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DESIGN AND ENVIRONMENTAL STANDARDS

ARTICLE 1.0 PURPOSE AND INTENT

The following design and environmental standards are established for the enhancement of property values for Holly Hills through the controlled development of harmonious architectural styles, aesthetically pleasing home sites, and consistently high quality maintenance of all community areas, common areas and private property within and throughout Holly Hills.

These Residential Development Criteria are supplementary to the Covenants and Restrictions which are recorded in the Clerk's Office of the Circuit Court for the City of Williamsburg. They should be used by the homeowner/builder when designing and building your home and when making external changes to your property. The criteria are intended to complement the Covenants and should a conflict arise the covenant shall prevail.

ARTICLE 2.0 MASTER PLAN CONCEPT

Holly Hills has been carefully master planned in order to achieve the following objectives and features:

- (a) Establish a road network which will minimize "through" traffic movement through the neighborhood and enhance the exclusive nature of the community.
- (b) Design a road layout which follows the natural topography of the land and enhances the views, and the natural settings for the homes.
- (c) Capitalize on the natural topography, vegetative and water features of the site in order to provide the most "comfortable" home sites.
- (d) Preserve a natural buffer along the road frontage to provide for internal circulation, enjoyment of the natural environment and a consistent street frontage.
- (e) Preserve and protect the 100-foot Chesapeake Bay Resource Protection Area (RPA) of College Creek.
- (f) Have a Design Review Board to strictly enforce the architectural and site development restrictions.

ARTICLE 3.0 DEFINITIONS

- (a) Association - shall mean and refer to Holly Hills Community Association, Inc., a Virginia non-stock corporation, its successors and assigns.
- (b) Board of Directors - of the Association, shall be elected by the members of the Association as provided in the Association's By-Laws.
- (c) Builder - an individual or organization, properly licensed by the Commonwealth of Virginia as a general contractor, constructing an individual house, houses or other improvements at Holly Hills.
- (d) Common Area - all real property owned or to be owned by the Association, for the common use and enjoyment of all owners; designated on the recorded plats as the "Common Area".
- (e) Covenants and Restrictions - shall mean and refer to the Declaration of Covenants, Easements and Restrictions set out in the attached document which have been recorded along with subsequent amendments in the Clerk's Office of the Circuit Court of the City of Williamsburg, Virginia.
- (t) Declarant - McCale Development Corporation, the organization which subdivided land, built roads, utility lines and established the original development criteria for Holly Hills.
- (g) Holly Hills - defined as that certain real property shown on plan of "Subdivision of Holly Hills, City of Williamsburg, Virginia," made by Langley McDonald, recorded by individual section on various dates in the Clerk's Office of the Circuit Court of the City of Williamsburg, Virginia, and any additions which are annexed thereto .
- (h) Holly Hills Design Review Board - shall mean and refer to the committee of individuals established pursuant to Section 5.1 of the Covenants and Restrictions.
- (i) Lot Owner/Homeowner - Record owner, whether one or more persons or entities, of a fee simple title to any Lot, including the Declarant, but excluding those having such interest merely as security for the payment of a debt or the performance of any obligation.
- (j) Lot (building lot or building lots) - any Lot depicted on any subdivision plat approved by the City of Williamsburg, Virginia, and recorded in the Clerk's Office which effects a subdivision of any land within Holly Hills, including any lot upon which a single family detached residence can be constructed . The definition of "Lot" does include any area depicted as "Common Area".

(k) Improved Lot - a lot upon which a residence has been substantially completed. A residence shall be deemed to be substantially completed upon the earlier to occur of (i) issuance of a temporary or final certificate of occupancy or (ii) twelve (12) months from the approval of application. Request for extension over the 12 month period may be made in writing to the DRB.

(l) Property (and Properties) - all of the lots in Holly Hills except the designated Common Area.

ARTICLE 4.0

DESIGN REVIEW BOARD

Section 4.01 Membership:

The Holly Hills Design Review Board (DRB) shall consist of no less than three individuals. It is contemplated that at least one or more of the members will have a thorough understanding of site planning, including the mechanics of site grading and layout, and an understanding of residential home construction. The DRB will be appointed by the Board of Directors for a term not to exceed 2 consecutive years.

Section 4.02 Review and Approval Procedures

The DRB is empowered to administer and enforce the architectural style and site development restrictions included herein. All construction on individual lots and Common Areas to be included in the residential community shall be reviewed by the DRB. Homeowners and Builders desiring to construct any improvement in Holly Hills shall submit two (2) complete sets of building plans as outlined herein to the Secretary of the DRB. Members of the DRB may meet formally and/or informally to discuss compliance of the submissions with the restrictions contained herein. The submittal of the application to the DRB must be preceded by the posting of the construction surety and payment of the \$200 application review fee to the Association Manager. The DRB shall notify each applicant if their submission is deemed complete. Two weeks shall be allowed for the review of site and construction plans. At the end of the two week period the DRB may take one of the following actions:

- (a) approve the plans in writing;
- (b) deny approval of the plans in writing;
- (c) give written notice of a three week extension of time to review the plans.

When revisions are required, revised plans should be resubmitted within three weeks for final approval prior to the commencement of any site clearing or any construction activity. Redline submittal plans will not be accepted. Any costs incurred for the review of these revisions will be borne by the applicant. If approved activity has not commenced within 12 months of approval, such approval shall be deemed withdrawn and the Owner must reapply for a new approval.

Section 4.03 DRB Review Appeal:

In the event a lot-owner/builder does not agree with the interpretation of the design and environmental standards by the DRB, or a requirement for the approval of items or actions not covered in the Homeowner's Manual, they may submit a request in writing to the Board of Directors and if they desire, present it in person for a review. This submission must be accompanied by a \$200.00 review fee which will be returned if there are no costs involved in the review. The Board of Directors may make exceptions to the standards with a unanimous vote of the Directors. Exceptions are defined as changes that substantially meet the overall spirit or intent of the Standards, and do not noticeably impact exterior appearance.

Exceptions to the standards not receiving a unanimous vote of the Directors requires the approval of the majority of a quorum of the membership. The Appeals Committee shall respond in writing to the applicant within two weeks from the date of receipt of the written appeal. As a result of these actions, all decisions made are final.

Section 4.04 Alterations and Additions:

When submissions for additions to a home are less than 99 square feet, or are for decks, a \$200.00 application review fee must be included. Over 99 square feet is covered by Article 5.02. Unless otherwise specified, other submissions do not require an application review fee.

Section 4.05 Access to the Lot:

Submission of any plans to the DRB for review shall constitute permission by the Lot Owner, and agreement of the builder or Contractor, to allow members of the DRB or its designated agent, reasonable access on and to the property before, during and after construction to ensure consistency with the approved plan for construction, alteration or modification.

Section 4.06 Final Release:

The Applicant shall notify the Association and the DRB two weeks prior to final completion of construction. A final plat of the survey setting forth all lot improvements must be submitted to the DRB. The DRB shall then inspect the final construction for compliance with the approved plans. Any costs incurred due to variances between final plat survey and approved plans will be borne by the homeowner/builder. It is to be understood that the final inspection by the DRB does not constitute a waiver on nonconformity with the approved plans.

ARTICLE 5.0 SUBMISSION REQUIREMENTS

Section 5.01 Local Code and Ordinance Compliance:

No architectural or site restriction contained herein alleviates Builders or Homeowners from compliance with local, state and federal regulations governing development or construction. In the event of conflict between restrictions contained herein and governmental regulations, the more restrictive shall apply.

Section 5.02 Design Plan Submission:

Final plans, details, and specifications, as specified, shall be submitted to the Secretary of the DRB for their action, including the following:

(a) **Construction Surety:**

A cash escrow/damage deposit of \$5,000 shall also be submitted to the ORB at this time by the lot owner or builder to ensure the lot is maintained during the construction period in accordance with standards outlined under Article 7.00 of the Declaration of Covenants Easements and Restrictions and to ensure compliance with all approved plans. Such cash escrow/damage deposit will be submitted with final design plans unless it has been otherwise posted for the subject lot. In the event of a violation of any of the standards and provisions of the Design and Environmental Standards, the Association shall have the right to charge against said cash escrow/damage deposit all costs incurred, including court costs and reasonable attorneys' fees, expended in correcting the violations. The DRB shall be the sole determiner as to whether a violation of such standards and provisions has occurred. Release of the cash escrow shall be in accordance with Sections 4.06 and 7.27 only after a final site inspection by the ORB has been completed to ensure compliance with all approved plans.

(b) **Design Review Application and Fee:**

A design review of proposed construction as discussed in Section 4.02 shall be requested by submitting an "Application For Design Review" form (see Exhibit B), which is available at the Association Management Office. The homeowner/builder shall complete and submit this form to the Association Management Office, along with the \$200.00 design review fee to cover review costs.

(c) **Appeal Review and Fee:**

As specified in Sect. 4.03, an applicant may submit a request in writing to the Association Management Office for reconsideration of any decision resulting from the review by the ORB. This appeal request shall be accompanied by a \$125.00 appeal review fee to cover review costs.

(d) **Architectural Plans:**

Two (2) sets of floor plans and front, rear, left and right side elevations shall be submitted at a scale of not less than 1/8"=1 '0". Front elevations shall be at a scale of 1/4"=1 '0". Elevations shall be labeled with all materials and roof slopes. All submittal plans shall be original copies. No redline print submittal plans will be accepted.

(e) Material selection:

Architectural details and specifications showing all exterior details and materials (See Checklist, Exhibit C) shall be submitted. A builder or homeowner shall also submit samples of exterior colors and materials for the following elements to be included in the proposed construction:

- Foundation
- Siding
- Trim and shutters
- Doors and windows
- Roofing
- Exterior light fixtures
- Driveways
- Brick

or any other materials or products which may affect the exterior appearance of the residence or its site.

(f) Final Plan for Site Design:

Five (5) copies of the final site plan, prepared at a scale of 1"=20', shall include the following plan elements:

- Proposed grades at one-foot contour intervals (incl. spot elevations at comers, details, and sections)
- Paved area details and sections
- Drainage items (i.e. inlets and pipes)
- Exterior mechanical equipment and trash receptacle locations with required screening
- Driveway and entry details, including materials, color and finishing
- Exterior lighting
- Screening and retaining walls
- Location of existing trees six (6) inches or greater in diameter, street lights and sidewalks (with specifications for relocation, if applicable)
- Erosion, debris and sedimentation control measures

All submittal plans must be full size final prints. Redline plans will not be accepted.

(g) Builder Application :

The Lot Owner or Builder shall complete and submit to the Association Management Office a Builder Application (Exhibit D) for any builder (a) not previously approved, or (b) not currently demonstrating compliance with the Holly Hills Design and Environmental Standards.

(h) Landscape Plan and Schedule:

In accordance with section 7.21, a plan and schedule shall be submitted for approval by the DRB along with architectural plans. (Exhibit E) The cost of plant and bedding material shall be of an amount equal to at least three percent (3%) of the original purchase price of the lot in question. Such cost shall not include site grading, sodding, irrigation or plant material installation cost. All landscaping materials must be installed prior to final approval by the DRB and release of the surety deposit.

(i) Final Plat Survey:

In accordance with Section 7.27, a final plat survey shall be submitted to the DRB two weeks prior to final completion of construction. Any costs incurred due to variances between final plat survey and approved plans will be borne by the homeowner/builder.

ARTICLE 6.0

ARCHITECTURAL REQUIREMENTS

Section 6.01 Housing Type:

Only single-family residences are permitted in Holly Hills. A single-family residence is defined as a free-standing structure on a permanent foundation, with no more than one kitchen.

Section 6.02 Minimum Dwelling Size:

The floor area of the enclosed portion of the main structure on any Lot shall not be less than 2,200 square feet for a one-story structure, or less than 2,800 square feet for any structure of more than one story. The enclosed first story floor area of a multi-story structure shall not be less than 1,600 square feet. A dwelling shall be deemed to be more than one story if the upper level has a floor area of more than eighty percent (80%) of the lower level. "Enclosed portion" shall mean that portion of the structure heated or otherwise temperature-controlled by the Occupant of the structure, but excluding basements, garages, porches, balconies, floored attics, and decks.

Section 6.03 Massing:

The front elevation of a house shall not exceed 2-stories in height above a crawl space or basement. However, a house with a sloped roof may include partial third floor living areas under the roof. On a lot where the slope will permit, the rear elevation may accommodate a 3-story height, not to exceed a maximum of 35 feet. Exterior walls, planes, and masses shall be of a residential scale with sufficient openings for light, view and air, consistent with the residential scale of the community, The DRB reserves the right to require that large planes be broken up with additional windows, or offsets to maintain an appropriate scale.

Section 6.04 Architectural Style:

No specific architectural styles are expressly prohibited; however, the DRB reserves the right, in its sole and absolute discretion, to reject highly stylized houses with overstated eclectic design elements, houses with overly mixed styles, houses with insufficient stylistic theme or treatment, or houses not in keeping with the neighborhood. Structures of substantially similar exterior appearance shall not be located within the subdivision unless given express approval by the DRB. In this regard, the DRB shall be the sole determiner of what constitutes substantially similar exterior appearance and what structures will be permitted.

Section 6.05 Foundations:

All residential structures shall be built over either a basement or crawl space. No construction on concrete slabs will be allowed, except that portions of a design may be considered on a concrete slab.

Section 6.06 Roofs:

(a) Pitch: The minimum roof pitch permitted shall be 7" per foot not to exceed 12" per foot. This roof slope minimum shall apply to all primary roof elements of the structure.

(b) Penetrations: Roof ventilation, etc. may require dormer treatment depending on orientation of house and exposure to public views, Roof ventilations and other penetrations must be painted to match the roof

Section 6.07 Ceiling Height:

First floor ceiling height shall be a minimum of nine (9) feet. Second floor ceiling height shall be a minimum of eight (8) feet.

Section 6.08 Fenestration:

Consideration should be given to the overall exterior balance of the house in the type (double-hung sash, casement, etc.) and placement of windows. The DRB reserves the right to establish minimum window sizes based solely on aesthetic considerations, over and above building code requirements for egress. Window design shall be consistent with the architectural character of the house.

Section 6.09 Architectural Detailing:

Exterior architectural detail including trim and siding shall be compatible with the particular style of the house design. A basic design may be deemed inappropriate if consideration is not given to such details as trim around windows and doors, at the eaves or gables of roofs, or porch columns, railings or steps. Such consideration does not imply that very elaborate or decorative elements are encouraged; however, Builders and Homeowners should discuss this issue with the DRB in conjunction with the design approval.

Section 6.10 Materials:

The following materials shall be used as appropriate to the architectural style previously approved:

(a) Foundations :

Exposed exteriors to be constructed of brick or stone.

(b) Chimneys:

Constructed of brick, stone or EFIS (Exterior insulating Finish System) chimneys and their respective exterior firebox walls shall match the foundation material and extend to the finished grade. Parged block or wood framed chimneys or exterior firebox walls are not permitted. All chimneys shall project at least three (3) feet above any point of the roof measured ten (10) feet from the chimney. No exposed prefabricated metal fireplace flues shall be visible on the front sides of the residence. Any direct vent or ventless type fireplace units that are installed within the primary exterior walls of the residence that utilize a chimney, said chimney must be enclosed as described in this section.

(c) Exterior Walls:

Constructed of mill finish cypress, cedar, redwood, concrete plank siding, brick, or stone masonry.

(d) Exterior trim:

Made of wood, brick, stone, or other material as described above.

(e) Windows :

Window screens, storm windows, windows or doors shall be finished in a color that complements the house colors, and must be approved by the DRB.

(t) Roof:

Finished with a minimum of 30 year dimensional/architectural shingles, cedar shingles or shakes, slate, approved imitation slate, concrete shingles, Hendricks tile, or in some cases, metal. Any other roof material must be specifically approved by the DRB. All exposed flashing shall be pre-finished metal, or copper.

(g) Porches, railings, steps:

Unfinished salt treated materials shall not be used except as provided for under 6.11; all steps within view from the front of the house shall have closed risers.

(h) Paint or stain:

A complementary color must be applied to all homes. Natural wood color siding and semitransparent stains shall not be used. Smooth siding shall be finished with an oil or latex-based exterior house paint. Colors of houses adjacent to or across the street from one another should be differentiated; however, exceptions may be approved in certain circumstances by the DRB. The color palette for homes will not be limited; however, extremely bright, offensive, or "jarring" colors will not be allowed. All exterior colors must be reviewed and approved by the ARB. In the event that unauthorized painting occurs, the DRB has the authority to require the repainting of a house, or any portion thereof. This will ensure the color coordination of the community and protect the investment of all homeowners

(i) Dormers:

On occasion, building plans may be submitted for DRB approval that call for roof dormers to be constructed of a material different from the basic material of the main structure (e.g., wood-sided dormers on a brick house). Consideration shall be given by the DRB to approve such plans if the dormers are appropriately placed and proportionately sized. The dormer's siding should be constructed of cedar or redwood and the boards should be aligned with the pitch of the roof

Section 6.11 Wood Decks, Porches and Steps:

Only flat surfaces of wood decks, porches, and steps within the rear yard may be constructed of unfinished salt or pressure-treated wood material. No unfinished salt or pressure treated wood may be used in any other location. Steps on rear decks may be of the open type, although closed risers are recommended. Decks, and porches are recommended not to encroach into the lot setbacks. If such encroachment occurs, landscape screening will be required. Under no circumstances shall decks or porches encroach further than stipulated under the City of Williamsburg zoning ordinances.

Section 6.12 Garages:

Entrances to garages shall be either on the side or back of the house. In the case of corner lots, the garage shall not open onto a side street.

Section 6.13 Continuity of Elevations:

No elevation (front, side, rear) of any residence shall be of substantially inferior appearance than any other elevation of the residence. External wall materials shall be consistent on all elevations. Since most houses will be viewed from more than one side, this requires Builders and Homeowners to give as much attention to the design of the rear and sides of houses as is traditionally given the front. Windows on the sides and rear of a home shall be aligned in an aesthetic and orderly fashion just as they would be on the front of the home. (Dormers are addressed in 6.10(i)). Mixture of materials on an elevation for accent or accepted construction practices may be allowable on a case by case basis if approved by the DRB.

Section 6.14 Trash Receptacles and Mechanical Equipment:

All external trash receptacles, metering devices and mechanical equipment shall be located on the site plan, and shall be located on the rear, or rear of a side elevation, of a building. All such equipment shall be screened with approved vegetation or with a painted enclosure.

ARTICLE 7.0 LOT DEVELOPMENT REQUIREMENTS

Section 7.01 Zoning and Required Conditions:

All site development shall comply with the current version of the Zoning Ordinance of the City of Williamsburg, Virginia. Requirements outlined herein, or which are otherwise recorded or applicable, and which are more restrictive shall apply for Holly Hills.

Section 7.02 Corridor Protection District:

The City of Williamsburg Zoning Ordinance establishes Corridor Protection Districts as shown on Exhibit A, Open Space Plan. The Corridor Protection District was established by the City:

"To protect and enhance the historic character of the Colonial Williamsburg Historic Area and the Architectural Preservation District by ensuring that the major access corridors to these areas are developed and maintained in a harmonious and compatible manner. The District is also intended to encourage the improvement of the architectural and visual character of these major corridors, and to encourage a diversity of architectural style. (Within this designated district) no building, structure, sign or exterior architectural feature shall be erected, reconstructed, altered or restored unless approval has been granted by the (City of Williamsburg) Architectural Review Board."

Section 7.03 Chesapeake Bay Preservation Program:

All grading, landscaping, construction, site plan preparation, and placement of improvements shall be done in compliance with the City of Williamsburg Zoning Ordinance as it may be amended from time to time.

Section 7.04 Conservation Easements:

Exhibit A indicates all areas to be included within designated conservation easements (see Deed of Easement between the Declarant, the Association and the City of Williamsburg). Such Conservation Easements will pertain to the following:

Resource Protection Areas (RPA), as defined by Article VIII, City of Williamsburg Zoning Ordinance

Corridor Protection District (buffers), as defined by Article IX, City of Williamsburg Zoning Ordinance (related to Route 199 and Jamestown Road)

Landscaped Buffer (20') along Holly Hills Drive

Slopes greater than 30 percent outside of the RPA Traffic Islands and Courts

Section 7.05 Limits of Clearing:

Except for areas specifically approved for construction or as otherwise permitted by this Section and Section 7.11, no existing vegetation shall be removed from any site in Holly Hills. General clearing for construction of houses shall extend no farther than twelve (12) feet outside the actual house footprint. General clearing for driveways and walks shall extend no farther than five (5) feet beyond either side of the pavement. Driveway pavement sections may not be located within three (3) feet of any property line. An exception may be granted, not inconsistent with any requirements of the City of Williamsburg, upon review and approval of the DRB

Section 7.06 Common Areas:

No clearing, grading, tree removal, or construction activity can take place in common areas or conservation easements without the prior written consent of the DRB and other regulatory bodies as specified under Sections 7.02, 7.03 and 7.04.

Section 7.07 Stake out Review:

Prior to beginning any clearing or construction activity, the Builder or Homeowner must notify both the DRB and the Association Management Office. The Builder or Homeowner must stake to identify the following on the site:

- House corners
- Finish floor elevation(s)
- Limits of clearing and grading
- Driveway location

A member of the DRB will then review the staking and flagging for compliance with the site plan that has been previously approved by the DRB. In the event that these activities do not comply with the approved site plan, the Builder or Homeowner shall not proceed with clearing or construction activity. The Builder or Homeowner can either correct the staking and flagging, or submit an amended site plan for approval by the DRB. However, in either case, construction activity shall be halted until receiving approval from the DRB.

Section 7.08 Erosion and Sedimentation:

Builders and Homeowners are required to comply with applicable governmental regulations and code requirements. Silt runoff and mud from vehicular traffic shall be contained on the Lot. Erosion control devices shall be installed prior to construction. This includes, but is not limited to, silt fences and stone construction entrances. The Builder/Homeowner shall maintain all erosion control devices until construction has been completed and planting installed. Any mud or silt runoff shall be immediately removed from the road surfaces and drainage areas by the Builder/Homeowner. The Association reserves the right, in the Covenants and Restrictions to enter any Lot which does not comply with the foregoing, whether improved or unimproved, for the purpose of performing necessary grading, landscaping or construction and maintaining erosion control devices.

Section 7.09 Construction Site and Activities:

Only usable construction materials may be stored on a construction site. They must be neatly stacked or placed in a way that they are not visible from adjacent building lots. Discarded construction materials, refuse and debris must be policed and disposed of daily. Storage or placement of materials within any public right of way or easement or adjacent lot is not permitted at any time. During the construction period, any mud, gravel, dirt, construction material or other debris deposited on the streets as a result of construction activity must be cleaned up immediately by the Builder/Homeowner. Construction activities may not take place on Sundays and all exterior work shall be limited to daylight hours. Excessive noise and loud music are prohibited.

Section 7.10 Temporary Facilities:

Dumpsters or suitable containers are required to be installed prior to the commencement of framing operations on any construction sites for the containment of construction debris and shall be maintained until the trim out operations have been completed. In the event that the Builder/Homeowner does not install and maintain a suitable container as called for by these guidelines, the Association will have the authority to arrange to have one provided and maintained at the Builder's/Homeowner's cost, plus a handling fee. Open fires are not permitted under any circumstances. Portable toilets are required on all construction sites during the complete construction activity period. These toilets must be removed no later than the certificate of occupancy date.

Section 7.11 Protection of Existing Vegetation:

Beyond the general clearing limits specified both by 7.05 and within Conservation Easements, clearing of existing vegetation for landscaping and view shall meet the following requirements:

- Within required front yard, existing ground cover, shrubs and trees up to 6 inches in caliper (at 4 feet above ground) may be removed and replaced with the Homeowner's landscaping which shall include some combination of grass, ground cover vegetation or mulch, shrubs, and trees. Except for drive access, ground gutters and sidewalks, no pavement shall be permitted in this area. The DRB may permit removal of larger trees on a case by case basis when requested.
- From front setback line to rear property line, only selective clearing is permitted beyond that approved for structures or other approved site improvements. Clearing for rear yard play areas will be permitted within building setback lines. Plans for selective clearing must be approved by the DRB.
- No clearing is permitted within eight (8) feet of side property lines, except for corner side yards which may be treated as front yards.
- No clearing is permitted within twenty (20) feet of rear property lines that abut other lots.
- No clearing is permitted within the designated Conservation Easements, except as may be allowed by the City of Williamsburg in accordance with the Chesapeake Bay Preservation Act and the Conservation Easement (see Section 7.04 and Exhibit A.) The Homeowner can within these limitations, maintain and manage growth of existing vegetation by pruning and limbing up existing trees for view and breeze.

Section 7.12 Grading and Drainage:

In general, alteration of existing topography will be permitted only as required to create positive drainage away from the house, unless approved by the DRB as part of a submitted site or landscape plan. Grading and drainage construction within the site shall not be constructed so as to visually detract from other residences. Subsurface drainage may be required where necessary, to resolve unusual surface or subsurface drainage conditions.

Section 7.13 House Orientation:

The house shall be situated on the lot so that the front facade is facing the street. On a corner lot with a cul-de-sac, the house shall face the cul-de-sac street rather than either the collector road or side street. On corner lots without cul-de-sac frontage the house shall face the side street rather than face the collector road. Exceptions to the house orientation may be permitted if in following the above requirements the result would be to have the garage doors parallel to and facing the street. Garage doors facing any street in a parallel or somewhat parallel manner shall not be permitted. On a corner lot the house may be positioned at a 45 degree angle to the two street frontages provided that the garage doors and entire service area is screened with landscaping or approved fencing on the street side and landscape screening or a fence/wall on the interior side yards. If a house will not fit at a 45 degree angle on a corner lot, it may be permitted to face the collector road provided that the garage doors face an interior lot line and not the street. In all situations consideration must be given so as not to create a breach of privacy between neighboring houses. The DRB shall make the determination as to which house orientation is the most appropriate at the time of plan submittal. It is the intent of these guidelines to minimize the number of houses facing collector roads.

Section 7.14 Driveways and Parking Areas:

Layout:

Driveways shall be located to provide access to the house and garage, and provide on-site parking for at least two and no greater than three cars (excluding garage parking). Driveways shall be laid out in an aesthetically pleasing manner in order to avoid views of any kind of the driveway from the street into the service area and/or garage doors. This will require having curves in the driveway with evergreen landscape screening at least four feet high to block service area, turning area and garage door views. Driveways with more than two entrances from all street frontages will not be permitted. Driveways, parking, service areas, and walks shall not be located closer than five (5) feet to a property line. In extreme hardship cases as deemed necessary by the DRB, limited paved areas may come as close as three (3) feet to a property line provided that landscape screening is provided between the pavement and the property line and that the driveway alignment has been arranged to provide at least ten (10) feet of separation to the property line with the remainder of the driveway. Minimum radii at entrances and from drives to parking areas for maneuvering space shall be ten (10) feet. (See Exhibit F for examples.) Excessive paved areas will not be allowed.

Base Construction:

Topsoil shall be removed and sub grade compacted prior to the installation of a minimum 6 inch stone base. Surface materials shall be exposed aggregate concrete.

Entrance Details:

All driveway entrances shall have exposed aggregate concrete aprons and be constructed in accordance with VDOT Standards. The builder is responsible for coordinating this work with an inspector from the City of Williamsburg Public Works. The homeowner/builder is also responsible for transitioning the sidewalk on both sides at the driveway.

Section 7.15 Walks and Terraces

Walkways and terraces must be constructed of materials of compatible quality to the architectural materials in the house. The recommended construction materials are concrete, interlocking concrete or clay beveled pavers or patterned concrete in a similar design, brick, brick pavers or exposed aggregate concrete, stone and flagstone or slate set in a cement mortar bed. Any walkway or terrace constructed of any other material, if allowed, must provide appropriate edging to maintain its structural integrity. A ceremonial walkway must be provided from the driveway to the front door.

Section 7.16 Service Area:

A single service area which incorporates heating and air conditioning equipment, electrical meter and trash areas should be provided appropriately located and properly screened. The service area should be convenient to a kitchen exit, driveway, and outdoor storage.

Section 7.17 Accessory Buildings:

Including detached garages, workshops, storage sheds, greenhouses, service and refuse facilities, the following shall apply:

Siting:

Any accessory structures located on a building lot must be designed and located as an integral part of the house and its site plan. These structures should be massed with the house and incorporate appropriate landscaping, walkways, fencing as well as be of the same architectural style, finished materials and a compatible color. The requirements also refer to doghouses, gazebos, and playhouses. Such accessory buildings shall not create a breach of privacy between neighboring houses, nor shall they create a visual nuisance to neighboring houses. No accessory building may be constructed in a front yard or extend

beyond the minimum setback requirement established for such structures as defined by the City of Williamsburg Zoning Ordinance. Under no circumstances shall an accessory building be located any closer than ten (10) feet from the side or rear property lines. When an accessory building encroaches into the side or rear setbacks established for the house proper, landscape screening as deemed appropriate by the DRB shall be required. Service or refuse facilities, storage sheds and similar structures shall not be permitted to be located on the lot forward of the front face of the house proper. The DRB reserves the right to restrict placement of accessory buildings on lots affected by the Conservation Easements specified by Article 7.04 in such a manner as to protect normal viewing angles to waterways and natural areas from adjacent lots.

Permitted Size:

Generally, accessory buildings shall not occupy more than 20 percent of the rear yard or exceed 16 feet in height.

Section 7.18 Fencing:

Landscaping and natural vegetation are the preferred methods of screening in Holly Hills. Therefore, please discuss your plans with the DRB before you begin the process of planning or constructing a fence. Fencing must have approval by the DRB prior to installation. The DRB shall have the sole approval of the style, materials and placement of such fencing. Fencing should be designed as an integral part of the house. Only "accent" type fencing may be used in the front or side yard of a house as a part of the overall landscape plan. It may not exceed three feet in height, must be open in design, such as a picket fence and must be painted to match the exterior trim color of the house. Fencing of back yard areas should not extend in front of the rear corners of the house. (See Exhibit G for examples of fence placements.) In all cases, fencing shall have the "finished" side facing the adjacent property lines and street. Fences must have a uniform finish. (e.g. If painted, both sides must be painted.) Chain link fences are not allowed. Fencing on the side property lines and facing the street is limited to a height of four (4) feet. Fencing on the rear property line is limited to a height of six (6) feet. On corner lots where the rear property line or lines constitute the property lines of adjacent lots, the DRB shall determine the height limit on a case by case basis.

Section 7.19 Mailboxes/Paper Boxes:

Combined mailbox and paper box must conform to the configuration shown in Exhibit K. House numbers (2" high "Times Roman" typeface) only are allowed in the location shown. Box, post and bracket must be painted only one color which should match the street lights - Benjamin Moore Essex Green #109643. Apply primer coat before painting. Mailbox size shall be U.P. Postal size # 1-1/2 installed according to U.S. Postal specifications. Mailboxes should be located within five (5) feet of the driveway toward the center of the front property line and within three (3) feet of the road pavement. Decorative flowers or anything drawing attention to mailboxes will not be permitted per Postal Regulations (DMM 804 1.4).

Section 7.20 Lighting:

Site lighting shall generally be limited to indirect or "absolute cutoff" type lighting. That is to say, all lamps or light sources within a fixture, including house mounted floodlights, shall be shielded from ordinary field of view. The only exception to this is that exterior post lamps, low intensity landscape lights and decorative carriage lights mounted on the house are permitted. Such ornamental fixtures shall be compatible in style, materials and placement with the architecture of the residence. Only lights with shielded light sources will be permitted at garage door areas. It is to be understood that the intent of this section is to bar any site lighting that would be a nuisance to other property owners. In the event of conflict between property owners, the Association's Board of Directors, or an appointed committee, shall be the sole determiner of what constitutes a nuisance under the terms of this section.

Section 7.21 Lawns and Planting:

In general, the selection of plant material must be complimentary to or in the same vernacular as the design theme established for each residence. A schedule of plant materials to be used, including types, sizes, specifications and costs shall be submitted for approval by the DRB in conjunction with the required submission of architectural plans. Large mulched areas with minimal plantings will not be permitted except in existing heavily wooded areas. Plantings forward of the front building setback line shall be sized and/or pruned to maintain an open public view of adjacent properties. Guidelines for minimum plant material sizes required is as follows:

	<u>Minimum Size</u>
Shade trees	2-1/2" - 3" caliper
Ornamental trees	6' to 8' height or 1 1/2" to 2" caliper
Evergreen trees	5' to 6' height

Section 7.22 Utilities:

All electric, telephone, cable and other utility services shall be placed underground.

Section 7.23 Wood Decks, Porches, and Steps:

As limited under Section 6.11, site structures above ground constructed primarily of wood, may include the following acceptable materials: .40 CCA pressure-treated southern yellow pine (unfinished, clear finish, or stained), redwood, cedar or cypress (clear or stain finish). Above ground structures may be constructed on masonry foundation or on treated wood posts. Creosote treated wood products are not permitted. All vertical wood surfaces shall be painted or stained. Steps viewed from the front of the house shall have closed risers. Decks, patios or porches are recommended not to encroach into setbacks. In the event that encroachment is proposed, landscape screening as deemed appropriate by the DRB shall be required between the property line and the encroachment. Areas under decks that are unfinished or used for storage must be screened from view by adjacent properties.

Section 7.24 Construction Signs: (See Exhibit H)

Section 7.25 For Sale Signs: (See Exhibit I)

Section 7.26 Satellite Dishes:

The installation of any satellite dish by the Lot Owner shall be subject to and conform with the then current City ordinances governing same. In addition thereto, the location of such satellite dish and the screening thereof, if required by the DRB, shall be subject to review and approval by the DRB.

Section 7.27 Final Inspection and Release of Surety:

Any unused portion of the construction surety (cash escrow/damage deposit) provided to the DRB may be released to the extent that all required improvements shown on the approved final plans have been satisfactorily completed and adjacent infrastructure (i.e. curbs, gutters, utilities, drainage, BMP's) is found to be undamaged and/or unaffected by construction activities on the lot:

- a) subsequent to a final construction and site inspection conducted by the DRB to ensure compliance with the approved submitted plans: and,
- b) only after all roads, utilities, and other improvements in the Section of Holly Hills where the subject lot is located have been accepted by the City of Williamsburg into its municipal system; or,
- c) in the case of construction on a lot in a Section of Holly Hills where subject infrastructure items have previously been accepted by the City and incorporated into its system, subsequent to the issuance of a final Certificate of Occupancy (or other evidence of satisfactory completion) for the approved construction activity;
- d) Notification of builder's/owner's lender/title insurance company of any construction known to be in noncompliance with the Holly Hills Design and Environmental Standards.

ARTICLE 8.0

ADDITIONS AND MODIFICATIONS TO EXISTING STRUCTURES

Section 8.01 Applicability:

All additions and exterior modifications to homes and lots must be approved by the DRB. This includes any construction, demolition, or refinishing. This does not include maintenance work or repainting with the same colors. Reference should be made to Article 5.00 for submission requirements.

Section 8.02 Change in Use:

No proposed addition or modification shall change the permitted use of the property from single family detached residential as defined.

Section 8.03 Size:

The size of any addition is not limited except for as limited by siting considerations outlined by Article 7.00 and this Article.

Section 8.04 Architectural Style and Massing:

The style of any addition or modification shall match that of the house. Massing of the addition shall be similar in the size and use of shapes as that of the house, in proportion to other elements of the house so as not to overpower the existing design. Roof styles and slopes shall be similar to the existing house.

Section 8.05 Site Considerations:

No addition shall extend beyond the minimum setback requirements established for the house in Article 7.00. The siting of additions shall not create a breach of privacy between the neighboring houses. Where unavoidable, the DRB may require special screening. New windows or access into the addition shall not create a breach of privacy between neighboring houses. The DRB reserves the right to restrict placement of additions on lots affected by Conservation Easements Exhibit A, Open Space Plan) in such a manner as to protect normal viewing angles to waterways from adjacent lots.

Section 8.06 Existing Vegetation:

Except in areas previously approved as the "Limit of Clearing" (Section 7.05), no existing vegetation shall be removed from any site in Holly Hills. General clearing for construction of additions shall extend no farther than 12 feet outside the actual footprint. Beyond the general clearing limits approved by the DRB, clearing of existing vegetation for additional landscape and view shall meet the requirements of Section 7.11.

Section 8.07 Grading:

Alteration of existing topography will be permitted only as required to create positive drainage away from the house and additions or as otherwise approved by the DRB on the submitted landscape plan.

Section 8.08 Material Selection:

Openings shall be required in additions, including windows and doors, in a similar fashion and extent as in the original house. Windows and doors in additions shall be of matching material and style as those in the main structure. Exceptions may be granted by the DRB for sun rooms or other sun affected rooms to allow glazed windows. Architectural elements such as corner and rake boards, soffits, eaves, window and door trim, and shutters shall match the style of the same elements on the house. All exterior finish materials and colors shall match the house.

Section 8.09 Decks and Porches:

Decks constructed at or below the first floor level of a house may be constructed entirely of unfinished treated lumber as specified by Section 7.23. Decks or balconies constructed above the first floor level shall be finished to match the house. All decks, balconies, and porches shall comply with the requirements of Sections 6.11 and 7.23.

Section 8.10 Covered Decks or Porches:

Covered decks, open porches, stoops, and screened porches shall all be constructed from deck level up of finished materials to match the house. Substructure and decking may be of unfinished treated wood. Greenhouse additions shall be constructed of finished wood framing or of a pre-finished metal consistent with the house exterior color scheme.

Section 8.11 Awnings or Sun Screens:

Awnings or other sun screen devices, while generally discouraged, must be consistent with the architectural character of the house.

ARTICLE 9.0 MAINTENANCE REQUIREMENTS

Section 9.01 Purpose:

The maintenance requirements for Holly Hills are established for the perpetual preservation and enhancement of neighborhood property values. The following requirements are intended to ensure the consistent implementation of the highest standards of maintenance.

Section 9.02 Homeowner's Responsibility:

Each Homeowner is responsible for maintaining the Lot and all improvements to the highest standards in accordance with these Design and Environmental Standards. Lawns must be kept mowed to a height of no more than 5". Painted surfaces must be kept free of peeling paint at all times. Site maintenance responsibility for each Homeowner shall extend to the property lines of the Lot, and include any portion which is in a dedicated "Conservation Easement" as described by Section 7.04. This responsibility will extend to the curb along public streets or the edge of the designated buffer for the purpose of maintaining lawns and landscaping. The Association may designate Common Areas within the property for maintenance by the Association.

Section 9.03 Association Responsibility:

The Holly Hills Community Association will be responsible for maintenance of the Common Area parcels. Association maintenance responsibility includes but is not limited to the following areas and improvements:

- All property and improvements on the Common Area.
- Easements and improvements for access to and from the Common Area.
- Common Area lighting.
- Street trees planted within the right-of-way of public roadways.
- Street pavers or special treatments installed within public roadways not maintained by Virginia Department of Transportation or the City of Williamsburg, Virginia.

ARTICLE 10.0 VIOLATIONS & ENFORCEMENT

Section 10.1 Violations:

Violations of these Design and Environmental Standards are enforceable as provided for in the Covenants and Restrictions applicable to Holly Hills.

EXHIBIT A
LEGAL DESCRIPTION OF SUBMITTED LAND

Parcel I - Holly Hills Phase 1

All those certain lots or parcels of land located in the City of Williamsburg, Virginia shown and set out as Lots 1 through 40 and Common Areas A, B, C, D and E on the plat of subdivision entitled "Holly Hills Phase 1 Being a Subdivision of Property of McCale Development Corporation" made by Langley and McDonald, P.C., dated October 6, 1993 and recorded in the Clerk's Office of the Circuit Court for the City of Williamsburg and County of James City in Plat Book 58 at pages 56 - 57.

Parcel II - Holly Hills Phase II

All those certain lots or parcels of land located in the City of Williamsburg, Virginia shown and set out as Lots 1 through 41 and Common Areas A, B, C, D, E, F, and G on the plat of subdivision entitled, "Holly Hills Phase II Being a Subdivision of Property of McCale Development Corporation" made by Langley and McDonald, P.C. dated October 27, 1994, and recorded in the Clerk's Office of the Circuit Court for the City of Williamsburg and County of James City in Plat Book 60 at pages 54-55.

Parcel III- Holly Hills Phase III, Lots 4-22

All those certain lots or parcels of land located in the City of Williamsburg, Virginia shown and set out as Lots 4 through 22 on the plat of subdivision entitled, "Holly Hills Phase III, Lots 4-22, Being a Subdivision of Property of McCale Development Corporation" made by Langley and McDonald, P.C. dated February 22, 1995, and recorded in the Clerk's Office of the Circuit Court for the City of Williamsburg and County of James City in Plat Book 61 at page 63.

Parcel IV- Holly Hills Phase III, Lots 1-3 and 23-25

All those certain lots or parcels of land located in the City of Williamsburg, Virginia shown and set out as Lots 1-3 and 23-25, on the plat of subdivision entitled, "Holly Hills Phase III, Lots 1-3 and 23-25, Being a Subdivision of Property of McCale Development Corporation" made by Langley and McDonald, P.C. dated October 10, 1995, and recorded in the Clerk's Office of the Circuit Court for the City of

Williamsburg and County of James City in Plat Book 63 at page 23.

Parcel V - Holly Hills Phase IV

All those certain lots or parcels of land located in the City of Williamsburg, Virginia shown and set out as Lots 1-31 and open space on the plat of subdivision entitled, "Holly Hills Phase IV, Being a Subdivision of Property of McCale Development Corporation" made by Langley and McDonald, P.C. dated May 30, 1996, and recorded in the Clerk's Office of the Circuit Court for the City of Williamsburg and County of James City in Plat Book 65 at page 23 and 24.

Parcel VI - Holly Hills Phase V

All those certain lots or parcels of land located in the City of Williamsburg, Virginia shown and set out as Lots 1-30 and open space on the plat of subdivision entitled, "Holly Hills Phase V, Being a Subdivision of Property of McCale Development Corporation" made by Langley and McDonald, P.C. dated June 15, 1998, and recorded in the Clerk's Office of the Circuit Court for the City of Williamsburg and County of James City in Plat Book 72 at page 15.

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Current as of September, 2015

APPLICATION FOR ARCHITECTURAL REVIEW

2 Pages

APPLICANT (PROPERTY OWNER) _____ ADDRESS _____ CITY _____ PHONE NO. _____ _____ REPRESENTATIVE _____ FIRM _____ ADDRESS _____ CITY _____ PHONE NO. _____	_____ NEW BUILDING _____ ADDITION _____ EXTERIOR CHANGE _____ DUMPSTER SCREEN _____ WALL/FENCE _____ DECK/PORCH _____ RELOCATION _____ DEMOLITION _____ OTHER (SPECIFY)
--	---

THE ABOVE NAMED PERSON/FIRM HAS PERMISSION TO REPRESENT ME REGARDING THIS REQUEST FOR ARCHITECTURAL REVIEW.

APPLICANT SIGNATURE

DATE

LOCATION _____ ZONING DISTRICT _____

USE _____

APPLICATION (APPROVED) (APPROVED WITH CONDITIONS) (DENIED)

DATE

EXHIBIT B: APPLICATION FOR ARCHITECTURAL REVIEW

Current as of September, 2015

SPECIFICATIONS: IDENTIFY ALL EXISTING AND PROPOSED EXTERIOR MATERIALS AND COLORS, INCLUDING PAINTS, STAINS, AND MORTARS BY MANUFACTURER NAMES OR NUMBERS. A SITE PLAN SHOULD ACCOMPANY ALL DRAWINGS.

FOUNDATION WALLS

MATERIAL _____

COLOR _____

MANUFACTURER _____

WALLS ABOVE FOUNDATION

MATERIAL _____

COLOR _____

MANUFACTURER _____

WINDOWS

MATERIAL _____

COLOR _____

MANUFACTURER _____

SHUTTERS

MATERIAL _____

COLOR _____

MANUFACTURER _____

DOORS (INCLUDING GARAGES)

MATERIAL _____

COLOR _____

MANUFACTURER _____

ROOF COVERING

MATERIAL _____

COLOR _____

MANUFACTURER _____

DECK/PORCH/WALLS/FENCES/SCREENS

MATERIAL _____

LOCATION _____

SCREENING _____

EAVES

MATERIAL _____

COLOR _____

SOFFIT

MATERIAL _____

COLOR _____

CORNER BOARDS

MATERIAL _____

COLOR _____

CORNICE

MATERIAL _____

COLOR _____

GABLES

MATERIAL _____

COLOR _____

GUTTERS

MATERIAL _____

COLOR _____

CHIMNEY

MATERIAL _____

COLOR _____

MECHANICAL EQUIPMENT: (VENTS, A/C, EXHAUST FANS, HEAT PUMP, ETC.)

TYPE _____

LOCATION _____

HOLLY HILLS

Design and Environmental Standards

Phase No. _____ Lot No. _____ Owner _____

Date _____

DESIGN REVIEW BOARD CHECKLIST

Comment:	Approve	Deny	Date of Action
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Final Design			
Architectural Design Review Fee			
Surety Cash Escrow/Damage Deposit			
Architectural Design (2 copies)			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Conformance To Selected Style
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Continuity of Elevations
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Floor Plans 1/8"=1'0"
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Front Elevation 1/4"=1'0"
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Rear Elevation 1/8"=1'0"
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Left Side Elevation 1/8"=1'0"
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Right Side Elevation 1/8"=1'0"
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Exterior Details
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Architectural Materials
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Roof (configuration and slopes)
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Siding
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Trim
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Foundation
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Doors and Windows
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Exterior Light Fixtures
Site Design (4 copies)			
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Layout 1"=20' (incl. existing streets, utilities, construction entrance, structure distances to property lines)
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Site Grading Plan 1"=20' (incl. existing topo @ 1-ft contour, erosion control, clearing limits, existing trees 6" caliper and over)
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Site Details
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Site Materials
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Walks
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Drive Surface
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Drive Edging
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Fencing
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Lighting
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Retaining Walls
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Rear Decks and Terraces
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Mailbox
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Trash and Mechanical Equipment Enclosure or Screening
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Other Site Structures
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____ Stake-Out Review and Compliance

EXHIBIT C: ARCHITECTURAL CHECKLIST

HOLLY HILLS GUIDELINES FOR BUILDERS

Applications by Builders to construct residences within the Holly Hills subdivision will be evaluated with particular attention to three primary factors:

- I. **Financial stability;**
- II. **Experience and quality of work; and**
- III. **Customer Satisfaction**

It is impossible to provide an all inclusive list of information to be considered in evaluating any application. The following guidelines are intended to establish **minimum** standards. Additional factors may be considered in relevant circumstances.

I. FINANCIAL STABILITY - An applicant must submit the following information regarding their financial stability:

- A. Current (i.e. no more than 90-days old) sworn financial statement;
- B. References from three (3) suppliers or three (3) subcontractors;
- C. References from all banks with loans currently outstanding to the applicant; and
- D. Sworn statement from builder or applicant, partner(s), or any of its officers or principals of corporation that no entity owned or controlled by them, or in which an applicant has done business in the building industry has sought relief from any Bankruptcy Court within the last seven (7) years.

II. EXPERIENCE AND QUALITY OF WORK - An Applicant must submit the following information regarding experience and quality of work:

- A. Evidence of successful completion, within the last two (2) years, of at least five (5) residences of comparable size and complexity to those to be constructed within Holly Hills.
- B. Evidence that the applicant is currently licensed as a "Class A" contractor by the Virginia State Board for Contractors.
- C. Evidence that no disciplinary action has been taken by the Virginia State Board of Contractors against any applicant, partner(s) or any of its officers or principals within the last five (5) years.

III. CUSTOMER SATISFACTION - An applicant must submit references from not less than five (5) customers for whom the applicant has completed homes within the last two (2) years which confirm that the applicant has completed the construction and any required warranty work in a timely and satisfactory manner.

EXHIBIT D: BUILDER APPLICATION

HOLLY HILLS BUILDER APPLICATION

NAME: _____ TITLE: _____

HOME ADDRESS: _____

Street Apt.

City State Zip

PHONE: _____

Office Home

PROJECT MANAGER: _____

ACTUAL CORPORATE NAME: _____

TRADE NAME: _____

PARENT COMPANY NAME: _____

ADDRESS: _____

Street Suite

City State Zip

PHONE: _____

Office Home

Corporation: _____ Partnership: _____

Sole Proprietorship: _____ Other: _____

Contractor's License: _____ State: _____ County: _____

City License No: _____

County License No: _____

State Certificate No: _____

OFFICERS

(Please list all corporate officers)

NAME

SOCIAL SECURITY NUMBER

Chairman: _____

President: _____

Vice-President: _____

Secretary: _____

Treasurer: _____

Other: _____

PRINCIPALS

(Please list all principals owning 10% or more)

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

Builder Application
Page Two

SUBCONTRACTOR/SUPPLIER REFERENCES

Please list subcontractors and material suppliers with whom you are primarily doing business.

	<u>FIRM</u>	<u>CONTACT</u>	<u>PHONE</u>
ELECTRICAL:			
PLUMBING:			
DRYWALL:			
ROOFING:			
TRUSSES:			
MASONRY:			
CARPENTRY LABOR:			
HVAC:			
CABINETRY:			
LUMBER:			
CONCRETE:			

FINANCIAL REFERENCES

Please list all lenders with whom the firm currently has bank accounts and/or construction loans:

Lender/Branch	Contract
Lender/Branch	Contract
Lender/Branch	Contract

Builder Application
Page Three

GENERAL INFORMATION

How long has the firm been in business under the above name? _____

How many residential units has the firm built, completed, and sold in the last five (5) years? Please do not include units currently under construction.

<u>BUILT</u>	<u>COMPLETED</u>	<u>SOLD</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

In what name(s) will you take title for homesite/parcel purchases? _____

What terms for the purchase of land is preferred by the firm? _____

Is the firm a member of the National Association of Home Builders? _____ yes _____ no

Is the firm currently enrolled in a homeowners warranty program? _____ yes _____ no

If yes, please specify: _____

Is the firm, officers or principals in default on any loans or involved in any type of foreclosure proceedings? _____ yes _____ no

Is the firm currently a defendant in any suits or legal action? _____ yes _____ no

Have any complaints been filed against the firm with the Better Business Bureau, Bureau of Consumer Protection or any other consumer agency? _____ yes _____ no

Has the firm or any of its officers/principals or other firms with whom they have been affiliated ever filed for bankruptcy or been adjudicated as bankrupt within the past seven (7) years? _____ yes _____ no

Is the firm a Virginia Corporation, Partnership or Sole Proprietorship? _____ yes _____ no
If NO, what State? _____

Are any of the firm's officers/principals licensed real estate brokers or salesmen? _____ yes _____ no
If YES, please list names and brokerage firms where licenses are currently active:

Have any of the firm's officers/principals ever been convicted of a felony? _____ yes _____ no

Have any of the firm's officers/principals ever had a real estate brokers or builder/contractors license suspended or revoked? _____ yes _____ no

Current as of September, 2015

Builder Application
Page Four

As an authorized agent, the undersigned submits the above information and attachments as being true and correct and authorizes the Holly Hills Design Review Board to utilize such information and make investigations concerning the undersigned officers/principals and firm as may be deemed necessary and prudent.

SIGNATURE: _____

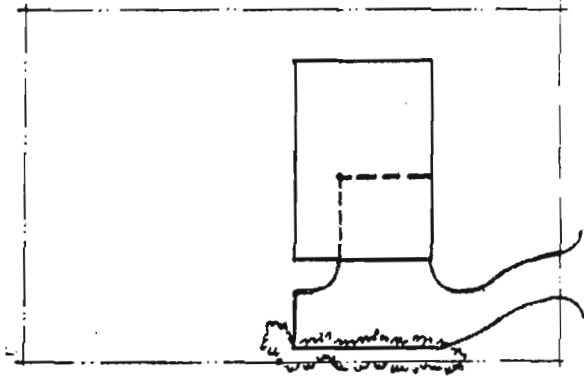
TITLE: _____

DATE: _____

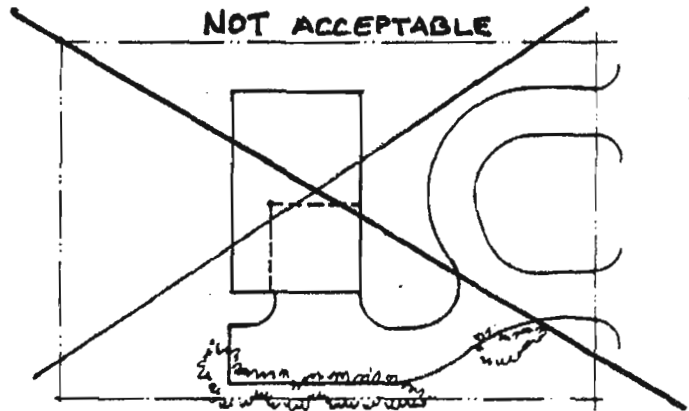
- PLEASE ATTACH:
1. Current Construction Activity
 2. Current Property Owned
 3. Copies of current floor plans and renderings
 4. Current Warranty Policy
 5. Five (5) references from customers

HOLLY HILLS
Design and Environmental Standards

A



B



C

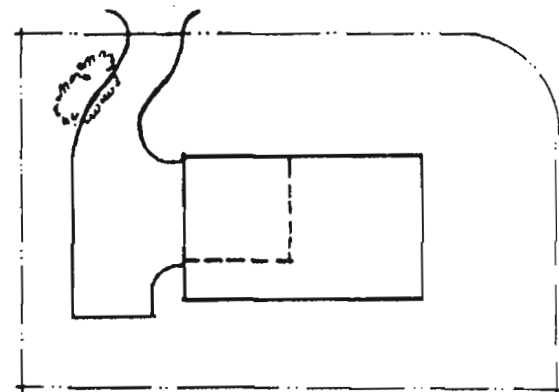
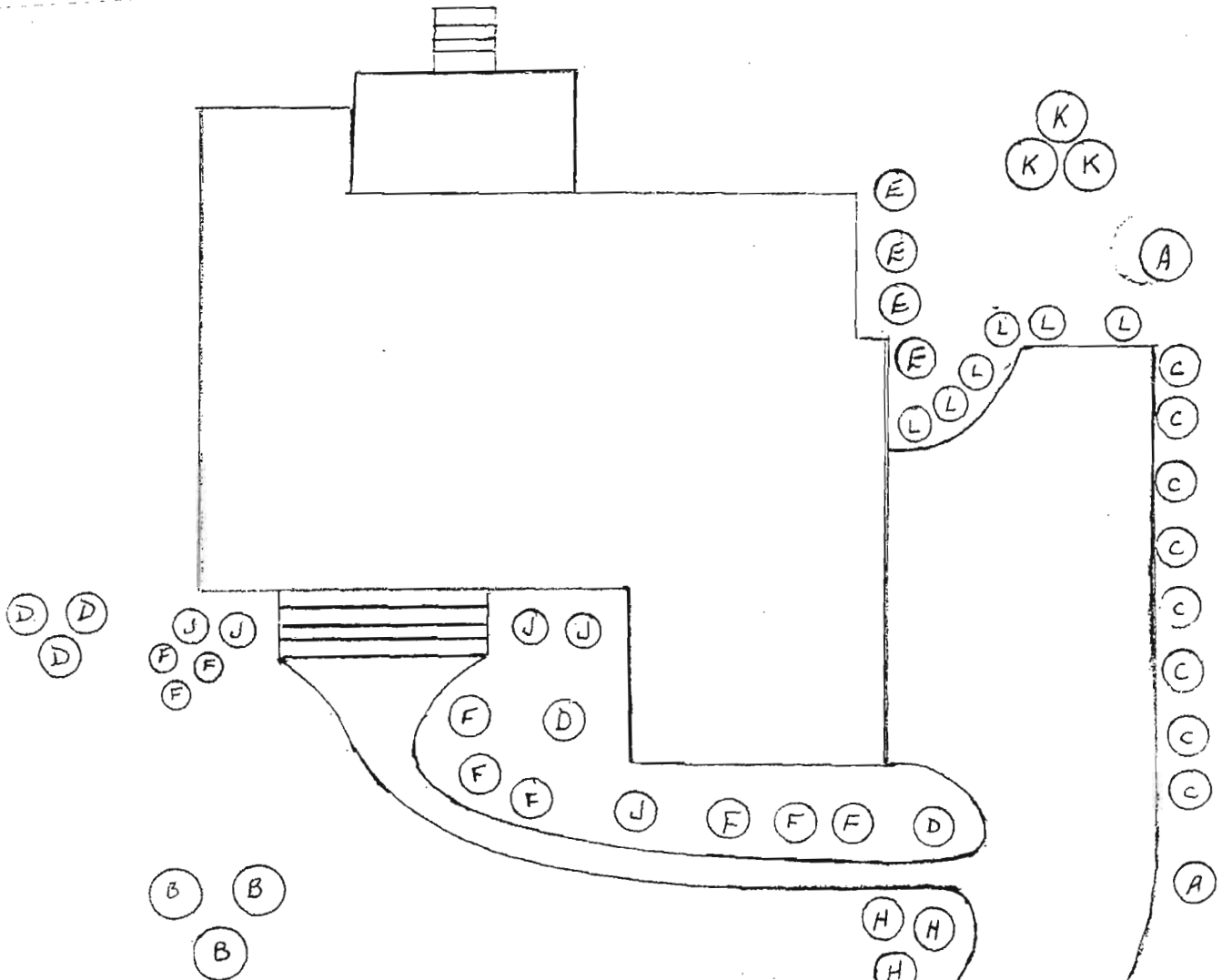


EXHIBIT F: DRIVEWAYS & PARKING AREAS

ACCEPTABLE DRIVE ALIGNMENT



REF.	PLANT NAME	No.	COST \$	TOTAL \$
A	WEeping NORWAY SPRUCE	2	250.-	500.-
B	WEeping CANADIAN HEMLOCK	3	300.-	900.-
C	WAX MYRTLE	8	20.-	160.-
D	NELLIE STEVENS	5	45.-	225.-
E	GRAPE MYRTLE	6	50.-	300.-
F	CARISSA HOLLY	9	30.-	270.-
G	BLUE PACIFIC JUNIPER	6	15.-	90.-
H	BLUE PRINCESS HOLLY	3	49.-	147.-
I	NANDINA	5	20.-	100.-
J	BOXWOOD	5	50.-	250.-
K	LESLAND CYPRESS	3	189.-	567.-
L	DWARF YAUPOU HOLLY	7	20.-	140.-
TOTAL				3649.-

EXHIBIT E SAMPLE LANDSCAPE PLAN

SPECS FOR CONSTRUCTION SIGNS AT HOLLY HILLS

CENTER LOGO:

MUST BE EXACT MAY NOT BE ALTERED IN ANY WAY.
HT. TO BE 3.937" DIA.
COLOR TO BE PMS #343C
SIGN BOARD TO BE 1/2" MDO BOARD
ALL VOIDS ON EDGES TO BE FILLED
SIGN FACE TO HAVE A MIN. OF
2 COATS PAINT, BACK MIN. OF 1 COAT OF PAINT.

COLORS:

SIGN FACE EDGES, & BACK TO BE
PAINTED PMS #205C.
ALL COPY, LOGO & FINSTRIPES TO
BE PMS# 343C

TYPESTYLES:

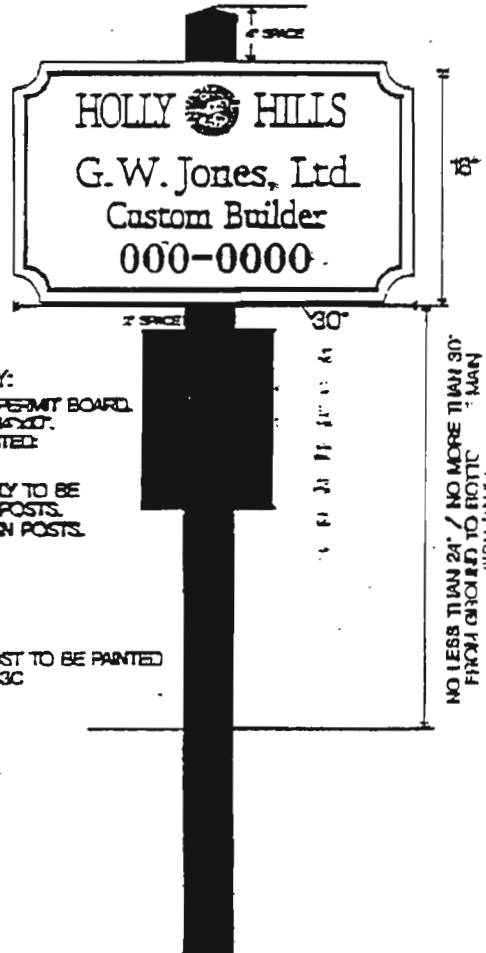
HOLLY HILLS: LECTURA ACCT.
AT 2.5" HT.
NAME: LECTURA ACCT.
AT APPROPRIATE HT. FOR LENGTH
PHONE #: CENTURY BOLD
AT 2.175" HT.

SCALLOPS TO BE 2" RADIUS

3/4" SPACE

3/8" FINSTRIFE

POST TOP ANGLE 31.82°

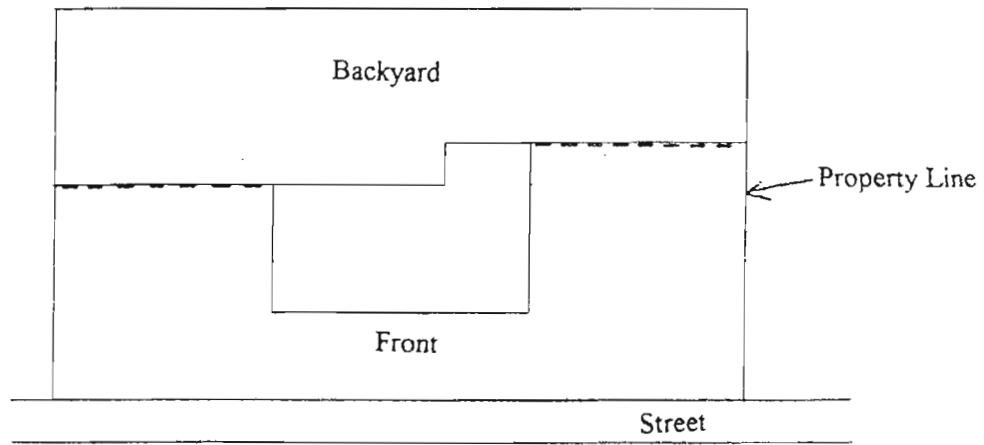


FOR BUILDER SIGNS ONLY:
POST MUST BE ACCOMPANIED BY A PERMIT BOARD.
PERMIT BOARD TO BE 1/4" X 1/4" X 1/4".
PERMIT BOARDS TO BE PAINTED
PMS #343C

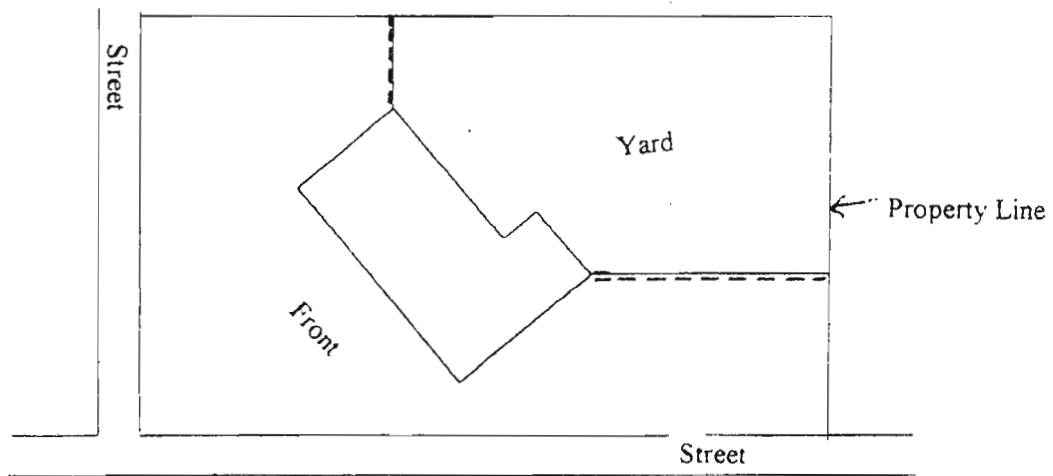
NOTE: PERMIT BOARDS ARE ONLY TO BE
DISPLAYED ON BUILDER SIGN POSTS.
NONE TO BE ON "FOR SALE" SIGN POSTS.

4x4x6" S&T TREATED POST TO BE PAINTED
PMS #343C

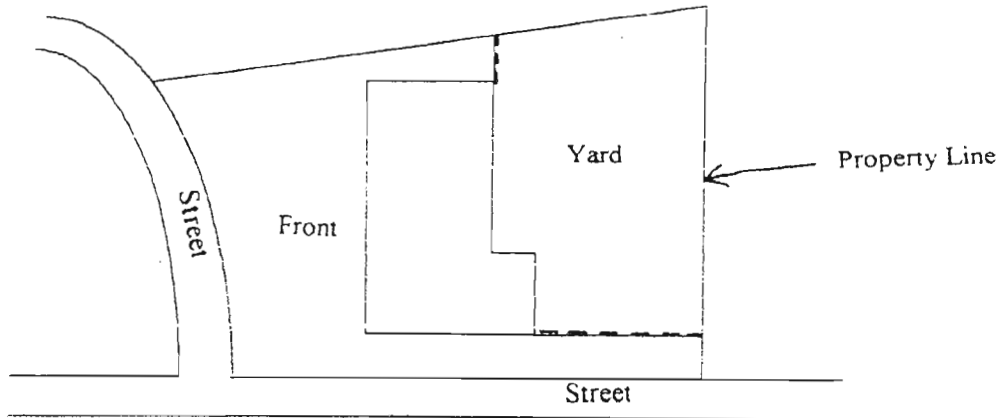
NO LESS THAN 24" / NO MORE THAN 30"
FROM GROUND TO BOTTOM
OF SIGN



Interior Lot



Corner Lot #1



Corner Lot #2

EXHIBIT G: FENCING EXAMPLES

HOLLY HILLS RULES AND REGULATIONS

The following Rules and Regulations are published to govern the use and enjoyment of the Submitted Land of Holly Hills. Additional restrictions are included in the Association Documents. Please refer to these Association Documents in addition to these Rules and Regulations when you are considering an action which may affect your neighbors.

- **Drying Lines:** Permanent drying lines that are visible to public view are not permitted.
- **Antennas:** Guidelines for satellite dish antenna installation are included in the Association Documents.(7.26) In no case will other antennas be allowed within public view or which extend higher than the roof line. Free standing antenna are not permitted.
- **Tools & Equipment:** Will be stored out of sight of neighbors and public view.
- **Yard Sales:** Yard sales will be permitted by individual homeowners only within six months of moving out of their houses. In addition, at the discretion of the Association, a single day each year may be scheduled for a community wide yard sale in which individual homeowners may choose to participate at their homes.
- **Basketball Equipment:** May not be installed beyond the plane of the front of the house. The use of such equipment should not constitute a nuisance to neighboring properties.
- **Common Use Areas:** The use of the Common Areas for any reason is not permitted without the approval of the Board of Directors.

These Rules and Regulations may be revised and added to with the approval of the Members.

MAILBOX CONFIGURATION

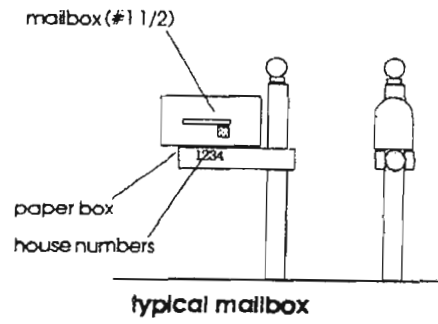


EXHIBIT K

DEVELOPMENT PLAN NOTES

The following notes to be included on Development Plans:

1. BUILDER:
2. ELEVATIONS ARE BASED ON NGS DATUM
3. HOUSE DIMENSIONS ARE FROM THE FIRST FLOOR PLAN AND ARE TO THE OUTSIDE OF FRAME WALL
4. HOUSE PLANS PROVIDED BY THE BUILDER
5. THE BUILDER MUST VERIFY ALL HOUSE DIMENSIONS
6. THE BUILDER SHALL CONTACT "MISS UTILITY" PRIOR TO ANY LAND DISTURBING ACTIVITY
7. A STONE CONSTRUCTION ENTRANCE IS REQUIRED
8. EROSION AND SEDIMENT CONTROL DEVICES ARE TO BE IN PLACE PRIOR TO ANY CONSTRUCTION AND ARE TO BE INSPECTED AND MAINTAINED DURING CONSTRUCTION
9. TOPOGRAPHIC INFORMATION AND TREE LOCATION PER FIELD SURVEY
10. ALL CLEARING AND CONSTRUCTION ACTIVITY SHALL BE IN ACCORDANCE WITH THE GUIDELINES ESTABLISHED BY THE HOLLY HILLS DESIGN REVIEW BOARD
11. NO TREES 6" IN DIA. OR GREATER OUTSIDE THE LIMITS OF CLEARING MAY BE REMOVED WITHOUT THE APPROVAL OF THE CITY AND THE HOLLY HILLS DESIGN REVIEW BOARD
12. SELECT CLEARING IS LIMITED TO TREES LESS THAN 6" IN DIA. AND IS PERMITTED ONLY AS SET FORTH BY THE DESIGN AND ENVIRONMENTAL STANDARDS WHEN APPROVED BY THE HOLLY HILLS DESIGN REVIEW BOARD
13. LANDSCAPING TO BE DONE SHALL BE EQUIVALENT TO 3% OF THE LOT PURCHASE PRICE
14. TREES TO BE REMOVED ARE MARKED WITH AN "X"
15. PROPERTY LIES OUTSIDE THE 100 YEAR FLOOD PLAIN
16. ZONING: RS-1
17. B.S.L. DENOTES BUILDING SET BACK LINE
18. HOME BUYER:

EXHIBIT L