HOLLY FOREST ASSOCIATION
ENVIRONMENTAL CONTROL COMMITTEE
RULES AND REGULATIONS

NEW HOME CONSTRUCTION
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Each page of this packet must be initialed, where noted at the bottom of the page, by owner and contractor before returning to the ECC office in its entirety. Please make a copy of this packet for your records before submission to the ECC office.

OWNER:_____

CONTRACTOR:_____ REVISED 7/26/2016

I. INTRODUCTION

This document is intended to give Property Owner specific standards for new construction and/or site disturbances. (Throughout this document, the term "construction" includes any activity on a Lot which falls under ECC jurisdiction). Because of the serious consequences that may occur as a result of violations of these Rules and Regulations, including possible fines, it is imperative that Property Owners and contractors comply with these standards or apply for and receive a written variance as set forth below prior to any construction or site disturbing work.

The Holly Forest Environmental Control Committee (ECC) reviews applications, plans, materials, specifications, and the construction itself, for adherence to the Declaration, these standards, and any other policies and/or restrictions of the Holly Forest Association. These Rules and Regulations are applicable pre, during, and post construction.

GENERAL PROVISIONS: These Rules and Regulations have been established pursuant to Article V of the Declaration of Protective Covenants, Holly Forest, recorded in Book 369, Page 417, and Jackson County Registry (and amendments or supplements thereto) (hereinafter "Declaration") and the authority granted by N.C. Gen. Stat. §47F-3-102(1) of the North Carolina Planned Community Act. Contractors, owners and architects should review all of these documents. Terms referenced herein shall have the meaning set forth in the Declaration. To the extent that the Declaration does not provide any meaning, then the ordinary meaning from the most recent edition of the Merriam-Webster dictionary shall apply.

DISCLAIMER: If there is any conflict between these Rules and Regulations and any applicable laws or other regulations, the more restrictive interpretation shall apply. The standards set forth herein shall be enforceable to the extent that they do not violate applicable laws and regulations.

VARIANCES: The ECC, with the written approval of the Board of Directors of Holly Forest ("Board"), may consider reasonable variances from the provisions of the Declaration and these Rules and Regulations where literal application thereof results in unnecessary hardship and if the granting thereof will not be materially detrimental or injurious to other Property Owners. Reasonable conditions on the granting of any variances may be imposed by the ECC and/or the Board of Directors. The decision of the Board of Directors shall be final.

II. DESIGN FEE, IMPACT FEE, DEPOSIT OF COMPLIANCE

Three certified checks for the sums set forth below are required to be submitted by *"PROPERTY OWNER"* when the application is submitted:

1. **A certified check from Property Owner of no less than $1,400.00 payable to the Holly Forest Association which includes:**

    a) **Compliance Officer Fee of $800.00 (non-refundable after ECC approval of application)**
    b) **Design Review fee of the greater of: $600.00 or one-fourth (1/4) of 1% of the estimated cost of the proposed improvement (non-refundable upon deposit with the ECC).**

2. **A $3,000.00 certified check for non-refundable Road Impact Fee is required. Every 500 sqft over 2,500 sqft will require an additional $500 road impact fee. All new construction will be assessed an impact fee to offset wear and tear on the roads in Holly Forest due to construction traffic.**

3. **An additional certified check from the Owner for $3,000.00 payable to the Holly Forest Association covers the Compliance Security Deposit. This deposit is refundable upon completion of construction provided the owner/builder has met all of the permit requirements to the satisfaction of the ECC; the final checklist has been completed, Certificate of Occupancy from Jackson County has been received by the office, and all fines and assessments due the Holly Forest Association have been paid.**

All FINES AND/OR ASSESSMENTS SHALL BE DEDUCTED FROM THE COMPLIANCE DEPOSIT BEFORE REFUNDING ANY REMAINDER TO THE OWNER. SHOULD THESE MONIES REACH A BALANCE OF $1,500.00 BEFORE CONSTRUCTION IS COMPLETE, PROPERTY OWNER WILL BE NOTIFIED TO BRING THE BALANCE BACK TO $3000.00 WITHIN ONE (1) WEEK OF NOTIFICATION OR THE SITE WILL BE RED TAGGED UNTIL ANOTHER DEPOSIT IS SUBMITTED, TO MAINTAIN A $3,000 BALANCE. A site that has been "red tagged" is automatically under a "stop work" order until the issue in dispute with the ECC is resolved as evidenced by the removal of the red tag. Continuing to work after a site has been "red tagged" shall be deemed to be violation of these Rules and Regulations and each day thereafter that work continues shall be considered a new violation.

The Compliance Security Deposit will be held in an interest-bearing account and the Property Owner/builder is to receive the interest on the refunded deposit or the portion of the fee refunded thereon. Said interest to be computed for maximum period of one year from the date of deposit.

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III. DESIGN REVIEW PROCEDURES AND APPROVAL PROCESS

The ECC requires that all Property Owners/contractors building homes in Holly Forest have a valid State of North Carolina license, except, however, the ECC will permit a homeowner to act as his own General Contractor, provided that the home will be built for the owner's occupancy/use for at least eighteen (18) consecutive months following completion of construction (as per General Statute 87, Article 1, definition of General contractor).

No trailer or mobile, manufactured or modular home, or structures having the appearance of a trailer or mobile, manufactured or modular home will be permitted (hereinafter "Prohibited Structures"). Any Association or person that uses Holly Forest roads for egress or ingress related to the transportation of Prohibited Structures or any equipment in excess of normal weight limits will be required to pay a $3,000 road impact fee per home under construction.

Site Planning – Each construction site within Holly Forest has its own unique qualities and characteristics. The ECC will carefully analyze each site plan to determine whether the existing features are respected and sensitively utilized. Plans that minimize disturbances of the existing vegetation, rock formations, natural topography and drainage patterns will be preferred. Respect for, and compatibility with, adjacent neighborhood development and site planning is mandatory.

Architectural design elements — The house should be designed to be appropriate in character with the environment. Care must be taken to avoid inappropriate architectural styles and side-by-side duplication of homes. SIMPLE BOX-LIKE STRUCTURES WILL NOT BE APPROVED. Houses of similar design will not be permitted within 500 yards of each other.

The ECC will review final architectural drawings, site layout, landscape design and the basic design of the house. Construction cannot commence until plans are reviewed and approved in writing by the ECC. Plans will be reviewed only when the submitted package is complete. Plans must be submitted one (1) week prior to the ECC meeting. The ECC regularly meets on the first and third Thursdays of each month.

The required minimum first floor heated square footage shall be as follows:

Holly Forest	First Floor	Total sqft
I – III	850 sqft	1,080 sqft
IV	1,000 sqft	1,350 sqft
V	1,200 sqft	1,800 sqft
VI	1,000 sqft	1,250 sqft
VII – XI	1,000 sqft	1,500 sqft
XII	750 sqft	1,100 sqft
XIII	1,000 sqft	1,500 sqft
XIV	1,000 sqft	1,300 sqft

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The following must be attached to the completed ECC "Application to Construct:"

A. **One copy of Deed to Property**

B. **One copy of approval for septic tank system from County Health Department.**

C. **A copy of the Jackson County Building Permit**

D. **Holly Forest dues and/or fines paid**

E. **ECC Certification of Compliance, duly executed by Owner and Contractor**

F. **Architectural Plans; 2 sets by a registered architect or an ECC approved owner/builder. Plans must be in ¼ inch = 1 foot scale, square footage per floor and the total square footage.**

G. **Water Drainage Plan**

H. **Landscape Requirements:**

1. **Plant selection should be based on the plant adaptability to the existing conditions present with the use of native plant material encouraged.**

2. **New residences or structures are required to have foundation plantings on any walls visible from the street. (Shrubs are to be a minimum height of 24 – 30 inches at time of planting.) Walls without architectural detail shall be softened through landscaping.**

3. **All utilities, heat pumps, generators, and above ground gas tanks are to be screened on all sides.**

4. **Trees are required to soften two story residences.**

5. **Retaining walls exposed to the street are to be screened or softened with landscaping.**

6. **New residences are to respect neighbor's privacy by providing landscape buffering if none exists.**

7. **All disturbed areas are to be replanted with shrubs and ground covers to prevent erosion.**

I. **Topographical survey: the survey must be rendered by a licensed surveyor showing setbacks, the location and basic dimensions of the proposed house (including overhangs), decks, porches, garages, carports, turnarounds, parking spaces, ~~and~~ driveway, septic tank and drain fields, and a water drainage plan. It must show the location of major trees, (12" in diameter or larger,**

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measured 12" up from ground level) the house foundation, topographic elevations, location of all streams/waterways, and the location of silt fences. Structures must be a minimum of 25 feet from the high-water mark on streams/waterways. Set Backs: Each dwelling must be at least: Thirty (30) feet from the front Lot Line: Twenty-five (25) feet from the rear Lot Line in most lots in Holly Forest. The side set backs are 15 feet. The setbacks in Holly Forest XIV are 10 feet on all sides.

J. Exterior Elevations at 1/4" = 1' scale. (Show all four (4) elevations) with existing grade and proposed grade. Rear and side elevations must have same architectural design as front elevations.

1. **Height Limit: All single-family homes shall be limited to thirty-five (35) feet in height above finished grade excluding chimneys when viewing the house from the street. If the house is not visible from the street, the 35' shall be measured from the front of the house above finished grade.**

2. **Long Blank Walls, fifteen feet (15') or more, are unacceptable and must be broken with windows, decks, and/or breaks in wall planes, etc.**

3. **Roof Pitch: The minimum roof pitch required is 5.5:12 with the exception of roofs covering a porch or deck, which may be of a lesser pitch in the old North Carolina tradition. The Holly Forest Board of Directors encourages the use of gables and dormers to break up the expanse of the roof plane.**

4. **Soffits: There must be a minimum of 16" overhang for all houses with a minimum 2" x 8" fascia treatment.**

5. **Porches and Decks are to be designed as an integral part of the main structure and compatible with the overall architectural style.**

6. **Chimneys: All chimneys must be designed to be compatible with the design and color of the house. All chimneys must be topped with an approved spark arrester, installed to meet all applicable codes. The addition of a decorative cover over the spark arrester is encouraged, but not required. All chimney metal surfaces must be painted black.**

K. Exterior Materials: Wood, hardy board and stone are acceptable exterior siding. Wood trim must be exterior grade, stained or painted with colors approved in writing by the ECC. Type, size, and materials of all openings must be indicated. Cedar Shakes, Pine Shakes, Metal, Slate and Asphalt Shingles (Architectural Grade only) are approved roofing materials. Vinyl siding is never permitted. White windows frames are discouraged, and will rarely be approved. Color samples of all exterior materials must be provided.

L. Foundations: All concrete block and poured concrete walls must be covered with stucco or material compatible with other exterior materials and must be painted to match the color of the house.

M. Pre-Construction Site Visit: Members of the committee and compliance officers will conduct a site visit before approval for construction has been given and before any clearing or construction can begin. The outline of the structure and the driveway must be marked with tape.

A Holly Forest ECC permit to construct must be picked up from the Management office and installed in a required permit box, which must be installed on a post by the road and prominently displayed before any site clearing or earth moving work commences.

ANY AND ALL EXTERIOR CHANGES, ALTERATIONS AND/OR MODIFICATIONS TO APPROVED PLANS MUST BE RESUBMITTED TO THE ECC FOR APPROVAL IN WRITING BEFORE CHANGES ARE MADE.

IV. SITE PREPARATION (CLEARING) AND EROSION CONTROL

What can be cleared? As a standard rule, the clearing of trees and vegetation will be limited to:

1. **Driveway - (Single lane only with a 15' bed and 12' tread), Turnarounds and Parking Spaces. Driveways may widen at entries and curves. The driveway must be covered with 6" of 3" diameter stone, topped with 3" of crushed stone as soon as possible after the initial cut is made.**

2. **Footprint of a Home and a Maximum of 15' from the Perimeter of the foundation of home, or to the setbacks whichever is the lesser amount. Natural vegetation must always be left in the setbacks.**

3. **Footprint of any other approved structure.**

4. **Septic Tank and Drain Field (lines can usually be laid between trees).**

What cannot be cleared?

No tree or plant, regardless of size, may be removed, cut, thinned or limbed outside the allowable limits without the prior written approval of the ECC.

All natural forested areas must be left undisturbed along the banks of our streams, lakes and other waterways (15 feet from the high-water marks), in all setbacks and along the golf courses as well as along the mountain ridges.

Erosion Control: As the site is being cleared, temporary as well as permanent erosion control measures must be installed immediately and maintained throughout the construction period.

Protecting Existing Vegetation: It is important to leave land undisturbed as much as possible. The time in which graded surfaces are exposed must be limited. After the site is graded, exposed surfaces must be mulched, planted or otherwise covered within 21 days.

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Silt fences: Silt fences must be installed immediately on all downhill periphery of any disturbed soil and must be replaced by permanent erosion control measures before the final inspection. On steep grades steel, reinforced silt fences are required.

Driveways: As driveways are cut in so shall erosion control measures be installed to minimize erosion. Driveways should be shaped to drain themselves by means of cross sloping and or broad based dips and roadside ditches on the inside or both sides of the driveway. Driveways shall be pitched to prevent water drainage onto the road. The first twenty feet of the driveway adjacent to the road shall be paved with asphalt or concrete.

Embankments: All steep embankments must either be able to maintain vegetation or must be secured with permanent erosion control devices and must be in place within 21 days of the initial cut.

Culverts/Drainage: All drainage devices must be installed properly and must have riprap/sediment basins at all outlets. Flexible drainage pipes must be dug in and drainage outlets must be directed to an undisturbed area or to a sediment basin filled with riprap on said owner's property. Once the CO is issued, the homeowner is fully responsible for all maintenance and repair. The repair of any road damage resulting from inadequate maintenance of culverts will be the responsibility of the property owner.

Cleaning up downed trees: All logs and stacked branches must be hauled away before construction begins.

FOUNDATION SURVEY REQUIRED: Immediately after footers have been poured a foundation location survey must be obtained and submitted to the ECC office. Non-compliance will result in a fine. Construction may not resume unless specific approval to proceed is given by the ECC in writing.

V. CONSTRUCTION SITE RULES AND REGULATIONS

Erosion Control: As the site is being cleared, temporary as well as permanent erosion control measures must be installed immediately and maintained throughout the construction period.

Trash Containment: All sites must be neatly maintained at all times during construction activity.

A. **A container, (trailer, dumpster etc.) must be provided on site to contain building debris and trash. Trailers need to be covered at the end of the workday with a tarp.**
B. **Construction Materials and/or Equipment must be stored on the job site.**

Temporary Toilet Facilities: Must be placed in an inconspicuous location, if possible. This facility must remain in place until completion of the project.

Existing Utilities: The owner/contractor is responsible for knowing the locations and types of all utilities and must protect existing utilities during construction. The contractor and homeowner are responsible for damage to existing utilities. Before footers are poured, working water taps and a temporary power tap must be installed on the construction site.

Construction Parking: Construction must allow for continuous traffic flow on roadways. Parking of all vehicles must be on one side of the road only. Parking on the roadside is not allowed overnight or after working hours.

Deposit Refund: Any damage to the roads and/or roadside during construction must be repaired by the Contractor at his expense prior to receipt of Compliance.

Children and personal pets of contractors are not permitted on construction sites.

Sign Policy: No advertising signs are permitted.

Job Site Fires: NO BURNING OF CONSTRUCTION DEBRIS, TREES, BRANCHES, AND/OR LEAVES!

Work Hours: Work is permitted between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and 8:00 a.m. and 2:00 p.m. on Saturday with no work on Sunday. Work is NOT permitted on the following observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas.

Office Hours: All requests for permits shall be submitted at the SPM office at the Red Bird Golf Links Pro Shop between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. All requests need to be made by appointment, allowing 48-hour lead time.

Blasting: No blasting is permitted on-site without six (6) hours' notice to Public Safety. Steel mesh blankets or large quantities of dirt must be used to control dynamiting activities. There will be a charge to the Deposit of Compliance for any "off-limits" damage from blasting.
Transport Vehicles: Any conveyance or wheeled vehicle ten (10) feet or wider and/or thirty (30) feet or longer requires a transport permit from public safety/security office. Application for a transport permit requires a minimum of forty-eight (48) hours prior to delivery, and the route of delivery must be specified for traffic and safety management. In transporting, no trees will be trimmed or cut along the route to the site. A special non-refundable impact fee of $2,000 will be charged for all such vehicles and per project.

<u>Owners/Builders are responsible for the actions of all SUBCONTRACTORS who are employed on their construction site.</u>

Noise Pollution: All job site noise is to be kept to a reasonable (work related) level.

Light Pollution: Only low intensity downward directed exterior lighting is permitted. The point of light source shall not be visible outside property lines.

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Trees, Natural Vegetation and Topsoil: Post construction landscaping is required in order to obtain a final inspection from the ECC. This landscaping must include a high percentage of native plants. If season/weather prohibits landscaping prior to a final being issued $1,000 will be withheld from the compliance refund and monthly inspections will continue until such time as landscaping is complete. We highly suggest using perennial and evergreen plants.

Inspections: Periodic unannounced inspections will be made by ECC Members, Holly Forest Board Members, Property Management Members, and ECC Compliance Officers throughout any construction or other activity involving the ECC Rules and Regulations, Protective Covenants, and Policies. Access to owner's property for these inspections must be permitted at all times. Violations, if discovered, will be brought to the attention of the Owner.

VI. BUILDING POLICIES AND RESTRICTIONS

Time Frame for Building Homes in Holly Forest: An application for approval to construct will remain in effect for twelve (12) months following the effective date of ECC permit approval or building permit from Jackson County - whichever is later.

The Exterior of the House must be completed within Six (6) Months after the issuance of a Building Permit by Jackson County. Construction must be completed and a Jackson County Certificate of Occupancy issued within Twelve (12) Months of the issuance of a building permit by Jackson County. If home is not completed in 12 months and unless a variance has been obtained prior to the expiration of the deadline owner/builder must reapply to the ECC and charged $100 a month for every month after 12 months. These fees are not in lieu of any other remedy available to the Association, including abatement or fines for violations of Article III, Section B of the Declaration for untimely completion of improvements.

The Owner/Contractor must submit the Certificate of Occupancy within 30 days of the date received from Jackson County. Failure to submit the CO within the 30 days will result in a daily fine of $100 until a copy is received in the ECC office.

ECC Compliance Refund will be considered for issuance after the house is completed and the ECC has completed the Final Inspection. The compliance deposit paid at the time of plan submission, less any fines and any actual costs to the ECC for repair of damages will be refunded after the final inspection is completed and the Certificate of Occupancy is delivered to the ECC Office.

Should construction activity cease for ninety (90) consecutive days, or if the residence has been partially or totally destroyed and not rebuilt within twelve (12) months, it shall be deemed a nuisance. The Association may remove any such nuisance or repair or complete the same with the cost borne by the Owner.

HOLLY FOREST ASSOCIATION
ENVIRONMENTAL CONTROL COMMITTEE
APPLICATION FOR APPROVAL TO CONSTRUCT

APPLICATION FOR APPROVAL TO CONSTRUCT A HOUSE IN HOLLY FOREST SECTION _____ LOT NUMBER _____ STREET_____

Three checks equaling the sums provided for in Section II of the Rules and Regulations made payable to the Holly Forest Association is required when application is submitted. (Architectural review Fee $600.00 or Declaration maximum; Compliance Officer Fee - $800.00; Road Impact Fee – minimum $3,000.00 Deposit of Compliance – minimum $3,000.00)

ATTACHED TO THIS APPLICATION:

1. **Two (2) complete sets of plans and specifications, including but not limited to the square footage, the color and composition of all exterior materials (siding, roofing, foundation, etc.) and finished elevations.**
2. **The topographical survey must show location of improvements and trees larger than 12" in diameter on the lot with setback dimensions and proposed driveways. This site plan must show erosion control plans and all streams and lakes. The plan must bear the seal and signature of the Registered Land Surveyor.**
3. **Certificate of Compliance**
4. **One copy of "Approval for Septic Tank System" from the County Health Department. This requirement does not apply to lots on central sewer systems.**
5. **One copy of the deed to the property located for the proposed improvement.**
6. **A copy of the approved Jackson County "Sediment Control Ordinance" and a copy of the approved Jackson County erosion control plan.**
7. **Landscape plan**
8. **Copy of the Jackson County Building Permit**
9. **Holly Forest dues and/or fines paid**
10. **Exterior color Samples.**

I AM ATTACHING THE REQUIRED PLANS, FORMS, AND FEES AND ALL DUES AND/OR FINES HAVE BEEN PAID TO HOLLY FOREST. I agree to abide by the ECC Rules and Regulations.

Owner's Signature: _____

Phone #: _____ Facsimile #:_____E-mail: _____

Owners Address: _____

Failure to include attachments with the application will result in a delay of the review by the Environmental Control Committee. Any changes are subject to ECC approval.

OWNER:_____

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HOLLY FOREST ASSOCIATION
ENVIRONMENTAL CONTROL COMMITTEE
CERTIFICATION OF COMPLIANCE

HOMEOWNER & CONTRACTOR RESPONSIBILITY

I, the undersigned Owner have read all pages of the Holly Forest ECC Rules and Regulations very carefully and I agree to abide by these specifications, rules, and requirements. I will build the home according to the plans approved by the ECC; and will complete the home within the twelve (12) months required and will install and maintain erosion control devices that will prevent sediment from going offsite.

Owners who are delinquent in the payment of their dues and assessments or have fines levied against them may be suspended from all rights of Holly Forest; The ECC will not give any building approval if dues, assessments or fines remain outstanding. (Declaration of Protective Covenants, XIII, Sec. B and By-Laws, Article VII). Please complete all areas.

FINES

Please read and sign the attached document.

Contractor's Signature (if applicable) _____

North Carolina License # _____**Date**_____

Phone Number _____**E-mail Address:** _____

Fax #: _____

Home Owner's Signature _____

Date_____ **Phone Number** _____

E-mail Address: _____ **Fax #:** _____

Holly Forest ECC

Pre-Construction On-Site Meeting
With Owner/Builder

HF _____ Lot _____Name _____

Date _____ Time _____ ECC Inspector _____

_____ **Home, Septic and Driveway are staked and taped**

_____ **Erosion Control Plan discussed**

_____ **Staked Structures and all other improvements are within Setbacks**

_____ **Staked Structure is 25' from Stream, Creek, Water**

_____ **Driveway is Located to Minimize Erosion**

_____ **Structure is Located to Minimize Large Tree Removal**

_____ **Discussion of Compliance Requirements (i.e. trash containment, silt fences, etc.)**

Additional Comments:

Note: Inspection should be conducted during the week the plans are submitted and reviewed by the ECC Committee.

OWNER:_____

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HOLLY FOREST ASSOCIATION
ENVIRONMENTAL CONTROL COMMITTEE
FINAL INSPECTION CHECKLIST

Name of Owners_____

Holly Forest Section _____ **Lot** _____

The Final Inspection will be conducted by the ECC and preferably with the owner/contractor at the completion of the building.

_____ **1.** **Construction completed on time**

_____ **3.** **Site cleanup of all trash, building materials, and felled trees.**

_____ **4.** **Removal of temporary power/water lines and port-a-john.**

_____ **5.** **Structure built according to approved plans, specifications and colors. Appropriate gutters and downspouts installed. Are all metal structures covered appropriately?**

_____ **6.** **Owner and Contractors complied with the covenants, policies rules, and regulations. If any violation(s) occurred during construction, what were they?**

_____**7.** **Landscaping completed, silt fenced removed and replaced by permanent erosion control measures.**

_____ **8.** **Any fines, recommendations to the Holly Forest Board of Directors to be deducted from the Deposit of Compliance? If so, how much?**
_____

_____**9** **Recommend the Deposit of Compliance be refunded**

_____**10.** **Recommend a letter be sent to the owner, copy to the contractor, thanking them for their cooperation and expressing the appreciation of the ECC Committee and the Holly Forest Board of Directors.**

_____ _____

ECC Signature **Date**

OWNER:_____

CONTRACTOR:_____ REVISED 7/26/2016