

**CLEAR CREEK FOREST, SECTION 11  
PROPERTY OWNERS' ASSOCIATION, INC.**

**ARCHITECTURAL CONTROL  
APPLICATION SUBMITTAL  
REQUIREMENTS**

**FOR ALL IMPROVEMENTS**

**PRIOR TO SUBMITTING THE APPLICATION, YOU MUST HAVE  
THE ENVIRONMENTAL BARRIER IN PLACE AND THE  
ADDRESS POSTED ON THE LOT**

The following list is not a substitute for the Deed Restrictions, or the Architectural Standards which have been established as the lawful requirements governing new (or additional) construction within this community. A completed ACC application package shall consist of the following items.

1. Two (2) copies of architect's drawings showing all four (4) exterior elevations and clearly indicating all building materials. Drawings shall include detailed floor plans, slab or pedestal layout and major construction details.
2. Two (2) sets of the (scaled) plot drawing showing the location of the house (dimensioned), block number, lot number, street name, drive and walk ways (and any other structures) on the plot. The plot drawing shall show all easements.
3. Two (2) copies of the building/septic permit and septic system plan, showing the location of tanks, piping, spread system, and construction materials.
4. Two (2) copies of the CCF11 ACC application (pages 4-8) signed by the property owner.
5. The ACC Review Fee and Penalty Deposit Form signed by the property owner.
6. A check or money order, made payable to CCF 11 POA, INC., in the amount of \$1000.00, which is a \$1000.00 initial penalty deposit.

Revised 7/26/2010

**CLEAR CREEK FOREST SECTION 11 PROPERTY OWNERS'  
ASSOCIATION**

**MAGNOLIA PROPERTY MANAGEMENT**

22214 Highland Knolls Dr  
Suite 100  
Katy, TX 77450

***www.magprop.com***  
**281-599-0098 VOICE**  
**281-599-0660 FAX**

Dear Property Owner:

We are delighted that you have chosen to build in Clear Creek Forest, Section 11. Please keep in mind the following general rules and considerations.

1. Keep the builder debris to a minimum. Not only will it make your site less cluttered and safer, but the subdivision will look better as well. Also, keep in mind that on windy days, trash and debris may be blown around, and it is your responsibility to pick it up. The eco-barrier **MUST** be installed before doing site work.
2. The speed limit in the subdivision is 30 mph. Your contractors and subcontractors are your responsibility. Remember – **THINK CHILD SAFETY.**
3. This is an established neighborhood. Work that produces noise loud enough to be considered a nuisance to existing residents is prohibited between sunset and sunrise. This includes, but is not limited to: material deliveries, air compressors, power tools, concrete trucks, and loud conversation.
4. Please be considerate of other property owners. Do not leave fires unattended at any time. You can be held responsible for any damage to surrounding properties you may cause while burning. If a County imposed burn ban is in effect, it will be enforced.

We appreciate your cooperation.

Thank you,

Magnolia Property Management, on behalf of  
Clear Creek Forest, Section 11, Board of Directors

Enclosure

## **Architectural Control Committee Review Fee and Penalty Deposit Form**

New home construction, room additions, and major renovations require an initial One Thousand Dollar (\$1000.00) ACC penalty deposit. In the event the One Thousand Dollar (\$1000.00) penalty deposit is forfeited due to violations listed on this form, additional deposits in increments of One Thousand Dollars (\$1,000.00) each will be required as needed to insure money is in escrow to cover any additional penalties. The additional ACC penalty deposits will be billed to the Property Owner via U.S. Certified Mail at the address given on the ACC Application. The additional ACC penalty deposit must be received by Clear Creek Forest, Section 11, Property Owners' Association, Inc., or its assigned agent within twenty-one (21) calendar days from the date the bill is mailed. There will be no additional warnings of ACC penalty forfeiture. Any non-forfeited ACC penalty deposits will be returned to the Property Owner within twenty-one (21) calendar days of receipt of a written request after completion of the project. A copy of this form will be returned to the property owner upon approval by the ACC Committee.

Please understand that your execution of this Architectural Control Committee Review – Fee and Penalty Deposit Form on the signature line provided represents your written agreement to the terms of the imposition of the penalty fee deposits as described in the remainder of the form. In that regard, should you fail to pay the initial One Thousand Dollar (\$1000.00) penalty deposit, or, should you fail to tender additional penalty deposits, as described below, because of penalty infractions being charged against you, such failure to pay will be viewed as a substantial and material breach of the entire ACC contract for construction, remodeling and/or renovation. Should such activity occur, the CCF11 POA will pursue all legal and equitable remedies afforded to them to collect outstanding penalty sums and/or stop the construction work. Please note that, by the execution of this document, you agree to be legally responsible for all legal costs and attorney fees incurred by the Association in effecting your compliance with the terms of the penalty fee deposits as well as your contract for construction, modification, or renovation.

**ACC PENALTY FEE DEPOSITS WILL BE FORFEITED AS OUTLINED ON THE FOLLOWING PAGE:**

Trash & Debris Pickup	\$50.00 per incident per week
Clearing without approval	\$300.00
Building without approval	\$300.00
Failure to set culvert prior to setting of foundation forms, or installation of foundation piers	\$300.00
Unattended Burning	\$2500.00
No Eco-Barrier Installed prior to site work	\$500.00
No Portable toilet (1 per lot required)	\$50.00 per week
Storage of trailers and/or equipment on property for more than seven (7) days	\$50.00 per incident per week
Concrete trucks washed out anywhere in the subdivision other than the approved lot	\$200.00
Contractors behaving in a disorderly manner	\$50.00 per incident
Performing work that produces noise loud enough to be considered a nuisance to existing residents between sunset and sunrise. This includes but is not limited to: pouring concrete, material deliveries, power tools, air compressors	\$200.00
Material placed in ditches or in road right of ways	\$50.00 per incident per day
Parking equipment in road right of ways overnight	\$50.00 per incident per week
Operating equipment on lots or unpaved road right of ways other than approved lot	\$50.00 per incident per week
Building/Septic permit, Clearing Approval sign, ACC approval sign not posted	\$25.00 per week
Builder/Contractor sign placed on lot prior to receiving ACC approval	\$25.00 per week

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

\_\_\_\_\_  
DATE

**ACC APPLICATION IS INCOMPLETE UNTIL THIS FORM IS SIGNED AND RETURNED**

**PRIOR TO SUBMITTING THE APPLICATION, YOU MUST HAVE THE ENVIRONMENTAL BARRIER IN PLACE AND THE ADDRESS POSTED ON THE LOT**

**CLEAR CREEK FOREST SECTION 11  
ARCHITECTURAL CONTROL COMMITTEE**

**PLAN REVIEW APPLICATION**

INITIAL ACC PENALTY DEPOSIT \$1000.00  
CHECK NUMBER \_\_\_\_\_

All site work or building construction or alterations or additions thereto, requires approval in writing from the Architectural Control Committee (ACC) **PRIOR** to construction. (See Deed Restrictions for more detail).

Complete the application form below and submit two (2) sets of complete plans and specifications, two (2) copies of the building/septic permit, two (2) copies of this application. Include your check in the amount of \$1000.00 for the review fee and initial penalty deposit, payable to CCF11 POA, Inc. **All maintenance fees must be current in order for the review process to begin.**

Plans **MUST** be mailed to:

**Magnolia Property Management**

22214 Highland Knolls Dr  
Suite 100  
Katy, TX 77450

- A. Property Owner \_\_\_\_\_ Phone: \_\_\_\_\_
- B. Current Mailing Address: \_\_\_\_\_
- C. Address after completion: \_\_\_\_\_
- D. Builder: \_\_\_\_\_ Phone: \_\_\_\_\_
- E. Address: \_\_\_\_\_
- F. Legal Description of Property: Section 11 Block: \_\_\_\_\_ Lot: \_\_\_\_\_
- G. Description of Improvement: \_\_\_\_\_
- H. Square Footage: \_\_\_\_\_
- I. Exterior Materials: \_\_\_\_\_
- J. Exterior Colors (including roof colors) (**attach paint samples**) \_\_\_\_\_
- K. Driveway Materials \_\_\_\_\_
- L. Projected Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_
- M. List the building set back lines (B.L.) which affect your lot:  
Side (right) \_\_\_\_\_ ft.      Side (Left) \_\_\_\_\_ ft.  
Front \_\_\_\_\_ ft.      Back \_\_\_\_\_ ft.
- N. List easements which affect the lot:  
Utility (UE) \_\_\_\_\_ ft.      Circle: Side (right or left) front back  
Drainage (DE) \_\_\_\_\_ ft.      Circle: Side (right or left) front back  
Spec Purp (SPE) \_\_\_\_\_ ft.      Circle: Side (right or left) front back

Additional Information/Comments: \_\_\_\_\_

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## RESIDENTIAL PLAN STANDARDS

All plans and specifications should be drawn in a professional manner. An architect or designer is not required, but recommended for generally better design results. Our plan standards are as follows:

1. Plot Plan(s) – A plot plan showing the dimensions of the lot with all proposed structures (improvements) shown and property dimensioned. The plan shall show all easements and show distances from structures to property lines.
2. Floor Plan(s) – A floor plan to show the dimensions and locations of all rooms, patios, balconies, and garages. Window sized, electrical, gas and plumbing fixtures must also be shown. Draft at an architectural scale (1/4"=1'0").
3. Elevations – An elevation of each side (4) is required to indicate exterior materials, floor and slab heights and roof slopes. Draft at an architectural scale (1/4"=1'0").
4. Specifications – List all specifications relating to slab design, structural framing, quality of exterior materials, colors, textures and shapes.
5. Basis of Approval – Approval of plans and specifications shall be based, among other things, on adequacy of site dimensions, structural design, conformity and harmony with external design and of location with neighboring structures and sites and conformity to both the specific and general intent of the restrictions.

Plans will be reviewed and a copy returned to the name and address on the Plan Review.

Questions pertaining to these standards should be directed to Magnolia Property Management at 281-599-0098.

## PROPERTY OWNER/BUILDER CONSTRUCTION REQUIREMENTS

1. The property owner will provide the name of the builder with a current address and telephone number of the builder with this application form.
2. The burning of brush trees, or construction materials will be allowed on site only with the approval of the district marshal (281-259-8582, 281-356-3288).
3. The work site shall be kept clean. The property owner is to ensure all trash and debris are contained on the lot.
4. Contractors are responsible for keeping mud, dirt, etc., off the roadway. Contractors will be responsible for repair to any road shoulders or ditches damaged during the course of construction. No dumping or burning of debris is allowed in the road right of way.
5. One portable toilet is required for each construction site requiring more than seven (7) days construction.
6. Observe all posted speed limits and other signage.
7. No dumping or cleaning of cement trucks allowed within Clear Creek Forest, Section 11. Dumping on site may be allowed by contractor if removed and site is cleaned up within three (3) days.

8. Design of roadside drainage ditches must not be altered. The minimum size of the culvert shall be 18" in diameter. The inside bottom of the culvert must be even with or slightly below the level of the ditch. The culvert must be installed and property covered before site preparation and construction begins.
9. Building inspections will be performed periodically throughout the building period.

### INSPECTION PROCESS

#### Site Inspection:

1. Stake building corners and ribbon with engineering tape. The property owner must satisfy the ACC that improvements are accurately located in accordance with the approved plans and that encroachments are not occurring. Tree removal should be in the building area only, other trees removed outside of the build area must be approved.

#### Form Inspection:

2. A FORMS SURVEY is highly recommended to ensure slab is being placed according to the approved drawings.

#### Periodic Inspection:

3. Periodic inspections are performed by the ACC to assure compliance with utility easements, drainage easements, setbacks, building requirements, burning, and any other requirements made of the property owner by the ACC.

#### Final Inspection:

4. Prior to occupancy, the ACC will review the site after completion of construction to ensure all approved improvements have been made and are constructed as approved. Included are decking, walkways, landscaping and other items necessary to present an aesthetic condition on the lot.

#### Red Tag:

5. If, for any reason, a structure is deemed not to be in compliance with approved plans, a red tag will be placed on the site. This red tag will require the cessation of construction until the items listed on the tag is complied with, and the ACC has approved the continuation of construction.

Other permits or approvals may be required from the County or other governmental entities. It is the responsibility of the property owner to obtain all required permits and approvals.

Failure to comply with the above inspections can result in action to accomplish compliance by the ACC.

By signing below, applicant authorizes the Architectural Control Committee or its agent to enter upon and inspect the lot and structure thereon during regular business hours for the purpose of ascertaining whether said lot and structures thereon are in compliance with the Restrictions and the approved plans and specifications. Neither the Architectural Control Committee, nor its agent shall be deemed to have committed a trespass by reason of such entry or inspection.

Property owner agrees and understands that approval of plans and specifications by the Architectural Control Committee, shall not be relied upon by a person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements.

Neither the Architectural Control Committee, Property Owners' Association or Magnolia Property Management or any of their respective members, officers, directors, shareholders, employees, or agents shall be liable because of the approval or non-approval of any improvement.

Builder's name \_\_\_\_\_

Builder's address \_\_\_\_\_  
\_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ **APPROVED – Subject to:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **NOT APPROVED – Reason:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Architectural Control Committee

\_\_\_\_\_  
Date



COMMUNITY NUMBERS	
Emergency	911
Scott Collins/Constable David Hill's Office	281.259.6493
EMS for Montgomery County	936.441.6243
Fire Department – Magnolia	281.356.3288
Poison Control	800.POISON.1
Magnolia Police Department	281.356.2500
Sheriff's Department	281.259.6490
Commissioner Craig Doyal	281.259.6492
ALPHA Academy	281.252.2265
Animal Control	936.539.7990
Bear Branch Elementary	281.356.4771
Bear Branch Jr. High	281.356.6088
Bear Branch Jr. High 6 <sup>th</sup> Grade	281.252.2031
Ellisor Elementary	281.252.7400
5 JAB Environmental Services	281.356.7767
J L Lyon Elementary	281.356.8115
Magnolia City Offices	281.356.2266
Magnolia Elementary	281.356.6434
Magnolia ISD	281.356.3571
Magnolia High School	281.356.3572
Magnolia Jr. High School	281.356.1327
Magnolia Jr. High School 6 <sup>th</sup> Grade	281.252.2033
Magnolia West High School	281.252.2550
Montgomery County Clerk's Office	281.298.8404
Montgomery County Sheriff	936.441.6243
Montgomery County Sheriff (non-emergency)	281.367.3435
Montgomery County Tax Assessor	281.539.7897
Nichols Sawmill Elementary	281.252.2133
San Bernard Electric Coop	800.364.3171
Smith Elementary	281.252.2300
Tomball Magnolia Potpourri	281.357.0882
Tomball Magnolia Tribune	281.255.NEWS
Van Pool (DT Houston-Magnolia)	888.666.RIDE
Williams Elementary	281.356.6866