Landscape Policy – Updated 03/03/2026

Purpose:

Clarify the roles and responsibilities of the homeowner and the HOA for a mutually beneficial relationship in keeping our community beautiful and aesthetically pleasant for everyone.

The Cottages at Holly Glen Estates Homeowners Association, Inc

Landscape Policy

Established January 2024 Per HOA CC&R Documents

This policy outlines the responsibilities of both the HOA and the homeowner regarding the landscape maintenance and design of their home in the Holly Glen Community.

HOA Responsibility:

- Hire Vendors to provide the following services to the community for front and side yards:
    - Landscape Vendor: Mowing, blowing, and edging all lawn and landscape bed areas in front and side yards of homes and common areas of community. Periodic pruning of foundation shrubs in front & side yards. Pine Straw application in Spring (and fall when budget allows). Crepe Myrtle Trimming early each year.
    - Lawn Treatment: Lawn spray treatment for fertilization, weed control and pest management to ensure turf quality throughout the community.
    - Irrigation Management: Maintain Irrigation system, wells, pumps, controllers, and irrigation systems for front and side yards of each home in neighborhood. Set controller schedule to meet watering schedule required for proper pressure management and watering needs.
    - Pond Management: Mowing, cleaning, and inspection to ensure our retention ponds meet watershed requirements and are protecting the Hewlett Creek watershed.
- Maintain Entrance & Berm area, including sign garden and protection of conservation areas.
- Periodically review yards for dead or dying vegetation that may require removal and or replacement by homeowner.

Homeowner Responsibility:

- Adhere to Irrigation Schedule as set by vendor for front and side yard to ensure adequate pressure throughout neighborhood.
- Schedule and maintain irrigation system for any backyard irrigation needs.
- Remove and replace any dead shrubs. (submit ARF for approval of replacement shrubs)
- Replace dead or damaged lawn areas with Zoysia sod or may expand garden beds with approval. (No overseeding with winter type grasses are permitted)
- Tree pruning other than crepe myrtles.
- Homeowners must submit an ARF for any changes to landscape to front or side yards. Maintain any shrubbery, flowers and beds planted by homeowner. Future owners will also be responsible for any changes made to landscape.

- Tree Removal Guidelines: Trees exceeding three (3) inches in diameter measured one (1) foot above the ground, may not be removed from any lot (front, rear, or side yards) without the prior written approval of the Board of Directors. Homeowners are to submit an ARF (Architectural Review Form) to the Property Manager. Approval to be based upon a site plan, landscaping plan, or planting plan submitted to the Board by the lot owner. Tree replacement may be requested by the BOD. All debris must be removed from the property and the stump must be removed or cut flush with surrounding area.
- Homeowners with properties that back to conservation areas, ponds or berm areas are required to maintain any vegetation overgrowth that encroaches their fences at their own expense as would any other homeowner trimming overgrowth from a neighboring yard.
- Homeowners who back to conservation areas or berm are prohibited from dumping any type of yard waste over their fences.
- It is the homeowners' responsibility to prevent the accumulation of pine straw, leaf debris, and other materials along the base of their fences to avoid premature rot.
- Homeowners are responsible for removing any vines from fences which may affect the longevity of the fences.

Legend:

BOD: Board of Directors

ARF: Architectural Review Form (this form is found on the CSS website:
https://www.csshoamgt.com/association/county/new-hanover/name/holly-glen-estates