

***Del Lago Owners Association***

Del Lago Owners Association  
Legacy Management Group  
20008 Champion Forest Drive #703  
Spring, Texas 77379  
832-843-3363

**Application for Improvement**

Del Lago Address \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Owner's Mailing Address: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_ Alternate: \_\_\_\_\_  
Owner's Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor's Company Name & Contact: \_\_\_\_\_  
Contractor's Phone: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_  
Contractor's email \_\_\_\_\_  
May we contact your contractor with questions regarding your submissions? Y  N

**PLEASE NOTE: SAMPLES AND OTHER INFORMATION SUBMITTED TO THE ARCHITECTURAL CONTROL COMMITTEE (ACC) WILL NOT BE RETURNED.**

**A \$200 Refundable Compliance and Damage Deposit must be submitted with this Form unless project is included in category requiring the \$500 deposit amount - see below.**

**A \$500 Refundable Compliance and Damage Deposit must be submitted for room additions, sunrooms, enclosed patios, screened rooms and certain structural remodels, regardless of cost of project. In addition, these same projects may be subject to non-refundable Professional Inspection fees. ACC to determine number of Professional Inspections based on project details.**

Type of Improvement: \_\_\_\_\_

**You must submit the following:**

- \_\_\_\_\_ Lot Survey, with improvements drawn to scale showing location on lot with respect to all setbacks and building lines, as well as other structures existing on the lot - scale should be indicated
- \_\_\_\_\_ Elevation Drawing (Front & Side), with improvements drawn to scale, and scale indicated. Overhead Floor Plan View if appropriate.
- \_\_\_\_\_ Brochure (if available), photographs or other visual representations
- \_\_\_\_\_ Representative samples of exterior materials and colors.
- \_\_\_\_\_ Plans should be professional representations that include details including: height, size, location on lot with respect to all setbacks and building lines as well as other structures existing on the lot, description of materials, color, installation methods, spec sheets, any changes to existing structures, etc.
- \_\_\_\_\_ EXTERIOR COLOR, MATERIALS OR ROOF CHANGES: In addition to \$200 deposit, submit: photo(s) of existing structure and areas that will change, color or material sample – including manufacturer & product name, roof material include years. Warranty.

Briefly describe any additional information relevant to your improvement which may assist in the review of your application:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER CERTIFIES THAT**

I understand that in the accordance with the governing documents of this community that the review process may take up to 30 days from the date the application is received into Committee review, and that I am not to begin any work prior to receiving written authorization from the Association. If all requested information, deposits and fees are not received for this application the Committee will not review the application. I further understand that if I make any alterations to the plans after the initial application has been submitted, I will have to re-submit those changes for prior approval. By signing I certify this information is accurate and complete and that all improvements will be completed as approved and all work completed 120 days from the approval date. Agents or employees of the community association, and inspection service employees, have my permission to enter the property during normal business hours to inspect the improvements.

**HOLD HARMLESS**

Owner understands that the community association does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner, agent of the owner, and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. The owner further agrees and understands that any related inspections performed by the ACC or its agents are for its own purposes in determining compliance with the Declaration and the approved plans and will not be relied upon by any person or entity as to the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements or plans. Owner hereby releases and agrees to hold The Del Lago Board of Directors, The Del Lago Owners Association, The Del Lago Architectural Control Committee and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

I understand that improvement or construction is not to begin until approval has been received from the ACC.

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Owner Signature required / Date

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Contractor Signature (optional) / Date

**NOTE: Construction must be completed within 120 days of Project Approval Date.**

**Permit will expire at end of 120 days. Project will be closed, and owner must resubmit Application for review along with all supporting documentation. [Documents previously submitted will not be considered as part of any new Application, and neither the ACC nor the Mgt Co. assumes responsibility of combining documents from closed Application filings with new Application filings to complete information requirements.] Review will be conducted in accordance with the Deed Restrictions, ACC Standards and ACC Policies that are current at the date an Application is considered complete and received into Committee review. Owner may lose deposit and/or may be subject to additional assessment, deposits and fees if owner proceeds with project without valid Permit, or if project exceeds 120 day period.**

**NOTE: Additional fees for re-inspection may be required due to noncompliance with approved plans or failed inspections.**

**NOTE: Noncompliance of any owner from the Deed Restrictions and ACC Standards & Policies, including the requirement for ACC pre-approval for a project, does not affect any other Owner’s obligation to comply with such. A project that has not complied with the ACC approval process is not considered approved, despite the timeframe from the project’s completion. An owner may be required to remove or change the project – regardless of when the Association becomes aware of the noncompliance.**

# Refundable Compliance/Damage Deposit

Check to be made out to: DLOA

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

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

Location of Improvement: Lot # \_\_\_\_\_ Street Name \_\_\_\_\_

The Owner/Contractor agrees that this Refundable Compliance Deposit amount will be forfeited to the Del Lago Owners Association (DLOA) if the project at the above address is not constructed in accordance with the approved plan and applicable DLOA Codes, Covenants, and Standards, or there remains unrepaired construction damage to curbs, driveways, neighboring property, and/or golf course property. This deposit will be refunded upon successful final inspection. Failure to request the professional inspections, if required, or to request final inspection within 120 days of plan approval may result in forfeiture of this deposit. Forfeiture of this deposit does not in any way limit possible additional assessments or legal costs associated with bringing the project into compliance with the Del Lago Deed Restriction, Standards and Policies.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Contractor Signature (optional)

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**(For office use only)**

Date Received: \_\_\_\_\_ Cash \_\_\_ or Check \_\_\_ #: \_\_\_\_\_ by: \_\_\_\_\_

DLOA Agent or Mgt Co. Signature

\_\_\_\_\_ Release of deposit approved

\_\_\_\_\_ Deposit forfeited for failure to request professional inspections, if required, or request Final Inspection within 120 days

\_\_\_\_\_ Deposit forfeited for substantial noncompliance with approved plan, including related administrative and enforcement costs.

\_\_\_\_\_ Deposit forfeited for unrepaired damages to common areas and other property such as curbs, driveway, neighboring property, golf course property

Refunded \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_

ACC Rep

date

Issued by \_\_\_\_\_

DLOA Agent

date

## **Del Lago Improvement Construction Rules and Guidelines**

1. One Contractor Business Sign, in compliance with the Del Lago Sign Policy is allowed. Sub-contractor signs will be removed without notice. Contractor sign may not be displayed before job begins on site and sign must be removed the same day job is finished.
2. No owner or contractor may enter onto a lot adjacent to the Improvement site for purposes of ingress and egress during or after construction unless the same owner also owns adjacent lot. All lots adjacent to the improvement site shall be kept free of any trees, underbrush, trash or other building materials during construction.
3. All tree stumps, trees, limbs, underbrush and any other debris, removed from the lot for construction must be removed and hauled out of the subdivision. Burning is not allowed in the subdivision.
4. No trash, materials or excess dirt is allowed in the street. Any such trash, materials or excess dirt or fill inadvertently spilling or getting into the street shall be removed, without delay, on a daily basis. Storm drains are not to be used for disposal of these materials.
5. Debris must be removed as needed to keep the property neat and sanitary.
6. Concrete truck 'wash out' shall be contained on building site.
7. Building materials shall not be delivered until necessary - and within the hours allowed for construction.
8. All vehicles belonging to work crew will be parked on the same side of the street. No vehicle will block a driveway, view of oncoming traffic or be parked on a neighbor's driveway without obtaining permission of the property owner prior to construction. Consideration must be given for emergency vehicle access, normal traffic flow and access to adjacent driveways.
9. No construction will begin before 7:00 a.m. or continue after 6:30 p.m., Monday thru Saturday, or begin before 12 noon or continue after 5:00 p.m. on Sunday. All work crew are to leave the subdivision promptly at the end of their work day. [Work crew should not use golf course or resort property, or remain in the subdivision or return after work to fish, swim, etc in Lake Conroe.]
10. Radios and other devices broadcasting music are not allowed.
11. Property owners are responsible for removing or leveling all excess dirt left on the property after construction is completed. The property owner shall also be responsible for repairing any damage to streets, driveways and curbs caused during the course of construction.
12. Certain Improvements, because of size and location considerations, must be in compliance with the Rules for New Construction for Del Lago.
13. Failure to comply with these rules may result in an assessment applied daily until infraction is corrected.