

AMENDED AND RESTATED  
ARCHITECTURAL CONTROL COMMITTEE GUIDELINES FOR  
THE PROPERTY OWNERS' ASSOCIATION OF HILLTOP LAKES, INC.  
JULY 2023



## TABLE OF CONTENTS

FOREWORD:.....	3
DEFINITIONS.....	4
OVERVIEW.....	6
<b>ARTICLE 1: ARCHITECTURAL CONTROL COMMITTEE.....</b>	<b>7</b>
<b>ARTICLE 2: APPLICATION PROCEDURES.....</b>	<b>8</b>
<b>ARTICLE 3: GENERAL GUIDELINES.....</b>	<b>12</b>
<b>ARTICLE 4:OWNER, BUILDER, CONTRACTOR RESPONSIBILITIES .....</b>	<b>13</b>
<b>ARTICLE 5:NEW HOME CONSTRUCTION GUIDELINES.....</b>	<b>14</b>
<b>ARTICLE 6: FENCES AND GATES .....</b>	<b>15</b>
<b>ARTICLE 7:DOCKS &amp; PIERS .....</b>	<b>17</b>
<b>ARTICLE 8: SOLAR ENERGY DEVICES .....</b>	<b>18</b>
<b>ARTICLE 9: OUTBUILDINGS, RV COVERS, AND CARPORTS.....</b>	<b>18</b>
<b>ARTICLE 10: ROOFS .....</b>	<b>19</b>
<b>ARTICLE 11:DECKS .....</b>	<b>20</b>
<b>ARTICLE 12: GENERAL HOME MAINTENANCE .....</b>	<b>20</b>



FOREWORD:

AMENDED AND RESTATED ARCHITECTURAL CONTROL COMMITTEE GUIDELINES  
HILLTOP LAKES, LEON COUNTY, TEXAS

WHEREAS, the Architectural Control Committee Guidelines for the Property Owners' Association of Hilltop Lakes, Inc. (the "Association") are recorded in the Real Property Records of Leon County, Texas, along with any amendments or supplements thereto (the "Architectural Guidelines"); and

WHEREAS, Texas Property Code Section 204.010(a)(18)(A) and (B), authorizes the Association, through its Board of Directors, to implement and modify the architectural control guidelines for the Association; and

NOW THEREFORE, in accordance with the foregoing and as evidenced by the vote of at least a majority of the Association Directors in a duly called meeting, the Association Architectural Guidelines are hereby adopting the following guidelines relating to any kind or type of: building, structure, decoration, decorative appurtenance, statue and/or improvement, and any changes, modifications and/or additions of the same, on lots within Hilltop Lakes, which guidelines have been created to give the property owner an idea of how the deed restrictions within Hilltop Lakes will be enforced.

## DEFINITIONS

Terms used in this document shall have the following meanings:

ACC	Architectural Control Committee of the Association
ACC Assistant	POA staff member responsible for coordinating all ACC related communications with Property Owners and maintaining ACC related records for the POA.
Association	Property Owners' Association of Hilltop Lakes, Inc.
Board	Board of Directors of the Association
Builder	Person or business entity principally responsible for the work erecting, remodeling, or repairing buildings and structures as outlined in these guidelines
Deck	Flat wooden structure supported by blocks or posts with or without a roof
Declaration	Reservations, Restrictions, Covenants & Liens
Fence	Any enclosure or barrier intended to contain, protect or decorate
Greenhouse	Portable structure of 100 sq. ft. or less being used only as a Greenhouse
Guidelines	Rules, standards and procedures established by the ACC pertaining to buildings, additions, or other improvements in Hilltop Lakes

Hilltop Lakes	Hilltop Lakes Subdivision Sections, to which the Declarations are assigned to the Property Owners' Association of Hilltop Lakes, Inc.
Manager	The manager hired by the board to perform certain Management duties for the Association
Outbuilding	Non-dwelling, unattached structure with roof (examples include garages, carports, sheds, storage buildings, workshops, RV covers, carports, greenhouses & gazebos)
POA	Property Owners' Association of Hilltop Lakes, Inc.
Set Back Lines	As determined by the plat or restrictions. If no side set back line is recited in the plat or restrictions, the minimum building side setback is twenty-five (25) feet from the property line
Solar Energy Device	As defined by Section 171.107(a) of the Texas Tax Code
Water Well	Landscape Irrigation Water Wells, as defined and governed by the Mid-East Texas Ground Water Conservations District, drilled on platted lots within Hilltop Lakes

## OVERVIEW

The purpose of architectural control is to maintain an attractive community for the enjoyment of property owners and for the protection of property and property values. This includes maintaining general harmony of construction in the POA, assuring conformity with the natural surroundings, and implementing the enforcement of the Declaration. The Declaration authorizes the ACC to establish rules, standards, and procedures for the orderly development of Hilltop Lakes and requires property owners to obtain written approval from the ACC for any new structures, changes, additions, or other improvements to their property. The ACC has established these guidelines in accordance with the authority granted to it by the Association's Board of Directors and the provisions of the Declaration.

These guidelines have been established to assure uniform and fair application of the Declaration and are intended to provide all lot owners in Hilltop Lakes with information about the following: the type, color and quality of materials which may be used in the construction, maintenance, changes, or improvements; the size and location of such improvements, and the information about the procedures used by the ACC in reviewing applications for proposed exterior improvements or changes.

The ACC reserves the authority to review and approve applications for new structures, changes, additions, or improvements to the exterior of the property which are not explicitly described by the Guidelines, and to consider additional guidelines in the review process, whether published or not. These Guidelines may be amended when deemed necessary and appropriate by the ACC and adopted by the Board of Directors.

### Limits of Liability

Architectural Control Committee, and all ACC individual members, shall never be, in any way, responsible for any defects in any plans or specifications submitted, revised, or approved by it or for any structural or other defects in any work done according to such plans and specifications or for the location of any improvement submitted for approval. ACC members are hereby declared harmless from all claims made by Hilltop Lakes property owners, except for claims of fraud or criminal intent.



## ARTICLE 1: ARCHITECTURAL CONTROL COMMITTEE

### Structure:

The Architectural Control Committee, (hereinafter designated "ACC") is a standing committee. It shall consist of at least seven (7) property owners and a staff liaison – all appointed by the Board.

### Membership:

Voting members of the ACC must be property owners in Hilltop Lakes, who are each 'in good standing.' No current board member, nor any current board member's spouse, nor any other person residing in a current board member's household may be appointed to the ACC.

Staff liaison member is a POA staff member (ACC Assistant) and will be a non-voting member of the committee.

The Committee chair shall be designated by the voting members of the committee.

### Primary functions include:

- 1) Review all permits applications to perform outside construction, modifications, building transfers to property, and lot clearings,
- 2) Issue permits for approved applications,
- 3) Receive applications for landscape irrigation water wells on behalf of the Mid-East Texas Groundwater Conservation District (District). Forward said applications to the District for review and request approval on behalf of the Property Owner.
- 4) Provide written notice of denial as required by Section 209.005005 of Title 11 of the Texas Property Code,
- 5) Ensure new home construction, other building/structure construction, exterior modifications to buildings, and transfers of structures onto property, comply with all declarations, these guidelines, and
- 6) Ensures compliance with deed restrictions.

#### Meetings and Reporting Responsibilities:

- 1) ACC will hold at least one meeting per month to review permit applications, property owner requests/concerns, and deed restriction violations. Additional meetings may be scheduled if volume of requests/issues warrant.
- 2) ACC Assistant shall keep minutes from each meeting.
- 3) ACC Assistant shall submit meeting minutes, along with a monthly report of ACC activity (permits, violations, etc.) to the Administrative Assistant for inclusion in the Board Member packets for the Regular Board Meeting according to the Monthly Administrative Schedule.
- 4) The ACC Chair will notify the Board of any resignation(s) from the ACC and provide the Board with any recommendations for replacement appointment.
- 5) ACC shall follow procedures for approving permit applications as defined below.

### ARTICLE 2: APPLICATION PROCEDURES

#### Permits are required for:

- Lot clearing,
- New home construction,
- Exterior remodeling and/or additions to existing buildings that create a change to the original roofline of existing buildings,
- Construction of other structures including, but not limited to, concrete sidewalks, fences, portable buildings, patios, gazebos, driveways, driveway extensions, garages, carports, hangers, RV shelters, docks/piers, bulkheads into the lakes, boathouses, alterations of roof eave overhangs, decks, solar energy devices, and
- Structures transferred onto the property of a pre-constructed nature,
- Installation of utilities (no-charge permit), and
- Water well drilling (no-charge permit).

Applications for permits must be submitted to the ACC through the ACC Assistant, in writing, by completing the most current application form. Requirements for specific permits are defined below:

1. All Applications for permits, except for Lot Clearing\* and Water Wells, must be supported by the following documents and/or information:
  - a) Application packet (provided by the POA Business office):
  - b) Development Plan Acknowledgment,
  - c) Workers' Compensation Acknowledgment,
  - d) Permission to access property for inspection,
  - e) Legal evidence of ownership (copy of the Warranty Deed, filed with Leon County, that will be verified by the ACC Assistant), and
  - f) Applicable permit fee as defined in the current POA Fee Structure document.

*\*Lot Clearing permits do not require approval through the ACC but do require a completed application with the permit fee.*

2. New Home Construction Permits, Exterior Remodeling and/or Additions that create a change to the original roofline of existing buildings, must be supported by the above stated documents from #1, plus:
  - a) Plans and drawings of building construction/modifications – two (2) sets of drawings shall be submitted. Drawings shall include floor plan, layout (including overall dimensions), dimensions of supporting structures (i.e., beams, rafters, trusses, foundation, etc.), elevations (top, front, sides, and rear exterior views), and distribution box. Architectural quality and/or its equivalent is required for new home construction and major improvements (1/4-inch scale is recommended). After the project is completed, one set of drawings will be returned to the builder/property owner and one set will remain on file at the POA Business Office),
  - b) A copy of an official survey or other approved drawing of the lot showing location of the easements, existing buildings and structures, and the proposed location of the improvement,
  - c) One copy of a plot plan with sufficient clarity and detail that the ACC can determine the exact intent and location of the construction site or modification with respect to all existing structures and property lines. All other pertinent items associated with the construction or modification

should be displayed. All set backlines and easements must be shown on this plan, and

- d) If water or electrical is not currently available at the property, then a copy of an on-site assessment and/or quote from Hilltop Lakes Water Supply Company and electricity supplier; document must indicate total installation cost to property owner for installation of water and electricity, both of which will be installed for and billed to property owner independent of the Association.
3. Applications for construction of other structures and pre-constructed structures to be transferred onto the property must be supported by the above stated documents from #1, plus:
    - a) One copy of a plot plan with sufficient clarity and detail that the ACC can determine the exact intent and location of the construction or modification with respect to all existing structures and property lines,
    - b) Complete list of all materials to be used, and
    - c) Pictures of any prefabricated structures to be moved onto the property.
  4. Applications for utility service with no construction planned must be supported by the above stated documents from #1, plus:
    - a) Copy of on-site assessment and/or quote from Hilltop Lakes Water Supply Company and electricity supplier – document must indicate total installation cost to property owner for installation of water and electricity, both of which will be installed for and billed to property owner by provider independent of the Association.
  5. Applications for Water Wells must be supported by the above stated documents from #1, plus:
    - a) Current Mid-East Texas Water Conservation District application.

It is recommended that the property owner and/or builder meet with the ACC once all required documents are ready for submission.

## ACC Application Review Process:

- 1) Review of Application - Once all required documents/information and the required permit fee is submitted, the ACC members will evaluate each application for compliance with the deed restrictions and with these guidelines. Decisions require at least a quorum of the ACC to be present. A decision of a majority of the members present to approve or disapprove an application shall be considered the decision of the ACC.
- 2) ACC Decisions – Applicants will be notified of approved permit applications by the ACC Assistant by phone , email, and/or writing. If any special conditions or stipulations apply to the permit, the applicant will be notified in writing and will include a statement of the conditions and / or stipulations under which the application is approved. If the application is denied, written notice of the denial, as required by Section 209.005005 of Title 11 of the Texas Property Code, will be provided to the applicant. The notice of denial shall:
  - a) describe the basis for the denial in reasonable detail, and if any, changes to the application and/or documents required as a condition of approval; and
  - b) inform the owner they may request a hearing with the Board on or before the 30<sup>th</sup> day after the date the notice was mailed.
- 3) Hearings under section 209.005005 –
  - a) Shall be held by the Board not later than the 30th day after the date the Board receives the owner’s request for a hearing,
  - b) The Board shall notify the owner of the date, time, and place of the hearing, not later than the 10<sup>th</sup> day before the date of the hearing. Only one hearing is required,
  - c) The Board or the owner may request a postponement. If requested, a postponement shall be granted for a period of not more than 10 days. Additional postponements may be granted by agreement of the parties.
  - d) During the hearing, the Board, or the designated representative of the POA and the owner or owner’s designated representative will each be provided the opportunity to discuss, verify facts, and resolve the denial of the owner’s

application for the permit, and the changes, if any, requested by the ACC in the notice provided to the owner in section 3(a) above,

- e) The POA or the owner may make an audio recording of the meeting,
  - f) The Board may affirm, modify, or reverse, in whole or in part, any decision of the ACC.
- 4) Penalties
- a) Failure to acquire a permit prior to engaging in any activity which requires a permit will result in a penalty equal to twice the standard permit fee. In addition, if the structure or modification fails to meet ACC approval, additional modification, or in extreme cases, complete removal of the work may be required.
  - b) Clean up of construction and unsightly debris is required and at the expense of the owner/builder/contractor. If cleanup is not performed in a timely manner by the owner/builder/contractor, the POA will perform the cleanup and the owner will be billed the cost of cleanup plus an additional \$250 penalty.
  - c) Failure to follow/comply with the requirements of this document may result in a penalty equal to the standard permit fee.

### ARTICLE 3: GENERAL GUIDELINES

- 1) As indicated in all deed restrictions in Hilltop Lakes, lots shall be used for single-family residential purposes only. No commercial activity shall be permitted.
- 2) ACC permits must be displayed at each construction, remodeling, or lot clearing site in a location readily viewable from the primary street. For lots adjacent to lakes or golf course, a second copy of the permit must be displayed on the back side of the lot to be viewable from the golf course or the lake.
- 3) The ACC permit for new home construction is valid for twelve (12) months from the date of issuance. All other permits are valid for six (6) months from the date of issuance. The builder/owner/contractor must provide a written request to the ACC to renew or extend a permit.

- 4) The ACC is aware that certain variances from the deed restrictions have been granted in the past. These and any future variances granted by the POA do not guarantee approval of any variance requested, whether similar in nature to prior variances or not. The POA reserves the right to approve or deny applications which include variances from the deed restrictions.

#### ARTICLE 4: OWNER, BUILDER, CONTRACTOR RESPONSIBILITIES

- 1) The property owner/builder/contractor is responsible for ensuring all construction or other work conforms to the deed restrictions and Board policies. An approval by the ACC shall not waive or exempt the owner from complying with requirements contained in the deed restrictions, unless the POA grants a variance in writing regarding a specific item.
- 2) General responsibilities of the builder/contractor include:
  - a. Worker's Compensation Release – builders/contractors shall complete the Worker's Compensation Release form and furnish the completed form to the ACC Assistant at the POA business office.
  - b. Restroom Facilities – a portable restroom facility shall be required on all construction sites if there is not a facility available within 500 feet of the project site.
  - c. Excavations – contact with the appropriate authorities is mandatory (1-800-545-6005 or 1-800-344-8377) prior to excavation, to ensure underground lines will not be damaged. All cuts across roadways shall be restored to their previous conditions by the contractor and at the contractor's expense. The free flow of water in easement ditches shall not be obstructed in any way.
  - d. Building Equipment – Contractor/owner shall insure that equipment used on the building site is not parked in any manner that impedes traffic or drainage (including overnight parking). The building site, insofar as is practical, should be maintained in a neat and orderly manner consistent with its surroundings. Heavy equipment no longer needed for the completion of work shall be removed.
  - e. Operation of Commercial Trucks



- i. Redi-mix cement/concrete not utilized shall be removed from Hilltop lakes unless dumped on said construction lot with contractor/builder approval. This also includes washing of the truck's trough.
- ii. Builders, contractors, and homeowners shall encourage drivers of the trucks servicing Hilltop Lakes, where possible, in keeping with driving safety and to keep their heavy loads away from the outer limits of the asphalt roads so as to not break down the roadbeds.
- iii. Truck drivers of all commercial trucks shall utilize planks, pads, or whatever is necessary to eliminate damage to the road edges.
- iv. Damage to roads, easements, or other common property shall be repaired by the builder/ contractor/ owner at the builder/contractor/owner's expense.
- f. Burns – all burns shall be controlled burns, requiring notification of and approval by the Hilltop Lakes VFD. Burns shall start between 8:00 a.m. and 10:00 a.m. and shall not be left unattended. Wind-drought conditions, burn ban, etc. will affect the approval of controlled burns. Any debris that is burned shall be reduced to ashes before it can be buried. All fires must be extinguished before leaving. Burn barrels located on the construction lot are for use during work hours only and are not to be left unattended unless authorized by Hilltop Lakes VFD personnel.
- g. Dumpster – a dumpster is required on all construction sites where new home building or major remodeling of existing structures is being performed.

#### ARTICLE 5: NEW HOME CONSTRUCTION GUIDELINES

- 1) Permits - new home construction permits are valid for twelve (12) months after the date of issuance. If the new home is not completed within the permit validity period, an application for extension must be made by the owner/builder/contractor. The fee for each extension, valid for an additional twelve (12) months, shall be twice the original permit fee. The fee for extensions may be waived or reduced under extenuating circumstances, at the discretion of the POA.



- 2) Inspections – the POA adopted an inspection process for all new home builds, using the IRC (International Residential Code) building code in December 2007. The process involves three (3) required inspections from layout to completion:
  - a. Pre-Pour- The first inspection occurs before the slab is poured.
  - b. Open Frame - The second inspection occurs after framing is complete.
  - c. Final Inspection- The third and final inspection occurs after construction on the home is completed.

The New Home Construction permit fee (as defined in the current fee structure document) includes the cost of the three (3) required inspections (Pre-pour, Open Frame and Final). If a home is 'red tagged', all work must stop until the issue is resolved to the satisfaction of the inspector. Additional inspection fees resulting from inspection failure will be at the expense of the owner (in addition to the permit fee). Failure to follow the inspection program may result in additional fees and delays in construction. When possible, the same inspection company will be used for all inspections associated with a particular permit. The ACC Assistant must be contacted by the owner/builder/contractor 48 hours in advance of the need for inspection. The ACC Assistant will schedule the inspection and the inspection report must be submitted to the ACC before moving forward with the next stage of construction.

- 3) The monthly maintenance fee will change from an unimproved lot fee rate to an improved lot/dwelling rate once the final inspection is completed and/or the house is occupied.
- 4) Deed restrictions identified acceptable exterior materials permitted for home construction. The ACC is authorized to approve variances to allow exteriors utilizing masonry products similar to "Hardi Plank", provided a majority of ACC agree the resulting exterior maintains the intended general harmony in appearance of the community.

## ARTICLE 6: FENCES AND GATES

The purpose of these guidelines is to define reasonable standards of appearance and placement to assure aesthetic consistency and harmony for the properties in Hilltop Lakes.

- 1) An approved ACC permit must be obtained for the addition or modification of fencing on Hilltop Lakes properties, prior to any construction/modification thereof.
- 2) Fence - Dimensions, Placement, & Materials
  - a. Fence height must not exceed forty-eight (48) inches above the ground to prevent the restriction or blockage of view from an adjoining lot, as provided for in the Declaration.
  - b. In compliance with Texas Property Code Title 11 Section 202.023, perimeter fencing is permitted for security measures, but must be no closer to the street than the front setback line as defined in the plot plans of each section within Hilltop Lakes. Security perimeter fencing material must be wrought iron in black only.
  - c. Decorative fencing (split rails, wrought iron, picket, etc.) is permitted to the property line, but inside the street setback line as defined in the plot plans of the section.
  - d. Fencing material for lots bordering the Hilltop Lakes Golf Course must be of either black only – chain link, wrought iron, or aluminum with the appearance of wrought iron). Fences shall not be higher than four feet. In considering such applications the ACC has the authority to require minimum set-back of such fence of at least 10-feet from golf course property line and will take into consideration any natural buffers or barriers (i.e. trees) and relationships of proposed fence line to adjoining properties. Future placement of any fence currently on the golf course lots must conform to this guideline when replacing existing fences.
  - e. Deed restrictions for fences in Section 16/Block 2/Lots 1-24 have unique requirements – refer to the Declaration for details.
  - f. Permanent fencing materials permitted, with exceptions noted above:
    - i. Acceptable
      1. Chain link
      2. Split rail

3. Electrical fencing
  - ii. Prohibited
    1. Non-coated wire mesh
    2. Barbed wire
    3. Concrete blocks with poles through holes
    4. Plastic webbing
    5. All welded wire field fencing includes but not limited to wire mesh, hog wire, poultry wire, goat wire, etc.
    6. Any other materials not listed above as 'acceptable' or included in specific fencing descriptions in items a-e above.
  - g. Temporary fencing for gardens, trees, or shrubs are permitted under the following guidelines:
    - i. Coated chain link or wire mesh (brown, black or green) or deer netting material is permitted. Netting fences may be up to eight (8) feet high.
    - ii. Galvanized posts are strictly prohibited
    - iii. Prohibited temporary fencing includes:
      1. Chicken wire
      2. Barbed wire
      3. Orange hazard net
      4. Single strand wire, rope, or cord
      5. Hog wire
      6. Field fencing
      7. Uncoated/unpainted galvanized wire

3) Fences must be properly maintained by the owner.

#### ARTICLE 7: DOCKS & PIERS

- 1) Docks/piers shall not project into the water line from the shoreline more than the distance/length specified in the Declaration.
- 2) The length of the dock/pier, parallel to the shoreline shall comply with the Declaration.

- 3) No part of the dock/pier shall encroach on easements of adjacent property lines as projected into the water.

#### ARTICLE 8: SOLAR ENERGY DEVICES

Solar energy devices may be installed upon the roof of a residence or in the yard of a residence as provided for by Section 202.010 of Texas Property Code Title 11.

- 1) Solar energy devices installed upon the roof may not have a top edge that extends higher nor wider than the roofline and must conform to the slope of the roof.
- 2) Solar energy devices located in a fenced yard or patio area must be lower than the allowable fence height and be adequately screened from view of neighboring properties and the road, as determined by the ACC.
- 3) Frames, support brackets or visible piping or wiring must be in a silver, bronze, or black tone, commonly available in the marketplace.
- 4) Solar energy devices located in a fenced yard or patio area must be lower than the allowable fence height and be adequately screened from view of neighboring properties and the road, as determined by the ACC.
- 5) Frames, support brackets or visible piping or wiring must be in a silver, bronze, or black tone, commonly available in the marketplace.

#### ARTICLE 9: OUTBUILDINGS, RV COVERS, AND CARPORTS

- 1) Concrete foundation is required for all outbuildings, except for greenhouses as defined in this document. Plans submitted with the permit application must indicate how the constructed building will be attached to or embedded in a concrete slab.
- 2) A structure identified as a greenhouse must not be used for storage or any other purpose than that of a greenhouse. If the structure ceases to be used as a greenhouse, it must be removed from the property.
- 3) Construction material shall match and/or be compatible with the residence and surrounding neighborhood. Submission of a brochure or color chart

indicating the color and material of the building's siding, trim and roofing must be included in the permit application.

- 4) The ACC, in its sole discretion determines the permitted size, location and defines what is architecturally compatible.
- 5) No prefabricated plastic buildings, other than greenhouses, are permitted.
- 6) Outbuildings must be located within the area defined by the survey setback lines and building lines. NO variance is permitted on side or rear building lines when property is adjacent to other owners' lots. Limited variances for boundaries adjacent to POA easements may be permitted if deemed not to affect other owners.
- 7) Outbuildings must be properly maintained by the owner.
- 8) Outbuildings may be constructed on a lot adjacent to a lot containing the primary residence, however, to maintain consistency with the deed restriction requirements, the attached lot with only the outbuilding may not be sold as a single lot unless the outbuilding is removed.
- 9) Permitted Materials
  - a. Wood
  - b. Metal
  - c. Standing seam (non-exposed fasteners & siding having the appearance of wood)
  - d. Masonry, brick, stone, or concrete
  - e. Small vinyl kit storage, playhouses and greenhouses may be permitted.
- 10) Prohibited Materials
  - a. Canvas, plastic sheeting or fabric, and temporary structures

#### ARTICLE 10: ROOFS

Existing roof replacement or repair is exempt from the building permit process, provided the following:

- 1) Material to be used is similar to the existing material, and
- 2) Color coordinates with the other structures on the lot

## ARTICLE 11: DECKS

- 1) Decks may be attached to existing structure or may be freestanding.
- 2) If a roof is proposed to be tied into the existing residential roof, a foundation upgrade equal to the residential foundation will be required.
- 3) The roof, if composite or metal, must match or coordinate with the roof of the primary structure. Pergola/trellis style roofs are permitted for decks.

## ARTICLE 12: GENERAL HOME MAINTENANCE

The following are guidelines to help keep Hilltop Lakes an attractive and desirable place to own property. These, along with others that the Board may deem necessary require compliance to avoid violation.

- 1) Landscaping must be maintained in a neat and attractive condition, including trimming all foliage necessary to minimize view restriction.
- 2) Inoperable vehicles cannot be kept, maintained, or allowed to remain on any property or street where they are visible from other properties.
- 3) Unsightly articles such as discarded appliances, dilapidated furniture, rubbish, building materials, etc. cannot be stored or left in a permanent location that is visible from streets or other properties.
- 4) All structures must be maintained in a neat and attractive manner. This includes marine structures, hangers, garages, RV shelters, garages, etc.
- 5) Portable building placement and maintenance must comply with the deed restrictions applicable to the section in which the building is placed.

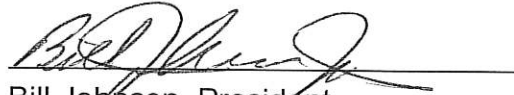
This policy is effective upon recordation in the Public Records of Leon County and supersedes any policy regarding Architectural Control Committee Guidelines which may have previously been in effect, except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations, and any other dedicatory instruments shall remain in full force and effect.

CERTIFICATION

I certify that a majority of the Board of the Association adopted the foregoing policy, at a duly called and convened meeting of the Board.

Date: July 20, 2023

Property Owners Association of Hilltop Lakes, Inc.

  
\_\_\_\_\_  
Bill Johnson, President

STATE OF TEXAS    )  
                                  )  
COUNTY OF LEON    )

Before me, the undersigned authority, on this day personally appeared Bill Johnson, President of Property Owners Association of Hilltop Lakes, Inc., a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledge to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 25th day of July, 2023.



  
\_\_\_\_\_  
Notary Public, State of Texas

Rhonda Klaus  
\_\_\_\_\_  
Printed Name

My Commission expires: 8/25/2026





Leon County  
Christie Wakefield  
Leon County Clerk  
Centerville, Texas 75833



70 2023 00461136

---

Instrument Number: 2023- 00461136

As

Recordings

Recorded On: July 26, 2023

Parties: PROPERTY OWNERS ASSOC OF HILLTOP LAKES

To

TO THE PUBLIC

Billable Pages: 21

Recorded By: POA OF HILLTOP LAKES

Num Of Pages: 22

Comment: AMENDED GUIDELINES

---

**\*\* Examined and Charged as Follows: \*\***

Recordings	96.00
Recording Charge:	96.00

---

**\*\* THIS PAGE IS PART OF THE INSTRUMENT \*\***

I hereby certify that the within and foregoing was recorded in the Clerk's Office For: Leon County, TX

**File Information:**

Document Number: 2023- 00461136  
Receipt Number: 179221  
Recorded Date/Time: July 26, 2023 08:20:51A  
Book-Vol/Pg: Bk-OR VI-1951 Pg-574

**Record and Return To:**

POA OF HILLTOP LAKES  
HAND DELIVER 7-26-23  
CENTERVILLE TX 75833

---

