

# WALNUT COVE PROPERTY OWNERS ASSOCIATION

## ARCHITECTURAL CONTROL COMMITTEE BUILDING/IMPROVEMENT APPLICATION

DATE: \_\_\_\_\_

A. LEGAL DESCRIPTION: SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

B. PROPERTY OWNER: \_\_\_\_\_

OWNER MAILING ADDRESS (if different from above): \_\_\_\_\_

PHONE: \_\_\_\_\_

C. BUILDER/CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

D. IMPROVEMENT SQUARE FOOTAGE: \_\_\_\_\_

E. EXTERIOR MATERIALS: \_\_\_\_\_

F. EXTERIOR COLORS (PAINT AND/OR BRICK): \_\_\_\_\_

G. START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

H. LIST BUILDING SET BACK LINES, WHICH AFFECT THE LOT:

SIDE (RIGHT): \_\_\_\_\_ FT. / SIDE (LEFT): \_\_\_\_\_ FT. / FRONT: \_\_\_\_\_ FT. / BACK: \_\_\_\_\_ FT.

DESCRIPTION OF IMPROVEMENTS AND COMMENTS: \_\_\_\_\_

By signing below, Owner(s) authorizes the Architectural Control Committee (ACC) or its agents to enter upon and inspect the above for the purpose of ascertaining whether thereon follows the recorded deed Restrictions and this Application. If approved, neither the ACC nor its agents shall be guilty of trespass by reason of such entry for inspections. By signing below, Owner(s) agrees to comply with the minimum architectural standards for subdivision construction, Walnut Cove revised on the 12<sup>th</sup> of June 2009, and as such standards are Covenants, which are part of the Restrictions.

Owner's Signature: (REQUIRED) \_\_\_\_\_

Date: \_\_\_\_\_

Builders Signature: (REQUIRED, if applicable) \_\_\_\_\_

Date: \_\_\_\_\_

**PLAN REVIEW**

**for ACC Use Only**

\_\_\_\_\_ APPROVED; Subject to: \_\_\_\_\_

\_\_\_\_\_ NOT APPROVED; Reason: \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

[walnutcovepoa@yahoo.com](mailto:walnutcovepoa@yahoo.com)

11182 Apple Tree St

Willis, TX 77318

936-701-4036 Office

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**NOTE: ALL OUTSTANDING POA DUES, FEES OR FINES IN YOUR ACCOUNT MUST BE PAID IN FULL TO START THE APPLICATION PROCESS. ANY OPEN VIOLATIONS ON ANY OF YOUR PROPERTIES IN WALNUT COVE MUST BE CURED BEFORE APPLICATION WILL BE REVIEWED.**

**(CHECK ALL THAT APPLY. IF ITEM DOES NOT APPLY TO APPLICATION, WRITE N/A)**

\_\_\_\_\_ **BUILDING/MOBILE HOME APPLICATION:** All pages completed and signed.

\_\_\_\_\_ **MONTGOMERY COUNTY BUILDING PERMIT** (Copy okay): MUST BE LEGIBLE

\_\_\_\_\_ **SITE PLAN** showing the location and dimensions of all structures and appurtenances – must be to scale and reference all building lines, utility easements and drainage easements, original signature and stamp.

\_\_\_\_\_ **PROOF OF YEAR AND MODEL OF MOBILE HOME:** Please be advised that that the Walnut Cove ACC will NOT approve a mobile home older than **SEVEN (7) years**.

\_\_\_\_\_ **PAYMENT:** check copies of fees and deposits made payable to WALNUT COVE PROPERTY OWNERS ASSOCIATION

\_\_\_\_\_ **HOUSE CONSTRUCTION PLANS** one complete set - **CULVERTS HAVE TO BE AT LEAST 18" IN DIAMETER**

**These items were received by WALNUT COVE PROPERTY OWNERS ASSOCIATION at the POA office on \_\_\_/\_\_\_/\_\_\_\_\_ by \_\_\_\_\_.**

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## ARCHITECTURAL CONTROL COMMITTEE BUILDING/IMPROVEMENT APPLICATION

### APPLICATION FEE SCHEDULE

<u>ACC DEPOSITS</u>	_____ Initial
• New Construction	\$500.00
• Mobile Home (skirting, blocks, accessibility)	\$300.00
• Road Deposit (mobile home moving, Sheds, Portable Bldgs.)	\$200.00
• Sheds, Fences and other improvements	\$100.00

Cashier's Check/Money Order # \_\_\_\_\_

<u>ACC APPLICATION IMPROVEMENT FEE</u>	\$ 50.00
<u>ACC APPLICATION NEW CONSTRUCTION FEE</u>	\$150.00

Cashier's Check/Money Order # \_\_\_\_\_

- Submit current property survey drawing
- **No approval will be granted until such time as the request and all applicable deposits(s) are received by the Architectural Control Committee.**
- If the project is completed within 12 months of the approval, and the address is registered with 911 and posted on site visible to the street, the ACC Deposit will be returned to the property owner after an inspection is performed by the Architectural Control Committee to assure that the project was completed as submitted and approved, and the owner submits a **Request for Deposit Refund** must be signed and turned in with the office.

### VIOLATIONS \_\_\_\_\_ Initial

#### VIOLATION FINES

- Non-compliance fee \$1,500.00
- Building without permit \$1,500.00
- Damage to street, ditch, culverts, etc. \$1,500.00
- Construction debris/cement left in roadway/ditch \$250.00
- No dumpster/uncontained debris during construction \$250.00
- **If damages exceed minimum violation fine, the balance will be assessed to the applicant.**
- **By signing below, you the signee agree to all terms, conditions, and fees of said contract.**

#### ACKNOWLEDGED AND AGREED:

- Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Builder's/Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## ARCHITECTURAL CONTROL COMMITTEE BUILDING/IMPROVEMENT APPLICATION

### APPLICATION FEE SCHEDULE

#### MOBILE HOME, SKIRTING AND PORCH DEPOSITS

	<u>Initial</u>
• New Construction	\$500.00
• Mobile Home	\$300.00
• Road Deposit (mobile home moving, Sheds, Portable Bldgs.)	\$200.00
• Sheds, Fences and other improvements	\$100.00

Cashier's Check/Money Order # \_\_\_\_\_

- The ACC will not approve any new and/or used mobile homes that are older than **7 years**.
- All new and used mobile homes delivered onto properties in Walnut Cove must be skirted with approved materials and be in an attractive condition.
- Address must be visibly posted and registered with 911. (Call to register: 936-523-5911)
- To assure that this is accomplished in a timely manner, a security deposit must be remitted at the time a completed request is submitted to the Architectural Control Committee. **No approval will be granted until such time as the request and all applicable deposits(s) are received by the Architectural Control Committee.**
- If the project is completed (placement of mobile home, skirting and porch) within 60 days, and the address is posted on site visible to the street, the \$300.00 security deposit will be returned to the property owner after the site is approved by the Architectural Control Committee, and the owner submits a **Request for Deposit Refund** to the office.
- If the project is not completed within 60 days, the deposit will be forfeited.

#### ACKNOWLEDGED AND AGREED:

- Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Builder's/Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# WALNUT COVE PROPERTY OWNERS ASSOCIATION

## ARCHITECTURAL CONTROL COMMITTEE BUILDING/IMPROVEMENT APPLICATION

### REQUEST FOR REFUND Of ACC DEPOSIT BY PROPERTY OWNER

Please complete this request for refund form return it to the Association's Property Management Company, either by person, email or mail:

Walnut Cove POA  
11182 Apple Tree St  
Willis, TX 77318  
Phone: 936-701-4036  
[walnutcovepoa@yahoo.com](mailto:walnutcovepoa@yahoo.com)

#### Information to Be Supplied by Property Owner

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

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

Contact Information: \_\_\_\_\_

Address

City

Zip

Telephone and Email

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. Is the property address visible and registered with 911? YES or NO

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

Request Approved by: \_\_\_\_\_ on \_\_\_\_\_  
Architectural Control Committee Date

Refund of the Building Deposit will be mailed within thirty (30) days from the date this request is approved by the Architectural Control Committee.

Amount of Original Deposit \$ \_\_\_\_\_

Amount of Approved Refund \$ \_\_\_\_\_

[walnutcovepoa@yahoo.com](mailto:walnutcovepoa@yahoo.com)  
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To: Walnut Cove Architectural Committee

I, \_\_\_\_\_, am requesting Architectural approval to construct the improvements described in the attached plans and have demonstrated a desire to comply with the deed restrictions and Architectural standards of Walnut Cove. By signing this letter and by paying the required fees and construction deposit, I agree to comply with the deed restrictions contained in the Walnut Cove Covenants, Conditions and Restrictions and with any other applicable dedicatory instruments.

It is understood that if Architectural approval is denied for any reason, including submittal of incomplete plans, I will be required to resubmit such plans before approval may be granted. I further understand that approval upon re-submittal will not be automatic; all resubmitted plans will be approved or denied on the same basis as the plans initially submitted.

I understand that the POA and the ACC strongly suggest that periodic inspections be performed. I understand that neither the POA nor the ACC will be responsible for obtaining any inspections of my property or improvements. Such inspection services should be retained by me and should be performed by a real estate inspector or professional inspector licensed under Article 657a, Section 23 of the Texas Real Estate License Act, as may be amended from time to time, OR by a licensed, registered and professional engineer. The selection of such inspector or inspectors shall be left to my absolute and sole discretion.

I do understand that neither the POA nor the ACC nor any other Walnut Cove entity shall be responsible in any way neither for any inspection(s) nor for any damage whatsoever that may stem from such inspections either not being performed, being performed improperly or negligently.

In the event that an item of construction does not satisfy the requirements of the applicable deed restriction, repair, replacement and/or augmentation of the item will be performed until said item does satisfy the requirements of Walnut Cove. Continued non-compliance and/or refusal to rectify a deficient item of construction will terminate any approval granted to me and will terminate my right to receive my deposit. Revocation of a granted approval and all other action concerning construction is subject to the review of the ACC and the final authority of the Board of Directors of the POA.

By requesting approval, it is understood that I bind to pay any balances that may or may not be on my account and that any violation that may or may not be ongoing with my account will be cured prior to submittal of my improvement request.

Submitted by:

\_\_\_\_\_  
Walnut Cove Property Owner

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
WC Community Office Manager

\_\_\_\_\_  
Date

[walnutcovepoa@yahoo.com](mailto:walnutcovepoa@yahoo.com)

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