



CONTRACTOR REVIEW COPY

A fence-approval packet, prepared for the handoff.

A fictional, abbreviated example showing how HOA Prep organizes a homeowner's submission materials for contractor review.

SAMPLE COMMUNITY	Cinco Ranch - Katy, Texas
SAMPLE PROJECT	Like-for-like wood fence replacement
PACKET ID	SAMPLE-CR-001
SOURCE VERSIONS	Guidelines: April 2026 Application: June 17, 2026

FICTIONAL SAMPLE - NOT FOR HOA SUBMISSION

No real homeowner, property, contractor quote, survey, or approval is represented.

HOA Prep prepares administrative materials from supplied information. The homeowner verifies every fact, signs, and submits. The association makes the approval decision. No legal, engineering, architectural, surveying, permitting, or representation service is included.

PACKET CONTROL

Requirement checklist

Each requirement is tied to the source available for this example. A real packet would pin the exact documents supplied for the property and stop when required information is missing or conflicting.

STATUS	REQUIREMENT	SAMPLE PACKET TREATMENT	SOURCE
READY	Homeowner is applicant and must obtain approval before work starts.	Applicant responsibility stated on cover and handoff page.	ARC Application p. 1; Home Improvements page
READY	Separate modification application with complete supporting documents.	One fence project only; proposed packet contents indexed.	ARC Application p. 1
READY	Clean engineered lot survey plus a separate marked copy.	Exhibits A and B reserved; marked-copy example included.	ARC Application pp. 2, 4
READY	Fence location, dimensions, material, measurements, and gate details.	Project facts and contractor quote cross-checked; unresolved values flagged.	ARC Application pp. 2, 5
READY	Supporting drawings, photographs, material information, and samples as applicable.	Exhibits C-E indexed and named consistently.	ARC Application pp. 1, 4-5
MISSING	Current wood-fencing guidance available from the Association office.	Do not assume. Obtain and version-pin before final preparation.	ARC Application p. 5
VERIFY	Lot type and special fence conditions.	Confirm corner, entrance, greenbelt, or other special condition before relying on general rules.	Architectural Guidelines section 5.1.8
SIGN	Homeowner reviews facts, signs, and submits.	Signature and submission remain outside HOA Prep's authority.	ARC Application p. 3

Status legend: READY means the sample packet shows where the item belongs. VERIFY means the project fact cannot be assumed. MISSING means preparation must pause until the item is supplied. SIGN stays with the homeowner.

PROJECT CONTROL

Facts supplied vs. facts still needed

FIELD	FICTIONAL SAMPLE VALUE	CONTROL NOTE
Applicant	Sample Homeowner	Fictional name; homeowner remains applicant.
Property	1234 Sample Park Drive, Katy, TX	Not a real property. Legal association/section must be verified.
Scope	Replace existing rear and side wood fence	Like-for-like status must be confirmed against the existing condition.
Material	Treated cedar - working description	Exact grade, picket profile, finish, and current HOA guidance still required.
Dimensions	198 linear feet; height listed as 6 ft 6 in	Contractor must verify every measurement; lot-specific rule still controls.
Gate	One side-yard gate; 42 in working width	Location, swing, construction detail, and permitted width require verification.
Timing	Proposed start after written approval	No construction should begin based on this sample.

Open items before a real packet could be finalized

1. Obtain the current wood-fencing guidance referenced by the application. 2. Confirm the correct Cinco association and neighborhood section. 3. Verify lot type and any corner, entrance, greenbelt, wall, easement, or special fence condition. 4. Receive the clean and marked engineered lot survey. 5. Confirm exact fence and gate specifications, finish, photos, and contractor quote.

FILE CONTROL

Exhibit index and naming

A real delivery uses consistent names so the homeowner can identify every attachment before submitting through the association's required channel.

EXHIBIT	FILE NAME	PURPOSE	STATUS
A	01_Clean_Engineered_Lot_Survey.pdf	Unmarked property survey supplied by homeowner.	Required
B	02_Marked_Survey_Fence_Location.pdf	Fence line, gate, measurements, and location relative to property controls.	Required
C	03_Contractor_Quote_and_Scope.pdf	Project scope, dimensions, materials, and contractor information.	Required
D	04_Fence_Material_and_Gate_Details.pdf	Picket profile, finish, height, gate construction, and product information.	Required
E	05_Current_Condition_Photos.pdf	Existing fence, street-facing sides, gates, tie-ins, and work area.	Required
F	06_Homeowner_Review_and_ARC_Application.pdf	Drafted administrative fields for homeowner verification and signature.	Homeowner

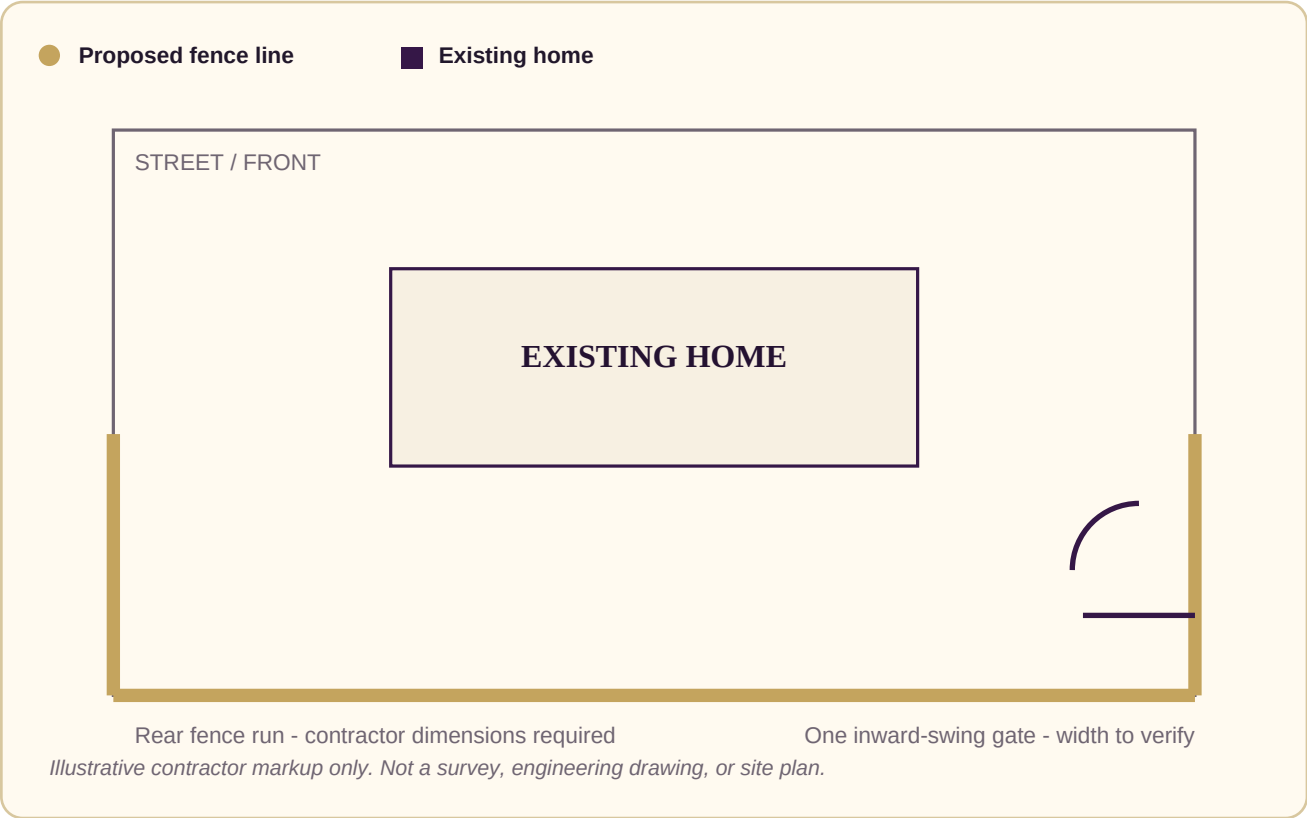
Homeowner handoff

Before submission, the homeowner compares every drafted field to the source documents, confirms that the proposal matches the contractor's scope, signs the association's application, and submits the complete file set to the association. HOA Prep does not sign, submit, or represent the homeowner.

EXHIBIT B - ILLUSTRATIVE MARKUP

Proposed fence location

This diagram demonstrates the kind of labeled markup that can accompany a contractor-prepared plan. A real packet would use the homeowner's supplied engineered lot survey and exact contractor measurements.



HOLD POINT

Do not convert this illustration into a factual site plan. HOA Prep does not create, alter, or certify surveys. Exact lot lines, easements, setbacks, dimensions, and placement must come from the homeowner's survey and contractor materials.

SOURCE CONTROL

Documents used for this example

The sample uses current public materials available on August 25, 2026. A real job requires the documents applicable to that homeowner's exact association, neighborhood section, and property, plus any later amendment or portal instruction supplied by the homeowner.

SOURCE	VERSION / USE
Cinco Residential Property Association - Home Improvements	Public page accessed August 25, 2026. Establishes prior approval, homeowner responsibility, application path, and submission email. https://www.cincoranch.life/info.php?pnum=15cddf464d5d64
Recorded Architectural Guidelines 2026	Reference copy dated April 2026. Section 5.1.8 contains fence and gate standards with lot-type and special-condition branches.
Request for Approval of Modification	CRPA application last updated June 17, 2026. Pages 1-5 establish homeowner responsibility, completeness, survey/markup, supporting-document, fence-detail, signature, and submission requirements.

What this sample proves	HOA Prep can make the administrative handoff orderly, source-aware, and explicit about missing information. It does not prove that the fictional project complies, that an association will approve it, or that the listed source set is complete for any real property.
-------------------------	--

We make the packet. You build the project.