

## Omega Bay Improvement Committee ARCHITECTURAL REQUEST FORM

Request must be submitted prior to beginning construction or improvement. Please submit your application with all required documents via email to: Integritymgmt@reagan.com . Once received, you will receive verification of receipt. The approval process could take up to 30 days per the Associations governing documents. If you have any additional questions, please call Integrity Property Management @ **409-995-0510**. **Failure to receive an approval or denial shall be presumed as denied.**

**Omega Bay**

**Owner Name:** \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Builder Name:** \_\_\_\_\_

**Builders Phone#** \_\_\_\_\_

Inclusion of an e-mail address authorizes the Architectural Control Committee to use electronic mail for official responses to this request.

**This form is only valid for 12 months from date of approval.**

The **Declaration of Covenants, Conditions and Restrictions** (the "**Deed Restrictions**") of the **OMEGA BAY IMPROVEMENT COMMITTEE** specifies that all improvements as defined in the Deed Restrictions must be approved in writing by the Architectural Control Committee before their improvement begins. To assist in your compliance with this restriction and other requirements herein, complete this form and submit it with your plans and specifications for the proposed improvement.

**The plans and specifications will not be considered complete without the following items:**

- **Plot plan or survey** showing the location and dimensions of all existing and proposed improvements.
- Existing and finished **grades** and lot **drainage provisions** shall be indicated.
- The **structural design, exterior elevations, exterior materials, colors, textures and shapes** of all improvements described.
- **Estimated time frame for completion** of project: 120 days max for exterior 160 for completion

**APPROVAL REQUESTED:** \_\_\_\_\_

<input type="checkbox"/> BASKETBALL GOAL	<input type="checkbox"/> IRRIGATION SYSTEM	<input type="checkbox"/> DECK	<input type="checkbox"/> FENCE
<input type="checkbox"/> STORAGE SHED EXT.	<input type="checkbox"/> REMODELING	<input type="checkbox"/> LANDSCAPING	<input type="checkbox"/> PLAYScape
<input type="checkbox"/> SWIMMING POOL/SPA	<input type="checkbox"/> DRIVEWAY EXT.	<input type="checkbox"/> OTHER	

**DESCRIPTION OF IMPROVEMENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACC COMMITTEE RECOMMENDATION:**

☐ **Approved** - Contingent upon the following criteria:

☐ **Not Approved** - Based on the following criteria:

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**PROPERTY OWNER SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

Submit your request to: **Integrity Property Management, Attn: DJ Matthews**  
**PO Box 3906, Galveston, TX 77552: phone: 409-995-0510**  
**email: [Integritymgmt@reagan.com](mailto:Integritymgmt@reagan.com)**

Omega Bay Improvement Committee  
Architectural Control Procedure ACC for New Construction in Omega Bay

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**Requirements and Required Documents:**

All assessments and fees must be current, and all violations must be cured for all properties owned in Omega Bay.

**Documents From Owner/Builder**

- ACC form
- One set of all documents required by the LaMarque Building Inspector for permit.
- Estimated **time frame for completion** of project:(exterior not to exceed 120 days)
- Builder Contract
- New Home Construction \$1500 non-refundable fee

**Procedure:**

- Get an ACC request form and builder contract from the OBIC website [www.omegabay.net](http://www.omegabay.net) or OBIC Property Manager -DJ Matthews at 409-995-0510
- Complete and sign the ACC form as per the instructions on the form.
- Complete the Builder Contract
- Return the ACC request and builder contract along with all required documents and fees to the OBIC Association Manager.
- OBIC Association manager will call the ACC Committee and arrange for pick-up of all documentation.
- The ACC Committee will review the request and associated documentation to insure it conforms to the OBIC Deed Restrictions.
- The ACC Committee will forward their findings to the OBIC Board.
- The Board will review the recommendations and return the decision to the OBIC Association Manager who will stamp the approved plans or contact the homeowner for any additional information to complete the request.

**Attachments:**

Board Resolution Regarding Enforcement of OBIC  
Building Permits Board Resolution for \$1500 non-  
refundable fee Parking Policy  
Deed Restriction  
Information  
Builder Contract  
ACC Form

The specific deed restrictions for this Property will be provided with this packet.