

North San Antonio Hills, Home Owners Association Architectural Control Committee Guidance Document (v1.0, 7/19/2016)

The NSAH HOA Architectural Control Committee (ACC) provides assistance to property owners in their plans for new construction and improvements. The ACC consists of an ACC Chairperson and HOA Board of Directors that evaluate all plans to ensure compliance with the HOAs Restrictive Covenants.

The NSAH HOA Covenants and Bylaws can be downloaded from the NSAH HOA website (www.nсах-hoa.com). These are important documents for all NSAH property owners and potential buyers of NSAH property. The covenants outline construction requirements, whether it applies to new construction or improvements to an already established residence/commercial property.

No building or structure shall be erected or constructed on any tract until the building plans, specifications, plot plans and external design have first been approved in writing by the ACC of the Corporation.

New Building or Making Improvements

The ACC has established an open and collaborative review process that involves the property owners, ACC, HOA Board of Directors (BOD) and expert volunteers. The ACC review includes, but not limited to, construction plans, setbacks, building masonry, square footage and aesthetics. The ACC role also includes any change to a house or commercial building including but not limited to new construction, additions, remodels, decks, fences, storage sheds. Basically, anything visible to the public and surrounding neighbors.

The ACC Review

The ACC has the authority to meet whenever deemed necessary to handle the business of the associations architectural control, and to approve applications for aforementioned projects. ACC reviews that require additional vetting are presented to the HOA BOD, and include ACC recommendations. All ACC responses are documented in writing and maintained by the HOA Secretary for proper handling and administration.

Initiating the Review Process

Property owners must obtain a Request form from the NSAH BOD or via the website. The request must be completed and submitted to the ACC, to include supporting documentation (i.e. construction plans, drawings, dimensions, etc.). There are two different request forms. One form is used primarily for new building

construction while the second form is for improvements. These forms are used in conjunction with the type of review required by the ACC, as indicated below:

New Construction Review (2 Step Process)

Step 1: New Home / Business Plan Review - Conditional Approval

- Conducted before any construction begins
- Review the Request
- Review the building plans, to include foundation type, exterior masonry, elevations and size (Square feet).
- ACC provides written conditional approval before proceeding to Step 2.



Note: ACC Response time depends on the request, complexity, and ACC availability. We strive to respond in a few days but it could take up to 2 weeks. Plan accordingly.

Step 2: Final Approval

To ensure the foundation is in accordance with NSAH HOA setbacks and to approve overall construction to proceed.

- Property owner provides notice that foundation formwork is commencing.
- ACC will visit the site to confirm setbacks.
- The ACC provides final approval to build.



Per the NSAH HOA Restrictive Covenants, the approved construction project must be completed in six months. The timeclock starts when the foundation is laid.

No building or structure shall be occupied or used until the exterior is completely finished.

1. Improvements Review

Miscellaneous Improvements include improvements such as additions to the building, sheds, solar panels, fences, decks and other structures.

- ACC reviews the request and supporting documentation
- Photos from vendor are helpful
- ACC provides written approval



Final ACC approval can be obtained within days for less complex improvements such as sheds, solar, etc. Complex improvements may require additional time (garage, storage building, guest house, etc.).

ACC Members

- Chairperson / Engineer
- HOA Board of Directors

How to Contact the ACC

Regular mail:

NSAH HOA
Architectural Control Committee
4128 Autumn Mist
San Antonio, TX 78253

Email: info@nsah-hoa.com

Phone: ACC Chairperson (listed on website and in Roadrunner newsletter)

NORTH SAN ANTONIO HILLS HOMEOWNERS ASSOCIATION, INC.
4128 AUTUMN MIST SAN ANTONIO.TX 78253
Architectural Control
New Building/Structure Construction Request

Property Owner Name: _____

Current Mailing address: _____

NSAH Construction Site

NSAH Property Lot #: _____

NSAH Street Address: _____, San Antonio, Texas 78253

Provide the following information, along with plans, dimensions, elevations, etc.

Purpose (single family dwelling, commercial business, garage, guest house, etc.)

House size (= to or greater than 1600 sq. ft.): _____

65% of exterior walls are masonry (provide %): _____

50' setback from front property line (provide setback in feet): _____

10' from left/right side property line (setback in feet): _____

20' from side property if on a corner lot (setback in feet): _____

Additional Information (use separate sheet if necessary)

Property Owner Agreement:

I _____ agree to the following:
(property owner)

1. All aspects of the NSAH HOA Restrictive Covenants will be met.
2. All buildings will be completed within 6 months after laying foundations.
3. No building or structure will be occupied or used until the exterior is completely finished.
4. No trailer, shack, garage or other outbuilding will be used as a temporary or permanent residence, nor will any structure of a temporary character be used as a residence.
5. A Porta-Potty, if used during construction, will be removed as soon as facilities are available in the building or structure.

Property Owner Signature: _____

Based on review of this request and supporting documentation, the property owner is provided conditional approval to commence foundation formwork. Please contact your NSAH ACC Representative when foundation formwork begins so the ACC can ensure setbacks are in accordance with the plans, before laying the foundation (pour).

Conditional Approval Signature

Architectural Control Committee

DATE

A final inspection of the formwork and setbacks has been completed, and the property owner is granted approval to proceed with laying the foundation and all construction:

Architectural Control Committee

DATE

NSAH HOA Officer

DATE