



ROSEHURST

CONSTRUCTION AND LANDSCAPING

GUIDELINES

Original: MARCH 6, 2003

Updated: April 18, 2017

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I. GENERAL INFORMATION

The Rosehurst Environment

Rosehurst is designed for an exceptional living environment with enduring property and building values. Rosehill Joint Venture, hereinafter referred to as the Developer, has prepared these Construction and Landscaping Guidelines, hereinafter referred to as Guidelines, to help ensure that property owners' building designs are complimentary to the architecture and environment of the subdivision. Rosehurst is envisioned to become one of the most desirable residential estate lot developments in northwest Harris County.

Rosehurst is being developed as a private subdivision featuring 1 to 2 acre spacious estate homesites. Rosehurst has two sections: The Meadow and The Grove. The Meadow prides itself in having natural rolling terrain with short native grasses, and scattered pines, yaupons and hardwoods. The Grove features densely wooded homesites with towering pines and hardwoods.

To create a sense of timelessness, the land plan includes an elegantly architected gated entrance, landscape reserves, uniquely designed concrete streets with brick accented edging, European-style round-a-bouts, and a 10 acre nature preserve along Spring Creek for residents to enjoy.

To accomplish the intent of the land plan, preserve and enhance the natural endowments of the property and ensure the integrity of the subdivision, certain guidelines and controls for architectural and landscape design are necessary.

These Guidelines and the Declaration of Covenants, Conditions and Restrictions for Rosehurst, hereinafter referred to as CC&R's, establish particular principles and certain standards to be observed by all property owners and users in the subdivision.

Rosehill Joint Venture will appoint an Architectural Review Committee, hereinafter referred to as the ARC, to review and evaluate all plans and specifications for any and all proposed construction and future improvements and alterations within the subdivision. These Guidelines are to be used by the ARC in the review of builder or owner plans.

Creativity and flexibility of architectural and landscape design, tailored for individual use within the framework of the Rosehurst precept, are certainly encouraged. Rosehurst representatives are prepared to cooperate with property owners and their agents by providing information, ideas and suggested methods for accomplishing mutual development goals.

These Rosehurst Guidelines and CC&R's have been carefully formulated to assure an attractive rewarding environment for all its users and for the best possible safeguards for the continuing appreciation of property values.

II. GUIDELINES

1.0 INTRODUCTION

This document is presented as a supplement to the CC&R's. The intended use is to provide a framework to illustrate and define design objectives for a unified, harmonious setting for the unique style and character of Rosehurst.

The information in these Guidelines is presented as a convenient reference to assist property owners, their architects, engineers and designers in the most advantageous adaptation of the Rosehurst CC&R's for development and construction.

Location, size, style, color and types of signs, buildings, walls, vegetation, ornaments, drainage, building materials and other design elements are described in the following pages. Illustrative examples and descriptions are meant to ensure an orderly and well-maintained sense of community and spaciousness.

2.0 SITE LAYOUT

The goal in the development of large estate lots is to provide a more natural setting, a "country feel". To help achieve this goal, a set of CC&R's and these Guidelines have been created to maintain the aesthetic objectives of the development while at the same time functioning to promote the maintenance and preservation of property values.

It is not the intention of this document to contradict the CC&R's that have been filed for record in Harris County. In case of a conflict between the CC&R's and these Guidelines, the more restrictive idea shall rule.

Emphasis in Rosehurst shall be towards the preservation of the natural beauty of the native landscape. The preservation of the native flora of the region, while at the same time providing reasonable flexibility to the property owner to make the desired and necessary improvements to their property is key in the development of an estate lot community.

2.1 General

The owner/builder is to develop and maintain individual lots in a manner prescribed by the recorded CC&R's and by these Guidelines. Compliance with building setback lines, lot layouts, driveways, garages, etc. are required of every owner and builder.

Connections to utilities are the responsibility of the owner/builder.

Notwithstanding the above, it is expected that over time, product preferences of the market will change. At that time where such demand exists, the ARC will re-evaluate these Guidelines to respond to this unique product type.

The owner/builder shall comply with any and all ordinances that may be in effect from Harris County and/or any other governmental agency (i.e., HUD, EPA) having applicable jurisdiction.

2.2 Living Area Requirements

The total living area for residences constructed on lots in The Meadow as listed on **Exhibit "A"** attached hereto, exclusive of porches and garages, shall not be less than 3,000 square feet, with not less than 2,250 square feet on the first floor in the case of a 2-story residence.

The total living area for residences constructed on lots in The Grove as listed on **Exhibit "B"** attached hereto, exclusive of porches and garages, shall not be less than 3,500 square feet, with not less than 2,500 square feet on the first floor in the case of a 2-story residence.

2.3 Building Setbacks

For those lots in The Meadow as listed on **Exhibit "A"** attached hereto the following setbacks apply:

Unless otherwise approved by the ARC, building setbacks for the primary residence are twenty-five feet (25') from front property lines, forty feet (40') from rear property lines, and forty feet (40') from side property lines. Setbacks for detached garages and accessory buildings are forty-five feet (45') from side property lines and thirty feet (30') from rear property lines.

For those lots in The Grove as listed on **Exhibit "B"** attached hereto the following setbacks apply:

Unless otherwise approved by the ARC, building setbacks for the primary residence are fifty feet (50') from front property lines, forty feet (40') from rear property lines, and forty feet (40') from side property lines. Setbacks for detached garages and accessory buildings are forty-five feet (45') from side property lines and thirty feet (30') from rear property lines.

The ARC may require more or less stringent setbacks. In case of a conflict between these Guidelines and the setbacks called for in the recorded subdivision plat, the setbacks adopted by the ARC shall govern.

If in the opinion of the ARC, the relaxation of these standards can protect and enhance an existing natural feature such as a specimen tree, consideration will be given for a variance on a case-by-case basis. To secure such variance, the owner/builder is required to provide evidence in the form of a tree survey, plan and or site photographs that verify the existence and character of the site feature causing the variance request.

Prior to the placement of any forms, owner/builder should review the recorded final

subdivision plat and these Guidelines for the specific lot to verify all setback requirements. Property owners are encouraged to obtain written confirmation from their builder that all setback requirements have been met prior to the start of any construction of the residence.

2.4 Typical Estate Lot/Site Layout

Because of the large size of estate lots, and therefore the large distance between residences, care should be given to site buildings with regard to views and site lines. In so doing, the siting of the building(s) should take into consideration such factors as the views from adjoining roadways, relationship to adjoining lots and structures, preservation of existing woods and specimen trees and the relationship to utility connections.

Only one single-family residence and related accessory building(s) shall be permitted or constructed on each lot. Separate and attached "housekeeper's" quarters will be permitted subject to the architectural restrictions contained in these Guidelines and in the CC&R's.

2.5 Driveway Cuts into Existing Roadway

Driveway cuts into existing roadways are to be in accordance with Harris County Regulations and constructed in accordance with Exhibit "C" attached.

2.6 Driveways

Construction of all driveways is to meet or exceed Harris County standards.

The use of stamped and colored concrete, interlocking pavers, brick pavers and brick borders is permitted. Color, pattern and design will require the approval of the ARC prior to construction.

All driveways must be constructed in accordance with **Exhibit "C"** attached. Compromising concrete up to the property line with transition to Owner selected material inside the property lines. All driveways must be constructed with a minimum width of ten feet (10') from the garage to the abutting street and must be a minimum distance of forty feet (40') from the side property line. The drive approach must be installed prior to any other construction activities on lot and shall be used as the entrance to the property for construction of the residence. Either the permanent or a temporary hard surface drive shall be constructed to prevent the tracking of mud and construction debris into streets. No vehicles shall drive through the roadside ditches to enter lot. Any damages to roadside ditches or sod shall be repaired by homeowner or homeowner's builders within two (2) weeks or Rosehurst HOA shall deduct the cost of repairs from the builders deposit submitted with the construction plans.

The driveway must enter the lot at ninety-degree (90) angle to the street right-of-way. Turnaround or circular drives may be allowed. Under no circumstance may an entire front yard be paved as a driveway.

Gated entries to a lot should be recessed from the fence line to present a more inviting appearance to the lot.

2.7 Garages and Garage Placement

No garage may be located closer to the street than the main front facade of the residence. Garages should be either a side-loading type or rear-loading type so as not to face the street at the front property line.

Garages must be enclosed and at a minimum be able to accommodate the storage of two (2) full size automobiles at the same time.

2.8 Garage Placement on Corner Lots

Detached garages on the interior lot side of corner lots are acceptable. Detached garages on the corner side with driveways extending from the front street are permitted, however placement to the opposite side is preferred. For corner lots, a garage opening should not face the street which serves as the primary access for the residence.

2.9 Culverts

Driveway culverts shall be installed prior to any other construction activity on the lot. Design criteria and specifications for culverts are shown on the attached **Exhibit "D"**. All culverts must be set using cement stabilized material. All entry and driveway culverts shall utilize sloped end treatments with a minimum 3:1 slope and shall be installed at a grade not less than four inches (4") below the designated ditch flow line. Drive approach shall be constructed prior to any other construction activities on lot and shall be used as the entrance to the property for construction of the residence. Other culvert end treatments are acceptable but must be submitted and approved by the ARC.

2.10 Pools, Spas and Decks

Portable or permanent above ground swimming pools are prohibited. Smaller prefabricated, installed above the ground, spas or hot tubs are acceptable. Above ground spas or hot tubs, visible from public view or from other lots must be skirted, decked, screened or landscaped to hide all plumbing, heaters, pumps, filters, etc.

Swimming pool appurtenances such as rock waterfalls and sliding boards must not be

over six feet (6') in height if visible from public view. Skimmer nets, long handle brushes, pool chemicals, filters, pumps, heaters, plumbing, etc. must not be visible from public view.

Pool walls shall not encroach on utility easements (If pool plumbing is required in utility easements, owner/builder must contact utility coordinating committee before digging.) Wood or concrete pool decks may be placed on utility easements, but are subject to removal by utility companies.

2.11 Fences, General

No fence may be located closer to the front lot line than twenty-five feet (25'). Minimum acceptable fencing materials include iron, metal, or vinyl when used with 3-rail style fencing. Wood privacy fencing is allowed only along the rear property lines.

No barbed wire fencing is permitted. Other fencing materials may be considered by the ARC on a case by case basis.

It is the intent of the development to create a feeling of openness; therefore, any fencing that would block the view of the property is strongly discouraged.

Brick or masonry columns in connection with iron or metal fencing are permitted and encouraged.

Fencing which crosses a utility easement must include removable panels of not less than twelve feet (12') in width to provide access to utility companies.

3.0 ARCHITECTURE

3.1 General

The intent of this section is to establish basic design criteria for the construction of residences and other structures within Rosehurst. Emphasis is on quality material, design and construction in order to promote well crafted residences within the subdivision. The house footprint and the roof form should work together to provide variety and interest when viewed from the street. These guidelines allow for diversity in design and should produce a climate of individuality, while ensuring the architectural integrity of the subdivision as a whole.

The estate lot development setting provides the maximum possible freedom of choice for variety in architectural style.

The owner/builder shall be responsible for individual site development and maintenance including the area within the street right-of-way. The owner/builder of corner lots shall be responsible for the right-of-way for both streets.

Each owner/builder shall also be responsible for street cleaning and trash pickup on the

adjoining lots and areas where houses are being constructed. Owner/builder will deposit \$3,000.00 as security deposit with the HOA prior to construction to ensure timely repairs to the common areas of the subdivision. It is understood the owner/builder will complete repairs and cleanup within two (2) weeks of their occurrence, or the HOA shall have the repairs/cleanup done deducting the amount for the repairs/cleanup from the security deposit.

Owner/builder shall provide and name Rosehurst HOA as additional insured for Property, Liability Insurance during the construction of the primary residence. This coverage shall include all improvements within the Rosehurst HOA to include but not limited to streets, gates, landscaping, hardscaping, sod and irrigation systems or other property of the HOA.

3.2 Exterior Elevations

Exterior elevations should be interesting and not have the appearance of a "shoebox". All single-story houses are encouraged to include some variation of the ridge line.

Priority should be given to those sides of the house which are visible from streets. The most articulated elevations should be those which are in public view. However, it should be assumed that the houses will be seen from all angles and that there will be a continuity of materials and details on all elevations.

Front doors, and any exterior doors visible from the street, shall have a minimum height of 8'. Arched doors that peak at 8' tall shall be considered in compliance with this standard. Minimum plate height on the first floor of the front elevation shall be 10'. Consideration will be given to elements of the first floor that incorporate a 9' plate height for the purposes of adapting to grade changes or specific architectural design elements

3.3 Exterior Materials

The Developer recognizes the dynamic nature of the building materials industry and recognizes that building materials are constantly changing and improving. The ARC will consider material options not listed below, that due to changes in the material or new materials, suggest better options from either a cost, maintenance or aesthetic context which justify such reconsideration.

The following exterior materials are acceptable:

Brick - Earth tone colors. Bricks shall meet standard specifications established by The Brick Institute of America.

Masonry - Natural stone, manmade stone and precast panels made from natural stone are acceptable.

Mortar Joints - All mortar joints for brick shall be tooled. Sump will not be allowed. Mortar color shall be selected to compliment stone or brick color.

Wood Siding - Stained in earth tone colors or painted in neutral colors. Horizontal application only.

Hardboard Siding - Pre-finished. The use of plywood sidings is prohibited.

Vinyl Siding- Limited application, generally above the first floor elevation and on soffits and gables.

Stucco - A recent trend in the building industry has repopularized the use of solid stucco. While it is not the intention of the Developer or the ARC to prohibit solid stucco applications, stucco in combination with brick or masonry is preferred.

Aluminum or Wood Windows - Bronze or white finish.

3.4 Roof Materials

The roofing materials may be 25-year, three dimensional composite shingles, slate, simulated slate, or ceramic tile. Except in certain limited thematic applications, where the roof is an integral part of the desired overall design of the residence, metal roofing shall be of the architectural type (i.e.) standing seam or imitation shingles shall have no exposed fasteners except for ridges and other special fasteners.

3.5 Wall Materials

Soft subdued earth tone paint colors should be used. Bold, primary or unusual colors are prohibited. Each owner/builder is required to submit a color palette to the ARC for approval.

Gable ends of a uniform material tend to be more architectural than those which change at the eave line.

High contrast trim or material variations should be avoided in favor of those which are chosen to blend all elements into single ideas.

3.6 Entrances, Windows, Roofs, Addresses, Security

Care should be given to the size, type and organization of all windows. They should never appear like surface "holes" cut into the side of the box. They should be architectural features and, wherever possible, grouped into recessed areas or bordered by projections which provide a shadow pattern. Scattered windows tend to create awkward, face-like shapes and should be avoided.

For energy conservation purposes, the use of double pane windows is encouraged but not required. Sunscreens will not be permitted. Window coverings visible from a street must compliment the color of the residence.

Deeply recessed entrances provide both protection from the elements and a sense of individuality. When used with wall extensions, the whole entry can result in a courtyard

effect which is very appropriate to the region. Individual entrance structures should be distinctive architectural features. They are best when there is a combination of overhanging roofs and some change in the plan configuration.

Large front-facing gables should be avoided unless they are broken into small scale elements. Otherwise, open gables are better facing toward interior side yards.

Front-facing gables are acceptable but discouraged when placed over the garage door which places emphasis on the garage. Efforts should be made to reduce the emphasis on the garage. The unshielded exposure of garage doors is helped greatly by way of a low plate line over the door.

Changes in roof geometry are best when accompanied by offsets in plan. Avoid flat roofs; a minimum slope on all roofs should be 8 in 12 pitch. Porches and overhangs may have a minimum slope of 5 in 12 pitch. A combination of roof pitch may be used if they are integrated to the design of the house.

3.7 Roof Overhangs

Roof overhangs are both practical and attractive. They give a house character and solar protection.

Overhangs should be used on the eave condition and the rake condition. Overhangs should be an integral part of the building form and not thin planes extending past the mass of the house. Use over windows and garage doors to create shadow is encouraged. Eave condition overhangs are suggested and should be 18" to 20" and rake condition overhangs should be a minimum of 12". No flush rake conditions are allowed.

Exposing the ends of rafters is prohibited. Use a fascia of at least 1x6 size. Box in overhangs if feasible.

3.8 Chimneys

In order to use the chimney as a repetitive design element throughout the community, the chimney structure should be expressed on the exterior of each residence in one of the following manners. Chimneys can be used to establish an ornamental or thematic direction. They may be built out of masonry, brick, or stucco. The minimum plan dimensions for an exposed mass is 24" x 24" and a larger form preferred.

In the event of gas fireplaces, direct vents in place of chimneys are allowed, provided the vents are located along the rear slope or rear half of the roof and painted to match the shingles.

The height of the chimney should be in proportion to the roof line and adhere to fire codes. Broad, massive chimneys will be encouraged and small, spindly shapes will not

be approved. Chimneys which barely peak above or squat on the roof are not visually bold enough and, therefore, are unacceptable. They may be used only when clad with material complementary to the house, such as masonry.

Top treatments, soldier courses in brick and other interesting variations to the upper portions of chimneys are encouraged. Fireplaces shall be made of the same material as the house where economically feasible.

3.9 Rooftop Elements

The roofs, as an expressive design element, should be kept as visually unobstructed as possible.

All stack vents and attic ventilators shall be located on the rear slopes of roofs and mounted perpendicular to the ground plane. In instances where metal roofing is employed (following ARC approval), roof accessories may be made of the same metal. All exposed metal roof accessories; stack vents, roof flashing, attic ventilators, etc. shall match the color of the roofing material color.

The location and design of all skylights and solar collectors shall be approved by the ARC. No solar collectors shall be allowed on any roof slope visible from a public street.

Radio/television antennae, satellite dishes, and radio towers are not to be visible from any roads and are not to be visible to an adjoining property where such facilities are larger in size than twenty-four inches (24").

3.10 Garages

Each Single Family Residence must have an attached or detached garage with an automatic garage door opener for a minimum of two (2) automobiles. Garages must be either a side-loading type or rear-loading type so that garage doors are not parallel to the street at the front of the lot. No carport shall be erected on any Lot unless expressly approved by the Architectural Review Committee.

The traditional solution is to detach the garage from the house proper, allowing the house to stand on its own and reflect the relationships of the interior spaces to the street. For shelter, the garage may be connected to the house with a covered walk, breeze way, etc.

If attached construction is used, a setback of five feet (5') minimum from major front elevation of house to the face of the garage is encouraged. The face of a porch qualifies as the major front elevation, if the porch is substantial enough to be the major focus of the facade.

Roofs over garages should be as low as possible. The highest roofs should not occur over the garage due to the added visual emphasis.

All garage doors should be of metal design and of a color which compliments the adjacent wall. Treatment of detail on garage doors should be consistent with the overall character of the house. This may be accomplished with one or two well placed windows along the top of the garage door and by breaking up the mass with the paneled construction. Windows may be used to break up massive garage facades facing the street.

When attached two-car garages are built, two single doors divided by a column are encouraged. This breaks up the expanse of the door into appropriately scaled architectural elements.

No wood or particle board doors are permitted. All garage doors are to be paneled metal. Glass fenestration is permitted. No reflective film or foil is permitted on windows.

3.11 Accessory Buildings

Accessory buildings, such as detached garages, guest houses, storage buildings, and outbuildings are permitted in Rosehurst, however, in all cases, the plans for construction shall be reviewed and approved on a case by case basis. Whenever possible, accessory buildings should use the same materials and architecture to be in harmony with the residence. No prefabricated aluminum, light duty metal, or "pole & tin" structures are permitted. All accessory buildings shall be of substantial and new construction. Storage buildings or outbuildings made to resemble the residence should use the same exterior materials and construction techniques as the residence.

4.0 LANDSCAPE

4.1 General

The owner/builder is responsible for the landscaping on his/her property. Plantings other than ground covers and low growing ornamentals between the fence line and the pavement are discouraged in order to preserve adequate sight lines for motorists. Installation of landscaping must occur prior to occupancy of the house. Installation of landscaping, including materials and workmanship, must comply with current industry standards.

4.2 Lot Landscaping

The emphasis in estate lot subdivisions is the preservation of the natural flora as well as wildlife habitat. Selected landscaping around man made structures to create a smooth transition from the man made to the existing native landscape is expected.

To preserve the aesthetic appearance of the subdivision, no landscaping, grading, excavation, or filling of any nature what-so-ever shall be implemented and installed on a front lot elevation in the subdivision by any Owner unless and until the plans therefore

have been submitted to and approved, in writing, by the Architectural Review Committee.

In contrast to higher density suburban developments, estate lot developments are intended to maintain large areas of natural green open space without the imposition of costly and high maintenance landscaping.

Low shrubbery and bedding should be limited to the areas around the perimeter of the buildings to soften the visual appearance and provide a transition from along the driveways and at entry features residence to the surrounding natural vegetation.

4.3 Lighting

The owner/builder is to install and maintain lighting on individual lots in a manner to not cause distraction, nuisance or to be unsightly. Light sources should not conflict with the sight lines of pedestrians or motorists, or installed in a manner which endangers their safety and welfare. Light sources must not "spill over" into neighboring yards. Light sources should not be visible, unless no other application exists.

Exterior residential lighting can convey a warm, inviting atmosphere. Care is to be taken in placing fixtures, selection of fixtures and types of light source. Exterior illumination of architectural features such as columns, entries, chimneys and landscape features are encouraged.

Individual security lighting is allowed, including mercury vapor and high pressure sodium lights, provided that they are not placed in front of the residence or are sited as to spill over into adjoining lots or public rights of way. No security lighting fixture shall be erected higher than twenty-five feet (25') above the surrounding natural ground.

Lighting for outdoor tennis courts or personal athletic courts will be reviewed by the ARC on a case by case basis. In no event shall such outdoor lighting be permitted, which causes a nuisance or is allowed to "bleed over" onto adjoining lots.

Ground lighting or decorative fixtures must be of high quality materials and workmanship and be in scale and style with the residence.

Free standing decorative fixtures, and lamp posts are acceptable but must be approved by the ARC.

Mercury vapor lights, when used for special landscaping lighting affect, (hung in trees as up and down lights) is permissible with ARC approval.

Colored lenses on low voltage lights, colored light bulbs, fluorescent and neon lighting is not permissible.

Incandescent, low voltage incandescent, metal halide, quartz and natural gas lights are acceptable.

All wiring for exterior lighting should be underground. Pathway lighting and landscape lighting is encouraged. Such lighting must be inconspicuous.

Christmas lights and related decorations must be removed from the exterior of all buildings by January 15th of each year.

4.4 Tree Protection

The following procedures are recommended to ensure the survival and good health of trees existing within Rosehurst. The owner/builder should use the following guidelines to preserve and protect trees on the construction site:

- A. Except as may be necessary to provide room for construction of improvements in accordance with approved plans or to remove dead trees, no tree with a caliper of twelve inches (12") or more at a point one foot (1') from the base of the tree may be removed from a lot, unless specifically approved by the ARC.
- B. Tree protection fencing should be placed around drip line of trees to prevent storing of machinery or equipment which can cause soil compaction and mechanical damage.
- C. Excessive pedestrian traffic should not occur within drip line of trees.
- D. Soil should not be excavated, spread, spoiled or otherwise disposed of within drip line of trees.
- E. Trash fires or burning of brush shall not be permitted on any lot.
- F. In close areas, where fencing to drip line is not possible, protect trunk by strapping (not nailing) a continuous shield of wood, 2" x 4" x 5', around the trunk and lay plywood on ground in drip line of tree to prevent compaction of soil by trucks or machinery.

4.5 Tree Preservation

Except as may be necessary to provide room for construction of improvements in accordance with approved plans or to remove dead trees, no tree with a caliper of twelve inches (12") or more at a point one foot (1') from the base of the tree may be removed from a lot, unless specifically approved by the ARC.

Where tree clusters are preserved, owner/builder is encouraged to also preserve understory if possible. This helps maintain conditions around existing root systems.

Placement of utilities within the drip line is detrimental to chances of survival of trees. If routing utilities outside the drip line is not possible, keep trench area to a minimum and adhere to tree protection methods described in previous section.

In the case of specimen trees, consider boring under the tree root system. Prune trees using horticulturally accepted methods to compensate for any loss of root system.

The invasive Chinaberry Tree, *Melia azedarach*, is excluded from protection and may be removed, regardless of the tree's location or size, without ACC approval. Landowners are encouraged to remove all Chinaberry Trees on their land to encourage the growth of native flora.

4.6 Plant Materials: Lawns and Grass

The Rosehurst property contains excellent short native grasses. Regular mowing and light fertilization is normally all that is required to provide an attractive groundcover for the open undeveloped areas of a lot. Excessive use of chemical herbicides is discouraged.

All lots with open areas, which are not heavily wooded, are required to keep the open areas mowed.

A mowing pool will be set up and all lot owners are encouraged to participate in the mowing pool. Participation in the mowing pool is usually much less expensive than the cost of having a single lot mowed and presents a much more uniform appearance because lots are mowed at the same time. Owners who do not join the mowing pool are encouraged to follow the same schedule of mowing dates as adopted by the pool.

4.7 Landscape Maintenance

All landscaping is required to be maintained in a healthy and attractive appearance. Proper maintenance includes:

- a. Mowing;
- b. Pruning and shaping;
- c. Weed control in lawns and planting beds;
- d. Adequate irrigation;
- e. Appropriate fertilization;
- f. Insect and disease control;
- g. Seasonal mulching of planting beds;
- h. Replacement of diseased or dead plant materials.

Each lot shall be maintained in a neat, clean and orderly condition by the owner/builder.

4.8 Drainage

In contrast to traditional higher density suburban developments where it is necessary to speed up and direct runoff with lot grading and drainage manipulation, to the greatest extent possible, estate lot development utilizes existing natural drainage features while keeping the manipulation of natural drainage features to a minimum. Overland runoff should be channelized only where necessary. The drainage of roadways and private improvements are important, but care should be taken to not unnecessarily alter or accelerate the surface runoff of the natural drainage ways.

Swales (small ditches) are to be graded shallow, but wide enough to slow runoff. Avoid

steep cuts for natural look. Steep slopes of 3:1 or more should be broken with retaining walls or steps. Terracing of lawns is encouraged only when the grades are too steep.

It will be the responsibility of each owner/builder to provide adequate drainage for each home. Caution should be used in establishing the foundation elevation so that adequate drainage from the back yard around to the front and the reverse is not impaired by driveways or slabs.

4.9 Sediment Control

In order to maintain clean streets and prevent siltation into storm sewers and drainage channels, all projects in Rosehurst are required to practice sediment control during construction. As soon as earthwork commences, sediment control methods shall be installed in such a way as to filter all storm water runoff from the tract into the public street. The sediment control system shall remain in place and in good repair until construction is complete, landscaping is installed, and lawns are established.

Builders shall conform to all regulatory agencies' rules, regulating standards, and criteria governing sediment control to include, but not limited to, ERA-NPDES. Builders shall be responsible for filing and securing all necessary permits.

4.10 Foundations

Minimum slab elevations should be determined in accordance with the Harris County Drainage District Drainage Criteria Manual and not less than 18" above the top of the road crown at the front of the lot. All foundation plans must be signed and sealed by a Texas Registered Professional Engineer.

A form survey should be undertaken to ensure that building setback lines have not been violated prior to foundation construction.

4.11 Water Wells and Septic Systems

In order to create consistent, safe and uniform placement, a schematic diagram showing the acceptable areas for placement of water wells and septic fields for Rosehurst are shown on the recorded subdivision plat. Compliance with this schematic is mandatory. Location of water wells as shown on the recorded plat must be constructed within ten feet (10') of the depicted location. Exceptions to the indicated location and/or setback must be approved by the Harris County Public Infrastructure Department.

Regarding water well downhole construction, wells are to have casing pressure cemented to full casing depth. Driller shall furnish a State of Texas Water Well Report showing proof of cementing to the appropriate licensing authority and also to property owner.

Regarding water wellhead protection, casing shall extend to an elevation at least twelve inches (12") above street crown, two feet (2') above 100-year floodplain, or twelve inches (12") above natural ground, whichever is higher. A 4'x4'x6' concrete sealing slab shall be constructed for each well.

Water well specifications are shown on the attached **Exhibit "E"**.

Individual lot wastewater treatment systems shall be installed by the homebuilder on each lot. "Old-fashioned septic tank" systems are not permitted. A system must be aerobic, automatic, pressure-dosage and self-contained. A system shall not produce odors, shall be serviceable through a surface-level access opening and must be capable of producing a clean effluent that shall be disposed of using drip or surface irrigation or other accepted methods. Each septic system shall be inspected four (4) times a year as proscribed by Harris County by a licensed inspector. Copies of these inspection reports shall be forwarded to the Homeowner's Association within thirty (30) days of receipt.

Wastewater Treatment Systems specifications are shown on the attached **Exhibit "F"**.

4.12 Irrigation

Installation of an irrigation system by the builder is encouraged but is not mandatory.

Sprinkler heads should be located to effectively water areas intended with minimum overthrow onto pavement, walks, etc., and to effect 100% overlap insuring effective and even coverage.

5.0 GRAPHICS

5.1 General

Specific requirements and guidelines for graphics is intended to limit the amount of signs, to present an image of quality and to squelch the propensity of competing builders to "outdo" each other in attracting prospective customers with signage.

5.2 Builder Signage

One sign per single family lot allowed until occupancy. Information to be conveyed:

Name of Builder
Phone Number- Central Sales Office

18" x 36" panel may use builder's name and/or logo or trademark. Colors and graphics are to be submitted to the ARC.

6.0 LANDSCAPE RESERVES

6.1 Landscape Reserves

Landscape reserves have been set aside throughout the community to accommodate entry features and interior monuments and to provide a pleasing and inviting atmosphere for the community. To be maintained by the Association, the landscape reserves should act to help give all residents a sense of place and community.

EXHIBIT "A"

The Meadow at Rosehurst

<u>Lot Numbers</u>	<u>Block</u>
1,2,3,4,5,6,7,8	1
1,2,3,4,5,6,7,8,9,10	2
1,2,3,4,5,6,7,8,9,10	3
(Total of 28 Lots)	

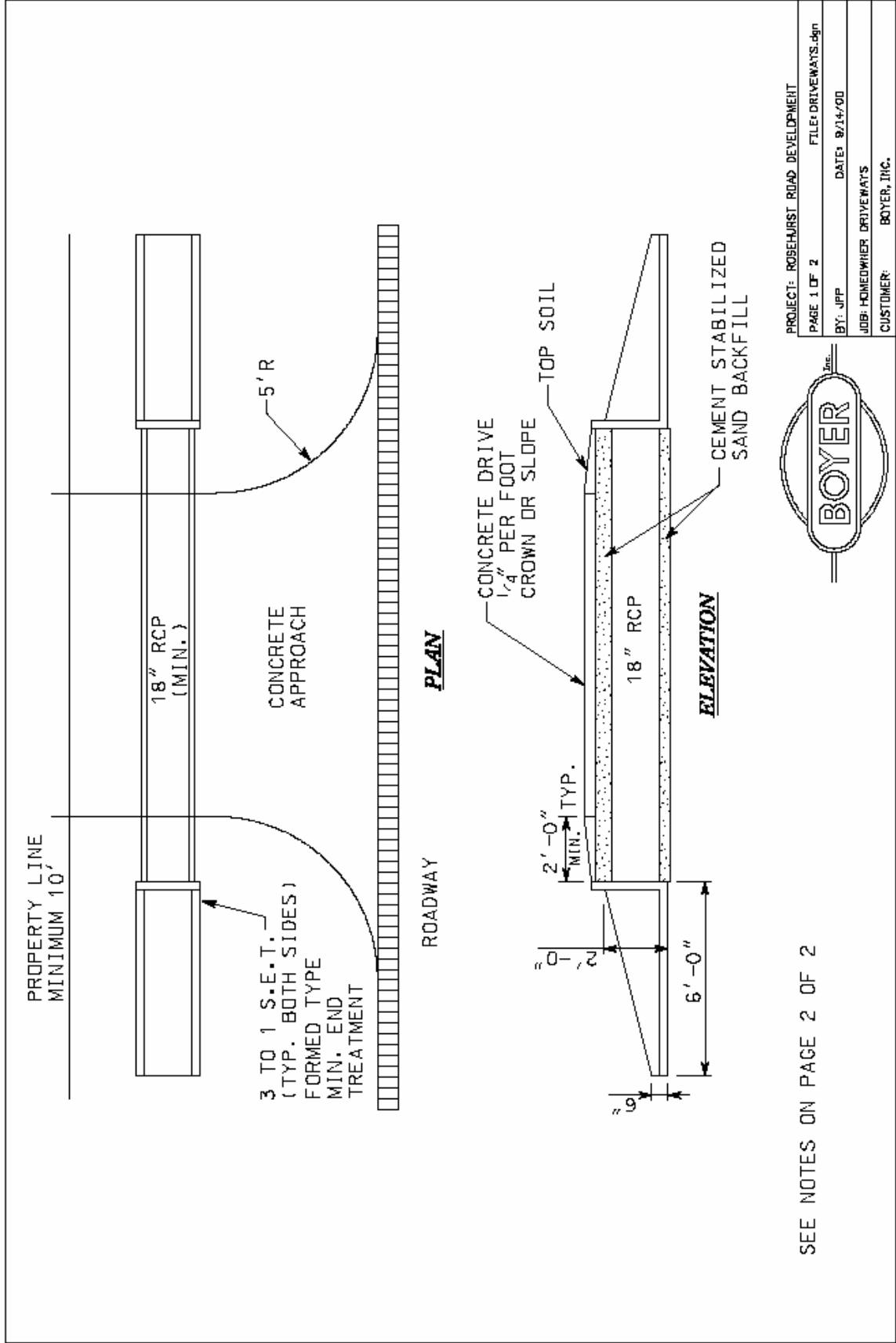
EXHIBIT "B"

The Grove at Rosehurst

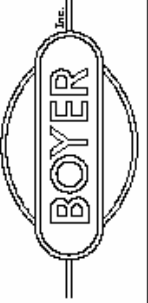
<u>Lot Numbers</u>	<u>Block</u>
9,10,11,12,13,14,15,16, 17,18,19,20,21,22,23,24 25,26,27,28,29	1
11,12,13,14,15,16,17,18, 19,20,21,22,23,24	3
(Total of 35 Lots)	

EXHIBIT "C"

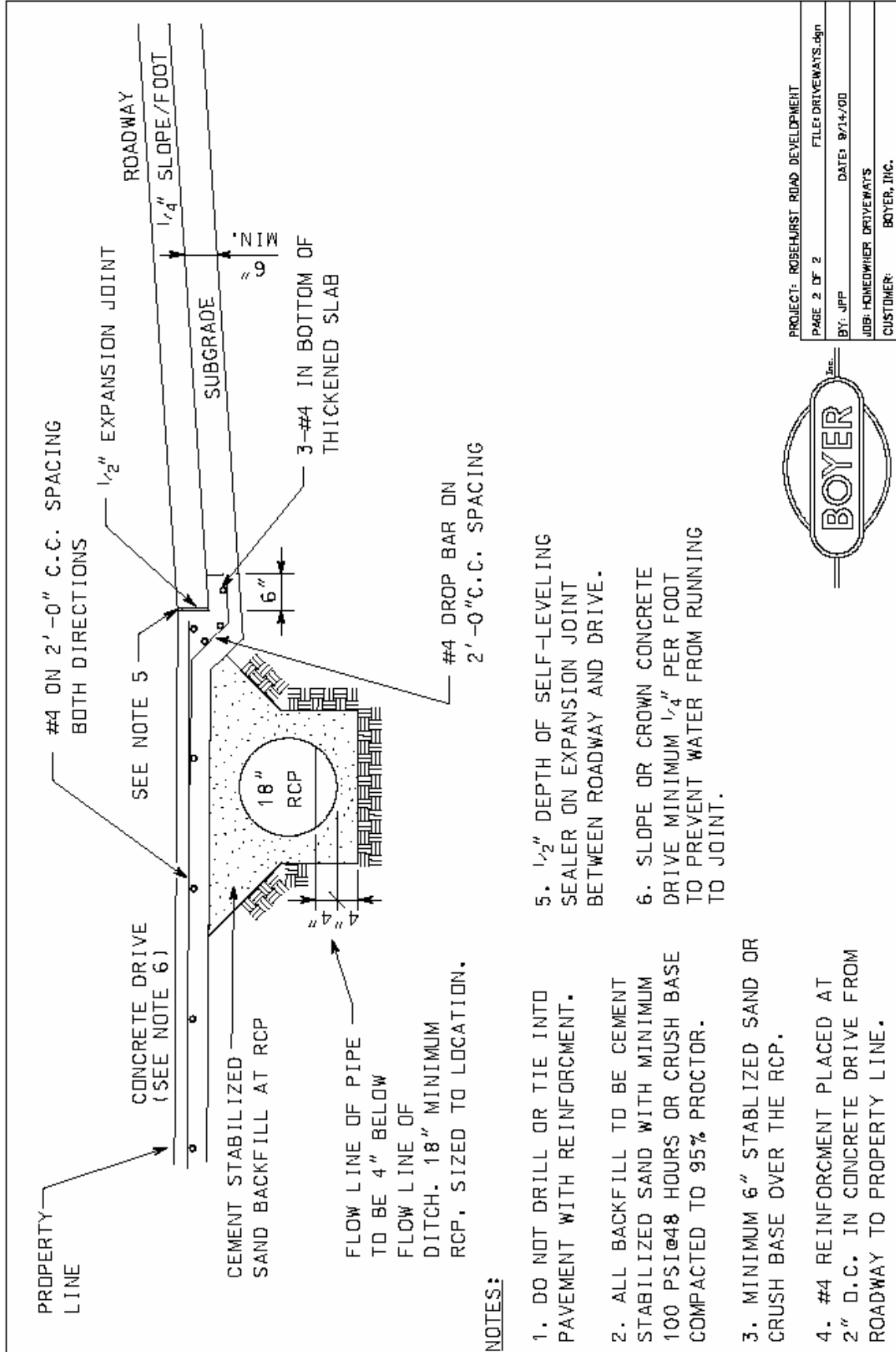
Driveway Transition Specifications



PROJECT: ROSEHURST ROAD DEVELOPMENT
 PAGE 1 OF 2 FILE: DRIVEWAYS.dgn
 BY: JPP DATE: 8/14/00
 JOB: HOMEDRIVER DRIVEWAYS
 CUSTOMER: BOYER, INC.



SEE NOTES ON PAGE 2 OF 2



NOTES:

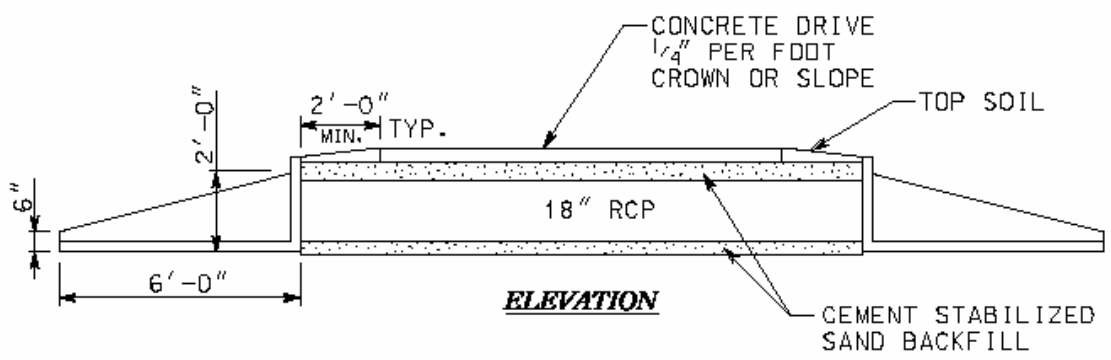
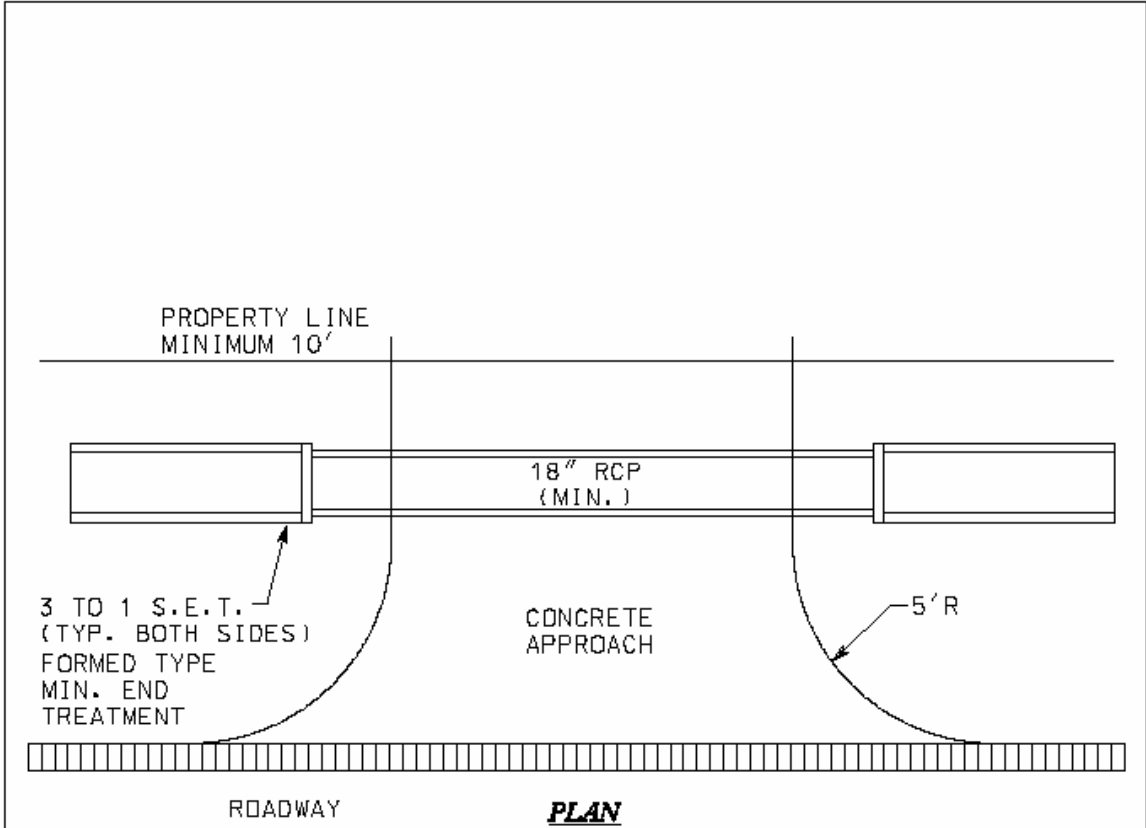
1. DO NOT DRILL OR TIE INTO PAVEMENT WITH REINFORCEMENT.
2. ALL BACKFILL TO BE CEMENT STABILIZED SAND WITH MINIMUM 100 PSI@48 HOURS OR CRUSH BASE COMPACTED TO 95% PROCTOR.
3. MINIMUM 6" STABILIZED SAND OR CRUSH BASE OVER THE RCP.
4. #4 REINFORCEMENT PLACED AT 2" D.C. IN CONCRETE DRIVE FROM ROADWAY TO PROPERTY LINE.
5. 1/2" DEPTH OF SELF-LEVELING SEALER ON EXPANSION JOINT BETWEEN ROADWAY AND DRIVE.
6. SLOPE OR CROWN CONCRETE DRIVE MINIMUM 1/4" PER FOOT TO PREVENT WATER FROM RUNNING TO JOINT.



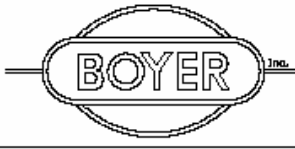
PROJECT: ROSEHURST ROAD DEVELOPMENT
PAGE 2 OF 2
FILE: DRIVWAYS.dgn
BY: JFP
DATE: 8/14/00
JOB: HONEYWELL DRIVEWAYS
CUSTOMER: BOYER, INC.

EXHIBIT "D"

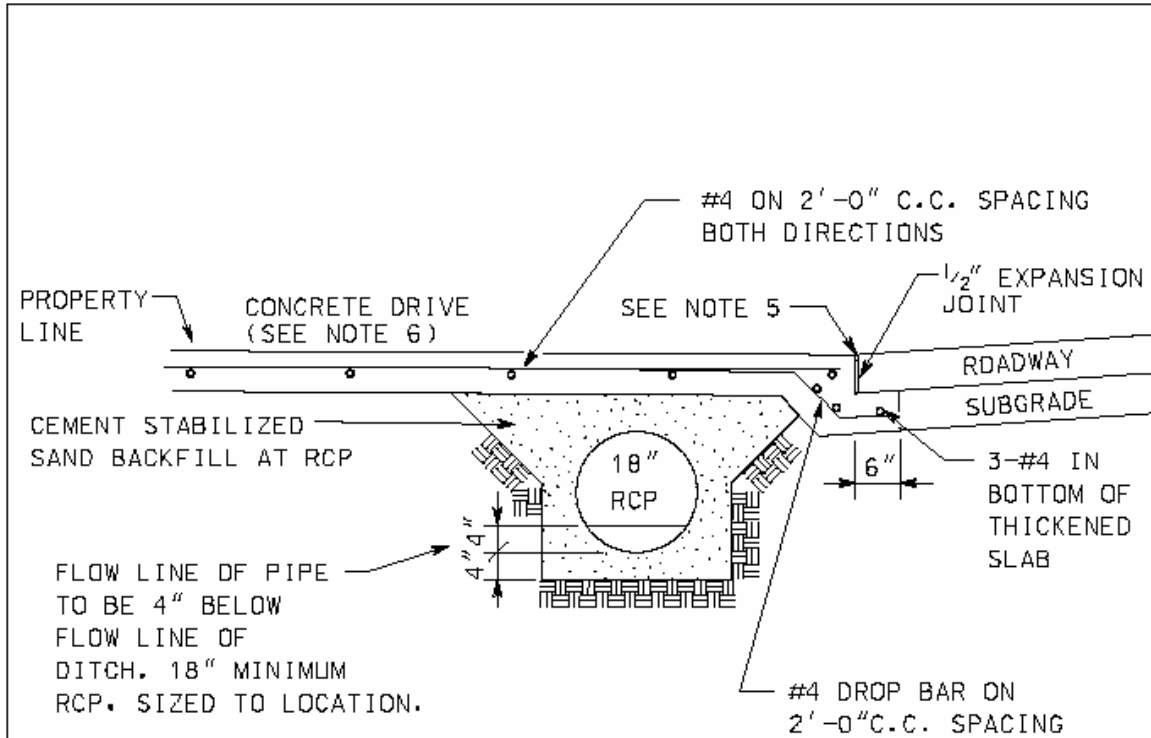
Culvert Specifications



SEE NOTES ON PAGE 2 OF 2



PROJECT: ROSEHURST ROAD DEVELOPMENT	
PAGE 1 OF 2	FILE: DRIVEWAYS.dgn
BY: JPP	DATE: 9/14/06
JOB: HOMEOWNER DRIVEWAYS	
CUSTOMER: BOYER, INC.	



NOTES:

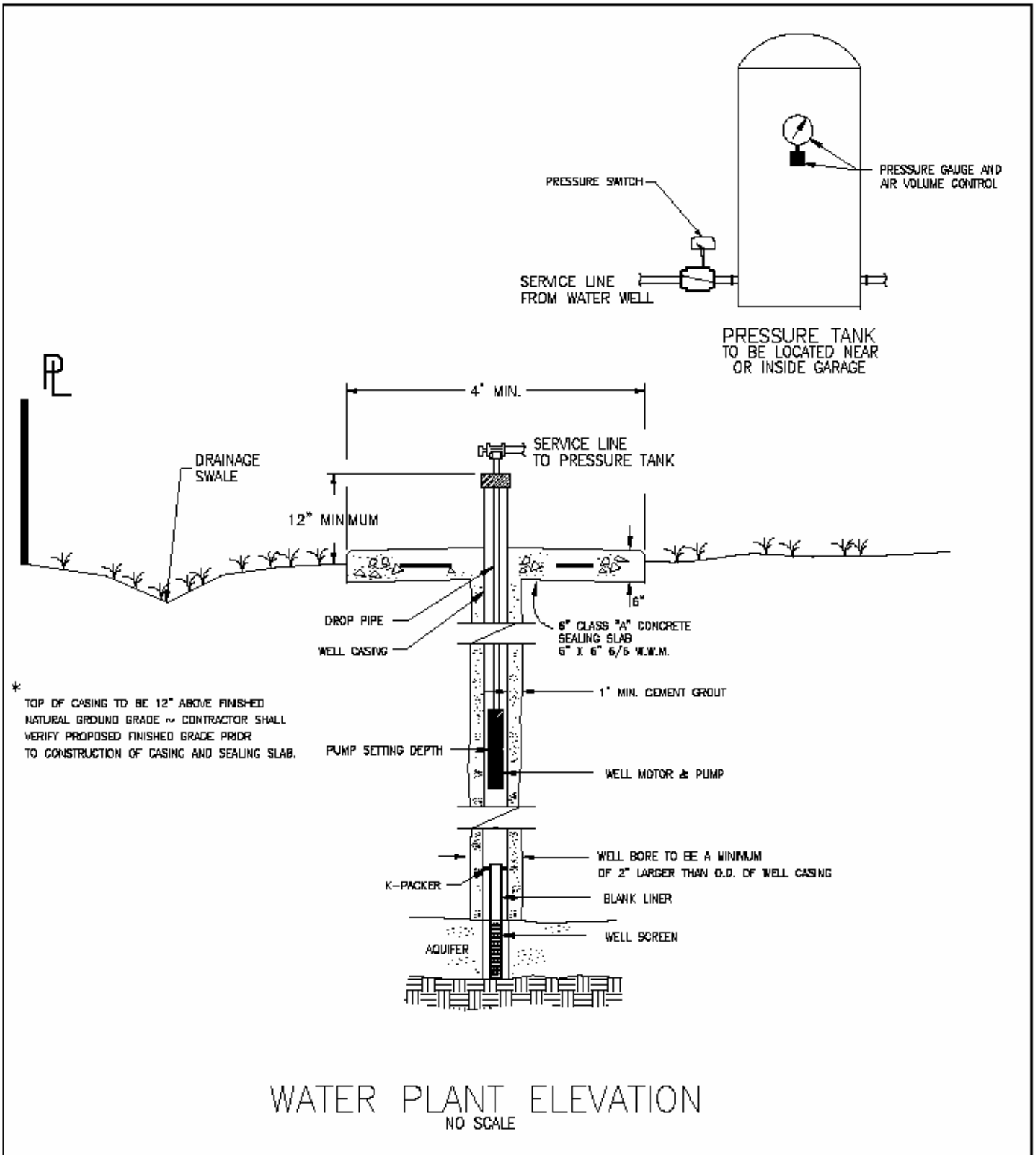
1. DO NOT DRILL OR TIE INTO PAVEMENT WITH REINFORCEMENT.
2. ALL BACKFILL TO BE CEMENT STABILIZED SAND WITH MINIMUM 100 PSI@48 HOURS OR CRUSH BASE COMPACTED TO 95% PROCTOR.
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PROJECT: ROSEHURST ROAD DEVELOPMENT	
PAGE 2 OF 2	FILE: DRIVEWAYS.dgn
BY: JPP	DATE: 9/14/00
JOB: HOMEOWNER DRIVEWAYS	
CUSTOMER: BOYER, INC.	

EXHIBIT "E"

Water Well



RICHARD CARTER & ASSOCIATES, INC. CIVIL ENGINEERS POST OFFICE BOX 400 ~ CYPRESS, TEXAS 77410-0400 281-373-3838 FAX 281-373-1113 E-MAIL RCAHOU@aol.com				INDIVIDUAL WATER WELL FULL DEPTH CEMENTING ROSEHURST SUBDIVISION HARRIS COUNTY, TEXAS	
DRAWN	PROJECT NO.	DRAWING NO.	DATE	SCALE: NTS	SHEET NO.
RC	99154	99154-10	OCT 1999		10
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EXHIBIT "F"

Septic System and Drainage Specifications

On-Site Wastewater Treatment and Disposal Feasibility Report

Normal four or five bedroom homes will require a 500 gallon per day aerobic treatment plant. If the home's daily wastewater flow exceeds the manufacturers' 500 gallon per day rating of standard 5 day BOD strength, then a larger unit will be needed.

Treated effluent disinfection for spray irrigation systems is to be by tablet chlorination. Each homeowner is expected to maintain disinfection tablets in the system's chlorinator. The homeowner must keep a supply of tablets in a weatherproof location such as the garage. Emitter type systems may have a chlorine tablet feeder installed. It is expected that the emitter system will not require chlorination on a routine basis.

The treated effluent holding tank should accommodate one day's flow plus a reserve of 1/3 day. The high level alarm should be installed so activation occurs at 100% of one day's design flow.

Single or simplex pumps systems are approved by TNRCC and Harris County and are expected to dominate. Duplex systems are suggested if there is a compelling reason for a "fail safe" requirement. Duplex systems are rarely installed in residential environments.

The disposal area, either surface application or emitter type, is determined by dividing the average daily flow, in gallons, by 0.045 (for surface application), or by 0.075 (for emitter application) with the result being the required net square feet of disposal area. If periodic overloads are anticipated, such as frequent large gatherings, then disposal systems should be oversized.

Surface application systems should be timed to irrigate a single cycle between the hours of 0100 and 0400 daily. Emitter systems are designed to irrigate in multiple small doses during the 24 hour day.

X. Design and Construction Considerations

During the design phase of a residential project, the Architect must work with the wastewater system designer concerning location of the water well, plumbing stubouts, tank and treatment plant locations, electric service location and disposal area planning. There are separation distances for the various wastewater components that the Architect may not be aware of. It is important that enough disposal area is available for the wastewater system designer's use. Examples of conflict are the construction of oversized garages, circular drives, outbuildings and swimming pools.

Site storm drainage is an important site consideration. Each lot must drain to the subdivision storm drainage system. System design must take into consideration methods of assuring positive storm water runoff from the wastewater disposal area.

Landscaping grading elevations must be established and shown to the installer prior to construction of the wastewater system. Sprinkler heads must be set to a grade

that matches the sodded lawn. Emitter lines must be buried to a depth of 6" to 8" below finished grade for optimal performance.

Either surface application or subsurface emitters will furnish a modest irrigation system, limited by the amount of treated effluent to be disposed of. During dry summer months, the lawns must be irrigated by other methods when required. Lawn sprinkler systems may be installed which overlap or duplicate the wastewater irrigation systems. A State Register Irrigator must install commercial irrigation systems. A testable backflow prevent or must be used in such systems to prevent cross connection with the individual's water system. The backflow preventer must be tested and certified at time of construction and should be tested annually thereafter.

XI. Permits

The builder or Owner is required to obtain a Development Permit from the Harris County Public Infrastructure Department, Engineering Division, Permit Office, for the building(s) and garage. Separately, a license for construction and operation of the on-site wastewater system must be obtained.

The County requires that an Acknowledgment of Testing requirements be executed by the Owner. The Acknowledgement refers to County and State mandated inspections and tests to be performed by the system Operator.

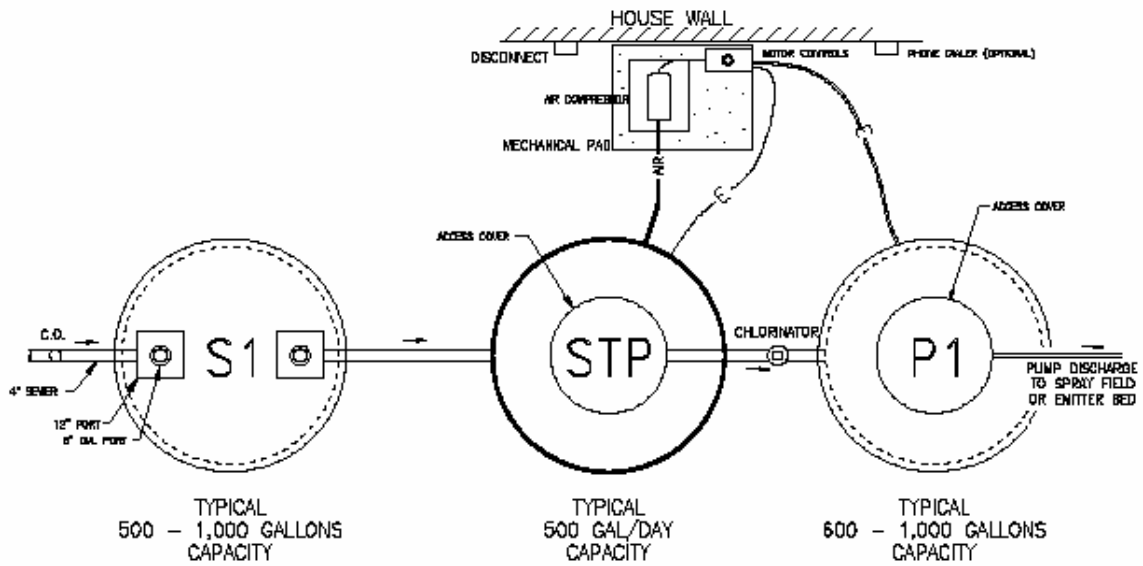
The Owner must also execute an Affidavit granting the County the right to enter on the property for the purpose of inspecting wastewater systems and to require repairs to the system if failure is noted. The Affidavit is a recordable instrument and runs with the land's title.

XII. Standards Specific to Rosehurst Subdivision

1. Lots are to be finish graded so that stormwater runoff drains to the street gutter, road ditch or other public drainage facility.
2. All tankage should be located adjacent to the residence on the side of the house opposite the driveway. The first pretreatment tank should be located more than five feet and less than ten feet from the house foundation. Tankage, electrical service disconnect and system controls should be located to the front or on the side near the front of each residence, and on the street side of any fencing.
3. Operator access to the tankage and controls must unimpeded. Operator is to have full access at all times. Controls must be installed so the operator can test run the irrigation pump.
4. House sewer drain system is to exit the residence in a single stubout at the pretreatment tank location.

5. Sewer stubout flowline is to be no deeper than 12" below top of slab measured at the edge of foundation, and no more than 10" below finished grade of yard at the pretreatment tank sewer inlet. This is to ensure that the aerobic wastewater treatment plant does not have excessive earthen cover.
6. The County Engineer may require a plumbing rough-in inspection prior to construction of the house slab. This inspection is to be prior to placement of slab concrete and is to ensure that the sewer stubout is no more than 12" below top of slab.
7. The building contractor is to furnish a non-fused, 115 volt, 50 ampere, general purpose disconnect on the exterior house wall above the sewer stubout, and within sight of the treatment plant and pump tank. The disconnect shall be located at least one foot above the base flood elevation (100 year floodplain).
8. The builder is to furnish a telephone outlet in a weatherproof box on the exterior house wall above the sewer stubout and adjacent to the electrical disconnect box. The telephone service need not be a dedicated line, rather may be an extension from the residential service line.
9. Design soil loading rate is to be 0.045 gallons treated effluent, per square foot, per day for surface application systems and 0.075 gallons per square foot per day of field area, for emitter systems.
10. Absorption field emitter piping is to be plowed into place or placed in a trench no wider than 6 inches. Backfill shall be compacted to prevent settlement.
11. It is the responsibility of the building contractor to determine the flag safe distances from trees to be saved.
12. Pretreatment tank lids are to have two 6" diameter PVC risers with 6" PVC plugs for inspection and service. This requirement is in addition to the normally required two cleanout ports of 12" minimum dimension. The 6" risers may be precast into the 12" cleanout port plugs.
13. The building contractor shall ensure that the site has been brought to finished grade prior to construction of the disposal system piping.
14. Chlorinator tablet feed tubes are to be installed in emitter systems for the purpose of periodic disinfection of emitter lines. One or two tablets should be added twice a year. Continuous chlorination is required for surface application systems.
15. Return lines shall be run from emitter fields and pump tank, returning to the pretreatment tank. Vacuum breakers are to be installed at the rear corners of each emitter field.

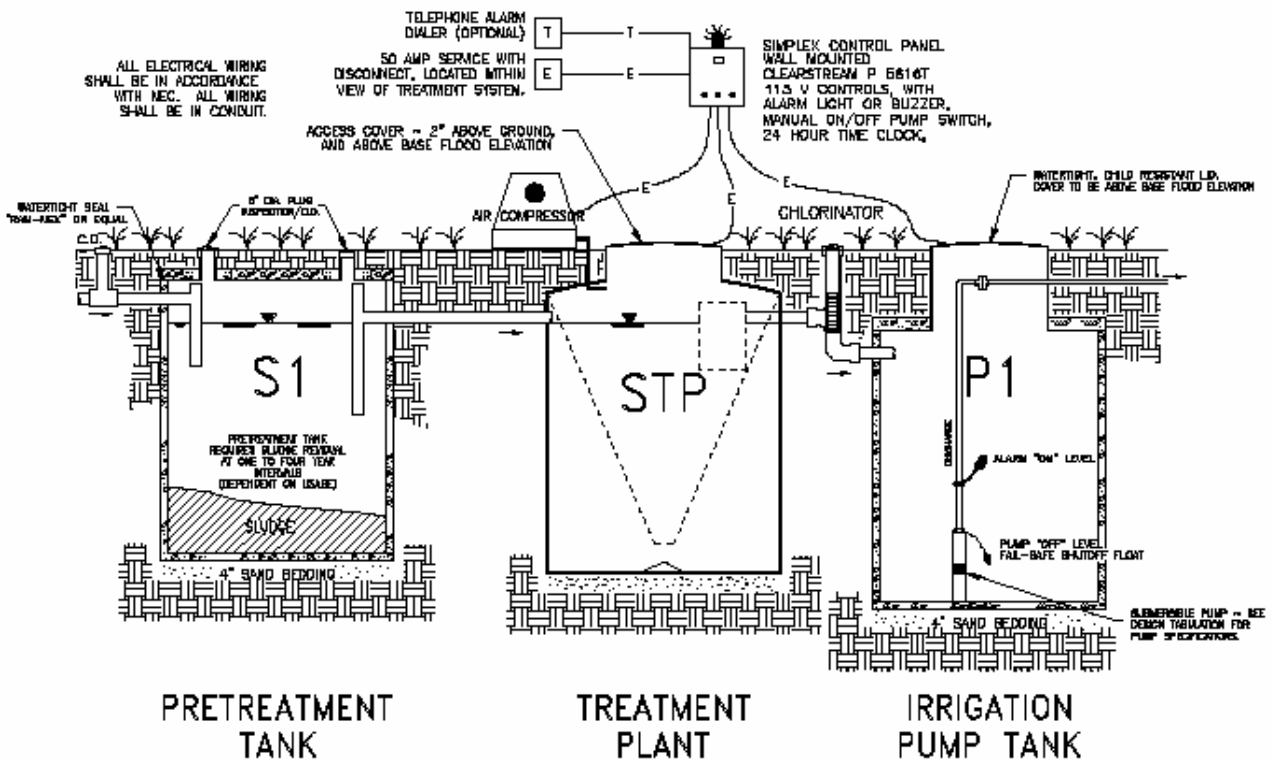
-END OF REPORT-



PRETREATMENT
TANK

TREATMENT
PLANT

IRRIGATION
PUMP TANK



PRETREATMENT
TANK

TREATMENT
PLANT

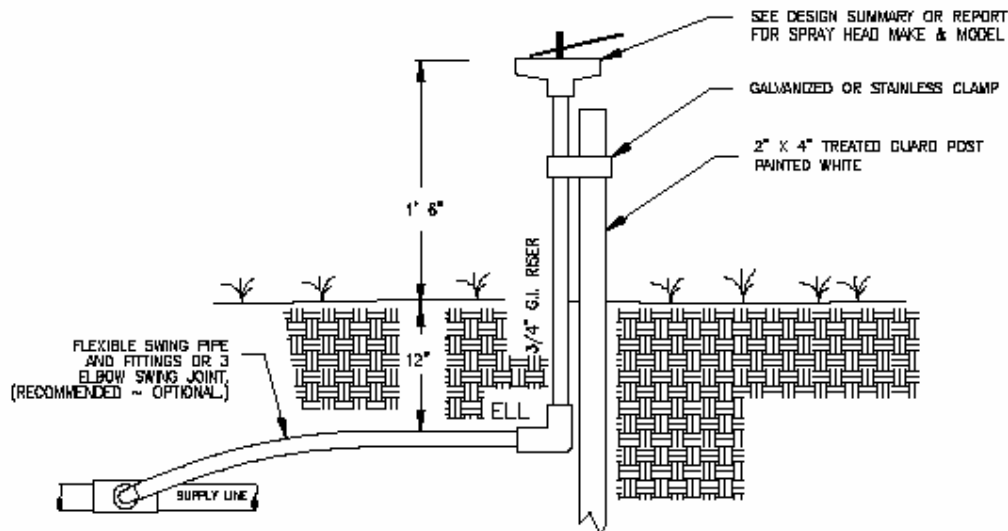
IRRIGATION
PUMP TANK

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POST OFFICE BOX 400 ~ CYPRESS, TEXAS 77410-0400
281-373-3838 FAX 281-373-1113 E-MAIL RCAROU@aol.com

WASTEWATER TREATMENT PLANT
SURFACE APPLICATION TYPE SYSTEM
ROSEHURST SUBDIVISION
HARRIS COUNTY, TEXAS

DRAWN	PROJECT NO.	DRAWING NO.	DATE	SCALE: 1" = 4'	SHEET NO.
RC/BB	99154	99154-06	OCT 1999		6

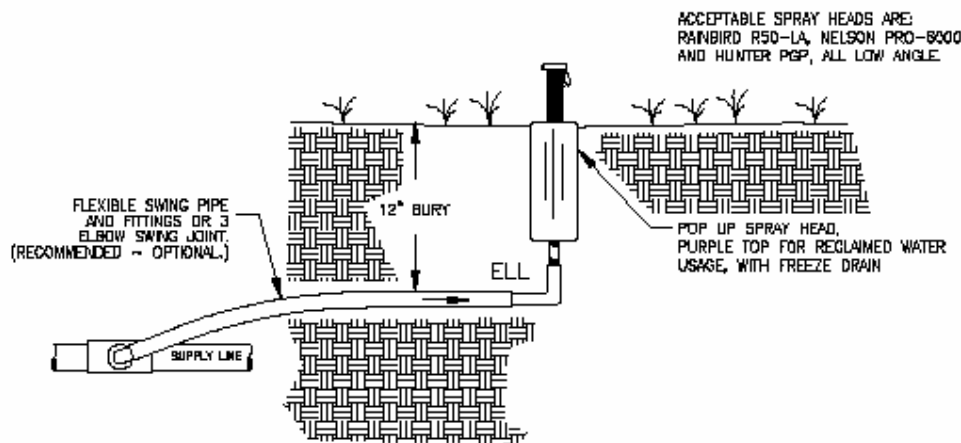
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STAKE MOUNTED SPRAY HEAD

FOR PASTURE OR PLANTER BED USE

NOT TO SCALE



POP-UP SPRAY HEAD

FOR MANICURED LAWN USE

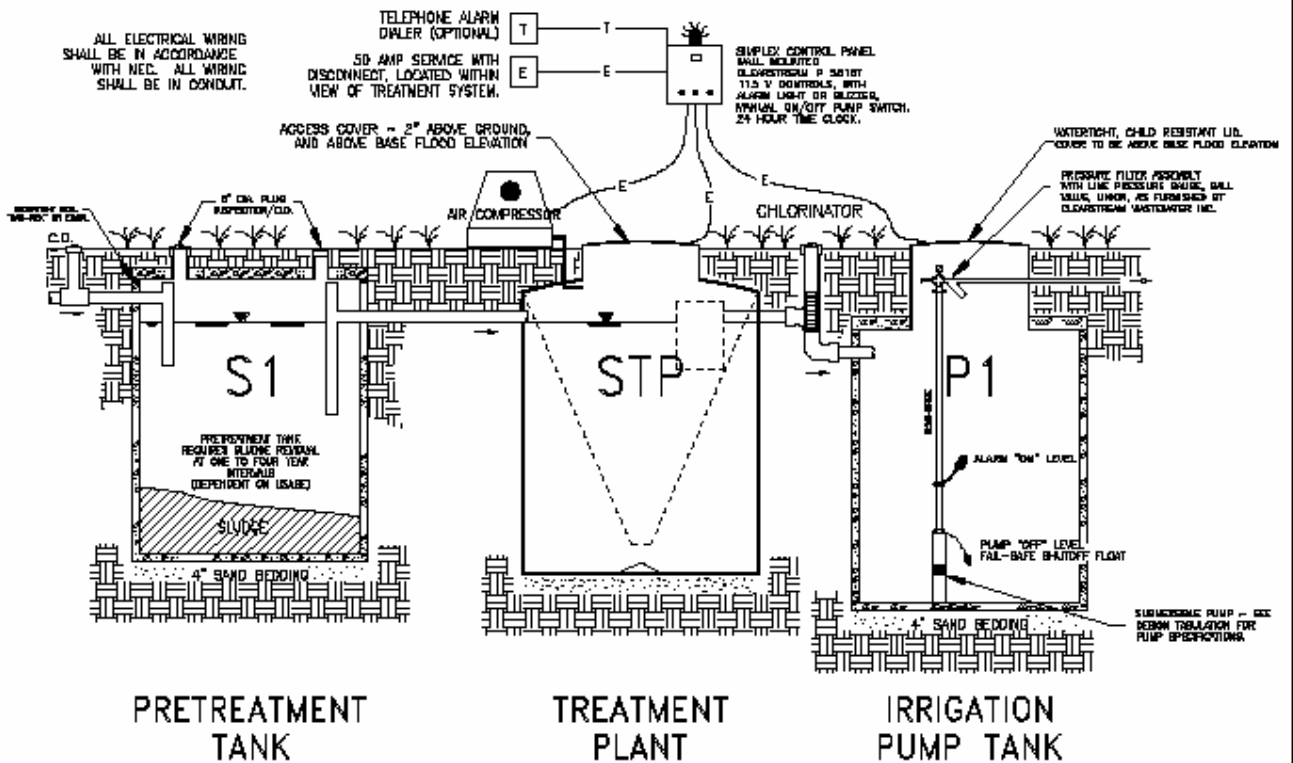
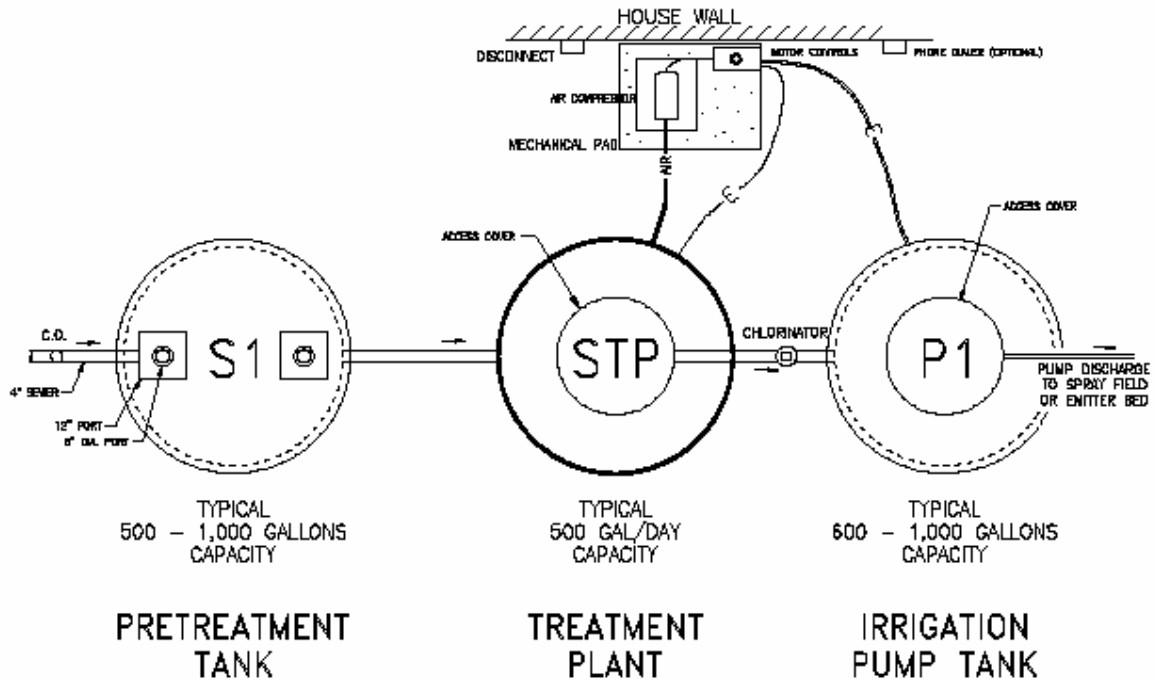
NOT TO SCALE

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 281-373-3838 FAX 281-373-1113 E-MAIL RCARHQ@aol.com

SPRINKLER HEAD DETAILS
 WASTEWATER EFFLUENT DISPOSAL
 ROSEHURST SUBDIVISION
 HARRIS COUNTY, TEXAS

DRAWN	PROJECT NO.	DRAWING NO.	DATE	SCALE: NONE		SHEET NO.
RC/BB	99154	99154-07	OCT 1999			7

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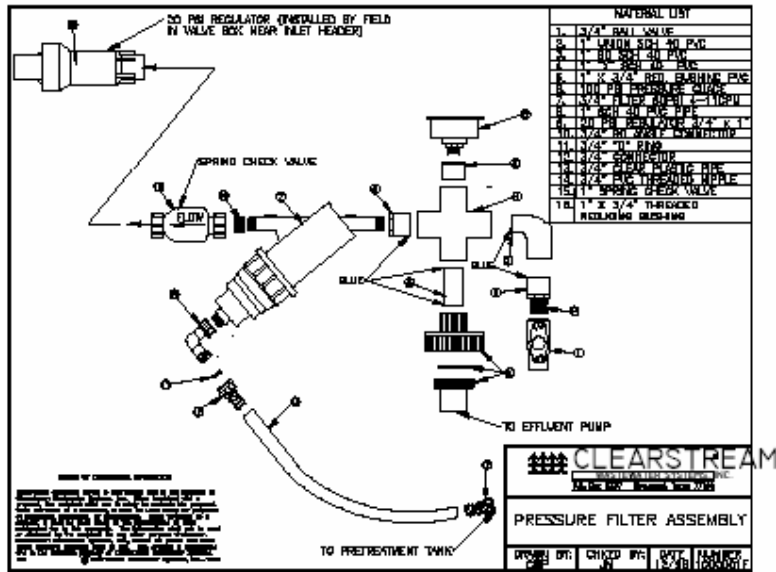


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 281-373-3838 FAX 281-373-1113 E-MAIL RCARHO@aol.com

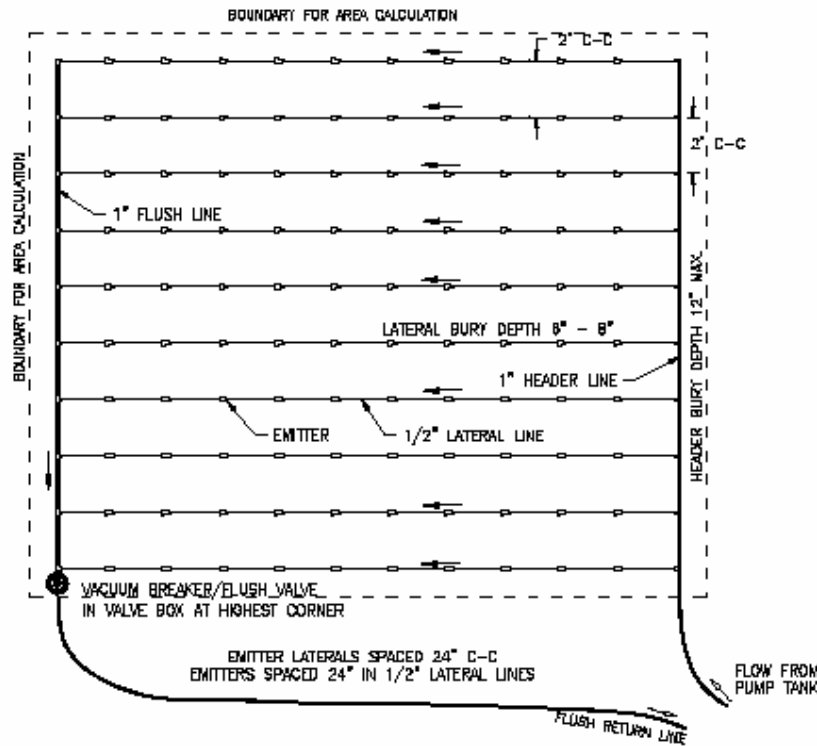
WASTEWATER TREATMENT PLANT
 EMITTER TREATMENT & DISPOSAL SYSTEM
 ROSEHURST SUBDIVISION
 HARRIS COUNTY, TEXAS

DRAWN	PROJECT NO.	DRAWING NO.	DATE	SCALE: 1" = 4'	SHEET NO.
RC/BB	99154	99154-08	OCT 1999		8

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PRESSURE FILTER ASSEMBLY



TYPICAL FMITTER FIELD

NOT TO SCALE

BED SIZING NOTES:

OPTIMUM SINGLE BED SIZE IS BETWEEN 1,500 TO 2,000 SQ FEET (PERIMETER OF BED)
CLEARSTREAM CONTROLS ALLOW SEQUENCING OF BEDS AND CONTROL OF PUMP TIME.

BEDS SHOULD BE NEAR EQUAL IN SIZE FOR EVEN EFFLUENT DISTRIBUTION.

RICHARD CARTER & ASSOCIATES, INC. CIVIL ENGINEERS
POST OFFICE BOX 400 ~ CYPRESS, TEXAS 77410-0400
281-373-3838 FAX 281-373-1113 E-MAIL RCAROU@aol.com

FMITTER SYSTEM DETAILS
DISPOSAL FIELD & EQUIPMENT
ROSEHURST SUBDIVISION
HARRIS COUNTY, TEXAS

DRAWN	PROJECT NO.	DRAWING NO.	DATE	SHEET NO.
RC	99154	99154-09	OCT 1999	9

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EXHIBIT “G”

Survey Submission Guidelines



SURVEY SUBMISSION GUIDELINES

Form survey file shall be saved in AutoCAD 2000 Format or lower showing the "Footprint" of the house to include all information and dimensions required by the HOA. Drawing shall include a legend as shown and added to as needed.

Drawing submitted to Rosehurst Association shall be on one layer named: Lot__Blk__

Form survey and all information and dimensions shall be in Model Space only. Information and dimensions shall be inside property boundaries as much as possible.

Upon approval by the HOA, the drawing shall be inserted into the proper Lot & Block location on the Master Rosehurst Survey by the HOA. The Master Rosehurst Survey shall be maintained by the HOA.

LEGEND











	ELECTRICITY
	GAS
	WATER
	PRIVACY FENCE
	DRAINAGE PATTERNS
	DRAINAGE SWALE
	LARGE TREES
	SHRUBS
	WATERWELL TANK
	MAIL BOX

EXHIBIT "H"

Builder's Information



Builders Information

Builder shall coordinate all deliveries to subdivision so as to limit the unnecessary damage to common areas throughout subdivision. It may be necessary to have deliveries scheduled on small trucks to avoid trucks running off pavement and damaging roadside ditches, sod or hardscaping.

It will be the responsibility of Owner/Builder to gain access through gated entry for deliveries to construction sites and have a representative on site during these delivery periods.

Owner/Builder will strive to keep streets clean and clean of debris during construction so as to avoid unnecessary impact to the neighbors residing in the subdivision.

_____ Signature: Builder/Depositor	_____ Printed	_____ Date
_____ Signature: Homeowner	_____ Printed	_____ Date
_____ Signature: Homeowner	_____ Printed	_____ Date
_____ Signature: HOA President	_____ Printed	_____ Date

EXHIBIT "I"

Builder's Security Deposit

EXHIBIT “J”

Questionnaire for House Plan Submittals



Questionnaire for House Plan Submittals

Please answer all questions and submit all details. Submittals will not be reviewed with incomplete information.

HOA only: Has the review fee been Paid? _____ Plans may not be reviewed until the review fee has been paid. \$500 Plan review fee to "Rosehurst HOA" .

Plans for Lot _____ Block _____ Section _____.

Owners name, address and phone: _____

Builders name, address, phone and fax:

Plan Style: (Traditional, contemporary, modern) _____

Total square feet: _____ (total area under roof).

Living area in square feet: _____ (area heated and cooled).

Number of bedrooms: _____. Total Number of rooms (all). _____.

Number of bathrooms and half bathrooms: _____.

Requirements for site plans and house plans:

1. Site Plan should only be submitted in Autocad 2000 format or lower per the attached guidelines both electronic and hard copy.

Is the lot drawn to scale? _____ Scale of drawings: _____.

2. Is the house drawn on the lot to scale? _____

3. (HOA only) Is the house footprint and orientation OK? _____ (HOA only).
4. Has an approved culvert and drive approach with appropriate pre-cast sloped end treatments been installed prior to the submittal, or is one proposed as a part of the submittal? (*No construction may commence until the culvert and sloped end treatments are properly installed. No "cut-out" sloped end treatments allowed.*) _____ already installed. _____ proposed in this submittal.
5. Is the path for the driveway shown? _____
6. How many buildings are shown? _____
7. Are all of the proposed buildings shown to be built at this time? _____ (*the Committee may not approve "future" improvements*).
8. Are all four elevations for all buildings included in this submittal? _____
9. Driveways: Does the driveway enter the lot at a 90-degree angle, or as close to a '90' as possible? _____ (a county requirement).
10. Is the driveway at least 40 feet from side property lines? _____
11. What is the driveway material? _____
12. What is the minimum width of the driveway? _____
13. Are "entry features" for the driveway planned? _____
14. Are entry features located behind the 25-foot setback (from the front property line) for fencing? _____
15. Has the design for the entry features been included in this submittal? _____
16. Are paving-stones planned for the driveway? _____ If so, what color? _____
17. Does the driveway employ a gentle curve to eliminate the "runway" effect? _____
18. Has drainage for the driveway been considered (to prevent ponding in areas adjacent to the driveway and on adjacent lots). _____ (arrow indicators typ.).
19. Is there a proposed propane tank? _____ Is it shown on the site plan? _____
20. Is there a proposed waterwell? _____ Is it shown on the site plan? _____
21. Is the gas line connection shown on site plan? _____
22. Is the connection from the CenterPoint transformer to the house shown on the site plan:

23. Is the location of the proposed water well and septic systems shown on the site plan? _____ Does it comply with the Well and Septic Grid adopted for the subdivision? _____. If not, is a letter from the director of the Harris County Health Department authorizing the proposed placement attached? _____.
24. Are any fences shown on the site plan? _____.
25. Is a drawing, photo or sketch of the proposed fences included in this submittal? _____.
26. Do the proposed fences encroach into the 25-foot setback from the front ROW? _____.
27. Do the proposed fences encroach into drainage easements? _____.
28. If a corner lot, is placement of the garage opposite the corner? _____.
29. Setbacks: 2.999 acres and smaller: 80-60-40. (HOA ONLY)

Materials and Colors:

30. What materials are the fences to be constructed of? _____

31. Provide colors of the fences. _____.
32. Percentage of Brick, including all exterior wall space. _____%
33. Percentage of siding, including all exterior wall space. _____%
34. Percentage of stone, including all exterior wall space. _____%
35. Percentage of stucco, including all exterior wall space. _____%
36. List other exterior materials and percentage; _____
37. Colors:
- A. Color of trim. _____
 - B. Color of roofing material. _____
 - C. Color of stucco. _____
 - D. Color of siding. _____
 - E. Color of garage doors. _____
 - F. Color of stone. _____
 - G. Color of brick. _____
 - H. Color of mortar. _____

- I. Color of roofing stickups. _____
- J. Color of chimney cover. _____
- K. Other Colors: _____.
- L. Are samples of the colors included in this submission? _____.

38. Chimneys: Are any chimneys planned? _____

- A. Material for the outside of the chimney? _____ (siding not allowed).
- B. Width, height and depth of chimney. _____

- C. Is the material for the chimney different than the veneer for the residence?
_____.

39. Roofing materials to be used: _____

40. Garage door material and gauge: _____

Landscaping.

- 41. Is a landscaping plan included? _____.
- 42. Are plantings identified? _____.
- 43. Does the landscaping plan provide a smooth transition from the man-made structures to the natural surroundings: _____ (HOA Only).
- 44. Is the landscaping plan consistent with the majesty of the residence? _____. (HOA only).

Other items:

- 45. Is a mailbox plan included? (minimum brick) _____.
- 46. Certificate of Insurance from Builder shall be included with submittal listing Rosehurst HOA as additional insured as stated in Section 3.0 of the attached guidelines.

Thank you for taking the time to answer the questions above. Your answers will save time by preventing unnecessary delays.

The section below is for additional comments you would like the Committee to consider in its deliberation.

Additional comments:

Please sign and date this submittal:

_____ Date: _____

Please mail to:

**Mark L. Boyer
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