

ARCHITECTURAL GUIDELINES

HOLLYBROOK COVES HOA

I. General

A. PURPOSE

This document describes Section 5.03(c) of the Hollybrook Coves Homeowners Association By-Laws charging the Hollybrook Coves HOA with architectural control of Hollybrook Coves through the Architectural Control Committee (ACC) and the individual Covenants and Rules and Regulations that have been adopted and in a form that describes the Architectural Control Committee process.

B. SCOPE OF DOCUMENT

These guidelines are meant to provide direction in architectural matters to assist residents in submitting applications and for the ACC to evaluate those applications. The activities covered by the ACC include: Certain landscaping elements; fencing; new home construction; existing home exterior; garages and ancillary buildings; garage upkeep and maintenance; existing exterior home additions, alterations and improvements and maintenance; other activities determined by the Board. Each activity is described below.

C. APPLICATION PROCEDURE

A project application form is available from Secretary of the HCHOA or from the HCHOA website. All Applications are reviewed to confirm that the project is in conformance with Covenants, Rules and Regulations and the Architectural Guidelines. The ACC will have ten days from the date of application to render its decision. The decision may be to ask for additional information.

Applications for new construction should include a plot plan of any new home or addition to an existing home, along with the architectural floor plan, elevation, paint chips, exterior material to be used including roofing sample, impact on drainage, and proposed landscaping.

Applications for upkeep and maintenance of existing homes should include samples of any exterior materials to be used (e.g. paint chips and roofing). It should also include any impact on drainage and proposed landscaping changes.

All applications must include a starting date and an estimated completion date. If unforeseen circumstances delay the completion of the project, the committee chairman shall be notified who will in turn notify the ACC. The ACC will then contact applicant for a review of the specifics of the delay.

D. CONFORMANCE WITH DECLARATIONS

All applications are reviewed to confirm that the project is in conformance with the Covenant Declarations.

E. OVERALL APPEARANCE

The project should generally be compatible with the immediate neighborhood. Similarity in architectural style, quality of workmanship use of materials, color and construction details will be considered.

F. IMPACT ON NEIGHBORS

Projects should not impinge on an adjoining neighbor's property in terms of access, drainage or privacy.

G. ENFORCEMENT AND RIGHT OF APPEAL

Failure to obtain Architectural Control Committee approval before beginning work covered in the document and/or failure to comply with ACC decisions will result in the following:

First violation is a Warning Letter from the ACC.

Each subsequent violation is Appeal to HCHOA Board for Correction.

Residents have the right to appeal any ACC decision to the HCHOA Board by notifying the President of the Board of their intention of protest. The Board will hear appeal at the next regularly scheduled meeting. In the event of special circumstances where any delay in scheduling an appeal would adversely affect the resident's home or property, a resident can request a special meeting of the Board. The resident will be notified of the Board decision on holding a special meeting to consider the appeal. Once the Board has made a decision on the appeal, the resident will be notified of that decision.

General considerations for all projects are detailed below.

II. CRITERIA

A. NEW HOMES

Plans should be submitted to the ACC before any earth is moved. Plans should show the following information.

1. Placement of house on the lot depicting distances to all property lines.
2. Square footage of the home exclusive of the garage.
3. Location of all driveways and parking pads.
4. Front, rear and side elevations of house with listing of materials to be used.
5. Any major changes in grading or other conditions which will affect drainage should be indicated.

B. MATERIALS

Exterior materials shall be stone, masonry, brick or stucco to cover at least 75% of the outside walls of the first floor. The remaining exterior of the first floor and the exterior of the second floor may be wood or other material approved by the ACC.

Primary exterior colors shall be of earth-tones, warm tones or white. Accent colors may be used on doors, vents, etc. and must be approved by the ACC.

Roofs shall be of an earth-tone, slate or wood tone appearance as approved by the Architectural Control Committee. All roof pitches must be a minimum of 8/12 pitch.

C. FENCING AND WALLS

Fencing should be cedar or pressure treated pine, black wrought iron, or aluminum to give the look of wrought iron. All fence stains must be neutral in color and approved. Painted fences are not allowed. Fence height may not exceed 8 feet. An opening of not less than three and a half feet should be provided to the back yard.

Retaining walls should only be used for retaining earth or fill such as when cutting into a hillside or slope. Freestanding walls are not allowed.

Invisible Electronic fences for pets are subject to the same placement parameters as physical fencing.

D. SPRINKLER SYSTEM

A separate lawn sprinkler system must be installed for each yard.

E. ANTENNAS

Install no antennas without approval of the ACC. Satellite dishes should be positioned in such a way that they are not visible from the street, unless unable to receive a good signal. Satellite dishes should be roof mounted or pole mounted in the back yard of the home.

F. STORM DOORS, WINDOWS AND SCREENS

Storm doors, windows and screens should be straightforward in design, without ornamentation such as scallops and imitation hinges.

Their frames should be compatible with the color of the existing house trim.

G. GARAGES

Each home should have a garage to accommodate not less than 2 automobiles. No carports are allowed and no garage may be enclosed for living space.

H. LANDSCAPING

Each lot shall be landscaped and grass planted on all lot areas as soon as house is complete and before house is sold or occupied. Cross ties are not acceptable for front yard landscaping. No bamboo plants shall be used in any landscaping.

I. STORAGE BUILDINGS, GREENHOUSES AND TEMPORARY BUILDINGS

No storage buildings, greenhouse or temporary buildings are allowed in the neighborhood without the express written approval of the HCHOA Board.

J. RECREATION AND PLAY EQUIPMENT

Swings and other play equipment for children must be placed in the privacy area of the yard.

K. POOLS

All swimming pools must be behind privacy fences.

L. DAMAGE TO CURBS AND STREETS BY CONTRACTORS OR THEIR AGENTS

Any damage caused to the curbs or streets of HC by a builder or any of his sub- contractors will be the responsibility of the builder to repair.

M. EXTERIOR LIGHTING

No exterior lighting should be directed outside of the applicant's property. Application for exterior lighting should include wattage,

height of light fixture above the ground, and complete description, including material of the light fixture and location on the property.

N. MAINTENANCE ISSUES

As homes age, the exterior maintenance becomes an important factor in the appearance of the neighborhood. Homeowners are expected to maintain their home in a manner that reflects well on the neighborhood. Owners will be notified of maintenance issues that have been determined to be in need of attention. Owners will be required to submit a plan for repair of those issues within 30 days of notification. These issues will be treated the same as all other architectural projects. Some maintenance issues include, but are not limited to:

1. Fascia boards—rotting or in need of paint.
2. Wood fence in need of repair—missing board, rotting board.
3. Missing roof shingles
4. Gutters—missing sections, sections that have become loose.
5. Exterior in need of paint.
6. Garage doors in need of repair or replacement.