



Homeowners' Association **BUILDER APPROVAL APPLICATION**

1. **ROSE CREEK ESTATES LOT:** Which lot in Rose Creek Estates is this builder application related?

Lot Address _____

County: _____

Property Owner Name: _____

Block # _____

A BUILDER APPLICATION MUST BE SUBMITTED FOR EACH INDIVIDUAL LOT

2. **BUILDER:** Name: _____

DBA: _____

Federal Tax ID # _____

Address: _____

Contact: _____ Phone # _____

Email address: _____

How many years has this Company been in business? Years: _____

In what States has this company done business in? _____

Superintendent's name that will be on jobsite? _____

Project Manager's name that will be on jobsite? _____



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3. **CLIENT REFERENCES:** Please provide at least two persons for whom you have built a home in the last three years. Also, provide the home value; build time, and phone number of each homeowner. (Do not include spec homes) Homes must be comparable to existing homes in Rose Creek Estates with a home value minimum 300k.

1st Client Reference

Homeowner: _____ Address: _____

Home Value: _____ Build Time/Months _____ Owner Phone # _____

2nd Client Reference

Homeowner: _____ Address: _____

Home Value: _____ Build Time/Months _____ Owner Phone # _____

3rd Client Reference

Homeowner: _____ Address: _____

Home Value: _____ Build Time/Months _____ Owner Phone # _____

BY PROVIDING THESE REFERNCES YOU GIVE PREMISSION FOR ROSE CREEK ESTATES TO
CONTACT ALL OR ANY REFERNCES ON YOUR BEHALF.



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EXPERIENCE: Builder must have a minimum of 5 years experience and have a current good working relationship with home building personnel. Please provide the following references. Each subcontractor shall provide an insurance certificate naming Rose Creek Estates as a certificate holder.

Lumber Supplier

Name: _____ Address: _____ Phone # _____

Foundation Sub-contractor

Name: _____ Address: _____ Phone # _____

Plumbing Sub-contractor

Name: _____ Address: _____ Phone # _____

Electrical Sub-contractor

Name: _____ Address: _____ Phone # _____

4. **HOA REFERENCES:** Builder must show the experience and ability to build a quality home in accordance with the Conditions, Covenants and Restrictions, set back requirement, ACC design guidelines and recommendations, and building codes. Please provide homeowner association contacts for acreage subdivisions (similar to Rose Creek Estates) in which you have constructed homes during the past three years. Also provide information on one home currently in the build process.

1st HOA Reference

Name: _____ Address: _____ Phone # _____

2nd HOA Reference

Name: _____ Address: _____ Phone # _____



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Home Build in Progress

Subdivision: _____ Address: _____

5. **FINANCIAL REFERENCES:** Please provide the name, contact, address and phone number for two banking references.

1st Banking Reference

Name: _____ Address: _____ Phone # _____

Contact: _____

2nd Banking Reference

Name: _____ Address: _____ Phone # _____

Contact: _____

6. **WARRANTY:** Please describe your Warranty Program. Please attach a copy for review

7. **INSURANCE:** If approved, proof of appropriate insurance policies including General Liability and Workers Compensation Policy naming Rose Creek Estates Home Owners' Association as additional insured with a waiver of subrogation. Insurance certificates must be provided before construction begins.

8. **REGISTRATIONS:** Please provide information of certificates, registrations, or other building program memberships and provide a copy of the Builders general contractor's license.

Texas Residential Construction Commission

Registration Number: _____ Status: _____



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Others

1. _____
2. _____

NOTE: IT IS HEREBY ACKNOWLEDGED THAT THE BUILDER/OWNER IS RESPONSIBLE FOR (1) KEEPING ALL CONSTRUCTION ON SITE AND OFF SITE CLEAN, SAFE AND FREE OF DEBRIS AND (2) MAINTAINING EROSION CONTROL BARRIERS FOR THE ENTIRE CONSTRUCTION PERIOD.

A FEE OF \$ 100.00 WILL BE ACCESSED FOR RE-SUBMITTED PLANS/APPLICATION

CONSTRUCTION HOURS ARE AS FOLLOWS:

MONDAY THROUGH FRIDAY 7:00 AM TO 6:00 PM

SATURDAY 8:00 AM- 5:00 PM

NO CONSTRUCTION AT ANY TIME ON SUNDAYS OR HOLIDAYS REFER TO DESIGN GUIDELINES FOR OBSERVED HOLIDAYS.

AN INCOMPLETE APPLICATION WILL BE AUTOMATICALLY DENIED AND DISAPPROVED. THE ABOVE FEE WILL BE ACCESSED UPON RESUBMISSION OF AN APPLICATION/PLANS. PLEASE FILL OUT THE APPLICATION IN ITS ENTIRETY.



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- 9. RELEASE:** In order to facilitate collection and use of builder background information, I/we hereby RELEASE AND FOREVER DISCHARGE (1) each person contacted by Rose Creek Estates Home Owners' Association, (2) Rose Creek Estates Home Owners' Association, its officers, agents, directors, and owners, from all liability related to this information provided in response to inquiries by Rose Creek Estates Home Owners' Association in the ordinary course of its builder qualification process and/or to Rose Creek Estates Home Owners' Association's normal and anticipated use of such information in making a decision about builder approval. (3) Decisions for approval/disapproval are not solely restricted to the information requested or provided on this application.

THE ACC AND OR BOARD OF DIRECTORS MAY ASK FOR ADDITIONAL INFORMATION AT ANTIME DURNING THE APPROVAL PROCESS AND OR AFTER THE APPROVAL PROCESS THAT THE ACC DEEMS NECESSARY.

A NOTORIZED AFFIDAVIT SHALL BE PROVIDED WITHIN 7 DAYS OF APPROVAL AND OR BEFORE CONSTRUCTION SHALL BEGIN. THE ACC WILL PROVIDE THE AFFIDAVIT TO BE SIGNED AFTER THE BUILDER HAS BEEN APPROVED.

A DEPOSIT OF \$500.00 IS REQUIRED AND WILL BE WRITTEN TO ROSE CREEK ESTATES HOA. THIS DEPOSIT IS NOT REQUIRED UNTILL FORMAL APPROVAL HAS BEEN GRANTED.

BUILDERS SIGNATURE

Date

PROPERTY OWNER SIGNATURE

Date

By signing this application you agree that everything is true and correct and to the best of your knowledge



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ACC USE ONLY

Date Application Received: _____ By: _____ Control Number: _____

Conditional Approval: _____

Disapproved for the following reasons: _____

_____ ☐ Approved ☐ Disapproved ☐ Conditionally Approved
ACC Member Date

_____ ☐ Approved ☐ Disapproved ☐ Conditionally Approved
ACC Member Date

_____ ☐ Approved ☐ Disapproved ☐ Conditionally Approved
ACC Member Date

_____ ☐ Approved ☐ Disapproved ☐ Conditionally Approved
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