

# Pirates Property Owner's Improvement Plan Review Application

## Pirates Beach, Pirates Beach West, Pirates Cove, & Laffites Cove, Enclave I & II

Please fill out the attached application form and submit one (1) set of complete plans and specifications in accordance with this application together with application fee to:

**Pirates' Property Owners' Association**  
**Attention: CKM - Architectural Review Committee**  
**701 Clarence, Tomball, Texas 77375 OR**  
**P.O. Box 160, Tomball, TX 77377-0160**

**Please call or email ARC Department with questions**  
[PPOAARC@CKMI.com](mailto:PPOAARC@CKMI.com)  
**281-255-3055 (Off) 281-255-3056 (Fax)**  
**1-888-CKM-1514**

(Print or type)

PLEASE COMPLETE

Updated April 2017

OWNER:		PHONE:	DATE:
MAILING ADDRESS		CITY	STATE/ZIP:
EMAIL ADDRESS			
BUILDER/CONTRACTOR:		COMPLIANCE DEPOSIT- REQUIRED FROM BUILDER/CONTRACTOR	CK# _____ AMT \$ _____
OFFICE PHONE:		CELL/PAGER:	
E-MAIL ADDRESS:		FAX	
BUILDER ADDRESS:		CITY:	STATE/ZIP:

SUBDIVISION: (Circle One) Beach, Cove, Laffitte's Cove, Enclave      SECTION      BLOCK      LOT

PROPERTY PHYSICAL ADDRESS: \_\_\_\_\_

**Description of Improvements: Please select items to be included in the review:**

Addition (Living SQ. FT.)	Boat Dock (SQ. FT.):
Deck (SQ FT):	Fence:
Outdoor Lighting Plan:	Pool:
Exterior Materials:	Add Stairs/Move Stairs
Exterior Colors: (Siding & trim) Include Samples	Paint Color Change: Include Color Samples
Roof Materials: (Colors & Type) Include Samples	Other:
Driveway addition or change:	
Culvert; (confirm size with the City of Galveston -18-inch reinforced concrete minimum.	
Start Date: (Mo/Yr)	Projected Completion Date: (Mo/Yr)
Additional Information:	

**Return, sign and initial all pages:**

Builder/Contractor Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

## APPLICATION REQUIREMENTS AND CHECK LIST

### The Following Requirements & Information is to be included in the Application & Plans.

1. **Application:** The application must be completed and signed by both the owner and builder/contractor and returned with the above information. **Ownership verification required on new ownership.**
  
2. **Compliance Fee** and any outstanding maintenance fees must accompany this application and be made payable to: **Pirates POA. The Builder Compliance Deposit must be paid by Builder/Contractor performing work described in application. The Compliance Deposit for improvements:**  
**Improvements Requiring Pilings and/or Footprint Change - \$2,000.** Deductions: \$200 review fee(s), \$100 for two (2) inspections.  
**Improvements (i.e. fences, new & replacement decks, pergolas, pools, gazebos, etc.) - \$1,000.** Deductions: \$200 review fee(s), \$50.00 for one (1) inspection.  
**No Compliance Deposit Required:** Paint and roof replacement of same color; paint and roof replacement of different color; playground equipment.  
**Environmental Fee:** \$250 is accessed on all Boat Docks; refundable upon completion and approval of Architectural Review Committee.  

In the event of a compliance issue an additional inspection may be required. The cost of an additional inspection is \$50 per inspection and will be deducted from the deposit.
  
3. **A survey of the lot(s)** upon which the improvements are to be constructed showing all adjoining tracts and/or reserves. If an addition to the existing structure is made this survey of the home prior to the construction is required.
  
4. **Site/Plot Plan:** Draft at an architectural scale (**1/8" = 1'**). One (1) showing current home, driveway and all other structures. The site plan is to include lot dimensions, distances from all structures to the building setback lines, all easement lines and curb cuts, concrete driveway, walks, decks, air condition extensions and fences. The improvement is to be drawn on the site plan and clearly marked as such.
  
5. **One set of plans (i.e., existing home & boat dock/pier/Pool with the improvements) hard copy and PDF.** All Windstorm/FEMA requirements must be met. (**Draft architectural scale 1/4"= 1'**)
  - **Elevations** –Elevation of each side, four (4), required to show exterior materials, floor and slab heights and roof slopes for additions and boat docks. Include any height dimensions of all levels and roof.
  - **Floor/Slab/Roof Plan(s)** - (**Draft architectural scale of 1/4" = 1'**) A floor plan to show the dimensions and location of all rooms, patios, balconies, garages and structures at each level. Window sizes, electrical, gas and plumbing fixtures must also be shown.
  
6. **Bulkhead and Boat Docks (hard copy and PDF):** Elevations with height dimensions shown on **ALL** structures of boat docks; include flow easement dimensions to bulkhead, if applicable.
  
7. **Pilings:** plans shown with dimensions; **an allowance for structural eaves so as to not encroach** into building setback lines. **NO** encroachments into building setback lines to **include eaves, decks, stairs and air conditioning units.** No round pilings allowed. A **piling survey may be required** prior to start of up structure on an addition to the home. **Builder may continue construction after the piling survey and 1<sup>st</sup> inspection has been approved.** Verbal approval will be given by CKM.
  
8. **Culvert(s).** Size and design, with dimensions and location of overall length; include culvert type of end treatment being proposed; list construction **materials** i.e. concrete. State on site plan.
  
9. **County/City Building Permits:** All building Permits and “original” Green Architectural Committee approval card must be posted on property on day construction starts.
  
10. **Samples** must be submitted of **ALL** color selections (house, buildings, fences, etc.).
  
11. **Specifications** - List all specifications relating to piling design, structural framing, and quality of exterior materials, colors, textures and shape.

**Return, sign and initial all pages:**

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Builder/Contractor Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

12. **Exterior Lighting Plan:** Indicate on the site plan the location, size & type of lighting to be used. No exterior lighting may be placed to cause a nuisance to a neighboring property. Provide picture of lights to be used including light shields.

**ADDITIONAL CONSTRUCTION REQUIREMENTS**

1. **Second floor Catwalks** from the house to the boat dock may be no greater in width than fifteen (15') feet or the width provided for in the applicable Restrictions, whichever is the lesser width and in Laffite's Cove 6' as slated in the CC&R's. Catwalks must be level with boat dock deck.
2. **Stairs attached to the home** may not encroach into the building setbacks. Stairs attached to boat docks may not encroach into the building setbacks.
3. **One (1)-builder sign with a size of 24 X 24 is allowed.** No other types of signs other than the house numbers will be allowed. **BUILDER SIGN MUST BE REMOVED AT END OF CONSTRUCTION**
4. **Air Conditioning units** should be screened and shown on the plans. Pirates Beach Section 8 – 13, Laffite's Cove and the Enclave require Air Conditioning unit screening. The ARC prefers all units be screened.
5. **Trees (Palms and/or Oaks)** are required in every section in the Pirates Beach, Cove, Laffite's and Enclave according to the Covenants, Conditions and Restrictions (tree requirements attached).
6. **Burning and Fires** are not allowed.
7. **Trash bin or dumpster** or daily removal of building material is required, if demolition occurs. The contractor is to insure all trash and debris is removed from the site and placed in the dumpster before each weekend. During the week, the site is to be kept clean to prevent trash from going into other property. The dumpster must be emptied when full.
8. **Construction Fencing** is required on the rear and side lines of the property or where construction is occurring.
9. **Portable Toilet** is required or access to a close facility must be available. Once the pilings are installed the portable toilet must be in place. No construction can start without the toilet. Portable toilets must be staked to prevent turning over by high winds.
10. **Streets** are to be kept clean of mud, dirt, rocks, and building material to include nails.
11. **LAFFITE'S COVE:** Construction of boat docks must be according to the Corp. of Engineers Permit and placement according to the Committees boat dock placement plat. Contact Architectural Department at [PPOAARC@CKM1.com](mailto:PPOAARC@CKM1.com) or call CKM at 281-255-3055 for information.
12. **The County/City building permit and the Green ARC approval sign** must be posted on the lot from start of construction until the construction has been completed.
13. **Inspections:** Builder/Owner is responsible for obtain all inspections.
14. **Surveys:** Builder/Owner is responsible for obtain and providing surveys when required. Surveys assure the owner, builder and the Association that no encroachments have occurred.
15. **No Angle Bracing is allowed.**
16. **No Round Pilings are allowed.**
17. **Pool** location must be within the building setback lines. Pool equipment must be within the building setback lines.

**Return, sign and initial all pages:**

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Builder/Contractor Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

**OWNER/BUILDER AGREEMENT**

1. Owner hereby acknowledges receipt of Architectural Control Standards and hereby agrees to comply with all terms and conditions contained therein and obtain all applicable surveys and inspections as specified therein prior to occupancy.
2. Owner hereby authorizes the Architectural Review Committee or its agents to enter upon and inspect the lot and structure thereon during regular business hours for the purpose of ascertaining whether said structure is in compliance with the restrictions, the standards and the approved plans and specifications. Neither the Architectural Review Committee nor its agents shall be deemed to have committed a trespass by reason of such entry or inspection.
3. Disclaimer of Liability and Warranty. The approval of plans and specifications by the Architectural Control Committee applies only to the style, exterior finishes, appearance, and general location of structures shown in such plans and specifications. Such approval shall NOT be relied upon as an approval or warranty regarding engineering and structural design, building or zoning code compliance, feasibility or marketability for any purpose, or compliance with applicable building ordinances, standards, or regulations or any errors related thereto. By approval or non-approval of the plans and specifications, neither the Architectural Control Committee, the Association, Board, management company, nor its officers, agents, or attorneys assumes any liability or responsibility therefore, or for any errors or defects in any structure constructed therefrom, and said persons further specifically exclude from such approval any implied warranty or merchantability and fitness for any purpose. In addition, the Association is not responsible for any accidents, injuries, damages, or losses on any building site. Owners and contractors shall ensure that the construction site is properly secured and maintained daily.
4. Any change to the original design and original application require additional review and approval by the ARC. This includes changes in color and any design changes or location changes.
5. If construction is not completed after plans have been approved within six (6) months or the date of completion so stated in the application, an extension MUST be obtained.
6. The Architectural Review Committee has 30-days from final submittal of plans and permits to approve the plans and authorize commencement of construction. The Committee meets the Friday prior to the second Saturday monthly.
7. Error in location causing an encroachment will be the direct responsibility of the property owner. The builder/owner must satisfy the ARC that improvements are accurately located in accordance with the approved plans and that encroachments are not to occur, without a specific variance having been requested and granted by the Architectural Review Committee. If encroachment occurs without a specific variance having been granted, owner and contractor agree to remove those items.
8. Failure to comply with the above inspections can result in penalties and legal action being brought to require compliance. If you are penalized, you have the right to a hearing before the Committee. You also have the right to appeal the Committees findings after the hearing, before the Board of Directors.
9. Basis of Approval: Approval of plans and specifications will be based, among other things, on adequacy of site dimensions, design of the structure, conformity and harmony with external design, relation of finished grades and elevations to neighboring sites and conformity to both the specific and general intent of the restrictions. All plans will be reviewed in a timely manner and a letter will be sent to the person's name and address on the Plan Review Application. It is recommended that you review the Covenants, Conditions and Restrictions for the lot

**Return, sign and initial all pages:**

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Builder/Contractor Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

## Inspection and Survey Process and Fines

**Inspections & Surveys:** The architectural inspector inspects all work sites once a week. There may be at least two required inspections and surveys, the first is after the pilings are in and you have placed the portable toilet and dumpster on site, the second is at the time the construction has been completed.

**Survey Requirements:** 1) **Initial** survey of lot, 2) **“Piling”** survey and 3) **“Final”** survey prior to refund, if applicable. The initial survey of the original home and structures is required. Other surveys may be required if there is a question concerning potential encroachment. Other permits or approvals may be required from City, County, or other Governmental entities. It is the responsibility of the owner to obtain all required approvals.

**Inspections & Survey:**

**Weekly Inspections:** The Inspector and/or a staff member of CKM perform ARC inspections once a week. If any noncompliance issue exists the job site shall be “red tagged” to “STOP CONSTRUCTION” and a phone call shall be made to the Builder. **Builder shall have 24 hours (business day) to correct the situation. If the noncompliance issue is not corrected the owner and builder will be notified by certified mail and given ten (10) days to correct the issues. Notice of noncompliance may include penalties and other actions to be taken.** If no change, or adequate change, is noted within the 10 days as stated in the letter, the issue will be turned over to the ARC and the Board who may employ an attorney to enforce these requirements and collect the penalties plus costs.

**Inspector:**

**Ted Shook**

**Galveston County Home Inspection Service**

**409-740-0088, Fax 409.744.2219 [floodvents@gmail.com](mailto:floodvents@gmail.com)**

**Independent Inspector:** The inspector shall inspect the exterior of job site for completion of improvements, driveway completion, house numbers, construction and trash cleanup, removal of trash bin & portable toilet and planting of trees. The inspector shall review the final project to ascertain if any encroachments or violations have occurred. Correction of encroachments and other violations shall be the responsibility of the builder and owner.

**PIRATES POA ARCHITECTURAL REVIEW COMMITTEE FINES**

<u>Violation</u>	<u>Initial</u>	<u>Fine</u>
Start of construction prior to ARC approval	_____	\$1,000
Change in approved Construction without approval	_____	\$1,000
Dirty work site, builder trash, Friday site not cleaned	_____	\$ 200
No Port-a-potty	_____	\$ 500
No Trash bin	_____	\$ 500
Trash bin full and trash over flowing	_____	\$ 500
No Construction fence	_____	\$1,000
Construction fence down	_____	\$ 500
Failure to provide “piling” survey	_____	\$ 500
Failure to provide “final” survey	_____	\$ 500
Failure to obtain inspections	_____	\$ 500
Signs - more than one 24 x 24 builder sign	_____	\$ 100
Failure to provide lighting plan if installing outdoor lights	_____	\$ 500

**Return, sign and initial all pages:**

Builder/Contractor Initial \_\_\_\_\_

Owner Initial \_\_\_\_\_

**Pirates Property Owner's Association**  
**Tree Requirements according to the Covenants, Conditions & Restrictions**

	PALMS			2-1/2"-3" 30GAL.	10' - 20'
<b>PIRATES BEACH</b>	(2) 5'	(4) 10'	(2) 10'	(2) LIVE OAKS	(2) SABLE PALMS
Section 1	X				
Section 2	X				
Section 3	X				
Section 4	X				
Section 6		X			
Section 7		X			
Section 8		X			
Section 9		X			
Section 10		X			
Section 12		X			
Section 13		X			
<b>PIRATES COVE</b>					
Section 1	X				
Section 2	X				
Section 3	X				
Section 4	X				
Section 5		X			
<b>Sec.7 The Enclave</b>				X*	X*
<b>LAFFITE'S COVE</b>					
<b>Binnacle Way</b>			X		X
<i>Eckert Drive</i>			X		X
<i>Foremast</i>			X		X
<i>Windlass Circle</i>			X		X
<b>Binnacle Court</b>			X	X	
<i>Cove Lane</i>			X	X	
<i>Cutwater Place</i>			X	X	
<i>Jibstay Court</i>			X	X	
<i>Lanyard Place</i>			X	X	
<i>Moyenne</i>			X	X	
<i>Windlass Court</i>			X	X	

**Return, sign and initial all pages:**

Builder/Contractor Initial \_\_\_\_\_

Owner Initial \_\_\_\_\_

\* The Enclave requires any combination of Live Oaks and Sable Palms, for a total of four trees

**Pirates' Property Owners' Association**

Serving the Pirates Community

**Beach - West - Cove – Laffite’s - The Enclave Pirates Landing - The Villas**

**P. O. Box 160, Tomball, Texas 77377**

281-255-3055(b) 281-255-3056(f) [ppoaarc@ckml.com](mailto:ppoaarc@ckml.com)

[www.piratespoa.com](http://www.piratespoa.com)

Dear Property Owner and Builder:

According to the Covenants, Conditions, and Restrictions, a light plan must be submitted to the Pirates Architectural Review Committee for review and approval prior to installation. In addition, the Association passed an “Outdoor Light Policy.” Please read this carefully and apply for any lighting being installed with the construction of the home. If outdoor lighting is installed after construction please apply for approval prior to installation. Thank you.

**PIRATES’ PROPERTY OWNERS’ ASSOCIATION – OUTDOOR LIGHT POLICY**

May 30, 2003

Approved by the Board on June 14, 2003.

**WHEREAS**, outdoor lights can be beneficial for security, safety, utility and decorative purposes and can enhance fishing, while bright lights can be annoying, a nuisance and constitute a hazard to navigation on affected waters; and

**WHEREAS**, it is the obligation of property owners to comply with the law and restrictions and to be considerate of their neighbors and those who use the public beach and public parks or navigate affected waters.

**NOW, THEREFORE, BE IT RESOLVED**, that Pirates’ Property Owners’ Association hereby establishes the following policy relating to outdoor lights within Pirates’ Beach, Pirates’ Cove, Pirates’ each West, Laffite’s Cove and Pirates’ Landing Townhomes:

All outdoor lights, including security, safety, utility, decorative and fishing lights, shall be subdued or shielded so as not to constitute an annoyance, nuisance or hazard to neighbors or to those who use the public beach or public parks or navigate affected waters. The owners of lights used for fishing shall shield and direct the lights downward toward the water so that the light source is not visible, directly or by reflection, to neighboring property or to those who use the public beach, public parks or navigate affected waters.

**BE IT FURTHER RESOLVED**, that C.K.M. Property Management is directed to identify property owners who own or use outdoor lights in violation of this policy, to encourage such owners to comply with this policy and to keep the board currently advised as to the status of compliance with this policy.

**BE IT FURTHER RESOLVED**, that the Architectural Control Committee is directed to take this policy into account in considering and approving plans for remodeling and construction of new improvements and to make all approvals subject to review and approval of future additions to and changes in outdoor lighting.

Return, sign and initial all pages:

Builder/Contractor Initial \_\_\_\_\_

Owner Initial \_\_\_\_\_

## **PPOA SIGNAGE POLICY**

### **Real Estate Signage**

- One sign per street frontage of a house site not to exceed six (6) square feet in area. Boat canal home sites will be allowed one additional sign facing the boat canal.
- Sign at front to be set back from street line a minimum of twelve (12) feet. Sign at boat canal must be placed at grade behind bulkhead.
- An Open House sign is permitted on the site only at the time of an open house reception, when a sales representative is present. One Open House directional sign, not to exceed two (2) square feet in size, is permitted at the nearest street intersection to the house. No other directional signs are permitted. City of Galveston signage ordinances do not permit signage in road right-of-ways.
- No banners are permitted.

### **Rental Signage**

- One sign per site not to exceed two (2) square feet attached to home no higher than first floor level.

### **Construction Company Signage**

- One sign per site not to exceed six (6) square feet in area.
- Signage to be set back from street a minimum of twelve feet.
- Sign face to be parallel to front property line.
- Signage can only be present during the construction period. Signage is to be removed upon occupancy or completion of the construction.
- Violation of signage policy may mean a loss of the Contractor's Compliance Deposit.

### **Offsite Commercial Signage**

- No signage of any sort is to be permitted along roadways, right-of-ways, on power poles, or other off-site components. No signs, including directional real estate signs, are permitted at major entrance intersections to the PPOA neighborhoods.



# Pirates' Property Owners' Association

## BUILDING SITE INSPECTION

C.K.M. Property Management, Inc. P. O. Box 160 Tomball, Texas 77377-0160  
281.255.3055 Fax: 281.255.3056 Email: PPOAARC@ckm1.com

### KEEP THIS FORM TO FAX SURVEYS TO INSPECTOR

NEW HOME AND STRUCTURES WITH PILINGS REQUIRING INSPECTIONS

INSPECTOR: TED SHOOK, 409-740-0088, FAX 409-744-2219

Fax surveys to Inspector and copy to CKM Property Management, Inc. at (281) 255-3056

**REVIEW ALL DEED RESTRICTIONS AND ARCHITECTURAL GUIDELINES**

*Infractions and violations during construction will be reported and enforced by inspector.*

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

Section \_\_\_\_, Block \_\_\_\_, Lot \_\_\_\_.

Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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**POOLS - Inspector to measure the pool after framing but prior to gunite installation to assure there are no encroachments.**

### HOMES

#### INSPECTION NO. 1

#### SET UP & PILING INSPECTION

- Pilings:** pilings for home are placed according to the approved site plan (no round pilings are allowed)
- Pilings:** pilings for the boat dock are placed according to the approved site plan.
- Portable Toilet:** has been placed on the lot within the lot boundaries.
- Trash Bin:** has been placed on the lot within the lot boundaries.
- Construction Fence:** has been placed on three (3) sides of the property, (sides and back).
- Green Card:** Green Architectural Control Committee Approval Permit posted.
- Permits:** County/City Building Permit posted.

#### INSPECTION NO. 2

#### FINAL INSPECTION

- Encroachments:** No encroachments have occurred into the building setbacks.
- Completion:** Home has been completed.
- Driveway:** Completed
- Portable Toilet:** has been removed.
- Trash Bin:** has been removed.
- Construction Fence:** has been removed and all trash & builder debris has been picked up.
- Yard:** Grass has been planted.
- Landscape:** has been planted.
- Address:** house number has been installed.
- Trees requirements:** {two / five foot} {two / ten foot} {four / ten foot} palms
- Tree types:** PALMS AND OR LIVE OAKS (SEE TREE REQUIREMENTS)
- Signs:** All Builder signs removed from property at end of construction.

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**Enclave, Laffite's Cove & Pirates Beach Sections {8, 9, 10, 12, and 13} in addition to the above inspection items**

- A/C Screening:** The air-conditioning units have been screened.

#### WATER OR CANAL LOTS

- Boat dock:** construction is as allowed per the Corp. of Engineer Permit.
  - Marsh:** No damage has occurred to the "Protected" Marsh area.
-

**Comments: (List any infraction of the plans or known infraction of the Restrictions.)**

**Inspection(s):** 1st Piling: \_\_\_\_\_ by: \_\_\_\_\_

2<sup>nd</sup> Final: \_\_\_\_\_ by: \_\_\_\_\_

**Return, sign and initial all pages:**  
Builder/Contractor Initials \_\_\_\_\_

Owner Initials \_\_\_\_\_