



**STANDARDS  
FOR  
ARCHITECTURAL DESIGN  
AND  
PROPERTY MAINTENANCE**



**REVISED JANUARY 2012**

**Villages of Westcreek Owners' Association  
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San Antonio TX 78253-6021**

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# FOREWORD

San Antonio Savings Association was the original developer and declarant for the Villages of Westcreek Owners' Association, Inc., who wrote the original *Design Guide* in April 1991. The Architectural Review Committee (ARC) revised the *Design Guide* in January 1994. In August 1998, an 'ad hoc' working group, with input from homeowners and the Board of Directors, revised the *Design Guide* and titled it 'Standards for Architectural Design and Property Maintenance'. Since then, the Standards were revised in December 2004 and April 2010.

This document replaces the April 2010 'Standards for Architectural Design and Property Maintenance', hereafter referred to as 'Standards'. This document is formatted to allow filing in a regular three-ring binder and to make page changes, as necessary. In accordance with the Villages of Westcreek Owner's Association, Inc. 'Declaration of Covenants, Conditions and Restrictions', hereafter referred to as 'CC&Rs' is the basic document for which these Standards are based on. **Section 8.0, page 32 'APPENDIX'** is included specifically for the purpose of presenting and clarifying some of the more often misunderstood 'Standards' regarding property maintenance. **It also includes a list of improvements or changes that are allowed without having to request ARC approval.**

**Note:** The Standards and CC&R's may be viewed online at '[www.villagesofwestcreek.com](http://www.villagesofwestcreek.com)' by clicking on '**Documents>>**' and scrolling down to the appropriate document.

The 'Standards' have been revised by the ARC to include **1.** adding new information per changes to the Texas Property Code; **2.** adding new topics including those recently approved under Texas law; **3.** clarifying many topics; **4.** combining related topics; **5.** revising the titles of the topics; and **6.** reorganizing the contents as well as expanding the 'Contents' pages to make it easier to find the topic of interest.

Recommend that all copies of the previous revisions of the 'Standards' be recycled. Any feedback concerning this document is welcome and encouraged for submission to:

**Villages of Westcreek Owners' Association  
12395 Military Drive West  
SanAntonio, Texas 78253-0621**



## BOARD OF DIRECTORS

Board members are homeowners who are elected by other homeowners at our annual meetings. The Board consists of five (5) members: President, Vice President, Treasurer, Secretary and Assistant Secretary. They are committed to serving the community without pay, and usually meet once a month, in the evening and at the Community Center. Meetings are announced in advance via the internet and postings throughout the community. All residents are encouraged to get involved in community matters by attending these meetings and voicing your opinions/suggestions. There are various Committees and functions that are composed of part-time volunteers and there is always room for others. If anyone wishes to volunteer their time and talent, in any form, contact the Community Manager at 679-8761.

The current Board Members are identified on our website at '[www.villagesofwestcreek.com](http://www.villagesofwestcreek.com)' by placing cursor on '**About>>**' and click on '**Board of Directors**'.

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# INTRODUCTION TO THE REVISED 'STANDARDS'

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## **1.0 VWOA-DECLARATION OF COVENANTS, CONDITIONS & RESTRICTIONS (CC&Rs):**

**1.1 Purpose:** This legal document was established to provide reasonable rules, regulations and guidelines for improvements or changes on residential properties within the Villages of Westcreek (VOW). The CC&Rs are supplemented by the 'Standards' that apply to all single-family residential areas as well as commercial business and special use areas within the VOW. These Covenants 1. furnish formal and conclusive information regarding the rules of the Community; 2. provide for the legal enforcement of those rules; and 3. form the basis of what is typically known as a 'Deed Restricted Community'. For years, deed restrictions have been successful in many residential and mixed-use developments. These protective covenants provide the basis for providing a quality environment as well as assisting residents in maintaining the property values at their highest. Deed restrictions cover basic considerations such as allowed land uses, setbacks, utility easements, materials, colors, etc. to be used plus the procedures for dealing with non-compliance. Generally, their purpose is to 1. preserve, so far as possible, the natural beauty of the properties; 2. avoid harsh contrasts between structures and landscape; 3. guard against the use of unsuitable materials and the erection of poorly designed or proportioned structures; 4. encourage and secure the erection of attractive improvements that are harmonious and compatible with their sites; and 5. enhance and maintain the environmental quality and economic value of the owner's property.

**2.0 DEFINITION OF TERMS:** The following are some terms and their definitions that are used throughout the Standards:

**2.1 VOW:** Abbreviation for 'Villages of Westcreek'.

**2.2 ARC:** Abbreviation for 'Architectural Review Committee'. (Refer to page 8 for details)

**2.3 PIA:** Abbreviation for 'Property Improvement/Change Application'. This form is used for owners and non-owners to apply for an improvement or change to the outside premises of the dwelling. (Refer to page 9 under 'Property Improvement/Change Application' & page 35 for sample PIA)

**2.4 Non-owner:** Renter, Lessee or Property Manager.

**2.5 Resident:** Homeowner, Renter or Lessee.

**2.6 Variances:** Changes from the CC&Rs and Standards that are requested by the homeowner or builder and approved by the ARC. (Refer to page 9 for details)

**2.7 Modifications & Waivers:** Changes from the CC&Rs and Standards that are requested by the homeowner and approved by the ARC. (Refer to page 10 for details)

**2.8 Improvement/Change:** This term applies to the original construction and any change made thereafter to the dwelling's exterior and the entire outside premises of the property, such as painting, roofing material and equipment, storage buildings, fencing, fence staining, landscaping, flagpoles, concrete driveways and walkways, retaining walls, play equipment, swimming pools, lighting, color, shape and any other improvement/change that may not be included in this document.

**2.9 Plat/Lot Survey:** This form 1. shows the dimensions of the initial improvement, utility easements, setback lines, and drainage contour(s); 2. is usually provided at closing, but a copy may be obtained from the title company or the Bexar County Clerk's Office; and 3. is required for new improvements/changes to the outside premises of the dwelling unless approval

is not required in accordance with **Section 8.0, Sub-section 8.1** under ‘Allowed without ARC approval’. (Refer to **Section 8.0, Sub-section 8.6, page 35** for sample Plat/Lot Survey)

**2.10 Minor Streets:** Any two-way street with a right-of-way that measures less than sixty (60’) feet in width and fronts residential properties within the Villages of Westcreek.

**2.11 Major Streets & Roads:** Public thoroughfares with a right-of-way that exceeds sixty (60’) feet in width. Those within the Villages of Westcreek are: Military Drive West, Westcreek Oaks, Westcreek View and Grosenbacher Road.

**2.12 Temporary:** Refer to page 27 under ‘Temporary (Definition & Examples)’.

**2.13 Buildings:** Includes residential dwellings, storage sheds, greenhouses & gazebos.

**2.14 Structures:** Includes pergolas, children’s playground equipment, inground or portable basketball goals, outdoor antennas, inground flagpoles, clotheslines, retaining walls, fencing, wind turbines/windmills for electrical power, central air conditioners, and ground mounted solar panels.

**Note:** Additional definitions are listed in **Article I** of the VWOA CC&Rs.

### **3.0 HOW TO APPLY FOR IMPROVEMENTS OR CHANGES THAT REQUIRE**

**PRIOR APPROVAL:** Before owners may proceed with any plan to make improvements/changes to the outside premises of the property, as required herein, approval must be obtained from the Architectural Review Committee (ARC). Before non-owners may apply for improvements/changes other than those shown on **page 32** under ‘Allowed without ARC Approval’, written permission from the property owner must be provided to the VOW’s community center’s office for filing in the owner’s property folder. In either case, the Assessments, as established by the Board of Directors, must be current when requests are submitted. The ‘Standards’ provide the procedures and guidance to obtain approval for improvements or changes to the outside premises of the property.

**3.1 Architectural Review Committee (ARC):** The CC&R’s, require the Board of Directors to establish the ARC by appointing three (3) regular members and two (2) alternate members. They **1.** are volunteer homeowners who serve without pay; **2.** are sensitive to the desires and needs of owners and non-owners and will respond to each individual request while upholding the community’s general interests; **3.** have the authority to **a.** adopt and administer the review process on behalf of the VWOA; **b.** review and approve or disapprove plans and specifications for each request for improvements/changes to the outside premises of the owner’s dwelling; **c.** submit recommended changes to the PIA, as needed, to the Standards Superintendent for consideration; **d.** are authorized to make changes to this document as deemed necessary in accordance with the CC&Rs; and **e.** will make every reasonable effort to assist the applicant with their requests and any other concerns regarding the ‘Standards’. **Note:** In the event that a homeowner and members of the ARC are unable to reach a compromising solution to a specific situation, the ARC may contact a qualified professional to examine and provide recommendations, but only if the homeowner agrees and understands that he/she will be charged a reasonable fee for the actual cost for the service. If the homeowner does not agree, the ARC members will then have the authority to render the final decision. In any event, all ARC decisions shall be final and conclusive, and no owner or any other person, association or entity shall have any recourse against the ARC’s decisions or any member thereof, for its or such member’s approval or refusal to approve all or any portion of any submitted materials, or for any other decision rendered under the authority of this Declaration. (Refer to *VWOA-CC&Rs, Article IX in its entirety*)

**A. Primary Objective:** To enhance and preserve property values throughout the Community while being as consistent and fair as possible with their decisions and recommendations.

**B. Function:** With the exception of improvements/changes that do not require approval in accordance with **page 32** under ‘Allowed without ARC Approval’, no improvement or change to the outside premises of the dwelling may be commenced, erected, maintained or permitted to remain on any portion of the property until plans and specifications are submitted to the ARC for review on a PIA. (Refer to **Section 8.0, Sub-section 8.6, page 35** for sample PIA)

**1. Review process** begins with the owner. The Committee evaluates proposed improvements/changes using the CC&Rs and the Standards as references. The process does not include consideration of building code compliance or structural integrity which is the responsibility of the owners and builders. There is nothing in the CC&Rs, the Standards or the review process that exempts the builders and homeowners from their responsibilities of securing applicable permits/certificates and complying with all other requirements of the city, county, state and federal government that may apply to the development of that property. (Refer to *VWOA-CC&Rs, Article IV, Section 9.20*)

**2. Application procedure** requires that property owner **assessments** be current when submitting a Property Improvement/Change Application (PIA) to the ARC for prior approval. Additionally, requests from lessees/renters require current written permission from their property owners and filed with the Association. If you are not sure that your proposal is or is not approvable, call the Standards Superintendent at 679-8761 or submit a PIA, with all supporting information and documents, to the ARC for review.

**a. Property Improvement/Change Application (PIA)** is designed for owners and non-owners to request an improvement/change to the outside premises of the property in accordance with the Standards. The PIA may be obtained at the Community Center's office or downloaded from our website '[www.villagesofwestcreek.com](http://www.villagesofwestcreek.com)' by placing the cursor on '**Documents>>**' and click on '**Forms**'. The applicant is responsible for submitting a completed PIA with all applicable supporting information and documents to the Community Center's office no later than 12 noon each Monday (Tuesday if Monday is a holiday) to allow adequate processing time for presentation to the ARC on Tuesday evening.

**b. Application requirements** are as follows: **1.** A PIA must be submitted to the ARC for approval with a complete description of the proposed improvement/change. **2.** A complete description will make it easier for the ARC to properly, thoroughly and promptly render a decision without causing a delay. **3.** For example, a complete description usually requires a copy of the Plat/Lot Survey (if applicable) showing the location of the improvement/change as well as any applicable documents, materials, color samples, drawings, sketches, pictures, brochures, photographs and all applicable dimensions that adequately describe the proposal. **4.** If the Plat/Lot Survey is required and is not on hand, a copy may be obtained from your title company or the Bexar County Clerk's Office.

**c. Application review** will result in either approval or disapproval. ARC's review is based on the adequacy of the materials, site dimensions, conformity and harmony of external design including color schemes, location with respect to neighboring structures and properties in compliance with the specific and general intent of the Villages of Westcreek CC&Rs and Standards.

**d. The ARC** must act on initial proposals within fifteen (15) days after the PIA is received by the ARC or the PIA will be automatically approved. If the PIA does not include sufficient information to render an appropriate decision, the applicant will be informed in writing as to what information is needed. In the meantime, the PIA will be **disapproved** pending the receipt of the additional information. If the ARC requires an applicant to correct an improvement/change that does not comply with the Standards, the applicant will be given 30 days to make the correction.

**(1.) When the ARC approves an applicant's request**, ninety (90) days will be allowed to complete the project. If the project is still in progress or has not begun, the Monitor will inform the applicant that a new PIA must be submitted. **(Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey)**

(Refer to *VWOA-CC&Rs, Article IX, Section 9.12*)

**3. Variances:** The ARC may grant a variance to the CC&Rs or Standards if the homeowner or builder submits a PIA showing that the proposal will be **1.** beneficial and consistent with the general architectural style and design of the community; and **2.** compatible with the natural and built surroundings. A copy of the Plat/Lot Survey must also be included to show the location of the proposed change. Such requests, however, are exceptional and are not routinely approved. **(Refer to**

**Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey)** (Refer to *VWOA-CC&Rs, Article IV, Section 4.01 a., b., c., & d.; & Article IX, Section 9.13.*)

**4. Modifications & Waivers:** The ARC may grant modifications and waivers in accordance with the CC&R's and Standards if the homeowner submits a PIA showing that the modification is necessary due to an undue hardship relating to the special health needs and well-being of the resident or family member. The PIA must include a copy of the Plat/Lot Survey showing the proposed location and verification that a modification or waiver will not be **1. detrimental** (aesthetically or economically); or **2. disagreeable** to owner's of any other residential properties including the neighbors. A wheelchair access ramp or wrought iron railings at the main entry of the dwelling are examples of a qualifying modification. **(Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey)** (Refer to *VWOA-CC&Rs, Article IX, Sections 9.13 & 9.19*)

**4.0 EASEMENT ACCESS:** Members of the Board of Directors and the Architectural Review Committee, as well as the Superintendent of Standards, Standards Compliance Monitors and those that are responsible for managing the Villages of Westcreek, have a legally established permanent easement access to enter upon any and all residential properties within the Villages of Westcreek to verify compliance with the CC&Rs and Standards. Except for circumstances involving safety or health concerns, the VWOA associates mentioned above will make every attempt to obtain the resident's approval before entering the property beyond the fencing. The resident may authorize the associate(s) to enter the property with or without their presence, however, it is preferred that the resident accompany the associate(s) when possible. Property owners are responsible for maintaining a clear access to the easement area for any repair deemed necessary by the utility providers. Easements are created for a variety reasons such as **1. aboveground** utilities on towers; and **2. underground** utilities that are usually found on residential properties inside and next to the rear fence property line, however some are in the front yard. To determine if there is a utility easement on the property, refer to the Plat/Lot Survey. Other than seasonal plantings, anything of a permanent nature may not be placed on any utility easement. **(Refer to Section 8.0, Sub-section 8.6, page 35 for sample Plat/Lot Survey)** (Refer to *VWOA-CC&Rs, Article IX, Section 9.14; Article X, Sections 10.03 & 10.08; & Article XIV, Sections 14.01 & 14.05*)

**Note:** Trees or buildings/structures may **not** be permanently placed on utility easements as shown on the Plat/Lot survey.

## **5.0 VILLAGES OF WESTCREEK 'STANDARDS':**

**5.1 Primary Objectives:** Property owners in the Villages of Westcreek are firmly resolved to maintain the attractiveness and value of the Community. The **VWOA-CC&Rs** and **Standards** provide the basis to ensure that each home and the improvements/changes around it are well-designed, well-constructed, composed of suitable materials and the property appearance is maintained to keep the values at their highest. Curb appeal for all residences is a very important factor that interests prospective buyers or lessees when deciding on the areas to make their home. VWOA's primary objectives are more thoroughly defined throughout the *STANDARDS*.

**5.2 Development:** This document is an extension of the CC&Rs and provides information and guidance to assist applicants prepare a Property Improvement/Change Application (PIA) for submission to the ARC for review and approval. Various updates have been made since April 1991 to **1. help all owners and non-owners understand the policies and procedures that apply to each lot within the Community;** and **2. make them fair and equitable to all residents.** Before owners and non-owners may request improvements or changes, the owner's assessments must be current. However, non-owners must have written permission from their property owners and filed with the Association prior to submitting requests for improvements or changes. These Standards may also be viewed on the VOW's website 'www.villagesofwestcreek.com' and clicking on 'Documents'. **(Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA)**

**5.3 Purpose:** This document is designed to **1.** support the CC&Rs; **2.** make it easier for owners and non-owners to find the topic(s) of interest; and **3.** understand their responsibilities. The owners are responsible for informing those who lease/rent their property that they have certain responsibilities under these Standards and, that there is a **Welcome Package** designed for their use at the Community Center’s office. (Refer to *VWOA-CC&Rs, Article II, Section 2.02; & Article IX, Section 9.14*)

**5.4 Standards Compliance Monitors:** Monitors are part-time employees that randomly visit assigned areas to assist all residents in complying with the VOW Standards and CC&Rs. When certain conditions, on residential properties, need to be addressed by the owner/non-owner, in accordance with the ‘Standards’, Monitors will attempt to verbally contact the resident. If a responsible resident is at home, the Monitors are to provide the resident with a copy of a **Courtesy Notice & Reminder** and thoroughly discuss the contents and answer any questions before leaving the premises. If no one answers the door, the Monitors are to return later that day to make a second attempt to verbally explain the reason for their presence. At that time, whether the responsible resident is home or not, the notice is left at the door. This form **1.** identifies conditions that need to be addressed by residents in accordance with the Standards; **2.** requests a PIA be submitted to the ARC for approval if an improvement/change is in progress or has been completed without prior approval; **3.** provides the number of calendar days that are allowed to respond; and **4.** informs the resident that if they are unable to respond within the time frame provided, they may call the Standards Superintendent at 679-8761 and request an extension. (Refer to **Section 8.0, Sub-section 8.6, page 35 for sample Courtesy Notice & Reminder**)

**A. Unless safety or health concerns are evident,** members of the Association’s Management Staff, Standards Compliance Monitors, Board of Directors and Architectural Review Committee **will not** enter residential properties beyond the front fence gate without the resident’s approval. It is, however, preferred that the resident be present if possible. When property improvements or changes are approved by the ARC, applicants are provided 90 days to complete the project. After the 90 day period, Standards Compliance Monitors are required to **1.** contact the resident to schedule a date and time to enter the property to perform the inspection; and **2.** perform the follow-up inspection to assure that the project is completed and complies with the ARC’s approval.

If the project is still in progress, the Monitor must **1.** provide the applicant with a PIA with instructions that it must be submitted to the ARC to request an extension; and **2.** follow-up on its submission. If the project is not completed as approved by the ARC, the Monitor will provide the details to the Standards Superintendent who will inform the ARC or has never been started, inform the applicant that if the project is still planned, a new PIA must be submitted to the ARC for approval.

**Note:** If there is a conflict between this document and the CC&Rs, the CC&Rs will prevail. Various sections, herein, make reference to the Article(s) in the CC&Rs that supports that particular section.

**5.5 What Owners & Non-owners can do to keep the Monitors from having to Remind them of their usual Responsibilities:**

**A. Improvements or changes** to the dwelling’s exterior and the outside premises of the property **may not** begin until the ‘Standards’ are reviewed to determine if the owner or non-owner is required to request ARC approval. (Refer to **page 32 under ‘Allowed without ARC approval’**). If in doubt, either call the Standards Superintendent at 679-8761 for guidance or submit a PIA to the ARC for review and possible approval.

**B. It is unlawful to block the pedestrian’s use** of sidewalks and driveway aprons with motor vehicles, trash/recyclable containers and any other object. (Refer to **Texas Transportation Code, Title 7, Subtitle C., Chapter 545, sub-chapter G., Section 545.302 [2]**).

**To comply,** the best location for trash/recyclable containers or other refuse is in the street next to the curb, but no earlier than **5 PM** the day before the scheduled pickup. Then by **9AM** the following day,

empty containers must be placed out of sight from the street to present an attractive and clean appearance of the property.

**C. Repair/replace any portion of wooden fencing** that is broken, warped, missing or leaning from its intended position. If replacing portions that are currently stained as approved by the ARC, new wood must be stained the same color.

**D. Ground cover** such as natural grass, artificial/synthetic turf or xeriscaping is necessary to prevent soil erosion as well as presenting an attractive appearance throughout the neighborhood and to prospective buyers.

**E. All grass with or without weeds**, on the property, is to be maintained at five (5") inches or less in height.

**F. Discourage the growth of weeds** throughout the entire outside premises of the dwelling including those between the seams in the driveway, walkway, sidewalk and where the curb and street meet.

**G. Maintain attractive property** by keeping the lawn, driveway, walkways, sidewalk and street clear of trash, weeds, leaves, grass trimmings etc.

**H. All plantings closer than ten (10') feet from the curb** must be maintained to three (3') feet or less in height (measured from ground level) to allow motorists a clear view at intersections and while backing out of driveways.

**I. Remove or cut down** to ground level any dead trees and large plants.

**J. When not in use**, store water hoses with or without sprinklers next to the faucet; and aboveground pvc sprinklers out of site from the street.

**K. Follow the watering restrictions** as established by the San Antonio Water System's ([www.saws.org/conservation/aquifermgmt/yearround.shtml](http://www.saws.org/conservation/aquifermgmt/yearround.shtml)).

***Complying with these few rules are necessary for maintaining attractive and high valued properties.***

**6.0 CRITERIA FOR PROPOSED IMPROVEMENTS OR CHANGES TO THE OUTSIDE PREMISES OF THE DWELLING:** Specifications outlined in the following paragraphs apply to homeowners and non-owners. (A listing of items that do not require approval, is shown on page 32 under 'Allowed without ARC approval') Those not listed, are either not allowed or require ARC review prior to making any improvements/changes to the outside premises of the dwelling.)

The following are the most common improvements/changes requested by residents and are listed alphabetically. They are intended to assist residents to 1. properly plan and submit proposals for approval; and 2. support the ARC's review and timely response to applicants who submit PIA's for ARC approval. If considering improvements/changes that are not described herein, call the Standards Superintendent at 679-8761 for clarification or submit a PIA to the ARC for review and possible approval. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA)

**6.1 Address House Numbering:** A visible/readable address number is required for a timely and accurate response for all emergency vehicles and law enforcement officials. The street numbers must be 1. maintained on the dwelling not to exceed three (3") inches in height; and 2. fully visible from the street at all times. Local vendors will paint address numbers on curbs for a small fee that **do not require ARC approval**, however they will fade over time and is subject to being rubbed off by vehicle tires and/or street sweepers. Affixing additional addresses anywhere else on the property requires submission of a PIA to the ARC for approval to include the type of material, color(s), type of lighting, if any, and a copy of the Plat/Lot Survey showing the proposed location. (Refer to Section

**8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey)** (Refer to *VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; Article X, Section 10.09; & Article XIII, Section 13.03 d. & e.*)

## **6.2 Driveways, Driveway Aprons, Walkways, Sidewalks, Curbs & Streets:**

**A. Driveway width extensions** must be uncolored and broom-finished to match the driveway and, the width may **not** exceed the left or right outer corners of the garage. Any extensions beyond this limitation, such as brick, crushed granite, stone, flagstone, pavers, rock or gravel is considered as walkways and may be approved if it does not exceed three (3½) feet in width. A PIA along with a copy of the Plat/Lot Survey showing the proposed location must be submitted to the ARC for prior approval. (Refer to **Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey**)

**B. Damaged driveways, driveway aprons or frontal walkways**, regardless of the cause, must be repaired within a reasonable time period as agreed to between the owner and Standards Compliance Monitor and/or the Standards Superintendent.

**C. Damaged sidewalks, curbs or streets**, regardless of the cause, is the responsibility of Bexar County. The only exception is the Westcreek Gardens where the sidewalks, streets, curbs and streets are owned by the VWOA, therefore the Association is responsible for damages rather than the County.

(Refer to *VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; Article X, Sections 10.06 & 10.09; & Article XIII, Section 13.03 d. & f.*)

**D. Walkways in front & behind the fencing** may be concrete flatwork, concrete pavers, brick, crushed granite, stone, flag stone, rock or gravel. A PIA along with a copy of the Plat/Lot Survey showing the proposed location, materials and color must be submitted to the ARC for prior approval in accordance with the following:

**1. Concrete flatwork or concrete pavers installed in front of the fencing** may not exceed three and a half (3½') feet in width and must be broom-finished and uncolored.

**2. Concrete flatwork installed behind the fencing** may not exceed three and a half (3½') feet in width and must be designed to minimize interference with established drainage patterns and water drainage onto adjoining properties. Concrete may be colored, textured, or etched in patterns, but may not cover a utility easement if shown on the Plat/Lot Survey. If colored concrete flatwork or pavers is proposed, the preferred color should be compatible with the color scheme of the dwelling. Bold or bright colors may be approved on a case-by-case basis. Recommend walkways be illuminated with low intensity accent lights in areas that may be potentially hazardous. (Refer to **Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey**)

## **6.3 Exterior Building Material Requirements for Homes:**

**A. In single-family residential areas**, the exterior of the initial improvement is to be composed of a percentage of stone, brick, or comparable masonry including stucco.

**1. The exterior of primary improvements** erected on property with an area equal to or less than 5,000 square feet shall be composed of not less than twenty-five (25%) percent of stone, brick or comparable masonry material facing.

**2. The exterior of the first level of primary improvements** erected on property with an area greater than 5,000 square feet shall be composed of no less than seventy-five (75%) percent of stone, brick, or comparable masonry material facing.

**3. All walls of each single-family improvement** located on corner properties that face or fronts a street shall be composed of masonry from the ground to the top of the first floor window height, exclusive of openings and trim.

**B. In any commercial/business & special use area** building elevations must be faced with brick, stone, or other comparable masonry product as approved by the ARC.

**Note:** The use of HardiePlank (a non-wood cement-based product) or other similar material used as siding **does not** qualify percentage wise and **is not** an acceptable substitute for stone, brick, stucco, or other masonry products.

(Refer to *VWOA-CC&Rs, Article XI, Section 11.01 [1] & Article XIII, Section 13.03 d. [ii]*)

#### **6.4 Exterior Lighting:**

**A. Flood or security lighting** requires a PIA to be submitted to the ARC for prior approval along with a copy of the Plat/Lot Survey showing the proposed location. Lighting must be positioned to prevent glaring onto any street or neighboring properties. (Refer to **Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey**)

**B. Solar & or accent low voltage/wattage lighting** placed along driveways, walkways or flowerbeds do not require ARC approval if the numbers are reasonable.

(Refer to *VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; Article X, Section 10.09; & Article XIII, Section 13.03 g.*)

**6.5 Fencing & Staining:** Any change to previously approved fencing that surrounds residential properties, other than the exceptions explained below, require prior ARC approval.

**A. Wooden fencing**, on residential properties, require **1.** six (6') foot vertical pickets and posts such as cedar, redwood, oak, cypress or treated wood (not mixed); **2.** picket dimensions be either 1" x 4" x 6' or 1" x 6" x 6', but not mixed; **3.** posts to be 4" x 4" x 6' or 6 foot galvanized steel, rust coated steel or aluminum, but not mixed; and **4.** all posts must be inside the fencing that face any street. A manufactured product that has the graining appearance of wood will be considered for approval on a case-by-case basis. (Fencing located on adjoining property lines are the responsibility of both owners, thus the repair or replacement expenses should be shared **50/50**).

**1. Fencing** may not be **1.** placed any closer than five (5') feet from the forward corner of the dwelling (including the garage); and **2.** broken, rotted, warped, leaning or missing any boards.

**a. Wood** is subject to premature rotting if landscaping materials such as soil, grass, raised flower/vegetable beds, trees, bushes, etc. come into direct contact with the wood. Recommend installing a barrier between the landscaping and the fencing using materials such as removable timbers/masonry or other manufactured products. A minimum of six (6") inches of space is also recommended between the fence and any plants to allow fresh air and sunlight to minimize the mold from forming on the fencing.

**b. Pickets, boards & posts** replaced with the same materials and size as previously approved does not require ARC approval and pickets must be aligned with each other and across the top.

**c. Additional gates** require ARC approval. They must also, be **1.** of the same material, height, width and thickness as previously approved for the fencing; and **2.** stained (if applicable) the same color as previously approved for the fencing.

**d. Fence & gate stains** must not hide the original texture and appearance of wood. Prior to staining, a PIA along with the proposed color sample(s) must to be submitted to the ARC for approval. **Cedar, redwood or cypress** is the preferred stain color to provide continuity throughout the community.

**Note:** If staining is proposed for wooden fencing that is weathered/discolored, pressure washing is an excellent method of reviving the original appearance of wood before applying the stain.

**(1.) When replacing any portion of the fence** that is currently stained, as approved by the ARC, new wood must be stained with the same color.

**(2.) Re-staining** with the same color as previously approved, is permitted without ARC approval.

**2. Painting** wooden fencing is not permitted.

**B. Masonry fencing** may only be six (6') feet in height and installed on the rear and either side of the dwelling. (For fire safety, replacing wood fencing that borders a grassy and/or wooded area with masonry, may be worth consideration.) The request for prior ARC approval must include the proposed design and materials on the PIA along with a copy of the Plat/Lot Survey showing the proposed location.

**C. Wrought iron fencing & handrails:** Fencing is limited to six (6') feet or less in height and may only replace the back fence. A similar product may be approved on a case-by-case basis. In either case, the request for prior ARC approval must clearly describe the product and its necessity along with a copy of the Plat/Lot Survey showing the proposed location. For safety purposes, builders have initially installed handrails on the front porch and entrance steps of some homes, and others have been subsequently approved by the ARC. However, these items must be maintained such as removing chipped paint, repainting, removal of rust and repair of any other damage that may occur. Where safety is a concern, new or additional wrought iron handrails, must be submitted to the ARC for review and approval

**D. Barbed or chicken wire** as a substitute for wooden fencing is non-approvable.

**E. Wooden Fencing & staining along major streets** that border individual lots on Military Drive West, Westcreek Oaks, Westcreek View, Grosenbacher Road, Potranco Road and Talley Road shall be maintained according to the following:

**1. Fences** must be vertical and eight (8') feet in height or as originally built by the builder/developer. Repairs are the homeowner's responsibility, therefore, if any wood other than cedar is proposed, a PIA must be submitted to the ARC for prior review and possible approval. The type of wood and picket widths may not be mixed.

**2. Brick columns** that support the fencing, are also the homeowner's responsibility. Any repairs must match the original color of the brick or other materials. Any other color(s) must be submitted to the ARC with samples included with the PIA.

**3. Standardized stain** that is used for all fencing that face major streets throughout our community is 'Timberline by Olympic' or a 'Behr' equivalent.

**F. Removal of graffiti** from fencing on residential property that face any street, is the responsibility of the homeowner and those that face the major streets is the responsibility of the Association.

(Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; & Article XIII, Section 13.03 h.)

## **6.6 Flags of the U.S., Texas & any Branch of our Armed Forces:**

**A. Poles mounted on the dwelling** are allowed without ARC approval if they are **1.** only mounted on the dwelling; **2.** no longer than six (6') feet in length; **3.** are not made of PVC or similar material (steel, aluminum, bronze, wood or fiberglass is acceptable); and **4.** do not exceed two (2) per residence.

**B. Poles installed in the ground** require prior ARC approval. The pole must be **1.** no shorter than fifteen (15') feet; **2.** no taller than twenty (20') feet (commercial grade rust proof aluminum, fiberglass, stainless/carbon steel or bronze is approvable); and **3.** placed in front of the

dwelling, but no closer than ten (10') feet from the curb and no closer than five (5') feet from the property lines.

**1. Additional requirements:** **a.** Flag sizes are limited to 3' x 5'. **b.** The U.S. flag must always be on top of any others including the flag of any branch of the U.S. armed forces. **c.** If the U.S. Flag is flown at night it must be properly illuminated from the foot of the pole. **d.** Flags that become faded, frayed or torn are removed or replaced. **e.** Flags may not be affixed to any other object including trees. **f.** The halyard must be securely fastened to prevent the noise caused by winds banging them against the pole.

(Refer to Texas Property code, Chapter 202, Section 202.011) (Refer to VWOA-CC&Rs, Article IX, Section 9.14)

## **6.7 Furniture & Ornamentation outside the Dwelling:**

**A. In front of the fencing/dwelling:** Items such as adult wooden swings, wood arbors and trellises, chairs, benches, bistro tables and chairs, water fountains, statues, ornaments, lampposts, security lights or any other similar item require prior ARC approval. If in doubt, ask the Standards Superintendent at 679-8761 or submit a PIA to the ARC for review. The PIA must reflect as much descriptive information as possible such as color, dimensions, materials, size, etc. to include a copy of the Plat/Lot Survey showing the proposed location.

Significant determining factors in the review process will be if such items **1.** have curb appeal; **2.** esthetically enhance the property; and **3.** are not offensive to the neighbors. The ARC will not approve items such as vinyl or non-recycled plastic furniture; folding metal chairs; collapsible canvas or fabric chairs/lounges; and other similar furniture on the front porch, lawn or driveway as permanent fixtures. (For those that are non-approvable for the front of the dwelling, may be placed behind the dwelling.) If any cooking accessories are used in front of the dwelling, they must be stored out of sight as soon as possible after usage and the area cleaned-up immediately. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey)

**B. Behind the fencing/dwelling:** Items such as wooden swings, benches, chairs, rocking chairs (covered or uncovered), wooden arbors and trellises as well as bistro tables and chairs, and other similar items do not require ARC approval provided that such items **1.** do not exceed six (6') in height; **2.** are maintained in good condition; and **3.** are not offensive to the neighbors.

(Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; & Article XIII, Section 13.03 c., d. & e.)

**6.8 Guttering & Downspouts:** The color of the guttering and downspouts may not be reflective or bright and must be compatible with the dwelling's exterior. Downspouts must also be positioned to **1.** prevent soil erosion; and **2.** control runoff to adjoining properties and causing damage. If these terms are met, ARC approval is not required. (Refer to VVWOA-CC&Rs, Article IX, Section 9.14; & Article X, Section 10.06)

## **6.9 Outdoor Decorations for:**

**A. Holidays** may be displayed on the outside premises of residential properties, without ARC approval, if they are displayed no earlier than **1.** forty (40) days before Christmas; **2.** thirty (30) days before all other holidays; and **3.** removed no later than fifteen (15) days following the actual holiday's date (January 1 for the Christmas holidays).

**B. Special events** may be displayed on the outside premises of residential properties, without ARC approval, **up to three (3) days** for birthdays, anniversaries, newborns, returning veterans, etc. if the number of decorations are reasonably minimized. **Additional days require** prior ARC approval. Signs, decorations, balloons, etc. may not be placed anywhere else within the Villages of Westcreek including the properties fronting any entrance to the Villages of Westcreek.

(Refer to VWOA-CC&Rs, Article IX, Section 9.14 a.)

## 6.10 Outdoor Buildings & Structures:

**A. Buildings & structures in general** are those that are not attached to any other building or structure and may not be placed in the side setbacks. The request for prior ARC approval must be submitted on a PIA along with all supporting information and a copy of the Plat/Lot Survey showing the proposed location. It is preferred that they be centered between the side fencing to minimize visibility from the street. On a case-by-case basis, the ARC may approve a request for a paintable or stainable manufactured product if it has the graining appearance of wood and the roofing type and color is compatible with that of the dwelling. (**Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey**)

The size and placement requirements are as follows:

**1. Size limitations**, except for gazebos and pergolas, are limited to one hundred and twenty (120') feet in circumference and ten (10') feet in height as measured from ground level.

**2. Placement/location** must be behind the dwelling, but the approvable location depends on whether the building/structure is considered **temporary** or **permanent** as follows:

**a. Temporary** buildings/structures placed on non-permanent foundations, must be placed behind the dwelling, but **not** on utility easements as shown on the Plat/Lot Survey. Except for play structures, storage sheds, gazebos, pergolas and greenhouses may **not** be closer than two (2') feet from any fencing to allow space for maintaining the fencing and building/structure. All play structures may not be closer than five (5') feet from any fencing for safety purposes.

**b. Permanent** buildings/structures placed on permanent foundations must be placed behind the dwelling, but **not** on utility easements as shown on the Plat/Lot Survey. Except for play structures **none** may be closer than two (2') feet from any fencing to allow space for maintaining the fencing and building/structure. All play structures may not be closer than five (5') feet from any fencing for safety purposes.

**3. Storage sheds** are to be **1.** wooden; **2.** compatible with the type, texture, materials and color of the siding or trim of the dwelling; and **3.** compatible with the same type and color of the dwelling's roofing.

A manufactured product may be approvable if the **1.** colors are compatible with the dwelling; **2.** sturdiness and durability matches or exceeds that of a wooden shed; and **3.** graining appearance of wood and the roofing type and color is compatible with that of the dwelling. (**'Size limitations' and 'Placement/location' applies as described above on this page**)

**4. Greenhouses** with wooden frames may be **1.** left natural; **2.** clear-sealed; **3.** stained in accordance with the acceptable stains **on page 14 under 'Fence & gate stains'**; or **4.** painted with a color that is compatible with the dwelling. (**'Size limitations' and 'Placement/location' applies as described above on this page**)

### **5. Gazebos & pergolas:**

**a. Size is limited** to one hundred and forty four (144') feet in circumference and twelve (12') feet in height as measured from ground level,

**b. Cedar or redwood** is preferred and may be left natural, sealed or stained.

**c. Treated wood** may be left natural, clear-sealed, stained and or painted.

**d. Untreated wood** may be sealed, stained or painted.

**e. The roof** may be solid or open beam/rafter-type.

**f. Solid roofs** must match the type, material, style, color, texture and shingles as the roof on the dwelling.

**g. Open beam rafter-type roofs** must match the type of wood and color of the structure's frame work.

**h. A stainable or paintable manufactured product** having the graining appearance of wood and is rust resistant is an alternative that may be approved by the ARC on a case-by-case basis. For acceptable stains, refer to page 14 under ‘Fence & gate stains’. If painted, the color must be compatible with that of the siding or trim of the dwelling.

**i. Placement/location** is described above on page 17.

(Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; Article X, Sections 10.04, 10.08; & 10.10; & Article XIII, Section 13.03 d. & e.)

**6. Collapsible & portable canopies/gazebos** designed for easy set-up and storage, may be used temporarily for special occasions up to three (3) days, without ARC approval, **only** if placed behind the dwelling and stored out of sight following the event.

**7. Garages & carports:** Garage door(s) must be maintained in good condition including the paint and repair of any damage that occurs. Garages may not be altered or converted into living space if the alteration or conversion is apparent from outside. For conversions, the request (PIA) for ARC prior approval must include a copy of the Plat/Lot Survey showing a diagram of the proposal along with a complete description including, color, materials and measurements. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA and Plat/Lot Survey)

**a. Carports** are not permitted.

**8. Decks, covers & enclosures** require prior ARC approval.

**a. Decks,**

(1.) must be placed behind the dwelling;

(2.) may **not** be placed on utility easements as shown on the Plat/Lot Survey;

(3.) may extend past the outer edge of either side of the dwelling, but not within the side or rear setbacks;

(4.) may be left open or enclosed with screen or glass;

(5.) cedar, cypress or redwood is preferred;

(6.) may be left natural or clear-sealed; and

(7.) a PIA describing the materials, size and proposed color sample along with a description of the proposal along with a copy of the Plat/Lot /survey showing the proposed location is required for ARC review. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey)

**Note:** Treated or untreated wood or a stainable/paintable manufactured product having the graining appearance of wood is an acceptable alternative and will be considered on a case-by-case basis. If **staining** is proposed, the PIA must include the proposed color sample(s). For acceptable color examples, refer to page 14 under ‘Fence & gate stains’. If **painting** is proposed, the color must be compatible with the color of the siding or trim on the dwelling.

**b. Open covers** consisting of beams or rafters is considered a sunscreen. The cover must match the type of wood and color of the deck and the structure’s wooden or brick frame work. Approval of treated/untreated wood or a staintable/paintable manufactured product having the graining appearance of wood will be considered.

**c. Solid covers** must **1.** match the type of wood and color of the deck and the structure’s wooden or brick frame work; **2.** be compatible with the roof structure of the dwelling so that it appears as an extension of the roof rather than a separate element; and **3.** match the style, texture, and color of the shingles of the dwelling whether the shingles are composition, fiberglass material or a manufactured product having the textured appearance of composition or asphalt shingles. Approval of treated/untreated wood or a staintable/paintable manufactured product having the graining appearance of wood will be considered on a case-by-case basis. Except for approvable fiberglass shingles or metal roofing, other covers such as fiberglass, plastic panels of any kind or any other material that does not

have the color, style, and/or texture appearance of shingles will not be approved. (Canvas or tarpaulin is not allowed). Metal roofing is approvable if the dwelling's roof is the same and has been approved by the ARC. (Refer to page 34 under 'Metal Roofing')

(Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; & Article XIII, Section 13.03 d.)

**9. Patios, covers & enclosures** require prior ARC approval.

**a. Patios**

- (1.) must be placed behind the dwelling;
- (2.) may **not** be placed on utility easements as shown on the Plat/Lot Survey;
- (3.) may extend past the outer edge of either side of the dwelling, but not within the side or rear setbacks;
- (4.) must be designed to minimize any interference with drainage patterns as established by the builders;
- (5.) should be designed to allow water runoff and prevent ponding;
- (6.) surface materials are usually of concrete flat work, but brick, pavers, stone, granite, gravel, flagstone or tile is approvable;
- (7.) concrete flat work can be etched in pattern form, textured, or colored. If colored concrete flat work is proposed, earth tone or a color that is compatible with the color scheme of the dwelling is recommended;
- (8.) bold or bright colors may be approved on a case-by-case basis;
- (9.) during darkness, patios may be lit with low-wattage lighting especially at the entrance(s) and potentially hazardous areas; and
- (10.) a PIA describing the materials, size and proposed color sample along with a Plat/Lot Survey showing the proposed location is required for ARC review. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey)

**b. Covers** may be open or solid 1. cedar, redwood or cypress; or 2. treated or untreated wood or a staintable/paintable manufactured product having the graining appearance of wood may be approved on a case-by-case basis. Canvas or tarpaulin covering is not permitted. (For details, refer to 'Open covers' and 'Solid covers' above on page 18.)

**c. Enclosures** may be 1. cedar, cypress or redwood; 2. treated/untreated wood; 3. stained/painted; 4. enclosed with screens or glass; or 5. a stainable/paintable manufactured product that may be approved on a case-by-case basis. If staining, refer to page 14 under 'Fence & gate stains'. If painting, the color must be compatible with the color of the siding or trim on the dwelling.

**10. Antennas** used to receive radio/TV transmission or any other form of electromagnetic signals including HAM Radio Operators do not require ARC approval if 1. the signals transmitted by Ham operators do not interfere with radio or television reception; 2. installed behind the dwelling; 3. **not** installed within the utility easements; 4. located where it may not fall on utility or power lines due to high winds/storms; and 5. they do not exceed ten (10') feet above the highest roofline of the dwelling.

**11. Clotheslines & other outdoor drying facilities:**

**a. Clotheslines** do not require ARC approval if 1. placed behind the dwelling; 2. are no taller than six (6') feet in height to restrict its visibility from the street; and 3. they are not permanently installed within the side setbacks or on utility easements as shown on the Plat/Lot Survey. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample Plat/Lot Survey)

**b. Other facilities used for drying or airing laundry** must be 1. placed behind the dwelling or on the utility easement; 2. screened to prevent visibility from the street if it exceeds six (6') feet in height; and 3. placed no closer than two (2') feet from the fencing. To apply, a

PIA including a full description and dimensions of the equipment along with a copy of the Plat/Lot Survey showing the proposed location must be submitted to the ARC for approval. (Refer to *VWOA-CC&Rs, Article XIII, Section 13.03 m.*)

**12. Retaining walls** require ARC approval by submitting a PIA to include the materials, color, height as measured from ground level and a copy of the Plat/Lot Survey showing the proposed location. **None** may be placed on a utility easement as shown on the Plat/Lot Survey. Walls that are **1.** four (4') feet or less in height do not require a permit unless the wall supports a surcharge; and **2.** greater than four (4') feet in height (with or without a surcharge) requires a permit.

The height is determined by a measurement from the bottom of the footing to the top of the wall. (Refer to **City of San Antonio Information Bulletin dated March 19, 2010 & revised July 26, 2010**) (Refer to *VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; Article X, Section 10.06; & Article XIII, Section 13.03 d. e. g. h. & i.*)

**B. Play structures, equipment & accessories:** Other than trampolines and basketball poles, all other play structures must be wood. For safety purposes, **all** play structures must be at least five (5') feet from any fencing. A PIA must be submitted to the ARC for approval along with a complete description such as the materials, dimensions, stain colors and a copy of the Plat/Lot Survey showing the proposed location. (Refer to **Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey**)

**1. Wooden play structures** must be cedar, cypress, redwood, treated or untreated wood. Cedar, cypress, or redwood left natural or clear-sealed is preferred. A stainable manufactured product that has the graining appearance of wood will be considered on a case-by-case basis. Treated/untreated wood or a manufactured product must be stained with cedar or redwood. These structures **1.** must be placed behind the dwelling, preferably centered between the side fencing, to minimize their visibility from the street; **2.** may **not** exceed twelve (12') feet in height as measured from ground level; and **3.** must be at least or five (5') feet from any fencing for safety purposes. For those with colored canvas or tarpaulin roof covering they must be replaced when they become faded or torn. (Refer to **Section 8.0, Sub-section 8.6, page 35 for sample Plat/Lot survey**)

**2. Basketball goals** proposed for installation in the ground with or without a sleeve requires ARC approval. They must be placed at least fifteen (15') feet back from the curb for safety purposes. Recommend placing the goal at the side of the driveway near the garage. Goals or any similar equipment may **not** be attached to any portion of the dwelling or any other object. The request for approval must be submitted on a PIA along with a copy of the Plat/Lot Survey showing the proposed location. If a slanted driveway hampers the usage of the goal, a viable option would be to place it behind the fencing. Whether a permanent play court is or is not proposed, ARC approval is required. However, in either case goals with a permanent play court may **not** be placed within **1.** the side setbacks; **2.** five (5') feet from any fencing; or **3.** on a utility easement as shown on the Plat/Lot Survey. (Refer to **Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey**)

**a. Portable goals** do not require ARC approval if the following rules are followed: **1.** Goals must be maintained at least fifteen (15') feet back from the curb for safety purposes. **2.** Place the goal upright next to the driveway near the garage. **3.** Other than homes facing Military Drive West, Westcreek Oaks, Westcreek View and Grosenbacher Road, portable goals are allowed to be placed in the street next to the curb, but **only if** the slanted driveway causes considerable difficulty for the players, and **only if** **a.** it is currently in use; **b.** it is placed back in its original location immediately after use; and **c.** the responsible resident assumes the relative safety and liability. A viable option would be to place the goal, behind the fencing. Whether a permanent play court is or is not proposed, ARC approval is required. However, goals with a permanent play court may **not** be placed within the side setbacks; five (5') feet from any fencing; or on a utility easement as shown on the Plat/Lot Survey.

**3. Trampolines** do not require ARC approval if placed behind the dwelling and placed no closer than five (5') feet from any fencing for safety purposes. It is preferred that the structure be centered between the side fencing to minimize visibility from the street.

**4. Play accessories** left in front of the dwelling such as tricycles, bicycles, wagons, scooters, skateboards, ramps and plastic basketball goals as well as beach, soccer and basketballs are to be stored away when not in use. (It is unlawful to block the pedestrian's use of sidewalks and driveway aprons.)

## **6.11 Outside Improvements/Changes to the Dwelling or other Buildings & Structures:**

**A. Awnings** installed over **1.** rear decking/patios; **2.** side entrances to the dwelling; **3.** outside buildings; or **4.** windows of the dwelling other than those facing the street require ARC approval. The material and color must be compatible with the masonry or house siding/trim and be clearly integrated into the design of the dwelling. Requests for approval must be submitted on a PIA along with a copy of the Plat/Lot Survey showing the proposed location. Canvas or tarpaulin awnings are not permitted. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey) (Refer to VWOA-CC&Rs, Article IX, Section 9.1)

**B. Burglar bars** may not be installed to the exterior of the dwelling or any other building on the property. (Refer to VWOA-CC&Rs: Article IX, Sections 9.02 & 9.14)

**C. Front door replacement** require ARC approval and may be wooden, metal or a manufactured product that can be stained or painted. The color must be compatible with the siding or trim of the dwelling. Unpainted metal doors are not permitted. In addition to selecting new doors with deadbolt locks, Government fire safety restrictions should be considered as well as those that are built to restrain break-in attempts. A PIA is required to include the material and color of the siding and trim of the dwelling. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA) (Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; & Article XIII, Section 13.03 d.)

**D. Storm doors** do not require ARC approval if **1.** they are full glass with or without a screen; **2.** they are color compatible with the siding and trim of the dwelling; and **3.** the appearance does not resemble burglar bars. (Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; & Article XIII, Section 13.03 d.)

**E. Painting** all or part of the dwelling or outdoor storage buildings, the same color as previously approved, does not require ARC approval. However, painting the dwelling's exterior to a different color also applies to storage sheds and requires a PIA along with proposed color sample(s) submitted to the ARC for approval. Colors are limited to shades of 'earth tone' and, most importantly, must be compatible with the masonry on the main dwelling. 'Earth tone' defined herein, are the varying shades of white, beige, brown, tan, gray and some shades of terra cotta, green and red. Other variations of 'earth tone' colors may be considered on a case-by-case basis.

**1. Paint colors** such as black and bright or bold colors of blues, greens, yellow, lavender, orange, pink and reds are **not approvable**. Paint colors on fascia boards, garage doors, the trim on windows and doors, rain gutters, or any wooden accent or trim must be compatible (deeper or lighter shade) with the principal color of the dwelling. A PIA must be submitted to the ARC for approval including the exterior's current colors and a sample of the proposed color(s). (Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; & Article XIII, Section 13.03 d.)

**F. Siding** for dwellings are available in various materials and require ARC approval prior to installation. HardiePlank lap siding is one of the most popular, however there are several others that are worth considering such as vinyl and aluminum (HardiPlank is not an acceptable substitute for stone, brick, stucco, or other masonry products). When choosing the siding that is the most practical and suitable, there are various considerations such as price, durability, color compatibility

with the dwelling, increased value of the property, and the various damages that each one is susceptible to, therefore the pros and cons should be viewed very carefully before making a decision.

**G. Window room air conditioners** for two story homes without a separate air conditioning unit to cool the second floor, may be approved on a case-by-case basis depending on whether it is **1.** considered to be in the best interest of the owner, renter, lessee or family members' special health needs and well-being; **2.** of slimline design that will not extend more than eight (8'') inches outside the dwelling; and **3.** not installed in any window facing the street. A PIA must be submitted to the ARC to include the depth of the unit along with a Plat/Lot Survey showing the proposed location.

**Note:** Lessees/renters must obtain written permission from the owner and submit it with the PIA. (Refer to Section 8.0, Sub-section 8.6, page 35 for sample Plat/Lot Survey & PIA) (Refer to VWOA-CC&Rs, Article IX, Section 9.14)

**H. Window solar screens** used to filter the sun may be installed without ARC approval if the color is compatible with the dwelling's brick and trim. Reflective window covering is not permitted.

**6.12 Property Maintenance including Lawncare, etc.:** When residential properties are not maintained in accordance with the Standards, their value devaluates and discourages prospective buyers. It also affects caring neighbors as well as the success of a well-managed Deed Restricted community. The Standards were established to assist all owners in maintaining the property's appearance in such a manner that the value is maintained at their highest.

**A. Owner & non-owner responsibilities** are the maintenance of the entire outside premises of the dwelling in a safe, clean and attractive condition at **all** times that includes the following:

**1. Ground cover** such as natural grass, artificial/synthetic turf or xeriscaping is **required** to prevent soil erosion and to enhance home values by maintaining attractive properties (includes the area outside the fencing on corner lots).

**2. No more than fifty (50%) percent of the front yard**, excluding driveways and sidewalks, may be covered by rock or other hard-surface material unless 'xeriscaping' is approved as described on **page 23**.

**3. Any plantings in front of the dwelling** that are closer than ten (10') feet from the curb, must be maintained at three (3') feet or less in height as measured from ground level. (Purpose is to provide motorists a clear view of pedestrians as well as street traffic at intersections or while backing out of driveways.)

**4. Treat bare and brown spots** to present a healthy and attractive lawn.

**5. Grass with or without weeds**, on the property, is to be maintained at five (5'') inches or less in height.

**6. Discourage the growth of weeds** on the entire outside premises of the property as well as those in flowerbeds growing between the seams of the driveway, walkway, sidewalk, and where the curb and street meet.

**7. Removal of trash, leaves, and trimmings** from the lawn, sidewalk, driveway and street.

**8. Removal of oil, rust, mildew and other stains** from driveways, walkways, sidewalks and streets.

**9. Remove** dead trees or large plants completely.

**10. Trim any shrubbery or low hanging tree limbs** especially if they restrict **1.** the use of sidewalks for pedestrians or street traffic; or **2.** any street and/or traffic sign. **Note:**

**Homeowners of Wynwood** with a tree planted between the curb and sidewalk, by the builder, the roots may eventually damage the curb, sidewalk and/or street. The owner may either **1** replace the tree with one of the same species; **2**. remove it completely; or **3**. replant the tree without ARC approval. If replanting or replacing the tree, it must be at least ten (10') feet from the curb including corner lots.

**11. Do not block the pedestrian's use** of sidewalks or driveway aprons with any object (includes vehicles and trash receptacles) as it is **unlawful**.

**12. Outside premises of the property** must be maintained in such a manner to prevent the spreading of disease and infestation as well as discouraging rodents, snakes, roaches and other disease-carrying pests from encroaching the property. (**Refer to Article X, 10.12 of the CC&Rs and Chapter 343 of the Bexar County Health and Safety Code**)

**Note:** Residents that observe unsanitary, dangerous or hazardous conditions, overgrown grass or weeds, debris, etc., behind the fence of neighboring properties, are encouraged to report them to the Standards Superintendent at 679-8761 who will not divulge the caller's identity.

**B. Landscaping** is very significant to the appearance of all residential properties within the Villages of Westcreek. The ARC requires builders to initially install front yard landscaping within ninety (90) days of occupancy to prevent soil erosion. Consequently the resident is required to continue maintaining ground cover such as natural grass, artificial/synthetic turf or xeriscaping to **1**. prevent soil erosion; **2**. present an attractive appearance throughout the community; **3**. maintain properties that appeal to prospective buyers; and **4**. keep property values at their highest. (**Refer to page 34 under 'Artificial Grass/Synthetic Turf'**)

**1. Xeriscaping** is useful in areas that have little rain and/or mandatory water restrictions. When **plants** are combined with ground cover such items as rock, gravel, flagstone, wood chips or mulch they can present a very attractive appearance. For the type of **a**. plants that thrive well in hot climates with little water; and **b**. appropriate ground cover, suggest that local garden nurseries and/or professional xeriscaping companies be contacted for advice. Recommend viewing website [www.saws.org/conservation/newsletter/enews/issue.cfm?id=133](http://www.saws.org/conservation/newsletter/enews/issue.cfm?id=133) for seven simple steps to successful xeriscaping. If using rock and gravel for ground cover, suggest that their size be no larger than nickels and quarters for the ease of walking on. Also, a good grade of weed blocking material is recommended to help prevent any vegetation from growing through the ground cover. Any plants closer than ten (10') feet from the curb are to be kept trimmed to three (3') feet in height, as measured from ground level, to provide adequate visibility for motorists backing out of driveways and at intersections. A PIA with a comprehensive description of all plantings and materials along with a copy of the Plat/Lot Survey showing the proposed location(s) must be submitted to the ARC for review. (**Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey**)

**C. Water drainage** on all residential properties must be controlled to prevent **1**. soil erosion; and **2**. damage to adjoining properties. (Refer to *VWOA-CC&Rs, Article X, Section 10.06*)

**D. Landscaping/construction materials & tools** used when an improvement or change is approved by the ARC, materials may be **temporarily** visible as long as the work continues to progress toward completion within a reasonable time frame. Although the terms 'temporarily' and 'reasonable' are not clearly defined in the CC&Rs, the time limit will be determined according to the nature of the project as agreed to between the resident and Standards Compliance Monitor or Standards Superintendent. If the project is not completed within 90 days, the resident must submit another PIA requesting an extension.

**E. Plantings** that alter the character of the landscape require ARC approval. Also, any plantings in front of the dwelling that are within ten (10') feet of the curb must be kept trimmed to three (3') feet or less in height as measured from ground level. (Reasoning is to minimize the danger that could occur by obstructing the view of motorists at intersections or backing out of driveways.) Trees, shrubs, and other plantings near sidewalks must be kept trimmed and pruned to ensure that pedestrian travel and street traffic is not obstructed.

**1. Seasonal plantings** do not require ARC approval for those in front of the dwelling or if the number of hanging or potted plants are kept within reason. However, any plants closer than ten (10') feet from the curb **may not** exceed three (3') feet in height as measured from ground level.

**2. Trees may not be planted, 1.** within ten (10') feet from the curb including corner lots or **2.** in utility easements as shown on the Plat/Lot Survey. (Utility companies may request owners to remove plantings in utility easements).

**3. Use of plants** with low water requirements is strongly encouraged. Landscape watering can be minimized by utilizing good planting and design to include limited turf areas; efficient irrigation; soil amendments and mulches; or xeriscaping. (**Refer to page 23 under 'Xeriscaping'**)

**4. Plants including trees** are the preferred method of screening buildings, structures or other objects behind or in front of the fencing, to minimize their view from the street. Trees may not be planted **1.** in the utility easement as shown on the Plat/Lot survey; and **2.** any closer than ten (10') feet back from the curb including corner lots. The following are a few evergreen plants for consideration although other plants or type of screening may be submitted for ARC approval:

*Holly*      *Pittosporum*      *Cenizo*      *Hawthorn*      *Juniper*      *Photinia*

**Refer to page 26 for 'Screening Outside Buildings, Structures & other Objects behind the Fence'**

**5. Hedges** that are within ten (10') feet from the curb including corner lots may not exceed three (3') feet in height to assure that the view of motorists is not obstructed at intersections or while backing out of driveways. Those that are ten (10') feet or more from the curb may not exceed six (6') feet in height. To allow emergency vehicles to find your home, plants and tree limbs must be kept clear of the address on the house at all times. (One thing that thieves look for when selecting homes to burglarize are those with hedges covering windows in front of the house. This allows them a place to hide without being seen, especially during the day, while breaking through a window. Even with alarm systems, they can get in and be out of sight before security shows up.)

**F. Lawn watering** and other usage is subject to the mandated guidelines by SAWS (San Antonio Water System) that was established to conserve the water supplied by the Edwards Aquifer. There are various **stages** that may be put into effect due to over usage or droughts. These guidelines apply to any method of water use including swimming pools and automobile washing. Use of commercial car washing facilities is recommended since their water must be recycled.

Regardless of which watering stage is in effect, any type of sprinkler system is only allowed during the late and early morning hours. The hours vary according to which stage is in effect and the assigned date for watering is based on last digit of your house number. Above ground hose sprinklers must be stored next to the faucet when not in use, and all other above ground sprinklers (such as pvc) must also be stored out of sight after use. Watering with a hand-held hose is allowed, any time of day through Stage III.

All residents are encouraged to monitor lawn watering to prevent waste including run-off into neighboring properties and/or street. If it is apparent that residents have a water leak, are over-watering and/or ignoring SAWS guidelines, the Standards Compliance Monitors may inform the resident. Violators may be reported by calling 704-7197. (Refer to *VWOA-CC&Rs, Article X, Section 10.01, b.(8)*) (For all stages of watering, refer to [www.saws.org/conservation/aquifermgmt/yearround.shtml](http://www.saws.org/conservation/aquifermgmt/yearround.shtml))

**1. Rain barrels** are encouraged for watering plants and gardens. They are available in various sizes, shapes, colors, designs and some are designed for placement underground. ARC approval is not required if they are placed behind the fence to restrict their visibility from the street. If placed in front of the dwelling, they may be approvable, if they are adequately screened or are decorative and blend in with the outside premises of the dwelling as well as neighboring properties. A color picture of the barrel(s) along with a PIA and a Plat/Lot Survey showing the location of the

barrel(s) must be submitted to the ARC for approval. (Reference Texas HB 3391) (**Refer to Section 8.0, Sub-section 8.6, page 35 for sample Plat/Lot Survey & PIA**)

**2. Sprinkler systems (below ground & automatic)** are an efficient method of watering lawns and landscaping to prevent wasteful watering as well as monitoring water usage in accordance with the guidelines established by SAWS (the community's water source). ARC approval is not required, however it is recommended that installation be made by **1.** irrigators or technicians who are licensed by the Texas Commission on Environmental Quality (TCEQ); or **2.** plumbers licensed by the Texas State Board of Plumbing Examiners. If property owners install their own system, licensed plumbers are not required, however **Texas House Bill 1656** applies to any installer as follows: **1.** The installation must meet all requirements of the Bill that includes spacing, water pressure, preventing water spraying over surfaces made of concrete, asphalt, brick, wood, stones set in mortar or any other impervious material. **2.** A rain or moisture shut off device (or other technology) must be installed along with an isolation valve placed between the water meter and the backflow prevention device. **3.** Also, when an irrigation system is being installed, maintained, altered, repaired or serviced by licensed installers, a licensed irrigator or licensed technician must be on-site. (Refer to *VWOA-CC&Rs, Article IX, Section 9.14*)

**3. Water hoses & storage devices:** ARC approval is not required to store garden hoses **1.** on hangers or in reels attached to the side of the dwelling next to the front faucet; or **2.** in stand alone reels kept next to the front faucet. (Refer to *VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; & Article X, Section 10.12*)

**G. Street cleanliness** includes the removal of **1.** oil or rust stains; **2.** trash, leaves and other debris including trimmings from shrubbery, trees and lawn mowing; and **3.** plant growth between the street and curb and discouraging further growth.

**H. Vacant homes** being sold/rented/leased by Real Estate agencies are usually responsible for maintaining the property. Therefore, when lawncare is needed or there is property damage, the Standards Compliance Monitors will call the agency and advise them accordingly. If there is no response within a reasonable time, the Monitor will initiate a follow-up call. If an agency is not responsible, the Standards Superintendent will mail a Courtesy Notice & Reminder to the owner. (**Refer to Section 8.0, Sub-section 8.6, page 35 for sample Courtesy Notice & Reminder**)

**I. Damaged oak trees** of any type caused by wind, lightning or pruning, the wound should be treated **immediately**, while it is fresh, with latex paint or a commercially available tree dressing. Purpose is to prevent Oak Wilt (a form of fungus) and any other possible disease from killing the tree and spreading the disease to others.

**J. Refusal to maintain residential properties** after several notices go unheeded and it becomes evident that the owner or non-owner has no intention to comply as requested, the Association has the right to **1.** perform the maintenance; and **2.** demand reimbursement from the owner/non-owner as appropriate for the incurred cost. Such cost shall constitute a lien upon the property and is enforceable and collectible in accordance with the CC&R's.

(Refer to *VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14 a.; Article X, Sections 10.01 b. [8], 10.06, 10.08 & 10.12; Article IX, Section 9.18; Article XI, Section 11.02, Article XIII, Section 13.03 s. & Article XIV, Section 14.01*)

**6.13 Roofing Materials & Equipment:** Approval is required unless replacing shingles of the same type and color that was previously approved. Plastic/fiberglass or wood **may not** be used as a roof covering. The roofing industry has made significant advancements in recent years by introducing products which provide increased insulation and protection against inclement weather.

**A. Shingles** have various warranty periods based on the estimated life expectancy. The ARC recommends at least a 30 year fire resistant composition or fiberglass shingles. Weather conditions greatly influence shingle damage such as temperature changes and high winds, therefore a

professional roofer should be consulted as to the type of roofing that is best for the climate. Shingle type and colors, on storage sheds, must be compatible with those of the dwelling.

**B. Metal roofing** may be approved by the ARC on a case-by-case basis if they **1.** are rust proof; and **2.** have the appearance of composition or fiberglass shingles including the coloration and same life expectancy. Metal roofing on the dwelling may also apply to storage sheds. **(For additional information, refer to page 34 under ‘Metal Roofing’)**

**C. Non-approvable roofing, etc.** includes slate, clay tile, wood, plastic, translucent fiberglass corrugated panels, those that are reflective and any equipment affixed/attached to pipes, vents and any other item that protrudes through the roof.

**D. Mechanical exhaust equipment, skylights & any other apparatus** affixed to or passing through the roof requires a PIA to be submitted to the ARC for prior approval along with a copy of the Plat/ Lot Survey showing the proposed location. This equipment must be installed on the backside of the roofing and far enough below the highest roofline to restrict its visibility from the street. If installing any preventative material or equipment to keep animals from entering the attic, it should be installed under the equipment at or below the roof opening.

(Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; Article X, Section 10.05; & Article XIII, Section 13.03 e. & k.)

**6.14 Screening outside Buildings, Structures & other Objects behind the Fencing:** Minimizing the view of buildings and structures from the street and surrounding properties is a major consideration and requires ARC approval. Examples are: Storage sheds, gazebos, pergolas, play structures, trellises, pool enclosures and antennas. **The preferred method of screening is described on page 24 under ‘Plants including trees’.** Trees may not be planted in a utility easement as shown on the Plat/Lot Survey. (Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; Article X, Sections 10.04, 10.05, 10.09; & Article XIII, Section 13.03 m.)

**6.15 Storage Containers such as PODS & Packrat:** One (1) container may **only** be placed in the driveway (excludes the driveway apron) and is allowed up to five (5) days without requesting approval. However, additional days, including the date the storage unit will be removed, does require ARC approval. **(For ‘Dumpsters’, refer to page 29)**

#### **6.16 Swimming Pools, etc.:**

**A. Above or below ground pools** must be placed behind the dwelling, but not within the side setbacks or on the utility easement as shown on the Plat/Lot survey. To apply, a PIA along with a copy of the Plat/Lot Survey showing the proposed location must be submitted to the ARC for approval. A qualified and licensed pool contractor should be consulted when planning a pool to assure that all safety measures are taken. ARC approval is not required for small plastic kiddie pools behind the fence. **(Refer to Section 8.0, Sub-section 8.6, page 35 for sample PIA & Plat/Lot Survey)**

**B. Outdoor spas, hot tubs & saunas** require ARC approval and must be placed behind the dwelling, preferably on patios or decks. If placement is proposed anywhere else on the property, none may be placed within the side setbacks or on the utility easement as shown on the Plat/Lot Survey. To apply, a PIA along with a copy of the Plat/Lot Survey showing the proposed location must be submitted for approval. Recommend that a qualified and licensed contractor install the unit to assure that all safety measures are taken.

(Refer to VWOA-CC&Rs, Article IX, Sections 9.02 & 9.14; & Article X, Section 10.08)

**6.17 Temporary (Definition & Examples):** The term ‘temporary’ is considered to be a reasonable time period. Examples are:

**A. Holiday decorations** may be displayed on the outside premises of residential properties, without ARC approval, no earlier than **1.** forty (**40**) days before Christmas; **2.** thirty (**30**) days before all other holidays; and **3.** removed no later than fifteen (**15**) days following the holiday's date (January 1 for the Christmas holidays).

**B. While making improvement/changes to the property**, items related to landscaping or construction may be **temporarily** visible from the street as long as the work continues to progress toward completion within a **reasonable time**. The time limit will be determined according to the nature of the project as agreed to between the resident and Standards Compliance Monitor or Standards Superintendent.

(Refer to *VWOA-CC&Rs, Article IX, Section 9.14 a.*; & *Article XIII, Sections 13.02 & 13.03 q.*)

**7.0 OTHER RELATIVE INFORMATION & RESTRICTIONS:** The following are selected conditions or restrictions as established in the CC&Rs and community-accepted policy.

### **7.1 Animals:**

**A. Domestic pets** in Bexar County requires that **1.** they must be leashed when outside the confines of the home or fenced area; and **2.** all vaccinations be current. The number of pets, for each residence must be kept within reason, however none may be allowed to present a dangerous, harmful or unsafe environment. Walkers are strongly encouraged to clean-up after their pets not only for sanitary purposes, but also for the consideration of your neighbors and others. (Currently, there are **no areas** within the Villages of Westcreek that are specifically designated for walking pets.)

**1. Animal noise** that annoy neighbors should be solved personally by contacting the animal's owner, in a friendly manner, and ask for consideration. Between the hours of **11 PM** and **6 AM**, quiet time should be observed by all residents. If relief is not obtained within a reasonable time, suggest calling the Bexar County Sheriff's Office at 335-6000 for assistance. (**For 'Noise Nuisance' refer to page 29**)

**2. Aggressive/dangerous animals** that owners know can be dangerous to others, should either obtain liability coverage of at least \$100,000 or be able to show commensurate financial responsibility to cover any bodily injury that could occur. (**Reference Texas Health and Safety Code, Title 10, Chapter 822**). Owners of **unrestrained** animals in Bexar County are subject to being fined by law enforcement. If any animal is observed to be **1.** viciously attacking any person or animal, call 911 immediately for medical attention; or **2.** acting in a dangerous or vicious manner, call the Bexar County Sheriff's office at 335-6000 and report the incident to the Standards Superintendent at 679-8761. Essentially, Texas House Bill #1389 establishes that **1.** unprovoked vicious dogs causing injury to any person will be a **3rd degree felony** with the owner subject to imprisonment from 2 to 10 years (replaces Class C misdemeanor with up to 1 year in prison); and **2.** dog attacks causing the death of certain age groups are currently being studied. In accordance with Texas Property Code, Title 11, Chapter 209, residents may file complaints against any resident owning an animal that appears to be dangerous or vicious by calling the Bexar County Sheriff's office at 335-6000. (Refer to *VWOA-CC&Rs, Article V, Section 5.02 and Article X, Section 10.01 b. [1]*)

**B. Breeding, raising or keeping animals** such as dogs, cats, poultry, fish, birds, bees, serpents, etc. are not allowed on residential properties for commercial purposes. (Refer to *VWOA-CC&Rs, Article IX, Section 9.14 a.*; & *Article X, Section 10.01 [1] & [2]*)

**C. Wild animals** including dangerous/venomous reptiles may not be kept on residential properties. For wild animals found on any common property of the Villages of Westcreek, their removal is the Association's responsibility. For those on residential properties, residents are responsible and can call 1-830-336-2725 if they are contained prior to pickup, otherwise call 472-5457. (Refer to *VWOA-CC&Rs, Article XIII, Section 13.03*)

**7.2 Commercial Activity & Home-Based Business:** Any business conducted from or within a private lot is not totally disallowed, however any such business must adhere to all applicable laws, ordinances, and regulations as well as the *CC&Rs*. Telecommuting or private

consulting are examples of businesses that could be conducted without violating the *CC&Rs*. Business or commercial activity to which the general public is invited may not be publicly advertised, promoted or conducted on residential properties. Renting out a portion of the residence to anyone for financial gain other than family members is not allowed. Any business, including signs, that can be observed from the street is construed as inviting the public. Child-care, auto repair, lawn-care and garden nurseries are examples of business activities that are **not permitted** within the Villages of Westcreek. (Refer to *VWOA-CC&Rs, Article IX, Section 9.14 a. & Article XIII, Sections 13.01 & 13.03 p.*)

**7.3 Dangerous & Unsafe Situations and/or Noxious & Offensive Acti-  
vity:** If any are determined by the VWOA to be objectionable and/or adverse to the preservation of any property within the Villages of Westcreek, they must be eliminated immediately. Accordingly, residents are responsible for their property and the Association is responsible for the common properties of the Villages of Westcreek. (Refer to *VOW-CC&Rs, Article IX, Section 9.14 a.; & Article X, Section 10.01 b. [2] & [6]*)

**7.4 Disposal of Recyclables, Trash, Garbage, Refuse, Non-hazardous Materials, Hazardous Waste & other unwanted Items:** Several commercial trash collection companies provide scheduled pickups throughout our community and some provide containers for trash and recyclable items. Trash/recyclable containers or other refuse **1.** should be placed in the street next to the curb as it is unlawful to block the pedestrians use of sidewalks which include driveway aprons. (Blocking sidewalks, require anyone including handicap persons and children walking to and from school to use the street or your lawn.); and **2.** may **not** be put out earlier than **5 PM** the day before the scheduled collection day. By **9AM** the following day, empty containers are to be placed out of sight from the street to present attractive and clean looking properties. (The use of the dumpsters located at the Sports Park and Community Center may only be used for authorized functions held at these locations.) [Refer to **Texas Transportation Code, Title 7, subtitle C., Chapter 545, subchapter G., Section 545.302 (2)**] (Refer to *VWOA-CC&Rs, Article IX, Section 9.15 i.*)

**A. Recycling** is strongly encouraged. There are many items and countless reasons for recycling that benefits the entire population. Landfills are quickly reaching their capacities that require other suitable locations that are reasonably close to highly populated areas and a good distance from waterways. Some trash collection companies that serve our Community, provide recycling containers. The usual recyclables are glass, papers including newspapers, cardboard boxes, plastic containers (no styrofoam), aluminum, steel and tin cans. Containers for paper recycling are available at the local schools, and aluminum cans are collected by the local ‘Boy Scouts of America Troop’.

**B. Dumping** of unwanted items such as trash, garbage, solid waste, refuse, furniture, fixtures, appliances and electronic goods is not permitted on any common properties of the Villages of Westcreek including the Association’s trash receptacles in the Sports Park and at the Community Center. The VWOA will aggressively prosecute violators. (Refer to *VWOA-CC&Rs, Article XIII, Section 13.03 o.*)

**C. Options for disposing non-hazardous items:**

**1. Trash, garbage & other refuse** may be disposed of either by **1.** requesting curbside pickup from a commercial trash collection company that services the Villages of Westcreek; **2.** hiring a private hauler; or **3.** hauling it personally to a landfill or recycling center. (The closest dump is the ‘Covel Gardens Landfill-Waste Management’ on 8611 Covel Road. Take Loop 1604 to highway 90; exit at 90 East to exit 410; take 410 South and exit at Ray Ellison Drive; then turn right to Covel Road and follow to the landfill.)

**2. Displaying unwanted items in front of the dwelling** either for sale or offered free to passing pedestrians or motorists is not permitted.

**3. Usable household items** may be given to organizations that accept them for the needy or taken to the Sports Park when the Association schedules a Rummage Sale during the spring and fall. The date and location will be announced on the Association's website. To participate, **1.** property assessments must be current; **2.** a permit must be purchased in advance; and **3.** participants must possess a current VWOA photo badge to enter the site.

**4. Christmas trees, small tree limbs & branches** should be taken to a recycle station. However, if not possible, your trash company may provide the service, but it is best to call to determine if they will accept them, and if so, what is required to prepare them for pickup.

**5. Dumpsters** are allowed temporarily for major construction projects and may only be placed in the driveway. A PIA must be submitted to the ARC for approval to include dates the container will be in use. Additional days beyond those requested, require ARC approval.

**Note:** It is unlawful to place any object on the sidewalk/driveway apron that interferes with the pedestrians use. [Refer to TPC Code, Title 7, subtitle D., Chapter 545, sub-chapter G., Section 545.302 (2)]

**D. Hazardous household waste collection service** is available for Bexar County residents by calling 1-800-449-7587. A collection date will be scheduled and a special Kit including instructions along with a hotline phone number to call for questions will be furnished before the scheduled date. Upon arrival for the pick-up, the materials will be sorted and packed for proper disposal before removing the waste from the residence.

**1. Acceptable waste** include automotive fuel and chemicals; used motor oil and filters; paint/paint products; antifreeze; DC batteries; lubricants; cleaners; rust removers; corrosive chemicals; chlorine bleach; drain openers; herbicides; pesticides; poisons; aerosols; and fluorescent tubes.

**2. Unacceptable waste** includes biological waste, ammunition; explosives; fire extinguishers; gas or propane cylinders; biological or radioactive materials; commercial chemicals; and unlabeled or unknown items. (Containers may not exceed 5 gallons.)

(Refer to VWOA-CC&R's, Article IX, Section 9.14 a.; Article X, sections 10.01 b. [2] & 10.04; & Article XIII, Section 13.03 q.)

**7.5 Fireworks:** Unless a fire ban is in effect, they are permitted outside the City Limits, but not on **1.** utility easements; **2.** grassy and weeded areas; **3.** Military Drive West, Westcreek Oaks, Westcreek View and Grosenbacher Road; or **4.** any common properties within the Villages of Westcreek. (All trash/debris, must be removed from the streets/lawns by **9 AM** the following day.)

**7.6 Hunting, Trapping & Discharge of Firearms:** None are permitted on any common property of the Villages of Westcreek or utility easements. Humane trapping of stray dogs and cats is permitted occasionally if the trap(s) is used behind the fence. However, don't be surprised if opossums, raccoons, skunks, snakes or other type of animals are found in the trap.

**7.7 Noise Nuisance:** Any loud, irritating, vexing or disturbing sound that originates from neighboring properties between **11PM** and **6AM** which causes injury, discomfort, or distress of a person of reasonable nervous sensibilities are **unlawful**. Bexar County Sheriff's Office may be called at 335-6000 for assistance. (Reference City Ordinance, Article III. Noise, Division 1. Generally, Section 21-51) For annoying noise caused by animals owned by the neighbors, refer to page 27 under 'Animal noise'.

**7.8 Religious Displays:** Prior ARC approval is required for displays that represent the resident's belief if it **1.** does not violate any law; **2.** is not a threat to public health or safety; **3.** does not contain language, graphics, or any display that is patently offensive to the neighbors; **4.** is displayed **only** on the entry door/frame either individually or in combination with other religious items; **5.** does

not extend past the outer edges of the door frame; and **6.** does not exceed twenty five (25) square inches. **(Refer to Texas Property Code 202.018)** [Refer to VWOA-CC&R's Article IX, Section 9.02 & Article X, Section 10.01, b.(8)]

## **7.9 Sales on Private Residential Properties:**

**A. Yard/garage sales** are not allowed in the Villages of Westcreek unless a Permit is issued in accordance with the following:

**1. If assessments are current**, owners and non-owners may apply for a non-refundable \$15.00 fee Permit up to **4 PM** on the Thursday preceding the planned sale date. The fee may be paid by cash, check, money order or Mastercard, Visa and Discover credit cards.

**2. Sales may only be scheduled** on the second (2nd) Saturday of each month from **7 AM to 7 PM** except for May and October when VWOA sponsored Rummage Sales are held.

**3. If inclement weather** causes the event to be postponed, it may be rescheduled at the next available date or a refund may be requested.

**4. Up to three (3) commercially produced signs** are allowed to place **1.** one at the residence; **2.** another at a major street leading to the property; and **3.** third at the nearest major intersection. Signs must be provided by the resident and may not exceed four (4) square feet per sign. Additional and/or homemade signs are not allowed as well as placing signs on trees, street signs, mailbox clusters, fences, utility poles, and/or the frontal property at any entrance to the Villages of Westcreek. Signs may not be displayed earlier than **12 noon** the day before the scheduled sale and must be removed by **9 PM** the same day as the sale.

**5. During the week of the scheduled sales date**, the Association will **1.** post the names of the streets and villages on the Association's website; and **2.** place VWOA signs at major intersections and all entrances to the Villages of Westcreek that will read: '**VWOA Yard Sales this Saturday Start at 7AM**'.

**6. To apply**, residents must sign a 'Yard/Garage Sales Permit Application and Release of Liability' form and is provided a Permit to display during the sale. The Permit number will be based on the month, year and the sequence number of the resident.

**7. Sale items may only** be displayed within the resident's property such as the lawn, garage and driveway. Items are not permitted on the street, sidewalk or driveway apron to prevent congestion and interference with street traffic and the use of the sidewalk by pedestrians.

**8. Residents are allowed** two (2) twelve (12) hour sale days per year, by name and by address, in accordance with the Texas Sales taxing guidelines. Sales are limited to thirty (30) a month for the entire Community. When this number is reached, a 'stand by list' will be established in case of a cancellation so it may be offered to the next resident on the list.

**9. If neighborhood sales are desired**, each participating owner or non-owner must apply for a VWOA Permit.

**10. If food is to be sold**, a Permit is required from the Metropolitan Health District.

**B. Estate sales** are not allowed in the Villages of Westcreek unless a Permit is issued in accordance with the following:

**1. If assessments are current**, owners or non-owners may apply for a no-fee Permit up to **4 PM** two (2) work days prior to the sale date. In situations where a family member is not a Westcreek resident and is applying for a Permit to close out the Estate for Probate Court purposes, the Association's Management will consider the request on a case-by-case basis.

**2. To apply**, residents must sign an ‘Estate Sales Permit Application and Release of Liability’ form and is provided a permit to display during the sale.

**3. Sale hours** are only allowed between 7 AM and 7 PM up to five (5) consecutive days if held outside. Additional days require prior approval by the Association’s Management.

**4. Sales may only be held** in the garage, lawn, driveway or inside the house. Sale items are not permitted on the sidewalk, street or driveway apron to prevent congestion and interference with street traffic and the pedestrians use of the sidewalk. (Auction style sales not allowed)

**5. Up to five (5) commercially produced signs** are allowed, but may not exceed four (4) square feet per sign and must be provided by the resident or the Estate. Homemade and additional signs are prohibited. Recommend one sign be placed **1.** in the front of the residence; **2.** another at a major street leading to the property; and **3.** the third at the nearest major intersection. Signs may not be **1.** displayed earlier than 12 noon the day before the sale is scheduled and must be removed by **9 PM** on the last day of the sale; and/or **2.** placed/affixed on trees, street signs, mailbox clusters, fences, utility poles, and/or the frontal property at any entrance to the Villages of Westcreek.

**7.10 Vehicles of all Types:** It is unlawful for any of the following vehicles to block the pedestrian’s use of the sidewalk that also includes the driveway apron.

**A. Recreational vehicles** such as motorhomes, travel trailers, campers, boats and trailers, jet-skis, etc. belonging to residents or visitors, may be parked at the residence, but **no longer than two (2) days before and two (2) days after** each trip. For example, if leaving on Saturday morning, the earliest the RV may be parked at the residence is Thursday and if returning on Monday, the RV must be removed no later than Wednesday. RVs belonging to visitors cannot be used as a guest house on the property or street.

**1. Motorcycles & all-terrain vehicles (ATV’s)** that are street legal, may **only** be used on public streets. Those that are not street legal may not be driven on public streets, sidewalks or any common property within the Villages of Westcreek.

**2. Trailers or any recreational vehicle** may **not** be **1.** placed on residential properties behind the fence if visible from the street; or **2.** used for storage or residential purposes.

**B. Motor vehicles that are driveable or non-driveable:**

**1. If parked in the street** with flat tires are to be repaired within the time frame shown on the Courtesy Notice & Reminder or moved out of sight from the street.

**2. If parked on the property or street** either **1.** wrecked or damaged; **2.** on blocks or jacks; and/or **3.** missing parts must be moved out of sight from the street within the time frame shown on the Courtesy Notice & Reminder. **Exception:** Residents may perform regular maintenance or minor repair on a driveable vehicle, without ARC approval, if completed within two (2) days. Additional days require the approval of the Standards Superintendent. **(Refer to Section 8.0, Sub-section 8.6 for sample Courtesy Notice & Reminder)**

**3. If leaking oil** on the driveway, driveway apron, sidewalk or street must be removed and the residue promptly cleaned up for environmental purposes as well as presenting attractive properties. Those who refuse to clean up the oil or repair a leak from their vehicle may be referred to Bexar County Environmental Control.

**C. Vehicles for sale** may not be parked on any common property within the Villages of Westcreek and is subject to ticketing by law enforcement if parked on the property fronting any entrance to the Villages of Westcreek. Motor vehicles that display ‘For Sale’ signs are permitted on residential properties or in the street in front of the dwelling **only** if they are driveable and being used for daily transportation.

**D. Commercial vehicles rated over 1 ton** may not be parked on any property within the Villages of Westcreek. Parking on the property fronting any entrance to the Villages of Westcreek, is subject to ticketing by law enforcement.

**E. Utility/cargo trailers** parked in the driveway or the street are not allowed unless being used temporarily. A reasonable date for their removal will depend on the reason for its presence as agreed to between the resident, the Standards Compliance Monitor or the Standards Superintendent. Those that are for sale, may not be parked in front of the dwelling or on the property fronting any entrance to the Villages of Westcreek.

## **8.0 APPENDIX:**

### **8.1 Allowed without ARC Approval:**

**1. Address house numbers** painted on the curb or replaced on the dwelling. (For details refer to page 12 under ‘Address House Numbering’)

**2. Antennas** used **a.** for receiving radio and television transmissions; and **b.** by HAM radio operators. None may not transmit signals that interfere with radio or television reception. All antennas must be installed behind the dwelling, but not on utility easements as shown on the Plat/Lot Survey and may not exceed ten (10’) feet above the highest roofline of the dwelling. (For details, refer page 19 under ‘Antennas’)

**3. Basketball goals (portable)** if ‘Portable goals’ as described on page 20 is complied with in its entirety.

**4. Clotheslines** **1.** placed behind the dwelling; **2.** no taller than (6’) feet in height; and **3.** not permanently installed within the side setbacks or on the easement as shown on the Plat/Lot Survey.

**5. Collapsible canopies/gazebos** that are designed for easy set-up and storage, used temporarily for special occasions, without ARC approval, **only** if placed behind the dwelling and stored away after each event.

**6. Decorations during holidays** displayed **no** earlier than **1.** forty (40) days before Christmas; **2.** thirty (30) days before all other holidays; and **3.** removed no later than fifteen (15) days following the actual holiday’s date (January 1 for the Christmas holidays).

**7. Decorations for special events** such as birthdays, anniversaries, newborns, returning Vets, etc. displayed on the outside premises of residential properties in reasonable numbers, but no longer than 3 days. Additional days require ARC approval. (For details, refer to page 16 under ‘Special Events’)

**8. Flagpoles mounted on the dwelling** are limited to two (2) and may not exceed six (6’) feet in length. (For details, refer to page 15 under ‘Flags of the U.S., Texas & any Branch of our Armed Forces’)

**9. Flagpoles installed in the ground** if they are **1.** at least ten (10’) feet back from the curb; **2.** placed no closer than five (5’) feet from the property lines; **3.** no shorter than fifteen (15’) feet; or **4.** no taller than twenty (20’) feet. (For details, refer to page 15 under ‘Flags of the U.S., Texas & any Branch of our Armed Forces’)

**10. For sale, for lease, open house, political & security signs** only on residential properties as defined on page 34 under ‘Sign Policy’.

**11. Furniture & Ornamentation** placed behind the dwelling, provided they are maintained in good condition, not visible from the street and are not offensive to the neighbors. (For details, refer to page 16 under ‘Furniture & Ornamentation outside the Dwelling’)

**12. Gardenhose hangers or reels** attached on the side of the dwelling and next to the faucet.

**13. Gardenhose reels** that stand alone and kept at the side of the dwelling near the faucet.

**14. Gutters and downspouts** that match the color of the dwelling’s exterior brick and trim, and positioned to prevent water from flowing onto adjacent properties.

**15. Plants** in pots or hanging baskets in 'reasonable' numbers.

**16. Rain barrels** for capturing water for plants and gardens if placed behind the fence. (For details, refer to page 24 under ‘Rain barrels’)

**17. Repairing driveways, driveway aprons, walkways, sidewalks and curbs** with the same uncolored concrete material and broom finished.

**18. Repairing or replacing wooden fences and gates** with posts and boards of the same textured surface, size and height as previously approved. Wooden posts must be 4” x 4” and pickets may be either 1”x 4” or 1”x 6”, but not mixed and may not exceed six (6’) feet in height. The type of wood must be the same, but not mixed (e.g. cedar must be replaced with cedar, etc.). If replacing any part of a stained fence, the new wood must also be stained the same color. (For details, refer to page 14 under ‘Wooden fencing’)

**19. Replacing shrubs or bushes** that are at least ten (10’) feet back from the curb including corner lots. Any plantings less than ten (10’) feet from the curb must be kept trimmed to three (3’) feet or less in height as measured from ground level to avoid blocking the view of motorists at intersections or while backing out of driveways. (Recommend Wynwood residents view item 10 on page 23 under ‘Owner & non-owner responsibilities’)

**20. Replacing plants** of a minor or seasonal nature such as annuals and perennials.

**21. Replacing roofing** with the same materials and color as previously approved.

**22. Repainting** outside buildings/structures the same color as previously approved.

**23. Re-staining fencing or outside structures** the same color as previously approved.

**24. Solar window screens** that are color compatible with the dwelling’s brick and trim.

**25. Solar and accent low voltage/wattage lighting** of driveways and walkways that do not produce a bright glare onto any street or adjoining properties and the number of lights are kept within reason.

**26. Sprinkler systems (below ground & automatic )** if the installation meets the requirements of House Bill 1656. (For details, refer to page 25 under ‘Sprinkler systems (below ground & automatic)’)

**27. Storage containers** up to 5 days. (Additional days require ARC approval.) (For details, refer to page 26 under ‘Storage Containers such as PODS & Packrat’)

**28. Storm doors** with a full glass and/or screen and colors that are compatible with that of the dwelling. (The appearance of glass doors may not resemble burglar bars)

**29. Trampolines** placed behind the dwelling, but not in side setbacks or within 5 feet from any fencing. Prefer centering it between the side fencing to minimize its visibility from the street.

**NOTE:** Non-owners may not make improvements/changes, in accordance with the ‘Standards’ without the owner’s written permission which must accompany the PIA.

**8.2 Electric Producing Power Sources:** The following addresses the use of solar and wind power for those homeowners who wish to ‘go green’ and leave a less carbon footprint on the environment. The Villages of Westcreek encourages the use of alternative power sources so we all can be good stewards of the earth’s resources. Prior request for ARC approval is required for any of the following to include a Plat/Lot Survey showing the proposed location.

**A. Solar equipment:** A PIA must be submitted to the ARC for prior approval along with a copy of the Plat/Lot Survey showing the proposed location for all equipment including the panels, conduits, disconnects, meters and any other related equipment. (Refer to Section 8.0, Sub-section 8.6 page 35 for sample PIA & Plat/Lot Survey)

**1. Solar panels, collectors or sun tubes** requires a PIA be submitted to the ARC for approval along with a copy of the Plat/Lot Survey showing the proposed location. This equipment is to be a flat profile and installed on the rear of the roof and below the highest roofline to restrict its visibility from the street. An exception may be approved on a case-by-case basis if the sun is not prevalent for this location. The following state law requires that all individuals performing or offering to perform the installation of Solar Photovoltaic (PV) systems must hold the appropriate electrician license issued or recognized by the TDLR: “The Texas Electrical Safety and Licensing Act”

(Title 8, Occupations Code Chapter 1305--the ‘Act’) and the Administrative Rules (16 Texas Administrative Code, Chapter 73) adopted by the Texas Department of Licensing and Regulation (TDLR) apply to solar photovoltaic (PV) installations in Texas”. (**Reference: Texas Renewable Energy Industries Association/Texas Million Solar Roofs Partnership**)

**2. Solar hot water systems** should be installed by a licensed and qualified professional. For maximum benefit, the proposed location of the collector is most efficient where the sun is most prevalent.

**3. Ground mounted collectors** must be placed behind the fencing and screened to minimize being seen from the street. (**For details regarding screening, refer to page 26 under ‘Screening outside Buildings, Structures & other Objects behind the Fencing’**)

**B. Wind turbines or windmills** must be **1.** ground mounted behind the dwelling; **2.** no taller than fifty (50’) feet; and **3.** no closer to the fencing than two (2’) feet.

**C. Ground mounted transformers & air handling equipment** **1.** require prior ARC approval; **2.** must be installed behind the fencing; and **3.** must be screened if visible from the street. (**For screening suggestions, refer to page 26 under ‘Screening outside Buildings, Structures & other Objects behind the Fencing’**)

### **8.3 Artificial Grass/Synthetic Turf:**

**A. Sample of the turf** must be included with all requests submitted for approval.

**B. Must be installed** by a qualified and experienced professional.

**C. Color must be green** and look as natural to real grass as possible.

**D. Site for the installation** must be properly prepared. This includes the removal of all natural grass, installing limestone and capping off the water sprinkler systems.

**E. Must be kept neat**, clean and in good repair at all times. Sand should be added and brushed in as needed to the top layer of the grass/turf as part of the routine required maintenance.

### **8.4 Metal Roofing:**

**A. ARC review** and approval is required prior to installation.

**B. Approvable** are those that simulate the appearance of composite fiberglass shingles. Galvalume steel is approvable due to its durability, longevity, corrosion resistance and will not crack or peel when subjected to the sun and inclement weather. Aluminum will be considered.

**C. Storage sheds** may also require same roofing.

**D. The color** must be compatible with those of the dwelling. Bright colors or those that are reflective are non-approvable. A sample of the color(s) must accompany the request for approval.

**E. Installation** should be performed by a licensed roofer.

**F. Composite/fiberglass shingles** must be removed prior to installation.

**G. Roofing of wood, shake or tile** is not approvable.

### **8.5 Sign Policy:**

**A. VWOA** signs will be placed in strategically designated areas to inform residents of scheduled meetings, garage/yard sales, special events and any other pertinent information.

**B. Open house** signs **1.** must have a professional appearance; **2.** are limited to three (3); **3.** may not exceed five (5) square feet per sign (one is for the owner’s property and the other two [2] are for major intersections and/or streets leading to the property); **4.** may not be displayed earlier than **8 AM** on the day of the event; and **5.** must be removed by **8 PM** the same day. If these terms are met, ARC approval is not required.

**C. Personal business advertisements throughout the community** such as lawncare, computer repair, roof repair, remodeling, decks and baby sitting are considered as bandit signs and are not permitted. These signs are usually found at major intersections, on utility poles, street sign posts, fences, trees, mailbox clusters and private properties. (Standards Compliance Monitors will assure that these type of signs are removed.)

**D. Personal business advertisements on residential properties** are considered as bandit signs and are not permitted with the exception of signs that are displayed on motor vehicles used to commute to and from work. This exception does not apply to commercial motor vehicles rated over one (1) ton.

**E. Commercial services conducted on residential properties** such as roofing or remodeling are considered as ‘**bandit signs**’ and are limited to one (1) sign per residence. Signs are only permitted if the work is being performed and removed immediately after the work is completed. If it is evident that work has not started, Standards Compliance Monitors will remove the sign(s) and leave it with the resident along with a Courtesy Notice & Reminder explaining the reasoning. On the other hand, if it is known that the work has been completed and the signs have not been removed, Monitors are to remove them after notifying the resident.). (**Refer to Section 8.0, Sub-section 8.6, page 35 for sample Courtesy Notice & Reminder**)

**F. Homemade signs & indiscriminate postings** are not permitted anywhere within the Villages of Westcreek.

**Note:** For additional sign information, refer to the ‘Westcreek Signage Policy’ shown in our website: [www.villagesofwestcreek.com](http://www.villagesofwestcreek.com).

(Refer to VWOA-CC&Rs, Article XI, section 11.06 & Article XIII, Section 13.03 j.)

## **8.6 Sample Forms:**

**A. Property Improvement/Change Application (PIA):** This form must be used to request proposed improvements/changes to the outside premises of the property in accordance with the ‘Standards’. This form may be downloaded from [www.villagesofwestcreek.com](http://www.villagesofwestcreek.com) by placing cursor on ‘**Documents>>**’ then click on ‘**Forms**’ or obtained at the Community Center’s office. (**Refer to sample form on page 36**)

**B. Courtesy Notice & Reminder:** This form 1. identifies the conditions that need to be addressed by residents in accordance with the Standards; 2. provides the number of calendar days allowed for the resident’s response; and 3. provides a phone number of the Standards superintendent if an extension is needed or there are questions. (**Refer to sample form on page 37**)

**C. Plat/Lot Survey:** This document 1. is usually provided to the buyer at closing; and 2. is used by the applicant to show the proposed location of improvement/changes when submitting a PIA to the ARC for approval. If this document is not on hand, it may be obtained through the title company or the Bexar County Clerk’s Office. (**Refer to sample form on page 38**)



Villages of Westcreek Owners' Association
Standards Department

PROPERTY IMPROVEMENT/CHANGE APPLICATION (PIA)

TO: Architectural Review Committee (ARC)
Villages of Westcreek Owners' Association
12395 Military Drive West
San Antonio, TX 78253-6046

OFFICE USE ONLY

Date: Time:
Assessments current: Yes No
Received by:

This application will not be considered unless the assessments are current.

I am requesting approval for the following:

- Check the category of your request then describe below:
Patio, Patio cover, Patio enclosure, Deck, Deck cover, Deck enclosure, Roofing, Solar equipment, Vent(s), Fencing, Staining, Gazebo, Pergola, Painting, Driveway, Outdoor ornament(s), Walkway, Landscaping, Plantings, Retaining walls, Other

Description of improvement/change:

Proposed location\*\*:

Size (length, width, height):

Material(s):

Color--include sample(s):

\*\*I understand that 1. if the 'VOW Standards' require the location of my proposed change to be shown on a copy of the Plat/Lot Survey, I must attach it to this Application; 2. if I cannot find this document, I may obtain one at any title company or at the Bexar County Courthouse; 3. if my request does not include sufficient information to allow the Architectural Review Committee (ARC) to render an appropriate decision, it will be disapproved pending receipt of the information; 4. if I do not provide this information by the date requested, my request will be disapproved entirely; and 5. if I decide to re-apply at a later date, I must submit another Application.

I will await the ARC's decision before implementing my proposal. I also understand that I am required to comply with all federal, state and local government requirements including building permits for construction improvements and that approval by the ARC does not knowingly supersede any governmental requirements that may apply.

ADDRESS: VILLAGE:

E-MAIL ADDRESS: HOME PHONE:

WORK: CELL: PRINTED NAME:

SIGNATURE:

12395 Military Drive West, San Antonio Tx 78253-6046 Phone: (210) 679-8761 Fax: (210) 679-0040

www.villagesofwestcreek.com

This PIA replaces all previous editions



**Villages of Westcreek Owners' Association  
Standards Department**

**COURTESY NOTICE & REMINDER**

When our Monitors provide this form to our valued residents, it is the Association's objective that they make every effort to personally contact the responsible resident so there is no confusion regarding any issue noted below. If no one is at home, this form is left at the door. Whether you are the owner or non-owner, maintaining an attractive property is your responsibility in our deed-restricted community. If you have any questions, you can refer to the Standards on our website at [www.villagesofwestcreek.com](http://www.villagesofwestcreek.com). We sincerely appreciate your understanding and cooperation.

ADDRESS: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

In accordance with the Villages of Westcreek Standards, the following is in need of your attention.

No prior approval is on file for: \_\_\_\_\_. Please submit the attached Application, and if the next box > is checked  include a copy of your Plat/Lot Survey showing the location of the improvement/change. Lot Surveys are available at your title company or the Bexar County Clerk's Office.

**GENERAL MAINTENANCE/REPAIR:**

HOUSE DAMAGE:	Siding/Trim	Front door	Garage door	Shutters	Rain gutters
HOUSE PAINT:	Siding/Trim	Front door	Garage door	Shutters	Rain gutters
ROOF REPAIR:	Shingles	Soffet(s)	Wind turbines	Eaves	Chimney Vents
STAIN REMOVAL:	Driveway	Walkway	Sidewalk	Street	Driveway apron Porch
WINDOWS:	Cracked	Missing	Screens	Solar screens	Improper coverings
FENCING:	Replace/Repair boards that are <input type="checkbox"/> broken <input type="checkbox"/> warped <input type="checkbox"/> missing <input type="checkbox"/> leaning				Stain new wood

**PROPERTY MAINTENANCE:**

LAWN CARE:	Mow > 5"	Edge/Trim	Weeds	Trash	Brown spots	Ground cover required
LEAVES ON:	Lawn	Driveway	Walkway	Sidewalk	Flowerbeds	Street
WEEDS IN:	Lawn	Driveway	Walkway	Sidewalk	Flowerbeds	Street & Curb seam

**REMOVE/STORE:**

REMOVE:	Metal Gazebo	Metal Pergola	Metal swing set	Metal shed	Plastic shed
STORE:	Folding canvas/fabric chair(s)/lounge(s) from porch/lawn			Folding metal chairs from porch/lawn	
REMOVE/STORE:	Plastic chair(s) from porch/lawn		Trash/Recycle containers: <u>1.</u> <input type="checkbox"/> left out on non-collection day <u>2.</u> <input type="checkbox"/> left out past <u>9 AM</u> day after pickup <u>3.</u> <input type="checkbox"/> put out earlier than <u>5 PM</u> day before pickup		
REMOVE/STORE:	Lawn/garden tools, hoses, utility trailers etc. <u>not in use</u>			Oil on <input type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street	
	Children's play toys not in use		Basketball goal: <input type="checkbox"/> 15 feet from curb <input type="checkbox"/> in street & not in use		

**VEHICLE REMOVAL (Applies to private property or street):**

Damaged	Non-driveable	Flat tire(s)	Blocking sidewalk/driveway apron	On front lawn	
Motor home	Travel trailer	Camper	Boat & trailer	Jet skis	Utility/cargo trailer
ATV	Vehicle(s) causing oil on: <input type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street			Commercial vehicle rated over 1 ton	

**ADDITIONAL REMARKS:** \_\_\_\_\_

Please address the above issue(s) within \_\_\_\_\_ calendar days. A courtesy visit will follow to provide any necessary assistance. If you have any questions and/or need an extension, call the Standards Superintendent at 679-8761.

**Standards Department Staff**

**Monitor's Initials:** \_\_\_\_\_  V  NV

12395 Military Drive West, San Antonio, TX 78253-6046 Office: (210) 679-8761 Fax: (210) 679-0040 [www.villagesofwestcreek.com](http://www.villagesofwestcreek.com)

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