

# HVAA Architectural Requirement and Procedures

## Hidden Valley Airpark Association, Inc. Architectural Requirements and Procedures

### 1. Introduction

Welcome to Hidden Valley Airpark. We are glad that you have decided to join our community. The Hidden Valley Airpark, Inc. Architectural Requirements and Procedures ("The AC Requirements") serve to enhance and protect the value, attractiveness, and desirability of properties within the community.

The AC Requirements cover the requests and application process for the new construction of homes and hangars, home remodels and additions, and other exterior changes to property within Hidden Valley Airpark, located within the Town of Shady Shores.

The AC Requirements are not intended to be an inclusive set of regulations, nor are they intended to be a replacement for the Town of Shady Shores ordinances or other applicable building codes. It is the responsibility of the lot owner to research any and all aspects pertaining to building and construction. For example, the Town of Shady Shores regulates surface and underground site drainage plans, minimum square footage for residences, fences, pools, septic systems, hangars, and a myriad of other details. The approval of a proposal by the Architectural Control Committee ("The ACC") and the HVAA Board of Directors does not imply that the Town of Shady Shores will approve the project and vice versa.

It is not the purpose of the AC Requirements to imply automatic approval of items covered, nor disapproval of those items not covered. Each proposal for construction will be considered on its individual merits.

As required by the By-Laws of Hidden Valley Airpark Association, Inc. ("HVAA"), under Article III, Section 6, and detailed in Article 1 of the Hidden Valley Airpark Association, Inc. Declarations of Covenants and Restrictions, **before** any exterior changes are made to your property, you must seek approval in writing from the Architectural Control Committee and HVAA Board of Directors.

### 2. Building Setbacks

#### 2.1 HVAA Requirements

As set forth in the March 28, 2009 Article IV, Continuing Covenants and Restrictions, Section 3:

"No structure, residential or otherwise, shall be located on any lot less than one (1) acre, and no part of any structure, residential or otherwise, may exist within fifty (50) feet of the property front and rear boundary, and twenty (20) feet of the side boundaries, except as approved by the Hidden Valley Airpark Architectural Control Committee, and two-thirds (2/3) majority of the membership; that 2/3 must include owners of the immediately adjacent property."

It is recognized that not all lots were originally platted with the above setbacks; owners must consult their particular lot survey. **Any deviations from the HVAA original platted lot setbacks must be submitted in advance of any plan submittal to the ACC for review and approval**, as any changes would affect the subsequent lot layout. The required HVAA voting is called the HVAA 'variance' process.

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## 2.2 Town Ordinances

All of Hidden Valley Airpark is zoned “R-2000-1/2 Residential” with regard to Residential District zoning regulations.

## 3. Design and Construction Application Process

### 3.1. Plan Approval Process

1. No work on any lot, for any purpose, or for any exterior addition or remodel is to begin (including clearing, grading, and filling land), until and upon approval of the plans by the Architectural Control Committee, the HVAA Board of Directors, and the Town of Shady Shores. In addition, the Town of Shady Shores requires a building permit before any work commences.
2. *ACC and Board Review*  
Lot owners should allow ample time, a minimum of one month, for review of plans and re-submittal of missing or incomplete information. Applications for construction may be approved, approved conditionally, or rejected by written notice from the ACC Chairperson or Board of Directors.
3. *Changes and Revisions*  
Any changes to the original approved plans must be re-submitted to the committee and the board for their approval along with an explanatory letter, prior to implementing such changes, either before or after seeking the town permit. The Architectural Control Committee and Board of Directors reserve the right to recommend changes or revisions to any plans that will affect the Association and neighbors. The plans must be revised to include these revisions and resubmitted. Subsequent revisions required by the preliminary lot drainage plan or other plans initially submitted to the ACC, must be transmitted to the HVAA ACC in final accepted form.

### 3.2. Design and Construction Requirements

1. The first step for all construction projects, including new homes, additions, and exterior remodels, is to complete and submit the **HVAA Construction Application and Agreement** (attached on page 7) to the Architectural Control Committee, along with project architectural drawings, and all other pertinent documents as outlined below. For expedited review, all documents should be sent via email (in pdf format) to the Architectural Control Committee at BuildHVAA@gmail.com.
2. HVAA requires one printed set of plans and specifications. This copy will be used for HVAA signatures and records. The Town of Shady Shores requires two sets of printed plans (24” x 36” folded paper) as well as an electronic copy. Consult with the Town Development Office for current requirements.
3. Residences must be for single family dwellings only.
4. Residences must be constructed prior to or during construction of any hangar or outbuilding. When residence and hangar are constructed simultaneously, pour both foundations and begin construction of hangar only AFTER the residence is framed.
5. No hand drawn ‘sketches’ will be accepted.
6. Floor plans should be drawn to scale with dimensions and show location from lot lines.
7. Provide a *Boundary Survey Plan / Site Plan* with home location on lot, with descriptions as stated in deed, all easements, and HVAA setbacks per scale with dimensions. All ‘no build’

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setbacks and easement restrictions must be shown on plans. See 'Building Setbacks' section 2 above. Show reference to surrounding plats, lots, or property, driveways, and utilities such as water, power, gas. Show locations of all underground utilities, LCMUA meter pits, and shut off valves from lot line to house per applicable codes.

8. Provide a *Site Drainage Flow Plan* on survey plot with constructed features such as drainage culverts under driveways, taxiways, and downspout outfalls. Show where water flows offsite. Show relation to HVAA street. Topographic grades may be required to show surface water flow. Consideration must be given that no water is allowed to flow upon adjoining lots. Consult current Town Regulations: "Shady Shores Zoning Ordinance 256-2013 Chapter 14, article 2.1 (C) (2) (F): Drainage: subdivisions and lots shall have a registered engineer's storm drainage plan prepared to provide drainage to standards required by the Town Engineer, and with the approval of the Town Council. The subdivision or lot must then be developed in strict conformity with the drainage plan, and maintained in compliance with the drainage plan by the owner." Note also that the Town ordinances no longer allow any 'cross lot' drainage.
9. Provide a *Foundation Plan* with respective engineering requirements as may be necessary or requested.
10. Provide *Elevation Drawings* and indicate exterior building materials: include front, back, side, and roof elevations as well as any additional drawings to aid in clarification or as may be requested by the committee. Also include material schedules, colors, types and descriptions of brick, roofing, and/ or siding. HVAA requires residential exterior finishes to include substantial brick or stone accents or other 'masonry construction' as defined below. Standard finishes such as wood siding, fiber cement panel type siding in horizontal or vertical lap type, [HardiePanel (tm)], architectural panels, stucco can be used if desired as approved in submittal. Roofs can be made of asphalt shingles, tile, cement, slate, or standing seam metal. **Commercial 'R' type panel metal siding (as used on commercial 'metal buildings') is NOT allowed on new residences or hangars in Hidden Valley Airpark.** Standard Masonry Construction is defined as: That form of construction composed of stone, brick, concrete, gypsum, hollow clay tile, concrete block or tile, cementitious panel boards, or other similar building materials, approved in advance by the ACC, or combination of these materials. Refer to section 3.3 below for further information on hangar construction requirements.
11. *Mailbox Requirements:* Mailboxes for delivery of mail by the USPS must be installed a minimum of twenty-five feet (25 ft) from the centerline of the roadway in front of the property to allow for the wing clearances of taxiing aircraft. *Site Plans must clearly show mailbox location in relation to the street centerline.*
12. Provide a *Landscaping Plan* (approved at the 2006 HVAA Annual Meeting).
  - a) Sod coverage on all visible sides of new construction as viewed from the roadway or roadways that provide access to the property. Sod shall extend from visible sides of new construction a minimum of 50 feet or to the property line if closer than 50'.
  - b) Minimum of one-gallon shrubbery set on two-foot centers set within three feet of the foundation. Coverage shall extend to all visible sides of new construction as viewed from roadway or roadways that provide access to the house.

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- c) Landscape plans are to be submitted with proposals for new construction. If no landscape plans are submitted it will be assumed that the property owner will be complying with these minimum standards.
- d) Zero-scaping designs must be approved by the ACC and the Board of Directors.
- 13. Driveway plans, fencing plans, swimming pool plans (see sections 3.4 and 3.5 below) are required if feature is included in construction.
- 14. All construction shall abide by the "HVAA Construction Application and Agreement" attached. This agreement is to be included in any construction contract, and the applicant and his contractor must acknowledge this agreement. Lot owner is responsible for ensuring that all contractors and subcontractors are aware of and acknowledge the terms of this agreement.
- 15. Any additional information requested by the ACC, or required for review and approval, as may be set forth in the HVAA Restrictive Covenants, By-Laws, or Ordinances of the Town of Shady Shores.

### 3.3 Hangars on Residential Property

Due to the unique nature and design of Hidden Valley Airpark, extra provisions must be taken to ensure that hangars and other outbuildings do not detract from the aesthetics of the community and conform to the quality building standards outlined for residential construction above.

1. Residences must be constructed prior to or during construction of any hangar or outbuilding. When residence and hangar are constructed simultaneously, pour both foundations and begin construction of hangar only AFTER the residence is framed.
2. Plans submitted must show exterior elevations with exterior siding, masonry, windows, and finish materials for review.
3. In order to ensure continuity, materials used for the hangar should be the same as those used in the main residence design. Exterior walls of hangars and other outbuildings shall be built using materials and colors that match the main structure's exterior materials and colors.
4. If unfinished inside, electrical wiring must be in conduits (check the Town of Shady Shores requirements).
5. All utilities must be shown.
6. Masonry Requirement: All hangars should include brick or stone accents to match the main residence or include other 'masonry construction' as defined in section 3.2.10 above. Note that commercial 'R' type panel metal siding (as used on commercial 'metal buildings') is NOT allowed on new residences or hangars in Hidden Valley Airpark. Metal 'R-panel' siding as used on hangar row of the airpark and many public airport hangars is not acceptable for application above the masonry.
7. Windows are to be installed on the hangar to make the hangar appear more like a residential structure.
8. If all brick or stone is used on the exterior walls, the application of an upright or soldier course of brick on the front, back and side walls make the hangar appear more like a residential structure, and less like a commercial structure.
9. Roof pitch to be a minimum of 2/12 or match the roof pitches of the residence.
10. Roof material: Coordinate colors and material with main residence.

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11. Finish trim and gutter to coordinate with main residence.
12. Exterior wall area above hangar main door: metal in a color to coordinate with the residence and hangar trim or masonry used on residence and hangar.

## 3.4 Fences

1. The Architectural Control Committee must approve all fences prior to construction. Town approval and permit is also necessary. Check the Town requirements before submittal to the Architectural Control Committee.
2. Fence height is limited to 8 feet. Type of fence and height must be submitted and shown on lot survey boundary plan with relation to house and hangar.
3. Fence may run on or parallel to lot lines. Fences cannot encroach into any lot recorded easements or right of way.
4. Fencing must run parallel to any existing paved road and will be no closer to any existing paved road than the accompanying house.
5. Fences cannot impede drainage flow.

## 3.5 Swimming Pools

Consult with the Town of Shady Shores for the construction of pools and all permits required. Specific five-foot-high fencing with self-locking gates and other security measures are required by the Town. Submit pool plans, including site design and location of fencing, to the ACC and Board of Directors for review and approval prior to initiating work.

## 3.6 Solar Panels

Rooftop solar panels, if desired, must be flush mounted on the same slope angle as the roof slope. No freestanding solar panel installations allowed.

# 4. Construction Process - After ACC and Board Approval of Plans

## 4.1 Building Permit

Once the ACC and Board of Directors have signed off on a construction project package, lot owners or their designated contractors may apply for and obtain a building permit from the Town of Shady Shores. Please contact the Town or visit <https://www.shady-shores.com> for more information.

## 4.2 Septic System Permit

Lot owner or builder will need to consult with a licensed aerobic system designer for the installation of an On-Site Sewage Facility/ aerobic sanitation system for the property. Contact the Town regarding current septic system permitting and installation requirements. Lot owner must reserve a space for the aerobic spray system required by the Town on the plans. This may affect the overall layout and placement of features.

## 4.3 Final Inspection

Once construction is completed, a final inspection must be performed by the Town of Shady Shores Inspector in order to receive a certificate of occupancy. Property owner must also schedule and complete a final HVAA ACC and Board of Directors site inspection.

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## 5. Conflict Resolution & Enforcement

### 5.1 Appeals

Appeals by lot owners concerning a decision of the HVAA Architectural Control Committee will be referred to the HVAA Board of Directors.

### 5.2 Enforcement

HVAA may enforce these standards and restrictions via monetary fines, liens, or other penalties, which could include work stoppage if not compliant, when noted violations are disregarded and/or persistent.

## 6. ACC Reports & Records

### 6.1 Reports

The HVAA ACC shall keep a file of its actions for no less than ten years. The Chairperson of the ACC will report to the Board of Directors as required and to the membership at the Annual Meeting of the Membership.

### 6.2 Records

Records of all ACC actions and appeals will be maintained by the HVAA Board of Directors.

## 7. Revised, Adopted, and In Effect

**7.1 These Hidden Valley Airpark Association, Inc. Architectural Requirements and Procedures were revised and adopted by the Hidden Valley Airpark Association, Inc. Board of Directors on October 8, 2022, replacing all previous Architectural Control Requirements. The AC Requirements were distributed to the Hidden Valley Airpark Association, Inc. ("HVAA") owners through the HVAA web page on October 13, 2022.**

### 7.2 Existing Structures - Grandfather Provision

As the Architectural Requirements and Covenants and Restrictions have been modified over the years, approval of construction plans prior to this latest revision were based upon the requirements in effect at that time. The existence of a structure within HVAA property, does not constitute permission or approval for future structures of a similar composition or nature. All construction projects are to be built according to approved plans.

HVAA Construction Application and Agreement  
**Hidden Valley Airpark Association, Inc.**  
**Construction Application and Agreement**

Please provide the information requested below to apply for any new exterior construction project, including home additions, exterior remodels, hangars, fences, and swimming pools. Also include architectural drawings, plans, and all other pertinent documents as outlined in the **HVAA Architectural Requirements and Procedures**. For expedited review, all documents can be sent electronically (in pdf format) to the Architectural Control Committee at BuildHVAA@gmail.com.

Date Submitted: \_\_\_\_\_ HVAA Lot # (Where work is to be completed): \_\_\_\_\_

Property Owner's Name(s): \_\_\_\_\_

Current Mailing Address:

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Intended Start Date: \_\_\_\_\_ Intended Completion Date: \_\_\_\_\_

Contractor/ Builder's Name: \_\_\_\_\_

Builder's Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Architect or Designer's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Construction:

☐ Residence New Construction      ☐ Addition or Remodel      ☐ Hangar      ☐ Other (Specify below)

Description of work to be done on property:

\_\_\_\_\_

Any special requirement or considerations requested or to be considered:

\_\_\_\_\_

**Acknowledgement:** The Property Owner acknowledges receipt of the **HVAA Architectural Requirements and Procedures, Construction Application and Agreement, and Contractor Agreement** and agrees to abide by the provisions therein.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

# HVAA Contractor Agreement

## Hidden Valley Airpark Association, Inc.

### Contractor Agreement

As a condition of approval of construction plans, Hidden Valley Airpark Association, Inc. ("HVAA" or the "Association") requires Property Owners, contractors, and sub-contractors to abide by the following policies and requirements. It is the responsibility of the Property Owner to communicate the following rules and requirements to builders, contractors, and suppliers that perform work or make deliveries at Hidden Valley Airpark. Please distribute copies to all contractors/subcontractors/suppliers. A Spanish version of these rules and requirements is attached on page of this document for your convenience if needed. Any persistent noncompliance by Property Owner will be subject to fines or other penalties. Any damage to Hidden Valley Airpark Association roads or property caused by not following the policies in this agreement will be assessed against the entity causing the damage.

#### 1. Maintain Right-of-ways and Stay Clear of Runway – No Parking on Roads

Hidden Valley Airpark is a residential airpark community where the roads are also used as taxiways for aircraft. In most areas of the community the roads must be kept free of obstructions at least 25 feet from the center line to allow aircraft to pass. *Vehicles, equipment, and materials shall not be parked and left within this 25-foot clear zone except for deliveries and temporarily as needed to allow for aircraft wing clearance.* It is the contractor's, subcontractor's, or lot owner's responsibility to move anything obstructing active aircraft movement on HVAA roads. The runway in the center of the community is reserved for airplanes only. At no time shall any vehicle enter the runway. Signs and other markings clearly note where the runway is located.

#### 2. Speeding

The speed limit in Hidden Valley Airpark is 20 mph. This speed limit is dictated due to aircraft that may also be operating on HVAA roads in order to maintain the safety of all. Aircraft may also be operating on the roadways and always have the right-of-way over all other vehicles. Other vehicles must either hold position, turn off into an adjoining street or driveway (not ditch), or reverse, to allow aircraft to pass.

#### 3. Track-out Management – Road Debris

Off-site vehicle tracking shall be minimized. Sediment tracked off-site shall be removed and disposed of by contractor at his expense. Contractor shall sweep/ clean pavement to remove soil, rock, and debris tracked from the construction site on to any roads at end of each work day in order to maintain a clean road/ taxiway for existing residents and pilots to avoid damage to aircraft.

#### 4. Construction Site Vehicle Entrance

Driving vehicles or equipment off the road onto unimproved soil must be minimized or avoided entirely. To access the construction site with vehicles or equipment, the road bed edge must be protected by fill or rock to the same level as the road surface. An appropriately sized culvert should be installed under this entrance over any existing bar ditch so as not to block upstream drainage. Install your ditch culverts early in the construction process or install temporary culverts to access the site. Access across common areas or adjacent properties without the permission of the Association or the adjacent property owner is prohibited.

#### 5. Drainage and Soil Erosion Control

The bar ditch along the road must be maintained so as to allow the existing drainage from adjoining properties without being impeded. Efforts need to be taken to ensure that soil erosion from the construction site does not spoil adjoining properties. This may require the use of soil fences,



# HVAA Contractor Agreement

temporary berms, or soil mats. Failure to maintain proper construction site drainage could result in work stoppage.

## 6. Porta-potty Requirements and Placement

Any construction project that has a duration of more than one week shall have a porta-potty on site and it shall be serviced at least weekly and placed at least 30 feet from the center line of any road or taxiway.

## 7. Trash Management and Containment

No trash, debris, litter, or construction materials are to be left or dumped anywhere on HVAA common area properties. Please remove all such leftover materials from the community and dispose of per the Town of Shady Shores ordinances. No burning or burying of trash is permitted. Please daily clean or clear any debris you or your subcontractors cause on the adjacent HVAA roadway, as any debris may cause damage to aircraft on the roadway. All debris, trash, litter, or other material shall be picked up and cleared from the job site on a daily basis. Any trash or debris left in the neighborhood at the end of the workday shall be deemed in violation of this condition, which the Association may cause to be removed at the Contractor's expense.

## 8. Concrete Wash-out

Concrete wash-out areas should be kept on the construction site and shall not use Hidden Valley Airpark common areas or bar ditches without prior written approval from the Association.

## 9. Deliveries

Large, long loads can be hard to get through the gate on Shady Shores Road, and around the road bends. It is easier for some deliveries, such as trusses, loads of fill, etc., to enter the airpark using the east gate off of Garza road. Contact one of the HVAA board members and they can arrange to unlock the east gate. Label your home site with your house number and have a map or directions that you can give to your contractors. HVAA does not use standard street/house numbering convention, and sites can be difficult for the uninitiated to find. Give your contractor the monthly contractor code from the HVAA members-only section of the HVAA web site. It changes every month. NEVER CROSS OR DRIVE ON THE RUNWAY. The runway is in use 24 hours a day, 7 days a week.

## 10. Mailbox Location

Mailboxes must be installed at least 25 feet from the centerline of the road, to ensure aircraft can safely pass, and allow adequate space for delivery persons to access the mailbox.

## 11. Work Hours

Under no circumstances, without the advanced written authorization of the Association, shall a Contractor start any machinery or equipment prior to 7:00AM within Hidden Valley Airpark.

## Acknowledgement

Property Owner and Contractor or Builder agree to comply with the policies specified in this Contractor Agreement.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/ Builder: \_\_\_\_\_ Date: \_\_\_\_\_