

Country Club Estates Homeowners' Association, Inc.
Architectural Control Committee
Owner's/Builder's Construction Proposal

Dear Owner/Builder:

Thank you for your interest in building a single-family residence in Country Club Estates subdivision. Our subdivision is subject to a Declaration of Covenants, Conditions, and Restrictions (CC&Rs) that is filed with the Guadalupe County Clerks' Office. Please be sure you have a copy of the CC&Rs. This proposal is **not** intended to be a substitute for the CC&Rs. You are required to comply with all of the restrictions, including Article V. Architectural Restrictions, Y. Grass, which requires vacant lots to be kept mowed and grass to be sprigged or sodded in the area between the front of the residence and curb line once the home is ready to sell and to be occupied.

Prior to beginning construction, you must provide the Architectural Control Committee (ACC) of the homeowners' association with the following information. The Committee will use this information to determine whether or not to approve your construction proposal. No construction may be started prior to the written approval of this proposal.

Please email your proposal documents or questions to SeguinCCEHOAacc@gmail.com.

REQUIRED INFORMATION

In addition to completing the following questionnaire, please provide these documents to the ACC:

- A. A copy of the architect's blueprint with specifications in enough detail to show the quality of workmanship & materials to be used and include the outer dimensions of the house, the floor plan for all interior spaces with dimensions, exterior walls with placement of items such as windows, garage, doors, roofline, electrical plans, plumbing plans, etc. The blueprint will only be used for the review performed by the ACC.
- B. A plot plan showing all easements and the placement of the house on the lot, existing structures/trees, driveway and any other structures to be added. Per plat plans, the rear building setback on all Unit 3 lots and a few Unit 2 lots is 15'. Most other lots have a 7.5' rear setback. Side building setbacks are 5' on Unit 3 lots and generally 7.5' on others.
- C. A copy of the Residential Building Permit required & issued by the City of Seguin. If the permit is not provided with this proposal, it must be provided at a later date and the ACC's approval of this proposal may be made conditional upon receipt of the permit.

Lot Number and Address: _____

Lot Owner's Name: _____

Lot Owner's Address: _____

Lot Owner's Phone Number: _____

Builder's Name: _____

Builder's Address: _____

Builder's Phone Number: _____

1) What is the maximum height of the residence? _____

2) How many square feet of **usable floor space**, exclusive of porches, balconies, terraces, and garage, will the residence have? _____. Please provide the source for this information _____

3) What will the total square footage of the residence be? _____

4) Will the garage be large enough to store a minimum of 2 cars? _____

5) What type of materials will be used on the exterior walls. If a combination of materials will be used, please indicate the percentage of each (e.g., **100% stucco on rear & side walls with 75% stucco & 25% brick on front wall**)

Please submit a color photo of the following items being proposed with the completed proposal form:

- a. Re. Stucco, describe **method** (e.g., stucco over tile, stucco over wood framing, etc.) & **color**: _____

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- b. Re. Brick, provide manufacturer & product/color number: _____
- c. Re. Stone, provide manufacturer & product/color number: _____
- d. Re. Siding, provide manufacturer & product number: _____

NOTE: **NO VENEER OR FAUX PRODUCTS (E.G., MAN-MADE STONE OR ROCK), ARE ALLOWED ON THE EXTERIOR OF THE HOME WITHOUT A SEPARATE WRITTEN REQUEST & ALL PRODUCT DETAILS BEING SUBMITTED TO & APPROVED BY THE ACC PRIOR TO ANY INSTALLATION OR CONSTRUCTION.**

- 6) Provide the manufacturer name & color name of the **paint** to be used on the following areas. **Please provide color swatches/cards** or similar means of showing the colors with the submitted proposal:

- a. Front Door & Trim/Molding _____
- b. Soffits & Fascia _____
- c. Garage Door & Trim/Molding _____
- d. Other Exterior Trims, e.g., columns/posts, window trim, etc. _____

- 7) Provide describe the type (e.g., vinyl, aluminum, etc.) and color of the window frames to be installed. If other than white, **also provide a color photo** of the windows: _____

- 8) Describe the type of roofing material to be used, e.g., tile, slate, or composition asphalt _____
_____ **If asphalt shingles will be used**, will they be 200 lb. or greater? _____

Manufacturer & product/color number for roof materials: _____

Please provide a color photo of the shingles being proposed with the submitted proposal form.

- 9) Is a fence to be constructed? _____ If yes, contact the ACC to request a Fence Proposal Form. All fences must be approved by the ACC prior to beginning any construction. In addition, the City of Seguin requires a permit to be obtained prior to constructing a fence, if it exceeds 7' in height. The permit and information about hiring fence contractors can be obtained at the Planning and Zoning Department office at 108 E. Mountain Street. Wood privacy fences are **required** for all homes adjacent to Country Club Drive. **All fence faces (finished sides) must be on the outside unless an exception is given in writing by the ACC.**

- 10) Describe the type of foundation to be used (no more than 12" should be visible per CC&Rs) _____

Has a licensed engineer approved the foundation design? _____ If so, please provide the Committee with documentation substantiating the approval, i.e., **a copy of the engineer's foundation plans.**

The information provided above is complete and accurate. I acknowledge I have read the CC&Rs and I am responsible for complying with them, as well as Uniform Building Codes, local government rules, plat requirements, and any applicable safety requirements. I also acknowledge that construction must be started within 4 months after the Committee's approval and that failure to do so will require a resubmission of the plans and specifications for the Committee's approval/disapproval. I am aware that construction must be completed within 8 months of starting construction. I agree to provide any additional information requested by the Committee and to allow site inspections related to this proposal. If there are any modifications or changes to the original plans submitted, including but not limited to interior or exterior design and materials, color, lot placement, etc., I will submit a new proposal to the Committee for approval prior to beginning construction or making said changes.

Owner's Signature

Date

For Architectural Control Committee Use Only

Based on a review of all the information provided, the Architectural Control Committee

☐ approves the builder's proposal. ☐ does not approve the builder's proposal.

Committee Member's Signature

Date