

## **Friars Creek**

### **Plans Review Application**

Construction and improvement plans are reviewed by the Architectural Review Committee (“ARC”) for compliance with subdivision covenants, plat stipulations, and harmony with existing development.

The ARC will initiate the review process as soon as received and will respond to the Applicant as quickly as possible.

**Electronic submittals are preferred and normally reviewed more rapidly than paper submittals.**

Plans Review	Instruction
<b>Application</b>	Must be received by ARC not less than 15 days prior to planned commencement of work.
<b>ARC Response</b>	Work must not be commenced until Applicant receives ARC’s affirmative application response.

<b>Preferred - Electronic Submittal (PDF Format Only)</b>	
<b>To:</b>	ARC Chair <a href="mailto:mgmt@FriarsCreekHOA.com">mgmt@FriarsCreekHOA.com</a>
<b>Subject:</b>	Plans Review Application
<b>Attach:</b>	Completed Application Forms (4 pages) Plans listed on application form

<b>Optional - Paper Submittal – (Mail or Hand-Deliver)</b>	
<b>To:</b>	ARC Chair c/o Friars Creek HOA Manager 205 Paloma Drive Temple, Texas 76502
<b>Enclose:</b>	2 Copies – Completed Application Forms (4 pages) 2 Copies – Plans listed on application form (24” x 36”)

<b>For HOA Use Only – Paper Submittals</b>	
Date	Action
	Plan Review Application Package Received
	Incomplete Application – Applicant Notified
	Complete Plans Review Application Package Received
	Delivered to ARC
	ARC Plan Review Response

# Friars Creek

## Plans Review Application

All construction plans for new, remodel or rebuild (including outbuildings, fences, swimming pools, retaining walls, and landscaping), must be reviewed by the Architectural Review Committee ("ARC") prior to commencement of any on site construction, including grading.

**Building Site:**

Lot	Block	Phase	Street No.	Street

**Plans Package: (2 complete sets or 1 Electronic set must be submitted, 1 set will be returned following ARC review)**

Check-off	Item	Remarks (drawings must be to scale)
	Floor Plans (all floors)	Dimensioned & detailed - Outbuilding plans must be included
	Elevation Plans (all sides)	Exterior veneer shown for each wall
	Roof Plans	Include Roof Pitch(s)
	Site Plan	House, Outbuildings, Flatwork, Retaining Walls, Fences, Temporary Erosion Controls (silt fences), etc. (Dimensions to Plat and Covenant Set-backs must shown)
	Landscape Plan (Full Site)	May be submitted during construction ( <u>prior</u> ) to installation
	Application Fee	None

Plan Name & Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Floor	Conditioned Area	Non-Conditioned (Garage, Porches & Storage)	
First	SF		SF
Second	SF		SF
<b>Total</b>	SF		SF

**Finishes:**

Location	Material (Check all that apply)	Minimum
Exterior Walls	Brick   Stucco   Stone   Hardi Plank	Per Covenants
Roofing	Shingle Color (if different than existing home)	3-Tab Composition (min 20-year)

**Builder Contact Information:**

Item	Contractor	Owner	Owner
Name			
Company Name			
Mailing Address <small>Street / City / Zip</small>			
Phone (Office)	(   )   -	(   )   -	(   )   -
Fax	(   )   -	(   )   -	(   )   -
Email Address			
Cell Phone	(   )   -	(   )   -	(   )   -
Home Phone	(   )   -	(   )   -	(   )   -
Emergency Phone	(   )   -	(   )   -	(   )   -
TRCC #			

**Contractor or Owner Statement:**

I have read, understand and hereby agree to abide with Friars Creek 'Home & Construction Guidelines'. I will ensure that all construction and construction related activities on the building site and within Friars Creek, will comply with all Friars Creek requirements and Covenants and applicable City, County, State, and Federal laws and regulations. I fully understand that compliance is our complete responsibility, regardless of the ARC plans review." ARC representatives are hereby authorized to contact us regarding plans submittal or construction compliance matters.

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_ Owner: \_\_\_\_\_ Date: \_\_\_\_\_

# **Friars Creek**

## **Home & Construction Requirements**

### **1. General.**

- a. **Application for ARC Plans Review.** The plans review application package, whether for new, remodel, or rebuild construction, must be submitted to the ARC for review at least 15-days prior to commencement of construction or landscaping on the site.
- b. **Damage to Friars Creek Property.** Builders are responsible and will be required to reimburse the cost of any damage to subdivision property related to construction of the project.
- c. **Fires.** On-site burning and open fires are not permitted
- d. **Hours of Construction.** Per City of Temple Ordinance,
- e. **Insurance – Builders Risk & General Liability.** The Builder must have and maintain in force, throughout construction of the project, Builders All-Risk and General Liability Insurance providing coverage for all aspects of the project.
- f. **Lawn, Tree & Shrub Cuttings.** Landscape maintenance debris must be properly disposed of. Grass cuttings, removed trees, and tree or shrub trimmings are not permitted to be disposed of on vacant lots or land within the subdivision.
- g. **Mail.** Pick-up and delivery of resident mail is from “cluster mailboxes” located throughout the community. Individual home mailboxes are not permitted.
- h. **Permits.** The Builder must secure all respective regulatory permits prior to commencing related construction work.
- i. **Plan Modifications during Construction.** Plans for project modifications, subsequent to ARC review of the plans, must be submitted to the ARC at least 15-days prior to commencement of construction of such modifications.
- j. **Redi-mix Concrete ‘wash-out’ and Spills.** A washout location is provided for redi-mix trucks. It is not to be used for dumping leftover concrete, which must be removed off-site (outside the subdivision). Concrete spills beyond the boundary of the lot, must be promptly cleaned up.
- k. **Traffic.** Builder and Lot Owners are responsible for all site-related traffic and must ensure that adjacent properties are not blocked by equipment or vehicle parking, temporary or otherwise. Speeding or reckless driving is not tolerated. The Builder must notify subcontractors and suppliers to observe all traffic rules and laws of the subdivision and must ensure they are complied with.

### **2. Site.**

- a. **Lot Maintenance.** Builders are responsible, during, prior to, and following construction activities, to keep the Property free of weeds, dead trees, broken and fallen tree limbs, debris, or other unsightly materials.
- b. **Adjacent Property.** Builders are responsible to protect adjacent property from damage due to their construction activities. Vacant lots, owned by others, are not to be used for access, staging, or storage of materials, or for placement of trash or construction debris, temporary or otherwise.
- c. **Environmental.** Builders must file (and comply with) a stormwater pollution prevention plan with the Texas Commission on Environmental Quality. Prior to and during construction, Builders must install and/or maintain temporary erosion control elements including, but not limited to, silt fencing or other silt filtration devices, and stone construction access, to comply with all storm water pollution prevention regulations.
- d. **Clean-up.** Trash containment and removal, and orderly staging of construction materials must be monitored and controlled daily.
- e. **Construction Debris, Equipment, and Temporary Toilets.** Within 14 days of completion of construction or dwelling occupancy, whichever occurs first, all construction debris, equipment, surplus materials and temporary toilets must be removed from the site.
- f. **Driveways.** Must be Concrete, Brick, Masonry Pavers, or other material acceptable to the ARC. Gravel is not considered an acceptable driveway material.
- g. **Site Fill & Grading.** Fill operations, including imported fill, must be immediately leveled to facilitate subsequent site maintenance and mowing.
- h. **Fencing.** Per Restrictive Covenants. Individual Lot restrictions vary..
- i. **Gas and oil tanks** are permitted only when installed below ground level and in compliance with all governing regulations.
- j. **Landscaping.** Per Restrictive Covenants. Lot restrictions vary with location of lot.. Rock, ‘Southwest’ or ‘Zero-Scape’ type yards are not permitted.

# **Friars Creek**

## **Home & Construction Requirements**

- k. **Placement of Improvements.** It is recommended, but not required, that the physical location of improvements be set by a professional surveyor, to reduce the risk of encroaching on easements and setback lines. Encroachments must be corrected.
- l. **Sale or Lease of the Property.** Builders must make any buyer of the property aware of the existence of the Property Owners' Association, The Restrictive Covenants, and These General Construction Guidelines, prior to execution of any contract of sale or lease of the property.
- m. **Signs.** Except for one builder and one realtor sign, advertising the property for sale, exterior signs on the property are not permitted, except during special events such as the Parade of Homes. For Sale signs may not exceed 24" x 30" and no more than 3' in height unless prior approval is received from the ARC. Except for developer signs marketing the subdivision, directional arrow signs are not permitted inside Friars Creek.
- n. **Stormwater.** Builders may not alter, divert, or restrict subdivision stormwater drainage by any means, including grading or installation of fences, retaining walls, structures, walks, driveways, swimming pools, landscaping or any other feature.
- o. **Street Mud.** Builders are responsible to remove any dirt or mud infiltration from their site to the streets, subdivision storm drainage system, or adjacent property. Damage from such infiltration is the responsibility of the Builder.
- p. **Temporary Toilet.** Upon commencement of construction activities, a temporary toilet facility must be placed and secured from wind and vandals and must remain until construction and lot clean up are completed.

### **3. Building** (General Guide Only - Refer to governing Restrictive Covenants for actual requirements).

- a. **Exterior Finishes.** Refer to Restrictive Covenants for Minimum Masonry Requirements..
- b. **Construction Time.** Construction of the exterior of the main dwelling, including roof, windows, doors and masonry, must be completed within 4 months of commencement of construction.
- c. **Minimum Living Area.** The minimum air-conditioned living area of the main dwelling must not be less than as stipulated in applicable Friars Creek, Restrictive Covenants.
- d. **Roof Pitch.** The pitch of the house roof must be no less than 6/12. Exceptions may be granted by the ARC for secondary roofs such as porches and patio's, etc., and when overall house design style is appealing and harmonizes with the neighborhood.

### **4. Compliance.**

- a. **Regulations.** In addition to complying with all governmental regulations governing Friars Creek, Builders must comply with these 'Home & Construction Requirements', and the Friars Creek 'Restrictive Covenants'.