

**ARCHITECTURAL GUIDELINES**  
**University Oaks Civic Club**

**UNIVERSITY OAKS**



Artwork by Mary Jenewein

**As Recorded in the Official Public Records of Real Property of**  
**Harris County, Texas**

**University Oaks Civic Club**  
**UNIVERSITY OAKS SUBDIVISION**  
**Houston, Texas**

RP-2020-334148

**ARCHITECTURAL GUIDELINES**  
**University Oaks Civic Club**

**I. Intent**

The purpose of the Architectural Guidelines of University Oaks Civic Club (hereinafter "Guidelines") is to provide a predictably consistent and objective way to review the construction plans for all new residential structures (hereinafter Structures) as well as the renovations, additions, demolition, construction and maintenance of existing Structures. The Guidelines assume that projects submitted for review will comply with all current federal, state and local laws, codes, and regulations.

Each Application for Architecture Committee Plan Review (hereinafter "Application") is to be considered on its own merits. The Architecture Committee may grant a variance from these Guidelines when unique circumstances such as topography, natural obstructions, special situations, aesthetic consideration or environmental considerations exist.

The Architecture Committee's approval of any variance is not a waiver of the Guidelines or of any provision of the Deed Restrictions (hereinafter "Restrictions").

**II. Authority and Disclaimers**

The Deed Restrictions, Guidelines, and the Application can be found on the website at <https://universityoaks.org/>

The University Oaks Civic Club (hereinafter UOCC) Board of Directors (hereinafter Board) designates three homeowners including one who is a member of the Board to serve on the Architecture Committee. The Architecture Committee has the authority granted in Article V of the Restrictions and/or by state law. (see Article V Section 5.1 of the Restrictions)

The Board has the authority to enforce the Restrictions, Covenants, and Conditions in the Guidelines as provided in ARTICLE V of the Restrictions.

The Guidelines and Restrictions are recorded in the Official Public Records of Real Property of Harris County, Texas. These Guidelines and any added amendments supersede and replace any other Guidelines previously published or amended.

**Failure to Enforce Restriction Disclaimer**

The failure of the UOCC, the Architecture Committee or the Owner of any Lot included in the Property; their respective legal representatives, heirs, successors and assigns; or any Resident (not an Owner) to enforce the Restrictions or any portion thereof must in no event be considered a waiver of the right to do so thereafter; as to the same violation or breach or as to such a violation or breach occurring prior or subsequent thereto.

### **Non-Liability of the Architecture Committee**

The content of the Guidelines and any actions of the Architecture Committee or its designees are not intended to be and should not be construed to be an approval of the adequacy, reasonableness, safety, structural integrity, or fitness for intended use of submitted plans, materials, or construction nor ensuring compliance with building codes, zoning regulations or other governmental requirements.

The Architecture Committee is not obligated to and does not review any proposed submittal or project to determine how the proposed project affects drainage onto nearby properties. It is the Owner's responsibility to ensure that a proposed improvement or project does not create a drainage issue on neighboring properties. A homeowner can be held liable if a project creates a drainage issue on a neighboring property.

Neither the UOCC, the Board, the Architecture Committee nor their respective members or representatives will be liable for damages to anyone submitting plans to the Architecture Committee for approval or to any Applicant by reason of mistake in judgment, negligence or nonfeasance, arising out of any action of the Architecture Committee with respect to any submission or for failure to follow the Guidelines.

The role of the Architecture Committee is to review and grant or deny approval of a project based on compliance with the Restrictions, the Guidelines, and any other applicable UOCC governing document. Neither the UOCC, the Board, the Architecture Committee, nor their respective members or representatives assume any responsibility with regard to design or construction, including, without limitation, the geotechnical, civil, structural, mechanical, plumbing or electrical design, and methods of construction, technical suitability of materials, or resulting erosion or damage from alteration of grading or drainage.

### **III. Definitions**

**Structure:** A framework or construction with identifiable elements giving stability and form and able to resist strains and stresses: including patio, pool, pond, fences, residence, residential dwelling, storage shed, permanent outdoor fireplaces/BBQ pits, and garage.

**Garage:** The architectural term for part of a home or an associated building designed or used for storing vehicles. It describes a structure that is roofed, enclosed on four sides and has operable garage doors.

**Porte-cochère:** (also called a "carriage porch"): The architectural term for a porch or portico-like structure at a main or secondary entrance to a house through which a vehicle can enter from the street to provide arriving and departing occupants with protection from the elements. Porte-cochère is not to be confused with carports in which vehicles are parked. A porte-cochère is not a carport or a parking place for cars.

**Carport:** A covered structure used to offer limited protection to vehicles from out-door elements. The structure can either be free standing or attached to a wall. Unlike most structures a carport may not have four walls. It usually has one or two.

**Grandfathering:** Existing conditions which comply with prior restrictive covenants (prior to the adoption of these Guidelines) are considered compliant.

#### **IV. Making an Application (Refer to Article V Section 5.2 of Restrictions and to Federal, State and Local jurisdictions)**

##### **A. An Application is required for:**

1. Construction of a new house and/or a garage or accessory building (such as a storage building; playhouse; pergolas; garden greenhouse).
2. Exterior renovations for an existing home if the plans include things such as modifications and/or additions to the residence and/or structures on a Lot including fences.
3. New Roof on a home or garage/garage apartment
4. Free Standing structures other than playground equipment

##### **B. Application is necessary for any required permits from City of Houston, State, and/or Federal jurisdictions**

##### **C. An Application is NOT required for:**

1. Routine maintenance
2. Exterior painting
3. Siding replacement
4. Rotted wood replacement
5. Windows and doors of approximately same size
6. Gutter installation or replacement
7. Playground equipment

##### **D. Preparation and Submission of Application**

1. The Application for Architecture Committee Plan Review and these Guidelines can be downloaded from the UO website at <https://universityoaks.org/> .
2. Contact any Architecture Committee member to get assistance and clarification of the process by sending an email to the Architecture Committee at [architecturereview@universityoaks.org](mailto:architecturereview@universityoaks.org) .
3. Required Documents:
  - a. Application
  - b. Plot/Site Plan
  - c. Schematic Plans and specifications (See Restrictions Article V Section 5.2).

4. Submit the Application and documents to the Architecture Committee using one of the following:
  - a. Upload using the online Application on the University Oaks Civic Club website
  - b. Email to **architecturereview@universityoaks.org**
  - c. Deliver in person to any Architecture Committee member
  - d. Send by delivery service (examples: US Mail; UPS) to:  
**University Oaks Civic Club**  
**P.O. Box 8365 Houston, TX 77288-8365**  
**Attention: Architecture Committee**
5. You can request a confirmation of receipt via email.
6. Improvements can begin when the plans detailing the improvement(s), specifications, and a Plot/Site Plan are approved in writing by the Committee.
7. Any deviation from the approved Application, including any deletion or addition from the scope of work such as additional new construction or renovation plans, should be submitted to the Architecture Committee for review as a new or "revised" submission.
- E. Comments by or approval by the Architecture Committee do not supersede the requirements of the City of Houston (hereinafter COH) or any other governmental authority having jurisdiction over the property for approvals and permits. The Owner is responsible for complying with all applicable governmental laws, rules and regulations.
- F. The applicant may appeal any Architecture Committee decision, relating to the Restrictions, in writing to the Board within thirty (30) days of the initial notification. In the event of an appeal, work on any disputed portion of the Improvement or project must stop until the dispute is resolved.

#### **V. Committee Review Process**

- A. The Architecture Committee reviews the Application and required Plot and Site plans to render a decision. The Architecture Committee considers each Application according to the current Restrictions and Guidelines. A decision by the Architecture Committee is defined as:
  1. APPROVED – Construction can begin.
  2. DENIED – The Applicant cannot yet construct or install the proposed work.
- B. If denied, the Applicant can meet with the Architecture Committee for clarification and/or amendment and resubmit the Application for further review.
- C. The Architecture Committee renders a decision in writing to the Owner within 30 calendar days of receipt of a completed Application.
- D. The Applicant(s) and Architecture Committee should work together until the project is completed or cancelled.

## **VI. Committee Inspection and Communication**

- A.** It is recommended that the Architecture Committee and Owner communicate as necessary to confirm compliance with the approved Application; Specifications; and Plot/Site plans submitted to the Architecture Committee.
- B.** The Architecture Committee or Owner may request a site visit during construction to confirm compliance, and any non-compliance concerns can be addressed.
- C.** The Board may take legal action as allowed by law and/or authorized by the Restrictions.

## **VII. General Guidelines**

### **A. Lot Use**

No new construction is permitted when a proposal is contrary to single-family residential use. (See Restrictions: Article II Section. 2.2)

### **B. Construction**

- 1. New construction homes must follow the Building Code Enforcement\Calculation of Impervious Percentage in the City of Houston.

(<https://www.houstonpermittingcenter.org/building-code-enforcement/residential-plan-review#agency-links-1376>)

- 2. Easements for installation and maintenance of utilities are reserved, regulated and enforced by the City of Houston as shown on the plat map of University Oaks filed at Volume 15, Page 55 in the Map Records of Harris County, Texas (hereinafter "Plat").
- 3. Aerial Easements are recorded in Volume 1116, Page 331 granted to HL&P on both sides of the dedicated utility easements.
- 4. Fences must not conflict with the Restrictions (Article III Section 3.6) as to type, material and height.
- 5. For tree removal in street easements, contact the City of Houston.

### **C. Grandfathering**

Any improvements on the Property which are/were grandfathered but have been demolished (see DR Section 2.5 and DR Section 9.1) will no longer be considered grandfathered and new improvements must be compliant with these Guidelines and the Restrictions, unless the demolished improvements are replaced-in-kind.

### **D. Interior Projects**

- 1. Interior renovation projects are not subject to review by the Architecture Committee unless the owner violates the Single-Family Residential use restriction.
- 2. The applicant must obtain all necessary approvals and permits as required by federal, state, and local jurisdictions (i.e. COH) for interior projects.

**E. Exterior Projects**

1. Projects must be submitted for review by the Architecture Committee as required by Article V Section 5.2 of the Restrictions.
2. All projects must comply with the Restrictions and all other applicable UOCC governing documents.

**F. General Construction and Materials**

1. Exterior wood, *Hardi-plank* (or similar type products) or other bare wood-like material should be painted or finished to preserve the materials.
2. Stucco must be painted or integrally colored.

**G. New construction and exterior remodeling projects**

1. Include a dedicated area for 'out-of-sight' storage of garbage and recycling bins. (see Article II Section 2.8 of UOCC Deed Restrictions)

**H. Building Height and Floodplain Restrictions**

1. Article IV, Section 4.2 of the Restrictions states that a Residential Dwelling must not exceed two stories in height and an enclosed attic.
2. As of April 2018, with the passage of the new floodplain building restrictions in Houston, newly built homes must pass a 500-year storm test. Homes must be at least 2 feet above the highest flood levels for the Houston 500-year floodplain, also known as the 500-year BFE. <http://www.eng.hctx.net/permits/Residential-A>

**I. Buildable Area**

1. The Deed Restrictions have established the buildable area for a house or garage setbacks for side and front. Eaves, steps and unroofed terraces are not part of a building. See Article IV in the Deed Restriction documents.
2. No improvement or flatwork is allowed outside of the front setback lines other than grade-level flatwork such as sidewalks and driveways.
3. Carports, a porte-cochère, garages, guest cabins, summerhouses, screened enclosures, gazebos, storage sheds, and similar construction may only be placed behind the minimum setback lines adjoining front or side streets.

**J. Back Yard Easement**

1. Rear yard easement locations are reflected on the plat map of University Oaks filed at Volume 15, Page 55 in the Map Records of Harris County, Texas.
2. Owners should be aware that the easement holder may remove any improvement (including landscaping) that is placed in the easement. (See Restrictions Article IV, Sec. 4.4).

**K. Garage and Garage Doors; Converted Garage Apartments**

1. It is preferred that the height of a garage not exceed the height of the primary Residence on the Lot.
2. A garage is part of the total home on the Lot.
3. To minimize and diminish the visual impact of a front garage with an opening that faces the street, an additional setback of 10ft. from the front building line of the house is much preferred. The additional 10' setback from the front building line

of the house visually diminishes the importance of the garage to the front facade of the house.

4. For reference, the average square footage for a garage footprint is: 12'x 20 (240 sq. ft.) for a one-car garage and 18'X20 (360 sq. ft. for a two-car garage).

5. Additional storage may be added to the garage.

6. All garage doors should be operable. (Restrictions Article III, Sec. 3.2). "Neat appearance" includes but is not limited to:

- a. Power-washed or otherwise cleaned to remove mold/mildew/dirt/grime
- b. Doors that are periodically painted or stained to seal the finish.
- c. Repaired and/or dent free metal.
- d. Unbroken windows.

7. A room/garage apartment may be part of a detached garage; however, Owner should be aware of Restrictions Article II, Section 2.2 regarding the use of such room/garage apartment.

8. Added features such as windows to a garage apartment may enhance the character of the house across the entire elevation.

9. Maintenance of the exterior of a converted garage is the same as for a garage.

#### **L. Balconies**

1. Consider building a privacy screening from a second story balcony of a two-story home or garage apartment.

2. Strategic placement of a privacy screen, protects the view to your balcony and your view into your neighbor's back yard. The screen can be placed between the view into your neighbor's yard and where you want your privacy.

#### **M. Roof pitches and overhangs.**

These will vary as dictated by the architectural style of the house.

#### **N. Home Exterior**

1. Downspouts should not direct the flow of water onto adjacent properties.

2. Integrate Chimney(s) with the building architecture.

3. Maintain shutters, windows and doors, repainting, re-staining, and replace as needed.

4. Porte-Cochère:

a. A roofed porte-cochère with detached columns must be tied back into the side of the structure where the porte-cochère is located.

b. A Porte-cochère is not more than one lane wide and no wider than twelve feet (12') (including the support columns/structure).

c. A Porte-cochère does not extend in front of the front façade of the residence on the *Lot*.

#### **O. Driveways**

1. Standard driveway configuration consists of a straight path from the public street to a garage, porte-cochère or similar parking location.

2. New driveways with configurations other than the standard configuration should consult with the Committee prior to construction.

3. Homeowners are encouraged to use permeable material when constructing a new driveway.

**P. Demolition of Structures**

1. Demolition in advance of new construction
  - a. Owner should include information regarding the preservation of trees in the Application. The UOCC may ask the Owner to retain a tree or trees to preserve the integrity of the University Oaks community.
  - b. Owners are strongly encouraged to undertake a plan of salvage and recycling in connection with each demolition.
  - c. The Owner can contact a deconstruction appraiser to examine tax benefits.
    1. The Association does not endorse individual appraisers.
    2. A good resource regarding deconstruction might be HARC (Houston Advanced Research Center).

**Q. Mechanical Equipment**

1. It is recommended that all mechanical equipment including, but not limited to pool related equipment, air conditioners and/or other HVAC equipment, be visually screened from the streets and behind building setbacks.
2. Screening methods includes privacy fencing, evergreen shrubs or similar architectural or landscaping treatment.

**R. Freestanding Structures**

1. A Freestanding Structure which is **NOT** a Residence; a Garage; or playground equipment; and it is not affixed to the Residence is an improvement to the property and requires approval of Building Plans (SECTION 5.2 of Deed Restrictions) from the Architecture Committee.
2. Materials such as metal, plastic, or vinyl can be used for these structures.
3. It is recommended that the overall height of a Freestanding Structure neither exceeds ten 10 feet from the grade nor 144 square feet in size. However, larger sizes may be appropriate for the Lot.
4. It is recommended that freestanding structures be located on side or rear yards and maintain a 5 ft. setback from all side property lines.
5. It is *not* recommended to construct freestanding storage/accessory structures in the rear Lot easement.
6. It is preferred that freestanding storage/accessory structures are placed so as not to be visible from the street or a public right-of-way.

**S. Utility Meters**

1. An Owner may install a second water meter for outdoor water use such as a pool and/or for irrigation.
2. An Owner may install a second utility meter (electric/gas) associated with renting a garage apartment. (See Article II Section 2.2 in Restrictions)

**T. Exterior lighting for homes**

Exterior lighting is recommended for safety, security, decor and identification.

**U. Sidewalks and house address numbers**

1. All house street numbers must be visible from the street.
2. Currently, UOCC does not incorporate easement or right-of-way sidewalks.

**V. Lot Landscaping and Maintenance**

1. Landscaping/Xeriscaping incorporates design, needs, and budget.
2. It should include cultivated plants and trees that will tolerate the bugs, drought and wet conditions of Houston's gumbo soil.
3. Artistic features in the front and side yards as well as other landscaping design materials may also be used.
4. Plants are typically defined as cultivated or native species plants which are intentionally designed and maintained on your property.
5. A weed(s) is an uncultivated plant(s) or native species vegetation growing where it is not wanted, and it is usually in competition with cultivated plants. See Restrictions Article II Section 2.4 for more information regarding lawn grass and ground covers and Lot maintenance.
6. Maintaining the lawn/landscape of the Lot.
  - a. Remove trash, dead vegetation, refuse and waste.
  - b. Dispose of unused construction materials such as brush and tree limbs; discarded items; and broken items that are beyond repair (fences, toys, lawn furniture, broken pots, etc.).
  - c. It is recommended that the front and back "lawn" area be maintained so that grass and vegetation are not more than 5" tall.

Approved and adopted by the Board of Directors for University Oaks Civic Club on this 13 day of MAY, 2020, SIGNED BELOW ON, RESPECTIVELY, JULY 23 AND JULY 26<sup>TH</sup>, 2020.



Everette Penn, President  
University Oaks Civic Club



Roy Marrero, Jr., Secretary  
University Oaks Civic Club

STATE OF TEXAS

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§

COUNTY OF HARRIS

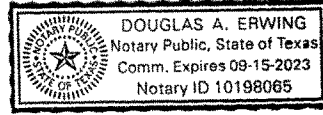
Before me, the undersigned authority, on this day personally appeared Everett Penn, President of University Oaks Civic Club, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he had executed the same as the act of said Association for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 23 day of JULY, 2020.

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

Printed Name

My commission expires: \_\_\_\_\_



STATE OF TEXAS

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COUNTY OF HARRIS

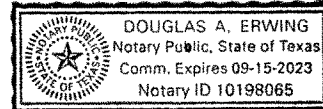
Before me, the undersigned authority, on this day personally appeared Roy Marrero, Jr., Secretary of University Oaks Civic Club, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he had executed the same as the act of said Association for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 26 day of JULY, 2020.

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

Printed Name

My commission expires: \_\_\_\_\_



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e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
CHRIS HOLLINS  
COUNTY CLERK  
Fees \$58.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or use of the described real property because of color or race is invalid and unenforceable under federal law.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



COUNTY CLERK  
HARRIS COUNTY, TEXAS

RP-2020-334148