

Owner Name _____ Project Address _____ Date _____

**WILDWOOD SHORES
POA ACC
SHORT FORM APPLICATION AND AGREEMENT**

BY SUBMITTING AND SIGING THIS APPLICATION, YOU AGREE THAT YOU HAVE READ THE AGREEMENT AND HAVE SUBMITTED ALL REQUIRED DOCUMENTATION AND WILL FOLLOW ALL CONSTRUCTION RULES AND REGULATIONS.

VARIANCES ARE GRANTED FOR HARDSHIPS ONLY AND WILL BE REVIEWED BY THE POA BOARD ON A CASE BY CASE BASIS.

READ THE DCCRs FOR YOUR SECTION BEFORE SUBMITTING APPLICATION. COPIES OF THE DCCRs AND RESOLUTIONS CAN BE FOUND ONLINE. YOU CAN REQUEST LOGIN CREDENTIALS FROM KERRIE STONE VIA EMAIL AT kstone@imcmanagement.net OR BY PHONE AT (936) 756-0032.

The ACC has 30 days in sections 1 through 4 and 90 days in sections 5 through 15 to approve or deny the submitted application. The 30/90 days start when a FULLY COMPLETE application is forwarded to the ACC from the Management Company. The Management Company may take up to 3 business days to log in application information and forward the application to the ACC.

It is the owner's AND builder's responsibility to meet these requirements for a **COMPLETE** submittal for ACC review and disposition. Missing items will delay the plan review by the ACC.

All new construction applications must be submitted electronically, in one PDF. Other ACC requests can be submitted electronically (which is preferred) but if you submit a hard copy, only one is required. If hard copies are submitted, enclose all items in a large, clasped envelope.

If you have questions about required documentation, please contact Kerrie Stone via email at kstone@imcmanagement.net or by phone at (936) 756-0032.

I, am the Owner, or represent the owner, of the property described as:

Situs Address: _____

Section/Block/Lot: ____/____/____

My proposed project is (you may check multiple):

☐ **Painting –**

I am using my existing color(s)

- My color selections are:

- ☐ _____
- ☐ _____
- ☐ _____

I am using colors on the pre-approved list found on the Association website at www.wildwoodshores.net.

- My color selections are:

- ☐ _____

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- _____
- _____

I am seeking a color variance.

- My color selections are:

- _____
- _____
- _____

☐ **Roof**

I am using my existing color and material

- My roof material is: _____
- My roof color is: _____

I am using either metal or composite roof, and my color is green or brown

- My roof material is: _____
- My roof color is: _____

☐ **Fence and gate(s)** (review fence guidelines).

My proposed fence is 48" or less in height,

My proposed fence is 50% or less in visual obstruction,

I have included a site plan showing the location of the fence and gates and a drawing of the fence and gate design.

My color selections are Pre-approved as found on the Association website at www.wildwoodshores.net.

My color selections are not on the pre-approved list.

My color selections are:

- Fence: _____
- Gate(s): _____

☐ **Shed/outbuilding**

I have read the DCCRs for my section and understand that the setbacks lines for my shed/outbuilding are different than those for a home.

There is a pre-existing or in-progress home on the property. I have included a site plan showing the location of shed/outbuilding

My color selections are pre-approved as found on

www.wildwoodshores.net

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My color selections are not on the pre-approved list.

My color selections are:

- Roof: _____
- Siding: _____
- Trim: _____
- Other: _____

☐ **Bulkhead repair**

My repair is the same height as the existing bulkhead

My repair changes the height of the existing bulkhead

- My Bulkhead elevation will be: (pool is 201') _____

My repair makes no modification to the location of the bulkhead

My repair changes the location of the bulkhead, but it is within my boundary line(s) and I have approval from SJRA to move my bulkhead which I have attached to this application.

☐ **External repair (not bulkhead)**

I am repairing my (circle all that apply):

- Siding
- Deck
- Railing
- Roof
- Drive/walkway
- Other: _____

I am using my existing colors (if not, also fill out "painting" above)

I am using existing materials

I am using a different material: _____

☐ **Solar panels**

I have included plans and elevation drawings.

☐ **Generator**

I have included a site plan showing the location of the generator in relation to my structure and all nearby build lines/boundaries.

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☐ **Propane tank**

My tank will be buried

I have verified the offset requirements of the tank with my contractor (usually 10 feet from any structure) and my tank will fit on my lot.

I have included a site plan that:

- States “buried” on the tank
- Includes dimensions of the tank from all nearby structures, build lines, utility easements, and drainage easements.

☐ **Flatwork – I am building:**

Deck

Walk

Pad

Other: _____

I have included a site plan showing the dimensions of the proposed structure and its distance from all nearby structures, build lines, utility easements, and drainage easements.

My structure includes railings. I have included a drawing of the proposed railing. (You must also fill out the Paint section above.)

My structure includes a cover. I have included elevation drawings. (You must also fill out the Paint section above.)

☐ **Sprinkler system**

My system will be completely contained within my boundary lines.

☐ **Other**

My project is not listed above, but I believe it is minor and should not require a complete application. My project is:

_____. I have attached all documents I believe are necessary for complete review of my project.

I have attached all documents listed above as required for my project, and any other documents that I believe are necessary for consideration of my project as a single PDF to this variance request.

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OWNER CERTIFIES THAT

1. The information presented here and included with this application is true and **complete**.
2. The improvements will be completed in accordance with the approved plans and information within. Any changes or modifications to this plan must be approved in writing by the ACC prior to modification. (See DCCRs for more details).
3. The improvements will not affect existing surface water flows at the Lot boundaries.
4. Construction will only be conducted during the hours of Monday – Friday start at 7 a.m. and 6 p.m. and Saturday start at 8 a.m. to 6 p.m. No exterior construction activity on Sundays or Holidays.
5. We have read the entire application and agree to the requirements and terms set forth by the Association. By signing below, the applicant authorizes the ACC or its agents to enter upon and inspect the Lot and structures thereon during regular business hours for the purpose of ascertaining whether said Lot and structures thereon are in compliance with the DCCRs and the approved plans and specifications. Neither the ACC nor its agents will be deemed to have committed a trespass by reason of such entry or inspection. The owner further agrees that any damages caused to common property of the Association as a result of construction are the sole responsibility of the owner / builder and all costs associated with such damages will be deducted from the deposit monies collected with this application. Should damages exceed this amount, the owner acknowledges that the remaining monies owed are the sole responsibility of the owner/ builder and will be levied against the owner's property and a lien filed until the balance is paid in full. The owner agrees and understands that approval of plans and specifications or inspections by the ACC will not be relied upon by any person or entity as to sufficiency, suitability, fitness, workmanship or quality of the design or determining construction compliance of the improvements. Neither the ACC, Association, Association Management, Inc. (IMC Management), nor any of their respective members, officers, directors, shareholders, employees, or agents will be liable because of the approval, non-approval, or inspection of any improvement.

Other permits or approvals may be required from City, County, or other governmental entities. It is the responsibility of the owner/builder to obtain all required approvals. A copy of the Walker County Planning and Development permit and proof of submission to the San Jacinto River Authority for approval (if applicable) must be provided to the Management Company for the Wildwood Shores ACC.

Owner typed/printed name

Date

Owner signature

ACC Decision on short-form application:

- ☐ Granted
- ☐ Denied

Date

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FEE, DEPOSIT, AND FINE SCHEDULE

PROPERTY IMPROVEMENT APPLICATION

Non-refundable Application Review Fee	\$ 25.00
Compliance/Damage Deposit (including street damage)	\$ 600.00
TOTAL REFUND IF NO VIOLATIONS/DAMAGES	\$ 600.00

VARIANCE APPLICATION

Non-refundable Application Review Fee	\$ 25.00
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CHANGE APPLICATION

Non-refundable Application Review Fee	\$ 25.00
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SUBMIT ALL CHECKS/FEEES TO KERRIE STONE AT IMC, 2109 West Davis Suite C, CONROE, TX 77304.

ALL VIOLATIONS TO THE WILDWOOD SHORES DDCRs AND/OR RECORDED RESOLUTIONS INCURRED DURING THE CONSTRUCTION PERIOD ARE THE RESPONSIBILITY OF THE PROPERTY OWNER. IT IS UP TO THE PROPERTY OWNER TO SEEK A RESOLUTION FROM THEIR BUILDER.

VIOLATIONS ARE FINED UP TO \$350.00 PER OCCURANCE. IN ADDITION, ANY DAMAGES TO WILDWOOD SHORES PROPERTY WILL BE BILLED AT THE COST TO WILDWOOD SHORES AND WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. IT IS UP TO THE PROPERTY OWNER TO SEEK A RESOLUTION FROM THEIR BUILDER.

A PENALTY/FINE, AT THE DISCRETION OF MANAGEMENT, WILL BE ASSESSED FOR NOT SUBMITTING THE PROPER APPLICATION BEFORE STARTING ANY PROJECT.

OFFICE USE ONLY:

Release of Deposit Approved YES _____ NO _____

By: _____ IMC Property Management

TOTAL FEES/ DEPOSIT PAID \$ _____

NON-REFUNDABLE APPLICATION/PROCESSING FEE DEDUCTION NON-REFUNDABLE \$ _____

CHANGES TO PLANS \$25 EA. TOTAL AMOUNT \$ _____

DAMAGES TO ADJACENT PROPERTY / ROADS / COMMON PROPERTY \$ _____

VIOLATIONS @ up to \$350 EA., AMOUNT OF DEDUCTION \$ _____

DEDUCTION FOR LEGAL ACTION OR OTHER _____ \$ _____

TOTAL REFUND \$ _____

Approved by: _____