

Holly Lake Ranch Association

ACC

Architectural
Control
Committee



Guidelines

REVISION 1 - JULY 2010

Table of Contents

<u>Architectural Control Committee (ACC) Scope</u>	Page
1. Representation	3
2. General Powers and Restrictions	3
3. Building Permit System	3
4. Remedies for Non-Compliance	4
<u>ACC Guidelines</u>	
5. Construction Prohibitions	4
6. Structures and Foundations	5
7. Outbuildings	6
8. Roofing	7
9. Fences	7
10. Propane Tanks	9
11. Outside Lighting	9
12. Tree Removal	11
13. Docks	12
14. Add-On Foundations	12
15. Decks	12

Architectural Control Committee (ACC) Scope (Revised July 2010)

1. Representation

- a. Every year, the B-Board of directors shall nominate members to this committee for approval by A/B Board of Directors.
- b. Committee shall be composed of at least four (4) property owners and one (1) member of the B Board. (Revised July 2010)
- c. In addition to regular meetings, committee will meet monthly with HLRA General Manager and B-Board Committee representative to review current issues.
- d. Changes to Architectural Guidelines must be submitted to the Board for approval.

2. General Powers and Restrictions (Revised July 2010)

- a. The ACC is hereby granted the authority to enforce new and remodel construction restrictions in accordance with Holly Lake Ranch Subdivision Restrictions as recorded at the Wood County Courthouse. All permits for home construction, additions, outbuildings, roofing, siding, fences, propane tanks, etc., must be approved by the ACC before construction begins and the appropriate permit posted before and during these activities.
- b. ACC is hereby authorized to utilize the following Discretionary Guidelines as provided in this document. (See Holly Lake Ranch Subdivision Restrictions.)
- c. The Architectural Control Committee members are hereby declared harmless from all claims made by Holly Lake Ranch property owners based on a request by such property owner for approval of a permit, except for claims of fraud or criminal intent. All liabilities related to a request of any kind submitted to the ACC by a Holly Lake Ranch property owner shall be the responsibility of Holly Lake Ranch Association, except for claims of fraud or criminal intent

3. Building Permits (Revised July 2010)

- a. Building Permit applications may be obtained from the Administrative Office.

- b. Permit applications must include building plans, specifications and plot plans showing the location of such improvements. If at the end of the allotted six (6) months the job is not complete, an extension may be obtained and an additional fee may be charged at the discretion of the ACC.
- c. All permits for activities approved by the ACC must be prominently posted at the front of lot for entire duration of construction project.
- d. The ACC approval must be filed at Holly Lake Ranch Association (HLRA) Administrative Office along with copy of the permit.

4. Remedies for Non-Compliance

The ACC is hereby granted the following powers to enforce compliance with Holly Lake Ranch Subdivision Restrictions; (Revised July 2010)

- a. Submit written notice to the Holly Lake Ranch General Manager that party is in violation of restriction(s), construction, materials, location or other issues. General Manager will notify party that violation(s) must be brought into compliance within thirty days or less at discretion of ACC and General Manager.
- b. If compliance is not attained within allotted time, HLRA can impose fines as established by HLRA General Manager and Board of Directors. Fines may be raised incrementally for continued non-compliance. HLRA shall have the authority to file lien against said property for non-payment of fines.
- c. HLRA may obtain a court order to halt construction until compliance is attained.
- d. Where there is a violating structure and property owner has not made requested corrections to bring into compliance, ACC, or their agent, in accordance with subdivision restrictions, shall have the right and authority to enter property, to disassemble structure and store building materials on the premises or elsewhere at the discretion of ACC and HLRA General Manager. The owner or occupant of any such lot agree, by purchase or occupancy thereof, that the ACC shall not be liable, in trespass or otherwise, in entering said lot and disassembling said structure.

5. Construction Prohibitions (Revised July 2010)

- a. Construction is allowed Monday through Saturday during daylight hours only. Workers will only be allowed to enter onto Holly Lake Ranch after daylight and must cease any construction activity at

dusk. Workers will not be permitted entrance on Sundays except for emergency situations such as roof repair.

- b. NO fence shall be erected without a permit and ACC approval.
- c. ACC is hereby granted the authority to enforce compliance with property setback lines, utility easements, and drainage structures around or through said property.
- d. Lots shall be used only for Single Family residential purposes. No commercial activity shall be permitted on any lot.
- e. Tree removal shall be limited to the extent necessary for clearing the foundation site for construction, driveways and walkways. Additional tree removal will require written approval from ACC.
- f. When property is listed for sale, ACC is hereby granted authority to inspect structures for compliance with Subdivision Restrictions and enforce any outstanding fines and liens. Where a current or previous non-compliance is identified and not corrected, or where non-compliance has occurred within four (4) years without ACC approval, ACC shall identify deficiencies and HLRA General Manager will notify seller of same, for inclusion in seller's Statutory Disclosure Document in accordance with Texas State Law (Tex Prop Code § 5.012(a)).

6. Structures and Foundations (Revised July 2010)

- a. Definition: Structure is a building, framework or other object that has been erected together from many different parts. Foundations are part of a building, usually below the ground, that transfers and distributes the weight of the building onto the ground.
- b. Structures must be located within the area defined by the survey setback and building lines. No variance will be permitted on side or rear building lines that are adjacent to other homeowners' lots. Limited variances from street setback may be permitted if deemed not to affect other homeowners. Limited variances for property boundaries adjacent to Holly Lake Ranch easements may be permitted if deemed not to affect other homeowners.
- c. Structures attached to primary residence must be approved and must have the same type foundation as the residence with the exception of porches and decks. Structures attached to primary

residence must be constructed with materials and finishes similar to the primary residence.

- d. Structures must meet the ten-foot adjacent property line and street setback requirements. (Refer to SR, paragraphs 4 and 4.1) No variance will be granted on the ten-foot property line restrictions. A variance may be granted by the ACC on the street setback, if deemed necessary.
- e. All residential structures shall be constructed on any lot in the subdivision as long as they meet the required minimum number of square feet of heated living area in that section as provided in the Holly Lake Ranch Subdivision Restrictions.
- f. All residential structures must have a reinforced poured concrete slab foundation or a reinforced poured concrete pier and beam foundation or the equivalent.
- g. Enhancements or remodeling of existing residences must also conform to these restrictions.

7. Outbuildings (Revised July 2010)

- a. Definition: Outbuilding is defined as any non-dwelling roofed structure that is situated away from the primary dwelling structure. Outbuildings include: garages, carports, sheds or storage buildings, workshops, greenhouses, gazebos.
- b. All outbuildings must have a building permit and be approved by the ACC
- c. Allowable construction materials:
 - i. Wood
 - ii. Composites
 - iii. Metal (planking having appearance of wood)
 - iv. Standing-Seam (metal panels with non-exposed fasteners)
 - v. Vinyl
 - vi. Brick
 - vii. Stone
 - viii. Concrete
- d. Buildings must meet the ten-foot adjacent property line and street set back requirements. (Refer to Subdivision Restrictions,

paragraphs 4 and 4.1) No variance will be granted on the ten-foot property line restrictions. A variance may be granted by the ACC on the street set back, if deemed necessary.

- e. Adequate foundation plans for the outbuilding must be prepared and submitted for approval with the building permit application.
- f. Outbuildings should reasonably coordinate with the primary residence in color and trim.
- g. Small vinyl kit storage buildings, playhouses, and greenhouse outbuilding may be permitted.
- h. Vinyl or metal siding **MUST** be on wood framed outbuilding and coordinate with primary residence may be permitted.
- i. Prohibited Outbuildings include;
 - i. Canvas or fabric temporary structures, carports, or other structures.
 - ii. Metal buildings. Except in section III or the Air Park.
 - iii. No metal carports or RV storage building will be permitted.

8. Roofing (Revised July 2010)

- a. Replacement of a roof on a residence or outbuilding must have a building permit and be approved by the ACC.
- b. Metal roofing guidelines:
 - i. ACC determines whether it is harmonious with neighborhood
 - ii. Must be the standing seam configuration or "R" Panel
 - iii. Must be constructed of heavy gauge metal
 - iv. Must have a long life factory finish of 20 years or more.
 - v. Color must be harmonious with the environment at Holly Lake Ranch.

9. Fences (Revised July 2010)

- a. Definition: A fence is defined as any enclosure or barrier intended to contain, protect, or decorate. It is the intent of these rules to define reasonable standards of appearance and positioning in order to assure consistency in décor of the neighborhood and avoid offense to neighbors.

- b. All fences require a permit and ACC approval.
- c. Dimensions and Placement
 - i. Fence height must not exceed 48 inches above ground unless there are special circumstances that must be reviewed with ACC.
 - ii. Security or containment fences must be no closer to the street than the back corner of the house. They may connect to the back corners of the house and extend outward to the side property lines (PL), rearward to the back PL, and across the back of the property to the far side PL.
 - iii. Decorative fences (split rail, wrought iron, picket, etc.) are permitted to the property line and inside the street setback line.
 - iv. An Electric Fence may be used for small areas at the rear or side of residence using commercial livestock electric fence intended for that purpose.
- d. Acceptable Types and Materials
 - i. Brown, black or green coated chain link
 - ii. Brown, black or green coated wire mesh
 - iii. Split rail
 - iv. Vertical wood plank with alternating board and space (gap)
 - v. Picket
 - vi. Wrought Iron
- e. Prohibited Types and Materials
 - i. Wooden stockade or privacy fences without gaps between planks. See below "j" for exception to the rule.
 - ii. Galvanized chain link
 - iii. Non-coated wire mesh
 - iv. Barbed wire
 - v. Hog wire
 - vi. Plastic webbing
 - vii. Chicken or poultry wire except to protect individual shrubbery from wildlife as outlined below.
 - viii. Any other materials not on list of Acceptable Types and Materials list

- f. Decorative Fences
 - i. The property owner must consult with an ACC member for decision. The permit requirement may be relaxed on decorative fences.
- g. Other Non-permanent
 - i. Height not greater than 48 inches
 - ii. Placement does not detract from appearance of property as viewed from the street or a neighboring lot.
- h. Privacy fences
 - i. Require a permit and ACC approval.
 - ii. Only allowed for lots that backup to non-HLR property.

10. Propane Tanks (Revised July 2010)

- a. Purpose: These restrictions control the size and location of propane tanks, to insure safety of installation, and to insure emergency responders can quickly locate tanks.
- b. Building permit is required for installation. All tanks must be installed by licensed propane installation professional. Installer's certification must be on file at HLRA Administrative Office.
- c. Propane tanks must have a capacity not to exceed 250 gallons.
- d. Propane tanks must be buried at least 10 feet from property lines and structures.
- e. Blue Reflectors
 - i. Propane tanks must be marked with a stake 3-4 feet high blue reflector at or near the top of the stake. The reflector must be positioned to reflect a light from the street. It is the responsibility of the property owner to maintain the stake and reflector.
 - ii. A blue reflector must be installed on the street surface directly in line with the position of the tank on the lot. Holly Lake Volunteer Fire Department (HLVFD) Chief will install the street reflector after receiving a copy of the approved permit. HLRA Administration is responsible for maintaining an adequate supply of blue reflectors and for re-installing reflectors when streets are resurfaced. The reflector must be 1-2 feet from the lot-side edge of the street.

11. Outside Lighting (Revised July 2010)

- a. Definition: Outside lighting is all lighting on the exterior of any structure on the owners' property.
- b. Purpose: The intent of the regulation is to preclude undue illumination of areas off the owner's property. Objectionable exterior lighting includes continuous nighttime illumination that poses a nuisance to the neighborhood and/or possible driving hazard. It is the property owner's responsibility to ensure outside lighting adheres to the guidelines.
- c. High intensity lights that are intended for wide area illumination will not be permitted. This includes mercury vapor, sodium vapor, lights mounted on utility poles or lights mounted high above ground level.
- d. Nighttime security lighting on timers or photocell, of low wattage and low intensity, is permitted. Side shielding may be required by the ACC to prevent undue lateral illumination.
- e. Outside flood/spot lights are permitted, but must not be on photocell controls or otherwise left on throughout the nighttime hours, unless aimed or side-shielded to prevent undue lateral illumination.
- f. Motion detection lights (flood or spot) must be aimed or side-shielded to prevent undue lateral illumination.

12. Tree Removal

- a. Dead...Trees showing no evidence of any live foliage or live wood under bark, with bark falling off, or with leaves falling or fallen off. *Do not require permit* for removal.
- b. Diseased...Trees which have areas without foliage, while elsewhere there is green foliage. Trees that are showing bare limbs and no obvious new growth. Trees which appear sick as compared to other, nearby trees of the same species. Trees that show clear evidence of dead and/or rotting areas on its trunk. *May or may not require a permit*. The property owner must consult with the ACC regarding removal of diseased trees.
- c. Hazardous...Trees which could pose potential injury to occupants, vehicles and/or structures due to location and/or sizes. *Require a permit* and ACC approval.

- d. Small...Trees that are less than two (2) inches in diameter measured two (2) feet or less above the base *do not require permit* for removal.
- e. For Reasonable Vehicle Access...Trees can be removed to create unimpeded egress access (e.g. driveways) from street to garage adequate for access by emergency vehicles (e.g. fire trucks). Plus appropriate parking area at the residence. A Permit is required and ACC approval.
- f. Construction Site...A permit and ACC approval are required for tree removal prior to the construction of any/all structures and outbuildings and/or other site improvements.
 - i. The construction footprint must be defined. Tree removal within that footprint is implied. Include areas of foundation and driveways for reasonable vehicle access.
 - ii. All trees requested for removal that are outside the foundation and driveway footprint must be marked at the site for ACC inspection, defined in the construction permit application and noted on the plot plan. Note proposed removal of hazardous trees. Boundaries must be marked.
 - iii. During construction, resubmit for approval changes on construction documents and tree removal permit application.

13. Docks (Revised July 2010)

- a. A permit must be approved by the ACC prior to construction of any dock (pier). For exceptional circumstances, the ACC is hereby granted authority to approve a permit for a second dock
- b. Docks shall not project more than 25 feet into the water from shoreline. The ACC may permit docks projecting further than 25 feet where shoreline water is shallow. As a general guideline, dock may project to a navigable water depth of three (3) feet.
- c. Length of dock parallel to shoreline shall be no more than 25 feet.
- d. No part of dock shall be less than ten (10) feet from adjacent property lines as projected into the water. The ACC may grant an exception in the case where the terrain would place two (2) boat docks too close together.

14. Add-On Foundations

- a. Add-on foundations must be either reinforced poured concrete slab or reinforced concrete pier and beam in those sections of HLR where required by subdivision restrictions, or must be at least the equivalent of the existing dwelling foundation and must be appropriately attached to the existing foundation. Topography will generally dictate if slab or pier and beam are appropriate.
- b. If an add-on room is to enclose an existing roofed porch or deck, the existing porch or deck foundation may need to be upgraded to meet the above requirement.
- c. Any new roof and exterior wall must be the same as the existing roof and wall or blend with the existing structure.

15. Decks

- a. Definitions: Decks are considered to be flat wooden structures supported above the ground on posts.
- b. Decks may be attached to primary structure or freestanding.
- c. Decks can be partially or totally roofed. The roof must match that on the primary structure.
- d. Decks can be un-roofed or have trellis style (pergola) as a partial cover.