

Community Improvement Association of Shadow Bay Inc.
Email permit and all requested documents to: accshadowbay@gmail.com
Send \$1000.00 Deposit to IMC 2002 Timberloch Pl, Suite #420, The Woodlands, TX 77380
281-419-1653 or pay via Shadow Bay portal

**OWNER'S ACCEPTANCE OF REQUIREMENTS FOR
INSTALLATION OF MANUFACTURED or MODULAR HOME INTO
SHADOW BAY SUBDIVISION**

Property Owner's Name: _____

Property Address: _____

Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

This is to confirm that I have received both the Permit PRIOR to Move-in for Manufactured or Modular Home and the Final Approval AFTER Move-in for Manufactured or Modular Home regarding the Home being installed at the above address in the Shadow Bay Subdivision.

I understand that prior to moving the Home into Shadow Bay Subdivision, I must pay a deposit of \$1,000.00 made out to CIA of Shadow Bay and given to Shadow Bay's Property Management. I understand I have ninety (90) days to complete the required work per the Permit acceptance by Architectural Control Committee (ACC). Once the required work has been completed. I will call or email Shadow Bay's Management Company to request a final inspection. Once the inspection has been completed, Shadow Bay's Property Manager will inform the owner if the Final Approval after Move-in was approved. If approval is granted by the ACC, the \$1,000.00 will be refunded within fifteen (15) business days of the approval date along with a copy of the Final Approval.

1. I understand and agree that I will meet the requirements of the Permit PRIOR to Move-in of the home within the ninety (90) days allowed from acceptance date. If I fail to meet all the requirements within the time allowed, I understand that I may forfeit all or part of the \$1,000.00 deposit. If I encounter delays beyond my control, I may request an extension in advance of the 90 days to complete the work and receive my deposit back as long as all listed conditions are met. The ACC will not unreasonably withhold consent to a request for extension of time.
2. After Home is set an inspection is required to verify home is in location that was approved on the site plan before moving forward.

Owner's Signature

Date Signed

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Permit PRIOR to Move-In for Manufactured / Modular Home

Property Owner's Name: _____

Property Address: _____

Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

Only after the Permits have been approved by the Architectural Control Committee (ACC), May the owner proceed with move-in of the home.

Yes/No/NA (non applicable) to be completed by owner

- _____ Current on subdivision dues? _____ Manager verification
- _____ \$1,000.00 Move-in deposit been paid? _____ Manager verification
- _____ I am the owner of property per Shadow Bay Files? _____ Manager verification
- _____ Home is 5 years or newer from date on manufacture to move-in date?
_____ Certificate of date of manufacture provide
- _____ Pictures of all sides of Home are included in applicant.
- _____ Skirting color and material included? Must be rigid materials and cover the complete home, porches, and steps with the same material. Lattice of any type is not accepted.
- _____ Front porch must be at least 36 square feet with an overhead cover, with required safety hand rails on porch and steps. Porches and steps must have the same skirting material around them as the home.
- _____ Rear/back steps, and landing are to have required safety hand rails and must have the same skirting material around them as the home.
- _____ Survey showing home, porches, driveway including dimensions included in applicant.
- _____ Home, porches, and steps must be behind the 20' build line and at least 3' from side property line, unless corner lot which is 10'.
- _____ A carport needs a separate Outside Improvement Permit to be pulled.
- _____ Property corner stakes, location of home, porches and steps are located, visible, and marked,
- _____ Notified Shadow Bay of the Home projected move in date.
Projected move in date is _____
- _____ Trees needing to be removed marked with either bright color paint or ribbon.
- _____ Initial grading required prior to home installation in order to meet final grade?
- _____ Is a new culvert needed to be installed per Commissioner Precinct 1 (936-539-7815)
- _____ NO final grading can cause water to drain on other lots? Ground cover (ie. Sod) must be installed to stop erosion.
- _____ The required 16 foot wide driveway and parking area is to be made of one of the following materials:
Concrete: _____ Black Top: _____ Asphalt: _____
Crushed concrete or gravel is no longer allowed.

- _____ House numbers must be installed on the home, minimum 3” tall and must be easy to read from the street.
- _____ Copy of required Montgomery County Development Permit(s) included with application.
- _____ Deed Restrictions can be obtained at the management office or via Shadowbay.org web site.
- _____ I have a copy of the Final Approval AFTER Move-in for Manufactured or Modular Homes.
 - _____ Signed Final Approval AFTER Move-in for Manufactured or Modular Homes. (This needs to be turned in with application)
 - _____ All conditions on the approval must be met to have their depot refunded.
- _____ Trash, tree limbs, and other debris must be picked up and properly disposed of. Garbage service is highly recommended.
- _____ Shadow Bay is a NO burning Subdivision.
- _____ Storage building are recommended. ACC cannot give approval for storage building placed in Utility Easement.
- _____ Water, sewer, and electricity are to be connected to the utilities prior to move in.
- _____ The Home can not be occupied until ACC has given final approval.
- _____ After Home is set an inspection is required to verify home is in location that was approved on the site plan before moving forward.

Suggestions:

- Install a Backflow preventer in your sewer line to prevent sewage from backing up into your home when sewage treatment plant has a problem.
- Install an Emergency water Shut-Off valve inside the home, rather than use the Aqua Texas street shut-off with special wrench requirement.

I understand all requirements and that I am responsible for the full cost of any and all damages that are caused by Home move-in.

Owner’s Signature Date Signed

After Move in Inspection Date: _____ Approved Date: _____

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Final Approval after Move-In for Manufactured or Modular Home

Property Owner's Name: _____

Property Address: _____

Block: _____ Lot(s): _____

Owner's Phone #: _____ Email: _____

Note: Once the Home is installed and all requirements are met, owner may call or email the property manager to schedule a final inspection by the Architectural Control Committee (ACC). The property management will contact owner informing them if approval was granted.

Yes/No/NA(Not Applicable) to be checked by member of ACC

- _____ House numbers installed on the home and are easy to see and read from the street?
- _____ Is driveway and parking area the required 16 foot wide and made of the material as provided in the permit applicant?
- _____ Home installed is the same as shown in Certificated of Age?
- _____ Was Home delivered on delivery date per permit?
- _____ Home skirting the color and type approved?
- _____ Skirting material made of rigid material and the same material surrounds both the home, porches, and steps?
- _____ Home, porches, and steps are behind the 20' building line and located as per approved drawing?
- _____ Home, porches, and steps are at least 3' from side property line, unless corner lot which is 10'?
- _____ Front Porch is at least the required 36 square feet and located as per drawing?
 - _____ Porch has approved overhead cover?
 - _____ Porch have required safety railing and step have hand rails?
- _____ Back porch have required safety railing and step have hand rails and located as per drawing?
- _____ Is required culvert installed?
 - _____ Is there cover material of at least four (4) inches over the top of the culvert?
- _____ Is sod installed after final grade to stop erosion?
- _____ Will final grade not cause runoff water to enter neighbors properly?
- _____ Is area cleaned up of trash, tree limbs, and other debris?
- _____ Pictures taken in final inspection of overall area, driveway, home all sides, and serial number.
- _____ Has the Move In inspection request been made before or on the 90th day of acceptance.
- _____ Water, sewer, and electricity have been connected to the utilities.

Owner has read the above Final Approval and understands all requirements must be met prior to receiving a refund of the \$1,000.00 deposit.

Owner's Signature: _____ Date: _____

Final Inspection Date: _____ Approved Date: _____