

**Application for Lot/House Improvement
Architectural and Protective Committee (APC)
Goldenwood Property Owners' Association (GPOA)
16104 Goldenwood Way, Austin, TX 78737
gwpoa.manager@gmail.com & <http://goldenwood.org>**

Architectural and Protective Committee (APC) Purpose of Application Procedure

The stated purpose of the APC in of the *Covenants, Conditions and Restrictions* (<http://goldenwood.org>) of Goldenwood are to:

- ensure the highest use and most appropriate development and improvement of the property for residential purposes in order to enhance the value of the investment made by Owners in purchasing Lots in the Subdivision;
- protect the Owners of Lots against the improper use of surrounding Lots;
- encourage and secure the erection of attractive, appropriately located improvements on each Lot;
- preserve, so far as practicable, the natural beauty of the Subdivision;
- preserve the lines of sight and views from the Lots, and;
- secure and maintain the proper use of easements within the Subdivision;
- adopt procedural and substantive rules to accomplish these objectives.

The APC consists of three neighbors/Owners with extensive GPOA history and engineering or construction experience that have volunteered for the duty and are attempting to satisfy the intent of the Covenants in a fair and expedient method. The three members and their contact information are:

Zachary Martin
cel 512-689-3434
Zacman70@Hotmail.com,

Brian Dudley
cel 512-771-3242
dudleyengineering@earthlink.net,

Gareth Pollard
cel 512-913-2932
gmpollard@austin.rr.com,

Please contact any of us with questions or comments. You May also contact the Goldenwood Manager, Eilish Evans, if you are unable to reach an APC member. Eilish Evans, 512.296.7448, gwpoa.manager@gmail.com

The purpose of these forms are to systematize the necessary application submittal and review process required of Owners and the APC by Goldenwood's *Covenants, Conditions and Restrictions*, in particular those requirements of "Article Six - Architectural Protective Committee" and of "Article Seven - Land Use and Architectural Restrictions, (<http://goldenwood.org>), related to when an Owner wishes to make "improvements" to their property. The Owner is encouraged to keep a copy of all APC correspondence, submittals and approvals in their permanent records for future documentation.

Instructions for Application for Lot/Home Improvement

Please complete the relevant portions of page 2 of 4 of this form for your project. Page 2 is considered the Owner's application. If you are building a house on a vacant lot please use the "Application for Property Development" form. Pages 3 & 4 of this form will be completed by the APC but are included for the Owner's guidance. These pages indicate the number of copies and format of the additional documentation that may be required by the APC to accompany the 1-page application. Project specific documentation that is not listed on this form may also be requested by the APC based on your unique project. Please do not hesitate to contact members of the APC with any questions related to these forms.

Please note that the initiation of the 30 day review period allowed to the APC by the Covenants does not begin until all required submittals and fees are received by the APC in a form satisfactory to the APC. The clock does not start with the initial submittals to the APC unless they are complete. The Owner is not authorized to begin construction until APC approval has been obtained or 30 days have elapsed since the Owner has been notified that their submittals are complete.

Following the Owner's initial contact with the APC, the application fee and the waste management fee will be determined. If the project is small the fees may be waived by the APC.

It is required that the location of all building or improvement outlines be staked at the site prior to the APC site inspection.

The deed restrictions require that all site roads be at least partially constructed with road base prior to any site work beginning to avoid construction equipment tracking mud onto the subdivision roads. The travel on the site road will benefit from the compaction caused by equipment movement.

The APC recommends directing light where it is needed, rather than general flood lighting. Near ground-level lights shining down on a path or up-lighting illuminating tree trunks and branches are more desirable than general light on a yard. General flood lighting with mercury vapor or high pressure sodium type lamps provided by utility companies are expressly forbidden whether mounted on a pole or building.

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	APC Member Receiving:
Date Initially Submitted:	Date Submittals Complete:
Lot Number:	Contractor(s):
Owner's Name:	
	Address:
Mailing Address:	
Phone: Day- Eve-	Phone:
Eve-	

Types of Improvements (check all that apply)

House Addition:	Garage:	Storage Bld.:
Fence:	Septic Sys.:	Well:
Exterior Lighting:	Landscaping:	Chem. Applictn:
Antennae:	Satellite Dish:	Driveway:
Other (describe, attach additional paper as necessary):		

Desired Start Dates: (Construction may not commence any sooner than **30-days after** all documents requested by the APC are submitted in acceptable form to APC, unless written APC approval is given sooner.)

Site work Start:	Construction Start:
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Estimated Total Cost (per project if multiple projects are requested):
Amount to be financed:
Financing Institution:
Type of Financing:

Signatures

Owner:	Date:
Builder/Contractor:	Date:

Approvals

APC Member:	Date:
APC Member:	Date:

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TO BE COMPLETED BY APC

Lot No.:	Date Submittals Complete, Initiation of 30-Day Review Period:
Owner:	
Builder/Contractor:	

Required Payments:

1) For a new house construction an application fee of \$100.00 is required (non-refundable) to cover reviewing and processing by the APC. When making application for other improvements at a separate time from the new-house application, an application fee will be assessed on a pro-rated basis. For smaller projects there will be no fee.

Reviewing and Processing Fee:

Received: yes / no	Date:	Cash \$:	Check \$:
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An application is valid for a period of three (3) months from the date of approval, unless an extension is granted in writing by the APC. After the expiration date, a new application with fee must be filed with the APC.

2) The APC requires a \$400.00 refundable trash clean-up deposit from property owners upon plan approval for new home construction or major renovations. For other projects the trash clean-up deposit will be determined by the APC and possibly waived. If construction debris on the property is reasonably maintained during construction, the original applicant can apply for a refund at completion of construction:

Refundable Trash Clean-up Deposit

Received: yes / no	Date:	Cash \$:	Check \$:
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Before projects can be processed all documents must be submitted or the application will be returned without comment except what documents are missing.

Required Documents:

Submitted

	No	N/A	yes
1) Application for Lot/House Improvement (3 copies)			
2) Specifications and summary sheets (3 copies)			
3) Hays Co. Health Dept. Permit Application for septic systems & copy of 'State Well Report' if a water well is installed, available from driller or haysgroundwater.com			
4) Verification of sufficient financing (approved loan or letter of credit)			
5) Drawings (with all measurements) drawn with architectural specifications (3 copies).			
6) A signed document from the Treasurer stating all assessments are current (GPOA dues paid in full)			
7) A SITE PLAN with improvements shown on a copy current owner's survey of the lot or a separate site plan and survey. (3 copies of each)			

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TO BE COMPLETED BY APC

Checklist For Property Development Application

Drawings and Specifications Required:

1) Three copies of SITE PLAN drawn to scale at not less than 1-inch = 40-feet, showing:

Submitted

	No	N/A	yes
a) Lot number, scale, north arrow			
b) Location of all existing and proposed improvements including but not limited to driveways, well, fences, house, outbuildings, propane tanks, antennae etc.			
c) Location and size of all trees >= 5-inches diameter measured 24-inches above the ground which are propose to be removed.			
D) Landscaping, including topography, modification to existing grades, drainage, location of plantings and finished floor elevation.			
E) Location of septic system components, tank, lines, leach field etc.			

2) Required Structural Drawings (as applicable to project):

Submitted

	No	N/A	yes
a) Floor plan at not less than ¼-inch = 1-foot			
b) The four major building/addition elevations, including basement or lower levels, showing the location, type and color of exterior wall materials at a scale of ¼-inch = 1-foot			
c) Insulation Plan, including location, type and thickness of insulation (minimum: walls: R-13, attic R-30)			
d) Heating system, type and specifications			
Working drawings drawn to scale at not less than ¼-inch = 1-foot, clearly and completely indicating the scope and nature of the work, showing the:			
e) Foundation Plan			
f) Framing Plan			
g) Plumbing Plan			
h) Electrical Plan			
i) Roofing Plan			
j) HVAC Plan			

(Drawings may be combined as appropriate)