



Woodland Hills Homeowners Association

HOA REFERENCE GUIDE

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HOA Reference Guide:

General Maintenance Duties & Common Violations in Our Community

As a part of living in a deed-restricted community, it is the responsibility of homeowners and occupants of any property to keep it in a well maintained, safe, clean, and attractive condition at all times. We have put together a few reference guides to help guide, assist, and support homeowners in complying with Woodland Hills HOA Restrictions.

General Maintenance Duties: Below, we have compiled a checklist of homeowner maintenance duties from the deed restrictions:

1. Lawn mowing should occur on a regular basis.
2. All visible portions of your property should appear neat, clean, uncluttered, and maintained. Home owners are encouraged to move statuary, unused or excessive pots, and personal items to the backyard.
3. Prompt removal of litter, trash, refuse and waste.
4. Watering landscaped areas on a regular basis.
5. Keeping lawn and garden areas alive, free of weeds and attractive.
6. Keeping parking areas and driveways in good repair.

Common Violations In Our Community: We have compiled a list of violations that are routinely observed by Association Services BCS on their drive-throughs or are reported by neighbors, in an effort to help owners avoid common violations. The majority of common violations are easily and quickly remedied with a little effort from the homeowner.

Trash/Recycle receptacles: All trash/ recycle receptacles shall be screened so as not to be visible. Hence, trash and/or recycle receptacles are not to be stored in the driveway. All trash and recycle containers shall be removed from the designated pickup point within 12 hours after collection, per the City of College Station Ordinance Sec 40-389(a). Please remember to promptly remove your trash and recycle containers from the curb and store them out of view.



panels, or other improvements of any kind shall not be constructed or altered until plans are submitted and approved in writing by the Architectural Review Committee.

Signs: No sign or signs shall be displayed to the public view on any Lot, except during initial construction. Following initial construction, for sale/ for lease signs can be used. 1 political sign per candidate, party, or ballot item may be placed on property up to 90 days before and 10 days after any state or federal election.

Open storage of materials: No construction materials may be stored on property prior to or past project completion. Homeowners are reminded to move statuary, unused or excessive pots, lawn implements not in use, and personal items to the backyard.

Trailers/Travel Trailers/Recreational Vehicles/Inoperable vehicles: No trailer, mobile, modular or prefabricated home, tent, may be placed on any part of the lot. No bus, boat or boat trailer, hauling/mobile/travel trailer, recreational vehicle, commercial truck, inoperable vehicle, or any vehicle other than an operating conventional automobile with current registration and current safety sticker shall be stored on any visible part of your lot. If stored at your property, it MUST be stored, placed or parked within the garage of the appropriate Lot Owner or concealed from view by other Lot Owners, including street view, unless the Architectural Review Committee, in its sole discretion, directs or allows otherwise.

Yard & Lot Maintenance: Owners of each residence shall control weeds, grass and/or unsightly growth, and keep yard irrigated regularly. Homeowners are reminded to move statuary, unused or excessive pots, lawn implements not in use, and personal items to the backyard as a lot maintenance standard.

Unapproved Architectural Alterations, Modifications, Repairs, or Improvements: Any repair, modification, addition, or replacement of exterior items, including fences, roofs, structures, walls, pools, solar





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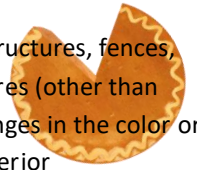
Architectural Review Committee and Request Process



As a part of living in a deed-restricted community, it is the responsibility of homeowners and occupants of any property to understand that **no building, structure, fence, wall, sidewalk, walkway or other improvement of any kind or nature shall be erected, placed or altered on any Lot until all final plans and specifications and a plot plan have been submitted to and approved in writing by the Committee,** or a majority of its members, as to:

- (a) quality of workmanship and materials; proper facing of main elevation with respect to nearby streets;
- (b) conformity and harmony of the external design, color, type and appearance of exterior surfaces and landscapes;
- (c) location with respect to topography and finished grade elevation, and relationship between and effect of location and use on neighboring Lots and improvements situated thereon;
- (d) compliance with the other standards set by the governing documents (CCRs, Rules, Policies, Regulations)
- (e) drainage arrangements

Definition of "Improvement": The CCR defines an "Improvement" as to mean and include all buildings and roofed structures, fences, walls, poles, driveways, ponds, lakes, water wells, swimming pools, tennis courts, signs, mailboxes, exterior lighting fixtures (other than street lights), changes in any exterior color or shape, glazing of exterior windows with mirrored or reflective glass or changes in the color or style of any existing window glazing, street, grading, drainage, utilities, walks, walkways and any new construction or exterior improvement significantly altering the appearance of any of the foregoing. "Improvement" does not include public streets, street lights, utilities, walks, walkways, garden shrub replacements or tree replacements or any other replacement or repair of any magnitude which ordinarily would be expenses in accordance with generally accepted accounting principles and which does not change exterior colors or exterior appearances. "Improvement" does include both original improvements and all later changes and improvements.



You may find an Architectural Project Request Form on the Association's website: associationservicesbcs.com/woodlandhills or by clicking [HERE](#). Once your request form has been completed, you may submit it along with supporting documents via email to help@associationservicesbcs.com with the subject line "Woodland Hills ARC Request" or by mail or hand-delivery to: Woodland Hills ARC c/o Association Services BCS, 1701 Southwest Pkwy Ste 209, College Station, TX 77840. All Architectural Project Requests have up to 30 days to be reviewed and approved or denied. After a request has been considered and any and all aspects construction, location, quality and quantity of landscaping on the Lots, which may, in the reasonable opinion of the Committee, adversely affect the living enjoyment of one or more Owner(s) or the general value of the Property, have been reviewed, a homeowner will be sent an Approval or Denial Letter via email, or USPS mail if there is not a valid email address on record with the Association. The Letter will state any conditions for the approval or explanation of denial and requirements for resubmission. A homeowner must complete an approved project within one (1) year of the approval date, or they will be required to resubmit their request. Once a project has been approved, any future maintenance or emergency repairs or alterations that do not alter the project from the original request will be granted an automatic approval. If the Association does not have a record of approval and the homeowner cannot provide such documentation, they will be required to submit a request form to be retroactively reviewed. Homeowners who do not get prior approval from the ARC are subject to fines and other enforcement actions as described in the Deed Restriction and Enforcement Policy, which can also be found on the Association's website listed above or by clicking [HERE](#).



Step-by-Step: Architectural Review Committee and Request Process:

Step 1: Review the Woodland Hills CCRs, found on the Association's website, listed above, or by clicking [HERE](#), to ensure your project meets any requirements by the CCRs. If you're unsure if your project meets the requirements, please contact Association Services BCS by email at help@associationservicesbcs.com or by phone at (979) 822-4443, and your HOA manager will be happy to answer any questions.

Step 2: Complete an Architectural Project Request Form and gather any required or encouraged supporting documents.

Step 3: Submit your completed, signed, and dated request form and supporting documents to the Woodland Hills ARC via email to help@associationservicesbcs.com with the subject line "Woodland Hills ARC Request" or by mail or hand-delivery to: Woodland Hills ARC c/o Association Services BCS, 1701 Southwest Pkwy Ste 209, College Station, TX 77840.

Step 4: Wait for the required ARC approval before commencing on your project. As a reminder, they have up to thirty (30) days to review, but most projects are reviewed within the first two weeks following submission.

Step 5-A IF PROJECT IS APPROVED: If your project is approved, complete the project as described on your approved request form within one (1) year of approval date. Submit a picture or video to the ARC of the completed project to be kept with the Association's records for future approvals of the same project. As a reminder, homeowners are still asked to notify the ARC if you are doing a project that is automatically approved – this is to help avoid unnecessary violation reports and/or notices sent to the homeowner.

Step 5-B IF PROJECT IS DENIED: If your project is denied, review the explanation for denial and requirements for submission. Make any required modifications to your project request and resubmit. If project is approved after resubmission, please see Step 5-A. If denied, please see step 5-B.