



**GREENGATE GROVE
Property Owners Association**

2135 Bentsen Palm Dr.
Palmview, TX 78572

March 24, 2023

ARCHITECTURAL RULES AND REGULATIONS

1.0 INTRODUCTION. These rules and regulations are designed to maintain the best possible appearance of the Greengate Grove subdivision, and to help residents better understand what is needed to maintain this high standard.

2.0 PURPOSE.

2.1 The purpose of these rules and regulations is to ensure that the existing requirements of the "Declaration of Covenants, Conditions and Restrictions" (hereafter Covenants) are maintained. Guidelines for the Architectural Committee (hereafter Committee) are established in Articles V and VI of the Covenants. Appointment of Committee members shall be in accordance with Article V, Section 5.1 of the Covenants.

2.2 The Architectural Committee's primary responsibility is to ensure that the beauty of Greengate Grove subdivision is maintained for the benefit of all property owners.

2.3 If you are unsure of any improvements that you desire to make on your property, ask any Architectural Committee member, either directly or by leaving a message with the Greengate Grove Property Owners' Association (hereafter Association) office. The Association office telephone number is (956) 581-1932.

3.0 DEFINITIONS.

3.1 **Architectural Committee** shall mean a committee consisting of a chair and at least two members appointed by and serving at the discretion of the Association Board of Directors (hereafter Board). The Committee shall be responsible for enforcing provisions of the Covenants, Bylaws, and applicable rules and regulations pertaining to architectural matters for the Association, as applicable to individual lots and the Association's Common Areas. Committee action may include, but is not limited to, consulting with City of Palmview, Building and Zoning, 400 W. Veterans Blvd, Palmview, TX 78572 (see Bylaws Article X, Section 5; and Covenants Article V).

3.2 **Association** (a.k.a. Senior Citizens Owners Association – SCOA) shall mean and refer to Greengate Grove Property Owners' Association, a Texas non-profit corporation, its successors and assigns.

3.3 **Camper Shell** (a.k.a. a topper or cap) shall mean a small housing or rigid canopy used as a pickup truck accessory. The housing is usually made of: fiberglass or aluminum and is mounted atop the pickup truck's rear bed. It generally covers the entirety of the pickup truck bed and is large enough to be used for camping purposes.

3.4 **Canopy** shall mean a fabric or metal covering that serves as a roof to shelter an area to provide shade, shelter and protection from the weather, identity or decoration, and is supported by the building to which it is attached and a ground mounting, by not less than two stanchions (upright support posts). A canopy comprises a structure over which a fabric or metal covering is attached. Canopies can also stand alone, such as a fabric covered gazebo or cabana.

3.5 **Carport** shall mean an open-sided shelter for an automotive vehicle which consists of a roof projecting from the side of a building supported by posts or walls.

3.6 **Common Area** shall mean the real property and improvements thereon owned by the Association, other than numbered lots, designated for the common use and enjoyment of the OWNERS. The COMMON AREA consists of the roadways in the subdivision and all of those areas designated on the subdivision plat as "COMMON AREA".

3.7 **Covenants** shall mean and refer to the Declaration of Covenants, Conditions and Restrictions applicable to the properties in the Greengate Grove subdivision as filed with the County Clerk of Hidalgo County, Texas.

3.8 **Freestanding** shall mean a structure not attached to a residence. It requires a minimum of four posts.

3.9 **Lean-To** shall mean a structure with a single-pitch roof that is attached to the side of a building as a wing or an extension.

3.10 **Lot** shall mean and refer to any numbered lot or property shown in the recorded Greengate Grove subdivision plat map with the exception of common areas.

3.11 **Member** shall mean and refer to those persons entitled to membership as provided in the Covenants.

3.12 **Outbuilding (or shed)** shall mean a single story, nonresidential structure, not exceeding 160 square feet in size, that is not part of the main building, constructed at the rear of the lot, placed on a concrete slab of four inches reinforced concrete or on cement block, anchored to concrete with bolts or anchored with proper ground anchors and used for shelter or storage. Sheds, by definition, will not have toilets or bathing facilities but may have laundry facilities and hand sinks. Only one outbuilding per lot is allowed.

3.13 **Owner** shall mean the record title holder(s) by duly recorded deed in the Official Records of Hidalgo County, Texas to each lot in Greengate Grove subdivision. The Term OWNER shall mean and reflect automatic membership in the Association and can be used synonymously with MEMBER.

3.14 **Patio Cover** shall mean any overhead covering constructed in an elevated position over a patio or deck with the intent to provide shade and/or weather protection for the patio area. Patio covers are either attached to an existing structure or constructed as a freestanding structure.

3.15 **Pop-up Trailer** (a.k.a. Folding Trailer) shall mean a simple travel trailer with a fabric top that folds up for living use and down to travel.

3.16 **Properties** shall mean and refer to that certain real property described in the Covenants covering the Greengate Grove subdivision, Hidalgo County, Texas, and such additions to such Covenants as may hereafter be brought within the jurisdiction of the Association.

3.17 **Residence** shall mean any structure or dwelling designated for occupancy by one family, which is permitted to be placed on any lot in the subdivision, including detached dwellings constructed on site, Mobile Homes, Manufactured Homes, Modular Homes, Park Models and Recreational Vehicles (RVs).

3.17.1 **Mobile Homes, Manufactured Homes, Modular Homes, and Park Models** shall mean a movable dwelling unit designed and constructed for permanent occupancy by a single family which contains permanent eating, cooking, sleeping and sanitary facilities, and which is designed to be moved by

axles and wheels forming a part of such unit, and which units are manufactured in accordance with the requirements of the State of Texas governing mobile homes and manufactured housing with the state seal affixed if required.

3.17.2 **Recreational Vehicles** (RVs) shall mean Motor Homes, Fifth Wheel Trailers and Travel Trailers, and must be self-contained with eating, cooking, sleeping and sanitary facilities.

3.18 **RV Shelter** shall mean any freestanding or attached to the side of a building overhead structure, fabric or metal, constructed in an elevated position over a Motorhome, Fifth Wheel Trailer, or any other RV Equipment with the intent to serve as a roof to shelter any area to provide shade, shelter or protection from the weather.

3.19 **Setback** shall mean the distance any structure, including Homes, Texas Rooms, Park Models, Mobile Homes, permanent RV equipment, Motorhomes, Fifth Wheel Trailers, any other RV equipment, Carports, Awnings, RV Shelters, Outbuildings, Sheds, Freestanding Structures, Lean-To and sidewalks, must be from the edge of a lot whether it be the back, front, side and/or corner.

3.20 **Single Family Residence** shall mean a residential property on a single lot designed for the use of one family.

3.21 **Temporary Structure** shall mean an improvement not previously approved by the Architectural Committee and inspected by the City of Palmview as a Residence.

3.22 **Texas Rooms** shall mean a freestanding one level, low profile structure constructed of brick, stone or vinyl siding to a maximum size of 400 square feet. This structure shall be used for the enjoyment of the owner and may contain a bathroom, laundry, closets, sitting room, and utility room separated by partitions. A Texas Room cannot be an "A" Frame structure. A Texas Room cannot contain permanent sleeping quarters and cannot be used as a primary residence. Only a single Texas Room, outbuilding OR shed will be allowed per lot.

3.23 **Utility Easement** shall mean any area on the lot that houses the electric, gas, telephone lines, cable TV lines, or any other utility necessary for enjoyment of property within the public right-of-way designated on the Greengate Grove subdivision plat map as a utility easement or public utility easement.

4.0 GENERAL.

4.1 These rules and regulations are intended to define and explain in detail the requirements established in the Covenants. These rules and regulations shall be the basis for the Committee to make its decisions. In some instances, applicable restrictions from the Covenants will be repeated in these Rules & Regulations for clarity. Not all of the covenants, conditions and restrictions are repeated. Therefore, it is extremely important Owners also read and understand the Covenants.

4.2 When Committee members consider applications, they shall apply the Architectural Rules, and if the subject of the application is not specified in the rules, they shall reject the application. If the Committee rejects an application based on these Rules and Regulations, the applicant has the right to appeal that decision to the Association Board. The procedures for the appeal process are contained in Section 6.3.

4.3 Greengate Grove is a community restricted to only houses; mobile, manufactured and modular homes; park models; and limited recreational vehicles. Construction/installation of homes, mobile homes, park models, outbuildings/sheds, patio covers and canopies must be approved by the Committee. Pop-up trailers, and/or pick-up trucks with camper shells are not permitted as dwellings while at Green Gate Grove. However, visitors/guests with pop-up trailers and/or pickups with camper shells are permitted a 30-day stay only. Tents are not permitted under any circumstances or conditions.

4.4 Clotheslines are permitted but shall be approved by the Architectural Committee. Clotheslines shall be located at the rear of the property and shielded so as not to permit viewing of hung clothing from the street in front of the residence.

4.5 No more than one single-family residence, whether on-site construction; park model; manufactured, modular or mobile home; or recreation vehicle is allowed on any lot (1-424).

4.6 Any previous property improvements, whether or not approved by the Architectural Committee, that do not comply with current Covenants and/or Architectural Rules and Regulations shall be brought into complete compliance with such rules and regulations at the time any exterior changes, replacements or modifications are made to such improvements.

4.7 No structure, personal property or equipment shall be placed on the utility easement at the rear of any lot.

5.0 REGULATIONS.

5.1 Lots 1-176

5.1.1 Construction of any house on lots 1-176 shall be brick construction and contain a minimum of 760 square feet of fully enclosed floor area devoted to living purposes exclusive of roofed or non-roofed porches, terraces, garages, carports and/or other outbuildings.

5.1.2 Front setback shall be twenty-five (25) feet from lot side of curb to front most wall of structure or dwelling at the point closest to the lot line.

5.1.3 Side setback on lots 1-176 shall be five (5) feet from side lot line to furthestmost projecting wall of structure.

5.1.4 No wall of structure shall protrude over the back easement of the lot.

5.1.5 Homes on corner lots shall be set back a minimum of fifteen (15) feet (10 ft. utility easement and 5 ft setback) from the street on the long side of the lot.

5.1.6 House foundation footings shall be of poured concrete a minimum of twelve (12) inches wide and twenty-four (24) inches below grade with re-bar. Floor shall be of at least four (4) inches of concrete, reinforced with wire mesh or re-bar, and raised a minimum eighteen (18) inches above grade. It is suggested that poured floors have soil treated for termites and a vapor barrier between ground and concrete.

5.1.7 All structures shall be made of new materials, except for natural stone and used brick masonry used in such construction. Colors and materials used for exterior finishes and roofs should be of a coordinated pattern to blend in with existing area.

5.1.8 No rolled or corrugated metal roofing shall be used for final shingles.

5.1.9 Air conditioning units, evaporative coolers, and other mechanical equipment should be placed at or toward the rear of the structure.

5.1.10 Construction shall be completed during one stay, or arrangements made to be completed in your absence within three (3) months, to a point where all outside work is completed, including doors, windows, driveways and sidewalks on the front twenty-five (25) feet.

5.1.11 Special attention shall be paid to designing/building and maintaining landscaping effective for proper drainage, also taking into consideration neighboring lots and houses. Curbing is recommended where needed for proper drainage.

5.1.12 All houses constructed shall be a one-story home with a low-profile roof. Roof profile should not exceed a 45-degree pitch.

5.1.13 If a lot is sold (1-176) and an existing mobile home, manufactured home and/or park model is removed, only a brick home may be constructed on that lot. Existing mobile homes, manufactured homes and/or park models on lots 1-176 may be repaired or upgraded.

5.1.14 On lots 1-176 the side set back of a concrete sidewalk along the side of the residence or walking paths shall be no less than 3 feet from side lot line.

5.1.15 On lots 1-176, no RV shelters, lean-to or freestanding patio covers/canopies are allowed. Carport and patio cover shall be attached to house and may be of metal, wood construction or material same as house. Metal carports and/or awnings shall be of at least 0.025 inches thick, painted and manufactured for that purpose. No rolled or corrugated metal roofing.

5.2 **Lots 177-424**

5.2.1 No Park model or manufactured, modular or mobile home that was manufactured more than three (3) calendar years from date of move in, except after prior inspection and written permission by the Committee, may be erected or placed on a lot. The Committee shall be notified, and approval made before any such unit is allowed to enter Greengate Grove. Finally, any such unit entering Greengate Grove will meet City, County and State codes and regulations.

5.2.2 Setback for park models or mobile homes is the same as permanent houses. Twenty-five (25) feet from the lot side of curb to front wall of structure or dwelling closest to the lot line. The side set back is four (4) feet from each side lot line. Units on corner lots shall be set back a minimum of fifteen (15) feet (10 ft utility easement and 5 ft setback) from the street on the long side of the lot.

5.2.3 Park models, manufactured, modular and mobile homes shall be completely skirted. Use of curbing is advised to prevent water accumulation under residence.

5.2.4 Rock lawns are NOT allowed. Decorative rock in flower beds and around trees is permissible. Tree rings are not to exceed five (5) feet in diameter.

5.2.5 Skirting on park model units under 400 square feet area may be of metal, manufactured for that purpose.

5.2.6 The installation of awnings, either at the time of the building erection or, at a later date, shall be subject to approval of the Committee. Metal carports and/or awnings shall be of at least 0.025 inches thick, painted and manufactured for that purpose.

5.2.7 All park models, manufactured, modular and mobile homes shall be one level.

5.2.8 Minimum carport setback dimensions for lots 177-424 is fifteen (15) feet from the lot side of the curb to the closest front support. A maximum overhang of 24 inches is allowed.

5.2.9 On lots 177-424 the side set back of a concrete sidewalk along the side of the residence or walking paths shall be no less than 2 feet from side lot line.

5.3 **Texas Rooms**

5.3.1 Texas Rooms cannot be used as a primary residence.

5.3.2 A Texas room is considered to be a freestanding building and can be a maximum size of 400 square feet. This building may contain a bathroom, laundry,

closets, sitting room and utility room separated by partitions. A Texas Room cannot contain permanent sleeping quarters (i.e. a bedroom).

5.3.3 Size is limited to one (1) level, low profile, and may be constructed of brick, stone, or vinyl siding. No "A" frames permitted.

5.3.4 Texas rooms may only be placed on lots 177 - 424.

5.3.5 Setbacks on side of lot shall be maintained, four (4) feet from lot line. Sanitary lines shall be connected to proper sewage disposal unit.

5.3.6 Any attached or free-standing room, to be used with a residence for added space cannot be used as a primary residence.

5.4 **Landscaping**

5.4.1 All lawns shall have the "Green" effect look. All lots shall be planted or sodded with grass.

5.4.2 Grass and/or weeds shall be kept trimmed to less than six (6) inches in height. Members whose lots(s) are not in compliance with will be emailed or called and given five (5) days' notice to bring their lot(s) into compliance. If no action is taken, the Association shall correct the violation and bill the member for services at the current rate plus a \$15 fine.

5.4.3 Trees and shrubs may be planted at the lot owner's discretion. No trees or shrubs shall be planted which obstruct sight lines at elevations between two (2) and eight (8) feet above roadway at any intersection of the street property lines to a point back from the intersection that would interfere with ones' vision of approaching traffic.

5.4.4 Rock lawns are NOT allowed. Decorative rock in flower beds and around trees is permissible. Tree rings are not to exceed five (5) feet in diameter.

5.4.5 Lawns should be landscaped to provide proper drainage but should not impair neighboring property. Curbing is recommended where poor drainage situations exist.

5.4.6 Trees and shrubs should be set back from property lines to a point where, when fully grown, they will not interfere with the neighbor's property. They shall be kept trimmed to a point where they will not interfere on neighbors' property.

5.4.7 No palm tree, over three (3) inches in diameter can be removed without Architectural Committee approval.

5.4.8 Grades of rear easements shall not be changed to obstruct natural drainage.

5.5 **Outbuildings**

5.5.1 No outbuildings or other construction may be placed on any part of the utility easement.

5.5.2 Outbuildings should be placed on concrete slab of four (4) inches reinforced concrete, or cement block. No wood should be in contact with the ground. The outbuilding set on concrete slabs can use slab as floor. Bottom wood shall be treated. Outbuildings on blocks shall have treated runners. All outbuildings shall be enclosed between floor and ground or concrete to keep out animals.

5.5.3 Outbuildings shall be anchored to concrete with bolts or be anchored with proper ground anchors.

5.5.4 Outbuildings cannot be set on the utility easement. If outbuilding or other construction has been placed on an easement (with or without Committee Approval) the lot owner is responsible for movement, when required for access to or work in the easement.

5.5.5 Outbuildings shall be on rear portion of lot.

5.5.6 Outbuildings shall be painted with colors or siding color shall be coordinated to main structure. Metal sheds are not recommended but are allowed. They shall be approved and accepted by the Committee.

5.5.7 There will be no more than one Outbuilding allowed per lot.

5.5.8 No outbuilding will be more than 160 sq. ft. in size.

5.5.9 Moving of any outbuilding, whether within the park or from outside the park to within the park will require Committee approval.

5.5.10 Laundry facilities plus a hand sink will be allowed in an outbuilding. Toilets and bathing facilities such as tubs or showers will not be allowed.

5.6 **Fences**

5.6.1 No chain link or wire fence of any kind is allowed.

5.6.2 Maximum height of fence is not to exceed 36 inches above ground level.

5.6.3 Bottom of fence should be raised above ground level to allow for trimming of grass.

5.6.4 Fences are allowed only from the rear of the residence to the residence side of the easement. No fences are allowed on the easement. Fences previously placed on the easement shall not alter natural drainage flow.

5.6.5 Written consent of the adjacent property owners (both sides and rear) shall be obtained by the applicant and attached to the Property Improvement Application.

5.6.6 Fence shall have at least one not-lockable gate. Easements shall be accessible to meter readers and utility repairmen.

5.6.7 Lot owners who have a previously erected fence on the easement of a lot shall be held responsible for any damage to underground utilities.

5.6.8 Uprights (slats) of fence shall be placed on the outward side of the rails.

5.7 **Motor Home and RV Trailers**

5.7.1 Minimum front setback for Metal Patio Covers on RV lots 177-424 is twenty-five (25) feet from lot side of curb to closest support post of patio cover. Prior approval shall be attained before construction and installation of a sunscreen.

5.8 Applications shall be submitted for the following work and related requirements.

5.8.1 **All construction** - Park Models, Sheds, Texas Rooms, Utility Rooms, Awnings, Carports, Patio Covers, Concrete pouring, etc. require permit application to be submitted to City of Palmview Building & Zoning Department, 400 W. Veterans Blvd., Palmview, Texas 38. Permit shall be on file in the office and a copy shall be posted on or near the construction site.

5.8.2 Concrete pouring may not require a permit, however City of Palmview requires submission of a permit application. Greengate Grove does require a Property Improvement Application for concrete pouring.

5.8.3 Remodeling does not require a Property Improvement Application providing no additions or changes to the structure are part of the project.

5.8.4 City of Palmview Building and Zoning and the Committee shall be notified 48 hours (business days only) prior to pouring concrete for setback inspection. Forms shall be in place for this inspection.

5.8.5 All construction debris and trash will be cleaned up and hauled out of the park within 5 days after completion of project. This will include all outside the park contractors and also any inside the park contractors.

5.8.6 Any previously approved temporary structure (e.g. Texas Room) shall be submitted for Committee approval and City of Palmview inspection before it may be occupied as a residence. This is to ensure the structure meets both Association and City requirements for a residence. If a temporary structure is successfully reclassified (approved and inspected) as a residence, the owner shall still be subject to the single residence per lot restriction. The owner shall remove and shall not place an RV, Park Model or any other residence on the lot.

6.0 APPLICATION FOR PROPERTY IMPROVEMENT

6.1 General

6.1.1 All Applications for Property Improvement shall be approved by the Committee. City of Palmview Building and Zoning shall approve all construction permits (i.e. outbuildings, patio covers, awnings, carports, etc.). Palmview

Building and Zoning will not process a permit without Greengate Grove approval. Palmview Building and Zoning requires a fee due at the time the permit is submitted to the city.

6.1.2 The Committee shall review permit applications for completeness of information requested in the form, accuracy of the information and compliance with Covenants and Architectural Rules and Regulations.

6.1.3 Approval authority for permits verified by the Committee as technically and administratively complete and accurate shall require the signature of two (2) Committee Members.

6.1.4 When an application is submitted to the office, the applicant shall sign a record log consisting of date, time, and who received the application. This log will further consist of the date approved or rejected by the Committee, Committee members who approved or rejected the application, the date the City of Palmview permit was obtained and the City of Palmview permit number. A control number for each permit will be recorded on permit form by the Committee upon receipt of the application from the lot owner. Format for the control number shall be the current year - XXX (XXX being a sequential number beginning with 001). Example of control number: 2007-001.

6.1.6 Application Package shall be kept intact as a package with a copy provided to the owner for posting at the job site and the original with all required signatures filed in the lot owners file in the Association office.

6.2 **Application Package Contents**

6.2.1 Applicant's Acknowledgment of Requirements

6.2.2 Property Improvement Application

6.2.3 Property Improvement Drawing

6.2.3.1 A drawing of all improvements existing and new improvements (must be detailed).

6.2.3.2 Location of the improvements on your lot.

- 6.2.3.3 Location of septic tank when required by Architectural Committee.
- 6.2.3.4 Show views of structure as required to show structure dimensions.
- 6.2.3.5 Show elevations (height) of structure.
- 6.2.3.6 Provide specifications of the improvements, i.e., concrete slab, footing, beams, colors, etc.
- 6.2.3.7 Show improvement in relation to your lot lines, setbacks, etc.
- 6.2.3.8 Provide any other information that will substantiate or give better description of project.
- 6.2.3.9 Any changes to an already approved Request for Improvement shall be submitted on a "Change Request Form". Change Request Form may be obtained from the Association Office.
- 6.2.3.10 Contact any Committee member for assistance, if needed.
- 6.2.3.11 All house plans or Texas Room plans shall show all dimensions and total area (square feet) of living space, excluding any overhang, garage, or attached shed.

6.2.4 Property Improvement Change Request

6.3 **Procedures for Appeal of Rejected Application**

- 6.3.1 The Request for Appeal to a rejected Application for Property Improvement shall be submitted to the Board through your Block Director in written form. The Block Director will present the request to the Board.
- 6.3.2 A copy of the rejected Application for Property Improvement shall be attached to this request.
- 6.3.3 Use the attached format as your guide. To facilitate a Board decision, ensure reasons for the appeal are fully explained and justified.

6.3.4 It would be beneficial to have comments attached from immediate neighbors, i.e.: each side neighbor, front & back neighbors (if applicable).

6.3.5 The Board may ask for a personal appearance of the applicant and/or neighbors to better explain/justify the request.

Appendices:

1. Applicant's Acknowledgment of Requirements
2. Property Improvement Application
3. Property Improvement Change Request
4. Request for Appeal to Rejected Application for Property Improvement

The undersigned hereby certifies that he or she is the duly elected and qualified Secretary and the custodian of the books and records and seal of Greengate Grove Property Owner’s Association, a corporation duly formed pursuant to the laws of the state of Texas and that the foregoing is a true record of a Board of Directors Policy duly adopted at a meeting of the Directors and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation on March 24, 2023, and that said Policy is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this 28th day of March, 2020.

Romona Myers
ROMONA MYERS, Secretary



**GREENGATE GROVE
Property Owners Association**

2135 Bentsen Palm Dr.
Palmview, TX 78572

APPLICANTS ACKNOWLEDGMENT OF REQUIREMENTS

1. This application for permit shall include all applicable information requested in the permit application form. The applicant for this permit acknowledges, by signature of the applicant below, that all Covenants and Architectural Rules and Regulations have been reviewed and understood. The applicant further acknowledges that the improvement described in this application is in compliance with the Covenants and Architectural Rule and Regulations.
2. As a condition of approval of this permit, the applicant agrees to permit access to the property by the Architectural Committee or a member of the Board of Directors for the purpose inspecting the project for permit compliance at any time prior to the completion of the project.
3. The Architectural Committee will review the application for completeness and compliance with the Covenants and Architectural Rules and Regulations. Incomplete, inaccurate or non-compliant applications will be returned to the applicant for correction. Applications determined by the Architectural Committee to be complete and in compliance with SCOA rules and regulations will be signed by two (2) members of the Architectural Committee attesting to its compliance.
4. The office shall forward to the Block Director of the block on which the project will be performed the permit applications signed as compliant by the Architectural Committee. That Director shall contact a Director of a different block to review the application and both Directors will approve the application if appropriate or disapprove it with explanation of reasons for disapproval. If the Director and Alternate Director of the block where the project is being performed are not available, any Director may replace them. Following approval by Directors, prior to returning the permit to the owner, the Director shall deliver the permit to the SCOA Office for office staff to copy the completed application that will be filed in the owner's property file. The office staff will notify the owner when the application is ready to be taken to the City of Palmview Building and Zoning.
5. Permit applications will be approved/rejected, in writing using the Architectural Committee Review Form (Page 17) of this Architectural Rules and Regulations document, by the Architectural Committee & Directors within 10 days of submission by the applicant to the Architectural Committee.61
62

Signature below acknowledges understanding and agreement of items above B, 1 - B, 6 inclusive.

Owner Name and Lot Number

Owner Signature

ARCHITECTURAL COMMITTEE REVIEW

This Application (meets / does not meet) all applicable technical and administrative requirements in accordance with Greengate Grove POA Covenants, Conditions and Requirements (CC&R), and Architectural Rules and Regulations (AR&R).

_____ **APPROVED**

_____ **REJECTED**

Date

Comments: _____

Architecture Committee Member

Signature

Architecture Committee Member

Signature



**GREENGATE GROVE
Property Owners Association**

2135 Bentsen Palm Dr.
Palmview, TX 78572

Control Number _____

Date of Request _____

PROPERTY IMPROVEMENT CHANGE REQUEST

1. LOT OWNER/NUMBER: _____

2. DESCRIPTION OF CHANGE (Required Drawings Attached to this Request):

3. NAME OF CONTRACTOR: _____

Owner Name and Lot Number _____

Owner Signature _____

ARCHITECTURAL COMMITTEE REVIEW

This Change Request (meets / does not meet) all applicable technical and administrative requirements in accordance with Greengate Grove POA Covenants, Conditions and Requirements (CC&R), and Architectural Rules and Regulations (AR&R).

_____ **APPROVED**

_____ **REJECTED**

Date

Comments: _____

Architecture Committee Member

Signature

Architecture Committee Member

Signature



**GREENGATE GROVE
Property Owners Association**

2135 Bentsen Palm Dr.
Palmview, TX 78572

Date of Appeal

SUBJECT: Request for Appeal to Rejected Application for Property Improvement

FROM (Lot Owner/Number): _____

TO: Greengate Grove POA Board of Directors

1. I want to appeal the Architectural Committee's rejection of the attached Application for Property Improvement (Control Number _____, Dated _____). The reason(s) in detail for this request are as follows:

2. Attached for your consideration are letters/comments of my immediate neighbors:

Lot # _____
Lot # _____
Lot # _____
Lot # _____
Lot# _____

3. I will be available to appear before the Board, if necessary.

Owner Name and Lot Number

Owner Signature

BOARD OF DIRECTORS REVIEW

The Board of Directors met in Executive Session on _____ to hear both the Owner and the Architectural Committee regarding this Request for Appeal. It is the Board's opinion the original Application for Property Improvement (meets/does not meet) all applicable technical and administrative requirements in accordance with Greengate Grove POA Covenants, Conditions and Requirements (CC&R), and Architectural Rules and Regulations (AR&R). The owner's Request for Appeal is

_____ **APPROVED**

_____ **REJECTED**

Date

Comments: _____

Chair
Board of Directors

Signature

Director
Board of Directors

Signature

Director
Board of Directors

Signature