



# Circle D Civic Association

111 N. Hasler Blvd, Rm 214, Bastrop, TX 78602-3984 • PO Box 852, Bastrop, TX 78602-0852  
512.321.5272 • contactus@circledbastroptx.org • www.circledbastroptx.org

## New Home Application – Checklist

**Required documents to be submitted to the Circle D Civic Association (CDCA) Architectural Control Committee (ACC) for plan review and approval:**

### A. General Submittal Requirements:

- Parts I and II of the Application must be completed, signed and submitted as part of the application process. Part III of the Application is to be completed by a Licensed Professional Land Surveyor (LPLS) and submitted after form boards are in place and before the concrete is poured.
- Applicable fees (see Construction and Miscellaneous Fees)
- Proof of ownership
- Property 911 Address (assigned by Bastrop County Development Services)
- Bastrop County Development Permit (issued by Bastrop County Development Services)
- On-Site Sewage Facility (OSSF) (Bastrop County Health and Sanitation) \*
  - A. New OSSF Permit: Include the permit and plans that include all components of the OSSF system.
  - B. Existing OSSF System to be reutilized with new construction:
    - a. If an existing OSSF is proposed, review *Application Part 2* "Use of an Existing OSSF".
    - b. Provide a copy of the existing OSSF permit.
- Culvert/Driveway Permit (issued by Bastrop County Development Services or copy of waiver issued stating culvert not required by Bastrop County Development Services)
- Bastrop County Development Permit (issued by Bastrop County Development Services)

### B. Site Plan Submittal Requirements:

- Site/Survey plans that includes the new home and outbuildings. The site/survey plans must be drawn to scale.
- Slab inspection report (include licensed engineer's report for existing concrete slabs to be reused)
- Fence plans (required for all animals)
- Trees - Provide a site plan that includes all trees to be removed for the proposed new home and outbuildings

Note: Clearcutting of trees is not allowed in Circle D. Homeowners and builders must apply for, and obtain, written approval from the Circle D ACC before removing a pine, oak, or hickory.

### C. Architectural Plan Submittal Requirements of the New Home:

- Floor plans (scale) and exterior elevations with Specifications \*
- Foundation plans
  - A. Note: Slab on Grade - Part 3 of the Application is required to be completed by Licensed Professional Land Surveyor (LPLS) and submitted to ACC for approval prior to pouring concrete. Please see Application Part 3 for more information.

B. Note: Pier and Beam - Part 3 of the Application is required to be completed by Licensed Professional Land Surveyor (LPLS) and submitted to ACC for approval prior before the piers are drilled, beams are built, and before erecting any exterior walls). Please see Application Part 3 for more information.

- Location of all improvements including measurements for each structure and distances to property lines on all sides
- Location of driveway, patios/decks, porches, shed/workshop, barn, pool and storage buildings.

**D. \*Specifications should include the following:**

- Elevations including side, front and rear views (change in elevation greater than 5 feet requires ACC approval)
- Front, Rear, and Side setback measurements.
- Improvement location in relation to any existing structures
- Roofing materials
- Type of building materials
- Exterior finish materials
- Exterior paint colors
- Location of OSSF including site distribution method of treating effluent
- Location of fenced areas
- Landscape plans

**E. Other Documents That May Be Necessary for Build but Not Required for Plan Approval by ACC:**

- Water Tap Receipt (issued by Aqua Water Supply Corporation)
- Electricity Application (issued by Bluebonnet Electric Cooperative)
- US Fish and Wildlife Endangered Species Permit or Houston Toad Affidavit

**F. Temporary Quarters Application (Optional):**

- You may be allowed to live in temporary quarters (RV, camper, trailer, etc.) on-site during construction. Submit the Temporary Quarters Application and the New Home Application Part III to the ACC for approval. See the Construction and Miscellaneous Fees Chart for more information including application process and permit cost.

**G. Property Owner(s) please be aware of the following requirements:**

- The Property Owner/Builder must display all permits required on a board easily seen from the main road of the property. These permits MAY NOT be posted on trees, mailboxes or utility poles.

The completed and signed application, checklist and all supporting documents may be submitted via mail, email or hand delivery.

<p>Mail: P.O. Box 852 Bastrop, TX 78602-3984</p>	<p>Email Office: <a href="mailto:contactus@circledbastroptx.org">contactus@circledbastroptx.org</a> Email ACC: <a href="mailto:acc@circledbastroptx.org">acc@circledbastroptx.org</a></p>	<p>Office: 111 N. Hasler Blvd, Rm 214 Bastrop, TX 78602-0852 Office Hours: Tuesday through Thursday 11 am to 3 pm Friday 1 pm to 5 pm</p>
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## Part I New Home Application

**Application (Parts I, II, III) to be completed by the Property Owner/Builder**

Property Legal Description: Section \_\_\_\_\_ Lot # \_\_\_\_\_ Acreage/Size \_\_\_\_\_

Property 911 Address: \_\_\_\_\_

Owner:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Builder:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Please provide the following information for:

Form Board Surveyor: \_\_\_\_\_ RPLS #: \_\_\_\_\_

**Attention: Do not pour concrete until you have received approval from the ACC of the Form Board (String) Survey and the RPLS Report using Part III.**

OSSF Inspector: \_\_\_\_\_ License/Certification#: \_\_\_\_\_

**Application must include proof of ownership, and all required documents as shown on the checklist.**

Request for Building Approval. Check all that apply:

Under Roof Living Space \_\_\_\_\_ sq. ft. Foundation type:  Slab  Pier and Beam

Exterior House Colors: \_\_\_\_\_ Exterior House Materials: \_\_\_\_\_

Attached Garage \_\_\_\_\_ sq. ft.  Porches \_\_\_\_\_ sq. ft.  Patio/Deck \_\_\_\_\_ sq. ft.

Detached Garage \_\_\_\_\_ sq. ft.  Shed/Workshop \_\_\_\_\_ sq. ft.  Barn \_\_\_\_\_ sq. ft.

Fence \_\_\_\_\_ (type)  Pool \_\_\_\_\_ sq. ft.

Other (description) \_\_\_\_\_

Comments: \_\_\_\_\_

**Temporary Quarters Application** (Optional; see Construction and Miscellaneous Fees):

Description of temporary quarters: \_\_\_\_\_





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## **New Home Application - Improvement Application (if applicable) Part II: Inspection Requirements**

### **Required Inspections**

Inspections required in accordance with HB 2833 include three separate inspection requirements. The required inspections include structural, energy, electrical, plumbing and mechanical. The inspections include the following: (1) the foundation stage, before the placement of concrete; (2) the framing and mechanical systems stage, before covering with drywall or other interior wall covering; and (3) completion of construction of the residence.

In accordance with HB 2833 the builder is also responsible for contracting to perform other required inspections by contracting with one, or more, of the following to perform the inspections as required in HB 2833: (1) a licensed engineer; (2) a registered architect; (3) a professional inspector licensed by the Texas Real Estate Commission; (4) a plumbing inspector employed by a municipality and licensed by the Texas State Board of Plumbing Examiners; (5) a building inspector employed by a political subdivision; or (6) an individual certified as a residential combination inspector by the International Code Council.

The Bastrop County Commissioners Court passed a resolution on September 14, 2009 adopting provisions of HB 2833. This action restored residential building code requirements for certain structures that are built in the unincorporated areas of Bastrop County.

In accordance to HB 2833; Residential construction, in the unincorporated areas of Bastrop County, shall substantially conform to either the version of the International Residential Code published as of May 1, 2008 (which is the 2006 International Residential Code) or the version of the International Residential Code that is applicable in the county seat (City of Bastrop). HB 2833 requires that the decision of which code to use is the builder's choice.

These building code requirements apply in the unincorporated areas of Bastrop County for the construction of a new single-family house or duplex or the construction of an addition to an existing single-family house or duplex (if the addition will increase the square footage or the value of the existing residential building by more than 50%).

There are three required inspections. The required inspections must be performed at: (1) the foundation stage, before the placement of concrete; (2) the framing and mechanical systems stage, before covering with drywall or other interior wall covering; and (3) completion of construction of the residence. For remodeling construction to an existing residence, the inspection requirements shall be performed as necessary based on the scope of work of the construction project.

In accordance with the provisions of HB 2833, as adopted by Bastrop County, the County is not involved in the inspection process for the residential structure. The builder is responsible for contracting to perform the required inspections with: (1) a licensed engineer; (2) a registered architect; (3) a professional inspector licensed by the Texas Real Estate Commission; (4) a plumbing inspector employed by a municipality and licensed by the Texas State Board of Plumbing Examiners; (5) a building inspector employed by a political subdivision; or (6) an individual certified as a residential combination inspector by the International Code Council. A builder may use the same inspector for all the required inspections or a different inspector for each required inspection.

It is the builder's responsibility to (1) comply with these requirements, (2) have the required inspections performed, and (3) maintain copies of the inspection reports. There is no requirement to provide copies of reports to Bastrop County.

I understand that a technical code review has not been performed by the Circle D Architectural Control Committee. I also understand that there will be no technical code inspections performed by the Circle D Architectural Control Committee.

**Use of an existing On-Site Sewage Facility (OSSF)**

Are you planning on reusing the existing OSSF? If so, provide the following information as part of the *New Home Application*:

1. The existing On-Site Sewage Facility (OSSF) shall be tested, and the use and operation of the system shall be verified by a person licensed in accordance with Title 30, TAC Chapter 285.
2. If there is an existing OSSF system on site that does not meet the minimum requirements of "Title 30, TAC Chapter 285.3(f) Exceptions" it shall be abandoned in accordance with Title 30, Chapter 285, and a new system shall be permitted and installed to meet the minimum needs of the proposed use.
3. The report shall be included as part of the *New Home Application*.

**Use of an existing Concrete Foundation (slab)**

Are you planning on utilizing an existing concrete foundation (slab) as part of the proposed construction? If so, please provide the following?

1. Please submit an engineer's report that includes the improvements to the existing foundation as conditions for the reuse of the existing foundation.
2. Please submit any engineering plans that include any alterations or improvements required by the engineer as conditions for the reuse of the existing foundation.
3. The report shall be included as part of the *New Home Application*.

**By signing this document, I acknowledge I have read and understand my responsibility as the builder/owner for the information included in this document. Furthermore, I will comply with all requirements included in this document during the construction of the New Home or applicable Improvement Application.**

**Construction Site:**

Property Legal Description: Section \_\_\_\_\_ Lot# \_\_\_\_\_ Acreage/Size \_\_\_\_\_

Property 911 Address:  
\_\_\_\_\_

Contractor/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name (printed) \_\_\_\_\_ Phone \_\_\_\_\_

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

Builder Name (printed) \_\_\_\_\_ Phone \_\_\_\_\_

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



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## New Home Application Part III: *Form Board Survey Requirements*

All New Home Construction is required to obtain the services of a State of Texas Registered Professional Land Surveyor (RPLS) to perform an onsite Form Board (String) Survey prior to pouring a concrete foundation.

Final ACC approval will be granted by the Circle D Architectural Control Committee (ACC) after the Form Board (String) Survey has been submitted, received and reviewed by the ACC. The owner/builder will be notified by email of approval once the Form Board (String) Survey and the RPLS Report has been approved by the ACC.

**Attention Builder/Owner: Do not pour concrete until you have received approval from the ACC.**

After the Form Board (String) Survey is completed by the RPLS, please email this completed form (Part III) and the RPLS Report to the Circle D ACC at [contactus@circledbastroptx.org](mailto:contactus@circledbastroptx.org).

I, as the builder/owner, understand that by signing and completing the information listed below that I shall not pour concrete until the Form Board (String) Survey has been submitted and approved by the Circle D ACC.

Builder/Owner (Printed): \_\_\_\_\_

Builder/Owner (Signature) \_\_\_\_\_

Builder/Owner Email: \_\_\_\_\_ Builder/Owner Phone Number: \_\_\_\_\_

Property 911 address: \_\_\_\_\_

Section: \_\_\_\_\_ Lot #: \_\_\_\_\_

### **A Registered Professional Land Surveyor, not the builder/owner, must sign as the RPLS below:**

**RPLS** - The undersigned does hereby certify that this survey was made on the grounds of the property legally described hereon and is correct and that there are no visible: discrepancies, deed line conflicts, encroachments, overlapping of improvements, visible easements or roadways, except as shown hereon.

RPLS Name (printed): \_\_\_\_\_

RPLS signature: \_\_\_\_\_

RPLS License number: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_



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## Temporary Quarters Application

The Building and Construction Restrictions in each section allows for temporary quarters to be placed any parcel with ACC (Architectural Control Committee) approval and only after construction has begun. The ACC may limit the time that these temporary quarters remain on the parcel. Upon approval of this application, the property owner will be issued a permit that must be posted at the site of construction and must be visible from the street.

Owner(s) Name: \_\_\_\_\_

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

Email Address(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_

Estimated Dates of Temporary Quarters: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Property Legal Description of Temporary Quarters Site:

Property 911 Address: \_\_\_\_\_

Section \_\_\_\_ Lot # \_\_\_\_\_ Acreage/Size \_\_\_\_\_ R# \_\_\_\_\_

Description of Temporary Quarters:

\_\_\_\_\_

Expiration of Permit:

Twelve (12) months from date of issuance. If additional temporary quarters is required, a new application must be filled out and submitted to the ACC for approval.

Property Owners are responsible for all activities on their properties including the following:

- Ensuring all permits are posted and visible from the main entrance to property
- Providing appropriate waste disposal
- Connecting electricity to temporary quarters
- Scheduling trash pick-up
- Complying with all Circle D Civic Association Reservations and Restrictions

By my signature below, I acknowledge that:

1. The Temporary Quarters Permit is \$1,000.
2. I agree to place temporary quarters on the parcel only after construction has begun.
3. I am bound to all rules and regulations relating to development in Circle D Civic Association including the Reservations and Restrictions and By-Laws of Circle D Civic Association
4. It is my responsibility to ensure that all provisions of the application are faithfully performed.

Property Owner(s) Signature: \_\_\_\_\_

**Date:** -----





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## New Home Site/Plot Plan Requirements

Site/Plot plans must be drawn to an acceptable scale. Site/Plot plans are to include but are not limited to the following items:

- Property 911 address
- legal description
- north arrow
- drawing scale
- setbacks - including front, sides and rear setbacks that are clearly depicted as they relate to the proposed structure
- dimensioned property lines and property pin locations
- adjacent rights of way, including name, width and surfacing material
- high and low point of grade adjacent to each structure
- permanent benchmark
- easements
- roof overhangs
- water meter or well location
- On-Site Sewage Facility (OSSF) location including drain field locations
- underground and overhead utility lines and appurtenances
- driveways
- pools/spas
- trees greater than 15 inches in diameter where the proposed structure affects the critical root zone
- other impervious surfaces located on the property



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## Construction and Miscellaneous Fees

**Construction:** Construction may begin after all related documents have been submitted, fees have been paid, and the ACC has approved the application.

Fee	Application Required	Description of Application
\$250.00	New Home Application	This non-refundable fee is due at the time the complete application is submitted. Upon approval of the application a permit valid for twelve months will be issued. The permit must be posted at the site of construction and must be visible from the street. The ACC may extend the time during which the permit shall be valid; otherwise, the permit must be renewed for an additional six months at the same cost as the original permit and thereafter must be renewed semi-annually until construction has been completed,
\$500.00	Delayed Application	Additional fee if building starts before application has been submitted and approved.
\$25.00	Improvement Application	This non-refundable fee will be assessed when additional improvements are requested. This would include fences, garages, sheds, porches, pools, and the like.
\$1,000.00	Temporary Quarters Application	This application is part of the New Home Application - Part I. Upon approval of the application a permit valid for twelve months will be issued when the property owner/builder/buyer is requesting that someone live in a trailer on site during the construction. The permit must be posted at the site of construction and must be visible from the street.

### Miscellaneous

\$250.00	Resale Certificate	This includes all information requested by title companies for the closing of the properties.
\$125.00	Transfer Fee	This fee includes the transfer of property from the seller to the buyer in all Circle D transactions.
\$25.00	Statement of Account	1. A current statement of your account provided by Circle D; OR 2. A statement downloaded by property owners from their PayHOA account at no charge.
\$0.10 per page	Copying Charges	See the Records Production and Copying Policy on the Circle D website for complete information.



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## Setback Restrictions for Building or Structure Locations Except Fences

Sections	Setback Limitations
<b>Section 1</b>	No nearer than 100' from front, 25' from side, 50' from back  Dwellings shall face the front  Variances issued on Lots 123-128 & 130: 50' from front and Lot 123 Front changed to Summers Ct from Sage Rd.
<b>Section 2</b>	No nearer than 100' from front, 25' from side, 50' from back  Dwellings shall face the front
<b>Section 3</b>	No nearer than 50' from front, 15' from side, 15' from back  Dwellings shall face the front
<b>Section 4</b>	No nearer than 50' from front, 10' from side, 10' from back  Dwellings shall face the front
<b>Section 5</b>	(4) No nearer than 50' from front, 10' from side, 10' from back  Dwellings shall face the front
<b>Section 6</b>	a. Lots 1-29 & Lots 95-140: 30' from any side  b. Lots 30-44: 25' from front & back, 15' from side  c. Lots 45-94: 30' from water, 10' from road, 10' from side except lots 70 & 71: 5' from water on SW side only
<b>Section 7</b>	No nearer than 50' from front, 10' from side, 10' from back  Dwellings shall face the front
<b>Section 8</b>	No nearer than 50' from front, 10' from side, 10' from back  Dwellings shall face the front
<b>Section 9</b>	All lots except Lot 30: No nearer than 75' from front, 20' from side, 20' from back  Lot 30: 25' from any property line
<b>East</b>	No nearer than 50' from front, 10' from side, 10' from back  Dwellings shall face the front

# @ Circle D Civic Association

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## Tree Policy

### A. Purpose

- a. Preserve the forest which is the cornerstone of this unique community.
- b. Maintain the quality of life that is unique to the Lost Pines.
- c. Trees provide oxygen, reduce noise, help cool, provide beauty, and provide habitat for birds and other wildlife that make this area home.

### B. A Circle D Civic Association "Qualified Tree"

- a. Any pine, oak or hickory located in any section of the Circle D Civic Association subdivision.
- b. A "qualified tree" is determined by measuring the tree trunk at 4.5 feet above the ground. This is commonly known as DBH (diameter at breast height).
- c. A "qualified tree" within the Circle D Civic Association Subdivision is protected once it reaches a circumference of 19 inches at DBH.
- d. To determine the circumference of a tree = Diameter at DBH X 3.1416.
- e. To determine the diameter of a tree = Circumference at DBH / 3.1416.

### C. Permitted Removal of a "Qualified Tree" required by the ACC prior to removal

- a. The clearing for a proposed homesite requires prior approval from the Architectural Control Committee (ACC).
- b. The clearing for an outbuilding, garage, carport, etc. requires prior approval from the ACC.
- c. The clearing for a driveway from road to homesite requires prior approval from the ACC.
- d. The clearing for a fence line when removing a "qualified tree" requires prior approval from the ACC.
- e. Removal of trees to comply with the Texas A&M Forest Service "Firewise" guidelines requires prior approval of the ACC.  
[https://agr.texas.gov/~/media/Assets/Files/2015/02/15/Firewise-landscaping\\_guidelines.pdf](https://agr.texas.gov/~/media/Assets/Files/2015/02/15/Firewise-landscaping_guidelines.pdf)
- f. Other unique situations when the need to remove a "qualified tree" exists, requires preapproval by the ACC.

### D. ACC Approval is not required when the following conditions are present. However, it is recommended that Homeowner document a perceived threat of a dead or dying tree by photographing a tree, and the tree proximity to a structure, prior to the removal of a dead, dying or damaged tree.

- a. The removal of dead, dying, or damaged trees where they are a danger to structures.
- b. The removal of underbrush is permissible if it does not include the removal of "qualified trees."

### E. Violation of the Tree Policy

- a. Removal of a qualified tree without ACC approval will be a violation of this policy.

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Note: Circle D Civic Association does not allow clearcutting of a lot under any circumstances.

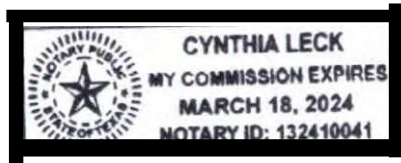
Note: The wildfire of 2011 destroyed millions of trees in the Lost Pines habitat. Please consider not removing any pine, oak, or hickory regardless of its size unless necessary.

## *t* CERTIFICATION

I, the undersigned, \_\_\_\_\_, Vice President of Circle D Civic Association, do hereby attest that at an electronic board meeting of the Association held May 8, 2020, at which a quorum was established his Tree Policy was adopted by unanimous vote.

I, the undersigned, \_\_\_\_\_, acting as Vice President of Circle D Civic Association, have this day caused this document to be recorded in the Official Public Records of Bastrop County, Texas.

Executed this day jj of 020



Sue Pardue  
Sue Pardue  
Vice President, Circle D Civic Association

### ACKNOWLEDGEMENT

STATE OF TEXAS  
COUNTY OF BASTROP

This instrument was acknowledged before me oOe.pfrmher //, 2020, by Sue Pardue, Vice President of Circle D Civic Association, a Texas non-profit corporation, on behalf of said corporation.

FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS

Cynthia Leck  
Notary Public of the State of Texas



Rose Fietsch

ROSE FIETSCH, County Clerk

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FEE: \$30.00

202015419

RESTRICTION



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Upon ACC approval of the New Home Application, the property owner will be issued a permit that must be posted at the site of construction and must be visible from the street.



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### NEW HOME CONSTRUCTION PERMIT

Permit for Placement on an Approved New Home Application for a New Home Construction.

Issue Date: \_\_\_\_\_

Property Address & Legal Description: \_\_\_\_\_

Builder: \_\_\_\_\_ Permit Tracking#: \_\_\_\_\_

#### NOTICE

The above named property's new home application has been reviewed and approved by the Architectural Control Committee and has met all requirements for construction. This New Home Construction Permit is valid for one year (12 months) from the date issued or until the completion of the permanent new home construction.

This permit must be posted securely and be visible from the street. Removal, alteration, or mutilation of this sign until completion of the residential application is in violation of the new home application agreement.

COCA ACCCHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_



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### TEMPORARY QUARTERS PERMIT

Permit for Placement of Temporary Quarters during a New House Build/Construction.

Issue Date: \_\_\_\_\_

Property Address & Legal Description: \_\_\_\_\_

Builder: \_\_\_\_\_ Permit Tracking#: \_\_\_\_\_

#### NOTICE

This temporary living quarters permit is valid for one year (12 months) from the date issued or until the completion of the permanent residence construction.

This permit must be posted securely and be visible from the street. Removal, alteration, or mutilation of this sign until completion of the residential application is in violation of the temporary living quarters agreement.

COCA ACCCHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_



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## How to Appeal a Ruling

How do I appeal a ruling by the Circle D Architectural Control Committee (ACC)? The language below is from the "Amended and Restated Bylaws of Circle "0" Civic Association. It is the language that provides the steps for appealing a ruling by the **ACC**.

SECTION 10.3: Appeals of Decisions of the Architectural Control Committee.

A. A Member may appeal any action or decision of the Architectural Control Committee pertaining to such Member's lot or lots to the board by sending certified mail to the Association within thirty (30) days of the decision the member wishes to appeal.

B. If an appeal is sent to the board in accordance with subsection A. above. the Board shall have 45 days in which to conduct a hearing with the requesting member. At the sole discretion of the Board, the hearing may be conducted at a regularly-scheduled meeting of the board, or another time that is mutually convenient for the Board and the requesting member.

C. At the hearing, the member may present any plans, evidence, and concerns to the Board. The Board shall have the sole discretion to either adopt, amend, or reject the decision of the Architectural Control Committee. The decision of the Board shall be final.

D. Members of the board who ruled on *the* Architectural Control Committee application shall not vote in the appeal process.

### Follow these steps to appeal a ruling of the ACC to the Board of Directors.

1. Send a letter by certified mail to Circle "D" Civic Association within (30) days after the ruling stating that you wish to appeal the decision of the ACC. Include a general statement in the letter that includes the reason(s) you are appealing the Committee's ruling. Send your letter of appeal to the following address:

**Circle D Civic Association**  
**PO Box 852,**  
**Bastrop Texas 78602-0852**

2. The Board will make every effort to hear your appeal at the next regularly scheduled Board meeting. The meetings are generally held every second Saturday of the month starting at 8:30 a.m.
3. A notice of the Board Agenda is sent out to members and is posted on the website at [circledbastroptx.org](http://circledbastroptx.org).
4. At the Board Meeting be prepared to provide any supporting documents including plans, evidence, and concerns that you believe are relevant to support your appeal.
5. The Board is open and will listen to all information provided before a final ruling is voted on.

**If you have any questions, feel free to contact us at (512) 321-5272.**



# Circle D Civic Association

111 N. Hasler Blvd, Rm 214, Bastrop, TX 78602-3984 • PO Box 852, Bastrop, TX 78602-0852  
512.321.5272 • [contactus@circledbastroptx.org](mailto:contactus@circledbastroptx.org) • [www.circledbastroptx.org](http://www.circledbastroptx.org)

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## How to Select a Contractor: Helpful Steps for Circle D Members

- Obtain at least three bids for your project and carefully compare the bids. The lowest bid may not always be the best value.
- A small retainer fee or payment for necessary materials may be appropriate prior to commencement of the project, but full payment in advance of the project is not advisable.
- Additions or alterations to your home that do not meet minimum building, mechanical, plumbing and electrical codes may affect title transfers or insurance requirements should you ever decide to sell your home. Therefore, be cautious of contractors with no licenses when licenses are required by County and/or State laws to perform work on your home.
- Texas State law requires a licensed contractor to have their license with them when performing work on your home. It is acceptable for you to require them to show it to you. Write the license number down and keep it should you have issues with the work performed. This information would be required should you need to file a complaint with the State agency that issued the license.
- Use only licensed trade contractors and request proof of a current license and insurance. The following trades require a license:
  - Electricians
  - Plumbers
  - Air Conditioning Contractors
  - Irrigation Contractors
- New homes and certain additions to an existing home.
  - The Bastrop County Commissioners Court passed a resolution on September 14, 2009 adopting provisions of HB 2833. HB 2833 requires building contractors to build new homes and certain additions in accordance with the 2006 International Residential Code or the version of the International Residential Code that is applicable in the county seat (City of Bastrop), The contractor must also obtain the services of a third-party inspector to provide three separate inspections during construction.
  - Building contractors are not required to be registered by the State of Texas or have a license to perform work in the State of Texas. You should verify that a building contractor is competent and insured before allowing them to build a new home or add additions to your existing home. They are, however, required to perform work on a new home in accordance with the International Residential Code.
  - The code and inspections are there to protect your family's life/safety and your investment. You should make sure that you obtain a copy of all inspections reports from your contractor during the three phases of construction.
- Request and verify references, and request to see a list or photos of projects like yours.
- Check with the Better Business Bureau for any complaint records on your contractor.