

**CASTLEWOOD ESTATES  
HOMEOWNERS ASSOCIATION**

**DESIGN GUIDELINES  
AND  
REVIEW PROCEDURES  
FOR  
RESIDENTIAL MODIFICATIONS**

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**February 2005**

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## **1. Introduction**

Fundamental to the concept of development at Highland Village is quality in planning and design. The following guidelines provide the basis for a common understanding of the design objectives and standards by all those involved in creating this community and most importantly by the present and future residents. These Procedures will be used by the Modification Committee, (MC), of the Castlewood Homeowner's Association to review plans and specifications pursuant to the provisions of the applicable Declaration of Covenants, Conditions and Restrictions, (CC&R's), of the Castlewood Homeowner's Association with which all property owners should be familiar. The MC intends to be fair and objective in the design review process and impartial and understanding of individual goals.

### **1.1. Definition of Modification**

A modification is defined as an alteration, addition or deletion to raw land or to an existing structure which alters the physical appearance, characteristics or properties of the land or structure, including, without limitation, any alterations, additions, or deletions to the following:

- (1) Structures
- (2) Exterior colors
- (3) Exterior materials
- (4) Fences, decks, patios, terraces, retaining walls, drives, turn arounds and walks
- (5) Exterior lighting
- (6) Play equipment
- (7) Landscaping
- (8) Mailboxes
- (9) Swimming pools, spas and fountains
- (10) Landscape structures, furniture and accessories
- (11) Vegetable gardens
- (12) Sports equipment
- (13) Birdhouses, feeders, and baths
- (14) Animal houses

And other items related to, but not specifically mentioned on this list.

After a new house has been completed and the title is transferred to the property owner, the property owner is responsible to make submissions for any modifications which may or may not be listed above. The MC is responsible for reviewing all changes to the exterior of the structure and site. The MC consists of members appointed by the Board of Directors.

## **1.2. Who is subject to the approval process?**

All property owners are responsible for obtaining the necessary review and approvals to comply with the terms of the CC&R's. The CC&R's for Castlewood Estates state that any improvement, modification, alteration, addition, or deletion must have MC approval prior to commencement of construction or installation. The builder will most often be responsible for new construction and homeowners will generally be responsible for improvements. There are no exemptions or automatic approvals. Each application is reviewed on an individual basis.

## **1.3. Who administers the approval process?**

The final authority for administration of the approval process lies with the MC. However, the MC may delegate that responsibility for administering these procedures or parts thereof to a representative. These Procedures are subject to amendment by the MC as provided in Article IV, Section 3 of the Declaration and in Section 4.2 hereof and are subject to all laws, ordinances and regulations of any local, state, or federal authority having jurisdiction thereof.

The selection of the MC representative is based on professional qualifications and an ability to understand the overall, as well as specific, development objectives. The MC consists of four (4) or more members or hired consultant to be paid by homeowner, based upon complexity.

## **1.4. Application for Review**

Applications must be made on the attached form. Although the MC has a total of thirty (30) days to render a decision, the MC will attempt to mail a written decision approximately 4 days after the Committee meeting in which it was discussed. The Committee's decision may be:

- (1) Approval
- (2) Conditional approval with stipulations
- (3) Disapproval
- (4) Deferral pending submission of more information or deferral to a specific date pending on-site review by the MC

Within 14 days after a decision has been rendered, the Applicant or affected parties may file a written appeal with the Secretary of the MC at the address listed in Section 2.1.

## **1.5. Amendments to Guidelines**

From time to time, as necessary, these Guidelines and Procedures may be modified and/or expanded by the Modification Committee. It is the responsibility of the Homeowner to utilize the most current additions of these Guidelines and Procedures.

## **2. Design Review Procedures**

### **2.1. Modifications Review**

All applications for modifications must be submitted to the MC in accordance with the procedures outlined below prior to making any modifications.

#### **Step 1:**

The Applicant must submit an application and a set of plans drawn to scale indicating extent of proposed modification in sufficient detail to allow review. This must include drawings of exterior building elevation changes, material, finish and color schedules and construction details. A landscape plan must show placement, number, species and size of proposed landscape additions. Any modification other than a color change requires a site plan showing the following:

- (1) Property lines
- (2) Setbacks and easements
- (3) Footprint of house and driveway, sidewalks, decks, patio, retaining walls, etc.
- (4) Existing trees and landscaping
- (5) All proposed improvements dimensioned to properly locate them from the house or property line.

The modification submittal must be received at least one day prior to the Committee meeting in order to be placed on the agenda. Submissions are to be made to the Association's Property Manager at the address listed below:

**Capital Consultants Management Corporation  
1600 Redbud Blvd.  
Suite 202  
McKinney, TX 75069**

#### **Step 2:**

After the modifications are complete, please notify the Property Manager at the address mentioned in Step 1. A MC Representative will then be contacted to conduct an on-site review to verify conformance with the approved submittals. Notifying the Property Manager as to completion and scheduling the time of review with the MC Representative will be the responsibility of the Applicant.

## **2.2. Regulatory Compliance**

Plans submitted for MC review, must comply with all applicable building codes, zoning regulations and the requirements of all agencies and municipalities (i.e., City of Highland Village) having jurisdiction over the project. It is the responsibility of the Applicant to obtain all necessary permits, inspections and final Certificate of Occupancy. Regulatory approvals do not preclude the authority and responsibility of the MC for design review and vice versa.

## **2.3. Final Review**

The MC final approval constitutes a binding agreement between the Applicant and the Association. Any deviation from the approved plans must be resubmitted to the Committee for approval.

A Committee decision is based on a simple majority and shall not be arbitrary or capricious. Any denial, deferral or exception shall be substantiated by the Committee with due reason. The Committee may, at its discretion, assist the Applicant by suggesting alternative design solutions.

## **2.4. Appeals**

Any decision reached by the MC may be appealed back to the Committee for reconsideration. Technical design information supporting the appeal request must be included with the request. All appeals will be reviewed on a case-by-case basis, and the granting of an appeal for one residence for a particular situation does not imply or warrant that a similar appeal would be granted on another residence. Each case will be reviewed on its own design merits, and in keeping with the overall objectives of the Design Guidelines.

## **3. Miscellaneous**

### **3.1. Enforcement**

The provisions for enforcement of the CC&R's, Article IV, Section 3, shall apply to the enforcement of these Design Review Procedures and Guidelines in addition to any other available remedies. Failure to submit for approval will be subject to a minimum of twenty-five (\$25) dollar refilling and administrative fee for each occurrence whether improvement is approved by MC or not.

### **3.2. Waiver, Amendment and Third Party Benefit**

The MC maintains the right from time to time, at its sole discretion, to waive, amend or modify these Procedures and Guidelines. Neither the MC nor its agents, representatives or employees shall be liable for failure to follow these Procedures and the Guidelines as herein defined. These Procedures and Guidelines confer no third party benefit or rights upon any entity, Person or Applicant.

### **3.3. Non-Liability of the MC**

As more fully set forth in Article IV of the CC&R's, neither the MC nor its respective members, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone submitting plans to it for approval, or to any Applicant by reason of mistake in judgment, negligence or non feausance, arising out of any action of the MC with respect to any submission, or for failure to follow these Procedures or Guidelines. The role of the MC is directed toward review and approval of site planning, appearance, architecture and aesthetics. The MC assumes no responsibility with regard to design or construction, including, without limitation, the civil, structural, mechanical, plumbing or electrical design, methods of constructions, or technical suitability of materials.

### **3.4. Accuracy of Information**

Any person submitting plans to the MC shall be responsible for verification and accuracy of all components of such submission, including, without limitation, all site dimensions, setbacks, easements, grades, elevations, utility locations and other pertinent features of the site or plans.

### **3.5. Applicant Representation**

The Applicant represents by the act of entering into the review process with the MC that all representatives of Applicant, including, but not limited to, Applicant's architect, engineer contractors, subcontractors, and their agents and employees, shall be made aware by the Applicant of all applicable requirements of the MC and shall abide by these Procedures, the Guidelines and the CC&R's with respect to approval of development plans and specifications.

### **3.6. Conflicts with the CC&R's**

In the event of a conflict between modification approval procedures of the Guidelines and the terms of the CC&R's the latter shall prevail.

### **3.7. Castlewood Estates Homeowner's Association – Use Restrictions**

The Board of Directors of the Castlewood Estates Homeowner's Association may from time to time promulgate use restrictions governing the use of lots and Association common areas. Applicant should review any such use restrictions to ensure that lot modifications are in compliance with such use restrictions.

### **3.8. Construction Sites & Completion**

All construction sites shall be kept in a neat and orderly condition, free of debris, rubbish, or unused material. Each applicant shall be responsible for the condition of his construction site and must check with the City of Highland Village concerning requirements for construction fencing and other safety measures which may be applicable to the Modification Project. All projects which are expected to require more than two weeks of construction time must be screened from the street in order to prevent an unsightly neighborhood situation. All screening materials must be approved in advance by the MC.

Applicants must use reasonable diligence to expedite their approved Modification Project; each Applicant must restore his property to a neat and presentable appearance, including the replacement of any landscaping which may have been damaged during construction.

## **4. Design Guidelines**

The Guidelines which follow address a broad range of exterior building and site conditions. They are not intended to be all inclusive, but rather a guide, by which a high quality community can be planned, designed, built and maintained.

Note: Please remember that all proposed new construction and modifications to existing buildings or landscapes must be submitted, reviewed and approved by the MC before any construction begins.

### **4.1. Architectural Design Guidelines**

#### **(1) Foundations/Retaining Walls**

Exposed concrete block or poured concrete foundations exceeding 12” and site retaining walls must be covered with stone, brick, or stucco to complement the house materials. Where retaining walls are required, they shall be faced with brick, stone or interlocking slit-faced concrete block specifically designed for retaining walls. Use of retaining walls is discouraged. No single retaining wall may be in excess of 40” high. Minimum horizontal spacing between walls shall be 36”. 8” X 8” landscape timber walls may be permitted in side and rear yards. Walls should be kept as low as possible.

Use of indigenous rock with appropriate landscaping is encouraged. As a retaining wall may alter existing land forms, the design of such a wall should be carefully considered to avoid adversely affecting drainage patterns.

When trees or other such elements are to be preserved, they will determine the level of grading in their immediate vicinity. Retaining walls, terraced banks and planted slopes shall be considered part of the grading plan.

(2) House Body and Trim

Primary colors for siding, stucco and trim must be confined to earth tones which are compatible with the natural environment. Stucco and synthetic stucco must be painted or integrally colored. Colors for windows, doors, louvers, gutters, and downspouts must be compatible with primary and trim colors. Repainting or staining to match original colors need not be submitted. Change of exterior color for single family houses shall blend with and relate to the colors of other houses in the immediate areas. Color changes apply not only to the house siding, but also to doors, shutters, trim, roofing and other appurtenant structures. Colors which appear to be garish or offensively or distressingly bright or tasteless or showy will not be approved. Change of exterior colors in attached and semi-detached houses shall be in conformance with established guidelines.

(3) Roof

All roofs shall be of wood shingles, simulated wood shingles, tile, slate, metal or composition shingles [minimum 250# and/or a minimum twenty-five (25) year warranty and be of an “architectural” or “dimensional” or “shadowline” style]. All wood shingles must be treated with a fireproofing substance, and before installation of wood shingles a certificate from the manufacturer or supplier stating the terms of the warranty of the fireproofing shall be presented to the Committee. All major roof lines must be pitched a minimum of eight (8) inches in twelve (12) inches. The Committee may permit a lesser pitch where such pitch is consistent with the architectural style of the Home as judged by the Committee at their sole discretion. All roof venting and roof flashing shall be painted to match roof color.

(4) Chimneys

A chimney located on the front or side of a Home shall be masonry on the three (3) exterior sides. The side facing the Home may be non-masonry. Any chimney not located on the front or side exterior walls and not located within the front rise of the roof line may be constructed of non-masonry material.

Chimneys framed to receive prefabricated fireplaces and flues must not appear cantilevered from the unit. They must be continuous to finish grade. Chimney caps must be fabricated metal painted an approved color.

(5) Patios and Decks

Patios may be concrete, concrete stepping blocks, brick, or concrete pavers, of stone. It is recommended that safety restraints (handrails, banisters, benches, planters, etc.) be incorporated on all decks and patios that are vertically located 24" or more above finish grade.

Hand rails are recommended to negotiate any steps in deck and patios. Design and construction of decks and patios shall comply with all local building codes.

Decks shall be constructed of wood. Redwood is highly recommended to use as deck finish material. Cedar is a recommended substitute material. Wolmanized pine, although not prohibited, is not recommended for use. Walks constructed of wood decking, exposed aggregate concrete, brick, etc., whether or not designated as an integral part of the house must be approved by the MC. Loose flagstones "dropped" on top of the ground in an ill-defined pattern are not accepted. Decks must have natural wood color finish. Vertical supports for second story wooden decks must be a minimum 6" X 6" wood post. Metal columns must be boxed in wood to a minimum of 6" X 6".

**4.2. Site Design Guidelines**

- (1) Fencing shall be masonry, wood or wrought iron. Fence heights should be a maximum of 6' or 8', as determined by the CC&Rs governing the Section of Castlewood in question. Fencing in front yards is prohibited. Security fences, such as around swimming pools, should be comprised of vertical fencing of a height which satisfies all applicable requirements of the City of Highland Village. The bottom of the fence shall be no more than 6" above grade at any point depending on fence type. Vertical members shall plumb and generally not extend beyond the upper horizontal portion of the fence. Ridge caps on posts are generally not acceptable unless painted to match the fence. Gates shall match fencing in design, material height and color. Limited use of decorative wood picket fencing or similar decorative wood features may be considered and approved by the Committee.

Chain link fences and wire fences are not acceptable.

Fencing shall be finished on one side minimum. Fencing which is finished on one side only must be constructed with the finished side facing out. Fencing for areas which are adjoining a common green shall be of open type design wooden fence. Lots adjoining Army Corps of Engineers properties and/or easements shall be non-ornamental wrought iron of open type design.

- (2) Compressors for central air conditioning units shall be placed at the side or rear of the home, and shall be screened from adjacent properties and from the street by permanent landscape screening.
- (3) Play Structures must be located where they will have minimum visual impact on adjacent properties and streets. Fixed play structures should be naturally colored wood. No metal structures are permitted. Awnings on wood play structures must be approved. Tree swings are not allowed in the front yard and must fall within the above guidelines.
- (4) Tree Houses are not allowed.
- (5) Exterior Spa must be screened from adjacent properties and streets. All pump, filters, and equipment for spas must be located where they will not cause a visual nuisance to neighbors and must be screened from view with a wooden fence or evergreen landscape screening. Screening shrubs shall be 4' minimum height above spa/deck elevation.
- (6) All Exterior Lighting should be a low level, non-glare type and located to cause minimum visual impact to adjacent properties and streets. Exterior spotlights or floodlights should be situated to eliminate glare onto adjacent properties or present a potential hazard to pedestrian or vehicular traffic.
- (7) Tennis Courts/Sport Courts will be permitted only where they will fit naturally onto the topography of the proposed lot and located to provide minimal visual impact to surrounding properties and within building setback lines. Chain link fencing for courts must have a black or dark green vinyl coating. No separately platted lot boundary fence shall be of wire or chain link construction, nor shall any fence of wire or chain link construction be visible from the neighboring streets. Lighting for tennis courts will not be allowed. Location must be reviewed on a case-by-case basis.
- (8) Landscaping must relate to the existing terrain and natural features of the lot, utilizing plant materials native to the North Texas Area. The amount and character of the landscaping must conform to the precedent set in the surrounding community. The preferred landscape bed edging is a neat 3"-5" deep trench. All mulched landscape beds should be covered with natural pine straw, chopped or shredded cypress, hardwood pine bark, cedar mulch or small nuggets. No landscape gravel may be the focal point of any landscaping. It may only be used in small areas. The gravel shall not be white or red river gravel; other kinds will be allowed upon sample approval.

All original landscape plans shall be approved by the New Construction Committee of the Association (“NCC”) prior to commencement of landscape improvement construction. Generally, original landscaping will be the final NCC approval secured by the homeowner. The MC will be responsible for the review of landscape Modification Project plans.

- (9) In accordance with Highland Village laws, animal house exterior colors and materials must relate to the exterior of the house. Dog runs must never be larger than 200 sq. ft., not consume the entire rear yard, and must be approved by the MC. The structure should be completely screened from any view from surrounding properties and roads, and be discreetly located so as to not cause a nuisance (which the MC will determine) to neighbors.
- (10) Yard Sculpture must be submitted for review.
- (11) Gazebo plans should be fully detailed (site plan, elevations, details, etc.) and submitted for review prior to construction. Architecturally, they shall be attractive in appearance, without an excess of ornamentation and compatible with the style of the house. The overall height, including the overall area of the structure shall be compatible with the size and landscaping of the lot. In no event shall it be larger than 100 sq. ft. in area. If painted, it shall be earth-tone color, coordinating with and complimenting the colors of the house. Roofing, if any, shall match house roof in style, material, and color. Only one Gazebo or Shade Structure is allowed per residence, and must be located in the rear or side yard and must comply with minimum rear and side yard setbacks. Site compatibility and impact on neighboring properties will be major considerations in the approval process.
- (11a) Pergola, Arbor, and other Shade Structure plans should be fully detailed (site details, etc.) and submitted for review prior to construction. Architecturally, all such structures shall be attractive in appearance, without excess ornamentation and compatible with the style of the house.

Construction materials may be wood, masonry, stone or architecturally similar materials. Roofing, if any, shall match house roof in style, material, and color. The overall height, including ornaments, if any, shall not exceed 12’-0”. The overall area of the structure shall be compatible with the size and landscaping of the lot. In no event shall it be larger than two percent (2%) of the total lot size, or 400 sq. ft., whichever is less. If painted, it shall be an earth-tone color, coordinating with and complimenting the colors of the house. Only one Gazebo or Shade Structure is allowed per residence, and must be located in the rear or side yard and comply with minimum rear and side yard setbacks. Site compatibility and impact on neighboring properties will be major considerations in the approval process.

- (12) Swimming Pools must fit naturally into the topography of the proposed lot and be located to provide minimal visual impact to surrounding properties and street. Pools must meet the requirements included in Submittal Requirements. No above ground pools are permitted. The pool and any mechanical equipment must be protected and screened by a wall or fence. The backwash for the pool, if any, must be indicated in the plan. The flow of this function will not be allowed to cross lot lines (must be directed or piped to the street). Approval of any additional security fencing will be considered a part of the swimming pool application and shall be contingent upon completion of the pool. A site plan will be required and must be approved by the MC.
- (13) Swing sets made of wood may be left natural or may be painted an earth tone color to coordinate with the body of the home, so as to blend in with the natural surroundings. Metal swing sets must be painted an earth tone color approved by the MC. Submit color sample during the review process. They must be located where they will have minimum visual impact on adjacent properties and streets.
- (14) Play Houses must be made of masonry and/or wood; no metal structures are permitted. It shall be coated to retain its natural color or painted an earth tone color to coordinate with the colors of the home. Upon completion the structure may not exceed eight (8) feet in height from the ground to any point of the structure and may not exceed a maximum of seven (70) square feet. No utilities shall be supplied to the structure. The play house must have a rear and/or side setback of five (5) feet from the property lines. It must be buffered from adjacent properties by fencing or appropriate evergreen landscaping. At no time shall a play house be used as a storage facility.
- (15) Clotheslines are prohibited.
- (16) Satellite dishes with a diameter of one (1) meter or less may be installed provided the dish is not visible from the street and is not installed on the front of the home.

The installation of a satellite dish or similar accessories must have a site plan approved by the Modifications Committee prior to installation.

No antenna towers other than a traditional rooftop antenna designed to receive television broadcast signals shall be permitted.

- (17) Storage Structures must be architecturally compatible in color and material with the dwelling. It must have all the elements of the original home design, such as brick, roofing, material and style. It is for the storage of lawn and garden equipment, trash cans, etc., and shall not be used for a workshop or living quarters. It shall not have power or water.

In addition, the structure needs to be fully enclosed with no windows, and shall incorporate a foundation of sufficient strength to support the structure. It may not be taller than 5 ½ ft., with a maximum square footage of 75 square feet. The roof shall match the house roof in style, material and color. Evergreen plant screen is required if owner's privacy fence is not in place. Only one is allowed per residential lot. In any event, they shall be located where they will be visually unobtrusive. A site plan will be required and must be approved by the MC. Prefabricated metal or wooden buildings will not be approved.

- (18) Flagpoles should be of a height, color and location which are appropriate for the size of the property and background. They may not exceed 20' height and shall be maintained in a vertical alignment. Poles shall be painted black, white or may be bronze anodized. Ornaments on top of the flagpole shall be proportional in size with the pole, architecturally sensitive in style, and be of a complimentary color with the flagpole. Flag size shall be proportional with the pole size. The maximum flag size shall be 3' X 5'. No more than two (2) flags shall be flown on the flagpole at any time. Permanent free standing flagpoles are generally approved only for detached houses and must be installed and maintained in a vertical position. A site plan will be required and must be approved by the MC.
- (19) Compost Bins shall be attractive, well constructed, and maintained in a neat, orderly condition. Maximum size shall be 4' X 4' X 4'. One compost bin is allowed per residential lot. Evergreen plant screening is required if an owner's privacy fence is not in place. At the time of planting, the shrubs shall measure a minimum 24" in height above the finish grade and be planted 24" on center. Mature height of shrubs shall be a minimum of 6" taller than bin. Installation must comply with minimum back and side yard setbacks.
- (20) Basketball Backboards may be either roof mounted or pole mounted. To be roof mounted, sufficient reason must be presented to the appropriate committee detailing why the standard pole mounted variety will not be appropriate. The committee will address the allowance or disallowance of roof mounting on a case-by-case basis. Mounting poles shall be steel or fiberglass. Poles, structural framing, and mounting brackets shall be painted white or black. Pole mounted backboards may be painted white with contrasting color outlines. Roof mounted backboards shall be transparent acrylic plastic. Mounting and frame work shall be painted to match the roofing material. Creatively designed equipment is encouraged with the goal of minimizing its visual impact.

For purposes of this paragraph 26 below, a basketball goal or backboard will not be considered portable if the manufacturer's instructions or specifications suggest weight of not less than 75 lbs. to stabilize the base upon which the pole will be installed in which case the location of the basketball goal must be approved in writing by the committee. In no event shall any basketball goal, portable or otherwise, be installed or located closer than 15' from the property line.

- (21) Front doors and entry area decorations should be simple in design and in keeping with the style and colors of the house. Plants and flowers in pots should always be neat and healthy. No plastic or artificial plants are allowed.
- (22) Outdoor storage of garden tools and hoses must be screened from view. Tools or items stored under back deck or porch must also be screened from view by planting shrubs around the decks. Preferably these items should be stored inside the garage.
- (23) Woodpiles shall be located in the rear yard and/or away from public view. Wood shall be kept in neat stacks.
- (24) Birdhouses and birdbaths should be simple in design and in keeping with the style and colors of the house.
- (25) Sun control devices must be compatible with character of the house in terms of color, style and materials. Awnings shall be of straightforward design without decorative embellishment such as scallops, fringe and contrasting colored stitching.
- (26) Portable recreation equipment such as portable basketball equipment, hockey and soccer goals, volleyball and badminton nets, horseshoes, skate board ramps, archery, baseball batting cages, etc. will not be permitted to be in view when not in use. For purposes of this paragraph, a basketball goal or backboard will not be considered portable if the manufacturer's instructions or specifications suggest a weight of no less than 75 lbs. to stabilize the base upon which the pole will be installed.
- (27) Solar collectors added to structures or any devices located on property for harnessing the sun's energy will be governed by the design and development guidelines of the MC and the declaration of CC&R's.
- (28) Permanent barbecues shall not be a dominant feature on the landscape and shall be located so that they will blend as much as possible with the natural background. Supplemental planting shall be provided to soften the visual impact of the barbecue, particularly when little or no natural background or screening is available. Generally, barbecues will be located in the rear yard and be screened within the property wall.

- (29) Mailboxes shall conform to standard detail and match the color of all original mailboxes.
- (30) Vegetable gardens are not allowed in front yards and must have minimal visual impact on adjacent properties and streets. The garden must be screened from view with an approved fence or shrubs. Vegetable plants may not exceed 6' in height. During non-production months ("off season") the area must be neatly maintained.
- (31) Trampolines are allowed if not visible from any street adjacent to the front of the residential dwelling. They must be located in the rear area of the lot and at least 15' from any property line. The committee's objectives are to minimize the visual impact of the trampoline and balance the interests of the owner desiring the placement of a trampoline with the privacy of the owners of any adjacent lot.
- (32) Each dwelling unit may erect one (1) real estate sign to advertise the sale of the premises upon which the sign is located. The real estate sign must be located on the property of the unit it is advertising and not in any Common Area or on public property.

In addition to the above restrictions, the following frequently encountered sign types are specifically addressed, to provide further guidance to CEHOA members:

- a) One Home Security Provider sign (i.e., ADT, Brinks, etc.) may be permanently placed, as a crime deterrent, in a prominent location near the foundation of the residence.
- b) Local School or Sport Team Affiliation signs may be temporarily (for the period of the relevant season) placed in a location near the foundation of the residence.
- c) One Contractor sign associated with temporary repair and/or maintenance work at the residence may be placed in the front lawn for the duration of the work project only.
- d) In conjunction with upcoming scheduled elections, a maximum of one (1) election sign per open place on the ballot, to allow equitable support for candidates and one (1) election sign addressing any proposition may be placed in lawn no sooner than sixty (60) days prior to the election date and must be removed within twenty-four (24) hours following the close of the polls.

A maximum of one (1) purely public information sign, such as notification of date, time and place of an upcoming Town Meeting, Public Hearing, etc. – with no associated political content may be placed in the front lawn no sooner than thirty (30) days prior to the event and must be removed within twenty-four (24) hours after completion of the event. Additional signs, of a political and/or protest nature, are not allowed.

- e) Incidental Private Signs (such as, but not limited to, lost pet, birth announcements, birthdays, graduations, anniversaries) are allowed only for a reasonable period (not to exceed one week).

All signage, other than the above, or any variances to the above signage, must be specifically approved, in advance, by written submittal to the Modifications Committee.

In addition, members are advised that:

- (1) All signage specified above must be of an attractive nature and appropriate size, in no case larger than six (6) square feet, and be proudly maintained. All such signs must be self-supporting and not attached to any pole, fence, tree or structure.
- (2) In addition to the CEHOA restrictions, members are also required to comply with any relevant City of Highland Village ordinances.
- (3) The Castlewood Estates Homeowner’s Association, through the Modifications Committee, the Board of Directors and the appointed on-site management staff has an obligation to enforce this Policy, which includes removal of any signage in violation of this Policy.

### **4.3. Maintenance**

Each lot shall at all times be kept in a clean and well maintained condition. All landscape areas shall be well groomed and maintained at all times. Grass and lawn areas should be well groomed. Mulched landscape bed areas shall be kept free of weeds and grass and shall be well groomed and maintained at all times. Shrubs should be pruned regularly. Trees should be pruned regularly of dead limbs, trunk shoots and debris. Dead plants should be removed immediately from front lawn areas or areas exposed to public view from any street. No building or structure shall be permitted to fall into disrepair. Each building and structure shall at all times be kept in good condition and repair and adequately painted or otherwise finished. In the event of damage or destruction to any building or structure, such building or structure shall be repaired or reconstructed in accordance with current approved plans and specifications or submitted for review according to these procedures.

**APPLICATION FOR IMPROVEMENT**

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Legal Description: Lot\_\_\_\_\_ Block\_\_\_\_\_ Community\_\_\_\_\_

Owner/Applicant:\_\_\_\_\_ Day Phone:\_\_\_\_\_

Address:\_\_\_\_\_

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Contractor:\_\_\_\_\_ Phone:\_\_\_\_\_

Address:\_\_\_\_\_

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Starting Date:\_\_\_\_\_ Completion Date:\_\_\_\_\_

Definition of improvement: an alteration, addition, or deletion  
(Check one. Use separate form for additional improvements)

- |   |  |
|---|--|
| <input type="checkbox"/> Decking, paving, walk, drive     | <input type="checkbox"/> Pool/spa, water feature |
| <input type="checkbox"/> Structures/Additions             | <input type="checkbox"/> Fence/Wall              |
| <input type="checkbox"/> Exterior Color (paint)/Materials | <input type="checkbox"/> Sports/Play Equipment   |
| <input type="checkbox"/> Exterior Lighting                | <input type="checkbox"/> Mailboxes               |
| <input type="checkbox"/> Landscaping                      | <input type="checkbox"/> Animal/Bird House       |
| <input type="checkbox"/> Landscaping Accessories          | <input type="checkbox"/> Feeder, Bath            |
| <input type="checkbox"/> Vegetable Garden                 |  |
| <input type="checkbox"/> Other:_____                      |  |
- 

**REVIEW PROCESS:** Submissions will be forwarded to the Modification Committee upon receipt. As stipulated in the CC&R's, the Modification Committee may take up to thirty (30) days from the scheduled meeting date to render a decision. However, the Modification Committee will use every reasonable effort to expedite the review process.

**ADDITIONAL DETAILS:** Drawing of improvement must be attached including floor plans and elevations. Construction details, including plans and elevations, must include proposed materials, dimensions, and finishes. A copy of the property survey must be included with the proposed location of the improvement clearly marked thereon.

Permanent structures must not be located within any easement or right-of-way.

The applicant is responsible for the structural integrity of all construction.

Care should be taken to ensure that the construction and maintenance process does not impose itself on neighboring properties. It is the responsibility of the applicant to secure approval of construction access across neighboring properties.

**APPLICATION FOR IMPROVEMENT**

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**IT IS THE DUTY OF THE OWNER AND THE CONTRACTOR EMPLOYED BY THE OWNER TO DETERMINE THAT THE PROPOSED IMPROVEMENT IS STRUCTURALLY, MECHANICALLY AND OTHERWISE SAFE, AND THAT IT IS DESIGNED AND CONSTRUCTED IN COMPLIANCE WITH APPLICABLE BUILDING CODES, FIRE CODES, OTHER LAWS OR REGULATIONS AND SOUND PRACTICES. APPLICANTS SHALL BE SOLELY RESPONSIBLE FOR OBTAINING ANY REQUIRED PERMITS OR LICENSES IN ACCORDANCE WITH APPLICABLE CODES AND REGULATIONS AS ADOPTED BY THE CITY OF HIGHLAND VILLAGE. THE CASTLEWOOD HOMEOWNERS ASSOCIATION MODIFICATION COMMITTEE , NEW CONSTRUCTION COMMITTEE, AND ANY EMPLOYEE OR MEMBER THEREOF, SHALL NOT BE LIABLE FOR DAMAGES OR OTHERWISE BECAUSE OF THE APPROVAL OR NON-APPROVAL OF ANY IMPROVEMENT.**

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants, and standards. I also certify that the improvement will be completed in accordance with the approved application. Any deviation from approved submission may have to be removed or corrected at my own expense. I understand that construction is not to begin until approval has been received from the Modification Committee. The Modification Committee has permission to enter the property to make inspections as they deem necessary.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY

- \_\_\_ Approved as submitted
- \_\_\_ Conditionally approved (see attached)
- \_\_\_ Disapproved (see attached)

**NOTE:**  
**Approvals are valid for 90 days.**

## APPLICATION FOR IMPROVEMENT

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### **Submittal Requirements**

Plans must be detailed and scaled drawings. All site plans shall be drawn at no smaller than 1/8" = 1'-0". Other plans and elevations must be drawn at 1/4" = 1'-0". Sections and construction details must be submitted. Every drawing must be labeled with lot number, block, address and village.

Site plans shall include, but not be limited, to the following:

- All existing conditions – lake, house, utilities, easements, etc.
- All property lines with bearings and dimensions.
- All proposed construction with layout/staking dimensions.
- All proposed utility connections and meter locations – water, gas, sanitary and storm sewer.

Grading plan, including but not limited to the following:

- All existing contours at 1' intervals shown with dashed lines. All proposed contours at 1' intervals shown with heavy, continuous lines.
- Spot elevations for pool deck, top and bottom of steps and walls, existing finished floor elevation of house, elevations of all decks, terraces, sidewalks, etc.
- Erosion control – type and location
- All proposed drainage structures, rim and invert elevations

Site Lighting, including but not limited to the following:

- Location of all fixtures.
- Product information on all fixtures showing type, style, finish specifications, etc.

Landscaping, including but not limited to the following:

- Detailed planting plan showing plant type, location, quantity and size.
- Plant schedule/list.

General Construction, including but not limited to the following:

- Section - through house and side indicating pool decks, terraces, structures, etc.
- Elevations – all proposed structures; decks, gazebos, additions.
- Details – all construction details needed to explain and build proposed pool, decks, terraces, retaining walls, gazebos, arbors, etc.
- Equipment list – as proposed for pool by the contractor, including pumps, skimmers, filters, etc.

## APPLICATION FOR IMPROVEMENT

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### Product Information

Samples and/or catalog information (pictures and style numbers) must be submitted to describe improvement.

Color and Material Schedules

All finishes and appearances for proposed construction should be provided in a color and material schedule.

**Note:     Incomplete packages will be returned to the applicant without review.**