

Willow Wood (Shavano Park) Homeowners Association, Inc.

**ACC POLICY & PROCEDURE FOR VARIANCES PERMITTING THE INSTALLATION OF ARTIFICIAL
TURF**

This Policy & Procedure is intended to guide Owners who are considering the installation of artificial turf grass in the front and/or side yards of their lots.

The ACC's Authority to Grant Variances For Artificial Turf Grass

Exhibit E, section (b) of Willow Wood's Amended and Restated Declaration of Covenants, Conditions, Easements and Restrictions (hereinafter, "Declaration") provides that "[n]o artificial vegetation shall be installed or kept in the front or side yard areas of any Lot."

The Declaration, however, also gives the Association's Architectural Control Committee (hereinafter, "ACC") the authority, but not the obligation, to:

- establish design guidelines for the subdivision (see section 3(b)); and
- grant an Owner a variance from compliance with a requirement of the Declaration (see section 3(h)).

The Declaration vests the ACC with the exclusive authority to grant or deny a request for a variance. Owners are cautioned not to rely on any representation made by any other agent or representative of the Homeowners Association ("HOA") concerning permission to install artificial turf grass. The ACC's decision on such a variance shall be made by a simple majority of its members. No Owner shall have an enforceable right to the approval of an artificial turf variance, but an Owner may appeal the ACC's denial of a variance to the Board of Directors. The grant of a variance to one Owner shall not constitute an amendment of the Declaration or a waiver of the ACC's authority to deny a variance to another Owner.

ARTIFICIAL TURF VARIANCE POLICY

Natural grass remains the required primary groundcover for all front and side yards in Willow Wood. The ACC may, however, grant limited variances from this standard if, in its sole discretion, the proposed installation provides a cohesive, natural appearance consistent with the aesthetics and natural beauty of the community.

Some Factors the ACC May Consider When Reviewing an Artificial Turf Variance Request

When an Owner believes s/he has good cause for a variance, the ACC will determine whether granting the variance will be consistent with community standards and the aesthetic integrity of the neighborhood. The ACC strives for consistency, but its decision will turn on the facts and circumstances underlying each individual request. What follows is a non-exhaustive list of factors the ACC may consider as components of its deliberation:

- whether the artificial grass is clearly subordinate to other natural grass areas;

- the desire to minimize water usage in landscape plans;
- the quality of turf grass materials and installation;
- the impact of the artificial turf installation on neighborhood property values;
- the feasibility of achieving the Owner's desired result by alternative means permitted by the Declaration;
- the benefit of installation in small accent areas beneath outdoor seating, around decorative features, or within xeriscape elements;
- natural grass cannot be sustained in the area in question, due to shade or drainage limitations;
- installation is proposed in enclosed or partially enclosed spaces such as courtyards or entry alcoves where the visibility of artificial turf is limited;
- the benefit of installation in functional utility areas (e.g., small pet relief zones) that do not exceed the size limits defined below; and
- other unique property conditions (e.g., topography or small spaces) that may justify limited exceptions.

1. Size and Placement Limits

- The area to be covered by artificial grass that is visible from the center line of any street bordering the property may not exceed 50% of the total area of the front or side yard, as applicable.
- Artificial turf must be bordered by stone, concrete, metal edging, or planting beds to create a clean, intentional transition.

2. Material Standards: All artificial turf must meet the following minimum requirements.

- Realistic, natural-grass appearance with multi-tone fibers.
- Minimum pile height of 0.5 inches.
- UV-resistant and non-reflective.
- Proper drainage backing.
- Installed over a compacted base to prevent settling, rippling, or uneven surfaces.

Installations Not Eligible For Variance

- Full or majority replacement of the front yard landscaping.
- Large, contiguous areas visible from the street that materially change the natural character of the property.
- Sloped areas where artificial turf would appear unnatural or visually inconsistent with surrounding properties.
- Any installation that introduces bright, synthetic, or non-natural colors, visible seams, or reflective surfaces.

Compliance & Owner's Continuing Duty to Maintain

Following the grant of a variance, the ACC may inspect the completed work for compliance. Thereafter, approved artificial turf must be:

- Continuously maintained in good condition, free of stains, tears, fading, or matting.
- Replaced if it becomes unsightly or inconsistent with neighborhood standards.
- Removed if the installation deviates from the approved plan.

The grant of a variance shall not excuse the Owner's failure to maintain artificial turf or to comply with the approved plan, and disregard of these obligations may result in revocation of the variance and enforcement of the Declaration's prohibition of artificial vegetation.

PROCEDURE FOR REQUESTING VARIANCE

All requests for variances shall be submitted in writing by completing the Artificial Turf Variance Request form available on the HOA's website. The form must be supplemented by attaching:

- A scaled site plan showing the exact location and dimensions of the proposed turf area;
- Photographs of the installation area;
- Samples or manufacturer specifications of the turf; and
- Any proposed screening or edging materials to be used.

The completed form must be submitted by mail, electronic mail, or hand-delivery to the Manager at the following address:

Diamond Association Management & Consulting

14603 Huebner Road, Bldg. 40

San Antonio, Texas 78230

e-mail: acc@damctx.com

*Note: There is a separate form on the website entitled "Home Improvement Request Form" that is to be used when an Owner seeks ACC approval of a proposed building plan. By comparison, the Artificial Turf Variance Request form is to be used when the Owner seeks the ACC's permission to **vary** from the Declaration's requirements regarding artificial turf.*

The Manager will date-stamp and promptly forward the request to the ACC. The ACC may require the Owner to submit additional information if deemed necessary to decide on the variance request. The ACC may also inspect the site of the proposed improvement for which the variance is requested.

Approval or denial of the variance request will be decided by a majority of the members of the ACC. The approval or denial of a variance shall be in writing, setting forth the reasons for granting or denying the variance, and will be delivered to the Owner by mail, electronic mail, or hand-delivery, with a copy sent to the Manager for record retention, and to the President of the Association. If the ACC denies the variance, or approves the variance subject to one or more required changes, the Owner may appeal the decision to the Board of Directors. For more information, see "Guidelines for Owner's Appeal of an ACC Decision," which will be available on the Willow Wood website upon approval by the Board.

Approval

This Policy and Procedure was APPROVED by the Architectural Control Committee of the Willow Wood (Shavano Park) Homeowners Association on the 12th day of April, 2026.



Song Tan
Chair, ACC

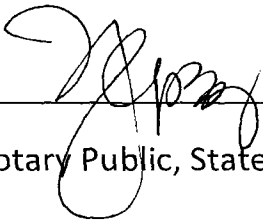
Verification

BEFORE ME this day appeared Song Tan who, after being duly sworn, did state on his oath that he is the Chair of the Architectural Control Committee of the Willow Wood (Shavano Park) Homeowners Association, Inc., and that the foregoing instrument was approved by said Committee on the date indicated. In witness whereof, he has affixed his signature in the space provided:



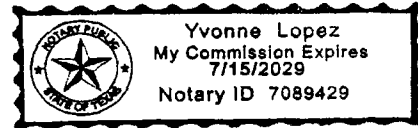
Song Tan

WITNESS MY HAND AND SEAL of office this 17th day of April, 2026.



Notary Public, State of Texas

My commission expires: 7.15.2029



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Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 4/28/2026 8:51 AM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk