

**Chasewood Property Owners Association**  
Architectural Control Committee  
Request/Guidelines/Procedures for Construction

**ACC DOCUMENT PACKAGE**

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**Forms and Procedures:**

Request for ACC Approval:  
Current Issue Date: 01 January 2004

Application Guide for Construction:  
Current Issue Date: 01 January 2004

**NOTE: The Documents below are NOT required for submittal of ACC Approval.**

Procedures for Construction: "Declaration of Covenants":

Request for Refund of Building Deposit:  
Current Issue Date: 01 January 2004

**Chasewood Property Owners Association**  
Architectural Control Committee  
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**REQUEST FOR APPROVAL**

Applicant Name: \_\_\_\_\_ Res. Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

City/State: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

I hereby certify that the performance of the work requested would not impair any easement or the Common Elements, and I understand am bound by the Rules & Regulations, Bylaws, and the Declarations given to me.

I hereby agree: I will provide the Committee with a copy of all Construction Agreements, and to indemnify and save the action, loss, damage, or obligation (including the cost of defense or settlements, with Attorney fees) with respect to any matter performed or to be performed as a result of approval of this request.

I hereby acknowledge: that interest of the Committee and authorize its Agent to at all times during and upon completion of the work have access to my property or inspect the work, that approval of this request is contingent upon the work being in strict compliance with all applicable Laws of Texas, Codes, Standards, and Manufacturers.

Recommendations, and that approval is also contingent upon the work commencing within 6 months and being completed within 1 year of the date approved.

Approval for any construction which requires a concrete foundation is contingent upon obtaining a form survey of the foundation prior to pouring the foundation. THE SURVEY MUST BE RECEIVED BY THE ASSOCIATION PRIOR TO THE POURING OF THE FOUNDATION.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner of Authorized Agent)

Deposit Check No. \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

ACC's Disposition:

Date Rec'd: \_\_\_\_\_ ACC Member Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_ ACC Member Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_ ACC Member Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

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**APPLICATION FEES**

MINOR REPAIRS AND MODIFICATIONS

\_\_\_\_\_ Minor repairs clean up deposit (\$200.00) REFUNDABLE

\_\_\_\_\_ Minor repairs processing fee (\$50.00) NON-REFUNDABLE

NEW CONSTRUCTION FEES

\_\_\_\_\_ Tree and Damage Deposit (\$1000.00) Refundable

\_\_\_\_\_ Road fee (\$500.00) per home Non-Refundable

\_\_\_\_\_ Processing Fee (\$250.00) Non-Refundable

\_\_\_\_\_ Clean-up and damage deposit (\$500.00) Refundable

\_\_\_\_\_ Architectural plan review (\$135.00) Non-Refundable

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**APPLICATION GUIDE FOR CONSTRUCTION**

*Contractor/Owner shall confirm by initialing the following procedures.*

\_\_\_\_\_ Acknowledge that the proposed construction complies with the Deed Restrictions for the respective Section of Chasewood Property Owners Association.

\_\_\_\_\_ Two (2) Complete sets of plans without any red color marks. Marks, notes, or changes by builder/owner to the original prints will be in blue or black ink, no pencil changes will be accepted.

\_\_\_\_\_ Property survey by a licensed surveyor showing legal description of the property, easements, set back lines, building lines and with complete dimensions.

\_\_\_\_\_ Scale Plot Plan with proposed improvements located by dimensions and showing building lines, set back lines, easements, driveway, walkways, and any planned boat house. Fence material and proposed fence heights. Plans shall indicate drainage does not discharge on to adjacent property.

\_\_\_\_\_ Floor plan with all dimensioning complete, to include room layout, door swings, window locations, porches, breezeway, patio, balcony, garage, etc. Plan to show square foot area by: Living Area, Garage, Covered Porch, patio, Balcony (when appropriate) and total square foot.

\_\_\_\_\_ Elevation front, rear, and side showing materials of construction, windows, vents, roof lines with roof slope indicated.

\_\_\_\_\_ Foundation plan indicating materials, strengths, beams, reinforcing steel, post slopes, and slab elevation to local grade. \* **NOTE FORM SURVEY IS REQUIRED PRIOR TO POURING OF FOUNDATION.\***

\_\_\_\_\_ Storage building to look similar and blend with house/garage. Cement foundations will be required for all storage buildings

\_\_\_\_\_ Fences shall be constructed of wood, metal, or masonry. Wood fences shall use the "shadow Box" construction. Wire mesh decorative and vinyl fences will be allowed depending upon material strength and finished look. Chain link is not allowed. Fences may be constructed in utility easements at OWNERS RISK.

\_\_\_\_\_ Patio covers must match existing roof materials. No metal or tin roof finished materials will be allowed unless it matches the house existing roof material.

Plans submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Plans received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Chasewood Property Owners Association**  
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**REQUEST FOR REFUND**  
**OF**  
**PROPERTY OWNERS RESPONSIBILITY DEPOSIT**

Please read these instructions carefully.

1. The front side (Page 1) of this form is for information to be provided by the property owner.
2. The rear side (Page 2) of this form is reserved for the side of the Property Management Company and the Board of Directors.
3. ALL requested information must be provided, and ALL questions must be answered.
4. It is the Owner's responsibility to complete Page 1 of this request for refund form and forward it to the Association's Property Management Company, either by mail or by hand delivery at the following address:

Investment Management Company  
3500 West Davis, Ste 280  
Conroe TX 77304  
Phone: 936-756-0032  
Fax: 936-756-0023

Information To Be Supplied by Property Owner

**Lot Description:** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Contact Information:

\_\_\_\_\_

Chasewood Street Address

\_\_\_\_\_

City

\_\_\_\_\_

Zip

\_\_\_\_\_

Residence Telephone

All of the following questions must be answered YES for this Request for Refund to be considered.

1. Has all construction activity on the residence been completed? \_\_\_\_\_ (YES or NO)
2. Has ALL construction trash and debris been removed from the property? \_\_\_\_\_ (YES or NO)
3. Has the dumpster and/or trash container been removed from the property? \_\_\_\_\_ (YES or NO)
4. Have the portable toilet facilities been removed from the property? \_\_\_\_\_ (YES or NO)
5. Has the final driveway been installed? \_\_\_\_\_ (YES or NO)
6. Have ALL signs been removed from the property? \_\_\_\_\_ (YES or NO)

**Request Submitted by:** \_\_\_\_\_ **on** \_\_\_\_\_ **Date**, \_\_\_\_\_  
Property Owner

Refund of Property Owner's Responsibility deposit, less any citation fees, will be mailed within thirty (30) days from the date this request is approved by the Board of Directors.

**REQUEST FOR REFUND**

**Chasewood Property Owners Association**  
Architectural Control Committee  
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**OF**  
**PROPERTY OWNERS RESPONSIBILITY DEPOSIT**

For Property Management Company Use

**Lot Description:** Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Management Company representative to inspect the property and provide answers to the following questions.

1. Has all construction activity on the residence been completed? \_\_\_\_\_ (YES or NO)
2. Has ALL construction trash and debris been removed from the property? \_\_\_\_\_ (YES or NO)
3. Has the dumpster and/or trash container been removed from the property? \_\_\_\_\_ (YES or NO)
4. Have the portable toilet facilities been removed from the property? \_\_\_\_\_ (YES or NO)
5. Has the final driveway been installed? \_\_\_\_\_ (YES or NO)
6. Have ALL signs been removed from the property? \_\_\_\_\_ (YES or NO)
7. Are there any Deed Restriction violation issues? \_\_\_\_\_ (YES or NO)

Refund of \$ \_\_\_\_\_ is recommended by \_\_\_\_\_ Date \_\_\_\_\_  
Steve Durham, IMC

Board of Directors must approve and sign BEFORE refund check is issued.

Check Number \_\_\_\_\_ Date Check Issued to owner \_\_\_\_\_

Chasewood POA Architectural Control Committee Use

Refund is recommended by \_\_\_\_\_ Date: \_\_\_\_\_  
ACC Chairperson

Chasewood POA Board of Directors Use

Refund in the amount of \$ \_\_\_\_\_ is APPROVED by the Chasewood POA Board of Directors.

Refund is NOT APPROVED for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Date