

**Taylor Lake Estates Architectural Review Process
of
Taylor Lake Estates
(For New Construction and Material Remodeling)**

The following outlines the required procedures, submittals, and associated fees for Architectural Review Committee (“ARC”) review of new construction of single family residences, outbuildings, docks, boat houses (to the extent allowed by Declaration) pools, and other permitted recreational facilities, landscaping and hardscaping, and substantial exterior renovations to a single family residence, outbuilding, pool, other permitted recreational facilities, landscaping, hardscaping and lighting, within Taylor Lake Estates.

This Exhibit shall serve as the official review process guide for homeowners, builders, and design professionals until such time as it is amended, modified, or replaced by resolution of the Board of Directors of the Association.

In no case may construction of improvements on a Lot or modification of improvements regulated by the ARC on a Lot begin prior Final Plan Approval.

STEP 1: Review of Governing Documents

Property owner (“Owner” or “Applicant”) shall obtain and review the Declaration of Covenants, Conditions and Restrictions for Taylor Lake Estates and the current published Architectural Design Guidelines.

Owner shall provide a copy of these items to its architect and builder to ensure full compliance before plans are submitted to the ARC.

STEP 2: Submit Architect / Designer & Builder Information

Owner shall submit to the ARC the names and contact information for Owner’s architect/designer and builder for recordkeeping and communication.

STEP 3: Preliminary Design Submission

Owner shall submit all the following materials electronically (e.g., .pdf format) to the Property Manager together with the applicable Review Fee. All plans shall be submitted at not less than 1/8” to 1’00” minimum scale. The ARC may, from time to time, publish additional submission requirements for Preliminary Design submissions. ARC may request Owner deliver a hard copy set of plans, at Owner’s cost, to aide in its review. ARC recommends the delivery of a hard copy set of plans to ARC at the preliminary design submission stage for new, single-family residence or outbuildings and for material remodeling of single-family residences or outbuildings involving exterior changes.

For New Single-Family Residence or Outbuilding, or Material Remodeling of Single-Family Residence or Outbuilding Involving Exterior Changes, Owner shall submit:

- Application for ARC review, in the form attached hereto as **Exhibit C-1** (the “Application”) (Application shall indicate preliminary design submission stage).
- Specification of the style of the residence per the **A Field Guide to American Houses, by Virginia and Lee McAlester, First Edition 1984, ISBN 0-394-51032-1.**

- Preliminary site plan showing proposed improvements and hardscape (retaining walls, driveways, sidewalks, entry walks, stair landings etc.) overlaid on accurate survey of Lot, which shows lot lines, front, rear and side setbacks, lake (for waterfront lots), easements.
- Grading and drainage plans.
- Proposed foundation plan and geotechnical soils report.
- Floor plans, all floors (including any basement / garage) with finished floor elevations.
- Elevations of all sides of residence and/or outbuildings with proposed roof heights.
- Outdoor mechanical equipment (A/C, generator etc.) with intended screen design / materials.
- Exterior lighting location, general design, and energy source (gas or electric).
- Tree survey of all trees on Lot with identification of trees that will be impacted by proposed improvements.
- Written construction specifications, including general materials description (written summary identifying the primary exterior materials, finishes, and colors proposed for the various elements project, including roofing, siding, stone, brick, trim, windows, doors, and any decorative elements). The specifications should specify material types, colors, and, if known, manufacturers.
- Supporting photos, sketches, or documents helpful to understanding the proposed design.
- Payment of applicable Review Fee then in place. If more than one resubmittal is required, additional Review Fees may apply.

For Landscaping, Landscape Lighting, Hardscaping, and Fencing, Owner shall submit:

- Application for ARC review (Application shall indicate preliminary design submission stage).
- Preliminary site plan of intended landscape planting beds and lawn areas, hardscaping and/or fencing.
- General materials description identifying material types, colors and if known, manufacturers for hardscaping and fencing.
- Identification of proposed plants including common and scientific names, sizes, spacing and quantities.
- Irrigation system details, including location of controller, valves, and sprinkler heads, irrigation zones.
- Preliminary site plan of intended landscape lighting.
- General materials description of landscape lighting.

For Decks, Patios, Lighting, Other Improvements, Pools, Spas, other Permitted Outdoor Recreational Facilities, Outdoor Artwork, Bulkhead, Docks, Boat Houses, Lot Grade Changes, Storm Door, Storm Window or Storm Shutter Additions and Solar Screens (each, a “Proposed Improvement”), Owner shall submit:

- Application for ARC review (Application shall indicate preliminary design submission stage).
- Preliminary site plan of the Proposed Improvement(s) overlaid on accurate survey of Lot showing lot lines; front, rear, and side setbacks, including lake setbacks (for waterfront lots); and existing features that will be impacted by Proposed Improvement.
- Tree survey of all trees and landscape beds on Lot with identification of trees and landscape installations that will be impacted by Proposed Improvements.
- If applicable, grading, fill, and drainage plan.
- General materials description identifying materials, finish, color, and if applicable, manufacturer of Proposed Improvements.

- For pools or spas, the interior pool/spa finish surface color, tile, coping, deck material and color, intended location of mechanical equipment, and intended pool enclosure materials.

STEP 4: ARC & Consulting Architect Preliminary Design Review

- The ARC will conduct a Preliminary Design Review, during which the ARC and Consulting Architect (if applicable), will review preliminary design submissions for stylistic compatibility with the surrounding properties (including avoidance of substantially similar homes in close proximity to each other) and the neighborhood, compliance with Restrictions and Architectural Design Guidelines, and completeness. The ARC and Consulting Architect shall consider massing, roofline, scale, proportions, materials, and general architectural character of the proposed project.
- Materially incomplete submissions will be rejected and resubmission required. Only one resubmittal for Preliminary Design Review is included with the Review Fee.
- Written feedback or approval will be provided within no more than 30 calendar days.
- ARC may request and /or hold one or more in-person meeting(s) with Applicant and its design professional(s) to discuss the preliminary plans
- Applicants will be required to revise and resubmit preliminary plans if material deficiencies are found. The ARC shall provide clear guidance regarding whether resubmission for Preliminary Design Review approval is required, or whether the nature of any comments can be addressed in Final Design Review submission.
- Once the Preliminary Design Review is approved, the ARC shall issue a Preliminary Design Approval, entitling the Applicant to proceed to a Final Design Review.

STEP 5: Final Design Review Submission (Post-Preliminary Design Approval)

Final Design Review submission shall further develop the approved Preliminary Design Approval issued by ARC and any comments or corrections required by ARC at the Preliminary Design stage. Owner shall submit all the following materials electronically (e.g., .pdf format) to the Property Manager. All plans shall be submitted at not less than 1/8" to 1'00" minimum scale. ARC may request Owner deliver a hard copy set of plans, at Owner's cost, to aide in its review. ARC recommends the delivery of a hard copy set of plans to ARC at the final design review submission stage for new, single-family residence or outbuildings and for material remodeling of single-family residences or outbuildings involving exterior changes. The ARC may from time to time publish additional submission requirements for Final Design Review submissions.

The Final Design Review may consist of multiple rounds of review by ARC and revision by the Owner to comply with ARC requirements. Materially incomplete submissions will be rejected and resubmission required. Only one resubmittal for Final Design Review is included with the Review Fee. Written feedback or approval will be provided within no more than 30 calendar days. An applicant will be required to revise and resubmit final plans if material deficiencies are found. The ARC shall provide clear guidance regarding whether resubmission of all or any portion of the proposed final plans and specifications for Final Design Review approval is required.

After Owner receives approval of the submitted plans and specifications from ARC without further required conditions or corrections, ARC shall issue a Final Design Approval for the plans and specifications (herein "Final Approved Plans") and may establish a date by which improvements reflected on the Final Approved Plans must commence (a "Commencement Date") and once commenced, a timeframe within which the improvements reflected in the Final Approved Plans must be complete ("Completion Deadline"). Improvements associated with Final Approved Plans not commenced by the Commencement Date must be

resubmitted to the ARC for review. Improvements not completed on or before the Completion Deadline shall be subject to any applicable fines that may be then in place as established by the Association. Plans granted Final Design Approval shall be strictly followed by the Owner.

Only following issuance of Final Approved Plans and the execution and delivery of the Compliance Agreement (defined below) may an Owner commence construction of the improvements approved by the Final Approved Plans.

For New Home or Outbuilding, or Material Remodeling of Home or Outbuilding Involving Exterior Changes, Owner shall submit:

- Application for ARC review. (Application shall indicate final design submission stage).
- Specification of Residence Style per **A Field Guide to American Houses, by Virginia and Lee McAlester, First Edition 1984, ISBN 0-394-51032-1.**
- Final site plan showing proposed improvements and hardscape (retaining walls, driveways, sidewalks, entry walks, stair landings etc.) overlaid on accurate survey of Lot which shows lot lines, front, rear and side setbacks, lake (for waterfront lots) and easements.
- Final grading and drainage plans.
- Final engineered foundation plan (signed / sealed by engineer) and geotechnical soils report.
- Final floor plans, all floors (including any basement / garage) showing:
 - plate heights
 - door and window head heights
 - finished ceiling heights
 - finished floor elevations
- Final elevations of all sides of residence and/or outbuildings with proposed roof heights and including:
 - typical cornice, eave, and overhang details
 - typical door and window head jamb and sill details
 - typical column details, porch framing and flooring (posts, balustrades and rails) and finish
- Final roof plans showing pitch, direction, and materials.
- Final outdoor mechanical equipment (A/C, generator etc.) location and elevation, and screening of same.
- Final exterior lighting locations, fixture style, size, and fuel source, both on residence and outbuildings (if applicable).
- Final specifications including detailed materials description of exterior materials, finishes, and colors proposed for all exterior elements of the project, including roofing, siding, stone, brick, trim, windows, doors, shutters, and any decorative elements).
- The description should specify all material types, colors, and, if known, manufacturers of all visible exterior materials.
- Material samples.
- Written specifications associated with the plans.
- Any additional Review Fees required as noted in the Preliminary Design Review phase.
- Landscape and Landscape Lighting Plan (if applicable – may be separately submitted).
- Relevant construction details.
- Compliance Agreement in the form attached hereto as **Exhibit C-2**, executed by Owner and Builder agreeing to adhere to approved Final Approved Plans.

STEP 6: Construction Oversight

- ARC and/or Consulting Architect may inspect the site at any reasonable time as described in Exhibit C-1 to verify compliance with the Final Approved Plans.
- All construction entry measures must be in place before work begins.
- Construction must be Substantially Complete on or before the Completion Deadline established by the ARC as to a set of Final Approved Plans unless an extension is granted. Substantially Complete means the construction work a) has been completed in conformance with the Final Approved Plans and b) a certificate of occupancy has been issued by the City of Taylor Lake Village with respect to the Project.
- Owner may submit to ARC a request for extension to the Completion Deadline and shall provide information outlining the reasons for the extension request. It shall be within the discretion of the ARC to agree to or deny such request for extension. The ARC shall notify the Association regarding the grant or denial of any Completion Deadline.
- In the event that the ARC reasonably believes that the improvements being constructed are not in substantial accordance with the Final Approved Plans, the ARC may do any or all of the following : (i) contact Owner to inquire with respect to the potential non-complying improvements; (ii) recommend to the Owner that a Change Review be submitted to the ARC and work relating to the non-complying improvements cease until Change Review has been completed; or (iii) advise the Association, in writing, that improvements which are not in substantial accordance with the Final Approved Plans have been and/or are being constructed and recommend to the Association that it take such enforcement actions and/or impose such penalties or fines as it is authorized to perform or conduct under the Declaration to achieve compliance with the Final Approved Plans.

Changes or Variances to Final Approved Plans (“Change Review”)

In the event of a change in conditions or desired change, request for variance or modification to any Final Approved Plans (including materials specifications or colors) (herein, a “Change”) which are within the authority of the ARC to review, approve or deny, such Change must be submitted to the ARC prior to the construction of such Change. Owner shall submit to the ARC the following:

- Application for review. (Application shall indicate change to Final Approved Plans).
- Such relevant portion of its Final Approved Plan set reflecting the requested Change.

ARC shall review the Change for compliance with the Declaration and the Guidelines. ARC shall make reasonable efforts to provide a response (whether denial, approval or suggested modification to the proposed Change) promptly understanding that construction may then be in progress. If the Change request does not constitute a significant or material number of changes to the Final Approved Plans, the ARC may not require the payment of a Review Fee. If, however, in the reasonable opinion of the ARC, the Change request constitutes a significant change to the Final Approved Plans requiring a material level of time, review and effort to evaluate the requested Change, the ARC may in its discretion require the payment of a Change Review Fee (in such amount as published by the ARC at the time of submission)

Final Approved Plans modified by an approved Change shall, upon approval of the Change by the ARC, shall thereafter constitute the Final Approved Plans.

Repairs / Replacements / Re-painting (“Replacement Review”)

An Owner shall provide written notice and an Application to the ARC for any intended material repairs or replacements of any portion of the exterior structure of any Single-Family Residence or Outbuilding or to existing Landscaping (including trees required by the Declaration), Hardscaping, Fencing, Decks, Patios, Lighting, Other Improvements, Pools, Spas, other Outdoor Recreational Facilities, Bulkheads, Docks, Boat Houses, Outdoor Artwork, Lot Grade Changes, Storm Door, Storm Window or Storm Shutter Additions and Solar Screens. For example, repainting, re-roofing, shutter replacement, exterior window or door replacement, changes in exterior light fixtures (herein a "Replacement") should be submitted to ARC under an Application and the Application shall notify the ARC whether the material, product, color, etc. is in substantial conformity with the existing previously approved design(s), material(s), product(s), or color(s) or whether it is different and a change from that which was previously approved.

Proposed Replacements which are in substantial conformance with previously approved designs, materials, products, or colors shall not be required to go through the preliminary or final design review approval process and ARC shall promptly issue written notice to an Applicant that the work constitutes a conforming repair or replacement (a "Conforming Replacement"). There shall be no Review Fees for a Conforming Replacement.

Proposed Replacements which are not in substantial conformance with previously approved designs, materials, products or colors shall require submission through the foregoing Preliminary Design Submission and Final Design Submission.

Contact

All submittals and questions shall be directed to the Property Manager via email or physical delivery.

Exhibit C-1

Application

Taylor Lake Estates Homeowners Association
c/o Community Management Solutions, Inc.
2625 Bay Area Boulevard
Suite 120
Houston, TX 77058
281-480-2563
FAX 281-480-2608

The governing documents for the Taylor Lake Estates Homeowners Association require that new construction and/or changes or alterations made to the exterior of any single-family residence, outbuilding or lot be approved by the Association’s Architectural Review Committee (“ARC”) prior to construction or installation. Applications will be approved or denied based on compliance with the Declaration of Covenants, Conditions and Restrictions for Taylor Lake Estates dated March 27, 1985, recorded at Clerk’s File No. J969159 in the Official Public Records of Real Property of Harris County, Texas (the “Declaration”), the published Architectural Design Guidelines (“Guidelines”), published Design Review Process (“Review Process”) and the published Fee Schedule for design review fees (“Review Fees”).

A decision by the ARC denying an application may be appealed to the Taylor Lake Estates Homeowners Association. A written notice of the denial must be provided to the owner by certified mail, hand delivery, or electronic delivery (1) describing the basis for the denial in reasonable detail and changes, if any, to the application required as a condition to approval; and (2) informing the owner that the owner may request a hearing with the Taylor Lake Estates Homeowners Association on or before the 30th day after the date the denial notice was mailed to the owner.

Please provide as much information as possible about the external physical characteristics (size, color, general appearance) and location (in relation to your home and property lines) of the proposed change. Modifications such as room additions will require architectural drawings. Incomplete applications will not be accepted for review. The following form is intended to serve as a guide in obtaining the necessary information. Additional pages may be attached as needed.

Owner’s Name: _____ Home Phone: _____
Email: _____

Street Address: _____ Work Phone: _____

Mailing Address: _____

- Briefly describe the change or improvement: _____

- Type of Submission (Check appropriate Box):

Preliminary Design Review

Final Design Review

Change Review

Replacement Review

- Construction materials:

Roof _____

Does this match roofing on residential structure?
Yes No N/A

Frame/support _____

Siding _____

Base or foundation _____

Other _____

Final paint color _____

Does this match paint on residential structure?
Yes No N/A

Component colors _____

Other _____

- Dimensions of improvement:

Height (from peak to ground) _____

Length _____ Depth _____ Area _____

- Location of improvement (distance from structure to property line, building line, easements):

To side property line: _____ To rear property line: _____

To easement(s): _____ To front building line: _____

To bulkhead (if applicable): _____

Site plan showing location of improvement overlaid on survey (Owner to attach Exhibit 1):

Owner to identify titles and # of submitted plan sheets for Exhibit 1 here: _____

- Elevations, sketch, or picture of improvement: (Owner to attach Exhibit 2): (identify by title, designer, date and number of sheets, including civil sheets)

Owner to identify title, designer name, date and # of submitted plan sheets for Exhibit 2 here: _____

- Materials Specifications: (Owner to attach Exhibit 3):

Owner to identify title, designer name, date and # of specification sheets for Exhibit 3 here: _____

- Review Fee:

- New Single-Family Residence or Outbuilding
- Material Remodeling of Single-Family Residence or Outbuilding
- New or Material Changes in Landscaping, Landscape Lighting, Hardscaping, Fencing or Lot Grade
- New or Material Changes to Decks, Patios, Lighting, Other Improvements, Pools, Spas, other Permitted Outdoor Recreational Facilities, Outdoor Artwork, Bulkhead, Docks, Boat Houses, Lot Grade Changes, Storm Door, Storm Window or Storm Shutter Additions and Solar Screens
- Change Review
- Replacement Review

Provided the Application is deemed complete, I understand that the ARC will use its best efforts to act on this Application within 30 days from submission of this Application and will contact me in writing regarding any request for meeting or to deliver a decision. I understand that this form is strictly an Application, and does not constitute approval. I understand that if approval is granted that I am responsible for obtaining all applicable construction permits from all governmental agencies having jurisdiction over such matter. Failure to obtain applicable permits may result in fines and penalties to an Applicant from the applicable governmental authorities.

Homeowner's Signature

Date

Homeowner's Signature

Date

Exhibit C-2

Compliance Agreement

This Compliance Agreement (the “Agreement”) is entered into by the undersigned Property Owner(s) and Builder as a condition of approval by the Taylor Lake Estates Architectural Review Committee (“ARC”) for the construction, renovation, or exterior improvement project (the “Project”) described below.

Project Information:

Property Address: _____

Lot and Block Numbers: _____

Owner(s) Name(s): _____

Address: _____

Email: _____

Telephone: _____

Builder: _____

Attn: _____

Address: _____

Email: _____

Final Approved Plans (identify by title, designer, date and number of sheets, including civil sheets)

Date Final Plan Approval: _____

Acknowledgments and Agreement:

By executing this Agreement, Owner, Builder, and ARC each hereby certify and agree as follows:

1. Owner and Builder have received and reviewed the Final Approved Plans and specifications for the Project.
2. Owner and Builder will complete the Project in strict conformance with the Final Approved Plans and specifications.

3. Owner and Builder understand that any material deviation from the approved plans must be submitted in writing to the ARC for additional review and approval prior to construction, which deviation may be denied, but will not be unreasonably withheld.
4. Owner and Builder acknowledge that the ARC and/or the Consulting Architect may inspect the Property at any reasonable time during construction of the Project in order to ensure compliance with the Final Approved Plans. Owner hereby grants to ARC and/or the Consulting Architect a temporary license during the period between commencement of construction and Final Completion of the Project to enter upon the Property, at such party's sole risk, for purposes of inspecting the Project construction for compliance with the Final Approved Plans (an "Inspection").
5. ARC acknowledges that entry on the Property is permitted to the extent required to perform such Inspection. Notice of any planned Inspection shall be provided to the Owner in advance when possible. In the event advance notice is not provided, notice of all completed Inspections shall be provided to the Owner within 24 hours of same. A record of all Inspections shall be kept by ARC and made available to the Owner.
6. ARC AND THE INDIVIDUAL ARC MEMBERS ACKNOWLEDGE THAT A CONSTRUCTION SITE IS AN INHERENTLY DANGEROUS PLACE. ARC AND THE INDIVIDUAL ARC MEMBERS EACH, IN THEIR PERSONAL CAPACITIES AND AS REPRESENTATIVES OF ARC AND THE ASSOCIATION, WAIVE ALL POTENTIAL CLAIMS AGAINST OWNER AND BUILDER FOR PERSONAL INJURY OR PROPERTY DAMAGE DUE TO THE CONDITION OF THE PROPERTY.
7. Owner and Builder agree to maintain construction standards consistent with the Taylor Lake Estates Declaration of Restrictive Covenants and Architectural Guidelines.
8. Owner and Builder understand that failure to comply with the Final Approved Plans may result in penalties, fines, enforcement action, or a claim for damages by the Association, including the potential requirement to remove or remediate non-compliant work at Owners / Builder's expense.

Signatures

Owner(s):

 Printed Name: _____ Date: _____

 Printed Name: _____ Date: _____

Builder:

 By: _____ Date: _____
 Name: _____
 Title: _____

ARC:

Taylor Lake Estates Architectural Review Committee

By: _____
Name: _____
Title: Chairperson

Date: _____

By: _____
Name: _____
Title: Vice-Chairperson

Date: _____

By: _____
Name: _____
Title: Secretary

Date: _____