

**WESTON LAKES**  
**ARCHITECTURAL STANDARDS BULLETIN NUMBER EIGHT (8) (ASB)**  
**SUBMISSION, REQUIREMENTS, DETAILS AND REVIEW**  
**New Construction – Home Additions – Home Improvements**  
**(These procedures supersede and replace the Architectural Standards Bulletin Number Seven (7))**  
**Approved – March 20, 2020**

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## I. INTRODUCTION

The control of all new construction (NC), home additions (HA) and home improvements (HI) is governed by the Declaration of Covenants, Conditions and Restrictions for Weston Lakes (hereafter referred to as CCRs). As provided in Section Eight (8) of the CCRs (Power to Adopt Rules and Regulations), the Property Owner Association (POA) has adopted, approved and filed these standards and procedures to supplement, provide interpretation and provide directives for the CCRs. They will also govern the review of new construction, home additions and home improvements plan and requests.

Under Section Four (4) of the CCRs, “no building or other improvements of any character shall be erected or placed until the obtaining of the necessary approval from the Architectural Control Committee (ACC or Committee), of the construction plans and specifications.” “Approval shall be granted or denied/withheld based on matters of compliance with the provisions of the CCRs and this instrument, quality and color of materials, drainage, harmony of exterior design and color with existing and proposed structures and location with respect to topography and finished grade elevation.”

**The new construction, home addition or home improvement builder, property owner and all related contractors, as necessary, are responsible for reading and understanding the requirements of their specific CCR and this Bulletin and procedures** before submitting a request for new construction, home additions, and home improvements to the ACC for review.

Construction or improvements **may not be started** before the property owner and/or builder contractor receives the **Signed/Approved Application, Letter of New Construction Approval (Take No Exception Letter)** as well as the signed **Weston Lakes Building Permit, as relevant to the type of request.**

At the time of this writing, Weston Lakes has over thirty (30) separate and unique CCRs for each of the Sections. As new Sections are included that may still fall under the Developer, this number of CCRs will increase as the Sections are added and approved for inclusion by the POA Board of Trustees. Depending on the Section, Block and Lot’s legal description of the submission, the builder/contractor and/or property owner should submit new construction, home addition, or home improvement plans and applications as required by the specific CCRs for that Section. **It is important to note that some CCRs contain information specific to the Block and Lot number. Please check each CCR unique to the Section, Block and Lot before submitting plans or applications for approval.** Differences can and do exist down to the Section, Block and at the specific Lot level.

New construction homes that are not under contract with an expected owner/occupant or are purchased by others as an investment are considered speculative (spec) homes. Builders will be limited to **two (2) unsold speculative new construction homes at any given time.** No new construction speculative home approvals will be considered for the same builder until at least one (1) of the two (2) new construction speculative homes is sold and occupied by an owner. Pending contracts for one (1) of the two (2) new construction speculative homes will be considered but no guarantee exists that the additional new construction speculative home will be approved until the speculative home is successfully sold and closed.

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**II. NEW CONSTRUCTION**

**A. Submission of New Construction Packages Requesting Review and Approval – Procedures**

**At this time, submission of new construction packages are required to be submitted via paper format *ONLY and are required to be full size, to scale, construction documents (plans).***

Electronic submissions will not be accepted without prior approval of the ACC Committee.

New construction packages are to be submitted to the Weston Lakes POA Onsite Office.

All questions and/or clarification in regard to the submission of a new construction submittal package and contents should be directed to the Weston Lakes POA Onsite Personnel.

**POA Onsite Office:**

**Weston Lakes POA/ACC**  
32625 FM 1093  
Weston Lakes, Texas 77441

(281) 533-9108 - Voice  
wlonsite@gmail.com

**City of Weston Lakes – New Construction Developmental Building Permit**

The City of Weston Lakes requires a Development Permit for all new construction structures and buildings built within the City of Weston Lakes. The permit and instructions can be found on the City of Weston Lakes Web Page at [www.cityofwestonlakes-tx.gov](http://www.cityofwestonlakes-tx.gov). A permit application, along with the required permit fee, must be submitted to the Weston Lakes City Office located in Fulshear, Texas. (8045 FM 359, Suite 200). If the new construction is in or near the flood plain, a survey along with the proposed building plans and the placement of the structure on the plat or tract will be required. Construction may not begin until the permit is issued and approved. A copy of the approved permit is required to be submitted along with the new construction submission. Builders and Citizens should allow enough time for the permit review by the City's Flood Plain Administrator.

**A new construction request submission will NOT be reviewed unless the fully executed Developmental Permit is included with the submission package.**

**NOTE:** An amendment of the City of Weston Lakes Ordinance 05-09, approved on March 24, 2009 and adopted on April 1, 2009, has now had an amendment to this Ordinance, effective April 2, 2014. The amendment information is located in the Ordinance as follows: **Article 3-5, Section(s) B (1) - (4)**

Information in re to this Ordinance can be found by contacting the City of Weston Lakes city office or by accessing the City of Weston Lakes website @ [www.cityofwestonlakes-tx.gov](http://www.cityofwestonlakes-tx.gov).

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The City of Weston Lakes can be reached at (281) 533 0907.

The current hours of operation are **Monday and Wednesday from 11:00AM – 5:00 PM.**

The Mailing address is:

**City of Weston Lakes**  
PO Box 1082  
Weston Lakes, Texas 77441

The Physical Address is:

**City of Weston Lakes**  
8045 FM 359, Suite 200  
Fulshear, TX 77441

All required forms and information to be contained with the new construction package submission, including this document are located on the public side of the POA Website @ [www.westonlakespoa.com](http://www.westonlakespoa.com). To retrieve this information:

Go to Documents-→ Choose Category Drop Down Menu→ Choose Architectural (ACC) New Construction Information. All information required is contained in this Section.

It is recommended that all new construction submission packages be delivered to the POA Onsite Office at least six (6) weeks before the intended start of construction. The CCRs permits thirty (30) days for the ACC to respond. If additional information is required by the ACC or POA Board, the thirty-day time frame starts over for each submission.

The associated required forms to be submitted for a new construction submission are as follows:

- 1) Weston Lakes Checklist for Builders
- 2) Weston Lakes New Home Construction Request Letter
- 3) Weston Lakes New Construction Builders Violation and Assessments Schedule
- 4) Weston Lakes Information Sheet for New Construction

The Weston Lakes Checklist for Builders is required to be completed. It lists and describes all information required as part of the overall submission.

Upon receipt of the new home submission, the POA Onsite Personnel will review and vet the submission package and details provided for completeness as required on the Checklist for Builders.

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IF	THEN
All items required are submitted correctly based on the Builder's Checklist and the POA Onsite Personnel has no questions	The POA Onsite Personnel will add the new construction package to the ACC's agenda for the next scheduled meeting. The ACC members will then review the new construction package to ensure the details meet the requirements for new construction.
All items required are <b>NOT</b> submitted correctly and/or if the POA Onsite Personnel has further questions, needs missing items, needs clarification or items are in error	The POA Onsite Personnel will contact the Builder and/or Property Owner and make them aware of the required and/or missing information or errors in information. The Builder or Property Owner will then need to supply and/or correct the items missing or in error and supply the corrected information back to the POA Onsite Personnel. When this is completed and all information is corrected, the POA Onsite Personnel will add the new construction package to the ACC's agenda for the next scheduled meeting. The ACC members will then review the new construction package to ensure the details meet the requirements for new construction.

The new construction submission package is on the agenda for the next scheduled ACC Meeting.

IF	THEN
The ACC questions or has a need for additional information or clarification based on the information submitted.	The ACC will provide their questions and/or clarification electronically back to the builder and/or property owner. When all questions, clarification or changes have been answered by the builder or property owner and are in compliance with the CCRs and to the requirements of this document, the ACC will then contact the Builder and/or Property Owner notifying them that the new home submission has been approved.  This approval is completed by sending an electronic <b>Take No Exception "Letter of Approval"</b> to the Builder and/or Property Owner as well as a Permit.
The new home submission package contains all required information, the ACC will approve the new home construction and notify the Builder	The ACC will then contact the Builder and/or Property Owner notifying them that the new home

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and/or Property Owner "electronically" as <b>APPROVED</b>	submission has been approved.  This approval is completed by sending an electronic <b>Take No Exception "Letter of          Approval"</b> to the Builder and/or Property Owner as well as a Permit.
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Upon receiving the Take No Exception Letter of Approval and Permit, a new construction sign and frame will be ordered by the POA Onsite Personnel. When the new construction sign and frame is received, the Builder or Property Owner will be responsible for "picking up" the sign and frame at the POA Onsite office along with a set of approved stamped drawings.

The sign is to remain at the new construction site in plain view until the new construction is completed.

**B. General Water/Sewer Information**

Water and sewer services for Weston Lakes (all original sections), Bradford on the Bend, Lake Village, Oxbow Estates, "The Estates", Fairway Villas and Waterford at Weston Lakes and The Reserve are provided by Fort Bend County Municipal Utility District (MUD) # 81. Additional information on MUD #81 is not included in this document. Please contact the MUD #81 web site at [www.fbmud81.com](http://www.fbmud81.com) for specific information.

Water and sewer services for Riverwood Forest, both Sections One (1) and Two (2) are provided by Aqua Texas. **Aqua Texas requires an owner installed grinder pump and lift stations with minimum requirements for the sewer service.** Additional and specific information on Aqua Texas is not included in this document. Please contact the Aqua Texas web site at [www.aqua-texas.com](http://www.aqua-texas.com) for specific information. Aqua Texas's direct number is 877 987 2782.

**C. New Construction Fees**

New construction fees, with amounts may be re-set from time to time by the ACC with the concurrence of the POA Board of Trustees, is required with each new construction submission package.

The current construction fee(s) are as follows:

- \$3,500.00 – Non Refundable** fee for road/street usage.
- \$1,500.00 – Non Refundable** fee – Eight (8) inspections and new construction package processing.
- \$5,000.00 – Refundable Deposit**, minus any violations fees.
- \$10,000.00 – TOTAL**

**TO BE SUBMITTED AS TWO (2) SEPARATE CHECKS OF \$5,000 EACH**

The fees outlined above are subject to change. Refer to the latest documents on the Weston Lakes website for the latest information.

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The Cashier's Checks ONLY covering all aforementioned fees and the deposit is required at the same time as the submission and delivered to the POA onsite office. The Cashier's checks should be made payable to:

**Weston Lakes POA**

The New Construction Refundable **Deposit**, with the amount to be set from time to time by the ACC with concurrence of the POA Board of Trustees, is required with each new construction request. **Return of Deposit will be made only after satisfactory completion of all eight (8) inspections, presenting required certifications, landscape and drainage inspections and lack of any problems related to CCRs during the construction phases.** The home owner and/or the builder are responsible for working out arrangements for landscaping plans as submitted, whether by builder or property owner, with understanding that the return of deposit is dependent on all facets being finished to the satisfaction of the ACC and the POA.

The **Weston Lakes New Construction Builders Violation and Assessments Schedule** displays and describes all assessments and associated violations that would preclude return of the refundable deposit.

**Even though the Builder's deposit may be paid by the owner, the return of deposit will be based on the performance and/or conduct of the builder. The full or partial refund of the deposit will be returned back to the originating Remitter, regardless.**

**Note:** When the deposit is paid by the Owner, the Owner acknowledges that, although they are the party paying the Construction Deposit Fee, the refund of the deposit or portion of the deposit is contingent on the Builder completing construction in accordance with all requirements contained within the CCRs and this document. In all cases the Builder and the Owner are to sign to the violation fee schedule.

It is "recommended" that the building exterior including all grading, drainage and landscape planting with maintenance of the same must be 100% complete by or before eight (8) months from the date of completed Site Preparation Inspection unless an extension of time is granted by the ACC. Failure to comply may be grounds for some forfeit of the deposit at the discretion of the ACC unless the ACC is notified of, and agrees to, a need for extension of time to build.

**Final inspection by the Weston Lakes New Construction Inspector must be completed with a "No Exception Taken" Statement of Completion (SOC), before occupancy of the house.** Failure to comply may result in automatic forfeit of deposit or a lesser amount at the discretion of the Committee, approval of the POA Board of Trustees and possible probation of the Builder.

**In order to receive an SOC, a termite report and an engineered foundation letter needs to be supplied to the Weston Lakes Inspector.**

**NOTE: Association fees, assessments, etc. must be current with a balance of zero (\$0). If not current, check for balance due is required before the ACC will review any submittals.**

**D. Conditional or Approved Builder List**

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**All builders must have the recommendation and final approval of the Architectural Control Committee (ACC).** The ACC will review the qualifications of all builders, both new and those who currently build in Weston Lakes. Builders can lose ACC approval through unsatisfactory performance. New builders are required to submit their qualifications for initial approval via a resume and submission package found on the POA website. To find this resume information, go to [www.westonlakespoa.com](http://www.westonlakespoa.com) ---> Documents ---> Choose Category ---> Select New Construction ---> Approved Builder Application.

New builders added to the approved list become conditionally approved builders before becoming fully approved builders. To be moved to the approved list, two (2) homes must be successfully completed.

**E. Home Designs**

1. Weston Lakes is “conceived” as a community of individual, well-designed, high quality homes. Front elevations should not be repeated, without modifications acceptable to the Committee. Elevations of all four sides must be attractive and not have the appearance of mass produced housing. It is especially important that houses on Golf Course and Lake lots have attractive elevations facing the golf course and/or lake, and that the “back yard” appearance of typical subdivision houses on all lots back to back be strictly avoided.
  
2. Home designs with detached garages are not permitted, with the exception of the Bradford on Bend Sections (as long as attached via breezeway), and Riverwood Forest where they are permitted per the CCRs. The garage designs shall be in harmony with the main structure and the neighborhood. This appearance might be achieved with a porte-cochere, carport or similar structure in front of the garage and a roofline that is an extension of the house roof. Fascia and soffit of the house shall be extended around the structure and garage, and the garage cap plate elevation shall be the same as the cap plate for the first floor of the house. This design must be acceptable to and approved by the Committee.
  
3. Landscaping is a critical part of the aesthetics for a new home design and the appearance for the entire community. Landscaping is considered an important part of new construction approval and will be assessed the same as other portions of a proposal. Details for landscaping are covered in later sections.
  
4. Any media room designed with a bath inside or immediately adjacent, that can be easily made into a bedroom, must have operable window(s) to provide an alternate exit in case of fire per the Building Code.
  
5. Any structure on any lot must be in harmony with the neighborhood and approved by the Committee.

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6. Variance Requests must contain a copy of specific section of the CCRs or ASB that the variance is being requested for.

**F. Construction Standards**

Building construction in Weston Lakes must equal or exceed the current requirements of any County of Fort Bend or State of Texas Building Code(s) and the 2009 International Residential Building Code unless specific reference is made to another code herein. Joists, rafters and wall studs must have spacing no greater than 16 inches on center.

The Weston Lakes contract building inspector will evaluate compliance with these codes as well as the CCRs and this Bulletin. The inspector has the authority to require modification, repair or rebuild of any situations that do not meet these codes.

**G. Specific Submittal Instructions**

- Certificate of Liability Insurance with Weston Lakes POA shown as an additional insured. It should display as follows:

**Weston Lakes POA**

**32625 FM 1093**

**Weston Lakes, Texas 77441**

- Financial information (HUD/ALTA Statement, Letter of Credit from bank or other financial institution, or other means) verifying funds available for total completion of project. Outstanding balances for the new construction address and owed the POA must be paid in full before the ACC will grant a Building Permit.
- Three (3) sets of full-sized prints of the drawings including foundation design plans and specifications for the proposed house are required. Drawings must be specifically for the Lot in question and not revised from another. Flip plans are not acceptable. Break plans may be acceptable if approved by the Committee. "Red-lined" drawings are not acceptable. One set of drawings stamped "Take No Exception" will be returned to the Builder after review and approval. A second set will be given to the inspector. The Builder will allow his set to be **available for the inspector, as requested**. The third will be placed in the ACC file for a record for approximately one year.



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- A Soils Report for the Lot, as well as documentation (on foundation plan notes or by letter from Engineer) that foundation plan was designed based on information contained in the soils report for that specific Lot. The specific Soils Report Number is required to be referenced on the engineered foundation diagram and letter.
  
- Verification of the Builder's Home Warranty Program, complete with a "sample" of the warranty. If the Homeowner does not require a Home Warranty (custom home only), the Owner(s) must submit a written and signed waiver statement to that effect.
  
- A sample or manufacturer's brochure or photo of brick or other masonry material along with the exterior paint and trim colors is required. Computer printouts are allowed but may not be reliable and therefore not always accepted. (Please do NOT provide actual stone or brick.)
  
- Landscaping plan: A Landscape Plan shall be presented with the initial presentation. It is required to contain quantities, container size, plant selections and location of each. A Final revised plan is requested to be presented within six (6) weeks prior to completion of the construction. Landscaping may not be installed before approval of the Detailed Plan is granted. Details on landscaping and minimum requirements are presented in Section L on Landscaping.
  
- A drainage plan as described in CCRs Section 3.10. Drainage swales directing water to the front and/or rear of golf course or lake lots must be installed prior to the placing of side boards for the foundation. The inspector will check this feature at his first inspection. Also refer to CCRs Section 3.10 for owner responsibility regarding drainage. The Owner (either through his/her builder or independently) is responsible for all water from subject lot draining to front or perhaps rear if a lake or golf course lot. Drainage may be by surface swales or underground piping if approved by ACC Committee.
  
- Construction must start within six (6) months of approval date or a re-submittal is required.

**PLEASE NOTE: All construction changes to the approved home and lot are required to be resubmitted for further approval by the ACC.**

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**PLEASE NOTE: Additions to construction plans that fall outside of the home (i.e. fence, pool, water well, etc.) require a separate Home Improvement Request and ACC approval prior to making the change or addition. Failure to obtain ACC approval prior to construction of these items may result in a deed violation and some forfeit of the Construction Deposit.**

## **H. Details for Drawings**

Minimum requirements for drawings are:

1. **SITE:** An accurately drawn and dimensioned plot or site plan, showing all buildings, build set-back lines, easements, driveways, culverts, walks, existing fences if any, slab elevation above natural grade, etc.
2. **LANDSCAPE:** Provide a detailed landscape plan indicating quantities, sizes and types of plants and sod proposed. A double layer of plants is required in the planting area(s).
3. **ARCHITECTURAL:** Floor plans, exterior elevations, electrical plan and any additional drawings required to show intended design and materials. Elevations or other drawings must show the roof design. More details on roof requirements are in Section I.
4. **STRUCTURAL:** Foundation design plans must be site specific for soil conditions, stamped, signed and dated by a licensed professional engineer in the State of Texas who is experienced in the design of residential foundations. More detail on foundation requirements can be found in Section J. Engineered ceiling joist framing plan, roof framing plan, floor joist framing plan (for two story homes) must also be submitted that are stamped, dated and signed by a licensed professional engineer in the State of Texas

## **I. Roof and Roofing Details**

For the standard home design, a minimum roof pitch of 7/12 for the major portions of the roof is required although a pitch of 8/12 or greater pitch is recommended. Exception: for Mediterranean style or tile roof designs, a minimum pitch of 5/12 may be considered. The roof design must be in harmony with neighboring homes and factor will be given strong consideration.

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Metal roofs are only permitted as accent roofs and require a variance to be submitted and approved. Accent roof is considered to be less than 10% of the total roof area. Acceptable colors are earth tones of browns, tans, copper, gray.

Any portion of roof pitch that falls below 7/12 pitch requires a variance to be submitted and approved by both the ACC and POA Board. This includes all roofs; e.g., accent roofs, patio roofs, etc. In addition, any metal roof accents also require a variance to be submitted and approved by the ACC and POA Board. The submittal of a variance request does not constitute approval of the variance.

Exterior roofing material on any residence or other improvement on the Lot must be (a) premium-quality composition shingles with at least a 30-year warranty, (b) tile, or (c) standing seam metal with hidden fasteners (**for accents only as noted above**). An earth-tone color is required. Composite shingle examples include but are not limited to: GAF Timberline HD shingles in Charcoal or Weathered Wood; Elk Prestique HD in Weathered Wood, Sablewood; Vanguard in Weathered Wood; Tamko in Weathered Wood and Owen-Corning in Shadow and Driftwood. A color sample or manufacturer's brochure for all roofing materials must be submitted for review by the ACC.

**J. Foundation Detail**

1. Foundation Slabs on Grade, Pier and Beam and Post-tensioned Slabs must be designed and inspected by Register Professional Engineer, licensed by the State of Texas, who is experienced in the design of residential foundations. The foundation must be based on existing soil reports and conditions at the location of the foundation. The original soil test report for the specific lot must be included with the Engineer's signature, Engineer's license # and the Engineer's stamped cover page. The foundation design drawings must be stamped, signed and dated by the licensed Engineer.
2. Prior to the placement of concrete, the Engineer shall provide written certification that the foundation materials and placement were in accordance with the design specifications.
3. Post-tensioned slabs must be designed and constructed in accordance with the Guidelines established by the Post-tensioning Institute. Tendon length and tensioning requirements must be detailed on the foundation drawings. The Post-tensioning Contractor must provide written certification and guarantee that the post-tensioning tendons were tensioned in accordance with the above referenced guidelines.
4. Foundation Slab Elevation in all locations must be constructed in accordance to the City of Weston Lakes current Flood Plain Ordinance. The Flood Plain Ordinance is enforced through the Flood Plain Administrator via the Flood Plain Permit.

Existing grade is established prior to any grading, movement of earth, or filling.

5. Termite control is required. This may be by placement of chemicals under the slab or by installation of a post construction baiting system. A certification certificate of either termite treatment method must be presented to the inspector. This certificate is a portion of the requirements for a satisfactory Statement of Completion.

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6. If slab is less than one foot from a Build Setback Line, a form survey is required and must be submitted to the inspector.

**K. Exterior Wall Areas**

1. The CCRs for Weston Lakes require that the exterior face of each home on each side shall have a minimum of 51% masonry construction or its equivalent. The area of each face shall be calculated as the total area of the facade from the foundation to the main roof soffit, **including gable ends**, minus windows and doors. The ACC may require calculations to verify compliance to the masonry criteria.

**Golf Course and Lake Lots:** Sides of the building which face the Golf Course or Pecan or Oxbow Lakes shall exhibit 100% masonry construction or its equivalent including garages on the first story level. Masonry is recommended on the second story of major wall sections (small sections of recessed walls or dormers on the second level may be other material).

2. Masonry is defined as face brick or building stone, laid up unit-by-unit in mortar. Materials such as nail-on brick and thin-set-brick or stone are NOT acceptable. Hardiplank or hardiplank shakes are not considered masonry. Samples, photos or manufacturer's brochures of the proposed brick or/and building stone shall be submitted with the plans. Masonry details shall also be submitted with the building plans. Tie-backs for brick veneer walls must meet Codes and will be checked by inspector.
3. Masonry "equivalent" is defined as a cementitious coating (commonly referred to as stucco) as described in the most current and latest Uniform Building Code Sections or in the standards published by the American Society for Testing and Materials (ASTM) Designations. Stucco must meet ASTM D-2 standards.
4. Synthetic stucco, cementitious panels or sidings are NOT acceptable as masonry "equivalent."
5. Color for the final finish coat of a cementitious coating (stucco) must be earth-toned shades of gray, tan or beige as approved by the ACC. A color strip must be submitted with the plans.
6. Except for Mediterranean style designs, a stucco exterior with some stone décor is strongly recommended.
7. A permanent address block, visible from the street, is required before issuing a Statement of Completion. These are extremely important for assisting EMS, police and firemen.

**L. Landscaping, Fences, and Address Block**

Per CCRs Section 3.38 or 3.39, "the Committee shall, in its sole discretion and authority, determine whether the landscape layout and plans, including, but not necessarily limited to, drainage, grass, shrub and tree planting, include sufficient landscaping. The Committee may require additional landscaping should the Committee deem it to be necessary." Minimum requirements established by the Committee (which may be revised from time to time) include the following:

1. Landscaping must be adequate, appropriate and attractive for the home and lot and be in harmony with the existing neighborhood. Appropriate landscaping is required in the rear yard and special

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emphasis must be given to golf course lots. Golf course lots require adequate landscaping in the rear yard. Landscaping, including sod/grass, should be installed at the earlier of home completion or eight (8) months after Site Preparation Inspection unless extension is granted for justifiable reasons by the ACC.

2. Grass covering the entire lot area is required except on lots larger than  $\frac{3}{4}$  acre. For lots larger than  $\frac{3}{4}$  acre the lot shall be sodded from the street to the front of the home and contain a minimum of 20,000 square feet of sod unless an exception is granted by the ACC. Installation of an automatic irrigation system is strongly encouraged for custom built homes. An automatic irrigation system is required if the home is being built as a speculative for subsequent sale. An automatic irrigation system is never permitted to be installed in the POA right of way (ROW) area in the front of the lot. Approved sod types are St. Augustine and Bermuda grass, solid lay. Hydro mulching or seeding is not permitted.
3. Air conditioning equipment, gas meters, generators, water softeners, and pool equipment must be screened from the street and golf course (when applicable) with shrubbery or other means acceptable to the Committee.
4. A detailed Landscaping Plan must be submitted with the original home design plans. This Plan must show as a minimum: the location of beds, decorative features, trees, A/C screening and any other exterior improvements planned with the approximate dimensions. A revised plan is requested to be submitted prior to completion of construction. The Detailed Plan must be approved by the ACC before installation of landscape. The ACC requires that all non-seasonal plants be a minimum of one-gallon size, preferably larger.
5. Faux or artificial turf is not permitted.
6. Fences must be submitted separately as a Home Improvement. Fence height, placement and material of construction are specified in CCR Section 3.14 and 3.15. Special attention should be given to the different requirements between interior lots, golf course lots and lake front lots. Refer to home improvement checklist for fences.
7. Opaque fences made of wood must be designed to present a finished appearance on the outside or alternating panels (friendly fencing). The finished appearance on the outside means that rails, posts, and braces will be placed on the inside, facing the owner's property. For solid cedar fences, a "rot board" is suggested to accomplish the finished design but note that fence height must not exceed six feet. Post caps are suggested and are not included in the six-foot height maximum. If wooden fences are painted or stained, the color must harmonize with the community and be approved by the Architectural Committee. Fences made of synthetic material must be of a color to blend with the surrounding features. Rail fences (with or without a wire mesh) are acceptable in appropriate locations but must be approved by the Committee.
8. All landscaped areas, yards and gardens, including yard structures, such as gazebos and fences are required to be maintained in a healthy and pleasant appearance by the homeowner.
9. A permanent address block, visible from the street, is required before issuing Statement of Completion. These are extremely important for assisting EMS, police and the fire departments.

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**M. Building and Set Back Lines**

1. Per the CCRs, no residential structure, carport, garage or any enclosed structure with a foundation may be located on any lot nearer to the property line than the minimum building set-back lines provided in the CCRs.
2. Provisions for fences, walls and hedges are specified in the CCRs.
3. Other types of improvements such as gazebos or trellises may be approved by the ACC, giving consideration that the improvement must maintain the character of the subdivision and be in harmony with the neighborhood, and within the set-back restrictions of the Section, for example:

**Town and Country Lots:**

For lots with a 10- foot rear build line, improvements must be located at least 10 (ten) feet from the rear property line and may not encroach on any utility easement. For lots with a 30 or 40-foot rear build line, any enclosed improvement must be within the build setback line. Non-enclosed improvements may be located at least 10 (ten) feet from the rear property line if approved by the ACC and shall not encroach on any utility easement.

**Golf Course Lots:**

Improvements must be located at least 20 (twenty) feet from the rear property line and must not encroach on any utility easement. No improvement extending beyond the building set-back line may unreasonably obstruct the view of adjacent property owners which is generally interpreted to be any structure or object greater than 6 (six) feet in height, with possible exception to unenclosed structures such as gazebos or open outdoor kitchens, to protect views by adjacent property owners and along the golf course. However, any unenclosed structure must meet the view and character standard as interpreted by the ACC. No continuous structure or landscaping (such as hedges) over two (2) feet in height may be installed along the rear property line.

**Lake Front Lots:**

Other than piers and decks or unenclosed structures such as gazebos, improvements must be located at least 20 (twenty) feet from the rear property line and meet any elevation requirements specified in CCRs Section 3.06. Piers, decks and gazebos may be approved to and beyond the water's edge but may not unreasonably obstruct the view of adjacent property owners, must be in harmony with the surrounding area and must be appropriate for the aesthetic setting. Care must be taken to assure that the lake front maintenance easement requirements of CCRs Section 2 are observed. No improvement may be built that will impede the flow of flood waters in the lake.

4. No driveway or concrete parking pad may be installed across side utility easements or, if no easement, closer than three (3) feet to side property line.

**N. Site Preparation before Commencement of Construction**

Site preparation prior to commencement of home construction includes, but not limited to:

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1. Signage at the construction site will be provided by the ACC, which will be the address, builder name and telephone number. No other signage will be permitted on the site.  
Installation of an enclosed toilet with door not facing the street or neighboring home. This portable toilet should be cleaned on a weekly basis and kept in a sanitary condition at all times.
2. Installation of a reinforced concrete culvert in accordance with the CCRs Exhibit A which are the same as Fort Bend Utility District No. 81 Specifications, entitled “Rules and Regulations Governing Roadside Ditches, Storm Sewers, and Driveway Culverts.” These specifications can be found in the Builder’s Package as well as Appendix A of the CCRs. These specifications provide details on acceptable 18-inch or two 12-inch culverts. The culvert pipe shall be installed at a grade four (4) inches, but not more than four (4) inches, below the design ditch flow. Concrete safety end caps are required on all culverts (refer to Appendix A of the CCRs). The Committee or Inspector will advise of proper culvert size, depending on the depth of the existing drainage ditch.
3. The designed permanent drainage swales or ditches located in the front, street side or rear of lots shall not be graded, altered or be the location for any improvements or obstructions which affects the originally designed drainage flow. If any damage does occur to the drainage swale, the swale must be repaired so that drainage across lot does not impede flow from upstream.
4. Where required by EPA Guidelines or where exposed soils may be washed into or down the drainage ditch or into a lake, silt barriers and/or hay bales shall be installed and maintained on continuous basis. If silt screens are used, they must be substantial and buried 3-4 inches in ground to prevent flow of water underneath. As minimum, a substantial barrier must be placed across the ditch on downstream side of the lot to prevent silt from getting into the main drainage system. For the front street swale on all new construction, two rows of hay bales are strongly recommended over a silt screen. This will require from four (4) to six (6) hay bales, depending upon the width of the swale. The hay bales need to be anchored with T-poles or other similar devices that will secure the hay bales in place. The life of the hay bales generally is three months, at which time they will be replaced by the builder.
5. Establishment of a trash, grass cutting and general appearance control program. Installation of a dumpster will be required for all building sites unless a variance is given by the ACC. Variances may be obtained for the smaller lots where space is limited. The trash should be disposed of when the dumpster is full. The site must not be a distraction to the neighborhood during the construction phase. Unreasonable clutter or overgrown site will be subject to some forfeit of deposit and/or fines by the POA.
6. Establishment of a rodent control program. No harborage or conditions conducive to vermin or rodents shall be tolerated.
7. Installation of a construction fence around the site at the property lines except at the driveway culvert, which will be used for entrance to the site. No vehicles will be driven across the drainage ditch.
8. ACC recommends installation of construction fence around trees so as to preclude storage or parking that could compact the soil inside the drip line of the trees.



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9. Marking of all underground utility, cable and telephone lines should be made before any ditching or excavation work is conducted.
10. Installation of a water meter and connection for a one (1) inch line. A minimum one (1) inch water line must be installed from the water meter to the house. Failure to obtain utility hook ups and/or use of neighbors' water or electric may result in some forfeit of Construction Deposit.
11. Drainage swales down both sides of the lot must be cut when the site is scraped to remove topsoil and vegetation and before the formation side boards are installed. The builder is responsible to be absolutely sure that no water drains onto adjacent lots (refer to CCR Section 3.09 or 3.10).
12. Inspection of site preparation by the designated Inspector with "NO Exception Taken" is required before Commencement of Construction.
13. The Contractor is to keep mud and debris off the streets, failure to promptly remove mud or debris from the streets will result in forfeiture of some or all of the deposit.

**O. Construction Inspections**

1. A minimum of eight (8) inspections by Weston Lakes Contract Inspector are required during construction. A copy of each Inspection Report will be maintained by the Inspector. The Builder is responsible for contacting the Inspector at each inspection point at least 24 hours in advance. To avoid additional service charges, cancellation shall be made at least 8 hours prior to scheduled time. In the event construction requirements are incomplete or rejected at the time of inspection, a re-inspection will be required, and an additional inspection fee charged in the amount to be determined from time to time by the ACC. An APPROVED copy of the construction plans must be available at the request of the inspector at any of the inspection stages.
2. The eight (8) inspections, specified as Inspections Numbers 1 thru 8, and the stages (nodes) for these Inspections are presented below:
  - 1) **Pre-Foundation Inspection #1**: This inspection will be done after the lot has been scraped but before the pad fill. Inspection of culverts, construction, construction fencing, silt barriers and side drainage swales will be inspected at this time.
  - 2) **Pre-Foundation Inspection #2**: This inspection is done prior to the pouring of the foundation. This will include foundation reinforcing, vapor barrier, under-slab plumbing and other under-slab work to be covered by concrete. At this inspection, the inspector will check the elevation of the slab. The inspector will require a certificate of termite treatment of the pad (unless the owner verifies a post construction baiting system will be installed) and an engineering certificate that the foundation make-up is in accordance with the engineered plan on file with the ACC. At this inspection, the inspector will also check the positioning of the pad, driveway, walkways and other necessary items.
  - 3) **Framing Inspection**: This inspection will be done after framing is complete including the roof and outside bracing.



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- 4) **Pre-Sheetrock Inspection:** This inspection is conducted prior to installation of interior wall coverings (sheetrock) and will include the rough in of electrical and mechanical systems including any equipment that will be obscured by wall covering (sheetrock). All systems that will be covered by subsequent work are to be in place before requesting this inspection. **Pressure testing of water and gas is required.**

(Note: the inspection for tiebacks for brick veneer or exterior waterproofing for stucco may vary between stages No 5 and No. 6 depending on circumstances).

- 5) **Post-Sheetrock/Insulation Inspection:** This inspection will be performed to ensure that the sheetrock has been done properly and that insulation has been installed correctly.
- 6) **Electrical/Plumbing Inspection:** This inspection will check the finished electrical and plumbing including water heaters, water softeners, disposals, appliances, all lighting fixtures both inside and outside and other plumbing and electrical requirements.

(Note: depending on the stage of interior completion, Inspections Nos. 6 and 7 may be completed during the same visit; solely at the discretion of the Inspector.)

- 7) **Driveway Inspection:** Per the CCRs the driveway approach connection to the street shall be inspected prior to placing the concrete.
- 8) **Final Inspection:** This inspection will be primarily an overall **safety check** of structure, exhaust flues, gas and electricity. The inspector will also check outside appearances of the house, drainage, landscaping, outside trim painting and any other outside features such as pools, spas, fences, etc. that have been approved by the ACC. **This final inspection with "No Exception Taken" will provide the basis for the inspector's clearance to occupy the house** and for issuing a preliminary Statement of Completion (SOC). After this inspection the inspector will give the preliminary (SOC) report to the ACC for review and final approval.
- 9) Random inspections by the Inspector. ACC or POA Board members may be conducted at any time in regard to compliance to Construction Rules and Regulations.
- 10) When the SOC is received by the ACC, the ACC will make an inspection and assessment of the landscaping, drainage, street number, A/C screening, and other exterior features based on plan submission. The ACC's final inspection will initiate the completion of the Statement of Completion for processing and return of deposit minus assessments and fines during the construction period.

**P. Electrical**

All electrical wiring for convenience receptacles and utilization equipment (other than Class 2 applications for remote-control, signaling and power limiting circuits as described in Chapter 43 of the 2009 IRC) shall be copper #12 AWG throughout the structure.

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**Q. Utility Connections**

**1. Municipal Utility District No. 81 Inspections - (For MUD # 81 Serviced Properties Only)**

The Fort Bend County Municipal Utility District (MUD) No. 81 **may require** a number of inspections that are supported by the Weston Lakes Property Owners Association as they serve to protect the owner, the community and the environment. These inspections are as follows:

- 1) Initial Lot Inspection - required for all new construction and is performed prior to any clearing or construction on the property. This inspection is designed to establish the existence of any damages to District facilities prior to new work. Low or improperly adjusted structures, such as manholes, can also be documented to avoid future adjustment cost to builder.
- 2) Sanitary Sewer Tap and Inspection - the sanitary sewer line from the building slab to the District's system is inspected prior to covering of the line.
- 3) Customer Service Inspection - the connections, piping, and other plumbing fixtures are inspected to assure compliance with the state approved plumbing code.
- 4) Final Lot Inspection - this inspection should be performed after the project has been completed, including landscaping and fencing. All MUD facilities are inspected for proper adjustment and damages. Any damages discovered which were not present at the time of the initial inspection will be repaired. The cost of the repair may be charged to the appropriate contractor or builder. The completed customer service inspection should be sent to MUD # 81 prior to the final inspection. After a satisfactory final inspection has been completed, the water account can be transferred from the builder's name to the new customer's name.
- 5) Backflow Preventer Test - if a sprinkler system, swimming pool, hot tub are installed by the builder, it is required that a backflow preventer is installed and tested. Each MUD has a form that must be filled out and returned to MUD # 81's office.

Additional information on MUD # 81 is included in Builder's Package and at [www.fbmud81.com](http://www.fbmud81.com).

**2. Riverwood Forest TCEQ Inspection**

The Texas Commission on Environmental Quality (TCEQ) requires that a Customer Service Inspection Certification (CSIC) be completed and returned to Aqua Texas before continuous water service is provided to your residence. Temporary water service can be provided during construction. Water service cannot be transferred to owner's name until the completed CSIC form is received.

The CSIC form can only be completed by a TCEQ licensed Customer Service Inspector, a licensed Plumbing Inspector, or a licensed plumber who also has an endorsement as a Water Supply Protection Specialist.

Additional information on Aqua Texas is included in Builder's Package. Web site is

[www.aqua-texas.com](http://www.aqua-texas.com).

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**R. Construction Rules and Regulations**

Violation or disregard of any of these rules and regulation are subject to some forfeit of deposit and/or assessments/fines by the POA Board of Trustees.

1. The Contractor/Builder must respect at all times the Rights and Privileges of the Property Owners and
2. Use of the building site outside the slab line includes, but is not limited to, the following restrictions:
  - 1) Access the site only via the driveway and the installed culvert.
  - 2) Do not use the drainage ditch for parking of vehicles, nor store materials or trash under trees.
  - 3) Do not intrude on neighboring properties.
  - 4) Do not permit trash to accumulate on the site, and during windy weather, take action to prevent trash from blowing to other properties.
  - 5) Do not permit water to stand onsite.
  - 6) Ensure mud and dirt is cleaned off of streets at all times.
3. No sign, advertising, billboard or advertising structure of any kind may be erected or maintained on any lot in the subdivision.
4. The lakes are not navigable waters and are for recreational use by residents and their invited guests only. Use of the lakes by construction personnel for recreation or for disposal of waste or construction materials is strictly forbidden and will be cause for injunctive restriction.
5. The streets are privately owned by the Weston Lakes Property Owners Association. The posted speed limits shall not be exceeded. Damage to streets by vehicles attending construction sites is the responsibility of the builder. Should trash, debris, concrete, earth, mud, or other substances from construction sites be deposited on Weston Lakes streets or rights-of-way as a result of Builder's operations, the Builder shall immediately remove same and restore the street or right-of-way to pre-damage condition. Should it become necessary for the Property Owners Association to remove or contract for removal of same, the Builder will be billed cost plus 100%.
6. Contractors will not be allowed to work on homes on Sundays, Christmas Day or Thanksgiving Day. **Home construction work is allowed between the hours of 7:00 AM and 7:00 PM, Monday through Saturday.**
7. No deliveries of building supplies will be allowed before 7:00 AM or after 6:00 PM. Please advise your suppliers.
8. Loud radio playing will NOT be allowed.

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9. Each Builder is responsible for providing toilet facilities (Porte-Can, etc.) with weekly clean out for their employees and subcontractors.
10. Subcontractors are not allowed to bring children and/or animals into the subdivision, and are not allowed to use community facilities, i.e. lakes, golf facilities (halfway house), park areas, etc.
11. Subcontractors are not allowed into the Information Center, Country Club or Gatehouse for use of telephone or restrooms, etc.
12. Each Builder or Contractor is required to furnish Weston Lakes Onsite Personnel and the Gatehouse Access Personnel with a written list (updated as necessary) of all Subcontractors and Suppliers including company name, contact person address, phone number, owners name and type of work to be done. If a list is not provided or if a Subcontractor/Supplier is not on the list, they may be denied entrance to the subdivision. Subcontractor employees must provide the Gatehouse Access Personnel with the name of the Builder and/or the subcontractor they are working for and the location of the building site in order to gain entry to the worksite. All must be listed on website guest list.

**S. Statement of Completion**

The Statement of Completion (SOC) as specified in this Bulletin is a means to expedite the requirements of Notices of Completion and Noncompliance as required by Section 4.07 of the CCRs. The Statement of Completion will be provided after satisfactory completion of the final inspection by the building inspector and all inspections by the ACC as deemed prudent to verify compliance with approved plans, the CCRs and the Bulletin.

The inspector's final inspection includes interior and exterior wall coverings, fixtures, mechanical and electrical trim items and **all safety aspects of construction interior and exterior**. All certifications specified in this document must be available for the Inspector or were provided at previous inspections. The Inspector will record the receipt of these certificates... These certifications are:

1. Engineer's certificate on foundation materials and placement.
2. Engineer's certificate on post-tensioned slabs that tensioning was performed properly.
3. Verification that the ground beneath the slab was termite treated prior to pouring or a post-construction termite baiting system has been installed and a certification certificate provided.

**Occupancy of the home prior to the Inspector's final inspection approval for occupancy will result in forfeiture of the construction deposit and possible probation for the Builder. Failure to provide the required certifications will result in some forfeit of deposit at the discretion of the ACC.**

The ACC final inspection will be landscaping, including sod to street, A/C screening, drainage, street address signage and overall exterior appearance of the house and property. Approval of this inspection is required before completing SOC and any return of deposit.

Any and all outstanding fines (or other cost owed the POA by the builder) and any construction disagreements must be resolved before a Satisfactory Statement of Completion will be issued. A

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Satisfactory SOC may be issued as **Granted** but may include listings of violations during construction and deposit forfeits, or as **Denied**, with reasons given. Denied would infer acknowledgement that the work has been completed but overall construction or length of time has been totally unsatisfactory.

Upon issuance of Statement of Completion, the ACC will authorize the POA Onsite Personnel and the Gatehouse Access Personnel to remove Builder (if he/she is not homeowner), his/her employees, subcontractors and suppliers from Gatehouse approved access list and deny entrance to Weston Lakes without authorization from homeowner.

**T. Additional Information**

Refer to the Weston Lakes website for additional items such as:

1. Latest version of the Construction Fees and Builder's Construction Deposit Schedule
2. Builder's Checklist
3. Current CCRs for each Section.

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### **III. HOME ADDITIONS**

#### **A. Definition**

A home addition is defined as an addition to an existing home that increases the footprint of the structure on the lot. Examples include but are not limited to the following: adding or expanding an interior occupiable space, adding a partial or full second floor, adding a garage or storage space. Home additions also include new detached garage or servant's quarters where permitted by the CCRs.

#### **B. Criteria**

All Home Additions must follow and meet the same criteria and procedures as outlined in Section II NEW CONSTRUCTION above. However, the number of required inspections, dollar amount of the deposit (refundable and non-refundable) may be adjusted by the ACC depending on the scope of work indicated on the submission.

#### **C. Application**

A Weston Lakes Home Addition Request Letter and the Home Addition Check List (both available from the website) must be submitted along with the other information regarding the proposed addition to the POA office. A signed copy of the Home Addition Violation and Assessment Structure must also be included in the submission.

#### **D. Fees**

Fees will be assessed by the Committee based on the complexity of the addition.

#### **E. Review Time**

It is recommended that all home addition submission packages be delivered to the POA Onsite Office at least six (6) weeks before the intended start of construction. The CCRs permits thirty (30) days for the ACC to respond. If additional information is required by the ACC or POA Board, the thirty-day time frame starts over for each submission.

#### **F. Variances**

Variance Requests must contain a copy of specific section of the CCRs or ASB that the variance is being requested for.



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#### **IV. HOME IMPROVEMENTS**

##### **A. Definition**

Home Improvements are defined as anything that would affect the exterior appearance of a building and/or lot that were not covered in the original plans approved for new construction. Examples include painting, patio covers, screen enclosures, swimming pools, fences, play equipment, decks, unusual landscaping, etc. Home Improvements also include maintenance items such as window, door, or roof replacements, repainting, siding and trim replacement, gutters, etc.

Interior, non-structural renovations are not required to submit home improvement applications. However, major renovations that require wall relocations should be submitted to the ACC for approval and be inspected for proper adherence to the Building Code and CCRs.

The ACC has the authority to determine if the application constitutes a Home Improvement or Home Addition.

##### **B. Landscaping**

General landscaping changes are not considered a home improvement. However, installation of hardscape, ponds, terraces, pergolas, retaining walls, bulkheads and such are considered home improvements and must be submitted for approval by the Committee.

Boulders are not allowed in the POA easement.

Outdoor showers or toilet facilities are not allowed.

##### **C. Application Submittal**

The request for the Home Improvement must be submitted to the ACC prior to initiating work on the planned improvements, including shingle or roof replacement. If an approved Home Improvement project changes during construction, then a new request must be submitted for review and approval. If any change is made that has not been reviewed and “No Exception Taken” granted, the Committee and/or the POA Board have the right to ask the homeowner to remove the improvement from the property.

A Weston Lakes Application for Home Improvement and Modifications Form and the Home Improvement Requests, Submission and Procedures (both available from the website) must be submitted along with the other information regarding the proposed improvement to the POA office. The ACC has 30 days from the date of receipt to respond with approval or denial.

##### **D. Pools**

**Notice:** swimming pools must be enclosed by a fence surrounding the pool area or yard and have self-closing gates or a screen structure over and surrounding the pool. More information may be found in CCRs Section 3.28 or 3.29. Information on fencing may be found in CCRs Section 3.14 or 3.15.

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**E. Review Time**

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**F. Variances**

Variance Requests must contain a copy of specific section of the CCRs or ASB that the variance is being requested for.

**END OF ASB 8.**

To CERTIFY which witness my hand this 23 day of April 2020.

WESTON LAKES, PROPERTY OWNER'S ASSOCIATION INC.

By: Rhea Ragle, President

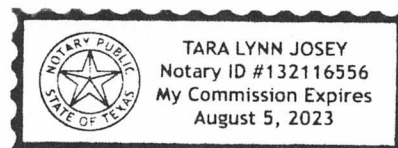
Rhea Ragle, President

STATE OF TEXAS

FORT BEND COUNTY

BEFORE ME, the undersigned notary public, on this 23 day of April, 2020 personally appeared Rhea Ragle, President of Weston Lakes, Property Owner's Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purpose and in the capacity therein expressed.

Tara Lynn Josey  
Notary Public in and for the State of Texas





FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS

*Laura Richard*

Laura Richard, County Clerk

Fort Bend County Texas

April 27, 2020 10:03:26 AM



FEE: \$105.00 SG

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