

# Holly Glen Estates HOA, Inc. Community Rules and Regulations

**BOARD APPROVED: November 30, 2007**  
**REVISED: April 7, 2016**

**The Cottages at Holly Glen Homeowners Association welcomes you to the community. The intent of these Rules and Regulations is to protect the value and desirability of your property and to create a safe and enjoyable environment for the owners and residents of the community. These rules are based on the Covenants, Conditions and Restrictions of The Cottages at Holly Glen. Your assistance in adhering to these rules and regulations is greatly appreciated.**

Any concerns regarding the community should be submitted in writing to the following:

The Cottages at Holly Glen  
c/o Community Solutions Southeast, LLC  
1213 Culbreth Drive  
Wilmington, NC 28405

Or by email to – [chris@csshoamgt.com](mailto:chris@csshoamgt.com)

Please also note that governing documents and forms can be found online at [www.csshoamgt.com](http://www.csshoamgt.com) under “Associations-Holly Glen”

## **Residential Purposes:**

All homes are to be used for single-family residential purposes. No commercial business may be conducted from any lot. If you rent or lease your unit, all tenants must be provided a copy of the rules and regulations. Tenants, guests and other invitees are to abide to the same guidelines owners are held to.

## **Architectural:**

No dwelling, storage building, wall, fence, mail receptacle or any other structure shall be commenced, erected or maintained upon any lot without written approval by the Board of Directors. All requests must be in writing and include the plans, specifications, materials and location.

All exterior alterations/additions (including changes in landscape) must be pre-approved. Additions or alterations include but are not limited to home additions, storage buildings, garages, parking pads, walls, fences, swimming pools, play structures, etc. Painting and repainting exterior surfaces will require prior approval. Landscaping changes include: any deviance from original beds and plants (not including flowers); adding trees that are not in the original beds; removing trees and adding any beds or increasing the size of the beds, without prior Architectural Board approval. Please contact CSS at [chris@csshoamgt.com](mailto:chris@csshoamgt.com) for an ARC application.

No trees of any size, exceeding three (3) inches in diameter measured one (1) foot above the ground, may be removed from any lot (**front, rear, or side yards**) without the prior written approval of the Board of Directors. Approval to be based upon a site plan, landscaping plan, or planting plan submitted to the Board by the lot owner.

The Board of Directors must be notified before the installation of antennas and satellite dishes over 18”. FCC guidelines shall be adhered to.

**Nuisances:**

No noxious or offensive activity shall be carried on or maintained on any lot that may be or may become an annoyance or nuisance to the neighborhood. In the case of excessive noise the homeowner's first recourse after trying to resolve the problem by speaking to the offending party would be to notify the City of Wilmington Police Department. If the disturbance continues, please notify the association management company so that a violation notice to the homeowner can be distributed.

**Lot Maintenance:**

Objects not permitted on/in the front yard/lot when they are not in use, include but are not limited to play furniture, swing sets, toys, skateboard ramps, basketball nets/goals, other sporting goals or pitchbacks, and similar type items. These items can be placed in backyards where they are not offensive to neighbors. Basketball goals/nets shall be placed away from the street to the furthest extent possible when not in use.

No clothes, sheets, blankets, laundry of any kind or other articles shall be hung out or exposed on any part of the Common Areas, or on any Lot in a manner visible from any Common Area, neighboring Lot or street.

All landscaping and plant materials contained within the enclosed courtyards shall be maintained in a neat condition.

**Garbage/Trash:**

Lots shall be kept free and clear of rubbish, debris and other unsightly materials.

All garbage and trash shall be kept in containers and stored in garages, backyards or behind fences and concealed from the street except on garbage collection days when it shall be placed at the street for collection for no longer than 24 hours prior to pick-up and 24 hours after pick-up. Containers are to be brought in and placed out of view the same day after collection.

**Structures:**

No house trailer, mobile home, travel trailer or other recreational vehicle, storage trailer, tent, shack or temporary structure of any nature shall be located on any lot, parked on any street, driveway or used at any time as a residence, temporarily or permanently.

**Vehicles:**

No trailer, boat, school bus, mobile home, tractor trailers, construction equipment or other similar like vehicle shall be permitted to remain on any lot or any parking space on or adjacent to any lot without prior permission from the Board of Directors, or unless the same is properly stored in an area enclosed by a fence no shorter than 6 feet such that no part of such vehicle is visible to anyone from the street or adjacent property.

No inoperable vehicles or vehicles without current registration and insurance are permitted. No vehicle repairs can be made in driveways or visible areas.

Extended parking in the street for any vehicles is prohibited.

Due to safety, liability, and property damage reasons, no motorized, gas, electric vehicles, including dirt bikes and ATV's are permitted on the common grounds of Neighborhoods of Holly Glen.

No unsightly or inoperative junk cars and like eyesores shall be maintained on any Lot.

No auto maintenance and/or repairs may be performed in the Subdivision except if performed inside the garage of a Lot owner.

**Parking:**

Vehicles may not park on “**Common Areas**”, including grassed area at entrance, or any homeowner’s grassed area. Please have your guests’ park in your driveway. You may also inquire with a neighbor about short-term visitor parking in their driveway. When parking on the streets please limit the number of spaces to your lot and consideration must be taken **not to impede the traffic of emergency vehicles**. The Homeowner’s Association shall have the right to have all improperly parked vehicles towed at the owners’ expense.

**Speed Limit:**

Drivers are to drive cautiously on all roads throughout the community and obey the speed limit of 25 miles per hour.

**Pets:**

No animals other than domesticated dogs, cats and other household pets may be kept or housed on the lot. They must be leashed and escorted at all times when in front yard areas and common areas. You must remove any droppings your pet may leave in areas, including but not limited to, the front lawns, ditches and common grounds. All animals must be properly tagged for identification. Any housing or shelter constructed for said domesticated dogs or cats shall be screened with fencing (or otherwise) that shall be approved by the Board of Directors.

In the case of excessive dog barking, the homeowner’s first recourse after trying to resolve the problem by speaking to the offending party would be to notify the New Hanover County Animal Services Unit. If the disturbance continues, please notify the association management company so that a violation notice to the homeowner can be distributed.

**Holiday Lights & Decor:**

For all holidays, exterior lights and decorations may be installed no earlier than one month prior to the holiday and must be taken down no more than two weeks after the holiday.

**Signs:**

“For Sale” or “For Rent” signs are permitted provided the sign is of typical industry size or within an area expressly permitted by the Board of Directors. Political signs may be displayed in accordance with the NC Planned Community Act, Article 47F-3-121.

**Enforcement:**

1. **General.** The violation by any Unit Owner, his tenants and guests, of these Rules and Regulations shall entitle the Association to impose fines, pursue injunctive relief or any other remedy permitted by the Declaration or the laws of the State of North Carolina.

2. **Fines/Procedure.** If the Association proposes to enforce a violation of the Rules and Regulations by means of a fine, prior to imposing any fine it shall first provide written notice to the Unit Owner specifying the nature of the violation, the means by which the violation may be remedied and the time in which the remedy must be effected and completed. If the violation continues following the time within which it should have been cured or remedied, or if a subsequent like-violation occurs, the Association may impose a fine of up to \$100.00. For any subsequent violation, or continuing violation, the Association may impose a fine not to exceed the amount of \$100.00 per day for each occurrence. Prior to the imposition of any fine for a violation of the Rules and Regulations, the Association shall afford the Unit Owner the opportunity for a hearing as governed by the NC Planned Community Act- Chapter 47F.

## **Important Contact Information**

### **911**

Fire  
Ambulance  
Police  
Rescue

### **Non-Emergency**

Wilmington  
Police: (910) 452-6120  
Fire: (910) 341-7846

New Hanover County Sheriff  
(910) 341-4200  
Animal Services Unit: (910) 798-7500

CSS, LLC  
(910) 799-9779  
[chris@csshoamgt.com](mailto:chris@csshoamgt.com)