

THE LAKES AT CYPRESS HILL
ARCHITECTURAL CONTROL COMMITTEE
EMAIL: LACHOAACC@GMAIL.COM

INSTRUCTIONS FOR NEW BUILDING PROJECT APPROVAL

1. INTRODUCTION

- Excluding repairs or general maintenance to existing structures and modifications not affecting the existing approved original construction, any new exterior construction activity, including boathouses, whether new, modification or a renovation, requires submittal of an **Application for Approval of Construction** ("Application") (see attached) and subsequent Architectural Committee ("ACC") approval **prior to the start** of construction.
- All construction must be within and conform to the guidelines as set out in the LACHOA Deed Restrictions for Section 1 and Section 2 ("Restrictions"), as applicable. The Restrictions are available to all homeowners, and may be requested by writing to the ACC committee's email address: LACHOAACC@gmail.com
- To avoid confusion, **no construction requests nor ACC approvals may be made verbally**. All ACC Applications must be submitted in writing to the ACC email. ACC approvals will also be provided to homeowners in writing, with the approval signatures of a minimum of three ACC members. If you think that you may have been given a verbal approval, this is not sufficient. The approval timeline may take up to 30 days, depending on the complexity of the Application.
- Owners are responsible for their contractors. Burning and/or burying any construction and/or renovation materials is prohibited. Adequate trash removal (e.g., dumpsters) must be employed. All trash must be hauled away.

2. COMPLETING THE APPLICATION (the form is attached)

- When an owner plans to build a new home or a major addition to an existing home, (including pools, fencing and any storage buildings) a complete set of **printed** construction plans and a plot plan must be submitted to the ACC Chairperson, and permanently kept on file in the LACHOA ACC records. A plot plan must show the dimensions of the proposed structure(s) and location on the lot with the distance to each lot line and existing structures on the same property. No Applications can be approved without an accurate plot plan.

- For minor construction projects (for example – changes in exterior paint colors, doors, roofing, etc.) a digital picture or artist's drawing, floor plan and detailed building material information will be acceptable for the ACC to process the Application. No printed plans are required for minor projects.
- New homes require three permits from Harris County and must be obtained and submitted to the ACC before the ACC may approve an Application. Please include digital scans of all county permits with your Application.

3. SUBMISSION

- Submit all Applications via email to the LACHOA ACC Committee at: LACHOAACC@gmail.com and include all relevant digital attachments.
- Please mail or hand deliver **printed** construction plans and plot plans for major construction projects to the Chairperson of the ACC.

ACC Committee Members

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**APPLICATION FOR APPROVAL OF CONSTRUCTION
AT THE LAKES AT CYPRESS HILL**

1.) OWNER NAME:

2.) LOT _____, BLOCK _____, SECTION _____

3.) ADDRESS:

4.) TELEPHONE NUMBER:

5.) TYPE OF CONSTRUCTION (Describe in detail or refer to attached drawings or plans)

6.) PLANNED DATE FOR COMMENCEMENT OF CONSTRUCTION

7.) PLANNED COMPLETION DATE:

8.) NAMES, ADDRESSES AND PHONE NUMBERS OF ANY CONTRACTORS WHO WILL BE PERFORMING THE WORK:

9.) COUNTY PERMITS OBTAINED

- Harris County Permit for Residential Homesite
- Harris County Permit for Residential On-Site Sewerage System
- Harris County Permit for Driveway With Culvert
- No County Permits Required

10.) ALL CONTRACTORS HAVE BEEN GIVEN THE APPLICABLE DEED RESTRICTIONS

- YES
- NO

I hereby certify that I have read the applicable Deed Restrictions for The Lakes at Cypress Hill and affirm that the planned construction, for which approval is sought above, meets or exceeds all applicable restrictions. I further agree and acknowledge the following: that any approval of this application shall not constitute a waiver of any of the deed restrictions, shall not in any way affect my obligation to comply with the same, and the failure to comply with any applicable deed restrictions may result in legal action to ensure compliance and to remove non-conforming improvements.

_____ Owner, printed name

Signature _____ Date _____