

MEYERLAND COMMUNITY IMPROVEMENT ASSOCIATION

4999 West Bellfort Houston, TX 77035

PHONE: 713-729-2167 Fax: 713-729-0048

MAINTENANCE AND ROUTINE PROJECTS

Lot Owner: _____

Lot Address: _____ Mailing Address: _____

Telephone: Cell: _____ Home: _____ Business: _____

Email Address: _____

Proposed Project Start Date: _____ Anticipated Duration of Project: _____

Proposed Project(s):

- | | |
|--|--|
| _____ Hardscape (Patio, Walk, Drive, Paving) | _____ Accessory Building or Playscape |
| _____ Painting/Exterior Color of Structures | _____ Window or Front door Replacement |
| _____ Landscape | _____ Fence |
| _____ Roof | _____ Generator or Air Conditioner Replacement |
| _____ Solar Energy Panels | _____ Miscellaneous: _____ |

**Requirements for each item vary. Please see list of required documentation below and on following pages. Additional information may be requested at committee discretion. Your application will not be considered until all required documentation and the appropriate fee as designated by MCIA Policy or committee request is submitted.*

Submit the following items for review, based on your project: Submission should be 1 complete scan.

Hardscape and Patio Replacement:

- ___ Survey or site plan of property indicating area to be repaired/replaced/installed.
- ___ Impervious Coverage Calculation is required for anything other than public sidewalk replacement.
- ___ For public sidewalk replacement, a City of Houston permit is required. *City of Houston Ordinance requires new sidewalks to be installed at a width of 5 feet.*

Painting/Exterior Color of Structures:

- ___ A paint sample of each proposed paint color. The term paint as used herein, shall include, but is not limited to paints, stains, other coloring/tinting materials/products and pre colored materials.
- Submittal of actual paint samples in the form of a manufacturer's paint color code or card is acceptable. Indicate location of each color: body, trim, door, etc.

Paint Color Code/Name & Location:

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Landscape:

___Landscape plans

___ Impervious coverage calculation for entire property if there are walkways or hardscape being installed.

___Site plan for tree removal or addition – indicate location and size of all trees existing on the lot.

****Removal of a tree between the sidewalk and street requires approval from the City of Houston. ****

Fence:

___Survey or site plan of property indicating the location of new fence/gate to be installed or repaired/replaced.

___Description, sketch or photo describing the proposed fence, including height, materials, orientation, and color.

Accessory Building or Playscape:

___Survey or Site Plan – Identify location of existing and proposed structures, easements, etc.

___Indicate exterior materials – provide drawings or a manufacturer's product information sheet for a prefab building. Overall size and total height of structure must be indicated. Identify exterior materials and colors to be used. (Actual color samples may be requested)

Window Replacement:

___Indicate type and location of windows being installed. Photo or sketch is required if special mullions or other design is proposed.

___Indicate new frame color. A color sample may be required for any colors which are not white and beige.

Roof:

___Roofing contractor proposal indicating the type of roof and shingle to be installed, along with manufacturer's warranty information.

** A physical sample of the roofing material is not required unless specifically requested.*

The Board has established rules for new and replacement roofing materials. Your new roof must meet or exceed these rules:

Asphalt Shingles:

1. ONLY laminated asphalt shingles with a minimum 30 year guarantee by the manufacturer will be permitted.
2. 3-Tab shingles may not be installed on any roof.
3. Acceptable colors generally include shades such as tan, brown, gray, black or white.

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4. Submit manufacturer's information and color selection for the roof you propose to install.

Metal Roofs:

1. Residential-type Concealed Fastener and Standing Seam metal roof panels in 12"-24" wide profiles are permitted. 26 gauge minimum
2. Submit proposed profile and color selection for final approval.
3. Exposed fastener profiles such as Corrugated, R-Panel and U-Panel are not an acceptable roofing material on any residence, garage, or other substantial structure as decided by committee reviewing application. Acceptable colors generally include shades such as tan, brown, gray, black or white.

Flat (or low slope) roof:

1. Submit manufacturer's information and color selection for the roof you propose to install.
2. Acceptable colors include shades such as tan, brown, gray, black or white.

Clay Tile:

1. Submit manufacturer's information and color selection for the roof you propose to install.

Solar Energy Panel:

- ___ Detailed contractors bid including: colors, materials, installation method, and energy production specifications.
- ___ Roof plan indicating the location, pattern, and orientation of proposed panels.
- ___ MCIA policy can dictate location, color, materials, and installation method of solar panels as per state law.

Generator or Air Conditioner:

___ Survey or site plan indicating location of the generator. If your generator will be elevated, you must indicate:

- ___ Platform height and screening material, if within view of the street.

Construction Rules

Please read through the following construction rules, initial at the end of each page, and sign at the end of the document as your pledge to adhere to the rules during construction.

Approval for Site and Structure Work.

No site or structure work (even of a temporary nature) may commence prior to receiving written approval from the appropriate MCIA review committee and MCIA's receipt of this Amended and Restated Construction Rules Policy signed by the applicant/lot owner.

Deed Restrictions and Policies.

All construction or renovation work planned within the Community must follow the corresponding Deed Restrictions and all MCIA policies and/or rules for the section of the Community in which the property is located, as well as the construction rules set out herein, unless such, policy or policies are in conflict with the Amended and Restated Construction Rules Policy, in which case the terms of the Amended and Restated Construction Rules Policy will control. In the event that the Amended and Restated Construction Rules Policy is in conflict with any applicable Deed Restrictions, the Deed Restrictions will control.

Violation of Construction Rules.

A violation of any applicable Deed Restrictions, MCIA policies and/or rules, including but not limited to these Amended and Restated Construction Rules may lead to the Board or the appropriate MCIA review committee rescinding MCIA approval, in which case re-submission will be required, which may include an **additional submission fee**. In addition, the Board may pursue any and all remedies available to the Association under the applicable Deed Restrictions, other MCIA documents and Texas law, which may include but is not limited to immediate stoppage of work on the subject lot and legal fees being charged to lot owner.

Specific Rules.

1. Governmental Authority.

The lot owner, the builder and all contractors are responsible for following all governmental laws, ordinances, rules, codes, regulations and similar during any and all phases of the construction process.

2. Adjoining Lots.

No work shall take place on, nor any equipment or materials be placed on (even temporarily) any adjoining lot not owned by the applicant.

3. Construction and Work Hours.

- a. Monday through Friday. Exterior work may begin no earlier than 7:00 A.M. Central Standard Time and must cease no later than 8:00 P.M. Central Standard Time.
- b. Weekends. Exterior work may begin no earlier than 9:00 A.M. Central Standard Time and must cease no later than 9:00 P.M. Central Standard Time.

4. Final Survey.

A final survey, including all areas of the lot as well as areas to the curb, of any new home construction is required on or before forty-five (45) days of the earlier to occur of the following: (i) all approved hardscape is complete; (ii) sod has been laid, or City of Houston ("COH") grading inspection has been done. Lot owner may request, from the appropriate MCIA review committee, an extension of time, which shall only be considered granted if approved in writing by said committee.

5. Project Completion/Timing.

MCIA approved projects (approved by the appropriate MCIA review committee) must be completed within the below time limits. The appropriate MCIA review committee may, but is not required to, grantan extension for good cause, as determined by the appropriate MCIA approval committee, in its sole and absolute discretion. It is the sole responsibility of the lot owner to request, in writing, an extension of time tocomplete the project, and receive approval from the appropriate MCIA approval committee, prior to end of prescribed time limit.

a. New Home/Dwelling Construction:

- i. Construction, including construction currently in progress as of the Effective Date, must be completed as applied for and approved by the appropriate MCIA review committee within twenty-four (24) months from written approval by the appropriate MCIA review committee.
- ii. Notwithstanding item 5.a.i. above, construction approval granted by the appropriate MCIA review committee prior to February 1, 2020, must be completed as applied for and approved by the appropriate MCIA review committee within six (6) months from the Effective Date.

b. Elevation/Raising of Existing Home/Dwelling.

- i. Construction, including construction currently in progress as of the Effective Date, must be completed as applied for and approved by the appropriate MCIA review committee within eight (8) months from written approval by the appropriate MCIA review committee.
- ii. Notwithstanding item 5.b.i. above, construction approval granted by the appropriate MCIA review committee prior to June 1, 2021, must be completed as applied for and approved by the appropriate MCIA review committee within six (6) months from the Effective Date.

c. Other Projects.

- i. Construction, including construction currently in progress as of the Effective Date, must be completed as applied for and approved by the appropriate MCIA review committee within six (6) months from written approval by the appropriate MCIA review committee.
- ii. Notwithstanding item 5.c.i. above, construction approval granted by the appropriate MCIA review committee prior to June 1, 2021, must be completed as applied for and approved by the appropriate MCIA review committee within six (6) months from the Effective Date.

6. Signage.

As per the MCIA Sign Policy, as supplemented, amended, and amended and restated from time to time.

7. Construction Fence.

- a. Chain link construction fence with solid color screening is required during any major construction (major construction will be determined by the appropriate MCIA review committee, in its sole discretion).
- b. Gates must be locked, and site secured if workers are not present.
- c. Fences and gates, including open gates, may not be left open and/or block the public walkway, or cross into adjacent lots.

8. Demolition Barriers.

Appropriate demolition barriers must be installed within the 48-hour period prior to commencement of work and must be removed 72 hours after demolition is complete. For more information about appropriate demolition barriers, please contact the Association's management office.

9. Site Drainage.

All site drainage must be directed away from adjoining lots and properties and be directed to the street. A silt fence must be placed on the street side of the property, excluding the driveway area.

10. Site Maintenance.

- a. Street and sidewalk must remain free of dirt, mud, and debris.
- b. Vegetation must be controlled for the entire lot and the area between the sidewalk and the street. This includes mowing, edging, weed trimming around trees and structures, and the removal of shrub and tree debris. Lots are to remain neat and attractive during construction, even for areas behind a construction fence.
- c. Site is to be kept free of trash and debris (construction or other types). Trash and debris may be temporarily contained in a refuse container.
- d. Excess and/or non-relevant equipment and materials shall be removed from lot.

11. Refuse Storage.

Any containers for refuse, including but not limited to dumpsters, must be placed only on lot owner's lot (not in public right of way such as street or sidewalk) and not on any adjacent lot not owned by applicant.

Regular refuse removal is required. All trash and debris must be contained within a refuse container.

12. Restroom Facilities.

Port-a-toilets and similar facilities must be placed with door facing the rear of the property (i.e. not facing the street). They must also be fenced separately on three sides obscuring their view from the street if not behind a screened construction fence as described above.

13. New Sidewalk & Driveway.

All new home and elevation of existing home construction requires the installation of a new sidewalk and driveway unless written exception is granted by the appropriate MCIA review committee. All sidewalks and ramps must meet COH regulations.

Limiting Authority, Waiver and Disclaimer.

In no instance or manner should this Amended and Restated Construction Rules Policy be interpreted as limiting or restricting any rights, powers or authority held by the MCIA and/or related committees.

In no instance or manner should this Amended and Restated Construction Rules Policy be interpreted as a waiver of future approvals. Approval of any/all projects does not inherently imply approval to subsequent projects or lot owner revisions to approved projects.

MCIA, the Board, the MCIA review committees, their agents, and any members thereof shall not be responsible for the structural or other defects of any kind or nature whatsoever in any plans, specifications, or documents submitted for approval, and/or improvements/modifications constructed or made as a result

Of plans, specifications, or documents submitted to the Board, the appropriate MCIA review committee. Lot owners are responsible for the safety and quality of the improvement constructed, made, or erected by, or for, said lot owner. No approval of plans specifications or documents may be construed as representing or implying that, if followed, the applicable structure will comply with the applicable Deed Restrictions, this Amended and Restated Construction Rules Policy, or other applicable legal requirements, or as to any matters relating to the health, safety, workmanship or suitability, for any purpose, of the structure.

By signing this document, I hereby agree to fully abide by this document AND the MCIA Construction Rules Policy.

I agree NOT TO BEGIN THE PROPOSED PROJECT until the Committee notifies me of its approval.

Committee Application approval is given for 6 months. Please notify the office of delays.

Owner Signature: _____ **Date:** _____

For Office Use: Date: _____ Acct#: _____ Lot: _____ Blk: _____ Sect: _____
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If you have any questions regarding these rules, contact the office at 713-729-2167 or via our website at www.meyerland.net.