

# HOLLYHOCK

## Property Owners Association, Inc.

### Architectural Guidelines



January 2014 Edition

GENERAL NOTE: HOLLYHOCK AS DESCRIBED HEREIN IS A FICTIONAL COMMUNITY IN NORTH CAROLINA CREATED FOR ILLUSTRATIVE PURPOSES.

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Minor Projects:	Application Form to Submit Request for a Minor Project
Form One-Schematic	Application for a Schematic Review
Form Two- Design Development	Application to Commence Design Development Review
Form Three	Plans, Materials, and Colors –Submit this same form for both the Design Development and Construction Document Reviews
Form Four	Request for On-Site Reviews – Submit each time a site review is requested Contractor Information Form
Form Five	Lot Review Form – Prior to Start of Construction – Used by ARC
Form Six	Lot Review Form – Dry-in Review – Used by ARC
Form Seven	Lot Review Form – Final Review – Used by ARC
Sample Board	Photo example of the required sample board
Flow Chart	Separate Attachment – incorporated by reference

**ARTICLE 1 - STATEMENT OF PURPOSE & INTENT:**

- 1.1 **Purpose:** These Hollyhock Architectural Guidelines (Guidelines) provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. These Guidelines have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all residences, buildings, and structures or improvements within the Hollyhock community. *The approved styles for homes in Hollyhock are French Country, English Rural, Arts and Crafts and Norman Manor.* The Guidelines set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting and other structures. In addition, the Guidelines establish a process for review of all proposed construction and modifications to residences, buildings, and structures to ensure that all home sites within Hollyhock are developed with consistency and quality.
- 1.2 **Intent:** It is the intention of the Hollyhock Architectural Review Committee (HARC) that all structures and other improvements within the community be of the highest design quality and be planned and sited to be aesthetically and architecturally harmonious with one another and with the natural features of the land. The HARC is particularly concerned that the community have a consistent streetscape and quality of design (facade, materials, etc.). In order to maintain a “planned look” for the community and to preserve the aesthetic integrity of the community, the HARC may at times place a temporary moratorium on any

particular style of design or building material until, at the sole discretion of the HARC, it is determined that the community has been brought back into balance.

- 1.3 **Restriction on similar home designs:** IN NO CASE SHALL MORE THAN THREE HOMES WITH SIMILAR DESIGNS BE BUILT WITHIN THE HOLLYHOCK COMMUNITY. No home shall be an exact duplicate of any other home, but for similar designs, only three can be built. The three must be at least four lots in any direction away from a similar home and may not be in the field of view or line of sight to a similar home. The ARC in its sole discretion shall determine what constitutes a similar home design and what is in a field of view or line of sight of a similar home.

## **ARTICLE 2 – APPLICABILITY, AUTHORITY & AMENDMENTS:**

- 2.1 **Applicability:** The Guidelines shall govern all residences, buildings, and all other structures and improvements within the Hollyhock properties, which are or may be subject to the Hollyhock Property Owners Association, Inc. Declaration of Covenants, Conditions and Restrictions. (CCRs or Declaration).
- 2.2 **Authority:** The HARC has jurisdiction over all matters relating to construction, architecture and landscaping of new construction and modifications of the Properties as set forth in the CCRs. While the Guidelines are intended to provide a framework for construction and modifications, the Guidelines are not all-inclusive. The Hollyhock Pattern Book is also a required reference for design. In its review process, the HARC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. The HARC reserves the right to reject any submittal, and may disapprove plans, specifications or other materials for non-conformance to the CCRs, Architectural Guidelines or for aesthetic reasons, which in the sole discretion of the HARC shall be deemed sufficient.
- 2.3 **Governmental Permits:** To the extent that the North Carolina State Building Code, Union County Ordinances, or any other government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Guidelines or the CCRs, the government standards shall prevail. To the extent that any government standard is less restrictive, the CCRs and the Guidelines (in that order) shall prevail.
- 2.4 **Responsibility for Compliance:** It is the responsibility of the Owner and Builder to ensure that all Applications for Architectural Review and subsequent construction are in accordance with the applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions. The HARC does not review submittals for compliance with such requirements. Approval of plans and specifications by the HARC shall not be deemed or construed to mean that improvements constructed in accordance with such plans will comply with applicable zoning requirements, building code requirements, and the requirements of any other laws, regulations, ordinances, and deed restrictions, as to the structural soundness, quality, durability, suitability, fitness or proper functioning of such improvements; and any responsibility or liability therefor is hereby disclaimed. IF ADDITIONAL CLARIFICATIONS OF THIS DISCLAIMER ARE NEEDED, PLEASE REQUEST THIS FROM THE HOLLYHOCK POA IN WRITING.

Owners and Builders are further responsible for compliance with all standards and procedures within these Guidelines. Owners are also governed by the requirements and restrictions set forth in the CCRs, any applicable Supplemental CCRs, and any other applicable architectural and landscape guidelines that address restricted and prohibited conduct and activities within the community. Builders and Owners will be held

responsible for violations caused by subcontractors and employees of the Builder or Owner. Violations not remedied may result in reductions to the Compliance Security Deposit or other actions.

2.5 **Amendments:** These Guidelines may be revised and amended at any time by the HARC, in its sole discretion, as needed to serve the needs of an evolving community.

2.6 **Remedy:** The Declaration provides for the remedy of non-conforming improvements and violations on individual lots by means of removal, fines and/or liens on the property. All costs for remedy shall be the responsibility of the lot owner.

### **ARTICLE 3 –PROCEDURES AND FEES:**

3.1 **Contractor Requirements:** All residences within the Hollyhock community must be constructed by a Building or Residential contractor licensed by the State of North Carolina. Contractors must possess an “intermediate” or “unlimited” license as defined by the NC Contractor License Board.

Once a residence is completed and a Certificate of Occupancy issued, and Final Construction Review and approval by the HARC is issued, the work of the residence is considered complete. Work on the residence after it is complete may be performed by a contractor with a Limited license, when in accordance with the appropriate classification of work, or specialty, identified by the NC Contractor License Board. Work associated with accessory buildings, pools and cabanas fall under this requirement.

Owners are encouraged to confirm with their lender whether their choice of a contractor is approved to construct their home. Many lending institutions now have procedures to pre-qualify contractors before authorizing a construction loan.

**Required Submittals -Minor Projects:** The HARC is required to perform reviews for all exterior modifications on each home site. Some modifications are minor and do not require a full review or the payment of fees. These items are identified in appropriate areas throughout the document. A form is included to request a Minor Project Review in the forms area at the end of this document. No other forms are required.

**Required Submittals - Major Projects:** Major projects include a new home or pool with or without cabana addition. New homes require three reviews. To begin the process, complete Form One. Pools with or without Cabana additions require Design Development and Construction Document Reviews only.

**Schematic Document (SD)Review:** E-mail Form One to the address noted. You will receive notification by e-mail giving you access to the site where you may upload your Schematic submittal. The Schematic Review is intended to give an owner an early indication if the proposed home generally meets the community Architectural Guidelines, forestalling expense for the development of plans that may not be approved for the neighborhood.

**Design Development (DD) Review:** After receiving the informal review comments from the HARC for your Schematic Review, mail or hand deliver the completed “Form Two-Design Development”, signed and with all required fees to the address listed on the form. Upload your Design Development submittal along with Submittal Form Three and page 8 of this document to the review site to commence the ‘formal’ Design Development review.

**Construction Document (CD) Review:** After receiving the formal review comments from the HARC for your Design Development Review, and after completing the full set of Construction Documents, upload these documents to the review site along with Submittal Form Three and page 9 of this document to obtain final approval from the HARC.

3.3 **Architectural Review Fee:** Review fees and associated fees are noted on Form Two. There is a fee for new residences of \$1,000.00. This fee entitles the lot Owner to up to three reviews total for Design Development and Construction Drawings phases (Formal Reviews). It also includes three on site reviews to observe compliance (Site Staking, Dry-in and Final Completion). The property Owner is encouraged to submit all materials at the time of the formal review period, including landscape, pools or other amenities since additional reviews may incur an additional review fee.

For additions to existing homes, not exceeding 25% of the value of the home, the review fee shall be \$325.00 and include one site review at final completion.

The addition of a pool and associated amenities, not including a vertical occupied structure, or major landscape modifications is \$225.00. The addition of a pool and a vertical occupied structure is \$325.00. See Article 3.1 for builder requirements for vertical occupied structures.

Reviews for additions or modifications to an existing home and exceeding 25% of the value of a home, or adding more than 30% to the Gross Square Footage of the home shall be \$425.00 and will include one site review after completion.

Any reviews required after completion of the Construction Document review, typically due to changes by the owner, shall be \$150.00 per review and any site visit required beyond those stated shall be \$150.00 per visit (including re-reviews).

### 3.4 **Schematic, Design Development and Construction Drawing Submittals**

A. **Schematic:** The Schematic submittal is the first required submission to begin the review process. **No fee is required from property owners for this review.** For individuals who are not property owners or are planning to build a spec home in Hollyhock, there is a fee for the review as noted on Form One-Schematic, attached herein. *NOTE: Reference the Flow Chart to view the full review process.*

- a. The intent of a Schematic Review is to provide the lot owner with an opinion from the HARC if their home will be generally acceptable under the Guidelines.
- b. Submit Form One-Schematics in order to commence the review process. You will be provided a password to access the site typically within one day of the Association Manager logging you in.
- c. Items 1-6 below should be in digital form using public domain software (PDF, GIF or equal).
- d. Please allow up to ten calendar days for a response, although the HARC will endeavor to provide a response within five to seven days.

**Use the following as your check list, initial each and upload this page with your submittal**

- \_\_\_\_\_ (1) A copy of Form One-Schematic.
- \_\_\_\_\_ (2) A site topographical plan with the home located and showing all existing hardwood trees larger than 6" caliper base located and identified by species.
- \_\_\_\_\_ (3) A floor plans showing heated and unheated square footage.
- \_\_\_\_\_ (4) A roof plan indicating pitch.
- \_\_\_\_\_ (5) A minimum of four elevations with elevations adapted to the topography of the site.
- \_\_\_\_\_ (6) A copy of this page with owner's or their named registrant's initials on the lines to the left.

B. **Design Development Submittal:** The following items must be submitted to the HARC for Design Development approval. (Note that it is the responsibility of the Owner to ensure that all copyrighted documents are approved by their originator for copying digitally and submitting for the review process.)

**Form Two-Design Development with all Fees must be submitted to the Association Manager**

**Use the following as your check list. Owner or registrant should initial each line item and upload this page with your submittal.**

- \_\_\_\_(1) A completed **Hollyhock Form Two -Design Development, along with Form Three** in digital format. Indicate all finished materials to be used as to manufacturer and style.
- \_\_\_\_(2) A copy of this page with your initials on the lines to the left.
- \_\_\_\_(3) **Design Development Floor Plans and Elevations** in digital format including:
- i. **Floor plan:** Indicate all rooms and sizes, along with square footage of the total heated area and square footage of unheated area. Note method of SF calculation. Show the finished floor elevation (FFE) of the first floor with respect to finished topography.
  - ii. **Roof plan** indicating slopes and finish materials.
  - iii. **Elevations:** Provide front, rear, and side elevations indicating building materials and finishes. Elevations to be site adapted showing correct location of grade against the wall with respect to the actual topography.
  - iv. **A fully detailed wall section** from foundation to roof and through a window, showing all significant elements of construction including flashing, air and water barriers.
  - v. **A transverse and longitudinal section** through the front entry and front door.
  - vi. **Additional key details** needed to clarify significant features of the design.
- \_\_\_\_(4) **Design Development Site Plan.** Indicate the required setbacks (SEE ARTICLE 4.1), easements and horizontal dimensions that locate the residence on the lot. Show all anticipated driveways, walkways, patios, decks, pools and other recreational equipment. Show screen wall for HVAC and pool equipment. Show all existing contours at two foot increments and show the planned finished floor elevation of the main floor.
- \_\_\_\_(5) **Tree survey** showing existing hardwoods and softwoods 6” caliper or larger that are to be saved.
- \_\_\_\_(6) **Photographs** in digital formats documenting the existing conditions of the lot prior to clearing/construction. Photos shall be provided showing the following:
- i Road surface, road shoulder, and drainage ditch along the entire portion of the lot abutting the street. These photos may be necessary to confirm that road or curb damage existed prior to construction.
  - ii The entire width of the lot and its trees/vegetation as viewed from the street and as viewed from the approximate center of the lot facing the rear of the lot.
- \_\_\_\_ (7) The HARC reserves the right to require the submittal of other information, data, drawings and samples as deemed necessary.
- \_\_\_\_ (8) **Include any request for a Variance at this time.** Typically, a variance is granted only in cases of hardship related to site constraints that may dictate conditions of the design that are in conflict with Guideline requirements.
- A variance request is attached \_\_\_\_yes \_\_\_\_ no.*
- \_\_\_\_(9) **Submit Form Two-Design Development** to the Association Manager.
- \_\_\_\_(10) **Submit a copy of this page** with owner or registrant initials on the lines to the left.
- \_\_\_\_(11) **Submit Fees** denoted on Form Two, with checks made to “Hollyhock POA.”

Other data: The HARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

**C. Construction Document Submittal:** As a continuation of the design process, the document set must be refined with specific attention to and inclusion of the following:

(Use the following as your check list, initial each and upload this page with your submittal)

- \_\_\_\_\_ (1) A re-submittal of **Hollyhock Architectural Review Submittal Three**.
- \_\_\_\_\_ (2) A copy of this page with your initials on the lines to the left.
- \_\_\_\_\_ (3) **Floor plans:** Indicate all rooms, and sizes, along with square footage of the total enclosed living area. Show the finished floor elevation (FFE) of the first floor. Submittals without indicating finished floor elevation (FFE) of the first floor will be rejected.
- \_\_\_\_\_ (4) **Roof plan:** Indicate slopes, pitches, hips and gables and materials of construction.
- \_\_\_\_\_ (5) **Elevations:** Provide front, rear, and side elevations showing building materials and finishes. Indicate maximum height of the principal structure and anticipated finished grades. Show elevations corrected with respect to adjacent grade. Indicate floor to floor heights.
- \_\_\_\_\_ (6) **Typical Wall Sections:** The sections should be made in locations that show typical foundation to roof conditions. (Two or more wall sections may be required) Indicate foundation condition, building materials, roof overhang, fascia, and decorative elements & other details as needed to convey the design. Ceiling heights must be indicated for all levels of the home. One wall section must be cut through a typical window and a typical door.
- \_\_\_\_\_ (7) **Details:** Provide details of all unique conditions on the home. Show screen wall for HVAC.
- \_\_\_\_\_ (8) **Construction Document Site Plan** in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36" – please advise your surveyor of the minimum scale and sheet size). Indicate the required setbacks (SEE ARTICLE 4.1), easements and horizontal dimensions that locate the residence on the lot. Show front and rear corners and side outline nearest your home of homes on adjacent lots. Show all driveways, driveway aprons, walkways, patios, decks, pools and other recreational equipment, HVAC units, etc. Show all existing contours and finish contours at two foot increments and show the planned floor elevation of the main floor. The submittal will be rejected and you will not receive approval if finished contours are not noted.
- \_\_\_\_\_ (9) **Curb elevation** and elevation at rear property line should be clearly denoted.
- \_\_\_\_\_ (10) **Detailed Landscaping Plan** in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), including site grading, and showing location, size, species, quantity, spacing, percentage of native plant material, and quality of all plant material, protection of existing vegetation and other landscaping details shall be submitted for approval prior to the completion of construction. Extent of the planting beds shall be noted as well. Submit this drawing prior to the Dry-In review to avoid an additional review fee.
- \_\_\_\_\_ (11) **Drainage Plan** in digital format (Minimum scale: 3/32"=1'-0" or 1"=10', minimum sheet size 24"x36"), showing the location of erosion control devices and the direction of storm water flow.
- \_\_\_\_\_ (12) **Samples** in digital format of all exterior materials and finishes, including paint colors, siding materials, roofing, shutters, medallions, chimneys, doors, lighting scheme, and all other materials that will be seen on the exterior of the home and site.

**EXPECTED START** \_\_\_\_\_ **EXPECTED DRY-IN** \_\_\_\_\_ **EXPECTED FINAL** \_\_\_\_\_

**Other data:** The HARC reserves the right to require the submittal of other information, data, drawing and samples as deemed necessary.

3.4.1 **Foundation Survey:** Upon completion of the foundation, the homeowner or contractor shall submit to the HARC a foundation survey. The survey shall be prepared by a licensed surveyor or building contractor and show compliance with building setback requirements and confirm foundation height against the

previously approved site contour plan. This survey shall be submitted as a drawing to the HARC review site prior to framing.

3.5 **Compliance Security Deposit:** A \$2,000 security deposit for new home construction and large remodel projects, which exceed 25% of the value of the home or adds 20% or more to the Gross SF, is required. Payment (checks payable to Hollyhock Property Owners Association, Inc.) must be submitted with the Hollyhock Architectural Review Form Two-Design Development to the Association Manager at the address noted on the form. Remodeling projects where a building permit is required and which are less than 25% of the value of the home, require a \$1,000.00 deposit. Either the Owner or the Contractor may provide the deposit. The deposit is intended to protect the Property Owners Association from costs resulting from careless and/or negligent construction practices by the Contractor or Owner. If the total charges against the Compliance Security Deposit should exceed the initial \$2,000 deposit, an additional \$2,000 deposit must be submitted within 7 days of written notification or construction must cease. The security deposit is refundable in part upon completion of home construction.

**A. Construction activities that may reduce Compliance Security Deposit refund:**

Any and all costs incurred by the HPOA to remedy violations that occur during construction activities may reduce the amount of deposit refund. Examples include HPOA expenditures to reseed, clean up, etc. the road rights-of-way, to repair road pavement, road shoulders and drainage swales near and in front of the subject lot, to perform maintenance on utility services and irrigation systems damaged by construction activities, to repair silt fences, to correct deficiencies in the construction of the home (including deficiencies caused by non-compliance with these Guidelines), to secure the home or the site during construction, to place a fine or lien on the home, or to supplement an incomplete landscape plan.

**B. Contractor right to make repairs:**

Before the HPOA begins a repair that reduces a refund, the Contractor or Owner will receive one notification letter stating the specific violation that must be corrected and the time table permitted for the correction. Where damaged areas are fully restored to the pre-construction condition by the Contractor or Owner within the prescribed time period, as determined by the HPOA in its sole discretion, no reduction will be made to the deposit for that violation. An onsite inspection by the HARC or POA Board will be required to authenticate quality of the repair.

**C. Approval of final amount of refund (where damage to community property is an issue):**

The final amount of the deposit refund will be determined by the HPOA at a regularly scheduled meeting once the third onsite visit, as described in Article 3.10, has been completed, and the Contractor or Owner has notified the HPOA of completion of the third visit at least five business days prior to the meeting. Owners or Contractors may attend and have an opportunity of up to five minutes to present their objections to any withholding of their full refund. The Board of Directors may deliberate the final determination in a closed session and will notify the Contractor or Owner of its decision in writing.

**ALSO SEE ARTICLE 7 – NOTIFICATIONS - FINES FOR VIOLATIONS**

3.6 **Review Period:** For each phase of the three step document review process, properly executed applications, complete with all required submittals, fees, deposits, and dues, will be reviewed and a written response will be sent by e-mail to the registrant typically within ten (10) calendar days of receipt of the complete materials to the HARC. The letter will give the status of the submittal as follows:

**“Approved”** – The entire submittal is approved as submitted.

**“Approved With Conditions”** – The submittal is not approved as submitted, but approved conditional on the owner correcting the objectionable features identified by the HARC. The Applicant must correct the plan’s objectionable features or segments, and the Applicant may be required to resubmit all or a portion of their documents in order to receive approval prior to commencing the construction or alteration.

**“Disapproved”** – The submittal is rejected. The HARC will provide comments, but is not required to do so at length or for all objections. Therefore, comments should not be construed to be the sole reasons for rejection.

3.7 **Submittals Retained:** All approved submittal items are retained by the HPOA for record purposes for a limited period of time only. The HARC should not be considered the perpetual holder of your records. Owners are expected to retain copies of all records associated with their home.

3.8 **Variations:** Variations may be granted in some extenuating circumstances including, but not limited to, odd shaped lots or parcels, topography, natural obstructions, hardship, or environmental considerations. All variance requests must be submitted in writing to the HARC and as part of the Design Development review submittal. The applicant must state the reason for the request and propose mitigation of the variance. The HARC shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the CCRs or governmental regulations. No variance shall be effective unless acknowledged and approved by the HARC in writing.

**NOTE:** The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of governmental authorities. It is the responsibility of Owner/Builder to obtain all necessary permits and approvals.

3.9 **Implementation of Approved Plans:** All work must conform to approved plans. If it is determined by the HARC or the HPOA that work completed or in progress on any site/parcel is not in compliance with these Guidelines or any approval issued by the HARC, the HARC shall notify the Owner and Builder in writing of such noncompliance, specifying in reasonable detail the particulars of noncompliance, and shall require the Owner and/or Builder to remedy the same. If the Owner and/or Builder fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be in violation of the CCRs and these Guidelines.

3.10 **On-site reviews:** Each lot Owner is required to call for three separate reviews from the HARC during the construction of the home.

Pre-Construction: Prior to commencement of clearing, grading or construction the Owner shall: stake-off the location of the home site and driveway; clearly mark all areas to be cleared, including flagging all trees to be saved, for inspection/approval by the HARC. Install construction fencing and where practical, stone drive. Upload Form Five to the review site to schedule the inspection. Allow a minimum ten (10) business days notice. For this review, place a ribbon along the path of the intended silt fence so that it may be evaluated for potential damage to roots of trees that should be saved. **DO NOT DIG THE GROUND TO EMBED THE SILT FENCE PRIOR TO APPROVAL OF THE HARC.** See Article 3.10.1 for Sample Board Requirements. Physical Samples must receive approval from the HARC prior to installation of any materials on the home.

Dry-In: Once the home has the roof, windows and doors installed, the lot Owner shall notify the HARC for a site visit similar to pre-construction notification. The lot Owner shall retain manufacturers’ labels on windows and doors and shall keep on site roofing material packaging for verification of proper shingle. Allow a minimum ten (10) business days notice. Construction does not need to cease while awaiting the Dry-in Review.

Construction Completion: Once the home is complete and landscaping is installed, the lot Owner shall notify the HARC for a final site visit similar to pre-construction notification. Allow a minimum ten (10) business days notice

- 3.10.1 **Sample Board:** All exterior materials of construction shall be approved prior to application on the home. This may be accomplished in one of two ways. 1) The lot Owner may wish to have installed at the time of the preconstruction on-site review a sample board demonstrating the material selections for all exterior wall, roof, and trim materials, including gutter color samples. The board shall be placed near the curb, face the street and be maintained through the construction completion review. It shall be constructed of a single piece of plywood mounted vertically on two 4x4 posts, and have the lot number in 3" high numerals on a post facing the street. No other sign is permitted on the board. The board shall be at least 32" wide and of adequate height to devote 16" vertically to each material being used on the home. The upper part of the board shall be reserved for the roofing materials which shall be installed at a 12:12 pitch with a 12" overhang distance for installation of the fascia and soffit materials. Materials shall be placed on the board in the order they will appear on the home. The sample board should be retained until after the final on-site review, but to facilitate final completion of the home, may be removed at the time when finished grade is prepared with components of the board made available for inspection by the HARC at the final review. 2) As an alternate, the contractor shall have the full sample board available prior to commencing framing. A separate review fee of \$150 will be assessed for each additional site visit required for sample board review. Other requirements from option 1 for the board and its final disposition apply herein. **NO WALL MATERIALS OR COLORS THAT ARE ON HOMES IN VISUAL PROXIMITY TO THE PROPOSED HOME WILL BE PERMITTED.**

- 3.11 **Time to Complete:** If no maximum time period is specified in the approval or any other agreement, construction shall be completed within twelve months of its commencement. The Applicant may request an extension of such maximum time period not less than thirty days prior to the expiration of the maximum time period, which the HARC may approve or disapprove, in its sole discretion.
- **Note: Provide expected milestone dates on Construction Document Form page 9.**

If construction is not completed on a project within the period set forth in the approval or within one year, or within any extension approved by the HARC, the home shall be deemed to be in violation of the CCRs and these Guidelines and action will be taken in accordance with NC Statute 47F.

- 3.12 **Approval and Changes after Approval:** Written approval of home construction plans is required prior to commencement of any clearing, grading or construction.

All proposed changes to structures, including changes that affect the exterior of any building, colors, windows, doors, grading, paving, utilities, landscaping, or signage, made after the Construction Document approval of plans must be submitted to and approved in writing by the HARC prior to implementation. Close cooperation and coordination between the Applicant and the HARC will ensure that changes are approved in a timely manner. If Union County or any other authority having jurisdiction requires that changes be made to Construction Documents previously approved by the HARC, the Applicant must notify the HARC of such changes and receive approval from the HARC prior to implementing such changes.

- 3.13 **Review of Modifications:** The review of modifications to existing dwellings including modifications to the main residence or the addition or modification of other improvements on the subject property (after approval by the HARC has been granted) shall require the submission of a Design Review Application "Submittal Form One-Design Development" to the Association Manager. Submit Form Two for the

Design Development Submittal and once again for the Construction Drawing Submittal. The review and approval of modifications shall take place within the same time periods as required for new construction. Modifications must be scheduled and completed in a time agreed upon with the HARC as stated on Page 9. The review fee for modifications and other improvements shall be as stated in 3.3.

#### **ARTICLE 4 – SITE REQUIREMENTS:**

- 4.1 **Setbacks:** All homes must meet setback requirements, as set forth in the recorded plat, deed restrictions, HPOA documentation and governmental regulations. The HARC reserves the right to require alternate setbacks, to be determined at time of the HARC review, in order to preserve particular view corridors, or to account for unusual topography, natural site features, or other extenuating circumstances.
- 4.2 **Construction Fencing:** Before beginning construction, black silt fencing, minimum 36” high, must be installed along the edge of the street pavement, across the entire width of the lot to prevent the parking of vehicles on the road shoulders. Prior to installing this fence, a ribbon shall be placed along the proposed location so that it can be viewed at the time of site staking. This fencing must be maintained throughout the construction period and removed at the time of the Final Review when Compliance Security Deposit issues are reconciled. The contractor or owner shall be responsible to contain all storm water and silt runoff from the site. Other containment means may be necessary and should be applied if necessary. The POA reserves the right to clean up any silt or redirect water flow if necessary to protect or clean community assets, including streets, grassed areas, storm water piping and ponds at the expense of the owner, with costs of such action withdrawn from the compliance deposit for the home.
- 4.3 **Sewer and Water Caps and Siphon Breaks:** The Owner/Builder will be responsible for protecting sewage and water caps. If there is damage to either sewage or water caps on a construction site, which are not repaired by the contractor, the HPOA will make repairs and deduct the cost from the Compliance Security Deposit. If there is damage to sewer or water caps on lots in close proximity to the building site, the Builder may be held responsible for that damage. A siphon break must be installed on faucets used for providing water to the construction site so as to prevent contamination of the local water system.
- 4.4 **Construction Entrance and Parking:** The property Owner is responsible for placing and maintaining a stone driveway. The driveway shall be comprised of a minimum of five inch (5”) deep by twenty (20”) feet wide by fifty (50”) feet long 3-4” Coarse Aggregate, or as needed to assure mud is not tracked onto roadways. The stone should be placed in a manner to provide off street parking for construction vehicles. No materials or heavy equipment of any nature are to be unloaded or stored in the road or road rights-of-way. This driveway is to be used before and during construction to minimize damage to the roads and road shoulders caused by the repeated parking of vehicles, heavy equipment and trucks. All vehicles must park so as not to impede traffic or damage vegetation. Parking in cul-de-sacs must be done in a way to allow room for construction and delivery vehicles to pass.
- 4.5 **Material Storage:** All construction materials must be kept within the property lines and street rights-of-way must be kept open for vehicular access to all sites. Temporary storage structures must receive approval by the HARC prior to their use. Storage structures may not be used as living or office quarters.

Adjacent properties are not to be used in any manner, including vehicle parking, for the construction of the approved dwelling without written permission from that lot owner and a copy submitted to the HARC for its records. Any damage to an adjacent property shall be repaired by the owner of the approved home prior to final inspection and release of Compliance Security Deposits by the HPOA. Turf areas disturbed shall be restored. Restoration shall include raking the area clean to remove all debris, tilling the soil to a depth of

three inches minimum, seeding and stabilizing with sterilized straw. The Participating Builder or owner shall be responsible for germination and growth of grass until it is fully stable.

- 4.6 **Vegetation Protection:** All existing trees or other vegetation shown on the plans, or required by the HARC, to be preserved must be left undisturbed during construction. Prior to beginning construction the Builder must erect wire or plastic environmental barriers to protect these natural areas. It will be the financial responsibility of the Owner/Builder to mitigate or restore any disturbed areas and to keep the barriers in good repair during construction.
- 4.7 **Dumpster:** A commercial dumpster is required on site to keep a neat and clean construction site. No dumpster shall be placed on neighboring property without written permission of that property Owner and that letter submitted to the HARC. Fabricated wood or wire bins will not be permitted. The Builder is encouraged to utilize the services of a disposal company that is environmentally friendly by using recycling and composting techniques. In addition, the following clean up rules shall apply:
- At the end of each day on which work occurs, all construction materials must be neatly stored and all lightweight construction debris, such as roofing paper, insulation bags and any polyethylene or sheathing must be placed in the trash dumpster.
  - At the end of the day on Friday, all construction debris must be picked up and scraps such as shingles, wood, drywall, bricks, etc. must be put in the trash dumpsters.
  - Dumpsters must be emptied when full.
- 4.8 **Toilet Facilities:** Each construction site is required to have a job toilet and it must be placed within the lot boundary and the side yard setbacks, with the door facing away from the street.
- 4.9 **Fires and Blasting:** Fires and burning are not permitted on construction sites under any circumstance. Using any explosive materials during construction (for example, to remove rock) is prohibited.
- 4.10 **Drainage:** Water runoff for each individual building site must be handled by adequately sloping all areas so that runoff is directed to the natural drainage areas or storm drainage facilities of each lot Owner.
- 4.11 **Mailbox:** Only the mailbox type, size and color approved by the HARC may be used and it must be installed according to US Postal regulations. Information on the correct mailbox can be obtained by contacting the Association Manager, as indicated on Form One for this information. Driveway reflectors and markers are prohibited. Additional mailboxes are not permitted.
- 4.12 **Driveways/Walkways:** Driveway must be constructed of brick, stamped concrete, non-tinted concrete with a broom finish, pavers made of cast concrete or natural materials and be a minimum of twelve (12) feet wide. Asphalt, gravel, and plain poured (smooth finish) concrete driveways are prohibited. Driveways shall be constructed and maintained in accordance with the rules, regulations, and specifications approved by the HARC and all requirements of the NC Department of Transportation. A concrete culvert must be installed where the driveway crosses the drainage swale.

Walkways or patio areas must be constructed of concrete, brick, flagstone, stepping-stones, or pavers made of cast concrete, or pavers made from natural materials. Walkways or patio materials shall be selected to match the appearance and style of the residence. Semi pervious pavers are encouraged where practical, but must be maintained at all times. Community sidewalks shall be repaired to the same standards and appearance of the original installation.

- 4.13 **Exterior Lighting:** HARC approval is not required for exterior lighting if lighting is installed in accordance with the following guidelines: Exterior lights shall be conservative in design and as small in size as is reasonably practical. Exterior lighting shall be directed toward the house and be of low wattage (limited to 2,000 lumens) to minimize glare sources to neighbors and other Property Owners. Lighting for walkways generally must be directed toward the ground. Lighting fixtures shall be dark colored so as to be less obtrusive. Low voltage (12 volts) lighting is preferable to conventional house-voltage systems because of its safety advantages. Any deviation from the aforementioned guidelines or use of high-wattage, spotlights, floodlights, or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc) requires HARC approval. The HARC may take into consideration the visibility and style of the fixture on the home. Light fixtures must complement the architectural style of Hollyhock and the specific home and landscaping. Lighting of walls can be achieved by use of eave or ground recessed fixtures. Landscape lighting should be concealed where possible by ground recessing or placing in shrub beds. Colored lights are prohibited, except as temporary holiday decorations. Post mounted light fixtures will be considered on an individual basis. Spillover of light on to neighboring property must be avoided and lights shall be shielded where necessary.
- 4.14 **Flags and Flagpoles:** Yard-mounted flagpoles are not permitted on any portion of the Properties, except for flags and flag poles installed by or for the HPOA at amenity sites. Owners may attach one official flag of the United States of America and/or one State of North Carolina flag to their home without the approval of the HARC, providing that the flags do not exceed 4' x 6'. No other flags are allowed.
- 4.15 **Fountains:** HARC 'minor project' approval is required for all fountains. Fountains may be located behind a privacy wall in the rear yard or at the front entry. To request a review, submit Form Two-Design Development to the Association Manager. When you receive your login password, upload a site plan showing the location of the fountain with notation stating its overall height and width and a digital photo of what is proposed.
- 4.16 **Hot Tubs and Saunas:** HARC 'minor project' approval is required for the installation of any hot tub, Jacuzzi, sauna, or spa. Any hot tub, Jacuzzi, or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping. A hot tub, Jacuzzi, or spa shall be located in the rear or side yard, shall be installed in such a way that is not immediately visible to adjacent property owners, and the street, and shall not create an unreasonable level of noise for adjacent property owners. All mechanical equipment necessary for the operation of any hot tub or sauna must be located in the rear or side yard and shall be screened from the street and neighboring units by a masonry wall complementing the architecture of the home so as to screen noise from neighboring properties, such screening to be in accordance with these Guidelines and shown on plans to be approved by the HARC. All issues of safety and liability shall be the sole responsibility of the property owner and not the HPOA, its agents or assigns.

Applications for hot tubs, Jacuzzis, saunas and spas shall be accompanied by a screen or fence plan and a plot of the property with the improvements indicated thereon and evidencing compliance with the above criteria.

- 4.17 **Pools:** HARC 'major project' approval is required for the construction or installation of pools. Pools must be located in the rear yard and must be an integral part of the residence and landscape. Landscaping shall be provided around any retaining wall and such wall and landscaping must be an integral part of the overall landscape plan. All mechanical equipment necessary for the operation of any pool must be located in the rear or side yard and shall be screened from the street and neighboring residences/buildings by a masonry wall complementing the adjacent structure to prevent noise from being a nuisance to neighboring properties. Screening shall be submitted to and approved by the HARC. Above ground pools are

prohibited. All issues of safety and liability shall be the sole responsibility of the property owner and not the HPOA, its agents or assigns.

- 4.18 **Ornaments and Statues:** Lawn ornaments, statuary and outdoor sculpture must be submitted for HARC 'minor project' approval in advance of installation and are prohibited in front and side yard areas unless concealed within a privacy wall. Approved ornaments installed in rear yard areas or behind a privacy wall must be placed so as to not be visible from adjacent lots.
- 4.19 **Antennae & Satellite Dishes:** No exterior antennae are allowed. One small and inconspicuous Satellite dish having a diameter of twenty-four inches (24") or less, which is installed upon or adjacent to any residence, and is not visible from adjacent properties or the street, and is integrated with the residential structure and surrounding landscape, is permitted and does not require HARC approval. Such equipment shall be located only in side or rear yards that are not adjacent to a street, and shall be located as inconspicuously as possible. Larger dishes or placement under conditions other than noted herein require HARC 'Minor Project' Approval.
- 4.20 **Exterior Wires & Cables:** No exposed exterior wires, cables or meters of any kind are permitted.
- 4.21 **Propane Tanks:** Propane tanks must be installed underground, or if less than 25 gallon, placed behind a screen wall.
- 4.22 **Garbage Containers:** Garbage containers shall be stored inside of the garage or screened so they are not visible from the road or adjacent property. They must be removed by the day following collection.
- 4.23 **Walls & Fencing:** See Article 5.24
- 4.24 **Patios & Decks:** Patios, decks, deck railings, and deck supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Decks and patios shall be constructed of materials that are generally acceptable as complementary to the residence. Decks and patios shall be designed and installed as an integral part of the residence or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property Owners. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. 'Minor project' approval is required from the HARC if added after the CO has been issued for any home.
- 4.25 **Accessory Buildings:** Owners shall obtain HARC 'minor project' approval prior to construction of any accessory building or permanently installed playhouses, doghouses, gazebos, green houses, etc. whether built during initial construction or after. Accessory buildings shall meet the following criteria:
- (1) An accessory building must be of the same color, material, and architectural style as the main residence, or of color, material, and style that is generally recognized as complementary to that of the main residence. As accessory building's roofing materials shall match those of the main residence.
  - (2) Any utilities servicing accessory buildings shall be installed underground.
  - (3) Accessory buildings generally shall be located in the rear one third of the yard as long as it does not front onto a street, shall be incorporated as an integral part of the landscape plan, shall not unreasonably obstruct any adjacent neighbor's views of open areas or other amenities and must be screened by a fence or vegetation.
  - (4) Freestanding metal utility sheds or storage sheds are not permitted.
  - (5) A playhouse or playground equipment shall be considered an accessory if it measures more than 30 square feet, is more than 6 feet high from peak to ground, or is constructed on a concrete slab or footing. All

playhouses and playground equipment must be located in the rear yard and screened from view from adjacent properties and the street. Playground equipment must be constructed with natural colors with no primary colors permitted that are not fully screened. Tree houses are not permitted.

- (6) Dog houses shall not be visible from the street or adjacent properties. HARC approval may require screening or landscaping. Dog lots, dog runs, and dog kennels are not permitted.

4.26 **Recreational Equipment:** All recreational equipment, including, but not limited to, tennis courts, trampolines and synthetic playgrounds must receive ‘minor project’ approved by the HARC prior to installation on any lot. The HARC may require photographs or other means of illustrating the appearance of equipment. Recreational Equipment may not be located forward of the front set back. No equipment may be placed closer than 25’ from any property line, unless screened from view of adjacent properties. Unscreened portable equipment shall be put away each evening. Permanent basketball goals must have a professional looking metal pole and tempered fiberglass or Plexiglass backboard. All parts must be maintained. Applications for the placement of equipment must include a detailed plan including dimensions. Equipment specifications must also be submitted for review. Non-permanent and portable recreational equipment must be stored in a garage when not in use.

4.27 **Recreational and Commercial Vehicles:** All commercial vehicles, boats and recreational vehicles (i.e. campers, motor homes, etc.) must be kept in a garage. NO outside storage will be allowed. To account for visitors, a motor home may be parked within a driveway close to the home for a period of seven consecutive days, once per year. No street parking is permitted.

4.28 **Birdbaths, Birdhouses, and Bird-feeders:** HARC approval is not required for the rear yard installation of a birdhouse, or a bird-feeder that is less than one foot wide by one and a half feet tall, or a birdbath that is three feet tall or less, including any pedestal. Placement in any front or side yard requires HARC approval.

4.29 **Clotheslines:** No clotheslines are permitted.

4.30 **Signs:** All signage must be in accordance with the Hollyhock Signage Guidelines and CCRs.

- a. One security sign may be permitted in the front yard located either adjacent to the driveway or in close proximity to the front entrance of the main dwelling.
- b. One builder construction sign is permitted and shall be removed following receipt of the Certificate of Occupancy. No subcontractor signs are permitted.
- c. One “For Sale” sign is permitted, and is required to have the Hollyhock Logo. Contact the HPOA for specifications.

4.31 **Street Cleaning:** To uphold the aesthetic integrity of the community, roadways adjacent to construction sites may need to be cleaned from time to time. The lots under construction that are observed by the HARC or Association Manager to have placed mud on the street, which is not attended to by the contractor will be cleaned by the HPOA. Cleaning fees will be deducted from the Compliance Security Deposit.

**BUILDER IS EXPECTED TO KNOW WHEN THEIR WORK HAS RESULTED IN MUD AND EXCESSIVE DIRT ON THE STREET. THEREFORE PRIOR NOTIFICATION MAY NOT BE PROVIDED.**

4.32 **Permitted Hours of Construction:** In keeping with the need to maintain a safe and desirable neighborhood, construction will be limited to the following hours:

- Monday thru Friday; 7:00 AM to 7:00 PM
- Saturday: 7:00 AM to 5:00 PM
- Sunday, or any Holiday officially observed by the State of North Carolina: 7:00 AM to 5:00 PM, with no construction permitted that results in noise heard on the exterior of the dwelling, or physical construction activity of any nature on the exterior of the dwelling.

## ARTICLE 5 – BUILDING REQUIREMENTS:

5.1 **Architectural Standards:** The exteriors of all buildings must be designed to be compatible with the natural site features and landscaping of the residence/building and to be in harmony with their surroundings. The landforms, the natural contours, local climate, vegetation, and views should dictate the building location, the building form, and the architectural style. The design of all structures shall be predicated on the principles, ideals, and specific requirements, established in the Hollyhock Guidelines. The HARC may disapprove plans if in its judgment the massing, architectural style, roofline, exterior materials, colors or other features of the building do not meet these standards. No factory-built modular or mobile home type construction shall be permitted. No slab-on-grade construction or the appearance of slab on grade construction shall be permitted.

The materials on the interior of all homes should reflect the high standards typical of a custom home in a premier neighborhood. Examples of materials include hardwood, ceramic tile or stone flooring in common areas with high quality carpet for flooring in bedrooms; deep baseboard and cornice trim on all walls where they intersect floors and ceilings; solid core and/or paneled doors with wide casing around doors and windows throughout; high quality door hardware; solid wood kitchen cabinets with granite countertops in the kitchen and bathrooms; custom stairs; energy efficient appliances and hot water system; energy efficient lighting and mechanical HVAC systems. Complete Form Three – Interior finishes as part of the Construction Drawing submittal.

5.2 **Minimum Area Requirement:** The total square footage of residences shall be not less than 2600 sq. ft. of heated living space with 3200 sq. ft. under roof for a single story dwelling; or 3000 sq. ft. of heated living space with 1800 heated sq. ft. on the main level and 3600 under roof for one and a half and two story dwellings.

5.3 **Maximum Height:** No residence shall exceed three stories above ground level.

5.4 **Roof Slope:** The minimum roof slope over the main residence structure shall be at least eight (8) vertical to (12) horizontal inches. Accent roofs (i.e. porches, dormers, etc.) may be a minimum of 4 in 12 slope, but must be consistent with historical reference and architectural style of the home. A minimum overhang of 12 inches is required.

5.5 **Exterior Wall Treatments:** The materials listed below are acceptable exterior wall treatments for vertical and horizontal surfaces, except where noted as prohibited. When used in combination, transitions from one material to another shall be made in an aesthetically sensitive manner such that the appearance and style of the home is consistent on all sides. Note: On front elevations, rear elevations facing public areas and street facing side elevations, no more than seventy five percent of the exterior wall material of each elevation (exclude windows and trim from this calculation) shall be of any one material. All elevations of the home shall be subject to the measurement standards.

- Traditional Portland cement stucco in muted colors, natural, tinted or painted.
- Cast stone, stone or brick veneer.

- Composite material such as Hardi-shakes in limited amounts. Hardi siding is prohibited.
- Anodized, copper or paint finishes are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors.
- Soffits must be of wood, stucco or cementitious materials. Aluminum fascia shall be heavy gauge in order to prevent ripples, commonly called “oil canning”.
- Synthetic/foam products (EIFS) are prohibited.
- Gutters and downspouts shall be used at all eave lines unless deemed inappropriate and should be either aluminum or copper. Galvanized material is NOT permitted. Gutter color, if aluminum, should complement the trim color.
- Vinyl, Aluminum and Composite Wood (Masonite) are prohibited.
- The use of wood shall be limited to trim and accent materials only.

5.6 **Exterior Colors:** Exterior colors are limited to warm earth tones. No pure whites or primary colors may be used. Owners must submit for review and approval digital photos of samples of all exterior surfaces to the HARC showing color, tone and texture. All required samples shall be the actual finished material.

5.7 **Roofing:** Roof pitches and overhangs shall be designed for compatibility with adjacent roof profiles in front, side, and rear elevation, and must vary as opposed to being a single roof line. Acceptable roof materials are: natural or synthetic slate, copper, dimensional asphalt architectural shingles (minimum 260# density), cedar shingles, standing seam metal, clay or concrete tile in a flat profile. Asphalt impregnated fiberglass shingles meeting the Guideline Requirements shall be equal to: Owens Corning; Berkshire; GAF Timberline HD; CertainTeed Landmark Premium or Independence.

5.8 **Roof Accessories, Equipment:** HARC approval is required for all rooftop equipment and accessories. All rooftop equipment must match roofing colors or be a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing, other than copper, must be painted to match the fascia and trim of the structure. No exposed attachment straps will be allowed.

5.9 **Windows, Doors, and Trim:**

- Full Vinyl Windows are prohibited. Vinyl or aluminum clad wood windows are permitted.
- Single Hung windows are not permitted.
- Windows with screens must have full screens.
- Multiples of double hung windows shall have a mullion separating each.
- Windows shall have real grills, simulated divided lites (SDLs) or Grill between the Glass (GBG) on all sections in the front and street facing side windows. Grill pattern shall be appropriate to the style of the home and shall be illustrated on the elevation drawings submitted for review.
- Windows should be clear glass or a low-e glass with a tint. Samples shall be submitted for gray and smoke glass colors for approval by the HARC. Windows shall be trimmed/banded on the front and at the rear elevations.
- Windows must have prominent headers and sills. No window opening shall be devoid of a featured trim. Alternates to the styles proposed may be submitted for approval where consistent with the architecture of the home.
- Window screen fabric must be dark bronze or charcoal color.
- The HARC must approve security treatments for doors and windows; however, no “burglar bars”, steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.
- No black out of windows is permitted.

- No signs shall be placed in windows.
- Curtain fabric, blinds or other interior material exposed to the exterior shall be neutral in color.
- Window opening must conform to window configuration. No infill material is permitted, such as stucco between the window head and the head of the opening.
- Main Entry Doors shall be substantial in appearance, and shall have a high quality and of a style matching the architecture of the home. Entry doors must be submitted for review.
- Side or rear entry doors shall not be plain panel. Finish shall be submitted for approval.
- Trim is required below the soffit and shall consist of a frieze of no less than 8” in depth

5.10 **Screen Doors:** Front screen doors are not permitted. Screening is not allowed at the garage doors and HARC approval is required for all other screen door applications. Screen door design and color must match and be generally accepted as complementary to that of the entry doors of the house.

5.11 **Vents:** Plumbing vents, mechanical vents and fans, turbine type attic vents and other similar types of vents must be painted to match the roof/wall. No vents shall be located on the front elevation.

5.12 **Skylights and Solar Collectors:** Skylight trim must be painted and glass must complement or match roof color. Solar collectors must be submitted for approval. These collectors shall lie flat against the supporting roof and be consistent with the architecture of the home. The collectors must be appropriate to residential use and not recreational vehicle grade or capacity. The HARC may require specifics as to the design and construction of such collectors prior to approval.

5.13 **Ceiling Height:** Ceiling heights must be a minimum of 9’ on all floors.

5.14 **Utilities:** Meter boxes, gas regulator, conduit, electrical panels, etc. are to be painted to match the exterior of the building.

5.15 **HVAC Units and Pool Equipment:** HVAC units and pool equipment must be located to minimize the transmission of noise to adjacent properties, and must be screened. HVAC may be screened with evergreen landscape trees or shrubs. Pool equipment must be screened from sound and view from the street and neighboring homes with masonry or stone construction matching the materials on the home. Evergreen shrubs shall screen the wall as if it were a foundation wall. Window air conditioning units and through-wall units are not permitted.

5.16 **Awnings & Overhangs:** The installation of awnings or overhangs requires HARC approval. The awning or overhang color must be the same as or generally recognized as complementary to the exterior of the residence. Metal awnings are prohibited.

5.17 **Glass Block:** Glass block on the exterior of a dwelling shall be subject to HARC approval. Glass block shall not be a dominant feature for the dwelling or elevation. All glass block located on the dwelling shall be treated similar to windows with banding and/or architectural trim. Glass block located at the front and/or rear of the dwelling shall provide a privacy wall and/or sufficient landscaping that simulates a wall to diminish the impact on the elevation.

5.18 **Screen Porches/Patios & Other Enclosures:** HARC approval is required for the construction of covered porches, patios, and other enclosures. Such structures and their supports shall be substantial in appearance, and reflect the style and architectural detail of the residence. Such structures shall be constructed of materials that are generally acceptable as complementary to the residence and be designed and installed as an integral part of the residence with rooflines that complement that of the principle structure. Any such structure must be located so as not to obstruct or diminish the view of or create an

unreasonable level of noise for adjacent property owners. Such structures are not permitted on the street(s) façade. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction and must comply with the applicable governmental requirements. Screens shall be either dark bronze or charcoal.

- 5.19 **Garages:** All residences shall have a fully enclosed garage designed to accommodate at least two vehicles when garage doors are in the closed position. Such garages shall be compatible with and complementary to the main residence in architectural style, material, color. The garage and specifically the garage door (s) shall not be the focus of the main front façade. Front entry garages are prohibited except where a single forward facing garage door is integrated into a design having a motor court or porte-cochere. In the case of a motor court, it shall be defined by substantial masonry, stucco or stone piers matching the materials on the home at the entry. Sides of the motor courts shall be masonry to match the home, masonry piers with wrought iron or simulated wrought iron aluminum fencing between, or a landscaped screening wall with evergreen trees a minimum of 4-6 feet tall planted close enough to one another in a row so that branches touch at the time of planting. Garages shall be finished on the inside. Garage door combinations having more than two doors may have at least one door forward facing of the other doors to break up the long façade. Garage doors may be wood or wood composite, fiberglass or metal.
- 5.20 **Additions, Modifications & Expansions:** Any addition, modification, expansion or similar alteration, including changes to the color scheme, of a previously approved residence, whether before or after the initial construction, is subject to the requirements of these Guidelines and must be submitted to the HARC for approval.
- 5.22 **Shutters:** Where shutters are used they should match the configuration and dimension of the window they serve, even if only decorative. Shutter colors should be included with “Submittal Two”.
- 5.23 **Chimneys:** Chimneys must be constructed for all active fireplaces. Ventless fireplaces are not permitted in an enclosed area but may be used on outside decks where they can be ventilated without high exposure of carcinogenic and lethal gases to occupants. Chimneys shall be constructed of brick, stone or stucco, using one of the two most predominant materials used on the exterior of the home. All chimneys shall have an ornamental chimney cap or pot. Exposed spark arrestors are not permitted.
- 5.24 **Landscape Walls, Screen Walls and Fences:** Landscape walls shall be walls used to retain earth and shall be constructed of Keystone Block, concrete faced with stone, stone, brick or other permanent non-organic material approved by the HARC. Screen walls shall be walls attached to the home to screen areas as required by the HARC or the Guidelines such as HVAC and Pool equipment and in some instances, garage doors. Fences shall be barriers around pools or yards to provide privacy. Fences are not permitted in yards in front of the rear plane of the home. Fences shall be iron or aluminum rail or masonry. Wood and plastic fences are not approved. Fences are not permitted to be higher than five feet. Retaining walls may be no higher than six feet above existing grade on the lower side. Fences shall not contain barbed wire, razor wire or be electrified. Chain link or welded wire fences are not permitted.

Double fencing is not permitted. Fencing shall be placed either along the property line or a minimum of 2.5 feet off the property line when used as a pool surround and not intended to be a full yard fence.

Fences and wall shall be installed in full compliance with laws and regulations of authorities having jurisdiction.

## ARTICLE 6 – LANDSCAPING REQUIREMENTS:

- 6.1 **Purpose:** These landscape requirements have been established to maintain the high standards of Hollyhock and reflect the community's emphasis regarding the value of open spaces, natural land forms, and landscapes. Such requirements and guidelines help assure a positive impact in property values, quality of life, and the overall enjoyment and benefits of outdoor living. Consultation with a landscape architect is highly recommended to achieve the most appropriate balance of plantings and arrangements that will complement your home. Special consideration should be given to the following aspects of landscape plantings. All plantings shall be placed in accordance with the guidelines provided by the North Carolina State University Horticulture Information Leaflet 8601, available at: <http://www.ces.ncsu.edu/depts/hort/hil/pdf/hil-8601r.pdf> All landscaping shall be maintained to a 'high profile lawn' standard as described in the referenced resource.
- 6.2 **Qualifying Hardwood Canopy Trees:** The establishment of trees in open areas & the re-vegetation of wooded home-sites is required to restore over time the natural forest canopy lost during years of farming, development of roads and infrastructure for the community as well as the construction of homes. Specific requirements will be reviewed on a lot-by-lot basis. Two Qualifying Hardwood Canopy trees are required in the front yard and one in the rear yard. Existing Qualifying Hardwood trees over 6" caliper that survive construction may be counted toward the total. Trees that need to be added shall have a caliper of 2.5" or better at the base and a minimum of 10 feet tall at the time of planting. Qualifying Hardwoods include the many varieties of Oak, Walnut, Hickory, Elm, American Chestnut. Other hardwoods may be present or added but are not counted toward the total of 'Qualifying Hardwoods.' The HARC may require additional pre-existing trees be saved where prominent and where through some diligent care they will not be impacted by construction.
- 6.3 **Evergreen Foundations and Vegetable Gardens:** Evergreen Foundation Plantings are required to provide year 'round accents and softening of foundations as well as provide a backdrop for ornamental and flowering plants.
- A minimum of 30" tall shrubs planted 36" on center is required in areas along foundations and under windows, with exceptions for walk off areas of porches.
  - In areas where the foundations materials are an important architectural accent, quantities will be decided on an individual basis.
  - In the front of the home and on sides facing the street, planting beds along the foundation shall be layered, in that there should be smaller plants in front of primary foundation plants. These plants should be spread as follows: 1 gallon: 12-18" spread; 3 gallon: 18-24" spread
  - Other plants or trees should be used to create a third layer in corner locations or at breaks in the planes of the home.
  - Deer and drought resistant plants should be given strong consideration.
  - Foundation plants shall be placed along the screen walls of HVAC and Pool Equipment areas.
  - Vegetable gardens shall only be placed in rear yards.
- 6.4 **Flowering Trees:** North Carolina woods traditionally have abundant quantities of flowering trees dotting the landscape. In order to reforest the community, at least two flowering trees shall be planted in front or side yards visible from the street of each home. Magnolias, Dogwoods and Redbuds are the most common. Flowering fruit trees may also qualify. Trees shall be 8-10 feet tall at the time of planting.
- 6.5 **Evergreen Trees and Evergreen Screening:** Evergreen trees and shrubs are needed to conceal service and utility areas and are also needed to restore the appearance of a Carolina Forest.

- Screening shrubs or trees shall be 4'-6' minimum at the time of planting and shall fully screen the equipment within two seasons.
- Exposed garage doors should be screened to varying extents from neighboring properties and the street. This will be reviewed on a case by case basis but where exposed will typically require a minimum of two screening trees per garage door. Screening should not appear as a full wall, but placed in order to reduce any visual dominance of the garage doors. Screening trees shall be 6-8' height minimum. Lower level shrubs are recommended as accents.
- There shall be a minimum of two evergreen trees 8-10 feet tall at the time of planting placed on the site either in the front yard or visible from the front yard.

Visually permeable screening methods are required where field of views from neighboring properties to common amenities or common open areas may be impacted. The protected field of view for any home shall be taken as an angle of 135 degrees off the rear plane of the home or covered deck, at the outside corner of each side.

6.6 **Lawn and Groundcover:** Areas should be established to control erosion in compliance with all Environmental Rules & Regulations of the Community, County & State. Areas not in planting beds must be seeded and maintained in accordance with the North Carolina State University Guidelines for turf grass in "high profile home lawns", as described on their website: <http://www.turffiles.ncsu.edu/turfselect/> for Union County, North Carolina.

6.7 **Lawn and Grounds Maintenance:** All lots without dwellings will require regular cutting and maintenance of any natural or planted vegetation on the lot back to the tree line. No vacant lot vegetation other than trees or shrubs shall exceed 12". Debris or other materials must be removed. Vacant lots should be edged around sidewalks and street. All grass clippings must be removed from the sidewalk and street and any weeds between sidewalks and/or between curb and asphalt must be removed. All lots with dwellings require regular lawn cutting to ensure a presentable appearance consistent with the rest of the neighborhood. Lawns must be edged along all hardscapes including sidewalks, driveway and street and all grass clipping must be removed from the sidewalks and street. Any weeds between the hardscapes including between the curb and asphalt must be removed. All shrubbery and landscaping shall be pruned as necessary and trimmed in both spring and fall.

## ARTICLE 7 – NOTIFICATION – FINES FOR VIOLATIONS

7.1 **Notification:** Whenever a violation of any provision of the Architectural Guidelines or CCRs of Hollyhock occurs, the HARC through the Association Manager or the HARC professional consultant will notify the Owner of violations by means of personal service, mail or certified mail with a copy sent to Builder of record.

The notifications will state the violation and give the Owner/Builder ten (10) days in which to remedy the violation.

7.2 **Fines:** In the event the violation is not remedied within the ten (10) day period, the POA may levy fines in accordance with Section 47F-3-107.1 of the North Carolina Planned Community Act entitled: "Procedures for fines and suspension of planned community privileges or services;" and in the case of construction violations, may also reduce the Compliance Security Deposit refund in accordance with the provisions of Article 3.5.

## **ARTICLE 8 – COMMUNITY OBSERVANCES:**

### **8.1 Common Areas**

Except with the prior written permission of the HARC, Builders and subcontractors are not allowed in the Common Areas or allowed to cross any Common Areas that are not paved streets or to park in Common Areas.

### **8.2 Speed Limits**

The speed limit for Builders, subcontractors and construction vehicles is twenty-five mile per hour (25 MPH).

**8.3 Firearms and Illegal Substances:** No contractor, subcontractor or worker may have on their person or in their possession at any time while on Hollyhock community property a firearm of any nature. The possession of any illegal substance is also prohibited. In the event of an infraction, local law enforcement will be called in order to have the offender removed from the community.

**HOLLYHOCK ARCHITECTURAL REVIEW  
MINOR PROJECT APPLICATION  
(ONE PAGE)**

Submit this form for Minor Projects (only)

**SUBMIT THIS FORM ONLY, TO:  
HOLLYHOCK PROPERTY OWNERS ASSOCIATION, INC.  
c/o Community Management  
Address, City and State, Zip Code and Telephone  
Or log onto website and complete this form at [www.Hollyhock.us](http://www.Hollyhock.us)**

**REGISTRANTS WILL BE NOTIFIED BY E-MAIL HOW TO MAKE SUBMITTALS.**

All submittals will be digital and must be uploaded to the HARC review site

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ - C (Project will be registered with – C in suffix)

Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Telephone: (\_\_\_\_) \_\_\_\_\_

Lot Owner (if different): \_\_\_\_\_

Lot Owner e-mail address: \_\_\_\_\_

**OWNER ACKNOWLEDGE THAT HE/SHE HAS READ AND AGREE TO CONFORM TO THE  
HOLLYHOCK ARCHITECTURAL GUIDELINES IN THE EDITION DATE NOTED BELOW.**

Lot Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

**HOLLYHOCK ARCHITECTURAL REVIEW  
SUBMITTAL FORM ONE – SCHEMATIC REVIEW  
(ONE PAGE)**

**Submit this form to initiate your Schematic Review**

**SUBMIT THIS FORM ONLY, TO:  
HOLLYHOCK PROPERTY OWNERS ASSOCIATION, INC.  
c/o XXXX XXXXXXX  
Community Management  
Address, City, State, Zip Code  
(YOU WILL BE NOTIFIED BY E-MAIL HOW TO MAKE FUTURE SUBMITTALS)**

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ -S (Note to Association Manager, add -S to the lot number for the Schematic registration)

Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ (w/area code)

Lot Owner: \_\_\_\_\_

Lot Owner e-mail address: \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:**

I. \* Initials \_\_\_\_\_ Homeowner's fees paid to POA for current year (include if not previously paid).

II. \* Initials \_\_\_\_\_ Main dwelling Schematic Review fee \$200.00 (only applies where current lot owner will not be the final occupant, or the registrant is not the owner of the property)

**OWNER AND REGISTRANT ACKNOWLEDGE THAT THEY HAVE READ AND AGREE TO CONFORM  
TO THE HOLLYHOCK ARCHITECTURAL GUIDELINES IN THE EDITION DATED 11-12-13.**

Lot Owner \_\_\_\_\_ Date: \_\_\_\_\_

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

Association Manager confirms receipt of fees: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Fees Paid by: \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_

**Note: The Registrant will receive a password to access the review site. Once received, you should upload a copy of page 7 from the Guidelines, initialing that you are including the six categories of items required for the Schematic Review**

**HOLLYHOCK ARCHITECTURAL REVIEW  
SUBMITTAL FORM TWO – DESIGN DEVELOPMENT REVIEW  
(ONE PAGE)**

**Submit this form and fees to initiate your Design Development Review**

**SUBMIT THIS FORM AND YOUR APPLICATION FEES ONLY, TO:  
HOLLYHOCK PROPERTY OWNERS ASSOCIATION, INC.**

**c/o XXXX XXXXXXXX**

**Community Management**

**Address, City, State, Zip code**

**(Submittal of required materials shall be in the same manner as the Schematic Review)**

**COMPLETE THE FOLLOWING:**

Lot Number: \_\_\_\_\_ (Note to Association Manager, no suffix is needed on the lot number for this registration)

Lot Street Address \_\_\_\_\_

Registrant Name (primary contact): \_\_\_\_\_

Registrant e-mail address: \_\_\_\_\_

Registrant Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ (w/area code)

Lot Owner: \_\_\_\_\_

Lot Owner e-mail address: \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALSO, CONFIRM THE FOLLOWING WHERE APPLICABLE:**

- |  |                       |
|--|-----------------------|
| I. * Initials _____ Homeowner's fees paid to POA for current year.                   | Enter Amount: _____   |
| II. * Initials _____ Main dwelling Architectural Review. See Article 3.3 for amount. | Enter Amount: _____   |
| III.* Initials _____ Compliance Security Deposit . See Article 3.5 for amount        | Enter Amount: _____   |
| IV. Initials _____ Other Review fee. See Article 3.3 for amount                      | Enter Amount: _____   |
|  | Total Enclosed: _____ |

\* Require to be paid with the initial Submittal for any new dwelling.

**Association Manager confirms receipt of fees: By: \_\_\_\_\_ Date: \_\_\_\_\_**

**Fees Paid by: \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_**

**NOTE:**

**1) ALL FEES ARE REQUIRED TO BE SUBMITTED WITH THIS FORM.  
CHECKS SHOULD BE MADE TO: "HOLLYHOCK POA"**

**2) PROCEED TO UPLOAD PAGE 8 OF THESE GUIDELINES TO THE REVIEW  
SITE ALONG WITH THE REQUIRED INFORMATION CALLED FOR ON THAT  
PAGE AFTER MAKING THIS SUBMITTAL.**

**3) ALSO UPLOAD FORM THREE TO THE REVIEW SITE.**

# HOLLYHOCK ARCHITECTURAL REVIEW SUBMITTAL FORM THREE

**This form is required to be submitted with drawings at both the  
Design Development and Construction Document Reviews  
(TWO PAGES FOR DESIGN DEVELOPMENT - THIRD PAGE ADDED FOR CONSTRUCTION DOCUMENTS)**

This submittal is for \_\_\_ Design Development Review \_\_\_ Construction Document Review

\_\_\_\_\_ I am acknowledging inclusion of page 8 from the Architectural Guidelines with this form for my  
Design Development Submittal.

Or

\_\_\_\_\_ I am acknowledging inclusion of page 9 from the Architectural Guidelines with this form and  
the third page of this form for my Construction Document Submittal.

ALL INFORMATION, INCLUDING THIS FORM MUST BE SUBMITTED DIGITALLY AS A PDF, TIFF OR JPEG.

DATE OF THIS SUBMITTAL: \_\_\_\_\_ LOT #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**GENERAL CONTRACTOR IF KNOWN:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**ARCHITECT/DESIGNER:** \_\_\_\_\_

NORTH CAROLINA LICENSE NUMBER: INDIVIDUAL \_\_\_\_\_ COMPANY \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

ARCHITECT/ DESIGNER HAS GIVEN APPROVAL FOR THE USE OF THIS PLAN ON THIS SITE AND FURTHERMORE  
HAS GIVEN PERMISSION FOR THE HARC TO COPY THEIR WORK FOR ITS USE: YES \_\_\_\_\_ NO \_\_\_\_\_

HEATED SQ. FT: 1<sup>ST</sup> FLOOR \_\_\_\_\_

2<sup>ND</sup> FLOOR \_\_\_\_\_

BASEMENT \_\_\_\_\_

OTHER \_\_\_\_\_

SUBTOTAL \_\_\_\_\_ (Heated)

UNHEATED SQ. FT.: SUBTOTAL \_\_\_\_\_ (Under Roof)

TOTAL SQ. FT. (ADD SUBTOTALS): \_\_\_\_\_ (Under Roof)

TOTAL HEATED SF WAS MEASURED BY \_\_\_ NC Real Estate Guides \_\_\_ IBC STANDARDS, (see Article 5.2)

OPEN DECK? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

PATIO? YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

COVERED PATIO YES NO QUANTITY: \_\_\_\_\_ TOTAL SQ. FT.: \_\_\_\_\_

**EXTERIOR MATERIALS:** (Specify website for Manufacturer, Color and Style or Pattern for all that apply. If website is not available, provide a digital photograph of proposed material taken in normal daylight)

BRICK: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

STONE: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

STUCCO: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

SIDING: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

ROOF: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

WINDOWS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

TRIM: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DOORS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

SHUTTERS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DRIVEWAY: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

DRIVEWAY APRON: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

WALKS: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

OTHER: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

GARAGE DOOR: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

(Front Loading Not Permitted)

FIREPLACE: \_\_\_\_\_ CHIMNEY: \_\_\_\_\_

UNVENTED GAS FIRE PLACES AND EXPOSED METAL STACKS  
OR EXPOSED SPARK ARRESTORS ARE NOT PERMITTED.

EXTERIOR MATERIALS: (Specify website for Manufacturer, Color and Style or Pattern for all that apply. Also upload to the review site at the Construction Document review a digital photograph of proposed material taken in normal daylight or a picture from the manufacturer's website for each material above)

**THE UNDERSIGNED CERTIFIES THAT HE/SHE WILL OBTAIN, PRIOR TO THE START OF CONSTRUCTION ACTIVITIES, BUILDING AND ZONING PERMITS ISSUED BY THE AUTHORITY HAVING JURISDICTION.**

**I acknowledge that I have completed and included everything on this checklist prior to submitting for architectural review. I understand that this information has been requested by the HOLLYHOCK Property Owners Association prior to my obtaining bank loans or building permits.**

\_\_\_\_\_  
Lot Owner Signature

\_\_\_\_\_  
Date

HOLLYHOCK ARCHITECTURAL REVIEW  
SUBMITTAL FORM THREE (Continued)

Complete this page and upload for the Construction Document Review

INTERIOR MATERIALS: (Selection of color and finish are optional)

Flooring in foyer and halls: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in family room: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Bedrooms: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Kitchen: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Flooring in Utility areas \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Rooms with cornice trim: \_\_\_\_\_

Door Hardware: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Interior Door: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Door and window casing: Width: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Kitchen Cabinets \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Kitchen Counter tops: \_\_\_\_\_ FINISH: \_\_\_\_\_

Bathroom Cabinets \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Bathroom Counter tops: \_\_\_\_\_ FINISH: \_\_\_\_\_

Custom Cabinetry: \_\_\_\_\_ FINISH: \_\_\_\_\_ STYLE \_\_\_\_\_

Rooms with exposed beams or special ceilings: \_\_\_\_\_

Kitchen Appliances: \_\_\_\_\_ COLOR: \_\_\_\_\_ STYLE \_\_\_\_\_

Refrigerator: \_\_\_\_\_

Oven: \_\_\_\_\_

Is range hood vented to the outside? \_\_\_\_\_

Fireplace: \_\_\_\_\_ FINISH on mantel \_\_\_\_\_

Manufacturer of faucets and plumbing hardware: \_\_\_\_\_

Confirm if the home has the following:

Special AV or sound system: \_\_\_\_\_ Energy Management System: \_\_\_\_\_ SEER rating on HVAC: \_\_\_\_\_

Was the home designed to meet any Green Energy Standards? \_\_\_\_\_

**FOR EACH ITEM NAME THE MANUFACTURER, WITH COLOR/FINISH AND STYLE IF KNOWN**

**HOLLYHOCK ARCHITECTURAL REVIEW  
SUBMITTAL FORM FOUR  
(TWO PAGES)**

**REQUEST FOR ON-SITE REVIEWS**  
*(you will use this form three times during the course of construction)*

**1. PRE-CONSTRUCTION ON-SITE REVIEW:**

A PRE-CONSTRUCTION REVIEW MUST BE SCHEDULED TEN BUSINESS DAYS IN ADVANCE AND APPROVAL TO PROCEED MUST BE ISSUED PRIOR TO BEGINNING ANY CONSTRUCTION (SEE “HOLLYHOCK ARCHITECTURAL GUIDELINES”).

STAKING OF THE OUTLINE OF THE HOME WITH STRING LINES ALONG MAJOR WALLS; SAMPLE BOARD OR MATERIALS ON SITE AS DESCRIBED IN ARTICLE 3.10.1; A RIBBON INDICATING THE PROPOSED LOCATION OF THE SILT FENCE; CONSTRUCTION FENCING; TREE PROTECTION AND STONE CONSTRUCTION DRIVE MUST BE IN PLACE **PRIOR** TO BEGINNING ANY CONSTRUCTION ACTIVITIES OR CALLING FOR THIS REVIEW.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

**NOTE THAT FOR THE SITE STAKING REVIEW REQUEST, THE NEXT PAGE IN THESE GUIDELINES NEEDS TO BE COMPLETED AND SUBMITTED ALONG WITH THE ATTACHMENTS NOTED.**

**2. REVIEW AT DRY-IN:**

AT THE POINT THAT THE HOME HAS ROOFING AND THE WINDOWS AND DOORS ARE INSTALLED, THE OWNER OR BUILDER SHOULD NOTIFY THE REVIEW BOARD TO CONDUCT A REVIEW. THE REVIEW WILL BE SCHEDULED AS SOON AS PRACTICAL BY THE REVIEWERS. CONSTRUCTION SHOULD CONTINUE WITHOUT REGARD TO THE TIMING OF THE ON-SITE REVIEW.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

**3. FINAL REVIEW:**

UPON COMPLETION OF THE HOME AND ALL LANDSCAPING AND FEATURES, THE OWNER OR BUILDER SHOULD CALL FOR A FINAL REVIEW. THIS REVIEW WILL BE PERFORMED TYPICALLY WITHIN TWO WEEKS OF THE REQUEST. THE REVIEW WILL BE MADE WITH RESPECT TO SITE CLEAN-UP AND WILL RESULT IN APPROVAL OF ANY DEPOSIT MONIES THAT ARE TO BE REFUNDED TO THE OWNER OR BUILDER.

\_\_\_\_\_  
Signature of Person Requesting Review:

\_\_\_\_\_  
Date

*UPLOAD THIS FORM TO THE SAME SITE AS YOUR APPLICATION EACH TIME YOU WISH TO  
SCHEDULE AN ON SITE EVALUATION.*

*(SUBMIT THIS FORM DIGITALLY)*

**ATTACHMENT TO SUBMITTAL FORM FOUR  
CONTRACTOR INFORMATION**

**THIS FORM IS REQUIRED TO ACCOMPANY THE SITE STAKING REVIEW REQUEST.  
GENERAL CONTRACTOR INFORMATION IS REQUIRED AT DESIGN DEVELOPMENT  
REVIEW IF KNOWN AT THAT TIME.**

GENERAL CONTRACTOR (LEGAL NAME): \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

HVAC CONTRACTOR: \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

LANDSCAPE CONTRACTOR: \_\_\_\_\_  
NORTH CAROLINA LICENSE NUMBER: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONES(S): \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NAME OF ON SITE SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**NOTE: ATTACH THE FOLLOWING TO THIS FORM AND SUBMIT TO THE REVIEW SITE:**

Initials: \_\_\_\_\_ SITE MANAGEMENT DURING CONSTRUCTION:  
a) A Drainage and Erosion Control Plan and including stone driveway.  
b) Show portable toilet, dumpster, and spoil locations.

Initials: \_\_\_\_\_ CONFIRMATION OF INSURANCE:  
Attached are the insurance endorsements required by the Guidelines.

**HOLLYHOCK ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM FIVE**  
*(ONE PAGE)*  
**LOT REVIEW AT SITE STAKING**

1. **Lot Number:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
2. **Street Address:** \_\_\_\_\_
3. **Homeowner:** \_\_\_\_\_
4. **Builder:** \_\_\_\_\_

Site and Home Staked? \_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Fence Condition: Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash:

\_\_\_\_\_

Sample Board: Materials on board or otherwise on site? If No, a separate review will be required at an additional expense:

General Condition of Roadway and Curbs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electrical and Water Service to the site:

\_\_\_\_\_

Existing Tree Protection : \_\_\_\_\_

\_\_\_\_\_

Building Permit Posted: (Name Contractor)

\_\_\_\_\_

NOTES: **Builder / Homeowner** are responsible for maintaining site: **Builder/Homeowner** shall keep roadway clean of all debris. Roadways are to be swept clean by 5:00 PM each Friday. If not maintained **HARC** will have roadways cleaned and bill will be sent to the **homeowner**.

Building materials delivered to the site: If building materials delivered to the site spill onto roadway it is the responsibility of delivery company/ **Builder/homeowner** to clear materials from roadway. If not cleared from roadway after notification by community management, **HARC** will have roadway clean and bill the **homeowner**.

Requirements for neighboring sites: **Homeowner/Builder** must have written approval to place the following on adjoining properties: Dumpster, building materials, construction equipment, vehicle parking and landscaping materials. Damage to neighboring property will be responsibility of **homeowner** under construction to make necessary repairs to bring impacted property back to pre-construction condition.

Signatures: (note: representative required on site at time of review)

**Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HARC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Photos on file? YES NO

**HOLLYHOCK ARCHITECTURAL REVIEW**  
**SUBMITTAL FORM SIX**  
*(ONE PAGE)*  
**LOT REVIEW AT DRY-IN**

1. **Lot Number:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
2. **Street Address:** \_\_\_\_\_
3. **Homeowner:** \_\_\_\_\_
4. **Builder:** \_\_\_\_\_

Curbing: Any damage due to new construction: \_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Fence Condition: Road Side \_\_\_\_\_

Interior property lines \_\_\_\_\_

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash:

Sample Board: Materials on home same as board? If No, explain: \_\_\_\_\_

General Condition of Roadway: Needs cleaning and/or other: \_\_\_\_\_

Building materials stored: If on neighboring property is permission authorized? If No, explain: \_\_\_\_\_

Exterior Home Massing and Details as approved: If no, explain: \_\_\_\_\_

Landscape Elements as approved: If no, or plan not yet submitted, explain: \_\_\_\_\_

Signatures: (note: representative required on site at time of review)

**Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HARC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Photos on file? YES NO

**HOLLYHOCK ARCHITECTURAL REVIEW  
SUBMITTAL FORM SEVEN**

*(ONE PAGE)*

**LOT REVIEW AT FINAL**

1. **Lot Number:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_
2. **Street Address:** \_\_\_\_\_
3. **Homeowner:** \_\_\_\_\_
4. **Builder:** \_\_\_\_\_

Curbing and Road: Note all damage, compare to original: \_\_\_\_\_  
\_\_\_\_\_

Water Meter: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Sewer System: Condition of cover and piping: \_\_\_\_\_

Type of protection: \_\_\_\_\_

Silt Off Site?: \_\_\_\_\_

Condition of Stone for driveway and location of dumpster/port-a-potty, site trash: All removed?  
\_\_\_\_\_

Sample Board: Materials on home same as board? If No, explain: \_\_\_\_\_  
\_\_\_\_\_

Building materials stored: If on neighboring property was property restored?  
\_\_\_\_\_

Exterior Home Massing and Details as approved: If no, explain:  
\_\_\_\_\_  
\_\_\_\_\_

Landscape Elements as approved: If no, explain:  
\_\_\_\_\_  
\_\_\_\_\_

Repair of neighboring property where used during the construction process? \_\_\_\_\_  
\_\_\_\_\_

Signatures: (note: representative required on site at time of review)

**Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Builder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Are there any outstanding claims with the contractor's insurance company with respect to community property pending resolution? If yes, explain: \_\_\_\_\_

**Is Security Deposit Authorized for release? Explain YES or NO:** \_\_\_\_\_  
\_\_\_\_\_

**HARC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Photos on file? YES NO



EXAMPLE OF REQUIRED SAMPLE BOARD

Note: Cover graphic © copyright 2014 Charette Architects, PLLC