

# The VILLAGES' HOMEOWNERS ASSOCIATION, INC.

## ISSUE OF "BUILDING REQUIREMENTS" PACKET

Owner Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot (s): \_\_\_\_\_ Date: \_\_\_\_\_

Telephone (s): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Thank you for showing an interest in building in our VHOA community. We want this building project to exemplify the appreciation our members have in their neighborhoods. During this Preview meeting we want to emphasize to you some important components of these Building Requirements and their Project Procedures, and to respond to your questions - all towards establishing a mutual understanding of expectations for a satisfactory execution of this project.

1. Your project location requires a minimum living space of \_\_\_\_\_ square feet. This space is in addition to that provided for the garage, a workshop or similar enclosed area. All living space must be provided within the one structure. The garage and paved driveway must also be constructed during this project's timeframe.
2. The Construction Fee is based on the number of months you have owned the lot(s) today and based upon your \_\_\_\_\_ months of ownership, your Construction Fee is \$ \_\_\_\_\_.
3. Clean-up of land can proceed at any time as long as no trees greater than 2" diameter are removed. Any burning of debris must meet current VHOA restrictions. Clearing of larger trees can proceed only after the Building Packet is approved by the ACC and an ACC Site-Survey is approved.
4. Building easements are 10' wide along the side and rear property lines; the front easement is 25' to the edge of the road. The owner shall provide a paved driveway extending to and joining the edge of the paved street. 12" diameter culverts are required for any crossings over drainage ditches.
5. 50% of all exterior walls of the frontage of the structure/new construction must be covered with the approved brick and/or stone. At least 50% of the balance of exterior walls of the structure/new construction that could be bricked must be covered with the approved brick and/or stone. All plans and elevation drawings must pictorially show the extent of brick, stone and other materials, and the appearance of exterior constructions.
6. Do not pour the concrete foundation until you receive the ACC Pre-Pour and Set-Back Approval.
7. Install the water meter early and provide a valved readily available water-hose connection before lot clearing or conducting any burning of debris. Provide soil-saver barriers during construction as necessary. A metal roll-off trash bin and a porta-potty are required on site. Empty boxes, packaging, wrappings, material cutoffs, etc. shall not be burned or litter the property – use the trash bin.
8. The ACC is charged with controlling the external appearances of new homes - it is important that the updated final-approved pdf drawings always represent the project's approved as-intended appearance, and be available for reference by the owner, builder and their sub-contractors during the construction phase of a project. It is sometimes needed to mark changes on the large drawings during

our initial project review process, and if it becomes necessary to revise or add details and notations before making the digital pdf update, they must be of a quality similar to the original architectural drawings submitted with the Building Packet.

9. After your Building Packet is approved, its data and your updated final-approved pdf drawings will be the basis for approving the start of site preparation, foundation concrete pre-pour approvals, and for our intermediate project progress reviews.
  
10. It is important that you carefully determine and finalize all the architectural details of your structure/new construction before you submit them with your completed Building Packet for ACC project review. Only changes that the ACC determines necessary or as improvements will be considered afterwards.

Additional Comments:

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I have received the "Building Requirements" Packet and understand the above-described components.

Signed by Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**(Retain a copy for ACC files)**

**“BUILDING REQUIREMENTS” PROJECT PROCEDURES**

Note! Revisions may occur to our “Building Requirements” from time to time. The requirements of this issue are binding to your construction project, except they are subject to revision if you have not returned this completed “Building Requirements” Packet to our office within 90 days after the date of this issue to you.

- Owner (s) to participate in a preview meeting with members of the Architectural Control Committee (ACC) and to receive a formal issue of the “Building Requirements” Packet.
- Base design in accordance with Article VI, VHOA restrictions.
- Submit your completed “Building Requirements” Packet with exterior façade finishes and roofing material samples, along with all required signed and initialed documents, builder qualifications, construction blueprints, site plan, plat survey, sewage system design, and the construction fee within the above noted specified time.
- Resolve Architectural Control Committee’s review issues.
- Upon receipt of ACC approval of the “Building Requirements” Packet, install water meter with a valved hose attachment, stakeout foundations, driveway and sewage processing system. Identify additional trees you want removed. Submit all updated final-approved drawings in a digital PDF format to the VHOA office.
- Complete site-survey/approval by an ACC member to review proper setbacks, foundation location and mark trees approved for removal. Only then, begin clearing the site and prepare the foundation for the Architectural Control Committee's Pre-Pour Inspection. Once approved, proceed with all phases of structure/new construction.
- On-site progress reviews by ACC members or representatives.
- Final project review by ACC and determination if assessments are warranted.

**Call 903-534-9060 before clearing the lot or any site preparation.**

Rec'd. By: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Location of Proposed Project: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot (s): \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_ Initial: \_\_\_\_\_

**THE VILLAGES  
HOMEOWNERS' ASSOCIATION, INC.**

**18271 Singingwood Ln.  
Flint, TX 75762  
(903) 534-9060  
VHOAoffice@sbcglobal.net**

**“BUILDING REQUIREMENTS” Packet  
for  
NEW CONSTRUCTION  
and  
REMODELING PROJECTS**

All written communications should be addressed to:  
The Villages Homeowners' Association, Inc.  
18271 Singingwood Lane  
Flint, Texas 75762

Dear Prospective Neighbor,

Welcome to The Villages HOA. By now you have no doubt driven through our beautiful, wooded community and observed that the homes here are not only well built and neatly maintained but are primarily custom-built and occupied by year-round residents. Hopefully, seeing the quality of our area was one of the primary reasons that lead you to decide to build your home here.

For many of us in The Villages, this is our dream or retirement home and represents a major investment for us. We also took great care in selecting The Villages in which to build or purchase our home. We too, wanted to live in a community where all that resided here were active members and concerned about protecting their property value. One of the many benefits of living here in The Villages is that we have an "Architectural Control Committee" whose job it is to approve all new construction and remodeling projects. This is to ensure that our property values and community environment are protected.

You will note that the "Building Requirements" Packet you have received has several documents that require your personal attention. Before you begin the design of your remodel or new construction, it is important that you read the requirements of Article VI specified in our Restrictions and these attached Building Requirements very carefully. If you or your architect have any questions, please contact us.

Please submit all the required documents for the Architectural Control Committee to approve prior to starting your project. The review/approval process begins only when all packet requirements are met. The completed packet may be left with the secretary at the VHOA office located at 18271 Singingwood Lane. The review/approval process may take up to four weeks, so please allow for this time in your project planning. The requirements of the approval process will ensure that the quality of homes in The Villages is maintained, and that no substandard construction is allowed.

The "Architectural Control Committee" stands ready to cooperate with you and your builder to help make your building experience as pleasant as possible. **Should you have any questions don't hesitate to contact the committee via the Homeowners' office, at 903-534-9060.**

We look forward to meeting with you as a neighbor and trust you will enjoy living here in The Villages for many years to come.

Sincerely,

The Villages HomeOwners' Association  
Architectural Control Committee

Date: \_\_/\_\_/\_\_\_\_ Initial: \_\_\_\_\_

## **“BUILDING REQUIREMENTS” PACKET INDEX**

Page 1-3 Issue of “Building Requirements” packet and procedures.

- I. Preview Meeting With ACC
- II. Initial Approval Information
- III. Standard Construction Fees
- IV. Construction Time Limit
- V. Building Codes
- VI. Drawings
- VII. Specifications
- VIII. Plat Survey
- IX. Site Plan
- X. Tree Removal
- XI. Easements and Minimum Square Footage
- XII. Inspections
- XIII. Sewage System
- XIV. Residence
- XV. Roof
- XVI. Brick
- XVII. Exterior Siding and Trim
- XVIII. Garage
- XIX. Driveway
- XX. Billboards and Signs
- XXI. Propane or Natural Gas
- XXII. Trash and Trash Bins
- XXIII. Burying
- XXIV. Burning
- XXV. Temporary Sanitary Toilets
- XXVI. Changes and/or Exceptions To “Building Requirements” Data
- XXVII. Statement of Understanding

### **Additional Documents**

- Page 13-14 Description of Materials & Construction specs.
- Page 15 Construction Truck Restrictions
- Page 16 Notification and Agreement of Liability
- Page 17 Site-Survey Approval
- Page 18 Pre-Pour and Set-Back Approval
- Page 19 Site Plan Example
- Page 20 Amendements List
- Page 21 Architectural Control Committee Responsibilities
- Page 22 Clarification of Standard Construction Fees
- Page 23 “Building Requirements” Packet, Approval Form
- Page 24 “Building Requirements” Packet Receipt Form, referenced VHOA Restrictions, Covenants and Conditions

**THE VILLAGES HOMEOWNERS' ASSOCIATION, INC.**  
**18271 SINGINGWOOD LANE, FLINT, TX 75762**

The declaration of restrictions, covenants and conditions for Timberlake Village Unit 1 and the supplemental documents of the particular VHOA subdivision containing this construction project, form a part of these "Building Requirements."

**This is not an approval to build.** Approval to begin any building site preparation, tree removals and start of construction will be given in writing from the "Architectural Control Committee" contingent upon strict compliance with the following "Building Requirements."

**BUILDING REQUIREMENTS**

**I. Preview Meeting with ACC:**

Review the 'general information about the VHOA "Building Requirements" and then call the VHOA office to schedule a meeting with the Architectural Control Committee members to review your desired project, to confirm our requirements, standards and procedures, and to receive a formal issue of the "Building Requirements" packet.

**II. Initial Approval Information:**

Property owners must submit to the ACC for its approval, the "Building Requirements" packet completed in full with all required signatures, drawings, specifications and samples. ACC review of the initial data received, or each additional submission of required revised data, may take up to 30 days after receipt of each such data. No tree cutting or their removals, building site preparation or any start of construction can proceed until (1) the "Building Requirements" packet is signed as "approved," (2) site-survey has been approved by the ACC and (3) a water meter is installed.

**III. Standard Construction Fees:**

The VHOA requires the property owner(s) to submit to the VHOA office, a non-refundable check, payable to the Villages Homeowners' Association, with the submission of their completed "Building Requirements" packet. The standard fee for new construction is \$5,000.00 (which is discounted by \$200.00 for each year the present member has owned the property), except, the total amount paid shall be no less than \$3,000. Provision when building upon two adjacent lots is provided by combining the years of ownership for each lot when determining the discounted fee. The discount may not be transferred with the sale of the property, and it is not available to any member who is not in good standing with the VHOA. The standard fee for a room addition or remodeling project is \$1,000 (see clarification [6]).

**IV. Construction Time Limit:**

All construction, including the garage, driveway, walkways, etc., shall be completed within six (6) months from the date of the pre-pour and setback approval and without delay once construction activities commence onsite. Construction shall start no later than 30 calendar days following set-back approval. **Note:** It is agreed and understood that the villages homeowners' association shall have the exclusive right to extend the time period set forth in the approval, for acts and/or omissions they determine to be outside the control of the owner(s) and/or their general contractor.

**V. Building Codes:**

Construction must meet or exceed minimum requirements of the international building code and the national electrical code, and as amended by Smith County, Texas.

Date: \_\_ / \_\_ / \_\_\_\_ Initial: \_\_\_\_\_

VI. Drawings:

Submit one complete set of large size “blueprints” for our review. These should include, but not be limited to, complete floor plans, front, rear and side elevations, electrical, plumbing, heating/air conditioning, roof, and swimming pool design drawings. These drawings will not be returned to the owner. Submit all updated final-approved drawings in a digital PDF format as these will be used for approving start of site-preparation, foundation pre-pour approvals, and to determine project compliance during construction.

VII. Specifications:

Complete, sign, and submit the “Description of Materials and Construction Specifications” forms provided herein.

VIII. Plat Survey:

Submit a signed and dated certified plat survey displaying the surveyor’s official stamp.

IX. Site Plan:

Submit a site plan drawing that includes the scale, shape and boundaries of the lot and the proposed location of project components, including:

- Dimensionally locate all structures, including the garage
- Driveway and walkways (show dimensions)
- Culverts and type of pipe to be installed
- Sewage processing system
- Fences, walls
- Porches, decks or patios
- Width dimensions of all easements and setbacks
- Street names
- Location of proposed underground propane tank(s), if any.
- Any trees to be cut down or removed from lot over two inches (2”) in diameter must be identified by an “X” on the site plan. This does not include trees where foundation slab or driveway are located.  
(See the Villages Homeowners’ Association Restrictive Covenants, Article VIII, Section 1. “Land Use”).

X. Tree Removal:

No trees greater than 2 inches (2”) in diameter shall be cut or removed until (1) a water meter is installed, and a valved hose connection is provided and (2) a signed ACC Site-Survey Approval is issued. Those trees requested to be cut or removed shall be marked by the owner(s) with a bright colored ribbon for subsequent review and approval consideration by a member of the ACC; However, trees located within the ACC approved boundaries of the building foundations, driveway, walkways, or the approved sewage processing system need not be marked on the property.

Date: \_\_/\_\_/\_\_\_\_ Initial: \_\_\_\_\_



XI. Easements and Minimum Square Footage Requirements

No structures shall be nearer than 25 feet to the edge of a paved street.

Square feet refer to the heated and cooled living space and excludes garages or a workshop.

Clearlake Village Unit 1  
Easements – 10 Feet  
Square Feet – 1,800 Sq. Ft.

Clearlake Village Unit 3  
Easements – 10 Feet  
Square Feet – 1,800 Sq. Ft.

Highland Lake Village Unit 1  
Easements – 10 Feet  
Square Feet – 2,600 Sq. Ft.

Lookout Village Unit 1  
Easements – 10 Feet  
Square Feet – Lots 1, 2, 3, 4, 5 and 61 1,900 Sq. Ft.  
– Lots 6 - 60 and 62 - 67 1,800 Sq. Ft.

Meadowlake Village Unit 1  
Easements – 10 Feet  
Square Feet – 1,800 Sq. Ft.

Meadowlake Village Unit 2  
Easements – 10 Feet  
Square Feet – 1,650 Sq. Ft.

Timberlake Village Unit 1  
Easements – 10 Feet  
Square Feet – Lots 1 & 2 2,250 Sq. Ft.  
– Lots 4 & 5 2,500 Sq. Ft.  
– Lots 3, 6-70 1,800 Sq. Ft.

Timberlake Village Unit 2  
Easements – 10 Feet  
Square Feet – 1,800 Sq. Ft.

Timberlake Village Unit 3  
Easements – 10 Feet  
Square Feet – 1,800 Sq. Ft.

Wild Lakes Village Unit 1  
Easements – 10 Feet  
Square Feet – 1,800 Sq. Ft.

Date: \_\_ / \_\_ / \_\_\_\_ Initial: \_\_\_\_\_

## XII. Inspections:

Note: Owner(s) or builder must contact the VHOA office when the site is ready for the site-survey or pre-pour inspection, and prior to advancing to the next construction phase. Owner(s) shall grant ACC members access to the property during the progress of the project.

There are four required construction inspections as follows:

- SITE-SURVEY APPROVAL – review proper setbacks for foundation and waste-water dispersion locations, mark trees approved for removal.
- PRE-POUR AND SET-BACK APPROVAL – approve placement of foundation forms per approved site plan before pouring concrete slab.
- RANDOM ON-SITE REVIEWS – confirm materials of roof, external walls and driveway.
- FINAL PROJECT REVIEW – confirm that project is within ACC expectations and if assessments for damage to common properties is warranted.

## XIII. Sewage System:

A professional design must be submitted by a state registered sanitarian engineer. The builder/owner must obtain a permit and must have an inspection by the permitting authority of Smith County and/or the Upper Neches River Authority. Any toilet facility or any portion of a sewage system on a lot within 525 linear ft. Of the 355 ft. MSL “Lakeline” of Lake Palestine must be approved by the Upper Neches River Authority.

## XIV. Residence:

A lot shall contain only one (1) single-family house, of which all living space shall be provided within the one structure and shall include a garage and a driveway constructed at the same time as the house they are intended to serve.

## XV. Roof:

Roof pitch must be no less than 4/12.

Note: Design, style, materials and colors of all roofs to be approved, and be compatible with the overall community appearance, with a 25-year minimum warranty, a “Class A” fire rating, and shall be of the following choices:

- Composition laminate or architectural roofing shingles
- Fiberglass/asphalt shingles
- Clay tile
- Simulated-wood shingles of aluminum, steel, or stainless steel
- Architectural metal panels colored with a durable coating, and attached with hidden fasteners

## XVI. Brick:

- 50% of all exterior walls of the entire frontage of the structure/new construction must be covered with the approved brick and/or stone. At least 50% of the balance of exterior walls of the structure/new construction that could be bricked must be covered with the approved brick and/or stone.
- All brick and stone appearances shall remain in their natural state and their colors shall be compatible with the overall community appearance. If additional applications of materials onto brick wall exteriors are desired, it must be specifically detailed in the material specifications. If additional materials are to be applied to brick walls, then during the construction phase, a sample area shall be prepared for approval by the acc before proceeding with the entire application onto the brick walls.
- Standard Mexican Brick is not acceptable. All brick used must meet the applicable A.S.T.M. minimum materials and testing standards.

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Initial: \_\_\_\_\_

XVII. Exterior Siding and Trim:

Durable exterior siding and trim colors to be compatible with the overall community appearance. The ACC will consider metal panels with concealed fasteners for exterior wall accents, dependent upon review by the ACC, following submission of color, locations, quality, and overall architectural intent.

XVIII. Garage:

The garage shall accommodate at least two cars parked inside, side-by-side, be constructed with a reinforced concrete floor poured over a moisture-barrier membrane and supplied with an approved garage door. Garages shall not be designed as living spaces. The exterior appearance of the garage walls and roofing shall match the residence. Unenclosed car ports are not approved.

XIX. Driveway:

A paved driveway, extending from the edge of street pavement to the garage shall be installed and constructed of approved asphalt or reinforced concrete. Driveways of loose materials are not approved. If the driveway crosses a drainage ditch, a culvert pipe of a minimum of twelve inches (12") in diameter, made of polyvinyl chloride pipe (HDPE), corrugated steel or concrete must be installed under the driveway. (also see 9-19-2017 clarification about maintenance of ditches added to the restrictions and covenants, article vii, section 1.)

XX. Billboards and Signs:

Billboards and signs are not permitted except that one sign containing not more than five (5) square feet of surface area may be displayed for the sale of a dwelling. In the case of new construction, such sign shall be displayed only after construction has begun. The ACC will permit the building contractor to display one sign of not more than five (5) square feet area during construction. The ACC may install other signs as they deem necessary during the construction.

XXI. Propane or Natural Gas:

**Only buried, certified underground propane tanks** will be considered for installation in the villages. However, propane cylinders not exceeding a volume of 7 U.S. Gallons may be reviewed for approval, based on its location and safety considerations.

XXII. Trash and Trash Bins:

The owner/builder, at their sole expense, shall provide onsite, **a metal roll-off trash bin for debris**. This container must be emptied when full. The owner/builder is expected to be proactive as a good neighbor to keep the job site reasonably clear of debris during all construction phases. For those who do not, the VHOA will make the necessary arrangements to do so and will bill the property owner accordingly.

XXIII. Burying:

Absolutely no burying of debris, trash or construction materials will be permitted on, or around the job site.

XXIV. Burning:

Absolutely no burning of debris, trash or construction materials will be permitted on, or around the job site; such refuse shall be routinely placed into the trash bin. However, burning piles of trees and brush approved for removal, only during initial preparation of the construction site is allowed provided: 1) a county burn-ban is not in effect, 2) a water meter is installed on the property that provides a ready, accessible and adequate source of water, 3) size of fire is reasonable and safe considering the surrounding area, 4) smoke will not be objectionable to neighbors, 5) fire must be continually attended, and 6) no fires are allowed to burn after sunset. Any violation of these requirements will be immediately referred to the local fire marshal for compliance and remedy.

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Initial: \_\_\_\_\_

XXV. Temporary Sanitary Toilets:

Self-contained sanitary toilet(s) of the type approved by the state health authority **must be placed on the owner’s lot during construction** at the owner/builder’s expense. Builder shall verify the quantity of onsite sanitary toilets has the proper daily use compacity for all anticipated workers.

XXVI. Changes and/or Exceptions to “Building Requirements:”

Requests for consideration of any changes to the “Building Requirements” data must be made in writing by the owner(s) to the “Architectural Control Committee”, otherwise such unapproved changes occurring in the construction project will be considered a breach of agreement and the owner liable for remedy and violation assessment.

XXVII. Statement of understanding regarding the Villages Homeowners’ Association, including the “Building Requirements:”

I/we the owner(s) and builder acknowledge that i/we have read and understand the “building requirements” as outlined in these “building requirements” documents and agree to abide by them accordingly, and I/We further understand noncompliance may cause a work stoppage order and/or assessments due to the violation of such requirements.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
BUILDER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
BUILDER COMPANY NAME

\_\_\_\_\_  
Direct Contact Number

Date: \_\_/\_\_/\_\_\_\_ Initial: \_\_\_\_\_

THE VILLAGES HOMEOWNERS' ASSOCIATION, INC.

18271 SINGINGWOOD LANE, FLINT, TX 75762

(903) 534-9060

DESCRIPTION OF MATERIALS & CONSTRUCTION SPECIFICATIONS

Unit #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Property Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Phone #: \_\_\_\_\_/\_\_\_\_\_

Builder: \_\_\_\_\_ Phone #: \_\_\_\_\_/\_\_\_\_\_

Actual Brick/Stone Coverages: Front \_\_\_\_\_ %, Balance of Walls: \_\_\_\_\_ % Meets XVI.1:

Minimum allowed Square Footage: \_\_\_\_\_ ft<sup>2</sup> Actual A/C Living Area: \_\_\_\_\_ ft<sup>2</sup> Meets XI.:

Garage Area: \_\_\_\_\_ sq. ft. Porch Area: \_\_\_\_\_ sq. ft. Patio Area: \_\_\_\_\_ sq. Ft.

Additional information: \_\_\_\_\_

Foundation:

Slab:

Additional Information: \_\_\_\_\_

Exterior Walls:

Facade: Brick/Stone/Stucco  Siding, THK, Stucco, Type: \_\_\_\_\_ Color: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Exterior Trim: \_\_\_\_\_ Color: \_\_\_\_\_

Fireplace:

None:  Metal:  Masonry:  Gas:  Chimney Exterior: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Windows & Doors:

Window Type: \_\_\_\_\_ SH:  SH:  Insulated Glass:  Storm Windows:  Screens:

Front Door Type: \_\_\_\_\_ Other Exterior Doors Type: \_\_\_\_\_

Frame/Trim: \_\_\_\_\_

Garage Doors Type: \_\_\_\_\_ Color: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Swimming Pool: In-Ground:  Above Ground:  Size: \_\_\_\_\_ Gal. Filter:  Sanitation System:  Safety Fence:

Pool Contractor: \_\_\_\_\_ Contact #: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Sewage Disposal: Septic:  Aerobic:  Other: \_\_\_\_\_

Electrical Service: Overhead:  Underground:  Copper Wire:  Other: \_\_\_\_\_

Underground Propane Tanks: Number of Tanks: \_\_\_\_\_ Size of each Tank: \_\_\_\_\_ Gal.

Intended Use: \_\_\_\_\_ Located on Site Plan:

Garage: Ext. Walls: \_\_\_\_\_ Roof: \_\_\_\_\_

Driveways: Width: \_\_\_\_\_ ft. Paving Material: \_\_\_\_\_ Thickness: \_\_\_\_\_ Inches

Front Walk Width: \_\_\_\_\_ ft. Paving Material: \_\_\_\_\_ Thickness: \_\_\_\_\_ Inches

Additional Information: \_\_\_\_\_

Fences: Type: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_ Height: \_\_\_\_\_ ft. Posts in Concrete:

The above specifications and materials will be used in the construction of this project located on Unit \_\_\_\_\_ Lot \_\_\_\_\_ at the Villages HOA, at Lake Palestine, Texas. It is understood by the Owner/Owners and the General Contractor that any changes to the above specifications must be preapproved by the "Architectural Control Committee" in writing. Any unapproved deviation will be considered a violation of these requirements and subject to work stoppage and/or assessments.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
BUILDER SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
BUILDER COMPANY NAME

\_\_\_\_\_  
Direct Contact Number

THE VILLAGES HOMEOWNERS' ASSOCIATION, INC.

CONSTRUCTION TRUCK RESTRICTIONS

All construction trucks and equipment, including but not limited to, dump trucks, concrete trucks, concrete pump trucks, septic system delivery truck, material delivery trucks, equipment transporting vehicles, and all other trucks and vehicles utilized during the performance of construction of new project shall be limited in size and weight to ensure road damage does not occur. It is the Owner and builder's responsibility to verify truck and vehicle weights and axle sizing prior to allow traffic on VHOA roads. Owner shall be responsible for road damages which occurs as a result of the construction activities of project.

I hereby acknowledge that I understand the above restrictions with respect to the truck size and number of axles and do hereby agree to abide by the restrictions.

\_\_\_\_\_  
Owner Name (Print)

\_\_\_\_\_  
Owner (Signature)

\_\_\_\_\_  
Builder/General Contractor(s) Company Name (Print)

\_\_\_\_\_  
Representative (Signature) (Print)

\_\_\_\_\_  
Representative (Signature) \_\_\_\_\_ Contact # \_\_\_\_\_

Signed and executed this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

**THE VILLAGES HOMEOWNERS' ASSOCIATION, INC.**  
**18271 SINGINGWOOD LANE, FLINT, TX 75762**  
**(903) 534-9060**

**ACC Notification and Agreement of Liability** *(rev. June 19, 2018)*

The VHOA Architectural Control Committee wants your project to be successful and accordingly, we want to be sure you understand some elements associated with your project that may cause you future concern or financial liabilities. Our VHOA Restrictions, Covenants & Conditions contain the following requirements:

**Design and Construction**

Article VI, Architectural Control of Project: The details, plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall be submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by an Architectural Control Committee.

Note: Certain components of your project have been specified for durability and appearance within our community, and although we may have approved your project details and commented during subsequent reviews of its progress, **Owner retains the liability** for compliance to codes, standards, and for the proper performance of its design and quality of construction.

**Road Damage**

Article VII, Section 1. Assessment for Damage to Common Properties: In the event that the need for maintenance or repair upon the Common Properties is caused through the willful or negligent act of any Owner, his family or guests or invitees, the cost of such maintenance or repairs shall be added to and become a part of the assessment for which such lot is subject.

Note: We are concerned about maintaining the condition of our community roads and we have notified the Road Committee that you will soon have a construction project in progress. If road damage occurs that is attributable to your project, you will be liable for the expenses to provide appropriate repairs as determined by the Road Committee. We encourage you to call the office (903-534-9060), to contact a member of the Road Committee at any time before or during your project activities.

**Easements**

Article VIII, Section 12. Easements: the minimum setback for dwelling or building construction is 10 feet from any property line and 25 feet from any roadway.

Note: If it is appropriate to your project scope, we will conduct a Site Survey (and a Pre-Pour Inspection if a foundation is a component of your project) to review the placement of buildings, decks, fences, etc., and although we may have approved your project with particular component placements, **Owner retains the liability of any future costs** related to easement encroachments or the proper access associated with the utility and drainage easements of your property.

I, the undersigned, understand the restrictions described herein and agree that I am the responsible party assuming all liabilities associated with my project, and I agree to hold The Villages Homeowners' Association and their agents harmless and without fault in these matters.

Owner: \_\_\_\_\_ Unit/Lot#: \_\_\_\_\_

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



VILLAGES HOMEOWNERS' ASSOCIATION, INC.

Site-Survey Approval

Unit/Lot: \_\_\_\_\_

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

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Items Approved:

\_\_\_ All updated Final-Approved construction drawings in a digital pdf format are on file at VHOA Office.

\_\_\_ Location of Foundation(s), Driveway and waste-water treatment system.

\_\_\_ Trees marked and approved for removal.

\_\_\_ Water meter is installed and supplied with a valved hose connection for fire-control.

\_\_\_ OK to begin lot cleanup for the construction project.

\_\_\_ OK to prepare site for the foundation pre-pour - see note (1) below.

Other: \_\_\_\_\_

Future Activities Reviewed with Owner:

\_\_\_ Place a temporary, visible sign on the lot showing the address \_\_\_\_\_

\_\_\_ ACC Pre-Pour Inspection/Approval requirements and placement of signs.

\_\_\_ Roll-Off Trash Container and portable sanitary stations requirements during construction.

\_\_\_ ACC On-Site Reviews of actual exterior façade finishes, roofing material, driveway materials used during construction.

\_\_\_ ACC Final Project Review and review of the condition of common properties.

\_\_\_ Property Restrictions limit trash piles and placement of garbage cans, boats, trailers, vehicles.

\_\_\_ Future sheds, patios, decks, fences, other structures will require ACC review/approval.

Notes: (1)

**Do not proceed** with the foundation concrete pour until the pre-pour and set-back approval form has been approved.

\_\_\_\_\_

\_\_\_\_\_

Signed by ACC: \_\_\_\_\_

Copy rec'd by Owner, Initial: \_\_\_\_\_

VILLAGES HOMEOWNERS' ASSOCIATION, INC.

Pre-Pour and Set-Back Approval

Unit/Lot: \_\_\_\_\_

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

Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Items Approved:

\_\_\_ Property set-back clearances for Foundation(s), Driveway and Wastewater system.

\_\_\_ Trees removed within the selections pre-approved by the ACC.

Other: \_\_\_\_\_

Future Activities Reviewed with Owner:

\_\_\_ Provide Roll-Off Trash Container and portable sanitary stations at construction site.

\_\_\_ ACC On-Site Review of actual exterior façade finishes, roofing material, driveway materials used during construction.

\_\_\_ Paved driveway must extend to and be joined to the edge of the street pavement.

\_\_\_ Property Restrictions limit trash piles and define storage of garbage cans, boats, trailers, vehicles.

\_\_\_ Future sheds, patios, decks, fences, other structures will require ACC review/approval.

Notes:

Project construction can now resume.

The project completion date (as referenced in the construction time limit agreement) is determined to be:

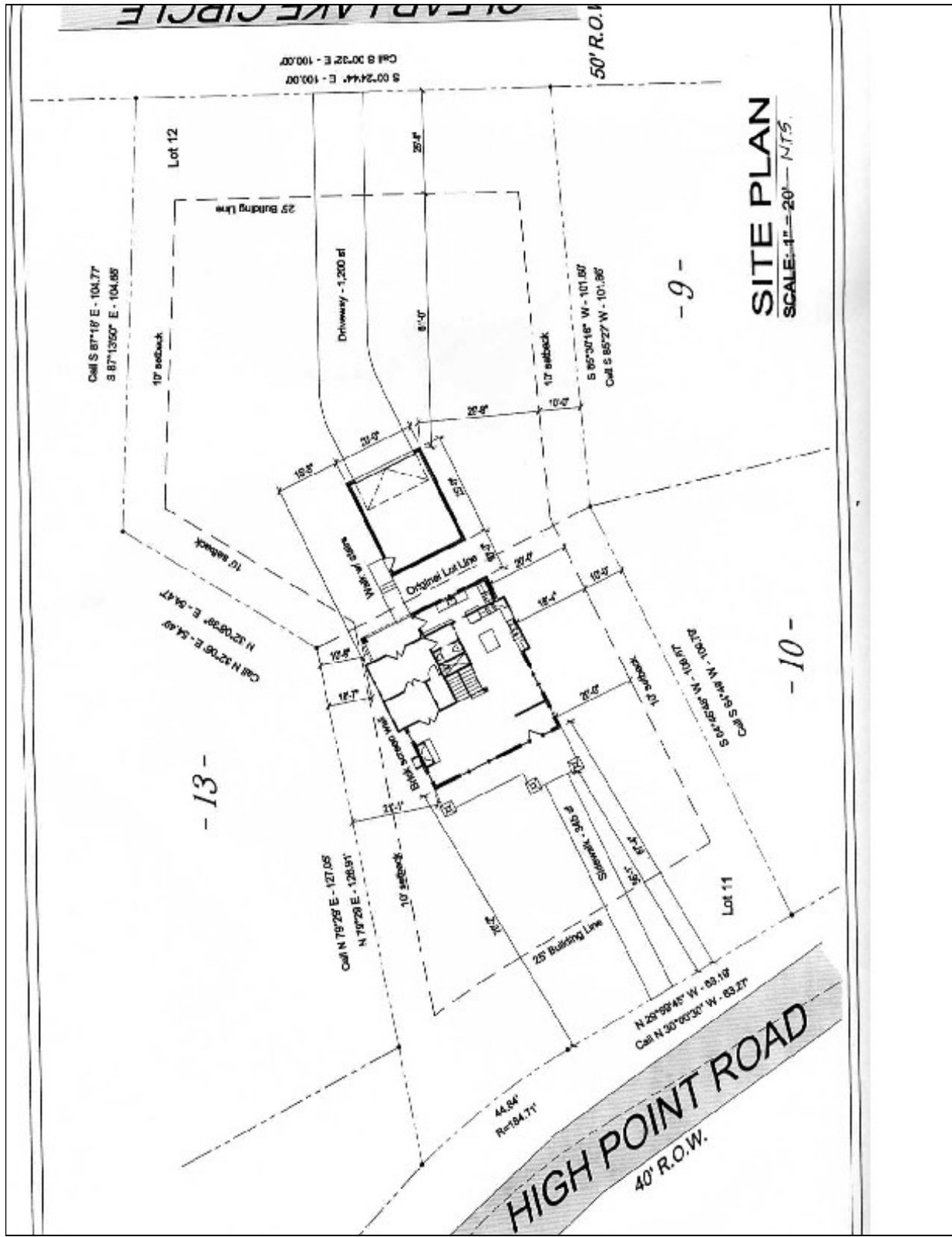
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by ACC: \_\_\_\_\_

Copy rec'd by Owner, Initial: \_\_\_\_\_

Villages Homeowners' Association, Inc.

SITE PLAN EXAMPLE



**SITE PLAN**  
SCALE: 1" = 20' - N.T.S.

Date: \_\_\_/\_\_\_/\_\_\_ Initial: \_\_\_\_\_

**(BALANCE OF THIS PAGE LEFT INTENTIONALLY BLANK FOR FUTURE AMENDMENTS)**

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

**THE VILLAGES HOMEOWNERS' ASSOCIATION, INC.**

**RESPONSIBILITY OF THE ARCHITECTURAL CONTROL COMMITTEE**

The Texas Property Code, Chapter 204.010 (a.) (18), and our VHOA Restrictions, Covenants and Conditions, (Article VI) describe the basic responsibilities of the Architectural Control Committee:

**ARTICLE VI**

Architectural Control

No trees shall be removed except by utility companies as required in furnishing of utility services, and no building, fence, wall, or other structure shall be commenced, erected or maintained upon The Properties, nor shall any exterior addition to or change or alteration therein be made until the details, plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by an Architectural Control Committee composed of three (3) or more representatives appointed by the Board.

**A short-list of reasons we have the VHOA Architectural Control Committee:**

1. It is required by our property restrictions to assure that the design of buildings, sheds, patios, fences, etc. are consistent with our community standards.
2. Allow only State-approved waste management systems.
3. Approve the building size and its exterior materials/appearance.
4. Check for required property setbacks.
5. Conserve as many trees as possible.
6. Help maintain our property values, and the condition of our streets.

**A complete set of the VHOA Restrictions, Covenants and Conditions, which are a part of your property deed can be found on the VHOA website**

[www.VHOAoffice.com](http://www.VHOAoffice.com)

Date: \_\_/\_\_/\_\_\_\_ Initial: \_\_\_\_\_



# Villages Homeowners' Association, Inc.

18271 Singingwood Lane Flint, TX 75762 903-534-9060

By action of the VHOA Board of Directors with an affirmative vote on January 12, 2010, determined that the following Clarification to the Association's Architectural Control Committee's Building Packet shall be in effect and filed in the Smith County, Texas file of records.

## Clarification of Standard Construction Fees:

### III. Standard Construction Fees:

The VHOA requires the property owner(s) to submit to the VHOA office, a non-refundable check, payable to the Villages Homeowners' Association, prior to the plan approval and commencement of the building project. The standard fee for **new construction** is \$5,000 (and further discounted by \$200 for each year the present member has owned the property), except, the total amount paid shall be not less than \$3,000.00. Provision when building upon two adjacent lots is provided by combining the years of ownership for each lot when determining the discounted fee. The discount may not be transferred with the sale of the property, and it is not available to any member who is not in good standing with the VHOA.

The standard construction fee for a room addition or a remodeling project is \$1,000.00 (see below).

### Fee for New-Home Construction:

Months of Lot ownership	Construction Fee (Dollars)
120 or more	3,000
108 - 119	3,200
96 - 107	3,400
84 - 95	3,600
72 - 83	3,800
60 - 71	4,000
48 - 59	4,200
36 - 47	4,400
24 - 35	4,600
12 - 23	4,800
11 or less	5,000

### Fee for Additions, Remodeling, or External Improvements:

The Board encourages existing homeowners to maintain and improve the value of their residences. Accordingly, the standard construction fee for Room Additions, Remodeling, and External Improvements (fences, retaining walls, sheds, patios, driveways, etc.) may be waived if the ACC Agreement of Liability form has been completed and is on file at the VHOA office. This conditional waiver does not apply to new-home construction because of the larger scope of such projects.

Date: \_\_/\_\_/\_\_\_\_ Initial: \_\_\_\_\_

**THE VILLAGES  
HOMEOWNERS' ASSOCIATION, INC.**

**"BUILDING REQUIREMENTS" PACKET APPROVAL**

The architectural control committee has reviewed and approved the completed "building requirements" packet, and the required documents as submitted by:

\_\_\_\_\_ for the proposed construction at:  
Owner's Name \_\_\_\_\_

Unit #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_ New Construction \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

Comments:

1. No trees shall be cut or removed without the required ACC Site-Survey and its approval.
2. Water meter must be installed on the property before lot clearing of trees for project.
3. The ACC Notification and Agreement of Liability is a part of this approval.
4. Any project changes or exceptions to the data described in this Building Packet must be submitted in writing by the owner to the ACC, and be approved; otherwise, such unapproved changes occurring in the construction will be considered a breach of agreement and the owner will be liable for remedy and violation assessment.
5. Submit all updated final-approved drawings in digital PDF format to the VHOA Office for record.
6. Additional Comments:

Approved by:

\_\_\_\_\_ Date \_\_\_\_\_  
Member "Architectural Control Committee"

\_\_\_\_\_ Date \_\_\_\_\_  
Member "Architectural Control Committee"

\_\_\_\_\_ Date \_\_\_\_\_  
Member "Architectural Control Committee"

\_\_\_\_\_ Date \_\_\_\_\_  
Member "Architectural Control Committee"

A copy of this completed Approval given to Security for information. Date : \_\_\_\_\_

A copy of this completed Approval given to VHOA Road Committee. Date: \_\_\_\_\_

**THE VILLAGES HOMEOWNERS' ASSOCIATION, INC.**

Receipt Form for "Building Requirements" Packet Data

Please read thoroughly through the Building Packet Requirements before submitting the following items.

Owner's Name: \_\_\_\_\_ Contact # \_\_\_\_\_

Builder: \_\_\_\_\_ Contact # \_\_\_\_\_

Unit: \_\_\_\_\_ Lot #: \_\_\_\_\_

- \_\_\_ 1. Completed and signed "Building Requirements" packet, and each page initialed where required.
- \_\_\_ 2. Check # \_\_\_\_\_, Amt \$\_\_\_\_\_ non-refundable standard construction fee check, based on the term of property ownership for new construction, or a set fee for room additions or re-models – see clarification (6).
- \_\_\_ 3. Sewage System Design Layout and Specifications
- \_\_\_ 4. Plat Survey with Surveyor's Stamp Affixed
- \_\_\_ 5. Site Plan showing dimensioned property setback margins, complete with dimensions that size and locate all buildings, driveways, walkways and fences. (See Site Plan example)
- \_\_\_ 6. One complete set of Building Plans - not to be returned
- \_\_\_ 7. Sample of exterior finishes and Roofing material, with specifications

All items rec'd by: \_\_\_\_\_  
VHOA REPRESENTATIVE

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

Office to provide a copy of this completed receipt to owner.