

TREEMONT HOMEOWNERS' ASSOCIATION

ARCHITECTURAL IMPROVEMENT APPLICATION CHECKLIST

To help make the application process go as smoothly as possible for you, we have prepared a short checklist of easy to follow steps. Please don't hesitate to contact the property management office if you have any questions.

- _____ Review and become familiar with Treemont HOA Declaration, Covenants and Conditions requirements that apply to your property (Phase A and or Phase B)
- _____ Complete each of the appropriate sections of the Architectural Improvement Application that apply to your project
- _____ Meet with adjoining neighbors and request that they complete the Neighbor Questionnaire (separate form) and they return it directly to the management office
- _____ Submit any additional information or documentation required for your application. Packet is not considered complete until all requested documentation is received
- _____ If plans or drawings are being submitted, review plans for compliance with required plan notations and information.
- _____ Review, initial and date all sections of page 6 of the Architectural Improvement Application.
- _____ Review ACC Project Process and Timelines on page 7. This will outline the processing steps and the timelines the association will implement at the point a complete packet is submitted.
- _____ Submit the appropriate retainer required with your package. Make checks payable to the Treemont Homeowners' Association.

TREEMONT HOMEOWNERS' ASSOCIATION

ARCHITECTURAL IMPROVEMENT APPLICATION CHECKLIST

- I. This application will be accepted when accompanied by: **(a)** a legal title survey, **(b)** a detailed site plan noting (i) location of all current improvements, (ii) location of proposed improvements (iii) all dimensions included and **(c)** the appropriate application retainer (see last page). Note: Building additions, remodels and new construction require additional documentation (see individual sections).
- . In an effort to build community, the Architectural Control Committee (ACC) requires that owners discuss their project with neighbors prior to submission of their application. A discussion with neighbors prior to beginning a project helps keep neighbors informed and helps to avoid misunderstandings. Attached is the preprinted form that should be left with each immediate owner (Neighbors who are impacted by the changes)
- I. It is the owner's responsibility to review all sections of the Treemont Declaration of Covenants, Conditions and Restrictions (DCCR's) for details of improvement requirements. Submit completed application packets and fees to the property management office for processing.
- . ***Which DCCR's apply to my property?*** Treemont was developed in two phases. The first development is Phase A, Sections I and II, the second is Phase B, Section 5. If you are in Phase A Sections I and II , the original DCCR's apply to your property. If you are in Phase B Section 5 you are in the second development. All property in the second development must comply with both the original DCCR's and the supplemental DCCR's.

Homes in Phase A Section I and II

1301 through 1306 - Foxcroft Place
2902 through 2914 - Montebello Court
1400 through 1405 - Prestwood Place
1300 through 1304 - Puddleby Cove
2800 through 2915 - Regents Park
2900 through 2919 - Thousand Oaks Drive

Homes in Phase B Section 5:

2910 through 3022 - Chatelaine Drive
1100 through 1113 - Chatelaine Cove
1200 through 1213 - Grosvener Court
1100 through 1240 - Havre Lafitte Drive
2700 through 2737 - Regents Park
1200 through 1221 - Tamrae Court

Owner's Name: _____ Home/cell Phone: _____

Address of proposed improvements: _____

Mailing Address (if different from project site): _____

Project start date: Project completion date: _____

Email: _____ (address you check frequently)

Contractor's Name (if applicable): _____

Contractor's contact name and phone: _____

TYPE OF IMPROVEMENT (check all that applies and complete the appropriate section) :

- | | |
|---|--|
| 1. D Fence | Complete section A |
| 2. D Roof replacement | Complete section B |
| 3. D Exterior Painting | Complete section C |
| 4. D Mailbox | Complete section D |
| 5. D Swimming Pool | Complete section E |
| 6. D Property Alterations and Additions* | Complete section F and other related sections |
| <u>Alterations or Additions</u> – Review the CCR's for requirements. Section 6 refers to:
outbuildings, patios, screening walls, retaining walls, decks, exterior mechanical
equipment, roof shingle color, roof materials, hardscape, drainage alterations, driveway or
sidewalk changes, | |
| 7. D New Construction | Complete section G & F and related sections |
| 8. D Projects other than those listed above | Complete section H and related sections |

SECTION "A" – FENCE

1. Is this a replacement fence? D Yes D No
 2. If replacement, what is the current fence material and height? _____
 3. Height of fence to be constructed or replaced : _____
 4. Does this property adjoin a common area or green belt? D Yes D No
 5. Is the property a corner lot? D Yes D No
 6. Will the fence impede any normal drainage? D Yes D No
 7. Will the fence be visible from the street? D Yes D No
 8. Will any trees be removed? D Yes D No
 9. If new, type and color of fence materials to be used: _____
- Additional Information: _____
- _____
- _____

SECTION "B" – ROOF REPLACEMENT

1. What is the present roof material and color? _____
 2. What type of replacement material will be used? _____
 3. If composition, what is the brand name? _____
 4. If composition, what is the weight and color: _____
 5. If metal, what is the gauge: _____ color: _____ Brand Name: _____
 6. If tile, what color? _____
- Additional Information: _____
- _____
- _____

SECTION "C" – EXTERIOR PAINTING

1. What is the present paint color? _____
 2. Is the new paint color the same as present paint color ? _____
 3. If answer to 2) is NO, specify new paint Color: _____ Brand Name: _____
 4. Please enclose a small paint sample with your application. _____
- Additional Information: _____
- _____
- _____

SECTION "D" – MAILBOXES

1. Height of mailbox _____
 2. Materials to be used: _____
 3. Does the mailbox materials and style match the existing building? D Yes D No
 4. Does the mailbox meet all postal requirements? D Yes D No
 5. Does mailbox have a light? D Yes D No
- Additional Information:
-
-

SECTION "E" – SWIMMING POOLS

1. Is this an above ground pool? D Yes D No
2. Will pool equipment be shielded from sight of the neighbors? D Yes D No
*Submit site plan with equipment location
3. Will the area around the pool be fenced in?* D Yes D No
*Complete Section "A" for fence requirements if fencing is going to be added/changed
4. Will this work impede or alter any drainage? D Yes D No
5. Will the project be in any of the property set back requirements? D Yes D No
6. Will any trees be removed? D Yes D No

NOTE: A site survey showing the pool and pool equipment must be submitted

Additional Information:

SECTION "F" – BUILDING ALTERATIONS, MAINTENANCE, ADDITIONS OR FLATWORK ALTERATIONS

1. Will this improvement impede or alter any existing drainage patterns? D Yes D No
2. Will the proposed structure be located with any of the property set back's? D Yes D No
3. Will roof pitch and roof materials be consistent with the current structure? D Yes D No
4. Will materials and colors be consistent with the current structure? D Yes D No
5. Will the percentage of masonry required in the covenants be maintained? D Yes D No
6. Will the addition or alteration increase the current height of the building? D Yes D No
7. Will any trees be removed? D Yes D No

Additional Information:

Note: In addition to all design criteria and specifications, properties in Phase A, Section I, Block A should refer to Exhibit "A" of the DCCR's for restriction on height, setbacks, driveways and minimum house size.

SECTION "G" – NEW HOME CONSTRUCTION

1. A professionally certified plot plan, current legal survey and tree survey are required.
 2. Existing topological lines with slab elevation, existing and finish grade at corners of residence, driveway and corners of lot.
 3. Interior and Exterior Plans including:
 - ☐ front, rear and side elevations (including slab)
 - ☐ roof plan
 - ☐ excavation plan
 - ☐ drainage plan
 - ☐ set backs
 - ☐ driveway, sidewalks and street sidewalk (with finish grades)
 - ☐ utility locations and plan
 - ☐ exterior building masonry calculations
 - ☐ location, height and materials of any retaining wall
 - ☐ details of building products, construction techniques
 - ☐ samples of exterior colors to be used.
 4. Floor plans.
 5. Landscape, hardscape and irrigation plans.
 6. Details of any proposed retaining walls, additional structures and fences.
- Additional Information:
-

SECTION "H" – Other

Describe your project in detail:

(attach an explanation and drawings if needed)

- | | |
|--|------------|
| 1. Will this project impede or alter any drainage? | D Yes D No |
| 2. If a structure, will it be in any of the property set back requirements? | D Yes D No |
| 3. Will any trees be removed? (If yes, note on site plan) | D Yes D No |
| 4. Will materials and color of surface be consistent with the current structure? | D Yes D No |
| 5. Will this project be visible from the street? | D Yes D No |

NOTE: Please carefully review the Treemont DCC&R's for all building requirements before you begin planning.

Please Note On All Projects Submitted:

- I. These are the minimum acceptable requirements, the Association reserves the right to request additional information as authorized by the Covenants when warranted.
- II. Any requests for waivers of Covenants should be identified and attached in a separate form.
- III. Prior to site preparation, other than survey and brush removal, the applicant should ensure that the plans are in complete compliance with the entirety of the Association's requirements.
- IV. Owner will be required to conduct a weekly site clean-up by the end of the day on Friday.
- V. Owner will be required to keep the streets free from silt, mud and any debris.
- VI. The ACC may (at its discretion) contract with a building inspector to assure that any project complies with ACC guidelines. If the improvements do not comply with ACC guidelines, the owner will be notified in writing. A follow up inspection will then be done when owner notifies ACC of corrective action.

VII. Contractors may not begin work prior to 8:00 AM or after 6:00PM and may not work on Sunday .

- VIII. Please carefully review the Treemont DCC&R's for all building requirements before you begin planning.

Goal of the Treemont Architectural Control Committee

The ACC will review each application submitted to verify proposed improvements or changes will comply with the Treemont Declaration of Covenants, Conditions and Restrictions and will approve such plans and specifications only if it determines, in its sole discretion, that the appearance of the improvements or changes will not detract from the beauty and attractiveness of the community.

Owner(s) Signature

Owner's Name (print)

Date

Please read the following statements and initial next to each line indicating that you have read and understand the statement:

1. ____ (Initial) I acknowledge that no work or changes will begin without authorization from the ACC.
2. ____ (Initial) I acknowledge that I have read and understand that it is my responsibility to fully abide by the By-Laws and Declaration of Covenants, Conditions and Restrictions of the Association.
3. ____ (Initial) I understand that I must provide written notice within seven (7) days of the completion date to the ACC of project completion to schedule a final site survey. Deadline extension requests must be submitted in writing. **Failure to notify the association of completion will result in a forfeit of retainer.**
4. ____ (Initial) I understand that all construction debris must be removed from the site when complete, that they will not be stored on any other property and shall not be stored in the right-of-way.
5. ____ (Initial) I understand that I am responsible to the HOA if the contractor(s) do not comply with any requirements from the ACC.
6. ____ (Initial) I understand that any member of the ACC or its representative shall have the right to conduct an initial and or periodic inspection(s).
7. ____ (Initial) I understand that any contractor(s) I employ are not permitted to place signs on my property advertising their business. (i.e. *This pool built by...*)
8. ____ (Initial) I understand that I must submit the appropriate retainer before my application will be accepted to be reviewed.
9. ____ (Initial) I understand that once the project is completed and the ACC has issued a Certificate of Completion, the remaining balance of my deposit will be returned to me with an accounting of expenses within 30 days. I also understand that I will be responsible to the Treemont HOA for any costs the association incurs beyond the deposit amount. Unpaid fees will be considered an unpaid assessment and will be treated as such.
6. ____ (Initial) I understand that the Association is empowered to take any and all actions it deems necessary (including legal) against any owner for a violation of any provisions in association regulations.
7. ____ (Initial) I understand that ACC may request additional information before acting on my request and the application will not be accepted as a completed package until all requested information has been received and reviewed.
8. ____ (Initial) The plans and specifications submitted are not being reviewed for structural integrity or compliance with easement agreements, zoning or building ordinances.

Note : By approving plans, neither the Association, the Association Board of Directors, the members of the ACC or the Association representative(s) shall be liable for site conditions, drainage nor for any injury, damages or loss arising out of the manner or quality of approved construction or modification on account of such ACC approval of plans or specifications as submitted. Failure to submit any required forms or other items will be cause for denial.

Owner(s) Signature

Owner's Name (print)

Date

Retainer Schedule and Process Overview

Plan / Project Review Retainer:

1. Replacement item* or maintenance	\$ None Required
2. Fence, mailbox, roof replacement, exterior painting only*	\$ None Required
3. New fence, exterior painting, mailbox, roof, retaining wall, flatwork, driveway, sidewalk, playscape or other project deemed a minor review	\$ 150.00
4. Pool (new or replacement)	\$ 250.00
5. Building Alterations or Additions (500 sq ft or less)	\$ 500.00
6. Building Alterations or Additions (501 sq ft or more)	\$ 950.00
7. New construction**	\$ 3,000.00

* Replacement is defined as: exact replacement with same material, style and color

If a pool and fencing is part of the project, those costs are included in the retainer. **Why does the HOA require a Review Retainer?

A project review retainer is collected by the ACC to cover the association's administrative costs to have the project reviewed and tracked for compliance. The review process includes:

- Establishing that the application packet is complete
- Establishing compliance with the Declaration of Covenants, Conditions and Restrictions
- Site visit(s) (when needed)
- Written correspondence and or discussions with owner about project
- Issuance of a completion letter to owner by ACC

When the project is complete, ACC costs will be deducted from the retainer and the balance (if any) will be returned to the owner with an itemized breakdown of expenses. Please allow 30 days for processing.

ACC Project Process and Timelines:

- | | |
|--|---|
| 1. Complete application, fees and plan submittal | - At property management office |
| 2. Site visit by ACC member | - If needed |
| 3. Letter to owner of approval / denial | - 25 to 30 days |
| 4. Written notification of project completion by owner | - Within seven (7) business days of project completion |
| 5. Site visit by ACC representative request | - Within five (5) business days from receipt of request |
| 6. If passed, Certificate of Compliance sent | - Within five (5) business days of site visit |
| 7. If failed, letter of noncompliance sent | - Within five (5) business days of site visit |
| 8. Projects in noncompliance | - Thirty (30) days to bring to compliance |

TREEMONT ARCHITECTURAL CONTROL COMMITTEE

NEIGHBOR QUESTIONNAIRE

Date: _____

Your Name: _____

Your Address: _____

Your Phone: _____ Your Email: _____

Project Owner's Name: _____

Project Address: _____

Project Description: _____

In an effort to build community, the ACC requires an owner discuss their project with adjoining neighbors prior to submission of their application. A discussion with neighbors prior to beginning a project helps keep neighbors informed and helps to avoid misunderstandings. If your project is a building alteration, addition, new construction, or affects others visually, it is advisable to visit with any property owner who can reasonably view the project from their property. **Your comments are kept confidential.**

At the ACC's request, please take a moment to complete the following:

1. Did the owner provide you a detailed plan of the proposed project? D Yes D No
2. Did the owner answer your questions about the project? D Yes D No
3. Do you have any concerns about this project? D Yes D No
4. Did the owner address your concerns? D Yes D N/A D No
5. In your opinion, will the project be detrimental to the community as a whole? D Yes D No
6. In your opinion, is the project in keeping with the neighborhood? D Yes D No
7. In your opinion, should the ACC approve this project? D Yes D No
8. If no, please take a moment to provide feedback to the ACC about your concerns:

Anything else? _____

Send this form directly to admin@camanagers.com once completed.

Community Association Management
5900 Shepherd Mountain Cove, #2-275
Austin, Texas 78730
Office: (512) 288-2376 Fax: (512) 288-2389
[Email: admin@camanagers.com](mailto:admin@camanagers.com)