

# **HOLLY GLEN HOMEOWNERS ASSOCIATION**

## **ARCHITECTURAL STANDARDS AND USE OF PROPERTY SPECIFICATIONS**

**March 2009**

**“The primary purpose and foremost consideration of these restrictive covenants is the creation of a community which is aesthetically pleasing, functionally convenient, and protective of the owners’ investment.”**

**“No building, fence, or other improvement shall be constructed, erected, placed, or altered on any lot until the building plans and specifications (including, but not limited to architectural style, construction techniques, exterior materials, colors and finishes, roofing material, driveway materials, landscape design), and plat showing the proposed location of same have been approved in writing by the architectural committee...”**

**From the Declaration of Covenants and Restrictions of the Holly Glen Homeowners Association,  
Article VII; Sections 1 and 2**

**HOLLY GLEN  
HOMEOWNERS' ASSOCIATION  
ARCHITECTURAL STANDARDS  
AND  
USE OF PROPERTY SPECIFICATIONS**

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## **REQUEST FOR ARCHITECTURAL and USE OF PROPERTY** **APPROVAL APPLICATION PROCEDURES**

1. Prior to any alteration, addition or improvement the property, the owner obtains a Request For Architectural and Use of Property Approval Application from Management Company or from the Holly Glen Homeowners' Association's web site.
2. The application is completed and returned to the management company. The application and any supporting documents may be mailed or delivered in person to the office at the address listed at the bottom of this page.
3. The Management Company dates application upon receipt, and if the application is complete the 30-day approval/disapproval time frame begins.
4. The Management Company copies and distributes the dated application to the Architectural Review Committee or Board members, as appropriate.
5. The Committee reviews and approves/disapproves within 30 days from the date of receipt and returns signed applications to the Management Company. Applications not approved/disapproved within 30 days are automatically "Approved".
6. The Management Company receives the reviewed applications from the Committee and returns a letter stating "Approved" or "Disapproved" to the homeowner within thirty (30) days of receipt of the complete application.
7. If the application is denied, the reasons for the denial will be stated in writing. The necessary steps needed to bring the application into compliance will be stated in detail.
8. Should the property owner resubmit the application or submit additional information, the thirty (30) day process starts anew with each submittal.
9. The Management Company sends the property owner authorization to start the project, or sends notice of disapproval of the application.
10. If the application is disapproved, the homeowner may submit additional information for reconsideration or abandon the project. If approved, the project must be started within sixty (60) days from the approval date or the application must be resubmitted.
11. In case an application is not satisfactorily agreed upon by the Committee and the applicant, the applicant may appeal in writing to the Board of Directors for reconsideration. Appeal to the Board of Directors must be made within thirty (30) days of the disapproval by the Committee.
12. The homeowner is responsible for knowing and following all Town of Holly Springs code requirements and restrictions. Approval by the Committee shall not be construed as or substituted for any Town of Holly Springs requirements.

**Drop off location:**

Talis Management Group, Inc.  
8305 Falls of Neuse Rd.  
Raleigh, NC 27615  
Phone: (919)878-8787  
Fax: (919) 376-8800

**Mail to:**

TalisManagement Group, Inc.  
P.O. Box 99149  
Raleigh, NC 27624

## SUBMITTAL AND APPROVAL PROCESS

It is the responsibility of each homeowner to complete a Request For Architectural and Use of Property Approval form prior to making any changes to the exterior of the home or property. The process will be the same for all submittals with required details varying depending upon the type of change.

### Items to be submitted:

1. Request For Architectural and Use of Property Approval form completed in its entirety.
2. Plot plan outlining the position or placement of the change.
3. Drawings/plans showing the constructions and effects of the change.
4. Samples of paint siding or any other items that may be helpful in making a decision.

Submit the completed Request For Architectural and Use of Property Approval form to the Management Company to perform an initial review for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner.

All completed submittals will be forwarded to the Architectural Control Committee for review and possible inspection of the site. The committee will approve or reject the request.

The Management Company will advise the homeowner of the committee's decision.

### General Requirements:

1. No construction or change shall begin without written approval from the Architectural Control Committee via the Management Company.
2. The homeowner is responsible for obtaining any required permits or inspections.
3. All contractors must be licensed and insured.
4. Existing topography, landscaping, or structures within a buffer or on common areas shall not be disturbed without the written approval of the Board of Directors.
5. Each application shall be examined on its own merit.
6. No previously approved application or installation shall constitute establishing a precedent for approval.
7. Maintenance is the responsibility of the property owner.

### Appeals:

The homeowner may submit a written appeal to the Board of Directors, via the Management Company, including specific detailed information stating why the submittal should be reconsidered. The homeowner may request a meeting with the Board of Directors to discuss the submittal. Please contact the Management Company to be placed on the agenda for the next meeting.

\*\*\*\*The Architectural Committee reserves the authority as granted by the covenants (Article VI, Section 3, (B), (3) and Article VII, Section 2, (C)), to at any time to require that a homeowner remove any "plant, animal, device or thing of any sort whose activity or existence is in any way noxious, loud, dangerous, unsightly, unpleasant or of a nature as may diminish or destroy the enjoyment of the neighborhood by the owners thereof".

## **ARCHITECTURAL STANDARDS and USE OF PROPERTY SPECIFICATIONS**

### **ITEMS REQUIRING ARCHITECTURAL and USE OF PROPERTY APPROVAL:**

Listed below are standards and specifications for most instances and item requiring approval by the Architectural Control Committee. The list should not be considered conclusive or all encompassing. Unless otherwise stated, all improvements or changes to the exterior of a house or lot must be approved by the Committee.

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

All external changes to homes and or lots require approval.

#### **Guidelines:**

1. Changes must match the house in color and style.
2. Changes requiring approval include, but are not limited to, new rooms, porches, garages, carports, attached structures of any kind, changes to windows, doors, and chimneys/fireplaces.
3. Normal maintenance to preserve the structure in its original state does not require approval.

#### **Information Required in Submittal:**

1. Plot plan showing the location of the changes and distance from any lot lines, as well as the location of any existing trees that may need to be removed to complete the addition.
2. Elevation drawing showing the planned appearance of the structure.
3. Description of materials including siding, paint colors and shingle samples, etc...

## **ANIMALS AND PETS**

No animal, livestock, or poultry of any kind shall be raised, bred, or kept on any lot except that dogs (2 maximum), cats (2 maximum), and other common house-pets may be kept provided that (1) they are not kept, bred, or maintained for any commercial purpose, and (2) animals shall not run at large in the subdivision. No person shall keep, maintain or permit the keeping or maintaining of any animal that is an annoyance or nuisance to the neighbors. See the section on "Pets, Pet Houses and Pens" on page 11 for further information.

## **AWNINGS**

All awnings require architectural approval.

### Guidelines:

1. Fabric to blend with color of house or surrounding landscape and foliage.
2. The awning material shall be fabric only.
3. May be either retractable or stationary.
4. Any wood structure must be the same color as the house or the deck
5. Upon deterioration, the awning must be repaired, replaced, or removed.
6. Must be attached to the house, not free standing.

### Information Required in Submittal:

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

## **BASKETBALL GOALS**

Basketball goals permanently mounted on poles or on the house require approval.

### Guidelines for basketball goals:

1. Portable basketball goals do not require approval, but must be stored out of view of the street.
2. Permanent or portable basketball goals are not allowed along the street right-of way.

### Information Required in Submittal:

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

## **CLOTHESLINES**

Exterior clotheslines are prohibited.

## **DECKS, PATIOS, ARBORS, SCREENS, AND OTHER STRUCTURES**

All new or expansions of or additions to decks, patios, arbors, screening and under-deck enclosures, etc... including associated landscaping require approval.

### **Guidelines:**

1. There are no predetermined styles and each application will be considered on its own merits.
2. Decks:
  - a) Deck materials are generally treated wood and must be weather resistant.
  - b) Posts may be made of brick, pressure treated wood or other suitable material.
  - c) Decks should be of a reasonable height for their intended purpose.
  - d) Free-standing deck screens (e.g., lattice) shall not exceed five feet in height.
3. Patios:
  - a) Patio materials may be concrete slab, smooth finish, brick with sand fill or grout, or stone with sand fill or grout.
  - b) Patios should be located behind the house and may not extend around corners, or be freestanding in other areas of a backyard.
4. Arbors and Screens:
  - a) Arbors and screens should be no higher than eight feet above the surface.
  - b) Screens as part of an arbor may extend to the arbor.
5. Location and Restrictions:
  - a) Obstructing views or breezeways of adjoining properties will be considered in all cases.
  - b) The construction of decks or patios within a buffer area is not allowed.
  - c) Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved.
  - d) Vinyl materials are prohibited.

### **Information Required in Submittal:**

1. Plot plan showing the location of the deck, patio, arbor or screen in relationship to other structures and property lines.
2. Elevation drawing(s) showing the style of the deck and patio, including railing, steps, etc...
3. Description of materials used, including samples of stain or paint, if applicable.
4. Include any landscape plans associated with the construction.

## **DETACHED STRUCTURES**

All detached structures require approval.

### Guidelines:

1. Permanent structures must be installed to be as inconspicuous as possible and must be placed out of view of any street. They must be located in the back or side yard, whichever is least conspicuous, and must be screened from view of any street. Each request will be reviewed on its own merit.
2. Structures should match the house in color, material, and style as much as possible.
3. No metal sheds are allowed.
4. All structures must be properly maintained.
5. Examples include storage sheds, greenhouses, garages, and carports. All detached structures must be placed on a foundation.

### Information Required in Submittal:

1. Official plat or survey showing lot boundaries, the existing building and the proposed structure.
2. Two elevations of the proposed construction showing the proximity to the residence.
3. Description and location of any trees to be removed.

## **DRIVEWAYS AND PARKING PADS**

Any parking pad or changes to driveways require approval.

### Guidelines:

1. Concrete is the recommended material for driveways and parking pads. Any other type of pad (i.e. brick, stone, etc.) shall be reviewed-on an individual basis. Aggregate base, thickness, reinforcement, and construction must comply with good construction practices and all governmental requirements.
2. Close attention must be paid to structure placement. Encroachment onto setbacks, buffer areas, Association owned common property and neighboring lots is prohibited.
3. The homeowner is responsible for knowing and following all Town of Holly Springs code requirements and restrictions, which are particular for driveways and other impervious surfaces. Approval by the Committee shall not be construed as or substituted for any Town of Holly Springs requirements.

### Information Required in Submittal:

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

## **FENCES**

All fences require approval.

### Guidelines:

1. Picket fences must be decorative in style; scalloped, rainbow or dog-eared.
2. Picket fences may have a maximum gap of one and one half (1 ½) inches between slats.
3. The finished side of the fence must face the adjoining lots or street.
4. Split rail may be approved if located in woods or natural areas, not visible from any street.
5. Material must be cedar, redwood, or treated pine lumber.
6. Metal, wire, chain, vinyl, or concrete fences are prohibited.
7. Fences must be natural in color. Painted or vinyl fences are strictly prohibited.
8. No fence shall extend closer to the front of the home than midway between the front and back corners of the dwelling.
9. All fences must be constructed at least six (6) inches inside the property lines.
10. Maximum height is generally four (4) feet. Higher fences may be allowed in some instances. Arched and Scalloped fences are allowed a maximum height of five (5) feet at the highest point of the fence with a minimum of six (6) inch difference required in the slope of the curve.
11. A setback and landscaping may be required for screening purposes.
12. All hardware should be galvanized.

### Information Required in Submitted:

1. Plot plan showing location of the fence in relationship to other structures and property lines.
2. Elevation drawing(s) showing the style of the fence, dimensions and gates.
3. Description of materials used.

Include any landscape plans associated with the construction.

## **GARBAGE RECEPTACLES**

1. Each lot owner shall provide sufficient garbage receptacles in areas not visible from the street.
2. Screening should be done with plantings or screens constructed to blend in with the house.
3. Vinyl material may not be used in screens.

## **GARDEN PLOTS AND COMPOST PILES**

Approval is required for any garden or compost pile location other than described below, or any deviation from the guidelines.

### Guidelines:

1. Gardens and compost piles in single family residential areas do not require prior approval of the Architectural Control Committee if they are wholly located in the rear portion of the lot, not visible from any street, and a minimum of ten feet from the side and rear lot lines.
2. 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 includes removal of stakes and any other structural additions required for growing or harvesting the garden.

### Information Required in Submittal:

1. Plot plan showing the location of the proposed garden or compost pile.
2. Any tree removal to provide space for the garden must adhere to tree removal guidelines.

## **LAWN DEBRIS, GRASS CLIPPINGS, LIMBS, ETC...**

All lawn debris, grass clippings, limbs, etc... must be disposed of by placing such materials curbside at the **front** of the lot in accordance with the Town of Holly Springs ordinances.

## **MAILBOXES**

All new or replacement mailboxes shall conform to the same construction, style, design, and color approved for the community.

Guidelines:

1. Receptacles for newspapers or other publications are not permitted except as a part of the approved mailbox design. Property owners are responsible for maintaining their mailbox.
2. Plantings around the base of the mailbox are allowed, if within guidelines for landscaping.
3. Mailbox covers, flags, signs, banners, etc... are not permitted except as noted in the section on "Signs, Lawn Ornaments, Decorations, Outside Lighting, Flags, & Banners" on page 11.
4. Information on purchasing approved mailboxes and posts may be found on the websites of the Holly Glen HOA and Talis Management Group, or by contacting Talis Management Group.

## **MAJOR LANDSCAPING**

Landscaping that is structural, or will change the contour of the land, or is adjacent to a property line, or obstructs a neighbor's view requires approval.

Guidelines:

1. No hedge or screen plants may be erected closer to the front lot line than the front of the house.
2. Hedge or screen plantings, which form a barrier between properties should have an agreement for maintenance access, and setbacks to allow for plot growth.
3. No changes or modifications are allowed to Common Areas.
4. Retaining walls, ornaments, garden plots, and fences have specific requirements. See the guidelines for these items in their own section in this document.
5. After initial construction, no tree having a trunk diameter exceeding six (6) inches at a height of two (2) feet above ground level shall be removed without the Committee's prior express written approval. See guidelines for tree removal for more detail
6. Structures, such as wishing wells, gazebos, permanent benches, bird feeders, etc... should be restricted to back or side yards and must not be visible from any street.
7. Landscaping of minor nature such as naturalizing an area of the yard or adding low growing shrubs and bedding flowers requires no approval, if neighboring properties are not affected.

Information Required in Submittal:

1. Plot plan showing extent and location of landscaping.
2. Description of landscaping, including quantity and species of plants, and description of changes in contour of land.

## **MOBILE HOMES**

No mobile home may be constructed or placed on any lot.

## **PAINTING EXTERIOR OF HOUSE OR OTHER STRUCTURE**

Color changes made to existing colors requires approval.

### Guidelines:

1. Brick must remain unpainted unless originally painted by builder.
2. Periodic repainting or re-staining with the existing color does not require approval.

### Information Required in Submittal:

1. Current color scheme of house or structure.
2. Proposed new color scheme.
3. Color samples, or web site and color numbers from manufacturer.

## **PARKING**

1. Lot owners' and occupants' vehicles shall not be habitually parked on the street.
2. No commercially licensed vehicles, vehicles with three (3) or more axles, tractors, or inoperable vehicles may be parked on or permitted to remain on any lot, or on common property, or within any right-of-way of any street, or on any street in or adjacent to the subdivision. Parking of all such vehicles within view of any street is prohibited.
3. All vehicles must be parked in the driveway or garage and not on any soft surface such as grass or soil of the lot.
4. No boats, RV's, campers, or trailers may be habitually parked on or permitted to remain on any lot, or on common property, or within any right-of-way of any street, or on any street in or adjacent to the subdivision. Parking of all such vehicles within view of any street is prohibited.

## **PETS, PET HOUSES, AND PENS**

Exterior structures for housing or penning animals require approval. See section on "Animals" on page 6 for further information.

### Guidelines for Housing of Animals:

1. No animals, exotic animals, livestock, or poultry of any kind shall be raised, bred or kept on any lot, except that:
2. Dogs, cats or other household pets may be kept, provided that they are not bred or maintained for commercial purposes, and in compliance with the section on "Animals" on page 6.
3. Pet pens must be at least 10 feet from the property line.
4. Structures must be located in the back or side yard, whichever is least conspicuous, and must not be in view of any street.
5. Screening should be provided as much as is possible.
6. No chain link or metal fencing is allowed. Fencing must be one of the approved fence styles.
7. No animal may be kept or secured by being chained, tied or otherwise attached to any object.

### Information Required in Submittal:

3. Plot plan showing the location of the proposed structure.
4. Description of the materials to be used.
5. Description of the type, size and number of animal(s) to be enclosed.
6. Description of the planting to be provided for screening.

### **SATELLITE DISHES, RADIO TOWERS, ETC...**

1. Radio towers, exterior television antennas and similar transmission and receiving apparatus shall not be placed on the property, except that one small satellite dish may be placed on each lot as allowed by statute.
2. Every effort should be made to screen the satellite dish from view of the street and neighbors.

### **SIGNS, LAWN ORNAMENTS, DECORATIONS, OUTSIDE LIGHTING, FLAGS, BANNERS, ETC...**

All signs, lawn ornaments, freestanding flagpoles, fishponds, outside flood, security, or permanent decorative lights, and other like items require approval.

#### **Guidelines:**

1. Every effort should be made not to disturb or adversely affect neighbors with the installation and operation of flood and security lights.
2. No sign, other than a single "For Sale" or "Sold" sign is permitted. "For Sale" and "Sold" signs do not require approval, but are not to exceed two (2) feet wide by two (2) feet tall.
3. Permanently installed, freestanding flagpoles shall not exceed twenty (20) feet in height with a flag not to exceed four feet by six feet (4 X 6).
4. Seasonal decorations, including holiday decorations, landscape or accent lighting, wall-mounted flags and lanterns, and political campaign signs, do not require approval and are permitted as long as they are removed within reasonable amount of time.
5. Mailbox covers are not permitted.
6. Security and Alarm System notices should be no larger than twelve (12) inches square, be posted inconspicuously near the dwelling. Such signs shall not be advertising in nature.
7. "Invisible Fence" notices may be posted on mailbox posts, but must not exceed the width of the post or be taller than eight (8) inches. Such signs shall not be advertising in nature.

#### **Information Required in Submittal:**

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

### **SKYLIGHTS AND ATTIC FANS**

The addition of a skylight or attic fan that alters the exterior of the roof or siding requires approval.

#### **Information Required in Submittal:**

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

## **SOLOR COLLECTORS**

All solar collectors require architectural approval.

### Guidelines:

1. Solar collectors must be installed to be as inconspicuous as possible.
2. Collectors should be placed on the rear of the home or the side with 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 for the collectors. This camouflaging may require completely encasing the collectors. All metal parts should be painted to match roof coloring. Piping running down the side of the dwelling is not permitted.
5. The ideal installation is one 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.
7. No topping or removal of trees on Association common areas and or Greenways is permitted.

### Information Required in Submittal:

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

## **STORAGE**

1. Fuel tanks and similar storage receptacles shall not be visible from the street or other residences and, with the exception of barbeque propane tanks, require approval.
2. No trade materials or inventories may be stored on any lot.
3. Temporary storage of materials for modification projects should be discretely placed and maintained in an orderly manner.

## **SWIMMLNG POOLS AND HOT TUBS**

All swimming pools and hot tubs require approval.

### Guidelines:

1. Only in-ground pools allowed
2. Any wood support structure must be the same color as the house or deck.
3. The pool or hot tub may not be located within buffer or easement.
4. All Health Department regulations must be met.
5. Any pool or hot tub must be located in the back or side yard, whichever is least conspicuous, and must be screened from view of any street.

### Information Required in Submittal:

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

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

All exterior permanent play equipment requires approval.

### 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 may not be placed any closer than 10 ft to adjoining property lines. The preferred location is in the rear of the lot, directly behind the house, but each request will be reviewed on its own merit.
2. Screening may be required along the property lines 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 not detract from the neighborhood surroundings.

### Information Required in Submittal:

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

## **TEMPORARY STRUCTURES**

No structure of a temporary character, trailer, camper, van, lean-to, tent, shack, garage, barn or other outbuilding shall be used on any lot at any time as a residence, either temporarily or permanently.

## **TREE REMOVAL**

Removal of trees requires approval.

### Guidelines for tree removal:

1. No trees measuring six (6) inches or more in diameter at a point two (2) feet above the ground level may be removed without prior written approval.
2. Request For Architectural Approval forms for removal of **dead trees** will be expedited by the Management Company and the Committee.

### Information Required in Submittal:

7. Plot plan showing the location of the tree(s) to be removed.
8. Species and size of tree.

## **GENERAL MAINTENANCE**

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall beauty of the Community, and to prevent and correct unclean or unsightly conditions of buildings or lots. All lots shall be kept clean and free of garbage, junk, trash, debris, non-operable vehicles and apparatus, and any condition, health hazard or the breeding and habitation of snakes, rats, or insects. The owners of lots shall see to the mowing of their lawn as needed, the maintenance and protection of landscaping, the proper drainage of the lot so as to prevent soil erosion, and the maintenance of the home and other structures and improvements located on said lot so as to insure their good condition and appearance.

No offensive or noxious activity shall be carried on upon any lot, nor shall anything be done thereon tending to cause embarrassment, discomfort, annoyance or nuisance to other residents. There shall not be maintained any plant, animal, device or thing of any sort whose activity or existence is in any way noxious, loud, dangerous, unsightly, unpleasant or of a nature as may diminish or destroy the enjoyment of the neighborhood by the owners thereof.

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

- Shrubbery, Trees, and Lawns
- Driveways and Sidewalks
- Decks
- Fences
- Play Equipment
- Roofing
- Siding & Trim
- Wood
- Garbage Can Storage
- Vehicle Parking and Storage
- Paint and Stain

HOLLY GLEN HOMEOWNERS ASSOCIATION

**REQUEST FOR ARCHITECTURAL APPROVAL  
and USE of PROPERTY**

(Please fill in all items and supply all supporting data as requested.)  
*Incomplete forms may cause delays in review of your application.*

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

Property Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Telephone: (W) \_\_\_\_\_ (Cell) \_\_\_\_\_ (H) \_\_\_\_\_

**Please note: NO construction should be started until you receive written approval of your request from the Architectural Review Committee.**

This Request for Architectural Approval *must* be accompanied by two (2) different drawings:

1. Plot plan (official survey of lot) – showing the improvement (i.e. deck, fence, landscaping, parking pad, garden, addition, etc.) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.
2. Elevation – or “head on” view, as would be seen in a photograph. This drawing should show height, width, and distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process. Photographs or brochure pictures should be submitted along with this request when available.

Description of improvement:

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

Construction materials to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Colors (attach samples if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Days to Complete \_\_\_\_\_

*Note: NO work should begin prior to written approval from Architectural Committee.*

In applying for the above architectural change, I agree to follow to the best of my ability the changes as described and meet any and all codes, permits or other requirements deemed necessary by county, state or other applicable authority.

The homeowner is responsible for knowing and following all Town of Holly Springs code requirements and restrictions. Approval by the Committee shall not be construed as or substituted for any Town of Holly Springs requirements.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

Submit to:

**Drop off location:**  
Talis Management Group, Inc.  
8305 Falls of Neuse Rd.  
Raleigh, NC 27615  
Phone: (919)878-8787  
Fax: (919) 376-8800

**Mail to:**  
TalisManagement Group, Inc.  
P.O. Box 99149  
Raleigh, NC 27624

(FOR COMMITTEE USE ONLY)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

The Architectural Control Committee of Holly Glen Homeowners Association hereby **approves** the request for architectural approval with the following restrictions:

The homeowner is responsible for knowing and following all Town of Holly Springs code requirements and restrictions. Approval by the Committee shall not be construed as or substituted for any Town of Holly Springs requirements.

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

\_\_\_\_\_  
Signature Date

The Architectural Control Committee of Holly Glen Homeowners Association hereby **disapproves** your request for the following reasons:

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

Suggestions for Approval:

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

\_\_\_\_\_  
Signature Date

Should your request be denied, you may make an appeal. If you wish to appeal please call Talis Management at (919) 878-8787.