

Architectural Control Committee Guidelines

The Ashford Community Association (ACA) Board of Directors (BOD) is responsible for the development and maintenance of the Architectural Control Committee (ACC) Guidelines. The following guidelines are intended to clarify acceptable and unacceptable property improvements or changes to homeowner properties per Ashford Community Association's Deed Restrictions, Deed Restriction Guidelines and Texas Property Code Title 11, Chapters 202 and 209.

Per ACA's deed restrictions, the ACC was created and is overseen by the Board of Directors (BOD) to maintain and enhance property values by requiring conformity to certain standards of construction, visual appeal, uniformity, and design. It is the general purpose of the ACC to approve or disapprove applications made to it for proposed alterations and/or lot itself. ACC approval is required prior to the installation or construction of the improvement or change to property structures, including but not limited to those outlined in this document. If an improvement is made without ACC approval, the BOD has the legal right to enforce its removal.

In general, it is suggested that homeowners read the deed restrictions for their section and the Deed Restriction Guidelines. ACC guidelines are intended to complement and clarify deed restrictions, and are subject to change from time to time. As such, homeowners should obtain a current copy of the guidelines before planning improvements.

Interior dwelling improvements and general landscaping do not require ACC approval but are subject to deed restrictions. Significant landscaping improvements may require ACC approval, as specified in the Yard / Lawn / Lot Maintenance section.

Any Architectural Control Requests concerning the property facing the lake of the lakeside properties must also be approved by the Ashford Lake Maintenance Association.

Procedure

An ACC form must be completed in its entirety and submitted to the Management Company via online submission, emailed to the email address at the top of the form, or mailed to the address at the top of the form. All pertinent information such as plans, specifications, locations indicated on a copy of the survey, color names/samples, etc. should be included with the application. The amount of information submitted should align with the level of renovation. Preliminary plans can be submitted for preliminary approval prior to incurring the expense of final drawings.

If the proposed improvement will encroach upon a City of Houston easement, a "Consent to Encroachment Over City Easement" must be obtained by the City of Houston and included with the application. If permits are required for any of the construction, they must be provided to the ACC within 30 days of application approval.

The ACC forms are available from the Management Company or the Community Website. **The ACC cannot respond to verbal requests for approval - all applications must be made in**

writing. The ACC can answer questions pertaining to the submission in order to clarify issues that may arise during the approval process.

The ACC has 30 days from the date of receipt of an application in which to respond. ACC may request additional information from the applicant before making a decision. Once the additional information is received, the ACC has 7 days from the date of the receipt to again respond. The request is not approved until the applicant receives a clear statement of approval from ACC or the Management Company.

If an application is not approved, the ACC will state in their letter why such approval was denied and what type of application changes, if any, would alter that decision. If an applicant wishes to discuss application details, they may request to speak directly to the ACC or an ACC representative, including the Management Company. If the applicant wishes to appeal a decision made by the ACC, the applicant can do so by requesting to speak to the BOD during a monthly meeting via online form or through the Management Company.

Once an application is approved, the homeowner has three (3) months to begin the change or improvement, unless a different time frame is approved by the ACC. If the work does not begin within this time frame, the homeowner must resubmit an application for approval. For unexpected circumstances, the applicant may file for an extension to the ACC within 10 days of original application expiration. ACC has the right to deny the extension for any reason.

Guidelines

The following are guidelines approved by the BOD and provided to the ACC to specify standards, requirements, and thought processes used in evaluating and application. These guidelines will be amended from time to time as the circumstances, conditions, or opinions of the ACC dictate. It should be noted that each application is considered on its own merit and that the ACC may grant a variance from these guidelines and/or from certain provisions of the Covenants, Conditions, and Restrictions (CCRs).

1.0 Exterior Painting

- 1.1 Multi-color schemes are acceptable pending cohesion with the neighborhood. The colors must be harmonious with each other. Extreme color differences should be avoided and may not be approved by ACC.
- 1.2 Painting, German schmear, and lime washing are acceptable forms of adding color to existing bricks.
- 1.3 Acceptable paint can be found on the approved paint color list, included as an Attachment to these guidelines. Colors not included on this list may be determined acceptable by the ACC so long as they are similar to approved colors on the list and harmonious with the existing neighborhood color pallet.

- 1.4 Staining is considered a color and should be submitted with the application for items such as doors, windows, shutters, columns and fences.

2.0 Windows, Doors and Screens

- 2.1 Providing the frames and screens of these are of a color compatible with the exterior house colors, windows, window screens, exterior doors and storm or screen doors should receive ACC approval.
- 2.2 Solar screens/window tints may be approved if they are harmonious with the home.
 - A. All of the windows on the same side of the building must also be covered with the solar screen. If other sides are visible they should be covered too.
 - B. Solar film must be non-reflective type.
- 2.3 Temporary window treatments may not be left in windows for longer than thirty (30) days. (e.g. sheets used as draperies, foil, cardboard, etc)

3.0 Fence and Fence Extensions

- 3.1 No painting of wooden fences. Wooden fences may be stained. The stain color should match original wood or color on the home. Wrought iron fences must be black.
- 3.2 Fences must be constructed with cedar or wrought iron material. Vertical and horizontal planks may be approved by ACC. Fence height must be a minimum of 6 feet and no higher than 8' including any additional rot board at the bottom of the fence or caps at the top of the fence. In instances where property is backing up to commercial or public space or where there is a significant elevation change, additional height may be considered.
 - A. Cedar planks or pressure treated Pine planks must be used on wood fencing. Pressure treated pine may be used for the posts and frame of the fence.
 - B. Wrought iron fence height, location and spacing of the bars of all wrought iron fences must be approved by the ACC.
 - C. The rear fences between residences in the Lake Section should be wrought iron fencing, with 6" open spacing between balusters for top half of fence and at least 3" spacing on lower half, in entirety, or at least for the last 25' (twenty five feet) from the lake end of the fence towards the home, so as to not impede neighbors view of the lake.
 - D. Chain link fences are prohibited.
 - E. No split rail fences or decorative fencing permitted at the front of the home.

- 3.3 No fence may extend nearer the front Lot line than the plane of the front exterior wall of the residential structure on such lot.
- 3.4 Fences facing the front street or along any side street or rear street property line shall be constructed with all pickets on the outside, so that no posts or rails are visible from the street.
- 3.5 Fence extension requests should be submitted by both neighbors sharing the side lot line and fence. If both neighbors do not concur as to a proposed fence extension, the ACC will examine the effect the fence extension will have on both properties. If one party will suffer detrimentally from the extension (i.e., will totally enclose a bay window), the ACC will reject the application.
- 3.6 Any Architectural Control Requests concerning the property facing the lake of the lakeside properties must also be approved by the Ashford Lake Maintenance Association.

4.0 Driveway Gates

- 4.1 No Driveway Gate may extend nearer the front Lot line than the plane of the front exterior wall of the residential structure on such lot.

5.0 Roofs

- 5.1 The specifications of the proposed shingle to be placed on any existing roof or any new improvement must be attached to each application submitted to ACC. The Manufacturer's Specifications Sheet and contractor proposal should also be submitted.
- 5.2 Acceptable colors are of Dark tones (black, dark brown, etc.).
- 5.3 Shingle roofs must have a minimum 20 year warranty.
- 5.4 Other roofing materials may be considered with submission of full details from the manufacturer.
- 5.5 Ridge vents are acceptable.
- 5.6 Solar panels, wind turbines, satellite dishes and antennae are addressed in a separate section of this document.

6.0 Yard / Lawn / Lot Maintenance

- 6.1 Landscaping/exterior modification that involves removal of sod, planting and/or removing shrubs, bushes, trees, or hedges, installing/removing hardscape, installing permanent or semi-permanent features beyond those listed in 15.2, or any other

modification to landscaping except replacing or repairing existing landscaping with like landscaping, requires ACC approval

- 6.2 Consideration should be made where sod is not able to grow due to tree roots or excessive shade.

7.0 Trees

- 7.1 New trees may not be obstructive or a nuisance to neighbors. Written approval from neighbors may be requested by ACC or BOD.

8.0 Exterior Lighting

- 8.1 Additional exterior lighting should not be of wattage or lumen count which will affect neighboring homes. The BOD reserves the right to require removal or modification of any lighting which it reasonably determines to be annoying to neighbors.
- 8.2 Directional lights or floodlights must be aimed so as not to shine in the windows of neighboring homes.
- 8.3 Security, mercury vapor, or fluorescent lights may be attached to the front of the house, and garage. Mercury vapor, fluorescent, and sodium halide lights are not permitted in the back or side yard. Pole or fence mounted lights are not permitted.
- 8.4 Yard lights may be gas or electric. Maximum height six (6) feet. May be in front or back. Gas or electric lights must be black, brown, or white, depending on color of the house and determination of suitable color will be the decision of the ACC. Two gas lights per lot with ACC approval and the gas lighting color is white.

9.0 Patios and Decks

- 9.1 Patios are defined here as outdoor structure of stone, concrete, gravel or other natural substrate.
- 9.2 Decks are defined here as an outdoor structure of wood flooring or horizontal planks. Decks cannot be higher than eighteen (18) inches.
- 9.3 Patios and decks may not pose a problem to the effective draining of the lot or neighboring lot.

10.0 Patio & Deck Covers and Gazebos

- 10.1 Patio and deck covers and gazebos should be constructed of materials which complement the main structure. Acceptable construction materials are as follows:
- A. Painted wood (to match or complement trim of the house)
 - B. Wood such as cedar, fir, redwood, or pressure treated pine may be used. Other materials intended for outdoor use may be considered at ACC discretion.
 - C. If screen is used as roofing material, it must be an earth tone color and the structure must be located where it is not visible from the street.
 - D. If canvas is used as roofing material, it must be located where it is not visible from the street and maintained in quality condition or it can be subject to immediate removal at the request of the BOD
 - E. Screened walls, storm windows, and vinyl windows are allowable. These additions do not change the patio or deck cover into a room addition.
- 10.2 If attached to the house, it must be integrated into the existing roofline (flush with eaves) and the shingles must match the roof. Entire covers and posts should be trimmed out to match the house. Supports must be painted wooden or metal columns. No pipe is allowed. At no time, however, shall a shingled roof of a cover be allowed with an unfinished frame. Frame will have to be painted to match the trim of the house whether treated or untreated wood is used.
- 10.3 Covers and gazebos must be situated on the lot to provide drainage solely into the owner's lot. If a proposed cover location is less than five (5) feet away from a side lot line, the ACC will require that it be guttered with downspouts if it is to be a solid cover.

11.0 Outbuildings

- 11.1 The outbuilding should have a peaked roof, no higher than eight (8) feet from the ground to the highest point (six feet if placed in the side yard), and a maximum floor space of 100 square feet. There shall be no driveway adjacent to the outbuilding. Structure must be kept a minimum of three (3) feet off rear property line and distance from side fence will be determined based on visibility from the street in front of the lot. At no time, however, will that distance from side fence be less than three (3) feet, regardless of visibility. Location must also be far enough away from fence to allow for drainage to occur entirely on the owner's lot.
- 11.2 The materials (including roofing) and colors should match or blend with the predominant exterior colors of the main residence.

12.0 Room Additions

- 12.1 Acceptable size and shape will depend on architectural style and layout of home, size of lot, and how well room addition integrates with existing home. Addition of a storage area will not qualify as a bonafide room addition and will not be permitted. Plans for a room addition must show a room internally attached to main structure being of reasonable size which will then constitute a legitimate request for a room addition.
- 12.2 Roof of addition must integrate with existing roof line so as to appear to have been part of the original home, however, an exception may be made for prefabricated sunrooms, or solariums.
- 12.3 Room additions cannot exceed one-third of the remaining back yard, but may be denied for other reasons, i.e., structural integrity, architectural suitability, etc., even if it does use only one-third of the remaining back yard.
- 12.4 Exterior materials and colors should match the house and comply with masonry requirements outlined in section 26.

13.0 Swimming Pools, Spas and Pool Enclosures

- 13.1 Above ground pools will receive special consideration. An above ground pool is acceptable provided it is not over four (4) feet in height. Decking around pool cannot be over eighteen (18) inches above ground so to ensure privacy of neighbors. If there is a walkway around pool, it cannot be wider than two (2) feet nor higher than the wall of the pool. It must be three (3) to five (5) feet from the side and rear fences. Railings for walkway cannot be visible above the yard fence.
- 13.2 Pool enclosures will be reviewed on an individual basis but should harmonize with the home and existing fencing and should not exceed the height of the fence nor be visible from the front street.

14.0 Basketball Goals Sports and Play Equipment

- 14.1 Permanent (installed) Basketball
 - A. The basketball backboard, net and post must be maintained in good condition at all times.
 - B. If the backboard is mounted onto the roof by use of a small, triangular mounting structure, the mounting structure must be painted to match the shingle color.
 - C. Rims and backboard must be regulation size.
 - D. Must be mounted on garage or placed on the side of driveway. The pole must have a weather resistant finish.

- E. Reasonable attempts must be made to obtain written approval from neighbors with shared property boundaries. If neighbors are unresponsive, the Management Company may assist the homeowner seeking approval. If no response is received, the ACC may use their judgment to approve or deny the request.
- F. If nuisance complaints are received, the basketball goal may be subject to immediate removal at the direction of the BOD. This condition should be made evident to homeowner on approval.

14.2 Playhouses, swing sets and forts should not exceed six (6) feet in height and should be positioned centrally in the back yard to protect neighbors' privacy. If the structure has a platform, the platform can be no higher than four (4) feet off ground. The playhouse or fort must not be visible from the front street.

15.0 Yard Decor

- 15.1 Permanent installation of lawn furniture (requiring slab and/or cemented posts)
 - A. Furniture must be outdoor grade.
 - B. Slab must be no larger than required for the furniture.
 - C. Posts and other supports must be stained. The stain color should match original wood or color on the home. They may not be painted.

16.0 Solar Panels

- 16.1 Solar panels should be unobtrusive and blend in with the roof shingle color.
- 16.2 Solar panel frames should be bronze or black in color in order to best blend in with the shingles. All unfinished aluminum must be painted the color of the shingles.
- 16.3 No solar panel should be mounted so that it extends above the roof line.
- 16.4 Parabolic solar collectors which are not mounted so as to be flush with the roof will not be approved.

17.0 Satellite Dishes and Radio Antennae

- 17.1 Roof mounted satellite dishes/antenna must be placed in the rear/back side of the house and not visible from the street.
- 17.2 Satellite dishes not mounted on the roof must not be visible from the front street nor be mounted above the fence line.
- 17.3 All cable or wiring shall be buried or discretely run along existing wiring from the dish to its entrance into the home.

18.0 Mailboxes

- 18.1 The installation of new masonry mailbox stands requires approval from the ACC. Masonry mailbox stands should generally receive approval from the ACC providing the masonry closely matches the house, the stand is appropriate in size and design, and it will meet U.S. Post Office requirements. The ACC will be responsible for determining whether the proposed material is an adequate match to that used on the house. A detailed sketch with proposed materials and dimensions must be included with the application.
- 18.2 If the post is stained, the stain color should match original wood or color on the home.
- 18.3 If the post is painted, the paint color must match the trim color of the home.

19.0 Wind Turbines

- 19.1 Wind turbines should be placed in the most discreet location which does not compromise the effectiveness of the technology.
- 19.2 Wind turbines should either be a color which will blend with the shingle color or be painted to match the shingle color.

20.0 Driveway, Sidewalks and Walkways

- 20.1 Driveways and Walkways must be constructed of concrete or paving material suitable for a driveway or walkway. They may not be painted.
- 20.2 Circular driveways are permitted, particularly along the major thoroughfares.

21.0 Garages, Garage Conversions, Carports/ Portcochere's

- 21.1 Garage conversions should follow the same guidelines as outbuildings and additions.
- 21.2 The addition of a detached garage may be approved on a standard sized lot, if the garage is converted into a family room (or other living area).
- 21.3 Garage door(s) must roll upward and have the appearance of being garage doors. The color of the garage doors must match or be harmonious with the colors on the home.
- 21.4 Carports and Portecochere's guidelines will be similar to outbuildings. Metal, flat roofed carports are not permitted.
- 21.5 Exterior materials and colors should match the house and comply with masonry requirements outlined in Section 26.

22.0 Window Air Conditioners

- 22.1 Window air conditioners may not be visible from the front street or neighbors' property.

23.0 Window Shades / Awnings / Coverings

- 23.1 Materials must be harmonious with the exterior of the home.
- 23.2 Canvas awnings may be permitted if not visible from the front street and must be in a color harmonious with the home and not visible from the front street.
- 23.3 Awnings are allowed for use on playhouses provided they also comply with the above mentioned requirements for proper location and color.

24.0 Flagpoles

- 24.1 Approval will be granted in accordance with Texas Property Code
- 24.2 Flagpoles may be mounted on the home and should not exceed eight (8) feet in length.
- 24.3 Freestanding flagpoles may not exceed twenty (20) feet in height.

25.0 Burglar Bars

- 25.2 Burglar bars must be harmonious with exterior design of the home. Color and design (pattern) will be considered in the approval process.
- 25.3 Burglar bars must be installed on the inside of any window.
- 25.4 Burglar bars must meet any codes or standards set by the City of Houston.

26.0 Additions, Remodels or New Construction

- 26.1 Additions, remodeling and new construction of any type shall comply with all building setbacks as set forth on the recorded plat of the subdivision and in the Deed Restrictions. The front and each side exterior wall of a residence shall consist of not less than fifty-one percent (51%) brick or other approved masonry material. Stucco and fiber cement board (i.e.: Hardi-plank) shall not be an acceptable masonry material for the purpose of complying with the fifty-one percent (51 %) requirement; stucco and fiber cement board may be used as secondary siding material, provided that, in no event shall the aggregate area of the exterior walls of a residence (front, rear and sides) consist of more than forty-nine percent (49%) stucco or fiber cement board. The ACC may limit the number of masonry materials used in the construction of a residence.

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- 26.2 If the residential dwelling or garage on a lot is remodeled, or if there is an addition to a residential dwelling or garage (as approved by the ACC), the addition or alteration must incorporate the same or similar exterior materials that exist on the remainder of the residential dwelling or garage. In addition, the mix of materials must be substantially similar to the remainder of the residential dwelling or garage (as a percentage) so that the addition or alteration is compatible with the remainder of the residential dwelling or garage. All alterations and additions to an existing residential dwelling or garage must comply with the Design Guidelines and must be approved in writing by the ACC prior to the commencement of construction.
- 26.3 All doors, windows, roof areas, and dormers shall be excluded when calculating the percentages of exterior masonry. If there is a detached garage on a lot, the detached garage shall be excluded when calculating the percentage of masonry on the exterior of the residential dwelling; however, an attached garage shall be included.

CERTIFICATION

“I, the undersigned, hereby certify that the foregoing resolution was approved by at least a majority of the Association Board of Directors, at a duly called board meeting properly noticed to members at which a quorum of the board was present.”

By: Jo Ellen Anderson

Print Name: Jo Ellen Anderson

Title: Secretary

STATE OF TEXAS

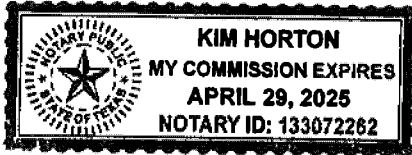
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COUNTY OF HARRIS

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BEFORE ME, the undersigned authority, on the day personally appeared the person whose name is subscribed to the foregoing document and being by me first duly sworn, declared that they are the person who signed the foregoing document in their representative capacity, on behalf of the Association and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 23rd day of May, 2023.



Kim Horton
Notary Public, State of Texas

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Pages 13
05/24/2024 09:37 AM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$69.00

RECORDERS MEMORANDUM
This instrument was received and recorded electronically
and any blackouts, additions or changes were present
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or
use of the described real property because of color or
race is invalid and unenforceable under federal law.
THE STATE OF TEXAS
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in
File Number Sequence on the date and at the time stamped
hereon by me; and was duly RECORDED in the Official
Public Records of Real Property of Harris County, Texas.




COUNTY CLERK
HARRIS COUNTY, TEXAS

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