

Woodlane Forest Architectural Control Committee (ACC)
Information and Application Forms

Page 1	Introduction [Do not include this page with any applications.]
Pages 2 - 3	Application Forms for Approvals [Include both of these forms with all project approval requests.]
Page 4	Application Form to Request an Extension [Include this form only for extension requests.]
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Page 6	The Approval Form [Include this form with all requests.]
Pages 7 - 8	Deed Restrictions and Other Requirements Relating to ACC Approvals [Do not include these pages with any applications.]

This is a Word document. You may print copies of this document. You may, also, copy the forms in it to another Word document to fill them out and e-mail them, or you may print them to mail, fax, or hand-deliver them to the Management Company or the ACC.

For additional help with the application process, contact the Woodlane Forest Civic Association management company at the address below or the Architectural Control Committee through the WFCA website <http://www.woodlaneforest.net> and then architectural@woodlaneforest.net.

Summary of Procedures for construction and other improvements

- The pertinent application forms and the appropriate fees shall be submitted to the Association through the Management Company or the ACC before improvements to the property can be approved.
- The ACC has 30 (thirty) days to approve your application but will respond as soon as possible.
- After ACC approval, you have six (6) months after finishing the foundation to complete the exterior of a new construction.
- After ACC approval, you have 120 days to complete improvements that require clearing or grading.
- Extensions to these times may be requested.
- To request approvals, fill out page 2 and attach the items listed on page 3 that your project(s) need(s).
- To request an extension, fill out page 4.
- To request a refund of the new residence construction fee, fill out page 5.
- Send in two (2) copies of all pages concerning your project, one to return to you and one for the Association to keep.
- If your application is incomplete, you will be informed promptly so that you may provide the additional information.

Requirements in addition to the ACC requirements in the Deed Restrictions

The Association has eight construction and improvement requirements in addition to the requirements given in the Deed Restrictions. These requirements are listed on page 8 of this document.

Investment Management Company
3500 W. Davis, Suite 190
Conroe, TX 77304
Phone 281-419-1653

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Application Form to INDICATE PROJECT(S) NEEDING APPROVAL

You may include as many projects as you wish on one application.

Please, PRINT or TYPE all information except signatures.

Date _____

Name(s) of property owner(s) _____

Home Phone _____ Other Phone _____

E-mail address _____

Your Woodlane Forest Subdivision address: Street _____

City Magnolia Zip 77354

Section _____ Lot(s) _____

Check the project(s) this application concerns:

- CLEARING GRADING
- CULVERT (Get county approval for the culvert size your terrain needs.)
- DRIVEWAY / ROADWAY
- WELL SEPTIC TANK / SYSTEM
- PRIMARY RESIDENCE with attached or detached two-car garage
- Additional GARAGE CARPORT attached or detached
- FENCE GATE WALL HEDGE
- POOL POND TENNIS COURT
- DECK PORCH PERGOLA / GAZEBO
- BARN SHED OTHER BUILDING
- OTHER Specify _____

____ VARIANCE in location NEEDED for _____

IMPORTANT

A variance is needed if buildings or other improvements are outside the building setback lines.

If you e-mail your application, your e-mail address serves as your signature. Therefore, please, put your e-mail address on the signature lines and e-mail the application from this e-mail address you use as a signature. You may, also, use an electronic/digital signature.

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Application Form INDICATING NEEDED ITEMS and /or INFORMATION

Date _____

Name(s) of property owner(s) _____

Check off items included with your application and include this page with your application.

(I) Include **ITEMS** and/or **Information** in # 1- # 12 for **New Residence Application**

- 1. ____ The survey/plot plan of the lot showing information # 2 - # 9.
- 2. ____ The construction drawings of the residence showing square footage and direction in relation to the common subdivision road.
- 3. ____ Water well and septic tank locations with distances from property lines; each other; and pre-existing residences, wells, and septic systems.
- 4. ____ Specifications of quality of workmanship and materials.
- 5. ____ Specifications of harmony of external design with existing structure(s).
- 6. ____ Plan of location of construction with respect to topography.
- 7. ____ Plan of finished grade elevations.
- 8. ____ Type of foundation (solid concrete slab or concrete beam foundation).
- 9. ____ Type(s) and color(s) of exterior construction materials (for example—siding, trim, roof).
- 10. ____ A copy of the building permit (“development permit”) from the county.
- 11. ____ A check in the amount of five hundred dollars (\$500.00) made out to Woodlane Forest Civic Association for new construction damage/clean-up deposit.

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(II) Include **ITEMS** and/or **Information** in # 1- # 6 for **Improvements Other Than a New Residence**

- 1. ____ The survey/plot plan of the lot showing information for # 2 - # 5.
- 2. ____ Location(s) of improvement(s) with respect to topography indicating distances from property lines and from other construction or improvements.
- 3. ____ Specifications of quality of workmanship and materials.
- 4. ____ Specifications of harmony of external design with existing structure(s).
- 5. ____ Descriptions of the improvement such as type of foundation, grade elevations, materials, composition, dimensions, and colors.
- 6. ____ If the improvement you are undertaking requires a building permit, provide same to ACC.

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Application Form to REQUEST an EXTENSION

If your project is not completed in the given number of days, complete this form to request an extension.

Please, PRINT or TYPE all information except signatures.

Date _____

Project

New proposed completion date _____

Name(s) of property owner(s) Please print.

Home phone _____ Other phone _____

E-mail address _____

Your Woodlane Forest Property address

Street _____

City ___ Magnolia _____ Zip Code _____

Section(s) _____ Lot(s) _____

Property owner(s) signature(s)

Mailing Address if different from the Woodlane Forest address above

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Application Form to REQUEST REFUND OF NEW RESIDENCE DEPOSIT

When your residence is completed, the lot has been cleaned up, and any damage has been repaired, complete this form to receive the refund of the damage/clean-up deposit less the amount (if any) the Association has had to pay to insure repair or neatness of the property during construction.

Please, PRINT or TYPE all information except signatures.

Date _____

Name(s) of property owner(s)

Home Phone _____

Other Phone _____

E-mail address _____

Your Woodlane Forest Subdivision address

Street _____

City ___ Magnolia _____ Zip Code _____

Section _____ Lot(s) _____

Address to which to return the deposit if different from the Woodlane Forest address above

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Form for ACC TO APPROVE PROJECTS

Please, PRINT or TYPE all information except signatures.

Date _____

Name(s) of property owner(s) _____

Section ____, Lot ____

Your request

_____ for construction and/or improvements to your property: _____

_____ for time extension

_____ for refund

in Woodlane Forest Subdivision has been reviewed in accordance with the “Deed Restrictions of Woodlane Forest Civic Association.”

Your request has been approved.

Signature of the Architectural Control Committee Chairperson Date

Your request has been denied. Description of the basis for the denial in reasonable detail and changes, if any, to the application or improvements required as a condition to approval:

The owner may request a hearing to appeal the ACC’s decision.
Please, return corrected versions of your request(s) at your convenience to the ACC or to the Management Company.

Signature of the Architectural Control Committee Chairperson Date

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Deed Restrictions Relating to ACC Approvals

1. BUILDING PERMITS AND ARCHITECTURAL CONTROL

No building or other improvements shall be erected, placed or altered, including any walls, fences or hedges or the erection begun, or changes made in the design thereof after original construction on any tract until the construction, plans, and specifications and a plot plan showing the location of the structure or improvements has been submitted to and approved by the ACC, or its assignee as hereinafter provided, as to use, compliance with these restrictions, quality of workmanship and materials, harmony of external design with existing structures, and as to location with respect to topography and finished grade elevations. The Committee's approval or disapproval as required herein shall be in writing. . . . In the event the ACC fails to approve or disapprove within thirty (30) days after the receipt of the required documents, approval will not be required and the related covenants set out herein shall be deemed to have been fully satisfied. The ACC, at its sole discretion, is hereby permitted to approve deviations in location where, in its judgment, such deviations will result in a more beneficial use. Such approval must be granted in writing and when given will become part of these restrictions. . . . The owner of any tract will be individually responsible for the installation of water wells and septic tanks on his tract, and the water wells or septic tanks must meet the applicable federal, state, or local jurisdictional restrictions.

2.A. USE

2.A.1.

No dwelling shall be erected on any tract unless the same shall have an exterior area of not less than 1,600 square feet. And provided further that said square footage as set forth herein and hereafter shall be exclusive of attached garages, porches, servants' quarters, or other appendages.

2.A.2.

No building or structure shall be occupied or used until the exterior thereof is completely finished.

2.A.4.

All driveways, roadways, tennis courts, and other construction projects requiring clearing or grading, shall be presented to the ACC for approval. After approval is granted, property owner shall have one hundred twenty (120) days to complete the project to the specifications and plans submitted and granted approval thereof.

2.A.5.

Except as may be authorized in writing by the ACC, or its assigns, no building shall be located nearer to the front tract line than fifty feet (50'), (i.e., that property lines juxtaposed to a dedicated street) nor nearer the side street than twenty-five feet (25'), nor nearer than fifteen feet (15') to any side tract line, except that the slab or foundation for a garage only may not be nearer to any side tract line than ten feet (10'). Overhang of the walls and roofs of such buildings shall be permitted so long as such overhang does not extend out more than two feet (2') from the slab or foundation. The ACC may grant variances to such building setback lines which, in its judgment, will result in a more beneficial use of the property. Except as may be authorized in writing by the ACC, all improvements shall be constructed to front the

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street upon which the site faces, and each corner site shall face on the street on which it has the smallest frontage; provided that garages on corner tracts may face the street if specifically approved by the ACC. No fences, wall, hedge, pergola or other detached structure shall be erected or maintained on any part of any tract forward of the front building line. For the purposes of this covenant, unless otherwise provided for herein, eaves, steps and unroofed terraces shall not be considered as part of a building, provided however, that this shall not be construed to permit any portion of the construction on one tract to encroach upon another tract.

2.A.7.

All residences in this subdivision are to have at least a two car enclosed attached garage or a two car non-attached garage.

2.B CONSTRUCTION.

All exterior construction materials shall be approved by the ACC. No concrete blocks shall be used in said construction and all buildings shall be built on a solid concrete slab or concrete beam foundation. . . . The exterior construction of any kind and character, be it the primary residence, garage, porches, or appendages thereto, shall be completed with[in] six (6) months after pouring of the slab.

8. FENCES AND PLANTS

No fences shall extend beyond the building set-back line and all fence material and construction must be approved by the ACC.

18. CULVERTS

The size and construction of all drain tiles or culverts in any drainage ditch (including road ditches) in Woodlane Forest must be approved by the ACC, and in no event shall any such drain tile or culvert have an inside diameter of less than eighteen (18") inches.

Requirements in addition to the ACC requirements in the Deed Restrictions

1. Submit a \$500.00 damage/cleanup deposit for new residence construction.
2. Keep your new residence construction site neat. If the Association deems the area unsightly, part or all of your damage/clean up deposit may be used to remedy the situation. Tell your builder of this procedure. You will be notified of the need to repair or clean up your property and given the chance to do so before the Association hires someone to repair or clean it.

Suggestions:

1. Consult county fire authorities for burn rules before burning construction refuse or other materials.
2. Let the county place any culverts. (That way, if they displace a culvert later, they will put it back. If you had placed the culvert, they may not put it back for you.)
3. Some residents report well depths of roughly 100' (sulfury), 200' (acidic and damages pipes and appliances), and 400' (good).
4. Have a portable toilet at the job site when workers are present during new residence construction.

Links for your convenience: [County Fire Marshal](#). [County Precinct 2 services \(culverts\)](#). [County Permits](#).

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