

Creekview Landing Architectural Control Committee

Construction Deposit & Refund Process

As a reminder, the ACC is responsible for carrying out the general plan of the subdivision and to ensure that we maintain a high standard of appearance within the neighborhood. These guidelines and restrictions were established to enhance the beauty of our subdivision and to protect our investments as homeowners.

Total Construction Deposit: \$1,075.00

Construction Deposit: \$1,000.00 Review Fee: \$75.00 (non-refundable)

The Total Construction deposit of \$1,075.00 is due at the time Building Plans are submitted for **ACC Approval**.

All refunds will be made to the **Property Owner** on record at the time the deposit was made. *The refund will only be issued if all of the requirements of the **Build Request Application** have been completed and approved by the ACC. This includes approval of all items specified on the “Build Request Application Addendum” document. **Landscaping and Retaining Walls** (according to submitted plans that were approved by the ACC) must be complete as well to receive a Construction Deposit refund. Fencing plans and materials must also be approved by the ACC, but if fencing is planned to be a “later” enhancement, the ACC will not require its completion before a refund is eligible. However, if fencing has begun, it will be required to be completed prior to the refund being issued.*

To receive a refund:

The Owner must submit a request to the ACC along with a **Final Inspection Report**. The ACC will review all documentation previously submitted, (includes all documentation submitted throughout the

construction process) and validate that each item was satisfactory approved by the ACC. (no outstanding issues or concerns). The maximum refund is \$1,000. However, any damage to the culverts or easements caused during the construction of the home or other type of construction will be the financial responsibility of the Owner to repair. The cost to repair such road or culvert will come first out of the deposit and any balances owed will be the responsibility of the Owner and a lien will be placed on the property.

If during the construction process, the Owner is fined for a violation due to non-compliance and unpaid fines remain outstanding, the outstanding amount will first come out of the deposit and any balances owed will be the responsibility of the Owner and a lien will be placed on the property.

If legal fees have been incurred by the Association to resolve a non-compliance issue, the cost for legal fees will first come out of the deposit and any balances owed will be the responsibility of the Owner and a lien will be placed on the property.

Once the ACC has determined the appropriate refund, they will authorize the POA to issue a refund check - payable to the Property Owner that was on record at the time the deposit was made. The POA will determine the delivery method to be used.

If there are issues, a meeting between the Builder, the Owner and the ACC may be scheduled if these concerns cannot be resolved externally.

ACC Guidelines:

The second and third page of this document can be used by the Owner as a reference tool, to assist in understanding all of the items that the ACC will be evaluating for conformity and compliance to the guidelines and restrictions that are detailed in the current working version of the Covenants, Conditions and Restrictions. This checklist does not describe the requirement or guideline, but can assist in understanding some of the more significant items, within the CC&R's, that the ACC will

benchmark against.

ACC - CC&R Benchmark Items:

Site / Plat plans to include:

- All Structure Locations
 - Driveways and Aprons
 - Location of Buried Propane Tank
 - Location of Buried Septic System
 - Location of Retaining Walls
 - Show the building set back lines for all structures being built:
- Main Home Structure: (Sides, Front and Back)
- Detached Garage(s), Workshop or Guest House: (Sides, Front and Back)
- Show easements that affect the lot: (Utility, Drainage)

Detailed Floor Plans to include:

- AC Square Footage by floor: (First, Second, third or Basement and all Outbuildings)
- Non-AC Square Footage by Floor (First, Second, Garages and all Outbuildings)
- Garages and Shops (Attached, Detached and Outbuildings)
- Principle Plate Heights: (All floors and Garages and all Outbuildings)

Elevations for All structures and Buildings (All sides) to include:

- Shutters

- All Roof Pitches
- Chimney Flue Locations
- Exterior Materials (e.g. Brick, Stone, Stucco, etc.)

Required Official Documents:

- Septic System Permit Application from the Collin County Health Dept.
- Culvert Permit from Collin County Roads Dept.
- Certified Engineer Stamped Foundation Plan Copy of Insurance Policy on Construction
- A “Form” Survey is required before pour of slab
- Certified Aerobic System Plan showing spray head locations, etc.

Copy of Final Inspection

All Items that will later have Roof Penetrations:

- Vents and stacks
- Locations/Colors
- Chimney Flue
- Location
- Material (e.g. brick, stone, stucco)
- Cap

Location of all Outside/ Exterior apparatus to include:

- Air Conditioning Equipment
- Instant Water Heaters
- Propane Gas Meter

- Electric Utility Meter

Exterior Appearance Items:

- Exterior Lighting
- Shutters (Materials and Colors)
- Windows and Skylights
- Exterior Brick, Stone, Siding
- Exterior Paint Colors
- Roof Materials/Color/Years Rating
- Color/Materials/Style of Garage Doors
- Color of Exterior Doors
- Type/Color of Storm Doors
- Columns (materials, size and colors)
- Hardscape and Flatwork
- Solar Panels

Pilasters (and Mailbox):

- Lighting
- Locations
- Design/brick color/stone

Drive way:

- Culvert Sizes and number of
- Culvert Head wall masonry trim/color

- Overall width
- Apron width
- Material/Color

Fencing: (Variable Timeframe Requirements)

- Plan/Locations
- Material/Color

Landscaping:

- Sprinkler System
- Plans
- Actual Completion

Drainage:

- Lot Drainage
- Swales
- Gutters and Downspouts

Retaining Walls:

- Locations/Design/Colors/Materials

Miscellaneous:

- Adjacent Lots
- Parking capabilities
- Basements
- Sight Line Limitations

- Building materials on Lot
- Streets and general cleanliness