

## **Holly Trace Architectural and Grounds Rules, Regulations and Procedures**

The Board of Directors of the Holly Trace Homeowners' Association ("Association"), consistent with the By-Laws and Restrictive and Protective Covenants of the Association and in compliance with the 2003 International Property Maintenance Code ([www.talgov.com/dncs/neighborhoos/pdf/inpropmaint.pdf](http://www.talgov.com/dncs/neighborhoos/pdf/inpropmaint.pdf)) utilized by the Greenville County Codes Enforcement Division ([www.greenvillecounty.org/Codes\\_Enforcement/Codes.asp](http://www.greenvillecounty.org/Codes_Enforcement/Codes.asp)), have set forth below some general rules, regulations and procedures with respect to all residences and lots in the subdivision.

A key purpose of the Board of Directors, as directed by the By-Laws and Restrictive and Protective Covenants of the Association, is to protect and support the real estate values of the subdivision by ensuring that Homeowners' residences and lots are maintained and modified in accordance with the community-wide standards of Holly Trace.

As directed by Section III of the Restrictive and Protective Covenants of the Association, the Architectural Committee ("Committee") has the primary responsibility for reviewing the approving Homeowners' plans for structures, buildings and improvements in order to ensure conformity and harmony of exterior design with existing residences.

No construction is to commence on any structure attached to or freestanding from the primary dwelling of a Homeowners' residence without first submitting a written request for approval to the Committee. It is then within the jurisdiction and responsibility of the Committee to approve or disapprove such request as it relates to the guidelines denoted in the By-Laws and Restrictive and Protective Covenants for the Subdivision.

Although not all inclusive, the Board of Directors has developed, consistent with the By-Laws and Restrictive and Protective Covenants of the Association and in compliance with the 2003 International Property Maintenance Code utilized by the Greenville County Codes Enforcement Division, the following:

### **Rules and Regulations:**

- 1) The use of quality materials and workmanship is expected in any Homeowners' modifications (structures, buildings and improvements) to their residence. These include, without limitation, any construction, additions or modifications to primary dwellings, garage(s), sheds or outbuildings, decks, porches, room additions, fences, playhouses, swing sets, tree houses, gazebos, awnings, detached exterior lighting, sidewalks, etc. Structures should be proportionately sized to the house and constructed with the same materials and within the same architectural scheme as the primary dwelling.
- 2) Storage of materials under any deck will be subject to review and approval or disapproval if conspicuous or visible. If any portion of the underneath area of the deck or screened porch would be conspicuous or visible, then such areas

- would need to be concealed with lattice, brick or other appropriate materials consistent with the same architectural scheme as the primary dwelling.
- 3) Fences are to be constructed of wood with open slats with spaces between the vertical fencing and with a height restriction of four (4') feet about ground level (at the post) or five (5') if scalloped. The fence should not come any further forward than the back of the primary dwelling.
  - 4) Plans for in-ground pools must be submitted to the Committee for approval prior to commencement of construction. No above ground pools will be permitted.
  - 5) Satellite dishes are structures and not permitted to be attached to the front of a primary dwelling.
  - 6) Each Homeowners residence exterior and lot is to be maintained in accordance with the community-wide standards of Holly Trace. Regular upkeep of the primary dwelling's exterior (paint, construction details and building integrity), lawn and landscaping (trees, shrubs, flowers, etc.) is expected. Excess yard waste (grass clippings, fallen limbs and branches and fall leaves) is to be removed and disposed of in a timely manner. The disposal of any yard waste on another Homeowner's lot or on any Common Grounds is strictly forbidden.
  - 7) The burning of any yard waste is strictly forbidden.
  - 8) Upkeep of the subdivision's Recreational Facilities (clubhouse, pool, tennis courts and playground) is everyone's responsibility. At all times Homeowners and their guests are expected to leave the Recreational Facilities in the same condition that they found them.
  - 9) All campers, trailer, boats and other personal recreational vehicles are to be inconspicuously and neatly stored at the back (not at the front or side) of the primary dwelling or at an off-site location.
  - 10) The use of any residence or lot for a commercial purpose is strictly forbidden.
  - 11) No animals are to be kept, maintained or quartered on any lots except for domesticated cats, dogs, caged birds, etc. in reasonable numbers. The harboring of animals bred for aggressiveness that poses a reasonable foreseeable threat of injury or death to other Homeowners and their families is strictly forbidden.

### **Procedures**

- 1) With regard to plans for structures, buildings and improvements, Homeowners must submit, in writing, a request to the Committee including location, design and exterior materials to be used PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
- 2) If the request is for a significant change (e.g., room addition, garage, porch, pool, etc.) the Architectural Committee may request a walk-through, building plans, drawings and/or pictures.

- 3) As a general rule, the Committee will respond, in writing, within thirty (30) days of the request. If requests for additional information are deemed necessary by the Committee, they will be made to the Homeowner within fourteen (14) days of the receipt of the additional information or thirty (30) days of the receipt of the original request-whichever is later- to allow the Committee time to meet and evaluate the additional information provided by the Homeowner.
- 4) Concerns related to the exterior upkeep of a residence, will be addressed in a letter from the Board of Directors, delivered to the Homeowner by certified mail. The letter will contain specific details regarding the repairs and maintenance that is required for the residence to be in accordance with the community-wide standards with Holly Trace. Response to identified concerns by completing the repairs and maintenance required is expected within thirty (30) days of the Homeowners' receipt of the letter.
- 5) In the case of repair and maintenance of the primary dwelling's exterior (paint, construction details and building integrity), failure to respond may subject the Homeowner's primary dwelling to inspection by the Greenville County Codes Enforcement Division to determine if it is "Deteriorated Property" in violation of the 2003 International Property Maintenance Code. If upon external visual observation, a Division officer determines that the primary dwelling is "Deteriorated Property", he/she will hand deliver or send by certified or first-class mail, a letter to the Homeowner specifying the repairs and maintenance required to comply with County Ordinances. If the repairs and maintenance are not completed within thirty (30) days of the Homeowners receipt of the letter, the Homeowner will be summoned to appear before the Division Officer. Failure to appear will result in the initiation of legal action against the Homeowner by the County Codes Enforcement Division.