

# APACHE SHORES PROPERTY OWNERS ASSOCIATION

## ADDITIONS TO THE BUILDING PACKET ADOPTED MARCH 25, 2006

**The purpose of this document is to establish standards to ensure the safety, health, property and the general Quality of Life of the membership by regulating and controlling design, quality of construction, height, surface water drainage, location, use and maintenance. In any specific case where this policy is in conflict with the building packet this policy shall govern.**

1. No portion of any structure shall extend into any of the easements this includes all overhangs, porches and stairs.
2. Any structure, excluding chimneys shall not exceed 33' above the finished floor without board approval. Ridgepoles may be requested by the board if 33' in height.
3. All building plans submitted to Apache Shores must include a drainage plan to show how surface water will drain from or through the site and how such run-off will be channeled into drainage easements or natural drainage channels without flooding or damaging the property of others. Such a drainage plan may be included on the site plan, arrows will be used to show planned surface water flow. The site plan or drainage plan shall also show the locations and construction details, including dimensions of all drainage devices such as side ditches or swales, diversion and/or retention walls, cribbing, culverts and subsurface drains. No building or structure shall be placed, excavation made, or fill placed on any lot in Apache Shores or in the right -of- way which will divert or impound the natural flow of surface water in a manner that damages the property of another by the flow of the water diverted or impounded.
4. All move-on\* homes are required to be pre-inspected by a certified inspector, one designated by Apache Shores Property Owners Association Board of Directors or an inspector licensed by the Texas Real Estate Commission before moving the home onto any property in Apache Shores. The property owner is responsible for all pre-inspection fees which must be paid in full before an inspection is scheduled. Inspectors will be looking for anything detrimental to the area including asbestos, lead based paints and termites. Owner required to begin renovations within 30 days after issued a building permit and completion of all renovations within six (6) months following all IRC and county codes as stated in the building packet.

Any move-on home that is moved onto property located in Apache Shores prior to pre-inspection will be issued a stop work order (red tagged) immediately and fines of \$200.00 per day will begin accruing until the move-on home has been removed. The owner will be responsible for removing it immediately until the home has been pre-inspected. No pre-inspection will take place on any property located in Apache Shores.

Once the pre-inspection is completed and all inspection documents are submitted to and approved by the Architectural Review Committee, a "move-on permit" will be issued. The "move-on permit" will expire thirty (30) days from the date issued. This permit must be posted on the home in a location visible from the street. The owner must apply for a building permit before the move-on permit expires. Failure to comply will receive a stop work order will and fines of \$200.00 per day will begin accruing. A move-on home must be confirmed by the Apache Shores certified inspector to be 75% complete with the construction applied for in the ASPOA issued building permit before an owner may apply for any permits for additional move-on homes.

\*A move-on home is a home was previously constructed on another site; this does not include manufactured, modular or mobile homes.

5). All requests for extensions of any Apache Shores Property Owners Association issued permit must be submitted, in writing, within thirty (30) days of the expiration of the existing permit. All construction must be confirmed by the Apache Shores certified inspector and/or agent to be at least 50% complete before an owner may apply for an extension of building permit. All owners who meet the requirements for a permit extension will be granted one extension at no charge. A fee of \$50.00 will apply to additional extensions.

**If Construction has not begun:**

If an owner does not begin construction and allows building permit to expire for less than 3 months an additional fee of \$100.00 is required; 3 to 6 months an additional \$200.00; 6 to 9 months \$300.00; over 9 months owner must pay \$375.00 and resubmit plans to Architectural Review Committee. Reissued permits will be required to follow all current IRC, County and Apache Shores' building codes and policies

6). All new construction of single family dwelling, move-on, modular or manufactured homes are required to pay a non-refundable, five hundred dollars (\$500.00) Capital Improvements fee. Full payment is required with permit application. This fee will become part of the general road maintenance fund and maybe used on any road within Apache Shores.

**7). All permits become null and void if construction has not commenced within thirty (30 days from the date the permit is issued. All building permit fees and Capital Improvements fees are non- refundable.**

### **Building Permit Procedure**

- All completed applications and plans are submitted to the Apache Shores Property Owners Association office, located at 14919 General Williamson Drive, Austin, TX 78734.
- The Architectural Review Committee will review all complete submitted applications; to ensure compliance with all Apache Shores Property Owners Associations Deed Restrictions, building policies, and codes. (All decisions are made by the Architectural Review Committee, not by any individual director or employee.)
- ARC decisions will be communicated to the owner through the Apache Shores Property Owners Association office. The decision of the Architectural Review Committee will be provided, in writing, to the owner.
- If denied, the owner may make the necessary changes and resubmit to the Architectural Review Committee for approval.
- Decisions of the Architectural Review Committee may be appealed, in writing, to the Board of Directors. All final decisions regarding appeals are made by the Board of Directors.
- Once building plans/appeals are approved, either by the Architectural Review Committee or Board of Directors, the plans will be submitted Apache Shores certified Inspector for Plan Review.