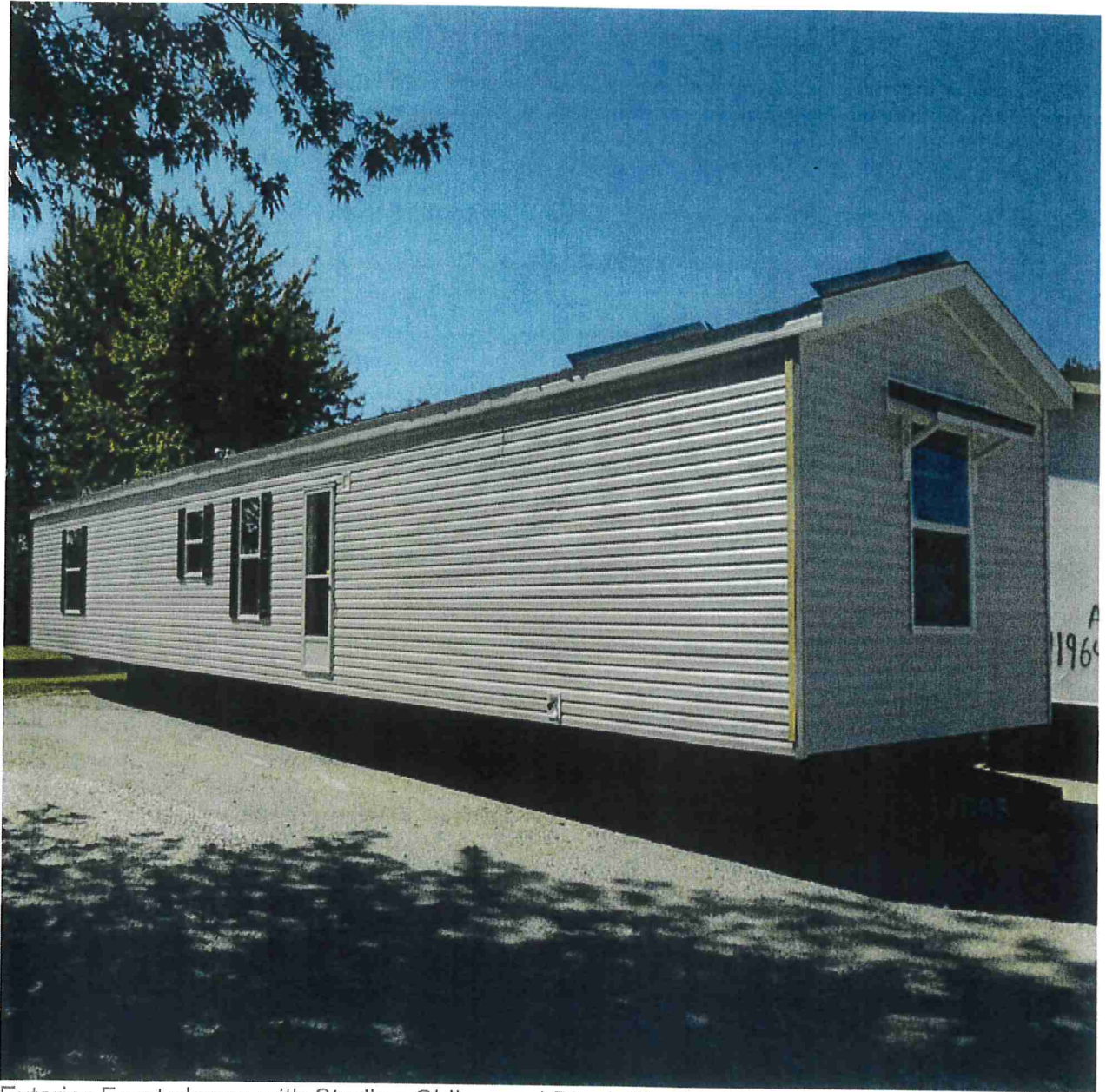
Phil D. Jones
Phil D. Jones, CFM
Manager Permits

Notes:

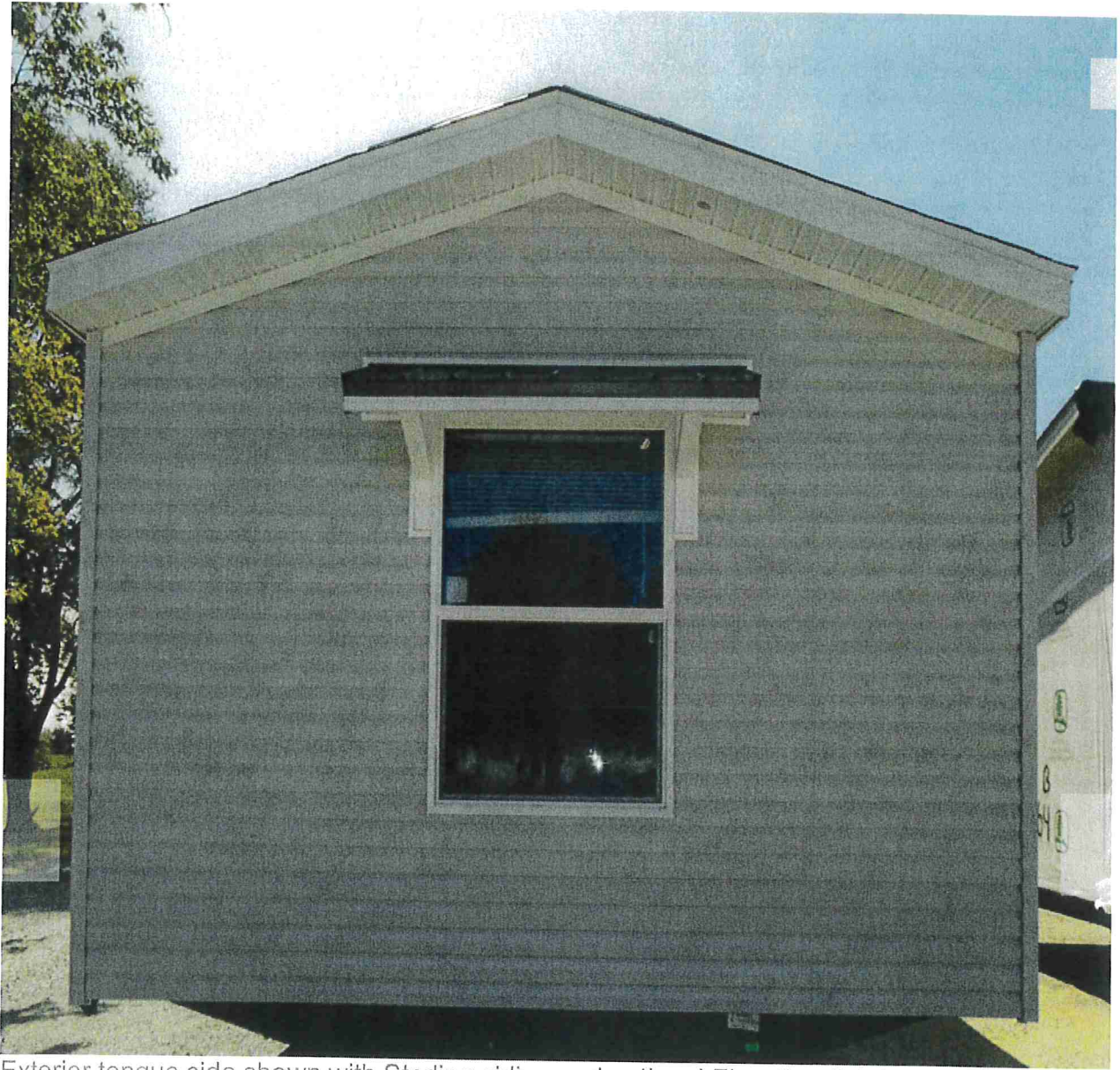




Exterior Back shown with Sterling Siding and Black Shutters

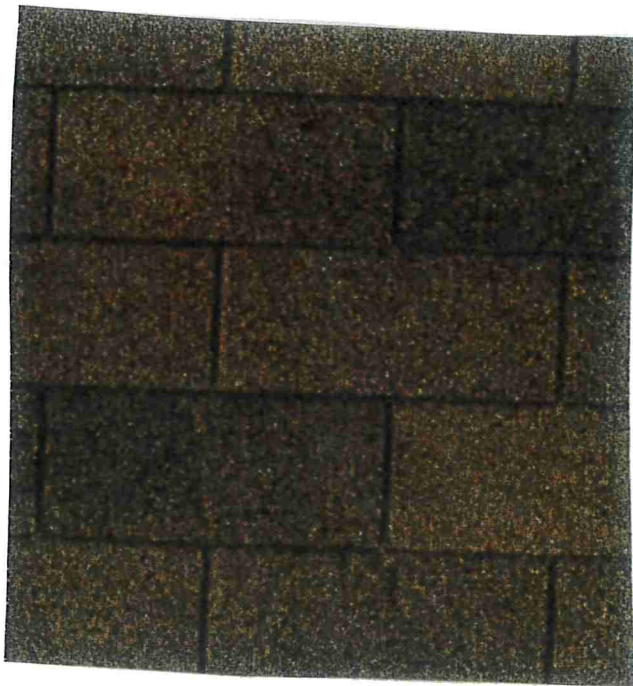


Exterior Front shown with Sterling Siding and Black Shutters



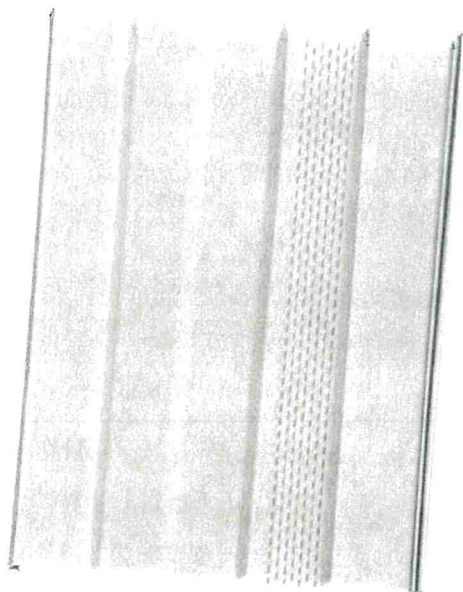
Exterior tongue side shown with Sterling siding and optional Elevation # 4 Awning Over Win...





Marquis WeatherMax Autumn Brown 3-Tab

Roofing Shingles (33.3 sq. ft. per Bundle) (26-pieces)



Mobile Home Skirting Vinyl
Underpinning Vented Panel
White 16" W x 35" L (Pack of
10)