

# Cimarron Country Architectural Control Committee (ACC)

## Lot Owners Standards Guideline to Construction Approval Requirements

**January 1, 2024 (Supersedes all previous versions)**

One of the main functions of architectural standards in a community is to help maintain property values. Another is to assist each property owner in the application process to ensure their planned project meets the criteria of both the ACC and Deed Restriction Requirements.

This ACC Standards Guideline is for lot owners to use as a reference guideline when considering any construction project. The latest version is also posted on the CCPOA Website

**Attachment 1** (Construction Application Form) and all required information about your construction project must be submitted to the ACC. A copy of this ACC Standards Guideline is being emailed to every Cimarron Lot Owner. If you are unsure if you have the latest version, please access the Cimarron Country POA Web Page and look under the ACC page. Prior to submitting your plans, please feel free to contact any ACC member to ensure that you have all the necessary paperwork for the ACC to review.

The Cimarron Country Architectural Control Committee wants to see all Lot Owners complete your construction projects that allow you to fully enjoy your property. That said, our deed restrictions charge the ACC with the responsibility of ensuring that all projects fit the architectural harmony of our subdivision and that they do not adversely affect the owners of neighboring lots throughout Cimarron Country. Please note that this ACC Standards Guideline is not the Cimarron Country Deed Restrictions document but serves as the Architectural Control Committee Standards Requirements for all applicable projects. The Deed Restrictions are a separate document, and both are available on the CCPOA website. This Guideline outlines the ACC's current requirements for requesting and receiving approval for all applicable construction and property improvement projects. This Guideline clarifies, defines, and standardizes the ACC's requirements on the various deed restrictions that pertain to constructing lot improvements to ensure that the goals and intent of our deed restrictions are met. The Cimarron Country Property Owners Association ("CCPOA") Board of Directors takes appropriate action when construction takes place without ACC approval.

Constructing, modifying (including changing exterior colors, including trim), or adding onto any of the following improvements on your lot (s) **requires prior written approval from the ACC:** building, bridge, carport, culvert, deck, driveway, walkway, fence, garage, gate, gazebo, house, kennel, pergola, pond, pool, porch, shed, storage building, barn, tennis court, wall, well house or any other permanent improvement that requires grading, pouring concrete or constructing items from metal, wood, stone, or brick. That said, the following **do not require approval:** clearing vegetation, drilling a well and adding, removing, or repositioning soil that is not an immediate part of a construction project. In addition, repainting existing exterior surfaces that are different from current colors/shades also requires ACC approval. No improvements, other than a culvert and driveway (with specific ACC approval), may be constructed on any lot until construction of a house and at least a two-car garage have begun. {1 & 2A4 & 2A5 & 8}

All required ACC Application for Approval items must be provided to the ACC Chairman at least 30 days prior to when you would like to begin your project. *Do not submit your package to the CCPOA Board of Directors, as this will only serve to delay the approval process.* The 30-day period (required by paragraph 1) does not begin until the complete package outlined below is submitted to the ACC (also required by paragraph 1). If your initial request is incomplete or a given portion is unacceptable to the ACC, then the start of the 30-day period will be delayed until the package is complete. If you **absolutely** need to begin the project in less than 30 days, let us know when the package is submitted so we can do our best to expedite. Plans and projects are often approved within 15 days, but 30 days allows

enough time for all ACC members to review your plans and reach out to the property owners for clarification, possible site visits, etc. Please remember that at any given time, we have many owners submitting plans, and that we volunteer our time to do this. Prior to submitting an approval request, if you have any doubts if your plans will be approved, please feel free to discuss your thoughts and/or various alternatives with any ACC member.

ACC approval to proceed with your project should in no way be interpreted as an approval of architectural, engineering, structural or technical aspects relevant to a plan. By accepting an approval, lot owners and their agents acknowledge and accept the foregoing and pledge to hold harmless Cimarron Country Property Owners Association and the Cimarron Country ACC against any claims for damages or losses which may occur as a direct or indirect result of this approval, or any action associated herewith. Lot owners are strongly encouraged to establish contours, elevations, grades, and sizes as necessary to ensure proper drainage and to prevent ingress of water above foundation elevations. Lot owners are responsible for ensuring that elevation changes will not cause surface waters from their property to be in violation of the Texas Water Code, which states, in part: "No person may divert or impound the natural flow of surface waters in this state or permit a diversion of impounding to continue in a manner that damages the property of another by the overflow of water diverted or impounded." *In other words, you cannot divert surface water to a neighboring lot. You may only divert water within your own property or to a designated drainage easement, such as the county road ditch.*

### **Time limitations:**

1. **Projects other than new home construction:**  
All projects should start within a reasonable time following approval. *All non-home construction projects have a 120 day-to-completion limitation. After 120 days the project approval is rescinded and must be resubmitted for an extension.*
2. **New home construction:**  
The exterior of any kind and character, be it the primary residence, garage, porches, or appendages thereto shall be completed within 6 months of the pouring of the slab/foundation.

### **Index**

The following items must be provided to an ACC member at least 30 days prior to your project's start date. Please label each item submitted to ACC with your last name and lot number! These items will be kept on file by the ACC for future reference. Please be sure all documents are clearly readable!

**All projects require lot owner (s) to be current on POA annual assessment fees and not have any unresolved deed restriction violations. In addition, items A1 – A5 must be provided to the ACC:**

- A1. Completely filled-out Construction Application Form (Attachment 1 to this ACC Guide)
  - A2. Construction plans and specifications
  - A3. Description of Colors, "Quality of materials" and "harmony of external design"
  - A4. Official Plat plan (survey or detailed drawing of the lot (s) showing all details, location, measurements, setback lines, etc.
  - A5. Variances (to our deed restrictions) requested by you for this project
- New House projects require these additional items to be provided:** {pages 4 - 6 for details}
- H1. A copy of a Letter of Intent or Construction Loan Approval
  - H2. A copy of your Montgomery County building permit {class "with septic"}
  - H3. Plans, elevations (front, back, and side views), and related specifications
  - M3. Culverts or Driveways {Listed under Miscellaneous Projects, page 8}

**Fence, wall, and gate projects require the following additional item to be provided:**

{See pages 6 & 7 for details}

F1. Side view drawing or picture of the fence, wall, or gate with all measurements shown

**Pond projects require the following additional items to be provided:** {page 7 for details}

P1. Building materials; Size and construction of all drain tiles and culverts. NOTE: Entrance culvert specifications are defined by Montgomery County

P2. Finish grade elevations

**Miscellaneous Projects:**

Constructing, modifying (including changing exterior colors), or adding on to any building, carport, culvert, deck, driveway, garage, gazebo, kennel, pergola, pool, porch, shed, storage building, tennis court, well house, or any other project that does not fit into the house, fence/wall/gate, or pond categories above, requires these additional items to be provided (as applicable): {See page 7 & 8 for details}

M1. Floor plans, elevation (front, back, and side views), & all specifications

M2. Foundation plan

M3. Culverts or Driveways (size, materials, location)

**PLEASE LABEL EACH ITEM WITH YOUR LAST NAME AND LOT # ON EVERY PAGE!**

All projects require items A1 through A5 to be provided to the ACC:

**Cimarron Country (CC) Lot Owner Requirements for ACC Project Approval:**

- a. Annual assessments: **All CC assessments (Dues) on lots you own must be paid in full.**
- b. Deed restriction violations: Must be resolved before construction can begin.
- c. Include your mailing address, phone number and email on all ACC Applications.
- d. Provide a \$500.00 check or money order (new house construction only): Can be delivered or mailed to the CC ACC Chairman, **or C/O IMC Property Management, 2002 Timberloch Place, Suite 150-A, The Woodlands, TX 77380.** Made out to CCPOA and have "Building deposit Lot # \_\_\_" written on it. Your check must "clear the bank" before the ACC can sign your approval letter.

Our BOD Treasurer or Property Management Company will keep these funds in escrow until the construction is complete and the site is clean, inspected and approved by the ACC. At that time, all but \$50.00 will be refunded to you. This \$50.00 covers the administrative costs incurred during the house construction approval and monitoring process. Once an ACC member has inspected and approved the property for the items defined in Attachment 2, our POA BOD Treasurer and Property Management Company will be notified to return \$450 to the party who initially made the deposit.

**NOTE: Except for new house construction projects, there is NO FEE required.**

**A1. Complete all fields in Construction Application Form {Attachment 1 to this guide}**

Please ensure that every item is completed and in compliance with attachment 2 (Cimarron Country ACC New Home Construction Completion Checklist items) before emailing or calling any ACC member to request the required project inspection before the Treasurer can refund your deposit. To receive a timely refund, it is incumbent upon you to email or call the ACC as soon as you are ready to be inspected. Note that the inspection is exterior only and ensures that the construction site is cleaned up and all items noted on Attachment 2 (Inspection Form) are completed.

- a. Lot owner's identifying and contact information, including home/cell, & email address
- b. General contractor: List of business name, address, and phone numbers. If project is being self-constructed, then provide a short explanation of your construction experience that will allow the ACC to determine the "quality of workmanship" that will go into all structures and improvements. If, during the self-construction process, you (acting in the capacity of "general contractor") will be employing any subcontractors, then provide a complete list of their names, business names, addresses, phone numbers, and work to be performed. (Paragraph 1) If using "The Owner/Builder Network" or similar service to self-build, then a list of subs is

not necessary if you provide a Guaranty of Completion statement stating that the home will be completed in the event the lot owner cannot complete the home within stated time limits.

- c. **Dates:** The estimated construction initiation and completion for your project(s). If you submit a single plan for multiple projects that will be built during different time frames, be sure to clearly state each project's dates. The exterior of any kind and character, be it the primary residence, garage, porches, or appendages thereto shall be completed within six (6) months of the pouring of the slab/foundation. All driveways, roadways, tennis courts, and other construction projects requiring clearing or grading must be presented to the Architectural Control Committee for approval. After approval is granted, property owner will have one hundred twenty (120) days to complete the project to the specifications and plans submitted and granted approval thereof. {2.B and 2.A.4}

**A2. "Construction plans and specifications". {Paragraph 1}** Just the basics (except for new houses), this does not need to be prepared by a professional but needs to be clear and complete enough for the ACC to evaluate specific location on the property, materials and "quality of workmanship". Provide elevation drawings (front, back, and side views), marked with all dimensions. Pictures or pamphlets showing a similar project are acceptable if they are modified to show correct dimensions, colors, window/door layout, etc.

Mailboxes should be placed far enough from the pavement's edge to prevent mirrors and trailers from striking them. Contact local USPS for specific location instructions.

(Note: Common areas which front all Cimarron Country lots adjacent to Cimarron Country roadways are covered by Texas State law and Montgomery County ordinances.)

**A3. A description of Colors, "Quality of materials" and "harmony of external design with existing structures"**. On elevation drawings, show or list all exterior building materials, design and color selections. If changing current exterior colors on a previously constructed improvement on your lot, provide short explanation of how the new colors will be in harmony with the unchanged colors (e.g., 'House wood siding will now be forest green, rather than beige, but will still be in harmony with brown shingles and tan brick chimney.') {1 & 2.B.}

**A4. Plat (survey) plan (Required to be professionally prepared for house construction. Must include specific placement of house and any additional buildings) (only lot improvement locations may be hand drawn - not applicable for home construction):** Legible, to-scale, top view of the entire lot(s) showing:

- a. "Location with respect to topography" of all current and proposed improvements to be constructed on the lot: buildings, driveways, culverts, bridges, fences, gates, ponds, etc.
- b. "Building setback lines" (2A5) These can be found on your property's survey and on the Cimarron Country map on file at the Montgomery County Courthouse.
- c. "Finish grade elevations." Document the finish grade elevations the owner has determined will ensure his compliance with the Texas Water Code. {1}
- d. Septic system and spray pattern location must be accurately depicted on the plat plan.

**A5. Variances: (to our deed restrictions):** A statement requesting any variances that are permitted by our deed restrictions that you would like the ACC to consider approving. {1 or 2.A.5.} For example:

- a. A variance would be necessary to construct a house without the front edge being parallel to, and behind, the 50-foot build line. {2A5}
- b. A variance would be necessary to build a fence closer than 50 feet from the front property line. (Paragraph 8) The ACC can grant a variance to this rule but will only do so within the requirements and restrictions listed in item F1 of this guide.
- c. A foundation type variance {2.B.}, "solid concrete slab" or a "concrete beam foundation" may be granted by the ACC when a concrete floor would be inappropriate, such as for a horse barn.

**NOTE: ALL variances are for a specific property and apply ONLY to that specific location/property.**

**New House projects require the following additional items to be provided:**

**H1.** A legible copy of a Letter of Intent or Construction Loan Approval from a bank, or other proof that funds are available to complete the entire project. Provide complete names, addresses, and phone numbers of all parties involved in the financing. Specific, personal financial data, such as account numbers, purchase price, funds on deposit, are not required to be provided. The ACC does not want to invade your privacy, just ensure that a project's construction will not stall midway due to lack of funds.

**H2.** A legible copy of your Montgomery County building permit, including septic system.

NOTE: County Septic Permit must be attached to the CC ACC yard sign

**H3.** Legible, to-scale house plans (foundation and floor plan only), *elevations (drawings of front, back and sides – please, no full-size blueprints – 11x17 is preferred*), and specifications showing the following:

- a. "An exterior area of not less than 1600 square feet...exclusive of attached garages, porches, servant's quarters or other appendages" {2.A.1.}
- b. "At least a 2-car enclosed attached garage or a 2-car non-attached garage"  
Carports are permitted but only in addition to a minimum of fully enclosed two-car garage.
- c. A foundation plan that clearly states or shows that each building shall be built on a "solid concrete slab" or a "concrete beam foundation". {2.B.} If you plan to build a "concrete beam foundation", be sure to contact the ACC Chairman for an explanation of our specifications for this construction technique.
- d. Additions to a home are generally limited to 50% of the current square footage. Full architectural plans are required if 50% is exceeded. Additions must be in harmony with the neighborhood.

**H4. The following house designs will NOT be approved: Barndominium, Dome, Double-wide, Mobile Homes, Prefabricated or "not in harmony with neighborhood" designs.**

**Fence, wall, and gate projects require these additional items to be provided:**

**F1. Side view drawing or picture of the fence, wall, or gate:** Illustrate style and dimensions of one section of fence/wall and all gates to show "harmony of external design with existing structures". {1 & 8} ("...all fence material and construction must be approved by the ACC.") The ACC's list of acceptable fence, wall, and gate styles is not all-inclusive, but the following list of issues encompasses most of the restrictions, requirements, and allowances that often apply to fencing situations.

The ACC may have some additional restrictions not listed here:

- a. Paragraph 8 of our deed restrictions prohibits fences in front of the building set back line (typically 50 feet). However, as a rule of thumb, the ACC will grant a variance if the plans meet the ACC's more stringent requirements that apply to fences, walls and gates that are built within 50 feet of the front property line or are built in front of the front edge of the house or are built along any property line that faces a street. Fences can be built right on a property line, although we recommend building them at least a foot inside the line to compensate for survey discrepancies and prevent neighbor disputes. If you wish to connect your fence to a neighbor's, be sure to get their permission. *Note: All fences constructed on the front, sides or rear of properties that have a County Road must be constructed either on the drainage ditch berm or further inside the property. No variances for this right-of-way shall be considered without County approval and will not be approved by the ACC unless extenuating circumstances exist.*

- b. Fences may cross drainage easements with specific ACC approval but **may not be built in a drainage easement. Fences that cross any drainage easements must in no way restrict or affect the flow of drainage water.**
- c. Fence posts must be placed no greater than 8 feet apart (except for gate openings) for all types of fencing. Some styles may require shorter intervals. All wooden fencing must be constructed of pressure-treated lumber, or a naturally rot-resistant species like cypress or cedar. Vinyl (PVC) fencing is permitted.
- d. Chain-link fences are not permitted. Only small chain-link kennels may be constructed and must be installed behind the forward edge or behind the house.
- e. Wooden privacy fencing (typically defined as solid or near solid and higher than 4 feet tall) and along the sides of the property is never allowed within 50 feet of the front property line and generally is not permitted forward of the front edge of the house. To clarify, the "front edge of the house" definition extends across the entire property. No privacy or solid fences of any type are ever allowed that cross any portion of the front of the property. Privacy or solid fences higher than 4 feet off the ground may be considered for approval along the sides, but never within 50 feet of the front property line. Pipe & cable fences are permitted, but cable, electric, or barbed wire may NOT be used for any portion of the fence that is both within 50 feet of a property line and is adjacent to a county paved road.

**NOTE: No privacy, solid or near-solid picket fences are ever permitted across the front of ANY property**

- f. Wood & wire fences: Wire (field, hog, welded, no climb, barbed, etc.) fence, if used, must be attached to the inside (i.e., the side facing the interior of the lot) of the top, middle and bottom rails, between the 4 x 4 posts and the rails.
  - (1) If a fence is built within 50 feet of a county road, these styles will be approved:
    - a. Three or four 1"x 6" rails placed horizontally, or
    - b. Two 1"x 6" rails placed in an "X" and a top 1"x 6" rail.

All other rail configurations must have ACC written variance approval.
  - (2) If a fence is built 50 feet behind the front property line, a wire fence with a 2"x 4" top cap rail on 4"x 4" posts (i.e., without 1"x 6" rails) may be approved. If a house is built on the lot, then this style may not be used in front of the front face of the house, except along the sides of the lot. It may be used up to the rear part of the house. In the cases where no house exists on the lot being fenced, an ACC Variance must be applied for, or if a home exists on an adjoining lot owned by the applicant, that home should be used as the guide.
  - (3) Fences in front of the front face of the house, or within 50 feet of a county road:
    - a. Cannot be supported by landscape timbers or steel T-posts.
    - b. Wooden 4"x4" posts used to support rail or privacy fences within 50 feet of a county road must be placed to face the interior of the lot it is being built on (i.e. the rails *or pickets* must be on the "outside" of the support structure).
  - (4) T-post and mesh wire fence is permitted ONLY on the side and back of the property beginning behind the rear face of the house. The use of barbed wire is permitted only on an ACC approved exception basis. This type of fencing is typically only permitted to restrain animals within a property but can cause harm to wildlife. *Note: When using welded wire, wire mesh, welded grid wire or similar materials, all T-Posts must be the same height as the wire fence.*
  - (5) All fence heights shall be limited to 6'-11" without exception. Gate designs exceeding that height shall require an approved variance from the ACC.
- g. Gates:
  - (1) No ropes, chains, cables, bars, boards, or pipes will be approved by the ACC to be used as gates by placing them across any road, driveway, or other thoroughfare to limit the movement of vehicles or people.
  - (2) The ACC never approves sheet-metal cattle gates for fences that face any county road. Some varieties of galvanized or painted pipe cattle gates may be approved.
  - (3) All steel/iron gate materials must be either galvanized or painted.

**Pond projects require these additional items to be provided:** NOTE: The following do not require approval: (1) Clearing vegetation (2) Adding, removing, or repositioning soil that is not part of a construction project.

- P1.** Building materials: List any to be used for dams and spillways (1) Also show "Size and construction of all drain tiles or culverts in any drainage ditch." {18}
- P2.** "Finish grade elevations." {1}. Document the finish grade elevations the owner has determined will ensure his compliance with the Texas Water Code.

**Miscellaneous projects:**

Constructing, modifying (including changing exterior colors), or adding onto any of the following items: buildings, carports, culverts, decks, driveways, garages, gazebos, kennels, pergolas, pools, porches, sheds, storage buildings, tennis courts, well houses, or any other project that does not fit into the house, fence/wall/gate, or pond categories above, requires these additional items to be provided (as applicable):

- M1.** Floor plans, elevation drawings (front, back, & side views), & specifications: Legible and to-scale dimensions indicated on drawings, pictures, or pamphlets.
- M2.** Foundation plan: that clearly states or shows that each building *shall be built on a "solid concrete slab" or a "concrete beam foundation"*. { 2.B.} A variance may be granted by the ACC if/when a concrete floor would be inappropriate, such as a horse barn. If you plan to build a "concrete beam foundation", be sure to contact the ACC for an explanation of our specifications for this construction technique. All buildings placed on a concrete beam foundation must have a weather resistant enclosure around the entire perimeter, which must be made of brick, concrete, stone, pressure-treated wood, screened vents, or some other material acceptable to the ACC. This material must cover the space between the bottom of the wall and the ground's surface, so as not to have an "up on blocks" appearance.
- M3.** Culverts or Driveways: Concrete culverts are to be used. Where non-concrete pipe is used, both ends are to be fortified with concrete walls supporting and encasing the ends of the pipe. State driveway surface to be used- must be an improved surface made of brick, gravel, asphalt (poured or crushed), concrete (poured or crushed), or some other material found satisfactory by the ACC.

For culverts, provide descriptions and/or drawings of the "Size and construction of all drain tiles or culverts in any drainage ditch". Proposed culvert location(s) and elevation(s) must be marked on a plat plan. Elevations do not need to be marked if Precinct 2 will be setting the culvert. Minimum inside diameter is 18" {18}, or the larger diameter of either the next upstream or downstream culvert or as determined by Montgomery County Precinct 2 officials.

Culverts are to be installed with the pipe's bottom elevation lower than the adjacent upstream culvert's pipe bottom. Proper culvert size is dependent on location; therefore, the minimum allowable diameter per CCPOA deed restrictions or Montgomery County regulations may not be sufficient. You must place culverts in such a manner as to ensure that the water flow patterns on upstream and downstream properties are not affected by surface waters from your property violating the Texas Water Code. Note: Lot owners also need culvert placement approval by Montgomery County Precinct 2 officials who can be reached at 936-539-7816.

At your option, Precinct 2 will place and cover your culvert free of charge after you have delivered all required materials. For poured concrete driveways, you may want to call Precinct 2 after installation to request that they asphalt the gap between your driveway's concrete and the street's asphalt. This may need to be done when the County actually repairs or repaves the road.

**Summary:** *Please hand deliver or mail all oversized application materials to the ACC chairman.*

After you provide the ACC with all required items, each ACC member will review your package. To speed up the approval process, we do not stockpile applications and wait for a monthly meeting like other subdivisions do. However, please realize that it does take us some time to review your package, complete some internal ACC forms, confirm Lot Owner Annual Assessment Fees and/or Deed Restriction Violation status with the BOD, coordinate/transport the package to other ACC members and process your project approval. Although we are permitted 30 days, we often approve packages within a week or two if all required items are submitted the first time. You can expect delays if your package is difficult to read or understand, or if we need to contact you for additional information. Having an email address for you is extremely helpful for the ACC during this process and will speed up your approval notification. When you receive your approval communication, the ACC will provide you with a large plastic sign, which states that your project has been approved. This sign must be displayed during the entire construction phase so that it can be easily seen from the adjacent county road.

As you design your projects to be built in Cimarron Country, please keep the following additional deed restrictions in mind: (the only valid version of our restrictions is dated 1979 on the last page, not 1993.)

1. "All tracts, unless otherwise designated by Reserve on the recorded plat, shall be known and designated as 'residential tracts' and shall be used for residential purposes only..." {2.} "In no event shall any residential tract be used for any business purpose" {2A6.}
2. See Deed Restrictions {paragraph 6} if you plan to keep animals on your property.
3. Please ensure your contractors comply with {paragraphs 5} (Temporary Structures and Residences) and {paragraph 9} (Signs).
4. "All types of fences must be kept in a neat appearance and maintained at all times" {8}
5. "No boat or trailer shall be permitted to be placed in front of any residential building." {2C}
6. "All incinerators or other equipment for storage or disposal of trash (trash dumpster is required) shall be kept in a clean and sanitary condition and not visible from any road or right-of-way" {3}
7. A portable toilet is required on the job site.

To obtain a valid copy of Cimarron Country deed restrictions (dated 1979 NOT 1993), contact our Board of Directors or the property management group (IMC) or view/download it from the CCPOA website. Should you have any questions regarding ACC matters, please do not hesitate to email any ACC member. Names, email addresses and phone numbers are listed on the last page of this document, "Administrative Notes and Approval". The Architectural Control Committee and Cimarron Country Property Owners Association Board of Directors look forward to helping you expedite your project. Please notify any ACC member when your project is complete, and, if building a new home, that you are ready for a completion inspection to initiate a building deposit refund. Your ACC sign will be removed at that time by an ACC member.

Throughout this guide, governing paragraphs of our deed restrictions are shown in (brackets), with specific wording shown in "quotations". The ACC periodically makes updated changes to this guide so that it accurately reflects our deed restrictions' requirement that all projects and improvements have "harmony of external design with existing structures", in addition to other various updates.

Attachment 1: Cimarron Country ACC Construction Application Form

Attachment 2: Cimarron Country ACC New Home Construction Completion Checklist items



**Attachment 1 (January 1, 2024)**

Cimarron Country Architectural Control Committee - Construction Application Form

Lot owners must completely fill out this form, check applicable boxes, then submit it to an ACC member (preferably to the ACC Chairman), along with all other required items.

Street address and lot # in Cimarron Country where construction will take place:

Lot # \_\_\_\_\_ Address: \_\_\_\_\_ Magnolia, TX 77354

Additional lot #s owned by same owner: \_\_\_\_\_

**Type of project:**  Culvert  Driveway  House  House addition/ modification  Fence  
 Pool  Deck/ gazebo  Storage shed/ building/ carport/ garage  Pond  Kennel  
 Well house  Bridge  Other: \_\_\_\_\_

**Date construction estimated to begin (for houses, slab pour date):** \_\_\_\_\_

**Date construction estimated to be completed in all respects:** \_\_\_\_\_

(Limit for projects requiring clearing or grading is 120 days. For all buildings, exterior must be complete within 6 months)

See accompanying floor plans or property plat plans on oversize sheets of paper.

*An email address is extremely helpful for the ACC, and it will not be shared with anyone, except the BOD to help save newsletter publication costs. It will not be used for any commercial purpose.*

**Lot owner's name(s):** Home phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Current mailing address:** \_\_\_\_\_ @ \_\_\_\_\_

**Primary lot owner point-of-contact for the ACC:** \_\_\_\_\_

**Work:** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ **Mobile:** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**Email:** \_\_\_\_\_ @ \_\_\_\_\_

**Secondary lot owner point-of-contact for the ACC:** \_\_\_\_\_

**Work:** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**Mobile/Pager:** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**All work will be performed by lot owner (If not, complete the following:)**

Contractor's business name: \_\_\_\_\_

Contractor's mailing address: \_\_\_\_\_

Point-of-contact (name): \_\_\_\_\_

**Work:** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ **Mobile:** (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Alternate Point-of-contact (name): \_\_\_\_\_

**Email:** \_\_\_\_\_ @ \_\_\_\_\_

My general contractor will be submitting construction plans, and therefore will be the ACC's first point of contact for questions regarding plans submitted. However, I understand that I, as lot owner, maintain responsibility for the entire approval and construction process, as well as adherence to deed restrictions by anyone on my property.

**Note: you must provide all dimensions/measurements of project and distances from all property lines, paying attention to easements, drainage ditches, etc. (where applicable) on Survey Plat copy submitted with Application.**

## Attachment 2

### Cimarron Country ACC New Home Construction Completion Checklist items

The following list of items is taken from the Cimarron Country ACC New Home Construction Completion Checklist. After a new home has been constructed, please ensure that all of these items are complete before calling an ACC member to have your property inspected. Once an ACC member has inspected the property for these 14 items, our CCPOA BOD Treasurer and Property Management Company will be notified to return \$450 to the party who initially made the \$500 deposit.

- 1. General contractor, subcontractors, and ACC signs removed.
- 2. All trash and building supplies were removed.
- 3. Exterior of all buildings completed: painted, shingled, electrical trim out.
- 4. Portable lavatory removed.
- 5. Dumpster removed.
- 6. Concrete driveway culverts adjacent to county road installed and driveway material graded.
- 7. Electrical, water, and sewer connections completed.
- 8. Grass, weeds, brush mowed in the immediate vicinity of the house, garage, and attachments.
- 9. Overall completed appearance of all structures, attachments, and other improvements.
- 10. House occupied by permanent residents.
- 11. Construction completed per plan and no additional unapproved construction of fences, decks, storage buildings, ponds, etc.
- 12. Mailbox properly placed (correct side & reasonable distance) along county road.
- 13. New address and phone number provided to CCPOA BOD Treasurer.
- 14. Annual assessments for all owned Cimarron Country lots paid in full to CCPOA BOD Treasurer and there are no current/open/unresolved CCPOA Deed Restrictions.

This ACC Inspection Checklist is for homeowners use prior to requesting the new home refund from the ACC

## Administrative Notes and Approvals

In Cimarron Country, we have two groups of volunteer lot owners that while providing two separate and distinct functions, work together to fulfill the requirements of the Deed Restrictions.

**POA Board of Directors:** A five (5) member elected Board which fulfills the functions stated in its bylaws. Board members can be reached at email addresses listed in the CCPOA Portal.

**Architectural Control Committee:** A three (3) member autonomous committee whose function is to consider applications for all new houses and construction improvements to be built on Cimarron Country lots and as set forth in this ACC Standards Guide.

ACC Members are:

- Jim Newstead, Chairman, cell # 817-271-0735, email jrnewstead@gmail.com
- Bud Newton, Administrator, cell # 832-472-9680, email budnewton@sbcglobal.net
- Brian Maurer, Administrator, cell # 515-264-5238, email polbum1104@gmail.com

Official Acknowledgement, Approvals and Notary Public

**James Newstead, Chairman, Cimarron Country Architectural Control Committee**

Signed: James Newstead Date: 12/13/2023

**Mike Honsinger, President, Cimarron Country Property Owners Association**

Signed: Michael Honsinger Date: 13 Dec 23

In witness whereof, this Cimarron Country Architectural Control Committee Standards Guideline dated January 1, 2024 has been signed and witnessed by a licensed State of Texas Notary Public as follows:

I certify that I have witnessed and verified the signatures of James Newstead and Mike Honsinger.

Notary Public: Tomas G Gonzalez Printed Name

Notary Public: Tomas G Gonzalez Signature

Executed this day 13<sup>th</sup>, month December, 2023

State of Texas Notary Seal:

