



Architectural & Protective Committee (APC)
 Goldenwood Property Owners' Association
 16104 Goldenwood Way
 Austin, TX 78737-9068
www.goldenwood.org
 512-296-7448

Project Approvals:

APC Member _____ Date _____

APC Member _____ Date _____

Application for Lot/House Improvement

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 are **Sharee Allison, Mark Steinbach** and **Eilish Evans**. Please contact us with any questions or comments by emailing Eilish Evans at 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/House Improvement

Please complete the relevant portions of page 2-4 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 the GPOA manager with 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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General Information

Date of Initial Submittal:	
Lot #:	
Property Address:	
Property Owner(s) Name:	
Mailing Address:	
Email Address (<i>required</i>):	
Day Phone #:	
Evening Phone #:	
Contractor(s):	
Contractor Contact Information:	
Contractor Mailing Address & Phone #:	

Types of Improvements (check all that apply)

Chemical Application:		Landscaping:	
Driveway:		Satellite Dish/Antennae:	
Exterior Lighting:		Septic System:	
Fence:		Storage Building/Shed:	
Garage:		Well:	
House Addition:		Other (<i>please describe below</i>):	

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 the GPOA Manager, unless written APC approval is given sooner*)

Site Work Start Date:	
Construction Start Date:	

Costs and Financing

Estimated Total Cost (per project if multiple projects are requested):	
Amount to be Financed:	
Financing Institution:	
Type of Financing:	

Signatures

Owner:	
Date:	



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Lot #:	
Property Owner:	
Improvement Type:	

Date of Complete Submittal Receipt, Initiation of 30 Day Review Period (to be determined by APC):	
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Required Payments, Fees & Deposits (to be filled out by the APC)

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.

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 cleanup deposit from property owners upon plan approval for new home construction or major renovations. For other projects the trash cleanup 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:

Reviewing and Processing Fee	Received: yes / no	Cash / Check # _____
Refundable Trash Deposit	Received: yes / no	Cash / Check # _____

Required Documents

Before projects can be processed all documents must be submitted or the application will be considered incomplete.

Document List

Submitted?

<i>Electronic Copies (scanned & emailed) or 3 Printed Copies</i>	n/a	No	Yes
(1) Page 2 of APC Application (electronic copy or 3 printed copies)			
(2) Specifications and Summary Sheets			
(3) Hays County Health Dept. Permit Application for Septic Systems			
(4) Copy of 'State Well Report' if a water well is installed (available from driller or haysgroundwater.com)			
(5) Verification of Sufficient Financing (approved loan or letter of credit)			
(6) Architectural Drawings (with all measurements & components shown – see list below)			
(7) A SITE PLAN with all existing improvements shown on a lot survey or a separate site plan and survey			



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Drawings' and Specifications' Requirements

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

Requirements	Submitted		
	n/a	No	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, that are proposed to be removed.			
d) Landscaping, including topography, modification to existing grades, drainage, location of plantings and finished floor elevations.			
e) Location of septic system components, tank, lines, leach field, etc.			

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

	Submitted		
	n/a	No	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.)			