



MAJESTIC OAKS

Dear Homeowner:

Re: A.C.C. Packet

The purpose of the architectural review process is to keep the Community attractive for the enjoyment of residents and for the protection of their property value. In accordance with the Associations Governing Documents, approval is required and an ACC Home Improvement application must be submitted for all exterior modifications prior to beginning any work. Any homeowner considering exterior improvement(s) and/or change(s) to their home or property is required to submit a "Packet for Home Improvements and Modifications" to the Board of Directors/Architectural Control Committee (A.C.C.). If any unapproved change(s) is/are made to a dwelling or property, the association reserves the right to require the homeowner to remove the improvement(s) and/or change(s).

Please reference the information provided in this packet to determine the requirements and information needed to properly review your application. The preceding list includes examples, however, is not all-inclusive of items needed to complete your request in a timely manner. If the required items are not submitted with your application, **your request will be denied due to missing information.**

Project requirements may vary, please reference page 2 of this packet to ensure all information is properly submitted.

**ALL APPLICATIONS HAVE A \$25 ADMINISTRATIVE PROCESSING FEE AND SHOULD BE MADE PAYABLE TO:
FIRSTSERVICE RESIDENTIAL**

The Board of Directors/(A.C.C.) will review and respond to your application in the appropriate timeframe as outlined in the Governing Documents from the date the application is received, not the date noted on the application by the submitter. All decisions will be conveyed in writing and will be sent electronically to the email noted on the application or on file. For applicants without an email address, decisions will be mailed via the United States Postal Service (USPS).

For questions pertaining to the ACC process, your project or this ACC Packet, please contact the Community Manager or arc.mos@fsresidential.com.

Sincerely,

Architectural Administrator
FirstService Residential

cc: property file

As a reminder, packets must contain all requested documentation or will be denied for missing information

Completed application may be submitted to:

FirstService Residential
2002 Timberloch Place Ste 650
The Woodlands, TX 77380
email to: arc.mos@fsresidential.com



MAJESTIC OAKS
Application for Home Improvements and Modifications

Homeowner Information:

NAME:			
ADDRESS:			
EMAIL:		PHONE:	

ONLY 2 PROJECTS WILL BE PERMITTED ON 1 APPLICATION. A SEPARATE APPLICATION AND PROCESSING FEE WILL BE REQUIRED FOR ADDITIONAL PROJECTS UP TO 2 ON EACH APPLICATION.

<input type="checkbox"/>	Generator	<input type="checkbox"/>	Storage shed	<input type="checkbox"/>	Wrought Iron Fence/Gate	<input type="checkbox"/>	Pool/Spa
<input type="checkbox"/>	Play Equip. or Swing set	<input type="checkbox"/>	Patio Cover/Patio Cover Extensions/Arbor/Pergola Gazebo/Room Addition	<input type="checkbox"/>	Doors: Front/Rear/Garage/Storm Door	<input type="checkbox"/>	Flatwork: Patio/Porch/Deck/Driveway
<input type="checkbox"/>	Solar Screens	<input type="checkbox"/>	Landscaping, Tree Addition/Removal	<input type="checkbox"/>	Yard Art/Landscaping Border	<input type="checkbox"/>	Windows/Shutters
<input type="checkbox"/>	Sprinkler System	<input type="checkbox"/>	Roof Replacement	<input type="checkbox"/>	Gutter/Siding	<input type="checkbox"/>	Low voltage landscape lights
<input type="checkbox"/>	Exterior Paint	<input type="checkbox"/>	Security Cameras/ Satellite Dish	<input type="checkbox"/>	Fence (New/Extension/Relocation)	<input type="checkbox"/>	Project(s) not Listed:

Description:			
Contractor performing work:		Contractor Phone:	
Anticipated start date			

Required Items Based on Modification/Project Request

<http://www.eng.hctx.net/permits/Residential>

- **Patio cover, patio cover extension, patio enclosure, arbor, gazebo, room addition, pergola, etc.:** Photo, brochure or drawings depicting front and side views indicating look of completed structure with complete dimensions (height, width, length, depth), color, materials, roofing and lot survey noting location. Photos of the home where proposed project will be located. **Renderings of completed modification/project are required! City/County Permit Required**
- **Playset, swing set, trampoline, basketball goal, etc.:** photos, brochure, or drawing indicating dimensions, color, materials, location on lot survey, etc. Photos of the home where proposed project will be located.

- **Pool/Spa:** location indicated on lot survey of: pool/spa, necessary equipment, all drain lines, sewers and backwash, the area where the contractor will access the property and any decking. Also indicate any slides, diving boards, etc.). Photos of the home where proposed project will be located. **Swimming Pool Supplement Form is required. Renderings of completed modification/project are required! City/County Permit Required**
- **Stain, exterior painting, gutters, siding, or hardi-plank:** photograph of home, submit color sample of stain or paint, and siding / gutter material. Provide trim color (soffit, fascia and window) and Accent color (shutters, windows, hoods and exterior doors). Photos of the home where proposed project will be located.
- **Roof:** submit roof shingle sample, warranty length of shingles. A true color brochure picture is acceptable. Photos of the home where proposed project will be located.
- **Front/Stained Door, Storm Door:** Photos or brochure of door, color/stain samples required. Photos of the home where proposed project will be located.
- **Solar screens, window film/tint, replacement windows:** screen/film samples, indicate windows to have screens added or to be tinted. If replacing windows indicate windows being replaced, and include brochure depicting final look. Photos of the home where proposed project will be located.
- **Wrought iron fence/gate or burglar bars:** drawing, photo, brochure, color, along with location on lot survey must be submitted. Photos of the home where proposed project will be located.
- **Decking or patio:** materials, dimensions, and location must be indicated on lot survey. Photos of the home where proposed project will be located.
- **Concrete work (sidewalk, driveway, patio slab, etc.):** photograph of area, location and dimensions must be indicated on the lot survey. Photos of the home where proposed project will be located.
- **Security Cameras, Satellite dish or antennae:** size, height, location on home must be indicated. If not located on home, indicate placement on lot survey. Photos of cameras/dish/antennae must be provided. Photos of the home where proposed project will be located.
- **Yard Art/Decorations (bird baths, pots, benches, statues, swings, signs, water fountain, etc.):** photo/brochure, dimensions, and location on lot survey. Photos of the home where proposed project will be located.
- **Landscaping/landscape border, tree removal/addition:** type of tree/landscaping, pictures, and location on lot survey. Photos of the home where proposed project will be located.
- **New fence or existing fence relocation:** height, materials, and location indicated on lot survey. If staining provide color samples. Photos of the home where proposed project will be located.
- **Landscaping lights or sprinkler system:** indicate placement of all lights and sprinkler heads on lot survey. Provide photos or brochure of landscaping lights/sprinkler system must be provided, along with wattage of lights to be utilized. Photos of the home where proposed project will be located.
- **Shutters:** indicate windows where shutters will be added, include photos/brochure, and paint/color samples. Photos of the home where proposed project will be located.
- **Storage shed/Generator:** Photos/brochure, dimensions, materials, color samples, and location on lot survey. Photos of the home where proposed project will be located.
- **Solar Panels:** Specs – brochures, plans from contractor and plot survey of notations of panels on the home. Pictures of the home, from the street, front view and side views of each side where the panels are proposed to be placed.



Exhibit A

Note: The fee is due at the time of submission.

Applications received without the fee will not be processed and will be denied.

Fees paid by check or money order must be made payable to: FirstService Residential

Electronic payments can be made by visiting WWW.CLICKPAY.COM , submit payment receipt with application.

About the requirements:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I/We have read the appropriate deed restrictions
<input type="checkbox"/>	<input type="checkbox"/>	This project will require fence removal (if yes, inform community manager)
<input type="checkbox"/>	<input type="checkbox"/>	Detailed description of project/Contractor's detailed plans, specifications, and supporting information provided
<input type="checkbox"/>	<input type="checkbox"/>	Completed project will be visible from street
<input type="checkbox"/>	<input type="checkbox"/>	I/We acknowledge the project must be completed within the timeframe noted in the approval letter.
<input type="checkbox"/>	<input type="checkbox"/>	I/We acknowledge a County/City permit may be required and requested as a part of the review process

I understand the submitted project request(s) are reviewed in accordance with the timeframe and requirements outlined in the Governing Documents for the Association. I understand all aspects of the project will be taken into consideration to make sure it will enhance and protect the attractiveness, beauty and desirability of the community as a whole. I understand I will be notified of the rendered decision either electronically or by mail. I agree no exterior work will begin before I have been notified of the Board/Committee's approval. I understand and agree it is the duty of the homeowner, contractor, and consultant employed or contracted by the homeowner to ensure the structural and mechanical integrity of the project, for safety and is designed and constructed in accordance with the covenants and restrictions applicable to the lot. I agree neither the Association, or any Director, Officer, Board Member, Committee, Managing Agent, or Member or Employee thereof (the "Indemnified Parties"), shall be liable for damages or otherwise because of the approval or denial of this application or any facet thereof. I hereby release, indemnify, and hold harmless the indemnified parties from any claim, liability, damage, suit, and attorney's fees arising out of any action or omission with regard to this application and in regard to the design plan review, construction, or inspection of the proposed improvements, including any claims, liability, damages, suits, and attorney's fees resulting from the negligent acts of one or more of the indemnified parties.

The Association shall be entitled to impose reasonable fines for violations of the restrictions or any rules and regulations adopted by the Association or the ARC pursuant to any authority conferred by either of them by these restrictions and to collect reimbursement of actual attorney's fees and other reasonable costs incurred by it relating to violations of the restrictions. Such fines, fees and costs may be added to the Owner's assessment account.

Homeowner Signature:		Date:	
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Completed application may be submitted to:
 FirstService Residential
 2002 Timberloch Place Ste 650
 The Woodlands, TX 77380
 email to: arc.mos@fsresidential.com



Swimming Pool Supplement

Please complete and submit this supplement form with your A.C.C. packet.

Please visit <http://www.eng.hctx.net/permits/Residential> to obtain the permitting requirements for this project.

- Name of Pool Contractor: _____
- Contractor Address: _____
- Contractor Phone: _____
- Equipment Location (pump, filter, etc.): _____
- Backwash to sewer (MUD approval may be required): _____
- Building/Easement Lines: _____
- Will any trees be removed: YES NO If applicable, how many? _____
- Existing 6' fence with self-latching gate: YES NO
- Material type and color of deck: _____
- Pool drain recirculates to pool: YES NO
- Rainwater in area drains to street: YES NO
- How will pool drain? (pop-up valves, area drains, etc.): _____
- Contractor Access (cannot be through or across a common area and **must** be indicated on site survey):

- Distance from edge of pool to each lot line/easement: _____
- Type of coping/filter: _____
- Fence work to be done: _____
- All equipment, deck, coping, and pool is below 6' fence surrounding yard? YES NO
- Height of slide/water fountain/waterfall/sheer decent: _____
- Location of backwash: _____
- Location of sewer: _____

- Homeowner Signature: _____ Date: _____

Residential Permit Review

STEP 1 QUALIFYING CRITERIA

Any improvement to residential real estate, including but not limited to buildings or other structures, filling, paving, and storage (i.e. homes, paving, dirt placement, etc.) require a residential permit.

Determine Review Requirements

The following improvements qualify for Residential Permit:

1. SITEWORK

- a. Driveways & Culverts (Public Right of Way Only)
 - * Proposed new Driveway & curb cut
 - * Driveway Addition/Expansion
 - * Proposed new Driveway with Culvert
 - * Culvert Only
 - * Re-surfacing over existing driveways & culverts
- b. Other Site Development
 - * Cut
 - * Fill
 - * Paving (outside Right of Way)
 - * Re-surfacing over existing paving
 - * Swimming Pool
 - * Fences (in the flood plain)
 - * Bulkheads and Boat Lifts

3. STRUCTURES

- a. Single family dwelling
- b. Tract homes
- c. Mobile Home
- d. Residential garage
- e. Accessory building—sheds, canopies, lean-tos, carports
- f. Improvements, defined as—Renovations/Additions/Rehabilitations/Repairs to existing structures.
- g. Structures less than 150 s.f. in the flood plain

4. MISCELLANEOUS

- a. Recreational Vehicle used as a permanent residential unit (will be reviewed as a mobile home).
- b. All other Recreational Vehicles will receive a temporary permit for 180 days.

STEP 2 APPLICATION

Residential Application forms may be downloaded at:

<http://www.eng.hctx.net/permits/Residential>.

Residential Application forms may also be picked up at 10555 NW Freeway, Suite 120, Houston, TX 77092

STEP 2 (contd.)

Note: (important)

* Take advantage of our new faster and easier online “e-Permits System”. You will never have to wait in our lobby, or wait several days to get a permit. You can apply, pay for, and print your permits at your home or office. Visit:

<https://apps.harriscountytexas.gov/EPermits/Login.aspx>

Register to become an account holder and apply.

* Make sure that your application is complete in all respects. Missing information or incomplete applications will result in delays.

* Make sure that the Abstract or Subdivision name, Address and legal description on the application is the same as those on the drawings that you submit.

* Residential Permit Applications tied to onsite septic systems will require Waste Water approval prior to being approved for a permit.

* Before you apply—If you require an additional meter on the same property, please confirm the address with Centerpoint at 713/207-4460, or call 281/949-5566 for Entergy administered areas.

STEP 3 REQUIRED DOCUMENTS

Provide the following information for all development you are applying for:

1. **Site Plan**—Provide the following information (see sample drawing online or at lobby):

- * Provide a north arrow for your site plan.
- * Show all property lines with dimensions.
- * Show distance of your proposed structure(s) from nearest property lines.
- * Clearly label the frontage road.
- * Show existing and proposed utilities.
- * If you have a septic system on site, show location of septic tanks, field lines and spray areas.
- * Show all existing and proposed driveways and culverts on your property with dimensions.
- * Provide the distance between all proposed and existing driveways.
- * Show easements if any.
- * Clearly label all existing and proposed structures on your property. All structures must show overall dimensions.

2. **Improvement—Defined as New Structure, Addition/ Renovation/Repairs/Rehabilitation**—Provide a floor plan showing the following information:

- * Provide overall dimensions of improved areas.
- * Provide detailed Scope of Work for improved areas.
- * Provide construction cost for your improvement, including all labor and materials used.

STEP 3 (contd.)

* If your structure is in a Special Flood Hazard Area, provide a foundation drawing showing the following information (See Foundation Plan example located at <http://hcpid.org/permits>):

- * Finished floor elevation.
- * Highest Natural ground elevation or crown of nearest public street (as applicable).
- * Base Flood Elevation.
- * Garage Floor elevation.
- * Foundation or Anchoring details.
- * Benchmark used—vertical datum/conversion comments.
- * Location of flood vents & details (if applicable).
- * Materials used for foundation.
- * Refer to Harris County Floodplain Notes for additional requirements, located at <http://hcpid.org/permits>.

Note: Foundation drawings will need to be sealed by an Engineer or Architect licensed to practice in Texas.

2. **Driveway (proposed or addition, Public Right of Way only)**

Provide the following information (see sample drawing online or at lobby):

- * Clearly identify existing and proposed driveway widths and curb radius.
- * Distance of driveway to nearest property line.

3. **Culvert (proposed new or addition)**

Provide the following information (see sample drawing online or at lobby):

- * Proposed new —Total length of culvert for each driveway.
- * Culvert addition—clearly identify current length and addition.

Note: Culvert approval and permitting process may take up to 10 business days.

4. **Cut, fill and/or paving:**

Provide the following information (see sample drawing online or at lobby):

- * Clearly indicate location and dimensions of proposed development.
- * Indicate distance of proposed development from property lines.
- * Show depth of cut and/or fill.
- * Show how the proposed development will drain.
- * Provide volume calculations in cubic feet or cubic yards.
- * If your cut/fill/paving is in the Special Flood Hazard Area, you may be required to provide drawings signed and sealed by an Engineer or Architect licensed to practice in Texas.

5. **Miscellaneous Development**

* If your proposed fence or bridge is in a Special Flood Hazard Area, provide anchoring or foundation details. Drawings will need to be signed and sealed by an Engineer or Architect licensed to practice in Texas.

STEP 3 (contd.)

- * If your proposed pool is in the Special Flood Hazard Area, provide anchoring or foundation details for the pool, and show electrical disconnect with elevation complying with Harris County Regulations. Drawings will need to be sealed by an Engineer or Architect licensed to practice in Texas, OR an Elevation Certificate may be submitted.
- * If your proposed pool is in the Special Flood Hazard Area and has decking around it, provide the Base Flood Elevation and the top of deck elevation, OR an Elevation Certificate may be submitted.

Note:

- * *Additional documents may be required as determined by this Office.*
- * *Special Circumstances will be dealt with on a case by case basis as determined by the Building Official.*
- * **“Special Flood Hazard Area” is defined in the Flood Insurance Rate Map (FIRM) by FEMA. For permit requirements in these areas, see Harris County Floodplain Management Regulations, section 4 located at <http://www.eng.hctx.net/permits/Compliance/Compliance-Power/Regulations-Standards-Details>**
- * *For all other requirements visit <http://www.eng.hctx.net/permits/Residential>*

STEP 4

PLAN SUBMISSION

- * It is recommended that applications be submitted through the online permitting system located at <http://apps.harriscountytexas.gov/EPermits/Login>
- * Applications may also be dropped off or mailed to Receiving at 10555 NW Freeway, Suite 120, Houston, TX 77092. **Facsimiles OR emailed applications will not be accepted.**
- * You may also “walk-in” your application at our offices on a first come first served basis. Same day permits are not guaranteed.
- * Permits will be issued for approved applications. You may then request a fee statement by emailing cashiers@hcpid.org

You are now ready to start construction

STEP 5

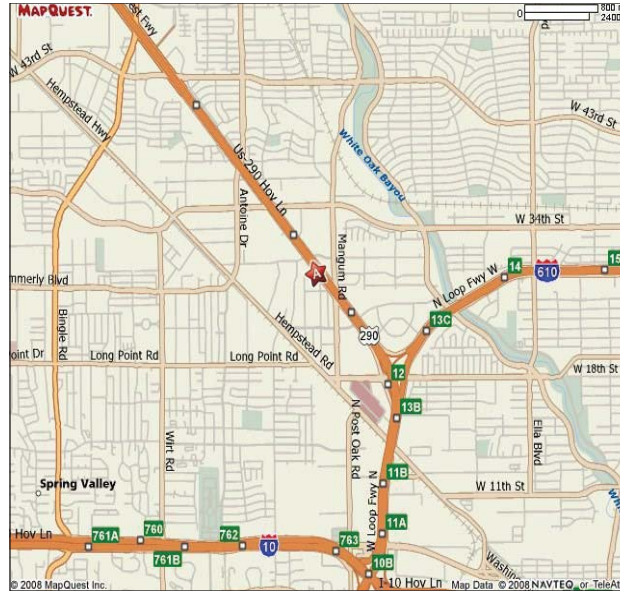
REQUEST YOUR INSPECTION

Home Builders, Developers and Contractors MUST obtain independent 3rd party inspections for their homes. Please visit <http://apps.harriscountytexas.gov/EPermits/Login.aspx> to enter the 3rd party inspections. All other required inspections are noted on the 2nd page of your permit.

Please visit <http://apps.harriscountytexas.gov/EPermits/Login.aspx> login to your account and click on “inspections”.

You may also call (713) 274-3924 to request your inspection.

Harris County Permits Office
10555 NW Freeway
Houston TX 77092
Receiving Suite 120



For more information about permitting your residential establishment please visit our website:

<http://www.eng.hctx.net/permits>

The Permit Office is open Monday thru Friday
7:30 am until 4:00 pm

HARRIS COUNTY ENGINEERING DEPARTMENT PERMITS OFFICE

Jesse Morales *Manager*
Shawn Sturhan *Assistant Manager*

Phone: 713-274-3900

Questions?

Phone: (713) 274-3920
Email: residential@hcpid.org

HARRIS COUNTY



Residential

Residential Permitting

The Harris County Engineering Department is working towards the safety and welfare of the public on residential property.

All residential development in unincorporated Harris County will require a permit.

This document will inform you how to obtain the forms for submittal, the drawings and documents you will need, and guide you step-by-step through the Residential permitting and inspection process for your development.

PLEASE READ CAREFULLY





FirstService
RESIDENTIAL

Pay Your Miscellaneous Charges Online with ClickPay

We provide a convenient and secure way for you to pay your miscellaneous charges (key fobs, pool cards and clubroom rental) online through **ClickPay**.

Step 1

Create or Access Your Profile

Visit www.ClickPay.com/FirstService, click **Register**, and then create your online profile.

? **Already Pay Online?** If you already pay online through ClickPay, simply log in to your account and skip to Step #3.

? **Account Already Exists?**
If you receive a message stating that an account already exists, you have already been pre-registered within ClickPay. Simply request a password reset link to gain you access to your pre-created profile.

Step 2

Connect Your Property

Enter the FirstService Residential account number found on your statement or coupon and the Last Name listed on the property agreement.

? **Last Name Entered Not Working?**
Try the co-owner last name or if a business, the full name of the business associated with your unit.

Step 3

Enter Your Payment Amount

If your balance reflects the correct amount due, click **Continue**. If your amount due reflects \$0.00, select [Edit](#) and enter the amount you would like to pay as an **Alternative Amount**. Select **Apply** and then **Continue**.

Step 4

Submit Your Payment

Select an existing payment option or select **Click here to add/change payment options**. Payments can be made by e-check (ACH) from a bank account at no cost to you or by credit and debit card for a nominal fee. Applicable fees will be displayed.

Confirm the information displayed and then click **Authorize Payment**.

Need Additional Help? Visit www.ClickPay.com/GetHelp or call 1.888.354.0135 (option 1).