

**EMERALD BAY MUNICIPAL UTILITY DISTRICT**  
**FINAL AND APPROVED**  
**MINUTES OF SPECIAL MEETING**  
**AUGUST 7, 2012**

The Board of Directors of the Emerald Bay Municipal Utility District met in special session on Tuesday, August 7, 2012, at 1:00 p.m. at the District's Office, 155 LaSalle, Bullard, TX 75757. Present were Directors Dwight Cole, Jaymie Foote, Bill Harris, Deena Johnson, and Paul Randolph. Two District members were also in attendance.

President Harris called the meeting to order at 1:04 p.m. and asked Director Foote to present the proposed procedures for residential construction and fees for building permits and inspections. The EBHOA Architectural Committee will be responsible for reviewing and approving the pre-construction plans for building permits. It was noted that the water drainage plan on the building site shall be the responsibility of the property owner and their contractor, and any questions regarding the drainage plan shall be directed to the Emerald Bay Homeowners Association (EBHOA). (Note: Director Harris suggested inserting language from the HOA bylaws or covenants that address drainage issues.)

After the property owner receives EBHOA building permit approval, the property owner must obtain a construction permit from the District. Director Foote noted it is the responsibility of the property owner to have the property corners clearly identified and marked before commencing construction. The Emerald Bay HOA setbacks will be required on the pre-construction site plan at the property owner's expense in coordination with their contractor. Setbacks are defined as building line and should be located by survey.

Indepth discussions ensued regarding all requirements of the submittal procedure for residential construction. The following modifications were suggested: (1) change base fee to \$1,000 and delete setback verification; (2) change living area to square footage under roof for basis of 15 cents per square foot charge; (3) delete charge of 10 cents per square footage for garage; (4) change multi-family dwelling fee to \$1,000 per unit for first four units and change living area to square footage under roof for basis of 15 cents per square foot charge; and (5) delete charges for garages, porches and/or patios. **Director Johnson made a motion to accept the proposed Submittal Procedure for Residential Construction with noted modifications and approve the building permit rate of \$1,000 base fee plus an additional fee for under roof square footage at \$.15/square foot, and a flat fee of \$750 for demolition of a residence. Upon second (Randolph), the motion was approved by unanimous consent.** Revenue collected through construction and permit fees will be allocated solely to the road maintenance fund.

There was additional discussion regarding charges to be levied to cover plumbing, mechanical, and electrical inspections for residential construction. It was determined that interim fees should be established pending finalization of inspection requirements. **Director Foote made a motion to set interim fees for plumbing, mechanical, and electrical inspection permits at \$175 per inspection and a \$50 inspection fee for swimming pools. Upon second (Randolph), the motion was approved by unanimous consent.**

The permit application refers to the provisions of the 2006 International Residential Code and adoption of an Ordinance relating thereto. It was suggested that adoption of the Code be tabled pending further investigation to ascertain whether the District is required to adopt said Code in order to issue building permits and conduct inspections.

There being no further business, the meeting was adjourned at 3:10 p.m. upon motion duly made (Foote) and seconded (Johnson) with unanimous consent.

Respectfully submitted,

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Deena M. Johnson  
Secretary

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William F. Harris  
President

Attachments:  
Submittal Procedure for Residential Construction  
Residential Construction Permit Application