

D217052815 3/9/2017 10:06 AM PGS 20 Fee: \$92.00 Submitter: SIMPLIFILE

Electronically Recorded by Tarrant County Clerk in Official Public Records *Mary Louise Garcia*
NOTICE OF FILING OF DEDICATORY INSTRUMENT FOR
FOR
Keller Saddlebrook Homeowner's Association, Inc.

STATE OF TEXAS §
COUNTY OF TARRANT § KNOW ALL MEN BY THESE PRESENTS:
§

THIS NOTICE OF DEDICATORY INSTRUMENT FOR Keller Saddlebrook Homeowner's Association, Inc. is made this 12th day of December, 2016, by Keller Saddlebrook Homeowner's Association, Inc.

WITNESSETH:

WHEREAS, Keller Saddlebrook Homeowners Association Inc. prepared and recorded an instrument entitled "Declaration of Covenants, Conditions and Restrictions" dated on or about July 28, 1997, Volume 12849, Page 0030-001, Real Records of Tarrant County, Texas, together with any other filings of records (if any).

WHEREAS, the Association is the property owners' association created by the Declarant to manage or regulate the planned development covered by the Declaration, as stated and recorded above; and

WHEREAS, Section 202.006 of the Texas Property Code provides that a property owners' association must file each dedicatory instrument governing the association that has not been previously recorded in the real property records of the county in which the planned development is located; and

WHEREAS, the Association desires to record the attached dedicatory instrument in the real property records of Tarrant County, Texas, pursuant to and accordance with Section 202.006 of the Texas Property Code.

NOW, THEREFORE, the dedicatory instrument attached hereto as Exhibit "A" is true and correct copies of the originals and are hereby filed of record in the real property records of Tarrant County, Texas, in accordance with the requirements of Section 202.006 of the Texas Property Code.

IN WITNESS WHEREOF, the Association has caused this Notice to be executed by its duly authorized agent as of the date first above written.

Keller Saddlebrook Homeowner's Association Inc.

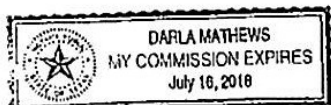
By: *Gary Burkham*
Duly Authorized Agent -- Gary Burkham

ACKNOWLEDGMENT

STATE OF TEXAS §
COUNTY OF TARRANT §
§

BEFORE ME, the undersigned authority, on this day personally appeared Gary Burkham, Duly Authorized Agent of Keller Saddlebrook Homeowner's Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed on behalf of said corporation.

SUBSCRIBED AND SWORN TO BEFORE ME on this 12th day of December, 2016.



Darla Mathews
Notary Public
State of Texas
My Commission Expires

AFTER RECORDING RETURN TO:
Keller Saddlebrook HOA
c/o Principal Management Group
9001 Airport Freeway, #450
North Richland Hills, TX 76180

SADDLEBROOK ESTATES

Architectural Review Standards

Revision December 2016

Dear Homeowners:

The Declaration of Covenants, Conditions and Restrictions for Saddlebrook Estates were instituted in the early stages of development of our Association. This Architectural Review Standards document (hereafter referred to as the Standards) are intended to work in conjunction with the Covenants. The primary purpose of the Covenants and Standards is to maintain and enhance the appearance of our community by assuring that any newly added changes to the property are evaluated and approved in accordance with the Covenants and Standards. Each homeowner has been presented with the Declaration of Covenants at the time of closing. Every property owner is to adhere to the stipulations and standards contained in the Covenants and Standards.

This booklet, along with the Declaration of Covenants, is an important reference when you need information pertaining to changes to your property. If you need to know something that is not in the document, please call our property management group (name and contact information is on our website), or contact the Architectural Review Committee (hereafter referred to as the ARC) member or a member of the HOA Board. At any point in the Standard's document, if no management company exists, please contact the HOA Board.

Our primary goal has been to develop standards that will enable a high quality of life in Saddlebrook Estates and maintain property values without being unnecessarily restrictive. Every attempt was made to be considerate of the homeowners in Saddlebrook Estates. Every request is evaluated on its own merits, and requested variances to the Standards are considered.

This revision of the Standards is an update from the 2010 Standards version. This version primary updates our HOA standards to be complaint with Texas and local code and/or law.

Table of Contents

PURPOSE AND POLICY.....	5
RESPONSIBILITIES.....	5
STANDARDS.....	6
A. Types of Changes which Require Submittal.....	6
B. Specific Changes which Do Not Require a Submittal.....	7
C. Changes which are prohibited.....	7
SPECIFICATIONS/DETAILS.....	8
A. Animals (Prohibited).....	8
B. Clotheslines (Prohibited).....	8
C. Awnings (submittal required).....	8
D. Skylights and attic fans (submittal required).....	9
E. Satellite, radio, and TV antennas (submittal required).....	9
F. Recreation & Sport Equipment (Submittal Required).....	10
G. Signs (No Submittal Required).....	10
H. Parking (Prohibited).....	10
I. Driveways, Parking Pads & Sidewalks (submittal required).....	10
J. Storage (No Submittal Required).....	11
K. Swimming Pools, Jacuzzis, Fountains & Hot Tubs (submittal required).....	11
L. Major Landscaping (submittal required).....	11
M. Hedges and Screen Plantings (submittal required).....	12
N. Decks and Patios (submittal required).....	12
O. Enclosures (screened porch, sunrooms, roofed porches etc.).....	13
P. Materials and Colors (submittal required for changes).....	14
Q. Fencing (submittal required).....	14
R. Play Sets (submittal required).....	14
MAINTENANCE.....	15
General Maintenance.....	16
Deterioration.....	16
PROCESS.....	16

A. Reminders.....	16
B. Planning and Preparation of Submittal	17
C. Appeals/Re-submittals.....	17
D. Time Frame for Construction.....	17
E. Details for Submittal.....	18
F. Inspection.....	19
G. Violations	19
Liability	19

PURPOSE AND POLICY

Article V of the Saddlebrook Estates Declaration of Covenants, Conditions and Restrictions establishes the Architectural Review Committee (ARC). The Architectural Standards were established by Article VI of the Saddlebrook Estates Declaration of Covenants, Conditions and Restrictions. Their primary purpose is to preserve and maintain the property values and the natural beauty of the development.

The charter of the ARC is to enforce and maintain consistent standards while remaining flexible to changes in our community and our lifestyles. The Standards are intended to be a document that allows for individual creativity of design, with each request being reviewed on its own merits. The Standards document is not intended to be comprehensive; rather it is a guideline for residents considering modification to their lot or exterior of their home. The aesthetics of the modification will be a primary consideration of the ARC. The Standards are presented in addition to, and are not in replacement of The Declaration of Covenants, Conditions and Restrictions for Saddlebrook Estates.

The ARC is composed of a maximum of three (3) volunteer members. The ARC meets as required to review inputs. The primary purpose of the meeting is to review Architectural Improvement Request forms received by the ARC and to evaluate the requests. ARC requests may be approved by the ARC chairperson in conjunction with the property management company.

RESPONSIBILITIES

The following are the responsibilities of the parties.

A. ARCHITECTURAL REVIEW COMMITTEE (ARC)

The Architectural Review Committee (ARC), in conjunction with a management company, is responsible for approving or disapproving architectural requests, making decisions about violations and related penalties and the final interpretation of the Covenants and Restrictions.

B. HOMEOWNERS

Each homeowner has the responsibility to properly complete and submit a Request for Property Modification to the Management Company, in accordance with the requirements of these Standards. Each homeowner is also responsible for adhering to this policy and complying with the decisions made by the ARC. The Homeowner shall assume full responsibility for;

(I) all landscaping, grading and /or drainage issues related to the improvements;

(II) Obtaining all required City, Town or County approvals relating to improvements;

(III) Comply with all City, Town or County Ordinances;

(IV) Any damage to adjoining property (including common areas) or injury to third persons associated with the improvement.

C. BOARD OF DIRECTORS

The Board of Directors will be responsible for the final approval or disapproval in the case of a dispute between the ARC and the Homeowner's Request for Property Modification.

STANDARDS

The provisions of Article VI apply to a wide variety of aesthetic considerations in the community while the Standards serve to clarify and give examples. Suggestions for improvement/changes to this document should be submitted in writing to the ARC for review and approval by the Saddlebrook Estates Board of Directors.

The following are examples of the types of changes, additions or deletions that would either (1) require submittal of a Request for Property Modification, (2) not require a submittal, or (3) are prohibited. Please note that this is not a comprehensive list. The homeowner should contact the property management group or ARC with questions regarding a change not covered by the list of examples.

NOTE: It must be recognized that the submittal/approval process is administered by volunteers on their own time (nights and weekends) and may be lengthy. It is imperative therefore, that each homeowner plans in advance and allow for the process time required. Throughout this document the term "changes" shall include additions and deletions.

A. Types of Changes which Require Submittal

Changes to the exterior of the home, such as (but not limited to)

1. Buildings, Storage Sheds, Enclosures, or Structures
2. Decks (including skirting, screening, etc.), and/or patios (including screening, pergola, etc.)
3. Driveway extensions and parking pads
4. Skylights and attic fans
5. Satellite, radio or TV antenna
6. Fences
7. Major Landscaping, hedges and screen plantings
8. Mailboxes
9. Poles, freestanding (basketball goals) and recreation/sport equipment
10. Ponds and Fountains
11. Swimming pools, Jacuzzis and hot tubs

12. Tree removal – live
13. Tennis Court
14. Exterior illumination
15. Change in exterior color or Shape
16. New Structure or modification of an existing structure
17. Play sets (lawn swing sets, jungle gyms, forts, tents, sand boxes and play houses)
18. French drains or other forms of drainage
19. Roofs
20. Solar Panels
21. Naturalizing a yard or any portion of the yard

B. Specific Changes which Do Not Require a Submittal:

1. Flower boxes that are painted to match exterior color approved for home
2. Minor landscaping
3. In-ground irrigation systems.
4. Non-permanent children's play equipment which meets Standards
5. Periodic repainting and re-staining with the existing color for maintenance
6. Removal of dead trees
7. Small garden plots located behind the residence out of view from the street
8. Storm doors (must still meet color and material requirements)

C. Changes which are prohibited

1. Animals other than household pets
2. Wire-backed wood fences, chain-link fences
3. Commercial advertising signs.
4. Encroachment on other property

5. Metal storage sheds
6. Parking on the street against the flow of traffic (city ordinance)
7. Permanent clotheslines or those installed on the exterior of the home or property
8. Unclean, unsightly, unkempt, unhealthy or unsafe conditions which tend to substantially decrease beauty or safety
9. Any items not in compliance with neighborhood covenants & standards
10. Temporary dwelling, shop, trailer, or mobile home

SPECIFICATIONS/DETAILS

The specifications/details listed below apply to both items requiring submittal and not requiring submittal and are those that have been identified by the ARC as requiring a specification or details. For items listed, the expectation is that this minimum detail will be met. If any homeowner is in doubt as to the need for submittal to the ARC, they should contact the property management group or an ARC member for clarification.

A. Animals (Prohibited)

1. No animals, livestock, or poultry of any kind shall be raised, bred or kept on the property except dogs; cats or other animals allowed by local ordinance may be kept as household pets. Animals are not to be raised, bred or kept for commercial purposes or for food. The purpose of this provision is to restrict the use of the property so that no person shall quarter on the premises cows, horses, bees, hogs, sheep, goats, guinea fowls, ducks, chickens, turkeys, skunks or any animal that may interfere with the quiet peace, health and safety of the community.
2. No more than four (4) household pets will be permitted on each lot. Pets must be restrained or confined to the homeowner's rear yard within a secure fenced area or within the house. When walking pets in the neighborhood clean up after your pets.

B. Clotheslines (Prohibited)

1. Outdoor clotheslines and drying racks visible to adjacent properties are prohibited.

C. Awnings (submittal required)

1. The fabric is to blend with the color of the house
2. The awning material shall be of fabric only
3. Awning can either be stationary or retractable
4. Any wood structure associated with the awning must be same color as house or deck

5. The awning must be attached to house, may not be free standing

D. Skylights and attic fans (submittal required)

1. Attic fans and skylight requests will be reviewed on a case by case basis.

2. Attic fans and skylights shall be located on the section of the roof facing the rear of the lot

E. Satellite, radio, and TV antennas (submittal required)

1. Except with approval of the ARC, no antennas, satellite dishes or other equipment for receiving or sending sound or video signals shall be permitted in or on the property

a. Up to three(3) satellite dishes of regular size or similar antenna may be placed in the rear yard of a lot so long as it is completely screened from view from any adjacent street or other public area. The ARC shall be the sole determinant as to the acceptable placement of such antenna.

b. Satellite dishes placed in the rear of the yard should be discreetly placed, as best as possible, from neighbors view.

(1) Satellite Dish or Antenna location is the most important factor to consider for signal quality. Inadequate signal quality defeats the purpose of owning the satellite dish or antenna. For that reason, there can be no rules or restrictions that can be all encompassing for the neighborhood. The following guidelines are to be used with "best effort." Compliance exceptions shall be due to unreasonable delay in antenna installation, maintenance, or use; unreasonable cost increase for antenna. Consideration for maintenance should be a factor in dish or antenna placement

2. Antennas for AM or FM radio reception and UHF/VHF television reception are permitted but shall be located inside the attic of the main residential structure

3. Satellite dishes mounted on the residence shall meet the following criteria: a) Every effort should be made to mount the dish in the rear of the house so it is not visible from the road. b) No dishes shall be mounted on the front porch c) Dishes may be mounted on the rear side of the roof or residence

4. Painted satellite dishes or antennae are acceptable provided the color is neutral and blends with the surroundings. Painted dishes or antennae must be maintained - no chipping paint.

5. Ground mounted satellite dish shall be screened so it is not visible from the street as viewed from ground level. The screen shall consist of live evergreen shrubbery. To prevent additional "up-front" costs at the time of installation, the shrubbery shall be planted within six (6) months after the antenna is installed. The shrubbery shall reasonably screen the antenna from view within 3 years.

F. Recreation & Sport Equipment (Submittal Required)

1. All recreation and sport equipment shall be out of view when not in use.
2. Subject to approval, one basketball goal may be proposed for the residence.
3. Ramps, goal nets, and other devices shall not be allowed to remain in streets or public right-of-ways when not in use and shall not, at any time, impede traffic.

G. Signs (No Submittal Required)

1. No sign of any kind or character shall be displayed to the public view on any lot except for:
 - a. one professionally fabricated sign of not more than six (6) square feet advertising the property for rent or sale, security systems signs, school booster signs, signs used by a builder/contractor to advertise the property during the construction and sales period
 - b. political signs 2 weeks before early voting and 3 days after the corresponding election.

H. Parking (Prohibited)

1. Trucks with tonnage in excess of one and one-half (1.5) tons and any commercial vehicle with painted advertisement shall not be permitted to park overnight on any public street within the Saddlebrook Estates.
2. No vehicle of any size, which transports flammable, explosive or noxious cargo, may be kept in Saddlebrook Estates at any time.
3. No boat, marine craft, hovercraft, aircraft, recreational vehicle, camper, travel trailer, motor home, camper body or similar equipment may be parked for storage in the driveway or front yard of any dwelling or parked on any public street on the property,
4. Boat, marine craft, hovercraft, aircraft, recreational vehicle, camper, travel trailer, motor home, camper body or similar equipment parked for storage in the side or rear yard of any residence must be approved by the ARC and will not be approved unless properly concealed from neighbors and public view.

I Driveways, Parking Pads & Sidewalks (submittal required)

1. Driveways and vehicle parking pads shall be concrete or similar substance approved by the ARC.
2. Particularly close attention must be paid to structure placement, setbacks, and encroachments due to the size of most lots in Saddlebrook Estates.

J. Storage (No Submittal Required)

1. Temporary storage of materials for modification projects should be discreetly placed and orderly maintained.
2. All landscaping tools, equipment & supplies shall be concealed from view when not in use.
3. Garbage cans and recycling bins must be stored and out of sight unless it is pick-up day.
4. No lot or other area in Saddlebrook Estates shall be used as a dumping ground for rubbish or accumulation of unsightly materials of any kind, including without limitations, broken or rusty equipment, disassembled or inoperative cars and discarded appliances and furniture. Trash, garbage or other waste shall be kept in a clean and sanitary condition and shall be appropriately screened from view. Materials incident to construction of improvements may only be stored on lots during construction of the improvement thereon.

K. Swimming Pools, Jacuzzis, Fountains & Hot Tubs (submittal required)

1. Pools, hot tubs and Jacuzzis must meet local code standards for safety, including fencing.
2. Pools, hot tubs and Jacuzzis must meet setback or easement requirements.
3. All Health Department regulations must be met.
4. Any wood supporting structure must be the same color, style and materials as the deck.

L. Major Landscaping (submittal required)

1. Major landscaping and/or any significant alteration of land use, such as, but not limited to, terracing, raised beds, permanent borders and planters, retaining walls, and adding large sculpted beds, requires approval of the ARC.
2. Other types of landscaping changes representing significant projects with structural impact on adjacent property, or require strong aesthetic consideration, and will require submittal
3. Naturalizing a yard or portion thereof, is essentially allowing a yard to go unmaintained. Eliminating grassed areas, replacing grass with rocks or material not requiring maintenance and failing to landscape any portion of the yard is considered naturalizing. Naturalizing a yard or portion thereof requires approval of the ARC and must be aesthetically pleasing.
4. Drainage, swale, and runoff: careful consideration should be given to landscaping that will regulate current drainage/runoff to adjoining property. Details should be contained in submittals.
5. Garden plots. Small, discreetly located garden plots shall be permitted in the rear yard out of public view and do not required ACC approval.
6. Ornamental accessories, figurines to be placed in public view (front yards, corner lots, etc.) should be submitted for approval with a picture. This applies to permanent placements like birdbaths, fountains, and sculptures, not to the temporary installation of seasonal visuals (Halloween, Christmas, etc.).
7. Temporary Holiday and seasonal visual displays (lights, ornamental accessories, etc.) should be of good quality and blend in with the overall neighborhood look and standards. These

display items shall be put up no earlier than 45 days prior to the Holiday and taken down no later than 15 days after the Holiday.

8. Lawn and Garden furniture to be placed in front or side yard requires submittal. Include picture and location in landscape plan.
9. All homes require two trees in the front yard that are at least 2 inches in diameter. The two trees must be in the front yard and not part of the foundation area. The foundation area being approximately 3 feet from the house or garage. Homes with a smaller front may request an exception to one tree with written submittal to the ARC.
10. Removal of a dead tree does not require a submittal to the ARC. The planting of a tree should be submitted to the ARC.
11. Trees must be trimmed and maintained. Tree limbs over the sidewalk should have their canopy raised to at least 8 feet. Trimming trees does not require an ARC submittal.
12. A Crepe Myrtle in the front yard may be counted as a tree, if and only if the crepe myrtle is not shape as a shrub or has it top trimmed. In other words, it must be shaped as a tree and let to grow as a tree.
13. The subdivision does require foundation planting to make the home aesthetically pleasing. The ARC does not enforce the 24 shrubs unless the foundation planting are visibility insufficient.

M. Hedges and Screen Plantings (submittal required)

1. No screen planting, hedge or row of single species shrubs which forms solid wall of vegetation shall be erected or permitted to remain on any lot closer to the front lot line than the front of the home. i.e., Leland Cypress, Red Tipped Fotinia, boxwoods.
2. Hedge or screen plantings which form a barrier, to be greater than 3 feet in height, between properties should have:
 - a) Concurrence of the adjoining property owner.
 - b) Agreement for maintenance access.
 - c) Setbacks to allow for plant growth.
3. No hedge or screen plantings are permitted on corner lots without ARC approval. Requests will be reviewed on an individual basis.

N. Decks and Patios (submittal required)

1. The ARC encourages creative designs and patterns for decks and patios, particularly in replacement of existing builder-supplied components. However, plans for such improvements shall be submitted to the Architectural Review Committee for approval.
2. There are no predetermined styles in this document for decks or patios.
3. Deck Materials

- a) Deck materials are generally pressure treated wood.
- b) Posts may be made of brick, pressure treated wood or other suitable material.
- c) Deck stain or painted decks will be considered a variance. Adjoining lot views and street views will be considered in the review process.

4. Patio Materials

- a) Concrete slabs with smooth finish or exposed aggregate.
- b) Bricks or natural stone with sand fill or grout.

5. Height of decks, arbors and screens

- a) Arbors on decks should be no higher than eight (8) feet above the deck surface.
- b) Free-standing deck screens (e.g., lattice) shall not exceed eight (8) feet in height
- c) Screens as part of an arbor may extend to the arbor.
- d) Free-standing arbors in yards shall not exceed eight (8) feet in height and shall be maintained at all times.

6. Location

- a) Patios should be located behind the house, but may extend beyond or around corners, or be freestanding in other areas of a backyard.
- b) Decks shall not extend outward beyond the rear corners of the building line.
 - (1) Special cases may require an exception to this rule.
 - (2) Any request for variance will be considered.
- c) Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.

O. Enclosures (screened porch, sunrooms, roofed porches etc.)

1. All enclosures require submittal.
2. Like other structures, enclosures should be designed and constructed for aesthetic compatibility and preservation.
3. Enclosures must also comply with the town of Keller building code, which requires a building permit.
4. Additions shall match the residence in style, materials and colors.

5. Adjoining lot views and street views will also be a factor to consider in approval.

P. Materials and Colors (submittal required for changes)

1. Periodic repainting and re-staining with the existing color for maintenance does not require submittal.
2. Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
3. Brick will remain unpainted.
4. Color changes
 - a) Keep all colors low in intensity.
 - b) Colors must not clash with the colors of the homes in the immediate vicinity
 - c) Actual color samples must be included with the submittal request for a color change.

Q. Fencing (submittal required)

1. All fences and walls shall be constructed of masonry, brick, wood or other comparable material approved by the ARC. Wood fences shall be treated with a wood preservative stained or painted. Stain or paint color changes must be approved in advance by the ARC.
2. No fence or wall on any lot shall extend nearer to any street than the front of the residence thereon.
3. No portion of any fence shall be less than six (6) feet or exceed eight (8) feet in height as measured from the prevailing ground line or top of the retaining wall adjacent thereto.
4. Any fence or portion thereof that faces a public street shall be constructed so that all structural members and support posts will be on the side of the fence away from the street and are not visible from such street right-of-way.
5. The top of all fences shall be stepped to run horizontal with the bottoms generally following the final grade.
6. Railroad ties shall not be utilized for any retaining walls or landscaping.

R. Play Sets (submittal required)

Recognizing that Saddlebrook Estates is a community having families having young children, the following standards for exterior, semi-permanent play sets, have been adopted. It is the purpose of these standards to encourage parental freedom in choice of materials that do not detract from the neighborhood. All semi permanent play sets require approval from the ARC. Play sets

include but are not limited to lawn swing sets, jungle gyms, sandboxes, trampolines and playhouses.

1. All semi permanent play sets are to be installed in the rear yard of residences; at least 5' removed from adjoining property lines. In some cases, an additional buffer may be needed for safety as in the case of swing sets.
2. Play sets should be maintained, and kept neat so they do not detract from neighboring homes.
3. Semi permanent play sets placed on corner lots should be located in the farthest rear corner of the lot away from the streets. Corner lots may need screening depending on placement of the play sets.
4. Screening diagrams and details should be included in the request for the play set.
5. No homeowner or individual's play set shall be placed or allowed to remain on common grounds, or public right of ways.
6. All semi permanent play sets requests will be reviewed individually.
7. Trampolines, although fairly mobile, shall be treated as somewhat semi permanent, due to their size and visibility. Trampolines will be evaluated on case by case basis
8. No play sets shall be placed or permitted to remain in the front yard of any residence.

MAINTENANCE

It is the primary responsibility of each, homeowner to maintain his property in a way that does not detract from the overall beauty of the community. It is hoped that each and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties. Following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair;

- A. Shrubbbery, Trees, and lawns
- B. Driveways and Sidewalks
- C. Decks
- D. Fences
- E. Playground Equipment
- F. Roofing
- G. Paint and Stain

H. Garbage Can Storage

General Maintenance

Following occupancy of the residence on any lot, each Owner shall maintain and care for the Home, all improvements and all trees, foliage, plants and lawn areas on the lot and otherwise keep the lot and all improvements thereon in good condition and repair and in conformity with the general character and quality of properties in the immediate area. Such maintenance and repair to include but not limited to:

- (I) the replacement of worn and or rotted components;
- (II) the regular painting of all exterior surfaces;
- (III) the maintenance, repair and replacement of roofs, rain gutters, downspouts, exterior walls, windows, doors, walks, drives, parking areas and other exterior portions of the home to maintain an attractive appearance; and
- (IV) regular mowing and edging of lawn and grass areas. After lawn maintenance has been done, clean up sidewalks and street areas.

Deterioration

Upon failure of any Owner to maintain a lot in the manner prescribed herein, the ARC or the Board of Directors, or their agent, at its option and discretion, but without any obligation to do so, but only if such non-compliance continues after ten(10) days written notice to such owner, may enter upon such Owner's lot and undertake to maintain and care for such lot to the condition required hereunder and the Owner thereof shall be obligated, when presented with an itemized statement, to reimburse said HOA for the cost of such work within ten (10) days after presentation of such statement.

PROCESS

Changes, additions or deletions that have been identified as requiring submittal shall follow the process described in this section.

A. Reminders

1. No construction shall begin without the ARC written approval of the submittal. Therefore, no commitment for labor and/or materials should be given to contractors prior to receipt of written approval.
2. No Town of Keller Building Permit shall be applied for prior to having ARC approval.
3. Allow enough time for processing and approval (up to 14 days, as specified in Declaration of Covenants) in planning for construction.

B. Planning and Preparation of Submittal

1. Determine if a submittal is required. The Covenants and the Standards are a reference. If there is a question on whether to submit a Request for Property Modification, your first call should be to the property management organization identified on our website. Alternatively, contact the Architectural Review Committee (ARC) or a member of the HOA Board.
2. Prepare the Request for Property Modification (copy available from the website, the property management organization or an ARC member) and attach any drawings, sketches, plot plans, photographs and supplemental documents for the Architectural Review Committee review. A complete submittal will facilitate a timely review of the request by the ARC.
3. Sign the form.
4. Present the complete submittal to all adjoining property owners and neighbors who may be visually impacted by the change and request their signature. If the neighbor does not wish to sign or after multiple attempts to contact (not home), then indicate on the submittal. A neighbor refusing to sign does not mean the project will not be approved.
5. Only after completing step 1- 4 (above), present 1 copy of the submittal to the property management company. The ARC will perform an initial review of the submittal for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner. Upon receipt of a complete and legible submittal, the review period will begin.
6. The ARC has a target of completing requests within 7 days, although they are permitted to take up to 14 days by the Declaration of Covenants. Contact the property management organization for updates or questions. The property management organization will notify the property owner of approval or disapproval of the submittal.

C. Appeals/Re-submittals

1. To appeal a disapproved submittal, the homeowner should submit to the Board of Directors a written response including specific detailed information that clarifies why the submittal should be reconsidered. The homeowner may request a meeting with the ARC or the Board to further discuss the submittal. The Board meets about one a quarter.
2. Should the submittal have been disapproved on a technicality (i.e. location or height of a fence), and the homeowner is willing to comply with the remedy proposed in the ARC's response letter, then the homeowner need only stop by the ARC chairpersons home, pencil in the conditional change(s), and initial and date the change(s). The ARC via a telephone vote will then reconsider the revised submittal. The homeowner will be telephoned with the decision, and receive a written approval letter citing the change(s).

D. Time Frame for Construction

1. Construction should begin at the indicated start date or within three months after the date of the written approval by the ARC.

2. Work must be completed by the estimated completion date, unless an extension is requested and granted.

3. Continuous progress must be visible. Projects shall not be started then left to sit for an extended period of time. It is understood that people work during the week and, for some, the "do-it-yourself" projects may only be possible on weekends. It is also understood that when a building permit is involved, the homeowner may have no control over the inspection timeline.

4. Approval for projects that are not begun as specified above will lapse, and the applicant must resubmit the proposal or a written request for extension to the Architectural Review Committee.

E. Details for Submittal

1. In some cases many attributes or details of a proposed change, addition or deletion are required for the ARC to make sound responsible decisions. In other cases the nature of the change will be simple and straightforward, as will be the submittal. The following items may be used as a method of describing or visually depicting the requested change (as applicable).

a) Pictures, magazine cutouts, etc.

b) Color chips.

c) Plot plans - top down drawing showing location of existing structure(s), property boundaries in relation to adjoining property(s), location of homes on adjoining lots, and location of proposed change(s).

d) Elevation drawings - a side view that will show height, topography of land, and visual image of the change.

e) Written description of the types of materials to be used or a contractor's bill of materials.

f) Written and/or visual depiction of construction details.

g) Location for building material storage during construction, soil disposal plan, drainage plan, and landscaping or re-vegetation plan (as applicable).

h) Any other aids that will assist the ARC in their review.

i) Identification of the party responsible for performing the improvement (homeowner, contractor name, etc.).

j) Drawings need to be to scale to show a relationship to location, height, etc., with the dimensions and scale used clearly marked on all drawings. For major construction projects such as additions, sunrooms, dormers, etc., for which a hired contractor is used, the design drawing should suffice, showing rooflines and other such detail.

F. Inspection

1. The Architectural Review Committee has been directed by the Board of Directors to do on-site inspections to assure compliance with approved submittals. Homeowners are asked to cooperate during such inspections. As a minimum, the homeowner is asked to notify the ARC within 30 days following the scheduled completion of the project if it has not been completed. If deficiencies or significant deviations are noted, the ARC will notify the homeowner in writing, with a response expected within 30 days.

G. Violations

1. Violations will be handled by the HOA management company, and/or the Architectural Review Committee and/or the Board of Directors.
2. The process to handle violations of the Covenants and/or Standards can be reviewed in the document titled "Violations and Remedies Process".

Liability

No member of the ARC or Board of Directors shall be personally liable to any Owner for any claims, causes of action or damages arising out of any submitted or grant of any improvements to an Owner property