

## **Members,**

A long standing issue on the board has been the enforcement of the restrictions related to signs. The policy manual currently being drafted addresses in detail how the board will apply sign restrictions in balance with legal and liability concerns for you, the members and residents of Woodlake. The final version of the policy manual will be provided in the coming months to give everyone the opportunity to review it and provide feedback to the board.

We are implementing this excerpt of the manual now as a provisional policy until the complete manual is voted upon at the annual meeting.

Below are the sign related covenants for each section, followed by how we will apply sign restrictions equally to all members of the association.

Your Board of Directors

### **Woodlake Section One**

1.09 No sign of any kind shall be displayed to the public view on any lot except one sign of not more than five (5) square feet advertising the property for sale, or signs used by a builder to advertise the property during construction and sale. No signs of any nature shall be permitted on any lot without the written consent of the Property Owners' Association.

### **Cliffs of Woodlake**

17. No sign or poster of any kind shall be allowed on any lot of said subdivision except one sign of not more than four (4) square feet in any area advertising the property for sale or rent, or sign used by a builder to advertise construction on the lot.

### **Cliffs of Woodlake Phase II**

18. No sign or poster of any kind shall be allowed on any lot of said subdivision except one sign of not more than four (4) square feet in any area advertising the property for sale or rent, or sign used by a builder to advertise construction on the lot.

### **Enforcement Policy**

*Definitions:*

**Sign** – Display that advertises by promoting a business or service, or provides contact information such as a name, phone number, web or physical address.

**Banner** – large, printed letters to make an announcement.

**Poster** – large, printed pictures to promote an opinion, belief or serve only as a decoration.

**Notice** – Information about a property that is void of advertisement.

**Neutral Color** - Neutral colors are hues that appear to be without color (greyscale) and may also include earth tones (browns) or metallics such as bronze or aluminum if constructed of the same material.

**Decorations** – Something that adorns, enriches, or beautifies. Holiday decorations are ornamentations representative of a holiday. Decorations may not contain any information associated with a sign.

State required and covenant provided exemptions:

1. Political signs are exempt within the limitation of Texas Election Code, Title 15 Chapter 259.
2. Real estate signs are exempt but must conform to the following restrictions:
  - The square footage includes the frame of the sign and if the sign is divided into parts, the sum of all parts. Square footage is limited to 5 square feet for all developments;
  - may be of wooden or metal stake design and may not be permanently affixed to any structure, vehicle or embedded in concrete;
  - must be maintained in a presentable manner;
  - may not be placed within 10 feet of the roadway or within 10 feet of a neighboring lot.

*Other exceptions: The following exceptions will be conditionally approved by the board based on state law, security of our members and temporary special occasions. The following conditional exceptions for notices may be revoked in their entirety. Individual exceptions may also be disapproved if the design or location is disruptive to the appearance of the neighborhood.*

1. *Signs provided by a security company or included with a surveillance system to indicate your home is protected. Notices of security and surveillance systems that were not provided with the associated system must be:*

- *of neutral color or blue;*
- *no more than 84 square inches;*
- *picture or description must be submitted and approved by the board.*

2. *Temporary signs such as “Yard Sale” if requested in advance and approved by the board.*

3. *Temporary banners such as to announce a new birth or graduation may be displayed for no more than 10 days if requested in advance and approved by the board.*

4. *Animal warning notices: To be held liable for an animal attack, the victim must prove two things. One that the owner knew the animal might be dangerous and two that they failed to control the animal. A sign with verbiage such as “Beware”, “Warning”, or “Danger” may satisfy rule one by default. However, having a notice about an animal on the property can also be a deterrent against crime. Therefore, the board will approve only the use of “Dog on Premises” or similar non-threatening notice.*

- *Design: Animal notices must be:*
  - *neutral colors with a light silhouette or lettering on a dark background;*
  - *no more than 84 square inches;*
  - *picture or description must be submitted and approved by the board.*
- *Placement: These notices are limited to:*
  - *one per entrance of a residence or fence;*
  - *two or more signs may not be visible simultaneously from any position on the street.*

5. *Private property notices: To satisfy the legal requirements of notification of trespass, the following forms of notification may be used:*

- *A vertical purple stripe of at least 8" high by 1" wide; or,*
- *notice of "Private Property" and/or "No Trespassing" of:*
  - *light lettering on a dark background using only neutral colors or purple;*
  - *may not exceed 84 square inches;*
  - *picture or description must be submitted and approved by the board.*

*Placement:*

- *The bottom of the stripe or notice must be between 3' and 5' above ground;*
- *facing away from the property on a tree or post;*
- *in the open these stripes may be no more than:*
  - *1000' apart or in wooded areas; or,*
  - *no more than 100' apart in the open;*
- *developed lots may only utilize the purple stripe where visible from the road;*
- *all borders of undeveloped lots and the portion of developed lots not visible from the road may use written notices.*

*Association message board:*

1. *All open meetings will be posted on the message board at least 72 hours prior to the meeting.*
2. *At the discretion of the board, the message board may also be used to:*
  - *announce community events and other community related information; or,*
  - *support member requests to display temporary messages for situations such as yard sales or lost and found items.*