

# BARTON CREEK

## **BARTON CREEK NORTH MASTER ARCHITECTURAL CONTROL COMMITTEE DESIGN REVIEW PROCESS REVISED, NOVEMBER 2011**

The Barton Creek North subdivision was developed with very stringent deed restrictions to ensure everlasting beauty and continuity. In order to ensure that property values are maintained and consistent design guidelines are applied, the Barton Creek North Property Owners Association relies on our resident volunteer Architectural Control Committee and the expertise of architectural professionals. Each of our eleven gated communities is governed by their own unique set of deed restrictions. For example, properties located on golf courses are subject to buffer zone setbacks that require special attention, while other properties have condominium restrictions or specific landscape materials requirements.

The following sub associations are subject to Barton Creek North Master Architectural Control Committee oversight:

- The Fairways\*
- The Foothills
- Governor's Hill
- North Rim
- The Ridge
- The Terraces
- Watersmark\*
- Wimberly Lane Phase I
- Wimberly Lane Phase II (contact Matt Moore, Stratus Representative at 512-899-1376)
- The Woods, The Woods II and The Woods III

Additional areas that fall under the Barton Creek North Master Architectural Control Committee authority include: Marquis Apartments and St. Gabriel's Catholic School.

\*Currently, oversight authority for The Fairways and Watersmark has been delegated to the respective development areas.

Every project, new construction, pools, additions, and even landscape and lighting changes must go through the Master Architectural Control Committee's design review process. All improvements must be made through the use of *The Woods at Barton Creek Architectural Guidelines*. This approval process typically takes 30 to 45 days once initial plans are received. Incomplete submittal package is the most prevalent reason for delays.

The Master Architectural Control Committee is comprised of three resident volunteers, an architectural consultant, and a landscape architectural consultant. The Committee meets twice a month to review plans and conduct site visits.

Various procedures have been established that allow the BCNPOA and the MACC to monitor and enforce architectural guidelines as consistently as possible. These procedures are outlined in the attached. Complete submission forms are available at [www.bartoncreeknorth.com](http://www.bartoncreeknorth.com) or by calling RealManage at 512-219-1927.

**Barton Creek North**  
**Master Architectural Control Committee Process**

New Construction, Cabanas and Pools, Additions and Other Improvements

Fees: New construction \$1800;  
Compliance Deposit \$10000 with Signed Compliance Deposit Agreement  
Includes home and original landscaping plan (valid for 120 days if no deferment granted).

Additions \$500 if no plumbing involved and the project is less than 500 sq. ft.; \$1000 with plumbing; Compliance Deposit \$5000 with Signed Deposit Agreement

Pools \$600; Compliance Deposit \$5000 with Signed Compliance Deposit Agreement  
Variance Fee \$750

Submittal Information:

Three (3) full sets of plans (site-elevations and floor plan)  
Two (2) full sets of plans (site-elevations and floor plan) 11x17  
All setback and other checklist requirements must be noted on the plans  
All construction requirements must be noted on the plans  
Variance requests must be submitted  
Specifications sheet, and sample colors  
Landscape plans or deferment  
Signed Compliance Deposit Agreement  
Construction schedule and sample board

Major Landscape Projects, Fencing Plan Reviews

Any landscape projects that do not significantly alter the appearance of the property are permitted without approvals provided that the plantings used meet the criteria set forth in *The Woods of Barton Creek Design Review Guidelines*. Design review fees for landscape plans are \$500. A Compliance Deposit of \$2500 with a Signed Compliance Deposit Agreement is also required.

Landscape Projects Requiring Approvals:

1. Addition of numerous trees or hedges
2. Fountains or ponds
3. Retaining walls
4. Increasing plant bed size by more than 50%

Examples of landscaping that is not allowed in Barton Creek are:

1. Large areas of rock or crushed granite
2. Palms in excess of six feet at mature height
3. Long linear hedges between property lines
4. Use of high-water grasses

Submittal Information:

Two (2) sets of plans must be submitted. It should contain irrigation information, setbacks, impervious cover calculations, plant listings, locations, and sizes. Particular attention should be paid to drainage and erosion control.

## **Notification of building activity**

All surrounding contiguous property owners are notified upon the submission of any new improvements. 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 MACC.

## **Building permits – New Construction**

Building permits are issued by the Property Manager after final MACC approval and the 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 and additions. The permit will display the following information.

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

A copy of the Barton Creek North Building Rules must also be posted on the site.

## **Inspections**

The primary goal of the Master Architectural Control Committee is to ensure that the property is built to the approved plans, within the architectural guidelines, and as efficiently, cleanly, and safely as possible. The Association does not conduct inspections related to construction or building codes.

### **The following inspections are conducted on any new construction or addition:**

Inspections are performed by a third party, McComis & Co. Inspectors. Builders and 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.

The following inspections are conducted on any new construction or addition:

#### Construction Site/Layout Inspection:

1. Property Corner pins are located and flagged, string lines are stretched along property lines, easement boundaries are flagged, and foundation form boards are set. Must also provide inspector or BCN office with form survey.
2. Verify lowest floor elevation with plan.
3. Construction requirements must be met (fencing, erosion controls, garbage collection, permits, etc.)

*Erosion controls are required immediately upon the disturbance of the property. Construction fencing must be in place immediately upon completion of the layout of the boundaries unless additional time is requested due to property size, location, trenching issues or weather.*

#### Construction Exterior Materials Inspection:

1. Roofing should be complete and per approved plans.
2. Materials must be approved and installation complete as per approved plans.
3. Construction requirements also must be met.

Driveway and Flatwork Inspection:

1. Forms and reinforcements must be in place; expansion joints are required.
2. Sidewalk must be set if required by approved plans and final plat.
3. Construction requirements also must be met.

Construction Final Inspection:

1. All exterior must be complete and all inspections must be passed. Construction must conform to approved plans.
2. Landscaping must be installed and approved by the MACC.
3. All construction fencing, erosion controls, debris, etc. must be removed.
4. Revegetation of adjacent lots, if necessary, must be done.

Pool Final Inspection (MACC only):

1. All fencing and gates complete.
2. Landscape installations and equipment screening complete.
3. All materials must meet those approved by the MACC.

**Letter of Compliance and Deposit Refund**

Upon successful completion of all required inspections the MACC will issue a Letter of Compliance verifying that, to the best of its knowledge, the construction or improvement meets all architectural guidelines. This letter will accompany the compliance deposit refund. The Letter of Compliance and Deposit Refund will be submitted to the owner of record as of the date of the refund.

**These guidelines are intended to provide a process for making property improvements in Barton Creek North. 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.**