

HIGHLAND SHORES

Design Guidelines and Review Procedures for Residential New Construction and Modifications

Highland Shores Owners Association, Inc.

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DESIGN GUIDELINES AND REVIEW PROCEDURES FOR
RESIDENTIAL NEW CONSTRUCTION AND MODIFICATIONS

TABLE OF CONTENTS

1.0 INTRODUCTION

- 1.1 Who is Subject to these Procedures?
- 1.2 Who Administers these Procedures?
- 1.3 Composition of the Modification and New Construction Committees
- 1.4 Meeting Schedule of the Modification and New Construction Committees
- 1.5 Application for Review
- 1.6 Conflict with the CC&R's
- 1.7 Amendments to the Guidelines and Procedures

2.0 DESIGN REVIEW PROCEDURES

- 2.1 Regulatory Compliance
- 2.2 Final Approval
- 2.3 Appeals
- 2.4 Variances
- 2.5 Enforcement
- 2.6 Failure to Submit

3.0 MISCELLANEOUS

- 3.1 Waiver, Amendment and Third Party Benefit
- 3.2 Non-Liability of Committee Members
- 3.3 Accuracy of Information
- 3.4 Owner Representation
- 3.5 Highland Shores Owners' Association Use Restrictions
- 3.6 Construction Site Maintenance

4.0 DEFINITION OF NEW CONSTRUCTION AND MODIFICATIONS

- 4.1 Homeowner Construction Approvals
- 4.2 Application Submittals
- 4.3 New Construction Committee Documentation Requirements
- 4.4 Modification Committee Documentation Requirements

5.0 HSOA STANDARDS

- 5.1 Design Guidelines for a New Residence
 - 5.1.1 Site Planning
 - 5.1.2 Landscape Design
 - 5.1.3 Irrigation Design
 - 5.1.4 Drainage Swales
 - 5.1.5 Side Slopes
 - 5.1.6 Final Construction Review

6.0 ARCHITECTURAL DESIGN

- 6.1 General Design and Configuration
- 6.2 Materials and Colors
- 6.3 Roof Construction and Materials
- 6.4 Windows and Doors
- 6.5 Garages and Sidewalks
- 6.6 Utilities, Mechanical and Pool Equipment Location
- 6.7 Natural Preservation Areas

7.0 GENERAL CONSTRUCTION AND MODIFICATION DESIGN GUIDELINES

- 7.1 Access Gates to Rear Yards
- 7.2 Animal Housing
- 7.3 Awnings and Other Sun Control Devices
- 7.4 Barbeques (permanent)
- 7.5 Basketball Goals, Backboards and Other Portable Play Equipment
- 7.6 Clotheslines
- 7.7 Compost Bins
- 7.8 Exterior Lighting
- 7.9 Fencing and Screening
- 7.9A Security Measures
- 7.10 Flags and Flagpoles
- 7.11 Foundation Walls and Retaining Walls
- 7.12 Gazebos
- 7.13 General Maintenance
- 7.14 Greenhouses
- 7.15 Landscape Features, Birdhouses, Birdbaths, Sculptures, Etc.
- 7.16 Mail Boxes and Posts
- 7.17 Outdoor Tool Storage, Woodpiles, Etc.
- 7.18 Porches, Exterior Stairs, Patios, Decks and Walkways
- 7.19 Pergolas, Arbors, and Other Shade Structures
- 7.20 Play Houses
- 7.21 Play Structures, Swing Sets
- 7.22 Rain Barrels or Rain Water Harvesting Systems
- 7.23 Satellite Dishes
- 7.24 Repainting of Exteriors
- 7.25 Signage
- 7.26 Solar Panels
- 7.27 Spas (Exterior)
- 7.28 Standby Electric Generators
- 7.29 Storage Structures
- 7.29A Storm Shelters
- 7.30 Sun Control Devices
- 7.31 Swimming Pools
- 7.32 Tennis Courts/Sport Courts
- 7.33 Trampolines
- 7.34 Trash Collection Containers
- 7.35 Tree Houses
- 7.36 Vegetable Gardens

APPENDICES:

- A Recommended Plant List
- B Modification and New Construction Application

EXHIBITS:

- 6.6 & 7.31 Swimming Pool Equipment – Screening Options
- 7.5 Roof Mount Basketball Goal and Pole Mount Basketball Goal
- 7.7 Compost Bin
- 7.9 Wooden Fence and Wrought Iron Fence
- 7.10 Flag Pole
- 7.12 Gazebo
- 7.15 Birdhouse
- 7.16 Mailbox and Post
- 7.18 Patio and Deck
- 7.20 Playhouse
- 7.21 Play Structure
- 7.27 Spa Screening
- 7.29 Storage Structure

1.0 INTRODUCTION

Quality in planning, design and craftsmanship is fundamental to the concept of development at Highland Shores. The following Design Guidelines and Review Procedures for Residential New Construction and Modifications (Design Guidelines) are established to ensure a level of design consistency and to help establish the overall quality of character for the community. These Design Guidelines provide the framework within which informed design decisions can be rendered regarding both new construction and modifications.

Previously, Highland Shores Owner's Association (HSOA)implemented two separate sets of Guidelines and Procedures, one for New Construction Committee (NCC) and one for Modification Committee (MC) use. These Design Guidelines supersede both previous guidelines (and their amendments to date) and provides a single document that is applicable to both HSOA members and both Committees. Throughout this document, the term "Committee" means either NCC or the MC, as is relevant. All builders, property owners and prospective property owners should be familiar with these documents. Important supplemental materials to these Design Guidelines are available at the HSOA on site management office, such as approval submission forms and other documents, which in some cases includes more complete specifications and/or diagrams.

1.1 Who is subject to these Design Guidelines?

The Highland Shores property owner (Owner) is responsible for obtaining the necessary review and approvals contained herein and to comply with the terms of the HSOA Covenants, Conditions and Restrictions (CC&R's). A builder is considered an Owner if they are building on property they own at the time of the application of any of these Design Guidelines. A builder (on behalf of the Owner) may represent the Owner during the review and construction of the project. There are no exemptions or automatic approvals. Each application will be reviewed on an individual basis. The requirements of the Design Guidelines are in addition to any City of Highland Village or other pertinent governmental requirements.

1.2 Who administers these Design Guidelines?

The final authority for administration of these Design Guidelines lies within the relevant Committee. However, the Committee may delegate the responsibility for administering the Design Guidelines or parts thereof to a representative.

1.3 Composition of MC and NCC

The HSOA Board of Directors has appointed the members comprising the NCC and the MC. An Owner's new construction or modification submittal will be reviewed by the applicable committee. Both Committees are referred to herein collectively as the Committee or Committees.

1.4 Committee Meeting Schedule and Submittal Deadlines

The Committees regularly convene to review Owner submittals bi-weekly on Friday mornings. The Committees may establish alternative meeting times from time to time and generally meet only once a month in November and December. An Owner's submittal must be received by the On-site Management Office no later than 3:00 p.m. on the Wednesday immediately preceding the Friday meeting in which that submittal is to be reviewed. The NCC will normally provide a written decision to approve or disapprove a new construction project start date within seven (7) days after the NCC meeting in which the new construction submittal is reviewed. The MC will

provide a written decision to approve or disapprove within forty-five (45) days after the MC meeting in which the modification submittal is received.

1.5 Application for Review

Application form samples for Committee review are included herein as Appendix B. Additional copies are available through the HSOA Management Office, 1 Community Center Drive, Highland Village, Texas 75077 or on the website at www.highlandshores.net. The application forms provide the appropriate Committee with the basic information needed for review and serve as a checklist for the Owner so that all design elements have been considered in the project.

1.6 Conflicts with the CC&R's

In the event of a conflict between these Design Guidelines and the CC&R's, the latter shall prevail.

1.7 Amendments to the Design Guidelines

From time to time, these Design Guidelines may be modified and/or expanded by a consensus of the Committees. It is the responsibility of the Owner to utilize the most current Design Guidelines. Contact the On-site Management Office to obtain a copy.

2.0 DESIGN REVIEW PROCEDURES

2.1 Regulatory Compliance

Plans submitted for Committee review must comply with all applicable building codes, zoning regulations and the requirements of all agencies having jurisdiction over the project ("Governmental Compliance"). It is the sole responsibility of the Owner to obtain all necessary permits and ensure Governmental Compliance. Governmental Compliance does not relate to the specific authority and responsibility of the Committee for design review under these Design Guidelines. Committee approval is not a substitute for Governmental Compliance and does not relieve the Owner from obtaining any necessary governmental approvals associated with Governmental Compliance.

2.2 Final Approval

The Committee's final approval constitutes a binding agreement between the Owner and the HSOA. Any subsequent deviation from the approved plans must be submitted to the Committee for further review and approval. A Committee decision is based on a simple majority and shall not be arbitrary or capricious. Any denial, deferral or exception shall be determined by the Committee in good faith. Approved work must be commenced within 90 days of the Committee's final approval or must otherwise be re-submitted for approval. The Committee's approval will be withdrawn in the event approved work is not commenced within said 90 day period. Any work following the withdrawal of the Committee's approval is prohibited unless and until the project is re-submitted and approved by the Committee.

2.3 Appeals

Within 30 days of any decision reached by the Committee, the decision may be re-submitted to the Committee for reconsideration. Additional technical design and other information supporting the reconsideration must be included in the resubmission by the Owner. Such requests will be reviewed on a case-by-case basis and each case will be reviewed on its own design merits, in keeping with the overall objectives of the Design Guidelines.

2.4 Variances

The Owner may apply in writing to the Committee for a Waiver from a specific requirement of the Design Guidelines (“Variance”). Each Variance request will be reviewed by the Committee on a case-by-case basis, in keeping with the overall objectives of the Design Guidelines. The burden of establishing the reasons why a specific requirement of the Design Guidelines should not apply to the submission lies with the Owner. The decision of whether to grant the Variance rests solely within the absolute discretion of the Committee. The granting by the Committee of a Variance for one situation does not itself warrant or imply that a Variance will be granted in a future submission.

Notwithstanding the foregoing, in no event shall the Committee approve a Variance after the completion of any project. Such variance requests may, at the discretion of the Committee, be submitted to the HSOA Board of Directors for a determination.

2.5 Enforcement

The provisions contained within Article III, Section 24 of the By-Laws for HSOA, shall apply to the enforcement of these Design Guidelines in addition to any other available remedies. Projects, except new home construction, approved by the Committees must be completed within 180 days of the approval date. If unforeseen circumstances necessitate a project completion date beyond the 180 days, a request for extension must be submitted to the appropriate Committee.

2.6 Failure to Submit or Comply with the Design Guidelines

Failure to submit for approval, unauthorized construction starts prior to approval, or failure to comply with the review procedures, may be subject to a minimum of twenty-five dollar (\$25) refiling administrative fee, not to exceed one hundred dollars (\$100) for each occurrence whether the project is approved or not.

Notification of the violation or non-compliance with the review procedures will be made in writing. Any unauthorized construction determined to negatively impact community design standards and found to be unacceptable to the Committee must be corrected or removed. Failure to effect construction changes to bring the construction into compliance with the approved plans will be subject to the Enforcement procedures described in Section 2.5 above.

3.0 MISCELLANEOUS

3.1 Waiver, Amendment and Third Party Benefits

The Committee maintains the right from time to time, at its sole discretion to waive, amend or modify the Design Guidelines. Neither the Committee nor its agents, representatives or employees shall be liable for failure to follow the Design Guidelines. The Design Guidelines confer no third party benefit or rights upon any entity, person or builder.

3.2 Non-Liability of the Committee Members

Neither the Committee nor their respective members, secretary, successors, assigns, agents, representatives, employees or attorneys shall be liable for damages or otherwise to anyone submitting plans to it for approval, or to any Owner/Builder by reason of mistake in judgment, nonfeasance arising out of any action of the Committee with respect to any submission, or for failure to follow the Design Guidelines.

The role of the Committee is directed toward review and approval of site planning, appearance, architecture and aesthetics. The Committee assumes no responsibility with regard to design or construction, including, without limitation, the civil engineering, structural, mechanical, plumbing or electrical design, methods of construction, safety aspects or technical suitability of materials.

3.3 Accuracy of Information

The Owner submitting plans to the Committee shall be responsible for verification and accuracy of all components of such submission, including, without limitation, all site dimensions, grades, elevations, utility locations and other pertinent features of the site plans.

3.4 Owner Representation

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

3.5 Highland Shores Owners Association Use Restrictions

The Board of Directors of HSOA may, from time to time, promulgate use restrictions governing the use of lots and HSOA common areas. The Owner should review any such use restrictions to ensure that lot improvements are in compliance with such use restrictions.

3.6 Construction Site Maintenance

It is imperative that all construction sites be maintained in a clean and tidy manner. Unsightly construction or non-maintained sites will not be tolerated. All construction materials must be kept within the property lines, maintaining a neat street right-of-way. The storage of materials should be in an inconspicuous area of the site and should be neat and orderly. The use of the adjoining properties for access or storage of materials without the written permission of the adjacent owner is prohibited. Temporary storage structures approved by the Committee may be used to store materials.

Owners are responsible for controlling erosion on each lot. Care must be taken to use soil control measures such as hay bales (properly installed with staking as necessary), silt fence, hydro mulch, etc. to prevent soil erosion. Streets surrounding each lot shall be kept free from soil build up.

Each construction site is required to be served by a job toilet for the use of workers. Fires are not permitted on residential construction sites under any circumstances, per City Code.

When building adjacent to an improved common green, before starting of construction, a barrier fence must be installed between the lot and the common green and a refundable deposit of \$1,000.00 is required.

4.0 DEFINITION OF NEW CONSTRUCTION AND MODIFICATIONS

4.1 Highland Shores Homeowners Construction Approvals

The purpose of this section is to provide homeowners the Committees' submittal requirements to obtain approval from HSOA before the start of construction.

The Committees have the authority and responsibility to review and approve requests for new construction and modifications to residential property located within Highland Shores.

1. The NCC's primary responsibility is to review and approve any construction on an undeveloped site and major improvement to a previously approved structure.
2. The MC's primary responsibility is to review and approve structures and improvements to a developed residential property.

There may be responsibility overlap between the Committees. The HSOA on-site manager will make the final determination as to which Committee should review and approve the request.

4.2 Application Submittals

Prior to any construction or site disturbance, the Owner must submit an application for review and approval.

Submissions must be made to:

Highland Shores Owner's Association, Inc.
1 Community Center Drive
Highland Village, Texas 75077

HSOA recommends that the Owner contact the on-site management office at 972-317-5139 if they have a question on what documents are required with their submittal.

For the purposes of these Design Guidelines, new construction is defined as the building of any structures and associated improvements on a previously undeveloped site and includes, but is not limited to, projects such as those listed below:

1. New Homes/Additions to Homes
2. New Windows or Doors
3. Swimming Pools
4. Retaining Walls (Over 4 Feet in Height)
5. Any Structure Attached to the Home
6. Solar Panels
7. New Driveways or Driveway Extensions, Front Walkways or Sidewalks
8. Garages
9. Any Project Changing the Footprint of the Residence
10. Exterior Finishes to the Home (Stucco, Brick, Stone, etc.)
11. Satellite Dishes

For purposes of these Design Guidelines, a modification is defined as an alteration, addition or deletion to raw land or to an existing structure or an addition which alters the physical appearance, characteristics or properties of the land or an existing structure. Modifications include, but are not limited to projects such as those listed below:

1. Arbors, Gazebos & Other Shade Structures Not Attached to the Home (Free-Standing)
2. Animal Houses
3. Basketball Goals & Trampolines
4. Bird House & Bird Baths
5. Compost Bins
6. Decks & Patios
7. Exterior Lighting
8. Flagpoles
9. Fences
10. Greenhouses
11. Landscaping and/or Landscaping Structures
12. Outdoor Kitchens/Grills
13. Playhouses
14. Play Equipment/Structures
15. Exterior Painting and/or Materials (Exterior Colors and/or Materials)
16. Rain Barrels
17. Retaining Walls Up to Four Feet in Height
18. Storage Structures
19. Sun Control Devices
20. Yard Art, Sculptures, or Fountains
21. Exterior Spas and Screening
22. Roof Replacement

4.3 New Construction Committee Documentation Requirements

Two sets of plans with the application/submittal form are required by the Owner.

1. NEW HOME CONSTRUCTION AND MAJOR RENOVATIONS

- A. A surveyed site plan (at a scale of 1 inch = 20 feet) showing the lot property and set back lines, easements, footprint of the residence and garage, existing trees to be saved or removed, existing topography and proposed grades, location of driveways, walks, patios, decks, walls, fences and utility equipment.
- B. Building Plans (at a scale of ¼ inch = 1 foot – 0 inches) including all four exterior elevations, floor plans, roofing plan clearly showing all dimensions, roof pitches and square feet of living area and all exterior materials and colors.

2. OTHER PROJECTS WITHIN THE JURISDICTION OF THE NCC

- A. Two copies of the documentation as detailed in paragraph 4.4 below.

4.4 Modification Committee Documentation Requirement

One set of all documentation and the application/submittal form is required by the Owner.

1. Site plan which includes the present locations of property lines, elevations, structures, proposed structures, easements, utilities, etc.
2. General construction plans with details needed to explain and illustrate the proposed modification including its dimensions and setbacks from property lines.
3. The detail of all materials used in the construction of the proposed modification. Samples of materials may be required in the submission.

It is the Owner's responsibility to comply with these Design Guidelines and to obtain all necessary approvals. Any changes to the approved plans, elevations, landscaping and schedules must be submitted to the Committee for review prior to making such changes. The Owner is encouraged to submit changes at the earliest possible time to avoid potential construction delays.

The specific HSOA forms to complete are available at the HSOA on-site office or on-line at the HSOA web site.

5.0 HSOA STANDARDS

The purpose of the Design Guidelines is to ensure that each project is compatible with the surrounding properties and contributes toward an aesthetically pleasing and coordinated community.

5.1 Design Guidelines for a New Residence

One of the qualities of Highland Shores is its uniquely diverse and varied character from heavily wooded areas to open rolling meadows, lakes and developed amenities. It is the intent of the Design Guidelines to insure that these natural and man-made features be retained and enhanced. New construction should emphasize these features through building setbacks, saving of existing trees and supplemental landscaping.

All lots, except those zoned "non-residential", are to be developed as conventional single family detached homes designed specifically for each lot and to maximize common green views for those lots facing the amenity as is possible. Living area must be a minimum of 2,500 square feet and a maximum of 4,500 square feet. Maximum building height shall be determined by City of Highland Village Building Code.

With the approval of the Committee, any owner of one or more adjoining sites (or portions thereof) may consolidate such sites or portions into one single family residence building site with the privilege of placing or constructing improvements on such resulting site, in which case setback lines shall be measured from the resulting side property lines rather than from the site lines as indicated on the recorded plat. The greatest depth of front yard setback will be used. Consolidation requires the acceptance of a replatting by the City of Highland Village.

5.1.1 Site Planning

In preparation for the construction of a new residence the Owner must take into account the topography of the lot and how best to fit the residence into that topography with minimal disturbance.

The following factors need consideration:

- 1) a) Stem Walls/Foundation Walls – To preserve the existing vegetation and to maintain the natural character of the area, faced stem wall construction is required for conditions where the finish floor is two (2) feet or more above natural grade of the lot. Stem walls or small foundation walls poured in conjunction with a flat slab to create a level building pad will occur on a number of lots in Highland Shores. They must be taken into consideration in the building elevation. Exposed concrete block or poured concrete foundations exceeding 12 inches in height must be covered with stone, brick, or stucco to complement the house materials.
- b) Retaining Walls/Planter Wall Requirements – Retaining walls and/or planter walls should be used to help break up the façade of the building and help relate the house design to the site. There are at least three circumstances in which retaining walls will be required:
 1. If a lot has been cut in order to establish a building pad for the structure, the builder responsible for the cut will provide a retaining wall where the cut should not exceed a ratio of four (4) horizontal feet to one (1) vertical foot of rise/fall (4:1 slope).
 2. If a lot has been filled in order to establish a building pad for the structure, the builder responsible for the fill will provide a retaining wall if a slope exceeds a 4:1 ratio.
 3. If needed to facilitate proper lot drainage.

Walls should be kept as low as possible. 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 as part of the grading plan.

Retaining and planter walls exceeding 12 inches in height must be covered with stone, brick, or stucco to complement the house materials. Indigenous rock such as Milsap is encouraged. Alternately, the walls may be faced with brick, stone or interlocking slit-faced concrete block specifically designed for retaining walls.

Any required wall that is over four feet in height (top of footing to top of wall) must be designed by a registered professional engineer. Walls over four feet in height shall also be provided with a protective railing or fence meeting the guidelines in this document.

Where not required, use of retaining walls is discouraged and no single retaining wall may be in excess of 40 inches high and minimum horizontal spacing between walls shall be 36 inches.

No new retaining walls may be built with railroad ties or landscape timbers. When such existing (grandfathered) walls require replacing, they may be replaced in back or side yards with eight feet by eight inch square landscape timbers; in front yards they must be replaced with masonry walls.

- 2) Garages, Driveways and Sidewalks: Garages should be designed at or near the existing grade of the lot. Driveways must be a minimum of 2' from the property line. Where possible, driveway access to corner lots should be from the least traveled street. Meandering entry walks are encouraged. Sidewalks should provide an entry statement to the front door. See Section 6.5 for common sidewalks at the street. Where practical, garages located closer than thirty-five feet to the front property line shall not face or open at less than a ninety degree angle to the front property line. Detached garages and circular driveways will be considered on a case-by-case basis only. Interior lots will be allowed a maximum of 2 curb cuts. Corner lots will be allowed a maximum of 3 curb cuts. Secondary detached driveways are not allowed.
- 3) Building Setbacks: It is the intention that homes will have varied setbacks, not "lined up" as in a "tract" subdivision, and be carefully sited in a more random order where trees or topography indicate. Residence must have minimum setbacks as follows: Front yard, actual building setback as shown on filed plats; Side yard, five feet; Back yard, ten feet.
- 4) Drainage: Drainage must conform to the Master Drainage Plan available from the City of Highland Village, Texas. All drainage and grading, including existing and proposed grades and proposed finished floor elevation, must be indicated on the site plan and be designed to conform to the drainage plan. The proper drainage of the lot is ultimately the responsibility of the Owner and must conform to the Master Drainage plan as well as any other governing authorities having jurisdiction on such matters. The Committee will only review the site plan for general conformance of the planned grading to the Master Drainage Plan. The Owner needs to accommodate drainage from adjoining lots or onto adjoining lots in such a manner that does not cause soil erosion or impede draining flows or result in excessive drainage onto adjacent sites.

It is strongly recommended that someone from the City of Highland Village engineering staff be contacted to look at the lot while grading is still in progress and before any concrete flat work is set to be poured. This will help to reduce the chance of any significant problems arising when the final inspection is made. All comments regarding lot drainage and grading noted by the City of Highland Village on the plot plans which are submitted to the building inspection department shall be observed.

5.1.2 Landscape Design

Landscaping must relate to the existing terrain and natural features of the lot. The amount and character of the landscaping must conform to the precedent set in the surrounding community. A site plan showing the house location and landscape plan must be submitted as a part of the landscape application. Plans must include a plant list that includes names and plant sizes, consistent with the Recommended Plant List (See Appendix A).

Acceptable turf/grasses are: St. Augustine, Bermuda and Hybrid varieties, Zoysia and Fescues. Buffalo grass is not recommended as a lawn grass. Front yards on all lots and side yards on corner lots shall be sodded, hydro-mulched, or other approved ground cover. No gravel or rock shall substitute as a ground cover, lawn or mulch and may not be used as the focal point of any landscaping. All mulched landscape beds should be covered with chopped or shredded cypress, hardwood, pine bark mulch or small nuggets.

All original landscape plans shall be approved by the Committee prior to the commencement of landscape improvement construction. A minimum of three (if not an already wooded site) shade tree, 2 ½ inch caliber or larger, not including Crepe Myrtles s are required to be planted on each lot with a minimum of two in the front yard. (See Appendix A for the Recommended Plant List.)

Plants and flowers in flower pots should always be neat and healthy. No plastic or artificial plants are allowed. Also, no artificial vegetation of any type is permitted on the exterior of the residence, or anywhere on the residential lot. Landscaping of a new residence is to be completed within 60 days from the date a certificate of occupancy is issued.

5.1.3 Irrigation Design

Potable water should be used for irrigation purposes at Highland Shores. Private wells will require Committee approval. No creek or lake water withdrawals for homeowner irrigation purposes are allowed without Committee permission. (Lake water usage must also be approved by the U.S. Army Corps of Engineers.) All irrigation systems must be of an underground automatic type with pumps and controllers screened from view. All automatic irrigation systems are required to have head-to-head coverage or closer. All irrigation systems shall have municipality approved back flow preventer devices.

“Pop-up” spray and rotary heads are encouraged. Where exposed pipe extensions are necessary, they should be either copper or a dark color. Irrigation heads should not spray directly into natural areas, since additional water and fertilizer will harm sensitive root systems of mature oak trees and encourage undesirable weed growth. Irrigation heads should be placed to prevent spraying onto paved areas, streets, onto amenities or into community buffer areas.

5.1.4 Drainage Swales

Drainage swales are needed in most cases to facilitate proper lot drainage in accordance with the City of Highland Village Master Drainage Plan or as required by the natural grade. Swales should be constructed in such a manner as to:

- 1) Be maintainable by the Owner, (no slopes steeper than a 4:1 ratio, that is a maximum ratio of four (4) feet to one (1) foot of rise/fall.
- 2) Be able to carry the anticipated amount of storm water runoff.
- 3) Minimize erosion problems within the swale itself. This can be accomplished by sodding any swales that could possibly carry large volumes of water.

Generally swales are placed at or near the property lines so as to meet the given drainage requirements. If possible, swales through the center or side or rear yards should be avoided in anticipation of future improvements such as pools and/or spas which could potentially block a drainage swale located in these areas. The minimum grade allowed for grass swales is one percent. Lesser slopes may be considered for concrete or stone-lined swales. Gutter downspouts must flow in line with the swales and/or flow to the streets.

5.1.5 Side Slopes

The maximum slope that is allowed by City code is 4:1 This means that for every four (4) horizontal feet, a maximum of one (1) vertical foot of rise/fall is allowed. Any slope that is steeper than 4:1 ratio must be retained. Any slope approaching a 4:1 should be sodded to reduce the possibility of erosion.

5.1.6 Final Construction Review

It is the sole responsibility of the Owner to ensure that the improvement is constructed and installed in accordance with the approved application. The Committee reserves the right to review the improvement. As applicable, the HSOA Management Office will notify the Owner by phone or in writing to schedule an appointment to review the improvement to ensure it was constructed in accordance with the approved application. The scope of the review will be limited to verification of conformance with the application; the Committee will not review, nor be responsible for, Governmental Compliance, quality, craftsmanship or structural integrity of the improvement. Non-conformance with the approved application(s) will be subject to the Enforcement procedures in Section 2.5.

6.0 ARCHITECTURAL DESIGN

6.1 General Design and Configuration

The exterior of all dwellings shall be compatible with adjacent structures and be located to fit site conditions, respecting existing vegetation and topographic features. All buildings within Highland Shores shall be harmoniously designed as a community with individual neighborhood themes. Brick is the primary architectural expression, however, the use of stucco and materials such as wood and native stone are strongly encouraged as design elements.

The land forms, the vegetation and the views should dictate the building location, the building form and the Architectural detailing. If in the judgment of the Committee, the massing, proportion of solids and voids, finishes, basic style, roofline, exterior materials, colors or other features of the home are too similar or dissimilar to the neighbors, this is a basis for disapproval. Architecture at Highland Shores will vary depending on product type, location, individual Builder and market influences. Design should emphasize form by way of height, bulk, rooflines, massing, fenestration and compositions. Individual style is extremely important, however, neighborhood integrity and continuity will be considered by the Committee in the review of individual house designs. Building design should incorporate a consistent level of quality design and completeness on all elevations. Equal attention to detail and Architectural definition including but not limited to, materials, accent features, roof character and window treatment must be given to all sides of the home. The exterior elevations, roof slope, building height and massing are also important aspects of the review process.

6.2 Materials and Colors (Amended 08-06-21)

Natural materials, e.g. stone and wood, along with brick and stucco are encouraged. Front-oriented treatments in dissimilar materials which do not appear integrated into the design will not be allowed. Any changes in material on exterior elevations may only be made on inside corners.

Examples of acceptable materials and colors are:

- 1) Wood expression of redwood, cedar or cypress in natural stain colors or paints.
- 2) Rock expression of Millsap/native stone/rock left in natural patina.
- 3) Brick in light warm earth tones (Committee approved palette.). Natural sand mold or wire cut. Detailing, not overly ornamental, such as header courses or soldier courses are encouraged at chimneys, steps and ledges.
- 4) Natural board or Hardi-board siding in natural stain colors with appropriate trim details. (Rough or smooth finish vertical boards with clapboard and T&G board siding with joints finished.) Grooved plywood panels are unacceptable.

- 5) Stucco in light, warm earth tones – natural, subtle, sand finish texture with a flat crisp surface. Swirls, scratches, splashes and artificial textures are not allowed. Use of stucco as a dominant exterior finish on a residence will require special consideration by the Committee as to compatibility with neighboring residences conforming to a brick theme. EIFS (Exterior Insulation Finish System) is acceptable.
- 6) Solid Flat Mineral Lime Wash or Mineral Lime Slurry in colors of beige, cream, ivory, white and gray (beige, cream and gray colors must be in soft, pale shades), finish must be completely opaque and applied to brick only. The LRV may not exceed 85. Finish may not be glossy. Products limited to Romabio, Domingue, or Keim and must be completed by a professional contractor who specializes in this field. Contractor references and examples of projects of this nature that contractor has done before are required with submittal. The same color will not be allowed within 2 houses of each other (at least two homes apart), same applies to across the street and both streets if a corner lot. All exterior elevations must match; product must be applied to all brick on all elevations of the home. Should the product start to fade or flake, or the natural color of the brick starts to penetrate through, the owner will be required to reapply the product as originally installed.

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. Change of exterior color for single family houses shall blend 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 tastelessly showy will not be approved. Change of exterior colors in attached and semi-detached houses shall be in conformance with established guidelines.

All new exterior color selections will require Committee approval. An example of an inappropriate color is a bright color used for an entire wall surface of roof material. Samples of proposed colors may be required to be painted on a panel for field review if the color has not been previously approved, or if they appear to be out of character with the surrounding homes. Conservative, natural colors are encouraged. Judiciously selected brighter accent colors are permitted if approved by the Committee. Building colors including brick and trim combinations are specifically subject for review and approval by the Committee. Approval of a color or material for an individual residence does not necessarily mean blanket approval for another residence in a different location. Repainting or staining to match original colors need not be submitted.

Inappropriate exterior materials and colors will not be allowed. Examples of such inappropriate materials which are incompatible with the design objectives for Highland Shores include: sheet metal, concrete, mirrored glass, ceramic tile, brightly colored masonry, speckled or glazed brick, clear or gold anodized aluminum, certain types of artificial stone (subject to Committee review), ferro-cement siding, exposed cinder block, concrete brick, painted brick (unless mineral base per approved manufacturers, see 6.2 (6)), vinyl siding, log siding, and synthetic siding. Facades on two story homes shall be of limited materials (all brick, all siding, etc.) except where a change of material is required for structural reasons.

6.3 Roof Construction and Materials (Revised in its entirety 07-28-17)

Roof pitches and overhangs may vary as necessitated by Architectural design, however, no flat roof area is allowed as a major structural element. Minimum roof slopes of five (5) vertical feet to twelve (12) horizontal feet (eight (8) vertical feet to twelve (12) horizontal feet for "traditional" styled homes) as set as the standard. Fascia must be a minimum of six (6) inches. No metal fascia or soffits will be allowed. No architectural grade fiberglass or asphalt shingles with less than a 30 year life will be allowed. They must be an architectural style, dimensional and laminated shingle. Three tab shingles are not be permitted in any subdivision with the exception of subdivision phases with a suffix "P" on the final filed plat.

Acceptable roofing materials include:

- 1) Slate, left natural.
- 2) Copper, left to weather to a natural patina or factory finished.
- 3) Asphalt shingles with a thickness to appear as cedar shakes.
- 4) Other materials as specifically approved.

Roofing shingles allowed under the Design Guidelines ("Roofing Shingles") shall:

- 1) Be wind, hail and fire resistant;
- 2) Provide heating and cooling efficiencies greater than those provided by customary Composite shingles; or
- 3) Provide solar generation capabilities.

And when installed, must:

- 1) Resemble the shingles used or otherwise authorized for use in Highland Shores;
- 2) Be more durable than and are of equal or superior quality to the shingles used or otherwise authorized for use in Highland Shores;
- 3) Match the aesthetics of the property surrounding the property of the owner requesting permission to install the Roofing Shingles.

The owner will be solely responsible for accrediting, certifying and demonstrating to the Committee that the proposed installation is in full compliance with the above. Roofing Shingles shall be installed only after receiving the written approval of the Committee.

Roof Accessories treatment include the following:

- 1) Stacks and Vents – Plumbing stacks and roof vents must match roofing colors and be placed as inconspicuously as possible. Stacks and vents located on front slopes will not be allowed.
- 2) Flashing, Gutters and Downspouts – Exposed flashing, gutters and downspouts must be painted to blend with the adjacent materials. No unpainted attachment straps will be allowed. Step flashing should be consistently applied with even steps of 90 degrees. Straight line counter flashing matching the slope of the roof is recommended. All flashing should be painted to blend with adjacent materials, not white or black.
- 3) Chimneys – All prefabricated fireplace units must have an architectural metal terminal cap with the cap inconspicuously painted. The terminal cap must be an articulated and designed element. Spark arresters are mandatory. They shall be constructed of stainless steel, aluminum, copper or brass with woven galvanized, wire mesh and conform to Uniform Fire Code specs. Chimneys shall be constructed completely to the ground so as not to appear cantilevered from the building. All flues shall be encased. Chimneys must be integrated with the building architecture.
- 4) Flat skylights are preferred on exposed, sloped roofs. Bubble or pyramidal skylights will be considered on small flat roofs or roof areas hidden from general view. No skylights will be permitted on front slopes of roofs.

- 5) Solar Panels should be considered in the early design stages and must comply with the Solar Panel guidelines set out in Section 7.26.

6.4 Window and Doors

All Window and door openings should be defined by pop-outs, reveals, insets, overhangs, screening devices and trim. Consistency of detailing of openings and trim treatment will be considered by the Committee as part of the review process.

Careful attention should be given to the proportion, form and detail of all windows. Windows should be clear glass. Tinted glass of bronze, grey or smoke colors may be appropriate in some cases. No reflective glass or reflective tinting may be used. The Committee may request changes to the exterior elevations to achieve consistency of detailing and expression. Wood window units are encouraged. Natural stain and painted finishes are acceptable. Metal or fiberglass window units are allowable. Mill-finish clear or gold anodized aluminum will not be allowed. Trim and window frame colors must be submitted for approval.

Dormers, when used, shall be functional and accessible from the interior of the home. The interior walls and ceiling shall be finished (tape, bed, textured and painted) to appear as a room from the exterior. When possible it is encouraged that the dormers provide natural light into the home's interior. Dormer window panes which are painted or have an opaque tinted film applied are not acceptable.

Exterior shutters, when used, must be operable or appear as such. Shutter size and proportions must visually equal the window or door opening size as if to cover the opening when "closed". Storm shutters or windows may be installed over openings only with Committee approval. Awnings or shading devices are permitted if they complement and enhance the general design. (See Section 7.3)

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 flower pots should always be neat and healthy. No plastic or artificial plants are allowed.

Sliding glass for French doors must open onto a useable exterior deck, patio or balcony. Window and porch screening must be a bronze or charcoal. Mill-finish or brightly anodized aluminum screening will not be allowed.

Entry areas should receive emphasis with an accent on porches, courts, walkways and use of quality door materials. All doors should be compatible with the exterior design of the house.

6.5 Garages and Sidewalks

Side or non-street-oriented garages are preferred with either a single door or two overhead doors sized for single cars. Front entry garages shall be set back as per the filed Plat. Garages should not make a major statement to the street, should be incorporated into the general massing of the house, and when detached to the front or in L-shaped configurations, the garage should be sensitively sited not to detract from the curb appeal of the home. Garage doors shall be compatible with the exterior design. Recessed protected garage doors are preferred with detailed opening/trim treatments. It may be desirable that garage doors match the front door by incorporating panels, window treatments or quality wood finishes.

Side-entry garages are encouraged. At least two car bays are required, along with two uncovered spaces, for parking outside the garage. Wherever possible an auto-court shall be formed with screen walls and/or landscaping around these spaces to reduce garage door impact. Front entry garages may be considered if a lot precludes a side entry arrangement (i.e. pie shaped lots) or where lot frontage is restricted. Front entry garages are not preferred and the Committee will scrutinize front entry submittals to ensure no other reasonable design solution exists prior to approving. Curved or offset driveways are preferable and turnaround capabilities must be approved by the NCC. Where possible, driveway access to corner lots should be from the least traveled street. The NCC shall standardize driveway materials for individual neighborhoods from the following approved list of materials.

Examples of approved materials are:

- a. Impressed or patterned concrete in warm earth tones. Shades of bright red or orange are not allowed.
- b. Paver blocks or bricks in warm earth tones. Shades of bright red or orange are not allowed.
- c. Fixed exposed aggregate in natural color. No epoxy bonded aggregate allowed.

Common sidewalks at the street shall be as specified by the City of Highland Village, and the Owner on certain lots will be required to furnish common sidewalks. See Section 5.1.1 2) for entry sidewalks. Surface materials for entry walkways shall be compatible with the driveway or structure materials forming and entry courtyard statement. Meandering entry walks are encouraged.

6.6 Utilities, Mechanical and Pool Equipment Location

All utilities must be installed underground. Surface mounted mechanical equipment, transformers, air conditioners, condensers, compressors, pool equipment, switches, meters, etc. shall be screened from view of the street and neighboring properties, grouped together wherever possible in one area and located away from streets, public view and activity. A wood fence, masonry wall and/or landscaping can be a requirement for satisfactory screening. See Exhibit 6.6/7.31.

Roof mounted air conditioning units, fans, or ductwork on sloped roofs are unacceptable. No window mounted air conditioning units are allowed. On flat roof applications, (considered on a case-by-case basis), a parapet wall to the same height as the unit on a horizontal plane must be provided around the entire perimeter of the flat roof area.

All utilities and equipment covered under this section 6.6 must meet general setback requirements: See Section 5.1.1 Site Planning; 3) Building Setbacks.

6.7 Natural Preservation Areas

It is important that all natural preservation areas shown on approved plans be left undisturbed during the construction period. The Owner is responsible for erecting barricades to protect these natural areas. It will be the financial responsibility of the Owner to re-landscape any disturbance of these natural areas and to keep the barricades in good repair.

7.0 GENERAL CONSTRUCTION ARCHITECTURAL DESIGN GUIDELINES

7.1 Access Gates to Rear Yards, Vehicle Parking and Storage

Gates, fencing and/or other modifications to provide screening will generally be approved only if it can be shown that stored items can be completely enclosed and screened from view from the street and neighboring properties. Permanent parking and storage of automobiles and other vehicles in areas other than a garage or driveway is prohibited.

7.2 Animal House

Exterior colors and materials must relate to the exterior of the house. Dog runs must never be larger than 200 square feet, must not consume the entire rear yard and must be approved by the Committee. The structure should be completely screened from view of surrounding properties and streets and be discreetly located so as to not cause a nuisance to neighbors (which the Committee will determine). The structure must be located at least 5 feet from the property lines.

7.3 Awnings and Other Sun-Control Devices

Awnings and other sun-controlled devices must be compatible with the character of the house in terms of color, style and materials. Awnings shall be of straightforward design without decorative embellishment such as scallops, fringes and contrasting colored stitches. Awnings and other sun-control devices must be maintained in an attractive and functional condition or be removed.

7.4 Barbecues (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 barbeque, particularly when little or no natural background or screening is available. Generally barbecues will be located in the rear yard and be screened from view from the street and neighboring properties. The barbeque must be located at least 5 feet from the property lines.

7.5 Basketball Goals, Backboards and Portable Play Equipment

Basketball Goals and backboards may either be 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 framework of roof mounted backboards shall be painted to match the roof material. Creatively designed equipment is encouraged with the objective of minimizing its visual impact. All other 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 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 feet from the property lines. See Exhibits 7.5.

7.6 Clotheslines

Clotheslines are prohibited.

7.7 Compost Bins

Compost bins shall be attractive, well-constructed and maintained in a neat, orderly condition. Maximum size shall be 4 feet by 4 feet by 4 feet. One compost bin is allowed per residential lot. Evergreen plant screening from the street and neighboring properties is required if a owner's privacy fence is not in place. At the time of planting, the screening shrubs shall measure a minimum of 24 inches in height above the finished grade and be planted 24 inches on center. Mature height of shrubs shall be a minimum of 6 inches taller than the bin installation. The compost bin must be located at least 5 feet from the side property line and 10 feet from the rear property line. See Exhibit 7.7.

7.8 Exterior Lighting (Revised in its entirety 8-12-16)

No exterior lighting fixture or changes to an existing fixture shall be installed upon any Residential Unit lot or structure except as approved in writing by the NCC or MC, as applicable (Residential Unit is defined in the CC&R's as used herein). A site lighting plan detailing landscaping lighting to include images of the fixtures must be submitted for Committee approval. All light sources must be low level, non-glare and unobtrusive or concealed, with all light in shades of white (no colored lights). Lighting must be shielded and no excessive spill over of light should occur onto neighboring properties or present a potential hazard to pedestrian or vehicular traffic. Tree up-lights should be concealed underground or in shrub masses. Soffit mounted unshielded spotlights are unacceptable. No "barnyard" lights or sodium vapor lights (yellow light source) are acceptable. Excessive light trespass, which results in objectionable glare or brightness is prohibited and requires correction by the Owner upon notification by H.S.O.A. No lighting fixture will be allowed that may become an annoyance or a nuisance to owners or occupants of the neighboring properties.

7.9 Fencing and Screening (Revised in its entirety 08-20-21)

Screening may be used to control privacy by reducing noise and visual intrusions. Fencing should be used to screen or buffer private areas, not necessarily to enclose an entire lot or major portion thereof, however, it is recognized that on small lots with limited rear yard area useable private space is limited. Materials, size and location of fences are specified below in this (Section 7.9). No fences over 6 feet tall will be allowed.

Fences may be used to provide privacy for yards and patios or screening of equipment and garbage containers in rear and side yards. Permanent fences surrounding a building or any fence between a building and fronting street are not allowed other than perimeter fencing installed as a security measures in accordance with 7.9 A. Fences that are not deemed a security measure shall be metal or wood as specified below. Fence material for perimeter fencing installed as a security measure shall be governed by 7.9 A.

Use of masonry in combination with the standard metal or wood fence details shall be restricted as follows:

- 1) Front yard fencing and/or side yard along or behind the building set back line with the exception of perimeter fencing governed by 7.9 A.
- 2) Masonry shall match house masonry if brick or stone, or be compatible in color if stone and brick combinations are used.
- 3) Masonry pilasters/columns should be of uniform design and materials, to a maximum size of 18 inches square.
- 4) Masonry pilasters/columns should be spaced at a maximum 20 feet o/c or conform to the same section spacing as the wood post or wrought iron fence and be placed on an every other support column basis.
- 5) Fences fronting U.S. Army Corp of Engineers' Properties (lakefront areas) are restricted to black Open Metal/Wrought Iron.
- 6) No wall, fence, planter or hedge in excess of two and one-half feet in height shall be erected or maintained nearer to the front lot line than the front building set back line with the exception of perimeter fencing governed by 7.9 A..

Residential fences may be constructed of wood (in a Solid Privacy, Shadow Box Privacy, Open Picket Privacy or Board-on-Board style) or Open Metal / Wrought Iron. (See Exhibits 7.9)

Fences fronting U.S. Army Corps of Engineers' Properties are restricted to Open Metal/Wrought Iron. No Chain-link or Wire fences are permitted. Fencing in front yards is prohibited except as provided in 7.9 A. No wall, fence, planter or hedge in excess of two-and-one half feet in height shall be erected nearer to the front lot line than the front building setback line except as provided in 7.9 A. Side or rear fence heights (height of the fencing material) may range from a minimum of two feet to a maximum of six feet. The bottom of fences shall not be more than six inches above grade at any point.

Note that the Owner is solely responsible for determining the suitability of required fencing and compliance with all City of Highland Village and other applicable codes, ordinances, permitting and inspection requirements. Specifically, fences enclosing swimming pools must be constructed to also satisfy existing City of Highland Village code requirements, including both the minimum height (currently six feet) and maximum clearance above the ground (currently two inches.) If and when an existing fence is to be modified for any reason, e.g. to control owner's or other's pets, or to bring into compliance with City code to accommodate a new pool, the remodeling must be approved by the appropriate Committee prior to start of construction.

Wood fencing shall be constructed of rough-sawn cedar or redwood pickets (nominally 1 inch x 4 inch or 1 inch x 6 inch), with stringers (nominally 2 inch x 4 inch) at top, bottom and center (for fences higher than four feet), and a trim board matching the pickets at the top (and optionally at the bottom) of the fence. Posts may be cedar, redwood or pre-treated lumber (nominally 4 inch x 4 inch) or 2-3/8 inch galvanized steel, on approximately six foot centers. Wooden fencing must be constructed with the posts and runners facing inward, toward the owner's residence. Wood fencing may be left natural or with prior written approval by the appropriate Committee may be sealed/stained an agreed color.

Open Metal fences shall be constructed of either wrought iron, steel or aluminum. Fences shall consist of 1/2 inch – 3/4 inch square metal tube pickets, 1 inch – 2 inch square metal tube top and bottom rails, and 1-1/2 inch - 2-1/2 inch square metal tube posts. All Open Metal fences shall be painted black. Minimal decorative design on open metal fences, e.g. circles in the top six inches, may be considered by the Committee on a case-by-case basis.

Vertical members of all fences shall be maintained plumb and shall not extend beyond the upper horizontal portion of the fence. Ridge caps on posts, if any, shall be the same finish as the fence. Gates shall match the fencing in design, material, height and color. All fence posts must be set in-a concrete footing, two feet deep. Owner is responsible for construction and maintenance of fence in vertical and horizontal alignment.

Tops of all fences shall be maintained horizontal, stepped up or down as required (a maximum of twelve inches) and may not slope with the lay of the land. Bottoms of fences may be either stepped or follow the slope of the ground. To mitigate the requirements for both a maximum height of six feet and a maximum of six inches (two inches for pool fences) between bottom of the fence and grade, in discrete areas of significant surface gradient (as is judged and pre-approved by the Committee), the maximum height of an individual fence segment, or portion thereof, which is within the necessitated step ups or step downs of such fence, may on an exception basis be increased to a maximum of seven feet. The remainder of the fence on more level grade shall be maintained at the six feet maximum height. Approval of this exception, in writing, by the Committee is required prior to construction.

For the purpose of these guidelines, specific architectural features of a residence such as step railings, driveway gates and porte-cochere gates are not considered "fence" components. Designs for such features will be approved on a case-by-case basis by the Committee.

7.9 A Security Measures (Added in its entirety 08-20-21)

Owners may install or build security measures on their lot for the purpose of deterring criminal acts or to increase personal security while adhering to and promoting the design, harmony, and aesthetics of the Highland Shores development. The Highland Shores Owners Association, Inc. ("*Association*") shall have the sole and absolute discretion in determining whether an item or improvement is a reasonable security measure subject to the allowances provided by these guidelines.

Cameras/Motion Detectors - Owners may place cameras and motion detectors on their lot for security measures, not on the lot of any other owner, and not on any Association property. Cameras shall be used for the primary purpose of capturing images of the lot on which the camera is installed and shall not unreasonably interfere with the use and enjoyment of any neighbor's lot or Association property. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

Safety Bars - Safety bars attached to any structure must be of wrought iron, black in color, consistency to size and shape of the window, and of a design or configuration which blends effectively with the structure as determined by the architectural reviewing body, in its sole and reasonable discretion.

Perimeter Fencing Installed as a Security Measure - Perimeter fencing is permitted by the Association as a security measure and must be ground-mounted on the boundary line of the owner's lot and installed in a contiguous manner around the entirety of the lot boundaries. No gaps in perimeter fencing are permitted, *i.e.*, the perimeter fencing must fully enclose the lot. Perimeter fencing must be black wrought iron, shall not exceed six feet (6') in height or be lower than four feet (4') in height and meet construction specifications in 7.9 Fencing and Screening. A gate in a perimeter fence is for all purposes considered part of the fence. Any gate shall open towards the interior of the lot. The Association may prohibit fencing other than perimeter fencing as a security measure. Electrically charged fencing is prohibited. All fencing including perimeter fencing must receive prior written approval from the Association's architectural review body. Plans and specifications, including an application for the installation of a perimeter fence,

will not be reviewed or approved by the architectural review body unless accompanied by: (i) the drawing showing materials, dimensions and location submitted in order to obtain a permit; and (ii) a permit issued by the City or other applicable municipal authority allowing the installation.

Plans and Specifications: Prior to installation of any security measure, owners must submit plans and specifications including dimensions, colors, materials, and proposed location on the owner's lot, scaled in relation to all boundary lines and other improvements on the lot. Plans must be submitted to the Association's architectural review body, and owners must receive prior written approval prior to installation of any security measures. All proposed installations must be of a type, including materials, color, design, and location, approved by the architectural reviewing body. The architectural reviewing body may require the use of, or prohibit, specific materials, colors, and designs and may require a specific location(s) for the security measure. An owner who builds or installs a security measure must ensure that they are in compliance with all laws, ordinances and codes. An approval of an application for a security measure by the Association's architectural review body is not a guaranty or representation of compliance with any laws, ordinances, codes or drainage requirements, and the owner assumes all risks, expenses and liabilities associated with safety measures built or installed, including, but not limited to, the city or county requiring the removal of perimeter fencing for any reason.

AN APPROVAL OF AN APPLICATION FOR A SECURITY MEASURE BY THE ASSOCIATION'S ARCHITECTURAL REVIEW BODY IS NOT A GUARANTEE OR REPRESENTATION THAT THE OWNER, OCCUPANTS, AND/OR OWNER'S PROPERTY WILL NOT BE SUBJECT TO CRIMINAL ACTIVITY.

Any security measure built or installed must be properly maintained, kept in good repair, and not permitted to go into a state of disrepair or become an eyesore, as determined in the sole and absolute discretion of the Board of Directors.

7.10 Flags and Flagpoles

All flagpoles must receive written approval from the Committee. The flags that may be displayed without approval from the Committee are the Flag of the United States of American, State of Texas, an original or replica flag of any branch of the United States of America Armed Forces, any college or professional sports team, or seasonal flags or banners supportive of a resident child's activity in school. **All other flags require prior approval by the Committee.**

The flags must be displayed in accordance with federal and state government codes. A displayed flag and the flagpole must be maintained in good condition, any flag that is deteriorated must be removed. Only one freestanding flagpole is allowed per lot. A freestanding flagpole may not exceed 20 feet in height. Poles shall be painted "flat black" or white in color, or may be bronze or aluminum anodized. A flagpole attached to a dwelling may not exceed 6 feet in length.

A freestanding pole must be located in either the front or back yard of the lot. If located in the back yard it must be located no closer than 15 feet from the property lines. If located in the front yard it must be located behind the building set back line and no closer than 15 feet from the property lines. Any flag flown on a freestanding flag pole may be no smaller than 3 feet X 5 feet and no larger than 4 feet X 6 feet. Any free standing flagpole must be equipped to minimize halyard noise. Illumination of the flag is allowed so long as it complies with Section 7.8 of these Design Guidelines. Compliance with all municipal requirements for electrical ground mounted installations shall be certified by the owner. See Exhibit 7.10.

Flagpoles shall not be installed in any Common Area or other property maintained by the Association.

7.11 Foundation Walls and Retaining Walls

Refer to 5.1.1 Site Planning, Section 1) for requirements that apply to foundation walls and retaining walls.

7.12 Gazebo

Plans must be fully detailed (site plan, elevations, details, etc.) and submitted for review prior to construction. Architecturally, a gazebo shall be attractive in appearance, without an excess of ornamentation, and compatible with the style of the house. The overall height, including ornaments if any, shall not exceed 12 feet. 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 square feet in area. If painted, it shall be an earth-tone color, coordinating with and complementing the colors on the house. Roofing, if any, shall match the house roof in style, material and color. Roof peak ornaments, if any, shall be proportional and sensitive in size and color. Only one Gazebo or Shade Structure is allowed per residence, must be located in the rear or side yard. Site compatibility and impact on neighboring properties will be major considerations of the Committee in the approval process. The gazebo must be located at least 5 feet from the side property line and 10 feet from the rear property line. See Exhibit 7.12.

7.13 General 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 must 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 law 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 if modification will be made.

7.14 Greenhouse

Construction on a residential plot will be considered on a case-by-case basis subject to the following guidelines. The greenhouse shall be attractive in appearance and shall be maintained in a neat and useful condition. It shall not be utilized in whole or part as an active or inactive component of a commercial or business enterprise, shall comply with all governmental codes and regulations and be sited and sized appropriately so as to be an enhancement to the respective plot. The foundation shall be either a concrete slab on grade or a perimeter grade beam. Overall height shall not exceed 10 feet, 6 inches and footprint size shall not exceed 300 square feet. All painted surfaces should be coordinated with and complement the color scheme of the existing Residential Unit (as defined in the CC&R's). The structure of the greenhouse shall be designed and built as a permanent addition to the site. It must consist of a rigid framing system enclosed with greenhouse grade glass and twin wall rigid polycarbonate panels. Only one greenhouse shall be allowed per residential plot. It shall be located in the rear yard. The greenhouse must be located at least 5 feet from the side property line and 10 feet from the rear property line. And, the Owner shall be responsible for correcting and/or alleviating drainage problems that may develop as a result of any resulting construction and/or impact adjacent properties.

7.15 Landscape Features, Birdhouses, Birdbaths, Sculptures, etc.

The landscape plan should include all birdbaths, pole mounted birdhouses, art pieces, collector items and personal artifacts showing location and size. All features, such as fountain, sculptures, statues and topiaries, must be approved for materials and locations and may be best suited inside a walled garden. Birdhouses and birdbaths should be simple in design and in keeping with the style and colors of the house.

Poles for birdhouses shall be wood, painted an earth tone color, or metal painted flat black, white or galvanized. All posts and poles shall be maintained in a vertical alignment. Hanging birdhouses may be placed in trees, on accessory structures, or on the house if the birdhouse is of an appropriate size. Each home/lot shall be limited to one Purple Martin house. Birdhouses located in the back and side yard must be within 20 feet of the house. Additionally, birdhouses must be located at least 5 feet from the property lines. See Exhibit 7.15.

7.16 Mail Boxes and Posts

Mail boxes and posts shall conform to standard detail and color. The 4 inch X 6 inch X 6 foot wood post must be set in concrete. Standard approved mail boxes will be centered on the 2 inch X 6" supports and secured to a 6 inch X 16 inch cedar bracket. It is recommended that the bottom 6 inches of the support post be protected by 26-gauge copper or aluminum flashing. Address numbers on the post must be black in color. No adhesive numbers are permitted. See Appendix Exhibit 7.16 for standard detail and color.

7.17 Outdoor Tool Storage, Woodpiles, etc.

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. Woodpiles shall be stacked and neatly maintained. Screening from the street and neighboring properties may be determined to be required by the Committee.

7.18 Porches, Exterior Stairs, Patios, Decks and Walkways

The design of outside living spaces shall be coordinated and integrated with the design of each home. Decks shall not unduly infringe on the privacy of neighboring homes. Decks should be sensitively sited and incorporate private screening or plantings to increase full and effective use. Decks shall be designed to minimize unsightly supporting structure. Landscaping should be incorporated to hide the space between a deck and the ground. Exterior stairs to upper level deck areas shall be integrated with the structure, and shall be unobtrusive and painted or stained to blend with the house trim or exterior color finish of the home.

Patios may be concrete, concrete stepping blocks, brick, concrete pavers, or stone. It is recommended that safety restraints (step hand rails, banisters, benches, planters, etc.) be incorporated on all decks and patios that are vertically located 24 inches or more above finish grade. Design and construction of all decks and patios shall comply with all local building codes. See Exhibit 7.18.

Decks shall be constructed of wood, redwood is highly recommended. Cedar and Pressure Treated wood are also suitable construction materials. Wolmanized pine, although not prohibited, is not recommended for use. Composite materials such as TREX or equivalent may also be utilized upon review and approval by the Committee. Safety restraints for steps and deck height must comply with all local building codes. Wood vertical supports for second story

wooden decks must be a minimum 6 inch X 6 inch post. Metal posts must be boxed with wood to a minimum of 6 inch X 6 inch thickness. Design and construction shall comply with all local building codes. See Exhibit 7.18.

Walkways must be approved by the Committee. Walkways may be constructed of exposed aggregate concrete, concrete, brick, flagstone, or wood decking if part of a deck. Loose flagstones laid on top of the ground in an ill-defined pattern are not acceptable. Design and construction must comply with all local building codes.

7.19 Pergolas, Arbors, and Other Shade Structures

Detailed plans (site plan, elevations, details, etc.) must be submitted for review prior to construction. Architecturally, all such structures shall be attractive in appearance, without an excess of ornamentation, and compatible with the style of the house. Construction materials may be wood, masonry, stone or other architecturally similar materials. Roofing, if any, shall match the house roof in style, material and color. The overall height, including ornaments if any, shall not exceed 12 feet. 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 square feet, 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 other shade structure is allowed per residence, and must be located in the rear or side yard. A gazebo or other shade structure must be located at least 5 feet from the side property line and 10 feet from the rear property line. Site compatibility and impact on neighboring properties will be major considerations of the Committee in the approval process.

7.20 Play Houses

Play houses must be made of masonry and/or wood. No metal structures are permitted. The play house shall be one level. The roof must match the house roof in style, material and color and be compatible with the house. A single sloping roof is not allowed. It shall be coated to retain its natural color or painted an earth tone to coordinate with the colors of the home. Upon completion, the structure may not exceed six feet in height from the ground to any point of the structure and may not exceed a maximum of eighty square feet. No utilities shall be supplied to the structure. The play house must be located at least 5 feet from the property lines. Any play house structure must have a minimum 10 feet clearance from any house, gazebo or detached storage structure. 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. See Exhibit 7.20. (Tree play houses are not allowed – see Section 7.35.)

7.21 Play Structures, Swing Sets

All play structures and swing sets shall be made of wood and 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 Committee. The Owner must submit color sample during the review process. Metal play structures are allowed on a conditional, case-by-case basis. "Tent" awnings on play structures must be specifically approved and will be carefully considered for appearances. All play structures must be located where they will have minimal visual impact on adjacent properties and streets and must be located at least 5 feet from the property lines. The maximum height allowed is 12 feet, and the overall structure shall not occupy more than eighty square feet. Any play structure must have a minimum 10 feet clearance from any house, gazebo or detached storage structure. Tree swings are not allowed in the front yard and must fall within the above guidelines. All play structures must be constructed per federal safety standards, and installed per manufacturer's instructions at the Owner's sole responsibility. See Exhibit 7.21.

7.22 Rain Barrels or Rain Water Harvesting Systems

Rain barrels or rain water harvesting systems and related system components (collectively, "Rain Barrels") may only be installed after receiving written approval from the Committee. Rain Barrels shall not be installed in any Common Area or property maintained by the Association.

Under no circumstances shall Rain Barrels be installed or located in or on any area within a lot that is in between the front of the property owner's home and an adjoining or adjacent street. Rain Barrels may be located in the side yard or back yard of an owner's property and must be located within two feet of the dwelling. Maximum size allowed for rain barrels is 60 gallons. No more than four Rain Barrels are allowed per residence.

In the event the installation of Rain Barrels in the side yard or back yard of an owner's property in compliance with the paragraph above is impossible due to the financial hardship to the owner, the Committee may impose limitations on size or impose shielding requirements with the objective of screening the Rain Barrels from public view to the greatest extent possible.

The Rain Barrel must be of an earth tone color that is consistent with the color scheme of the dwelling. Rain Barrels must be maintained in good condition; and those that become non-functioning or inoperable must be promptly removed by the Owner from the lot.

7.23 Satellite Dishes

A satellite dish with a diameter of less than 39.37" may be installed if the location is first submitted and approved by the Committee in writing, however, we prefer an 18" dish or smaller. Generally, the applicant needs to place the proposed dish in the least obtrusive location in the rear of the home.

Any other exterior radio, television or other aerial antenna, satellite dish, tower or other transmitting or receiving structure, or support thereof, shall be erected, installed, placed or maintained entirely within the enclosed portion of an individual building constituting part of a Residential Unit (as defined in the CC&R's) and therefore shall not be visible from the neighboring properties and streets, unless otherwise approved by the Committee in writing. The installation of a satellite dish or similar appurtenance must have a site plan approved by the Committee prior to installation.

7.24 Repainting of Exteriors

Repainting or re-staining of the house exterior to match the original colors need not be submitted for approval. However, any change in color must be submitted for approval. Such color changes apply not only to the house siding, but also to doors, shutters, trim, roofing and other appurtenant structures. All colors must conform to Section 6.2 Materials and Colors requirements.

7.25 Signage

No signs, advertisements, billboards or advertising structure of any kind shall be displayed to the public view on any portion of a Residential Unit lot or structure, or on any separately platted lot or other portion of the Properties, except (i) one sign of not more than four square feet advertising such Residential Unit (as defined in the CC&R's), lot or other portion of the property for sale or rent, or (ii) other sign which is first approved by the Committee.

Three types of temporary signs are allowed: temporary builder signs, temporary model home signs and real estate signs. No signage will be allowed in a street, off-site of the property, or mounted on buildings or trees.

Builder Sign: (Signs identifying the builder, lot number and sales status.) One builder sign may be placed on the lot at the time of optioning the lot before construction begins and it must be removed at occupancy. One subcontractor sign may be placed on the lot. All signs must be removed upon sale of the residence.

Real Estate Sign: 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 commonly encountered sign types are specifically addressed, to provide further guidance to HSOA members:

1. One home security provider sign (e.g. ADT, Brinks, etc.) may be permanently placed, as a crime deterrent, in a prominent location near the foundation of the residence.
2. One 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.
3. 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.
4. In conjunction with scheduled elections, a maximum of (1) political sign per candidate or ballot item can be placed in the front lawn during a period commencing ninety (90) days before and up to ten (10) days following the last day any member may go to a polling location and cast their vote in person for an election or other vote. A maximum of one 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.
5. Garage/yard sale signs are strongly discouraged. The HSOA conducts Association-wide garage sales twice per year, at which time members are asked to indicate their participation by placing balloons on their mailbox on the date of the sale. Members are encouraged, as a courtesy to their neighbors, to limit their garage/yard sales to these events.
6. 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).
7. All Signage, other than the above, or any variances to the above signage, must be specifically approved, in advance by written submittal to the Committee.

In addition, members are advised that all signage specified above must be of an attractive nature, without lights or other non-standard decorative components and be properly maintained. All such signs must be self-supporting or ground mounted, and not attached to any pole, fence, tree or structure. No signs are permitted that would be a safety hazard, or in any way be of an offensive nature.

Political signs, as allowed by Section 259.002 of the Texas Election Code, may be no larger than four (4) feet by six (6) feet – (size restrictions for all other signs remain unchanged). All other restrictions contained in Section 259.002 of the Texas Election Code pertaining to the display of political signs are incorporated herein by reference for all purposes as if set forth verbatim. For purposes of clarity, all political signage must be removed not later than ten (10) days following the last day any member may go to a polling location and cast their vote in person for an election or other vote.

In addition to the HSOA restrictions, members are also required to comply with any relevant City of Highland Village ordinances.

7.26 Solar Panels

Solar energy devised, including any related equipment or system components (collectively, “Solar Panels”), may only be installed after receiving the written approval of the Committee. Solar Panels may not be installed upon or within common area or any area which is maintained by HSOA.

Solar Panels may only be installed on designated locations on the roof of a home, on any structure allowed under any HSOA dedicatory instrument, or within any fenced rear yard or fenced-in patio of the Owner’s property.

If located on the roof of a home, Solar Panels shall not be located on the roof facing the street unless the Owner demonstrates that the location proposed by the Owner increases the estimated annual energy production of the Solar Panels, as determined by using a publicly available modeling tool provided by the National Renewable Energy Laboratory, by more than 10 percent above the energy production of the Solar Panels if located in an area on the roof requested by HSOA.

1. If located on the roof of a home, Solar Panels shall:
 - a. not extend higher than or beyond the roofline;
 - b. conform to the slope of the roof;
 - c. have a top edge that is parallel to the roofline; and
 - d. have a frame, support bracket, or visible piping or wiring that is in a silver, bronze, or black tone commonly available in the marketplace and the panels blend with the color of the roof to the greatest extent possible.
2. If located in the fenced rear-yard or patio, solar-panels shall not be taller than the fence line.
3. The Committee may deny a request for the installation of Solar Panels if it determines, in writing, that the placement of the Solar Panels, as proposed by the property owner, constitutes a condition that substantially interferes with the use and enjoyment of land by causing unreasonable discomfort or annoyance to persons of ordinary sensibilities. The Owner may obtain the written approval of the proposed placement of the Solar Panels by all property owners of adjoining property. In this case, the Committee shall approve the installation should it meet all other requirements contained herein unless it determines that the placement substantially interferes with the use and enjoyment of land of persons other than adjoining landowners by causing unreasonable discomfort or annoyance to persons of ordinary sensibilities.
4. Any installation of Solar Panels which voids material warranties is not permitted and will be cause for the solar panels to be removed by the Owner.
5. Solar Panels must be properly maintained at all times or removed by the Owner.
6. Solar Panels which become non-functioning or inoperable must be removed by the Owner of the property.

7. Solar Panels are prohibited if a Court determines that the installation thereof violates any law or threatens the public health or safety.

7.27 Spas (Exterior)

Exterior spas must be screened from adjacent properties and streets. All pumps, 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 privacy fence or evergreen landscape screening. Spas must be located at least 5 feet from the side property line and 10 feet from the rear property line. See Exhibit 7.27.

7.28 Standby Electric Generators

Standby Electric Generators must be installed, operated and maintained in accordance with the following guidelines:

An Owner may not own, install, operate, or maintain a permanently installed standby electric generator, as such a generator is defined by Texas Property Code 202.019(a) (a Generator) unless the Owner complies with the standards and requirements contained in Section 2.1 and the following provisions of this Section 7.28 of these Design Guidelines.

1. Prior to installation of a Generator, an Owner must submit plans and specifications showing the proposed location of the Generator on the site plan, as well as any proposed plans and specifications for screening. An application to install a Generator will be submitted and reviewed in the same manner and following the same process as noted in Section 1.5 of these Design Guidelines. Installation of a Generator cannot begin until approval has been received from the Committee.
2. Any Generator installed by an Owner must be installed and maintained in compliance with the manufacturer's specifications and all applicable governmental health, safety, electrical, and building codes.
3. Any and all electrical, plumbing, and fuel-line connections for a Generator must be installed by a licensed contractor only.
4. Any and all electrical connections for a Generator must be installed in accordance with all applicable governmental health, safety, electrical, and building codes.
5. Any and all natural gas, diesel fuel, biodiesel fuel, or hydrogen fuel line connectors for a Generator must be installed in accordance with all applicable governmental health, safety, electrical, and building codes.
6. Any and all liquefied petroleum gas fuel line connections must be installed in accordance with the rules and regulations promulgated and adopted by the Railroad Commission of Texas and all applicable governmental health, safety, electrical, and building codes.
7. Non-integral Generator fuel tanks must be installed to comply with all applicable municipal zoning ordinances and all applicable governmental health, safety, electrical, and building codes.
8. The Generator, its electrical lines, and its fuel lines must be maintained in good condition. If any component of a Generator, including its electrical or fuel lines, becomes deteriorated or unsafe, that component must promptly be repaired or replaced. Failure to promptly repair or replace the required component will be grounds for the HSOA to require removal of the Generator by the Owner. Any such component must be repaired or replaced in accordance with the manufacturer's specifications or any applicable governmental health, safety,

- electrical, and building codes as outline above. The Owner must routinely and periodically test the Generator in a manner consistent with the manufacturer's recommendations. Repair must be performed by a licensed contractor only.
9. A Generator may not be located in the front yard of a Residential Unit (as defined in the CC&R's) and cannot be visible from any area accessible by the general public. A Generator must be located at least 5 feet from the side property line and 10 feet from the rear property line. An Owner is prohibited from locating a Generator on any property that is owned by the Association, is a Common Area, or is an Area of Common Responsibility. A Generator must be screened from view of the street and neighboring properties or from any adjoining Common Area or Area of Common Responsibility.
 10. An Owner is prohibited from using a Generator to generate all, or substantially all, of the electrical power for a Residential Unit, except when utility-generated electrical power to the Residential Unit is not available or is intermittent due to causes other than non-payment for utility services to the Residential Unit.
 11. Neither the Committee nor HSOA is responsible for ensuring that an approved submission complies with any applicable governmental health, safety, electrical, and building codes.

7.29 Storage Structures

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. (See also section 6.2) 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 (including no power provided by a Generator as described in Section 7.28). 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 higher than six feet, with a maximum square footage of eighty square feet. The roof shall match the house roof in material, style and color. Alternative roofing material may be considered on a case by case basis. Evergreen plant screen is required if the Owner's privacy fence is not in place. Only one storage structure is allowed per residential lot. In any event, a storage structure shall be located where it will be visually unobtrusive and set back at least five feet from the side yard and back yard property lines. A site plan will be required and must be approved by the Committee. Prefabricated, manufactured or ready to be assembled metal, plastic or wooden buildings will not be approved. Any detached storage structure must have a minimum ten foot clearance from any house, playhouse or gazebo. See Exhibit 7.29.

7.29A

Storm Shelters (Adopted 8-12-16) - Storm shelters may only be located within the interior of an Owner's residence or below ground as described in more detail in this Section 7.29A. No storm shelter shall be located on any property or common area owned or maintained by the HSOA.

1. Storm shelters installed within the interior of the home or garage do not require application for approval, unless any modification to the fenestration or exterior of the home or garage is involved, in which case advance written approval by the Committee is required. However, the homeowner should obtain any City permits which may be required and have underground gas and utility lines marked prior to any digging.
2. In ground storm shelters must be located in the rear yard and may not be located in the front of the Owner's home or outside the Owner's fence.

3. Any storm shelter must be located at least 5 feet from the side property line and 10 feet from the rear property line. Consideration must be given to the contours of the lot if the storm shelter is to be located below ground. In ground storm shelters must not be located below the 537 elevation line.
4. Only one storm shelter is allowed per residence and must be located a minimum of 10 feet from any other structures in the yard.
5. Only commercial and professional grade (designed, built and installed) storm shelters in compliance with FEMA guidelines are permitted.
6. Any exposed portion of a storm shelter must be of a color consistent with the color scheme of the property owner's home or be a suitable neutral color, either color subject to the advance approval of the Committee.
7. Storm shelter markings shall not be altered from the original manufacturer's labeling and must be located so that the markings are unobtrusive to neighboring properties.
8. Storm shelter entrance mounds are permitted but must be screened with specifically approved landscaping. Only entrance door(s) and ventilator turbine(s) are to be visible above ground behind such screening.
9. Storm shelters must be properly maintained and must not create unsanitary conditions, odors, or be a nuisance to any neighboring properties. Any required remedial response must be immediately undertaken by the Owner.
10. The drainage of the lot on which the storm shelter is installed shall not be altered to affect any neighboring properties.

In addition to any other items noted in the Approval Application materials to be submitted, an Owner must provide the following:

1. A site plan showing the proposed location of the improvement and distances from any property lines, recorded easements, neighboring properties and common areas.
2. The manufacturer's brochure detailing the product to be installed and containing photos of the product.
3. The color or colors of the storm shelter.
4. The size and dimensions of storm shelter.
5. Landscaping that is to be completed in order to comply with the screening requirements of this section, including any hardscape features, plant types, sizes and their locations.

7.30 Sun Control Devices

Sun control devices must be compatible with the character of the house, in terms of color, style and materials. Awnings shall be of a straightforward design without decorative embellishment such as scallops, fringes and contrasting colored stitching. See Section 7.3 for additional requirements.

7.31 Swimming Pools (Revised in its entirety 08-20-21)

Swimming Pools are restricted to the following types of construction: gunite, poured concrete, fiberglass shell and hybrid fiberglass. No above-ground pools will be allowed. Pools, pool decking, fencing, related equipment and structures should be designed to integrate with the natural topography of the site and be located to provide minimal visual impact to surrounding properties and streets. Backwash, if required, must be directed to the street. Location must comply with minimum setback requirements in Section 5.1.1 Site Planning; 3) Building Setbacks.

A safety enclosure surrounding a water feature, including a swimming pool or a spa, may be installed on an Owner's lot as a safety measure to prevent accidental drownings of children. The enclosure is limited to a maximum of 6' in height with materials consisting of black metal frames, transparent mesh or clear panels, or black wrought iron per 7.9 Fencing and Screening, which must conform with applicable state or local safety requirements. The swimming pool enclosure may not include, as part of the design, any aspect or feature which would allow a child to climb on, up or over the fence. Prior to installation of any child proof fence around the pool, owners must submit plans and specifications including dimensions, colors, materials, and proposed location on the owner's lot. Plans must be submitted to the Association's architectural review body, and owners must receive prior written approval prior to installation of any security measures. The owner is solely responsible, to the exclusion of the Association, to ensure that all aspects of the swimming pool enclosure function properly to effectuate its intended purpose as a safety measure to prevent accidental drownings of children.

Plans and specifications, including a plot plan and any related equipment, fencing and pool decking must be submitted to the Committee for review. Construction thereon may not be commenced until approved by the Committee in writing. The Committee shall not be obligated to review any such requests for approval unless and until it has received from the owner of the Residential Unit (as defined in the CC&R's) upon which the pool is to be constructed, a security deposit in the amount of \$1,000.00 (\$2,000.00 if construction requires access through an Association common area). Upon completion of all construction related to the pool and installation of equipment, the owner or its contractor shall place a request with the Association's on-site office for an inspection.

In the event construction of the pool and installation of all related equipment, fencing and pool decking strictly complies with the submitted plans and specifications approved by the Committee and there has been no damage to the Association's common area, the Association shall issue a refund of the deposit to the Owner. In the event damage has been sustained to the Association's common area during the construction of the pool, the deposit shall be applied to pay for the repairs. After the damage to the common area has been repaired and the costs thereof deducted from the deposit, the balance, if any will be refunded to the Owner. Should the deposit be insufficient to cover the costs of repairs to the common area, the Owner shall be obligated to reimburse the Association the cost of repair upon being presented with an itemized statement from the Association. See Section 6.6 and Exhibit 6.6/7.31.

7.32 Tennis Courts/Sport Courts

Tennis Courts/Sport Courts will be permitted only where they will fit naturally into the topography of the proposed lot and located to provide minimal visual impact on surrounding properties and within the setback lines. Chain link fencing for courts must have a black or dark green vinyl coating. No separately platted lot boundary fences shall be of wire or chain link construction, nor shall any fence or wire or chain link construction be visible from the neighboring streets. Lighting for tennis courts will not be allowed. Location of tennis/sports courts must be reviewed by the Committee on a case-by-case basis.

7.33 Trampolines

Trampolines are allowed if not visible from any adjacent street to the front of the residential dwelling. They must be located in the rear area of the lot and at least 15 feet 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 the trampoline with the privacy of the owners of any adjacent lot.

7.34 Trash Collection Containers

Trash Collection Containers shall be completely screened and located as inconspicuously as possible, away from public streets and public view. If the trash container is free standing, it shall be integrated into the site design as a part of other site elements (garages, pergolas, etc.) and shall not appear as an isolated element. Chain link fencing may not be used to enclose trash containers.

7.35 Tree Houses

Tree houses are prohibited.

7.36 Vegetable Gardens

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 shrubbery. Vegetable plants may not exceed six (6) feet in height. During non-productive months (off-season) the area must be neatly maintained.

These Design Guidelines and Review Procedures for Residential New Construction and Modifications for Highland Shores Owners Association, Inc., adopted the 23rd day of October 2015 by the following:

NEW CONSTRUCTION COMMITTEE

By: /s/ *Mike Moreland*
Mike Moreland, Chairman

MODIFICATION COMMITTEE

By: /s/ *Barry Warner*
Barry Warner, Chairman

Revised and adopted the 12th day of August 2016 by the following:

NEW CONSTRUCTION COMMITTEE

By: /s/ *Mike Moreland*
Mike Moreland, Chairman

MODIFICATION COMMITTEE

By: /s/ *Lon Baugh*
Lon Baugh, Chairman

Revised and adopted the 24th day of February 2017 by the following:

NEW CONSTRUCTION COMMITTEE

By: /s/ *Stan Lemko*
Stan Lemko, Chairman

MODIFICATION COMMITTEE

By: /s/ *Lon Baugh*
Lon Baugh, Chairman

Revised and adopted the 28th day of July 2017 by the following:

NEW CONSTRUCTION COMMITTEE

By: /s/ *Mike Moreland*
Mike Moreland, Chairman

MODIFICATION COMMITTEE

By: /s/ *Lon Baugh*
Lon Baugh, Chairman

Revised and adopted the 28th day of July 2017 by the following:

NEW CONSTRUCTION COMMITTEE

MODIFICATION COMMITTEE

By: /s/ Mike Moreland
Mike Moreland, Chairman

By: /s/ Lon Baugh
Lon Baugh, Chairman

Revised and adopted the 18th day of May 2018 by the following:

NEW CONSTRUCTION COMMITTEE

MODIFICATION COMMITTEE

By: /s/ Mike Moreland
Mike Moreland, Chairman

By: /s/ Mike Frazier
Mike Frazier, Chairman

Revised and adopted the 19th day of April 2019 by the following:

NEW CONSTRUCTION COMMITTEE

MODIFICATION COMMITTEE

By: /s/ Patricia Trapnell
Patricia Trapnell, Chairman

By: /s/ Jerry Wircenski
Jerry Wircenski, Chairman

Revised and adopted the 11th day of December 2020 by the following:

NEW CONSTRUCTION COMMITTEE

MODIFICATION COMMITTEE

By: /s/ Patricia Trapnell
Patricia Trapnell, Chairman

By: /s/ Jerry Wircenski
Jerry Wircenski, Chairman

Revised and adopted the 20th day of August 2021 by the following:

NEW CONSTRUCTION COMMITTEE

MODIFICATION COMMITTEE

By: /s/ Patricia Trapnell
Patricia Trapnell, Vice Chairman

By: /s/ Gary Inman
Gary Inman, Chairman

**DESIGN GUIDELINES AND REVIEW PROCEDURES
FOR NEW CONSTRUCTION AND MODIFICATION
FOR HIGHLAND SHORES**

APPENDIX A – RECOMMENDED PLANT LIST

Highland Shores Recommended Plant List

Large and Shade Trees

Mature Size: Larger than 20' Height x 20' Width

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Autumn Blaze Maple	<i>Acer x freemanii</i> 'Jeffersred'			2.5" CAL., B&B/Container
Bald Cypress	<i>Taxodium distichum</i>	x		2.5" CAL., B&B/Container
Bur Oak	<i>Quercus macrocarpa</i>	x	x	2.5" CAL., B&B/Container
Cedar Elm	<i>Ulmus crassifolia</i>	x	x	2.5" CAL., B&B/Container
Chinese Pistache	<i>Pistache chinensis</i>			2.5" CAL., B&B/Container
Chinquapin Oak	<i>Quercus muhlenbergii</i>		x	2.5" CAL., B&B/Container
Green Ash	<i>Fraxinus pennsylvanica</i>			2.5" CAL., B&B/Container
Lacebark Elm	<i>Quercus parviflora</i>			2.5" CAL., B&B/Container
Live Oak	<i>Quercus virginiana</i>	x	x	2.5" CAL., B&B/Container
Monterey Oak	<i>Quercus polymorpha</i>	x		2.5" CAL., B&B/Container
Pecan	<i>Carya illinoensis</i>			2.5" CAL., B&B/Container
Pond Cypress	<i>Taxodium ascendens</i>			2.5" CAL., B&B/Container
Sawtooth Oak	<i>Quercus acutissima</i>			2.5" CAL., B&B/Container
Shantung Maple	<i>Acer truncatum</i> 'Shantung'			2.5" CAL., B&B/Container
Shumard Oak	<i>Quercus shumardii</i>	x	x	2.5" CAL., B&B/Container
Southern Magnolia	<i>Magnolia grandiflora</i>			2.5" CAL., B&B/Container
Sweetgum	<i>Liquidambar styraciflua</i>			2.5" CAL., B&B/Container
Texas Ash	<i>Fraxinus texensis</i>	x	x	2.5" CAL., B&B/Container
Texas Red Oak	<i>Quercus texana</i>	x	x	2.5" CAL., B&B/Container
White Oak	<i>Quercus alba</i>	x		2.5" CAL., B&B/Container

The following types of trees are found within native/natural buffer zones within Highland Shores but are not recommended for planting:

Bois d'Arc, Chittamwood, Cottonwood, Fruitless Mulberry, Hackberry, Thornless Honeylocust, Japanese persimmon, Mulberry, Red Mulberry, and Weeping Willow.

Evergreen Trees

Mature Size: Larger than 20' Height x 20' Width

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Afghan Pine	<i>Pinus eldarica</i>			6' HT.
Austrian Pine	<i>Pinus nigra</i>			8' HT.
Eastern Red Cedar	<i>Juniperus virginiana</i>	x	x	5' HT.
Japanese Black Pine	<i>Pinus thunbergii</i>			6' HT.
Leyland Cypress	<i>Cupressocyparis leylandii</i>			5' HT.

Ornamental and Small Trees

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
American Smoke Tree	<i>Continus obovatus</i>			7' HT.
Bigelow Oak	<i>Quercus sinuata breviloba</i>			6' HT.
Blackhaw	<i>Viburnum rufidulum</i>	x		4' HT.
Carolina Buckthorn	<i>Rhamnus caroliniana</i>		x	4' HT.
Crapemyrtle (Whitcomb Varieties)	<i>Lagerstroemia indica</i>	x		6' HT.
Common Redbud	<i>Cercis canadensis</i>			6' HT.
Creek Plum	<i>Prunus rivularis</i>			4' HT.
Eve's Necklace	<i>Sophora affinis</i>		x	6' HT.
Japanese Maples	<i>Acer palmatum</i> spp.			4' HT.
Lacey Oak	<i>Quercus glaucoides</i>	x	x	6' HT.
Little Gem Magnolia	<i>Magnolia grandiflora</i> 'Little Gem'			6' HT.
Mexican Buckeye	<i>Ungnadia speciosa</i>	x	x	4' HT.
Mexican Redbud	<i>Cercis canadensis</i> 'Mexicana'	x	x	6' HT.
Mexican Plum	<i>Prunus mexicana</i>	x	x	4' HT.
Nellie R. Stevens Holly	<i>Ilex</i> x 'Nellie R Stevens'			6' HT.

Ornamental and Small Trees (cont.)

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Oakleaf Holly	Ilex x 'Magland'			6' HT.
Oklahoma Redbud	Cercis canadensis 'Oklahoma'	x		6' HT.
Possumhaw	Ilex decidua	x		6' HT.
Prairie Flame Sumac	Rhus lacelolata	x	x	4' HT.
Red Robin Holly	Ilex 'Conin'			6' HT.
Roughleaf Dogwood	Cornus drummondii			4' HT.
Savannah Holly	Ilex x attenuata 'Savannah'			6' HT.
Seedless Desert Willow	Chilopsis linearis Art's Seedless	x	x	4' HT.
Shoal Creek Vitex	Vitex agnus - castus 'Shoal Creek'	x		6' HT.
Thornless Mesquite	Prosopis glandulosa Maverick	x	x	4' HT.
Texas Redbud	Cercis canadensis 'Texensis'	x	x	6' HT.
Texas Persimmon	Diospyros texana	x	x	6' HT.
Wax Myrtle (Tree Form)	Myrica cerifera	x		6' HT.
Yaupon Holly (Tree Form)	Ilex vomitoria	x		6' HT.

Shrubs (All Sizes)

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Abelia grandiflora (All varieties)	Abelia grandiflora			3 GAL.
Agarito	Mahonia trifolioata		x	3 GAL.
Agave americana	Century Plant	x		3 GAL.
Agave havardiana	Havard Agave	x		3 GAL.
American Beautyberry	Callicarpa americana	x		3 GAL.
Barberry	Berberis thunbergii	x		3 GAL.

Shrubs (cont.)

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Bayberry	<i>Myrica pensylvanica</i>			3 GAL.
Bird of Paradise	<i>Caesalpinia gilliesii</i>	x	x	3 GAL.
Boxwood (All varieties)	<i>Buxus</i> spp.			3 GAL.
Bridal Wreath Spiraea	<i>Spiraea cantoniensis</i>			3 GAL.
Burford Holly	<i>Ilex cornuta</i> 'Burfordii'			3 GAL.
Carissa Holly	<i>Ilex cornuta</i> 'Carissa'			3 GAL.
Cleyera	<i>Ternstroemia indica</i>			3 GAL.
Dwarf Wax Myrtle	<i>Myrica pumila</i>	x	x	3 GAL.
Elaeagnus	<i>Elaeagnus</i> x <i>ebbingei</i>			3 GAL.
Flowering Quince	<i>Chaenomeles japonica</i>	x		3 GAL.
Fig	<i>Ficus carica</i>			3 GAL.
Forsythia	<i>Forsythia</i> x <i>intermedia</i>			3 GAL.
Flame Acanthus	<i>Anisacanthus wrightii</i>	x	x	3 GAL.
Fragrant Sumac	<i>Rhus aromatica</i>		x	3 GAL.
Fringe Flower	<i>Loropetalum chinense</i>			3 GAL.
Gardenia	<i>Gardenia</i> spp.			3 GAL.
Grayleaf Cotoneaster	<i>Cotoneaster glaucophyllus</i>			3 GAL.
Halberd Leaf Hibiscus	<i>Hibiscus militaris</i>	x		3 GAL.
Holly (All varieties)	<i>Ilex vomitoria</i>			3 GAL.
Holly (All varieties)	<i>Ilex crenata</i>			3 GAL.
Holly (All varieties)	<i>Ilex cornuta</i>			3 GAL.
Indian Hawthorne (All varieties)	<i>Raphiolepis indica</i>			3 GAL.
Juniper (All varieties)	<i>Juniper</i> spp.	x		3 GAL.
Leucophyllum (All varieties)	Texas Sage	x		3 GAL.

Shrubs (cont.)

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Nandiana (All varieties)	Nandina domestica			3 GAL.
Red Yucca	Hesperaloe parviflora	x	x	3 GAL.
Shrub Rose	Rosa spp.	x		3 GAL.
Sago Palm	Cycas revoluta			3 GAL.
Smooth Sumac	Rhus glabra		x	3 GAL. container
Softleaf Yucca	Yucca recurvifolia	x		3 GAL. container
Texas Barberry	Mahonia swaseyi	x	x	3 GAL. container
Texas Sage	Leucophyllum frutescens		x	3 GAL. container
Pittosporum	Pittosporum tobira			3 GAL. container
Upright Rosemary	Rosmarinus officinalis 'Tuscan Blue'	x		3 GAL. container
Yew	Cephalotaxus harringtonia			3 GAL. container

Perennials

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Artemisia	Artemisia arborescens			3 GAL.
Autumn Fern	Dryopteris erthrosora			1 GAL.
Blanket Flower	Gaillardia grandiflora			3 GAL.
Beebalm	Monarda didyma			3 GAL.
Bi-Color Iris	Moraea iridioides			3 GAL.
Big Red Sage	Salvia penstemonoides	x	x	3 GAL.
Blackfoot Daisy	Melampodium leucanthum	x	x	3 GAL.
Butterfly Bush	Buddleia davidii			3 GAL.
Calylophus	Calylophus spp.	x	x	3 GAL.

Perennials (cont.)

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Canna Lilies	<i>Canna x generalis</i>			3 GAL.
Columbine	<i>Aquilegia chrysantha</i>	x		3 GAL.
Coneflower	<i>Echinacea purpurea</i>			3 GAL.
Coral Bells	<i>Heuchera spp.</i>			3 GAL.
Coreopsis	<i>Coreopsis spp.</i>	x	x	3 GAL.
Daylilies (All varieties & colors)	<i>Hemerocallis spp</i>			3 GAL.
Dianthus	<i>Dianthus spp.</i>			1 GAL.
Englemann Daisy	<i>Engelmannia pinnatifida</i>	x	x	3 GAL.
Englemann Sage	<i>Salvia engelmannii</i>	x	x	3 GAL.
Fall Obedient Plant	<i>Physostegia virginiana</i>			3 GAL.
Four Nerve Daisy	<i>Hymenoxys scaposa</i>	x	x	1 GAL.
Gaura	<i>Gaura lindheimeri</i>			3 GAL.
Gayfeather	<i>Liatris spicata</i>	x	x	3 GAL.
Giant Liriope	<i>Liriope muscari 'Gigantica'</i>			3 GAL.
Holly Fern	<i>Cyrtomium falcatum</i>			3 GAL.
Hosta	<i>Hosta spp.</i>			1 GAL.
Hydrangea	<i>Hydrangea macrophylla 'Bailmer'</i>			3 GAL.
Iris	<i>Iris lousiana</i>			3 GAL.
Japanese Aralia	<i>Fatsia japonica</i>			3 GAL.
Japanese Painted Fern	<i>Athyrium niponicum</i>			3 GAL.
Lantana	<i>Lantana horrida</i>	x	x	3 GAL.
Lantana	<i>Lantana camara</i>			3 GAL.
Lavender	<i>Lavandula spp.</i>			3 GAL.
Lily of the Nile	<i>Agapanthus spp.</i>			3 GAL.

Perennials (cont.)

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Lobelia	Lobelia x speciosa			3 GAL.
Gulf Coast Penstemon	Penstemon tenuis	x		3 GAL.
Prairie Verbena	Verbena bipannatifida	x	x	3 GAL.
Red Sage	Salvia greggii	x	x	3 GAL.
Rock Rose	Pavonia lasiopetala	x	x	1 GAL.
Scartlet Sage	Salvia coccinea	x		3 GAL.
Shasta Daisy	Leucanthemum superbum			3 GAL.
Turk's Cap	Malvaviscus drommondii	x	x	3 GAL.

Groundcovers and Vines

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Ajuga	Ajuga spp.			1 GAL.
Ardisia	Green Ardisia			1 GAL.
Carolina Jessamine	Gelsemium sempervirens			3 GAL.
Cedar Sage	Salvia roemeriana	x		1 GAL.
Clematis	Clematis spp.			3 GAL.
Crossvine	Bignonia capreolata	x		3 GAL.
Frogfruit	Phyla nodiflora	x	x	1 GAL.
Giant Liriope	Liriope gigantea			1 GAL.
Golden Groundsel	Senecio obovatus		x	1 GAL.
Greenmound Juniper	Juniperus procumbens			1 GAL.
Honeysuckle	Lonicera x heckrotti			1 GAL.
Inland Sea Oats	Chasmanthium latifolium	x		1 GAL.

Groundcovers and Vines (cont.)

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Ivy	Hedera helix			1 GAL.
Mondo grass	Ophiopogon japonicus			1 GAL.
Pachysandra	Pachysandra terminalis			1 GAL.
Passion Vine	Passiflora spp.	x		3 GAL.
Pigeon Berry	Rivina humilis	x		1 GAL.
Sedge	Carex spp.			1 GAL.
Variegated Liriope	Liriope muscari			1 GAL.
Wood Fern	Thelypteris kunthii			1 GAL.

Perennial Grasses

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Bear Grass	Nolina texana			3 GAL.
Big Bluestem	Andropogon gerardii	x	x	3 GAL.
Gulf Muhly Grass	Muhlenbergia capillaris	x		3 GAL.
Indian Grass	Sorghastrum nutans	x	x	3 GAL.
Inland Sea Oats	Chasmanthium latifolium	x		1 GAL.
Lindheimers Muhly Grass	Muhlenbergia lindheimeri	x	x	3 GAL.
Little Bluestem Grass	Schizachyrium scoparium	x	x	1 GAL.
Fountain Grass	Pennisetum spp.	x		3 GAL.
Maiden Grass	Miscanthus sinensis	x		3 GAL.
Mexican Feather Grass	Nassella tenuissima	x	x	1 GAL.
Seep Muhly	Muhlenbergia reverchonii	x	x	3 GAL.
Sideoats Gramma	Bouteloua curtipendula	x	x	3 GAL.
Splitbeard Bluestem	Andropogon ternarius		x	3 GAL.

Turf Grasses

Common Name	Botanical Name	Highly Recommended	Drought Tolerant	Minimum Size/Condition
Annual Ryegrass (temporary grass)	Lolium temulentum			hydromulch or seeding
Common Bermuda Grass	Andropogon geradi			hydromulch or solid sod
Hybrid Bermuda Grass	Cynodon dactylon - see varieties below			
	Celebration', 'Tifgreen 328', 'U-3'	x	x	solid sod
	'TifSport', 'Midiron', 'TexTurf 10', 'Tifgrand', Tifway 419'			solid sod
Tall Fescue Grass	Festuca spp. - variety blend Rebel, Olympic, Falcon, Adventure			hydromulch or solid sod
St Augustine Grass	Stenotaphrum secundatum 'Raliegh'			solid sod
	Stenotaphrum secundatum 'Palmetto'	x		solid sod
Zoysia Grass	Zoysia japonica - see varieties below			
	'Emerald', 'Palisades'		x	solid sod
	'Cavalier', 'Zorro'	x	x	solid sod

Use of Listed Plant Material: All plants have a sun, shade, or partial shade tolerance, as well as other horticultural needs to be successful. Consult your landscape professional or nurseryman when selecting plants from this list, and how they can be used appropriately in a site-specific application.

Note: Resource for drought tolerant designation for specific plants types obtained from *Native Plant Society of Texas* website at: <http://npsot.org/wp/resources/links> research taken on August 23, 2013, Publication title "Recommended List of Native Plants for Landscape Use in Landscape Use in North Central Texas" and Bluestem Nursery website at <http://www.bluestemnursery.com/AboutOurPlants/Fullsunnativegrassesbestwithoutirrigation.aspx> research information taken on August 23, 2013

SUBMITTAL REQUIREMENTS

***** SUBMITTAL MUST BE IN THE OFFICE BY 3:00 P.M.
ON THE WEDNESDAY PRIOR TO THE MEETING DATE *****

All modifications **must** be accompanied by a **SITE PLAN**. Plans **must** be detailed and show north arrow, lot & block numbers. Sections and construction details must be submitted.

SITE PLAN including but not limited to the following:

1. All existing conditions - lake, house, utilities, easements, etc.
2. All property lines with bearings and dimensions.
3. All proposed construction with layout/staking dimensions.

Depending on Modification the following may apply -

SITE LIGHTING including but not limited to the following:

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

LANDSCAPING including but not limited to the following:

1. Detailed planting plan showing plant type, location, quantity and size of container.
2. Plant schedule/list per design guidelines.

GENERAL CONSTRUCTION including but not limited to the following:

1. Section - through house and site indicating terraces, play equipment, structures, etc.
2. Elevations - all proposed structures; decks, gazebos, additions.
3. Details - all construction details needed to explain and build proposed decks, terraces, retaining walls, gazebos, arbors, etc.
4. Equipment List - as proposed for the pool by the contractor including pumps, skimmers, filters, etc.

PRODUCT INFORMATION

If available, samples and/or catalog information (pictures and style numbers) must be submitted to describe improvement.

COLOR AND MATERIAL SCHEDULES

Sample of all finishes for proposed construction should be provided.

Any general information not listed here that may be helpful to the committee can be attached to the modification form.

APPLICATION FOR IMPROVEMENT – MODIFICATION

_____ Date

Owner: _____ Phone: _____

Address: _____ Email (optional): _____

Contractor: _____ Phone: _____

Address: _____ Starting Date: _____ Completion Date: _____

Specify/circle improvement below: (space available to provide full description)

- | | |
|---|--|
| <input type="checkbox"/> Shade Structure (free-standing only) | <input type="checkbox"/> Storage Building |
| <input type="checkbox"/> Fence/Wall (provide ht. & material) | <input type="checkbox"/> Deck/Paving/Walk |
| <input type="checkbox"/> Exterior Paint/Color/Stain | <input type="checkbox"/> Sports/Play Equipment/Play House/Trampoline |
| <input type="checkbox"/> Outdoor Kitchen/Fireplace | <input type="checkbox"/> Landscaping Accessories (fountain, statues, yard art, etc.) |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Exterior Lighting |
| <input type="checkbox"/> Animal/Bird House | <input type="checkbox"/> Other: _____ |

DESCRIPTION: _____

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 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.

**** APPROVALS ARE VALID FOR 90 DAYS ****

1. Permanent structures must not be located within any easement or right-of-way.
2. The applicant is responsible for the structural integrity of all construction.
3. 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.

***** FOR OFFICE USE ONLY *****

DATE OF REVIEW: _____

Approved Disapproved Approved as noted: _____

SIGNATURES: Y/N _____	Y/N _____
Y/N _____	Y/N _____
Y/N _____	Y/N _____

Acct. no.: _____

Submittal _____ of _____

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 HIGHLAND SHORES OWNERS ASSOCIATION, INC., HIGHLAND SHORES, INC., MODIFICATION COMMITTEE, NEW CONSTRUCTION COMMITTEE AND ANY EMPLOYEE OR MEMBER THEREOF, SHALL NOT BE LIABLE IN 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

LIGHTING REQUIREMENTS

1. A copy of the property survey is included with the proposed location of lighting fixtures clearly drawn thereon. The direction of illumination is clearly indicated and will not be objectionable when viewed from outside the property.
2. A brochure/photograph of the proposed lighting fixture is included. Lamp type: _____

FENCE REQUIREMENTS

1. Please indicate the description and the dimension of the materials that are used in the fence construction (include finish/stain.).
2. Provide a drawing of the fence elevation.
3. Provide a copy of the Surveyor's Plat indicating the proposed fence location.
4. Please attach a copy of the style to be used from the Highland Shores Owners Association Guidelines.

NOTE:

- a. The unfinished side of the fence shall not be exposed to any street, vegetation reserve, open space reserve or neighboring lot.
- b. Contractor's signs are not to be attached to fence.
- c. Fences are to be left natural or stained earth-tone.
- d. It is the responsibility of the owner to contact utility companies for flagging of underground lines and to proceed with caution.
- e. The "good" side or pickets are to be applied on the exterior of the fence structure. Vertical and horizontal support structures shall not be exposed on the exterior side of the fence.

**HIGHLAND SHORES OWNERS ASSOCIATION, INC.
NEW CONSTRUCTION COMMITTEE**

Application for Review

Date: _____

Note: Applicant must submit two (2) copies of this completed form with two (2) copies of all other information being requested for review. One (1) set will be kept by the Committee and the other set will be returned for builder reference. *The homeowner/builder copy of the plans must be picked up at the office as no verbal approvals/disapprovals are given.*

Approvals are valid for 90 days

Homeowner: _____ Phone: _____

Address: _____ Email (optional): _____

Builder/Contractor: _____ Phone: _____

Please check appropriate items below:

Preliminary Review Initial submittal Re-submittal Final Conformance Review

Applicant request approval of:

Building Elevations (submit floor plan & roof plan for reference only) Landscape Plan
 Site Plan (Tree survey & drainage plan required for new home) Attached Shade Structure
 Swimming Pool Plan/Spa Window(s)/Door(s)
 Other/Notes: _____

Building Design (this section applies to new homes only):

Stories: 1 2 3 Split level

Garage: Side Entry Front Entry Rear Entry 2 Car 3 Car Other Detached

Type of Lot: Lakefront Corner Standard

Does this lot have a greenbelt/corp. property frontage? Yes No If yes: Right Left Rear

Have these building elevations been used on nearby houses? Yes No Similar Where? _____

Building Size A/C: _____ (S.F.) Building Height: _____ (Ft.) From Finish Floor to Main Ridge: _____ (Ft.)

Retaining Wall(s): Yes No Maximum Height: _____ Material: _____

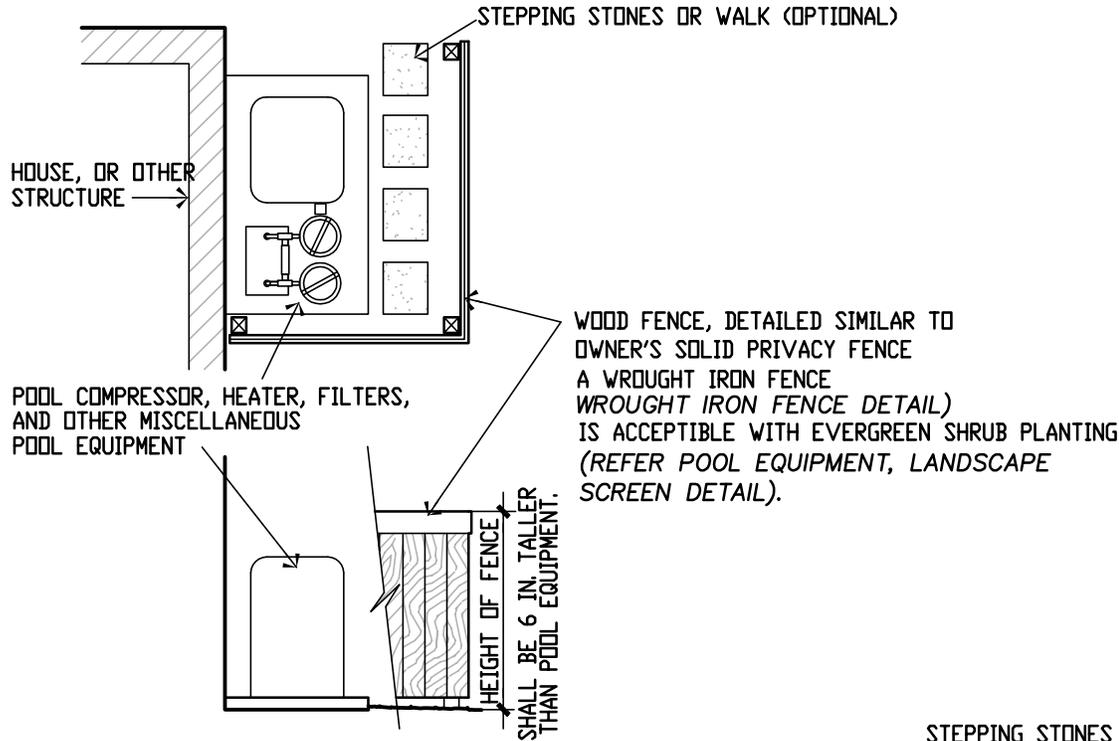
Estimated start date: _____ Completion: _____

Applicant's signature: _____

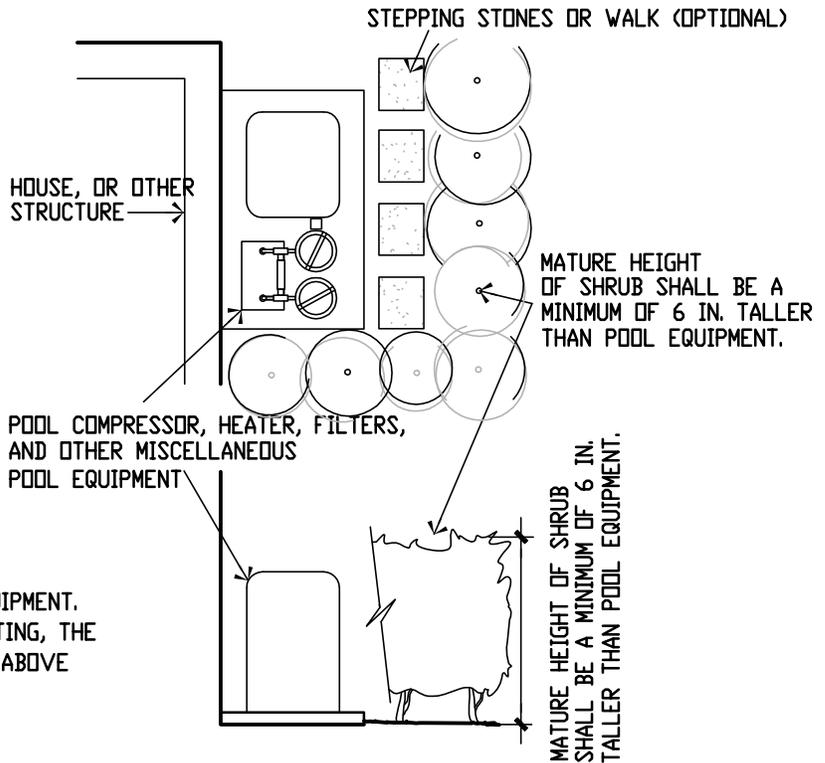
Submissions are to be made to: New Construction Committee
Highland Shores Owners Association, Inc.
1 Community Center Drive
Highland Village, TX 75077

Note: To insure timely processing, all completed applications must be received no later than 3:00 P.M. Wednesday prior to the regularly scheduled Friday morning NCC meeting. Incomplete applications will be returned with no action taken or denied for lack of info.

THE HOMEOWNER MAY CONSTRUCT A ROOF OVER THE ENCLOSURE.
 THE ROOF MUST MATCH THE HOUSE ROOF IN STYLE, MATERIAL, AND COLOR,
 AND BE ARCHITECTURALLY COMPATIBLE WITH THE HOUSE.
 CANVAS AWNINGS AND WOOD LATH ROOFS SHALL BE CONSIDERED ON A CASE BY CASE BASIS.
 SAMPLES OF CANVAS AWNINGS MUST BE SUBMITTED FOR MODIFICATIONS COMMITTEE APPROVAL.



ANY TIME THE POOL EQUIPMENT IS VISIBLE FROM THE STREET OR FROM ANOTHER PROPERTY, THE EQUIPMENT MUST BE SCREENED AND MUST MEET SETBACK REQUIREMENTS.



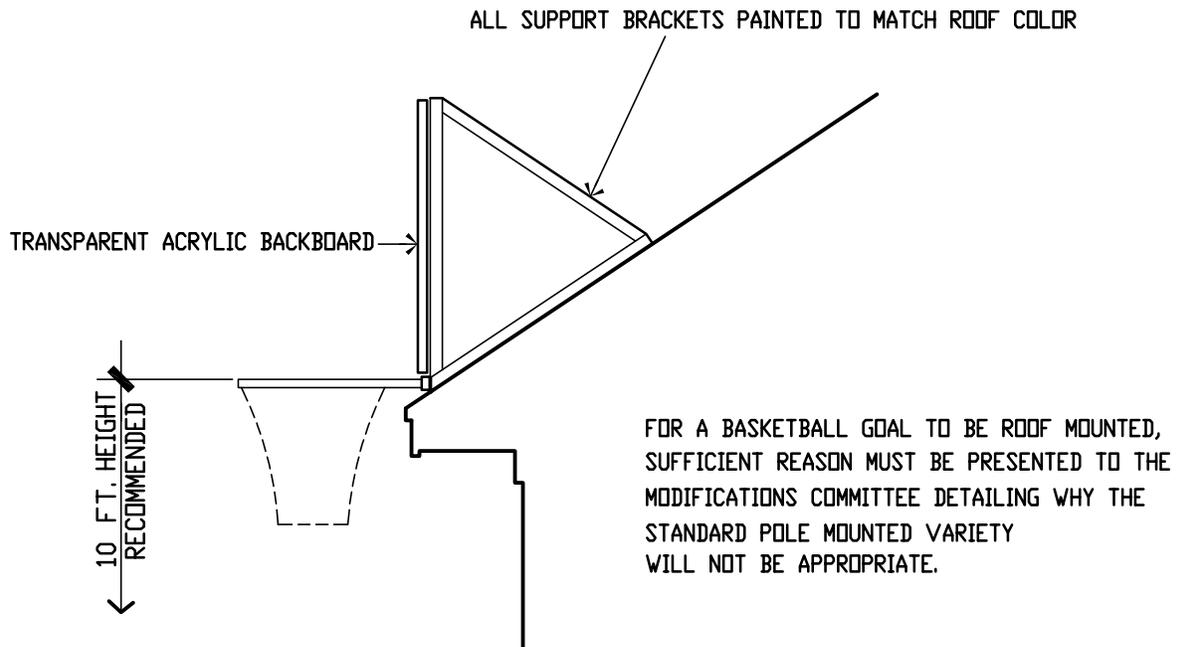
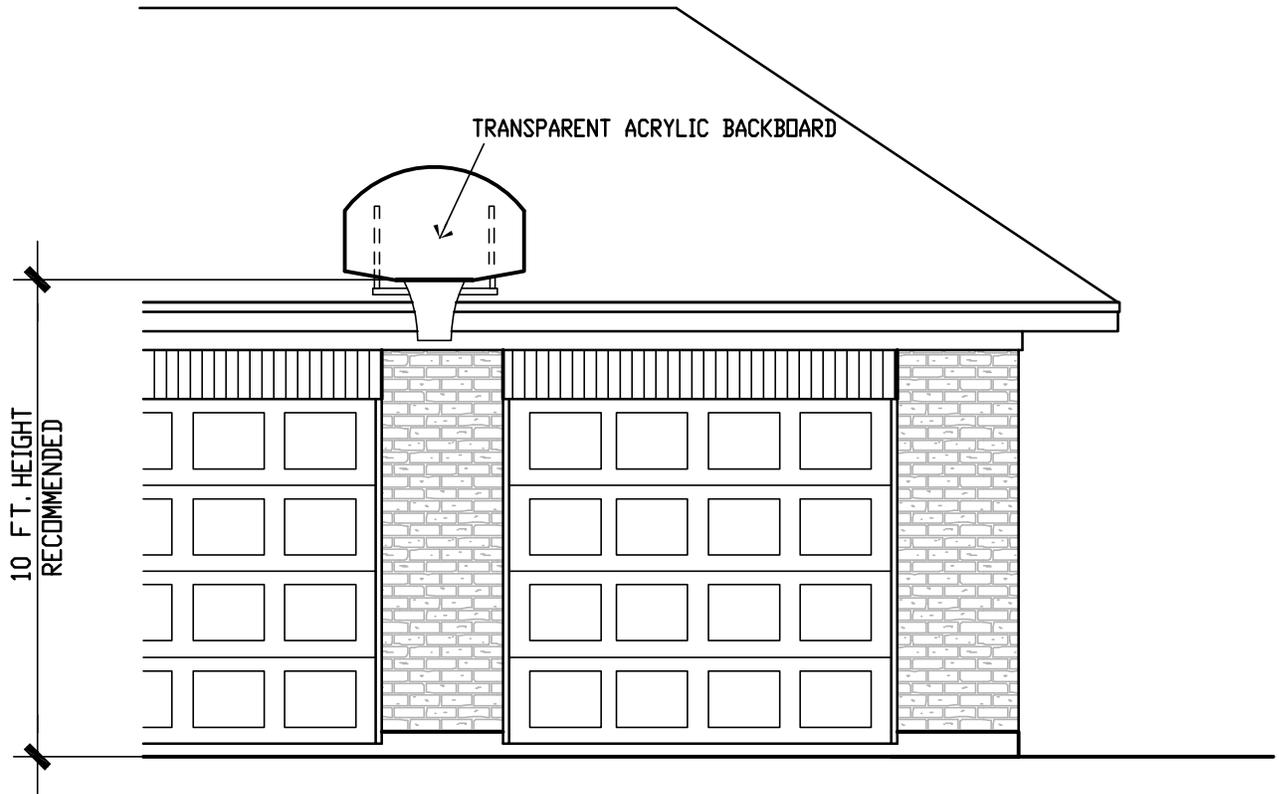
EVERGREEN SHRUB PLANTING TO SCREEN POOL EQUIPMENT. IF NECESSARY AT THE TIME OF THE INITIAL PLANTING, THE SHRUBS SHALL MEASURE A MINIMUM 24 IN. HEIGHT ABOVE FINISH GRADE AND PLANTED 24 IN. ON CENTER.

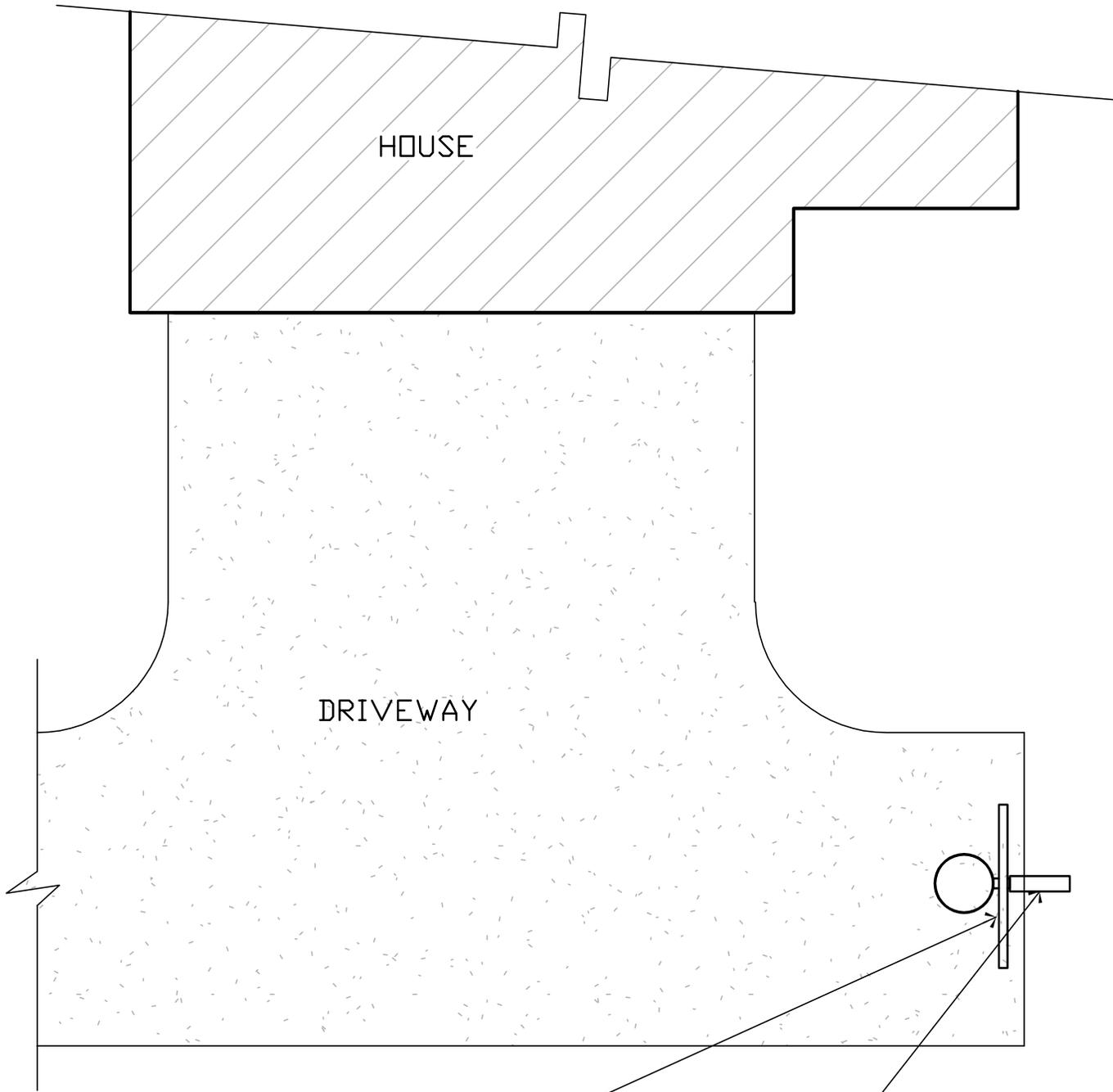


SWIMMING POOL EQUIPMENT
 LANDSCAPE SCREEN OPTIONS
 WOOD FENCE, SHRUBS

ADOPTED 10/23/2015

EXHIBIT 6.6/7.31





TRANSPARENT ACRYLIC BACKBOARD OR A PAINTED WHITE METAL BACKBOARD WITH CONTRASTING COLOR OUTLINES.

FIBERGLASS OR STEEL POST, PAINTED 'FLAT BLACK' OR WHITE

PLACEMENT OF BASKETBALL GOAL AND POLE TO BE LOCATED TO MINIMIZE NEIGHBORHOOD VISUAL IMPACT.

10 FT. HEIGHT RECOMMENDED

MINIMUM OF 15 FT. FROM PROPERTY LINE.



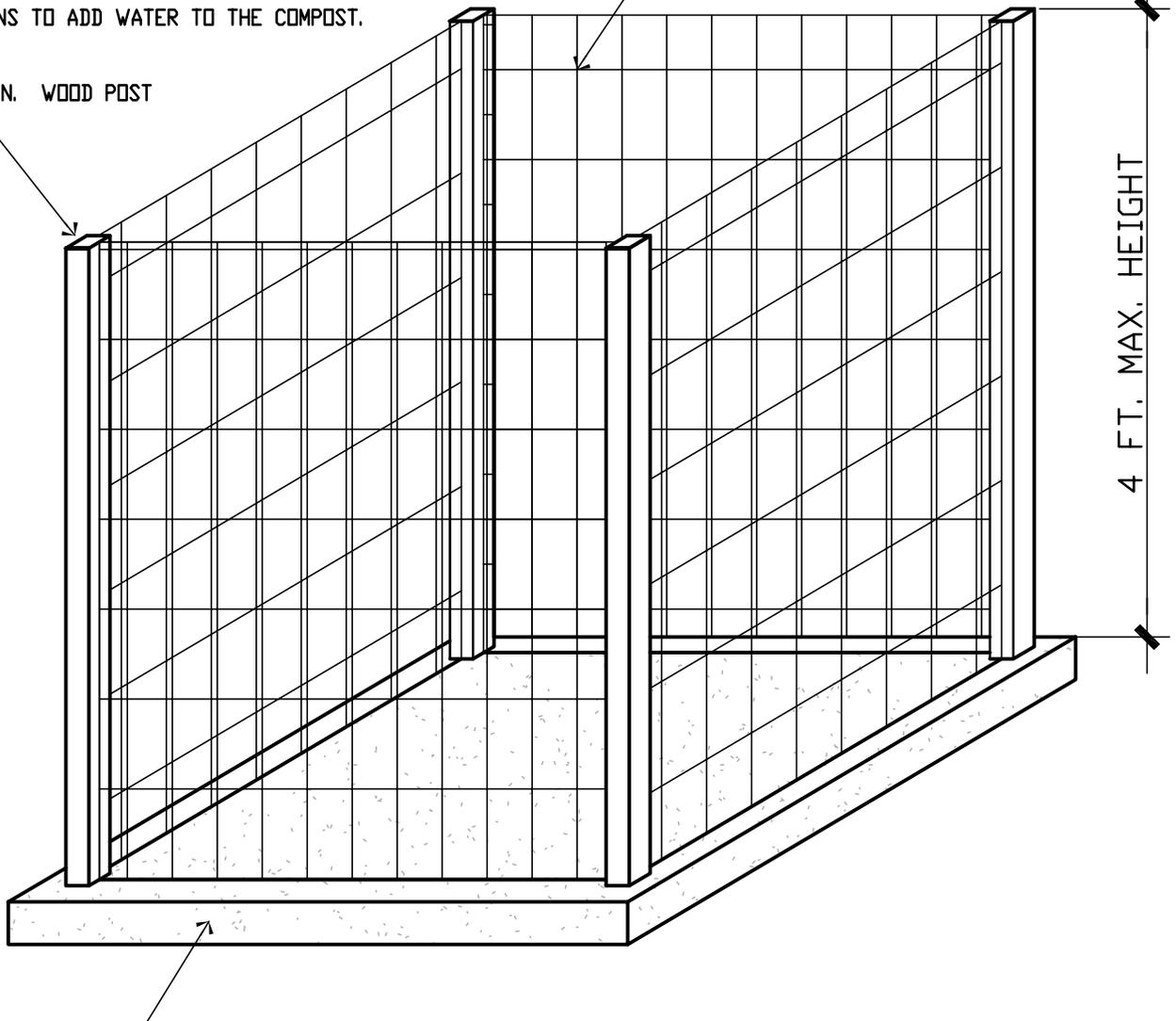
POLE MOUNTED BASKETBALL GOAL

ADOPTED 10/23/2015

EXHIBIT 7.5

6 IN. PVC SEWER AND DRAIN PIPE INSTALLED VERTICALLY 2 IN. x 4 IN. WELDED WIRE FABRIC FASTENED TO WOOD POST AND CENTERED IN THE COMPOST BIN FOR VENTILATION AND A MEANS TO ADD WATER TO THE COMPOST.

4 IN. x 4 IN. WOOD POST



4 FT. MAX. HEIGHT

CONCRETE SLAB, OR OTHER APPROVED HARD PAVEMENT SURFACE

MAXIMUM SIZE OF COMPOST BIN SHALL BE 4 FT. x 4 FT. x 4 FT. HEIGHT. ONE COMPOST BIN ALLOWED PER HOUSE/LOT.

EVERGREEN PLANT SCREEN REQUIRED IF OWNER'S PRIVACY FENCE NOT IN PLACE. AT THE TIME OF THE INITIAL PLANTING, THE SHRUBS SHALL MEASURE A MINIMUM 24 IN. HEIGHT ABOVE FINISH GRADE AND PLANTED 24 IN. ON CENTER. MATURE HEIGHT OF SHRUBS SHALL BE A MINIMUM OF 6 IN. TALLER THAN BIN.

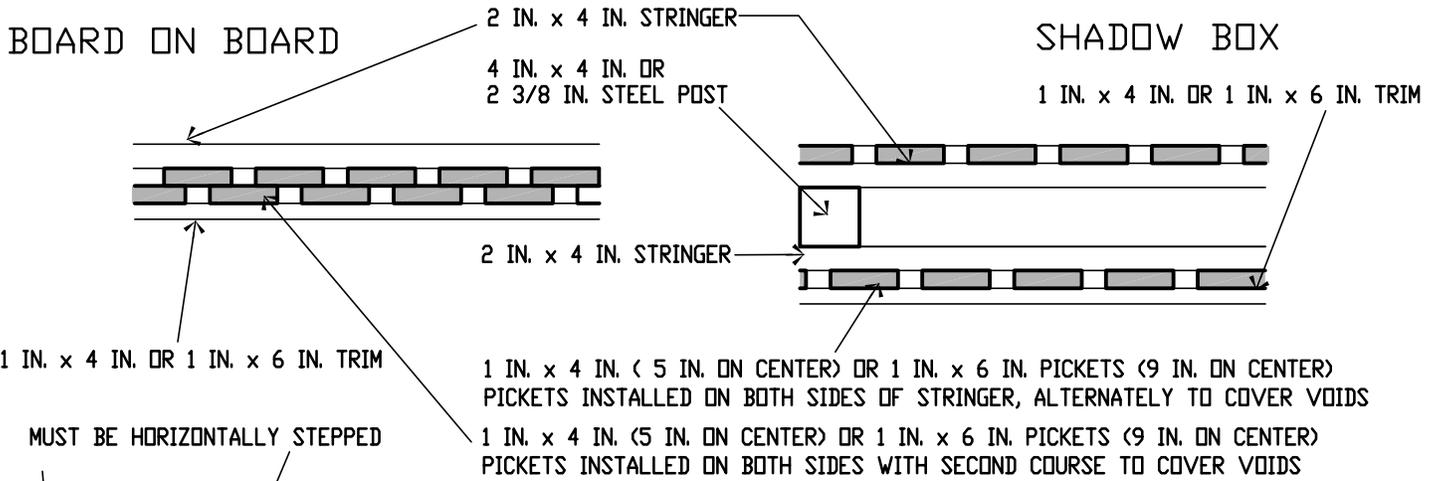
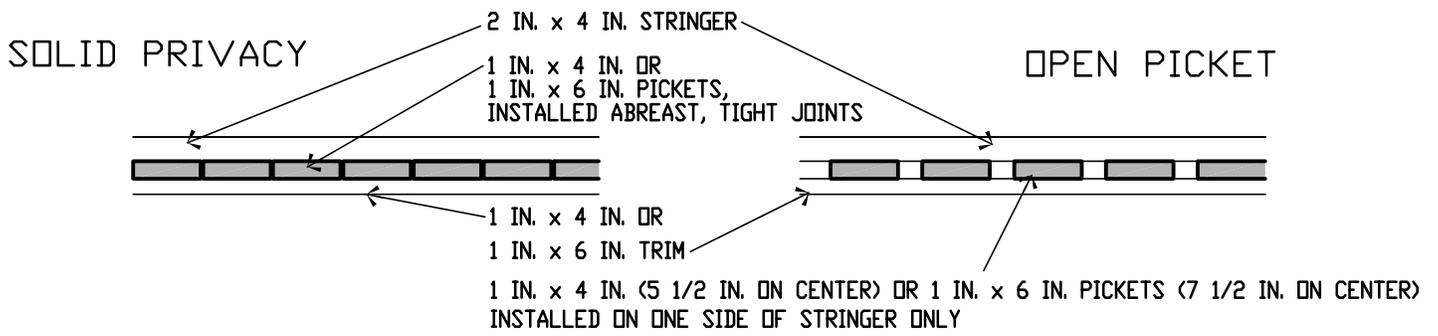
SET BACK : 5 FT. FROM SIDE YARD
10 FT. FROM BACK YARD



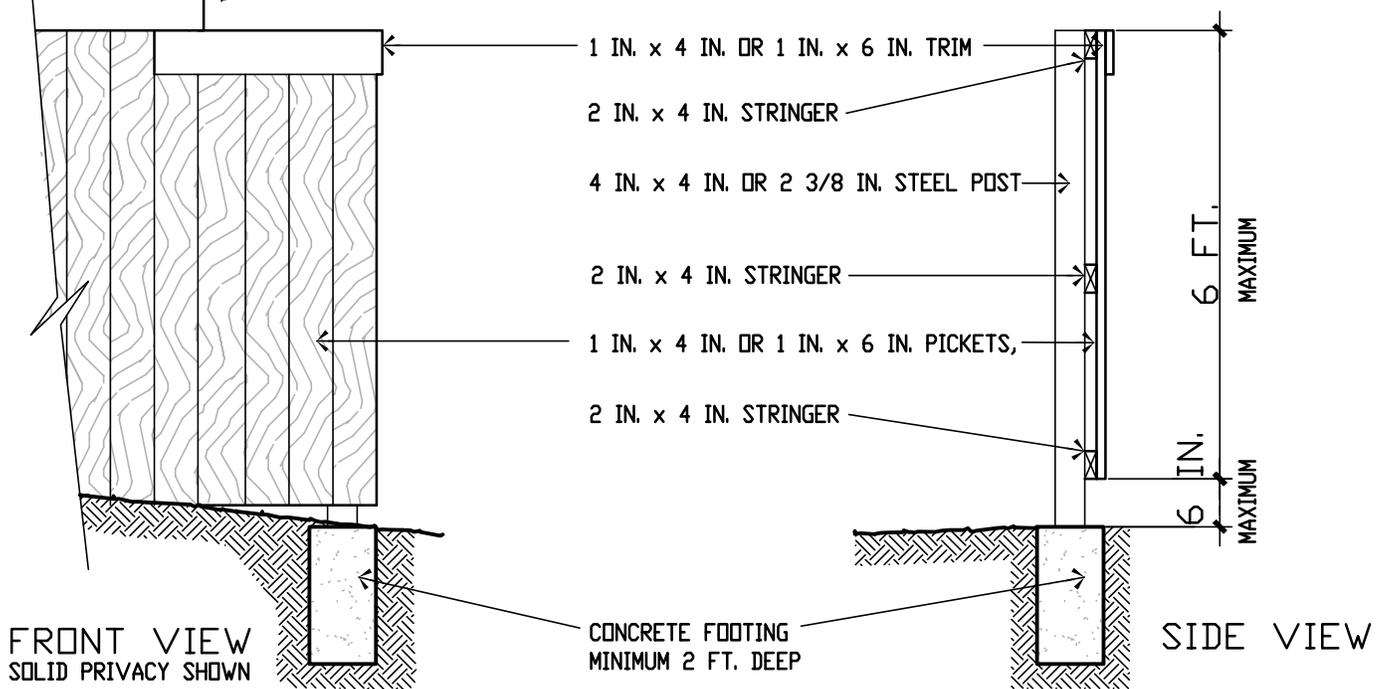
COMPOST BIN

ADOPTED 10/23/2015

EXHIBIT 7.7



TOP VIEW (PICKET DETAIL)



FINISHED SIDE MUST FACE OUT
SUBMIT STAIN COLOR



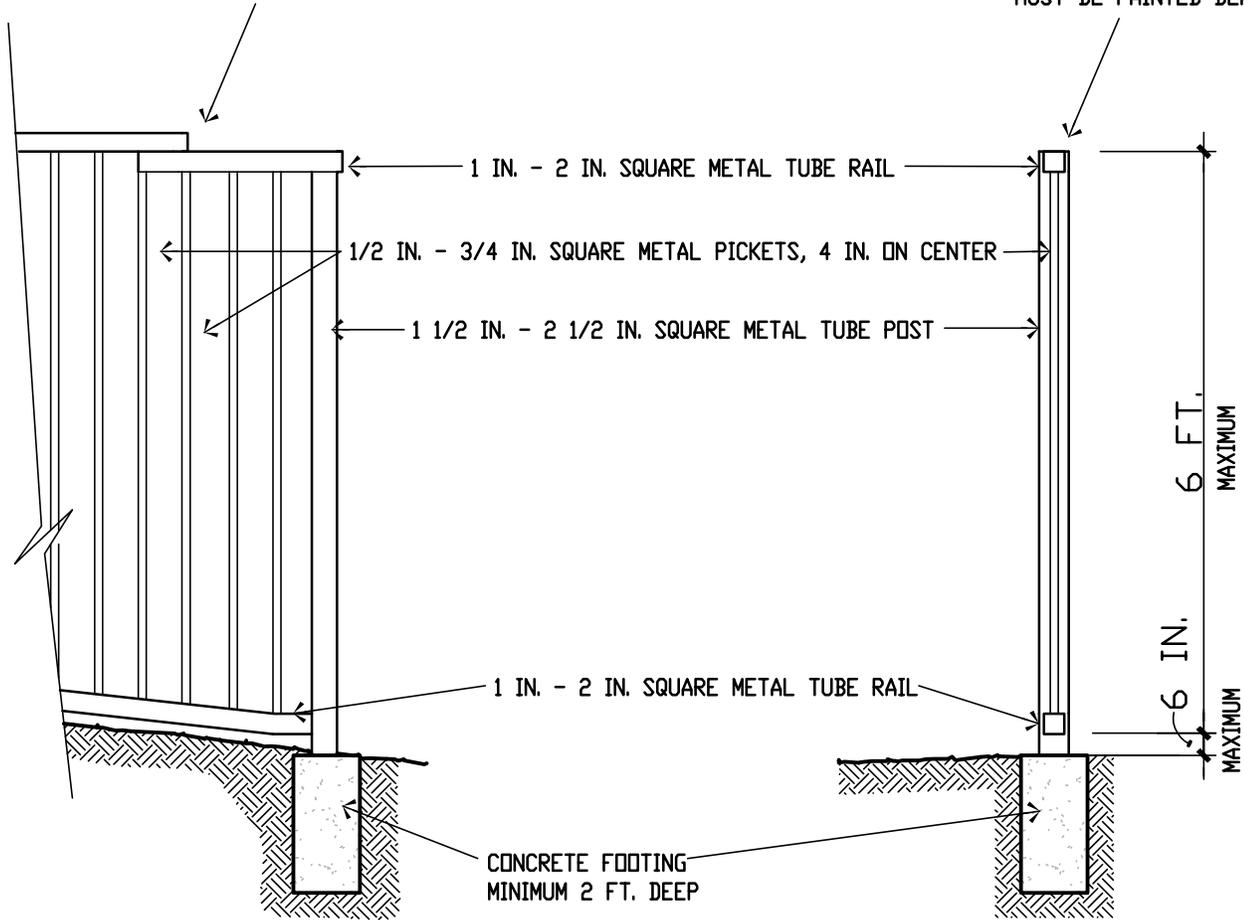
WOODEN FENCE

ADOPTED 10/23/2015

EXHIBIT 7.9

MUST BE HORIZONTALLY STEPPED

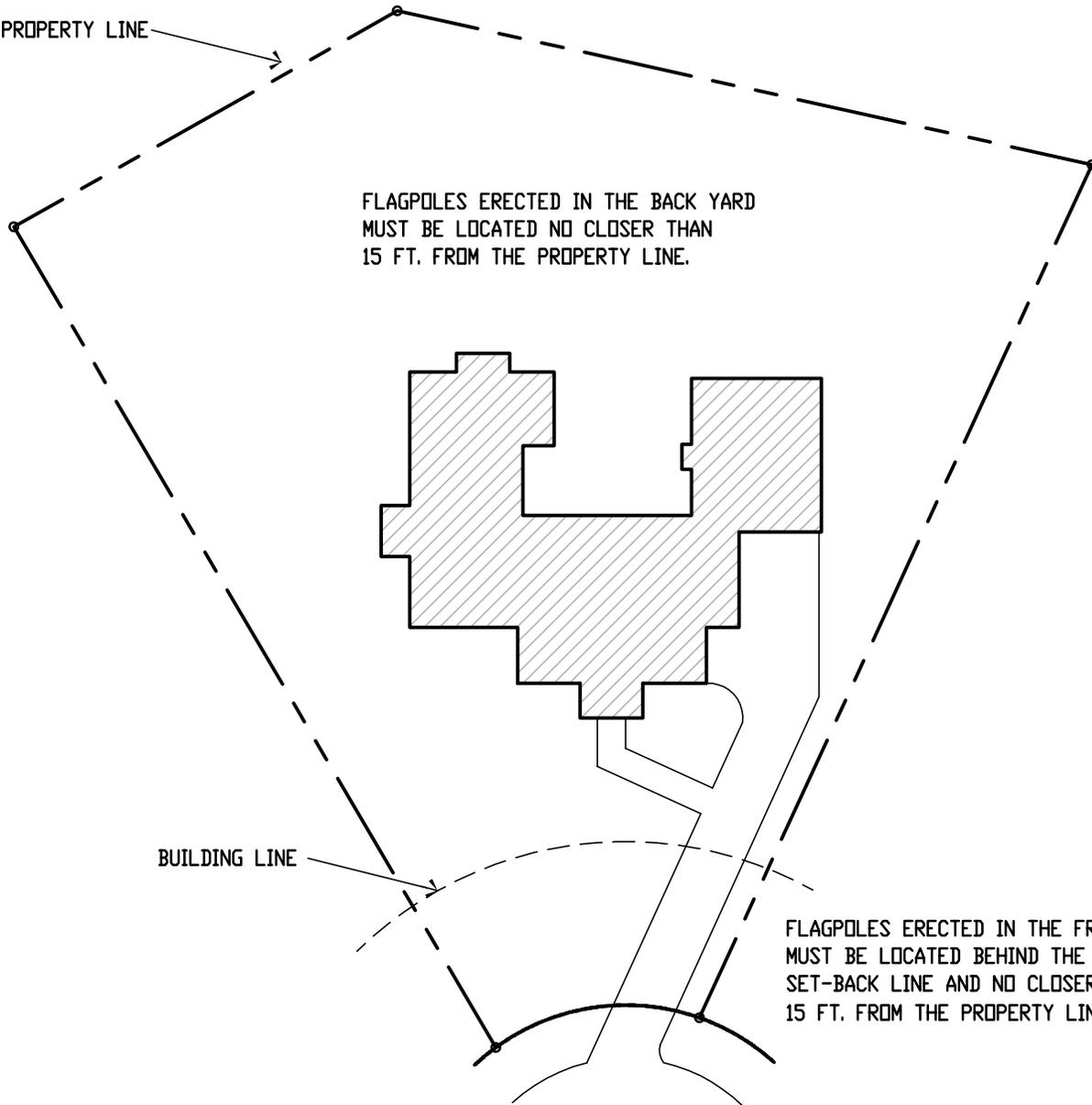
MUST BE PAINTED BLACK



FRONT VIEW
SLOPING BOTTOM SHOWN

SIDE VIEW

PROPERTY LINE



FLAGPOLES ERECTED IN THE BACK YARD
MUST BE LOCATED NO CLOSER THAN
15 FT. FROM THE PROPERTY LINE.

BUILDING LINE

FLAGPOLES ERECTED IN THE FRONT YARD
MUST BE LOCATED BEHIND THE BUILDING
SET-BACK LINE AND NO CLOSER THAN
15 FT. FROM THE PROPERTY LINE.

FLAG SIZE SHALL BE NO SMALLER THAN
3 FT. x 5 FT. AND NO LARGER THAN 4 FT. x 6 FT.
ONLY ONE FREE STANDING FLAG ALLOWED PER LOT.

FLAGPOLE MUST BE EQUIPPED TO MINIMIZE HALYARD NOISE.

FLAGPOLES SHALL NOT EXCEED 20 FT. HEIGHT.
POLES SHALL BE PAINTED "FLAT BLACK"
OR WHITE IN COLOR, OR MAY BE BRONZE
ANODIZED OR ALUMINUM.



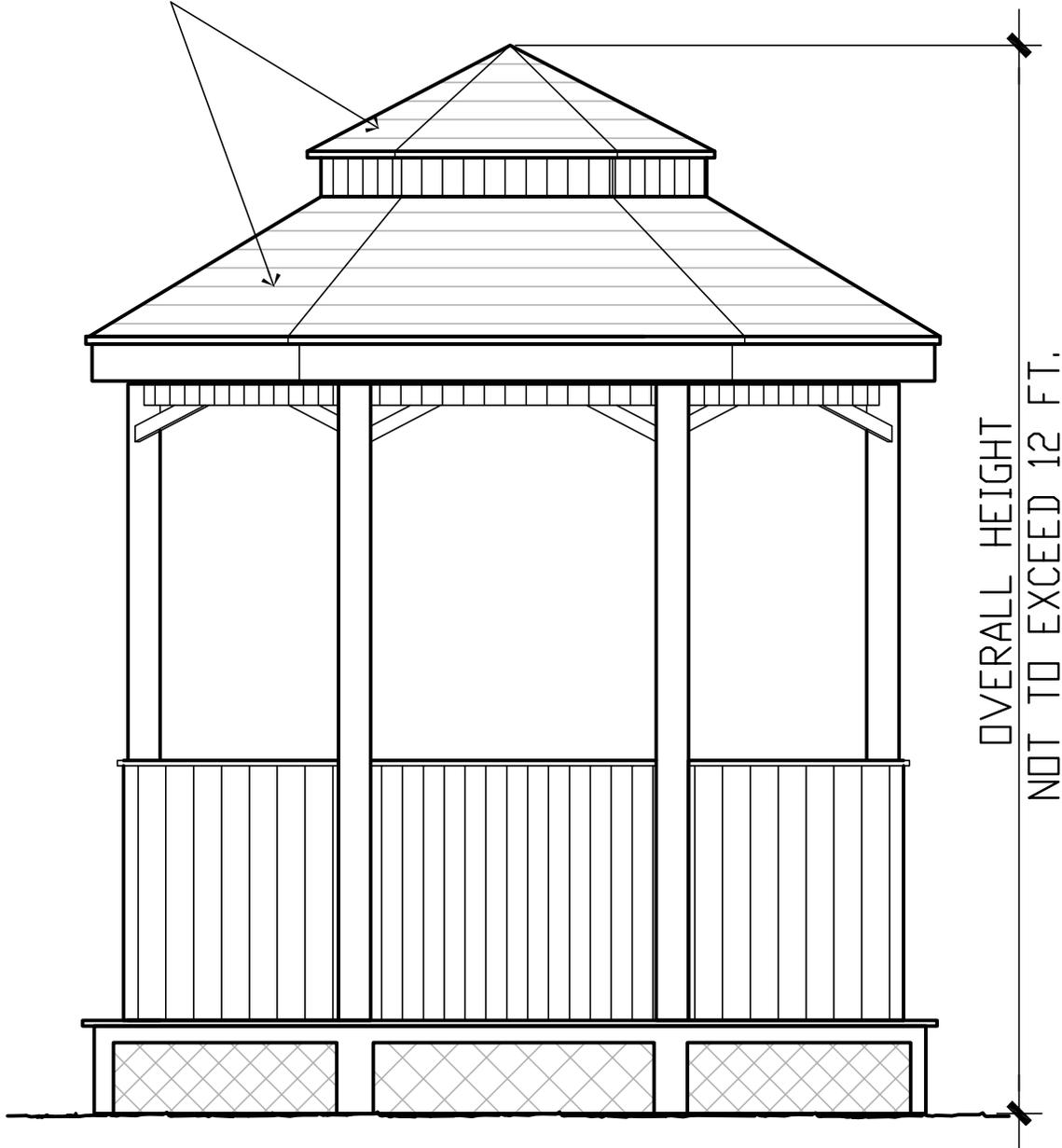
Highland
Shores

FLAGPOLES

ADOPTED 10/23/2015

EXHIBIT 7.10

ROOFING TO MATCH HOUSE ROOF IN STYLE, MATERIAL, AND COLOR.



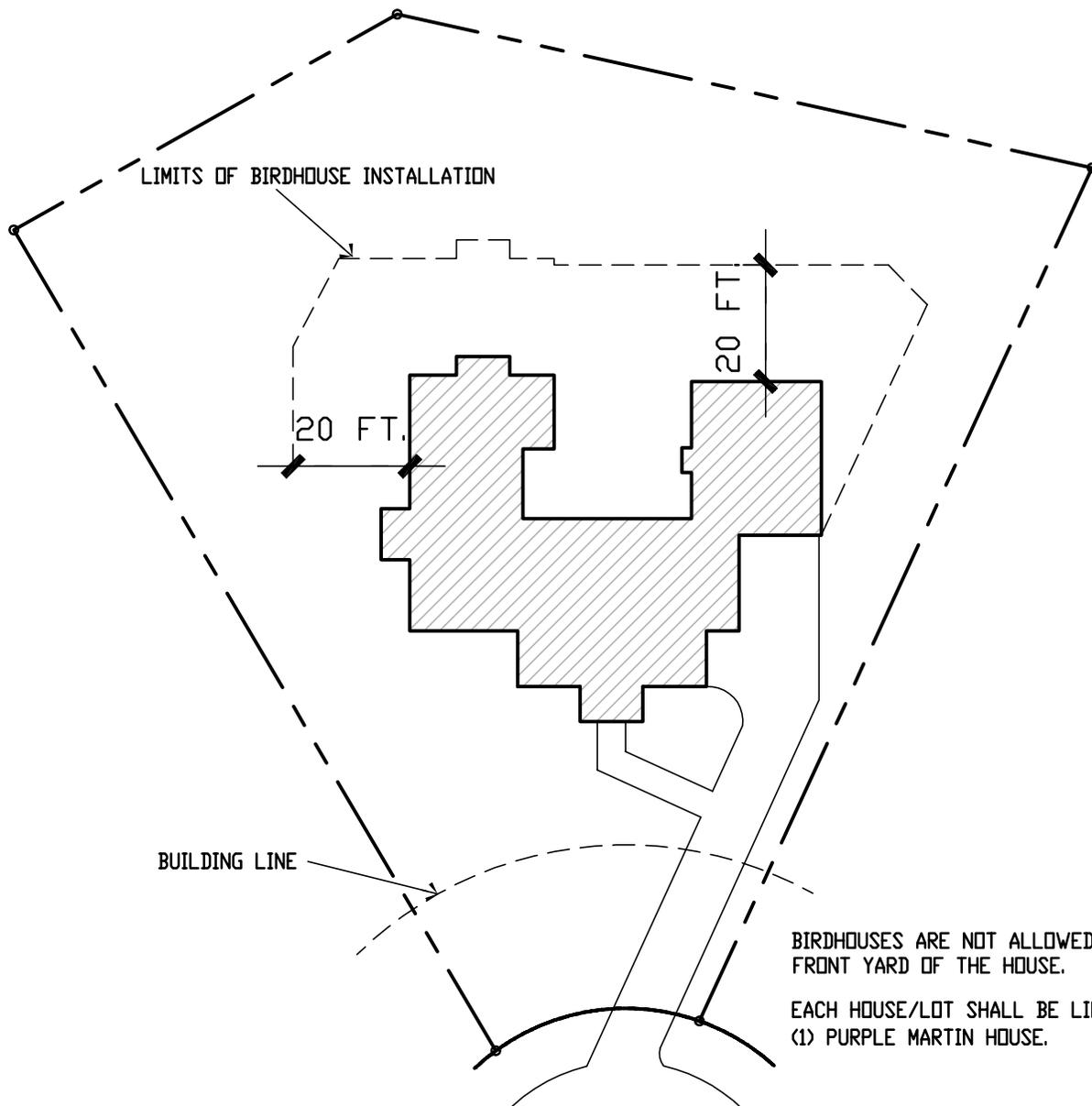
ARCHITECTURALLY, THE GAZEBO SHALL BE COMPATIBLE WITH THE STYLE OF THE HOUSE.

IF PAINTED, THE GAZEBO SHALL HAVE AN EARTH-TONE COLOR, COORDINATING AND COMPLEMENTING THE COLORS OF THE HOUSE.

ANY GAZEBO MUST HAVE A MINIMUM 10 FT. CLEARANCE FROM ANY HOUSE, PLAYHOUSE, DETACHED STORAGE STRUCTURES.

THE GAZEBO SHALL NOT EXCEED 100 SQUARE FEET IN SIZE.

SET BACK : 5 FT. FROM SIDE YARD
10 FT. FROM BACK YARD



ALL POSTS OR POLES FOR THE SUPPORT OF BIRDDHOUSES SHALL BE WOOD OR METAL. WOOD POSTS SHALL BE PAINTED AN EARTH-TONE COLOR, COORDINATING WITH THE COLORS OF THE HOUSE. METAL POLES SHALL BE PAINTED FLAT BLACK, WHITE OR GALVANIZED.

ALL POSTS AND POLES SHALL BE MAINTAINED IN A VERTICAL ALIGNMENT.

BIRDDHOUSES LOCATED IN THE BACK AND SIDE YARDS MUST BE WITHIN 20 FT. OF THE HOUSE.

HANGING BIRDDHOUSES MAY BE PLACED IN TREES, ON ACCESSORY STRUCTURES, OR ON THE HOUSE IF THE BIRDDHOUSE IS OF AN APPROPRIATE SIZE, AND IN THE CASE OF TREE HANGING, SHALL NOT IMPEDE THE NATURAL DEVELOPMENT OF THE TREE.

BIRDDHOUSE SIZE SHALL NOT EXCEED 2 FT. x 3 FT. x 3 FT. HEIGHT OVERALL DIMENSION (PURPLE MARTIN MOTEL-STYLE HOUSE). BIRDDHOUSE POSTS OR POLES SHALL NOT EXCEED 20 FT. HEIGHT.

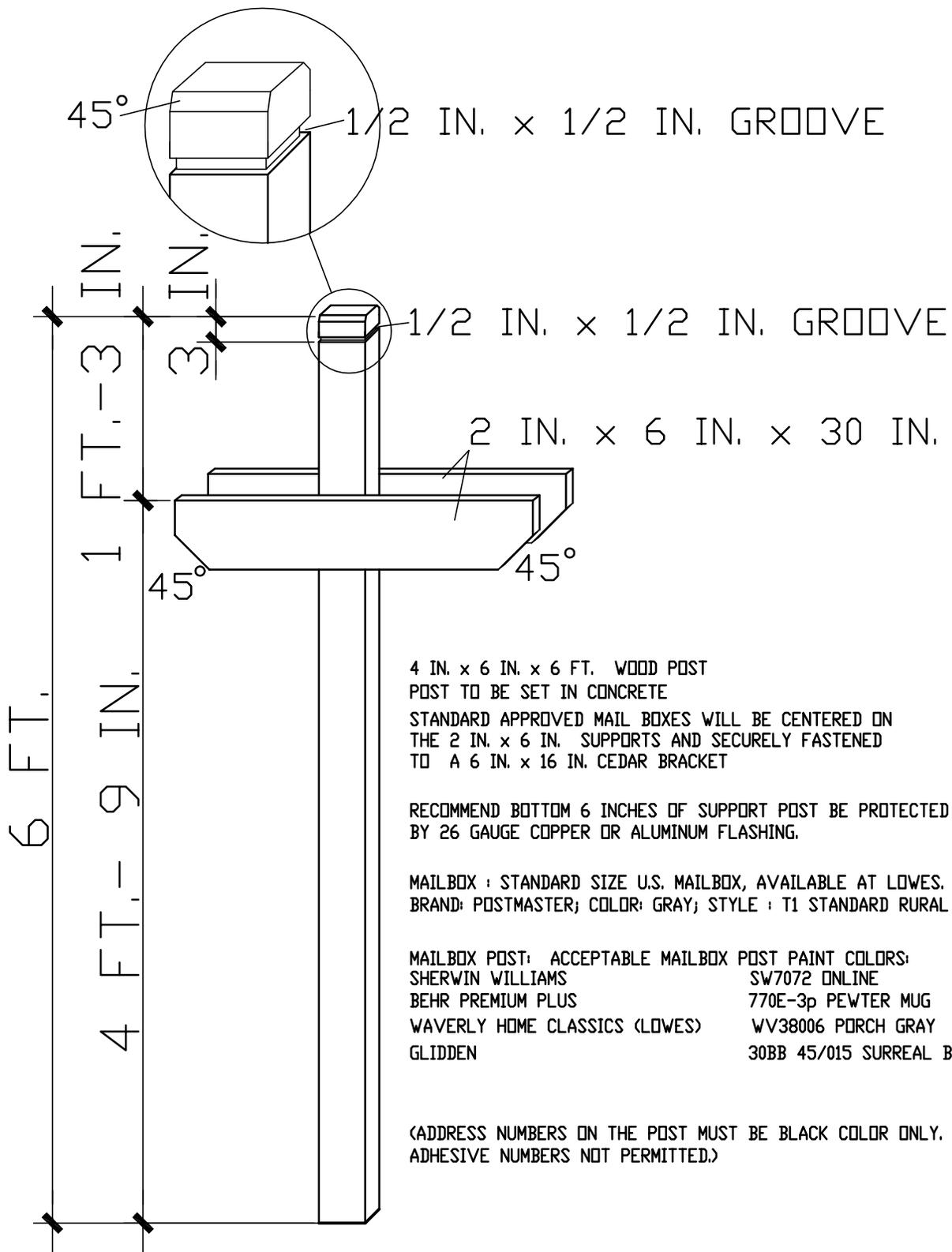
SET BACK : 5 FT. FROM SIDE YARD
5 FT. FROM BACK YARD



BIRDDHOUSE

ADOPTED 10/23/2015

EXHIBIT 7.15



4 IN. x 6 IN. x 6 FT. WOOD POST
POST TO BE SET IN CONCRETE

STANDARD APPROVED MAIL BOXES WILL BE CENTERED ON
THE 2 IN. x 6 IN. SUPPORTS AND SECURELY FASTENED
TO A 6 IN. x 16 IN. CEDAR BRACKET

RECOMMEND BOTTOM 6 INCHES OF SUPPORT POST BE PROTECTED
BY 26 GAUGE COPPER OR ALUMINUM FLASHING.

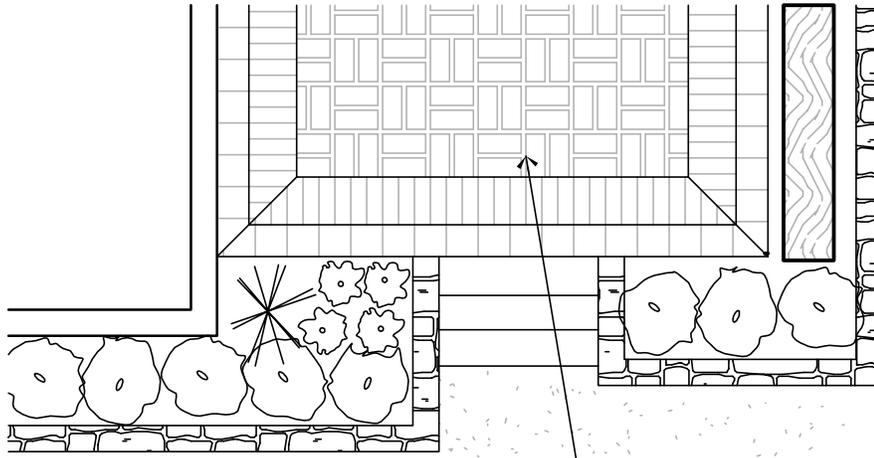
MAILBOX : STANDARD SIZE U.S. MAILBOX, AVAILABLE AT LOWES.
BRAND: POSTMASTER; COLOR: GRAY; STYLE : T1 STANDARD RURAL MAILBOX

MAILBOX POST: ACCEPTABLE MAILBOX POST PAINT COLORS:

SHERWIN WILLIAMS	SW7072 ONLINE
BEHR PREMIUM PLUS	770E-3p PEWTER MUG
WAVERLY HOME CLASSICS (LOWES)	WV38006 PORCH GRAY
GLIDDEN	30BB 45/015 SURREAL BLUE

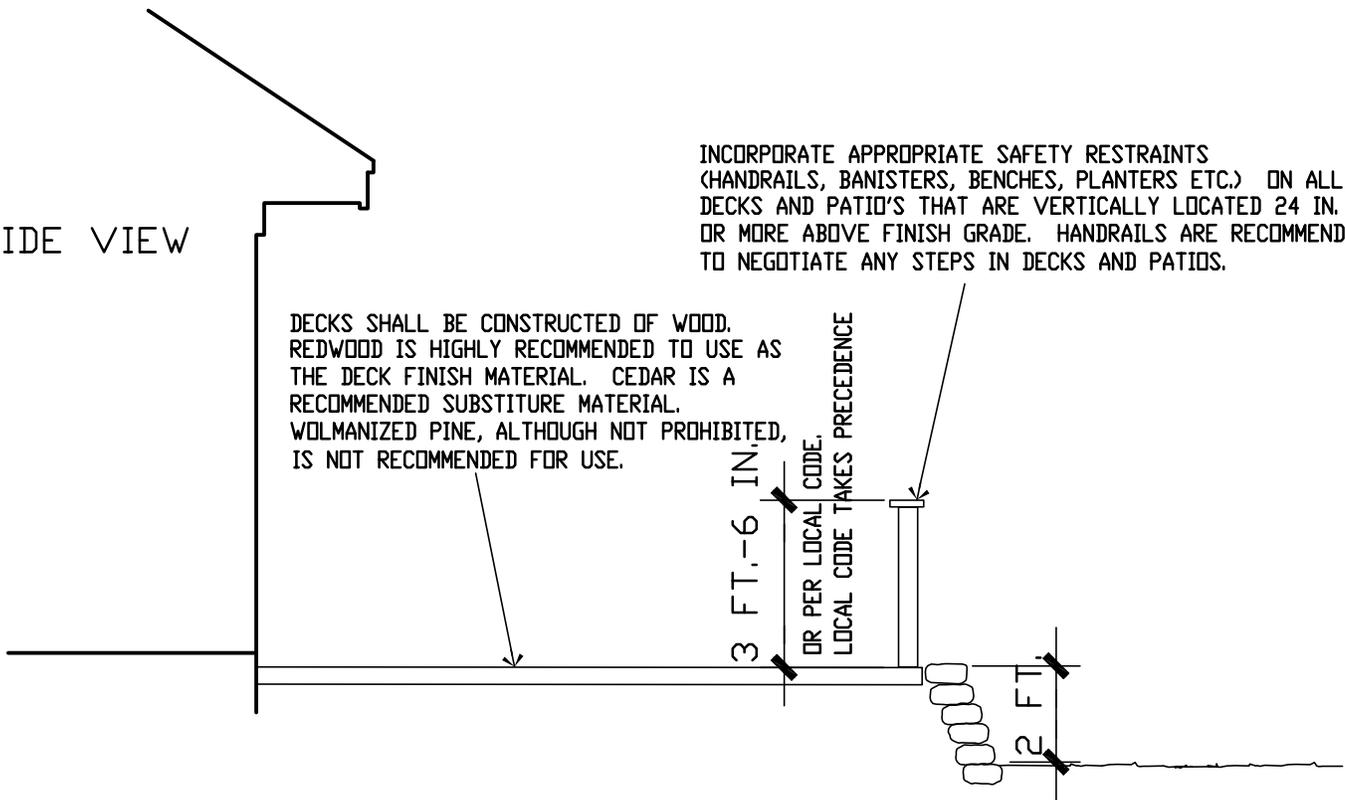
<ADDRESS NUMBERS ON THE POST MUST BE BLACK COLOR ONLY.
ADHESIVE NUMBERS NOT PERMITTED.>

TOP VIEW



PATIOS MAY BE CONCRETE, CONCRETE STEPPING BLOCKS, BRICK, CONCRETE PAVERS, OR STONE.

SIDE VIEW



DECKS SHALL BE CONSTRUCTED OF WOOD. REDWOOD IS HIGHLY RECOMMENDED TO USE AS THE DECK FINISH MATERIAL. CEDAR IS A RECOMMENDED SUBSTITUTE MATERIAL. WOLMANIZED PINE, ALTHOUGH NOT PROHIBITED, IS NOT RECOMMENDED FOR USE.

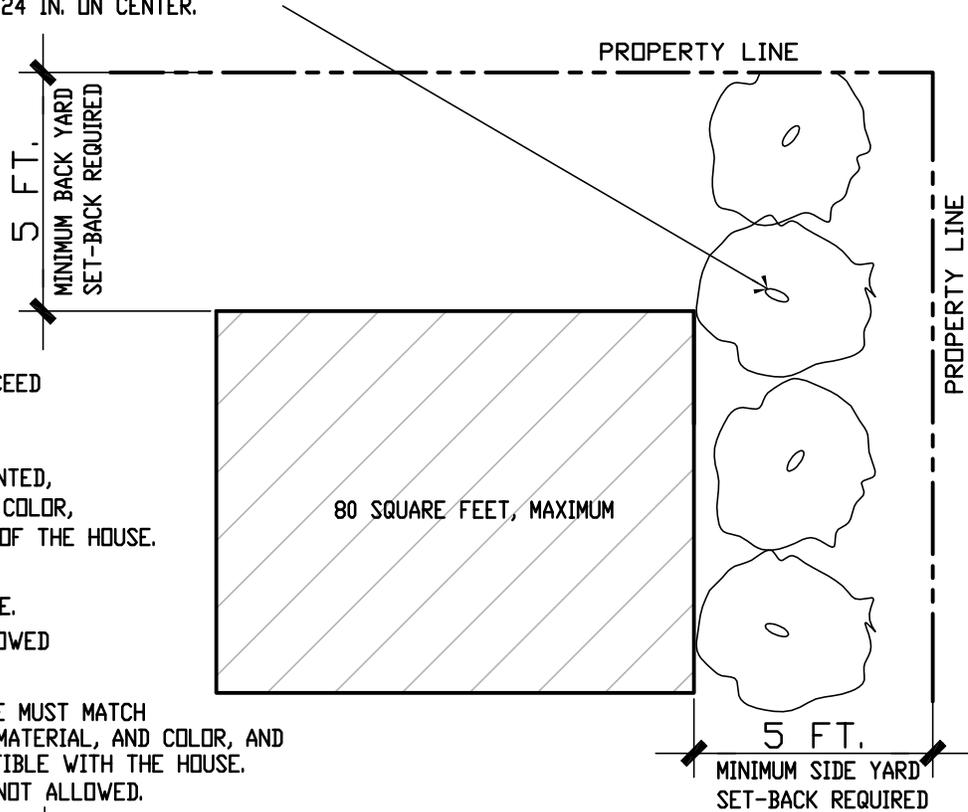
INCORPORATE APPROPRIATE SAFETY RESTRAINTS (HANDRAILS, BANISTERS, BENCHES, PLANTERS ETC.) ON ALL DECKS AND PATIO'S THAT ARE VERTICALLY LOCATED 24 IN. OR MORE ABOVE FINISH GRADE. HANDRAILS ARE RECOMMENDED TO NEGOTIATE ANY STEPS IN DECKS AND PATIOS.

3 FT. - 6 IN.
OR PER LOCAL CODE.
LOCAL CODE TAKES PRECEDENCE

12 FT.

EVERGREEN PLANT SCREEN REQUIRED IF OWNERS PRIVACY FENCE NOT IN PLACE.
 AT THE TIME OF THE INITIAL PLANTING, THE SHRUBS SHALL MEASURE A MINIMUM 24 IN. HEIGHT ABOVE FINISH GRADE AND PLANTED 24 IN. ON CENTER.

TOP VIEW



PLAYHOUSE SIZE NOT TO EXCEED 80 SQUARE FEET

IF PLAYHOUSE IS TO BE PAINTED, IT MUST BE AN EARTH-TONE COLOR, COORDINATING WITH COLORS OF THE HOUSE.

MASONRY OR WOOD PLAYHOUSE.
 METAL STRUCTURES NOT ALLOWED

THE ROOF OF THE PLAYHOUSE MUST MATCH THE HOUSE ROOF IN STYLE, MATERIAL, AND COLOR, AND BE ARCHITECTURALLY COMPATIBLE WITH THE HOUSE. A SINGLE SLOPING ROOF IS NOT ALLOWED.

FRONT VIEW



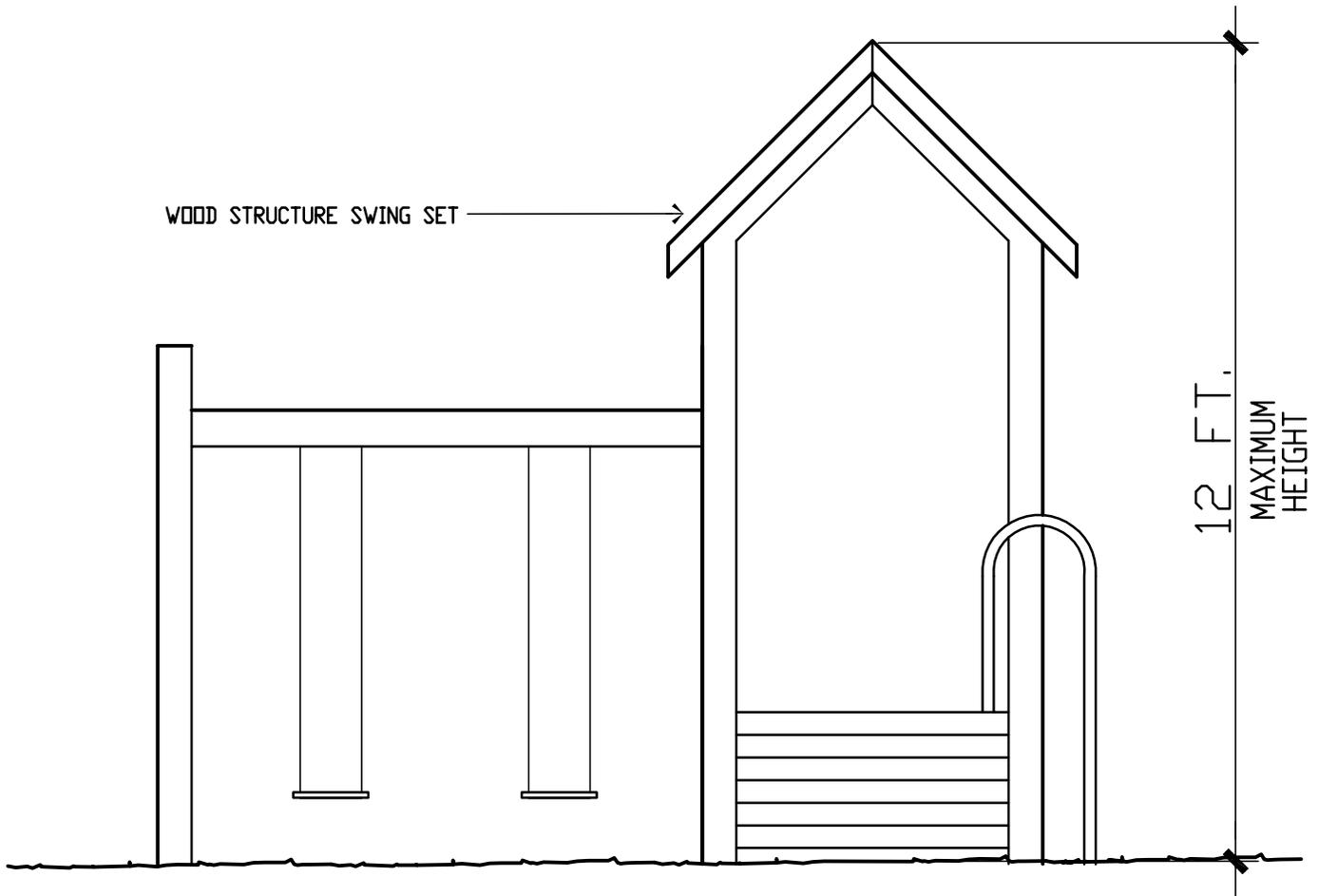
ANY PLAYHOUSE STRUCTURE MUST HAVE A MINIMUM 10 FT. CLEARANCE FROM ANY HOUSE, GAZEBO, OR DETACHED STORAGE STRUCTURE. ELECTRICAL AND/OR WATER UTILITIES ARE NOT ALLOWED TO BE INSTALLED IN THE INTERIOR OR EXTERIOR OF THE PLAYHOUSE. TREE PLAYHOUSES ARE NOT ALLOWED. PLAYHOUSES SHALL BE ONE LEVEL. NO SECOND FLOORS OR BALCONY, AND NO SPLIT LEVEL SLABS.



PLAYHOUSE

ADOPTED 10/23/2015

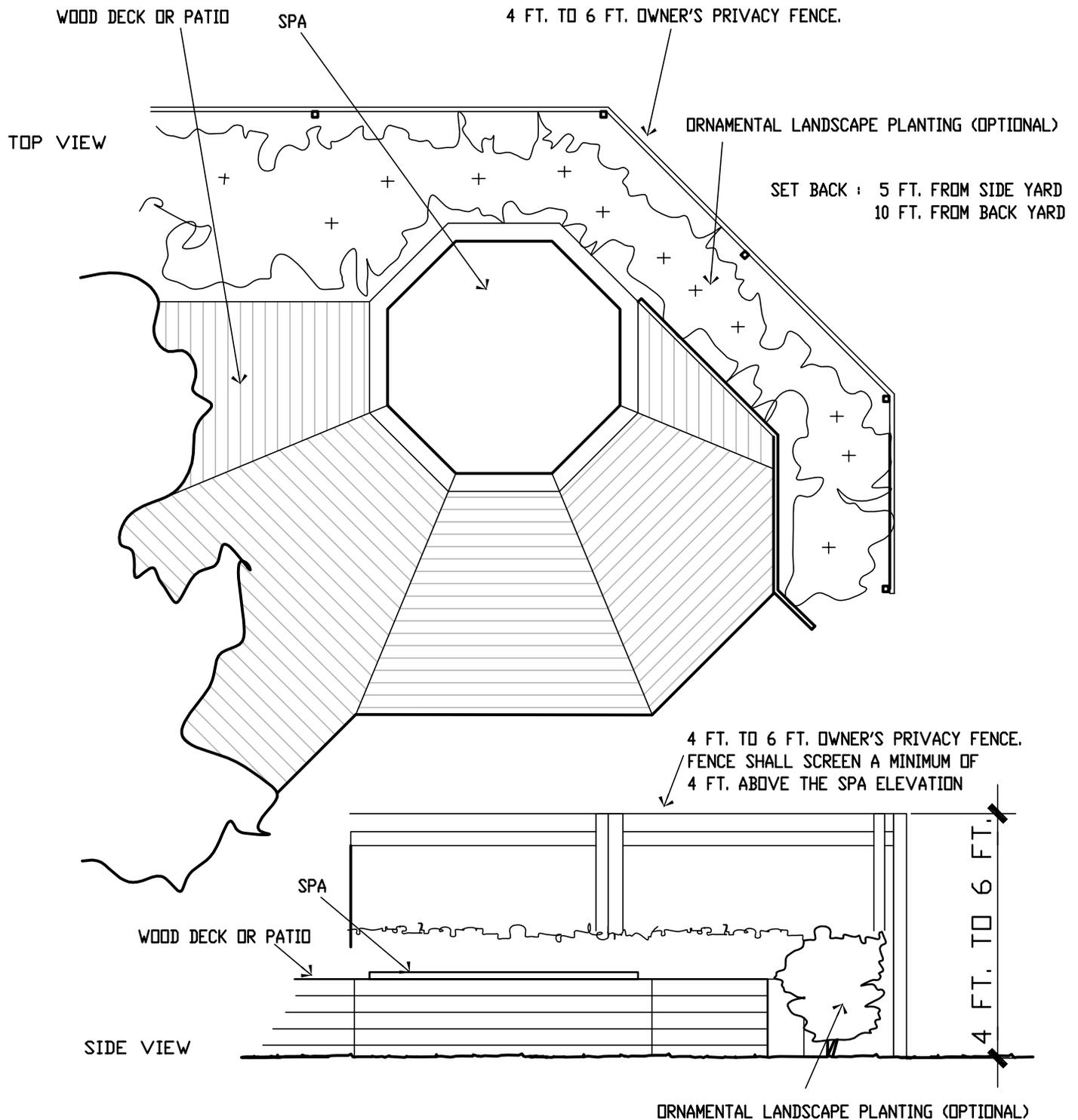
EXHIBIT 7.20



BASE CANNOT EXCEED 80 SQUARE FEET SET BACK : 5 FT. FROM SIDE YARD
5 FT. FROM BACK YARD

IF SWING SET IS TO BE PAINTED, IT MUST BE AN EARTH-TONE COLOR, COORDINATING WITH THE COLORS OF THE HOUSE, -OR- THE WOOD MAY BE LEFT NATURAL.
METAL SWING SETS/PLAY STRUCTURES MAY BE PERMITTED ON CASE BY CASE BASIS.

ANY PLAY STRUCTURE MUST HAVE A MINIMUM OF 10 FT. CLEARANCE FROM ANY HOUSE, GAZEBO OR DETACHED STORAGE STRUCTURE.



SCREENING MAY BE REQUIRED. AT THE TIME OF THE INITIAL PLANTING, THE SHRUBS SHALL MEASURE A MINIMUM 24 IN. HEIGHT ABOVE FINISH GRADE AND PLANTED 24 IN. ON CENTER.

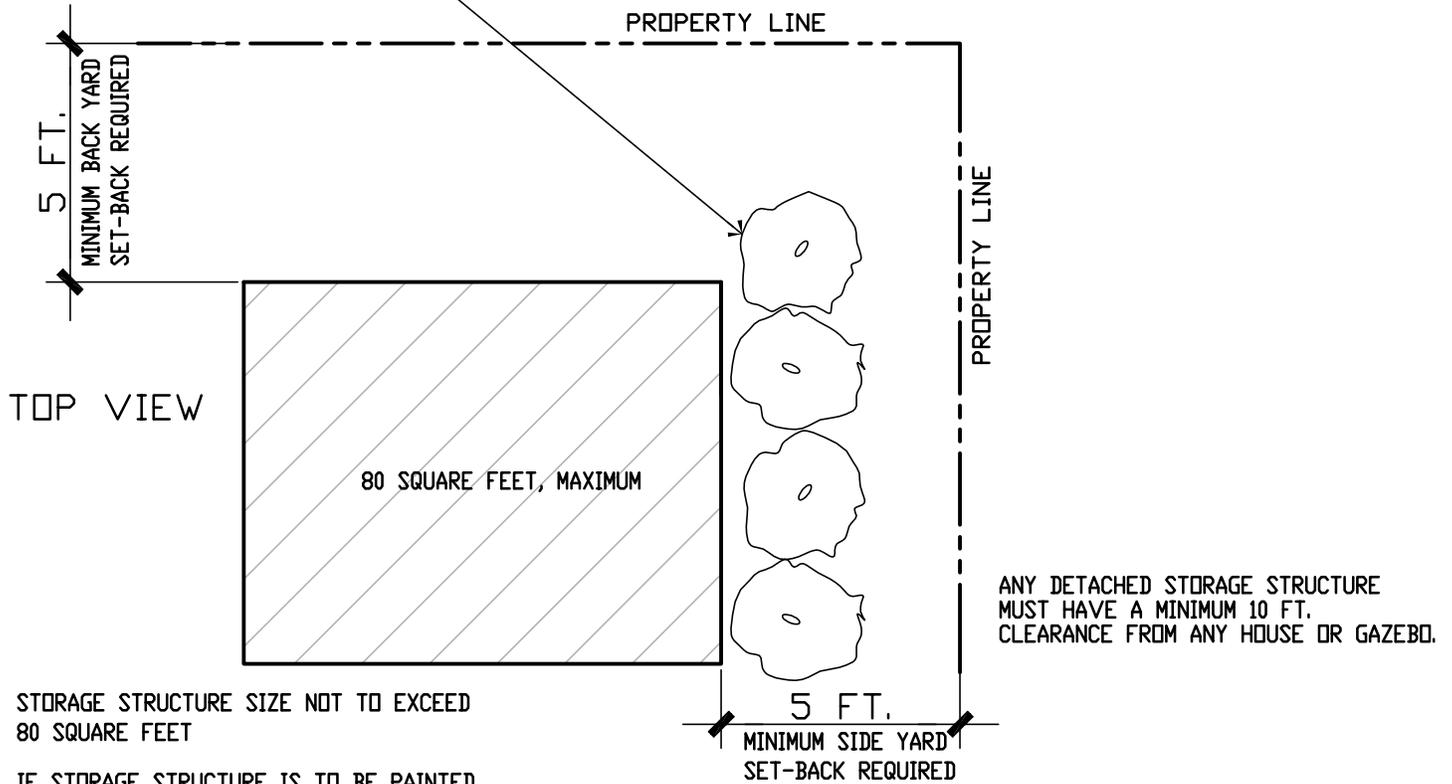


SPA, FENCE SCREEN

ADOPTED 10/23/2015

EXHIBIT 7.27

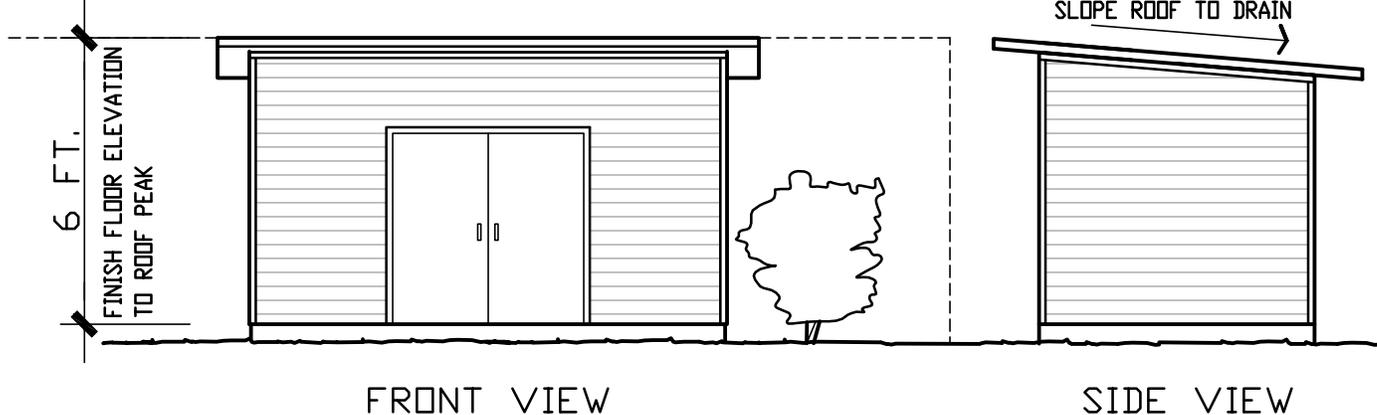
EVERGREEN PLANT SCREEN REQUIRED IF OWNERS PRIVACY FENCE NOT IN PLACE.
 AT THE TIME OF THE INITIAL PLANTING, THE SHRUBS SHALL MEASURE A MINIMUM 24 IN. HEIGHT ABOVE
 FINISH GRADE AND PLANTED 24 IN. ON CENTER.



ANY DETACHED STORAGE STRUCTURE
 MUST HAVE A MINIMUM 10 FT.
 CLEARANCE FROM ANY HOUSE OR GAZEBO.

STORAGE STRUCTURE SIZE NOT TO EXCEED
 80 SQUARE FEET

IF STORAGE STRUCTURE IS TO BE PAINTED,
 IT MUST BE AN EARTH-TONE COLOR,
 COORDINATING WITH COLORS OF THE HOUSE
 OR FENCE



MASONRY OR WOOD
 METAL STRUCTURES NOT ALLOWED
 THE EXTERIOR FINISH MAY MATCH THE OWNER'S SOLID PRIVACY FENCE.
 MATURE HEIGHT OF SHRUBS SHALL BE A MINIMUM OF 6 IN. TALLER THAN DETACHED STORAGE STRUCTURE
 DETACHED STORAGE STRUCTURE SHALL BE ONE LEVEL. NO SECOND FLOORS OR BALCONY, AND NO SPLIT LEVEL SLABS.