

L.E.P.O.A. Lakeview Estates Property Owner's Association, Inc. Architectural Control Committee Procedure

Process

Owners **must** review Lakeview Estates property restrictions at <http://www.lakeviewestatespoa.com>. Under Documents please read all the Restrictive Covenants, By-Laws and various amendments that pertain to builds, remodels, expansions, fences, setbacks, outside structures, floor area, completion timing, etc.

IF your planned work needs approval of the Architectural Control Committee (ACC), fill out and return the attached application at least 30 days before any potential work begins. Questions are welcomed by the ACC.

The Owner requesting approval will send the application below to the ACC at lepoa.ACC@gmail.com. Alternatively, the request can be mailed to LEPOA c/o ACC at P.O. Box 1071, Coldspring, Tx 77331. The ACC will forward a copy of your application to the Board Secretary, lepoa.secretary@gmail.com.

The Owner will receive a signed, dated receipt of their application from the ACC.

The ACC will review the application and decide if the requested plans are in compliance, and will advise the Board accordingly.

Notification

Within 30 days after receiving the Owner's application the ACC will advise the Owner whether it was Approved or Denied by the Board of Directors.

If by the end of that 30 days the ACC has not replied to the Owner, it shall be deemed that the application is APPROVED.

In the event the ACC finds the Owner's request is **NOT** within the Restrictive Covenants, the ACC will communicate with the Board and the Owner to discuss possible remedies.

Should the Owner wish to appeal a decision to deny their application, they can send to the Board the Appeal form found here in the ACC procedures, and contact the Board directly to schedule an audience.

Architectural Control Committee (ACC) Membership

The ACC will be comprised by at least one but no more than three Owners that are not presently serving as members of the Board, spouses of current Board members, or residents in any current Board member's household.

The Board will appoint nominees to the ACC, where they will serve until they choose to resign, or are dismissed by the Board.

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APPLICATION

If your application is not complete, the ACC will return it for missing information. Modifications to your property must be submitted to the ACC for approval **PRIOR** to any work or modifications being done.

NAME (Owner)_____ CONTACT NUMBER_____

LAKEVIEW ESTATES PROPERTY ADDRESS _____

SECTION_____ LOT(s)_____

EMAIL ADDRESS_____

CHECK TYPES OF IMPROVEMENTS

New Home Construction____ Home Remodel____ Fencing ____
Deck/Patio____ Siding____ Other Construction (Sheds etc) ____

ADDITIONAL NEEDS FOR APPLICATION

- 1. Description of work_____
- 2. Attach building plans on your lot survey, including substructures, garages, sheds, all set-back easement lines and the TRA Flowage Easement line (if applicable). Hand-drawn plans are acceptable.
- 3. Primary Building Materials_____
- 4. Estimated height from original natural grade to highest roof peak _____
- 5. Builder & Contact Number Or provide as soon as available_____
- 6. Proposed Start Date_____ Proposed Completion Date_____

Owner is hereby notified of Article II Section 12 of our Restrictive Covenants. Owner has 90 days from the date below to bring in a dumpster to control construction debris, or L.E.P.O.A. will bring in one and charge the owner for its use.

Owner is hereby notified that the ACC is allowed on the Owner’s property to make exterior inspections which assure construction is done in accordance with Restrictive Covenants, By-Laws, and approved plans submitted.

In lieu of a Certified Letter your Signature below gives consent to the above 2 paragraphs.

SIGNATURE OF OWNER_____ DATE_____

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APPEAL of DENIAL DECISION to the Board Of Directors

Within 10 days of receiving a denial decision an owner can appeal by completing and sending this form and all attachments to the L.E.P.O.A. Lakeview Estates Secretary at lepoa.secretary@gmail.com or mail to LEPOA c/o Secretary at P.O. Box 1071, Coldspring, Tx 77331.

NAME (Owner) _____ CONTACT NUMBER _____

L.E.P.O.A. PROPERTY ADDRESS _____

SECTION _____ LOT(s) _____

EMAIL ADDRESS _____

Reason for ACC and Board denial, and attached dated and signed denial letter or email:

Reason for Owner Appeal, and attached dated and signed Owner application:

Owner Signature _____ Date _____