

COURTYARDS ON HOLT - COMMUNITY POLICIES AND GUIDELINES

[February 15, 2025]

These Community Policies and Guidelines have been set forth to expand upon and detail the information found in the Declaration of Covenants, Easements, Restrictions, Assessments and Assessment Liens and Bylaws (“Declaration”) under which The Courtyards on Holt Homeowners Association, Inc. (“Association”) operates.

Any deviation from these Policies and Guidelines requires prior written approval from the Board of Directors. Requests for architectural or landscaping changes must be submitted to the Architectural Review Committee using the Association’s Architectural Application form. The requested changes cannot be started until the Committee has granted approval. The following exceptions can be completed without having to apply: video doorbells and surveillance cameras (see Section XV), storm doors or retractable screen doors that match the trim color and existing door hardware, garage protective floor coatings, brown or green landscape edging without decorations, drip irrigation, and weather stations in the rear yard.

I. Personal Property

- A. All personal property must be kept inside the home or garage. Nothing may be hung, and signs or any other device may not be affixed to or placed upon exterior walls, doors, fences, or roofs without prior written approval.

II. Decorative Items

A. Religious and Holiday Displays

Christmas lights and decorations are permitted on building exteriors, provided they do not damage the building, gutters, siding, or exterior doors. They may be displayed beginning November 15 and must be removed by January 7th of the following year. Decorations for other commonly recognized holidays are permitted under the same guidelines and may not be displayed more than four weeks before or one week after the holiday.

B. Flags

The flags of the United States and North Carolina, of a size no greater than 4’ x 6’, may be flown at any time following normal flag protocol found in the U.S. Flag Code. Decorative flags are allowed up to a size of 12” x 18”.

III. Flowers and Plants

A. Flowers and Plants

1. Inside Courtyard: Only plants that will not exceed 8’ in height at maturity will be permitted.
2. Outside Courtyard: Only flowers may be planted in existing pine straw/mulch areas. Residents are responsible for maintaining the flowers they plant.

B. Landscaping

No trees or shrubs facing the street may be planted, transplanted, or removed without prior written approval. Approved replacement trees should be similar in size to the trees being replaced at the time of planting. Homeowners are responsible for replacing any trees or shrubs that die.

1. Additional landscape plants which may be considered will be of a species that, at maturity, will be compatible with the existing plants.
2. To maintain a consistent appearance throughout the neighborhood, shredded pine bark mulch will be applied on all sides of the lots. Any new beds may be limited in size by the Board and must be installed with mulch that matches the existing mulch material in the community.
3. Homeowners can request that no mulch be applied on the side courtyards of Portico, Promenade, and Palazzo models or the side yard area behind the front fence of Torino and Verona models.
4. Homeowners may arrange to apply pine straw instead of pine bark mulch at their own expense in the above-referenced side yard areas. Homeowners will be responsible for refreshing, replacing, and maintaining the pine straw, as the Association will not manage it.
5. Grading shall not be altered so as to impact (i) the storm water drainage within or outside the courtyard area or (ii) the utilities provided to any home or amenity within the Community.

IV. Other Items

- A. The following items are not allowed outside the courtyard areas: any type of yard sign, statue, statuette, yard/lawn ornaments, bird feeders/bird baths, windsocks, artificial flowers, ornamental rocks and stones, compost piles, storage bins, swing sets, mounted hose reels and hose containers, laundry poles, clotheslines, or other such items. Laundry may not be hung in the courtyard or patio fence (swimsuits, towels, rugs, etc.).

V. Exterior Alterations

- A. No structure should be placed or erected upon any lot or common area, and no improvements or alterations, additions, shutters, fences, walls, patios, decks, grading, etc., may be made to the exterior surface of the building.
- B. Owners do not require prior approval to purchase and install a storm door, as long as they comply with the following specifications:
 1. Door color must match the trim around the existing door
 2. Door hardware must match the hardware on the existing door
- C. Retractable awnings that are affixed to the siding or soffit of the house are limited to the courtyard area and require ARC approval on a case-by-case basis prior to installation. This includes but is not limited to approval of the awning model, size, material, and color. Retractable awnings must be installed by a licensed

contractor and must not unreasonably obstruct or diminish the view of adjacent property owners. Please be sure to include the following in an ARC request for retractable awning:

1. Width of the awning and projection from the home.
2. Description of the awning fabric:
 - a) Awning material should be a neutral color and should be consistent with the home's color palette.
 - b) Fabrics should not include decorative fringes along the edges.
 - c) Any faded or worn fabric material must be promptly replaced.

D. Mini-split systems that include a condenser unit on an external pad or permanent generators require ARC approval, on a case-by-case basis, prior to installation. This includes but is not limited to approval of the model, size, exact placement, decibel level, and sound-dampening enhancements if needed. Approved mini-split systems and permanent generators must be professionally installed. External tubing and wiring attached to the home must be painted to match the house color. Condenser pads and permanent generators must be located in line with the existing A/C condenser on the homeowner's lot. The noise rating of the outdoor condenser unit must not exceed sixty (60) decibels.

VI. Windows and Window Coverings

- A. All front window coverings, whether draperies, blinds (vertical or horizontal), or similar must be white, off-white, light beige, or light gray on the exterior side.

VII. Signs

- A. Nothing may be hung or displayed from inside the windows except professionally prepared "For Sale" and "For Rent" signs or security system decals, which shall be limited in size and number. No real estate signs are permitted in the home's lawn area or in the common area.
- B. Security system signs are only permitted in the mulch beds.

VIII. Animals

- A. No more than two (2) household domestic pets may be kept in any one home. The pets shall not be bred or maintained for commercial purposes and shall be limited to dogs and cats. If an owner has more than two (2) pets when he or she moves into the Community and such pets comply with the requirements of the Declaration of Covenants, up to three (3) pets may be kept by the owners. When the first of the three pets dies, the owner may not replace the deceased pet, and thus the owner will thereafter only be permitted to have two (2) pets.
- B. When outside the courtyard, all animals shall be maintained on a leash and supervised by a responsible individual at all times. Such individuals shall immediately clean all pet litter and waste.

- C. No pet shall be tethered in the lawn or outdoor common areas or tied to any courtyard or fence. Pets shall be diligently monitored by their owner while within the courtyard to ensure said pets do not unreasonably disturb other residents.
- D. Pet owners may be fined for violating these policies at a rate determined by the Board. If pets become a nuisance, they may be ejected at the board's discretion.

IX. Courtyard Area

The following rules, regulations, and restrictions shall apply to the enclosed courtyard areas on the side or rear of the house.

- A. Patio furniture made for outdoor use, grills, free-standing patio umbrellas, deck storage boxes, hose reels, and removable furniture covers are allowed.
- B. Nothing shall be affixed to, alter, or otherwise damage the fence, gate, or neighboring home.
- C. All music, video, and other activities that produce noise or sound within or around the courtyard area shall be kept at a reasonable volume so as not to unreasonably disturb other residents within the Community. The time and day of the activity shall be a factor when determining reasonableness.
- D. Fire pits shall be operated in compliance with the building code and all federal, state, and local laws. As a fuel source, fire pits may utilize only untreated seasoned wood, propane, or natural gas. Wood that is pressure treated or contains paint, stain, or other toxic substances shall not be burned.
- E. Generators designed for emergencies or temporary household use are permitted; however, approval of the generator's model, size, exact placement, and sound-dampening enhancements is required prior to installation.
- F. Owners shall be responsible for the maintenance of all improvements, landscaping, and turf grass located within the fenced area.
- G. Trees and landscaping that exceed 8' at maturity are prohibited in the courtyard area. No plant nor its roots may touch or damage the home or the neighboring home, including but not limited to uncontrolled ivy or ground cover.
- H. Any improvement to the courtyard area not expressly authorized herein must be approved in writing.

X. Parking/Vehicles

- A. In order to allow access to emergency vehicles, no boats, trailers, motor homes, trucks larger than a ¾ ton pickup, travel trailers, or any vehicles with commercial advertising may be parked on any street or driveway overnight. Other vehicles used for recreation (van conversions/RVs) that are not garage-able will be permitted to park in the driveway for forty-eight (48) hours to allow for loading and unloading. Such vehicles must not exceed 20' in length and must not block normal access of other residents. Commercial moving vans and commercial trucks, while in the area to perform service or repair work, are an authorized exception.

- B. All parking by residents or guests must be: (a) within the garage, (b) in a home driveway, or, (c) in the common parking spaces. Parking is prohibited in the concrete apron at the end of the driveway. No vehicle may be parked in the common parking areas for more than 48 consecutive hours. Vehicles parked there for more than 48 hours are subject to being towed.
- C. Inoperable vehicles (with flat tires, expired license tags, etc.) or vehicles that cannot be identified as belonging to a resident parked in any common area or driveway for more than 48 consecutive hours may be towed off the premises at the vehicle owner's expense. No repair work is permitted on vehicles in a driveway or common area except for short-term emergency work (flat tire, battery charge, etc.).
- D. No vehicle shall be parked in any manner that blocks any street or driveway or the ingress/egress to any garage other than the owners. It is strongly advised to avoid reckless operation, excessive speed, and parking or driving on lawn areas.

XI. Community Amenities

- A. The Board shall be permitted to create and enforce additional rules, regulations, and procedures related to the use, operation, and maintenance of the Community's common amenities.

XII. Trash and Recycling Collection

- A. Trash and recycling containers shall not be set out before 5:00 p.m. the day preceding collection, and the containers must be picked up and put away by 9:00 p.m. the day of collection.
- B. All trash and recycling for collection must be set out at the main street and next to the curb at the end of the driveway. Trash and recycling containers, when not set out for collection, must be kept inside the garage. Residents will be responsible for the clean-up of trash spilled from the containers.

XIII. Solicitation and Garage Sales

- A. Solicitation is not authorized within the Community. Due to restricted parking availability, garage and tag sales are specifically prohibited, unless approved by the Board as a planned community activity.

XIV. Home Sales

Any owner who sells his or her home is responsible for:

- A. Notifying the property manager of the change in ownership at the time a closing date is established;
- B. Making certain all Association assessments are current; and
- C. Providing new owners with a copy of the Declaration and these Community Policies & Guidelines.

XV. Video Doorbells and Surveillance Cameras

- A. Video doorbells should fit flat against the exterior door trim surface and shall not be installed on the home's siding or stone. Surveillance cameras should be installed within the front porch, courtyard patio area, or at the rear of the home and must be mounted to the trim so as not to damage the siding or stone.
- B. The device's color must be substantially similar in tone and shade to the trim on which the device is installed.
- C. If the device is removed for any reason and not promptly replaced, the area to which the device was mounted should be promptly restored to its substantially similar original condition. The original doorbell, or a substantially similar doorbell, should be installed if a video doorbell is removed.
- D. Devices should not be installed to record any of the following areas: inside another owner's home or courtyard patio area, inside the Community Center or the swimming pool area, or any common area so as to unreasonably interfere with the privacy, use, and enjoyment of said common area.

XVI. Swimming Pool

The pool is for the exclusive use of the residents and their guests. Any person who cannot be identified as a resident or is not accompanied by a resident will be asked to leave the pool area. The pool rules are:

- A. All persons using the pool and pool facilities do so at their own risk and sole responsibility. There is no lifeguard on duty.
- B. The pool will be open daily from 6:00 a.m. to 9:00 p.m. during the pool season as determined by the Board. The times and dates may vary from year to year.
- C. To maintain the best health and safety practices, all swimmers should shower before entering the pool.
- D. All children under the age of 18 must be accompanied by an adult resident age 18 or older.
- E. Guests are limited to three (3) per household and must be accompanied by a resident at all times. When inviting guests or children, please ensure they are supervised and understand community pool rules. Guests will be asked to leave if the resident is not present.
- F. Please be considerate of fellow residents by keeping noise at a reasonable level and refraining from disruptive behavior. Respect personal space and allow room for others to use the pool and lounge areas comfortably.
- G. Squirt guns and water toys must not disturb other swimmers. Large water blasters or high-pressure water guns are prohibited. Do not spray people without their consent.
- H. The following are prohibited in the pool area:
 - 1. Food and beverages are not permitted in the pool itself;
 - 2. Glass or otherwise breakable items;
 - 3. Smoking, including electronic cigarettes;
 - 4. Persons under the influence of any intoxicant;

5. Rough, loud, or disruptive behavior, including running, jumping, diving, or yelling;
 6. Excessive noise, splashing, or radios without headphones;
 7. Animals or pets; and,
 8. Private pool parties.
- I. Lounge chairs or tables may not be reserved. If the pool is crowded, be mindful of time spent using high-demand items such as lounge chairs and umbrellas. All furniture and umbrellas must be returned to their original position after each use.
 - J. Only small personal floats are permissible when space allows. Large inflatables and oversized toys are not permitted in the pool to prevent overcrowding and interference with other swimmers.
 - K. Swimming is permitted only in garments sold as swimwear. Infants must also wear swimsuits and diapers designed for swimming must be worn under the swimsuit.
 - L. Wet swimwear is not permitted inside the Clubhouse.
 - M. Foreign objects are prohibited inside the pool, including towels, paper products, and beverages.
 - N. For safety reasons, the pool area must be evacuated during electrical storms.
 - O. Homeowners are responsible for the acts and omissions of their guests, including the cost of the repair or replacement of damaged property.
 - P. Be conscious of hygiene and avoid using the pool if you are feeling unwell, and always adhere to posted safety regulations. Persons with open sores or communicable diseases are not permitted in the pool.
 - Q. The community gas grill located near the pool is to be operated by adult residents only and cleaned after each use.
 - R. All posted notices are to be observed at all times.

XVII. Community Center (Clubhouse)

The Community Center is for the private use of the residents. It is available for rental to residents only for non-profit parties or meetings during hours of operation established by the Board. The following policies apply:

- A. A \$250 refundable security deposit is required to reserve the clubhouse. Rental rates are \$100 for the first hour and \$50 for every hour after that. We typically allow 1 hour before the start of the event for setup and 1 hour after the end of the event for cleanup at no charge.
- B. Reservations are granted on a first-request basis. Reservations are made through the management company.
- C. Children and teenage parties are prohibited.
- D. The renting resident will have exclusive use of the great room and meeting rooms. Guests may not use the pool or fitness center. The pool may not be reserved for any party. No party items will be furnished by the Association.
- E. The renting resident is responsible for all cleanup and trash removal. Cleanup must be done immediately after the end of the party.

- F. Damages to the Community Center or equipment and any follow-up cleaning done by the Association will be deducted from the deposit. If there is an insufficient amount, the renting resident will be billed for the difference.
- G. Smoking, including electronic cigarettes, is prohibited within the Clubhouse.
- H. Proper attire (e.g., no bathing suits) shall be worn in the Clubhouse.
- I. Outside noise around the Community Center shall be limited after 10:00 p.m.
- J. Any lost fobs for the Community Center shall be replaced at a cost of \$25.00 assessed to the owner's account.

XVIII. Fitness Center

- A. Anyone using the Fitness Center does so at their own risk and sole responsibility.
- B. The Fitness Center is open 24 hours a day, seven days a week, and is for residents and their guests only.
- C. Any person under the age of 18 must be accompanied by an adult resident age 18 or older.
- D. Appropriate workout attire (e.g., no bathing suits) is required when using the fitness equipment.
- E. Please be considerate of others by keeping noise to a minimum. Headphones or earbuds are required when listening to music or videos on a personal device. Please keep phone conversations to a minimum.
- F. Be mindful of others waiting to use equipment. Limit your time on machines during peak hours, and share weights and equipment as needed.
- G. Respect the personal space of others, especially during exercises that require more room. Avoid crowding or standing too close to others using the equipment.
- H. Wipe down equipment after each use and dispose of any trash properly.
- I. Smoking, including electronic cigarettes, is prohibited within the Fitness Center.
- J. All posted notices are to be observed at all times.
- K. Do not use the Fitness Center if you are feeling unwell and always adhere to posted safety regulations.
- L. Pets are not permitted in the Fitness Center.

XIX. Community Center Fire Pit

The Community Center Fire Pit is for the private use of the residents and is available for use between the hours of 6:00 a.m. and 9:00 p.m. The following policies apply:

- A. All children under the age of 18 must be accompanied by an adult resident age 18 or older while the fire pit is in use.
- B. The following are prohibited in the fire pit area:
 1. Animals or pets;
 2. Glass or other breakable items;
 3. Running, climbing, or unreasonably disruptive behavior; and,
 4. Excessive noise or radios without headphones.
- C. Do not add any objects to the fire, and no food may be cooked or otherwise placed in or above the fire pit.

- D. Follow all posted safety guidelines for using the fire pit, and never leave it unattended.
- E. Individuals using the fire pit shall be responsible for ensuring the fire pit is turned off appropriately after use and prior to leaving the area. Please ensure that the fire pit is cool to the touch before putting the cover back on.
- F. Keep the area around the fire pit tidy. Dispose of trash in the proper receptacles.

XX. Amendments

These Community Policies and Guidelines may be subject to change periodically at the discretion and by a majority vote of the Board.

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