

**COPPER LAKES H.O.A., INC.**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**GUIDELINES**

## **INDEX**

- 1.0 Outbuildings
- 2.0 Sporting Appendages and Equipment
- 3.0 Patio covers
- 4.0 Room Additions
- 5.0 Exterior Painting
- 6.0 Storm Windows/Screens/Doors
- 7.0 Decks
- 8.0 Swimming Pools/Pool Enclosures
- 9.0 Satellite Dish/Antennas
- 10.0 Fences
- 11.0 Fence Extensions
- 12.0 Dog Runs / Pet Shelters
- 13.0 Decorations
- 14.0 Exterior Lighting
- 15.0 Wind Turbines
- 16.0 Burglar Bars
- 17.0 Birdhouses
- 18.0 Landscaping
- 19.0 Swing Sets/Play Structures
- 20.0 Driveway Extensions/Sidewalks
- 21.0 Garage Conversions/Carports/Detached Garages
- 22.0 Window Air Conditioners
- 23.0 Window Shades/Awnings

## **ARCHITECTURAL REVIEW COMMITTEE GUIDELINES**

The Architectural Review Committee (“ARC”) was created to enhance property values by requiring conformity to certain standards of construction, visual appeal, uniformity and design. The Covenants, Conditions and Restrictions (“CC&Rs”) provide that no building, fence, wall, structure, improvement, exterior appurtenance, or exterior corporeal hereditament, except landscaping (landscaping defined as “living plants, trees, shrubs, flowers, etc., and utilization of non-living material necessary for growth, i.e., bark mulch, etc.”) shall be commenced, erected, placed, or altered on any Lot, nor shall any exterior addition to or change or alteration, other than landscaping, be made to the Lot, improvements, appurtenances, or corporeal hereditaments until the construction plans and specifications describing the nature, kind, shape, height, materials and a plot plan showing the location of same, have been approved in writing. Trellises, window boxes, arbors, and permanent brick borders must have ARC approval. Landscape timbers and bricks without mortar do not need ARC approval unless they exceed a height of one (1) foot.

It is the general purpose of the ARC to approve or disapprove applications made to it for proposed alterations, additions or changes to be made to the exterior of the house and/or lot itself. Landscaping does not require ARC approval unless the configuration of the ground changes (i.e., berms, fill dirt, etc.).

### Procedure

A “Request for Home Improvement Approval Form” must be completed in its entirety and mailed to the address indicated on the form. All pertinent information such as plans, specifications, building permits, locations of the proposed improvements must be indicated on a copy of the survey, etc. and all of these items should be included with the application.

The architectural review forms are available from your management company. The ARC cannot respond to verbal requests for approval -- all applications must be made in writing.

The ARC has thirty (30) days from the date of receipt of an application in which to respond. If additional information is required by the ARC, the application process will be extended accordingly. Plans for the implementation of the proposed improvement(s) should allow for the time required to complete the approval process. No construction should begin prior to the approval. Additionally, should your application be submitted after the fact of construction, the ARC is not required to provide approval and there is no limitation of time for the review. You may be required to remove said improvements.

If an application is not approved, the ARC will state in their letter why such approval was denied and what type of application changes, if any, would alter that decision. If an applicant wishes to discuss or appeal a decision made by the ARC, the Designated Representative should be contacted in writing.

In the event that an application is approved but the work/project is not completed within six (6) months, homeowner must resubmit the application for approval.

#### Guidelines

The following are guidelines adopted by the ARC to specify their standards, requirements and thought processes used in evaluating an application. The guidelines may be amended from time to time as the circumstances, conditions or opinions of the ARC dictate. It should be noted that each application is considered on its own merit and that the ARC may grant a variance from these guidelines and/or from certain provisions of the CC&Rs. **The ARC has the right to deviate approval for a similar improvement based on the proximity of a property to a main boulevard and on the visual relativity of the site to the overall development.** As an example, a home located on the perimeter of the development may be permitted to have a certain styled storage building, whereas on a main entry boulevard and depending on the configuration of the lot, this same item may not be approved. The intent is to maintain overall integrity within areas of higher visual impact. Throughout this document, the term "common

areas” refers to streets, parks, lakes, and other areas maintained by the homeowner’s association. The term “excellent condition” will be determined by the Board of Directors or Architectural Review Committee

It should also be noted that ARC approval is required prior to the installation or construction of the improvement or change. **If an improvement is made without ARC approval, the Board of Directors has the legal right to enforce its removal.**

## 1.0 Outbuildings

1.1 An “outbuilding” is defined as any structure that is not attached to the main structure. This definition does not include bonafide additions to the main residences or garages wherein an actual opening to the main structure exists, but does include storage sheds, gazebos, palapas and playhouse/forts Structures must be kept in excellent condition at all times or will be subject to immediate removal upon notification by the HOA of their unacceptable condition. If structure is removed and replaced, a new application must be submitted. Outbuildings in yards fully-visible from a street or common area will be considered on a case by case basis.

1.2 The ARC will consider the following:

- a. The colors should match/blend with the predominant exterior colors of the main residence.
- b. Materials should match those of the main residence in both size and color; however, the ARC may approve small-prefabricated metal storage buildings, providing the color blends with the main residence.
- c. It should have a peaked roof, no higher than eight feet (8’) from the ground to the highest point, and a maximum of 10’ x 12’ floor space. Structure must be placed and maintained a minimum of eight feet (8’) off rear property line and distance from side fence will be determined based on visibility from the street in front of the lot. At no time, however, will that distance from side fence be less than five feet (5’), regardless of visibility. Location must also be

far enough away from fence to allow for drainage to occur entirely on the owner's lot.

- d. A storage building placed on a concrete slab on top of a utility easement will require letters of Consent to Encroach, as it will not be considered portable. Reliant Energy charges approximately \$125.00 for this consent letter. If a storage building is on the utility easement, but not on a slab and can be moved, the ARC will consider it as portable.
- e. No storage building can be built up against any side or rear wall of a home or garage unless its maximum height is less than six feet (6') and it is not visible above the fence. It must also comply with all the other requirements for proper construction, size, location and style and color of the house.
- f. If under six feet (6'), storage structure may be placed in side yard, provided a three-foot (3') minimum setbacks is observed.
- g. Playhouse/fort must be no higher than twelve feet (12') maximum. If fort has a platform, then platform can be no higher than forty-two inches (52") above ground and centered in back yard to protect neighbors' privacy. It shall also be placed so as not to be visible from the fronting street, and a minimum of (8') from a perimeter fence.
- h. Gazebo / Palapa – Freestanding –Must review on a case-by-case basis with a maximum height at peak of eleven feet (11') and must be eight feet (8') off side and back fence.

## 2.0 Sporting Appendages and Equipment

- 2.1 A "Sporting Appendage and Equipment" is defined as a basketball goal, volleyball net, soccer goal, street hockey goal, batting cages, trampolines, trampoline cages, etc.
- 2.2 All sporting appendages and equipment must be maintained in excellent condition at all times or will be subject to immediate removal upon notification by the HOA of their unacceptable condition.

- 2.3 A basketball backboard may be mounted onto the roof by use of a small, triangular mounting structure; the mounting structure must be painted to match the shingle color.
- 2.4 Backboard must be regulation size and color, and are preferred to be composed of a transparent material.
- 2.5 Must be mounted on garage or placed on the side of driveway, recognizing a setback of a minimum to correspond with building line.
- 2.6 All portable sporting gear such as hockey goals, portable basketball goals must remain on homeowner's property and be maintained in excellent condition at all times.
- 2.7 Batting cages should be no higher than eight (8') in height, and placed no closer than eight (8') feet from a perimeter fence. Batting cages, which are six feet (6') in height or less can be placed immediately next to a six-foot (6') perimeter fence.
- 2.8 Where backyards are in full view of a street or common area, approval must be obtained to add any sporting appendage or equipment and may be limited in number.

### 3.0 Patio Cover

- 3.1 Should be constructed of materials that complement the main structure. Patio covers must be situated on the lot to provide drainage solely into the owner's lot. If a proposed patio cover location is less than five feet (5') away from the side lot line, the ARC will require that it be guttered with downspouts, if it is to be a solid cover.
- 3.2 Prefab covers made of aluminum or steel may be approved providing they are of an earth tone color -- unfinished metal will not receive ARC approval. All metal must be painted and certain structures using fiberglass roofing and wood frame may be allowed to go unpainted provided treated wood is used. All materials showing excessive weathering must be replaced.
- 3.3 If attached to house, must be integrated into existing roof line (flush with eaves), and if it is to be shingled, shingles must match roof. Entire patio

cover and posts should be trimmed out to match house. Supports must be painted wood, treated wood or metal columns. No pipe is allowed.

3.4 At no time, however, shall a shingled roof be allowed with an unpainted frame. Frame will have to be painted to match trim of house whether treated or untreated wood is used.

3.5 Patio construction materials are as follows:

- a. Painted aluminum or steel (metal) (to match trim of house).
- b. Painted wood (to match trim of house).
- c. Natural pressure treated wood such as cedar, fir or redwood may be used. Treated pine must be painted or stained.

General Note: All patio cover material, i.e.; corrugated aluminum, metal, wood, lattice, must be completely framed in so that no raw edges of material are visible.

- d. Canvas is not permitted.

3.6 Patio covers may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.

#### 4.0 Room Additions

4.1 Exterior materials and colors should match the house.

4.2 Detailed plans must be submitted to the ARC.

4.3 Room additions may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.

4.4 On an individual basis – size and shape will depend on architectural style and layout of home, size of lot, and how well room addition integrates with existing home. Addition of a storage area will not qualify as a bonafide room addition and will not be permitted. Plans for room addition must show a room of reasonable size to constitute a legitimate request for a room addition. Roof of addition must integrate with existing roofline so as to appear to have been part of the original home. The addition must be opened to the main structure and be serviced by central heat/AC and electrical. All such improvements must be designed to building code



standards. Room additions may be denied for other reasons, i.e., structural integrity, architectural suitability, etc.

4.5 Building permits, as required by the applicable municipality (city, county, etc.), must be submitted with the "Request for Home Improvement Approval" form. In some instances, the ARC will grant approval with the provision that a copy of the permit must be received by the ARC within thirty (30) days of the approval letter.

4.6 "Garage-over" additions will be considered on an individual case-by-case basis, and must adhere to all requirements of section 4.0.

## 5.0 Exterior Painting

5.1 Earth tone colors are most often used when homes are constructed. In general, any color must receive ARC approval.

## 6.0 Storm Windows and Storm/Screen Doors

6.1 Providing the frames of these are of a color compatible with the exterior house colors, storm windows and storm or screen doors must receive ARC approval.

6.2 Storm/screen doors must be of a style and color which will be harmonious with existing architecture and trim colors. For example: no un-finished aluminum storm/screen doors will be permitted on earth tone trimmed houses.

6.3 Storm/screen door trim (including but not limited to metal scrolls) must be described in detail in the Request for Home Improvement, and will be considered on a case-by-case basis.

## 7.0 Decks

7.1 Decks may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.

- 7.2 Decks should not be situated on the lot so that they may pose a problem to the effective drainage of the lot or neighboring lot. In general, decks shall be within five feet (5') of the side property lines and/or greater unless otherwise defined by the plat and/or restrictions.
- 7.3 Decks cannot be higher than eighteen inches (18") above grade.
- 7.4 Paint or stain should match or complement the house.

## 8.0 Swimming Pools and Spas

- 8.1 No pool or spa of any type may encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment. Pool decking which extends into an easement also requires a consent agreement. Consents must be received prior to approval. Note: Reliant Energy charges approximately \$125.00 for this consent letter.
- 8.2 No pool and/or deck shall be within five feet (5') of the side property lines and/or greater unless otherwise defined by the plat and/or restrictions.
- 8.3 Above ground pools are not permitted.
- 8.4 All pools must be enclosed within a fenced area.
- 8.5 Pool pumps and other equipment must be screened within the fenced perimeter and not visible from the fronting street.
- 8.6 Pool enclosures will be reviewed on an individual basis and height should not exceed eight feet (8').

## 9.0 Satellite Dishes / Antennas

- 9.1 No antenna or satellite dish that exceeding thirty-nine inches (39") in diameter will be permitted on any lot.
- 9.2 Antennas or satellite dishes thirty-nine inches (39") in diameter or less will be permitted assuming the following conditions are met:
  - 9.2.1 The antenna or satellite dish must be located on the rear of the house and installed so as not to be visible from the fronting street.

9.2.2 If such installation is prohibitive of reception of airborne or satellite signal, every effort must be made to install the antenna or satellite dish out of public view.

9.2.3 The antenna or satellite dish, its base and anchoring apparatuses, shall not extend above the roofline of the house and shall not be visible from the fronting street.

9.3 Each dwelling shall not be permitted to have more than one antenna or satellite dish and any related mast, as applicable for each category of the following categories of video programming providers, to-wit: direct broadcast satellites, multi-channel multi-point distribution (wireless cable) providers, and television broadcast stations.

9.4 Exterior antennas are not permitted.

## 10.0 Fences

A perimeter fence is defined as all fences and gates surrounding an individual lot including those visible from any street or common area.

10.1 An application for a variance from standard fencing will be reviewed on an individual basis.

10.2 No higher than six feet (6')

10.3 No painting, staining or varnishing of outside perimeter fences is permitted.

10.4 Restoration of parameter fencing may consist of power washing to restore wood surface, and may be sealed with a clear, flat, non-gloss material. All sealants must be approved by the ARC.

10.5 Fence materials may consist only of cedar and/or wrought iron depending on visibility to interior of lot and location of homeowner's lot.

10.6 No split rail fences or decorative fencing permitted to the front of the lot other than those constructed for use as model homes and those must be removed prior to the sale of a model.

10.7 Approved fences will be installed picket side out where visible from any street or common area.

- 10.8 Replacement or repairs of fence must be made with similar materials, finishes, and construction details as used in existing fence.
- 10.9 Fencing shall be uniform throughout the development. Black wrought iron may be used in areas of decorative use in sections across driveways or where used across a building line so long as there are no items, storage or otherwise, visible from a fronting street. Decorations in the center of gates/fences must be no more than 24 inches (24") tall and be painted black)
- 10.10 All fences must be maintained in excellent condition at all times or will be subject to immediate replacement at homeowners expense upon notification by the HOA of their unacceptable condition.

#### 11.0 Fence Extensions

- 11.1 Fence extension requests should be submitted by both neighbors sharing the side lot line and fence, except in the case of a corner lot.
- 11.2 No fence may extend so as to encroach in front of a building line.
- 11.3 If both neighbors do not concur as to a proposed fence extension, the ARC will examine the effect the fence extension will have on both properties. If one party will suffer detrimentally from the extension (i.e., will totally enclose a bay window), the ARC has the right to reject the application.
- 11.4 Fence extensions may be constructed of matching brick, wrought iron, or cedar pickets, approvals done on a case-by-case basis.

#### 12.0 Dog Runs / Pet Shelters

- 12.1 Dog runs are to be constructed with a height not to exceed six feet (6').
- 12.2 Must not be visible from street and must be below fence line.
- 12.3 Where backyards are in full view of a street or common area, approval will be considered on an individual basis.

- 12.4 If a concrete pad is to be poured for the dog run, it cannot encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment. Consents must be received prior to approval. Note: Reliant Energy charges approximately \$125.00 for this consent letter.
- 12.5 No concrete pad for a dog run shall be within three feet (3') of the side property lines.

### 13.0 Decorations

- 13.1 On any portion of a lot or home visible from any street or common area, there shall be no more than two decorative appurtenances allowed, not to exceed thirty-six inches (36") in height, such as sculptures, birdbaths, birdhouses, fountains, etc. Other decorative embellishments deemed inappropriate by the ARC must be removed.
- 13.2 Benches and gates will be reviewed on an individual basis.
- 13.3 House numbers may be placed on the house or curb; but not any type of freestanding structure in front yard. House numbers located on the curb must be white on black.
- 13.4 All decorations must be kept in excellent condition at all times or will be subject to immediate removal upon notification by the HOA of their unacceptable condition.

### 14.0 Exterior Lighting

- 14.1 Additional exterior lighting should not be of a wattage or lumen count that will affect neighboring homes.
- 14.2 Directional lights or floodlights must be aimed so as not to shine in the windows of neighboring homes.
- 14.3 Low voltage landscape lighting requires ARC approval.
- 14.4 Security, mercury vapor, or fluorescent lights must be attached to the front of the house, preferably the garage. Mercury vapor, fluorescent and sodium halide may be permitted in back as long as it in no way shines onto adjacent property.

14.5 Yard lights may be gas or electric. Single lamp only and maximum height of six feet (6'). May be in front or back. Gas or electric lights must be black.

15.0 Wind Turbines

15.1 Wind turbines must be a color that will blend with the shingle color or be painted to match the shingle color.

15.2 No unfinished aluminum wind turbines will be permitted.

15.3 Wind turbines must be located on the backside of the roofline so as not to be visible from the fronting street.

16.0 Burglar Bars

16.1 Burglar bars must be installed on the interior side of windows and doors.

16.2 The design and appearance of burglar bars on doors and windows will require ARC approval.

17.0 Birdhouses

17.1 Maximum preferred height is twelve feet (12').

17.2 Mounted on 2" diameter metal pipe painted white or black.

17.3 Must be placed toward the middle of back yard and not visible from the fronting street.

18.0 Landscaping

18.1 Timbers, bricks, stone (use native Texas stone), flowerbed borders, landscape lights, trellises and sprinkler may be approved subject to ARC review.

18.2 Must complement style and architecture of home and conform to color scheme of immediate neighborhood.

19.0 Swing Sets/Play Structures

- 19.1 Maximum height of twelve feet (12') and be located 8' from back of lot and 5' from side of lot.
- 19.2 Location will be considered for neighbors' privacy.
- 19.3 May not be visible from fronting street.
- 19.4 Where backyards are in full view of a street or common area, approval must be obtained to add any swing set/play structure.
- 19.5 Awning covers are permitted providing they are kept in quality condition at all times, such as no fraying, mold, mildew or fading.

20.0 Driveway Extensions/Sidewalks

- 20.1 Reviewed on an individual basis.
- 20.2 No closer than three feet (3') to property line and must be parallel to curb. Driveway extensions can extend no nearer to side property line than three feet (3') and five feet (5') in certain instances.
- 20.3 All sidewalks in the side yard must be no greater than forty-eight inches (48") wide.

21.0 Garage Conversions, Carports, Detached Garages

- 21.1 Conversions are not permitted and all garages must be capable of housing a minimum of two (2) cars at all times with an operational garage door.
- 21.2 Detached garage/carports may be permitted on a very limited basis and can only be used to store additional vehicles.
- 21.3 Driveways can never be removed from front yard even if alternate garage is built.

22.0 Window Air Conditioners

- 22.1 Must not be visible from street and must be below fence line.

23.0 Window Shades/Awnings

- 23.1 Canvas awnings will not be permitted on windows to reduce solar exposure unless they are on the back side of house on an interior lot and not visible at all from the street. On a corner lot or lot that backs onto a street, canvas awnings will not be permitted at all. When allowed, they must be earth tone colors and must be kept in excellent condition at all times or will be subject to immediate removal upon notification by the HOA of their unacceptable condition.
- 23.2 Awnings will still be allowed for use on playhouses provided they also comply with aforementioned requirements for proper location, color and condition.
- 23.3 Solar screens must be in harmony with the design and color of the dwelling.
- 23.4 The ARC may allow metal and wooden slat-type shades if they are deemed necessary in reduction of solar exposure and the ARC will determine installation on appropriate windows. At no time, however, will they be allowed on windows on the fronts of the homes.

**For an on line application email Lou Reilly of PCMI [lreilly@pcmi-us.com](mailto:lreilly@pcmi-us.com)**

**OR**

**Call Lou and have her fax or mail you an application. Phone 281-870-0585**



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