

Dear Holly Glen Homeowners,

Please find the newly drafted Holly Glen Landscape Policy, established this year by the Board of Directors.

We often get asked about what homeowners are responsible for, and we find that some assume the association covers things it doesn't. In the new Landscape Policy, you'll see what the Association is responsible for, what your dues cover, and what homeowners are responsible for. We hope the policy clears up any questions you, as a homeowner, may have had.

It is the goal of the Association and Board of Directors to manage the community in such a way that the items that are covered are a benefit to all homeowners and can be obtained at a more reasonable cost due to the economy of scale. Examples include:

- pine straw 2X per year
- shrub trimming 3X per year
- lawn spray service 5X per year
- maintenance of front and side yard irrigation, mowing, blowing, and edging
- common area maintenance
- retention pond maintenance

A notable change to our policy has been made, by vote and through review of our current bylaws and covenants, which is to no longer include sod and shrub replacement as part of the HOA's responsibility. Replacing sod and dead shrubs multiple times per year in a few homes is not sustainable and not of benefit to all homeowners.

If there are services listed above that the HOA covers but you do not want them performed, please complete the "opt-out" form. This won't alter your dues, but it will help us to communicate more effectively with our respective vendors.. Also, remember to inform the property manager of any changes in occupancy at your property.

We believe the updated policy will be beneficial for the entire community, aligning with our commitment to transparency and financial responsibility. We strive to maintain the high aesthetic standards we all desire for our most valuable assets—our homes. If you have any questions, please don't hesitate to contact Chris Blake, Property Manager @ chris@csshoadmgt.com

Landscape Policy – Updated 4.9.24

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.
- Maintain List of No Prune, No Spray, No Mow, and provide to Vendors annually. Opt-Out*

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.

*OPT-OUT Services List:

Homeowner will be required to update their preferences annually via the OPT-OUT form submitted to the Property Manager if they do not wish to have certain services provided by the HOA. Exclusion from services does not allow for a reduction in HOA monthly dues. *

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>

Holly Glen Landscape Services OPT OUT Form

Date of Request:

Homeowner Name:

Address:

Phone Number:

The Holly Glen HOA Provides the following Landscape Services. If your preference is to “opt-out” of services provided, please indicate those below so that we can communicate to our vendors. (this is also very helpful should you sell your home!)

Landscape Vendor:

Mowing: YES NO

Edging: YES NO

Blowing: YES NO

Pine Straw YES NO

Shrub Pruning YES NO

Crepe Myrtle Trimming (if applicable) YES NO

Lawn Spray Service: YES NO