

HOLLYBROOK DESIGN AND COMMUNITY GUIDELINES

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COMMON AREA(S) GUIDELINES

1. Residents or their guests using any Common Area – including but not limited to any playground, walking trail, park, lake, etc. - or Common Area owned by the Association must abide by the following rules as well as any additional rules posted at the amenity or:
 - a. All Common Area(s) may be used by residents or their guests at their own risk;
 - b. Common Area(s) may be used from 7:00 a.m. until dusk;
 - c. Playground equipment is reserved for children twelve (12) years and younger;
 - d. Vandalism, defacement, or destruction of any part of the Common Area is prohibited;
 - e. Children eight (8) years old and younger must be accompanied by a parent or guardian at all times when using any Common Area;
 - f. Rough play as well as foul and abusive language while using Common Area is prohibited; and
 - g. Failure of any resident or their guests to comply with these guidelines, any other rules of the community, or any requirements of the covenants for the community may result in the revocation of any privilege of using the Common Area.
 - h. No motorized vehicle should be parked on any Common Area
 - i. No motorized boats are allowed in ponds or lakes.
 - j. No motorized vehicles or devices are permitted on walking trails.

TRAMPOLINE INFLATABLE & BASKETBALL GOAL GUIDELINES

1. The Architectural Reviewer or the Board of Directors must approve in writing the style, color and location of all trampolines, inflatables and basketball goals prior to installation.
2. Residents seeking to install a trampoline, inflatable or basketball goal may initiate the approval process by completing an Architectural Review (AR) form.
3. Notwithstanding the fact that all trampoline, inflatable and basketball goal styles, colors and locations must be pre-approved:
 - a. A rendering of the property showing where the trampoline, inflatable or basketball goal will be located must be submitted with the request to approve the trampoline or basketball goal;
 - b. The area proposed for the trampoline, inflatable or basketball goal must be large enough to assure that no other property will be unduly impacted by the use of the trampoline, inflatable or basketball goal and, in order to help satisfy this requirement, adjoining property owners on both sides must consent in writing to the installation of the trampoline, inflatable or basketball goal;
 - c. The owner of the trampoline, inflatable or basketball goal is responsible for any physical damage to any other property caused by the trampoline, inflatable or basketball goal, and physical damage to other property can lead to the removal of the trampoline, inflatable or basketball goal at the owner's expense;
 - d. No trampoline, inflatable or basketball goal can be installed adjacent to the street, and basketball games cannot take place in the street;
 - e. No trampoline or inflatable can be installed in a front yard;
 - f. If not in use and not in its approved location, portable basketball goals must be stored in an area not visible from any adjacent street;
 - g. No inflatable may be permanently installed and, if not in use and not in its approved location, must be stored in an area not visible from any adjacent street;
 - h. Every trampoline or basketball goal must be professionally constructed, painted, and maintained by the owner, and, if damaged, bent or rusted, the owner must repair the trampoline or basketball goal immediately;
 - i. The property owner is responsible for ensuring that people using the trampoline, inflatable or basketball goal behave in such a manner that all neighbors are not disturbed by the use of the trampoline, inflatable or basketball goal, including but not limited to disturbances caused by loud noises from screaming and music;
 - j. The property owner must acknowledge the fact that the guidelines may be amended and agrees to maintain the trampoline, inflatable or basketball goal in accordance with any amendment to these guidelines as adopted by Board of Directors; and
 - k. The property owner must acknowledge that permission to install a trampoline, inflatable or basketball goal is merely a "temporary" privilege granted to the owner which can be revoked at any time, with or without cause, by the Board of Directors.

DECK BUILDING GUIDELINES

1. The Architectural Reviewer or the Board of Directors must approve in writing all deck designs, colors and location prior to installation.
2. Residents seeking to install a deck may initiate the approval process by completing an Architectural Review (AR) form.
3. Notwithstanding the fact that all deck designs, colors and locations must be pre-approved:
 - a. The dimensions, elevation and sketch of the deck as well as a plot survey of the property showing where the deck and landscaping around the deck will be located must be submitted with the request to approve the deck;
 - b. The resident is responsible for complying with all applicable laws relating to construction of the deck and must obtain all appropriate permits prior to construction of the deck;
 - c. The request to approve the deck must include an anticipated completion date, and, if approved, the deck must be completed by that anticipated date; and
 - d. Decks may be constructed from pressure treated lumber or vinyl composite materials only, and the bottom of the deck must be enclosed with lattice.

DECORATIVE FLAG GUIDELINES

1. Each residence may display no more than three (3) decorative flags; provided, however:
 - a. Each residence may display no more than two (2) large flags not exceeding 4' by 6' each, which large flags must be mounted with an appropriate flag holder to the front and/or the rear of the house; however, if a resident displays two (2) large flags, the resident must display one (1) in the front and one (1) in the back of the house;
 - b. Each residence may display no more than one (1) small decorative flag not exceeding 12" by 15", which small flag must be mounted with an appropriate flag holder; however, the small decorative flag and flag holder must be less than two (2) feet tall;
 - c. Flags must be an American flag, displayed at any time in strict compliance with the U.S. Flag Code, 4 U.S.C. 1 *et seq.*, reflect the season (e.g., Spring, Summer, Fall, Christmas, Easter, Thanksgiving, etc.), or show support for a school or professional club or team; provided, however, special occasion flags such as birthdays or the birth of a baby may be displayed for a period not exceeding two (2) weeks; and
 - d. In the sole discretion of either the Board of Directors, the Architectural Reviewer or their agent, flags deemed to be in poor taste or condition may not be displayed and must be removed immediately.
 - e. Flag poles are not permitted.

ESTATE SALE GUIDELINES

1. The Management Company of the Association must approve in writing all estate sales at least two (2) weeks prior to the estate sale. Requests to approve estate sales must be submitted to the Management Company at least three (3) weeks prior to the estate sale.
2. Notwithstanding the fact that all estate sales must be pre-approved:
 - a. Only one (1) small sign advertising the estate sale may be placed on the front lawn of the property owner on the day of the sale;
 - b. Estate sales may only run for one (1) day between 8:00 a.m. and 5:00 p.m.;
 - c. With an estate sale, no sale items may be placed outside of the home and the garage door should be closed at all times during the estate sale; and
 - d. No resident may conduct more than one (1) estate sale every five (5) years.

LANDSCAPING AND ARCHITECTURE CHANGE GUIDELINES

1. The Architectural Reviewer or the Board of Directors must approve in writing the designs, colors and location of all architectural and significant landscaping changes prior to construction, amendment or installation.
2. Residents seeking to make ANY architectural or significant landscaping changes may initiate the approval process by completing an Architectural Review (AR) form.
3. Notwithstanding the fact that all architectural or significant landscaping changes must be pre-approved:
 - a. Proposed architectural or landscaping site plans with property boundary, footprints of permanent structures, and locations and identifications of every hardwood tree with a diameter of 8" or more and at a height of 3' above grade must be submitted in duplicate along with an Architectural Review (AR) form on 24" x 36" plan sheets;
 - b. Proposed architectural or landscaping site plans must contain the project location, owner's name, a North arrow, drawing scale, sheet number, and date;
 - c. Proposed landscaping site plans must contain locations of proposed and existing plants, with plants drawn at mature size as well as irrigation plans if irrigation will be installed;
 - d. Proposed architectural or landscaping site plans must contain construction details for all structural elements; i.e., retaining walls, pools, decks, etc.; and
 - e. The resident is responsible for complying with all applicable laws relating to any construction and must obtain all appropriate permits prior to any construction.

LAWN CARE AND LANDSCAPING GUIDELINES (FOR NON-YARD MAINTENANCE NEIGHBORHOOD UNITS)

All residents must maintain the following minimum lawn care and landscaping standards regardless of whether the home is owned or rented:

1. All residents must mow their lawn grass on a regular basis during the active growing seasons and “as frequently as needed” during the remainder of the year to maintain a neat and tidy appearance;
2. All residents must regularly trim and/or prune plants and shrubbery along sidewalks, walking paths, driveways, walkways, fences, plant screenings and landscaping beds “as frequently as needed” to maintain a neat and tidy appearance;
3. All residents must remove dead plant materials promptly and replant the same at appropriate times of year;
4. All residents must clear sidewalks or walking paths of any branches or limbs extending into these walking spaces;
5. All residents must seed or reseed bare spots in lawn grass, and reseed the lawn as reasonably necessary during the appropriate times of year to maintain the aesthetics and overall health of their lawn;
6. All residents must fertilize lawn grass and landscaping plants on a regular basis throughout the year to promote growth, retention of color and prevention of diseases; and
7. All residents must clear sidewalks and walking paths of any stones, rocks, mulch, or decorative items which may cause unsafe conditions in these open spaces.

PARKING

Residents or their guests must abide by the following parking rules:

1. Residents must park their vehicles in the garages or in the driveways, if any, serving the units where the resident lives;
2. Guests of a resident may park their vehicles on the street provided that the resident and the guest have:
 - a. utilized all available parking spaces in the garage or driveway serving the unit where the resident lives; and
 - b. otherwise used reasonable efforts to park the vehicles owned by guests of that resident in the garage or driveway of that resident;
3. All residents and guests must abide by all other parking rules established under the covenants;
4. All residents and guests must abide by any temporary parking rules established by the Board of Directors;
5. All residents and guests must abide by all applicable traffic and parking rules established in accordance with the law; and
6. When parking a vehicle for the purpose of utilizing an amenity owned by the Association, all residents and guests must use marked parking spaces only;
7. Parking of commercial vehicles anywhere within the Properties other than in enclosed garages is prohibited. Lettering on the door(s) or side(s) of a vehicle does not automatically determine if a vehicle is commercial. Commercial vehicles include, but are not limited to, vehicles with commercial attachments like servicing buckets, cranes, roof/bed racks for ladders, pipes, etc.;
8. Boats or watercrafts exceeding 18' in length are prohibited.

SATELLITE DISH AND ANTENNA GUIDELINES

1. No satellite dish shall be installed which exceeds 40" in diameter.
2. Except for the following two (2) types of antennas, no antenna shall be installed:
 - a. Antennas designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite may be installed provided that:
 - i. the antenna does not exceed one (1) meter in diameter or diagonal measurement;
 - ii. the mast for that antenna is no higher than 12' above the roofline of the house; and
 - iii. the height of the mast for that antenna is necessary to receive or transmit an acceptable quality signal (e.g., maintain line-of-sight contact with the transmitter or view the satellite) and such necessity is confirmed in writing by a professional installer to the Board of Directors; and
 - b. Antennas designed to receive local television broadcast signals provided that the mast for that antenna is no higher than 12' above the roofline of the house.
3. A satellite dish or antenna otherwise permissible under these guidelines may be installed without the written approval of the Architectural Reviewer or Board of Directors provided that such satellite dish or antenna is installed on the roof of the house and is invisible from any adjacent street.
4. No more than one (1) satellite dish or antenna may be installed unless (i) more than one (1) satellite dish or antenna is necessary to receive the desired service(s), (ii) the basis for the necessity of multiple satellite dishes or antennas is confirmed in writing to the Board of Directors, and (iii) one (1) or more satellite dishes or antennas are removed as soon as the applicable service(s) are terminated.
5. Residents seeking to install a satellite dish or antenna either at some location other than the roof of the house and/or visible from an adjacent street but otherwise permissible under these guidelines may initiate the approval process by completing an Architectural Review (AR) form.
6. Residents seeking to install a satellite dish or antenna either at some location other than the roof of the house and/or visible from an adjacent street but otherwise permissible under these guidelines must initiate the approval process within twenty-four (24) hours after ordering the installation of a satellite dish or antenna.
7. Any resident who contends that these guidelines unreasonably delay or prevent use of, unreasonably increase the cost of, or preclude a person from receiving or transmitting an acceptable quality signal from a satellite dish or antenna shall immediately set forth the basis for their contentions to the Board of Directors in writing.
8. With regard to satellite dishes or antennas which a resident seeks to install at some location other than the roof of the house and/or visible from an adjacent street:
 - a. Such satellite dishes or antennas must be screened with lattice or landscaping and installed in the location on the resident's property least visible from any adjacent street necessary to receive or transmit an acceptable quality signal (e.g., maintain

line-of-sight contact with the transmitter or view the satellite), and the appropriateness of such location over other less visible locations on the property (including but not limited to the rear roof of the house) must be confirmed in writing by a professional installer to the Board of Directors; and

- b. Requests to approve the location of a satellite dish or antenna must include a plot survey of the property showing where the satellite dish or antenna will be located as well as a specific description of the type of screening proposed for the satellite dish or antenna.

SOLAR PANELS

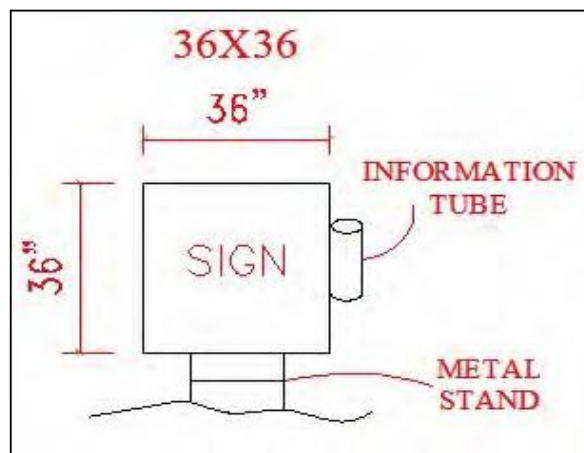
1. The Architectural Reviewer or the Board of Directors must approve in writing the installation of ALL solar panels prior to the installation of solar panels, such approval being at the sole discretion of the Architectural Reviewer or the Board of Directors.
2. Generally, all proposed solar panel installations must be confined to the roof of the house or unit and not be observable from a street.
3. Residents seeking to install solar panels may initiate the approval process by completing an Architectural Review (AR) form.
4. Notwithstanding the fact that all solar panel installations must be pre-approved in writing:
 - a. Proposed solar panel plans must include a rendering of the proposed installation with an Architectural Review (AR) form;
 - b. Proposed solar panel installations must contain the project location, owner's name, a North arrow, drawing scale, dimensions of the solar panels, and date; and
 - c. The resident is responsible for complying with all applicable laws relating to any construction and must obtain all appropriate permits prior to any construction.

SCREENED-IN PORCH GUIDELINES

1. The Architectural Reviewer or the Board of Directors must approve in writing all screened-in porch designs, colors and location prior to installation.
2. Residents seeking to install a screened-in porch may initiate the approval process by completing an Architectural Review (AR) form.
3. Notwithstanding the fact that all screened-in porch designs, colors and locations must be pre-approved:
 - a. The dimensions, elevation and sketch of the screened-in porch as well as a plot survey of the property showing where the screened-in porch and landscaping around the screened-in porch will be located must be submitted with the request to approve the screened-in porch;
 - b. The resident is responsible for complying with all applicable laws relating to construction of the screened-in porch and must obtain all appropriate permits prior to construction of the screened-in porch;
 - c. The only approved construction material for a screened-in porch is pressure-treated lumber, composite materials and approved vinyl materials. If constructing on a deck, lattice must be used under the deck; any lattice used must be 6' x 6' or 4' x 4';
 - d. If painted, the screened-in porch must match the trim or lightest color of the house; and
 - e. Roof material for any screened-in porch must match the roof material for the house.

SIGNAGE GUIDELINES

1. Signs may not be erected within the community without the written consent of the Board of Directors except those signs complying with the following guidelines:
2. For the sole purpose of selling a home, residents or their agents may place a single “For Sale” sign on their property provided that the sign is compliant with the following guidelines:
 - a. The sign may not to exceed 18” by 24” including the attachment of a single rider, and shall not exceed a 36” by 36” signage envelope, within which the core signage and any accessory signage must be contained, and must be consistent with the diagram below;
 - b. The sign may not be placed any closer than 3’ from the street and may not be located in the ditch section of the yard;
 - c. A sign may be placed in the window or the yard, but not both;
 - d. Signs must be professionally made, and handwritten signs are prohibited;
 - e. Directional signs are prohibited;
 - f. As part of the single rider attached to the sign, a tube or other device may be attached to the sign for handouts provided that the single rider does not exceed 4” by 24”;
 - g. All signs must be placed on metal stands, and no wood stakes are allowed;
 - h. Signs enhanced by lights or audio are prohibited;
 - i. Residents are responsible for all signs placed or installed by their agents;
 - j. All “For Sale” signs must indicate on the sign that the property is “For Sale”, and signs which indicate that property is “For Lease” or “For Rent”, or signs which indicate that the property is anything other than “For Sale”, are prohibited;
 - k. Signs must comply with all the governing documents and all municipality regulations.
 - l. All signs indicating that homes will be sold by owner must be pre-approved by the management company.
 - m. Signage Guideline Diagram



3. For the sole purpose of selling a home, residents or their agents may place a single “Open House” sign on their property on the day of the open house; and
4. For the sole purpose of attempting to influence the outcome of an election,

including the support or opposition of an issue or candidate on an election ballot, residents may place “Political” signs on their property compliant with the following guidelines:

- a. Display of a political sign more than forty-five (45) days before an election and later than seven (7) days after an election is prohibited;
- b. The political sign may not to exceed 24” by 24”;
- c. The political sign may not be placed any closer than 3’ from the street and may not be located in the ditch section of the yard;
- d. A political sign may be placed in the window or the yard, but not both;
- e. Political signs must be professionally made, and handwritten signs are prohibited;
- f. Political signs enhanced by lights or audio are prohibited; and
- g. Political signs cannot contain obscene and/or vulgar language, illustrations, photographs, etc..

SINGLE FAMILY FENCE GUIDELINES

1. The Architectural Reviewer or the Board of Directors must approve in writing all fence designs and locations prior to installation.
2. Single-family residents seeking to install a fence may initiate the approval process by completing an Architectural Review (AR) form.
3. Notwithstanding the fact that all fences must be pre-approved:
 - a. For aesthetic reasons, including, but not limited to, the manner in which the new fence will connect to an existing fencing and the existence of an earlier constructed fence, and in their sole discretion, the Architectural Reviewer or the Board of Directors may refuse to permit the installation of any fence;
 - b. The dimensions, elevation and sketch of the fence as well as a plot survey of the property showing where the fence and landscaping around the fence will be located must be submitted with the request to approve the fence;
 - c. The request to approve the fence must include the name, address and telephone number of the person or entity installing the fence;
 - d. The resident is responsible for complying with all applicable laws relating to construction of the fence and must obtain all appropriate permits prior to construction of the fence;
 - e. The fence must be erected directly on the property line or as near as is reasonably possible to the property line;
 - f. The property owner installing the fence must consent to allow all adjacent property owners to tie into the fence in the event adjacent property owners construct fences in the future;
 - g. The fence must be built with black wrought iron or solid white vinyl materials ;
 - h. The fence must comply with the following approved standards:
 - i. Black wrought iron fences:
 - HEIGHT: 4' to 5';
 - 1" x 1" rails; 3-7/8" picket spacing.
 - ii. Solid White Vinyl fences:
HEIGHT: 4' to 6'
 - i. The overall design and aesthetic appeal of the fence shall conform to any fence drawings applicable to the neighborhood where property is located; and

- j. When landscaping of the fence is required, the landscaping must match what is currently being used in the area and any shrubs must be a minimum of 3'- 4' in height at time of planting and planted on 5' on center.



SINGLE-FAMILY UTILITY BUILDING GUIDELINES

1. The Architectural Reviewer or the Board of Directors must approve in writing all single-family utility building designs, colors and location prior to installation.
2. Residents seeking to install a single-family utility building may initiate the approval process by completing an Architectural Review (AR) form.
3. Notwithstanding the fact that all utility building designs and locations must be pre-approved:
 - a. For aesthetic reasons and in their sole discretion, the Architectural Reviewer or the Board of Directors may refuse to permit the installation of any utility building;
 - b. Utility buildings may not be installed on townhome properties;
 - c. The dimensions and sketch of the proposed utility building showing the design and color of the utility building as well as a plot survey of the property showing where the utility building will be located must be submitted with the request to approve the utility building;
 - d. The request to approve the utility building must include an anticipated completion date, and if approved, the utility building construction must be completed by that anticipated date;
 - e. The utility building must be no larger than 10' by 12'; and
 - f. The exterior materials of the utility building must be identical to the exterior materials of the home, including but not limited to the siding material, roofing material, and paint color.

SWING SET GUIDELINES

1. The Architectural Reviewer or the Board of Directors must approve in writing all swing set designs and location prior to installation.
2. Residents seeking to install a swing set may initiate the approval process by completing an Architectural Review (AR) form.
3. Notwithstanding the fact that all swing set designs and locations must be pre-approved:
 - a. For aesthetic reasons and in their sole discretion, the Architectural Reviewer or the Board of Directors may refuse to permit the installation of any swing set;
 - b. Swing sets may not be installed on townhome properties;
 - c. The dimensions and sketch of the proposed swing set as well as a plot survey of the property showing where the swing set will be located must be submitted with the request to approve the swing set;
 - d. The request to approve the swing set must include an anticipated completion date, and if approved, the swing set must be completed by that anticipated date;
 - e. The base structure of all swing sets must be made from stained or treated lumber which remains unpainted and appears in a natural state; and
 - f. Accessory items for the swing set, such as seats or slides, may be made of plastic and have a different color than the base structure.

TRASH CONTAINER GUIDELINES

1. Without the written approval of the Architectural Reviewer or the Board of Directors, all trash containers must be screened from the view of any road adjacent to the property and screened from the view of any neighboring property; provided, however, on the day designated by the local government as the day that trash is picked up by a trash service provider, the trash container may be placed in the location designated by the trash service provider for trash pick-up.
2. The Architectural Reviewer or the Board of Directors must approve in writing the:
 - a. Location of any trash container not screened from the view of any road adjacent to the property and not screened from the view of all neighboring property; and
 - b. Design, color and location of any screen used to screen any trash container prior to installation of such screening.
3. All trash outside the home must be placed in a trash container.
4. Generally, the Architectural Reviewer or the Board of Directors will approve treated wood, vinyl lattice, solid wood or vinyl screening to screen trash containers provided that (i) the lattice or solid wood is painted white or the color of the exterior trim or, (ii) if the lattice or solid wood screening is installed adjacent to a natural colored deck or screened-in porch, the lattice or wood screening may be left natural to match the deck or screened-in porch.

YARD SALE GUIDELINES

1. The Association allows for two (2) community-wide yard sales each calendar year, one (1) in the spring and one (1) in the fall. The Board of Directors, or the management company acting on behalf of the Board of Directors, in its sole discretion, sets the dates for each community-wide yard sale.
2. Single or individual yard sales are prohibited.