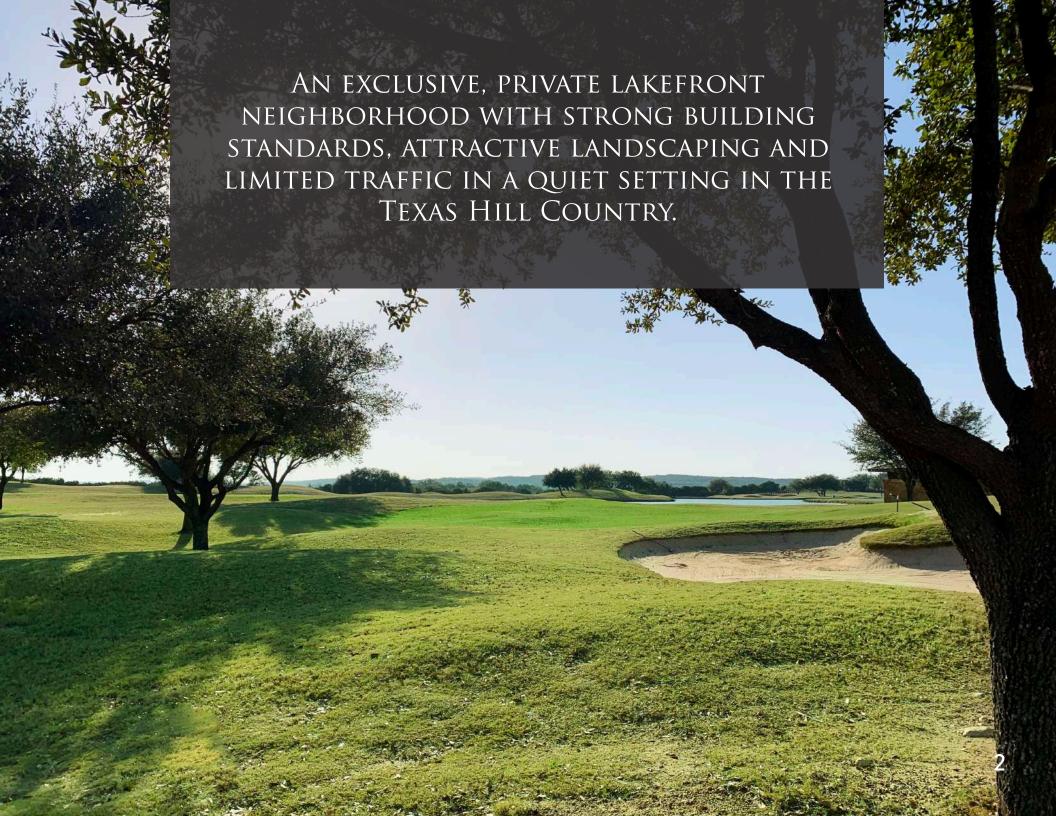


## Lakecliff on Lake Travis Property Owners Association

Architectural Control Committee
Process and Procedures for Building Improvements



## LAKECLIFF ON LAKE TRAVIS PROPERTY OWNERS ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE PROCESS & PROCEDURES FOR BUILDING IMPROVEMENTS

Owner advises ACC Construction Consultant (CC) of intent to build. CC provides Owner with a copy of ACC Building Improvement Application as guidance to obtain ACC approval for Owner's project. CC will notify the ACC of a potential new project in Lakecliff. Prior to completing formal plans, owner to provide CC with preliminary plan to review with owner to ensure no issues.

Prior to construction, Owner submits completed application, plans and all fees to CC for review. CC will review the Plans for compliance with CCRs and ACC Rules & Regulations. Upon completion of compliance review, the CC will submit the completed application and checklist along with any notes and recommendations to the ACC for review.

If the Plans are approved by the ACC, an ACC approval letter and one complete set of Approved Plans shall be provided to Owner electronically.

If the Plans are not approved by the ACC, one set of Plans shall be returned to Owner marked "not approved" with a letter to Owner from ACC explaining the reasons for non approval. CC will transmit the ACC letter to the Owner for required modifications.

If the ACC takes no action on the Plans for 30 days upon written acknowledgement of receipt, it will be deemed the ACC approves the Plans. If building does not commence in 360 days from approval, the approval process must be completed again along with fees and applications.

During construction, CC will make site visits regularly to ensure compliance with approved Plans, construction process and any other provisions of the CCRs.

Prior to completion, all landscaping and pool plans must be reviewed and approved by the ACC. Any changes to an existing home or lot must be reviewed and approved by the ACC. When connecting to the POA irrigation water system, Owner will pay the Irrigation Hook Up fee (currently \$2500.00) at the time of the installation of the irrigation system.

Final Approval – the Owner notifies CC construction is complete, CC will make a final site visit and submit a completion checklist to the ACC. ACC shall determine whether the improvements are complete and in compliance with Approved Plans. If approved, the ACC will provide an ACC Final Approval Letter to CC. If not approved, the ACC will provide a Non Approval Letter to CC which describes how the improvements fail to comply with the Approved Plans. Occupancy of residents is not allowed until final approval letter is received.

Owner shall make the required changes to bring the improvements into compliance with the Approved Plans. Once changes are complete, Owner shall notify the CC for a final site visit and CC shall inspect to confirm the improvements comply with the Approved Plans. The construction deposit will be returned within 45 days of final inspection.

This checklist page will be used by the Building Consultant and the Architectural Control Committee as a tool to approve the project. Section 3.7 of CC&R's gives the ACC the right to review plans based on aesthetics and harmony in the neighborhood.

**Please retain this checklist for your records.** This list is not a substitute for considering all CCRs before building, exterior renovations, major landscaping changes, or installing a pool.

## **SECTION 2.3 COMPLIANCE:**

- 1. Exterior construction complete within 360 days of approval letter
- 2. All building material must be new materials (except for used brick)
- 3. 75% masonry excluding doors, windows & covered porch walls (does not include hardiplank)
- 4. No 4'x8' plywood siding, all exterior materials approved by ACC (siding should be used as an architectural style Board and Batten v. Overlaid)
- 5. Garage interiors sheet rocked & painted unless detached & >165' from street
- 6. Covered driveway, porte-cochere or carport must have ACC approval
- 7. HVAC units shall be screened from the street and neighboring properties (masonry screens are required)
- 8. Concrete, ceramic, metal or wood (but wood not recommended due to fire hazard) roofs only
- 9. All roof type, color and finish must have ACC approval
- 10. No satellite dish visible from street
- 11. Landscape plan to include screening of foundation and mechanical equipment
- 12. Deck screening approved by ACC
- 13. Solar panels screened from view and face southwest (as protected by Law)
- 14. Only construction address sign allowed
- 15. Exterior speakers or sound devices on plans
- 16. Domestic pet exterior structure on plans
- 17. Driveway does not provide access to an adjoining lot
- 18. Driveway elevation and slope must have ACC approval
- 19. Driveway materials and design must have ACC approval (minimum salt finish)
- 20. Driveway not blocking ditch or drainage gutter
- 21. Residence connected to potable water and sewer subdivision wide system
- 22. Sprinkler system on irrigation plans
- 23. Green grass lawns or xeriscape (please see checklist)
- 24. Sufficient garage space to house anticipated vehicles on plans
- 25. At least 2 car garage on plans with harmonious doors, not facing street (at least
- 90 degrees from the street)
- 26. Garage door electronic, max height 8'
- 27. Garage door material approved by ACC
- 28. Swimming pool enclosed by fence per plans
- 29. Any trees with circumference of 28" or greater must be noted on site plans

- (8.5 inches in diameter)
- 30. Exterior lighting on plans and requires ACC approval
- 31. Driveway does not impact drainage or water flow
- 32. All single family residents shall have sufficient garage space for all vehicles. Lot owners shall not keep more than 2 automobiles parked outside in such a manner to be visible from any other lot.

CHECKLIST

33. All residences shall have proper address markers (please see CCRs)

### **SECTION 2.4 COMPLIANCE:**

- 1. Plans conform with minimum interior area
- 2. Plans call for maximum home height less than 35 feet (above finished floor peak height)
- 3. Plans call for no more than 2 1/2 stories
- 4. All outbuildings on plans
- 5. Plans conform with front building line as specified on plat and as approved by ACC (ACC prefers a 60' setback from the street)
- 6. Plans conform with side building line of 10 feet (Measurement is from the roof line, including gutters, not foundation and does not encroach on pool equipment and hardscape)
- 7. Unit faces front Lot line
- 8. Driveway access from front Lot line

## **SECTION 2.7 COMPLIANCE:**

- 1. Fences, if desired, are ornamental iron or masonry (wrought iron, flat top style)
- 2. Preferred fence height is 6', maximum is 8'
- 3. Improvements to be setback 10 feet from subdivision fences
- 4. No fence obstructing driving sight lines within 25 feet from street corner
- 5. No trees or shrubs obstructing driving sight lines within 25 feet from street corner

## **SECTION 3.7 COMPLIANCE:**

- 1. Acceptable quality, texture & color of building materials or improvements
- 2. Plat setbacks shall be consistent and compatible with locations of neighboring homes (the siting of the home should be considered as well)
- 3. Harmony with existing improvements in subdivision
- 4. Front setbacks shall be compatible with neighboring and existing improvements

#### OTHER COMPLIANCE:

- 1. Cottage & lodge buildings conform to existing layouts, colors & finishes
- 2. Submit Form Survey prior to foundation pour
- 3. The Builder and Licensed Architect in Texas to be vetted and approved
- 4. Solar, rain harvesting, fences require approval by the ACC
- 5. No "Stock" plans allowed



## LOT SETBACKS PREFERRED

The recommended minimum front setback for any home in Lakecliff on Lake Travis is 60' from the curb. Other Plat setbacks are set by the CCRs (see CCRs for clarification).

Please contact the ACC for any request for waiver. Section 12, Lot 7 & 8 subject to waiver requests.

#### PLEASE NOTE:

- It is required to have a pre-construction meeting with ACC and ACC Consultant (AC) to ensure compliance
- Construction Workers to follow contruction traffic pattern that is approved (please see map)
- · No building materials of any kind on property before construction approval
- · All building material shall stay within boundaries of lot
- · All building material shall be removed immediately upon completion
- · No structure other than permanent structure on lot
- $\cdot$  6 foot cyclone fence with fabric cover around the entire building site along with silt fence as required
- · Onsite Trash dumpster
- Onsite Port-a-potty
- Work hours M-F 7:30 am 7:00 pm; Sat 8:00 am 4:00 pm
   No work to be provided on holidays or Sundays
- Provide contact information for onsite supervisory personnel
- Workers given instruction for gate access
- Workers park inside construction fence. If need overflow parking, park on the street (not grass) all on same side of street
- No loud music
- Permission required to start early and finish late on large concrete pour days
- No dump trucks larger than 12 yards; no pup trailers, no in dump trailers, no vehicles over 50k pounds
- · Standard rock construction entrance off street to prevent mud in street
- $\boldsymbol{\cdot}$  Permission required to remove cyclone fence once exterior is complete
- · Protect all buried pipes in right of way
- · No building in drainage easements
- · Submit Form Survey for ACC approval prior to foundation pour
- · Builder will identify all utilities with flags to note placement
- No site construction will begin without appropriate screened fence and TCEQ silt fence being installed
- · Appropriate builder signage must be in place prior to site construction, see website
- · Travis County development permit is required

<sup>\*</sup>In all instances, or for clarification, see Lakecliff CCR's



## Preliminary Plan

(Drawn on base mapping of Required Tree and Topo survey showing all hardwood trees of 8" diameter and above and 1' contours)

 1"= 10' or larger scale, as appropriate to the lot size (recommended 1:20)
 Approximate Location of any adjacent homes
 Building location and finished floor elevations, including eaves, overhangs, and gutters.
 Location of drives and walkways
 Location of required address marker
 Setbacks per the Architectural Rules, the Final Plan, and any associated Recorded Documents
 Tree List
 Trees to remain
 Trees to be removed
 Easements and setbacks, including preferred 60' setback from street
 Patios, porches
 . Accessory Buildings
 Pool, tennis, sport court locations
 North Arrow
 Approximate boundary of areas to be turf and/or landscape
 . Required visitor parking
 Limits of construction

## PRELIMINARY PLAN CONSTRUCTION DOCUMENTS

## **ELEVATIONS:**

- \_\_\_ ¼" = 1' scale
- \_\_\_ Roof pitches identified
- \_\_\_ Roof peak height above foundation labeled
- \_\_\_ Exterior materials- walls and roof labeled
- \_\_\_ Windows
- \_\_\_ Actual grade at foundation indicated
- \_\_\_ Foundation properly concealed (maximum 18" of exposed foundation)

## FLOOR PLANS:

- \_\_\_ Floor plans at ¼" = 1' scale
- \_\_\_ Standard Square Footage Chart

## Final Plan Application Page 1



Name:		Phone:
Property Addre	555.	
lot.	Section:	 _ Email:
FEES: (Checks mad	le out to Lakecliff on Lak	e Travis POA)
Plan Review Fee   \$25	<b>500</b> (non-refundable) - d	ue with application (includes Pool & major Landscaping)
		e) - due after application approval
· ·		ndable) - due before irrigation hook-up
	pliance Deposit   \$10,00	
		mpliance Deposit Agreement
		es Pool, Exterior, major Landscaping)
Drinking Water / So	'	, , , , , , , , , , , , , , , , , , , ,
	est Austin Office of Aqua Tex	as at 512-330-9904 and request a service line investigation.
FINAL PLAN S	UBMITTAL	
Check for ALL FE	EES (required prior to start	of construction)
	cale, as appropriate to the a cation in accordance with SWPF ocation at limits of constru- ry with dimensions of entry n location(s)	erial tback from street
	and top of foundation elevation proper improvements from proper other hardscape with spot ith heights from finished gration ith note regarding style of velopment (such as a pool, red to be turf and/or landscape to be turf and/or landscape	ations, including eaves, overhangs, and gutters rty lines elevations off natural grade rade marker selected cabana, playscape)
		can be provided on landscape plan)



## FINAL PLAN SUBMITTAL (CONT'D) **ELEVATIONS:** \_\_\_ ¼" = 1' scale \_\_\_ Roof pitches \_\_\_ Roof peak height above foundation labeled \_\_\_ Exterior materials- walls and roof labeled \_\_\_ Window specifications and manufacturer \_\_\_ Exterior Door specifications and manufacturer \_\_\_ Garage Door specifications and manufacturer \_\_\_ Actual grade at foundation indicated \_\_\_ Foundation properly concealed (maximum 18" of exposed foundation) \_\_\_ Siding Calculation Chart FLOOR PLANS: \_\_\_ Floor plans at ¼" = 1' scale \_\_\_ Standard Square Footage Chart **ROOF PLANS:** \_\_\_ Proposed Pitches \_\_\_ Proposed Roof Penetrations OTHER: \_\_\_ Grading or Cut and Fill Plans \_\_\_ Exterior Lighting or Soffit Lighting Details in compliance with Dark Skies Certified fixtures. \_\_\_ Foundation and Frame Engineering sealed by a licensed engineer STORYBOARD/EXTERIOR MATERIALS/EXTERIOR COLORS: \_\_\_ Stone Type and Color \_\_\_ Stucco Type (Finish) and Color \_\_\_ Siding Type and Color \_\_\_ Soffit and Fascia Color \_\_\_ Wood Stain Color \_\_\_ Driveway Finish/Color \_\_\_ Window Specs and Color \_\_\_ Door Specs and Color \_\_\_ Roof Type and Color \_\_\_ Gutters and Downspout Type and Color \_\_\_ Garage Door Type and Color \_\_\_ Chimney Cap Style and Color \_\_\_ Sidewalk, Walkways and Porch Finish and Color

## ACKNOWLEDGEMENT AND DISCLAIMER

I have informed the Builder of these requirements. I understand that it is my responsibility to ensure that Builder abides by these requirements during construction. I understand that any construction not approved by the Lakecliff on Lake Travis POA Architectural Control Committee (ACC) may result in additional costs, removal or modification of unapproved improvements and/or construction delays.

Vame:		
oignature:		
DIPINALUTE:		

Please return page 1 and 2 of this application, along with building plans, and story board photos to ACC Consultant at: accconsultant@lakecliff.com

Please give fees to ACC Consultant at construction meeting.



## CONSTRUCTION COMPLIANCE DEPOSIT SCHEDULE OF VIOLATION FINES

Regular inspections by a representative of the Committee shall take place to identify non-complying construction activities. If items identified as not complying with the regulations are not remedied in a timely manner with good communication between the Builder and the Committee, violation fines will be levied and deducted from the \$10,000 Construction Compliance Deposit. Generally, one warning for each infraction will be given for each building site with a reasonable time to cure prior to violation fines being levied, however, gross violations will result in immediate levying fines. All owners will be given the right under Texas Property Code, Chapter 209 to request a hearing with the Board of Directors regarding any levied violation fines. In the event that violation fines exceed \$10,000, and violation fines remain unpaid by the Builder or Owner, the Committee reserves the right to add the unpaid amounts to the account for the subject property. All violation fines will be levied in accordance with Section 9.9 of the Lakecliff on Lake Travis Consolidated, Amended and Restated Declaration of Covenants, Conditions and Restrictions or any other subsequent Governing Document adopted by the Association. In no case can an ongoing violation exceed \$1000.00.

This schedule of violation fines applies to any construction project in Lakecliff on Lake Travis, including interior remodels not reviewed by the Committee and Small Projects without collected review fees.

All violations are per occurrence, once a violation has occurred and been cured, separate instances of the same type of violation will be considered a new violation.

Rules Violation	Applicable Fines
Premature Clearing	\$250
Construction without Committee Approval or out of	\$250 per day
normal Construction Sequence	
Inadequate Construction Entry	\$250 plus \$50/day
Inadequate/Removed Silt Fence	\$250 plus \$50/day
Inadequate/Removed Construction Fence	\$250 plus \$50/day
Failure to secure site	\$100 per occurrence
Excessive mud/debris on street/failure to clean street in a timely manner	\$250 plus \$50/day
Excessive construction debris	\$250 plus \$50/day
No dumpster provided/Inadequate Use of Dumpster	\$150 plus \$50/day
Workers on site before or after Construction Hours	\$250 per occurrence
Excessive noise off site	\$250 per occurrence
Failure to maintain landscape mowing	\$150 plus \$50/day
No chemical toilet provided	\$150 plus \$50/day
Overweight Delivery Vehicle or access down Gallery	\$250 per vehicle
Drive to community	·
Encroachment on adjacent properties	\$250 plus cost of repair to be
3 1 1	deduced from Construction
	Compliance Deposit
Damage to streets, curbs, infrastructure	\$250 minimum, plus cost of
	repair to be deduced from
	Construction Compliance
	Deposit
Miscellaneous violation of construction rules	\$250 per occurrence
Parking violations (Per Vehicle/Incident)	\$250.00



#### CONSTRUCTION COMPLIANCE DEPOSIT AGREEMENT

#### TERMS AND CONDITIONS

The Compliance Deposit shall be held as security against:

- · violation of construction rules and violation fines incurred for such violations
- any damage caused to the Association's Common Areas, streets, or other Owner's Lots, and all improvements, structures, landscaping, and personal property attached hereto or located thereon, which damage is caused by the acts and/or omissions of the Owner/Builder, his general contractor and/or any employee, agent or subcontractor of the Owner/Builder or general contractor in connection with the construction of improvements on the Owner's Lot
- · cost overages incurred by the Association due to the Project going over the maximum time allowed for completion
- · Legal Fees incurred by the Association for issues with the Site, the Contractor, or the Sub-Contractors

Within a reasonable time of the notification of the occurrence of any such violation of erosion control or construction rules to the Architectural Control Committee, the amount of the Compliance Deposit to be used as a fine amount in accordance with the Architectural Rules, if any, shall be approved in writing by a majority of the Architectural Control Committee. The Architectural Control Committee may postpone its review of payment pending receipt of any information which the Architectural Control Committee, in its sole discretion, may require. A copy of the Architectural Control Committee decision shall be delivered to Owner via electronic mail or at the address registered with the Association.

If the Owner wishes to contest the Architectural Control Committee's decision to use any or all the Compliance Deposit as described above, he/she must, within ten (10) days after the date of Architectural Control Committee approval, submit a written request to the Architectural Control Committee for a hearing before the Architectural Control Committee. The Architectural Control Committee shall schedule such a hearing as part of the larger agenda of a regular or special Architectural Control Committee meeting and send written notice of the hearing date to the Owner no less than five (5) days prior to the date. The Architectural Control Committee, by majority vote, shall determine the amount of the Compliance Deposit to be used, if any.

Upon the occurrence of any such damage to Common Areas, neighboring lots, or Association or personal owned property, the Architectural Control Committee from time to time, and without prejudice to any other remedy, may use the Compliance Deposit to the extent necessary to repair such damage or pay to the affected party the cost to repair such damage. It is expressly understood that the use of any or all the Compliance Deposit shall not be considered a measure of the damage nor release the Owner from paying additional amount if the total damage exceeds the amount of the Deposit.

Any amounts used for violation fines or repairs will be automatically deducted from the Compliance Deposit. If the balance of the deposit reaches under 25% of the original deposit, the Architectural Control Committee reserves the right to have an additional Compliance Deposit funds added to the project to bring the balance back to the original Compliance Deposit Amount.

The Architectural Control Committee shall not be liable to the Owner or to any other person for any loss, damage, or injury arising out of the payment or nonpayment of the Compliance Deposit funds unless such loss, damage, or injury is due to the willful misconduct or bad faith of the Architectural Control Committee.

During construction, it is the responsibility of builders and owners to carry the necessary hazard and liability insurance. This deposit is not intended to be used to remedy any sort of insurance claim.



### TERMS AND CONDITIONS CONT.

Upon final completion of the construction of a homesite or project, as per the approved plans and specifications, including landscaping and sufficient revegetation, and a Final Inspection by the Committee or Committee representative, the Committee shall perform an audit and accounting of the Compliance Deposit and cause the balance of the Compliance Deposit to be refunded to the entity which originally placed the deposit with the Association.

The Committee has 45 days to refund the balance of the deposit from the date it agrees to refund the deposit.

It is the intention of the Association to place each Deposit in a separate interest-bearing escrow account, assuming the Association can find a financial services institution that will provide such services. If not, the Deposit will be placed in a non-interest bearing Association account solely designated for holding such Deposits. Under no circumstances will the Deposits be co-mingled with the Association's operating funds.

## Refreshment of the Deposit and Return of the Deposit

If the balance of the deposit reaches under 25%, the Association reserves the right to have an additional funds Deposit added to bring the Compliance Deposit back to the original amount. Upon completion of the construction of a homesite, including landscaping, as per the approved plans and specifications, and a final inspection by the ACC satisfactorily indicating that no damage as set forth in paragraph 1 above remains un-remedied, the Deposit or any balance remaining will be refunded upon request of the entity placing the deposit or their assign. Any assignments must be provided to the Association in writing by the entity who originally placed the Deposit. The refund of the balance of the Deposit will contain a full accounting of any draws upon the deposit for Fines, Damages or Oversight.

By signatures below, the Owner and Builder agrees to these terms and ACC acknowledges receipt of the Compliance and Construction Oversight Deposit.

Executed on the Day of , 20
Owner:
Builder Representative:
Improvement Address:
Legal Lot Description:
Mailing Address:
RECEIVED BY: Lakecliff on Lake Travis Architectural Control Committee
Ву:
Printed Name:



## LANDSCAPE/HARDSCAPE/FENCING/WALLS

- \_\_\_1"= 20' or larger scale, as appropriate to the acreage
- \_\_\_ Lot lines, site dimensions and building setbacks
- \_\_\_ Existing Contours
- \_\_\_ Trees remaining per the Tree Survey
- \_\_\_ Replacement trees noted (if required)
- \_\_\_ Areas of hardscape, pool, or recreation facilities
- \_\_\_ Drives, parking areas and walks with proposed finishes
- \_\_\_ House and accessory structures
- \_\_\_ Address Marker Location, Detail and Planting
- \_\_\_ Building Lines, Easements and Water Quality Zones
- \_\_\_ Boundaries of turf areas
- \_\_\_ Location of areas to be restored with hydroseed, native grasses or seed.
- \_\_\_ Irrigation Plan (lot must be irrigated from street to front of house)
- \_\_\_ Type of turf noted (St. Augustine is NOT permitted) NOTE: Lots that back up to the Golf Course should have Bermuda 419 sod or seed, or a planting bed to delimitate differing sod types.
- \_\_\_ Locations of all proposed plants and plating beds (Firewise Principles should be incorporated into the design)
- \_\_\_ Legend indicating plant species, quantities, and sizes at time of planting, mulch types, sod type, gravel types and rock types (Central Texas Native or Native Adapted plant list recommended)
- \_\_\_ Screening of utility boxes/transformers/utility connections/masonry screen walls/RPZs/tankless water heaters
- \_\_\_ Location, height, detail, material, and color of fencing, walls, and gates
- \_\_\_ Lighting Plan that conforms with Dark Skies Requirements with fixture specifications and wattages
- \_\_\_ Sculpture and/or fountain locations, dimensions and photograph or specifications
- \_\_\_ Locations of proposed pool, decking and hardscape
- \_\_\_ Native Areas to remain or be mitigated under Firewise Principles

## POOL PLAN

- 1"=20' or larger Site Plan showing Pool Location and Pool Equipment Locatoin
- \_\_\_\_ Detailed Plans of Pool
- \_\_\_\_ Cross Section of Pool
- \_\_\_\_ Out of grade measurements of pool decking, pool coping, or planters from natural grade.
- \_\_\_\_ Pool Equipment Location with required screening
- \_\_\_\_ Decking, Coping and Pool Plaster Materials/Colors
- \_\_\_\_ Fencing Plan with note regarding State Code for Pool Enclosures



# OWNER/CONSRUCTION TEAM TOOLS

Construction Documents at lakecliffonlaketravis.org

## **CONTACT INFORMATION**

ACC@lakecliff.com ACCconsultant@lakecliff.com POA@lakecliff.com

WE ARE HERE TO HELP!!!

