

Sweetwater Ranch Home Owners Association Building Process Agreement

To: Lot Owner and Builder/Contractor

From: The Home Owner Association Board and Architectural Control Committee

Subject: Lot Development and Building Construction

The Building Process Agreement is designed to set forth guidelines that will create a smoother process for both the lot owner and the contractor during the lot development, and construction phase. It will also ensure that certain things are being done to maintain the safety, cleanliness, and road integrity for the community. Additionally, it provides for the Architectural Control Committee (ACC) to determine that architectural harmony for Sweetwater Ranch is being maintained and adhered to. *If at anytime during development or construction either the owner or contractor is unsure about something they are doing, please contact a member of the ACC for clarification before proceeding!*

ATTENTION OWNER/CONTRACTOR! The roads in our subdivision are privately owned. It is our responsibility to ensure that they are maintained, and kept in reasonable driving condition for our members. If the roads get damaged during the course of any building on your lot, the HOA Board will request a road repair fee to assist in any repairs that will needed to be done.

This form must first be signed, and agreed upon between the lot owner and contractor. Then the form should be submitted with a copy of the house-plans, and other approved forms to the ACC prior to final approval being granted by the ACC.

OWNER and BUILDER/CONTRACTOR AGREE:

- There are two (2) full sets of plans to submit to the ACC. Both sets will be signed off on. One will be kept for record, and the other will be returned to the lot owner. Additionally, the plans must show all elevations, roofing information, and type of stone – brick or masonry to be used. A drawing of how the house will set on the lot must be included. Any detached additions must be depicted and must be in architectural harmony, and of the same building material as the home.
- To ensure safety, once the contractor has started clearing a lot, no brush piles can remain that may dry out and become a fire hazard. Brush must either be burned (if it is safe to do so and attended at all times), or cut and hauled off.
- Builder/Contractor must have a Port-A-Potty on-site for workers.
- Builder must keep an on-site metal dumpster or trailer with sides to contain loose debris such as paper, food waste, and plastic materials. Builder must keep the site reasonably clean and orderly.

- The Home Owner Association (HOA) Board and ACC realize that no matter how many times plans are checked and re-checked things can and will change. We request that **any change** that alters the **square footage or elevations** in any way be submitted for review and approval to the ACC. If at all possible, the revision will be reviewed and commented on within three days of receipt. If plans have been approved and construction has not started within a year of the date the plans were approved, the plans must be resubmitted again.
- Remember! Tarrant Regional Water District (TRWD) must permit and approve septic systems, anything to be built below the 320' elevation lake easement line, or anything that impacts direct drainage into the lake. **If you are not sure about something please call TRWD! Ultimately it is the lot owner who is responsible for the work the contractor is doing on the lot.**
- Failure to comply with the requirements outlined in the Building Process Agreement, may result in the HOA Board assessing a penalty to collect any expenditures made by the HOA to cover the items mentioned above.

Please sign and date. Your acknowledgement indicates that you and the builder understand, and agree with the Builder Process Form. Submit this form with a copy of your house plans to the Architectural Control Committee for final review and approval.

Builder/Contractor Signature

Date

Builder /Contractor Name Printed

Lot Owner Signature

Date

Lot Owner Name Printed

Lot # _____