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Creekwood Ranches Architectural Review Committee (ARC) Rules

WHEREAS, the Board of Directors of Creekwood Ranches Property Owners Association, Inc. ("Association") is vested with management of the subdivision,

Therefore, the Board of the Association has considered and adopted the following rules and regulations of Creekwood Ranches Subdivision relating to the Architectural Review Committee ("ARC").

1. PURPOSE

Creekwood Ranches is a Restricted subdivision with certain land use restriction and an ARC. If you are an owner of a lot in Creekwood Ranches, and thus a member of the Association, and you wish to build on your lot, or if you wish to engage in any exterior renovations or improvements already existing on your lot, you and/or your builder on your behalf need to review the Association Bylaws as amended and any Unit-specific land use or deed restrictions (Governing Documents). All proposed building plans or plans for improvements must be approved in writing by the ARC of the Association prior to the commencement of any construction. Per the applicable land use restrictions, Creekwood Ranches Subdivision is limited to single family residences only. Construction must begin within six months of any express approval of plans by the ARC. Property owners must contact the Association's ARC prior to commencement of any improvements on the Lot, although exclusively interior improvements in one's pre-existing home, such as an interior painting, do not need approval of the ARC.

The following needs to be reviewed by the ARC, and expressly granted by the ARC, before commencement of improvements:

- a) New home construction.
- b) Additions to home, garages, sheds, or structures not approved when home was built.
- c) Pools, sports courts, exterior sheds, cabanas, outdoor kitchens, and patios.
- d) Fencing

2. Initial New Home Construction

Property owners must provide the ARC the following prior to beginning any construction. All construction must comply with the deed restrictions (Governing Documents) applicable to the site where the property is located. Plan reviews can take up to 6 – 8 weeks for initial reviews and up to 6 weeks for subsequent re-submittals. Governing Documents - were provided or should have been made available to members at time of an owner's purchase of a lot, or can be obtained on our website at www.creekwoodranches.com. The list below needs to be submitted to the ARC for review:

- a) Name of owner(s) must be name on the title to the property at the time of the submission for proposed improvements.
- b) A \$250.00 plan review fee, payable to Creekwood Ranch Property Owners Association, for all new home construction, or \$100 plan review fee if the proposed new improvements, shed, pool, fencing, or other improvements in addition to the preexisting home already approved by the ARC.

- c) Proof of ownership – copy of current deed at the time of the proposed plans to the Lot will suffice.
- d) Address of proposed new construction or improvements– include unit, block and lot number (can be obtained on Comal County Cad), residential address, if assigned.
- e) Phone number and Email address of owner or owners.
- f) Set of building plans, including:
 - i. Site plan including all easements, setbacks, fencing, shed, sports court, pool or other exterior improvements, and the building location(s) on a survey or pictorial plot showing the proposed improvements relative to set back lines.
 - ii. As to new construction plans on a lot that does not already have a residential home, building plans including floor plan(s), building sections, all elevations, roof plans and other plans.
 - iii. Survey with setback lines and topography
 - iv. Water well site location if not previously submitted and approved.
 - v. Septic/drainage site location
 - vi. Showing 2,000 sq. ft. living space minimum if new home construction
 - vii. Plans and Specifications for concrete slab if new home construction or construction of shed, patio, or other improvements with a slab.
 - viii. Plans showing 75% masonry (rock or brick) on any proposed new home construction
 - ix. Composition of roofing material
 - x. Paved driveway and materials of construction (ex: concrete, asphalt, etc.)
- g) All exterior wood, lumber or siding shall be finished with not less than two (2) coats of paint.

No plans will be reviewed until the above requirements are submitted, including the payment of the plan review fee to the Association. Any changes made to the originally submitted plans, affecting site plans, building plans, roof, exterior surfaces, size, etc., a new plan needs to be re-submitted and approved prior to implementing such changes. Whether a new plan review fee is required is in the discretion of the Association but if there is a material difference in the plans by way of new or amended plans, the Association may charge a new plan review fee. All phases of construction must be completed prior to moving in as it relates to new home construction. No residing on any lot is allowed until the main residence is completed.

3. Renovations, Additions to existing residences

Property owners must provide to the Architectural Review Committee the following prior to beginning any construction. All construction must comply with the Governing Documents applicable to the site ~~unit~~ where the property is located. Plan reviews can take up to 6 – 8 weeks for initial reviews and up to 6 weeks for subsequent re-submittals. Governing Documents were provided at the time of purchase, or can be obtained on our website www.creekwoodranches.com. The list below needs to be submitted to the ARC of the Association for review prior to commencement of any renovations or additions of improvements on a Lot in the Subdivision. Name of owner(s), must be name on property title.

- a) Address of construction – include unit, block and lot number (can be obtained on Comal County Cad), residential address, if assigned.

- b) Phone number and Email address of owner
- c) Set of building plans, if for addition to home, garage, shed or structures not approved when home was built, including:
 - i. Site plan including all easements, setbacks and building locations
 - ii. Building plans including any floor plans(s), building sections, all elevations, roof plan if a roof is involved in a new structure,
 - iii. Survey with setback lines and topography
 - iv. Water well site location
 - v. Septic/drainage site location
 - vi. Plan for renovation or additions
 - vii. Plan and Specifications for concrete slab if a slab is involved in the proposed plans for renovations or new improvements
 - viii. 75% masonry (rock or brick) if the plans involve a new addition with slab.
 - ix. Composition of roofing materials
 - x. Paved driveway and materials of construction (ex: concrete, asphalt, etc.)
- d) Set of plans for fencing or pools including:
 - i. Site plan – As above
 - ii. Setback lines, current water well site location, septic/drainage site location

4. Plan Submittal and composition of ARC

All plans can be submitted to an ARC member with plan review fee in the appropriate amount payable to Creekwood Ranches POA. The membership of the ARC can be determined by contacting the Association, as shown on the Creekwood Ranches website www.creekwoodranches.com.

However, at the time of your submission please check with the Association as the membership of the ARC and the number of members of ARC might change.

5. ARC deliberations

ARC deliberations are informal and do not require agendas or meetings of the ARC members or maintenance of any minutes. Their decisions will be provided to the member/owner submitting the plans for review by email or regular mail.

6. Variances.

If the owner/member seeking approval of plans seeks a variance from full compliance with the Restrictions due to something peculiar about the size, shape or topography of the Lot in question, please clearly identify the Restriction for which a variance is requested and state the compelling reasons in writing, along with any photos or engineering or other professional opinions why the ARC should consider granting a variance and why granting the variance would be warranted and would not detrimentally affect the values of the neighbors surrounding the subject lot in question.

7. No deemed approval.

There is no such thing as deemed approval of plans if the ARC does not approve or deny as promptly as a homeowner submitting plans would like. If a member believes the ARC is taking longer than they should, please send a reminder to the ARC and email or call the President of the Board of Directors so that the Board can determine if an ARC member is on vacation or otherwise unavailable.

8. ARC decisions

ARC decisions, if approved, are final and not subject to challenge by neighbors of the lot owner or any other third party.

9. Appeal of ARC decisions.

ARC decisions of denial are final unless timely appealed to the Board by the member or owner of the Lot who received a denial or partial denial. Such deadlines are controlled by the Texas Property Code.

IN WITNESS WHEREOF, as President of Creekwood Property Owners Association. Inc., I hereby acknowledge that the members of the Board of Directors (of Creekwood Property Owners Association. Inc., specifically William "Bill" F. Banfield III, Barbara Senulis, John Ousset, Karla Gilbert, Marilyn Salazar, Harry Salinas and Terry Peel, at a duly called meeting of the Board with notice to the membership, voted in favor of passing the foregoing Fines and Enforcement Policy on the 23 day of February 2026.

Creekwood Property Owners Association. Inc.,

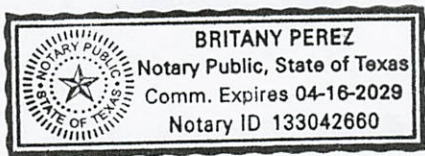
By *William F. Banfield III*
William ("Bill") F. Banfield III, Its President

State of Texas
County of Comal

Before me, the undersigned authority, on this day personally appeared William "Bill" Banfield III, known to me to be the person whose name is subscribed to the foregoing document, and being by me duly sworn, declared that he is the President of Creekwood Property Owners Association. Inc and that the statements in the preceding paragraph regarding the Board adopting the Fines and Enforcement Policy is true and correct, and that said Policy passed by the Board of Directors on the date and in the manner as set forth above.

Given under my hand and seal of office on this 13 day of March 2026.

Britany Perez
Notary Public, State of Texas



Filed and Recorded
Official Public Records
Bobbie Koepf, County Clerk
Comal County, Texas
03/16/2026 02:47:48 PM
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Bobbie Koepf