

Architectural & Protective  
Committee  
**MANUAL**



**Goldenwood West  
Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068  
(512) 858-9528 office  
(866) 683-9592 fax**

**[Administrator@GoldenwoodWestPOA.org](mailto:Administrator@GoldenwoodWestPOA.org)**

**[www.GoldenwoodWestPOA.org](http://www.GoldenwoodWestPOA.org)**

# Table of Contents

---

Purpose .....	3
Role and Responsibilities .....	4
Role of the Goldenwood West APC and relationship to the BOT.....	4
Responsibilities of APC members .....	4
Which projects need APC approval? .....	4
Which projects do not need APC approval? .....	4
How does a property owner request approval for property improvement? .....	4
What happens after a property owner submits a Request for Approval? .....	5
How does a property owner submit a complaint to the APC? .....	5
What happens after a property owner submits a complaint? .....	5
Does the APC respond to covenant violations only through complaints?.....	5
Rules and Procedures .....	6
Guidelines for Maintenance of Residential Property .....	7
Meeting Minutes .....	8
Neighborhood Recognition Program .....	8
Objective Voting .....	8
Resale Certificate .....	8
Setback Variance.....	9
Violation Procedure .....	9
Form Letter Procedures.....	11
Form Letters.....	13
Builder’s Packet Cover Letter.....	14
Builder’s Packet.....	15
Request for Approval Cover Letter.....	22
Request for Approval Form .....	23
Request for Approval Detached Garage Form .....	25
Request for Setback Variance Cover Letter .....	28
Request for Setback Variance Form.....	29
Approval Letter.....	30
Retroactive Approval Letter .....	31
Approval Expired Letter.....	32
Project Incompletion Letter .....	33
Proof of Completion Request Letter .....	34
Propane Tank Letter .....	35
Courtesy Letter.....	36
First Offense Letter.....	37
Second Offense Letter .....	39
Repeat Offense Letter .....	41
Thank You Letter .....	43
Policy Letters .....	44
Coyote Guidelines .....	45
Deer Feeder Letter .....	46
Loose Dog Procedure .....	47
Rainwater Collection System.....	49

## Purpose

The purpose of this APC manual is to define the role and responsibilities of the Architectural and Protective Committee and its relationship to the neighborhood along with providing rules, guidance and consistency to current and future APC and BOT members for the interpretation of the Covenants. The forms and procedures in this manual may be updated periodically to reflect APC decisions, Board directives or cosmetic changes and clarifications. Any proposed change to add new procedures or change existing procedures will require approval from the Board of Trustees.

This manual has been approved by the Board of Trustees:

October 12, 2009

Original prepared by John Anderson May 1, 2007

# Role and Responsibilities of the Goldenwood West Architectural and Protective Committee (APC)

---

## ***Role of the Goldenwood West APC and relationship to the BOT***

The Goldenwood West Architectural and Protective Committee (APC) is comprised of three property owners appointed by the Board of Trustees (BOT) to enforce the provisions contained in the Goldenwood West Covenants, Conditions and Restrictions. The members of the APC serve a 2-year voluntary, unpaid term and meet on a monthly basis.

## ***Responsibilities of APC members***

The APC is responsible for review and approval of all plans and specifications for property improvements submitted by property owners in Goldenwood West according to the guidelines contained in the Covenants, Conditions and Restrictions. Additionally, the APC is responsible for enforcing the land use and architectural restrictions in order to maintain the general appearance of any lot or home in Goldenwood West.

Please refer to Articles VI and VII of the Goldenwood West Covenants, Conditions and Restrictions for a more detailed description of the role and responsibilities of the APC.

## ***Which projects need APC approval?***

All improvements, including, but not limited to, buildings, sheds, gazebos, playhouses, home additions, fencing, walls, landscaping, fountains, pools, exterior lighting fixtures, concrete pads, driveways, security and emergency communication systems and radio and television antennae.

See Article VI, Paragraph 2 of the CCRs.

## ***Which projects do not need APC approval?***

Landscape improvements such as trees, flowers, shrubs, mulch and general landscaping maintenance do not need to be approved by the APC. Additionally, painting or repair work to match existing structures and color schemes does not require APC approval.

## ***How does a property owner request approval for property improvement?***

Property owners should complete a Request for Approval form in its entirety and submit any and all supporting documentation to the APC by either mailing the information to the address contained on the Request for Approval form or by dropping the completed information in the POA box at the mail station.

Forms may be obtained from the Administrator, the mail station newsletter holder or the Goldenwood West website: [www.goldenwoodwestpoa.org](http://www.goldenwoodwestpoa.org).

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S



# Rules of the Goldenwood West Architectural and Protective Committee

---

Article VI, Paragraph 3 of the Covenants, Conditions and Restrictions allows the APC to adopt Rules:

ADOPTION OF RULES. The Committee shall have the authority to adopt such procedural and substantive rules, not in conflict with this Declaration, as it may deem necessary or appropriate for the performance of its duties hereunder

The Rules of the Architectural and Protective Committee shall be approved by the Board of Trustees and used to consistently enforce and clarify the covenants. The following are Rules adopted by the APC:

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Guidelines for Maintenance of Residential Property as Required by Article VII of the Covenants, Conditions and Restrictions

---

Owners and occupants of any lot shall jointly and severally have the duty and responsibility to maintain the lot and any improvements in a safe, neat and orderly manner. Required maintenance includes, but is not limited to the following:

1. **Litter, trash, dead vegetation, refuse and waste** shall be promptly removed.
2. **Lawns, trees and shrubs** shall be trimmed and maintained.
3. **Garden and landscaping areas** shall be kept alive, free of weeds and attractive.
4. **Exterior lighting facilities** shall be kept in working order.
5. **Driveways** shall be kept in good repair.
6. **Off Driveway Parking** on a regular basis shall not be allowed. Temporary parking shall be allowed in situations such as parties, deliveries, washing a car or other instances where a vehicle shall be parked for a short period. The APC may grant a variance for special off driveway parking if the committee determines it is appropriate.
7. **Fences**, retaining walls and landscaping improvements shall be kept in good repair.
8. **Exterior home maintenance including rot, mold and peeling paint** shall be promptly repaired.
9. **All storage buildings shall require APC approval.** The paint and roof color scheme shall match the primary structure on the lot. A building exceeding 300 square feet must also meet the covenant requirements for masonry.
10. **Normal Playground equipment** such as swing/gym set, trampolines, basketball goal, or soccer goals may be erected and used on a lot assuming such equipment is properly maintained. Property owners are encouraged to check their insurance coverage for trampolines. Playground equipment shall be kept in the backyard whenever possible or when not in use.
11. **All fencing and walls shall be approved by the APC.** Ranch style fencing consisting of a wire fence with three parallel planks is preferred fence style. Privacy fences shall be permitted. Chain link fences shall not be allowed on the side(s) of a lot that faces a street. No barbed wire fences shall be allowed.
12. **Brush clearing**, mowing, and tree trimming shall be permitted on any lot at any time. Lot Clearing prior to construction for a foundation or driveway shall have prior APC approval. The APC may allow minimal clearing before approving new home construction to determine how or if a certain plan can be situated on a lot or test drilling and septic testing. In some cases a potential buyer/builder may opt to test before committing to buy or build on a lot.
13. **All residences must have a double car garage.**
14. **Inoperable vehicles in disrepair or unlicensed vehicles** may not be stored on a lot in such a manner as to be visible from the street and/or neighboring properties.
15. **Brush Piles**, burn cans or burn piles shall not be allowed in front yards and shall not be visible from the street.
16. **Propane Tanks** must be shielded from view of the street and neighboring properties.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

## Meeting Minutes

---

APC meeting minutes shall be made available upon request to property owners. Property owners should submit a written request to the Administrator by email or mail and the Administrator may provide in a PDF format.

## Neighborhood Recognition Program

---

In an effort to strengthen and maintain community spirit, the APC shall recognize property owners who maintain outstanding yards. The committee shall vote for one yard to recognize in the spring for outstanding landscaping and one yard to recognize in December for outstanding holiday decorations. The Administrator shall contact the property owner for permission to publicize the winner's name and address before announcing at the mail station, the newsletter and on the website. The Administrator shall also deliver the "Yard of the Month" sign to the recognized property owner and arrange for its return a month later.

## Objective Voting

---

Proper conduct of committee members is outlined in Article Six, Paragraph 9 of the CCRs:

**NONLIABILITY OF COMMITTEE MEMBERS.** Neither the Committee, nor any member thereof, shall be liable to any Owner or to any other person for any loss, damage or injury arising out of the performance of the Committee's duties under this Declaration, unless such loss, damage, or injury is due to the willful misconduct or bad faith of the Committee or its member, as the case may be.

All committee members shall remain objective when voting. Any member may recuse him or herself from voting for any reason.

## Resale Certificate

---

Resale Certificates shall be completed in accordance with Texas Statue 207 and returned to the property owner, owner's agent, or title insurance company within ten days of a written request. If the request is for a lot with a new home, the POA Administrator shall confirm completion of all documents and inspections per the Building Packet. The Administrator shall notify the APC of the request and advise the committee of the status of the Building Packet documents and any outstanding issues or violations. The Administrator shall indicate a



requested approval date to the APC members and the APC members shall reply to the Administrator before the designated date. The APC shall review the property for violations and the Administrator shall list all violations, unpaid dues, transfer fee and resale certificate fee on the resale certificate. If for any reason an APC member feels more time is needed, he/she should notify the Administrator, keeping in mind the ten day response deadline. The Certificate will be executed listing the incomplete items and known violations. A fee will be charged to the requestor for complete and filing such notice.

## Setback Variance

---

Setback Restrictions are covered by Article Seven, Paragraph 4 of the CCRs:

SETBACKS. No building shall be located on any of the Lots nearer than forty (40) feet from any front or rear Lot line, nearer than forty (40) feet from any street or cul-de-sac, or nearer than twenty (20) feet from any side Lot line. The Committee shall have the right to impose such additional setback requirements as it deems necessary to preserve lines of sight from neighboring Lots. The Committee shall be entitled to review and modify the setback requirements for Lots for which compliance with the foregoing setback requirements might be difficult or impossible.

Additional setbacks are imposed on Section VI:

The following additional setback requirements shall specifically apply: Lot 35A – rear setback 100 feet; Lot 35B rear setback – 150 feet; and Lot 35C – rear setback 175 feet and North side setback 125 feet.

Any property owner requesting a variance to encroach on the setbacks with an improvement including but not limited to storage buildings, home additions, detached garages and driveway extensions should complete the Request for Setback Variance form in addition to the Request for Approval form and submit to the POA Administrator **no later than seven days prior to the next scheduled APC meeting. Any requests submitted less than seven days before the scheduled meeting will be addressed at the APC meeting in the next month.** A copy of the request will be forwarded to the adjacent neighbor(s) and posted on the POA Bulletin Board one week before the APC meeting when the variance will be reviewed. Any concerns or support from the neighborhood for the requested variance should be made known to the committee through a written response or attendance at the meeting. All concerns or support will be documented in the meeting minutes and the APC will review for approval or disapproval.

## Violation Procedure

---

The APC shall follow the Violation Procedure written in accordance with Texas State Statute 209 to respond to covenant violations. The following document was approved in 2003 and is the current procedure in place.

**Goldenwood West Property Owners Association  
VIOLATION PROCEDURE**

The following outlines the minimum notice and hearing procedures for violations of the Bylaws and/or the Covenants, Conditions and Restrictions of the Goldenwood West Property Owners Association. These notices and hearing procedures are intended to meet the requisites of Texas Property Code Chapter 209 and provide additional notices to our Owners. It does not supercede any of the Bylaws, or Covenants, Conditions and Restrictions of Goldenwood West. Notwithstanding any language to the contrary, the Board of Trustees shall have the power, upon majority vote of the Board of Trustees, to amend any provision of these rules or bylaws as may be necessary to comply the Chapter 209 and any subsequent amendments. It shall be the responsibility of the Architectural Protective Committee (APC) to implement this procedure.

**Section I. Notice Requisites.** The APC will send out the first notice of a violation and request correction and offer to meet with the owner to clear up the matter within 30 days. A second notice will be sent certified mail, return receipt requested, to the last known address of the Lot Owner in The Board of Trustees records. The notices must (1) describe the covenant violation that is the basis for the suspension action, (2) inform the Owner that the Owner's entitled to a reasonable period to cure the violation and avoid the cost of Attorney's Fees or suspension, unless the Owner was give notice and reasonable opportunity to cure similar violation within the proceeding six months; and (3) inform the Owner that he may request a hearing before the Board of Trustees on or before the 30<sup>th</sup> day after the date the Owner received the notice (or 30 days after the date on which the first attempted deliver was made to the Owner).

If the hearing is to be held before a committee, the notice must state that the Owner has the right to appeal the committee's decision to the Board of Trustees by written notice to the Board. The Board of Trustees will hold any hearing not later that the 30th day of the date the Board receives the Owner's request for a hearing and will notify the Owner of the date, time, and place of the hearing at least ten days before the hearing date.

**Section 2. Attorney's Fees.** The Board of Trustees may assess reasonable attorney's fees to an Owner's account for nonpayment of amounts due and other violations of the Bylaws, or Covenants, Conditions and Restrictions only if the Lot Owner is provided written notice that attorneys fees and cost will be charged to the Owner if the delinquency or violation continues after a date certain. Regardless, attorney's fees may not be charged to an Owner's account until after any Owner-requested hearing allowed pursuant to the procedures is held, or, if the Owner does not request a hearing, before the date by which the Owner must request a hearing. For repeat violations within six months, attorney's fees may be assessed to an account after the first hearing request deadline has passed or after the first hearing, as appropriate.

**Section 3. APC.** The APC shall visit the Owner's property only when invited to do so by the Owner. All Owner violations are to be handled in a consistent manner as defined by this procedure. Any exception to this procedure will require approval of the Board of Trustees.

The failure of The Board of Trustees to enforce any provisions of the Declaration, Bylaws, rules or procedures shall not constitute a waiver of the right to enforce the same thereafter. All remedies in the Declaration, Bylaws, and rules are cumulative and not exclusive.

Approved the Board of Trustees on:    /    /

Board of Trustees:

John L. Anderson  
President, Board of Trustees.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Form Letter Procedures

---

Following is a description of the APC form letters designed to follow the covenants and current violation procedure along with the rules for their use.

***Builder's Packet Cover Letter***

Letter to be sent to a property owner as a cover letter for the Builder's Packet.

***Builder's Packet***

Form to be completed by a property owner to request approval to build a new home or a home addition.

***Request for Approval Cover Letter***

Letter to be sent to a property owner as a cover letter for the Request for Approval Form and the Request for Approval Detached Garage Form.

***Request for Approval Form***

Form to be completed by a property owner to request approval for a property improvement.

***Request for Approval Detached Garage Form***

Form to be completed by a property owner to request approval to construct a detached garage.

***Request for Setback Variance Cover Letter***

Letter to be sent to a property owner as a cover letter for the Request for Setback Variance Form.

***Request for Setback Variance Form***

Form to be completed by a property owner to request a setback variance.

***Approval Letter***

Letter to be sent to a property owner in response to a property owner's request for approval.

***Retroactive Approval Letter***

Letter to be sent to a property owner in response to a property owner's request for approval after construction has begun.

***Approval Expired Letter***

Letter to be sent to a property owner when three month approval period has expired and construction has not begun.

***Project Incompletion Letter***

Letter to be sent to a property owner when a project has been approved and construction has begun but has not been completed within the allowed timeframe.

***Proof of completion request***

Letter to be sent to a property owner to request confirmation that an approved project has been completed.

***Propane Tank Letter***

Letter to be sent to a property owner to request property owner shield visible propane tank.

***Courtesy Letter***

Letter to be sent to a property owner when a covenant violation is found on a property.

***First Offense Letter***

Letter to be sent to property owner when a covenant violation is found on a property and a response has not been received to the Courtesy Letter within 30 days or a resolution has not been reached.

***Second Offense Letter***

Letter to be sent to property owner when a covenant violation is found on a property and a response has not been received to the First Offense Letter within 30 days, this is a final letter. This letter should be sent regular mail and certified mail, return receipt requested.

***Repeat Offender Letter***

Letter to be sent to a property owner when the same violation is found again within a six month period after a property owner has been previously notified of the violation and cured it. This letter should be sent regular mail and certified mail, return receipt requested

***Thank you letter***

Letter to be sent to a property owner who has responded to a written request of the committee (usually violation letters) or has completed an approved property improvement.

**Procedure Notes**

Upon the expiration of the date given in the Second Offense Letter/Repeat Offender Letter, the APC shall either reach a compromise with the property owner or decide to refer the violation issue to the attorney. If the committee agrees to proceed with the attorney, a member of the committee shall attend the next BOT meeting and make the committee's recommendation to the Board of Trustees.

APC form letters shall list all three committee members' names and must have the signature of two committee members.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Form Letters

---

Following are the form letters designed to follow the covenants and current violation procedure.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Dear Owner/Builder:

Welcome to Goldenwood West! Goldenwood West is a planned development nestled in the hill country southwest of Austin where deer abound, natural beauty is preserved to the maximum extent as possible, and a country atmosphere is encouraged with city conveniences.

Please read the Goldenwood West Declaration of "Covenants, Conditions and Restrictions" on file at the Hays County courthouse before purchasing a lot or building a home. Enclosed in the building packet is a highlight sheet that further discusses the Covenants of Goldenwood West.

Please do not make the mistake that if you see a variation of the Covenants located on a property in the subdivision that such a variation is standard procedure. It would be wise to discuss with the Architectural and Protective Committee all improvements such as fencing, landscaping, animal rules or number and location, and setting of the house on the lot, types of vehicles allowed, etc.

Builders contemplating erecting a home to sell on the market are advised to pay close attention to the "Covenants, Conditions and Restrictions" and discuss with the Architectural and Protective Committee rules regarding neatness during the building process, obtaining water by sub-contractors, and current masonry choices.

Sincerely,

Architectural and Protective Committee

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## BUILDER'S PACKET

### PLAN REVIEW AGENDA (Revised November 2000)

Welcome to Goldenwood West! The Architectural and Protective Committee (APC) will review your application as soon as possible and notify you of its decision. Please note that it is important for the applicant to know and understand the restrictive covenants that govern Goldenwood West. Failure to abide by the covenants or deviation from the application can result in delays and/or problems with closing on your home.

Following review by the APC of "complete" plans, both the property owner and the general contractor will be mailed an Architectural Review Statement notifying them that the plans have been approved/disapproved. Complete plans consist of the following:

1. Review fee of \$100.00.
2. Application for Property Development Form completely filled out.
3. Proof of insurance as required on page 6 of the Builder's Packet.

"Incomplete" plan submissions will be examined, and the property owner and general contractor will be notified, in writing, by the APC regarding what documents are necessary before proceeding further with the review process. Submitting incomplete plans will delay the review process and your time schedule. Ensure that your plans are complete **before** APC review.

**Under no circumstance should site clearing or construction begin before the Architectural Protective Committee grants unconditional written approval.**

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## CHECKLIST FOR APPLICATION FOR PROPERTY DEVELOPMENT

(To be completed by applicant)

(Revised January 2002)

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

Current address: \_\_\_\_\_

Goldenwood West Lot No. & Street Address: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_ (pager/mobile)

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Pager/Mobile Number: \_\_\_\_\_

Title Company: \_\_\_\_\_

Type of Improvement (check all which apply):

House \_\_\_\_\_ Garage \_\_\_\_\_ Storage Building \_\_\_\_\_ Fence \_\_\_\_\_

Driveway \_\_\_\_\_ Septic \_\_\_\_\_ Exterior Painting \_\_\_\_\_

Landscaping \_\_\_\_\_ Exterior Lighting \_\_\_\_\_ Exterior Antennae \_\_\_\_\_

Chemical Application \_\_\_\_\_ Propane Tank \_\_\_\_\_

Other (describe): \_\_\_\_\_

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S



Projected start date: \_\_\_\_\_

Projected completion date: \_\_\_\_\_

**Payments Required:**

- \_\_\_ 1. For new house construction a plan review fee of \$100.00 is required to cover reviewing and processing by the Architectural and Protective Committee (APC). For improvements to existing homes, no fee is assessed.

**Required Documents:**

- \_\_\_ 1. Application for Property Development
- \_\_\_ 2. Specification Summary Sheet
- \_\_\_ 3. Hays County Health Department documents:
  - \_\_\_ A. Development Permit Application
  - \_\_\_ B. Permit To Construct An On-site Sewage Facility
  - \_\_\_ C. Class "A" Building/Development Permit
  - \_\_\_ D. Green Permit sticker to be posted at job site
  - \_\_\_ E. Permit to Construct Access Driveway Facilities on County Right of Way.
- \_\_\_ 4. Proof of Builder's/Contractor's Insurance. Such insurance shall be kept in force until construction is finished or the residence is occupied.

**Required Drawings and Specifications:**

- \_\_\_ 1. Copy of a site plan, scale to be not less than 1 inch = 40 feet, with house location and approximate dimensions including each of the following:
  - \_\_\_ A. Lot No., North Arrow.
  - \_\_\_ B. Setbacks (front/rear 40 feet minimum; side 20 feet minimum).
  - \_\_\_ C. Location of **all** improvements:
    - \_\_\_ Structure
    - \_\_\_ Driveway
    - \_\_\_ Fences
    - \_\_\_ Propane tank
    - \_\_\_ Storage building
    - \_\_\_ Septic tank (including lines and drain field)
    - \_\_\_ Air conditioning pad

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

- \_\_\_\_\_ D. Location of trees 5-inch caliper or more (measured at 12" above ground), which you intend to remove.
- \_\_\_\_\_ E. Landscaping plan (if proposed).
- \_\_\_\_\_ 2. Working drawings to include:
  - \_\_\_\_\_ A. Floor plan not less than 1/4 inch = 1 foot.
  - \_\_\_\_\_ B. The four major building elevations including basement or lower levels.

**APPLICANT REVIEW CHECKLIST**

1. House Size: \_\_\_\_\_  
 First Floor Square Feet: \_\_\_\_\_  
 Second Floor Square Feet: \_\_\_\_\_  
 Total Floor Area Square Feet: \_\_\_\_\_  
 \*Garage Square Feet: \_\_\_\_\_  
**\*Note: Garages are required on any home built within the Goldenwood West subdivision.**  
 Total Square Feet: \_\_\_\_\_
2. Exterior Finish Materials and Colors:  
 Describe or provide samples of the following:
  - A. Percent of exterior surface area covered by masonry (**minimum 40% required**):  
**Notes:** The square footage needed to fulfill the 40% masonry requirement is calculated by taking 40% of the total vertical exterior surface, including gables and chimney. Masonry is defined as stone, brick or stucco that is hand-laid by masons or applied by plasters. Exterior materials, regardless of composition, whose appearance gives the perception of wood (such as grain) will be considered to be wood, not masonry.  
 Stone \_\_\_\_\_ Brick \_\_\_\_\_ Stucco \_\_\_\_\_
  - B. Color(s) Stone \_\_\_\_\_ Brick \_\_\_\_\_ Stucco \_\_\_\_\_  
 Exterior siding (describe color and type): \_\_\_\_\_  
 \_\_\_\_\_
3. Driveway must be paved before move-in and be built of 4" concrete or in accordance with Hays County paving specifications, <http://www.co.hays.tx.us/departments/envirohealth/forms.html>:
  - A. Reinforced Concrete: \_\_\_\_\_ yes \_\_\_\_\_ no
  - B. Aggregate Concrete: \_\_\_\_\_ yes \_\_\_\_\_ no
4. Number of smoke alarms: \_\_\_\_\_
5. Roof:
  - A. Roofing Material:

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

- Composition shingle
- Tile
- Sheet metal (26 gauge minimum)
- Other (indicate type): \_\_\_\_\_

B. Roof color (**unpainted galvanized metal roofs are prohibited**): \_\_\_\_\_  
 \_\_\_\_\_

6. Propane Tank:

A. Are you proposing the installation of a propane tank?

Yes  no

B. If yes, provide plan details regarding how the tank will be hidden from street and property views. The tank is required to be screened from view on all four sides.

\_\_\_\_\_  
 \_\_\_\_\_

7. Trash Receptacle:

A. A trash receptacle must be provided by the builder and placed on the property during the construction phase. Loose materials or burning of materials is prohibited.

You may mail your complete Request for Approval to the above address, drop it in the white "POA" box at the mail station, email to [Administrator@GoldenwoodWestPOA.org](mailto:Administrator@GoldenwoodWestPOA.org) or turn it in at any of the Architectural and Protective Committee meetings. The Architectural and Protective Committee will notify you in writing as to their decision.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## BUILDER'S/CONTRACTOR'S INSURANCE REQUIREMENTS

(Revised October 2009)

Before the APC can approve an application for new construction, additions, remodels or a detached garage, the Builder/ Contractor or property owner, as applicable, must furnish a Certificate of Insurance to the Goldenwood West APC evidencing that the Builder/ Contractor has procured and is maintaining the following insurance coverage:

- (a) Workers' Compensation and Employers Liability Insurance, as required by any applicable law, regulation or statute;
- (b) Comprehensive General Liability Insurance covering all operations by or on behalf of Contractor providing insurance for bodily injury, property damage and personal injury liability of \$1,000,000.00 for each occurrence and 1,000,000.00 in the aggregate-complete operations/products; and
- (c) Automobile Liability Insurance for owned, leased and non-owned automobiles with a combined single limit for bodily injury and property damage of \$1,000,000.00 per occurrence.

The Certificate of Insurance shall provide that no policy providing any of the foregoing coverage may be cancelled or reduced without thirty (30) days prior written notice to Goldenwood West APC all construction will be halted at this point.

Any insurance policies procured and maintained by Contractor for Comprehensive General Liability and Automobile Liability Insurance shall name Goldenwood West APC, and its members, managers, officers, employees and agents, as additional insured's. When submitting insurance, please designate your Lot number and the property address in the Description of Operations on the Accord 25 (Certificate of Liability Insurance).

**Property Owner must also furnish proof of Builders Risk Coverage during the course of construction.**

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## HIGHLIGHTS OF DEED RESTRICTIONS AND COVENANTS

(Revised January 2010)

The Goldenwood West subdivision is maintained and protected by the Goldenwood West Property Association. An Architectural and Protective Committee enforces the covenants. You should receive, at closing, a copy of the Covenants for the section that the lot you are purchasing is in (each section, I-VI, has its own covenants). You should also receive, at closing, a copy of the By-Laws.

1. Each property owner is automatically a member of the Goldenwood West Property Association. Dues are currently \$22.00 per month.
2. Plans and specifications must be approved by the Architectural and Protective Committee prior to clearing the lot or building a home.
3. Home exteriors must be completed within six months of placement of building materials on the lot.
4. No more than two dogs are allowed per residence. Commercial breeding is prohibited.
5. No camping vehicles of any kind may be used during construction of the home.
6. Cars, machinery, buses, trucks, etc. may not be repaired on any lot/home where such activity is observable from neighboring lots.
7. Motor homes, recreational vehicles, boats, trailers, truck campers, etc. must be screened from view from neighboring properties in a manner approved by the Architectural and Protective Committee.
8. On-street parking is prohibited.
9. No firearms, fireworks or explosives are permitted.
10. Trees having a diameter of five inches or more may not be removed without APC approval.
11. Fences must be approved prior to construction.
12. Propane tanks must be screened from view in a manner approved by the APC. It is encouraged to screen air conditioning units.
13. Wells are prohibited. Each resident must participate in the Goldenwood West Water Supply Corporation.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S  
  
  
  
  
  
  
  
  
  
  
T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

July 30, 2003

To: All Goldenwood West Property Owners:

Re: Request for Approval Application for Property Improvement

Dear Property Owner:

In an effort to help standardize Architectural and Protective Committee procedures we have created a standardized application (see attached) for those property owners who are considering making an improvement to the exterior of their home and/or property. As a reminder, it is required that any/all improvements/modifications to the exterior of your home and/or property must be submitted and approved in writing by the committee prior to the onset of their construction. Such items include, but are not limited to: fencing, storage buildings, landscaping, etc. Please note that it is important for the applicant to know and understand the restrictive covenants that govern Goldenwood West. Failure to abide by the covenants or deviation from the application can result in delays with the committee's decision-making process.

Following the review by the APC, the property owner will be notified in writing whether the plans have been approved/disapproved. Incomplete plan submissions will be set aside, and the property owner will be notified, in writing, by the APC regarding what information is necessary before the committee can make a decision as to the approval/disapproval.

**Under no circumstance should work begin on any project prior to receiving written approval by the Architectural and Protective Committee.**

If you would like to discuss this or any other matters regarding the Goldenwood West "Covenants, Conditions and Restrictions" you are welcome to attend any one of the APC meetings. The committee typically meets on a monthly basis and the time and location of the meetings are posted on the POA bulletin board several days before the meeting.

Sincerely,

The Architectural and Protective Committee

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## Request for Approval Application For Property Improvement

Property owner(s): \_\_\_\_\_

Property address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

Projected start date: \_\_\_\_\_

Projected completion date (within 6-months of start date): \_\_\_\_\_

### Type of Improvement:

\_\_\_ 1. Exterior Painting (approval only needs to be obtained if re-painting with a color other than original color)

\_\_\_ Copy of a site plan with each of the following:

- House location
- Lot number
- North arrow

\_\_\_ Paint scheme with color sample(s)

\_\_\_ 2. Fence (Ranch-style fencing is preferred)

\_\_\_ Copy of a site plan with each of the following:

- House location
- Lot Number
- North arrow
- Proposed location of fence
- Proposed size (length and height)

\_\_\_ Materials list with description

\_\_\_ 3. Garden/Landscaping (approvals are not required for plantings, but are required for structures such as garden fencing, landscaping walls, constructed planter boxes, etc.)

\_\_\_ Copy of a site plan with each of the following:

- House location
- Lot number
- North arrow
- Proposed location of improvement
- Proposed size of improvement

\_\_\_ Materials list with description

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

\_\_\_ 4. Storage Building

\_\_\_ Copy of a site plan with each of the following:

- House location
- Lot number
- North arrow
- Proposed location of building
- Proposed size of building

\_\_\_ Exterior finish materials list with description, and color scheme with paint sample(s) (painted and roofed to match the existing home is preferred).

\_\_\_ 5. Exterior Lighting

\_\_\_ Copy of a site plan with each of the following:

- House location
- Lot number
- North arrow
- Proposed location of lighting

\_\_\_ Type, number, and color of lights

\_\_\_ 6. Other (describe): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*For approval on Home Construction, Rain Water Collection System Installation or Detached Garage Construction - specific packets apply. If you would like to obtain one of these packets please contact the POA Administrator.

You may mail your complete Request for Approval to the above address, drop it in the white "POA" box at the mail station, email to [Administrator@GoldenwoodWestPOA.org](mailto:Administrator@GoldenwoodWestPOA.org) or turn it in at any of the Architectural and Protective Committee meetings. The Architectural and Protective Committee will notify you in writing as to their decision.

T  
A  
B  
L  
E  
O  
F  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
O  
F  
C  
O  
N  
T  
E  
N  
T  
S



# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## Request for Approval Application For A Detached Garage

Property owner(s): \_\_\_\_\_

Property address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

Projected start date: \_\_\_\_\_

Projected completion date (within 6-months of start date): \_\_\_\_\_

### Required Documents:

- \_\_\_ 1. Application for a Detached Garage
- \_\_\_ 2. Builder's/Contractor's Insurance Requirements

### Required Drawings and Specifications:

- \_\_\_ 1. Copy of site plan with each of the following:
  - House location
  - Lot number
  - North arrow
  - Proposed location of garage
  - Setbacks (front/rear & side)
  - Location of trees 5-inch caliper or more (measure at 12" above ground), which you intend to remove.
- \_\_\_ 2. Working drawings to include:
  - The four major building elevations

### Applicant Review Checklist:

- 1. Total square feet: \_\_\_\_\_
- 2. Exterior Finish Materials and Colors: Describe or provide samples of the following:
  - Percent of exterior surface area covered by masonry: \_\_\_\_\_  
(exterior façade of at least 40% required)

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

Masonry is defined as stone, brick or stucco that is hand-laid by masons or applied by plasters. Exterior materials, regardless of composition, whose appearance gives the perception of wood (such as grain), will be considered to be wood, not masonry.

- Stone \_\_\_\_\_ Brick \_\_\_\_\_ Stucco \_\_\_\_\_

Color(s) Stone \_\_\_\_\_ Brick \_\_\_\_\_ Stucco \_\_\_\_\_

- Exterior siding (describe color and type): \_\_\_\_\_

- Roofing Material:

Composition shingle \_\_\_\_\_ Tile \_\_\_\_\_ Sheet metal (26 gauge minimum) \_\_\_\_\_

Other (indicate type): \_\_\_\_\_

- Roof color (**unpainted shiny metal roofs are prohibited**): \_\_\_\_\_

3. Exterior Lighting (how many fixtures and proposed placement):

\_\_\_\_\_

4. Trash Receptacle:

A trash receptacle must be provided by the builder and placed on the property during the construction phase. Loose materials or burning of materials is prohibited.

You may mail your complete Request for Approval to the above address, drop it in the white "POA" box at the mail station, email to [Administrator@GoldenwoodWestPOA.org](mailto:Administrator@GoldenwoodWestPOA.org) or turn it in at any of the Architectural and Protective Committee meetings. The Architectural and Protective Committee will notify you in writing as to their decision.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## BUILDER'S/CONTRACTOR'S INSURANCE REQUIREMENTS

(Revised October 2009)

Before the APC can approve an application for new construction, additions, remodels or a detached garage, the Builder/ Contractor or property owner, as applicable, must furnish a Certificate of Insurance to the Goldenwood West APC evidencing that the Builder/ Contractor has procured and is maintaining the following insurance coverage:

- (c) Workers' Compensation and Employers Liability Insurance, as required by any applicable law, regulation or statute;
- (d) Comprehensive General Liability Insurance covering all operations by or on behalf of Contractor providing insurance for bodily injury, property damage and personal injury liability of \$1,000,000.00 for each occurrence and 1,000,000.00 in the aggregate-complete operations/products; and
- (c) Automobile Liability Insurance for owned, leased and non-owned automobiles with a combined single limit for bodily injury and property damage of \$1,000,000.00 per occurrence.

The Certificate of Insurance shall provide that no policy providing any of the foregoing coverage may be cancelled or reduced without thirty (30) days prior written notice to Goldenwood West APC all construction will be halted at this point.

Any insurance policies procured and maintained by Contractor for Comprehensive General Liability and Automobile Liability Insurance shall name Goldenwood West APC, and its members, managers, officers, employees and agents, as additional insured's. When submitting insurance, please designate your Lot number and the property address in the Description of Operations on the Accord 25 (Certificate of Liability Insurance).

Property Owner must also furnish proof of Builders Risk Coverage during the course of construction.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

February 6, 2007

To: All Goldenwood West Property Owners:

Re: Request for Setback Variance

Dear Property Owner:

In an effort to standardize Architectural and Protective Committee procedures we have created an application (see attached) to be completed by property owners requesting a variance to encroach on the setbacks. This application is supplemental to the Request for Approval form for property owners considering making improvements including but not limited to storage buildings, home additions, detached garages and driveway extensions which would encroach on the setbacks as defined by the covenants. As a reminder, it is required that any/all improvements/modifications to the exterior of your home and/or property must be submitted and approved in writing by the committee prior to the onset of their construction.

Article Seven, Paragraph 4 of the Covenants, Condition and Restrictions state:

SETBACKS. No building shall be located on any of the Lots nearer than forty (40) feet from any front or rear Lot line, nearer than forty (40) feet from any street or cul-de-sac, or nearer than twenty (20) feet from any side Lot line. The Committee shall have the right to impose such additional setback requirements as it deems necessary to preserve lines of sight from neighboring Lots. The Committee shall be entitled to review and modify the setback requirements for Lots for which compliance with the foregoing setback requirements might be difficult or impossible.

Additional setbacks are imposed on Section VI:

The following additional setback requirements shall specifically apply: Lot 35A – rear setback 100 feet; Lot 35B rear setback – 150 feet; and Lot 35C – rear setback 175 feet and North side setback 125 feet.

Any property owner requesting a variance to encroach on the defined setbacks should complete the Request for Setback Variance form and submit to the POA Administrator at least one week prior to the next scheduled APC meeting. A copy of the request will be forwarded to the adjacent neighbor(s) and posted on the POA Bulletin Board one week before the APC meeting when the variance will be reviewed. Any concerns or support from the neighborhood for the requested variance should be made known to the committee through a written response or attendance at the meeting. All concerns and support will be documented in the meeting minutes and the APC will review for approval or disapproval.

**Under no circumstance shall work begin on any project prior to receiving written approval by the Architectural and Protective Committee.**

If you would like to discuss this or any other matters regarding the Goldenwood West "Covenants, Conditions and Restrictions" you are welcome to attend any of the APC meetings. The committee typically meets on a monthly basis and the time and location of the meetings are posted on the POA bulletin board several days before the meeting.

Sincerely,

The Architectural and Protective Committee

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## Request for Setback Variance

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of requested setback variance (include approximate distance(s) from property line(s) in feet):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification of variance (why a variance is necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a plat or representative drawing of the lot indicating setbacks, existing structures and the proposed location of the variance structure.

The following to be completed by the APC:

This Request for Setback Variance will be reviewed at the APC meeting to be held on \_\_\_\_\_ at \_\_\_\_\_ P.M. The meeting location will be \_\_\_\_\_.

GWW Property Owners are invited to attend this meeting to discuss any concerns or support for this variance request.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date \_\_\_\_\_

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

The Architectural and Protective Committee has recently received and reviewed your request for approval for the \_\_\_\_\_ on the above-mentioned property. The committee finds:

**Your plans/request for approval received \_\_\_\_\_ are approved as submitted.**

**Your plans/request for approval received \_\_\_\_\_ are approved with the following provisions:**

The "Covenants, Conditions and Restrictions" dictate that an approval is valid for a period of three (3) months only, and that in the event construction in accordance with such plans are not commenced within such three (3) months, the Owner of the lot shall be required to resubmit such plans and specifications or request for a variance to the committee and the committee shall have the authority to re-evaluate such plans.

The above-mentioned approval expires \_\_\_\_\_.

Furthermore, the "CCRs" also require that any/all improvements shall be completed within six (6) months of the onset of their construction.

Upon completion of the above-mentioned project the committee requests that you either: 1) submit in writing that this item(s) has been completed as previously approved, or 2) schedule an appointment with the committee for them to do an inspection. You may simply circle the option that applies on this letter itself (or a copy), sign and date the bottom of the letter in the space provided, and return it to the committee by either mailing it to the address above, or dropping it in the "POA" box.

The Architectural and Protective Committee would like to take this opportunity to remind you that when an approval is granted it is based on the information contained in your submission and that any changes made to this submission during the construction phase must first be submitted and approved by the committee prior to any changes taking place.

**\_\_\_\_ Your plans/request for approval was incomplete or lacked sufficient information for the committee to make a decision. The approval is being withheld pending the submission and review of the following:**

**\_\_\_\_ Your plans/request for approval are disapproved for the following reason(s):**

If you would like to discuss this or any other matters regarding the Architectural and Protective Committee, you are welcome to attend any APC meeting. The committee typically meets on a monthly basis and the time and location of the meetings are posted on the POA bulletin board at the mail station. Please call the Goldenwood West Administrator for the date of the next meeting.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

Completion:

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S  
  
  
  
  
  
  
  
  
  
T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date \_\_\_\_\_

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ## \_\_\_\_\_

Dear Mr. and Mrs. (Property Owner):

Although requirements ask that any/all improvements/modifications to the exterior of your home and/or property must be submitted and approved in writing by the committee **prior** to the onset of their construction, the Architectural and Protective Committee has recently received and reviewed your request for approval for the \_\_\_\_\_ already completed or in progress on the above-mentioned property. The committee finds:

**Your plans/request for approval received \_\_\_\_\_ are approved as submitted.**

Please note that the Covenants, Conditions and Restrictions require that any/all improvements shall be completed within six (6) months of the onset of their construction.

Upon completion of the above-mentioned project the committee requests that you either:

- 1) submit in writing that this item(s) has been completed as previously approved, or
- 2) schedule an appointment with the committee for them to do an inspection.

You may simply circle the option that applies on this letter itself (or a copy), sign and date the bottom of the letter in the space provided, and return it to the committee by either mailing it to the address above, or dropping it in the "POA" box.

The Architectural and Protective Committee would like to take this opportunity to remind you that when an approval is granted it is based on the information contained in your submission and that any changes made to this submission during the construction phase must first be submitted and approved by the committee prior to any changes taking place.

If you would like to discuss this or any other matters regarding the Architectural and Protective Committee, you are welcome to attend any APC meeting. The committee typically meets on a monthly basis and the time and location of the meetings are posted on the POA bulletin board. Please call the Goldenwood West Administrator for the date of the next meeting.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

Completion:

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

The Architectural and Protective Committee (APC) would like to remind you that approval for the \_\_\_\_\_ on the above-mentioned property expired \_\_\_\_\_. The APC is not aware of any construction on this project and understands that you may have decided not to proceed with this project at this time. If you have already begun construction on this project please notify the committee, in writing, within 10 days of this letter.

The "Covenants, Conditions and Restrictions" dictate that an approval is valid for a period of three (3) months only, and that in the event construction in accordance with such plans is not commenced within such three (3) months, the Owner of the lot shall be required to resubmit such plans and specifications or request for a variance to the committee and the committee shall have the authority to re-evaluate such plans.

If you would like to proceed with this project at some time in the future, please resubmit your plans to the APC. If you would like to discuss this or any other matters regarding the Architectural and Protective Committee, you are welcome to attend any APC meeting. The committee typically meets on a monthly basis and the time and location of the meetings are posted on the POA bulletin board at the mail station. Please call the Goldenwood West Administrator for the date of the next meeting.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

Construction Begun:

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S



# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

It has been brought to the attention of the Architectural and Protective Committee that you may be in violation of the "Covenants, Conditions and Restrictions".

It has been noted that you have failed to complete \_\_\_\_\_ within the timeframe allowed by the "CCRs". "The CCRs" clearly state: The exterior of each house or other improvement shall be completed and finished within six (6) months.

Please **respond in writing** to the Architectural and Protective Committee within 30 days from the date of this letter informing the committee of one of the following actions:

1. Your plans to correct the noted violation, or
2. You would like to meet with the APC to discuss specifics about resolving the violation, or
3. You would like to meet with the APC because you feel the notice is in error.

For the case where you would like to have a hearing with the APC, please call the Goldenwood West Administrator at 858-9528 for the time and place of the next APC meeting. If this meeting time is not convenient, you may request, in writing, a special hearing within 30 days of this letter.

The purpose of the APC is to enforce the covenants in an amicable manner. We encourage you to contact us as outlined above to resolve this issue(s) as soon as possible.

The Texas Residential Property Owners Protection Act that went into effect on January 1, 2002 protects your rights as a property owner. To print a copy or view the law from the Internet, go to [www.capitol.state.tx.us](http://www.capitol.state.tx.us) and under Legislative Resource, click on Texas Statutes. Then scroll down find and click on Property Code. Scroll down and click on Chapter 209 Texas Residential Property Owners Protection Act. The Act is all of Chapter 209. It is the intent of the Goldenwood West Property Owners' Association to follow the procedures as directed by this law in communicating with residents.

Thank you in advance for your cooperation.

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S  
  
  
  
  
  
  
  
  
  
  
  
  
T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

Our records indicate that the projected completion date of \_\_\_\_\_ for your \_\_\_\_\_ has now passed. Therefore, this letter serves as the committee's request that you **respond in writing** (you may do so by simply checking one of the boxes and signing and dating the bottom of this letter, as indicated below) to the Architectural and Protective Committee within 30 days from the date of this letter informing the committee of one of the following:

- \_\_\_ 1. The project has been completed as previously approved,
- \_\_\_ 2. You would like to schedule an appointment with the committee for the members to do an inspection,
- \_\_\_ 3. You would like to request an extension on the completion deadline (please indicate a new timeline for completion of the project and the reasons why):

---



---



---



---



---

Your attention to this matter is appreciated.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

Completion:

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

It has been brought to the attention of the Architectural & Protective Committee (APC) that your propane tank is within view of the street and/or neighboring properties.

It is the APC's policy to request that property owners shield propane tanks from view of the street and/or neighboring properties. The APC suggests wooden fencing or plants large enough to conceal the tank as many of our neighbors have done; however, any project does require the approval of the committee.

If you would like to meet with the APC to discuss specific ways to comply with this policy, please call the Goldenwood West Administrator at 858-9528 for the time and place of the next APC meeting.

Thank you in advance for your cooperation.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

The Architectural & Protective Committee (APC) is sending you this letter as a courtesy. It has been brought to our attention that **(list violation)**. The committee sends this reminder from the covenants, **(list violated covenant, if general maintenance list following covenant)** Article 7, Paragraph 27 "...the Owner of any Lot shall maintain such Lot and the improvements situated thereon in a neat and orderly manner..." and respectfully requests **(list what should be done to correct violation)**.

The committee also requests a response to this letter within 30 days from the date of this letter; either in writing, in person at the next APC meeting or by phone call or email to the Administrator to communicate with the committee what action if any is needed to resolve this matter. Your compliance with the "Covenants, Conditions and Restrictions" as well as the request of the committee is appreciated.

Thank you in advance for your cooperation.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

It has been brought to the attention of the Architectural & Protective Committee (APC) that you may be in violation of the Covenants, Conditions and Restrictions (CCRs) of the Goldenwood West Property Owners' Association. It has been noted that you have:

(List the violation here)

This is in violation of the following Covenant(s):

## ARTICLE SEVEN – LAND USE AND ARCHITECTURAL RESTRICTIONS

Paragraph (Insert Covenant here)

Please **respond in writing** to the Architectural and Protective Committee within 30 days from the date of this letter informing the committee of one of the following actions:

1. Your plans to correct the noted violation, or
2. You would like to meet with the APC to discuss specifics about resolving the violation, or
3. You would like to meet with the APC because you feel the notice is in error.

If you would like to meet with the APC, please call the Goldenwood West Administrator at 858-9528 for the time and place of the next APC meeting.

The purpose of the APC is to enforce the covenants in an amicable manner. We encourage you to contact us as outlined above to resolve this issue(s) as soon as possible.

The Texas Residential Property Owners Protection Act that went into effect on January 1, 2002 protects your rights as a property owner. To print a copy or view the law from the Internet, go to [www.capitol.state.tx.us](http://www.capitol.state.tx.us) and under Resources, click on Texas Statutes. Then scroll down find and click on Property Code. Scroll down and click on Chapter 209 Texas Residential Property Owners Protection Act. The Act is all of Chapter 209. It is the intent of the Goldenwood West Property Owners' Association to follow the procedures as directed by this law in communicating with residents.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

The following form is provided to assist property owners in providing a written response to the Architectural and Protective Committee (APC) after receiving a violation letter. Property owners are required to respond in writing to the APC informing the committee of their planned course of action. This written response is very important in order to avoid escalation procedures for the noted violation(s) and costs of potential legal fees. This form may be dropped into the POA box at the Goldenwood West Mail Station. The written response is due within 30 days from the date of the violation letter.

Date of Response: \_\_\_\_\_

Resident Name \_\_\_\_\_

Resident Address \_\_\_\_\_  
Austin, TX 78737

Reference: Goldenwood West Lot \_\_\_\_\_

Dear APC:

In response to the violation letter dated: \_\_\_\_\_

The following is my **written response** to this violation notice:  
(Please circle 1, 2, or 3.)

1. My plans to correct the noted violation:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Date to be completed: \_\_\_\_\_ (must be within 30 days of notice unless agreed to with APC.)

OR

2. I would like to meet with the APC to discuss specifics about resolving the violation at the next APC Meeting (must be within 30 days of the violation notice.)

OR

3. I would like to meet with the APC because I feel the notice is in error. I believe the error is:

- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- (APC Meeting must be within 30 days of the violation notice.)

If you would like to meet with the APC, please call the Goldenwood West Administrator at 858-9528 for the time and place of the next APC meeting.

Signed \_\_\_\_\_ Property owner(s)  
signature

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date

Property Owner Name  
Address  
Austin, TX 78737

Via Certified Mail, RRR  
and regular mail

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

Our records show that you were notified in writing on \_\_\_\_\_ concerning the following violation(s):

(List the violation(s) here)

To date you have not responded to us in writing within the required 30 days as previously requested.

Please take the following action(s) within 30 days of the receipt of this letter:

(describe the action)

Please be informed that you have 30 days from the date of this letter to correct the violation and avoid any enforcement action. You have 30 days from when you receive the notice (or the first attempted delivery was made) to request a hearing before the APC to discuss the violation if you choose. If you have a meeting with the APC, you have the right to appeal any decision of the APC to the Board of Trustees of the association. You may do this by submitting a written request to the Administrator not later than seven days after the date of the APC hearing.

If this violation is not cured in 30 days, this matter will be turned over to the POA's attorney and you will be held responsible for legal fees, administrative fees, and other enforcement costs in accordance with state law.

The Texas Residential Property Owners Protection Act that went into effect on January 1, 2002 protects your rights as a property owner. To print a copy or view the law from the Internet, go to [www.capitol.state.tx.us](http://www.capitol.state.tx.us) and under Legislative Resource, click on Texas Statutes. Then scroll down find and click on Property Code. Scroll down and click on Chapter 209 Texas Residential Property Owners Protection Act. The Act is all of Chapter 209.

Thank you in advance for your cooperation.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

The following form is provided to assist property owners in providing a written response to the Architectural and Protective Committee (APC) after receiving a violation letter. Property owners are required to respond in writing to the APC informing the committee of their planned course of action. This written response is very important in order to avoid escalation procedures for the noted violation(s) and costs of potential legal fees. This form may be dropped into the POA box at the Goldenwood West Mail Station. The written response is due within 30 days from the date of the violation letter.

Date of Response: \_\_\_\_\_

Resident Name \_\_\_\_\_

Resident Address \_\_\_\_\_  
Austin, TX 78737

Reference: Goldenwood West Lot \_\_\_\_\_

Dear APC:

In response to the violation letter dated: \_\_\_\_\_

The following is my **written response** to this violation notice:  
(Please circle 1, 2, or 3.)

1. My plans to correct the noted violation:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Date to be completed: \_\_\_\_\_ (must be within 30 days of notice unless agreed to with APC.)

OR

2. I would like to meet with the APC to discuss specifics about resolving the violation at the next APC Meeting (must be within 30 days of the violation notice.)

OR

3. I would like to meet with the APC because I feel the notice is in error. I believe the error is:

- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- (APC Meeting must be within 30 days of the violation notice.)

If you would like to meet with the APC, please call the Goldenwood West Administrator at 858-9528 for the time and place of the next APC meeting.

Signed \_\_\_\_\_ Property owner(s)  
signature

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S



# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

Our records show that you were previously notified in writing on \_\_\_\_\_ concerning the following violation(s):

(List the violation(s) here)

Please take the following action(s) within 30 days of the receipt of this letter:

(describe the action)

You have 30 days from the date of this letter to request a hearing before the APC to discuss this matter. After meeting with the APC, you have the right to appeal the APC's decision to the Board of Trustees of the association. You may do this by submitting a written request no later than seven days after the date of the APC hearing.

If this violation is not cured in 30 days, this matter will be turned over to the POA's attorney and you will be held responsible for legal fees, administrative fees, and other enforcement costs in accordance with state law.

The Texas Residential Property Owners Protection Act that went into effect on January 1, 2002 protects your rights as a property owner. To print a copy or view the law from the Internet, go to [www.capitol.state.tx.us](http://www.capitol.state.tx.us) and under Legislative Resource, click on Texas Statutes. Then scroll down find and click on Property Code. Scroll down and click on Chapter 209 Texas Residential Property Owners Protection Act. The Act is all of Chapter 209.

Thank you in advance for your cooperation.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

The following form is provided to assist property owners in providing a written response to the Architectural and Protective Committee (APC) after receiving a violation letter. Property owners are required to respond in writing to the APC informing the committee of their planned course of action. This written response is very important in order to avoid escalation procedures for the noted violation(s) and costs of potential legal fees. This form may be dropped into the POA box at the Goldenwood West Mail Station. The written response is due within 30 days from the date of the violation letter.

Date of Response: \_\_\_\_\_

Resident Name \_\_\_\_\_

Resident Address \_\_\_\_\_  
Austin, TX 78737

Reference: Goldenwood West Lot \_\_\_\_\_

Dear APC:

In response to the violation letter dated: \_\_\_\_\_

The following is my **written response** to this violation notice:  
(Please circle 1, 2, or 3.)

1. My plans to correct the noted violation:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Date to be completed: \_\_\_\_\_ (must be within 30 days of notice unless agreed to with APC.)

OR

2. I would like to meet with the APC to discuss specifics about resolving the violation at the next APC Meeting (must be within 30 days of the violation notice.)

OR

3. I would like to meet with the APC because I feel the notice is in error. I believe the error is:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(APC Meeting must be within 30 days of the violation notice.)

If you would like to meet with the APC, please call the Goldenwood West Administrator at 858-9528 for the time and place of the next APC meeting.

Signed \_\_\_\_\_ Property owner(s)  
signature

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

Date

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

The Architectural and Protective Committee would like to take this opportunity to thank you for your responsiveness to the committee's letter dated \_\_\_\_\_ in which the committee requested that you \_\_\_\_\_ . It has been noted that the \_\_\_\_\_ as requested. Your compliance with the "Covenants, Conditions and Restrictions" as well as the request of the committee is appreciated.

Sincerely,

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Policy Letters

---

Following are policy letters adopted by the APC and Board to address specific neighborhood issues.

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S



Goldenwood West  
Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068  
(512) 858-9528

Coyotes can eat almost anything, including pet food, insects, fruits, seeds, compost, garbage, deer, and other animals. Predatory activity increases in April and May when adults must feed new pups. Some rural communities in central Texas and California have experienced problems with coyotes preying on cats and small dogs. In these instances the coyotes have overcome their natural wariness of humans since suburban communities rarely trap or disturb the animals, as ranchers or farmers do, and also because they begin to associate human dwellings with food or water.

The lesson we can learn from these other communities is to discourage coyotes from becoming acclimated to humans, and most importantly to avoid activities that create an unnaturally abundant food supply, thus upsetting the balance of the local ecology.

Coyotes train their offspring to search for food beginning in October and November. If food is deliberately or inadvertently provided by people, the young quickly learn not to fear humans and will develop a dependency on easy food sources. Coyotes that lose their natural fear of humans are more likely to pose a danger to humans. The first step in preventing coyote problems is to prevent coyotes from becoming acclimated to humans. Goldenwood West residents can help promote a healthy cohabitation between our human and animal residents and the indigenous residents of our hill country environment by following these simple, common sense guidelines:

1. Do not feed coyotes or other wildlife (including deer)!
2. Eliminate sources of water.
3. Bird feeders should be positioned so that coyotes can't get the feed. Coyotes are attracted by bread, table scraps, and even seed. They may be attracted by birds and rodents that come to the feeders. They are also attracted to deer feed.
4. Do not discard edible garbage where coyotes can get to it.
5. Secure garbage containers and eliminate garbage odors.
6. Feed pets indoors whenever possible. Pick up any leftovers if feeding outdoors. Store pet food where it is inaccessible to wildlife.
7. Trim and clean any shrubbery near ground level that provides hiding cover for coyotes or potential prey.
8. As in all cases, small children should never be left unattended.
9. Don't allow pets to run free. Keep them safely confined and provide secure nighttime housing for them. Walk your dog on a leash and accompany your pet outside, especially at night.
10. Discourage coyotes from frequenting our area. If you see coyotes around your home or property, chase them away by shouting, making loud noises, spraying with a garden hose, throwing rocks, or otherwise acting aggressively toward coyotes.

Coyotes are an important part of our local ecology, controlling the population of deer, rodents, and other animals. By adjusting our lifestyles, we can derive the fullest possible benefit from living so close to nature in the beautiful hill country. Please report coyote sightings to the Goldenwood West Administrator at 858-9528.

Goldenwood West  
Board of Trustees

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S



**Goldenwood West  
Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068  
(512) 858-9528**

Date

Property Owner Name  
Address  
Austin, TX 78737

Reference: Goldenwood West Lot ##

Dear Mr. and Mrs. (Property Owner):

We are sending you this letter because you regularly feed deer on your property. The danger to the neighborhood which this creates has become very significant, and we wish to acquaint you with the recommendations from Texas Department of Wildlife about discouraging coyotes. In the interest of protecting our pets and property values, and of preventing the local coyote populations from progressing any further in their changes of behavior toward humans, we respectfully but urgently ask that you stop feeding the deer.

As you are probably aware, the communities of Goldenwood West, Goldenwood, and Radiance have been experiencing an increase of coyote activity in our area. This has resulted in attacks on pets, both at night and in early morning and early evening hours, and an increase in the number of lost and missing cats. The GWW Board of Trustees invited a State of Texas Wildlife biologist to make a public presentation on coyote populations and activities last fall. A summary of the information he presented is provided for you in the following paragraphs.

Some rural communities in central Texas and California have experienced problems with coyotes preying on cats and small dogs. In these instances the coyotes overcome their natural fear of humans because suburban communities rarely trap or disturb the animals, as ranchers or farmers do, and also because they begin to associate human dwellings with food or water. The lesson we can learn from these other communities is to avoid attempts to interfere with coyotes' natural wariness of humans, and most importantly to avoid activities which create an unnaturally abundant food supply for the animals, thus upsetting the balance of the local ecology. When food supplies increase and coyote population density is low, females can give birth to litters of as many as twelve pups, instead of the usual four to six. Once grown, these new adults must find a new territory to hunt.

Wildlife biologists have observed seven stages of behavioral changes in coyotes toward humans:

1. An increase in observing coyotes on streets and in yards at night
2. An increase in coyotes approaching adults and/or taking pets at night
3. Early morning and late afternoon daylight observance of coyotes on streets and in parks and yards
4. Daylight observance of coyotes chasing or taking pets
5. Coyotes attacking and taking pets on leash or in close proximity to their owners; coyotes chasing joggers, bicyclists, and other adults
6. Coyotes seen in and around children's play areas, school grounds, and parks in mid-day
7. Coyotes acting aggressively toward adults during mid-day

Few communities in central Texas have experienced a change in coyote behavior above level 3 on this list, and it seems that GWW residents can promote a healthy cohabitation between our human and animal residents and the indigenous residents of our hill country environment by following some simple, common sense guidelines.

The Austin/Travis County Health and Human Services Department lists ten steps suburban residents can

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

The Austin/Travis County Health and Human Services Department lists ten steps suburban residents can take to prevent problems with wildlife from developing:

1. **Do not feed coyotes or other wildlife! (This includes feeding deer).**
2. Eliminate sources of water
3. Bird feeders should be positioned so that coyotes can't get the feed. Coyotes are attracted by bread, table scraps, and even seed. They may be attracted by birds and rodents that come to the feeders. They are also attracted to deer feed.
4. Do not discard edible garbage where coyotes can get to it.
5. Secure garbage containers and eliminate garbage odors.
6. Feed pets indoors whenever possible. Pick up any leftovers if feeding outdoors. Store pet food where it is inaccessible to wildlife.
7. Trim and clean any shrubbery at ground level that provides hiding cover for coyotes or potential prey.
8. As in all cases, small children should never be left unattended.
9. Don't allow pets to run free. Keep them safely confined and provide secure nighttime housing for them. Walk your dog on a leash and accompany your pet outside, especially at night.
10. Discourage coyotes from frequenting our area. [Editor's note: ALL coyotes seen within the subdivision should be chased away by shouting, making loud noises, spraying with the garden hose, throwing rocks, or otherwise discouraging the animals].

The BOT is very concerned about the impact of the rapidly increasing deer population on our properties, and the consequent increase of coyotes, and has decided to make this urgent request in order to safeguard our neighborhoods. If you have any questions or comments regarding this request or letter, please consider attending the next BOT or APC meeting, or contact the GWW administrator at 894-0650. Thank you in advance for your cooperation in helping us protect our property values.

Sincerely,  
GWW Board of Trustees

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S

# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528

April 1, 2003

To: Property Owners  
Goldenwood West

Dear Property Owner:

The Architectural and Protective Committee continues to receive a growing number of complaints regarding uncontained dogs within the neighborhood. These complaints range from free roaming dogs, to dogs that leave their yards and approach residents as they are walking by. The committee would like to take this opportunity to remind all property owners of the Hays County Animal Control Ordinance as well as our own "Covenants, Conditions and Restrictions" regarding animals.

Hays County Animal Control Ordinance: "Dogs are to be restrained by a leash or fence, unless the owner is on the property and is able to verbally command the animal to stay on his/her property. If the animal is found unrestrained, Hays County Animal Control can either issue a citation to the owner (if the owner is known) or impound the animal at PAWS Animal Shelter in Kyle, Texas (release fees can be costly, and increase with each day the dog is in impound). All dogs are required to be current on their **rabies vaccinations**. All dogs are required to be **licensed through Hays County**. All Hays County veterinary clinics have county licenses available. All dogs older than three (3) months which are kept, possessed, or controlled within Hays County shall be licensed at a rate of \$7.50 per year. **If the animal has been spayed or neutered the owner shall be required to pay a one-time license fee of \$7.50.** No person may use a license for any dog other than the dog for which it was issued. If the animal owner is non-compliant with this ordinance, a citation can be issued."

Goldenwood West "Covenants, Conditions & Restriction": No pets, animals, livestock, or poultry of any kind shall be raised, bred or kept on any Lot, except that:

- Domestic pets may be kept confined at all times inside any resident on a Lot; and
- No more than two dogs, may be kept for non-commercial purposes for each full Lot if fenced in a manner and location acceptable to the Committee and if never allowed to run at large within the Subdivision. No animal(s) may be kept which, in the sole discretion of the Committee, shall create any noise or odor nuisance.

In order to address the numerous complaints the committee receives regarding loose dogs, the committee has contacted the Hays Animal Control division of the Hays County Sheriffs Office and requested their assistance. The Hays County Animal Control office has agreed to patrol our subdivision as part of their regular schedule. Furthermore, the Architectural and Protective Committee requests that residents adopt the following procedures to address the issue:

- If a loose dog is noted, Contact **Hays County Animal Control at (512) 393-7800** and request that the animal be picked up. Be sure to document the date and time of the call. Please note the owner, and owners address if known.
- If there has been no resolution after three calls within any 30-day period, please contact the Architectural Protective Committee with your documentation for further action. Continue to call Hays County Animal Control and document any further violations.

Hays County endeavors to enforce their "leash or fence" ordinance, and does have a number of the choices for remedying this situation. If you have a number of dogs that continue to visit your property and would like to assist Hays County, we encourage you to contact Animal Control and have them inform you of the choices they offer.

Sincerely,

Architectural and Protective Committee  
Board of Trustees

T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S  
  
  
  
  
  
  
  
  
  
  
T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S



# Architectural and Protective Committee

Goldenwood West Property Owners' Association  
16200 Westview Trail  
Austin, TX 78737-9068

Telephone 512-858-9528  
Email Administrator@GoldenwoodWestPOA.org

## Guidelines for Rainwater Collection Systems (updated 03/2003)

The purpose of this document is to provide general guidelines for homeowners of Goldenwood West in the planning and construction of Rainwater Collection Systems.

It is the policy of the Goldenwood West APC to encourage homeowners to install Rainwater Collection Systems, as this is a way to conserve and protect our natural water resources.

1. The Goldenwood West Covenants, Conditions & Restrictions (CC&R) require approval of plans and specifications of any proposed structure or improvement. Such plans should be submitted to the Architectural and Protective Committee (APC).
2. The storage reservoir and associated hardware and piping should be as inconspicuous as possible. The preferable location would be a location not viewable from the street(s). The height should exceed other structures on the site nor interfere with the line of site of neighboring properties as defined in the covenants.
3. Realizing that it may not be possible to locate the reservoir where it would not be visible from the street(s), some effort should be taken to make the structure compatible with existing structures.
  - a. The reservoir may be enclosed in a structure/walls constructed of materials to blend with the homeowner's residence.
  - b. Approved fencing may hide the reservoir.
  - c. Certain reservoir tanks such as the Timbertanks are encouraged.
  - d. Landscaping improvements may be used to make the reservoir area more compatible with the natural surroundings.
4. The homeowner shall be responsible for making sure the location and operation of the rainwater system complies with all requirements of Goldenwood West Water Supply Corporation, Texas Natural Resource Conservation Commission, Texas Water Development Board and Hays County Health Department.
5. All structures should be located within the allowable property building zone, not infringe on any property line(s), nor violate any CC&R restriction.
6. As with all structures and improvements, the homeowner shall be responsible for the maintenance and upkeep of the rainwater collection systems.

-  
T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S  
  
  
  
  
T  
A  
B  
L  
E  
  
O  
F  
  
C  
O  
N  
T  
E  
N  
T  
S