

SEIS LAGOS

COMMUNITY SERVICES ASSOCIATION

Revised May 2018



New Homes and Improvements Packet 2018

Table of Contents

GUIDELINES AND PROCEDURES.....5 - 14

CHECKLIST (Four ACC Committee Member Signatures Required).....15

INSPECTION REQUIREMENTS..... 16

- **NEW HOME CONSTRUCTION**
- **Sprinkler Systems**
- **Flatwork**
- **Home Remodeling**
- **AS APPLICABLE - SEE NEW HOME**
- **Second Story Additions**
- **Pools**

FEE SCHEDULE.....17

- **Seis Lagos Utility District (SLUD)**

SEIS LAGOS BUILDING REQUIREMENTS.....19 - 21

- **Flatwork**
- **SEIS LAGOS BUILDING REQUIREMENTS**
- **Fireplaces----Pre-fab: Must be UL. approved and installed accordingly**

ARTICLES VII & VIII..... 22

LAWN MAINTENANCE REQUIREMENTS FOR EVERY LOT OWNER..... 23

MEETING SCHEDULE..... 24

PLAN SUBMISSION FORMS (NEW HOMES & RENOVATIONS).....25 - 30

- **General**
- **Project Information**
- **Customer References**
- **Example Home References**
- **Business References**
- **Residence Address Blk/lot #**
- **Approval Requested**
- **Plans: (2 COPIES EACH)**
- **External Aesthetic Detail**
- **Utility Information**
- **Heat and A/C**
- **Plumber**
- **Electrical**
- **Heat A/C**

- **Trash Removal**
- **Concrete**
- **Lumber Supply**
- **Site Preparation**
- **Construction Schedule**
- **Special Requests**

CONTRACTOR'S DEPOSIT AGREEMENT..... 31
PLAN SUBMISSION FORMS (NEW HOMES & RENOVATIONS)..... 32 - 33
ACC Committee Checklists.....34 - 36

SEIS LAGOS

COMMUNITY SERVICES ASSOCIATION



- SECTION ONE -

Builders Information

Seis Lagos Community Services Association – Architectural Control Committee –

GUIDELINES AND PROCEDURES

2018

1.0 GENERAL

Seis Lagos is a planned, custom home community. The harmonious, valuable, and peaceful ambiance of the community is maintained through the Seis Lagos Community Services Association of which each owner is a member. All property owners are obligated to the property use restrictions and maintenance rules set forth in the declaration of reservations, restrictions, covenants, conditions, easements and liens for Seis Lagos Community (The Covenants) which are administered by the Seis Lagos Community Services Association (SLSCA), its board of directors and assigned Committees.

The Seis Lagos Architectural Control Committee (ACC) is a SLSCA committee. The ACC is responsible to the Seis Lagos Community Services Association (SLSCA). The ACC oversees all activities within the community which effect or otherwise impact the environment and architectural harmony and unity of the development. Its authority originates from the Covenants. Exceptions or deviations to the Covenants can only be approved through a unanimous approval of the ACC. The primary goal of the ACC is to protect the individual property owner and community regarding conformity of improvements, to assure the quality of all construction of improvements, to maintain the quality of life within the community and to assist SLSCA in the exercise of all of its rights and powers which are necessary or proper to maintain and keep the development in first-class condition and in a good state of repair.

Among its duties, the ACC reviews and approves builders who desire to build new homes or improve existing homes in Seis Lagos. No builder may build new homes or construct other improvements in Seis Lagos unless the builder is approved by the ACC. Improvements shall include, but are not limited to, the erection of any structure, including but not limited to, additions to or alterations of any buildings, detached buildings, storage buildings, tool sheds, kennels, or other buildings for the care of animals, and greenhouses; the erection of any fence; the moving of any structure from another locality to a Lot; the grading, scraping, excavation of any driveway, alleyway, walkway, entryway, patio or similar item; the alteration or replacing of any exterior surface, including the repainting of any painted surfaces, and the planting, replanting or rearrangement of any plant life visible from another Lot, the Common Area, or the public streets.

To gain approval as a builder, an applicant and each of its principals annually must meet or exceed the following requirements:

1. *Successful experience in building custom homes of similar class of comparable price/style to the homes located in Seis Lagos;*
2. *Favorable banking, business, and customer reviews;*
3. *No criminal convictions;*

4. *No history of building code violations, restrictive covenants and/or community violations, litigation or arbitration proceedings;*
5. *No unsatisfied liens or judgments;*
6. *Provide credible proof of past and current ability to fulfill all financial obligations from the applicant's bankers and financial statements. At a minimum, applicant must provide letter(s) from their Financial Institutions that they have used for 5+ years. The letter(s) must be on the Financial Institution Letterhead and signed by an Officer of that institution.*
7. *Licensed or registered as a general contractor with the City of Lucas, TX, and;*
8. *Maintains Builder's Risk insurance and general liability insurance \$1,000,000.00 General Liability and if applicable \$500,000.00 Motorized Equipment coverage and current Workers Compensation coverage. A copy of the current Policies are required.*

The ACC requires the applicant and each of its principals to provide the following information to be used by the ACC for the review and approval of the applicant as an approved builder in Seis Lagos:

1. *Addresses of Five (5) Similar Class Homes Built Of Comparable or better Price / Style as to the homes located in Seis Lagos;*
2. *Bank References with authorization for release of information;*
3. *Three (3) Trades or Business References;*
4. *Three (3) or more Customer References;*
5. *List of all Cities, Communities or Developments in which applicant and its principals have built;*
6. *List of Any Community Violations – Seis Lagos or other communities where applicant (and its principals) are building or have built;*
7. *List of any Lawsuits or Arbitrations involving applicant (and/or its principals) in the past five years;*
8. *Better Business Bureau Contact Information and Rating, if applicable;*
9. *Insurance and Bond – Provide Copy of Information. A Performance and or Warranty Bond may be required for Community Projects and on a negotiated basis with Property Owners for individual projects;*
10. *Complete and Sign All Documents to Perform a Background Check to Include a Criminal Background Check and credit report*
11. *Current credit report, showing current personal FICO score or financial statements and Declaration letter from Banker verifying credit worthiness including bank balances and accounts receivable. **At a minimum, applicant must provide letter(s) from their Financial Institutions that they have used for 5+ years, as well as personal Fico score.** The letter(s) must be on the Financial Institution Letterhead and signed by an Officer of that institution.*
12. *Evidence of good standing from the Texas Comptroller (for applicants other than sole proprietorships);*
13. *Evidence of entity existence and of assumed name registration; and*
14. *Written acknowledgment that the applicant and its principals will comply with the Covenants, the Bylaws, and rules and regulations of the Association and the ACC.*
NOTE: Any of the financial details or personal items requested above will be reviewed by 1 to 3 people maximum with the builder present, then noted in the request for approval and given back to the builder.

The ACC will review the information provided by or about the applicant and its principals as soon as practical after receipt of the information to determine if the applicant and each of its principals satisfy the requirements to be an approved builder in Seis Lagos. Once the ACC completes its review, it will advise the applicant that it is approved or not approved. The decision by the ACC is final.

To maintain approval as a Builder, the Builder and its principals must follow and adhere to ALL Covenants, and Rules and Directions from the ACC. This approval is granted for a period of one (1) year and must be renewed on an annual basis. In the event of a violation of foregoing builder requirements and/or the Covenants, the builder will be informed by the ACC that the builder's approval is suspended and no new projects can be started by the builder and/or its principals until the violation is resolved. If the violation is not resolved within 5 business days of notice of suspension from the ACC, the ACC, at its discretion, may either impose a continuing suspension until the violation is resolved, or may terminate the builder's approval. The builder may appeal the termination decision by the ACC by giving written notice of appeal to the President of SLSCA no later than 7 business days after the date of termination of the builder as an approved builder. At its next meeting, SLSCA will conduct a public hearing at which the ACC, the builder (and counsel) and any other interested persons may present information regarding the basis for termination of the builder's rights to build in the community. SLSCA's Board of Directors present at the hearing shall determine whether or not the builder's termination shall be upheld.



- S E C T I O N S T W O - E I G H T -

Construction Approval Process, Guidelines and Fees

2.0 CONSTRUCTION APPROVAL PROCESS

All construction (new or improvements) must meet the Building Requirements specified herein and in the Covenants, in addition to the state and local Building Codes in force at the time of construction, and be formally approved by the ACC. New construction by approved builders is required. Construction of all other improvements must be conducted by approved builders, contractors and / or the homeowner, if acting as his own general contractor. All improvements to an owner's property must be shown on a plot plan. All improvements, inclusive of all patio structures, pools, driveways, and landscaping must be placed within the 10 ft perimeter of the house.

2.1 SLCSA ARCHITECTURAL CONTROL COMMITTEE APPROVAL

Application for ACC review and approval of new homes is accomplished by completing and submitting the New Home and Renovation - Plan Submission Form (page 25) and the appropriate plans, and for all other improvements by completing and submitting the Other Improvements-Plan Submission Form (page 32) and the appropriate plans.

2.1.1 Approval Process

The ACC will respond to all formal requests within 45 days. If problems are encountered the applicant will be contacted by an ACC member. When approved, 1 set of plans, duly signed and dated, will be returned to the applicant. Only items detailed on this plan are approved. Verbal conditions, exceptions or agreements are invalid.

2.1.2 Conceptual Approval-New Homes

A Conceptual approval may be requested for the purpose of reviewing the basic design and placement of a house. This allows the petitioner to gain approval of the basic concept of their home before proceeding with the expense of completing a full set of plans. The information required for a Conceptual Approval by the ACC is:

1. *Elevation Plan*
2. *Plot Plan*
3. *External Aesthetic Details* *See New Home Submission Form (page 29)

2.1.3 Architectural (Final) Approval

For new homes, the architectural approval is granted by the ACC when all plans are finalized, submitted and approved by the ACC. The following must be submitted for review by the ACC:

(Submit Two sets of plans - 1/4" = 1' scale) Must turn in all Submission Forms as well.

1. *Elevation Plans*
2. *Plot Plan*
3. *Home Floor Plan*
4. *Roof Plan*
5. *Drainage Plan*
6. *Foundation Plan (Engineer's Stamp required) can be turned in after plans are approved.*
7. *Second Story Flooring System Plan (If two Story Design) TJI \$ Eng.*
8. *Landscaping Plan (Required for final Inspection & C.O.)*
See Pg. 1 of New Home Submission Form
9. *Exterior Generators*
10. *Solar Panels*

For all other improvements, the architectural approval is granted by the ACC when all plans are finalized, submitted and approved by the ACC. The following must be submitted for review by the ACC:

1. Landscaping, excluding anything within 10 feet of the residence
2. Pools
3. Arbors and / or Pergolas
4. Outdoor Kitchens
5. Fire Pits
6. Sport Areas
 - a. Putting Greens
 - b. Basketball Goals or Courts
 - c. Etc.
7. Tree Removal & Tree Replacement
8. Drainage Improvements
9. Exterior changes
 - a. Paint
 - b. Windows
 - c. Garage Doors
 - d. Roofing
 - e. Guttering
10. Fences
11. Retaining Walls

All of these items must be submitted in detail on a Plot Plan to show exact location. Any Engineering, if required must be included. Scope of Work and Detail of all Materials must be submitted. Name of Contractor to be included.

2.2 LUCAS CITY PERMIT

Following the ACC approval the builder, the contractor or the owner must obtain a City of Lucas Building Permit and Land Disturbance Permit. (SWMP) Consult the City of Lucas for current requirements. The ACC Approval form must be included in the City's packet to gain a permit. All builders and contractors must be registered with the City of Lucas.

2.3 SLCSA BUILDING PERMIT

A SLCSA building Permit will be issued once the ACC has granted the architectural Approval, a Lucas City Building Permit has been issued, and the following additional documents and fees have been submitted to the SLCSA office;

For new homes and renovations:

1. *Copy of Lucas Building Permit*
2. *Land Disturbance Permit*
3. *Engineered Foundation Plan*
4. *Floor System Plan (If Two Story Design, TJI and must be Engineered)*
5. *Form Board Survey:*
6. *A Form Survey Must Be Submitted to The SLCSA office before the slab is poured.*
7. *All Fees Paid*

For all other improvements:

1. *Please see City of Lucas Permit Requirements for all projects (as noted above), as well new homes and renovations.*

2.4 Duration

The SLCSA Building Permit is good for one (1) year. Any project that has not been started within the year will require resubmission of the plans and the \$500.00 deposit (for new homes) will be forfeited.

3.0 Fees-New Homes and Other Improvements:

3.1 City of Lucas

Lucas fees are typically collected when their Permits are issued. Contact the City of Lucas for current fee structure

3.2 Seis Lagos Utility District (SLUD) - Contact SLUD for current permit fees, etc. at 972-442-6875.

Utility District fees are paid when Permits are issued.

3.3 Seis Lagos Community Services Association

SLCSA fees for New Homes are collected when the SLCSA Building Permit is issued.

- | | |
|--|-----------|
| 1. <i>Plan Review</i> | \$ 100.00 |
| 2. <i>Construction Deposit (see 3.1.1)</i> | \$ 500.00 |

No SLCSA fee is charged for construction of other improvements.

3.3.1 SLCSA Construction Deposit

The SLCSA Construction Deposit is returned to the depositor after the final inspection has passed, if no damage has been noted to Community or neighboring properties. If damage has been reported, the builder will be allowed to remedy the problem or forfeit the deposit. Forfeiture of the deposit does not constitute satisfaction of the cost of damages if the cost to remedy the problem exceeds the deposit.

3.4 Seis Lagos Community Services Association Assessments

SLCSA assessments (dues) are one hundred twenty dollars (\$120.00) per month. Assessments are due on the 1st of each month, and late after the 10th (\$25.00 late fee costs will be assessed)

- a. *Assessments on Phase I, II, III and IV Properties start as soon as the Owner or Builder takes Title.*

4.0 CONSTRUCTION PROCEDURES:

4.1 PRE-REQUISITES

Before construction of new homes or other improvements can begin the following must be complete:

1. *Approval from Seis Lagos ACC*
2. *Lucas City Building Permit*
3. *Land Disturbance Permit*
4. *All SLUD Fees paid (if applicable)*
5. *All Other Fees Paid (if applicable)*

4.2 INSPECTIONS

Lucas Inspector will conduct all Code Compliance inspections of all projects according to the approval issued for that project. SLUD will conduct inspections required by their office. It is the responsibility of the contractor to notify Lucas and/or SLUD when an inspection is required. Inspections will generally be completed within 24 hours of the request. Lack of inspector response, however, is not an approval by default. Any work initiated which impairs the ability of the inspector to conduct the required inspection is subject to being removed. Owner must provide copies of all inspections to the Seis Lagos office before deposit is returned.

4.3 SITE MAINTENANCE

4.3.1 **Trash:** A trash bin or container must be located and maintained on site. All debris susceptible to being blown off site must be retained. Periodic pickup of the site to keep it in acceptable condition must be conducted. If notified by the SLCSA Office the contractor must call for a site cleanup within 72 hrs.

4.3.2 **Sanitation:** Each site must have a temporary sanitation facility properly maintained and located on the actual build site. If notified by the SLCSA Office this facility must be cleaned within 36 hrs. No sanitation facilities are allowed to be shared between multiple build sites.

5.0 WORK PERIOD

Exterior work which creates a noise nuisance to the neighborhood shall be limited to;

Winter	7:30 a.m.	to	Dusk
Summer	7:00 a.m.	to	8:30 p.m.
Sundays	9:30 a.m.	to	6:00 p.m.

6.0 OCCUPANCY-NEW HOMES

An SLCSA Occupancy Certificate will not be issued until the final inspection is completed and all problems resolved. After FINAL Inspection by Lucas is passed, SLUD will perform a Customer Service Inspection, and SLCSA ACC will conduct a Final Review for compliance to the Plan Submission Forms under which the SLCSA Permit was issued. To be considered complete the project must have all aesthetic elements finished, including but not limited to:

- a. *Exterior Finishes and Color*
- b. *Sod or Approved Ground Cover*
- c. *Basic Landscaping (In Accordance With Plan)*
- d. *Concrete Work (Driveway, Walkways, Decking)*
- e. *All Flatwork*
- f. *Permanent US Mailbox*
- g. *Driveway Columns (If Applicable)*
- h. *Debris and/or Excess Building Materials Cleared From Site*

7.0 GENERAL DESIGN REQUIREMENTS

See Building Requirements information for the rules governing the general design, construction and material requirements of new homes and other improvements in Seis Lagos

8.0 SIGNAGE

All signs related to construction of home must be removed from site within 30 days of occupancy and/or sale of home. This rule also applies to any construction or improvements. (*i.e., pool construction, home improvements, landscaping, etc.*), and sale of homes or properties within Seis Lagos.



ARCHITECTURAL CONTROL COMMITTEE

-FINAL REVIEW FORM -

New Homes and Other Property Improvements

CHECKLIST (*Four ACC Committee Member Signatures Required*)

P F C

- [] [] [] Exterior Finish & Color Completed
- [] [] [] Sod or Approved Ground cover (To cover entire property)
- [] [] [] Basic Landscaping (In Accordance With Plan)
- [] [] [] Concrete Work/Flatwork (Driveway approach/culvert/headwall / Tire Bumps.
- [] [] [] Permanent U.S. Mailbox
- [] [] [] Driveway Columns (if applicable)
- [] [] [] Debris And/ Or Excess Building Materials Cleared From Site
- [] [] [] Other (if applicable)

Legend: P=Pass F=Fail C=Contingency or Variance W/Explanation

Notes/Comments _____

ACC Committee Member Approval Signatures

Approved _____ Date _____

Approved _____ Date _____

Approved _____ Date _____

Approved _____ Date _____

NOTE: Must Be Completed by ACC, Prior to Final Certificate of Occupancy being provide by City of Lucas.



INSPECTION REQUIREMENTS

New Home Construction (Inspections Required)

City	Foundation Rough Form Survey (SEE NOTE 1) Foundation Final Trades (Electrical Rough, Plumbing Top out, AC Rough) Frame, Brick Tie Insulation Sheetrock (installation) Trades Final (Electrical, Plumbing, AC) Final (Grade Survey, Erosion Control) (SEE NOTE 3)
SLUD	Sewer Tap/Cleanout LP Tank Location (if applicable) Irrigation System (Check Valve Cert., Head Placement @ Road Customer Service (Final)
SLCSA	ACC Review (per plans submitted)

Sprinkler Systems

SLUD	Check Valve Certification, Head placement along roads
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Flatwork

City	Approach Only (dowelled into road, #3 steel on 18in. centers.
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Home Remodeling

AS APPLICABLE - SEE NEW HOME

Second Story Additions

AS APPLICABLE - SEE NEW HOME

Pools

SEE LUCAS (SEE NOTE 2)

Note 1: A Form Board Survey is required before final foundation inspection can be requested.

Note 2: Grounding of a Jacuzzi Tub requires inspection. This may be inspected prior to final if it will not be visible during final.

Note 3: Phase IV bar ditch flow lines must be kept “**as is**” unless otherwise approved.



F E E S C H E D U L E

Seis Lagos HOA Fees:

(972-442-3000)

Plan Review Fee (New Homes).....	\$ 100.00
Construction Deposit	\$ 500.00
Total:	<u>\$ 600.00</u>

Seis Lagos Utility District (SLUD)

(972-442-6875)

Contact SLUD for current permit fees

City of LUCAS: Contact City for current permit fees

(972-727-8999 X223)

SEIS LAGOS

COMMUNITY SERVICES ASSOCIATION



- S E C T I O N T W O -

Building Requirements



SEIS LAGOS BUILDING REQUIREMENTS NEW HOMES AND OTHER IMPROVEMENTS

Page 1 of 3

General	a. Single family dwelling b. No earthen homes c. No pre-fab homes
Elevation	Must be unique to all homes within line of sight
Size	a. As required (lot specific) b. If 2-story - 1st floor must be 70% of lot min. or greater
Orientation	Garages may NOT face any primary street
Setbacks	Front see lot plat Side 10ft minimum
Veneer	Exterior > minimum 80% masonry (Comb of 1 st & 2 nd story) Hardie Board is a masonry board: may be used if the stucco style. It can only be used as an accent veneer, it cannot be used as the exclusive veneer. (not whole house veneer)
Insulation	Ext Walls : R-13 minimum : Bat or blow in Attic : R-38 minimum Ceilings : R-22 minimum : Bat
Sheathing	Must be 1/2 OSB, Ext Gypsum or other structural material
A/C	Heat Pump : 14 S.E.E.R or greater
Roof	Pitch : 8/12 minimum Material : 300# composition / 30 year or greater : clay tile or cement tile - 30 year MIN Height : not to exceed thirty-five feet (35ft)
	All structures must under common roof.
Flatwork	
Walks	: #3 STEEL reinforced
Drives	: #3 STEEL reinforced w/ adequate expansion joints width - 14 ft. min. culverts - 18" min (in ditch flow line) headwalls - <u>required</u>



SEIS LAGOS BUILDING REQUIREMENTS

Page 2 of 3

- Fireplaces** Pre-fab: must be UL. Approved and installed accordingly
- Chimneys**
- Must be masonry (brick/stone/Stucco or faux brick/stone)
 - Must be supported to ground by steel or masonry
 - No Hardie Board or Wood may be used
- Water Heaters** Must be enclosed or in attic. (All must have pans)
- Propane Tanks** Must be buried (all appliances must be labeled for L.P.)
Cannot use CSST Supply Line
Must call SLUD for location approval
- Foundations**
- Piers - required unless validated by Engineers Letter
 - Must be engineered
 - Must be Treated for Termites
 - All box-outs must be sealed at Plumbing Rough
 - ALL PVC AND Copper must be bedded
- Grade** No lot shall exhibit a grade of greater than 45 degrees
Drainage must be channeled to designated easements.
- Erosion Control** All construction sites must use necessary precautions to prevent erosion and downstream sediment buildup.
- State TCEQ permit requirements must be followed
(Lucas Land Disturbance Permit)
- Bar ditches** Must be maintained and sodded after final grade
- Retaining Walls**
- Must be masonry (stone, stack stone, concrete)
 - Must be engineered if greater than 3 feet.
- Water Meter Line** Supply line to meter must be Copper or Quest
- Sewer Connection**
- Cleanouts required at house and property line
 - Sewer tap must be PVC (no soft boots allowed)
see tap design requirements.
- Trash Compactors** Can be in garage/kitchen/utility room etc. / See Resolution / OR-
Mechanically compacted by trash truck.



SEIS LAGOS BUILDING REQUIREMENTS

Page 3 of 3

Landscaping

Plan must be submitted to SLCSA Office before any permanent landscape is installed.

All lots must include trees which have a combined total of 10 caliper inches in the Front Yard/s. Location not to exceed any further back than 10' from the front corner of the home to be considered in the 10" caliper. Trees further back than noted above on the side of the home and back yard are encouraged, but not required.

Crepe Myrtles, Palms and others similar plantings should be viewed as landscaping for use in flower beds and not considered trees for the front yard. Minimum Caliper of trees in the front yard to be of 2"- 2-1/2" minimum.

Pools

- a. Must be Gunite (in back of home, not in side yard)
- b. Must be fenced (wrought iron) Must be approved. Must be installed according to code.

Sprinkler System

- a. Must be installed by Licensed Irrigator
- b. Double check valve required must be bedded
- c. Certified by tester
- d. Head placement must comply with SLUD Rules

Fences

- a. Wrought Iron only – 48" max.(black or dark green)
- b. Must be located in the shadow of the House.
- c. No perimeter fencing allowed.
- d. May not extend to back property line.
- e. No wood allowed.

Generators

- a. Prefer the placement to be at the rear of the home. If placed on the side of the home, must be rearward of any other equipment, such as HVAC or Pool Equipment.

Solar Panels

- a. No solar beds / fields will be allowed.

SEIS LAGOS

USES, RESTRICTIONS & GENERAL
OBLIGATIONS OF OWNERS



ARTICLES VII & VIII

-of-

Declaration of Reservations, Restrictions, Covenants, Conditions,
Easements and Liens
For Seis Lagos Community Services Association, Inc.

The Seis Lagos Community Services Association Covenants are located on the Seis Lagos website, www.seislagos.org under the tab "Residents".



Seis Lagos Community Services Association, INC.

Seis Lagos Property Owner:

Your Board of Directors, in an effort to maintain a consistent appearance of the entire neighborhood, has developed the following lawn care guideline. It is the responsibility of each lot owner and or homeowner to maintain their landscape (grass/weeds/flowerbeds). During the growing season the grass/weeds are to be cut such that its height does not exceed one foot. (Owners that live out of Seis Lagos must arrange for lot maintenance). As a general guideline, cutting a vacant lot every two weeks should be sufficient, home lawns, once a week is recommended.

If a complaint is received by the Board from a homeowner, the complaint will be investigated by at least two Board members. If the complaint is verified an attempt will be made to contact the lot owner/homeowner by phone. If contact is or is not made, the lot owner will be given 48 hours to remedy the situation. At the end of the 48 hours the Association will hire someone to cut the property.

If it is necessary for the Association to mow your lot, the charge will be 2X the Association's cost (Flowerbeds will be extra). You will be sent a bill for this charge and will be expected to pay it with your next month's assessments.

Failure to pay will result in a lien being put on your lot/home.

Under the provisions of Article VI of the Covenants, the Board of Directors has the authority to lien properties to recover cost incurred in the maintenance of neglected properties.

Seis Lagos Community Services Association Board of Directors



**ARCHITECTURAL CONTROL COMMITTEE
- MEETING SCHEDULE -**

ACC Meetings are the 2nd Sunday of each month at 6:30 PM in the HOA Conference Room, unless otherwise notified.

ACC requires plans on ALL projects that impact the exterior of a resident's home including landscaping outside, ten (10) feet of the home. Most interior upgrades or projects do not require ACC approval. However, this does NOT absolve the project from the City of Lucas permitting requirements.

It is encouraged for homeowners with an ACC Submission to attend the ACC meetings!

Meetings are held on the above Sundays at 6:30 PM in the HOA Conference Room. ACC Submission Forms are located on the Seis Lagos website, under the tab "Residents" or in the HOA office (972-442-3000)

General:

Plans must be turned into the Seis Lagos office at least one (1) week in advance of the scheduled meeting. Builders, Contractors, and/or Owners are invited and encouraged to attend the ACC meetings when they have plans for review. This assists in timely resolution of any questions that might otherwise delay the acceptance of their plans.

SEIS LAGOS

COMMUNITY SERVICES ASSOCIATION



- SECTION THREE -

Plan Submission Forms New Homes and Renovations



ARCHITECTURAL CONTROL COMMITTEE
- NEW HOMES AND/OR RENOVATIONS -

Project Information:

ADDRESS _____ **Lot** _____
BLOCK-LOT #

Owner Information:

NAME _____
ADDRESS _____
CITY _____ ZIP _____
PHONE _____

Builder Information: *If Builder is already approved, check here _____. If not, attach all items required by the ACC listed on Page 5 above for review and consideration for approval by the ACC.*

NAME _____
ADDRESS _____
CITY _____ ZIP _____
PHONE _____ E-MAIL _____
WEBSITE _____

Contractors' Information. *For other improvements, provide the following information for each Contractor (add additional pages if needed):*

NAME _____
ADDRESS _____
CITY _____ ZIP _____
PHONE _____ E-MAIL _____
WEBSITE _____
REGISTERED WITH CITY OF LUCAS: ____ (YES)

Request

Applicant's Signature _____ **Date** _____

Committee Approval

_____ **Date** _____

SLCSA Permit Issued (if applicable)

_____ **Date** _____



**ARCHITECTURAL CONTROL COMMITTEE
-NEW BUILDER REFERENCES-**

Customer References

NAME	CONTACT NUMBER
NAME	CONTACT NUMBER
NAME	CONTACT NUMBER

Example Home References

ADDRESS	CITY
ADDRESS	CITY
ADDRESS	CITY
ADDRESS	CITY
ADDRESS	CITY

Business References

BANK	CONTACT & NUMBER
MAJOR ACCOUNT	CONTACT NUMBER
MAJOR ACCOUNT	CONTACT NUMBER
MAJOR ACCOUNT	CONTACT NUMBER



ARCHITECTURAL CONTROL COMMITTEE

New Home Plan Submission Form (Page 1 of 2)

Residence Address _____ Blk/lot # _____

Approval Requested:

New Home sq.ft. _____
Conceptual - basic concept, style, external views
Architectural - final architectural approval

Addition Interior Remodel Patio
 Pool Exterior Remodel Driveway

Plans: (2 COPIES EACH)

- Elevation Plan - must depict all four views of home
must detail exterior veneer (siding, brick, stone)
- Plot Plan - locating house, setbacks, building lines, flatwork.
must show location of Propane Tank if applicable
- Home Floor Plan - including appliance and water heater locations
- Roof Plan - detailing pitches
- Drainage Plan - may be included on Plot Plan
- ** Foundation Plan - must be approved by a registered Engineer
- must detail piers if required by the Engineer.
- ** Floor System Plan - Required for Two Story only
- *** Landscape Plan - See Landscape Requirements

** Not Required - for ACC Approval : Required - for SLCSA Building Permit

*** Not Required - for ACC Approval : Required for Final Inspection & C.O.

External Aesthetic Detail:

Roof type / wt _____ color _____

Ext. Colors brick _____ stone _____

siding _____ (%) trim _____

other _____

Flatwork driveway finish: front _____ rear _____

Landscaping Plan* _____

Must Be Completed, Submitted and Approved Prior to Beginning any noted project.



BUILDER'S DEPOSIT

Date: _____

SEIS LAGOS COMMUNITY SERVICES ASSOCIATION (SLCSA) acknowledges receipt of the sum of **\$500.00** (the Deposit), from _____ (Builder), in connection with a new home construction project on Block/Lot _____ in Seis Lagos (the project), The Deposit will be held by SLCSA without interest for so long as the Builder has access to and use of the property.

SLCSA grants Builder a license to use and access of project location as may be reasonably necessary in connection with the project. Builder agrees to use due caution and care and to immediately repair or cause to be repaired, to the specification of the SLCSA, any damage done by Builder or its employees, vendors, subcontractors or any other person or entity in connection with the project at no cost to SLCSA. **Builder is to provide to subcontractors and or others coming in to do work: The address or Block and Lot of the project, for the security guards.**

The Deposit shall be returned to the Builder only after each and all of the following conditions have been met:

1. Builder has satisfactorily completed the final inspection with the City of Lucas;.
2. The ACC has determined that the project has been completed;
 - a. Any follow-up reviews required, to confirm any deficiency has been resolved, will require a \$60.00 fee be paid before the ACC re-evaluation is done;.
 - b. In the event the Builder does not satisfactorily make repairs upon demand by SLCSA, SLCSA may undertake such repair at its own expense. The costs of any such repairs will be billed to the Builder at 150% of SLCSA's cost. All such expenses must be resolved..
3. Contractor must leave a forwarding address with SLCSA.

The parties agree that the charge of 150% of actual cost incurred by SLCSA is appropriate measure of damages to compensate SLCSA for the administrative inconvenience and expense of correction the damages on the Builder's behalf.

If the Deposit is insufficient to pay the damages as above defined, the contractor agrees to pay balance due within ten (10) days of SLCSA itemized statement of the account to the Builder. The additional charges shall bear interest at a rate of eighteen (18%) per annum from the 10th day after such statement is given, which the Builder agrees to pay, together with all attorney's fees and other costs and expenses of collection in the event full payment is not timely made by the Builder.

BUILDER

DATE: _____

SLCSA REPRESENTATIVE

DATE: _____

SEIS LAGOS

COMMUNITY SERVICES ASSOCIATION



- S E C T I O N F O U R -

Plan Submission Forms All Other Improvements



Plan Submission Form for All Other Improvements
(See Page 10)

Block/Lot _____

Architectural Control Committee
General Submission Form

Owner(s) Name: _____
Last First Cell #

Address: _____
Street Address

City State ZIP Code

Contractor:
(If applicable) _____

Address: _____
Street Address

City State ZIP Code

All responses will be addressed to the owner unless otherwise requested

Request: _____

(Please provide two copies of all documentation)
 Additional Information / photo Attached

Signature _____ Date: _____

SEIS LAGOS

COMMUNITY SERVICES ASSOCIATION



- S E C T I O N F O U R -

ACC Committee Checklists New Homes, Renovation and all other Improvements



ARCHITECTURAL CONTROL COMMITTEE
-NEW HOME and RENOVATION PLAN REVIEW CHECKLIST

	A	R	C	
GENERAL	—	—	—	General Contractor
	—	—	—	Construction Schedule
FLOORPLAN	—	—	—	Minimum Square Footage (Plat)
	—	—	—	AC S.E.E.R. (14 Min) or more
	—	—	—	Water Heater (Enclosed / Location)
ELEVATIONS	—	—	—	House-To-Lot Width Ratio must conform.
	—	—	—	Curb Appeal
	—	—	—	Minimum Masonry Veneer (80%)
	—	—	—	Brick / Trim Colors
SITE	—	—	—	Home Orientation
	—	—	—	Setback Correct (30' / 40')
	—	—	—	Side Building Line (10' Min)
	—	—	—	Driveway Width (14' Min)
	—	—	—	Culverts / Headwalls (18" Min)
	—	—	—	Pad Construction (Fill / Exc)
	—	—	—	Drainage/ noted (not draining to others)
	—	—	—	Retaining Wall (ENG. > 3')
	—	—	—	Propane Tank Location. (Buried)
ROOF PLAN	—	—	—	Minimum Pitch (8/12)
	—	—	—	Roof Material (30 Year / 300# Min)
	—	—	—	Roof Height (35ft Max)
FOUNDATION	—	—	—	Engineered
	—	—	—	Piers
FENCE / WALL	—	—	—	Materials / Iron / Black Or Dark Green
	—	—	—	Height / Maximum 48"
	—	—	—	Location / Shadow Of Home
	—	—	—	Placement / By Plan

A-accept **R**-reject **C**-accept w/ contingency



ARCHITECTURAL CONTROL COMMITTEE

- REVIEW CHECKLIST ~ OTHER IMPROVEMENTS -

	A	R	C	
LANDSCAPE	—	—	—	Tree Removal
	—	—	—	Visual Barriers
	—	—	—	Encroachment
	—	—	—	Density Of Plantings
	—	—	—	Bed Design - Location
	—	—	—	Plant Materials / Specs / Caliper
	—	—	—	Structural Specifications
	—	—	—	Impact On Drainage
POOLS – SPAS	—	—	—	Location – Size (Close to back of home)
	—	—	—	Type / Design (In Ground Only)
	—	—	—	Landscaping (Refer To Checklist Above)
	—	—	—	Equipment Placement / Screening
	—	—	—	Subcontractors Licensed
	—	—	—	P-Trap Specified (In Backwash)
	—	—	—	Fence (Wrought Iron, 48" max)
	—	—	—	With Locks
	—	—	—	Impact On Drainage
—	—	—	Propane Tank Location (BURIED)	
PATIOS – DECKS	—	—	—	Size - Placement
	—	—	—	Materials
	—	—	—	Impact On Drainage
	—	—	—	Landscaping (Refer To Checklist Above)
	—	—	—	General Appearance
FENCE / WALL	—	—	—	Materials
	—	—	—	Height
	—	—	—	Location
	—	—	—	Placement (Shadow of The Home)

A-accept **R**-reject **C**-accept w / contingency



Previous Revision - 2016
Revision – 2018