

THE VILLAGE AT HIGH MEADOW COMMUNITY ASSOCIATION
Architectural Control Committee

Dear Homeowners and Builders:

All of us at Spectrum Association Management would like to extend you a warm welcome. As of June 17, 2014, Spectrum Association Management will begin managing your association. We are excited and pleased to have been chosen as your new management company. We will work diligently to assure that you are satisfied with the superior level of service we offer.

You may submit your ACC Request form for either an Improvement or New Construction online at www.spectrumam.com, or you may return the enclosed form via email to accthevillage@gmail.com or by mail to 29332 Champions Dr, Magnolia, Texas 77355. Please refer to the Village at High Meadow website at www.thevillageathtm.com for explicit instructions regarding the review process. These instructions are labeled "Architectural Guidelines for New Construction by Builders (Builder Packet) and Improvements."

Please feel free to contact me at Spectrum at 281-343-9178 if you have any questions or concerns.

Regards,

*Spectrum Association Management
16690 Park Row
Houston, TX 77084
www.spectrumam.com*

The Village at High Meadow Community Association
Architectural Control Committee (ACC)

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The Village at High Meadow Community Association
Architectural Control Committee (ACC)

PROCEDURES FOR APPROVAL

APPLICATION PROCEDURES

A. GENERAL PROCEDURES FOR ANY ADDITION OR CHANGE:

1. Each Home-site Owner will submit a proposal for any addition, alteration or improvement, in writing, to the ACC at the address of the principal place of business of the Association unless otherwise provided for. The Applicant shall use a Request for Review Form containing all the materials and information as defined in the published "Procedures for Approval". The proposal will contain a description of the project, including the height, width, length, size, shape, color, materials, and location of the proposed improvement. Photographs or sketches of similar completed projects will aid in the consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included. The proposal should include a letter describing the proposed addition or alterations. The proposal shall be checked for specific conformance to the restrictions defined in Articles VI, VII, and VIII of the **DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF THE VILLAGE AT HIGH MEADOW**. Requests NOT in conformance will be automatically denied unless a specific request for a Variance is made by the owner.
2. Oral requests will NOT be considered.
3. Each alteration or addition must be specifically approved even though the intended alteration or improvement conforms to the Declaration, and even when a similar or substantially identical alteration or addition has been previously approved.
4. The applicant shall be informed in writing of the decision.
5. If a proposal is rejected, the reason(s) for disapproval shall be stated as part of the written decision.
6. The applicant is free to request reconsideration, if new or additional information which might clarify the request or demonstrate its acceptability can be provided.
7. All plans, specifications and other materials submitted shall become the property of the ACC and will not be returned. All of the items submitted, along with a copy of the Request for Review, will be filed according to the home-site number along with the written decision and a statement of action taken, if any.
8. In cases of new residential construction, the ACC shall be informed in writing upon completion of all construction and improvements required by the Declaration or the Governing Documents. The ACC shall, within seven (7) working days of the receipt of such notice, and such other information as is required for issuance of a Certificate of Occupancy (COO), inspect the property for determining compliance and providing a Certificate of Occupancy, as required in Section 6.05 and approving connection to the water system according to Section 6.07.

The Village at High Meadow Community Association
Architectural Control Committee (ACC)

Initials _____

ADDITIONAL REQUIREMENTS

1. **NEW HOME PLAN SUBMISSION FEE**, as may be amended, for new home construction is **\$4000** for Builders/Lot Owners. The submission fee **MUST** be paid by the Builder and not the homeowner. The Non-Refundable amount of the plan submission fee is **\$2000** and the remaining **\$2000** is Refundable subject to any fines that may have been levied during construction. The fine schedule is included at the end of this section.
IMPROVEMENTS SUBMISSION FEE: other than new home construction is **\$50.00** and is Non-Refundable.
2. **NO** plans will be accepted for review if the Lot Owner is not current with the assessed Association Maintenance Fee and/or unresolved violations. The deposit for plan review cannot be accepted or substituted as payment of Association maintenance fees.
3. In **NO** case shall a ditch be crossed on a regular basis until a culvert crossing is constructed. Any damage shall be the liability of the Owner according to the provisions of Article VII (SECTION 7.09A & B) and Article IX (SECTION 9.01H).
4. Copies of all required permits (including but not limited to septic permits) & county approved septic design must be submitted to the ACC Administrator when they are obtained. A copy of the county approved septic design must also be submitted to the ACC Administrator when it is obtained.
5. A minimum of **Three (3) inspections** are required to be completed by a certified International Residential 1 & 2 Family Code inspector. All inspections must conform to the current International Residential 1 & 2 Family Code. This code is the basis for all construction in The Village At High Meadow Ranch.

The three (3) inspections required are as follows:

SLAB FORMS: After forms have been set, post tension cables and/or rebar is installed and just **prior** to pouring concrete.

MECHANICAL: After all framing is completed, rough plumbing is installed, rough wiring is in place, roof is on, windows and doors are installed on exterior and just prior to installation of insulation and sheetrock.

FINAL: After all construction is completed, driveway is completed, grading has been done, mailbox and address marker is completed and house is ready for move-in.

6. The builder/contractor is responsible for contacting the inspection service at the appropriate time as detailed above. **ALL INSPECTIONS MUST PASS**. Any inspection that fails must have the appropriate action taken to correct the non-conformities and have a re-inspection that passes before construction may continue. ACC approved inspector(s) must do the inspections on the home. The cost of the inspector is covered by the homeowner/builder/contractor.
7. A completed and signed copy of each of the required inspections and re-inspections shall be submitted **when the inspection is completed**. It becomes a permanent part of the homeowner's file. (Please see the cover letter for submission instructions.).
8. A minimum of two (2) surveys are required during construction. All surveys must be conducted by a professional land surveyor registered in the state of Texas and **MUST** bear the surveyors stamp.

The Village at High Meadow Community Association
Architectural Control Committee (ACC)

Initials _____

The two (2) Surveys required are as follows:

SLAB FORMS: After forms have been set, post tension cables and/or rebar is installed and just prior to pouring concrete.

FINAL: After all construction is completed, driveway is completed, grading has been done, mailbox and address marker is completed and house is ready for move-in.

9. After satisfactory completion of the three (3) required inspections, the builder/homeowner may then request a final exterior inspection be performed by the ACC for the issuance of a Certificate of Occupancy.

No residence shall be occupied prior to the issuance of the Certificate of Occupancy (COO).

10. If a builder/homeowner's Certificate of Occupancy indicates non-conformances, at the discretion of the ACC (Section 6.07 of the Declaration of Covenants, Conditions and Restrictions), water can be turned off to the primary residence until compliance is made.

LANDSCAPING

11. The owner/builder shall complete the installation of grass and shrubbery within six (6) months of the issuance of the original Certificate of Occupancy or within 12 months of completion of construction.

12. **SIGNS:** No signs of any kind shall be displayed to public view on any Lot except as follows: Builders may display one (1) sign on the Lot, not to exceed 16-square feet to advertise the Lot and any residential structure for sale during the sale and/or construction period. Any owner, or owner's representative, may display one (1) sign, not to exceed 9 sq. ft., on an improved home site with a residential structure to advertise the residence for sale or rent.

13. **UNIMPROVED LOTS:** On home sites or vacant lots the approved signage will be a clear plastic tube approximately 4" in diameter for flyers and a white plastic sign approximately 4" X 12" with the street address numbers. All of these items are to be installed on a metal post. The post must be located on the lot with the street address sign perpendicular to the road and no closer to the road than the lot side of the drainage culvert.

DECLARANT or THE VILLAGE AT HIGH MEADOW COMMUNITY ASSOCIATION specifically is granted the right to enter on any property to remove signs not permitted by Village Covenants.

14. **CONTRACTOR/BUILDER REQUIREMENT:** The builder must also provide a list of contractors and subcontractors that includes the workers names and company names. A description of the vehicle previously mentioned is helpful but not required at this time.
- All contractors and subcontractors must have either marked vehicles (this refers to marking on the exterior of the vehicle to identify the name of the company and the company phone number) or the Builder must provide a tag for each contractor and subcontractor to display on the dash of each vehicle on the work site.
 - Tags must be 8x11 in size

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Initials _____

- Tags must include:
 - Builder's Name
 - Contractor's or Subcontractor's Name
 - Work Site Address
 - Dates (start date – expiration of one year forward)
- Cameras are strongly encouraged on all construction sites, however are not required. If cameras are utilized, cameras must be oriented into the construction site and not be pointed into any neighboring lots or homes. Any complaints from neighbors will be investigated as potential nuisance violations.

The Village at High Meadow Community Association
Architectural Control Committee (ACC)

Initials _____

Village at High Meadow ACC Fines

Application fee for New Construction is \$4000.00 of which \$2000.00 is non-refundable and \$2000.00 is potentially refundable. Any fines levied during construction will be deducted from the \$2000.00 refundable portion of the application fee.

Payment of Fine does not relieve the Builder or Homeowner of responsibility to file the appropriate request, either new construction or improvement request, with the ACC.

Fine will double for any repeated offenses by a Builder within a twelve (12) month period.

Fine will be waived if activity halted before significant construction has begun.

Violation	Fine Amount	Initial
➤ Pour Foundation Slab for new home construction prior to ACC approval	\$1,000.00	_____
➤ Change in approved new home construction without ACC approval	\$1,000.00	_____
➤ Failure to Identify Contractors and Subcontractors on Work Site	\$250.00	_____
➤ No Port-a-potty	\$500.00	_____
➤ No Dumpster	\$500.00	_____
➤ Failure to Provide Slab Survey	\$500.00	_____
➤ Failure to Provide Proper Inspection	\$500.00	_____
➤ Failure to Provide Final Survey	\$500.00	_____
➤ Failure to Correct Deficiency within five (5) days of posted notice	\$250.00	_____
➤ Move-in to New Home without Certificate of Occupancy	\$1,000.00	_____
➤ Non-Compliance with Builder/Contractor Regulations	\$250.00	_____

The Village at High Meadow Community Association
Architectural Control Committee (ACC)

Initials _____

NEW HOME & IMPROVEMENT CONSTRUCTION GUIDELINES &

MINIMUM CONSTRUCTION STANDARDS

To facilitate an efficient review and approval process and mitigate potential construction and Deed Restriction violations the ACC has adopted specific requirements that must be complied with in order to receive new home construction approval.

In order for a home construction plan to be approved by the ACC, the Builder must submit the following documentation:

- A current copy of a Franchise Tax Certificate of Account Status reflecting the builder is in good standing with the Texas Comptroller of Public Accounts
- The Builder must provide a ten (10) year warranty from a reputable, financially solvent home warranty company.
- Proof of membership Montgomery County Builders and Developers Division of the Greater Houston Builders Association
- A Resume including name and address of all single-family residential building companies in which owner/principals have been owner/principals. The names and city of all subdivisions in which the builder has built homes and the amount of homes built in each subdivision.
- Proof of insurance for the following amounts of coverage for the duration of construction of each home built in the subdivision:
 - Each Occurrence Limit: \$1, 000,000
 - General Aggregate Limit: \$1,000,000
 - Product-Completed Operations Aggregate Limit: \$1,000,000
 - Personal and Advertising Injury Limit: \$1,000,000

Additional insured status shall be provided in favor of "The Village at High Meadow Community Association."

I. NEW HOME CONSTRUCTION:

One (1) complete set of the construction plans and specifications are required. The ACC will retain this set. A copy of the Property Survey, of existing vacant lot(s), to support plan.

Plans must be professionally prepared and include:

- 1) Be to scale (1/4" = 1' preferred) and presented on a 2' x 3' black or blue line drawing or equivalent.
- 2) Floor Plans – minimum 2500 square feet, 2-car garage, 75' width including garage (whether attached or detached), except for Section 6 and 6A where a minimum 3000 square foot is required.
- 3) **Engineered** structural foundation plan with details and Engineer's stamp.
- 4) Plumbing and electrical plans (may be combined with the floor plan).
- 5) Plans must be drawn and prepared to meet all **International Residential 1 & 2 Family Code**.

Plans must include all four (4) exterior home elevations (front, rear, and sides) and:

- 1) Sample & color of exterior materials (brick, stone, siding, stucco etc.).
- 2) Sample color and type roofing material (minimum 240lb composite shingles).
- 3) Paint color & description of all exterior painted surfaces (paint color samples are required).
- 4) Roof pitch not less than 6/12.

Note: Samples of paint color, stone/brick material and roofing can be manufactures brochures, pictures or actual color swatches/ color card samples.

Initials _____

Plans must include a Plot Plan showing:

- 1) Setback lines and all easements.
- 2) Location of residence. Indicate the "measured distance" to all four (4) property lines.
- 3) Distance of any detached garage from residence. Note that garages¹ are to be side or rear loading and CANNOT face any street without a required variance unless a portico or carport is in front of the garage.
- 4) CONCRETE DRIVEWAYS, SIDEWALKS AND PADS: driveways are to be a minimum of 10' in width; a concrete parking pad is required to be the same width as the garage overhead door entrance and a minimum of 20' in depth.
- 5) IMPROVEMENTS built as part of the overall construction – swimming pools, fences, ponds, gazebos, etc. (Note: drawings, description of construction materials, colors, and other appropriate documentation will need to be provided for these improvements.)
- 6) MAILBOX addresses monument location – 2' off the road.
- 7) CULVERT (concrete) crossing location and width – 20' minimum width.
- 8) SEPTIC design or illustration.

Plans must include a Mailbox Address Monument Plan.

II. Improvements Guidelines (other than the Home)

Permanent Outbuildings (separated from the residence) MUST be less than 1250 sq ft in size.

Submission package should include the following whether built during the initial home construction process or as a subsequent project:

- Structure must be shown on the Plot Plan to scale and with the proposed orientation in relation to the home and all existing setback lines and easements. Indicate the "measured distances" to all four (4) property lines.
- Include a picture or architectural drawing of the front, rear, and side elevations.
- Documentation specifying the exterior building materials and colors.
- Color of exterior materials – brick, stone, stucco, siding, etc. Samples are required (brochures, photos).
- Color and type of roofing material including warranty. Small samples are required.
- If siding is used indicate type of siding material.

Barns, equipment & storage buildings are permitted providing the following:

- Structure is located a minimum of 25' behind the back line of the residence.
- No temporary, pre-manufactured buildings, or move-on buildings.
- Architectural style is similar to or complimentary to the main residence.
- Minimum roof pitch of 4/12.
- Minimum 2' overhang on eaves and 1' overhang on the gable.
- Exterior finish: complimentary with main residence or painted in earth tone to blend with surroundings.

¹ The following discussion is intended to clarify Article 8.02A of the "Declaration of Covenants and Restrictions The Village at High Meadow." This article states: "Garages must be side or rear loading EXCEPT they may face the street if a portico or carport is in front of the garage that is architecturally similar or complimentary to the residence." In general, to comply with Article 8.02A, no garage opening can be perpendicular to any street and no garage opening can face any street. In order for a plan to include a garage that faces any street to be approved for construction, it must comply with Article 8.02A. The following statements have been approved as clarifying statements to define a portico and carport. The definition of a portico and carport for use in Article 8.02A are: A portico is a roofed passageway through part of the home designed to let vehicles pass from the street to an interior courtyard. The portico must be structurally part of the home and is subject to the same construction standards as the home. In order for a home to include a portico and a garage that faces any street, the garage must be on the opposite side of a courtyard with a portico on the street side of the courtyard. A carport is a roofed structure, which is structurally part of the home and is subject to the same construction standards and minimum set back lines as the home that shelters a garage entrance. A carport must be at least 20 feet in length and equal in width as the garage entrance it shelters. The foundation of the carport must be an integral part of the foundation of the home. Homes built on corner lots, specifically defined as those LOTS that have a street contiguous with two or more sides of the LOT, because of their unique situation of having streets on at least two sides of the LOT, can be granted a specific exclusion for a side loading garage (a garage that is perpendicular to the front of the home). If the home is set on the LOT or is constructed such that the garage opening is at a 45-degree angle or more to any street, as defined below, the home submittal will be approved by the ACC. The angle of the garage opening will be measured from the plot plan of the home on the LOT with the streets identified per the official plat of the subdivision. One side of the angle will be the center line of the street that the garage faces and is so identified on the plot plan and the other will be a line parallel to the opening of the garage, the inside angle of the intersection of these two lines must be 45 degrees or more for the home submittal to be approved.

Initials _____

Garages NOT structurally a part of the main residence:

- Architecturally similar or complimentary to the main residence.
- Shall not count towards the minimum 2500 square foot requirement.
- Built on site on a permanent foundation.
- Meet all plan requirements of main residence.

Servant's and/or Guest Quarters Requirements:

- Must be less than 1250 sq ft in size
- Architecturally the same as the main residence and be built with the same materials.
- Shall not count towards the 2500 square foot minimum requirement.
- Built on a permanent foundation.
- Meets ALL plan requirements of main residence.

III. OTHER IMPROVEMENTS OR MODIFICATION REQUEST

This includes fences, swimming pools, ponds, gazebos, and any other modifications or additions to a personal residence or property that are visible from the street or any adjoining or near-by property.

The following information is required whether the improvement is part of the initial home construction project or as a subsequent improvement:

- Plot Plan showing the improvement or modification in relation to all setbacks and easements.
- Drawing or picture of the improvement as appropriate.
- Materials, colors, height, and other specifications as appropriate.

SWIMMING POOLS:

- Plan showing the location and "footprint" in relation to the residence, setbacks, easements, and any other improvements.
- Must be enclosed/fenced as per International Residential 1 & 2 Family Code regulations.

PONDS:

- Plot Plan showing the location and "footprint" in relation to the residence, setbacks, easements, and any other improvements.
(NOTE – the digging of dirt or the removal of any dirt from any home site is prohibited except as necessary in conjunction with landscaping or construction of improvements thereon and is subject to approval of the ACC)

FENCES:

- Plot plan showing location – shall not extend beyond the front wall line of the residence.
- Picture or drawing specifying the height, color, and materials. Must meet applicable Deed Restrictions.

Initials _____

THE VILLAGE AT HIGH MEADOW
COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE

PLAN SUBMITTAL CHECKLIST

- Current Builder Franchise Tax Certificate of Account Status
- Builder Resume
- Proof of membership Montgomery County Builders and Developers Division of the Greater Houston Builders Association
- Proof of Insurance
- Request for Review form – completed and signed.
- New Home Construction Requirements form – signed and dated.

- Plot plan – to include, but not limited to, house, setbacks, easements, driveway, culvert width, garage, mailbox location & design, fence, out-buildings, swimming pool, and drainage, if needed, drawn to scale on the plat.

- **House plan** – to include foundation plan, plumbing plan, and electrical plan. Plans must include all elevations (front, rear, and sides). Samples (actual or pictures) of exterior brick/stone/siding, sample color of all exterior paint, color and type of roof material (minimum 240lb composite shingles).

- See **New Home Construction Guidelines & Minimum Construction Standards**

- Mailbox address monument plan.

- *Name, address and telephone numbers, to include mobile and pagers, if available, for:*
 - Builder
 - Lot Owner

- **Plan submission fee of \$4000**
 - (\$2000 non-refundable, \$2000 refundable subject to any fines levied during construction) for Builder/Lot Owner. Make check payable to The Village At High Meadow Community Association (VHMCA) and must be paid by Builder (**MUST accompany plan submission**)

THE ABOVE ITEMS ARE REQUIRED WITH YOUR REQUEST
FOR REVIEW FOR APPROVAL OF YOUR PLANS.

Initials _____

THE VILLAGE AT HIGH MEADOW COMMUNITY ASSOCIATION
NEW HOME REQUEST FOR REVIEW

Builder Deposit: \$ _____ CK # _____ Date Submitted: _____

Village Location: Section: _____ Block: _____ Lot: _____

Owner's Name: _____

Village Address: _____

Current Mailing Address: _____

Phone: (Home) _____ (WK) _____ (Cell) _____

Owner E-Mail: _____

Builder / Contractor _____ Phone: _____ Alt# _____

Mail Address: _____

Builder E-Mail: _____

MATERIALS:

Sq. Ft.: Living: _____ Decking/Porch: _____ Garage: _____ Total: _____

Color Names: samples / color cards, brochures or photos: _____

Exterior Materials: _____ Roof: _____

Additional information: _____

APPROVAL CRITERIA:

1. All homes must be built to Deed Restriction specifications.
2. All homes must be built and inspected to International Residential One and Two Family Dwelling Code specifications in addition to requirements listed in the "Procedures for Approval"
3. Minimum square footage is based on uninterrupted heating/AC living space of 2500 sq ft or 3000 sq ft.
4. Temporary and/or permanent culvert must be in place **BEFORE** construction begins. Verify with Montgomery County Commissioner's office (Precinct 1) for culvert size.
5. All homes must have 240 lb laminated shingles or ACC approval for another type of roofing.
6. Mailbox Monument plans must be included with plan submission.
7. Mailbox Monument setback to be 2 ft. measured from the edge of the road to the front of the mailbox.
8. Plot plan must be included with plan submission showing location of ALL improvements and drainage.
9. **\$4000 deposit required** with plan submission for Lot Owner/Builder and must be paid by Builder. \$2000 is a non-refundable fee and the remaining \$2000 is refundable subject to any fines levied during construction.
10. Signature below to acknowledge that Lot Owner/Builder has read and understands the Procedures for Approval.

Owner's Signature: _____ Date: _____

Builder's Signature: _____ Date: _____

APPROVED

REJECTED

Reason for Rejection: _____

ACC Member:

ACC Member:

**ARCHITECTURAL CONTROL COMMITTEE
NEW HOME CONSTRUCTION REQUIREMENTS**

BUILDER / CONTRACTOR / OWNER

NOTE: ALL HOMES MUST BE BUILT AND INSPECTED TO THE INTERNATIONAL RESIDENTIAL ONE AND TWO FAMILY DWELLING CODE SPECIFICATIONS IN ADDITION TO REQUIREMENTS LISTED IN THE PROCEDURES FOR APPROVAL

- The builder / contractor / owner shall list their home, business, and mobile phone numbers to allow contact during construction.
- *The Village at High Meadow does not permit burning of any material (including but not limited to brush, trees, building material, etc) on any home or builder site.*
- The construction site and the street bordering directly in front of your property shall be kept clean. The property owner and the contractor are responsible for all trash and debris being picked up and removed weekly. No dumping in other areas of the subdivision is allowed.
- Contractors and property owners are responsible for keeping mud, dirt, etc., off the roadways and meeting all EPA requirements regarding movement of any materials from the construction site to drainage ditches and/or adjacent properties. Contractor will be responsible for repair to any road or road right of way, shoulders, or ditches damaged during the course of construction. Erosion control is mandatory to keep silt out of ditches and creek beds.
- One portable toilet is required for each construction site requiring more than seven (7) days of construction. It should be placed at the REAR of the construction site if possible.
- Observe all posted speed limits and other signage. Trucks are to exercise additional caution at all times. Contractors are responsible for all subcontractors and their actions while in the subdivision.
- Roadside drainage ditches must not be altered or blocked. Culverts must be installed per deed restriction specifications and PRIOR to construction. Sample drawing included.
- Construction signs shall not exceed one (1) builder sign greater than 16 square feet and one (1) real estate sign per home site during the construction period and/or sales period. All signs must conform to sign restrictions and builder signs are to be removed after completion of construction.
- All construction must be built to deed restriction specifications to include three (3) inspections by a certified International Residential 1 & 2 Family Code inspector. * These inspections are 1) slab, 2) electrical/mechanical/framing, and 3) the final inspection. Copies of the inspection reports, as they are completed, are to be delivered to the ACC with the Section, Block and Lot numbers included. All three inspections are required for issuance of a Certificate of Occupancy and authorization of refundable portion of application fee. Further action may be taken by The Village at High Meadow Board of Directors for failure to obtain and pass any of the required inspections.
- A Certificate of Occupancy (COO) is required prior to owner occupying the home or having water service for residential usage per Article VI, Section 6.05 and 6.07 of the Covenants and Conditions of The Village At High Meadow.
- Working Hours: The permitted working times are 7:00 AM to 7:00 PM Monday through Friday and 8:00 AM to 7:00 PM Saturday. No construction activity may be conducted on Sundays or Holidays. All workers must be cleared of the jobsite by 7:00 PM every work day. Please ensure that your builder(s), contractors or subcontractors are aware of these requirements.

The above items are for reference and are not to be used in place of the Declaration of Covenants, Conditions and Restrictions of The Village At High Meadow. Each Owner is responsible for reading and complying with all Covenants, Conditions and Restrictions. Signing below acknowledges having received and read all Deed Restrictions.

Owner's Signature: _____

Date: _____

Builder's Signature: _____

Date: _____

**THE VILLAGE AT HIGH MEADOW COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE**

MAILBOX AND ADDRESS NUMBER SPECIFICATIONS

Each homeowner will provide for their own rural mailbox that conforms to the U.S.
Postal Service requirements.

The recommended mailbox shall be:

- Constructed of brick, rock, tile or stucco in a monument style that compliments the architecture of the home. Single post designs are not permitted.
- Set back 2-feet from the edge of the street as measured from the front of the mailbox.
- **Address numbers shall meet the following requirements:**
- Numbers shall be located on the mailbox address monument.
- Numbers shall be perpendicular to the road and shall be displayed on each side of the monument so that traffic from either side can identify the address. The only exception would be at the end of a cul-de-sac where only the address numbers need face the street.
- Address numbers shall be a minimum of 4" in height and shall be located so that lighting described in paragraph 4 shall make the address numbers readily visible at night.
- The address numbers shall be illuminated OR backlit and shall turn ON automatically every evening and OFF every morning.

Initials _____

THE VILLAGE AT HIGH MEADOW COMMUNITY ASSOCIATION
IMPROVEMENT REVIEW

(other than houses)

Application Fee: \$50.00 (non-refundable)

Builder Deposit: \$ _____ CK # _____ Date Submitted: _____

Location: Section: _____ Block: _____ Lot: _____

Owner's Name: _____

Village Address: _____

Mailing Address: _____

Phone: (Home) _____ (WK) _____ (Cell) _____

Owner E-Mail: _____

Builder / Contractor _____ Phone: _____ Alt# _____

Mail Address: _____

Builder E-Mail: _____

Description of improvement (i.e., fence, dog run/pen, gazebo, pool, pond, out-building, etc.).
Include materials, color, location on plat / survey (distance to easements), brochures, pictures, and any helpful details.

Dimensions and Sq. Ft.: _____

Color Names: sample names / brochures or photos _____

Materials: _____

Additional information: _____

Owner's Signature: _____ Date: _____

Builder's Signature: _____ Date: _____

Plan is: APPROVED DISAPPROVED

Reason(s) for disapproval:

ACC Member: _____ ACC Member: _____

ACC Member: _____ ACC Member: _____

FILED FOR RECORD

10/10/2014 4:00PM

Mark Turnbull

COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

STATE OF TEXAS

COUNTY OF MONTGOMERY

I hereby certify this instrument was filed in file number
sequence on the date and at the time stamped herein
by me and was duly RECORDED in the Official Public
Records of Montgomery County, Texas.

10/10/2014



Mark Turnbull

County Clerk
Montgomery County, Texas