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**Courtyard Glen  
ARCHITECTURAL GUIDELINES**

**These guidelines are to supercede the guidelines/restrictions that were recorded in Harris County in April of 2003 and become effective March 1, 2004.**

The Architectural Control Committee (ACC) was created to maintain and enhance property values by requiring conformity to certain standards of construction, visual appeal, uniformity, and design. It is the general purpose of the ACC to approve or disapprove applications made to the Committee for proposed alterations, additions or changes to be made to the exterior of the house and/or lot itself.

**Procedure**

An Architectural Control Application must be completed in its entirety and mailed to the address indicated at the top of the form. All pertinent information such as plans, specifications, and locations indicated on a copy of the survey, paint chips, samples, etc. should be included with the application.

These forms are available from the management company or at "the monthly Homeowners Meeting. The ACC will not respond to verbal requests for approval all applications must be made in writing.

The ACC has thirty (30) days from date of receipt of an application in which to respond. If additional information is required by the ACC, the applicants will allow for time required to complete the approval process.

If an application is not approved, the ACC will state on the application why such approval was denied and what type of application changes, if any, would alter that decision. If an applicant wishes to discuss or appeal a decision made by the ACC, the Designated Member of the ACC should be contacted through the management company.

**Guidelines**

The following are guidelines adopted by the ACC to specify the standards, requirements, and the thought processes used in evaluating an application. These guidelines will be amended from time to time as the circumstances of the ACC dictate. It should be noted that each application is considered on its own merit and that the ACC may grant a variance from these guidelines.

It should also be emphasized that ACC approval is required prior to the installation or construction of the improvement or change. If a modification is made without ACC approval, the ACC or Board of Directors has the legal right to enforce its removal.

This document may be amended, modified, updated and or changed unilaterally by the ACC without notice. Further homeowners may not utilize any wording contained within this document to designate automatic approval of any proposed modification to

structures and property prior to ACC formal approval. This document shall be superseded in its entirety and automatically by subsequent versions. Additionally this document is provided for general reference only to the homeowners, however the ACC may deviate and interpret this document at its sole discretion.

### **1.0 Outbuildings**

Must be approved by processing a written ACC Form prior to Installation.

An ACC application must be submitted with the following items addressed: elevation, street visibility, material type, and proposed contractor.

1.1 No structure of a temporary character, whether trailer, tent, shack, garage, barn or other outbuilding shall be maintained or used on any Lot at any time as a residence, or for any other purpose, with the exception of lawn storage or children's playhouses which have received Architectural Control Committee approval. It is the position of the ACC that gazebos are not "temporary" structures. Room additions are not permitted. ;

1.2 The ACC will consider the following:

a. The outbuilding must not be visible from the front street but may be visible from a side or back street.

b. The outbuilding must be located in the rear of the home and should have a peaked roof, no higher than eight (8) feet from the ground to the highest point (six feet if placed in the side yard) and a maximum floor space of 64 square feet. The door cannot be a garage door and cannot exceed six (6) feet in width. There shall be no driveway adjacent to the outbuilding. The location of the outbuilding must also be far enough away from fence to allow for drainage to occur entirely on the owner's lot. Detailed plans must be submitted to ACC. When outbuildings are being built up against any side or rear wall of home, its maximum height must be less than six (6) feet and may not be visible above the fence. It must also comply with all the other requirements for proper construction, size and location

c. The colors should match or blend with the predominant exterior colors of the main residence.

d. Materials should match those of the main residence in both size and color; however, the ACC will approve small- prefabricated metal storage buildings providing the color blends with the main residence.

e. Playhouses and forts must not be visible to the street or common areas of the subdivision.

f. Gazebo -freestanding -Must be a least six (6) feet away from house. Case-by-case with a maximum height at peak of eleven (11) feet and must be at least three (3) feet off side and back fence.

## **2.0 Basketball Goals**

Must be approved by processing a written ACC Form prior to Installation,

2.1 Permanent basketball backboard, net, and post are allowed with ACC Approval.

2.2 Temporary basketball structures are permitted, but must not be placed in the street and neatly placed in the driveway or on the grass near the driveway. Goals may not be placed at the edge of the lot or drive where basketball play in the street is encouraged.

2.3 Goals must be kept in excellent condition with the net in place and the fixture must not be rusted or in poor condition.

2.4 Basketball goals may not be attached to the house or garage.

## **3.0 Patio & Patio Covers**

Must be approved by processing a written ACC Form prior to Installation.

3.1 Patio covers are not "temporary" structures and must have ACC Approval.

3.2 Patio Covers should be constructed of materials, which complement the main structure.

3.3 Prefab covers made of aluminum may be approved providing they are of an earth tone color. Unfinished aluminum will not receive ACC approval. All metal must be painted and certain structures using fiberglass roofing and wood frame may be allowed to go unpainted provided treated wood is used.

3.4 If attached to house, patio covers must be integrated into existing roofline (flush with eaves), and if it is to be shingled, shingles must match roof. Entire patio cover and posts should be trimmed out to match house. Supports must be painted wood or metal columns. No pipe is allowed. At no time, however, shall a shingled roof of a patio cover be allowed with an unpainted frame. If attached to the house, frame will have to be painted to match trim of house whether treated or untreated wood is used.

3.5 Acceptable patio construction materials are as follows:

- a. Pressure treated wood with a clear preservative (example: Ultra wood)
- b. Painted wood (to match the trim of the house)
- c. Wood types such as cedar, fir, redwood, or pressure treated pine may be used.
- d. General Note: All patio cover material, i.e., fiberglass, metal, wood, and lattice, must be completely framed in so that no raw edges of material are visible.
- e. Screened patios are allowable.

3.6 Patio covers must be situated on the lot to provide drainage solely into the owner's lot. If a proposed patio cover location is less than five (5) feet away from a side lot line, the ACC will require that it be guttered with downspouts if it is to be a solid cover.

3.7 Patios, which are visible to others, must be maintained for both proper structure and appearance.

#### **4.0 Decks & Deck Covers**

Must be approved by processing a written ACC Form prior to Installation.

4.1 Deck floors may not be higher than eighteen (18) inches.

4.2 Deck covers generally must comply with the patio cover guidelines; however, their frames do not have to be painted, even if they have a shingled roof. If they are painted, the paint should match the house.

4.3 Decks should not be situated on the lot so that they may pose a problem to the effective drainage of the lot or neighboring lot.

4.4 All decks must be maintained in good condition and appearance and not allowed to deteriorate.

4.5 Decks, which are visible to others, must be maintained for both proper structure and appearance.

#### **5.00 Roofs**

5.1 All roofs are to be maintained in good working conditions and all repairs to such are to be made with materials similar to original materials. All alternative materials will require ACC approval.

#### **6.0 Room Additions**

Must be approved by processing a written ACC Form prior to Installation.

6.1 Due to the size of the lots, room additions will not be allowed.

#### **7.0 Exterior Painting**

Must be approved by processing a written ACC Form prior to Installation.

7.1 An ACC application must be submitted with a color chip of the proposed paint color to be used stapled to the application.

7.2 Earth tone colors were most often used when homes were constructed. In general, an earth tone color and off-white tones are preferable.

7.3 If a non-approved color has been placed on an existing structure the ACC has the right to require homeowner to change the color to an approved color.

7.4 Bricks may not be painted

7.5 There are four approved colors for iron. The four approved colors may generally be stated as: black, white-creme, brown, and gray.

### **8.0 Storm Windows and Storm/Screen Doors**

Must be approved by processing a written ACC: Form prior to Installation.

8.1 Providing the frames and screens are a color compatible with the exterior of the house, colors, storm windows and storm or screen doors should receive ACC approval.

### **9.0 Swimming Pools, Spas, and Pool Enclosures**

Must be approved by processing a written ACC Form prior to Installation.

9.1 The pool or spa should be located at least five (5) feet from a side and rear lot line to maintain proper drainage on lot.

9.2 Above ground pools will receive special consideration. Above ground pool is acceptable provided it is not over four (4) feet in height. Decking around pool cannot be over eighteen (18) inches above ground so to ensure privacy of neighbors. It must be three (3) feet to five (5) feet from the side and rear fences.

9.3 Pool enclosures will be reviewed on an individual basis. Committee finds screened enclosures acceptable providing adequate tree planting is installed as per ACC recommendations for screening.

### **10.0 Solar Panels and Window or Solar Tinting**

Must be approved by processing a written ACC Form prior to Installation.

10.1 The ACC will approve solar panels which are unobtrusive and which blend in with the roof shingle color.

10.2 Solar panel frames should be bronze or black in color in order to best blend in with the shingles. All unfinished aluminum must be painted the color of the shingles.

10.3 No solar panel should be mounted so that it extends above the ridgeline.

10.4 Solar screens and window tinting or solar film are allowed on windows. Tinting may not appear metallic or foil like.

10.5 Colors and manufacturers must be acceptable to ACC for screens, panels, and film. Solar film must be non-reflective type, and conform to the overall color scheme of the property [home].

### **11.0 Satellite Dishes, Antennas, and Weather Stations**

Must be approved by processing a written ACC Form prior to Installation.

No satellite dish, antennas, or weather stations of any kind, which are larger than 39", may be mounted above ground or deck level. In those cases of roof or sidewall mounted dishes, the dishes, antennas, weather stations, are preferable when mounted in a location that is not be visible from the street on which the house faces.

11 .1 If below fence height, then no additional screening will be required.

11.2 If above fence height, the ACC Committee may require that the structure be screened on three (3) sides. A wooden or lattice screen with a non-deciduous vine (a vine that (does not loose its leaves seasonally) planted at the base on all sides will be used as screening. Edges of lattice walls must be framed in so that they are not exposed. Structure must be freestanding and cannot be joined to a side or rear fence. All screens must be kept in proper condition; broken or rotten screening must be replaced.

### **12.0 Fence and Fence Extensions**

Must be approved by processing a written ACC Form prior to Installation.

12.1 No side fence, rear fence, or wall, shall be less than 6 feet or more than seven feet (7) high.

12.2 Fences must be natural wood tone color. If wrought iron is to be used, ACC approval must be obtained prior to installation in keeping with general overall appearances.

12.3 Side and rear fences must be typically cedar, or pressure treated pine. .

12.4 Decorative fencing will be decided on a case-by-case basis and requires ACC Approval.

12.5 No fence may extend nearer the front Lot line than the plane of the front exterior wall of the residential structure on such lot.

12.6 Replacement or repairs of fence and gates must be made with similar materials and construction details as used in the original fence.

12.7 Chain link fences are specifically prohibited.

### **13.0 Decorations**

Must be approved by processing a written ACC Form prior to Installation.

13.1 On front lawns of lots and on any portion of a lot visible from any street, there shall be no decorative items placed, such as sculptures, birdbaths, birdhouses, fountains, or other decorative embellishments, unless such items have been approved in writing by the ACC.

13.2 Benches, burglar bars, and gates will be reviewed on an individual basis.

13.3 House numbers may be placed on the house and/or painted on the curb in front of the home. Painted numbers shall be black with a white field. House numbers and family names may not be mounted on any type of freestanding structure in the front yard.

13.4 Lawn decorations will be allowed for any Holiday three weeks prior and two weeks after that holiday. Christmas decorations may be placed up by Thanksgiving weekend and must be removed by January 15<sup>th</sup> of each year. .

13.5 Freestanding flagpoles are prohibited.

### **14.0 Exterior Lighting**

Must be approved by processing a written ACC Form prior to Installation.

14.1 Additional exterior lighting should not be of a wattage or lumen count, which will affect neighboring homes.

14.2 Directional lights or floodlights must be aimed so as not to shine in the windows of neighboring homes.

14.3 A moderate amount of low voltage landscape lighting may be placed in the front of the house.

14.4 Security, mercury vapor, or florescent lights must be attached to the front of the house, preferably garage. Mercury vapor, fluorescent, and sodium halite lights are not permitted in the back or side yard.

14.5 Yard lights may be gas or electric. Maximum height six (6) feet. May be in front or back. Gas or electric lights must be black, brown, or white, depending on color of the house.

### **15.0 Garage doors**

Must be approved by processing a written ACC Form prior to Installation.

15.1 Garage doors may be constructed of either metal or wood.

15.2 Garage doors must be kept closed when resident is not coming or going from the garage.

15.3 Garage doors must be maintained in good working order.

15.4 Pet doors are prohibited.

### **16.0 Wind Turbines and Ridge Vents**

Must be approved by processing a written ACC Form prior to Installation.

16.1 Wind Turbines if possible should be mounted in the rear portion of the roof so that they are not visible from the front or above the roofline.

16.2 The wind turbines preferably should either be a color, which will blend with the shingle color instead of unfinished aluminum or be painted to match the shingle color.

16.3 Ridge vents are preferable to wind turbines. If turbines are used, they must be maintained and appear to be in good working condition.

### **17.0 Siding and Concrete Board on the exterior colors of homes**

Must be approved by processing a written ACC Form prior to Installation.

17.1 Neutral whites, tans, grays, and earth tone colors are preferred.

### **18.0 Landscaping**

Must be approved by processing a written ACC Form prior to Installation.

18.1 Trellises, window boxes, arbors, permanent brick borders, and landscape timbers will be reviewed on an individual basis. Landscaping and landscape design elements must complement style and architecture of home and conform to color scheme of immediate neighborhood.

18.2 Living plants, trees, shrubs, flowers, etc., and utilization of non-living material necessary for growth; i.e. bark, mulch, etc." do not need ACC approval.

18.3 No hedge in excess of four (4) feet in height. .shall be erected or maintained nearer to the front Lot line than the plane of the front exterior wall of the residential structure on such Lot.

18.4 No side or rear fence, wall, or hedge shall be more than seven (7) feet high. ACC may approve Hedges over three (3) feet on an individual basis.

18.5 No object [including landscaping and plants] which can obstruct the site line of vehicles entering or exiting the home or street will be permitted in the subdivision.

### **19.0 Swing Sets**

Must be approved by processing a written ACC Form prior to Installation.

19.1 Maximum height of eight (8) feet, to be located in back yards only.

19.2 Location will be considered for neighbor's privacy. For play gym sets and forts see Outbuilding Sect. 1 .0.

### **20.0 Driveway Extension/Sidewalks**

Must be approved by processing a written ACC Form prior to Installation

20.1 Will be decided on a case-by-case basis.

20.2 All sidewalks in the side yard must be no greater than thirty-six (36) inches wide. Thirty (30) inches wide is the recommended width for the standard five (5) foot side yard.

20.3 Oil and grease debris are not permitted and must be promptly removed.

### **21.0 Garage Conversions, Carports, Detached Garages**

Must be approved by processing a written ACC Form prior to Installation.

21.1 Detached garages/carports are not permitted.

21.2 Driveways can never be removed from the front yard.

21.3 Vehicles must be parked in driveway or on the street. Parking in front yards is strictly prohibited.

### **22.0 Central Air Conditioner Units and Window Air Conditioners**

Must be approved by processing a written ACC Form prior to Installation.

22.1 Must not be visible from the street.

22.2 No window units are permitted in the subdivision.

### **23.0 Window Shades, Awnings, & Coverings**

Must be approved by processing a written ACC Form prior to Installation.

23.1 Canvas awnings will not be permitted in the subdivision.

23.2 Metal and wooden slat-type [exterior] shades may be allowed by the ACC if they are deemed necessary in reduction of solar exposure and installation on appropriate windows will be determined by the ACC. At no time, however, will they be allowed on windows on the fronts of homes.

23.3 Window coverings mounted to the inside of a structure [home] that display a color to the exterior of the home must conform to the overall color scheme of the property. Where deemed appropriate by the ACC, homeowner shall provide a neutral liner to the backside of the window covering to comply with this section. Solar film is covered by another section [9.4]

#### **24.0 Emergency Authorization**

Must be approved by processing a written ACC Form prior to Installation

24.1 Any member of the ACC may provide *emergency authorization* to a homeowner to commence replacement of a damaged exterior surface[s], provided said replacement shall be of the same color as damaged surface and be of at least the same quality and style. [All three criteria, color, quality, and style must be met.] Emergency authorization shall mean verbal approval and temporary approval, but always subject to the criteria. Temporary shall mean for a period of 96 hours. The homeowner, in receipt of emergency approval, shall not have discharged his/her responsibility to file appropriate ACC documents with the ACC within the 96-hour period. Written documentation is still required

This section of the guidelines is not in fact guidelines for Architectural Control but rather Guidelines to be a **Nice Neighbor**. It is our hope that you will consider the items listed below and abide them in order to be a **Nice Neighbor**. Several items listed are also included in the deed restrictions and are enforceable through the declarations.

## **25.0 Pets**

25.1 No home shall have more than two dogs and two cats without a waiver from the Board of Directors.

25.2 All pets must be walked on a leash.

25.3 The owner is responsible to remove all pet droppings.

25.4 Excessive barking is deemed a nuisance. Owners must monitor their pets barking.

25.5 Pets are limited to domestic animals. No animals, livestock or poultry of any kind shall be raised, bred or kept on any said lot except that a reasonable number (two dogs and two cats) provided that they are not kept, bred or maintained for any commercial purposes.

## **26.0 Home & Yard Maintenance**

The owner of each lot shall be responsible for the exterior maintenance which includes, but is not limited to paint, repair, and replacement and care of roofs, gutters and downspouts, exterior building surfaces, trees, shrubs, grass, walks and other exterior improvements.

26.1 Homes must be kept free of mildew on outside structures.

26.2 Driveways and sidewalks must be cleaned, free of oil, clutter and debris.

26.3 Yards must be well maintained with the grass mowed, the beds free of weeds, and the curb, sidewalks, and driveway edged.

26.4 Leaves need to be removed from the yards

26.5 Yards must have sod or grass or approved ground cover in the areas where there are not flowerbeds or hedges.

26.6 Homes should have adequate drains and gutters to see that surface water drains to the front of the yard. Homes may not drain onto a neighboring lot.

26.7 Lot owners are responsible to clean the street in the front of their home when leaves, grass clippings, motor oil, trash or other items have washed, blown, or dropped on the street from their yard. Owners are responsible for the occupants of the home,

guests, or visitors and are responsible to pick up the trash, litter, or debris in the streets or common areas which was dropped by any an occupant, guest, or visitor to the home.

## **27.0 Visible Control**

27.1 All clotheslines, equipment, or storage piles should be kept within the patio areas or in the backyard areas so as to conceal them from view of neighboring houses and streets. All rubbish, trash, and garbage shall be kept in containers out of view.

27.2 Trash may be placed out for collection after dark on the evening before trash pick up.

27.3 Trash cans should be placed out of view when the resident arrives home in the evening. Cans should be removed no later than daylight on the day following trash pick-up.

27.4 Heavy trash is picked up on the second trash pickup in the week. Trash must be properly bundled and placed at curbside no more than 48 hours before the scheduled heavy trash pick up.

27.5 Hazardous and restricted trash such as paint, tires, and oil may not be placed in front of the home for pickup or in view.

## **28.0 Vehicles, parking, and storage**

28.1 No parking of boats, trailers, campers, or inoperable vehicles in the subdivision.

28.2 Vehicles must be street worthy and have a current inspection and registration.

28.3 Vehicles must appear to be operable with four inflated tires. Wrecked vehicles may not be stored on the property. .

28.4 No visible repair work, dismantling or assembling of motor vehicles or any other machinery or equipment shall be permitted in the subdivision.

28.5 No commercial vehicles are allowed.

## **29.0 Annoyance**

29.1 No activity shall be carried on upon any lot or common area which might reasonably be considered as giving annoyance to neighbors of ordinary sensibility and which might be calculated to reduce the desirability of the property as a residential neighborhood, even such activity is in the nature of a hobby and not carried on for profit. The Board of Directors of the Association shall have the sole and exclusive discretion to determine what constitutes an annoyance.

### **30.0 Clubhouse Rules**

30.1 Clubhouse shall be returned clean and in good condition & (chairs will be folded and neatly stacked).

30.2 All doors and windows are to be securely locked (4 bathroom doors, front & back doors) heat/air conditioner will be turned off.

30.3 Any decorations used will be removed (thumbtacks may only be placed in grooves of paneling, not in the panels). No tape or tacks may be used on ceiling or lights.

30.4 Trash must be removed from the area and not be placed in garbage cans at pool area, left inside clubhouse or at curb.

30.5 Key will be returned to the clubhouse coordinator, if she/he is not available, the key may be returned to any board member within 24 hours (inspection will be made at the time the key is returned).

30.6 The Board of Directors of the association has adopted these rules for any resident who may desire to rent the clubhouse. The deposit fee help to defray the costs of utilities, wear, and tear on the facility and maintenance.

30.7 The clubhouse may be rented only for the use and enjoyment of residents of Courtyard Glen subdivision for private, non-commercial functions. It is not to be rented to any outside persons, groups or organizations.

30.8 **No** Alcoholic beverages are permitted in the clubhouse or pool area under any conditions.

30.9 Anyone who fails to comply with above rules will be subject to the forfeiture of all or a portion of their deposit.

### **31.0 Pool Rules**

31.1 All residents must bring their amenity identification to the pool. Amenity identifications are available through the homeowner's Board of Directors for a nominal fee.

31.2 Keys for the pool area are available through the homeowner's Board of Directors for a nominal fee. One person per household must have a key to enter the pool area.

31.3 Residents must obey the pool rules posted at the pool area.

31.4 Residents must comply with the posted pool hours.

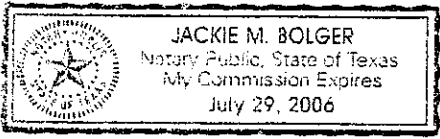
Ginger Robinson  
Ginger Robinson, Association Manger

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

BEFORE ME, a Notary Public, on this day Ginger Robinson, Association Manager for Courtyard Glen HOA., personally appeared before me, known to me to be the person whose name is subscribed to the foregoing document, and being by me first duly sworn, declared that the statements therein contained are true and correct.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this 9<sup>th</sup> day of February, 2004.

Jackie M. Bolger  
NOTARY PUBLIC, THE STATE OF TEXAS



ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.  
THE STATE OF TEXAS  
COUNTY OF HARRIS  
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas on

FILED FOR RECORD  
8:00 AM  
FEB 27, 2004  
Beverly B. Feynman  
County Clerk, Harris County, Texas

FEB 27 2004



Beverly B. Feynman  
COUNTY CLERK  
HARRIS COUNTY, TEXAS