

BARTON CREEK

BARTON CREEK NORTH MASTER ARCHITECTURAL COMMITTEE CHARTER AND SCOPE March 2006

The Barton Creek North Master Architectural Committee (MAC) is the controlling authority for property improvements occurring within the Barton Creek North Property Owners Association (BCNPOA) district as defined in the Covenants and Restrictions. The areas that fall under the MAC authority are:

- The Fairways
- The Foothills
- Governor's Hill
- Marquis Apartments
- North Rim
- The Ridge
- St. Gabriel's Catholic School
- The Terraces
- Watersmark
- Wimberly, Phase I
- Wimberly, Phase II (contact Rebecca Jones, Stratus Prop. 479.3434)
- Woods I, II & III

The MAC is charged with ensuring that all covenants, restrictions, and guidelines are met. The Committee is comprised of four residents, an Architect and Landscape Planner appointed by the BCNPOA. The BCNPOA Property Manager is responsible for preparation and hosting of all MAC meetings, as well as follow through on action items that are generated out of the MAC meetings. The MAC meets, as needed, the second and fourth Monday of each month at the Barton Creek North office at 7035 Bee Caves Road, Suite 108.

Various procedures have been established that will allow the BCNPOA and the MAC to monitor and enforce these guidelines as consistently as possible. The following is a synopsis of the submittal and approval procedures.

New Construction & Addition Plan Review

Conceptual Review One (1) set of plans (site-elevations and floor plan). This is a cursory review to determine if the plan fits into the overall scheme of the neighborhood. No action is required, but suggestions may be made.

Preliminary Design Review Two (2) sets of plans (site plan, floor plan with square footage, elevations, and drainage) Packages must be received no later than noon on the Monday **two weeks** prior to the meeting to be considered. Any variance requests must be submitted at this time, as well as the appropriate fees.

Final Design Review Four (4) sets of updated plans. **Two (2) regular size (24 x36) and two (2) 11x17** showing more detail such as room dimensions, roof heights, chimneys, etc. A construction schedule should also be included, as well as a Sample Board. Landscape plans or deferment should also be submitted at this time.

Major Landscape Projects/Fencing Plan Reviews

For the purposes of this document, major landscaping is defined as any project that will significantly alter or change the appearance, impervious coverage, or drainage. This includes, but is not limited to:

- 1) Addition of numerous trees or hedges,
- 2) Fountains or ponds,
- 3) Retaining walls,
- 4) Increasing plant beds by more than 50%.

No conceptual review is required. Preliminary and Final Design Review follows same guidelines as above. The *Barton Creek Landscape & Fencing Plan Application* contains a checklist of plan requirements.

Fencing approvals only require a site plan and fence details. Refer to Architectural Guidelines to determine appropriate setbacks and specs.

Swimming Pool Plan Review

No conceptual review is required. Preliminary and Final Design Review follows same new construction above. The *Barton Creek Pool Plan Application* contains a checklist of plan requirements.

Notification of building activity

All surrounding contiguous property owners, sub-association presidents, and managers will be notified of the scheduling of the Preliminary Design Review of any project. Plans generally will be available for review, by appointment, up to one week before the meeting. Comments or concerns should be submitted in writing on or before the meeting date. Owners who prefer to comment at the meeting must notify the Property Manager in advance. Final approval of all projects lies with the voting members of the MAC.

MAC Fees

The MAC is responsible for setting and collecting all fees and deposits related to building activity. These fees cover costs such as those related to plan reviews, inspections, and administration.

Design Review

- 1) New construction \$1800.00
Includes home and original landscaping plan (valid for 120 days if no deferment granted).
- 2) Reinspection fees \$100
- 3) Pools \$600
- 4) Additions \$500 if no plumbing involved and the project is less than 500 sq. ft.; \$1000 with plumbing
- 5) Variance Approval \$750
- 6) New Construction or Redo Landscape \$500

No fees are required for fencing submittals.

Refundable Compliance Deposits

- 1) New Construction \$5000
- 2) Pool \$2500
- 3) Structural Additions \$2500

Building permits

Building permits will be issued by the Property Manager after final MAC approval and collection of fees. The building permit is to be posted in a weatherproof enclosure and within a prominent location at the subject property. Permits are required for all construction, additions, and pools. The permit will display the following information.

- 1) Property address and Owner name
- 2) MAC permit number
- 3) Builder ID and contact number (phone)
- 4) Form for sign off of inspection by Inspection Company

Inspections

Inspections will be performed by McComis & Co. Builders/contractors are responsible for scheduling their inspections. The original inspections are paid out of the Design Review Fees. Reinspections will be paid for out of the Compliance Deposit.

New Construction and Addition Inspections

- A) Site
- B) Foundation
- C) Exterior Finish (roof, stone, stucco)
- D) Drive way / flatwork
- E) Final inspection

Pools Inspections

- A) Site
- B) Foundation
- C) Fencing
- D) Final inspection

Landscape inspections will be performed by the Property Manager or designated representative.

These guidelines are intended to provide a process for making property improvements in Barton Creek North POA. More detailed information may be found in the Design Review Guidelines. Please contact the BCNPOA Property Manager at 512.219.1927 for the complete Submittal Package and Applications.

Certificate of Compliance

The MAC will issue a Certificate of Compliance verifying that all inspections have passed and to the best of its knowledge, the construction or improvement meets all architectural guidelines. The issuance of the COC also activates the process for the Compliance Deposit Refund.