

DESIGN GUIDE

For

Woodland Oaks



Single Family Residential Areas

If conflicts between the DCC&R and this document exist, the provisions of the DCC&R will prevail.

Approved by
The Board of Directors of the WOHA
June 2007

This document supersedes the Design Guide dated July 1992

WOODLAND OAKS DESIGN GUIDE

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WOODLAND OAKS

Architectural Design Guide

1.0. PURPOSE: This Design Guide has been developed by the Architectural Control Committee (ACC) and approved by the Board of Directors to help single-family residential property owners of WOODLAND OAKS understand the procedures and controls that apply to each residential lot in their community.

Property owners here are concerned about the beauty and value of their community. They want to ensure each home and the improvements around it are well designed, well constructed, and that suitable materials are used. The information contained in this guide will provide each property owner assistance in obtaining approval for desired or needed construction and/or improvements as quickly as possible.

2.0. COVENANTS, CONDITIONS AND RESTRICTIONS: To protect everyone's investment in the community, certain provisions have been made:

- The Homeowners Association has been created and each owner of property in the subdivision is automatically a member and,
- A legal document has been established to describe the minimum standards for the subdivision. This document is called the "Declaration of Covenants, Conditions and Restrictions (DCC&Rs) for Horseshoe Oaks (dba "Woodland Oaks Homeowners Association, Inc.").

Similar DCC&Rs have been used successfully for many years in residential and mixed-use developments to ensure that each owner has a clear interest in the betterment of the community. These protective covenants help ensure a quality environment and attractive improvements which are harmonious with their sites.

The purpose of the DCC&Rs is to enhance the environmental quality and the economic values of the community. The core of any set of protective covenants must be reasonable rules, regulations and guidelines for improvements constructed on lots in the community. They cover basic considerations such as setbacks, allowed land uses, materials, colors, etc. to be used, and the procedures for dealing with non-compliance. The following pages describe some of the DCC&Rs which apply to Woodland Oaks and the means of administering and enforcing them. While effort has been made to cover most issues, this Guide is not exhaustive nor meant to address all conceivable issues, facts or circumstances.

Note: For all applicable restrictions and additional information, owners should refer to the DCC&Rs. If conflicts between the DCC&Rs and this document exist, the provisions of the DCC&Rs will prevail.

3.0. DEFINITION OF TERMS: Terms, in addition to the list below, can be found in the DCC&Rs.

3.1. Residential Improvement: Any addition or change to raw land including residential houses, room additions, patios, decks, patio covers, outbuildings, storage sheds, play structures, fences, walls, hedges, signs, poles, antennas, paved areas, swimming pools, exterior illumination, window air conditioners and any other exterior construction or installation with the exception of landscape sprinkler systems.

3.2. Property: All surface real estate within the boundaries of Woodland Oaks that is subject to the provisions of the Declaration of Covenants, Conditions and Restrictions.

3.3. Single Family Residence: One single family residential dwelling not to exceed three (3) stories in height and a private enclosed garage for not less than two (2) or more than three (3) automobiles, or for any purpose other than as a private residence for the owner, his/her family and guests.

4.0. THE ARCHITECTURAL CONTROL COMMITTEE: The Architectural Control Committee (ACC) for Woodland Oaks has been established by the DCC&Rs. Its members are appointed by the Homeowners Association Board of Directors and serve without pay. The ACC has the responsibility and authority to review and approve or deny plans and specifications for all improvements to property in Woodland Oaks on a case-by-case basis and to make any changes to these guidelines as they deem necessary in accordance with the provisions of the DCC&Rs as stated below:

“No building, structure or other improvements of any kind or character shall be commenced, erected, placed or altered on any subdivision Lot until the construction plans and specifications thereof showing the nature, shape, dimensions, materials and exterior color scheme of the proposed improvements shall have been submitted to and approved in writing by the Architectural Control Committee. The decision of the ACC shall be final, binding and conclusive.” (DCC&Rs, Article II)

5.0. THE REVIEW PROCESS: The ACC review process involves the evaluation of proposed changes on the basis of the DCC&Rs and this Guide and not with respect to building code compliance or structural integrity. Nothing in this review process or this Design Guide removes from the owner of a particular Lot, the responsibility to comply with all local, state and federal regulations that may apply to the development of a lot. The owners shall be responsible for ascertaining the applicability of all current State, Guadalupe County and City of Schertz regulations pertinent to their lots.

5.1. Submittal: Regardless of the type of the improvement proposed by the owner, the review process begins with the submission of the information which the ACC can review to approve or deny the proposed improvements. The ACC will work with the applicant to shorten the time required for the review process. Submittals should include, as a minimum:

a. A simple site plan of the improvement, preferable on a copy of the lot survey showing the dimensions and relationships of the improvement to the existing improvements, easements and setback lines. (Note: A copy of the lot survey can be obtained from any title company or the Guadalupe County Clerk.)

b. A complete description of the improvement accompanied by the necessary drawings, sketches, pictures, brochures, photographs, color schemes and/or specifications to adequately describe the proposed improvement.

c. Approval of plans will be based on compliance with the DCC&Rs, the adequacy of site dimensions, conformity, and harmony of external design including complimentary color schemes.

For example:

For fence construction: Submit a description of the type of material to be used, the color of any stain or finish proposed (including a color sample, if available), and a plan showing the location and construction details of the proposed fence.

For patio covers: Submit a description (including color samples, if available) of all materials involved in the proposed addition; roofing materials, structural members, siding, patio surface, paint color, etc., together with plans, dimensions and elevations of the improvement.

For outdoor lighting: Submit a description of the type of fixture (include a copy of the manufacturer's brochure, if available), and a description of the proposed placement of fixtures and the wattage of the fixture.

If the review process for the proposed improvements is carefully followed, homeowners can receive a quicker response from the ACC. Please see attachments for an example of a submittal package.

Architectural review packages or questions concerning the review process should be submitted to:

Woodland Oaks HOA Architectural Control Committee (ACC)
1056 Woodland Oaks Drive
Schertz, TX 78154

5.2 The Review. After reviewing each submission, the ACC will approve or deny each design submittal.

- a. If the ACC fails to approve or deny preliminary or final design submittals within thirty (30) days of receipt by the ACC, it can be assumed that the ACC has approved them. However,
- b. The ACC may request additional information and specify a deadline for submission of such information. If the ACC does not believe it will have sufficient time to meet the deadline to approve or disapprove a request within thirty (30) days from receipt, it may disapprove a request, and then reconsider it later,
- c. If the requested information is not received, the request will automatically be denied.

Approval of plans will be based on the adequacy of site dimensions, conformity and harmony of external design including complimentary color schemes, and of location with neighboring structures and sites, and compliance with the specific and general goals of the DCC&Rs and this Guide. If plans and specifications are not sufficiently complete or are otherwise inadequate, the ACC may reject them totally or may approve or disapprove a part of the submittal. ACTION BY THE ACC WILL BE FINAL.

5.3 Variances. The ACC may grant a variance to the DCC&Rs, with regard to improvement requests, upon submission of a written request. To be granted the variance, the owner must demonstrate that the improvements proposed are consistent with the general architectural style and design of the community. These improvements must also be in harmony with the natural and built surroundings.

5.4 Modifications and Waivers. Applications for modification or waiver of any requirement of the DCC&Rs or this Guide must be submitted in writing and shall contain such information as the ACC may prescribe. Requests shall show that the application of such requirements, under the circumstances, creates unnecessary and undue hardship relating to the special health needs and well being of the homeowner and that its modification or waiver will not be detrimental to the owner of any other lot.

6.0 HOME IMPROVEMENT CRITERIA. Improvements which require review and approval by the ACC include but are not limited to:

*Additions * Antennas * Basketball Backboards * Buildings * Clothes Lines * Decks * Fences * Garages *Garage Doors * Garbage and Refuse Disposal * Gazebos * Hedges * Lighting * Outbuildings * Play Structures * Roof Structures * Satellite Dishes * Storage Sheds * Walkways * Window Air Conditioners * Front Doors * Storm Doors * Color Schemes.

ALL VISIBLE IMPROVEMENTS ANYWHERE ON THE EXTERIOR OF THE PROPERTY, WHETHER ON THIS LIST OR NOT, REQUIRE APPROVAL BEFORE INSTALLATION BEGINS.

6.1. Home Improvement Standards and Design Criteria. The following provides assistance to the homeowner to properly plan and submit requests for typical improvements. It also assists the ACC and Deed and Restriction Committee in reviewing and providing timely responses to those requests.

Antennas. No radio or television aerial wires or antenna shall be maintained on any portion of any lot forward of the main ridgeline of the house or forward of the midpoint of the main ridge in the case of a house whose main roof ridge line is not parallel to the front lot line. Furthermore, no radio or television aerial wires or antenna shall be placed or maintained on any lot, which extends more than ten (10) feet above the highest part of the roof of the main residence or said lot. No discs, dishes, satellite or other television equipment which is visible from the streets or common areas shall be maintained on any lot without the approval of the ACC. IN NO EVENT SHALL ANY RESTRICTION, RULE OR GUIDELINE, OR DECISION OF THE ACC, ON ANY COMMUNICATION ANTENNA OR SATELLITE DISH UNREASONABLY DELAY, PREVENT OR INCREASE THE COST OF INSTALLATION, MAINTENANCE OR USE, OR PRECLUDE RECEPTION OR TRANSMISSION OF AN ACCEPTABLE QUALITY SIGNAL. THE ACC SHALL RESPOND TO ALL SUCH REQUESTS AS QUICKLY AS POSSIBLE, AND SHALL GRANT A VARIANCE FROM THESE RULES WHENEVER NECESSARY TO AVOID UNREASONABLE INTERFERENCE OR PREVENT RECEPTION OR TRANSMISSION.

Basketball Goals. Basketball backboards or similar equipment shall not be mounted on the dwelling. Removable posts with a buried sleeve are preferred. Posts shall be installed on the side of the driveway a minimum of fifteen (15) feet from the curb. When no longer in use, they should be removed.

Boats. See Parked Vehicles.

Buildings. No structure of a temporary character shall be used on any lot at any time as a residence.

Campers and Recreation Vehicles. No trailer, camper, or similar vehicle shall be connected to utilities situated within a lot for an excessive period of time. See Parked Vehicles.

Clotheslines. Outside clotheslines shall not be erected, placed or maintained on any lot unless they are screened from view from the street.

Commercial Vehicles. See Parked Vehicles.

Decks. Unpainted cedar or redwood lumber is recommended for all exposed raised-deck construction; however, treated lumber is an acceptable alternative. Decks must be made of wood and if painted or stained, should match the color of the house.

Exterior Lighting. No exterior lighting of any sort shall be installed on a lot where the light source is offensive or a nuisance to neighboring property except reasonable security or landscape lighting.

Fences, Walls and Hedges. No fences, walls or hedges shall be built or maintained forward of the front wall line of the main structure, not including decorative walls or fences which are part of the architectural design of the main structure. No fences shall be built in front of the electrical meter installation on the side of any home. No chain-link fence may be built or maintained on any lot. No fence, wall or hedge shall be built or maintained which exceeds a height of seven (7) feet. All lots having rear utility easements shall have a twelve (12) foot removable section of fence to permit service access for the utility companies.

Fence posts must be placed on the inside face of fencing visible from public streets. No fence, wall or hedge or shrub planting which obstructs sight lines shall be placed or permitted to remain on any corner lot within the triangular areas formed by the street property lines and a line connecting them at a point twenty-five (25) feet from the intersection of the street line or in the case of a rounded property corner, from the intersection of the street line extended. The same sight line limits shall apply on any lot within then (10) feet from the intersection of the street property lines with the edge of a driveway or alley pavement.

Alterations of fences or fence lines must be approved by the ACC. No barbed wire, metal or fiberglass fencing is permitted.

Masonry type fences and color must be approved by the ACC.

Hedges are encouraged as a screening device. Xeriscape or drought-tolerant plants, bushes, shrubs are encouraged to help minimize water use. The following species are recommended plant materials for hedges:

*Hollies	*Pittosporum
*Hawthorn	*Junipers
*Photinia	*Cenizo

Flag Poles. Erection of flagpoles in the front yard MUST be approved by the ACC.

Garages. No garage may be altered or converted into living space if the alteration/conversion is apparent from the exterior of the house. See definition of Single Family Residence for other requirements.

Garbage and Refuse Disposal. Garbage (including grass cuttings) should not be placed in the street for scheduled city pick-up until the night before the scheduled pick-up. Trash, garbage and other waste shall be kept in sanitary containers for street pick-up. Garbage containers and recycle containers will be stored out of sight from the street, in the garage or behind the fence, on days other than scheduled pick-up.

No lot shall be used or maintained as a dumping ground for rubbish. No trash, ashes or other refuse may be thrown or dumped on any vacant lot, park or drainage area in the subdivision.

Garden Ornaments. There shall be no decorative ornaments such as sculptures, silhouettes, birdbaths, birdhouses, and fountains on front lawns or wherever visible from any street unless approved in writing by the ACC.

Maintenance of Property. Grass, weeds and vegetation on each lot shall be kept mowed at regular intervals. Trees, shrubs, vines plants that die shall be promptly removed from the property.

Lawns must be properly maintained.

Fences must be repaired and maintained.

No objectionable or unsightly usage of lots will be permitted which is visible to the public view.

Building materials shall not be stored on any lot except when being employed in construction upon such lot. Any excess materials not needed for construction and any building refuse shall be promptly removed from the lot.

Outbuildings. Every outbuilding, inclusive of such structures as a storage building, greenhouse, children's playhouse, shall be compatible with the dwelling to which it is added in terms of design and material composition. All such buildings MUST be approved by the ACC. In no instance shall an outbuilding exceed one (1) story in height or have a total floor space greater than ten (10) percent of the floor area of the main dwelling.

Parked Vehicles. No commercial vehicles, boats, recreation vehicles, campers, buses, trailers or inoperative vehicles of any kind shall be parked in front yards or driveways. All such vehicles must be kept, parked, stored or maintained either in the garage or behind a fence, which prevents the view from adjacent lots or streets.

No vehicle, trailer, boat, etc., shall be parked on any street for more than seventy-two (72) hours in a thirty (30) day period (City of Schertz Ordinance).

No dismantling or assembling of motor vehicles, boats, trailers or other machinery or equipment shall be permitted in any driveway, yard adjacent to the street, or streets except in emergency situations to get the vehicle in working order and moved.

Patios and Walkways. Patios and walkways should be designed to minimize the interference with established drainage patterns. Paving should be crowned or slightly sloped. Runoff from paved areas should be considered when planning such surfaces. Paving materials for patios and walks are normally made of concrete, but brick, stone and gravel may also be used; or the concrete can be textured, colored or laid in patterns.

Patio Covers. Solid patio covers must be compatible with the roof structure of the main dwelling so it appears more as a roof extension than a separate element. Open patio covers shall be considered as sunscreens where open beams and rafters are permitted. Open patio covers or sunscreens should be made of cedar or redwood; however treated lumber can be used as an alternative. Lumber other than cedar or redwood must be painted to match the color of the dwelling to which it is attached.

Pets. No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot, except for cats, dogs, or other generally recognized household pets.

Not more than two (2) adult dogs and two (2) adult cats may be kept on a single lot.

No pets may be allowed to be annoyance or nuisance to the neighborhood.

Play Structures. Play structures such as elevated playhouses should be made of cedar, redwood or treated lumber, if possible. The wood finish of a play structure should remain natural and blend with the natural color and texture of the surrounding privacy fence.

Play structures shall not be visible from the street. No metal, canvas or tarpaulin material shall be used as roofs.

Roofs. The roof of any building shall be constructed or covered with asphalt or composition type shingles of 230# or heavier weight with a color that would be dark brown or approximate the color of weathered cedar shingles. The decision of such comparison shall rest exclusively with the ACC. Any other type roofing material shall be permitted only at the sole discretion of the ACC upon written request.

Satellite Dishes. See Antennas.

Signs. No signs of any kind shall be displayed to the public view on any single family residential lot except for: one sign of not more than nine (9) square feet advertising the property for sale or rent, one security alarm sign placed up next to the front wall of the resident and one political sign limited to the period of the campaign.

Sprinkler Systems. Underground landscape sprinkler systems are recommended and encouraged as an efficient means of plant irrigation. No ACC review or approval is required. Contact the City Inspector for city requirements.

Trailers. See Parked Vehicles.

Window Air Conditioners. No window or wall type air conditioners shall be permitted to be used, erected, placed or maintained on or in any building in any part of properties, except that the ACC may, at its discretion, permit window or wall type air conditioners to be installed in such unit, when installed, they shall not be visible from the street. ACC approval is required.

6.2. Home Improvement/Maintenance. The owner or lessee of any lot shall have the duty and responsibility for keeping the premises, improvements, accessories, additions and landscaping in a well maintained, safe, clean and attractive condition at all times. No improvement shall be permitted to fall into disrepair. All improvements shall be kept in good repair and condition, painted or otherwise maintained. Such duty to maintain shall extend to all improvements located on subject lot.

6.3. External Colors Schemes: All exterior color schemes shall be submitted for approval to the Architectural Control Committee prior to execution. Color schemes shall be of like colors when viewed in respect of the entire neighborhood. No extreme, aggressive or abrasive colors shall be used in renovations. Pre-approved colors are on file with this committee for viewing by homeowners by appointment. These color selections are not manufacturer specific, and as such any manufacturer that homeowners select should be able to match these colors.

ATTACHMENTS

1. EXAMPLE OF PROPOSED IMPROVEMENT APPLICATION
2. DIAGRAM OF PROPOSED IMPROVEMENT
3. EXAMPLE MAP OF PROPERTY WITH LOCATION OF IMPROVEMENT

**WOODLAND OAKS HOA, INC.
ACC REQUEST FORM**

MAIL TO: ACC, 1056 Woodland Oaks Drive, Schertz, TX 78154

DATE: _____
TO: The Woodland Oaks Architectural Committee,
FROM: _____ **ADDRESS:** _____

PHONE CONTACT DAY: _____ **EVENING:** _____

REQUEST AC APPROVAL FOR ADDITION OF OR IMPROVEMENT TO:

- ☐ **Antenna/Satellite Dish:**
- ☐ **Structure/Addition:** (INCLUDE A DRAWING GIVING THE DIMENSIONS OF THE STRUCTURE, ESPECIALLY THE FINISHED HEIGHT FROM THE NATURAL SURFACE.)
- ☐ **Change of Exterior Paint Color:**
- ☐ **Fence/Wall:**
- ☐ **Other:**

REQUEST FOR APPROVAL OF VARIATION, ALTERATION OR CHANGE BECAUSE: (REFER TO SPECIFIC ARTICLE AND SECTION OF DECLARATION, HOW THE IMPROVEMENT WILL VARY, ALTER OR CHANGE FROM THE REQUIREMENTS IN THE DECLARATION, AND WHY SHOULD IT BE GRANTED.)

A Plat Map should be submitted with each request form to show the location of the improvement.

- ☐ Plat Map with proposed location of structure is attached.

The items checked below are provided with this application: (Please check items you are submitting to support your request.)

- ☐ List of materials to be used
- ☐ Sketch or List of Dimensions of the Structure, i.e. height, width and length
- ☐ Samples of material and paint colors
- ☐ Brochures/pamphlets/plans from contractor
- ☐ Other items:

CLEARLY AND ADEQUATELY DESCRIBE THE WORK PROPOSED .

I understand that the Architectural Committee will act on this request as quickly as possible and contact me regarding its decision. I do not intend to begin the property improvement/change(s) before the ACC notifies me of its decision.

I understand that I will be required to comply with all federal, state and local government requirements for installation of the improvements such as building permits, etc. and that ACC approval does not supersede governmental requirements.

SIGNATURE: _____ **DATE:** _____

INTENDED DATE OF CONSTRUCTION: _____

RETAIN COPIES OF ALL YOUR CORRESPONDENCE

Atch 1

SCALE NONE



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