



Architectural Guidelines

Revised March 2025

NORTHCREST RANCH PROPERTY OWNERS' ASSOCIATION, INC.



Northcrest Ranch Property Owners' Association, Inc.

The LIPAR GROUP, INC., a Texas corporation, (hereinafter referred to as "**Developer**") established the non-profit corporation, Northcrest Ranch Property Owners' Association, Inc. ("**Association**"), along with creating and placing certain restrictions, easements, conditions, stipulations and reservations ("**Deed Restrictions**") upon and against the all property/land being commonly known as: Northcrest Ranch, Section One, Northcrest Ranch, Section Two and Northcrest Ranch, Section Three (collectively, "**Northcrest Ranch**").

The Developer created the Architectural Control Committee ("**ACC**"), which has been given the authority to set-out acceptable construction standards, which serve as guidelines ("**Guidelines**") in order to preserve/maintain a uniform plan of development, improvement of the property and insure the benefit of the present and future owners of lots, which includes improvements to such lots in Northcrest Ranch. The Board of Directors for the Association has adopted the foregoing Guidelines for the benefit of all current and future Lot Owners in order to maintain standards established by the Developer.

Any owner of property located in Northcrest Ranch ("**Lot Owner**") desiring to make any change(s) to their existing property, the Lot Owner must comply with the applicable Deed Restrictions and Guidelines, and the recorded plat for the applicable section (collectively "**Governing Documents**"). If any conflicts arise between the Guidelines and Deed Restrictions, the applicable Deed Restrictions will prevail, but in no event shall either the Guidelines or Deed Restrictions prevail over the recorded plat for the applicable section.

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A. Application & Approval Process for Improvements

A.1. **Required Approval** - Prior approval is required for **ALL** additions, demolitions, improvements, or any changes to Lot or existing structures by the Lot Owner, including but not limited to, ponds, walls, fountains (over 48" height/width). Only a Lot Owner shall have the authority to submit applications to alter or make any improvements to their owned Lot in Northcrest Ranch. Should any violation occur, the Lot Owner of subject property shall be held liable and responsible for such violations of the Governing Documents. When there is doubt whether an application is required, it is recommended to submit an application.

A.2 **No Approval** – Lot Owner shall not be required to submit an application for approval for ONLY the following: (a) Gutters; (b) Landscaping (must comply with all easements and setbacks pursuant to the applicable Deed Restrictions and Plat); (c) Birdhouses; and (d) Landscaping tables and benches and (d) Satellite Dishes (not to exceed 1 meter in size and may not be located in the front of the Lot).

A.3 **Application Process** - Applications, plans and specifications for improvements are to be submitted to the management company and shall be deemed received the date received by the management company.

3.1 **Application forms** are available on the NCR website (northcrestranchcommunity.com/acc) Application forms shall be submitted to the management company or uploaded to the property owner's portal. Any projects commencing and/or completed without an approved application will be subject, but not limited to, the following penalties: fines, stop construction order, removal of unapproved construction project(s), and other legal action allowed under Texas Law.

All Applications

- a. The Signature of each Lot Owner(s) listed on recorded deed to Lot and any applicable builder/contractor is required on all four pages of the Application.
- b. Lot Owner must be current on Association Fees, and fines incurred on the Lot Owner account. Lot Owner must not have any open violations of the Deed Restrictions prior to review for approval process.
- c. Signed copy of the fines/ penalty schedule posted on the website which indicates you and your builder/contractor have read and understand the fine structure.

New Home Build Applications

- d. Damage Deposit of \$500 payable to Northcrest Ranch POA., is refundable if no liability has been incurred (fines/ penalties/ road damage, etc.).
- e. Copy of septic permit (Montgomery County) with the engineering drawings of septic.
- f. Drainage plan submitted for Site Plan by Builder.

Water Well Applications

- g. Copy of Quadvest documents showing Quadvest as water provider for the Dwelling.
- h. Copy of Application for Well Registration from the Lone Star Groundwater Conservation District, for water wells installed, shall be utilized strictly for irrigation, pond/swimming pools.

3.2 **Plans and specifications must include the following:**

- a. The nature of the change or improvement with details. A survey by a professional surveyor will be required for construction close to a build line or easement line.
- b. Location of improvement shown on Site plan/Survey, inclusive of the measurements of the improvement as well as measurement from improvement to the property or build lines, setbacks and easements; Site plan to include location of all existing dwellings, patios, balconies, garages, driveways, septic systems, and any, walks, fences, pools and other structures.

- c. Measurements (height, width, depth, elevations etc.). Elevations shall include each side, four (4) are required, which shall include exterior materials, size, floor and slab heights, roof slopes.
- d. Specifications shall include the quality of exterior materials, colors, textures and shapes; Include samples and pictures.
- e. Submittal of a professional drainage plan, for all projects involving any soil work, including but not limited to, foundations, ponds, pools, excavation/elevation work, etc. The Lot drainage must not re-direct any natural drainage pattern established by the Developer.

A.4. **Basis of Approval** – Approval of plans and specifications shall be based on adequacy of site dimensions, structural design, conformity, and harmony with external design. The location with respect to neighboring structures and sites and conformity to both the specific and general intention of the Deed Restrictions are also considered.

- a. Lot Owner shall submit any additional information as requested by the ACC or Board of Directors.
- b. Location of all structural improvements must be staked and approved by a member of the ACC prior to soil movement; concrete forms setting, and prior to pouring of concrete. Improvements close to build lines or easements will be required to be staked by a professional surveyor.
- c. Any changes to project after approval requires the Lot Owner to immediately notify ACC and obtain an updated approval.

IT IS THE RESPONSIBILITY OF THE LOT OWNER TO CONTACT ACC FOR PRIOR REVIEW AND APPROVAL

A.5. **ACC Response** - The ACC has 30 days from the date of receipt of a complete application and all applicable documents to respond to the Lot Owner. Incomplete applications or non-submittal of applicable documents may be denied by the ACC. Lot Owner will be required to resubmit a complete application and all applicable documents. The Lot Owner(s) will receive ACC Approval/Denial notification in writing. Such written notice will be sent via email from the management company. If the management company does not have a valid email on file, such written notice will be delivered by regular mail through the United States Postal Delivery, such delivery date will be the date stamped by the United States Post Office. **In no event will verbal approval be given to any Lot Owner.**

A.6. **Lot Owner(s) Right to Appeal** - Lot Owners may appeal decisions by the ACC to the Board of Directors by sending an e-mail or letter to the management company. The appeal decision rendered by the Board of Directors will constitute the final decision on behalf of the Association. The appeal process will comply with the Texas Property Code-TPC 209 Hearings Policy 12/2021, which may be amended as required by the Texas Legislation. TPC 209 Policy and any amendments are posted on the Northcrest website and available through the management company.

B. **Variance** – The ACC may authorize variances from compliance as expressly stated in Section 4.08 of the Deed Restrictions. In the event the ACC authorizes a variance, such variance shall be subject to review and approval by the Board of Directors. Such variance document shall be prepared by the Association’s attorney and recorded in the Montgomery County Official Public Records. The Lot Owner shall be responsible for all costs incurred by the Association for such

variance.

C. Defining the "Building Envelope"

- A. Building setbacks are measured from the property line to the foundation edge of the subject building.
- B. Front street- set back building line is typically 100 feet from the front property line and follows the contour of the street. However, there are special exceptions to this distance for each section. For specific measurements refer to the individual lot plan/survey or section subdivision plat which is the reference document for your particular lot.
- C. Side and rear building lines are typically 25 feet inside your property line. Provided however, there are special exceptions to this distance for each section.
- D. For specific measurements refer to the individual lot plan/survey or section subdivision plat which is the reference document for your particular lot(s).

D. Utility Easements – DR Section 2.04

- A. Utility ground and aerial easements have been dedicated in accordance with the Plat for the applicable section in Northcrest Ranch.
- B. No building shall be located over, under, upon or across any portion of any utility easement. Further, no fence, building or other structure or improvements may be placed on any utility or drainage easement along or adjacent to any road or street. The Owner of each Lot shall have the right to construct, keep and maintain concrete drives, and similar improvements across any utility easement, and shall be entitled to cross such easements at all times for purposes of gaining access to and from such Lots, provided, however, any concrete drive, or similar improvement placed upon such Utility Easement by the Owner shall be constructed, maintained and used at Owner's risk and, as such, the Owner of each Lot subject to said Utility Easements shall be responsible for (i) any and all repairs to the concrete drives, and similar improvements which cross or are located upon such Utility Easements and (ii) repairing any damage to said improvements caused by the Utility District or any public utility in the course of installing, operating, maintaining, repairing, or removing its facilities located within the Utility Easements.

E. Suitable Material Quality & Harmonious Exteriors

Design Selection Approval – it is the responsibility of the ACC to review exterior design selections, design features, and to materials to maintain a cohesive look in harmony with existing Northcrest Ranch properties.

F. Use Restrictions – Section 3.0 of the Deed Restrictions

Section 3.01 – Single Family Residential Construction

- A. Dwelling – solely used for single family residential purposes, minimum of at least 1800 sq. ft. of living area, excluding porches.
- B. Garage - Dwelling shall have a fully enclosed attached or detached garage for not less than two (2) automobiles. A guesthouse is not required to have a garage.

- C. **Guest house** – must (i) contain a minimum of 500 sq. ft. and may not be more than 50% of the size of the Dwelling;(ii)may not be built prior to the Dwelling, but may be built simultaneously or after completion of Dwelling; (iii) Only one (1) Guesthouse per Dwelling; (iv) Guesthouse shall require the same architectural drawings and submittals as Dwelling; (v) Must contain at least one (1) full size bathroom and kitchen.
- D. **Prefabricated Structures** - Prefab Dwelling/Guest house shall be allowed. Prefabricated structures are defined as being constructed from components made in advance in a factory then transported in sections to the Lot for assembly. All components of the Prefab structure must comply with all Governing Documents, requirements and approval by the ACC regarding size, materials, location and other items as required by the ACC.
- E. **Strictly prohibited** - single/double wide mobile homes; manufactured homes, any old or used homes.

G. Additions to the Dwelling//Buildings

Additions include a wide range of improvements to the existing approved dwelling. ACC approval is required for any expansion to the dwelling/building envelope. This includes expansions for a bedroom, porch, balcony, portico, sunroom or other attached improvement. Re-design or re-structure of the existing roof on a dwelling/building or other previously approved structure or roof line all require ACC approval.

G.1 Sunrooms

- A. Sunrooms may not be added to the front of the residence and shall not encroach on setback lines or easements. Applications for corner lots will be considered on a case-by-case basis.
- B. Supporting structural members and tinted glass must be harmonious with the exterior color of the home. No metallic or direct reflecting glass will be permitted.
- C. Foundation shall be reinforced concrete.

G.2 Attached and detached decks and deck/patio covers.

- A. No decks, other than second level balconies, shall be constructed more than three feet above the ground.
- B. Decks and patio covers are only allowed behind the dwelling.
- C. Roofed decks/patios shall be designed to conform to the existing residence roof lines.
- D. Corrugated roofs are not permitted.

G.3 Addition to garages

- A. Special attention to preserving the privacy of adjoining neighbors shall be shown in the design of second story guest quarters.
- B. An exiting garage may be converted to residential use only after a new approved attached or detached garage (2 car minimum) is completed. The new attached or detached garage must be approved by the ACC prior to construction. The conversion of the original garage must also be approved by the ACC prior to construction.

G.4 Foundations

- A. Foundation materials for additions to the Dwelling must be the same type of material as existing Dwelling.

G.5 New roof and roof replacements

- A. Suitable materials include fiberglass composition shingles, clay tile traditional slate and metal standing seam or metal shingle. Wood shingles are not permitted. Shingle color should be in keeping with the colors of the house and compatible with those of the neighborhood.
- B. Must be 30-year minimum architectural shingle or shingle that looks like an architectural shingle.

H. Outbuildings General

Outbuilding is defined as a detached garage, workshop, barn, and any other type of structure which has a floor and/or walls (dirt, concrete, wood or other) and/or a permanent roof. An Outbuilding is not attached to the Dwelling or any other structure. The Deed Restrictions do not name every type of structure whether composed of permanent construction or portable. The intent of the Deed Restrictions has been maintained that any/all structures must be approved prior to construction by the ACC. **The total number of additional structures allowed on any Lot will vary based on Lot size, Site Plan, and structural harmony, which is at the sole discretion of the ACC. Outbuildings may not be converted to a Guest House without ACC approval.**

- A. Outbuildings must be less than 50% of the Dwellings square footage. The size allowed up to a maximum of 2,400 square feet, may vary depending on lot size and orientation, view, aesthetics, or other factors at the sole discretion of the ACC.
- B. Outbuildings (portable or constructed) - should not encroach on setbacks or easements. An Outbuilding not constructed on a slab/grade must cover the gap beneath the walls, with landscaping or other material such as lattice or skirting. Such materials shall be harmonious, described in the application, and approved by the ACC prior to installation. The gap below the walls of an Outbuilding shall not be greater than 12 inches.

I. Lean-to-

Lean-tos are constructed and attached to an Outbuilding. Lean-tos shall be utilized for storage of RV's, Boats, Tractors, and items similar in nature. Lean-tos shall not be utilized for storage of miscellaneous items, such small lawn care equipment, automobile parts and other miscellaneous items.

J. Carport-

A carport must be constructed and attached to the designated Dwelling garage, Workshop or Barn. A carport may not be a standalone structure and only be utilized for parking area of automobiles or motorcycles. Bare metal poles are not allowed. If the Dwelling has columns, for example stone bottoms with wood tops in the craftsman style, the columns on the carport must be the same. If the Dwelling has no columns, the poles/posts, must be painted to match the trim of the Dwelling. Corrugated roofs are not permitted.

K. Gazebos/Cabanas/Pavilions/Outdoor Kitchens-

The structure materials must be harmonious with the materials and quality used for the Dwelling. Plastic or similar materials are not acceptable. Poles and columns must comply with the pole policy which states: Bare metal poles are not allowed. If the Dwelling has columns, for example stone bottoms with wood tops in the craftsman style, the columns on the Outbuilding must be the same. If the Dwelling has no columns, the poles/posts, must be painted to match the trim of the Dwelling.

L. Children's Play Structures-

Forts, swing sets, trampolines, slides, tree houses, playhouses do not require ACC approval or Application, so long as the structure is behind the Dwelling. If the structure can be seen from the street, then Lot Owner must have completed an Application for ACC approval. In no event may these structures be in front of the home. Furthermore, these structures must be kept in good condition with standard maintenance and repair.

M. Pools & Spas-

- A. Above ground pools are prohibited under Section 3.23 Deed Restrictions.
- B. Pool equipment must be hidden from any Street View.
- C. Contractors are not permitted to washout their equipment in the drainage ditches, the owner can be fined if this occurs.
- D. The backside of any slides waterfalls or other pool features must be screened from any Street View.
- E. Decks and patio/deck covers constructed in conjunction with the pool, spa or jacuzzi will conform to the ACC Guidelines (Section G2).
- F. Pool houses cannot have living quarters such as bedrooms. Kitchenettes or bar areas are acceptable.
- G. Any conversion of a Pool house to a Guest house must have prior ACC approval.

N. Walls and Fences

- A. Walls and fences must be approved by the ACC prior to construction and shall not be any closer to the front street property lines than the utility easement boundary line across the front of the lot and no closer than the utility easement boundary line on any side street.
- B. Fences along and adjacent to any road or street or in front of front line of the house must be constructed of rail type wood boards or similar appearing synthetic materials, ornamental iron or masonry and must be in harmony with the guidelines of the ACC.
- C. All other fences must be constructed of ornamental iron, wood, masonry, chain link or wire.
- D. No electric, barbed wire, corrugated, bamboo or temporary fences will be allowed unless the ACC approves an exception.

- E. Chain link and wire fences falling under the allowance will be no closer to the street than the front of the Dwelling on the lot.
- F. A hot wire for animal control may be installed on the inside of the existing fence but must not be visible from any street view.

O. Driveways

All driveways will be constructed of concrete, asphalt, gravel, iron ore or crushed rock. At least 25 feet of any driveway or entrance to each lot from the pavement of the street shall be paved with concrete or asphalt. Driveways shall be maintained in compliance with the Deed Restrictions.

P. Exterior Lighting

- A. The type, quality and color of all exterior lighting must be harmonious with the other existing lights on the Lot.
- B. Flood lighting fixtures must be attached to the Dwelling or other architectural structure must be directed downwards.
- C. All exterior lighting fixtures visible from the street or other public areas must be of an understated design that complements the architectural style of the Dwelling.

P.1 Walkway lighting

Proposed walkway lighting should be inconspicuous and of a bollard or dome light design.

P.2 Landscape lighting

- A. Exterior landscape lighting shall be permitted so long as the lighting is located within flower beds, shrubs, trees and/or along driveway and sidewalks.
- B. Pole mounted landscape lighting and/or decorative lighting shall also be permitted, with ACC approval, so long as the pole does not extend more than seven feet above the ground, the light fixture is not situated more than six feet above the ground and the light is Incandescent, CFL or LED.

P.3 Exceptions

If any provision stated herein conflicts with the Northcrest Ranch Property Owners External Light Policy posted on the website ("[External Lighting Policy](#)"), which may be amended from time to time, as required by Texas legislature and under the Texas Property Code, the External Lighting Policy shall prevail.

Q. Exterior Painting/Colors

- A. Exterior paints and stains for each improvement shall be selected to complement or harmonize with the colors of the other materials with which they are used.
- B. Wood siding and trim should generally stay within the earth tone color family. White shall be permitted. Extremely bold, loud, fluorescent or non-harmonious color is strictly prohibited.

- C. The variety and number of exterior colors on each house should be a maximum of three, not inclusive of brick or front door color.
- D. All paint colors on any Dwelling or structure must be harmonious with Northcrest Ranch.

R. Ponds

- A. Lot Owner shall provide the pond location on the Lot, depth and size;
- B. Location of disposal for excess material
- C. Prevention plan for construction erosion, which may adversely affect neighboring Lots or the natural drainage established by the Developer
- D. All ponds shall require professional engineering drawings

S. Water Wells.

- A. Lot owners may only drill a water well on any owned Lot for irrigation systems or filling of ponds and pools. In no such event shall such water well be utilized as potable water.
- B. All water wells must have prior ACC approval and are subject to approval pending a copy of the Well Registration from the Lone Star Groundwater Conservation District. The Lot Owner is required to provide a signed Affidavit with respect to construction and usage. All costs of the Affidavit will be covered by the owner.
- C. Water well must be registered with Lone Star Groundwater Conservation District

T. Amending Policies:

- A. The Guidelines are subject to the following documents and Texas Property Code:
 - 1. NCR Articles of Incorporation and Bylaws
 - 2. Deed Restrictions for Northcrest Ranch Sections 1, 2, or 3.
 - 3. Recorded Map/Plat
 - 4. Regulation for Rain Barrels and water harvesting systems
 - 5. Regulation of flags and flagpoles
 - 6. Regulation of Solar Panels
 - 7. Religious items Policy
 - 8. 242 Fence Material Requirements
 - 9. Misty-Lake Dock Restrictions
 - 10. External Lighting Policy
 - 11. Guidelines For Swimming Pool Enclosures
 - 12. TPC 209 Hearings Policy

All Governing Documents are subject to changes by the laws passed in the Texas Legislature.