

ARCHITECTURAL CONTROL INSTRUCTION SHEET
For Exterior Changes to EXISTING PROPERTY
INCLUDING LANDSCAPING

PROCEDURE FOR OBTAINING APPROVAL:

(ONLY FULLY COMPLETED APPLICATIONS WILL BE CONSIDERED FOR ACTION BY THE ACC)

NOTE: Applications will NOT be needed for normal maintenance repairs if NO exterior changes result; i.e. a broken window, a torn screen etc. But we ask you to inform a Committee member so we will know how to respond to neighbors' inquiries.

Please read the attached Rules and Specifications as provided by the Architectural Control Committee. These rules are derived from the "Amended and Restated Master Declaration of Covenants, Conditions and Restrictions for Scenic Hills Community" dated November 20, 1995.

The Architectural Control Committee, which acts on your requests, meets on the first Tuesday of each month. Applications should be submitted in a timely manner by the last Tuesday of each month enabling the Committee to make a site review (if necessary) before its meeting on the first Tuesday of the following month. Please follow the instructions below:

1. Complete the attached Application for Approval making sure all items have been addressed and all signatures are in place.
2. Attach PLAN or SCALE DRAWING of the proposed change, using page 6 of this application.

Applications should be detailed; e.g., changes in existing roofing, brick, paint, possible disruption of common area services (sprinkler system, sidewalk). Show exact location, dimensions, elevations, and plan of proposed improvements.

It will be the responsibility of the homeowner to demonstrate to the Committee that the modifications proposed in this application will not in any way impinge upon, damage, or otherwise interfere with our sprinkling system or any buried utilities. Changes to the homeowner's property necessitated by the proposed architectural alterations will be made at the homeowner's expense including all changes to the sprinkler system, driveways and sidewalks, and moving or removing landscaping, etc.

Submit the completed, signed application to the Architectural Control Committee. This can be accomplished by presenting these papers to the Lodge Personnel, who will date and initial your request and forward it to the Committee. The Chairperson or duly appointed committee member will take the application and visit the site to determine precisely the nature of the change requested. This will provide information for discussion by committee members concerning the application. You will be informed of the Committee's decision following its meeting.

Please date your application and retain a copy of all documents needed to support it.

PLEASE KEEP THIS SHEET FOR YOUR RECORDS

RULES & SPECIFICATIONS
For Exterior Changes to EXISTING Homes in Scenic Hills

1. The Architectural Control Committee must approve all external designs.
 - a. All exterior facings of the first floor must be of brick or stone, except for door and window openings and trim. Attached vertical posts or columns must also be of brick or stone unless stipulated otherwise, in writing by the Committee.
 - b. All exterior appurtenances such as shutters and chimneys must be in keeping with the prevailing mode of the community. Smokestacks must be enclosed in chases of brick, wood, or another material acceptable to the Committee.
 - c. Boxed out or cantilever window trim may be of other materials approved by the Committee, but cannot constitute more than 30% of the wall on which they are located.
 - d. Slope of the roofs shall not be less than two (2) inches per running foot. With any addition, the roof will be the same as the existing roof as to color and materials. All roofs including any projection (bay, boxed or cantilevered windows) will be covered with a material approved by the Committee. It is recommended that replacement roofing materials be: asphalt/fiberglass shingles—Class A, 30-year warranty, fungus resistant. Roofing of other materials, including energy saving materials, may be considered at the discretion of the ACC. Such applications shall include a sample or brochure.
 - e. Exterior paint colors must be approved by the Committee.
2. Plat survey must show house layout and all setbacks. Setback lines will be 20 feet from the front property line - 5 feet on both sides. The rear setback shall be no less than 10 feet, more if the Committee deems it necessary. See EXHIBIT A
3. Foundation must be of approved-engineered design and meet all local and state codes. Foundations shall have adequate elevation to provide for proper drainage but care **MUST** be taken to prevent drainage that could be harmful to adjoining properties. French drains, berms or walls must be installed if there is no other way to prevent drainage to adjoining properties.
4. An application for pergolas/arbors may be submitted – construction details must conform to specifications as shown in Exhibit B.
5. An application for placement of residential **composters** and **rain barrels** may be submitted addressing the guidelines as shown in EXHIBIT C.
6. This is an all-electric energy neighborhood. The Architectural Control Committee must approve any other type of fuel.
7. All utilities must be buried.
8. Additional structures on home site:
 - a. No freestanding structures, such as sheds or gazebos, will be allowed on the home sites or in the residential area.
 - b. Attached or unattached carports will not be approved.
9. Planting of additional trees and shrubs must be approved by the Architectural Control Committee.
10. No wall, fence, hedge or other visible barrier may be erected or placed on any Lot in Scenic Hills Community, not to preclude electronic “fences” or devices for pet containment which are not visible on surface of the Lot.

11. Any changes to your established sprinkler system must be made only with written approval from either the Lawn Committee or the Architectural Control Committee. A schematic must be submitted to the Committee for approval before system construction is begun. A representative of the SHCA maintenance personnel will observe construction. For lawn and sprinkler information and specifications see EXHIBIT D.
12. **It is the responsibility of the homeowner/contractor to keep the building site clean.** Any damage to roadways or the surrounding area resulting from building operations must be repaired by the homeowner/contractor.
13. No building materials or supplies (this includes dirt and lawn sod) shall be unloaded and left on the paved street or right of way. No trucks or trailers shall be left parked on any street other than during working hours. An orderly work site must be maintained.
14. Sidewalks must be installed by the homeowner/contractor, and placed in the same relative position as those on adjoining properties.
15. Satellite dishes are permitted in accordance with FCC Rules, recognizing and adhering to acceptable restrictions as set forth in amendments to the Amended and Restated Master Declaration of Covenants and Restrictions For Scenic Hills Community Association, Article V, Page 10, Section 12.
16. No signs shall be displayed on Lots with the exceptions as set forth in the amended Article IV, Page 6, Section 4, of the Amended and Restricted Master Declaration of Covenants, Conditions and Restrictions for Scenic Hills Community. Rules addressing the display of political signs are regulated by code adopted from state law.
17. Damages to sidewalks, sprinklers system, and buried utilities will be repaired at homeowners' expense.
18. Alterations, additions, and/or repairs (including landscaping) must be in harmony with prevailing architecture of the Community.
19. All gutters, soffit, and fascia shall be painted in a color approved by the Architectural Control Committee. Roof mounted objects such as ventilation fans, turbines, and skylight frames shall be painted in a color that, as closely as possible, matches the color of the roof. Painting of solar collection panels of solar powered devices is not required.
20. All projects must be completed within six months after approval.

If applicable, AFTER approval of application by Scenic Hill Architectural Control Committee, contact the office of the Schertz Building Official at 1400 Schertz Parkway, Telephone (210) 619-1750, to receive instructions for securing the necessary permits.

APPLICATION

To Scenic Hills Architectural Control Committee for required approval of any additions or modifications to all existing Scenic Hills Homes/Properties.

APPLICANT NAME _____ DATE _____

ADDRESS _____

LOT AND BLOCK _____ PHONE _____

NAME OF PROPOSED CONTRACTOR _____

ADDRESS OF CONTRACTOR _____ PHONE _____

Briefly describe the proposed change/addition: _____

1. Plot Plan or Survey showing proposed change or improvements (with elevation, plans and dimensions, existing improvements, **property line** (all sides), easements and building setback lines.
2. Plan or scale drawing of proposed improvements showing dimensions, colors and all exterior materials to be used (brick, siding, roofing, etc.) and their relationship to the existing home.

It is the responsibility of the homeowner/contractor(s) to maintain a clean and orderly work site and to make sure no building materials are left on the Scenic Hills Sidewalks or streets during construction. The homeowner/contractor(s) will be held responsible for any damages sustained by Scenic Hills residents from failure to adhere to this rule. Homeowner will assume full responsibility for compliance to this rule.

Homeowner ensures that the construction proposed in this application will not encroach upon any adjoining lot nor will it divert water in such a way as to cause problems for adjacent property owners.

Project must be completed within 30 days from the date that work commences on the modifications and/or repairs. If the project is not completed within the 30 day work-frame, it will be necessary to obtain a *new* approved application from the Committee.

Received by (Initials) _____

Date Received _____

COMPLETE ALL PAGES

CONTINUED ON PAGE 5

ALL IMMEDIATELY ADJACENT NEIGHBORS (FRONT, BACK, AND BOTH SIDES) HAVE BEEN NOTIFIED BY HOMEOWNER OF PROPOSED CHANGE(S) AS INDICATED BY SIGNATURES BELOW.

THESE SIGNATURES INDICATE NOTIFICATION ONLY. THE ARCHITECTURAL CONTROL COMMITTEE MUST BE NOTIFIED IMMEDIATELY IF THERE ARE ANY OBJECTIONS TO THIS PROJECT.

NAME ADDRESS SIGNATURE DATE

NAME ADDRESS SIGNATURE DATE

NAME ADDRESS SIGNATURE DATE

NAME ADDRESS SIGNATURE DATE

The undersigned understand and agree to comply with above Rules and Specifications for the duration of any work approved by the Architectural Control Committee. The Restrictive Covenants of Scenic Hills will prevail in the event of a conflict with these rules. **Homeowner will not deviate from the plans approved by this committee.**

HOMEOWNER _____ DATE _____

CONTRACTOR(S) _____ DATE _____

COMMITTEE USE ONLY

COMMITTEE ACTION (circle one): APPROVED DISAPPROVED CONDITIONAL

COMMENTS:

DATE _____

BY: _____

COPIES TO: Owner
 Contractor (if applicable)
 Architectural Control Committee
 Resident's File

“EXHIBIT A”

**SET BACKS
TYPICAL BUILDING LOT AT SCENIC HILLS**

**street curb
front property line**

front limit of house - 20 ft. back from property line

**HOUSE MUST BE
BUILT WITHIN
THESE BOUNDS**

**rear lot set back
not less than 10 ft. without
Architectural Committee
approval**

minimum set back of 5 ft. between each side of house to property line

May 1988, Rev. 5/6/03, Rev. 3/8/04, Rev. 8/10/04, Rev. 1/25/05, Rev. 2/2/05, Rev. 4/12/05, Rev. 8/23/05, Rev. 1/25/06, Rev. 5/8/06, Rev. 6/12/07, Rev. 12/4/07, Rev. 5/7/08, Rev. 12/16/18, Rev. 3/6/09, Rev. 8/3/10

“EXHIBIT B”

PERGOLAS SPECIFICATIONS

Structure must be attached to the house.
(To be situated on a patio or deck.)

MATERIAL: Red Cedar or Redwood

Posts: 4" x 4"

Lintel: 4" x 6" or 4" x 8"

Rafter: 4" x 6"

Purlin: 2" x 2"

Height: Minimum - 8 feet; Maximum - 10 feet

Width: Minimum - 10 feet; Maximum - 14 feet (Side connected to house)

Length: Minimum - 12 feet; Maximum - 16 feet

“EXHIBIT C”

SCENIC HILLS COMPOSTER AND RAIN BARREL

May 1988, Rev. 5/6/03, Rev. 3/8/04, Rev. 8/10/04, Rev. 1/25/05, Rev. 2/2/05, Rev. 4/12/05, Rev. 8/23/05, Rev. 1/25/06, Rev. 5/8/06, Rev. 6/12/07, Rev. 12/4/07, Rev. 5/7/08, Rev. 12/16/18, Rev. 3/6/09, Rev. 8/3/10

GUIDELINES

COMPOSTERS:

1. Type and Size:
 - a. Round "Bin" type, not to exceed 36" in diameter and 36" in height.
 - b. Square Bin, not to exceed 36" X 36" X 30" High.
 - c. Rectangular Bin, not to exceed 36" x 30" x 30" High.
 - d. It is preferred that all composters be commercially made.
2. Material:
 - a. HDPE (food grade) plastic housing.
 - b. Natural Cedar (not painted or stained).
 - c. Wire Bins must be made of heavy gauge steel wire. Bin frame pieces are to be 4 gauge, mesh panels are to be 11 gauge.
3. Color: Composters will be made of natural cedar, dark green or black.
4. Location: Due to Scenic Hills Community Association prohibition of fences – composters are to be located at the back of the house on the homeowner's patio. If the property does not have a patio, the location of the composter will be placed at the rear of the house in a location approved by the Scenic Hills Architectural Control Committee in agreement with the homeowner. It is to be placed on a 4' X 4' concrete slab.
5. Shielding: The composter must be shielded by a 36" high screening of a vinyl or plastic type appropriate for A/C units. It is recommended that where practical, the screening be "portable" for easy access to the unit.
6. Material recommended to be composted: Vegetation including grass clippings, leaves, brush, sawdust, wood chips, raw vegetables or fruit, peelings or rinds, left over cooked vegetables, and coffee grounds.
7. Items recommended NOT to be composted: No human or animal excrement, no greasy foods, no dairy products, no meat products (to include chicken or turkey products), no scraps, no bones, no fat or suet, and no egg shells.
8. COMPOSTER AND/OR COMPOSTED MATERIAL WILL NOT EMIT AN OFFENSIVE ODOR.
9. When a property owner sells his/her home, they will remove any composter on their property before closing on the sale of the home.

(continued on next page)

(continuation of "Exhibit C")

RAIN BARRELS:

1. Type: Wood “whiskey barrel” or commercially made plastic standard barrel.
2. Size: Not to exceed 36" in height and 26" in diameter and 60 gallons in capacity.
3. Material:
 - a. A whiskey barrel must be made of oak.
 - b. A standard made rain barrel will be made of HDPE (food grade) plastic or UV protected material polyethylene plastic.
4. Color:
 - a. A whiskey barrel will be made of natural oak.
 - b. A standard rain barrel will be white.
5. Type of Construction: Barrels must be sealed (closed design) and have a filter system.
6. Location: At the rear of the house accessible to an existing down spout placed on a 36" concrete slab.
7. Shielding: The rain barrel must be shielded by a 36" high screening of a vinyl or plastic type appropriate for A/C units. It is recommended that where practical, the screening be “portable” for easy access.
8. When a property owner sells his/her home, they will remove any rain barrel on their property before closing on the sale of the house.

"EXHIBIT D"

**SCENIC HILLS LAWN SPRINKLER
SPECIFICATION**

A proposed plan for placement of sprinkler systems must be submitted to the Lawn Committee before that construction is begun. In addition, a schematic must be furnished to the Scenic Hills Lodge upon completion of installation. Water will be provided on a routine basis for the location after receipt of the schematic.

Lodge Maintenance Personnel will oversee and co-ordinate installation of all sprinkler systems. All sprinkler systems MUST adhere to the following requirements.

1. Each home must have an independent sprinkler system with individual shut off valves. The water supply line to the system must have a lockable quick close ball-type brass valve installed.
2. All spray heads installed in grass areas that are too small for rotaries, must be Toro 570C 4" pop up. Any head installed by a sidewalk, driveway or home foundation slab must be 4" away from it. 30 ft. rotary spray heads may be installed in backyards.
3. Spray heads installed in shrub beds by sidewalks must be Toro 570 6" or 12" with risers tall enough to spray over shrubs at all other places. Heads installed between new and existing homes shall be staggered and nozzles adjusted or replaced so there are no over watering.
4. If rotaries are used, they must be Nelson 6000 series - installed 6-8" away from sidewalks, driveways and foundation slabs of the home. Spray and rotary heads must be installed using poly nipples.
5. Zone valves must be Toro brand and installed in a 6" valve box.
6. Controller installed must be the Irritrol brand.
7. Wiring must be UF 14 gauge installed underground from valve to location of controller. Power cord to controller must be installed in a conduit to breaker box.
8. Pipe used for lateral lines must be Class 160 or Class 200. Pipe used for mainline must be Schedule 40, 1 1/4" or larger, if needed. Pipe to be sized as to number of gallons per minute water flow, not to exceed 25 gallons on any 1" valve. Depth of ditches - 8 to 10" normal, not to exceed 14". Above spec may differ according to location.
9. All heads and valve boxes will be raised or lowered to the height of the finished sodded yard and according to the planting of shrubs.
10. All parts used must be interchangeable with parts used by Scenic Hills. This is REQUIRED for purposes of maintenance. Scenic Hills WILL NOT assume responsibility for maintenance and repair of sprinkler systems if parts other than those specified are used.

(continuation of Exhibit D)

11. Lot Owner and Contractor are responsible for repair or relocation of any underground pipes or lines (electrical, telephone, sprinkler, water, etc.) damaged by them during installation of sprinkler system.
12. An "as built" schematic will be furnished to the Scenic Hills Lodge Office upon completion of the job with all lateral lines, main line, valves and head locations shown. Valve locations will be measured off to 2" points.

Resident Acknowledgment

The following are grasses recommended by the City of Schertz.

Drought Tolerant Grass

1. Buffalo Varieties - Full Sun
2. Blue Grama
3. Bermuda Varieties
 - (a) Tifway - Full Sun
 - (b) 419
4. Zoysia Varieties
 - (a) JaMur Zoysia - Full Sun
 - (b) Crowne Zoysia - Full Sun/Shade
5. Floratam St. Augustine - Full Sun/Shade
6. Palmetto St. Augustine - Full Sun