

**PINE LAKES ESTATES HOMEOWNERS  
ASSOCIATION, INC.**

**ARCHITECTURAL CONTROL  
APPLICATION SUBMITTAL  
REQUIREMENTS**

**FOR ALL IMPROVEMENTS OTHER THAN NEW  
HOUSES, ROOM ADDITIONS AND MAJOR  
RENOVATIONS**

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. Similar sets of drawings shall be provided showing the two car garage or carport and clearly showing the location of such structures on the plot. Pictures are ok, please note all dimensions on the photos.
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 Pine Lakes Estates ACC application (pages 3-4) signed by the property owner.

PINE LAKES ESTATES  
ARCHITECTURAL CONTROL COMMITTEE

MAGNOLIA PROPERTY MANAGEMENT  
950 S. FRY RD  
KATY, TX 77450  
281-599-0098

PLAN REVIEW PROCESS

All site 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).

Please fill out the attached application form and submit application pages 3 and 4 **only** with two (2) sets of complete plans and specifications. Page 4 of this application must be signed and returned to be considered for approval.

Plans **MUST** be **mailed** to:

MAGNOLIA PROPERTY MANAGEMENT  
950 S. FRY RD  
KATY, TX 77450  
281-599-0098

Other permits or approvals may be required from the county or other governmental entities or agencies. It is the responsibility of the owner to obtain all required 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 (ACC) 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 structure thereon in compliance with the restrictions and the approval plans and specifications. Neither the Architectural Control Committee (ACC) nor its agent shall be deemed to have committed a trespass by reason of such entry or inspection.

Owner agrees and understands that approval of plans and specifications by the Architectural Control Committee (ACC) 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 (ACC), Home Owner's 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 improvements.

**ARCHITECTURAL CONTROL REQUEST**

Owner's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_

Briefly describe the alteration or improvement, which you propose: \_\_\_\_\_

\_\_\_\_\_

Who will do the actual work on this improvement: \_\_\_\_\_

LOCATION OF IMPROVEMENT

\_\_\_\_\_ Front of house

\_\_\_\_\_ Roof of house

\_\_\_\_\_ Back of house

\_\_\_\_\_ Garage

\_\_\_\_\_ Patio

\_\_\_\_\_ Side of house

\_\_\_\_\_ Other (Describe) \_\_\_\_\_

MATERIAL NECESSARY FOR PROPOSED IMPROVEMENT (CHECK)

\_\_\_\_\_ Paint Colors (**Attach Samples**) \_\_\_\_\_

\_\_\_\_\_ Stain Colors \_\_\_\_\_

\_\_\_\_\_ Lumber Type \_\_\_\_\_

\_\_\_\_\_ Brick Type \_\_\_\_\_

\_\_\_\_\_ Screen Type \_\_\_\_\_

\_\_\_\_\_ Cement \_\_\_\_\_ Pipe \_\_\_\_\_ Electrical

\_\_\_\_\_ Fence Type \_\_\_\_\_

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

EMAIL ADDRESS:

\_\_\_\_\_

CONSTRUCTION START DATE

CONSTRUCTION COMPLETION  
DATE

Owner's Signature: \_\_\_\_\_

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

Builder's Signature: \_\_\_\_\_

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

**(FOR ACC USE)**

II. PLAN REVIEW

\_\_\_\_\_ **APPROVED –Subject to:**

- A. On site survey of lot and location of proposed structure (Form survey may be required)
- B. Assessment must be paid in full prior to start of the project.
- C. Other \_\_\_\_\_

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

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

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

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

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

**NOTE: IF COLORS ARE NOT INVOLVED, YOU MAY FAX THE APPLICATION TO 281-599-0660**

**NOTE: YOU MAY SCAN AND EMAIL (BE SURE TO SCAN IN COLOR IF APPLICABLE) TO [lisa@magprop.com](mailto:lisa@magprop.com)**

## **PLAN APPLICATION REQUIREMENTS AND GUIDELINES ARE AS FOLLOWS:**

1. It is the owner's responsibility to determine all easements and setbacks that exist upon their property. No construction should occur within these easements.
2. If construction is not completed within 6 months from approval an extension will need to be obtained provided no changes have been made to the original design. If changes have been made to the original design, the plan review application will have to be resubmitted. Only one (1) extension not to exceed 6 months will be considered.
3. The Architectural Control Committee has 30 days from final submittal of plans and permits to approve the plans and authorize commencement of construction. **IT IS YOUR RESPONSIBILITY TO ENSURE THE PLANS HAVE BEEN RECEIVED.**
4. All Pine Lakes Estates maintenance assessments must be current.
5. All improvements, modifications, and alterations require ACC approval. This application covers all improvements **OTHER THAN NEW CONSTRUCTION, ROOM ADDITIONS AND MAJOR RENOVATIONS.** This includes but is not limited to fences, porches, storage buildings, decks, patios, and change of house colors.
6. All approvals are subject to the Architectural Control Committee guidelines and the restrictions of Pine Lakes Estates (Deed Restrictions).

## **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. **FLOOR PLANS** – A plot plan to show the dimensions and location of the house, patios, balconies, garages, curb cuts, driveways, septic tank drain fields (if any), walks, fences and structures at each level. The plan should clearly show all improvements in relation to house and all lot lines.
2. **ELEVATIONS** – An elevation of each side (4) is required to indicate exterior materials, floor, and slab heights and roof slopes where applicable. AN architectural scale (1/4" = 1 ft. 0") is desired.
3. **SPECIFICATIONS** – List all specifications relating to design, structural framing, and quality of exterior materials, colors, textures and shape. If the original paint color scheme is changed, two (2) paint samples of each color are required.
4. **BASIS OF APPROVAL** – Approval of plans and specifications shall be based, among other things, on adequacy of site dimensions, structural design, and conformity to both the specific and general intent of the restrictions.

All plans will be reviewed in a timely manner and returned to the name and address on the Plan Review Application.

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