



Welcome to the Villages of Westcreek!

How Homeowners Can Apply for Improvements or Changes:

The “Standards for Architectural Design and Property Maintenance,” hereafter referred to as the Standards, outlines the procedures and guidance for requesting improvements or changes to the homeowner’s property. Any improvement or change to your property, other than the dwelling’s interior, is subject to prior approval of the Architectural Review Committee (ARC). The Standards are available on the VWOA’s website under “Documents”.

Property Improvement Application (PIA) Review Process:

The review process begins once the homeowner submits a completed Property Improvement Application (PIA) to the ARC. The ARC evaluates the request using all applicable VWOA governing documents as well as those of the County, State and Federal Government. The process does not include consideration of building code compliances or structural integrity, which is the responsibility of the homeowners and builders. There is nothing in the Declaration of Covenants, Conditions, and Restrictions (CC&Rs), the Standards, or the review process that exempts the homeowners or builders from their responsibility of securing all applicable permits. The Declaration of Covenants, Conditions, and Restrictions (CC&R’s) are available on the VWOA’s website under “Documents”.

Application Procedure and Requirements:

To determine if an improvement or change requires ARC approval, review “Appendix A” of the Standards first. If you are still not sure if approval is required, it is recommended that a PIA be submitted to the ARC for review and approval.

- The PIA is designed for homeowners to request an improvement or change to the dwelling’s exterior as well as the entire outside area of the property which includes buildings/structures, concrete patios, and walkways. The PIA may be downloaded on the VWOA website under “Architectural Review” or may be obtained at the Community Center’s Office. The homeowner is responsible for submitting a completed PIA, along with all applicable supporting information and documents, to the Community Center’s Office.

- Submitting a PIA to the ARC for approval, requires a complete description of the proposed improvement or change; such as materials, color samples, drawings, sketches, brochures, and all applicable dimensions (length, width and height) that adequately describe the proposal. Other than repainting any portion of the dwelling or any other outdoor building/structure the same color or making improvements or changes in accordance with Appendix A of the Standards, a copy of the Plat/Lot Survey form is required showing the location of the proposed improvement or change. (If a Plat/Lot Survey form cannot be found, a copy may be obtained from the Bexar County Clerk's Office.) If changing the color of any portion of the dwelling or any outdoor structure such as wooden storage sheds; gazebos; and children's playsets, color sample(s) and a color picture of the dwelling or any other building/structure is required.
- Submitting all applicable information with your PIA makes it easier for the ARC to render appropriate and prompt decisions. If any proposed permanent object such as concrete walkways, swimming pools, trees, and wooden storage sheds mounted on a concrete slab are in/over a utility easement as shown on the Plat/Lot Survey form, written approval from all applicable utility companies must accompany the request for ARC approval.
- The ARC's review will result in either approval or disapproval. The outcome of the review is dependent on the adequacy of the materials; site dimensions; conformity and harmony of external design including color schemes; and location with neighboring structures and properties in compliance with the specific and general intent of the CC&Rs and the Standards.
- The ARC must act upon homeowner PIA's within fifteen (15) days of the date of its receipt. If the ARC requests additional or amended materials during the initial fifteen (15) day period, or approves such materials subject to the condition that certain additional or amended materials be submitted, such period shall automatically be extended to fifteen (15) days following the date upon which such additional or amended materials are delivered to the ARC. Additional fifteen (15) day extensions shall occur if further additional or amended materials are requested or required during any subsequent extension period. If the additional or amended materials are not received on or before the required date, then the request for approval shall be automatically disapproved. After that, if the homeowner still wants the same improvement or change, a new PIA must be submitted to the ARC.

When the ARC approves a PIA, ninety (90) days are allowed to complete the project before an inspection is required. At the end of the ninety (90) day period, the Standards Manager will contact the homeowner and request that a color picture of the project be submitted via "standards@villagesofwestcreek.com" or hand-carried to the Community Center's office. For an approved project that is completed before the ninety (90) days are up, please e-mail or hand-carry a color picture of the project per the instructions in the previous sentence. However, if the completed project does not conform to the notice of approval, modification or removal may be required in accordance with the applicable governing documents. Also, if for any reason, the project has not been completed at the end of the ninety (90) day period, the previous approval will no longer be in effect. Therefore, if the homeowner wishes to continue with the project, a new PIA must be submitted to the ARC.

The Architectural Review Committee