

**LEAWOODS PROPERTY OWNERS ASSOCIATION, INC.**

**ARCHITECTURAL GUIDELINES**

**August 1, 2017**

**THESE GUIDELINES ARE SUBJECT TO REVISION BY AMENDMENT  
AT THE DISCRETION AND BY RESOLUTION OF THE  
ARCHITECTURAL COMMITTEE**

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# **ARCHITECTURAL COMMITTEE REVIEW GUIDELINES**

## **Introduction**

**This document is provided as a supplement to the Declaration of Covenants, Conditions, Restrictions and Easements document (“DCCR”) for the LEAWOODS PROPERTY OWNERS ASSOCIATION, INC.**

As stated in Article X of the DCCR, the Architectural Committee (“AC”) has the power and duty to review and approve requests for the construction of structures and improvements to properties located within the jurisdiction of the LEAWOODS PROPERTY OWNERS ASSOCIATION, INC. The purpose of this review is to ensure the “conformity and harmony of exterior design” of the proposed structure or improvement with the existing structures in the community.

## **I Authority**

The Architectural Committee (“AC”) is a three (3)-member committee created pursuant to the Declaration of Covenants, Conditions, Restrictions and Easements for LEAWOODS PROPERTY OWNERS ASSOCIATION, INC. The AC is empowered under the DCCR’s to review and accept or deny, as it determines is appropriate, improvements proposed to property annexed into the LEAWOODS PROPERTY OWNERS ASSOCIATION, INC..

These Architectural Guidelines are promulgated by the AC under the authority given it in the Texas Property Code and the DCCRs. These Guidelines are issued by the AC to offer insight to the property owner as to the process by which an improvement or alteration to property may be proposed and submitted to the AC for review and to highlight what is expected by the AC relative to the most commonly occurring improvements and alterations. The AC may, from time to time, by resolution of the majority of the AC Members, revise these Guidelines, as it deems necessary within its authority.

This document is intended only to provide Guidelines as mentioned above, and is not intended to, and shall not be construed to create any right not already created under the DCCR. This document does not amend or modify the DCCR. Any conflict between anything contained in this document and any provision of the DCCR shall be controlled by the DCCR to the extent of the conflict.

## II Glossary of Terms

All capitalized terms contained in this document shall have the same meaning as ascribed to them in the DCCR. Additional terms, defined solely for convenience of reference within this document, are as follows.

**AC:** The LEAWOODS PROPERTY OWNERS ASSOCIATION, INC... Architectural Committee.

**Board:** The LEAWOODS PROPERTY OWNERS ASSOCIATION, INC. Board of Directors.

**AC Members:** Those persons appointed by the Board of Directors to be members of the Architectural Committee.

**DCCR:** Declaration of Covenants, Conditions, Restrictions and Easements.

**Governing Documents:** The combination of the Articles of Incorporation, the By-Laws and the Declaration of Covenants, Conditions, Restrictions and Easements.

**Improvement to Property:** As defined in the DCCR's, improvement to property shall mean any Improvement, change alteration or addition to any property within the Community Association Area.

**Management Company:** The organization or company that provides management services to the LEAWOODS PROPERTY OWNERS ASSOCIATION, INC... on a contractual basis.

**Owner:** As defined in the DCCR's, "Owner" shall mean and refer to the Person, including Declarant, or if more than one, all Person collectively, who hold fee simple title of record to a Privately Owned Site, including sellers under executor contracts of sale and excluding buyers thereunder".

**Request For AC Review:** A formal, written, signed, request from an Owner for permission to make specific improvements to his/her lot or existing structures on the lot. See LEAWOODS PROPERTY OWNERS ASSOCIATION, INC. AC form in Appendix 2.

The LEAWOODS PROPERTY OWNERS ASSOCIATION, INC..., a Texas non-profit organization.

### **III Request for Architectural Committee Review of a Proposed Home Improvement (AC Form)**

A homeowner desiring to make any change modification or addition to his or her yard, driveway, patio or exterior of the home or garage, other than the changing out of flowering annual plants, i.e. seasonal color, must file a written request for review of the change, modification or addition with the LEAWOODS PROPERTY OWNERS ASSOCIATION, INC. AC. The AC Form with which to request such a review can be found in Appendix 3.

Requests, plans, and specifications for Improvements are to be delivered to the AC in advance of any commencement of construction or purchase of materials. The AC is not obligated to consider any request for Improvement after the work is commenced or completed, and reserves the right not to approve any such request. No special consideration will be given in those instances when post-construction acceptance is requested of the AC by an owner.

Plans and specifications should include:

1. The nature of the change or addition
2. Specifications
3. Kind
4. Shape
5. Measurements
6. Materials
7. Color
8. Location on the property and in relation to existing structures
9. Harmony of design
10. Location in relation to topography
11. Location of utility easements
12. Timing of completion
13. Signature of owner(s)
14. Additional information as requested by the Committee

## IV Architectural Committee Operating Procedures

1. **General:** A property Owner submits a formal request for review by the AC to the Management Company:
  - a) An AC request must be made on the form as provided in Appendix 2. Additional forms may be obtained from the Management Company or from the LEAWOODS PROPERTY OWNERS ASSOCIATION, INC.
  - b) It is essential that all requests for improvements (AC Forms) be filled out completely. An AC Form that is not complete will be denied and returned for more information.
  - c) Applications for improvements must include details of color, height, size, materials used, location on a scale plot plan and a picture or drawing of structures.
  - d) Additional information may be requested if not provided with the original request and could delay the approval process.
2. **Responses:** All requests for review, or AC Forms, will be date- stamped by the Management Company upon receipt. The owner must sign all AC Forms. AC Forms must be answered by the Management Company within thirty (30) days after receipt of a completed application.
3. **Formal Review:** the AC. will review all items. A review consists of the following:
  - a) A reading and understanding of the AC Form by at least a majority of the members of the AC. If there are questions, the request will be denied and the AC Form will be returned to the Management Company requesting further information from the Owner prior to a subsequent review.
  - b) An evaluation of the AC Form will be based on:
    1. Its compliance with, or violation of, the DCCR's.
    2. The most current criteria for evaluating unusual or unique requests.
    3. Input, if any, from other Owners available at the time of review or solicited by the AC.
    4. Guidelines established by the AC, as may be revised or amended from time to time.
    5. Judgment of the AC.
4. **Informal Review:** If the cost or effort to submit a formal review that complies with the DCCR's is excessive, the Owner may submit a less formal, and less detailed, request to the AC for a non-binding evaluation. The request must be in writing and a written reply will be sent. Such an evaluation is only for the guidance and convenience of the Owner and will NOT be considered as permission to proceed with construction until formal request is submitted and formal approval given.

5. **Findings:** A summary of the findings and the reason(s) for the decision will be forwarded to the Management Company.
6. **Notification:** The Management Company will notify the Owner of the AC's findings.
  - a) Whether the request is accepted or denied, the Owner will be notified in writing.
  - b) If the recommendation is a conditional approval or denial, the letter will include the AC's reason(s) for such findings.
  - c) The AC reserves the right to request additional information at any time after its receipt of any formal request. Should the AC request additional information or deem the formal request to be incomplete, the application will be denied and returned for more information. Re-submittal by the Owner will be considered a new request to be responded to as stated in Section IV.2. above.
  - d) If the Architectural Committee denies or refuses approval of a proposed Improvement to Property, the Applicant may appeal to the Board of Directors by giving written notice of such appeal to the Community Association and the Architectural Committee within twenty (20) days after such denial or refusal. The Board of Directors shall hear the appeal with reasonable promptness after reasonable notice of such hearing to the Applicant and Architectural Committee and shall decide, with reasonable promptness, whether or not the proposed Improvement to Property shall be approved. The decision of the Board of Directors shall be final and binding on all Persons.

## **V Guidelines**

The following are Guidelines adopted by the AC to specify its standards, requirements and rationale used in evaluating an application. These Guidelines will be amended from time to time as the circumstances, or conditions dictate. Each application is considered on its own merit, and the AC may grant a variance from these Guidelines and/or from certain provisions of the DCCR.

It should also be noted that AC approval is required prior to the installation or construction of the Structures or Improvements. If an improvement is made without AC approval, the Board of Directors has the legal right to enforce its removal.

Because the Guidelines may change from time to time, the homeowner is urged to contact the Management Company prior to making any improvements to prevent following obsolete Guidelines.

### **1 General Information**

Throughout this document, no distinction will be made between “permanent” and “temporary” structures. Unless otherwise specified, they will be considered the same.

- 1.1. All structures, concrete and/or paint which are not the original color of the house, roofing color different than existing roofing or changes visible from streets and common areas in the neighborhood must have an AC Form on file that was acted upon and accepted by the AC.
- 1.2. Structures and trees shall not be installed in easements.
- 1.3. Backyard structures, e.g. play structures and spa coverings, should be located where visibility is limited from the front yard/roadway, from neighbor’s homes/yards and the golf course.
- 1.4. Wooden structures, other than play structures, are to be painted to match the house if constructed of treated pine, fir or similar type of wood. Structures of cedar or redwood do not require painting.
- 1.5. All structures must be maintained in a state of good repair.
- 1.6. In some instances, the AC may require plants or trees to be installed to screen the view of the improvement.



## 2 Structures

This section addresses a variety of constructions that are permanent in nature, and represent potentially significant impact to the look of the neighborhood. For this reason, all structures require approval of the AC prior to their installation. In addition, most will also require other documentation such as building permits, or letters of Consent to Encroach upon easement etc. Copies of these documents must also be included with the request to the AC.

### 2.1 Outbuildings

An “outbuilding” is defined as any structure, other than a gazebo, which is not attached to the main structure. This definition does not include bona fide additions to the main residence or garages.

The AC will not approve and categorically denies all outbuildings with the exception of gazebos, which may be considered for approval if the specifications outlined in Section 2.6 are met.

### 2.2 Room additions

Room additions will be reviewed on an individual basis. Detailed plans must be submitted to the AC. Size and shape will depend on the architectural style and layout of the home and garage, size of lot, and how well the room addition integrates with existing home. Addition of a storage area to the dwelling unit or living space will not qualify as a bona fide room addition and will not be permitted. However, provided that space within the buildable area of the lot is available and the garage is positioned to facilitate expansion, a storage room may be added to the garage if the slab expansion, walls and roof pitch match that of the original construction. Plans for room addition must show a room of reasonable size to constitute a legitimate request for a room addition.

#### *Location*

- a. Room additions may not encroach into any utility easement or over any building line.

#### *Materials*

- b. Exterior materials must match those of the main residence.

#### *Construction*

- c. Roof of the addition must integrate with the existing roofline and conform to the existing roof pitch, so as to appear to have been part of the original home. Room additions shall not exceed one-third of the remaining back yard.

#### *Finish*

- d. Colors should match/blend with the predominant exterior colors of the main residence. Exterior materials must match existing structure.

#### *Other*

- e. Conversion of garage space, attached or detached, to living space is prohibited.

## 2.3 Swimming Pools/Pool Enclosures

### *Location*

- a. Pools must be located in the backyard and view obscured by fences, except along the golf course driving range where steel picket fences prevail. Ideally, any pool or spa should be located at least five feet (5') from a side and rear lot line to maintain proper drainage on the lot (including decking, if any).
- b. Swimming pools/pool enclosures may not encroach into any utility easement.

### *Materials*

- c. Decks may be constructed of concrete, brick pavers, Trex, composite deck material, or natural woods such as cedar, fir, or redwood, as well as treated pine.

### *Construction*

- d. As per AC approved request.
- e. Slides that are over five feet (5') in height are unlikely to receive AC approval.
- f. Slides shall not be closer to the property lines than eight (8') feet, or the width of the rear/side easement or building line.

### *Finish*

- g. Finish of the pool and associated deck should be compatible with the house color scheme.

### *Other*

- h. Pool contractor will be required to submit a written statement describing the location of the intended ingress and egress to the subject property and the location of the intended site for the disposal of excavated materials. The AC will not permit access across private property without the permission of the owner. Common area access is not permitted. In no cases will the AC approve of the dumping of excavated materials within the master planned community of LEAWOODS PROPERTY OWNERS ASSOCIATION, INC.
- i. Landscaping in public view, which is damaged during construction of the pool, must be replaced upon completion of the pool.
- j. The property owner will be responsible for the repair or replacement of damaged sidewalks, curbing, and/or driveways upon completion of the pool.
- k. Above ground pools, other than approved hot tubs, are prohibited.
- l. Pool enclosures are permitted pending acceptance by the AC. Height should not exceed twelve feet (12'). The AC may require additional trees for screening.
- m. The City of League City has adopted a code for fencing around pools. The owner must familiarize himself or herself with the code and comply with same.

## 2.4 Patio covers

### *Location*

- a. Patio covers may not encroach into any utility easement or over any building line.
- b. Patio covers must be situated on the lot to provide drainage solely into the owner's lot. If a proposed patio cover is less than six feet (6') away from a side lot line, the AC will require that it be guttered with downspouts if it is to be a solid cover.

### *Materials*

- c. Patio covers must be constructed of materials which complement the main structure, including: Painted aluminum or wood (to match the trim of the house), Natural wood such as cedar, fir, redwood, or treated pine.

- d. Fiberglass is also acceptable as long as earth tone colors such as tan, brown, beige or clear are used, and the fiberglass panels are encased in wood trim. No green or yellow is allowed.
- e. If canvas is used as a roofing material on a patio cover, it must be an earth tone color, or Hunter green, and the structure must be located where it is not visible from the street. Also the canvas must be kept in quality condition or its removal will be requested by the LEAWOODS PROPERTY OWNERS ASSOCIATION, INC.
- f. If the cover has a pitched roof line, the roof must integrate into the existing roof line, the pitch of the new roofing must match the existing roofing and the new shingles must match the existing shingles in color, style and quality. The patio cover and posts should be trimmed out to match the house. Supports must be painted wooden or metal columns, or consist of brick that matches the home. No exposed pipe is allowed.
- g. All patio cover material i.e. fiberglass, corrugated aluminum, metal, wood, lattice, must be completely framed in so that no raw edges of material are visible.

*Finish*

- h. Unfinished aluminum will not receive AC approval. All metal surfaces must be painted, but certain structures using fiberglass roofing and wood frame may be allowed to go unpainted.
- i. At no time, however, shall a shingled roof be allowed with an unpainted frame. Frame will have to be painted to match the trim of the house whether treated or untreated wood is used.

*Other*

- j. Time for completion will not exceed thirty (30) days unless a request for an extension has been applied for and granted by the AC.

## **2.5 Decks**

*Location*

- a. Decks may not encroach into any utility easement or over any building line.
- b. Decks should not be situated on the lot so as to pose a problem to the effective drainage of the lot or neighboring lot.

*Materials*

- c. Decks may be constructed from natural woods such as cedar, CCA treated timber, composite deck material, concrete or brick.

*Construction*

- d. Decks shall not be higher than 24.”

*Finish*

- e. If painted, the color should be compatible with the house color scheme, or natural wood color.

*Other*

- f. None.

## **2.6 Gazebos**

*Location*

- a. Must be placed in the back yard.

- b. Must be at least six feet (6') away from the house and eight feet (8') away from any fence line.
- c. May not encroach into any utility easement or over any building line.
- d. May not be situated on the lot so that the may pose a problem to the effective drainage of the lot or neighboring lot.

*Materials*

- e. Gazebos may be constructed from natural woods such as cedar, CCA treated timber, or redwood.

*Construction*

- f. As per approved AC request.

*Finish*

- g. If painted, the color should be compatible with the house color scheme, or natural wood color.
- h. If the gazebo will have shingles, the shingles must match the existing shingles on the home in color, style and quality.

*Other*

- i. Will be reviewed and accepted/denied on an individual basis. Size and shape will depend on architectural style, layout of home, and size of lot.
- j. Construction of a gazebo shall be completed within thirty (30) days of commencement unless an extension is requested by the owner and granted by the AC.

## **2.7 Window Shades/Awnings**

- a. AC approval required.

## **3 Improvements**

As with the Structures section, this section addresses a variety of constructions that are permanent in nature. While they are generally less intrusive to the look of the community, they still represent potentially significant impact to the look of the neighborhood, as well as a significant investment on the part of the homeowner. For this reason, all improvements require approval of the AC prior to their installation. If other documentation is required such as building permits, or letters of Consent to Encroach upon easement etc, copies must also be included with the request to the AC.

### **3.1 Exterior painting**

- a. AC approval is required to change the color of a home. Earth tone colors were most often used when homes were constructed, and in general, an earth tone color should receive AC approval. The color of neighboring homes will be taken into consideration along with the applicant's house brick features.
- b. Houses near the home to be painted will be evaluated to ensure all the homes in an area are in harmony with each other.
- c. Bright colors such as shocking pink, vivid blue, orange, etc. are not allowed.
- d. The main color of the house (and/or brick color) and the trim color must be submitted at the same time for approval. (FOR EXAMPLE: If a homeowner wants to change the trim color, they must submit the main house color as well and/or the existing brick color.)

- e. If repainting, prior approval is not required when the color is materially the same as the original color.
- f. Once the painting of the house is started, the work must be completed within thirty (30) days unless an extension is applied for by the owner and accepted by the AC.

### **3.2 Roofing**

- a. AC approval is required for change in color or style of roofing. Roofing changes must be approved in advance.
- b. No wooden shingles are allowed.
- c. Style and color of roofing must be compatible with home and neighboring homes per Texas Property Code Section 202.011.
- d. Ridge Venting is allowed.

### **3.3 Siding**

- a. Existing siding may be replaced with Hardi – Plank. AC approval is required in advance.
- b. Color must be compatible with home and submitted along with Hardi – Plank approval.

### **3.4 Wooden Fencing**

- a. Fences and Fence extensions will be reviewed on an individual basis.

#### *Location*

- b. Fences shall not extend beyond the front building line, and may be subject to further set back from the street as the AC may determine.

#### *Materials*

- c. Replacement or repairs of fence must be made with similar materials and construction details as used in original fence.

#### *Construction*

- d. Fences shall not exceed 6' 6" in height.
- e. Fences will be constructed of ¾" X 6" x 6' 0" treated wood pickets with three (3) 2" x 4" CCA treated rails on 4" x 4" CCA treated posts set a minimum of 3'-0" below grade in an 8" diameter hole filled with concrete. All fencing facing streets shall be "good side out." All interior fencing shall match the construction provided by the builder. Rot board is allowed at bottom, maximum of 6 inches.

#### *Finish*

- f. No painting allowed. Staining or varnishing of fence will be allowed, as long as it is one of LEAWOODS PROPERTY OWNERS ASSOCIATION, INC's accepted colors. Clear wood sealants or natural stains may be used.

#### *Other*

- g. None

### **3.5 Decorative Steel Fencing**

#### *Location*

- a. Side and rear lot lines of selected lots.

*Materials*

- Aluminum or Tubular steel

*Construction*

- b. Decorative steel fences shall not exceed six (6') feet in height
- c. Posts shall be set in an 8" x 18" concrete footing. Posts shall penetrate 15" into footing.

*Finish*

- d. Decorative steel fences shall be fabricated, welded, hot dipped galvanized and painted semi-flat black.

*Other*

- e. Fences shall be wooden fences on side lot lines at points on the side lot lines as determined by the AC.

**3.6 Fence/Fence Extensions**

- a. Fence extensions will require consent from all affected neighbors before any such extension(s) will be considered. If both neighbors do not concur as to a proposed fence extension, the AC will examine the effect the fence extension will have on both properties. If one party will suffer detrimentally from the extension (e.g. will totally enclose a bay window) the AC will reject the application.

**3.7 Storm Windows/Screens/Doors**

- a. Storm windows, screens and doors may be approved, providing the frames of these are of a color compatible with the exterior house colors. A picture or brochure showing the style of the door and color of screens will be required for submittal with an AC form.
- b. Screen doors will not be considered on the front of the home.
- c. Storm doors without screen panels will be considered on the front of the home.
- d. Storm doors with screen panels will be considered on the back door.

**3.8 Solar Screens/Film**

- a. Solar screens are allowed on windows, but colors must be compatible with the house color scheme.
- b. Solar film must be of the non-reflective type.
- c. Colors and manufacturers must be accepted by the AC for both the solar screening and solar film.

**3.9 Driveway Extensions/Sidewalks**

- a. Driveway extensions and sidewalks require AC approval.

**3.10 Decorative Driveway Gates**

- a. Decorative steel or aluminum gates across the driveway are subject to prior AC review of a complete submittal package. As a general rule, the gate must be set back three feet (3') from the corner of the house and be painted flat or semi-flat black.

### **3.11 Air Vents and Wind Turbines**

- a. Air vents and wind turbines must be mounted in the rear portion of the roof so they are not visible from the front or above the roofline.
- b. Air vents and wind turbines must either be a color that will blend with the shingle color, or painted to match the shingle color. Unfinished aluminum or galvanized steel is not permitted.
- c. The exterior of the air vents or wind turbines cannot be covered or wrapped at any time i.e. covered during the winter season to reduce the inflow cold air into the attic. Internal devices for such use, placed in the attic, are available.

### **3.12 Outdoor Carpeting**

- a. Outdoor Carpeting may be permitted in the back yard only.
- b. Can only be installed on porch area - no walkways etc.
- c. Earth tone colors are acceptable.
- d. Visibility from the street will be considered.

## 4 Secondary Changes

There are many requests to the AC that concern items that are routinely approved. The purpose of this section is to identify those items and to describe installations that are acceptable to the AC. These items will be designated “Secondary Changes.

The following items are categorized as secondary changes.

### 4.1 Swing Sets/Play Structures

*Principles: maintain aesthetics, safety, and privacy (both view and noise). The scale of the structure must be compatible with the scale of the back yard.*

- a. Play structures may be permitted in the back yard only.
- b. Swing sets/Play structures will not exceed a maximum height of 10’.
- c. Must be located in the back yard, and will consider neighbor’s privacy. No play structure may be placed nearer than eight feet (8’) the side or rear property lines.
- d. If the play structure has a platform, then the platform can be no higher than three feet (3’) off the ground to protect neighbors’ privacy.
- e. Tarps used as canopies on the structure cannot be brightly colored. Acceptable colors include earth tones, forest/hunter green, blue, or a color that matches the roof of the home.
- f. Swing Sets/Play Structures must be maintained at all times.

### 4.2 Basketball Goals

- a. Basketball goals must be mounted on garage, on a pole on the side of the driveway, or be portable. If mounted on the side of the driveway, must be at least thirty feet (30’) from the street. Location must consider minimizing the impact to neighbors’ homes and vehicles.
- b. Backboard must be regulation size or smaller.
- c. Poles must be painted black or the color of the home.
- d. The basketball goal, backboard, net and mounting structure must be maintained at all times.
- e. Portable Basketball goals are permitted. Portable goals must be kept upright in a fixed location as if a permanent goal and must be in compliance with above section a-d.

### 4.3 Exterior Lighting

- a. Exterior lighting shall be residential in nature.
- b. Additional exterior lighting should not be of a wattage or lumen count that will affect neighboring homes.
- c. Directional lights or floodlights must be aimed so as not to shine in windows of neighboring homes.
- d. Low voltage landscaping lighting is acceptable provided they compliment the style and architecture of the home and conform to the color scheme of the immediate neighborhood.



- e. Yard lights may be gas or electric, single lamp only, and a maximum height 6.' Color should be black, brown or white to compliment the house/garage brick/trim colors.

#### **4.4 Benches**

- a. Decorative benches must be made of wood or metal or a combination of both and compliment the style and architecture of the home and conform to the color scheme of the immediate neighborhood.
- b. Size is limited to 6' long, 3' wide and 3 foot high.

#### **4.5 Decorative Appurtenances**

- a. Decorative appurtenances, such as rocks, a simple birdbath, fountain, or decorative fencing (e.g. split rail) are acceptable provided they compliment the style and architecture of the home and conform to the color scheme of the immediate neighborhood.
- b. Shall not exceed two (2) in number in the front or side yard.
- c. Must be of natural (earth tone) materials and colors.
- d. May not exceed three feet (3') in height without AC approval.
- e. Seasonal decorations shall not be displayed earlier than 30 days before the holiday and must be removed within two (2) weeks after the holiday.

#### **4.6 Flags and Flag Poles**

- a. Decorative flags, banners and windsocks are acceptable provided they meet the following criteria.
- b. Attached to the home or garage.
- c. Must not be controversial in nature.
- d. Must remain in a state of good repair.
- e. Flagpoles are regulated by Texas Property Code Section 202.011. The United States Flag, the Texas Flag and the flag of any branch of the Armed Forces may be flown.
- f. Owners must comply with the requirements set forth in Texas Property Code Section 202.011(b) in regard to the flying of such flags.
- g. Texas Property Code Section 202.011(b) also governs, the size, number and location of flagpoles. Owners may have one flagpole per property that is not more than 20 feet in height.

#### **4.7 Bird Houses**

- a. A birdhouse will be acceptable if it conforms to the principles of maintaining aesthetics, safety, and privacy of both view and noise.
- b. Must be placed in the back yard only.
- c. Must be positioned so as not to create a nuisance to neighboring properties.
- d. Must be maintained at all times.
- e. Colors must conform to the color scheme of the immediate neighborhood.

#### **4.8 Satellite Dishes**

Except as may otherwise be required by Federal law:

- a. Dishes must be one meter (39.5") or smaller in diameter.

- b. Placement is preferred below the fence line, or behind the roofline so as to not be visible from the street or common areas.
- c. Wiring/cable must be secured to the home and painted to match the trim of the home.
- d. Placement of antennas in the attic is preferred.

#### **4.9 Signs**

- a. No sign, poster, billboard, advertising device or display of any kind shall be erected or maintained anywhere within the community Association Area so as to be evident to public view except for political signs, signs that may be approved in writing by the Architectural Committee, or a sign advertising a Privately Owned Site for sale or for lease which may be placed on such Privately Owned Site. Political campaign sign are allowed based upon the Guidelines in Appendix 3 entitled “Political Sign Guidelines for LEAWOODS PROPERTY OWNERS Association and Nearby Common Areas.”

## **5 Landscaping**

The Board of Directors may adopt rules and regulations proposed by the Architectural Committee to regulate landscaping permitted and required on Lots.

The Board of Directors encourages the planting and maintenance of a variety of landscaping elements around the home. Landscaping contributes to the beauty of our neighborhood, and promotes the value and desirability of our community. In keeping with this sentiment, landscaping improvements between the sidewalk and the house do not generally require AC approval. However, there are some exceptions to this guideline, and there are some restrictions as to the location and size of some landscaping elements which are identified herein.

### **5.1 Trees Provided by Builder**

- a. Trees provided by the builder must be maintained. Homeowners will be responsible for removal and replacement of dead tree(s). Dead trees must be replaced with healthy trees of a stature and quality similar to that of the original planting when it was healthy.
- b. The homeowner must get AC approval prior to removing any tree taller than 15 feet high. Stump grinding at least 6 inches below grade is required for all trees that are removed from any residential property located in Leawoods Subdivision

### **5.2 Other Landscaping**

- a. Front yard gardening of fruits and/or vegetables is not permitted.
- b. Artificial plants in the front yard are not permitted except in pots on the front porch.
- c. Removal of 25% or more of the greenspace in the front yard needs AC approval.

### **5.3 Maintenance**

- a. The homeowner is responsible for maintaining his or her yard. This includes regular mowing, fertilizing, removal of weeds, trimming of shrubs and trees and pest control.

## **VI Appendix**

1. Resolution Regarding Architectural Guidelines for LEAWOODS PROPERTY OWNERS ASSOCIATION, INC.
2. AC Form
3. Political Sign Guidelines for LEAWOODS PROPERTY OWNERS ASSOCIATION, INC. and Nearby Common Areas

1.

**RESOLUTION REGARDING ARCHITECTURAL GUIDELINES  
For LEAWOODS PROPERTY OWNERS ASSOCIATION, INC.**

WHEREAS, Chapter 204, Section 204.010 of the Texas Property Code authorizes associations acting through their boards of directors to regulate the use, maintenance, repair, replacement, modification, and appearance of the subdivision; and,

WHEREAS, such rules are necessary to help maintain the attractiveness of the subdivision and thereby support property values of the subdivision;

WHEREAS, Article X, ARCHITECTURAL APPROVAL, Section 10.8 of the Declaration of Covenants, Conditions, Restrictions and Easements for the Association provides;

“The Architectural Committee shall issue guidelines or rules relating to the procedures, materials to be submitted and additional factors which will be taken into consideration in connection with the approval of any proposed Improvement to Property.”

WHEREAS, the Architectural Committee of LEAWOODS PROPERTY OWNERS ASSOCIATION, INC., a Texas Corporation, (the “Association”) has reviewed and issued the above Architectural Guidelines;

WHEREAS, the Architectural Committee of the Association may, from time to time, review and revise these Architectural Guidelines, as it deems necessary within its authority;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of LEAWOODS PROPERTY OWNERS ASSOCIATION, INC. does hereby approve and adopt these Architectural Guidelines on the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Director

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Director

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Director

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Director

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Director

**2. AC Form**

**3. Political Sign Guidelines**  
**LEAWOODS PROPERTY OWNERS ASSOCIATION, INC. and Nearby**  
**Common Areas**

Effective: August 2017\_\_

**POLITICAL SIGN GUIDELINES AND RULES FOR**  
**POLITICAL CAMPAIGNING AT**  
**LEAWOODS PROPERTY OWNERS ASSOCIATION, INC.**

August 2017

In order to stimulate and encourage resident participation in the political process, the following Political Sign Guidelines and campaign rules were formulated and approved by the Community Association Board of Directors in accordance with Texas Property Code Section 202.009:

**VII** Candidates running for all levels of political office may campaign door to door or distribute literature only if they are residents of Leawoods Subdivision or accompanied by a resident.

1. Door to door campaigning and/or distribution of political material will not be permitted earlier than two (2) weeks prior to early voting.
2. Only one political sign may be displayed for each candidate or ballot item.
3. All political signs must be ground-mounted and may be no larger than 4' x 6'.
4. Political signs may be displayed no sooner than 90 days prior to the applicable election date.
5. All political signs must be removed no later than 10 days after the election date.
6. No signs that are offensive to an ordinary person will be permitted or tolerated as determined by the AC and/or Board of Directors.
7. Up to one (1) standard yard sign per candidate may be displayed at any of the (5) Leawoods Subdivision entrances/exits on the final election day.
8. Displaying of political signs at the Leawoods Subdivision postal or recreational facilities will not be permitted.