

# **Hollands Crossing Homeowners Association**

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## **Architectural Standards and Control Specifications**

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**August 1997**

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Additional Information: Architectural Request Form

## **SUBMITTAL AND APPROVAL PROCESS**

Each homeowner has the responsibility to complete an Architectural Request Form prior to making any changes to the exterior of their home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

### **Items to be submitted:**

1. Architectural Request Form Completed in its entirety.
2. Plot Plan outlining the position or placement of the change.
3. Drawings/Plans showing the construction and effects of the change.
4. Samples of paint, siding or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to the Management Company to perform an initial review for completeness and legibility.

All completed submittals will be forwarded to the Architectural Committee. The committee may review the request and inspect the site. The committee will make a recommendation to the Board of Directors.

The Management Company will advise the homeowner, via mail, of the final decision of the Board of Directors.

### **Reminders:**

1. No change shall begin without written approval from the Board of Directors via the Management Company.
2. Building permits may need to be obtained. It is the responsibility of each homeowner to obtain these permits.
3. Allow at least 45 days for processing and permits in planning for changes.

## Appeals

To appeal a disapproved submittal, submit a written response to the Board of Directors, including specific detailed information that clarifies why the submittal should be reconsidered. Submit this information to the management company for review by the Board of Directors.

### Management Company:

Kildaire Management Company. Inc.  
PMB#112 3434-135 Kildaire Farm Road  
Cary, North Carolina 27511

Office – (919) 387-8883 Fax – (919) 363-8845



## **Architectural Standards and Control Specifications**

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### **CLOTHESLINES**

1. Exterior clotheslines are prohibited.

### **MAILBOXES**

1. All new mailboxes or replacements shall conform to the mailbox style approved for the community.
2. Planting around the base of a mailbox is allowed, provided that the guidelines for landscaping are followed.

### **PARKING**

1. No commercial licensed vehicles, trucks, tractors, or inoperable vehicles may be parked on the lot or on common property or within any right-of-way of any street in or adjacent to the Subdivision as stated in the Restrictive Covenants.
2. The association may regulate the parking of all recreational vehicles such as campers, boats, trailers and motorcycles.

### **STORAGE**

1. No trade materials or inventories may be stored upon any lot.
2. Temporary storage of materials for modifications projects should be discreetly placed and maintained in an orderly manner.

## Architectural Standards and Control Specifications

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### AWNINGS

#### **Items Requiring Architectural Approval:**

All awnings require architectural approval.

#### **Information Required on Submittal:**

- 1) Plot plan-showing location of awning.
- 2) Elevation showing location awning.
- 3) Description and sample of material (s) to be used.

#### **Guidelines:**

- 1) Fabric to blend with color of house.
- 2) The awning material shall be fabric only.
- 3) Can be either retractable or stationary.
- 4) Upon deterioration, the awning will be repaired or replaced.
- 5) Must be attached to house, not free standing.

## Architectural Standards and Control Specifications

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### **BASKETBALL GOALS**

#### **Items Requiring Architectural Approval:**

- 1) Basketball goals mounted on poles or on the house require approval.
- 2) Portable basketball goals must be stored when not in use.

#### **Information Required on Submittal:**

- 1) Plot plan showing location of basketball goal.
- 2) Picture or description of item.
- 3) Description and placement of screening.

Permanent and portable basketball goals are not allowed along the street right-of-way.

## Architectural Standards and Control Specifications

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### SWING SETS, **PLAY HOUSES** AND JUNGLE GYMS

#### **Items Requiring Architectural Approval:**

The Architectural Committee prior to placement must approve all permanent play equipment.

#### **Information Required on Submittal:**

1. Plot plan showing location of play equipment and distance from the property lines.
2. Drawings or pictures of the play equipment.

#### **Guidelines:**

1. Permanent play equipment must be installed to be as inconspicuous as possible and should be placed out of view of any street. It cannot be placed any closer to the property lines than 10 feet. The preferred location is in the rear, directly behind the house, but each request will be reviewed on its own merit.
2. Screening may be required in order to block the view and/or noise from neighboring lots. Landscape plans should accompany the submittal.
3. Non-permanent play equipment must also be placed inconspicuously so that it does no detract from neighborhood surroundings.

## Architectural Standards and Control Specifications

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### **GARDEN PLOTS**

#### **Items Requiring Architectural Approval:**

Gardens in a single family residential area will not require prior approval of the Architectural Committee if they are wholly located in the rear portion of the lot and a minimum of ten feet from the side and rear lot lines. Any tree removal required to provide space for the garden must adhere to the tree removal guidelines.

Architectural Committee approval is required for any garden location other than described above, or any deviation from the above guidelines.

Compost piles are allowed within your property lines. An Architectural Request Form must be submitted for approval concerning the location.

#### **Guidelines:**

Maintenance of the garden is required. Debris must be removed at the end of the gardening season and the yard returned to a natural state. This would include removal of stakes and any other structural additions required for harvesting the garden.

## Architectural Standards and Control Specifications

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### PETS, PET HOUSES AND PENS

No animals, exotic animals, livestock or poultry of any kind shall be raised, bred or kept on any lot, except that:

Dogs, cats or other household pets may be kept provided that they are not bred or maintained for commercial purposes.

#### **Guidelines for the Housing of Animals:**

- 1) Pet pens must be at least 10 feet from the property line.
- 2) They must be located in the back or side yards (whichever is least conspicuous).
- 3) Screening should be provided as much as possible.
- 4) No chain link or metal fencing is allowed, the fencing must be one of the approved fence styles.

#### **Information Required on Submittal:**

- 1) Plot plan showing the location of the proposed structure.
- 2) Description of the materials to be used.
- 3) Descriptions of the type size and number of animal(s) to be enclosed.
- 4) Description of the plantings to be provided for screening.

## Architectural Standards and Control Specifications

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### **PAINTING OF EXTERIOR OF HOUSE**

#### **Items Requiring Architectural Approval:**

- 1) A change of color from the existing color must have Architectural approval (submit color samples with your application).

#### **Items Not Requiring Architectural Approval:**

- 1) Repainting and re-staining with the existing color does not require approval.

## Architectural Standards and Control Specifications

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### SKYLIGHTS AND ATTIC FANS

#### **Items Requiring Architectural Approval:**

The Architectural Committee must approve the addition of a skylight or attic fan that alters the exterior of the roof.

#### **Information Required on Submittal:**

- 1) Plot plan showing the location of the addition.
- 2) Description of style, size and materials to be used.

## Architectural Standards and Control Specifications

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### SWIMMING POOLS AND HOT TUBS

#### **Items Requiring Architectural Approval:**

Only in-ground pools are allowed.

All in-ground swimming pools must have architectural approval. Hot tubs must also be approved.

#### **Information Required on a Submittal:**

- 1) Plans and specifications showing the nature, kind, shape, height, materials, and location must be submitted.
- 2) Plot plan showing the location of the pool or hot tub.
- 3) Plan for screening (fencing or landscape screening).

#### **Guidelines:**

- 1) Any wood support structure must be the same color as the house or deck.
- 2) Pool or hot tub cannot be located within a buffer or easement.
- 3) All Health Department regulations must be met.
- 4) Pool or hot tub must be screened from view from any street.

## Architectural Standards and Control Specifications

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### **SOLAR COLLECTORS**

#### **Items Requiring Architectural Approval:**

All solar collectors require architectural approval.

#### **Information Required on Submittal:**

- 1) Drawing showing the location of the unit.
  
- 2) Plot plan showing visibility from streets and neighboring lots.

#### **Guidelines:**

- 1) Solar collectors must be installed to be as inconspicuous as possible.
  
- 2) Whenever possible, collectors should be placed on the rear of the home or on the side that has the least public exposure.
- 3) Collectors must be attached to the roof, not free standing or ground mounted.
  
- 4) Every effort must be taken to camouflage the plumbing and supports of the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. There should be a minimum exposure of piping. Piping running down the side of the dwelling is not permitted.
- 5) The ideal installation is one that is laid flat on the roof.
  
- 6) Any tree removal required to permit increased solar exposure to the collectors, must adhere to the tree removal guidelines.

## Architectural Standards and Control Specifications

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### LAWN ORNAMENTS, DECORATIONS, **OUTSIDE LIGHTING** SIGNS, FLAGS

#### **Items Requiring Architectural Approval:**

Lawn ornament, free standing flagpoles, lantern poles, flood lights, security lights, and fishponds.

#### **Items Not Requiring Architectural Approval:**

Decorations including holiday decorations, landscape or accent lighting and for sale, for rent, garage sale, yard sale, political campaign signs, as long as they are removed within a reasonable amount of time and that no sign be placed on common property.

#### **Information Required on Submittal:**

- 1) Plot plan showing location of item.
  
- 2) Picture or description of item.

#### **Guidelines:**

Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights. On items not requiring approval, the committee reserves the right to request a homeowner to remove an item if surrounding homeowners complain.

Commercial advertising signs are prohibited.

## Architectural Standards and Control Specifications

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### MAJOR LANDSCAPING

#### Items Requiring Architectural Approval:

Landscaping of a minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers do not require approval provided they do not encroach upon neighboring properties or common area.

After initial construction, no tree having a trunk diameter exceeding six (6) inches at a height of four feet above ground level, shall be removed without the Architectural Committee's and/or the Association Board of Directors, prior to express written approval.

**Exception:** A tree that is dead or diseased or poses an imminent threat or danger to persons or property does not require approval.

Other types of landscaping that are structural, or change the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view, will require approval.

#### Information Required on Submittal:

- 1) Plot plan showing quantity and location of plants.
- 2) Description of plants.
- 3) Details of any landscape plant that may change the flow of any drainage/runoff shall be submitted with details, including a Plot Plan, drawings showing the proposed change in the drainage flow as a result of the change.

#### Guidelines:

- 1) Hedges and Screen Plantings
  - a. No hedge or screen planting shall be erected on any lot closer to the front lot line than the front of the house.
  - b. Hedge or screen plantings which form a barrier between properties should have the following:
    - + Agreement for maintenance access
    - Setback to allow for plant growth

**Category Heading: Major Landscaping - Page (2)**

2) No changes or modifications are allowed to Common Property, without prior Board of Director's written approval.

Retaining walls - see guidelines for retaining walls.

Ornaments - see guidelines for lawn decorations.

Garden Plots - see guidelines for garden plots. Fences  
- see guidelines for fences.

## Architectural Standards and Control Specifications

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### RADIO / TV ANTENNAS AND SATELLITE DISHES

#### **Items Requiring Architectural Approval:**

All exterior - mounted radio / TV antennas and satellite dishes require Architectural approval.

#### **Items Not Requiring Architectural Approval:**

- 1) Plan showing location of antenna or dish.
  
- 2) Description of plantings used to camouflage the equipment, if applicable.

#### **Guidelines:**

- A. Purpose and intent: To minimize any health and safety hazards created by mounting Satellite dishes on residential buildings. To control the location and screening of satellite dishes to lessen any impact on surrounding properties. To preserve the image and character of Holland's Crossing.
- B. Procedure: All exterior satellite dish installations must receive prior approval of the Board of Directors.
- C. Each request will be examined on its own merit. No previously approved installations shall constitute establishing a precedent for approval.
- D. A satellite dish which meets size requirements may be

**Category Heading: Radio I TV Antennas and Satellite Dishes Page (2)**

- 3) Satellite dishes installed at ground level must be screened so the dish is not visible from any street or neighboring property as viewed from ground level. The screen will consist of live evergreen screening. Any tree removal required must have approval. All wiring shall be properly buried.
  - 4) Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof.
  - 5) Satellite dishes may be mounted on the back or on the side of the homeowners building but must not be mounted on the front. If mounted on the side of the building, dishes cannot be placed within ten (10) feet of the front of the dwelling.
- E. In no way shall these guidelines waive more stringent City / Town / County requirements nor waive the necessity of any permits.

## Architectural Standards and Control Specifications

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### ADDITIONS AND **CHANGES** TO **HOMES**

#### **Items Not Requiring Approval:**

Normal maintenance to preserve the structure in its original state does not require architectural approval.

#### **Items Requiring Architectural Approval:**

All external changes to homes must have architectural approval before changes begin. This includes, but is not limited to, new rooms, porches, garages, attached structures or detached structures of any kind. Also, any changes to windows, doors or chimneys require approval.

#### **Information Required on Submittal:**

- 1) Official plat or survey showing lot boundaries, the existing building and the proposed structure.
- 2) Elevations showing the planned appearance of the structure.
- 3) Description of materials to be used including siding, paint, color and shingle samples if necessary.

#### **Guidelines:**

- 1) No change shall en-roach upon the setbacks for the lot as listed in the covenants.
- 2) Changes must match the house color and style.
- 3) City / Town / County Building Permits are the responsibility of each homeowner.
- 4) No metal sheds are allowed.

## Architectural Standards and Control Specifications

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### **DRIVEWAYS AND PARKING PADS**

#### **Items Requiring Architectural Approval:**

Any parking pads or changes to driveways require architectural approval.

#### **Location and Restrictions:**

- 1) Driveways and vehicle parking pads shall normally be concrete only. Any other type of pads (i.e. brick, stone, etc.) shall be reviewed on an individual basis. Aggregate base, thickness, reinforcement, etc. must comply with good construction practices.
- 2) Close attention must be paid to structure placement, setbacks and encroachment onto buffer areas, Association owned common property and neighboring lots.

#### **Information Required on Submittal:**

- 1) Plot plan showing location of driveway or parking pad.
- 2) Elevation drawing (2) showing the measurements of the parking pad such as the length, height and width as well as any landscaping that will be added along the perimeter.

## Architectural Standards and Control Specifications

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### DECKS, PATIOS, ARBORS AND SCREENS

There are no predetermined styles for decks or patios. All new decks, patios, arbors, screening and under - deck enclosures, including association landscaping, require architectural approval. Any appearance change requires architectural approval.

#### 1) Deck Materials

- a) Deck materials are generally pressure treated wood and must be weather resistant.
- b) The types and treatment of wood shall be like that of fences.
- c) Posts may be made of brick, pressure treated wood or other suitable material.
- d) Include any landscape plan/screening of the area underneath the deck.

#### 2) Patio Materials

- a) Concrete slabs, smooth finish.
- b) Bricks, with sand fill or grout.
- c) Stone, with sand fill or grout.
- d) Include any landscape plan with your request for the area around the perimeter of the patio.

#### 3) Height of deck, arbors and screens

- a) Decks should be of a reasonable height for their intended purpose.
- b) Arbors should be no higher than eight feet above the deck surface.
- c) Free standing deck screens (i.e., lattice) shall not exceed five feet in height.
- d) Screens as part of an arbor may extend to the arbor.

## **Category Heading: Decks, Patios, Arbors and Screens (Page 2)**

### 4) Location and Restrictions

- a) Patios should be located behind the house and may not extend around corners, or be freestanding in other areas of a backyard.
- b) Obstruction of views or breezeways of adjoining properties will be given consideration in all cases.
- c) The construction of decks or patios within buffer areas will not be allowed.
- d) Only exterior materials comparable to those on existing structures and compatible with the Architectural character of the community will be approved.
- e) All permits and building codes must be in compliance with local Regulations.

### **Information Required to Submittal:**

- 1) Plot plan showing the location of the deck and patio, in relationship to other structures and property lines.
- 2) Elevation drawing (s) showing style of deck and patio, including railing, steps, etc.
- 3) Description of materials used, including samples of stain or paint, if applicable.

## Architectural Standards and Control Specifications

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### GUIDELINES FOR FENCES

#### FENCES

##### 1. STYLES

- A. 3 - Board Rail
  - B. Picket
  - C. Stockade
  - D. Split Rail
- 1) 3 - Board rail fences with wooden round posts and flat 1 x 6" wooden rails, maximum of 3 boards.
  - 2) Picket fences with decorative exposed posts. Pickets must be constructed with a decorative picket design.
  - 3) Stockade fences must be constructed in a Scalloped or Rainbow design, with decorative exposed posts.
  - 4) Split rail fences must be constructed of round posts and two rails. 2" x 4" mesh with split rail fencing is permissible.

##### II. COLOR

- A. Natural
- B. Painted fences are strictly prohibited.

##### III. MATERIALS

- A. Fence itself to be wood only.
- B. All styles above may be either cedar, redwood or treated pine lumber.
- C. **NO** metal, wire, chain or concrete fences are allowed except as stated in Style D.

## Category Section Fences - Page Two

### IV. HEIGHT

The maximum height allowed is noted below. A uniform height is to be maintained parallel to the ground line.

- A. The maximum height allowed for **Style A** is 4 feet measured from the ground to the top of the post.
- B. The maximum height allowed for **Style B** is 4 <sup>1</sup>/<sub>2</sub> feet measured from the ground to the top of the decorative posts.
- C. The maximum height allowed for **Style C** is 6 feet measured from the ground to the top of the decorative posts.
- D. The maximum height allowed for **Style D** is 3 feet measured from the ground to the top of the decorative posts (the highest point).

### V. LOCATION

- A. No fence shall extend beyond the front line of the dwelling.
- B. All fences must be constructed on the property line, except where there is a setback requirement.
- C. Existing topography and landscaping within a buffer shall not be disturbed except with the approval of the Board of Directors. Construction within a buffer area may require approval from the Town.
- D. Submit a top down map (surveyor's plat) to indicate the exact location of the fence in relation to the house and property lines.
  - 1) Dimensions must be included.
  - 2) Elevations (side view) must be included.
  - 3) Gate locations must be included.

## **Category Section Fences (Page 3)**

### **VI. SETBACK**

- A. May be required for the sake of landscaping.

### **VII. LANDSCAPING**

- A. Must be included with the request.

### **VIII. CONSTRUCTION DETAILS**

- A. All hardware is to be galvanized.
- B. For Style B, slats may have a maximum of 1 inch gap between vertical slates.
- C. All posts must be set in concrete.
- D. The finished side of the fence styles must face adjoining lots.

### **XI. MAINTENANCE**

- A. Maintenance of the fence is the responsibility of the property owner.

### **IX. PROCESS**

- A. Each installation will be examined on its own merit. No previously approved installation shall constitute establishing a precedent for approval.
- B. No construction shall begin without written approval from the Architectural Committee and / or the Board of Directors.

## Architectural Standards and Control Specifications

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### MAINTENANCE

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall aesthetics of the Community.

Following is a list of areas that should be reviewed on a regular basis to insure that your home is in good repair:

- A. Shrubbery, Trees and Lawns
- B. Driveways and Sidewalks
- C. Decks
- D. Fences
- E. Play Equipment
- F. Roofing
- G. Wood
- H. Paint and Stain
- I. Garbage Can Storage

# HOLLANDS CROSSING HOMEOWNERS ASSOCIATION

## Architectural or Landscape Request Form

<b>For Office Use:</b> Date Received: _____ Change Number: _____
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Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Please indicate the Change Request Type:  Architectural  Landscape

### GIVE A COMPLETE DESCRIPTION OF WHAT ARCHITECTURAL/LANDSCAPE ALTERATION YOU ARE REQUESTING THE COMMITTEE TO APPROVE.

Specify dimensions (including elevations), type of materials to be used, a sketch of the proposed design, colors (if applicable) and a plat of the property showing the change. Use additional sheets of paper and submit maps and/or plats as appropriate. Elevation views will be required as necessary to give a complete understanding of the project.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date submitted

\_\_\_\_\_  
Homeowner Signature(s)

The owner is **REQUIRED** to review the proposed changes with all abutting neighbors, and anyone who might reasonably view the change, prior to submission to the Architectural Request Committee. This review is **NOT** an approval or disapproval, but is merely a notification to the neighbors that a change is being requested. The signatures below indicate that the neighbors are aware of the change, and that they understand they may come to the next Architectural or Grounds Committee meeting to voice their opinion on this request. It is the owner's responsibility to obtain all necessary Town permits and inspections.

NAME	ADDRESS	SIGNATURE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Please return completed form to: Kildaire Management Company  
PMB#112, 3434-135 Kildaire Farm Road  
Cary, NC 27518

# HOLLANDS CROSSING HOMEOWNERS ASSOCIATION

## COMMITTEE ACTION

The following action has been taken on your request:

- Approved as submitted
- Approved with conditions
- Denied
- Denied due to incomplete request

Reason for denial or conditional approval:

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Date

Chairperson,  
Architectural or Landscape Review Committee

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**Notice: You have 90 days to begin the project and another 90 days from the begin time to complete the project. Extensions can only be granted by the Board of Directors. You must notify management immediately as soon as the project is done so that it's completeness and compliance may be verified by the committee.**

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## APPEAL PROCESS

If the request is denied, the requester has the right to appeal the decision of the committee within 30 days of the committee meeting at which the request was denied. This may be done by submitting a request for appeal in writing to the Board of Directors, C/O Kildaire Management Company, PMB#112, 3434-135 Kildaire Farm Road, Cary, NC 27518. The appeal will be considered at the next Board of Directors meeting after the appeal has been received. An appeal received more than 30 days after the committee meeting at which it was denied will not be considered.

If a request has been denied and the requester wishes to change some of the request specifications in order to have it approved, then it needs to be resubmitted through normal channels as a completely new request.

**THIS FORM IS NOT COMPLETE WITHOUT ALL APPROPRIATE SIGNATURES.**