

Holly Brook HOA Architectural Guidelines

APPLICATION PROCEDURES

The specifications and general review criteria used by the Architectural Review Board (Architectural Review Committee) as the basis for their decision are found in this document Holly Brook Architectural Guidelines and the **Holly Brook Declaration of Covenants, Conditions and Restrictions**, a copy should have been provided to each homeowner at closing. All Governing documents are also posted on our website www.HollyBrookHOA.org. Applicants should review the following guidelines in conjunction with the covenants in detail and be aware of current practices for this type of application in the Holly Brook Sub-Divisions. Please note that each application will be reviewed individually. Prior approval of a given style does not constitute "automatic" approval; every application is evaluated on a case-by-case basis.

Architectural applications can be submitted on our website, or by contacting Resident Services via email CSR@communityassociationmanagement.com. Once completed, the application will be forwarded to the Architectural Review Committee for review of all exterior changes or additions to your residence or property. The following is a list of typical changes requiring Architectural Review Committee approval. The list of changes or additions includes, but is certainly not limited to:

- Attached/Detached Garages
- Any Additions to an existing Structure/House
- Awnings
- Decks/Front or side Entrance Porches
- Dog houses/Dog Runs
- Exterior Color Changes (Paint, Trim, Shingles etc.)
- Fencing
- Landscaping
- Patios
- Retaining Walls
- Screen Porches
- Storage Sheds/Playhouses
- Windows/Skylights

Every application requires a copy of the foundation survey or plot plan. If this is not available, a plot or site plan or reasonable facsimile which shows the location of the proposed alteration or addition, the existing building and the property lines may be acceptable. Please refer to the specific requirements for additional items and further clarification.

NOTIFICATION: The applicant will be notified in writing of the Architectural Review Committee's decision within ten (10) days of the meeting. In no case will verbal approval be granted. It is the sole responsibility of the applicant to ensure complete compliance with all relevant building practices, codes, permits and licensing requirements.

Contingent approval may be granted, but the applicant must complete all contingencies before proceeding. In some cases, resubmission will be requested, with an explanation of any changes required for full approval. No project may be started without formal Architectural Review Board review and written approval.

Upon completion of your project, the Architectural Review Committee will inspect same to ensure compliance. You will be notified in writing if your project is or is not in compliance with the previously approved plan. If the project is not brought into compliance, the Architectural Review Committee and Board of Directors will use all avenues available to obtain compliance as outlined in the **Holly Brook Declaration of Covenants, Conditions and Restrictions**.

ADDITIONS

Rooms, Garages, Greenhouses, Screened Porches, Sunrooms, Windows, etc.

General Considerations: Additions often have an impact on neighboring property. Plans must be well thought out to minimize any adverse impact. Applicants should consult with neighbors while making plans.

Concept drawing or preliminary plans may be submitted for review and comment before more detailed plans are made.

Special Details: The design must be compatible in scale, massing, character, materials, and color with the original house. If possible, the location of the addition should not have an adverse impact on neighboring properties or impair the view of neighbors. Additions should be located to minimize the removal of trees and the destruction of natural areas.

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New roofs, siding, windows and doors should match the current architectural styles of the house and be located to relate well with the existing structure.

Changes in grade or drainage must not adversely affect adjacent property. If possible, roof pitch should match the original roof. Flat roofs are discouraged.

Application: Your application should include:

- A plot plan (plat, site plan or reasonable facsimile) showing the location of the alteration or addition, the existing building and property lines with the required minimum set back lines.
- Detailed construction drawing to scale, including a full view of the addition, with elevations as it will look attached to the existing structure. A view of the entire structure may be necessary to help determine balance.
- Drawings or photographs showing the existing conditions before the proposed changes.
- Samples of colors and materials, if different from existing buildings.
- A landscape plan and plant schedule, if applicable or required.
- Perspective drawing for complex projects.

AWNINGS

General Considerations: Awnings may be appropriate for rear patios and decks.

Specific Details: Awnings must be consistent with the architectural style and scale of the house. The color of the fabric must be compatible with the existing house colors. Any exposed frames must be painted to match the trim or the dominant color of the house. Any natural-weathering, rot -resistant wood (e .g. pressure treated, cedar or cypress) does not require painting.

Application: Your application should include:

A drawing to scale of the awning configuration and existing elements to which it will be attached.

- A sample of the material large enough to show the true color.
- A plan of the house showing the location of the awning.

Unacceptable: Metal, fiberglass or other plastic material may not be approved. Please note that frames must be removed if the 5 awning is permanently removed (permanently removed is considered 6 months or longer).

BASKETBALL BACKBOARDS

General Considerations: On residential property backboards should be located and treated in such a manner as to keep them visually unobtrusive. In selecting a location, the applicant must also consider the effect the basketball backboard and its normal use will have on the neighbors and their property.

Specific Details: Free standing basketball backboards must be located a minimum of ten feet back from the curb.

Application: Your application should include:

- A plot plan (plat, site plan or reasonable facsimile) showing the location of the proposed alteration or addition, the existing building and property lines.
- A manufacturer drawing, sketch, or photograph.

BOAT/RV/ COMMERCIAL VEHICLE STORAGE

General Considerations: Exterior storage of boats, recreational vehicles, tractors, and other such equipment can negatively impact neighboring properties and is prohibited unless behind the front panel of the house. These should be stored either in the garage or at an off-premises storage area.

DECKS

General Considerations: A deck has a significant impact on the appearance of a house. Decks may also affect the privacy and right of enjoyment of adjacent residents. These two factors are weighed heavily in the review of requests for deck.

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Specific Details: Modifications to existing decks must provide continuity in detailing, such as material, color, location of posts, design of the railings and use of trim. Decks must be constructed with rot-resistant wood and may be left to weather naturally. Plantings are recommended at post foundations and under low decks to screen structural elements and to soften the structure visually. Decks with sunrooms, screened porches and other heavy super structures must be visually tied to the ground and architecturally integrated with the house. Integration is a function of size, color, design detailing, height above ground and relationship to the ground.

Application: Your application should include:

- A plot plan, with dimensions, showing the house, the location of deck on the house and the property lines.
- Construction plans, including details of railing, benches, doors, etc.
- A drawing to scale or a picture of the house elevation showing the location of windows, doors, etc. and the deck.
- Photographs of the existing condition of the house where the deck will be constructed.

If the application is for an extension of an existing deck and will be identical in construction, including substructure and finished included appearance, in the application. detailed construction plans need not be included in the application.

DOG HOUSES/RUNS

Specific Details: Dog houses should be located in the rear of the house and not be obtrusive. They should be painted to blend with their immediate surroundings or left to weather naturally. Landscaping may be required to soften the structure visually. Dog runs must generally follow the guidelines for fencing. Prefab chain-link dog runs generally will not be approved unless screened by wood fencing or located in a heavily planted area and coated black. Appropriate ground preparation must be done in order for the doghouse to sit level with the horizon.

Application: Your application should include:

- A plan, with dimensions, showing the location of the doghouse or dog run, property lines and principal building;
- A description of the color and materials.
- A description of the doghouse or run to include dimensions, pictures, construction drawings, etc. , as applicable,

FENCING

General Considerations:

Fencing can detract from the open character of Holly Brook property and may have both a visual and physical impact on adjoining property. Careful consideration must be given to the fencing concept and execution.

For reasons of privacy, the use of shrubbery, trees and landscaping is preferred. In some cases, small sections of fencing as part of a landscaping plan may be considered. The openness of Holly Brook is one of our greatest assets and should be preserved whenever possible.

Whenever possible, alternatives to hard fencing should be used. The use of landscaping and plant material or combinations of plants and short segments of fencing or fencing hidden in plant material may achieve the sought after goal.

An "open" type fencing such as a picket fence with a greater than 1 inch gap to slat spacing or a split rail style fence is preferred.

Specific Details: Fencing should not be higher than 48 inches from the natural grade to the top rail. The fence should be located no closer to the front of the house than a point on the property line set back. Fencing should be made of natural or be painted either traditional white or in coordination with the existing color scheme of the house.

Fencing which is a visual extension of a building relate to the materials, colors and architectural style of the building. Fencing finished on only one side must be constructed with the finished side facing out with any fence posts and rails located on the inside. Whenever possible, fences should be located so that trees do not have to be removed.

Application: Your application should include:

- A description of the fence design including dimensions.
- A foundation survey or scaled diagram showing the location of the house, property lines and the proposed location of the fence and any gates.

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- The materials and colors to be used. A photo of an existing similar fence is very helpful.

PAINTING, STAINING OR ROOFING EXTERIOR COLOR CHANGES

General considerations: The following specifications and guidelines apply not only to the siding of buildings, but also to doors, shutters, trim, windows, roofing etc. No approval is needed to repaint using existing colors.

Specific Details: Selected colors must be harmonious with the other colors used on the structure, e.g. roofing and bricks, and must be harmonious with the other colors used in the neighborhood.

For change in house colors, the new color scheme can either one of the existing color schemes used in the neighborhood or colors for siding, trim and accent. For changes in color schemes, the result must be harmonious with other colors used in the neighborhood.

Additional information is available from the Architectural Review Committee.

Application: Your application should include.

- Sample color chips of proposed new colors (2 sets)
- A description of what is to be painted.
- A description of the colors of house within 100 feet and directly across the street.

Unacceptable: House colors repeated on houses adjacent to one another or directly across the street.

PLAY EQUIPMENT

General Considerations: Generally, play equipment should be placed in rear yards. Consideration should be given to lot size, equipment size, material, design, amount of visual screening and relationship to neighboring property.

Specific Details: Equipment constructed from natural materials is encouraged. Tree houses are generally discouraged because of their visibility from neighboring property. Playhouses (see section on storage sheds) must be placed in rear yard and must be in scale with the size of the yard and existing buildings. Generally, the play house should be painted to blend with the natural open space or with the colors of the house if the house is located nearby.

Unacceptable: The following condition is prohibited:

- Permanent recreational ramps or jumps in a residential are.

Application: Your application should include:

- A plot showing the location of the play equipment in reference to the existing structure.
- A copy of available manufacturing information.

RETAINING WALLS

General Considerations Retaining walls should be as unobtrusive as possible and built to the minimum height needed to serve their function.

Specific Details: Materials may be brick, natural stone, square corner timbers or decorative concrete, depending on location and contextual relationship. Rounded landscape timbers may not be approved in heights greater than 1 foot above grade due to their lack of stability when used to retain earth, the strong horizontal lines created by the juxtaposition of the timbers and their "Lincoln Log" appearance. The ends of the walls should be tapered into the ground rather than abruptly ending in space. If the height of the wall would require a railing to comply with county building codes, the applicant should consider stepping the wall in a terracing effect.

Every effort should be made to maintain the natural grade by utilizing terracing and limit the wall rise to 2 feet maximum per tier.

Application: Your application should include:

- A plot plan showing the location of the retaining wall, any existing buildings, and the property lines.
- A section view showing the construction details including the placement of deadmen timbers.
- A description of the materials.

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- Effects on neighboring property (ex. drainage, view, etc.)
- Landscaping plans identifying planting scheme used to soften the presence of the retaining wall.

Unacceptable: Plain concrete or concrete block walls.

WALKWAYS, PATIOS AND DRIVEWAYS

Specific Details: Patios and walkways should be constructed with natural colored concrete, slate, flagstone, brick or rot-resistant wood left to weather naturally. All patios will be reviewed with respect to their visual impact on adjacent property. Patios and walkways should be located at the rear of the house.

Driveways and driveway extensions should be constructed with matched colored concrete, brick, cobble stone or asphalt.

Application: Your application should include:

- A foundation survey or facsimile thereof, showing the location of the proposed patio/walkway/driveway, existing buildings and property lines.
- The dimensions of the walkway, patio driveway extension.
- A description of the materials to be used.

Unacceptable: Dirt, gravel or grass.

MISCELLANEOUS

1. No Solar Collectors on front of the house. Solar Collectors should be mounted on roof at the rear of house.
2. No Satellite Dishes larger than two (2) feet in diameter and must be installed at the rear of house and screened from view.

SHED/ PLAYHOUSES

Specific Details: Sheds should have a simple design and should be located in rear yards. Architectural style for the shed should be compatible with the architectural details of the building, e.g. colors, materials, roofing and scale. When selecting a location for a shed, views from the street and adjacent property must be considered. Sheds located in natural area should be painted or stained to blend with the background. The Architectural Review Committee may require additional landscaping to screen or visually soften the shed.

Application: Your application should include:

- A plot plan showing the location of the shed, existing structure, trees and property lines.
- A description and the dimensions of the shed.
- A description of the color of the shed and the color of any nearby structure, if any.
- Brochures/pictures of play equipment.

Unacceptable: Prefabricated metal storage sheds and no shed on lot 10,000 square feet or less.

SPAS/HOT TUBS

Specific Details: Spas/hot tubs should usually be located in the rear yard away from adjacent property so that their use, presence and noise of the mechanical equipment do not adversely affect the use of the adjacent property. They should be an integral part of a deck, patio, or landscaping. Mechanical equipment, pipes and wiring should be concealed. Spas/hot tubs should be screened from adjacent property. The understructure of spas/hot tubs set into above ground decks must be hidden from exterior view.

Application: Your application should include:

- Description, dimensions, and product literature for the equipment.
- A plot plan showing the location of the equipment, existing structure, and property lines.
- A description and/or photo or drawing of the type screening to be used.