



Holly Lake Ranch Association

Architectural Review Authority Policy and Standards

Dated: 5/7/2024

TABLE OF CONTENTS

- I. Architectural Review Authority Scope..... 3
 - A. Representation 3
 - B. General Powers and Restrictions..... 3
 - C. Application and Permit Compliance 4
 - D. Remedies for Non-Compliance..... 4
- II. Architectural Review Authority Standards 4
 - A. Definition of Terms..... 4
 - B. Construction and Site Compliance 7
 - C. Structures and Foundations 9
 - D. Outbuilding(s) 10
 - E. Garden Houses 11
 - F. Carports and Garages 11
 - G. Driveways 12
 - H. Roofs 12
 - I. Decks and Porches..... 12
 - J. Retaining Walls/Bulkheads..... 13
 - K. Fences..... 13
 - L. Propane Tanks 15
 - M. Tree Removal..... 15
 - N. Docks 16
 - O. Storm Shelters 17
 - P. Residential Solar Energy Devices..... 17
 - Q. RV Hookup Stations and Dedicated Septic Systems..... 17
 - R. Septic Systems 17
 - S. Standby Generators..... 18
 - T. Irrigation Systems 18
 - U. Dredging 18
- III. Appeal Process..... 19
 - A. Steps to Appeal a Denied Application/Permit..... 19
 - B. ARA Representative Present at Hearing..... 20
 - C. Evidentiary Packet Documents..... 20

I. Architectural Review Authority Scope

A. Representation

1. The original source of authority for establishment of an Architectural Review Authority (the “ARA” or “Committee,” previously “Architectural Control Committee”) is the Subdivision Restrictions filed with each recorded plat in the office of the Wood County Clerk. The original source for the establishment/revision of architectural Policy and Standards is in the By Laws. These may be referenced at www.hollylakeranch.com, under the “Documents & Forms” tab, then “Official Documents.”
2. The ARA Committee is a designated committee as outlined in the Holly Lake Ranch Association (HLRA) By Laws and in accordance with Section 209.00505 of Chapter 209 of the Texas Residential Property Owners Protection Act.
3. The Committee members are appointed by the Board of Directors every January for a period of one year and shall be composed of at least three (3) HLRA Members. Committee members may be reappointed and serve consecutive terms. Committee members may be removed by the Board of Directors. In addition, the Board of Directors shall consider removal of a Committee member upon recommendation of a majority vote of committee members. A member of the Board of Directors is appointed annually as Liaison to the ARA.
4. At least once per month, the ARA will meet with the HLRA General Manager and the HLRA Board of Directors’ liaison.

B. General Powers and Restrictions

1. The intent of this Policy, as originally set forth in the Subdivision Restrictions, is to define reasonable standards of appearance to assure aesthetic and architectural consistency and harmony with existing structures and adjacent neighboring lots or tracts.
2. There are no grandfathering provisions with any existing structures, such that any replacement must adhere to the current ARA Policy and Standards, including permit requirements, in effect at the time the replacement is made.
3. The ARA is authorized to require applications for new and/or exterior remodel construction compliance in accordance with Holly Lake Ranch Subdivision Restrictions. All home construction, additions, outbuildings, siding, fences, propane tanks, storm shelters, generators, solar energy devices, dredging, etc., require an ARA approved permit before construction begins. The approved permit must be prominently posted and visible from the street before the start of and during the project.
4. To ensure timely approval of applications and compliance, a designated representative(s) of HLRA is authorized to follow up via site check(s) on all pending applications and ARA approved permits.
5. The ARA members shall have no liability for claims made by HLRA Members or contractors based on a request by such Member for approval of a permit, except for claims of fraud or criminal intent. Additionally, ARA members are held harmless from other HLRA Members who find conflict with ARA decisions as outlined in this document.

C. Application and Permit Compliance

1. ARA permit applications are available at the Administration Office or on the HLRA website, (www.hollylakeranch.com), under "Documents & Forms", "Permits & Other Forms". Members must be logged into the website to view these forms. *Permit applications MUST be submitted on the Permit Application in use by HLRA at the time the application is made.*
2. As per the Subdivision Restrictions, building permit applications must include building plans, specifications and a detailed plot plan with setback lines and show the location(s) of the proposed project(s). A property survey is the preferred option to satisfy this requirement.
3. Permit applications submitted to the ARA for any structures new to the location with a footprint larger than five hundred (500) square feet must include a site plan showing existing drainage pattern with proposed Construction Stormwater Management Plan that will be implemented prior to construction beginning and must remain until landscaping is complete or long-term erosion control measures are in place. It is incumbent upon the Member to prudently manage stormwater runoff before, during, and after construction to avoid negatively impacting adjacent properties.
4. All new home construction will require an engineered site plan to include the above requirements and with a culvert drainage analysis.
5. Property boundaries and proposed construction site must be clearly marked with stakes and flagging at the job site prior to application for permit being submitted.
6. Permits approved by the ARA and issued by HLRA shall be valid for a project period of six months.
7. If at the end of the permit period the project is not complete, the Member may file for an extension. For an extension to be considered and approved, a detailed project plan outlining steps to project completion and projected timeline must be submitted to the ARA. See application for more detailed information.

D. Remedies for Non-Compliance

See HLRA Rules and Regulations

II. Architectural Review Authority Standards

The ARA strongly recommends the Member require the builder or contractor of a project certify in writing that the project for which they are being contracted meets or exceeds current generally accepted building or construction standards for Wood County and the State of Texas. They should further certify that when those standards require work be performed by licensed persons, it is, in fact, being performed by licensed persons. A building permit issued by HLRA does not guarantee the qualifications or ability of the builder chosen by the member to satisfactorily complete the project.

A. Definition of Terms

1. Aesthetic and Architectural Consistency – consistency in shape, style, color, and proportion.
2. Application – document required for submission for proposed construction, remodel, improvement, addition, tree removal, and all other projects that require a permit.
3. Barndominium – barn-style buildings typically made from metal, steel, or wood that are used for residential purposes.

4. Bulkhead – structure that primarily retains soil and prevents sliding of the land into a waterbody.
5. Building Plan – graphical representation of what a building will look like after construction. They consist of floor plans, site plan, cross sections, elevations, electrical, plumbing and landscape drawings.
6. Carport – an open-sided covered structure used to offer limited protection to vehicles, primarily cars, from weather. It may also be used to store any personal recreational or motorized vehicle including, but not limited to RVs, motorhomes, campers, boats, lawnmowers, golf carts, jet skis, ATVs, 4-wheelers, and motorcycles.
7. Complete Set of Plans – collection of detailed drawings that communicate how a structure is built, including elevations, site plans and cross sections. Drawings specify construction and building materials. Roofing materials, siding, paint and/or brick colors and elevations. Additionally, size, location, and type of septic tank system is shown.
8. Construction Stormwater Management Plan- a plan to control stormwater and erosion during a construction project.
9. Deck – flat, wooden, or composite (TREX) structure supported by blocks or posts, with or without a roof.
10. Deer Netting - a fence intended to prevent deer from entering an area that is constructed of dark, heavy-weight open mesh plastic material ranging from 1.5 inches x 1.5 inches and 2.5 inches x 2.5 inches that allows a clear view through the fence.
11. Decorative Fencing – a fence built primarily for aesthetic purposes that does not obstruct visibility into or out of a property.
12. Detached Structures - non-primary dwelling, structures with a roof (garages, carports, sheds or storage buildings, workshops, greenhouses, gazebos, outdoor kitchens, etc.).
13. Dredging – Relocation of materials from the bottom or banks of a waterbody by mechanical or hydraulic means.
14. Engineered Site Plan- a document signed and sealed by one of the following: Registered Design Professional, Civil Engineer, Land Surveyor, or Landscape Architect. It shall be a scaled drawing that shows the location of new construction and existing structures on the site, distances from lot lines, the established grades including trees and shrubs, and the proposed finished grades with construction features such as walks, driveways, and retaining walls and it must be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site.
15. Garage – an enclosed structure to provide shelter for motor vehicles or boats.
16. Garden Houses - roofed structures with open sides designed for enjoyment of yard and garden areas. This includes gazebos, pergolas and detached patio covers.
17. Harmonious – consistent with the current surroundings; aesthetically pleasing.
18. Interior Lot Lines –the property line of an adjacent lot or common area. No part of any building shall be located nearer than ten (10) feet to any interior lot line.

19. Member – see By Laws for definition.
20. Non-Decorative Fencing – any fence more than eighteen (18) inches in height constructed for the purpose of enclosing, screening, or restricting access to any lot, building or structure.
21. Outbuilding - any structure constructed or placed as accessory use to the Primary Residential Structure, including sheds, storage buildings, workshops, Secondary Residential Structures, and Greenhouses. They are designed for occupancy and/or use only in contiguous lot configuration with the Primary Residential Structure.
22. On-Site Sewage Facility (OSSF) – underground system used to capture and treat wastewater, more commonly known as septic systems.
23. Permanent Fence - any fence, other than a temporary silt fence, which is in place for over 6 months will be considered a permanent fence.
24. Permanent Structure – any structure that is in place for over six (6) months will be considered a permanent structure.
25. Plot Plan (Site Plan) – a scale drawing that shows the layout of a piece of land and the structures and features on it; a detailed map prepared to a scale, based upon an accurate instrument survey, the existing physical condition of the land, including but not limited to parcel boundaries, topography, natural and man-made features, trees, and structures; a scale drawing that shows the layout of a piece of land and the structures and features on it.
26. Porch - a covered area, fully integrated into the main structure, projecting from the face of a structure to protect the entrance(s).
27. Primary Residential Structure – single-family structure on a lot or parcel of land. Duplexes, condos, and quadplexes owned by HLRA Members are also considered as primary residential structures.
28. Privacy Fencing – a sight-obscuring fence used to block the area enclosed by the fence from view from neighboring properties or public rights-of-way.
29. Quonset Hut – a building made of corrugated metal and having a semicircular cross section.
30. Retaining Wall – a structure that holds or retains soil behind it.
31. Secondary Residential Structure - a structure used for lodging for temporary and/or occasional guests of the Member(s), not to be used as a short-term rental.
32. Setback (Building) Lines - the distance (measured in feet) a house or structure must be from any street easement line as shown by plat.
33. Silt Fence – wire reinforced, with base buried temporary Erosion and Sediment Control Measure device that must be installed prior to start of construction and remain in place until landscaping and or long-term erosion control measurements are in place.
34. Single-Family Structure – an independent, standalone structure, designed for residential use by one household.
35. Skirting (underpinning)– a material used as a barrier to surround the open space around the undercarriage of a structure or home.

36. Structure – a building, framework, or other object that has been erected together from many different parts; that which is built or constructed.
37. Survey – a document prepared by a licensed state land surveyor that shows the boundaries and corners of a parcel of land and the location of buildings and other improvements made to that parcel.
38. Swimming Pool Enclosure – a fence that surrounds a water feature, including a swimming pool or spa.
39. Temporary Fence -a fence that is in place for up to six (6) months to protect gardens, trees, or shrubs.

B. Construction and Site Compliance

1. HLRA shall have the authority to require compliance with setback lines, utility easements and drainage structures around or through said property. The setback lines or easement are found on individual property plat documents.
2. Structures must be located within the area defined by the platted Setback and Interior Lot Lines. The Setback line requirements may be relaxed by decision of the ARA only if construction is not feasible due to terrain and/or lot dimensions and will not affect other Members, as determined by the Committee in its sole and absolute discretion, or by the Board in the case of an appeal of a denial by the Committee.
3. Per Subdivision Restrictions, variances are not allowable on Interior Lot Lines.
4. All construction sites shall have a gravel construction entrance (driveway) that consists of crushed and washed stone ½" – 1 ½" in diameter. The driveway should be a minimum of twelve (12) feet wide, forty (40) feet long and six (6) inches deep.
5. A portable toilet is required on each new Primary Residential Structure construction site. The portable toilet shall be on a level space and regularly maintained. The portable toilet shall not be in the right-of way or installed where there is potential for spillage into waterbodies, culverts, or other stormwater flow paths.
6. An appropriate concrete washout area shall be designated and marked. This area may not be near waterbodies, culverts, or other stormwater flow paths.
7. All work sites shall always be kept free of trash. Garbage containers will be emptied prior to the container overflowing.
8. Construction waste materials/debris will be contained on site. These materials must be disposed of weekly or contained in a covered dumpster. Please check with Holly Lake Ranch Administration office to determine any applicable current dumpster restrictions.
9. All building materials, construction debris/waste items shall be kept on the building site. No items may be placed on common property or adjacent lots, except in the case of ownership of a contiguous lot.
10. Contractors shall make every effort to keep the street surface clean during Construction, so as not to accumulate on the roadways. The contractor shall clean the pavement surface, as necessary.

11. Site inspections for litter will be conducted regularly by HLRA Security. For unsightly job sites, the first offense will result in a verbal warning to clean up the site within a specified time frame. Failure to do so will result in a written "Stop Work Order" until the site is cleaned to an acceptable level.
12. Construction activities are only allowed Monday through Saturday, 7:00 a.m. until dusk. Contracted workers will only be allowed entry through HLRA RFID enabled security gates after 6:45 a.m. but may not commence work until 7:00 a.m. Workers will not be permitted entrance on Sundays except for emergency situations involving safety, security, or sanitation.
13. Contractor is responsible to repair and/or replace in the event of damage to existing roads, culverts, and/or adjoining property.
14. The Quonset Hut style of structure is expressly prohibited. The Barndominium style structure is expressly prohibited in any section other than the Air Park.
15. Building on Lake Lots
 - a. New or remodeled structures must be Harmonious with structures on neighboring properties per the judgment of the ARA. In no case will a Permanent Structure be permitted to be built closer than fifty (50) linear feet from the edge of the property line bordering the lake.
 - b. No Structure on land within one hundred (100) linear feet of the property line bordering the lake may be built more than one story high (maximum height 26 feet). No Structure may be built on any L-Lot more than two stories high (maximum height 36 feet). Sight lines to the lake shall be maintained for all lakefront property owners/Members. Unreasonable obstruction of a neighbor's lake view, as determined by the ARA, shall constitute the basis for denial of a building application.
 - c. The only exceptions to (a) and above are boat docks, piers, Bulkheads, Retaining Walls, Decks, and flatwork such as walkways from a house to a boat dock, with ARA approved permits.
 - d. The above restrictions do not supersede the existing requirements or allowances for Construction of boat docks or piers.
16. Construction Stormwater Management Plan

The Construction Stormwater Management Plan shall make every effort to ensure that post-project stormwater runoff rates and runoff rates during the project do not exceed pre-project stormwater runoff rates with respect to impact on adjacent properties.

 - a. The plan must also make provision for Erosion and Sediment Control measures. The measures include:
 - (1) Silt Fence with wire reinforcement with base buried at least six (6) inches
 - (2) Erosion Control blankets
 - (3) Rip-Rap (4" to 10" Rock)
 - (4) Diversion Berms and Conveyance Channels
 - (5) Storm Wattles
 - (6) Sandbags

- (7) Earth/Rock Berms
- (8) Vegetative Buffer Areas
- (9) Straw Bales
- (10) French Drains
- (11) Retaining walls and/or Bulkheads with French drains
- (12) Culverts
- (13) Other temporary methods or items

- b. The plan must be in place during all phases of Construction, including clearing, grubbing, and grading. It must remain implemented until landscaping is complete and long-term erosion control measures are in place.
- c. If the submitted plan is found to be inadequate and is impacting adjacent properties, field changes must be made immediately to correct any impacts being imposed on adjacent properties.
- d. Upon completion of permitted construction activity on the project, the member will be responsible for continued compliance with the stormwater requirements. This requirement is transferred to the new member when the permitted project is sold.

C. Structures and Foundations

- 1. An ARA approved permit is required on all new Structures.
- 2. An ARA approved permit is not required for painting or maintenance and/or repair of existing Structures as long as the painting and/or repairs restore the structure back to the original style, color, and materials.
- 3. Any additions or exterior remodeling/structural modifications of existing structures require an ARA approved permit.
- 4. Tree removal is limited to the extent necessary for the foundation site for construction, driveways, and walkways. See section on tree removal for specific permit requirements.
- 5. All homes, Outbuildings, Decks, and Porches that sit above ground that have open air space between the bottom of the first-floor structure and the ground must be skirted. Skirting must coordinate or match the primary residential structure and/or trim in color and be Harmonious with the neighborhood. No corrugated metal skirting is allowed (except in Section 3).
- 6. New Primary Residential Structures
 - a. Residential Structures must meet the required minimum number of square feet of heated living area per Subdivision Restrictions.
 - b. New construction of residential structures requires that a complete set of professionally prepared plans be furnished with the permit application.
 - c. Refer to Subdivision restrictions regarding the possibility of severe penalty, including disassembly of structures, not completed in a timely manner.

d. Permissible external wall material for Primary Residential Structures

- (1) Wood
- (2) Masonite
- (3) Cement Board
- (4) Stucco
- (5) Brick
- (6) Stone or synthetic stone
- (7) Concrete stamped to resemble brick, stone, or wood
- (8) Vinyl siding
- (9) Aluminum (Section 3 only)

7. Primary Residential Structure Additions/Exterior Structural Remodeling

- a. All additions or exterior structural remodeling to the Primary Residential Structure require an ARA approved permit.
- b. Additions to the Primary Residential Structure require that a detailed set of plans be included with the application. These plans should include elevations, site plans, siding, framing, and roofing materials, paint and/or brick colors.
- c. Structures attached to the Primary Residential Structure must be constructed with materials and finishes that coordinate or match the Primary Residential Structure.

D. Outbuilding(s)

1. All outbuildings require an ARA approved permit, including material and foundation specifications, front, rear and side elevations, and site plans that show property lines and regulated setbacks.
2. The number of Outbuildings per residence is limited to two (2).
3. The total combined size of all Outbuildings is limited to 480 square feet.
4. All Outbuildings must be located behind the house, unless it is not feasible due to terrain or lot dimensions. In such cases, they must be located behind the front corner of the Primary Residential Structure.
5. Any patio cover permanently and structurally attached to an Outbuilding is considered to be part of that Outbuilding and is subject to and included in the square footage limitations.
 - a. The patio cover roofing materials must be the same as the roof of the existing structure.
 - b. The patio cover must be trimmed with materials that are the same as the existing structure.
6. Outbuilding Construction:
 - a. Any shed, storage building, or workshop must be sided, painted, and roofed compatible with the Primary Residential Structure.
 - b. Any Secondary Residential Structure must be built of the same siding and roofing materials and architectural style as the Primary Residential Structure.

- c. All interior framing must have at a minimum, 2"x 4" wooden or metal studs.
- d. Allowable Outbuilding Siding Materials
 - (1) Wood
 - (2) Masonite
 - (3) Cement Board
 - (4) Stucco
 - (5) Brick
 - (6) Stone or synthetic stone
 - (7) Concrete stamped to resemble brick, stone, or wood
 - (8) Vinyl siding
 - (9) Aluminum (Section 3 only)
- e. Prohibited Outbuilding siding materials
 - (1) Canvas, plastic sheeting or fabric temporary structures.
 - (2) Metal
 - (3) Any material other than allowable Outbuilding materials, with the exception of greenhouses.
- f. Greenhouses
 - (1) Framing must be of wood, steel, or aluminum.
 - (2) Walls and roof must be clear polycarbonate or glass. Half walls and trim of wood or other allowable outbuilding materials are acceptable.
 - (3) Maximum size 120 square feet.
 - (4) Greenhouses do not require a floor but must be anchored per manufacturer's recommendations.

E. Garden Houses

1. All Garden Houses require an ARA approved permit, including material and foundation specifications, front, rear and side elevations, and site plans that show property lines and regulated Setbacks.
2. Gazebos should be finished in colors compatible with the Primary Residential Structure and be roofed with the same materials as the Primary Residential Structure .
3. Pergolas should be painted or stained in colors compatible with the Primary Residential Structure .

F. Carports and Garages

1. All Carports and Garages require an ARA approved permit, including material and foundation specifications, front, rear and side elevations, and a site plan that shows property lines, setbacks, and location of septic system.

2. Any Carport or Garage, whether attached or detached, must be built of the same siding and roofing materials and architectural style as the Primary Residential Structure.
3. There is a limit of one detached Carport or Garage per Primary Residential Structure. Carports and Garages are exempt from the Outbuilding square footage limitations but must be built within setback lines.
4. The roofline of the Carport or Garage must be of the same design as the roofline of the Primary Residential Structure (except for Section 3). A gable or hip style roof with an overhang [roof extension beyond the sides] of the same dimensions as the overhang of the roof on the primary residence will be in compliance with the carport roof requirements.
5. Garages must be built on a concrete slab. Carports may have concrete, asphalt, or gravel floors.
6. Metal Carports/Garages are no longer permitted (except for in Section 3). Existing metal Carports /Garages that are damaged will not be re-permitted and must be removed or replaced with a compliant design. These structures are not considered grandfathered, and any replacement must be approved by the ARA according to the current Policy and Standards.

G. Driveways

1. An ARA approved permit is required for any type of driveway that provides ingress or egress to your lot from the street.
2. A Construction Stormwater Management Plan should be submitted with the driveway application, showing how runoff will be directed away from the house and not onto neighboring properties. Any runoff concentration into the street easement must be designed to be non-erosive.
3. All driveways where the existing contours require water to flow under them as indicated on existing plot plan must have a culvert to maintain normal water flow unless deemed unnecessary in a certified drainage analysis. The size of the culvert shall be determined by the certified drainage analysis.

H. Roofs

1. Existing roof replacement or repairs do not require a permit unless replaced with a different type of material or color (for example, replacing metal with shingles or shingles with metal).
2. The color must be Harmonious with Structure and the neighborhood.
3. Metal roofs must be the standing seam configuration or "R" Panel and must be constructed of 26-gauge or heavier thickness and have a documented manufactured life-long factory finish of 20-year or more that resist chalking or fading. The color of the metal roof shall be compatible with the structure.
4. No cedar shake or any other wood roofing materials are allowed.

I. Decks and Porches

1. All new or remodeled decks or Porches require an ARA approved permit unless being replaced with the exact same footprint and materials of existing deck or porch.
2. Decks may be attached to the Primary Residential Structure or freestanding.

3. The roof, if composite or metal, must match or coordinate with the roof of the Primary Residential Structure.
4. Decks may have a trellis (pergola) style roof.

J. Retaining Walls/Bulkheads

1. All Retaining Walls over four (4) feet require an ARA approved permit.
2. A plan showing details of the Retaining Wall must be submitted with the application prior to approval.
3. All Retaining Walls require an adequate drainage system to ensure they are safe and sturdy.
4. All Retaining Walls must have fabric material and gravel behind them.
5. Any wall over four (4) feet tall will require signed and sealed drawings by a professional Engineer for wall and supporting foundation.
6. Landscape timbers and Gabion walls are prohibited for Retaining Walls.

K. Fences

1. Permanent Fences

All Permanent Fences require an approved permit.

a. Allowable Permanent Fence materials for Non-Decorative Fences:

- (1) Chain link coated/painted brown, black, or green
- (2) Vertical or horizontal wood planks with a minimum two (2) inch space/gaps between boards
- (3) Wrought iron
- (4) Buried electric fence for containment of pets
- (5) Vinyl
- (6) Picket
- (7) Pipe rail or sucker rod fence painted brown, black, or green

b. Allowable Permanent Fence materials for Decorative Fences:

- (1) Split Rail
- (2) Wrought Iron
- (3) Picket

c. Prohibited fence materials:

- (1) Wooden stockade or Privacy Fences without gaps between boards, unless bordering property not included in the boundaries of HLRA
- (2) Galvanized chain link
- (3) Barbed wire

- (4) Concrete blocks with poles through holes
 - (5) Plastic webbing
 - (6) All welded wire field fencing including, but not limited to, wire mesh, hog wire, poultry wire, goat wire, etc.
 - (7) Any other materials not on the list of Allowable Permanent Fence Materials
- d. Dimensions and placement
- (1) Fence height must not exceed forty-eight (48) inches above the ground. If the fence is installed on top of a retaining wall, measurements may be made from the ground on the higher side.
 - (2) Non-Decorative Fencing must be no closer to the street than the back corner of the house and may connect to the back corners of the house and extend outward to the side property lines, rearward to the back property line, and across the back of the property to the far side property line.
 - (3) Decorative Fencing is permitted to the front setback line. Fences of any kind are not permitted within the street/utility easement.
 - (4) Fence permits for lots bordering directly on the Holly Lake Golf Course must specify either chain link or wrought iron (or aluminum with the appearance of wrought iron) in black only.
 - (5) Placement of all fences must not detract from the appearance of the property as viewed from the street or neighboring property.
2. Privacy Fencing is only allowed on that portion of the lot(s) which borders property not within the boundaries of HLRA. The fence must be set back two feet from the property line and no gates are allowed.
3. Temporary Fences
- a. Temporary Fences require a non-renewable permit that must be displayed on the Temporary Fence during the time it is installed.
 - b. Allowable Temporary Fence materials
 - (1) Wire mesh (brown, black or green)
 - (2) Deer Netting material. Netting fences up to eight (8) feet permitted.
 - c. Prohibited temporary fence materials:
 - (1) Barbed wire
 - (2) Orange Hazard Net
 - (3) Single strand wire
 - (4) Galvanized posts
4. Swimming Pool Enclosures

- a. Swimming Pool Enclosures must either comply with the Association's rules for other fences; or be black in color and consist of transparent mesh in metal frames.
- b. Swimming Pool Enclosures shall not be designed to be climbable and shall not exceed 6' in height.

L. Propane Tanks

1. Purpose: These restrictions control the size and location of propane tanks to ensure safety of installation and ensure emergency responders can quickly locate tanks.
2. An ARA approved permit is required prior to installation. All tanks must be installed by a licensed propane professional.
3. All electrical connections, all fuel connections and fuel tanks must comply with rules and standards promulgated and adopted by the Texas Railroad Commission and all other applicable governmental health, safety, and electrical codes.
4. Propane tanks may have a capacity not to exceed 500 gallons.
5. Propane tanks are not required to be buried but must be at least ten (10) feet from any Interior Lot Line and be within the building Setback. Distances from Structures to be determined by licensed installer. All installations must be Harmonious with surrounding Structures and landscaping and screened with approved fence material and/or shrubbery in such a way that the tank may not be seen from the street and is adequately screened from the view of the neighboring properties and HLRA Common Properties. Vertical fencing must have slats two (2) inches apart to provide adequate screening.
6. Blue reflectors are mandatory for location by the fire department.
 - a. Propane tanks which are buried must be marked with a stake three to four (3-4) feet high with a 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 Member to maintain the stake and reflector.
 - b. 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) and/or HLRA Security will install the street reflector after receiving a copy of the building application and an ARA approved permit. HLRA is responsible for maintaining an adequate supply of blue reflectors for re-installing reflectors when streets are resurfaced. The reflector must be one to two (1-2) feet from the lot-side edge of the street.

M. Tree Removal

Tree removal requires an ARA approved permit with limited exceptions. Prior to approval, Members must mark trees selected for removal. Members must provide a reason for the tree removal on the permit. The approved permit must be clearly posted during the removal process. All approved trees will be marked with ARA "approved" tape. Cut trees, and associated limbs must either be removed from the lot or cut, split, and stacked within thirty (30) days of being felled. All foliage must be removed within the same time frame.

1. Tree removal requiring a permit include but are not limited to:
 - a. Diseased trees which have areas without foliage, while elsewhere there is green foliage.

- b. Trees which appear sick as compared to other, nearby trees of the same species.
 - c. Hazardous trees which could pose potential injury to occupants, vehicles and/or structures due to location and/or sizes. These include trees which may damage foundations, driveways, walkways, or septic systems.
 - d. Trees that impede access to the parking area for the Primary Residential Structure.
 - e. Construction Site Tree Removal:
 - (1) Prior to the Construction of any/all Structures, Outbuildings and/or other site improvements the construction footprint and property lines must be defined at the site.
 - (2) Tree removal within the footprint of the structure is implied, including the area of foundation, driveways, and walkways for reasonable access.
 - (3) All tree removal(s) outside the construction footprint must be clearly marked at the site, defined in the building application, and noted on the site plan.
 - (4) During construction, resubmit for approval, any/all changes on construction documents and tree removal application.
2. Tree removal not requiring a permit include:
- a. Dead trees showing no evidence of any live foliage or live wood under bark, with bark falling off or with leaves falling off out of season.
 - b. Small trees that are less than three (3) inches in diameter and measured from base up to four (4) feet.
 - c. Trees removed by the electric company. Please note: Upshur Electric is responsible for the removal of any tree that they deem a hazard to power lines. If they do not remove it and you feel it needs to be removed, it does require a permit.

N. Docks

1. An ARA approved permit must be issued prior to construction of any dock (pier).
2. Per Subdivision Restrictions, docks shall not project more than 25 feet into the water from shoreline. The ARA may permit docks projecting further than 25 feet to reach a navigable water depth of three (3) feet.
3. Per Subdivision Restrictions, the length of dock parallel to shoreline shall be no more than twenty-five (25) feet.
4. Per Subdivision Restrictions, no part of the dock shall be less than ten (10) feet from projected side property lot lines.
5. If replacing an existing dock, the existing dock must be removed from the lake as the new dock is built unless it is incorporated into the new dock.
6. The second floor of a dock built above water shall not exceed fourteen (14) feet measured from the normal full level of the lake.
7. A dock may have a Deck on top, but the Deck may not be enclosed and may not have a roof over it.

8. No bathroom facilities may be constructed, renovated, or included on a dock or Deck.

O. Storm Shelters

1. An ARA approved permit must be issued prior to Construction of any storm shelter.
2. Storm shelters may be installed but must be inside the building set back and at least ten (10) feet from the side or rear property lines.
3. All installations must be adequately screened from view using approved fence materials or shrubbery as determined by the ARA.

P. Residential Solar Energy Devices

1. An ARA approved permit is required prior to the installation of any solar energy device.
2. Solar energy devices may be installed upon the roof of a Primary Residential Structure, on an approved Outbuilding or in the yard of a residence,
3. If installed upon the roof it must conform to the slope of the roof.
4. Frames, support brackets or visible piping or wiring must be in a silver, bronze, or black tone commonly available in the marketplace.
5. If located in a fenced yard or patio area, it must be lower than the allowable fence height and be adequately screened from the view of neighboring properties or the road as determined by the ARA.

Roof-mounted solar energy devices that are located in an area other than an area designated by the Association are expressly prohibited unless the alternate location (i) increases the estimated annual energy production by more than ten percent (10%) above the area designated by the Association (as determined by a publicly available modeling tool provided by the National Renewable Energy Laboratory); and (ii) does not constitute a condition that substantially interferes with the use and enjoyment of land by causing unreasonable discomfort or annoyance to a person of ordinary sensibilities. The written approval of the owner's proposed location by all owners of adjoining property constitutes prima facie evidence that condition (ii) has been satisfied.

Q. RV Hookup Stations and Dedicated Septic Systems

No independent (without attachment to the Primary Residential Structure) RV electrical, water, or dedicated septic systems to support an RV are permitted.

R. Septic Systems

1. The Texas Commission on Environmental Quality requires a permit for the construction, installation, alteration, extension, or repair of an On-Site Sewage Facility (OSSF) in Wood County.
2. For more information, visit the TCEQ website.
3. Wood County is the authorized permitting authority for OSSFs within Holly Lake Ranch.
4. For specific permitting and installation requirements, please contact the OSSF Inspector of Wood County
5. A copy of the Wood County permit must be provided to Security prior to the tank coming through HLRA gates.

S. Standby Generators

1. An ARA approved permit is required prior to the installation of the generator.
2. Electrical, plumbing and fuel line connections must be installed by a licensed contractor.
3. All electrical connections, all fuel connections and fuel tanks must comply with rules and standards promulgated and adopted by the Texas Railroad Commission and all other applicable governmental health, safety, and electrical codes.
4. Adequate screening from neighboring properties and the road must be provided using approved fence materials or shrubbery as determined by the ARA.

T. Irrigation Systems

Installation of all residential irrigation systems require an ARA approved permit. Submission of the application and subsequent approval requires acknowledgement that a backflow valve will be installed. The system and electrical connections must be installed by a licensed contractor.

U. Dredging

1. An ARA approved permit is required prior to Dredging.
2. A Silt Fence must be installed and utilized appropriately to prevent sedimentation runoff back into the waterbody
3. Provide a narrative description of the proposed activity including a description of the methods and equipment to be used. Provide sketches and/or drawings to provide a full description of all proposed work to include:
 - a. List proposed measures that will be taken to avoid or minimize harm to aquatic and riparian habitat within the project area during, and after the proposed project. (i.e., silt fences, erosion control measures and restoration details).
 - b. How much sedimentary material (estimated in cubic yards) will be distributed and moved?
 - c. Instability, erosion, and repairs to the shoreline are the responsibility of the Member.
 - d. The depth of water at normal water body level before work, and depth of water body level after work is completed.
 - e. Specify where all disturbed and removed sedimentary materials and vegetation will be taken. Any removed material must be allowed to dry, and spreading and soil stabilization is required prior to removal of silt fence. All vegetation must be disposed of outside the boundaries of HLRA upon removal. Title of removed materials remain with the Member.
 - f. List the proposed start and finish dates for the project.
 - g. How much of the surface area of the water body (estimated in square feet) will be disturbed? Include area to be dredged and lake access areas and equipment activity areas for ingress and egress to the area to be dredged.

- h. Will the Dredging be complete via mechanical or hydraulic means? If hydraulic means will be utilized, detail the capture method of sediment prior to the inflow of water back into the waterbody.
4. Adverse equipment impacts to the waterbody, the ecosystem, and beneficial aquatic plants will be the responsibility of the Member. (i.e., fuel or hydraulic fluid leaks into the waterbody, total equipment submersion or sinking.)
5. Project site walks with ARA and/or Director of Operations or his designee will be required prior to any permit being issued to review all projects plans in detail. In addition, the locations of any aquatic plants (live or artificial) that have been planted by HLRA will be reviewed and located. Any damage to these plants will be covered by the Member at NO COST to HLRA.
6. Property lines must be staked prior to the ARA site visit to provide clarity and assurance that all impacts of the dredging project will remain on the requesting Member's property.
7. No redispersal of dredged material into the lake is allowed.
8. The relocation of sediment, debris, and other materials from one location to another on a lake bottom by means of water cannon or pressure washer methods is strictly prohibited.
9. No Dredging should result in disturbance of the shoreline that could result in instability, erosion, etc.

III. Appeal Process

A. Steps to Appeal a Denied Application/Permit

1. An owner of property ("owner") and a Member of the Holly Lake Ranch Association (HLRA) is entitled to appeal a permit which was denied by the ARA by submitting a written request for a hearing on or before the 30th day after the date on which the denial is sent to the Member. The intent of the hearing is to discuss and verify facts and circumstances, and to provide an opportunity for the Board to approve the permit application or to approve it with conditions.
2. The Member's appeal will be heard by the Board.
3. The Board shall convene and hear the applicant's appeal not later than thirty (30) days after the date the Board receives the Member's request for a hearing and shall notify the Member of the date, time, and place of the hearing not later than ten (10) days before the selected date of the hearing.
4. The Board or the Member may request a postponement, and, if requested, a postponement of not more than ten (10) days shall be granted. Additional postponements may be granted by agreement of the parties.
5. The Member or the Board may make an audio recording of the meeting.
6. The notice and hearing provisions do not apply if the Board or the Member files suit seeking a temporary restraining order or temporary injunctive relief or if the Board files a suit that includes foreclosure as a cause of action. If a suit is filed relating to a matter to which those sections apply, a party to the suit may file a motion to compel mediation.
7. The Board shall render its decision on the appeal within seventy-two (72) hours from the time of the hearing and its decision shall be final.

8. In the event the Member decides to proceed with construction without approval, a stop work order may be obtained through the proper jurisdiction.

B. ARA Representative Present at Hearing

1. A representative from the ARA will be present at all appeal hearings to present the reasons for denial of an application/permit.
2. The representative will produce the original permit as it was submitted. If the site visit resulted in denial, pictures taken will also be presented.

C. Evidentiary Packet Documents

The Board of Directors shall provide the Member(s) with a packet containing all evidence to be presented at the hearing at least ten (10) days before the hearing. The following will be included as evidence to justify the denial of the application/permit by the ARA:


1. Initial permit submitted by the Member.
2. Original permit denial with ARA committee signatures, along with justification notes.
3. Any resubmittals that may have been introduced by the Member.
4. Any additional denials and a copy of the denial letter and date it was presented or delivered to the Member.
5. Photographs taken on the site visit (if permit was denied based on site visit conditions or other pertinent reasons).
6. Any other relevant documents providing justification for the denial.

Holly Lake Ranch Association ARA Policy and Standards
Approved May 7, 2024. Effective June 1, 2024

NOTARY PUBLIC, STATE OF TEXAS

Signed this 21 day of May, 2024

HOLLY LAKE RANCH ASSOCIATION,
a Texas non-profit corporation by:


Bill Wilkins, PRESIDENT

State of Texas
County of Wood

THIS INSTRUMENT WAS ACKNOWLEDGED, AND BEFORE ME PERSONALLY APPEARED, Bill Wilkins THIS
21st day of May, 2024

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21st day of May, 2024



Notary Public Signature
Notary Public, State of Texas



NOTARY PUBLIC, STATE OF TEXAS

Signed this 21 day of May, 2024

HOLLY LAKE RANCH ASSOCIATION,
a Texas non-profit corporation by:


Stacie Fink, VICE PRESIDENT

State of Texas
County of Wood

THIS INSTRUMENT WAS ACKNOWLEDGED, AND BEFORE ME PERSONALLY APPEARED, Stacie Fink THIS
21st day of May, 2024

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21st day of May, 2024



Notary Public Signature
Notary Public, State of Texas



NOTARY PUBLIC, STATE OF TEXAS

Signed this 21 day of May, 2024

HOLLY LAKE RANCH ASSOCIATION,
a Texas non-profit corporation by:


Mark Allen, TREASURER

State of Texas
County of Wood

THIS INSTRUMENT WAS ACKNOWLEDGED, AND BEFORE ME PERSONALLY APPEARED, Mark Allen THIS
21st day of May, 2024

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21st day of May, 2024



Notary Public Signature

Holly Lake Ranch Association ARA Policy and Standards
Approved May 7, 2024. Effective June 1, 2024

Notary Public, State of Texas

NOTARY PUBLIC, STATE OF TEXAS

Signed this 21 day of May, 2024



HOLLY LAKE RANCH ASSOCIATION,
a Texas non-profit corporation by:

Tom Hunse

Tom Hunse, SECRETARY

State of Texas
County of Wood

THIS INSTRUMENT WAS ACKNOWLEDGED, AND BEFORE ME PERSONALLY APPEARED, Tom Hunse THIS 21st day of May, 2024

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21st day of May, 2024

Maria Alcaraz

Notary Public Signature
Notary Public, State of Texas

NOTARY PUBLIC, STATE OF TEXAS

Signed this 21 day of May, 2024



HOLLY LAKE RANCH ASSOCIATION,
a Texas non-profit corporation by:

Warren Blesh

Warren Blesh, MEMBER-AT-LARGE

State of Texas
County of Wood

THIS INSTRUMENT WAS ACKNOWLEDGED, AND BEFORE ME PERSONALLY APPEARED, Warren Blesh THIS 21st day of May, 2024

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 21st day of May, 2024

Maria Alcaraz

Notary Public Signature
Notary Public, State of Texas

