



## CEDAR HILLS CIVIC ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

The Cedar Hills Architectural Control Committee (ACC) exists on behalf of the homeowners to keep our community neat, clean, and attractive for ourselves, future residents, and to maintain property values and desirability. In order to accomplish this goal, it is important that *new development or improvements on existing structures* (both to be referred throughout this document as “improvements”) within Cedar Hills are in alignment with the Cedar Hills dedicatory instruments and current HOA legislation.

Dedicatory Instruments include:

- Covenants, Conditions, and Restrictions (CC&Rs) and related amendments
- Cedar Hills Bylaws

These can be found on [cedarhills.com](http://cedarhills.com)

### **Who can be on the ACC and how do they become members?**

Any homeowner in good standing can be on the ACC and will be appointed by the CHCA Board, as deemed necessary.

No CHCA Board Member, family member or a person residing in the same household as a current CHCA Board Member may be on the ACC.

### **What is the ACC responsible for?**

The ACC is solely responsible for managing the application and approval process by evaluating the standards set forth in dedicatory instruments fairly and maintaining necessary records of applications and related documentation, final decisions, including appeals, meeting minutes, and other necessary documentation.

The ACC should make a reasonable effort to stay up to date on current legislation and inform the Board of any changes as well as assist in informing homeowners of such changes as well as current CC&R requirements and inquiries regarding the application and approval process.

### **When is an application and ACC approval required?**

Applications must be submitted and approved for improvements that are visible from a public street or neighboring property, permanent structures, and/or any improvement involving sewage disposal systems.

- Only sections I and V of the application are required for permanent structures not visible from a public street or neighboring property and are only subject to approval regarding setback lines.

No application or ACC approval is required for:

- An improvement that is not a permanent structure and is also not visible from a public street or neighboring property.
- Improvements made inside the primary residence that do not involve a sewage disposal system.



## CEDAR HILLS CIVIC ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

### What types of improvements could require ACC approval?

- Exterior Painting
- New Construction
- Primary Home Addition(s)
- Sewage Disposal
- Driveway
- Deck/Patio
- Front Yard Fences
- Solar Arrays
- Pool/Spa
- Shed/Greenhouse
- Arbor/Overhang
- New Construction
- Additional Dwelling Unit (ADU)

See "Appendix A" for some specific information regarding the CC&Rs as it relates to improvements.

### What kinds of documents might be required for the application?

- **Plat**
  - This must show the location of the improvement in relation to the property lines and required setback lines.
  - If any trees will be cut down because of the improvement, they must be shown/marked on the plat.

\*The location of the improvement and marked trees can be hand drawn onto the plat.
- **Photos or Renderings**
  - Any full-color images that show what the final product will look like.
  - These can be similar images and not necessarily an exact depiction of the final product.
- **Building Plans**
  - For permanent structures, building plans need to be submitted showing the footprint and other necessary details.
  - If the structure will be used as a dwelling, square footage must be included.

### How does a homeowner submit an application?

1. **Email:** Submit your completed form and required documentation to: [cedarhillsacc@gmail.com](mailto:cedarhillsacc@gmail.com) and cc: [cedarhillsboard@gmail.com](mailto:cedarhillsboard@gmail.com)

\*Due to technological reasons or any other, a homeowner may substitute the form with an email listing out all the required information along with any required documentation.

2. **In Person:** Forms may be submitted in person to the CHCA President (either in person or placed in a mailbox). The CHCA President will be responsible for getting the application to the ACC.

### What happens after an application has been submitted?

Once an application is submitted, the ACC has 30 days to review, approve, and notify the homeowner of the approval in writing via email, USPS, or hand-delivery (in-person or placed in a mailbox). All questions and any additional necessary information must be requested and reviewed during this time.

If a decision is not made within 30 days, the application is assumed to be approved.



## CEDAR HILLS CIVIC ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

### **How will an ACC decision be made?**

An application will be approved by a majority vote of the ACC members.

If a conflict of interest presents itself for an ACC member, he/she must abstain from reviewing, providing input, and/or voting on an application.

In the event of a tie, the CHCA President serves as the tie-breaking vote.

Approvals will be made based on whether or not the improvement meets the requirements and does not violate the current Cedar Hills dedicatory instruments and/or how the improvement aligns with the existing harmony of external and structural design and quality of Cedar Hills.

In certain situations, the ACC or the CHCA Board are able to make exceptions, as deemed appropriate, after evaluating the circumstances of the improvement.

### **What happens if an application is denied?**

If any application is denied, the ACC is required to explain why an application has been denied in its notification to the homeowner.

The homeowner has a right to appeal this decision to the CHCA Board.

An appeal has to be requested by the homeowner in writing, and the appeal hearing must take place within 10 days of the request. The CHCA Board can affirm, modify, or reverse, in whole or in part, any ACC decision.



# CEDAR HILLS CIVIC ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

## “APPENDIX A”

This information is ***for reference only*** and is not a complete list of requirements set forth in the Cedar Hills dedicatory instruments.

### **Setback lines and square footage for Section I**

- Habitable dwellings should be no less than 900 sq ft.
- Structures shall be located at least 25' from an exterior lot line (i.e. public street) and at least 10' from an interior lot line
  - If a homesite consists of more than one lot, the entire area shall be considered one lot.

### **Setback lines and square footage for Section II**

- Habitable dwellings should be no less than 1000 sq ft.
- Structures shall be located at least 50' from an exterior lot line (i.e. public street) and at least 15' from an interior lot line
  - If a homesite consists of more than one lot, the entire area shall be considered one lot.

Plats for section identification can be found here:

<https://cedarhillselgin.com/welcome-to-cedar-hills/acc/>

### **Easements**

A 10' easement between property lines is required for the purposes of maintenance, installation, and/or repair; however, the board is not responsible for any consequences related to building on any easement section as they may be enforced by the party requiring access.

### **Solar Arrays**

- New legislation dictates that an HOA cannot prevent the installation of solar arrays.
- Roof solar arrays are allowed even if visible from a public street.
- In-ground solar arrays are permitted as long as they are not visible from a public street.

### **Structure type**

- No trailer, tent, shack, garage, barn, or other outbuilding or structure of a temporary character shall ever be used as a residence, temporary or permanent. Certain exceptions may apply.
- Additional Dwelling Units (ADUs) are allowed but must be permanent in nature and be built in accordance with all dedicatory instruments related to a primary residence. This includes tiny homes; however, tiny homes must be built in a permanent manner (i.e. not on wheels).
  - According to the dedicatory instruments, none of the lots in Cedar Hills may be used for anything other than for single family, private residential purposes.
  - Based on this restriction and Bastrop County's requirements, no more than 2 habitable dwellings may be built on a single lot (including combined lots owned by the same homeowner). More than two dwellings on a single lot is considered commercial use.

### **Fences**

- New legislation dictates that an HOA cannot prevent the installation of a perimeter fence; however, they can restrict aspects of the fence such as material, color, etc.
- All improvements must match the aesthetic of the primary home in material and color.



## CEDAR HILLS CIVIC ASSOCIATION ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

### Exterior paint

- Exterior paint does apply to a primary home being repainted and/or the paint color of the improvement.
- Samples of paint colors should be provided either by providing a swatch or depicted in photos or rendering of the improvement.
- Generally approved colors are those that match the aesthetic of the primary home or existing homes throughout Cedar Hills, for example neutral colors, colors from nature, white, gray, brown, tan, blue and green tones, colors of commercially available brick, etc.
- Generally NOT approved colors are unnatural, excessively bright/neon colors, etc. Appropriate exceptions can be made per ACC approval.

### Additional Notes

- It is not required by the ACC to obtain a copy or permit number from the homeowner. The application will ask the homeowner to attest that they have one.
- If a contractor is in violation of the dedicatory instruments, i.e. trash storage containers not being used properly, improper parking, etc. they should be contacted only AFTER a homeowner has been contacted and cannot be reached in a timely manner.
- Required Documentation:
  - Materials being used for an improvement need only be listed in the simplest of terms and include elements of the improvement visible to the street.
  - i.e. when building a shop, a homeowner can list “metal siding and aluminum roof, concrete foundation, red iron framing, and caliche driveway.”
  - Basic plats: If you do not have the plat for your property, a basic one can be found here: <https://bastropcad.org/interactive-map/>
    - Enter your address, and it will show you your property lines
    - You may draw in the improvement location in relation setback and easement lines and any identified trees for removal.
  - An example of a baseline, acceptable application can be found on [cedarhills.com](https://cedarhills.com)

*For convenience, we've provided some information at the Bastrop County Development Services for any permitting information or questions:*

**Odalís García      Development Permits      (512) 581-4077**

**Ruben Parker      Admin Assistant      (512) 581-4057**

*Development permit information and forms can be found here:*

<https://www.co.bastrop.tx.us/page/ds.home>