



## Architectural Control Application for Exterior Property Changes

Before completing an Architectural Control Application, read all instructions and responsibilities listed in this Application. When complete, sign on the last page.  
Contact the ACC Chairperson for assistance or questions.

**Application Process:** With home/property purchase, Scenic Hills homeowners agree to abide by the Master Covenants, Conditions and Restrictions and the Bylaws of the Scenic Hills Community. Homeowners must obtain ACC approval, for ALL exterior property changes BEFORE commencing work which will alter the exterior of their house and/or landscaping from its current state. **This Includes but is not limited to: exterior painting, window or roof replacement, painting or replacement of entry doors or garage doors, addition of new flowerbed or extension of existing flowerbed and driveway replacement.** It is the responsibility of the ACC to review ALL homeowner proposed exterior projects to ensure the projects comply with the architectural and use restrictions of the Scenic Hills Community.

**NOTES:**

- Applications are not required for normal maintenance repairs provided no exterior changes result (i.e. Repair broken window/torn screen, changes in existing flower bed, sodding of lawn, or shingle repair).
- Complete as much information in this application as possible. The application may be submitted for conditional approval before the contractor is known.

<b>Homeowner Name</b>	<b>Date</b>
<b>Property Address</b>	<b>Phone</b>
<b>Contractor Name</b>	<b>Contractor Phone</b>
<b>Contractor Address</b>	
<b>Project Name (i.e. Patio Enclosure, New Landscaping, Window/Roof Replacement, etc.)</b>	<b>Estimated Project Duration</b>
<b>Brief Description of Project</b>	

**Adjacent Neighbor Notification:** The ACC would like you to notify all adjacent neighbors (front, back & both sides) of the proposed project. This notification is a courtesy to the homeowner's neighbors so they may be informed of any upcoming project.

COMMITTEE USE ONLY

Approval

Conditional Approval

Disapproval

Date

Comments:


ACC MEMBER SIGNATURES

ACC Member Signatures		

Copies To:	Homeowner <input type="checkbox"/>	ACC electronic file maintained with Lodge Manager <input type="checkbox"/>	SHCA Resident File <input type="checkbox"/>
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## Architectural Control Application for Exterior Property Changes

### Application Preparation and Processing

### Homeowner and Contractor Responsibilities

#### Application Preparation and Processing:

Applications are available from the Lodge Manager or by downloading from the SHCA Resident webpage. Complete the application **and attach supporting documents describing as much detail about your project as possible**. The supporting documents should include written construction plans, scale drawings or sketches with dimensions of proposed project, list of materials used, photographs of current project site, as well as color and material samples. Providing as much of the details about your project as possible will greatly assist the ACC when reviewing your project for approval.

Submit your completed application and supporting documents to the Lodge Manager. Applications received by the last day of the month will have a conditional approval, denial or approval by the ACC at the next month's meeting **or no later than 40 days from application's submittal**. Homeowner may attend the ACC meeting to address any questions from the committee.

The ACC will refer applications that may potentially impact underground irrigation systems to the SHCA Irrigation Committee for their review and concurrence. The homeowner will be responsible for the full cost of moving irrigation lines required as a result of the project. Homeowner may either employ the SHCA contract irrigation system team or another contractor for the required work. If homeowner chooses another contractor for this work, the homeowner must advise the Irrigation Committee Chair, who will verify the work meets Scenic Hills guidelines.

Approved applications will be maintained in your homeowner file at the Lodge Office and in the ACC committee files. A copy will be returned for the homeowner's record.

Homeowners may appeal any disapproved application to the SHCA Board of Directors. The Board's decision shall be final.

#### Homeowner Responsibilities:

Homeowner's are fully responsible for ensuring all contractor personnel comply with Scenic Hills policies, rules and regulations. A homeowner's project must not impinge upon, damage, or otherwise interfere with the operation of or access to any underground irrigation systems, utilities, or drainage lines. Homeowner will assume the full cost of any work to repair or reroute such lines.

Homeowners must ensure contractor maintains a clean and orderly work site and ensures project materials/equipment do not impede community street or sidewalk traffic.

**Homeowner and/or contractor shall be responsible for any damages sustained to Scenic Hills common property (i.e. sidewalks, streets, utilities, common grounds, etc.).** Homeowner may permit contractor to utilize their driveway as a work area.

Unless prior ACC approval is granted, the project must be completed within six (6) months after initial application approval. Once project work commences, all work must be completed within thirty (30) days, unless prior ACC approval is granted.

Homeowner must ensure the project does not encroach upon any adjoining lot nor will it divert runoff in such a way as to cause problems for adjacent property owners.

Homeowners are responsible for obtaining all required Schertz Building Permits. Contact the City of Schertz Inspection Division at 210-619-1750 or their website for permit information/inquiries.

Homeowner must ensure their contractor complies with all the Contractor Responsibilities listed below and shall provide them with a copy of this application containing the Contractor Responsibilities.

**Contractor Responsibilities:**

Contractors employed by Scenic Hills homeowners must comply with all SHCA policies, rules and regulations while performing work within the community. Contractors may only perform project work from 7:30 AM - 7:00 PM, Monday - Saturday. With the exception of emergency repairs, contractors may not work on Sundays or any Federal holidays.

All contractor vehicles must stop at the Scenic Hill Gate House and obtain a Contractor Pass from the Guard. Passes must be surrendered to the guard each time any contractor vehicle leaves the community.

Contractors must maintain a clean and orderly work site and ensure project materials/equipment do not impede community street or sidewalk traffic. Contractor may utilize a 10' X 10' area of the street immediately behind or in front of a contractor vehicle as a work area, provided it does not block any driveways or mailboxes. Subject to homeowner permission, contractor may use the homeowner's driveway as a contractor work area. Contractor will straighten up the work site at the conclusion of each work day by securing all equipment/tools and neatly organizing all unused project materials and scrap.

Contractor shall be held responsible for any Scenic Hills property damages caused by contractor equipment or personnel (i.e. sidewalks, streets, utilities, common grounds, irrigation lines, etc.).

Contractor will keep the construction site confined within the employing homeowner's property lines. Contractor will ensure that all construction proposed in this application will not encroach upon any adjoining lot nor will it divert runoff water in such a way as to cause problems for adjacent property owners.

**Signatures:**

The undersigned acknowledges and agrees to comply with all Rules and Specifications for the duration of all work related to this proposed project. The Scenic Hills Covenants and By Laws will prevail in the event of a conflict with these rules. Homeowner will not deviate from the SHCA ACC approved project plans without advanced notification of the ACC.

**For non-compliance of application approval, please refer to SHCA Policy 3.09 Fine Schedule for Enforcement of Architectural Standards.**

Homeowner Signature	Date
Homeowner's email address	
Contractor Signature	Date