

*The Orchard Sugar Land  
Property Owners Association*

**BUILDER APPLICATION**

To be an approved builder in The Orchard Sugar Land, you must complete this Builder Application in full and deliver it to Architectural Review Committee.

[ARCOrchard@gmail.com](mailto:ARCOrchard@gmail.com) Or Schedule Appointment for Submittal with:

ARC Chairman - Mark Forsythe 713-553-3620

\*It is a requirement of The Orchard Sugar Land POA that all builders must be approved for each and every new construction start.

# The Orchard Sugar Land Builder Application Form

**Builder Name** (Legal Name):

\_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Corporation:
- General Partnership
- Limit Liability Corporation
- Limited Partnership:
- Sole Proprietorship:

TRCC License Number:

\_\_\_\_\_

## **OFFICERS** (If Applicable)

Please list all corporate officers.

CHAIRMAN: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

VICE PRES: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

OTHER \_\_\_\_\_

**GENERAL INFORMATION**

How long has the firm been in business under the above name? \_\_\_\_\_

How many residential units has the firm built and completed in the five (5) most recent years? \_\_\_\_\_

(Please don't include units currently under construction.)

2012: \_\_\_\_\_

2011: \_\_\_\_\_

2010: \_\_\_\_\_

2009: \_\_\_\_\_

2008: \_\_\_\_\_

Attach references for owners of ten (10) houses completed in the last two (2) years including Owners Name, Address, Phone number, the Address of the house completed if different than the mailing address, as well as the square footage and construction cost of the home.

If builder has not completed ten (10) houses in two (2) years, attach the above information for all houses completed during the period.

Is the firm, officers or principals currently in default on any loans or involved in any type of foreclosure proceeding?

YES  
NO

Has the firm, officers or principals been in default on any loans or involved in any type of foreclosure proceeding within the last ten years?

YES  
NO

Have any complaints been filed against the firm with the Better Business Bureau, Bureau of Consumer Protection or any other consumer agency?

YES  
NO

Are any of the firm's officers/principals licensed real estate brokers or salesmen?

YES

NO

If YES, please list names and brokerage firms where licenses are currently active.

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

**PRINCIPALS**

Please list principals owning 10% or more.

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

**SUBCONTRACTOR/SUPPLIER REFERENCES**

Please list subcontractors and material suppliers you are primarily doing business.

**PLUMBING:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**ELECTRICAL:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**HVAC:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**ROOFING:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**MASONARY/STONE:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**LUMBER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**CONCRETE:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**CABINETS:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**WINDOWS/DOORS:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**FLOORING/TILE/COUNTER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE \_\_\_\_\_

**FINANCIAL REFERENCES**

Please list all lenders with whom the firm currently has bank accounts and construction loans.

LENDER: \_\_\_\_\_

BRANCH: \_\_\_\_\_

CONTACT: \_\_\_\_\_

LENDER: \_\_\_\_\_

BRANCH: \_\_\_\_\_

CONTACT: \_\_\_\_\_

LENDER: \_\_\_\_\_

BRANCH: \_\_\_\_\_

CONTACT: \_\_\_\_\_

As an authorized agent, the undersigned submits the above information and attachments as being true and correct and authorize The Orchard Sugar Land Property Owners Association to utilize such information and make investigations concerning the undersigned Officers/Principals and firm as may be deemed necessary and prudent.

AUTHORIZED AGENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



DATE: \_\_\_\_\_

## **Contractor/Subcontractor Standards**

The Orchard Sugar Land Architectural Review Committee has established the following rules effective immediately. Please review and provide these rules to your contractors and subcontractors.

### **Workers**

Only bona fide workers are allowed on the construction site and must exit The Orchard Sugar Land Property upon completion of their work.

### **Speed Limit**

The Orchard Sugar Land speed limit must be observed at all times.

### **Parking**

Vehicles will be parked with all wheels on the pavement and on the same side of the street of the construction site. Vehicles will not block adjacent property driveways or access ways. The parking of vehicles on vacant lots is allowed only if the vacant lot property owner has given written permission. Any contractor receiving permission to park on a vacant lot must provide a copy of the letter to the ARC for its files.

### **Illegal drugs. Alcohol and Pets**

No illegal drugs or alcoholic beverages are permitted on or near the job site. Contractors/subcontractors are not permitted to bring pets to the job site.

### **Construction Hours**

Construction working hours are from 7:00 am to 6:00 PM, Monday through Friday and 9:00 am to 6:00 PM on Saturday. No construction work is permitted on Sundays or legal Holidays. The ARC must approve deviations from this standard. Damage to Property or Utility lines Damage to streets, drainage inlets, sidewalks, street markers, mailboxes, landscaping, etc. shall be reported immediately by the Builder or Owner. It is the builder's responsibility to report to the Association or the ARC within 30 minutes, any telephone, cable television, electrical, gas or water lines, which have been cut.



### **Loud Radios/Music/Talking/Shouting**

Loud, boisterous talking or yelling is prohibited at all times. Loud radios or noise is not permitted within the property. Normal radio levels are acceptable; however, speakers mounted on vehicles or outside of homes under construction are not permitted. If noise from the construction site can be heard three (2) lots away...it's too loud.

### **General Nuisance**

The ARC or Board of Directors of The Property Owners' Association has a right to stop activities which are a nuisance or source of embarrassment, discomfort or annoyance, including the flagrant use of profanity, improperly clad workmen, and improper use of radios.

### **Firearms**

No firearms are permitted on The Orchard Sugar Land Property, except within individual residences.

### **Fires**

No fires are permitted within the community.

### **Site Cleanliness and Tidy Friday**

Trash will not be allowed to accumulate on site. Sand, dirt, and debris pushed into the roadway by construction vehicles, or the erosion from the construction site, must be cleared from the street and curb/curb inlets. Each Friday has been declared as "***Tidy Friday.***" In preparation for anticipated clients visiting the property on Saturday and Sunday, Contractors and subcontractors are required to stack neatly all unused materials and equipment within the confines of the construction site and make their site as presentable as possible.

### **Portable Toilets**

Portable toilets must be placed on the lot under construction, inside the property line. The Portable toilet should be placed as far from the street as possible and in an inconspicuous location.

# **TO ALL WORKERS**

## **THE FOLLOWING RULES APPLY DURING FOR WORK PROVIDED IN *THE ORCHARD SUGAR LAND***

### **WORK HOURS**

**7:00 AM to 6:00 PM Monday through Friday  
9:00 AM to 6:00 PM Saturdays**

**NO work on Legal Holidays or Sundays**

**PARKING - Only with all wheels on pavement**

**DO NOT park in front of residences or on adjacent properties**

**NO LOUD RADIOS or other activities**

**NO PETS on site**

**NO DRUGS OR ALCOHOLIC BEVERAGES**

**TRASH - Put lunch & site trash in the Dumpster**

**Keep the site clean & tidy**

**KEEP EVERYTHING INSIDE THE PROJECT  
PROPERTY LINE FENCES**

**THANK YOU**

**The Orchard Sugar Land Property Owners Association**

**THE ORCHARD SUGAR LAND ARCHITECTURAL REVIEW COMMITTEE  
MEMORANDUM**

**To: Builders building in The Orchard Sugar Land**

**From: The Orchard Sugar Land Architectural Review Committee**

**Date: May 6, 2002**

**Re: Requirement for all builders**

**As of the May 15, 2002, all builders will be required to have either the Orange screening or silk screening around their lots on both sides and the rear of the property. This is to protect adjacent property from trash, vehicles and other debris from the building site. When you are building on a new site you will need to have the screening up before the stake out will be approved.**

To all the Builders with projects under construction in The Orchard Sugar Land Community:

During my on site inspections of the projects currently under construction, It is apparent that there is a lack of control by the General Contractors over the on site activities of their Sub-Contractors...specifically TRASH CONTROL.

Every site visited had trash piles, food packaging, general debris, etc. that could very easily have been put into the trash bin provided on site. We have, in place, within the Contractors Agreements regarding working conditions to be met in The Orchard Sugar Land Community, the ability to render monetary fines regarding non-complying activities against the Builder.

The conditions on site, is a direct reflection of the pride that you, the Builder should be concerned with in maintaining your image as a polished, experienced, and professional builder.

Please let's work together to maintain the overall impression of The Orchard Sugar Land Community as the prime residential area of our community to the benefit of the existing residents as well as to the potential buyers of The Orchard Sugar Land.

Thank you for your cooperation.

Mark Forsythe  
Chairman  
Architectural Review Committee  
The Orchard Sugar Land Property Owners Association