

July 15, 2014

Dear Residents of Holly Hills Carriage Homes,

This letter is an attempt to describe when to submit an ARB approval form prior to beginning exterior work on your house or in your yard. If you have doubts about whether or not to submit a form, please call any member of the ARB, or submit a form just in case!

**The following is a *sample* list of exterior property changes that require any homeowner to submit a form:**

- adding a satellite dish or antenna
- making a structural change such as screened-in porch addition, adding a stone wall
- making substantial changes to landscaping such as removal and replacement of a tree that has not died, adding large beds with new plantings
- adding any type of decorative fencing
- replacing a mailbox or shutters
- adding new yard lighting (except during traditional holiday months)
- replacing guttering
- adding landscape structures such as beams or rocks

As noted on the ARB form, you may not begin work until permission is granted by the ARB. The ARB will act expeditiously to get a decision to you. Please note that if you do not follow this procedure, you may be asked to stop the work until ARB approval is obtained or return your dwelling to its original state before work is completed. Please refer to the Declaration Document approved August 17, 2011, Article V, Architectural Control, Sections 5.1 to 5.6.

**The following is a *sample* list of exterior property changes that *do not* require review and approval by the ARB:**

- planting flowers or shrubs that are annuals or perennials in existing beds
- replacing dead bushes, trees, or flowers with similar plantings
- repairing existing, exterior house fixtures to original state and color (e.g., rotting wood)
- displaying seasonal or patriotic flags
- Painting or staining with approved colors

The ARB is appointed annually by the Board of Directors to ensure that homes in our community remain reasonably consistent in exterior appearance while allowing individualization of each unit within the provisions of our governing documents. Please feel free to contact an ARB member with questions, and thank you for abiding by this review process, which helps to ensure the maintenance of the architectural standards of our community and harmony among neighbors.

Sincerely,

Your neighborhood ARB