

# HP ACC Design Guidelines

Revised Sep. 2, 2015

## RESOLUTION OF THE BOARD OF DIRECTORS OF HUNTINGTON PLACE ASSOCIATION INC. REGARDING ARCHITECTURAL CONTROL POLICY GUIDELINES

Pursuant to section 209.0062, Texas Property Code, Huntington Place Association Inc., acting through its Board of Directors, has adopted the following reasonable policies and guidelines for the Architectural Control Committee, its committee members, and Home Owners of the Huntington Place Association Inc. to-wit:

1. The Architectural Control Committee (ACC) is established by the Board of Directors and acts at the will of the Board of Directors.
2. The ACC will act as a committee of one (chairperson) member, or more.
3. The ACC will act in compliance with the Huntington Place Association Covenant, By-Laws, City of San Antonio, Bexar County, and State of Texas governing documents.
4. The ACC Chairperson will serve until relieved or written resignation.
5. The ACC will act in best efforts with the Board of Directors, Association Manager, and Home Owners of Huntington Place Association Inc.

### ACC 2/3rds (TWO-THIRDS) EXAMPLE:

The ACC utilizes the 2/3rds rule to establish a design purpose for all landscaping features. In its most simplistic form, the rule is defined as follows: **Any and all landscaping (besides grass) shall contain 2/3rds of an ACC approved walk-way, side walk, plant-way, driveway extension, design-way, or combined-way feature. Please see the following example:** John Doe has so much trouble maintaining a strip of grass adjacent to the far side of his driveway near his property line. The strip is approximately 20 feet long by 5 feet wide. John knows that this section amounts to 100 square feet of area, and that 2/3rds of this section is approximately 67 square feet. With this in mind, John has the following options available to satisfy the 2/3rds rule:

#### **Option #1–WALK-WAY**

If John wanted to create walk-way, he would have to ensure that 67 of the 100 square feet would be covered with an approved material for walking such as solid earth materials, bricks, rocks, flagstone, tile, or any other ACC acceptable ground cover. If John wanted to utilize 12”x12” pavers, for example, he would need to purchase at least 67 pavers to cover the minimum area, and place each one in an approved pattern. John could use approved filler materials to cover the remaining 33 square feet, such as crushed granite river rock, or red lava rock. This approach would satisfy the 2/3rds rule as per the ACC design guidelines.



#### **Option #2–SIDEWALK**

John can construct a sidewalk in this area (city codes and permits may apply); however, it must be in accordance with City of San Antonio and ADA standards and construction criteria. The sidewalk needs to be reinforced properly (with rebar) and cut/joined appropriately in an effort to avoid potential cracking. John would probably be better off hiring qualified contractor to perform this work, since the ACC has the capacity to reject the final product if it is not reinforced, poured, textured, and/or finished in a professional manner. It should be noted that sidewalk reinforcement and details are different than driveway extensions reinforcement and details, as the anticipated loading factors are not the same.

### **Option #3 –PLANT-WAY**

If John wanted to create a plant-way, he would to ensure that the plant square footage exceeds the 67 square foot minimum area. If he wanted to plant Texas Sage Shrubs, for example, he would have to consider the eventual size of these plants. If he wanted a 5 foot width of the shrub, 67 square feet divided by 5 foot width would equate to approximately 14 feet of width required. Ultimately, in this particular example, a 5 foot wide by 14 foot long line of Texas Sage Shrubs would satisfy the 2/3rds rule as per the ACC design guidelines.



### **Option #4–DRIVE-WAY EXTENSION**

If John wanted to extend his driveway in this location, he would be able to since the is the easement side of the driveway; if he wanted to extend the front-side door of his driveway, he would need special approval from the ACC. City codes and permits may apply in this scenario, and of course, John would need to ensure that this work is done properly and in accordance with the ACC guidelines for driveway extensions.

### **Option #5–DESIGN WAY**

If John wanted to use decorative cover, or a design-way, he could use various looks fit this designation such as Mediterranean patios, wrap around walkways, colorful pots, etc. All of these items will need to cover the same 67 square feet, and of course all items are subject to ACC approval.

### **Option #6–COMBINATION WAY**

If John wanted to use a combination way, he would use various components of the items above. The home-owner is encouraged to use creative opportunities to build value with landscaping. And of course, all items are subject to the approval of the ACC.

## **ABOVE GROUND POOLS:**

Above ground pools–Allowed ONLY with ACC approval with special consideration of the following criteria on a case-by-case basis:

- The pool shall be professionally installed (provide detailed plans) in the back portion of the property and shall not be visible from the front street.
- The pool shall be a semi-permanent structure and shall consist of fiberglass, molded resin, steel, or similar materials.
- The pool shall include a decking or similar structural components that provide an in-ground illusion; the decking shall not exceeded the height of the pool and will also require separate ACC approval.
- The pool shall not encroach upon any utility easements unless the homeowner can provide approval and/or exception letter from all applicable utility companies.
- The pool shall be located at least five (5) feel from a side rear property line to maintain proper drainage; if a walkway around the pool is proposed, it will also require seperate ACC approval.
- The pool shall not be over five (5) feet in height and cannot be visible from the ground level above any adjacent six 96) or eight (8) foot privacy fencing.

## Planning a Water Saver Landscape

Xeriscaping. Xeriscaping (**zir-e-skaping**) simply means using plants that require less water to survive and using objects such as bricks, rocks, benches, gravel, and deck areas instead of water-siphoning grass. This does not insinuate that you will need to convert your lawn into a rock garden; there are all kinds of beautiful water-saving groundcovers available that work well with grass. To learn more on how you can get a lawn that pays for itself, please visit SAWS.org

### SAWS Water Saver Landscape Rebate Requirements:

- The entire landscape must meet the requirements.
- No more than 50 percent of the landscape may be planted in turf. Turf can be Bermuda, buffalo or zoysia varieties only (no St. Augustine).
- A minimum of 4 inches of soil must be present under turf.
- Shrubs and flowers must be selected from the plant list approved by SAWS.
- If a permanent irrigation system is installed, it must pass a free Irrigation Checkup performed by SAWS to receive a rebate.
- A minimum of one shade tree selected from an approved tree list for lots less than 6,000 sq. ft. and two shade trees in larger lots are required.
- No more than 5 percent of your landscape may be planted in annuals or unapproved plants (including vegetables).

## PLANTS

Are you pondering new plantings for your spring landscape? Nurseries offer a range of plant sizes to accommodate your varying needs, including budget and landscaping goals.

Before you begin your project, consider the advantages and disadvantages, such as plant watering requirements, of your options.

- **Small plants are budget-friendly.** Four-inch perennials can be purchased for less than \$5 each, allowing you to stock up and save your dollars for other garden needs such as mulch, edging and tools. Going this route, however, requires more patience. Achieving a mature and finished-looking landscape may take several months or even years. Smaller plants also are inherently weaker and susceptible to damage.
- **Large plants provide instant gratification.** When purchased in 1 gallon or larger pots, they create a bed that is more mature in appearance. Of course, larger plants are more costly and difficult to transport. We would all love to plant a tree and see it cast a blanket of soothing shade within a few short years. But double-digit-sized pots can cost several hundred dollars, not to mention digging the large hole for a large tree may be an entire weekend project.
- **Choosing the right size plant is rooted in careful planning.** Know your budget and know your gardening goals, such as a recreational landscape versus an aesthetically pleasing one, before making a trip to the nursery.

As always, we encourage you to choose low-water plants. If you're still unsure about how to proceed, speak to your local nursery professional or have a SAWS Conservation consultant visit your home to guide you through the planning

## ACC protocol guidance

1. The ACC committee serves at the pleasure of the Board of Directors.
2. Initial ACC documents are received by manager (DAMCTX).
3. Manager sends documents to ACC chairperson.
4. ACC documents are reviewed for content, material and design.
5. ACC chairperson contacts Homeowner to visit property, clarify content, and or discuss project.

6. ACC chairperson APPROVES or DIS-APPROVES ACC request.
7. When homeowner does not respond in a timely manner, the Homeowner may be timed out for failure to perform and process starts over.
8. ACC is available to homeowner for any clarification within the 90 day construction time limit. Homeowner may ask for more time.
9. Manager sends approved/disapproved letter to homeowner.
10. ACC request may be to remedy a CCR complaint. The board has oversight.
11. ACC monitors and follows up project within 90 days. Copy of ACC documents placed in homeowners file and archived.
12. A BOARDMEMBER is assigned oversight in the ACC committee and all work is subject to “specific performance” by the Home Owner.

**When requesting ACC Approval thru HUNTINGTON PLACE ASSOCIATION, please follow the guidelines below for constructing driveway extensions, sidewalks, walkways, and plant-ways.**

As a Home Owner you must follow these guidelines or you will bear all expenses concerning the UNAPPROVED work included, but not limited to, the labor to remove unapproved landscaping, structure, or painting your home and any legal costs incurred by all parties. Please submit all ACC plans to the manager and wait for final approval on all your plans, permits and diagrams before you start work.

**General Guidelines: Call 811 for city, county and state utility inspections.**

1. When you build or rebuild on existing steps, sidewalk, walkway, driveway or driveway extension, and or any easement city permits may apply. ALL of your utility company’s (for example: SAWS, CPS, TWC, etc.) authorization for your construction should be addressed prior to submitting your design to the ACC.
2. When you are replacing your landscaping (lawn, grass, authorized ground cover, etc.) without entering onto city, county or utility easements only HOA approval is needed.
3. Should you build, construct, create or encumber the easement in any way, be advised that the city, county, or utility may remove such creations without liability to you or the association.
4. You must apply to the Association Architectural Committee 30-days before any work is done and must have written approval from the ACC by way of the manager before work is started. Be advised, do not sent originals to ACC, keep a copy, and someway of verifying that you sent it and they received your application.
5. CHANGE ORDERS- when you change your project, you must send that change as a Change Order to the ACC committee for approval. A written re-approval is needed to continue the project.
6. ACC FORM- to get an ACC form, please visit the Huntington Place Association Inc. website and chose documents for a copy. Call the manager Diamond at 210-561-0606 and ask for copy of the Home Improvement form or email Diamond at [DAMCTX@aol.com](mailto:DAMCTX@aol.com).
7. Remember to send a copy of all documents including pictures to the ACC by way of the manager.

**ALL WORK MUST BE DONE IN A PROFESSIONAL MANNER and IS SUBJECT TO THE GOVERNANCE OF THE HOA, CCRs, ACC, AND its MANAGER. WORK MUST BE COMPLETED WITHIN 90 DAYS OF APPROVAL AND DOCUMENTS WILL NOT BE SENT BACK TO THE HOME OWNER AND ARE THE PROPERTY OF THE HOA. BEFORE AND AFTER PICTURES OF YOUR PROPERTY PROJECT ARE HIGHLY RECOMMENDED FOR FUTURE MANAGEMENT REFERENCING.**

**Drive Ways**

1. When you drive on it, park on it, or put a vehicle on it, the Home Owner must have at least:
  - a. 4”s of concrete poured for this construction at 3,000 psi.
  - b. 6” footers or more for driveways with greater inclines.

- c. 3/8ths rebar, tied-in, pinned, and doweled to the existing concrete where possible. Any approach or city easement must follow city code.
- d. Pre-pour construction must have on-sight approval and all city codes and permits apply.
- e. At-least 2”s of 3/4 base rock material is needed.
- f. Edging, expansion joint cuts, and finish to be done in a professional manner. Must match your existing finish.
- g. **THESE ARE A FEW OF THE REQUIREMENTS NEEDED TO EXPAND YOUR DRIVEWAY ON THE EASEMENT SIDE OF YOUR PROPERTY.**

### Sidewalks

1. Sidewalks must match the sidewalk in front of the Home Owners property.
  - a. Must be 4”s of poured concrete at 3,000 psi.
  - b. Must have 2”s of 3/4” base rock.
  - c. Must be reinforced with 3/8ths rebar (for tie-in) and heavy gage wire.
  - d. Rebar and/or wire must be pinned, doweled to existing foundations.
  - e. Finish must complement existing driveway and sidewalk. Division lines must be sidewalk width not driveway width.
  - f. All different finishes must be preapproved.
  - g. At no time may your construction runoff become a nuisance, hazard,
  - h. Cleanup is the responsibility of the Home Owner.
  - i. Pre-inspection is needed before concrete is poured.
  - j. **NO-PARKING IS ALLOWED ON ANY SIDEWALK, WALKWAY OR GRASS AREA.**
  - k. Circular driveways are allowed in that they meet the city codes, restrictions for pedestrian safety, and all permits and inspections.
  - l. **THESE ARE A FEW OF THE REQUIREMENTS NEEDED TO EXPAND YOUR SIDEWALK ON THE DOOR- SIDE OF YOUR PROPERTY.**

### WALKWAYS (not Sidewalks)

1. Walkway finish is to meet the approval of the ACC.
2. Walkways are to be finished in an earthen material, as in flagstone, brick, decorative mortar or concrete, etc.
3. Dig out grass and earth 4” to 6” to prevent grass regrowth.
4. Backfill with 2”s to 4”s of 3/4 base rock.
5. Set in concrete forms.
6. You may apply grass kill to base of area and note that this will prevent growth of plants, flowers or trees for at least a year.
7. Walkway not more than 4’feet wide.
8. Material may be tight with grouting and/or up to 2”s space between stone material. All subject to ACC approval.
9. Walkways to be maintained when completed.
10. **THESE ARE A FEW OF THE REQUIREMENTS NEEDED TO EXPAND YOUR WALKWAY ON THE EASEMENT SIDE OR THE DOORSIDE OF YOUR PROPERTY. THERE IS NO PARKING ON WALKWAYS.**

### Plant Way

1. 2/3rds rule applies.
2. Plant way must compliment your neighbor’s lawn.
3. Dig out area 4’s to 6’s and deeper for trees.
4. Add borders.
5. Plants are recommended by SAWS.
6. ACC must approve all material prior to construction.
7. Plant area must be maintained after construction.
8. Add color where possible.

**9. Refer to professional design landscapers for finish.**

**10. THESE ARE A FEW OF THE REQUIREMENTS NEEDED TO EXPAND YOUR PLANT WAY ON THE EASEMENT SIDE OR THE DOOR SIDE OF YOUR PROPERTY.**

### **Design Way**

**1. Combination of all of the preceding.**

**2. Patios, decking, brick work, walls, steps must be done in a professional manner.**

**3. All work must be preapproved by the ACC committee.**

**4. THESE ARE A FEW OF THE REQUIREMENTS NEEDED TO EXPAND YOUR DESIGN WAY ON THE EASEMENT SIDE OR THE DOOR SIDE OF YOUR PROPERTY.**

**IT IS IMPERATIVE THAT THE HOMEOWNER, ACC AND THE BOARD BUILD VALUE IN THE COMMUNITY. Homeowners do not have to change their structure, landscaping or color of their homes, but when they do all CCR's, ACC, and governing documents apply.**

### **Huntington Place Board Guidelines and Protocols Structural Changes**

The design guidelines will be used when approving all ACC improvements for the Huntington Place Community. By meeting the below standards, you are not assumed approved. You must apply and receive approval in writing before any work can take place. This is for the protection of every homeowner, so there is documented proof of the changes to your property. This document is a supplement to the Declaration and for any item not covered in the design guidelines; the Declaration is the instrument that will be used to define the ACC and the Board of Director's authority on the issue.

A. Changes to your property ~ you must start within 30 days of receiving your approval in writing. When you do not start the project within 30 days, the approval is considered denied and you must re-apply for ACC approval. You must finish your project in a reasonable time frame which is "improvement" specific and decided on by the ACC.

B. All projects when completed must be reviewed for final approval by a member of the ACC to ensure compliance and workmanship.

C. Project Specific Guidelines Follow: Subject to the Association covenant.

1) Fencing - Fences must be 6' tall and made of wood, iron and or masonry.

2) Solar Screens - Allowed if installed in harmony on all windows with ACC approval.

3) Window A/C Units - NOT allowed, and no variance will be given.

4) Above Ground Pools - NOT allowed, and no variance will be given.

5) Sheds - max (one per back yard) exterior, colors, roof, and location must be approved by ACC and cannot be visible from the front street (conditions are set aside for corner properties). Your shed cannot be in any easements or setbacks. When your shed and back property face a street, the location and shielding will need to be approved by ACC.

6) Driveway Extension - Cannot extend driveway towards front door side of house.

7) Pavers – Pavers are never approved for vehicle use.

8) Landscape – guidelines provided.

9) Solar Panels – subject to ACC review.

10) Antenna & Satellite Dish ~ In addition to our governing documents, no external wires across roof lines or the side of the house are allowed. Per the FCC, ONE Antenna or Satellite Dish per property is allowed. An unused antenna or Dish must be removed.

11) All conduits must be hidden within the walls of existing home. Except for the short attachment to the main electrical box and must be constructed by a license electrician.

12) Security lights must be pre-approved before installation.

- 13) All color changes to homes must be pre-approved by the ACC.
- 14) No Burglar Bars/Doors allowed. No variance will be given.
- 15) All replacement garage doors must be pre-approved by ACC.
- 16) No PVC may be added to the secondary A.C. drain pipe over the front door.
- 17) All additions must meet ACC pre-approval. Exterior short attachment Electrical wiring plans must be provided in drawings.
- 18) Replacement windows must meet ACC approval.
- 19) ALL STRUCTURAL CHANGES MUST MEET WITH ACC AND ON-SIGHT APPROVAL PRIOR TO CONSTRUCTION. We recommend Applying for all required City permits prior to requesting ACC approval.
- 20) No pet doors visible from the street.
- 21) No visible wiring. All homes are pre-wired for utilities including cable, telephone, internet, etc. All additional wiring must be done inside professionally.
- 22) Professionally designed and installed Window Awnings allowed per ACC approval.

**THESE ARE A FEW OF THE REQUIREMENTS NEEDED TO CHANGE THE STRUCTURE OF YOUR HOME. WE GREATLY APPRECIATE YOUR COOPERATION AND COMMITMENT TO MAINTAINING THE VALUE OF OUR WONDERFUL NEIGHBORHOOD.**

**ACC COMMITTEE:**