

Grand Lake Estates Property Owners Association - GLE POA
Architectural Control Committee - ACC
New Home Application

Builder's Packet
For
Grand Lake Estates

Appendices

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November 22, 2016

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I. Introduction

The builder's packet for Grand Lake Estates has been developed to assist builders in submitting a complete application for review by The Architectural Control Committee (ACC) and to provide guidance to the builder in complying with the subdivision's policies and procedures during the construction process. The intent of this document is two-fold: a) provide a consistent policy for builders to follow and b) limit the impact of new construction on the exiting homeowners and their families.

II. Code Compliance

The State of Texas has required that all homes built in the state comply with the International Residential Code for One- and Two-Story Dwellings (IRC) since 2004. Municipalities may enhance the code requirements, but their building codes must be based on the IRC. The County Commissioners may, by state statute, implement building codes for the unincorporated areas in their county; however, if they do so, they must implement the version of the code used in the county seat, in this case Conroe. As of January 1, 2014, Conroe has used the IRC 2009 as their building code. For this reason, builders should comply with the IRC 2009 when building and inspecting their new homes.

The state also requires all new residences to be constructed and inspected according to the International Energy Efficiency Code, 2012 edition (IEEC 2012). Builders are required to provide a copy of the inspection report to the first owners of a newly constructed residence.

III. Submission Process for New Home Applications

Applications to the ACC for New Home Construction can be downloaded from the Grand Lake Estates website at www.glepoa.com. Applications shall be completed by the lot owner or builder and signed/initialed by both parties. In the case of a "spec" house where the builder is also the lot owner, the builder shall sign and/or initial in all locations. **The lot owner is ultimately responsible for the accuracy of the information provided in the application.**

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Failure to include ALL information below will **DELAY** your New Home application

Print Owner Name: _____ Builder/Company Name: _____

Mailing Address: _____ Builder Address: _____

Owner Phone (H): _____ Builder Phone (W): _____

Owner Phone (C): _____ Builder Phone (C): _____

Owner Email: _____ Project start date: _____ finish date: _____

Street Address of New Home construction: _____

Legal address/GLE Section: _____ Block: _____ Lot(s):* _____
*If multiple lots, attach **REQUEST FOR COMPOSITE BUILDING SITE form** from GLE website

Lot Setbacks/building lines: Front: _____ Back: _____ Rt. side: _____ Left side: _____

Main dwelling sq. ft.: _____ # of Bedrooms: _____ # of Baths: _____ Two-story: Y/N

Describe exterior materials and finishes: _____

Exterior Colors: Paint _____ Trim _____ Brick _____

Stucco _____ Stone _____ Shingles _____ Siding _____

Samples or photos MUST accompany application
Construction MUST be complete 9 months after foundation formed

I HAVE READ AND UNDERSTOOD ALL PAGES OF THIS DOCUMENT AND I AGREE TO ABIDE BY IT

By signing below, Owner(s) agree to comply with minimum architectural standards for subdivision residential construction, and authorize ACC to enter and inspect construction project described herein for the purpose of confirming it is in compliance with recorded deed restrictions, governing documents and this application. Neither the ACC nor its agents shall be guilty of trespass by reason of entry for inspections

Owner Sign: _____ / ____ / ____ <small style="text-align: center;">Date</small>	Builder Sign: _____ / ____ / ____ <small style="text-align: center;">Date</small>
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If you have questions about your ACC application, contact GLE POA community management listed below.

Deliver **COMPLETED** New Home Application, including separate checks for each Fee or Deposit, with all County Permits, Blueprints, Site Plans, Foundation Plan, Drainage Plan, Builder's Insurance, Samples or Photos of Exterior Finishes, and other Documents to management office (see address below and call for hours).

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Dear GLE Property Owner or Builder,

Welcome to Grand Lake Estates (GLE). GLE owners/Builders must submit this application and receive written ACC approval **before** beginning any phase of **New Home** construction, including:

- 1) Excavation or dirt work on the lot
- 2) Delivery of building supplies, materials, dumpster, or building pad fill to site
- 3) Connecting electrical service
- 4) Installing driveway culvert(s)

The ACC committee has a 30-day period **beginning when it receives a completed application from GLE management** to review and approve this application. Do not start construction activity until you receive written ACC approval or you will forfeit your compliance deposit. GLE Board and ACC members are authorized to access building sites at all times during construction for the sole purpose of ensuring that projects are completed per approved plans and specifications.

Read the *Declaration of Covenants, Conditions and Restrictions of Grand Lake Estates* for the section where your property is located (www.glepoa.com click on **Documents: Declarations**). It is the property owner's responsibility to ensure that construction complies with governing documents. The information in this **New Home** application packet does not replace GLE *Declarations* but most questions can be answered by reading this Packet and the *Declarations/CC&Rs* that apply to your property.

- Pay all current and delinquent POA dues, fines and fees. Contact the GLE POA management company (bottom of each page) to confirm that any Deed Restriction violations are cured.
- Fill out, date and sign all ACC Application forms completely. Submit a **complete** package. *Partial or incomplete submissions will be held at management office, and not turned over to ACC for review until the package is complete.*
- Write a check for non-refundable fees, and a separate check for refundable deposit. Make all checks payable to **GRAND LAKE ESTATES PROPERTY OWNERS ASSOCIATION**. Any administrative costs, recording fees for variances, etc. incurred during review of your ACC application will be deducted from the refundable deposit amount.
- Owner will be notified when a **completed** application is received by the ACC committee. If ACC needs additional information, the 30-day approval period is halted, then resumes when information is received. **Direct any questions about ACC approval process to the Association management contact below.**
- **Do not** schedule or begin any construction until **written ACC approval** is granted. GLE ACC Applications are valid for one year, but construction must be completed within 9 months after setting foundation forms (see *Declaration/Deed Restrictions*, Section 3.01(C)).
- It is the owner's responsibility to **request final ACC inspection of construction** within 6 months after project is completed (see Refund Request form). Refunds will not be processed prior to final ACC inspection. **ALL non-compliant projects will forfeit any and all deposits.**

IMC Property Management, Inc. • 3500 W. Davis St., Suite #190, Conroe, TX 77304

Phone: (936) 756-0032 • Fax: (936) 756-0023

E-Mail: tammyperry@imcmanagement.net

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Preliminary ACC Construction Checklist

This list is intended as a guide to **New Home construction requirements** defined in GLE governing documents, including the Declarations/CC&Rs. Please acknowledge each item by check mark or initial.

_____ **TEMPORARY CONSTRUCTION GATE CODE:** Temporary gate access codes shall be issued to the builder by the management company upon request of the property owner and/or builder. Property Owner and/or Builder are responsible to distribute such codes to subcontractors/trades. Such codes will expire within 1 year of issue date. Go to www.glepoa.com and click on **eFORMS: GATE CODE APPLICATION**.

_____ **RESOLUTIONS:** 2011 Texas legislation regulates POAs concerning energy efficient roofing materials, solar devices, composting rain barrels and irrigation devices and display of flags and flagpoles. GLE POA Resolutions are incorporated into this application (see www.glepoa.com, **Documents:Resolutions**).

_____ **SIGNAGE:** Two types of signage may be placed on the property during construction. Signs shall be professionally made and shall not exceed 768 sq. in. **Builder’s Sign:** The builder may place an advertising sign from the time the foundation forms are set until construction completion (not to exceed 12 months). **For Sale Sign:** A For Sale sign may be posted until ownership is transferred.

_____ **CULVERTS:** Driveway culvert(s) must be installed prior to beginning construction of any building or dwelling (see *Declarations/Deed Restrictions Section 3.17*). Driveway culvert(s) shall be set at grade with sufficient overbase. Minimum driveway culvert size in GLE is **18 in. diameter**. Larger culverts can be required per engineering reports on file with County Engineer. The elevation and slope of the culvert shall be indicated on the drainage plan.

_____ **ELECTRICAL SERVICE:** Builder shall install temporary electrical pole/meter and maintain it until permanent electrical service is connected.

_____ **STREET ADDRESS:** Owner or Builder shall post a street address sign for the duration of construction.

_____ **WORK HOURS and NOISE:** Construction hours: 7:00am to 7:00pm Monday – Saturday and 9:00am to 5:00pm Sunday. Music is permitted on construction sites; however, the volume must be maintained at a level that is not offensive to adjacent homeowners. Excess noise is a nuisance violation (see *Declaration/Deed Restrictions, Section 3.11*). Owner/builder will be notified of violation, and owner may be fined after first warning.

_____ **PORTABLE TOILET:** Owner or builder shall provide a portable toilet for construction personnel prior to commencing any work on the site (see *Declaration/Deed Restrictions, Section 3.09*).

_____ **TRASH DISPOSAL:** Owner or builder shall provide a trash containment system and it must be in place before framing commences. A 30-yard dumpster is the preferred method of trash containment but a plywood “box” is acceptable. The trash containment system must be emptied before it overflows. Trash piles outside the trash containment system will not be allowed. **Construction debris shall not be burned onsite** (see *Declarations/Deed Restrictions Section 3.18*).

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_____ **CEMENT/GUNITe/ASPHALT TRUCK WASHOUT:** Texas Department of Environmental Quality prohibits discharge of cement/gunite/asphalt mixtures directly onto the ground. Chutes and hoses of trucks shall be washed out into plastic-lined cement boxes ONLY. Hardened material shall be disposed off in roll-off box/trash container. Cement/gunite/asphalt residue left on streets, easements or lots within the Grand Lake Estates subdivision shall result in forfeit of refundable deposit.

_____ **DELIVERY and TRANSPORTATION:** Delivery vehicles and other construction traffic shall travel on dedicated roads ONLY. Construction vehicles may not cross or park on other lots or common area in the subdivision. Contractors shall obey posted speed limits, maintain lane control at gates, and use care when passing pedestrians and residents' mailboxes. Under no circumstance shall delivery vehicles block driveways of occupied residences. Delivery vehicles shall make every effort to unload in a way that does not impede the flow of traffic through the subdivision.

_____ **DEBRIS/SILT FENCE:** Owner or builder shall prevent construction trash and materials from blowing onto adjacent properties. Silt fencing must be installed on the low side of the property, when recommended by ACC or required by Management, to prevent any erosion material from depositing onto adjacent lots.

_____ **MAILBOXES:** The mailbox should be constructed of brick, stone, stucco, vinyl or wrought iron and of the same construction materials to match the columns on the driveway. The recommended minimum setback from the street for the mailbox is 18 inches (*see Declaration/Deed Restrictions, Section 3.23 or 3.25, depending on the specific section*).

_____ **FINAL SITE CLEANING:** When construction is finished, Owner and Builder are responsible for full and complete site clean-up, including trash pick-up, debris removal, sign removal, street frontage of lot and driveway. All landscaping containers and pallets, excess mulch and gravel shall be removed.

_____ **DRIVEWAYS:** The first 50 feet of all driveways must be of concrete pavement. Brick pavers for the entire first 50 feet are permitted only in Section 8. Driveway widths shall be a minimum of ten feet (Sections 1-8) and a minimum of twelve feet (Sections 9-11). The first 15 to 25 feet (varies by section) should be patterned concrete, stone or brick. All driveways which access a GLE street will require an 18" culvert (or larger per plat requirements), driveway and lighted columns (*see Declaration/Deed Restrictions, Section 3.05 and 3.06*).

DISCLAIMER: *Safety is paramount during construction. GLE Property Owners Association is not responsible for accidents, injuries, damages, or losses on building site. Owner and builder shall ensure that the construction site is cleaned and secured daily.*

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Checklist for Required Documents and Samples: New Home Application

Place check mark or initial as items are assembled for **COMPLETE** New Home application

_____ MONTGOMERY COUNTY BUILDING/SEPTIC PERMIT (copy must be displayed onsite).

_____ SITE PLAN: New Home Application must include **Survey or site plan** that shows proposed location of dwelling in reference to the front, side and rear building lines and utility easements. The plan must read standard scale 1"=100' or 1"=200', and show location of culvert(s), patterned cement driveway with columns, mailbox, walkways, final grade drainage and septic systems. The survey must be stamped and signed by a surveyor registered in the State of Texas.

_____ BLUEPRINTS: New Home Application must include two (2) complete sets of working **Blueprints**.

_____ FOUNDATION PLAN: New Home Application must include main dwelling foundation plan engineered by a certified structural engineer, with engineer's seal (see Declarations/Deed Restrictions Section 3.04). Including a site specific soil report.

_____ SEPTIC SYSTEM: New Home Application must include a septic system design stamped and signed by a sanitarian registered in the State of Texas.

_____ DRAINAGE PLAN: New Home Application must include final grade drainage plan. (see Declarations/Deed Restrictions Section 3.17.)

_____ INSURANCE: GLE POA shall be named as Certificate Holder on Builder's Commercial/General Liability Certificate of Insurance, and copies of Builder's and Sub-contractors' insurance policies shall be submitted with the application.

_____ SAMPLES: Samples of brick, stone, siding, shingles, trim, exterior paint and other exterior materials and finishes must be submitted with New Home application. Color photos/brochures that include product description and ID number may be substituted. Deliver samples to property management office address below. Owner's name, current address & GLE site address must be included on samples.

A more detailed description of each document listed above is included in Appendix A of this document.

Applications submitted with accompanying documents that are either incomplete or missing (based on the descriptions provided) will not be accepted for review and will be returned to the owner.

Fees and Deposit: New Home Application: 3 checks (Fees - \$400 Application Fee; \$600 Road Maintenance Reserve Fee; \$2,000 Compliance Deposit) **payable to Grand Lake Estates Property Owners Association** must accompany application.

_____ **\$400 APPLICATION FEE (non-refundable):** The application fee covers the expense of processing the application.

_____ **\$600 ROAD MAINTENANCE RESERVE FEE (non-refundable):** This fee is deposited in a road maintenance reserve fund to cover future expenses related to road repair.

_____ **\$2,000 COMPLIANCE DEPOSIT (refundable):** This fee is held by the POA. Fines for failure to comply with deed restrictions and construction policies are deducted from this deposit. If no infractions are noted, the entire deposit will be refunded at the end of construction. The builder must submit the Refund Request Form downloaded from www.glepoa.com to receive this refund.

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*******This section to be completed by GLE POA Management Company*******

Property owner account current? Y/N Is this application resubmitted: Y/N Previous Submittal Date _____

CHECKS COLLECTED BY GLE Association Manager:

Application Fee Ck #: _____ Amount:_____ Road Reserve Fee Ck #_____ Amount:_____

Compliance Deposit Ck #: _____ Amount:_____

I received a Completed Application, including all required documents, checks and samples, and forwarded it to the ACC on the date below.

_____ Date _____
Management Company Signature Date

*******THIS SECTION TO BE COMPLETED BY ACC*******

Complete Application Received/30-day APPROVAL REVIEW begins on: Date _____

Plans Approved as Submitted _____ Date Approved _____

Plans Approved (With changes noted) _____ Date Approved _____

Plans **Not** Approved _____ Date **Not** Approved _____

<p>MANDATORY Changes Needed for APPROVAL:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>These changes MUST be made, then revised plans/materials MUST be re-submitted to ACC.</i></p>
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Suggested Changes: _____

ACC Name (print) _____ Signature _____ Date _____

ACC Name (print) _____ Signature _____ Date _____

ACC Name (print) _____ Signature _____ Date _____

Minimum 2 ACC member signatures for approval

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ACC Final Inspection & Refund Request Form
Applies to Qualifying New Home Compliance Deposit ONLY

Date Requested: _____

Property owner(s): _____ Phone: _____

Builder/Company Name: _____

GLE Street Address of New Home construction: _____

I request **final ACC inspection** to confirm that the New Home at the address listed above was completed in compliance with the ACC specifications and requirements, including GLE *Declarations, Covenants and Restrictions* for the Section where my property is located, and other GLE governing documents cited in my approved New Home application. I understand that ACC has 15 business days from the date of this **Request** to verify my construction project is complete, using the Checklist below. The ACC will provide verification to GLE Association management, and management will release some or all of the compliance deposit within 15 business days after receiving **Final ACC Inspection** verification.

Please send my refund to the following address: _____

ACC Final Inspection Checklist	
2 ACC members initial each item as inspected and determined complete:	
_____	_____ Residence and hardscapes constructed according to plan?
_____	_____ Exterior materials and colors as approved and in compliance?
_____	_____ Signs, temporary electrical pole and debris/silt fencing removed?
_____	_____ Portable toilets and trash containment removed and site left clean?
_____	_____ Patterned concrete, stone or brick at entrance according to plan?
_____	_____ Driveway culvert, columns & mailbox installed according to plan?
_____	_____ Driveway column lights functional (Electric or Gas)?
_____	_____ Road, easement, or adjacent property damage repaired?
_____	_____ Site and street cleaned upon completion?
ACC Signature _____	Inspection date _____
ACC Signature _____	Inspection date _____

Compliance Deposit in the amount of _____ refund mailed on: _____
Date

Reason (attach documentation) refund was less than full compliance deposit: _____

_____ Association Manager Signature: _____

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Appendix A

Grand Lake Estates New Home Construction Milestones

- **Submit New Home Construction Application:** Builder submits the completed New Home Construction Application, including all required documentation, to the ACC. The ACC will review the documentation and Approve/Disapprove the home for construction within 30 days.

- **Foundation Form Survey:** Submit the foundation form survey to the ACC for review. After the foundation forms have been set, the builder shall contact a registered surveyor to perform a form survey and provide the document to the ACC showing placement. If the foundation form is found to be outside the building lines, all work shall cease until the form is correctly placed and re-surveyed. Survey will be provided by Builder for review before concrete is poured.

- **Fines and Penalties:** The following is a list of infractions that are punishable by fines imposed on the builder and deducted from the Compliance Deposit, including, but not limited to:
 - Trash blowing or spilling onto adjacent properties.
 - Overflowing trash containment.
 - Burning trash on-site.
 - Worker’s vehicles blocking mailboxes or driveways.
 - Loud music or excessive noise beyond normal construction sounds
 - Working outside the approved work hours.

The builder will be issued one warning letter for an infraction. The second letter and all subsequent letters for the same infraction will impose a fine. Fines with each subsequent infraction, per the table below:

<u>Infraction</u>	<u>Fine</u>
1st Occurrence	Warning
2nd Occurrence	\$500
3rd Occurrence	Loss of Compliance Deposit

- **Apply for Compliance Deposit Refund:** after construction has been completed and the construction site has been cleaned, request that the ACC complete the *ACC Final Inspection and Refund Request Form* and return any refund of the Compliance Deposit. At the end of the construction project the builder may download the Refund Request Form at www.glepoa.com and submit it to the Management Company to receive their compliance refund. The following items will be verified by two members of the ACC, based on an on-site inspection:

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- Construction is substantially complete.
- Foundation Form Survey has been received and reviewed to be in compliance.
- Residence and hardscape were constructed according to the plan approved by the ACC.
- Exterior materials and colors are as approved by the ACC.
- Signs, temporary electrical pole and debris/silt fencing removed.
- Portable toilets and trash containment removed and site left clean.
- Patterned concrete, stone or brick at entrance according to plan.
- Culvert properly installed.
- Columns, lights and mailbox installed using approved materials.
- Any road and/or easement damage repaired.
- Any damage to adjacent properties repaired.

If site is cleaned and all damage is repaired, the ACC will sign the request for refund of the Compliance Deposit after instructing the Management Company to deduct any fines for infractions identified during construction.

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Appendix B

**Grand Lake Estates New Home Description of Accompanying Documents to be Submitted by
the Owner or Builder**

The following is a detailed description of each document to be submitted with the New Home Application:

Professionally Drawn Set of House Plans:

The house plans shall be drawn by either an architect or a professional building designer whose primary occupation is home design. As a minimum, the plans shall include:

- Floor Plans
- Elevations (all four sides)
- Roof Plan

The **house plans** shall meet the following **minimum** criteria:

- All sheets shall be drawn to a recognized scale (1/8" = 1'-0" or 1/4" = 1'-0") and be submitted in that scale with no reduction in size.
- All dimensions and notes must be legible without use of a magnifying glass.
- Shall include the property legal description in the title block (i.e. lot/block/section) and can be added to the print in any legible manner.
- Shall include a table of square footages.
- Recommend inclusion of digital copies in PDF format

Site Survey:

The deed restrictions require that the site plan or survey be stamped by a registered surveyor. The surveyor should work with the owner/builder to ensure that all of the information required by the deed restrictions is included on the survey.

The **Survey** shall meet the following **minimum** criteria:

- Shall be stamped and signed by a registered surveyor.
- Shall be drawn to a recognized scale (i.e. 1" = 30', 1" = 40') and be submitted in that scale with no reduction in size.
- Shall be legible.
- Shall show all property lines, building setback lines and easements.

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- Shall show the proposed location of the residence, including dimensions from the property lines.
- Shall show the proposed location of any out buildings, including dimensions from the property lines.
- Shall show the proposed driveway location, including the width dimension.
- Shall show the final grade drainage plan.

The following information is also required but may be included/*annotated* on the Survey or may be presented as a separate document:

- Dimensions and materials for the patterned masonry at the driveway entrance.
- Location and materials for the entrance columns, including the type of lights (gas or electric).
- Location of the mailbox. Location and dimensions of the mailbox must meet USPS requirements (www.usps.com)

Mailbox and Column Descriptions:

The description of the mailbox and columns may be in the form of either a drawing or photograph of a similar unit. *The mailbox and columns should be constructed of brick, stone, stucco, vinyl or wrought iron and of the same construction materials to match the columns on the driveway. The recommended minimum setback from the street for the mailbox is 18 inches.*

Soil Report:

The soil report shall be **site specific** and include the following **minimum** information:

- Legal Description of the property.
- Stamped and signed by a professional engineer.
- Recommendations for site preparation.

Foundation Plan:

The foundation plan shall be prepared by or under the direct supervision of a professional engineer, as required by law. The foundation plan shall include the following **minimum** information and format:

- Shall be drawn to a recognized scale (i.e. 1/8" = 1'-0" or 1/4" = 1'-0").
- Shall be fully dimensioned.
- Shall clearly show all brick ledges and elevation drops.
- Shall reference the site specific soil report.
- Shall be stamped and signed by a professional engineer.
- All dimensions and notes shall be legible without the use of a magnifying glass.

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- All exterior dimensions shall not impede upon any setback lines.

Septic System Design:

The septic system design shall be prepared by a registered sanitarian. The design shall include the following **minimum** information:

- Shall include a site plan, drawn to scale, showing the location of all structures, hardscape and major septic system components, including spray or drip fields.
- Shall be stamped and signed by a registered sanitarian.
- Shall include a drawing and/or description of the size and specifications of the major equipment.

Building Permit/Septic Permit:

The application shall include a copy of the Montgomery County Building Permit *indicating a Class A septic system*. The building permit will not be issued unless the county is provided a copy of the septic permit from the Montgomery County Health Department when applying for the building permit.

For properties in the **Flood Plane**, the county will only issue a temporary building permit, which allows the builder to clear the lot and set foundation forms so that the surveyor may verify the elevation of the foundation and issue an elevation certificate. The builder may then apply for a septic permit and permanent building permit. **The ACC will accept an application with a temporary building permit, provided the builder agrees to provide copies of the permanent building permit and septic permit before the foundation is poured.**

Insurance Certificate:

The insurance certificate should include the following **minimum** information:

- Name of the insurance company.
- Name of the insured (builder or owner)
- Type and amount of coverage (i.e. Builder's General Liability - \$1,000,000.00 or *Owner's Umbrella Policy - \$1,000,000.00*)
- Show Grand Lake Estates POA as the certificate holder.
- GLE POA will keep certificates on file until expired.

Exterior Building Material Samples:

Samples of the exterior building materials shall be provided to the ACC for approval. Actual samples may be provided; however, pictures or photographs from manufacturer brochures or other homes

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constructed by the builder are preferred. Pictures and photographs provided by the builder should depict, as accurately as possible, the actual materials that will be used. Samples should be provide for:

- Roofing material(s)
- Trim paint
- Exterior wall paint
- Stucco colors (if applicable)
- Brick style and color (if applicable)
- Stone type and color (if applicable)