



## F R I E D Ë N®

Welcome to Frieden!

We are very excited you have decided to join our community. This letter should help guide you through the Frieden Reviewer (“FR”) process and requirements as you begin to plan your new home or make adjustments to an existing home. To begin with, the Frieden Reviewer is the representative(s) of the declarant, Fredericksburg Development, Inc., as outlined in the Master Covenant of the Property Owners Association (“POA”). The POA is legally named Frieden Residential Master Community, Inc. It’s board currently consists of Skip Preble, Thomas Peterson and Chris Wilde. The FR currently receives input from Christopher Wilde, Skip Preble, Thomas Peterson, Mark Carlson (Residential Architect) and Scott Culler (Landscape Architect). Additionally, Associa Hill Country is the contract manager for the POA and our representatives there can help guide you as well. They are Sarah Miller and Kris Panti.

What follows here is some summarized information regarding the requirements to build from both a procedure and deliverable perspective. These summaries are only intended to give some general guidance and are not meant to replace the need for understanding the details covenants and guidelines. The broader documents regarding our community and its requirements can be found at the following link. Please also make sure to review all documents for builder requirements during construction also contained in our documents.

### [Frieden | Community Documents](#)

Thank you again. This document as well as the community guidelines can and will change from time to time. However, should you have any questions and are not already engaged with one of the team members above, please start by getting in touch with our POA Manager Associa. They can be reached at (210) 471-2405 and asking for Sarah or Kris. At that point they can direct your question to us and we can work to help get you started. We look forward to working with you!

Sincerely,

The Frieden Reviewer

## FR PROCESS SUMMARY

Generally speaking, the Design Review Process is divided into seven stages. They follow here with some commentary about the practical nature of each stage. This summary is not intended to be a replacement to or in conflict with the official FR Guidelines found on the website. It is the responsibility of each owner, architect, builder and other contractors to be appropriately aware of the details of the official guidelines and follow them accordingly or bear any burden of noncompliance.

Design Review Process Summary:

1. Pre-Design Meeting
2. Conceptual Design Meeting
3. Preliminary Submittal

*The above three steps can practically be accomplished with the help of these summaries, brief conversations with FR members and by submitting preliminary design concepts. The FR is open to offering suggestions, within reason, on preliminary plans in an effort to guide the Owner to a successful final submittal.*

4. Final Submittal

*In this step, the Owner should take great care to make sure all required information is appropriately documented and delivered in a concise and single package to the FR for final approval. All details of the official guidelines should be followed and all comments, changes, questions and otherwise made by the FR should be completed. The goal of this step is final review to issue a notice to proceed from the FR. The City of Fredericksburg will not issue a building permit without this notice.*

5. Pre-Construction Meeting
6. Pre-Landscape Meeting

*The goal of the above steps is to help ensure that a smooth construction process will ensue, answer questions, and set expectations. Periodic reviews by the FR will follow as construction progresses and any deviations from approvals will have to be remedied.*

7. Final Site Visit

*The goal of this final step is to ensure that all approvals have been followed, no outstanding comments, questions, violations, etc. exists. Ultimately this is to ensure the construction project is approved and final with the owners and the FR.*

## FR SUBMITTALS AND NOTICES

- Owners and builders should note that unless a submittal is made via Townsquare, A SUBMITTAL IS NOT CONSIDERED AS MADE. For any questions how to submit via Townsq feel free to contact:
  - Sarah Miller - Associa - [sarah.miller@associahillcountry.com](mailto:sarah.miller@associahillcountry.com)
  - Kris Panti - Associa - [kpanti@associahillcountry.com](mailto:kpanti@associahillcountry.com)
  - Skip Preble - [skip@friedentx.com](mailto:skip@friedentx.com)
  - Thomas Peterson - [thor@friedentx.com](mailto:thor@friedentx.com)
  - Christopher Wilde - [cwilde@gwm-sa.com](mailto:cwilde@gwm-sa.com)
- Owners should also note that, other than a short preliminary review as a courtesy, partial submittals will not be reviewed. You will be notified if more information is required. Only a complete submittal will be reviewed and at that time can take up to 30 days for remodels, landscaping, etc. and 45 days for new builds for initial responses.
- **IMPORTANT NOTE : NO SUBMITTALS OF ANY KIND CAN BE MADE VIA TEXT MESSAGE, CONVERSATION, VOICEMAIL, “ONE OFF” EMAILS OR OTHERWISE. THESE MESSAGES WILL NOT BE CONSIDERED AND ANYONE SENDING THESE MESSAGES SHOULD NOT EXPECT A RESPONSE OR IF THEY RECEIVE A RESPONSE THEY SHOULD NOT EXPECT IT TO BE OFFICIAL. ONLY SUBMITTALS USING THE PROCESSES DESCRIBED HERE WILL BE ACKNOWLEDGED.**
- **IMPORTANT NOTE: SUBMITTALS TAKE TIME TO REVIEW. NO RESPONSE DOES NOT CONSTITUTE APPROVAL. YOUR SUBMITTAL WILL BE IN TOWNSQUARE AND ATTACHED TO THE LOT OWNER. IF YOU ARE NOT SEEING IT IN THAT CUE, YOU NEED TO CONTACT ASSOCIA. THE ONLY ALLOWABLE APPROVAL WILL BE AN OFFICIAL LETTER FROM ASSOCIA.**
- **IMPORTANT NOTE: FAILURE TO FOLLOW PROPER PROTOCOL FOR SUBMITTAL, REVIEW AND APPROVAL CAN RESULT IN COST TO THE LOT/HOMEOWNER. ONLY AN OFFICIAL APPROVAL LETTER FROM ASSOCIA WILL HELP AVOID ANY SUCH CONFUSION OR COST.**

## FR SUBMITTAL ITEMS SUMMARY

- Owner items: [STAGE: PRELIM]
  - FR New Build or Renovation Plan Review Fee (Nonrefundable) \$2,500.00
  - FR Other Activity Review Fee (Nonrefundable) \$350
  - Architect name, qualifications and contact information
  - Selected builder name and contact information
- Builder items: [STAGE: PRELIM]
  - Relevant examples of custom home projects that have been fully executed by that builder.
  - All required financial qualifications
  - All necessary licensing information
  - All insurance information as required in lot purchase contract
  - List of subs expected to use with all required licensing information
- Complete lot layout including but not limited to [STAGE: PRELIM/FINAL REVIEW]:
  - Lot survey
  - Footprint of home, drive and all hardscape, pools, etc.
  - Full landscaping plan and exterior lighting plan
  - Identification of all setbacks, easements, ROWs, etc. as they exist
- Complete plans of the home itself, including all interior and exterior layouts for all floors, including both floor layouts and vertical renderings. [STAGE: PRELIM/FINAL REVIEW]
- Plans for all aspects of the home, to be performed by appropriately licensed professionals and required by licensed contractors, including but not limited to [STAGE: FINAL REVIEW]:
  - Construction timeline
  - Framing plans
  - Roofing plans
  - Foundation plans
  - Electrical/lighting plans
  - Plumbing plans
- Material selections to include the following [STAGE: FINAL REVIEW]:
  - Exterior walls – manufacturer, material and color
  - Exterior wall paint – manufacturer and color

- Exterior trim - manufacturer, material and color
- Exterior trim and fascia paint - manufacturer and color
- Sample exterior rock pattern and rock color - pictures will be fine
- Exterior Doors (including garage door) - manufacturer, selection, material and color
- Exterior door paint - manufacturer and color
- Exterior Windows - manufacturer, selection, material and color
- Exterior Window paint - manufacturer and color
- Roof material - manufacturer, material and color
- Misc. Selections - Manufacturer, materials and color:
  - Gutters
  - Chimney caps
  - Light fixtures
  - Hardware
  - Outdoor equipment (e.g. Kitchen, Grills, etc.)
  - Fencing
  - Custom elements
  - Water collection systems
  - Balconies
  - Railings
  - Plant and exterior light selections
- Preconstruction items [STAGE: FINAL APPROVAL / PRECONSTRUCTION]
  - Construction Deposit (Refundable upon satisfactory completion if not used) \$10,000.00
  - Owner, builder and subcontractor contact information (name, email, cell phone)
  - Acknowledgement of the building rules and regulations per the Frieden documents (CCRs, Design Guidelines, etc.)
  - Copy of City of Fredericksburg Building Permit (once complete)
    - Final electronic documentation of all requests outlined above as approved by FR and City of Fredericksburg provided on flash drive

## OTHER FR SUMMARY INFO

- It should be recognized that no assertion, warranties or claims are made by the Fredericksburg Development, Inc., the POA, the FR or otherwise (the “Frieden Group”) as to the adequacy of any builder, contractor or otherwise. All Owners engage professionals of this nature at their own risk and accordingly should make sure they do so carefully. All contracts and agreements are between the Owner and these individual contractors and accordingly, the Frieden Group bears no responsibility, financial or otherwise, with regard to the work done under these arrangements.
- Strong attention should be paid to the style aspects of the official FR guidelines. Frieden is a modern farmhouse community. As such, homes that do not reflect that style will not be approved.
- Once we receive the information described herein, we can work to complete the review. Reviews **WILL NOT** begin until **COMPLETE** information is submitted.
- The processes and requests described here and in the detailed documents of the community can and will be modified for each individual processes. As requests are made, denied, satisfied, etc., the process in its entirety will need to be followed and completed. The FR has the autonomy and flexibility to enforce what it deems necessary to protect the overall integrity of the neighborhood.
- Once the above requirements are met and plans are adequately submitted to the full satisfaction of the FR and approval is received, please know that there will be reviews of the construction as it progresses and that any deviations from approved plans will be required to be remedied at the full cost of the lot owner, unless approved by FR in their discretion.
- Additionally, if you fill or grade the lot, please be aware that it will be your responsibility to ensure that water drains from your lot to the same locations after the changes as it did before with the previous plans. Any issues in this regard will be remedied at the full cost of the lot owner, unless approved by FR in their discretion.
- We also encourage you to contact NextStream (our internet provider) to discuss how to work with them to get the best possible fiber service for your home. This includes installing an empty conduit for a fiber line from the curb to the house. Several of our early builders didn’t do this, and the homeowners had to pay for the conduit installation after their landscaping was already in.
- Please review all requirements with respect to builders, subcontractors and any other vendors engaged by Owner in conjunction with the construction of the home. All violations to these guidelines could result in fines and/or additional costs to the lot owner if disrespected, ignored and/or ultimately not remedied.
- Please be aware that Fredericksburg is a designated Dark Sky Community. Accordingly, the City has specific outdoor lighting ordinances, which can be found [HERE](#). The Developer, POA, FR or anyone else associated with Frieden bears no responsibility for compliance with these ordinances, or the related costs. City inspectors have and will inspect residences to make sure they are in compliance. Any violations of these codes will be enforced by the city and could have a cost should ordinances not be followed.