

Deed Restriction Review

Procedural Guidelines

All construction project plans in Southwood Shores requiring a permit by the City of Payne Springs shall be reviewed by the Deed Restriction Review Committee. Both Beth Billings and Frances McClure at the City of Payne Springs know that if they have a request for a Building Permit and a Deed Restriction Review Form from Southwood Shores has not been completed, they will not issue a permit and send the applicant to us.

A Deed Restriction Review Committee form shall be completed by the applicant. A completed form shall be submitted along with the construction plans for the project. These shall be submitted to any Board member, mailed to Southwood Shores POA, P.O. Box 5208, Mabank, TX 75156, or transmitted by electronic means to southwoodshorespoa@gmail.com. All applications not received electronically shall be scanned and emailed to southwoodshorespoa@gmail.com by the committee chairman upon receipt.

The property owner must be current with all dues and fees before an application is reviewed and the Deed Restriction Review fee of \$50.00 shall be paid prior to receiving approval.

The committee shall review all construction plans to ensure Southwood Shores Deed Restrictions are adhered to. There are many circumstances in which the City of Payne Springs requires a permit where Southwood Shores does not require a Deed Restriction Review. This includes roofing, plumbing, electrical, HVAC and concrete work to name a few. The property owner will still need to fill out the application, but in these cases, the Committee Chairman will sign off on the form for the applicant and return a copy to them. No review fee will be charged.

As a general rule, any project that adds taxable square footage to a property will require a Deed Restriction Review and the \$50.00 review fee will be assessed. This includes new construction, addons, new carport or new storage sheds. Repairs or replacement of existing secondary structures will not require a review or a fee.

Upon completion of a Deed Restriction Review and collection of the review fee, three (3) of the four (4) members of the committee shall sign off on the application and the Chairman will return a copy to the applicant. This should be accomplished within 30 days of receipt.

All completed Deed Restriction Review forms including those that do not require a fee should be scanned and emailed to southwoodshorespoa@gmail.com with a copy emailed to our POA Board Secretary, Edna Maxwell at rkmaxwell@sbcglobal.net for filing with Association records.

Southwood Shores

Deed Restriction Review Committee

Deed Restrictions Made Simple

Our Deed Restrictions were filed with Henderson County on May 20, 1992. The following are the key points of this document:

- 1) All properties must comply with all Local, County and State sanitary health regulations, and no outside toilets shall be permitted.
- 2) All residential units shall be of new finished type frame wood siding (including new windows, doors, and screens). Log Cabin or masonry (brick) structures shall be permitted.
- 3) All houses built in the subdivision shall contain no less than 550 square feet of floor space exclusive of porches, carports and attached garages.
- 4) A setback requirement for all structures shall be a minimum of twenty (20) feet from the front property line. **(Please Note – the building requirements for the City of Payne Springs require a twenty-five (25) foot setback from the front property line.)**
- 5) All structures must be a minimum of three (3) feet from an adjoining property owner line. **(Please Note – the building requirements for the City of Payne Springs require a five (5) foot setback.)**
- 6) No outbuildings shall be constructed closer than forty (40) feet from the front property line and shall not be used for living quarters.
- 7) All units must be completed on the exterior within 120 days from the beginning and must be painted on the exterior with two coats of outside paint within 60 days from outside completion.
- 8) No trailer homes shall be permitted as living quarters.
- 9) All lots in Southwood Shores shall be used for cabin or residential purposes only.
- 10) No shacks, tents, street cars, buses or anything that might constitute a public nuisance including inferior or non-conforming type structures shall be permitted.

Southwood Shores and the City of Payne Springs only has jurisdiction on property above the 325-foot elevation line. Check your own property's plat map for elevation. The Tarrant Regional Water District (TRWD) has control of all property below the 325-foot elevation and anything on or in the water. Southwood Shores has jurisdiction above that elevation. Please see their website (www.trwd.com) for their permit procedures for anything constructed in these areas.

**Southwood Shores Application for the Approval of Plans
By the Deed Restrictions Review Committee**

Date: _____

Name of Applicant: _____

Address: _____

Mailing Address: _____
(If different from above)

Phone Number: _____ (where you can be reached in case of questions)

Brief Description of Project: (i.e., Shed, Garage, New Building) _____

Date you plan to begin construction: _____

Application is hereby made for approval of the attached construction plans. These plans specify locations and building materials used for improvements on lot(s) _____ in the Southwood Shores subdivision. Applicant agrees that construction will be according to such plans and the subdivision restrictions, including those provisions requiring that only new materials be used, that the living floor space be within restrictions standards at the time of construction commencement and that minimum set back requirements be met and shown on plans.

It is understood that this application and approval thereof is void if construction is not commenced within eight months from the above date. Also, as provided for in the subdivision restrictions, the exterior completed within 120 days from the commencement date and the exterior painted within 60 days of the completion date. The applicant agrees that deviation from the attached plans, including the materials specified herein or on a separate list of materials, will invalidate this approval.

Your signature below confirms your agreement to conform to the Southwood Shores Subdivision Restrictions.

A signed copy of this approval will be required when applying for a Payne Springs building permit.

Applicant's Signature: _____

Southwood Shores Deed Restriction Review Committee Members Signatures required for approval:

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Date Construction Started: _____ Completion Date: _____

Required information to be received with this application to expedite the review/approval process is:

- A. Detailed drawing or Blueprints of the construction project.
- B. Lot drawing showing placement of the project with lot lines and easement measurements noted.
- C. Basic materials list to include exterior wall material, type of roofing and driveway materials, if applicable.

Once the above referenced documents are received, please allow 7 – 10 business days for processing.

After completion, please submit along with the above required documentation to Southwood Shores, via email to southwoodshorespoa@gmail.com or mail to Southwood Shores POA, P.O. Box 5208, Mabank, TX 75156 (please email us and let us know you mailed it), or hand deliver to any current Board member. Copies of the Deed Restrictions and current Bylaws are available on our website: www.southwoodshorespoa.com

An application processing fee of \$50.00 must be paid prior to approval.

Revised 10/14/23