

Sierra Crest Homeowners Association (SCHOA)



Architectural Control Committee Rules and Procedures Guide for New Construction and Exterior Improvement Projects

December 18, 2012

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I. Overview¹

The Rules and Procedures Guide for New Construction and Exterior Improvement Projects is intended to provide minimum requirements necessary to comply with Association covenants; safeguard life, health and public welfare; and protect the investment of the Association and its members. The Guide provides standards and procedures for development of Lots; design and construction of buildings, structures, walls and appurtenances; improvements, remodeling and additions to current construction; and consolidation of an adjacent lot to a home for the purpose of exemption from assessments.

In addition to these minimum requirements, all design and construction, whether new or improvement, shall also comply with the El Paso Building Code and the International Building Code as adopted by the City of El Paso. In the event of any discrepancies, inconsistencies or conflicts as to construction requirements between the provisions of the Design Guide and City Codes, the Declaration, or the Bylaws of the Association, the order of precedence is City Code; the Declaration; the Bylaws of the Association and the Design Guide. In no event are a Member's obligations imposed by the Declaration, By Laws or the Design Guide affected or superseded by any action of the City or its inspectors.

II. Architectural Control Committee (ACC)

The Architectural Control Committee was originally established in Part D of the Declaration of Covenants, Conditions and Restrictions of the Sierra Crest Subdivision, September 3, 1976. Subsequently, members have been appointed by the Board of Directors of the SCHOA. See Appendix A for the History of Revisions.

The ACC's main functions in the review of applications for proposed new construction or exterior modifications or Improvements are as follows:

1. to ensure that the proposed construction or modification complies with the Declaration of Covenants, Conditions and Restrictions and the Design Guide; and
2. to ensure that the proposed construction will be architecturally harmonious with the other Improvements in Sierra Crest.

The Chair and at least one other ACC member must be Members of the Association. The Board may appoint other ACC members who are not Members of the Association for their expertise and experience.

¹ See Appendix A: History of Revisions

III. Principles

The Architectural Control Committee (ACC) will strive to adhere to the following principles.

- Neighborliness
- Protection of the investment and safety of the Association and its members
- Preservation of the Primary View of others
- Minimization of inconvenience to neighbors
- Protection of Association Common Areas
- Adherence to City Codes
- Flexibility in dealing with unique situations
- Adherence to procedures and documentation of the rationale for deviations

IV. Definitions

Unless the context clearly requires otherwise, the following terms used in this Guide are defined as follows. Defined terms appear throughout this Guide with the initial letter of such term capitalized.

1. "Addition" means a physical increase to an existing Improvement.
2. "Architect" means the licensed Person who prepares the plans for the construction of or Addition to any Improvement.
3. "Adjacent Lot" refers to a Lot immediately adjacent to a Lot with a Dwelling Unit on which a Dwelling Unit is situated and under the same ownership.
4. "Application" means a request for approval of a Plan for new construction, addition, renovation, remodeling, exterior painting, or integration of an adjacent lot for the purpose of obtaining an exemption from assessments.
5. "Architectural Control Committee (ACC)" means the committee appointed by the Board of Directors.
6. "Association" refers to the Sierra Crest Homeowners Association.
7. "Board" means the Board of Directors of the Sierra Crest Homeowners Association.
8. "Common Area" means the area outside the property lines of private residential lots as defined in the Declaration of Conditions, Covenants and Restrictions.
9. "Construction" means any manner of building or structure.

10. "Contractor" means any person responsible for any Construction, including the construction of a Dwelling Unit or for any Addition or Remodel.
11. "Declaration" means the Sierra Crest Subdivision Declaration of Covenants, Conditions, and Restrictions, of September 3, 1976, or any amendments thereof.
12. "Design Guide" or "Guide" refers to this document.
13. "Design Plan" or "Plan" incorporates all of the documents and plans listed in Section VI.1.a of this document.
14. "Dwelling Unit" means any building or portion of a building situated upon a Lot designated and intended for use and occupancy as a residence by a Single Family.
15. "Easement" means any area within the Project designated for utilities, drainage, and other purposes as shown on the Plat of record.
16. "Improvement" means each and every physical improvement of any kind whatsoever to any portion of the Sierra Crest subdivision including, but not limited to any excavation, grading, fill work, building, Dwelling Unit, walkway, driveway, road, parking area, wall, fence, swimming pool, utility installation, drainage facility, stairway, patio, courtyard, pole, sign, retaining walls, and any and all components of any of the foregoing, including, but not limited to exterior paint, color and finish scheme and any and all modifications, alterations of or additions to any of the foregoing.
17. "Lot" means any parcel of real property designated as a numbered lot on the Sierra Crest Plat and any improvements located thereon.
18. "Lot Owner" or "Owner" means one or more Persons who are alone or collectively the record owners of a fee simple title to a Lot but excluding those having any such interest merely as security for the performance of an obligation. The Owner of the fee title and not the lessee of such Lot shall be deemed the Owner regardless of the term of the lease.
19. "Member" means every Person who qualifies for membership through ownership at the Sierra Crest Subdivision.
20. "Person" means an individual, corporation, partnership, Limited Liability Company, trust or other entity capable of holding title to real property, and their respective heirs, successors and assigns.

21. "Platform Construction" refers to the construction of a deck over sloping terrain upon which a substantial portion of a Dwelling Unit rests.
22. "Primary View" is illustrated by the figures in Appendix E.
23. "Project" refers to and means the entire real estate described in the recorded plat of Sierra Crest Subdivision.
24. "Property Lines" means the metes and bounds that set out the limits of the Lot.
25. "Set Backs" means those areas designated for non- construction other than landscaping as described below in Section VI.1.d. Construction Dimensions.
26. "Sierra Crest Homeowners Association Inc." means the Texas Non Profit Corporation that has jurisdiction over all properties located within the land encumbered under the Sierra Crest Declaration of Covenants, Conditions and Restrictions, and as they may be amended.
27. "Sluff" is the loose, non-compacted rocks or earth that results from excavation or grading and is often pushed over the top edge of a slope during grading.
28. "Subdivision" refers to the Sierra Crest Subdivision described in "Project" above.

V. General Guidelines and Procedures

1. Requirement for Approval. All new Construction and Improvements, as defined above, of any type must be submitted to the ACC for review and approval. See Section VI. Specific Guidelines and Procedures.
2. Communications Record. The ACC will maintain a log of all communications concerning an application. It will include information provided by the SCHOA guards concerning receipt of plans and other communications with the ACC.
3. Plan Submittal.
 - a. Owners and their employees are responsible for complying with the Design Guidelines and applicable provisions of the Declaration, as well as with the rules and regulations of the City of El Paso. Due diligence on the Owner's part in complying with all requirements, will help bring the review process to a speedy and satisfactory conclusion.
 - b. The ACC may, at its discretion, conduct a preliminary review of site plans, elevations, colors, and exterior dwelling materials for general compliance with dimensional restrictions, protection of primary views of others, and general appearance of the Dwelling Unit.

- c. Unless otherwise notified, all Owners shall submit required plans, documents, and specifications to the attention of the ACC Chair by depositing at the mailbox at 1 Sierra Crest Drive, El Paso, TX 79902 or by delivering to the residence of the Chair. If deposited in the mailbox, notice shall be provided to the chair by phone that the items were deposited. Oversized documents should be delivered to the Chair's residence; alternatively, they may be delivered to the SCHOA guard house, provided notice is given to the Chair, by phone, email or in writing, about the delivery. In the case of phone notification, contact must be made with the Chair – leaving a message on an answering machine is not sufficient. It is the Owner's responsibility to insure that the Chair receives the required documents and burden to establish delivery.
 - d. The ACC will provide written acknowledgement of receipt to the owner.
4. Security Deposits.
 - a. A certified check made payable to Sierra Crest Homeowners Association for \$10,000.00 shall be required with each Design Plan for new construction at the time the Plan is submitted for ACC review.
 - b. The deposit shall be withheld for the duration of the construction period as assurance that the owner and builder will comply with the requirements of the Guide, the Declaration, and the approved plan.
 - c. The ACC may withhold funds from the deposit for the repair of damage or loss to the Common Area or to the property of other Owners, or inspections required by the ACC to determine whether work was performed in accordance with the Guide, the Declaration, and the approved plan.
 - d. The ACC may waive or may require a reduced security deposit for smaller remodeling or other Improvement projects.
5. Security Considerations.
 - a. The owner shall submit the information required in the General Contractor Access Information and Insurance Form (Appendix F).
 - Part I is provided to the ACC and the SCHOA guards and contains contact information for the general or prime contractor. The named Point of Contact or alternate will be consulted to determine access for workers, subcontractors, deliveries, or other personnel to the work site.
 - Part II is provided to the ACC and provides proof of required liability insurance and bonds the general contractor, engineer, and the Owner if he is his own contractor.
 - b. Upon completion of a job by any of the recorded contractors or subcontractors, the owner shall provide written notice of such completion to the security guard and any future admission of the contractor or subcontractor to the Subdivision will require specific Owner approval.

- c. Owners shall keep current all information required in Appendix F as subcontractors finish work or are added to the project. The Owner shall instruct contractors and foremen that workers are required to leave the premises at the end of work hours and are not permitted to linger on the premises after hours or re-enter other than during work hours.
 - d. Contractors and subcontractors are not permitted to bring guests into the Subdivision.
6. Construction Rules. Owners and their contractors will abide by the General Rules for Construction, Additions, Renovations and Remodeling Projects found at Appendix G of this Guide. Owners will have the obligation to provide a copy of these rules to their agents, representatives, builders, contractors, and subcontractors.
7. Owner Responsibility. Owners will be responsible for the conduct and behavior of their agents, representatives, builders, contractors, and subcontractors while on the premises of Sierra Crest Subdivision. Owners are responsible for the damages done to Common Areas and other Lots by their agents, representatives, contractors, and subcontractors.
8. Timely Completion of Projects. In order to minimize inconvenience to neighbors and other residents of Sierra Crest, it is expected that projects will be completed in a timely manner and will generally adhere to approved schedules. Any work stoppage of more than thirty (30) consecutive calendar days may cause the ACC's approval to be voided. Owners are responsible to provide a written notice to the ACC of any work stoppage of greater than thirty (30) consecutive calendar days; the notice will include an explanation of the reason for the stoppage.
9. Appeals. Appeal from a final decision of the ACC may be made to the Board of Directors.
 - a. Procedure. Appeals must be submitted in writing, identifying with specificity the decision being appealed and a detailed explanation for the basis of the appeal.
 - b. Time Lines. Appeals must be filed within 15 days of the date of the Architectural Committees written decision. The Board will hear the Appeal at the next scheduled Board meeting. A ruling from the Board of Directors will be issued within 30 days from the appeal and will be final and binding on the Owner.

VI. Specific Guidelines and Procedures

1. Requests for New Construction
 - a. Design Plan. The following must be submitted to the ACC for review and approval before the commencement of any grading or construction and collectively constitute a Design Plan:
 - i. Construction Documents. All information submitted to the City of El Paso, required by the City, for a Building Permit along with the Building Permit.
 - ii. Lot Preparation and Grading. Final Grading and Drainage Plan(s) designed by a Professional Engineer. Include any permits issued by the City. Plans for control of sluff. See Paragraph “b” below.
 - iii. Special structures: Retaining walls, Platform Construction and decks. See paragraphs “b” and “c” below. Drawings by a Professional Engineer.
 - iv. Site Plan. The site plan must set out proposed grades, new grades, existing setbacks and easements, property lines and elevation of finish floor. Plan shall also show method of access to all utilities.
 - v. Exterior Details.
 - 1) Exterior elevations, to-scale professional drawings showing finished heights and other dimensions.
 - 2) Description of all exterior materials with color samples of those materials, including roof materials.
 - 3) Mailbox. Location, height and appearance.
 - 4) Landscaping (on any side exposed to a street). Description of ground cover, plants, trees, decorative walls, and lights.
 - 5) Covering of Pipes. Plans for covering of any exposed pipes (vertical or horizontal).
 - 6) Treatment of areas under platforms and decks. See paragraph “c. iii.” below.
 - 7) Method of Screening.
 - a) Roof-mounted air conditioners and other such devices.
 - b) Ground items visible from the street, e.g., air conditioners, electrical transformers, trash cans, and pool equipment.
 - vi. Time Schedule. A projected time schedule for the start and completion of all construction is required. All construction must be completed in accordance with the projected time schedule. Any work stoppage of more than thirty (30) consecutive days may cause the Committee’s approval to be voided. Written notice shall be provided to the ACC by the Owner of work stoppage that exceeds thirty (30) days. Said notice will provide an explanation of the delays and an expected date when work will resume.
 - b. Lot Preparation and Grading. Improvements constructed on each Lot must follow the natural mountain terrain with a minimum of excavation and embankment. No

retaining walls or excessive cuts and fills shall be permitted without the express written consent of the ACC.

- i. Grading Permit. A Grading Permit from the City is required.
 - ii. Retaining Walls. Shall be constructed in accordance with ACC approved plans. Once completed, all retaining walls must be inspected and certified by the designing engineer that the structure was built in accordance with the approved plans. All retaining walls must be completed and certified PRIOR to the start of the construction of the dwelling.
 - iii. Control of sluff. Sluff must be covered by one of the following methods.
 - a) Removal
 - b) Retaining Wall
 - c) Integrated landscaping
 - d) Riprap
 - e) A combination of any of the above.
- c. Platform Construction and Decks. Dwellings constructed on platforms over terrain of a Lot that is situated above other dwellings or streets pose a risk to surrounding dwellings and streets.
- i. Strict adherence to codes and sound design and construction standards will be enforced.
 - ii. Once construction of a platform is completed the designing engineer will certify it was built in accordance with the approved plans. Construction of the dwelling unit will not begin until the platform construction is certified.
 - iii. The terrain and vegetation under the platform or deck must present a suitable appearance. Options include
 - a) Leaving the natural landscape undisturbed
 - b) Landscaping or cover
 - c) Screening the area from view.
- d. Construction Dimensions. All Construction at Sierra Crest Subdivision must comply with the following dimensional requirements.
- i. Set Backs. All improvements or portions thereof, including garages, carports, porches and overhangs, shall be set back from the property lines as follows:
 - 5 to 10 feet from the front property line, depending on the location of the utility easement and/ or location of the street.
 - 5 feet from the side and 5 feet from the rear, including easements.
 - ii. Maximum Height of Construction. Maximum height shall not exceed two stories or 25 feet. Air conditioning units, vents, and roof screens such as parapet walls are included in the preceding dimension. The 25 feet will be measured from the highest point of the lot's natural grade to the highest point on the building (except chimneys). Pitched roofs are measured to the ridge.

- iii. Minimum Square Footage. Dwelling Units will have a minimum square footage of 2,500 square feet.
 - iv. Variances. The Board of Directors is the approval authority for variances. The ACC may recommend variances to the dimensional restrictions due to unusual natural terrain conditions and where the design reflects sensitivity to the natural grade and surrounding homes. For example, Lots of awkward shapes may call for variations from the above but only upon submitted written request and ACC approval.
 - Protection of Views. At no time will a variance be granted if it results in the obstruction of a Lot's primary view.
 - e. Common Areas. Building on Common Areas is prohibited except that landscaping and rock walls connected with landscaping may be allowed as approved by the ACC.
 - f. Primary Views. The preservation of the Primary View of neighboring lots is guaranteed through the imposition of a limit on the height of any construction. If views other than the primary view are obstructed it shall be considered acceptable. The ACC shall resolve any disagreements regarding a Lot's views. Appeals will be decided by the Board of Directors.
2. Requests for Exterior Improvements (Additions, Renovations, Remodeling and Exterior Painting). A request for review of an Exterior Improvement will be submitted to the ACC in writing using the form at Appendix C. Security deposits for small projects may not be required. The ACC will determine whether a deposit is required.
3. ACC Review and Decision.
 - a. The ACC shall review all Plans and Applications for compliance with this Design Guide and the Declaration of Covenants, Conditions and Restrictions. Approval or disapproval by the ACC shall be in writing and issued to the Owner within 30 days of the Plan or Application submission. Submitted plans not reviewed within 30 days are deemed approved.
 - b. Assessments must be current prior to the submission of plans to the Architectural Committee. Assessments must remain current throughout the construction process and in the event that assessments become delinquent work will be halted.
 - c. Compliance with this Design Guide does not guarantee any particular construction result. Approval by the ACC does not constitute an endorsement or a recommendation of any particular plan or design. The responsibility for proper and safe construction, at all times remains with the Owner.

4. Re-submittal of Plans. In the event of ACC disapproval of plans the owner may re-submit. The resubmittal must clearly demonstrate that the items not previously in compliance have been adequately addressed.
5. Deviation from Approved Plans. Deviations from approved plans or modifications of approved plans are strictly prohibited. Modifications of and deviations from approved plans are only permitted if requested in writing and approved by the ACC prior to undertaking the modification or deviation. Owners have an ongoing obligation to follow approved plans in any construction process.
6. Modification of Approved Plans. ACC approval is required of all changes to approved plans, including grading or drainage plans as well, as changes to the exterior of the Dwelling Unit that may become necessary before or during construction prior to implementation.
 - a. Modifications of any approved plans with a professional engineer stamp must be revised, sealed, and signed by the same engineer who signed the original plans or the previously approved revision.
 - b. If the original engineer is not available then the subsequent engineer must certify that he/she inspected the lot or construction and that the revised plans are in fact based on the actual conditions of the lot or construction.
7. City Mandated Changes. If the City mandates any changes to a Permit or Plan, the ACC shall be informed of the changes and shall review the changes for any conflicts with the Design Guide. If the changes conflict with the Guide, the ACC will work with the Owner to reach a mutually satisfactory solution. No work shall be performed until the ACC has approved the changes.
8. Combining Two Lots (for the purpose of obtaining exemption from assessment on one Lot).
 - a. The Declaration of Intent (Appendix D) sets out an Owner's intent to combine two adjoining Lots, one of which contains a Dwelling Unit, for the purpose of obtaining an exemption from the obligation to pay two assessments and states the Owner's obligation to pay any forgiven assessments upon the subsequent separation of the two lots regardless of the manner or reason for separation.
 - b. New Construction. A maximum of two adjoining lots may be combined for the construction of a Dwelling Unit. An Owner will be permitted to combine two (2) adjoining Lots for the purpose of constructing one Dwelling Unit provided that the Owner complies with the following requirements.
 - i. Execution of the Declaration of Intent (attached Appendix D) and
 - ii. Physical incorporation of the two lots by an apparent similar architectural design that flows from one lot to the other as approved by the ACC.The exemption, if approved by the ACC, will be effective upon completion of the construction of the Dwelling Unit.

- c. Existing Dwelling Units. An adjacent Lot may be combined with a single Dwelling Unit Lot. As in paragraph “a” above, the Owner must declare intent using the form at Appendix D. The wide variety of homes and lots in Sierra Crest calls for flexibility and may result in minor differences in requirements. The Owner must make general improvements to the second Lot. The improvements may include planters, landscaping, walls that are attached to the residence, or parking areas. The improvements must clearly form the impression of an extension of the home to the second Lot. The Owner must comply with the requirements set out in paragraph “b” above.
- d. Upon an Owner’s compliance with the above requirements and ACC approval the owner will receive an exemption from assessment for the second lot.
- e. Only one assessment exemption will be granted for any number of Lots combined with a Dwelling Unit Lot. (For example, if an owner constructs a home on three contiguous lots, only one assessment can be exempted. In such a case, upon approval of the exemption for one assessment, the owner would pay two assessments.)

VII. Project Completion

1. New Construction. Upon completion of construction, and prior to move-in or closing, whichever comes first, the Owner must provide the ACC:
 - a. Copy of the final survey,
 - b. Copy of the signed-off City of El Paso Building Card or Certificate of Occupancy, and
 - c. Certification from a professional engineer that grading and drainage construction and any construction of special structures (e.g., platforms, retaining walls, and decks) was completed in accordance with City requirements and the ACC approved plan.
2. Exterior Improvement Projects. The ACC may vary the requirements for project completion for Exterior Improvement Projects, depending on their complexity and or extent.
3. Final Review. Upon completion of a Project the Owner shall submit a written statement that all requirements have met up. The ACC will inspect the Construction in a timely manner to verify compliance. The Owner’s deposit will be returned after the ACC has completed its verification inspection and determined that all requirements have been met and there are no outstanding claims for damage or loss to the Common Area or to other Owner’s property.

VIII. Appendices

- A. Record of Revisions
- B. Checklist for Design Plan Approval
- C. Checklist for Approval of Exterior Improvements
- D. Declaration of Intent to Combine Two Lots
- E. Primary View
- F. General Contractor Access Information and Insurance
- G. General Rules for Construction, Additions, Renovations and Remodeling Projects

Record of Revisions
of the
Architectural Control Committee
**Rules and Procedures Guide for New Construction
and Exterior Improvement Projects**

1. The Architectural Control Committee was originally established in Part D of the Declaration of Covenants, Conditions and Restrictions of the Sierra Crest Subdivision, September 3, 1976. Subsequently, committee members have been appointed by the Board of Directors of the SCHOA.
2. The Sierra Crest Subdivision Architectural Control By-laws were adopted on June 6, 2002.
3. In 2011 the title of that document was changed to Sierra Crest Subdivision Design Guidelines for conformity with commonly used terms.
4. On April 24, 2012 the SCHOA Board adopted the Sierra Crest Homeowners Association Amended Design Guidelines. The Guidelines were filed with the El Paso County Deed Records on July 9, 2012 as Document # 20120051482.
5. On December 18, 2012 the SCHOA Board superseded the Amended Design Guideline with the Rules and Procedures Guide for New Construction and Exterior Improvement Projects.

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Owner _____

Phone # _____

Email _____

Address _____

Block _____ Lot _____

Date of Submittal of Plans _____

Deposit (\$10,000): Check # _____

Date _____

CHECK LIST FOR DESIGN PLAN APPROVAL

_____ Cover Sheet: Owner contact information, site address and block-lot, builder contact information.

_____ Construction Documents:

- All information submitted to the City of El Paso, required by the City, for a Building Permit
- Include copies of all permits.

_____ Lot Preparation and Grading:

- Final Grading and Drainage Plan(s) designed by a Professional Engineer.
- Include any permits issued by the City.
- Plans for control of Sluff.

_____ Special structures: Retaining Walls, Platform Construction and Decks. (See Guide, Section VI, I. b and c for information about requirements for designing engineer certification after construction of a special structure is completed.)

- Drawings by a Professional Engineer.

_____ Site Plan: The site plan must set out proposed grades, new grades, existing setbacks and easements, property lines and elevation of finish floor. Plan shall also show method of access to all utilities.

- Dimensional requirements (Guide, Section VI, 1.d.)
- Plans to build on or under Common Areas, e.g. utility lines. (Guide Section VI, 1.e.)
- Primary Views (Guide, Section VI, 1.f.)

_____ Exterior Details:

- Exterior Elevations (front, back and sides). To-scale professional drawings showing finished heights and other dimensions. Front not to exceed two stories or 25 feet, including A/C.
- Description of all exterior materials with color samples of those materials, including roof materials.
- Mailbox. Location, height and appearance.
- Landscaping (on any side exposed to a street). Description of ground cover, plants, trees, decorative walls, and lights.
- Covering of Pipes. Plans for covering of any exposed pipes (vertical or horizontal).
- Treatment of areas under platforms and decks. See Guide, Paragraph VI, c.iii.
- Method of Screening.
 - Roof-mounted air conditioners and other devices.
 - Ground items visible from the street, e.g., air conditioners, electrical transformers, trash cans, and pool equipment.

_____ Time Schedule: (Guide, Section VI, 1.a.vi.)

_____ General Contractor Access Information and Insurance Form (Appendix F)

ACC APPROVAL

Special conditions or instructions:

By: _____ Date: _____
(Print Name) (Signature)

OWNER ACKNOWLEDGEMENT

The undersigned Owner of the property covered by this Design Plan acknowledges that the approval granted by the Architecture Control Committee is contingent upon diligent adherence to the approved Plan and the requirements of the Guide, and that such approval is immediately suspended in the case of deviations from the Plan; modifications to the Plan (including any mandated by the City of El Paso); revocation or invalidation of any permits granted by the City; violations of City codes and standards; or violations of the intent of SCHOA as set out in its Declaration of Covenants, Conditions, and Restrictions and the Guide; and shall remain suspended until such time as the ACC approves a written application for modifications to the original Plan.

I have read the Guide and acknowledge my responsibility to comply with its provisions, and to ensure that my representatives, builders, contractors and subcontractors comply likewise. I acknowledge responsibility for the conduct and behavior of my agents, representatives, builders, contractors, and subcontractors while on the premises of Sierra Crest Subdivision, and for the damages done to Common Areas and other Lots by me or my agents, representatives, contractors, and subcontractors.

I acknowledge the requirement to obtain designing engineer certification of proper completion of special structures such as Retaining Walls, Platforms, and Decks upon the completion of those structures, and that all work must be halted until such certification is provided to the Architectural Control Committee and such committee authorizes work to proceed.

Owner: _____ Date: _____
(Printed name) (Signature)

Applicant Name _____

Ph: _____

Address _____

Work Ph: _____

Email: _____

Cell Ph: _____

1. REQUESTED APPROVAL (please check one)

Fence	Landscaping	Room/Garage addition
Irrigation	Satellite Dish	Deck or Patio
Pool	Storage Building	Deck or Patio Cover
Playscape	Exterior Paint	Outdoor lighting
Other		

2. PROJECT DESCRIPTION:

3. PLANS AND SPECIFICATIONS: Provide plans and specifications depicting proposed work. Submit the following if applicable.

- a. Plot plan showing the location and dimensions of the existing and proposed improvements;
- b. Structural design, exterior elevations, exterior materials, colors, textures, and shapes of improvements to be made;
- c. Any proposed exterior illumination should set out the location and method of illumination. "Wash over" of lighting to adjoining property or common areas is not permitted;
- d. Provision for drainage with cut and fill detail should be provided if change in lot contour is involved. No excessive cuts and fills will be permitted without written consent of the ACC. Improvements must follow the natural mountain terrain with a minimum of excavation and embankment.
- e. Any lot improvements such as retaining walls and land fill must be accompanied by plans prepared by a certified engineer along with names and addresses of all contractors and soil providers.

4. APPROVAL OF NEIGHBOR(S)

Obtaining the approval of surrounding neighbors may expedite the approval process. However, approval by the neighbors does not guarantee Architectural Control Committee approval but may assist in addressing concerns raised in the review process.

Signature of Neighbor(s) indicating approval

Address:

5. ACKNOWLEDGEMENT OF OWNER

The undersigned Owner of the property covered by this Design Plan acknowledges that the approval granted by the Architecture Control Committee is contingent upon diligent adherence to the approved Plan and the requirements of the Guide, and that such approval is immediately suspended in the case of deviations from the Plan; modifications to the Plan (including any mandated by the City of El Paso); revocation or invalidation of any permits granted by the City; violations of City codes and standards; or violations of the intent of SCHOA as set out in its Declaration of Covenants, Conditions, and Restrictions and the Guide; and shall remain suspended until such time as the ACC approves a written application for modifications to the original Plan.

I have read the Guide and acknowledge my responsibility to comply with its provisions, and to ensure that my representatives, builders, contractors and subcontractors comply likewise. I acknowledge responsibility for the conduct and behavior of my agents, representatives, builders, contractors, and subcontractors while on the premises of Sierra Crest Subdivision, and for the damages done to Common Areas and other Lots by me or my agents, representatives, contractors, and subcontractors.

I acknowledge the requirement to obtain designing engineer certification of proper completion of special structures such as Retaining Walls, Platforms, and Decks upon the completion of those structures, and that all work must be halted until such certification is provided to the Architectural Control Committee and such committee authorizes work to proceed.

Owner Signature

Date

FOR ACC USE ONLY

Request received from _____ Dated _____

Project Address _____

Complete Application Received (date) _____

Application Action (date) _____

- Approved _____
- Disapproved _____
- With Conditions _____

Application Approved With the Following Conditions: _____

Application Disapproved at This Time With the Following Comments: _____

Architectural Control Committee Chair

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SCHOA

Member Declaration of Intent to Combine Two Lots

The undersigned Member of the Sierra Crest Homeowners Association herein declares the intent to combine two adjoining lots for the purpose of one single-family dwelling unit.

Based on that declaration, the undersigned invokes the Board-approved exemption from liability for two assessments on the two adjoining lots and requests a single assessment.

The undersigned further acknowledges that if the two adjoined combined lots are ever separated by any means or for any purpose, the total amount of forgiven assessments will immediately become due and payable.

Lots to be combined:

Member/ Owner

Date

Architectural Control Committee Approval

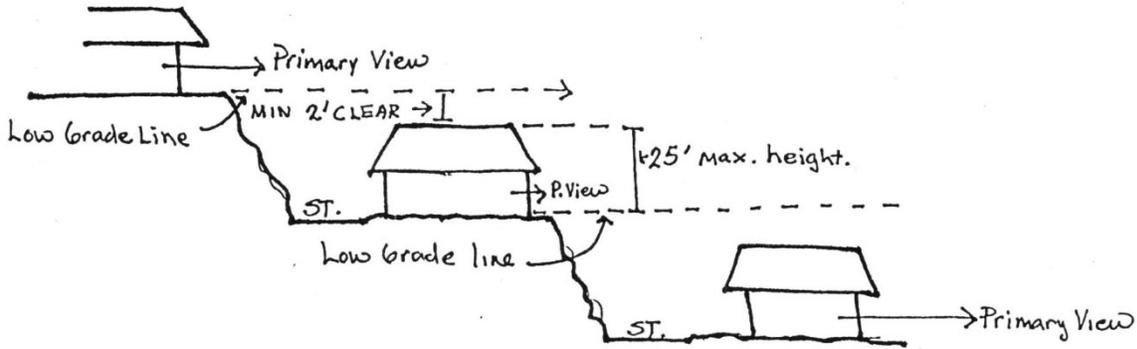
Chair

Date

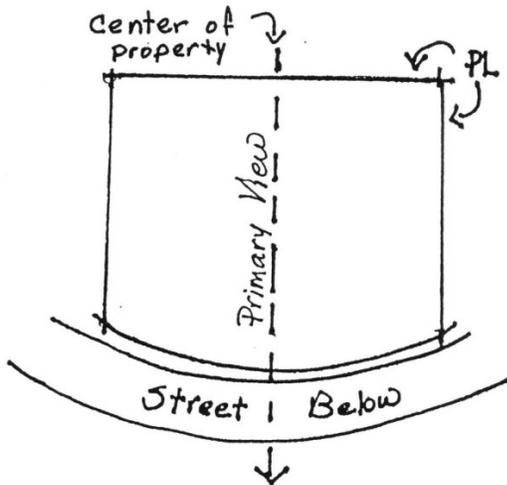
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PRIMARY VIEW

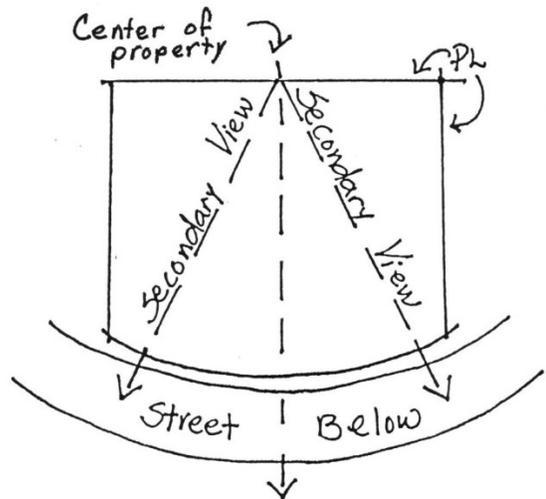
EXAMPLE A: The highest point of the lower house must be at least two feet lower than the finished floor of the upper house. Maximum height above street level is 25 feet to roof line (including AC units, stacks, etc.)



EXAMPLE B:



EXAMPLE C:



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**PART I
CONTRACTOR ACCESS INFORMATION**

(To be given to the Architectural Control Committee and the SCHOA Guards)

1. Owner’s name and address of the work site: _____

2. General Contractor Points of Contact. These individuals will be contacted by the SCHOA Guards to determine access for other contractors, subcontractors, workers, or deliveries. One of them must be available by phone during work hours.

	Primary	Alternate
Name		
Business Address		
Copy of Drivers License		
Office Phone		
Cell Phone		
Fax		
Email address		

**PART II
INSURANCE AND BONDS**

(To be provided to the Architectural Control Committee)

The Owner will provide a copy of each of the following:

1. The City requires the general contractor to have liability insurance of \$100,000 and a \$25,000 bond.
2. If a retaining wall or deck/platform is built by other than the general contractor, the wall or deck builder must have \$100,000 general liability insurance and a \$10,000 bond.
3. The City requires the engineer to carry a policy for errors and omissions for \$1,000,000. If more than one engineer is used on the project (e.g., a structural engineer is used for a retaining wall, platform or deck) provide a copy of those policies as well.
4. If the Owner is his own contractor, he must have liability insurance the same as a general contractor (paragraph I above).
5. Any umbrella policy carried by the Owner. (Strongly recommended)

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General Rules for New Construction and Exterior Improvement Projects

Owners and their contractors shall abide by the following rules during the construction process.

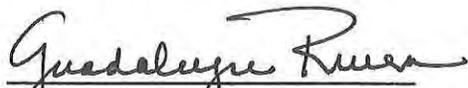
1. Responsibility. Owners will be responsible for the conduct and behavior of their agents, representatives, builders, contractors, and subcontractors while on the premises of Sierra Crest Subdivision. Owners are responsible for damages to Common Areas and other Lots caused by any of the afore listed. Owners will have the obligation to provide a copy of these rules to their agents, representatives, builders, contractors, and subcontractors.
2. Work hours.
 - a. Exterior work. Monday through Friday (except National and State holidays): 8am to 5pm.
 - b. Interior work. Monday through Friday (except National and State holidays): 7am to 6pm.
 - c. Temporary and short term exceptions require PRIOR approval by the ACC. The Owner is responsible for requesting the exception.
3. Water Meters. No construction, earth moving, excavation, or grading will be performed until a water meter is installed on the property.
4. Blasting. Blasting of any kind is not permitted.
5. Access to and protection of common areas. Although all owners have access to Common Areas, no construction is permitted there without the written approval of the ACC, including water and sewer lines.
6. Parking. Construction vehicles shall be kept off of the streets and common areas so as not to obstruct the flow of traffic or pose any hazard, except that concrete trucks may park on the street at the time of placing concrete.
7. Dumping of Concrete Sediment, Sluff, Construction Debris and Trash. The dumping of concrete sediment caused by the cleaning process of concrete equipment is prohibited. All sediment shall be deposited into a disposable container and removed from Sierra Crest.
8. Pavement Corrections. All pavement cuts made for utility tie-ins shall be patched within one week of the tie-in and in a workman-like manner and shall be level to the existing pavement. Patchwork shall have appropriate compaction to insure it remains level with the street pavement. Failure to patch as required may result in fines or special assessments for any work undertaken by the Association to repair the pavement.
9. Port-a-Potty. A Port-a-Potty must be on site away from the street from the start of the construction until the end of construction and be secured against the high winds.
10. Refuse Container. A container for the disposal of refuse building material must be maintained on the property at all times and not on the street. The container shall be covered and emptied at appropriate times. Special care must be taken to avoid trash from blowing to other homes, the

Common Areas or the surrounding open areas. Contractors, subcontractors, or suppliers will not dump, bury or burn trash anywhere in the Sierra Crest Subdivision.

11. Building Site. The building site must be kept neat and orderly at all times and all Sierra Crest Common Areas must be protected from construction debris.
12. Loose Dirt. Loose dirt must be watered down as required by the El Paso Building Code.
13. Mud and Debris. Removal of accumulated mud or debris on the streets must be done promptly.
14. Construction Materials or Equipment. Construction materials and equipment shall not be stored on neighboring Lots without the written permission of that Owner.

Authentication

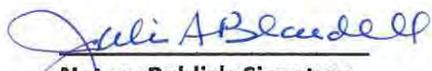
This document was approved and adopted by the Sierra Crest Homeowners Association Board of Directors on December 18, 2012. It supersedes the Sierra Crest Homeowners Association Amended Design Guidelines, April 24, 2012 (filed with the El Paso County Deed Records on July 9, 2012 as Document # 20120051482). GR


Guadalupe Rivera
President, SCHOA Board of Directors

12/28/12
Date

State of Texas
County of El Paso

This instrument was acknowledged before me on 12/28/2012 by Guadalupe Rivera, President of the Board of Directors of the Sierra Crest Homeowners Association, Inc., a non-profit corporation, on behalf of said corporation.


Notary Public's Signature
(Personalized Seal)



Doc# 20120094756
#Pages 31 #NFPages 1
12/28/2012 12:31:01 PM
Filed & Recorded in
Official Records of
El Paso County
Delia Briones
County Clerk
Fees \$136.00

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I hereby certify that this instrument was filed on the date and time stamped hereon by me and was duly recorded by document number in the Official Public Records of Real Property in El Paso County.



Delia Briones

EL PASO COUNTY, TEXAS

