

**Minutes of the Regular Meeting of the
Fonn Villas Civic Association**

December 7, 2015

1. Call to Order

- a. The regular monthly meeting of the Fonn Villas Civic Association was held on December 7, 2015 at the Pines Presbyterian Church.
- b. Board Members Present: Jim Egger, Paul Dunne, Makeea Grainger, Karl Holub, and Melinda Speight
- c. Board Members Absent: Joe Bono, Christine Caulfield, Pat Clynes, and Joanna Rose
- d. President Jim Egger called the meeting of the Association to order at 7:15 pm.

2. Review and Approval of Minutes – Christine Caulfield (not present)

- a. Minutes of the November 2, 2015 Board meeting are posted on the FVCA website.
- b. Jim Egger made a motion to approve the minutes of the November Board meeting as posted on the website. Karl Holub seconded. The motion passed unanimously.

3. Treasurer's Report – Maurice Stadler

- a. See attached report
- b. Maurice also reported the status of the Maintenance Fund and outstanding balances.

4. Parliamentarian Report – John Baugher

- a. John reported that the "Procedure for Maintenance Charge and Facilities Assessment Collection" was back from recording and was sent to David Robertson for posting on the FVCA website. The original of the document was turned over to Jim Egger for Vital Document storage.

5. Architectural Standards Committee Report – Joe Bono (not present)

- a. Jim Egger reported on behalf of Joe Bono that one item was approved by the ASC in November.

6. Executive Committee Reports

- a. Maintenance Fund (obsolete)
 - i. The Maintenance Fund Executive Committee was dissolved by the Board in November, and the remaining duties of the Maintenance Fund are carried out by the Treasurer.
- b. Security – Pat Clynes (not present)
 - i. No report

- c. Super Neighborhood – Paul Dunne
 - i. Paul was not able to attend the November meeting, but will have a report from that meeting in January. Our new representative will be attending the next Super Neighborhood Meeting.
- d. Community Facilities – Jim Egger
 - i. Jim reported that many pool service companies have been contacted and the committee has narrowed it down to two. A decision on next year's contract will be made later this month.

7. Advisory Committee Reports

- a. Citizen Patrol – Maurice Stadler
 - i. Volunteers logged 5 hours in November.
- b. Directory – Sarah Valerius
 - i. Sarah is working on next year's edition.
- c. Maintenance and Parks – Makeea Grainger
 - i. Makeea Grainger recommended and the Board agreed that the surplus in the budget for the entrances (\$2300) be put toward hiring an electrician to get the lights working properly at the entrances through repair and/or replacement of some of the lights and electrical outlets.
- d. TIRZ 17 – David Tresh
 - i. No report
- e. Newsletter – David Robertson (not present)
 - i. No report
- f. Welcoming – Nete Sundt
 - i. See attached report
- g. Webmaster – Brandon Lackey (not present)
 - i. No report
- h. Documentation – Nete Sundt
 - i. No report
- i. Community Facilities – Iain Wallace/Elizabeth Seidensticker (not present)
 - i. No report
- j. Social Committee – Nete Sundt
 - i. Jim Egger thanked Sarah Valerius and Nete Sundt for a great Fiesta Party.

8. Business

- a. Vote on New Procedure for Major Construction and ancillary issues that will include Outsourcing ACC Reviews – John Baugher
 - i. John Baugher has put together an Addendum to Guidelines - Major Construction: Demolition, New Construction of Building, External Home Addition and Remodeling based on the first draft prepared by the FVCA attorney and with the assistance of Dick Sundt.
 - ii. **Jim Egger moved to approve the Major Construction Addendum to Guidelines for Architectural and Neighborhood Standards. Paul Dunne seconded the motion. The motion passed unanimously.**
 - iii. Discussion then took place concerning whether more information is needed from architectural firms who could handle the out-sourced reviews of applications, how much they would charge FVCA for reviews and inspections, and how much money should be deposited by owner making the application to cover these charges. More information will be gathered.
 - iv. **Jim Egger moved to rescind the previously passed motion approving the Major Construction Addendum to Guidelines for Architectural and Neighborhood Standards. Karl Holub seconded the motion. The motion to rescind passed unanimously.**
- b. Vote on amending the ACC Procedures as required based on New Business Agenda Item #1
 - i. Delayed due to above.
- c. Select Nominees for Directors in January Election – Joanna Rose (not present)
 - i. **Karl Holub made a motion to nominate Greg Hattig for Director Position 1, Jana Johnson for Director Position 2, and Jim Gleaves for Director Position 3. Jim Egger seconded the motion. The motion passed unanimously.**
- d. Recommend new Officers and committee chairpersons for the next year – Jim Egger
 - i. Jim recommends the following individuals for open Officer and Committee Chairperson positions:
 - Treasurer - Jim Gleaves
 - ASC/ACC - Stefano Constanini
 - Community Facilities - Pat Clynes
 - Newsletter – Maurice Stadler
 - Webmaster – Maurice Stadler
 - Social Committee – Jana Johnson
 - ii. Jim also recommends creating a temporary committee to review, revise and/or rewrite the ACC Guidelines.

- e. Recommend committee members for advisory and executive committees – Jim Egger
 - i. Jim recommends the following individuals as Committee members:

Community Facilities – Karl Holub and Jim Egger

- f. Select vote tabulators for the Annual Meeting as prescribed by By-laws, Article 3.6 – Nete Sundt
 - i. Nete Sundt recommends Janet Calhoun and Jim Davidson as tabulators for the Annual Meeting in January.
 - ii. **Jim Egger moved to approve Janet Calhoun and Jim Davidson as vote tabulators. Karl Holub seconded the motion. The motion passed unanimously.**
 - iii. Nete Sundt asked that Sarah Valerius be added as a tabulator.
 - iv. **Paul Dunne moved that Sarah Valerius be added to the list of vote tabulators. Karl Holub seconded. The motion passed unanimously.**
- g. Set the latest date for distribution of ballots to the membership for the January annual meeting – John Baugher
 - i. The Fonn Villas newsletter containing the ballot will go out no later than December 31st, but probably much sooner. Karl Holub will draw up the ballot form.
 - ii. **Jim Egger moved that ballots and proxies be delivered to every house and posted on the website on or before December 31st. Melinda Speight seconded the motion. The motion passed unanimously.**

9. **Adjourn**

- a. The meeting was adjourned at approximately 8:31 pm.

Agenda for Board Meeting - 7 December 2015

Friday, December 4, 2015 at 04:45PM

Fonn Villas

The next regular meeting of the Fonn Villas Civic Association Board will be on Monday, December 7th, at 7:15 p.m., at Pines Presbyterian Church.

Agenda

1. Call to Order
2. Review and approval of minutes – Christine Caulfield
3. Treasurer’s Report - Maurice Stadler
4. Parliamentary Report – John Baugher
5. Architectural Standards Committee Report - Joe Bono
6. Executive Committee Reports
 1. Maintenance Fund – Maurice Stadler
 2. Security – Pat Clynes
 3. Super Neighborhood - Paul Dunne
 4. Community Facilities – Jim Egger
7. Advisory Committee Reports
 1. Citizen Patrol - Maurice Stadler
 2. Directory – Sarah Valerius
 3. Maintenance and Parks - Makeea Grainger
 4. TIRZ17 - David Tresch
 5. Newsletter - David Robertson
 6. Welcoming - Nete Sundt
 7. Webmaster - Brandon Lackey
 8. Documentation - Nete Sundt
 9. Community Facilities – Ian Wallace/Elizabeth Seidensticker
 10. Social Committee – Nete Sundt
8. Business
 1. Vote on New Procedure for Major Construction and ancillary issues that will include Outsourcing ACC Reviews – John Baugher
 2. Vote on amending the ACC Procedures as required based on New Business Agenda Item #1
 3. Select Nominees for Directors in the January Election – JoAnna Rose
 4. Recommend new Officers and committee chairpersons for the next year - Egger
 5. Recommend committee members for advisory and executive committees - Egger
 6. Select vote tabulators for the Annual Meeting as prescribed by By-laws, Article 3.6 – Nete Sundt
 7. Set the latest date for distribution of ballots to the membership for the January annual meeting - Baugher

9. Adjourn

Article originally appeared on Fonn Villas (<http://www.fonnvillas.org/>).

See website for complete article licensing information.

Fonn Villas Civic Association

Balance Sheet

As of 11/30/15

Account	Description	Operating	Reserves	Other	Totals
ASSETS					
1002	Cash - Operating - Alliance	117,899.68			117,899.68
1007	EE Bonds Issued July 1992	47,148.00			47,148.00
1008	EE Bonds Issued May 1993	36,576.00			36,576.00
1009	Cash - Vanguard Fund	92,895.98			92,895.98
1300	Due from (to) Swim Club	(79,419.36)			(79,419.36)
1350	Due from (to) Maintenance			79,419.36	79,419.36
	TOTAL CASH & INVESTMENTS	<u>215,100.30</u>	<u>.00</u>	<u>79,419.36</u>	<u>294,519.66</u>
1800	Swim Club Asset Merger Value			182,703.00	182,703.00
1850	Swim Club Accumulated Deprec.			(100,329.00)	(100,329.00)
	TOTAL OTHER ASSETS	<u>.00</u>	<u>.00</u>	<u>82,374.00</u>	<u>82,374.00</u>
	TOTAL ASSETS	<u>215,100.30</u>	<u>.00</u>	<u>161,793.36</u>	<u>376,893.66</u>
LIABILITIES & EQUITY					
CURRENT LIABILITIES:					
2105	Prepaid Newsletter Printing	539.30			539.30
2200	Prepaid Assessments	8,785.02			8,785.02
	Subtotal Current Liab.	<u>9,324.32</u>	<u>.00</u>	<u>.00</u>	<u>9,324.32</u>
RESERVES:					
	Subtotal Reserves	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
EQUITY:					
3900	Maintenance Fund	165,451.70			165,451.70
3904	Special Events Fund	22,204.00			22,204.00
3906	Swim Club Fund			89,863.55	89,863.55
	Current Year Net Income/(Loss)	18,120.28	.00	71,929.81	90,050.09
	Subtotal Equity	<u>205,775.98</u>	<u>.00</u>	<u>161,793.36</u>	<u>367,569.34</u>

Run Date: 12/02/15

Run Time: 10:56 AM

Fonn Villas Civic Association

Balance Sheet

As of 11/30/15

Account	Description	Operating	Reserves	Other	Totals
	TOTAL LIABILITIES & EQUITY	215,100.30	.00	161,793.36	376,893.66
		=====	=====	=====	=====

Fonn Villas Civic Association

Income/Expense Statement Period: 11/01/15 to 11/30/15

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
MAINTENANCE FUND REVENUE:								
04001	Assessments - Maintenance F	.00	.00	.00	70,346.76	70,520.00	(173.24)	70,520.00
04002	Interest from July 1992 Bonds	.00	.00	.00	1,836.00	1,836.00	.00	1,836.00
04003	Interest from May 1993 Bonds	120.00	120.00	.00	1,308.00	1,308.00	.00	1,428.00
04004	Vanguard Interest/Capital Gai	(8.08)	138.00	(146.08)	1,307.98	1,519.00	(211.02)	1,657.00
04005	Alliance Bank Interest	10.41	.00	10.41	89.89	.00	89.89	.00
04010	Transfer Fees	120.00	200.00	(80.00)	1,210.00	2,100.00	(890.00)	2,300.00
04012	Refinance Fee	60.00	.00	60.00	480.00	.00	480.00	.00
04015	HO Interest Income	.00	.00	.00	12.74	.00	12.74	.00
04020	HO Late Fees	.00	.00	.00	1,011.00	513.00	498.00	513.00
Subtotal Maintenance Fund		302.33	458.00	(155.67)	77,602.37	77,796.00	(193.63)	78,254.00
SPECIAL EVENTS ACTIVITY								
04510	Business Donations	.00	.00	.00	3,575.00	3,575.00	.00	3,575.00
04520	Dues Revenue	.00	.00	.00	195.00	1,420.00	(1,225.00)	1,420.00
04525	Special Events Bank Interest	.00	.00	.00	1.00	.00	1.00	3.00
04590	Community Events	.00	.00	.00	(2,178.72)	(3,000.00)	821.28	(3,000.00)
04600	Directory Printing Expense	.00	.00	.00	(1,770.00)	(1,695.00)	(75.00)	(1,695.00)
Special Events Income		.00	.00	.00	(177.72)	300.00	(477.72)	303.00
TOTAL MAINTENANCE FUND		302.33	458.00	(155.67)	77,424.65	78,096.00	(671.35)	78,557.00
MAINTENANCE EXPENSES								
05100	Constable Patrol	.00	.00	.00	37,230.02	37,230.00	(.02)	37,230.00
05150	Entrance Landscaping	729.06	580.00	(149.06)	3,759.10	5,805.00	2,045.90	6,385.00
05200	Entrance Maintenance	.00	.00	.00	267.50	270.00	2.50	270.00
05250	Accounting & Admin	410.00	410.00	.00	4,552.00	4,607.00	55.00	5,182.00
05300	Insurance - D&O Policy	.00	.00	.00	2,150.00	2,150.00	.00	2,150.00
05400	Insurance - General Liability	.00	.00	.00	.00	.00	.00	3,234.00
05500	Legal	2,235.50	70.00	(2,165.50)	6,688.22	4,872.00	(1,816.22)	4,941.00
05550	Water	85.64	69.00	(16.64)	824.09	735.00	(89.09)	796.00
05600	Newsletter Delivery	60.00	60.00	.00	680.00	760.00	80.00	820.00
05650	Electricity	24.53	32.00	7.47	373.52	421.00	47.48	466.00
05700	Storage	.00	76.00	76.00	268.00	818.00	550.00	894.00
05710	Documentation	.00	.00	.00	.00	89.00	89.00	89.00
05720	Website	.00	.00	.00	.00	75.00	75.00	75.00
05730	Gifts	.00	.00	.00	40.00	50.00	10.00	50.00
05750	Post Office Box	.00	.00	.00	272.00	60.00	(212.00)	60.00

Fonn Villas Civic Association

Income/Expense Statement Period: 11/01/15 to 11/30/15

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
05800	Office Supplies & Postage	78.45	.00	(78.45)	2,199.92	2,032.00	(167.92)	2,032.00
05850	Architectural Standards	.00	.00	.00	.00	10.00	10.00	10.00
05900	Welcoming	.00	.00	.00	.00	24.00	24.00	24.00
TOTAL MAINTENANCE EXPE		3,623.18	1,297.00	(2,326.18)	59,304.37	60,008.00	703.63	64,708.00
TOTAL MAINT SURPLUS/(DE		(3,320.85)	(839.00)	(2,481.85)	18,120.28	18,088.00	32.28	13,849.00

FACILITIES/POOL REVENUE								
08100	Facilities Assessment-Full	.00	.00	.00	92,225.00	94,125.00	(1,900.00)	94,125.00
08150	Facilities Assessment-Senior	.00	.00	.00	9,300.00	9,700.00	(400.00)	9,700.00
08175	Pool Memberships - Non Mem	.00	.00	.00	49,715.00	.00	49,715.00	.00
08200	Swim Team Dues	.00	.00	.00	16,561.00	14,000.00	2,561.00	14,000.00
08250	Facilities Rentals	.00	.00	.00	2,573.00	.00	2,573.00	.00
08300	Facility/Swim Concessions	.00	.00	.00	621.00	2,400.00	(1,779.00)	2,400.00
08350	Facility/Swim Sponsorships	.00	.00	.00	5,000.00	5,000.00	.00	5,000.00
08400	Facilities Other Revenue	.00	.00	.00	3,039.25	2,080.00	959.25	2,080.00
TOTAL FACILITIES/POOL RE		.00	.00	.00	179,034.25	127,305.00	51,729.25	127,305.00

FACILITIES/POOL EXPENSES								
09100	Accounting & Admin	490.00	410.00	(80.00)	3,360.00	3,280.00	(80.00)	3,690.00
09150	Legal & Professional Fees	666.50	.00	(666.50)	666.50	.00	(666.50)	.00
09175	Printing & Postage	.00	.00	.00	656.54	600.00	(56.54)	600.00
09225	Membership Expense	.00	.00	.00	615.54	.00	(615.54)	.00
09250	Swim Team Expenses	.00	.00	.00	15,059.11	19,808.00	4,748.89	19,808.00
09275	Pool Salt System Contract	263.71	263.71	.00	2,109.97	2,109.68	(.29)	2,373.39
09300	Pool Maintenance Contract	10,521.00	.00	(10,521.00)	42,951.13	29,200.00	(13,751.13)	29,200.00
09325	Pool/Facilities Supplies	.00	250.00	250.00	.00	2,000.00	2,000.00	2,250.00
09350	Pool/Facilities Repairs	.00	.00	.00	14,097.16	4,500.00	(9,597.16)	4,500.00
09400	Facilities Landscape Maintena	604.68	.00	(604.68)	4,065.90	900.00	(3,165.90)	900.00
09410	Facilities/Pool Liab Insuranc	.00	.00	.00	5,570.74	9,000.00	3,429.26	9,000.00
09425	Facilities/Pool Property Taxe	2,442.62	5,500.00	3,057.38	2,442.62	5,500.00	3,057.38	5,500.00
09450	Facilities/Pool Electricity	786.74	800.00	13.26	7,068.29	6,900.00	(168.29)	7,400.00
09475	Facilities/Pool WIFI/Phone	.00	90.00	90.00	629.36	720.00	90.64	810.00
09500	Facilities/Pool Water	731.27	500.00	(231.27)	5,108.42	4,300.00	(808.42)	4,700.00

Fonn Villas Civic Association

Income/Expense Statement
 Period: 11/01/15 to 11/30/15

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
09525	Facilities/Pool Other Expense	.00	50.00	50.00	2,703.16	400.00	(2,303.16)	450.00
TOTAL FACILITIES/POOL EX		16,506.52	7,863.71	(8,642.81)	107,104.44	89,217.68	(17,886.76)	91,181.39
FACILITIES/POOL SURPLUS		(16,506.52)	(7,863.71)	(8,642.81)	71,929.81	38,087.32	33,842.49	36,123.61
TOTAL SURPLUS/(DEFICIT)		(19,827.37)	(8,702.71)	(11,124.66)	90,050.09	56,175.32	33,874.77	49,972.61

Fonn Villas Board Meeting

December 7 2015

Welcoming:

2 new families were welcomed

Documentation:

No report

Wete Sundt

December, 2015

FONN VILLAS CIVIC ASSOCIATION, INC.

MAJOR CONSTRUCTION:
DEMOLITION, NEW CONSTRUCTION OF BUILDINGS,
EXTERNAL HOME ADDITION AND REMODELING

(Addendum to Guidelines for Architectural and Neighborhood Standards)

OVERVIEW

Fonn Villas Deed Restrictions (RESTRICTIONS) and Guidelines for Architectural and Neighborhood Standards (GUIDELINES) contribute to maintaining the residential character and property values of our neighborhood. The *Architectural Control Committee* (ACC), the *Architectural Standards Committee* (ASC), and the *Board of Directors* (BOD) are charged with enforcing the requirements of these RESTRICTIONS and GUIDELINES.

Terms in *Italics* in this Addendum to GUIDELINES are defined in the RESTRICTIONS.

The ACC's written approval is required PRIOR to the initiation of any construction project in the Fonn Villas Subdivision to ensure compliance of proposed demolition and exterior *Improvements* with the RESTRICTIONS and GUIDELINES in place at the time of submission of an Application. In addition, *Lot* and construction site maintenance in an acceptable manner are required during the pre-construction and construction phases of any demolition and *Improvements*.

NO external *Improvements* of ANY type shall be permitted to commence, including the tear down/demolition of an existing *Structure*, in whole or in part, unless and until ALL required Applications, plans, specifications, materials and fees have been submitted to and approved in writing by Fonn Villas ACC as to harmony of exterior design, color and size with existing *Structures* in the neighborhood, as to location with respect to topography and finished ground elevation, and as to compliance with the GUIDELINES and RESTRICTIONS in place at the time of submission of an Application.

Inasmuch as the neighborhood has reached an age which lends itself to a desire for existing and/or new Owner(s) to make substantial changes to an existing *Structure(s)*, or to tear down an existing *Structure(s)* and construct a new *Structure(s)*, the BOD has determined that it is in the best interest of the Owner(s) and of the neighborhood to hire the services of a professional architectural/engineering firm to oversee the review, evaluation, inspection, and advise with regard to plans for any major external *Improvement*. Plans will be processed as they are received and may require as long as forty-five (45) days in order for the ACC/ASC and/or the Third-Party Reviewer to evaluate the sufficiency of the plans, the materials submitted, and the proposed construction.

MAJOR CONSTRUCTION APPLICATION PROCEDURE

All provisions of the GUIDELINES and the RESTRICTIONS in place at the time of submission of an Application shall apply to all MAJOR CONSTRUCTION projects as well as all other exterior modifications by any Owner(s).

1. **Application:** The ACC Application must be completed by the Owner(s) in its entirety. Incomplete Applications are subject to being automatically rejected/denied and returned to the Owner(s). Owner(s) is required to refer to Paragraph C of the existing GUIDELINES for criteria for completion of the Application, as well as verify the provisions of Section 1.1 as follows:
 - * Section 1.1 of the GUIDELINES provides as follows:
"The maximum height of a *Building(s)* is thirty-three (33) feet as measured from the top of the foundation slab at the front threshold of the *Residential Unit*. In the case where all new construction is proposed following demolition of the pre-existing *Building(s)*, the Application must contain the pre-existing threshold elevation relative to the closest street curb. This elevation will serve as a benchmark for the measurement of the maximum allowable height of the new *Building(s)*."
 - * If the Owner(s) can document that the *Lot* on which Owner(s) wishes to construct a new *Residential Unit* has historically been subject to flooding of the pre-existing *Residential Unit*, then the new threshold may be up to, but not more than, three (3) inches higher than the pre-existing threshold. This Flood Adjustment shall be subject to the prior approval by the ACC.
 - * The ACC Application Form designated for MAJOR CONSTRUCTION may be obtained on the Fonn Villas website or from the current ASC.
2. **Specific Submission Requirements:** Two (2) copies of the MAJOR CONSTRUCTION Application and all required documents and/or materials in paper format and one (1) electronic copy must be submitted, together with the requisite Application Deposit Fee. Plans and materials samples submitted to Fonn Villas will not be returned and shall remain the property of the ACC.

Complete and accurately-scaled plans should include ALL items as listed on the MAJOR CONSTRUCTION Application form. For new remodeling materials, it must state that new materials "match existing" material.
3. If a drainage plan is part of the overall plans submitted by the Owner(s), it must be prepared by a certified engineer and show all intake and outflow locations on the site.

4. Fees: A certified check for the Application Deposit Fee in the amount of the current applicable Application Deposit Fee, payable to "Fonn Villas Civic Association", shall be attached to the completed Application and mailed to the address specified on the Application form or hand delivered to the current ASC.

* Applicable charges against the Application Deposit Fee shall be based on any invoiced charges to *FVCA* by the Third-Party Reviewer or other third-party provider, including but not limited to fees charged for:

1) Review of the MAJOR CONSTRUCTION Application and any reviews of Application re-submittals that may occur,

2) An on-site inspection of the "Foundation Slab" forms to be conducted by the Third-Party Reviewer before the "Foundation Slab" is poured as to compliance with the submitted and approved Application. Non-compliance could require re-inspection after remediation plus commensurate charges,

3) An on-site inspection of the completed framework of the *Buildings* for compliance with the "building setback lines" in the RESTRICTIONS, the "maximum height of a *Building*" in the GUIDELINES, and compliance with the submitted and approved Application. Non-compliance could require re-inspection after remediation plus commensurate charges,

4) A final on-site inspection and approval by the Third-Party Reviewer to be completed at the end of construction of all *Structures* as to compliance with submitted and approved Application. Non-compliance could require re-inspection after remediation plus commensurate charges and

5) Any required *Lot* maintenance during the pre-construction and construction periods, property damage to the common areas, streets maintenance during construction, and failure of the Owner(s) to comply with the approved construction plans and the General Construction Rules, etc. to the extent that there has been one or more incidents occur which would give rise to "charges" being assessed against the Application Deposit Fee.

* The unused portion of the Application Deposit Fee will be refunded to the Owner(s) upon completion of the construction, after final approval has been given by the ACC, and after all *FVCA* payable invoices related to this site have been received from the Third-Party Reviewer and/or other service providers. The Application Deposit Fee shall be maintained as "on account of the Owner(s)" by the *FVCA* Treasurer. There shall be NO interest paid on the Application Deposit Fee. The decision to withhold any or all of the Application Deposit Fee is at the sole discretion of the BOD.

- * The amounts of the Application Deposit Fee will be set from time-to-time based on invoiced costs to the Fonn Villas Civic Association, Inc., past experience, and any other pertinent factors, but will be always be set at the sole discretion of the BOD.
- * If one or more re-submittals of an Application occurs such that charges applicable against the Application Deposit Fee exceed or are expected by *FVCA* to exceed the amount of the original Application Deposit Fee, a supplement to the Application Deposit Fee shall be requested and required with the next re-submittal of an Application. The amount of such a supplement shall be at sole discretion of the BOD.

5. Incomplete Application: Any incomplete Application submitted to the ASC shall be returned to the Owner(s) and marked as Disapproved. The Owner(s) may cure any defect in the Application and the required documents/materials and resubmit. Only complete Applications will be forwarded to the Third-Party Reviewer.

If, for any reason and at the sole discretion of the ASC and/or the Third-Party Reviewer, an Application is found to have any insufficiencies and therefore, has to be returned to the Owner(s) and the Application is resubmitted by the Owner(s), a new 45-day approval period, as described in the GUIDELINES and in the RESTRICTIONS, shall be started at the re-submittal date. Cumulative time for prior reviews will be automatically voided.

6. Timeline: Upon receipt of a MAJOR CONSTRUCTION Application, together with all of the required Fee, Plans, Surveys, Materials, etc., the 45-day approval period shall commence and the initial Application shall be handled as follows:

- * The ASC shall keep all members of the ACC informed as to the status of each active MAJOR CONSTRUCTION Application.
- * Upon receipt of a MAJOR CONSTRUCTION Application being Day 1, by the end of Day 4 the ASC shall conduct a preliminary check to determine if the Application is complete, and if not, return it to the Owner(s) to rectify said Application. If the Application is complete, the ASC will determine whether the proposed construction is of such degree so as to be outsourced to the Third-Party Reviewer and forward accordingly or, in the event that the proposed construction does not require outsourcing, the ASC shall determine that the Application is to be reviewed by the ACC, provided that the proposed construction complies with the GUIDELINES and the RESTRICTIONS in place at the time of submission of an Application.
- * In the event that the Application is referred to the Third-Party Reviewer, by Day 7 the ASC shall deliver the completed Application with all supporting materials to the Third-Party Reviewer and shall receive acknowledgement of the Application's receipt by written confirmation from the Third-Party Reviewer.

- * By Day 9 Third-Party Reviewer shall confirm that the Application and all required documents, materials, etc. have been submitted in order to permit its acceptance by them to initiate the detailed review and notify the ASC of such acceptance in writing;
- * In the event that the Application is deficient in any manner, Third-Party Reviewer shall immediately notify the ASC with specific details of insufficiency;
- * By Day 11 the ASC shall issue written notice to Owner(s) of all insufficiencies from Third-Party Reviewer and inform Owner(s) that the 45-day approval period has terminated;
- * In the event an Application is disapproved, Owner(s) shall be permitted to either resubmit new document(s) to cure any insufficiency and/or to supplement any existing documents as recommended by Third-Party Reviewer. Upon re-submittal by the Owner(s), a new 45-day approval period will begin at Day 1;
- * By Day 29 or as soon as is practical, and to the extent that Third-Party Reviewer is in receipt of all required documents and materials to complete its review, Third-Party Reviewer shall render their final assessment of the Application to the ASC;
- * By Day 36 the ASC shall convene a meeting of the ACC to review the final assessment of the Third-Party Reviewer and the chair of the ACC shall sign the approved Application or the disapproved Application.
- * By Day-40 the ASC will return the approved or disapproved Application to the Owner(s).

7. Third-Party Reviewer Inspections of the *Building* site

- * Upon completion of the "Foundation Slab" forms and before pouring the "Foundation Slab", the Owner(s) is required to notify the ASC that the project is ready for the inspection by the Third-Party Reviewer to determine that the "Foundation Slab" forms comply with the approved Application. If this inspection fails, Owner(s) are required to bring the "Foundation Slab" forms into compliance with the approved Application at their own expense before the "Foundation Slab" is poured.

- * Upon completion of the framing of all *Buildings*, the Owner(s) is required to notify the ASC that the project is ready for inspection by the Third-Party Reviewer to determine that the framing of the *Buildings* comply with the "*building setback lines*" in the RESTRICTIONS and complies with the "*maximum height of a Building*" in the GUIDELINES, taking into account any Flood Adjustment approved by the ACC.
- * Upon completion of all *Structures*, Owner(s) is required to notify the ASC within 7 days of completion in order to schedule the final inspection to be conducted by the Third-Party Reviewer to verify that all *Structures* comply with the final approved Application. If, for any reason, this inspection fails, Owner(s) are required to make adjustments to the *Structures* in order to bring the *Structures* into compliance with the approved Application. Variances cannot be granted by the ACC in order to accomplish this compliance. Variances can only be granted PRIOR to the initiation of any demolition and/or construction as set out in the GUIDELINES.

8. General Construction Rules: The following are minimum requirements to be observed during the course of the construction period:

- * During a transition period that a *Lot* is allowed to not have a *Residential Unit*, the Owner(s) shall be required to and obligated to properly and regularly maintain the *Lot*, and all vegetation and trees thereon. Failure to comply with the proper *Lot* maintenance shall authorize the BOD to deduct an amount from the Application Deposit Fee at the discretion of the BOD.
- * Portable toilets must be placed as far from the street as possible while allowing for reasonable servicing requirement, and should be screened from public view to the greatest extent possible. Failure to comply with proper screening and/or maintenance shall authorize the BOD to deduct an amount from the Application Deposit Fee at the discretion of the BOD.
- * The construction site shall be fenced such that the lower levels of the *structures* cannot be seen from the street and a silt barrier along the street curb(s) so that silt cannot flow into the street(s).
- * Construction hours shall be no earlier than 7:00 a.m. nor later than 6:00 p.m., Monday through Saturday. Work on public holidays is strongly discouraged.
- * Parking of construction vehicles is limited to one side of the street. No vehicles shall be parked so as to block other property owner's driveways or mail boxes, allowing sufficient room for access to driveways and for mail delivery, as well as transit along the street for school buses, garbage and trash trucks with remote pick-up devices, and emergency vehicles.

December, 2015

Signature below indicates that the Owner(s) acknowledge that it is the sole responsibility of the Owner(s) to submit a complete Application with sufficient plans and supporting materials and the acknowledgment of the GUIDELINES, including this Addendum to GUIDELINES, and RESTRICTIONS as recorded in the Official Public Records of Real Property of Harris County, Texas and that the Owner(s) agree to comply with same, together with any other requirements imposed as a result of the specific construction project being considered.

Signature of Applicant(s)

Date

Printed Name of Applicant(s)

Property Address

December, 2015

APPLICATION FOR MAJOR CONSTRUCTION:
DEMOLITION, NEW CONSTRUCTION OF BUILDINGS,
EXTERNAL HOME ADDITION AND REMODELING
(Addendum to Guidelines for Architectural and Neighborhood Standards)

Submit To:

Fonn Villas Civic Association, Inc.
c/o *Architectural Standards Committee* (ASC)
P.O. Box 97007
Houston, Texas 77279-9007
(Or hand delivered to ASC)

DATE RECEIVED: _____

By _____

Please note that as part of the Application an Owner(s) is required to submit a signed copy of the **MAJOR CONSTRUCTION: DEMOLITION, NEW CONSTRUCTION OF BUILDINGS, EXTERNAL HOME ADDITION, AND REMODELING (Addendum to GUIDELINES)**. Two (2) copies of all forms and other required documents/materials listed below in paper format and one (1) electronic copy with initials/signatures as indicated on the forms must be submitted in their entirety to the address above or hand delivered to the current ASC.

Every effort will be made to provide timely response to Applications. In most cases the ACC will approve or disapprove within 45 days of receipt of the Application. Please note that if any of the requested documents are missing, are deemed insufficient, or additional information is requested by the ASC or Third-Party Reviewer, the application will be delayed accordingly with a new start date set for the 45-day approval period upon receipt of the new Application re-submittal to the ASC. The ASC will NOT respond to verbal requests for approval or as to the status of the Application process. Once construction commences, if changes are made without prior approval of the ACC, the ACC reserves the right to stop construction and to require the Owner(s) to remove or modify any unauthorized/unapproved *improvements*, as well as the authority to deduct a charge(s) from the Application Deposit Fee for any and all infractions of the GUIDELINES, Addendum to GUIDELINES, and RESTRICTIONS.

Lot Owner Name(s) _____

Subject/Property Address _____

Owner's Mailing Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail Address _____

Builder's Name _____

Builder's Address _____

Builder's Office Phone _____ Builder's Cell Phone _____

NOTES:

1. "FOUNDATION SLAB" FORM MUST BE INSPECTED BY THIRD-PARTY REVIEWER PRIOR TO THE POURING OF THE "FOUNDATION SLAB".

2. FRAMEWORK OF BUILDINGS MUST BE INSPECTED BY THIRD-PARTY REVIEWER FOR COMPLIANCE WITH BUILDING SETBACK LINES AND HEIGHT LIMITATION.

December, 2015

REQUIRED MATERIALS - two (2) paper copies and one (1) electronic copy of each of the following. Please check off as they are attached.

- _____ Application Deposit Fee to *FVCA*: (\$ _____)
- _____ Signed copy of MAJOR CONSTRUCTION: DEMOLITION, NEW CONSTRUCTION OF BUILDINGS, EXTERNAL HOME ADDITION, AND REMODELING (Addendum to GUIDELINES).
- _____ Floor plans with Architect's seal.
- _____ Plot survey of the *Lot* with building lines indicating existing and proposed *improvements* including driveway, sidewalk(s) patio, decking, fence, pool, and standing trees.
- _____ Elevation plan, including height of the house, all sides.
- _____ "Foundation Slab" forms plan with professional engineer stamp of approval.
- _____ Topographical survey indicating square footage of the *Lot* and the elevation of the threshold of the pre-existing *Residential Unit* with surveyor's stamp affixed thereto.
- _____ Exterior lighting plan (if any).
- _____ Pool/outdoor kitchen plan (if any).
- _____ Drainage survey plan (if applicable).
- _____ Proof of pre-existing *Residential Unit* flooding (if applicable).

GENERAL INFORMATION FROM APPLICANT(S):

Number of stories in *Residential Unit*: _____

Lot size: _____ SF

Residential Unit "foot print": _____ SF

Related Quarters "foot print": _____ SF

Garage "foot print" _____ SF

"Porte-co-chere" "foot print" _____ SF

"Covered patios" "foot print" _____ SF

"Covered porches" "foot print" _____ SF

Total "foot print" _____ SF

% "foot print" coverage of *Lot* size: _____ %

Number of 12" or greater diameter trees to be removed: _____

Color/Finish and Material Description: (Samples should be attached)

Brick/stone, etc % coverage _____

Siding - type, spec, paint color: _____

Trim, Fascia, Soffit - Type, paint color _____

Roofing - Brand specs, color: _____

Fence - height, material, color: _____

December, 2015

ACKNOWLEDGEMENT

I/we submit this Application with supporting documentation, attachments including certified check for Application Deposit Fee, and agree to abide by the signed and attached **Major Construction: Demolition, New Construction of Buildings, External Home Addition and Remodeling (Addendum to GUIDELINES)**. I/we agree to not begin demolition and construction until after receipt of written approval from the *FVCA's* ACC and to notify the ASC upon completion of 1) "Foundation Slab" Forms, 2) Framework of *Buildings*, and 3) final completion of all *Structures*.

Signature of Applicant(s) _____ Date _____

Signature of ASC Chair _____ Date _____

Resubmission Date _____

Project: Approved _____ Date _____

Signature _____
Chair of the ACC
Fonn Villas Civic Association, Inc.





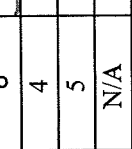
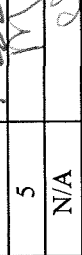
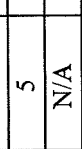

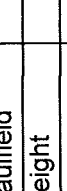

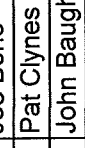

Project: Disapproved _____ Date _____

Signature _____
Chair of the ACC (or ASC)
Fonn Villas Civic Association, Inc.

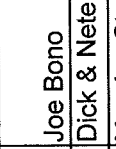
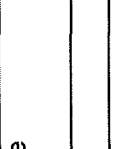











FONN VILLAS CIVIC
ASSOCIATION

BOARD OF DIRECTORS

DATE: Dec 7 - 2015

Officers	Name	Position	Signature	Telephone
President	Jim Egger	1		713-461-2868
Vice President	Karl Holub	7		713-972-1211
Treasurer	Maurice Stadler	N/A		713-468-5369
Member	Joanna Bono Rose	8		713-467-6130
Member	Paul Dunne	4		713-906-6127
Member	Makeea Grainger	5		713-464-5990
Sergeant-at-Arms	Nete Sundt	N/A		713-467-1795
Member/Secretary	Christine Caulfield	9		203-605-6292
Member	Melinda Speight	3		713-503-0108
Member	Joe Bono	2		832-758-1850
Member	Pat Clynes	6		713-824-8480
Parliamentarian	John Baugher	N/A		713-249-2262

COMMITTEE CHAIRS

Committee	Name	Signature	Telephone
Architectural Standards	Joe Bono		832-758-1850
Documentation	Dick & Nete Sundt		713-467-1795
Citizen Patrol	Maurice Stadler		713-468-5369
Directory	Sarah Valerius		713-461-2868
Parks, Maintenance & Entrances	Makeea Grainger		713-464-5990
Newsletter	David Robertson		
Security	Pat Clynes		713-824-8480
Picnic	Pam Kelley		713-467-9011
Memorial City TIRZ Liaison	David Tresch		713-465-4097
Super Neighborhood Rep.	Paul Dunne		713-906-6127
Welcoming	Nete Sundt		713-467-1795
Webmaster	Brandon Lackey		713-973-0438
Maintenance Fund	Jim Egger & Melinda Speight		713-461-2868

FONN VILLAS CIVIC ASSOCIATION

BLOCK REPRESENTATIVES

DATE: Dec 7, 2015

Street	Name	Signature	Telephone
ATTINGHAM	Leslie Hattig		281-804-5820
BARRYKNOLL - EAST	Carey McCord		713-973-9913
BARRYKNOLL - WEST			
BENDWOOD	Tonya Wright		713-827-0680
BROKEN BOUGH	Diana Chenoweth		713-984-9592
COBBLESTONE	Karen Lee		713-647-9844
HALLIE - LOWER	Cindy Brown		713-464-7442
HALLIE - UPPER			713-
KIMBERLEY	Terri Lamb		713-467-5262
KINGSRIDE - EAST			
KINGS RIDE - WEST	Bob Atkinson		713-465-7655
LORNMEAD	Brandon Frank		713-201-3422
OLD OAKS	Beth Hackworth		713-464-1852
PEBBLEBROOK - EAST			
PEBBLEBROOK - WEST	Jana Johnson		713-505-1128
PINEROCK	Jennifer Pruett		713-827-1313
ROCKY MEADOW - EAST	Kara Barrow		713-464-8413
ROCKY MEADOW - WEST	Lee Mikes		713-859-6738
TAYLORCREST - EAST	Greg Shaw		713-467-1631
TAYLORCREST - WEST	Nete Sundt/Kim Frederking	<i>Nete Sundt</i>	713-467-1795
TRAIL HOLLOW - EAST			
TRAIL HOLLOW - WEST	Bina Lorfing		713-465-4048
VAL LENA	Charlotte Mitchell		713-722-0118
VINDON	Meredith Cooley		713-984-1786