

PROPERTY RULES

STRUCTURAL CHANGES AND LANDSCAPING

Written approval from the Architectural Review Committee is required for all the following items: new home construction, remodeling, major landscaping changes, tree trimming or removal, any exterior changes, any painting or repainting, any changes of topography or vegetation, including removal, reduction, cutting or excavation. All requests for ARC approval must include a completed application providing a detailed description of the changes proposed. Applications and Architectural Review Guidelines are available in the Community Association office.

The ARC may require that the owner of the property return it to its previous condition if any construction, site work or landscaping is not approved in writing. All costs involved will be at the expense of the owner.

INTERIOR MAINTENANCE AND RENOVATION NOTIFICATION

If a project is anticipated to require two or more days of labor, the contractor and/or homeowner is requested to notify HFCA of the interior maintenance or renovation by completion of the Interior Work Notice. This notice will provide HFCA information for security operations and for response to inquiries from other owners.

MAINTENANCE

A. Appearance

The Covenants require that all properties shall be maintained at all times in such a manner as to prevent becoming unsightly, unsanitary or a hazard to health. If not maintained, HFCA has the right to correct the problem and charge the homeowner by adding the cost to the annual assessment.

Conditions which are regarded as unsightly include but are not limited to mildew and/or fungus on roofing or siding, structural disrepair, trash on property, and landscaping problems such as overgrown grass, weeds, overgrown shrubbery, and dead plants. Unpaved drives are to be kept neat and free of weeds. To be of concern these conditions would be visible from the street, other property, or golf course.

When a condition is observed and in the reasonable judgment of the ARC the property appearance is beneath the maintenance standards required by the Covenants, the homeowner will be contacted and given reasonable opportunity to correct the problem. The homeowner may appeal to the ARC and/or the HFCA Board if he/she disagrees. If the appeal fails and the homeowner does not correct the problem within the time frame designated by the ARC, HFCA will take corrective action, charge the homeowner accordingly, and assess a fine of up to \$500 per incident upon approval of the HFCA Board.

B. Hazards

The Covenants require that all properties shall be maintained at all times in such a manner as to prevent becoming unsightly, unsanitary or a hazard to health. If not maintained, HFCA has the right to correct the problem and charge the homeowner by adding the cost to the annual assessment.

When a discovered condition is in the reasonable judgement of the HFCA Manager determined to be a safety hazard or capable of causing damage to HFCA or another Member's property, the Manager will attempt to contact the property owner and ask for immediate resolution of the condition. If the Manager is unable to contact the property owner or the property owner is unwilling or unable to correct the condition in a timely manner in the reasonable judgment of the Manager, the Manager shall proceed to have the condition corrected and the property owner will be billed for the full cost incurred by HFCA. As provided by the covenants, HFCA, its employees, and any contractor engaged by HFCA shall not be held liable for any damage which may result from any maintenance work as preformed.

Hazards include but are not limited to those such as ice formation on streets due to water drainage from a lot, collapse of an underground drain in a drive, or a pipe burst, or a fallen tree on a street or another Member's property or house.

C. Emergency Actions

When a condition is discovered that may cause damage to a homeowner's property, HFCA staff will

attempt to immediately notify the homeowner and will take action to try to minimize damage which may require an inspection of the exterior premises. For example if water is observed to be running out of a house or flowing down the driveway, HFCA staff will turn off water at the HFCA water valve and try to determine the source without entering the house. It is the homeowner's responsibility to keep his/her contact information up to date at the HFCA office.

If an HFCA employee is requested to provide an emergency consultation or service by a homeowner, such as repairing a broken pipe, the homeowner will be billed for the full cost incurred by HFCA which includes the after-hours call-back fee paid to the employee.

PAINT AND OTHER HARMFUL MATERIAL DISPOSAL

Discharge by any means of paint, paint residue, or any other harmful material into the HFCA sewer system is strictly forbidden. Such discharges interfere with the normal operation of the waste water treatment plant and can result in it becoming non-compliant with NC state regulations. Discharges into the system can be back-tracked to the location of the violator. Information regarding the discharge will be forwarded and the State may fine the violator up to \$10,000 for every day that the discharge causes the HFCA waste water treatment plant to be non-compliant. The information forwarded to the State will include the identity of the property owner of and the contractor who has a permit to perform work at the location where the violation occurred. Further, the owner and contractor shall reimburse HFCA for all expenses incurred because of the violation. These costs may include but are not limited to repairs to the waste water treatment plant, costs associated with bringing the waste water treatment plant back into compliance with State requirements, and any fines or fees assessed to HFCA by the State authorities.

HFCA will fine any owner who disposes of paint, paint residue, or other harmful material into the waste water system. A contractor who violates the rule against discharge into the waste water system will be fined \$500.00 for the first violation and will be banned from further entrance into the Highlands Falls Community until such fine is paid in full. A second violation may cause the contractor to be permanently banned from doing work in the Highlands Falls Community.

Additionally, should a property owner or contractor dispose of paint or other harmful substance by burial, dumping, or otherwise such that it enters the surface water, lakes, or streams of Highlands Falls Community and which results in action by a local or State regulatory agency, the property owner and/or contractor shall be held responsible for all costs of fines and/or remedial action imposed by the agency upon HFCA.

Failure to contact the Highlands Falls Community Association office for prior approval could result in fines up to \$500.00.

SECURITY

The security gatehouse operates 24 hours a day year-round.

Emergency: Please contact the gatehouse immediately after calling 911.

Utility Outages: Please contact your utility company, not HFCA Security. The utility providers need your personal information to locate the problem quickly.

Off-season Please inform the gatehouse when you will be on the property during the off-season. An updated roster allows HFCA to efficiently maintain the roads during inclement weather.

Visitors: The gatehouse must have authorization from the property owner before any visitor or worker may enter the grounds. You may provide this authorization in either of two ways:

1. Call the gatehouse to notify them of the visitor's name and arrival date.
2. Provide the gatehouse with a list of individuals who have authorization from you to enter at any time. This would include family members, frequent guests and regular employees. Be sure to include anyone who will check property or do repairs during the winter. Update your list regularly.

Guests/Lesseees: Please complete an Owner Absent Lessee/Guest Registration Form for guests or lessees using your property when you are not here. The form must be completed before they check in at the gatehouse. Your guests will be given a handout with information about our community, including rules and regulations. The Security guard will issue a pass to be hung on the mirror of the guest's automobile. Passes cost \$5.00 to replace. You will be charged if passes for guests and lessees are not returned. Please make this HFCA handbook available to them.

Vehicle Decals: The gatehouse personnel issue new vehicle decals to owners each year. This decal is your identification for admission to the property. Please remove these decals when selling your vehicle

Safety: Security personnel are authorized to issue tickets as necessary.

AUTOMOBILES AND OTHER VEHICLES

Trucks (excluding pick-up trucks), trailers, campers, boats and recreational vehicles may not be parked on the property unless properly screened. The ARC must approve such screening.

No motorcycles shall be operated on any portion of the property at any time.

NC vehicular law is applicable to private as well as public roads and includes such things as speeding, obeying stop signs, and requiring that vehicles are driven only by licensed drivers. Golf carts are included as vehicles to which these laws are applicable. HFCA strongly recommends that all residents and visitors abide by NC vehicular law.

CONSTRUCTION/SERVICE PERSONNEL WORK HOURS *

Monday – Friday 8:00 AM – 6:00 PM

Saturday 8:00 AM – 4:00 PM

Sunday - None

*No construction or related activities allowed on Sundays or holidays.

GOLF COURSE, DRIVING RANGE, FISHING, SWIMMING POOL, TENNIS COURTS

These are operated by the Highlands Falls Country Club. For information about using these facilities, please contact the Country Club at 526-4118. Walking on the cart paths during golfing hours is not permitted.

PETS

Please keep dogs on leashes at all times. It is your responsibility to clean up after your dog. ID Tags are available at the Community Association office.

TRASH DISPOSAL

Trash pick-up is available to residents from independent contractors. Trash collection is not provided by HFCA. Trash, garbage and recyclable items may be taken to the county facility on Buck Creek Road.

OPEN BURNING is not permitted. Burial of debris is not allowed in any location on the property.

WATER

HFCA is responsible for providing a safe water supply. Water is supplied by wells on HFCA property. HFCA's water is treated and tested to meet or exceed state standards for community water systems.

Please call Security to report any suspected water leaks. Each house has individual water turnoff valves located near the street, which are marked "HFCA water: Do Not Cover." HFCA's water pipe

and flow responsibility extend only to the water valve.

WASTEWATER

HFCA owns and operates its own wastewater plant. HFCA is not responsible for sewer problems on individual properties. Please call the HFCA office if you have any questions pertaining to sewer matters.