

**General Resolution**  
**Villages of Westcreek Owners Association, Inc.**  
**Signage Policy**

The placement of signs by builders and owners throughout the community frequently raises questions as to the policy and procedure regarding such placement. The Declaration of Covenants, Conditions and Restrictions (Para. 11.06 and 13.03j) and the 1994 edition of the Design Guide (pg. 12) directly apply, but not everyone reads or necessarily understands the restrictions as described in those documents.

The objective of this document is intended to:

Establish a comprehensive system for regulating signs within the Villages of Westcreek with reasonable standards and controls for the protection of the public and aesthetic qualities of the neighborhoods.

Recognize that most signs, by their nature, are designed and located to be seen by the driving public and to ensure that they are sized, located, and otherwise regulated so as to maximize traffic safety.

Recognize that visual clutter leads to a decline in the Villages' appearance, a decline in property values, and a decline in the effectiveness of the signs.

To assure that on-premises signs in terms of size, height, scale, and location are properly related to the overall adjacent land use character and development. To assure proper scale there must be a relationship between the size, height, location and number of signs and their surroundings. Allowed land uses, intended street functions, and lot density are important factors in determining proper scale and appropriate standards for streetscape design.

The purpose of this document is to:

Provide some reasonable limitations for on-premises signs which will protect the scenic beauty and friendly ambiance which are essential elements and cornerstones of the Villages of Westcreek quality of life.

Promote the safety of persons and property by providing that signs do not create traffic hazards by confusing or distracting motorists, or by impairing the driver's ability to see pedestrians, obstacles, other vehicles, or read traffic signs.

Promote harmony and order in the on-premises signs along the village streets by recognizing the scale and function and ensuring this relationship is sensitive to the village neighborhood.

Provide the freedom of expression and creativity while being sensitive to the overall desires of the neighborhood.

To interpret and clarify all of the above references in one instance, and as directed by General Resolution, hereby is the signage policy for anyone wishing to erect signs in Villages of Westcreek.

## Definitions

*Embellishments* are defined as additions added to and attached to the sign or its structure designed to attract attention or give further information.

*Main thoroughfares* are defined in the Villages of Westcreek as Military Drive West, Westcreek Oaks, Westcreek View, and Grosenbacher.

*Sign* shall mean any object, device, display, structure, description, figure, painting, drawing, message, plaque, placard, poster, or thing or any part thereof, situated outdoors or indoors, that is designed or used to advertise, inform, identify, display, direct, or attract attention to anything by any means, including words, letters, figures, design, display, direct, or attract attention to anything by any images. The term "sign" shall include all other devices or structures as may reasonably be included under it; whether attached or unattached. This definition excludes all national or state flags, non-electric window displays, graffiti placed without the authority of the property's owner or representative, the official announcements or signs of government.

*Sign area* shall mean the entire advertising area of a sign excluding any framing, trim, or molding and the supporting structure but does include all embellishments.

*Sign, back to back* shall mean a structure containing two (2) parallel signs whose faces are oriented in opposite directions and are placed no more than ten (10) feet apart.

*Sign, commercial* shall mean a sign which directs attention to a business, product, service or activity which is conducted upon the premises where such sign is located.

*Sign, face* shall mean the area or display surface used for the message.

*Sign, governmental* shall mean a sign erected and maintained pursuant to and in discharge of any government functions, or required by law, ordinance or other government regulation.

*Signs, overhanging also known as banners* shall mean a sign suspended over a sidewalk, street, or other public right of way.

*Sign, political* shall mean a temporary sign announcing or supporting political candidates or issues in connection with any national, state, or local election.

*Sign, portable* shall mean any sign designed or constructed to be easily moved from one location to another, including signs mounted on or designed to be mounted on a trailer, wheeled carrier, or other non-motorized mobile structure. A portable sign with its wheels removed shall still be considered a portable sign.

*Sign, real estate* shall mean a sign pertaining to the sale or lease of the premises, or a portion of the premises, on which the sign is located.

*Sign, temporary* shall mean any non-commercial, not for private profit sign, the use of which is limited to a period of thirty (30) consecutive days.

*Sign, window* shall mean any sign, picture, symbol, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service, that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

### General Provisions

All signs must be approved by the Architectural Review Committee (ARC) **before** placement. Owners of individual Lots may place one (1) sign within the boundaries of their property, no larger than (7) square feet. Owners of platted corner lots fronting on two (2) intersecting streets are allowed the permitted freestanding signage for each frontage, but such signage cannot be transferred from one frontage to another. The request must address at least the type of sign, size, and proposed location. Signs promoting a class or program may be erected no earlier than thirty (30) days prior to the class or program but must be removed the day after the class or program has started. Any signage that is larger than five (5) square feet must have approval by the Architectural Review Committee (ARC) prior to erecting such signage.

Real Estate signage other than the signs located on the individual lot will need to meet the following additional criteria:

- Size of sign must be no more than 5 square feet;
- Signs may be displayed from 4:00 pm Friday afternoon ( Thursday if Friday is a holiday) through 9:00 am the next business day (i.e., Monday, Tuesday if Monday is a holiday);
- Signs advertising the same message/reality/homebuilder may not be placed closer than 500 feet from one another on the main thoroughfares inside the Villages.
- Signs near the Loop 1604, Grosenbacher, Westcreek Oaks and Westcreek View entrances may not be closer together than 50ft.
- Signs may not be placed within fifty feet from any other reality/homebuilder or governmental sign

Villages of Westcreek Owners' Association (VWOA) assume no responsibility or liability for signs damaged, vandalized or removed without owner's consent. Further, VWOA reserves the right to remove without recourse signs determined to be in violation of this policy.

All requests for signage not covered by this policy or any requests for exception to this policy should send submit the request in writing for consideration to the address below.

Send requests for signage placement to:

VWOA Architectural Review Committee

12395 Military Drive West

San Antonio, Texas 78253

Traffic and legally required signs. Nothing in this document shall be construed to prevent or affect the display of insignia, legal notices or informational, directional or traffic signs which are legally required or necessary to the essential functions of government agencies.

All signs shall be situated in a manner which does not interfere with or obstruct windows, doors, or other means of exit from a building.

Clear vision area. No sign shall be placed within the clear vision area defined. On any corner lot, no sign shall be maintained within a triangular area formed by the intersecting street lines and a straight line connecting such street lines, at points twenty five (25) feet from the point of intersection measured along such street lines.

No sign shall be erected on or over public property in a manner that interferes with any fire hydrant or utility box.

All signs shall be constructed of durable materials and securely attached to framework and supports made of wood, metal, or other similar material of equivalent strength.

Signs expressing support for an individual political candidate or party or local bond issue or referendum may be placed in a private front yard no earlier than forty five (45) days prior to a primary or general election and must be removed no later than seven (7) days after the election unless the candidate is involved in a runoff election. Such political signs shall not be larger than twenty four (24) inches high and twenty four (24) inches wide and must be professionally made; no homemade signs are permitted. The limit for political signs is three (3) per platted lot. Corner lots with two (2) bordering streets may have six (6) [three (3) per street frontage]. No political signs are permitted in common areas and any signs posted there shall be removed immediately.

Signs announcing a property for sale or rent, or an open house event shall be neat and professional looking.

Security signs which identify a home as being protected by electronic security systems are permitted but shall be no larger than two (2) square feet.

No sign or part of a sign shall exceed forty eight (48) inches in height unless approved by the ARC.

No Signs on individual lots shall be placed closer than three (3) feet from the edge of sidewalk.

Contractor signs. One (1) job identification sign is permitted during the time of construction of any building or improvement. Contractor signs must not have a face area larger than twelve (12) square feet and must be removed at job completion.

“For Sale”, “For Rent or Lease”, or “Model Home” Signs – Notwithstanding anything herein contained to the contrary, a “For Sale” or “For Rent or Lease” sign to advertise that the Lot or Property of the Owner is being offered for sale or rent is permitted, but such signage shall not exceed a total of five(5) square feet. Further, signs erected by homebuilders designating an Improvement as a Model Home shall be permitted subject to approval of the Architectural Review Committee (ARC). Floodlight sign illumination, on-sign lighting, banners, balloons and the like elevate this to commercial venture status, and therefore are not authorized for other than same-day party or open house type events.

Cosmetics representative, Notary Public, or knives sharpened here are all examples of commercial venture signs which would be inappropriate for the residential nature of the community and, thus expressly prohibited.

#### Sign height and area

- (a) Height computation. The height of a sign shall be computed as the distance from the ground level of the sign to the top of the highest attached component of the sign.
- (b) Sign area.
  - a. Area computation. The area of a sign shall be computed on the actual area of the sign. Included in the actual area shall be any open space which gives definition to the displays. Any border which forms an integral part of the background of the display, or differentiates the sign from the backdrop or structure against which it is placed should also be included in the actual area. The computation of sign area shall not include any structure, bracing, or wall that is necessary to support the sign.
  - b. Double-faced signs. The area of a sign shall be computed on a sign face basis and all requirements with respect to sign area refer to the area of a

single face. A double-faced sign shall be permitted to have the allowed area for a single-faced sign on each of the two (2) faces of the sign.

Temporary displays

Inflatables. The temporary use of inflatable displays used to promote open house or other similar events is permitted for a maximum period of eight (8) hours per calendar quarter per platted lot. Such displays shall be removed at the termination of the event.

Open House signs. Signs are permitted on the day before open house and must be removed by dusk of the date of open house.

Prohibited signs

Notwithstanding any provisions of this document, no sign shall be erected which constitutes an obstruction to the view of operators of motor vehicles on public streets or entering such streets from private property as determined by the Architectural Review Committee (ARC).

No revolving beam or beacon of light resembling any emergency vehicle light shall be permitted, nor shall any sign be made to resemble a traffic control sign.

No sign nor part of any sign in a residential area shall move, flash, rotate, or change its illumination or moving character shall be installed.

Signs which encroach or project over public property or right-of-way are prohibited.

Portable signs are prohibited.

No sign advertising any business or service may be attached to a building, fence or posted in a yard in the common or private area of the Villages of Westcreek.

Villages of Westcreek Owners' Association, Inc. (VWOA) assumes no responsibility or liability for signs damaged, vandalized or removed without the owner's consent.

Further, VWOA reserves the right to remove, without recourse, signs determined to be in violation of this policy and to charge services fees for such removal.

IN WITNESS HEREOF, the undersigned do agree and consent that this policy shall be in force from this date, June 1, 2008, henceforth.

Cornel Hoskins

Harold (Rick) Severs

Liliane Castillo

Ernest Felder

Mark Cornell

Posted in the VWOA Book of Resolutions by:

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Judy A. Monger  
Community Manager, VWOA

Date: \_\_\_\_\_