***Del Lago Owners Association***

 Legacy Management Group

20008 Champion Forest Drive

Spring, Texas 77379

832-843-3363

 Meganberry@legacymanagementgroup.net

**Application for General 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: ANY SAMPLES AND OTHER INFORMATION SUBMITTED TO THE ARCHITECTURAL CONTROL COMMITTEE (ACC) WILL NOT BE RETURNED.**

**A $50.00 application fee must be submitted with this Form unless the improvement includes one of the below projects.**

**A $200.00 application fee must be submitted for any projects that include any of the following: room additions, sunrooms, enclosed patios, screened rooms, and certain structural remodels, regardless of the cost of project. In addition, these same projects may be subject to Professional Inspection fees. The ACC will determine the number of Professional Inspections based on the 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 the $200 application fee, please submit: photo(s) of existing structure and areas that will change, color or material sample – including manufacturer & product name, and warranties for roofing materials.

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, the review process may take up to thirty (30) days from the date the application is received for the Architectural Control Committee (the “ACC”) to review my application., and that I am not to begin any work prior to receiving written authorization from the ACC. If an application is submitted to the ACC without any of the requested information or application fees, the application will be marked as incomplete. The ACC will not review incomplete applications. 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 in a new application for approval before the alterations are constructed. By signing below, I certify the information provided is accurate and complete, that all improvements will be completed as approved, construction will commence immediately upon the approval date, and all work will be completed within six (6) months from the date of the approval date. All 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 as the ACC deems necessary.**

**HOLD HARMLESS**

**I understand that the Del Lago Owners Association (the “Association”) does not review plans to ensure compliance with applicable laws or codes, and that it is my duty as the property owner to ensure that contractors and consultants will design and construct the proposed improvements in accordance with all applicable laws and codes. I further agree and understand that any inspections performed by the ACC, or its agents, are for the purposes of determining compliance with the Declaration and the approved improvement plans. No person or entity will rely upon the ACC’s inspections to determine the sufficiency, suitability, fitness, workmanship or quality of the design or construction of the improvements or plans. I hereby release and agree to hold the Del Lago Owners Association, the Del Lago Board of Directors, 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 tree removal may not to begin until I receive written approval from the ACC.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Owner Signature Required / Date Contractor Signature (optional) / Date**

**NOTE**

**When an application is approved, the Architectural Control Committee (the “ACC”) will issue a construction permit which expires six (6) months from the project approval date. All work must be completed for all of the improvements approved of in the application before the permit expires. When the construction permit expires, the project will be marked as closed.**

**If construction of the improvements in the approved application are not completed before the construction permit expires, you must re-apply for a permit to continue construction. To re-apply for a construction permit, you must re-submit a new project application for review, along with all of the supporting documentation. Please note that previously submitted documents will not be considered as part of the new application and neither the ACC nor the Management Company will review documents from closed project applications.**

**Applications will be reviewed in accordance with Deed Restrictions, ACC Standards and Policies that are effective at the time the most recent application is submitted.**

**All owners must comply with these Construction Guidelines, Deed Restrictions and ACC Standards and Policies. Failure to comply with the Construction Guidelines, Deed Restrictions or ACC Standards and Policies may result in legal action. Additionally, you may be required to remove or change a project at your own expense if the Association finds that you are not in compliance with the approved application, Deed Restrictions, or ACC Standards and Policies.**

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**Application Fee**

Check to be made out to: Del Lago Owners Association, Inc.

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

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

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

Amount: $

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

 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

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, daily. 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 workday. [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 construction.
12. Certain Improvements, because of size and location considerations, must be following the Rules for New Construction for Del Lago.