

PROPERTY RULES

The Covenants require that all properties shall be maintained at all times in such a manner as to prevent becoming unsightly, unsanitary, or a health hazard. Conditions that are regarded as unsightly include but are not limited to, mildew and/or fungus on roofing or siding, structural disrepair, trash on the property, and landscaping problems such as overgrown grass, weeds, and shrubbery. To be of concern, these conditions would be visible from the road, other property, or the golf course. In these cases, the HFCA will contact the homeowner and provide a reasonable opportunity to correct the problem. The homeowner may appeal to the ARC and/or the Board of Directors.

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.

PROPERTY CHARACTERISTICS, which include construction, exterior changes and landscape improvements, shall NOT be altered in any respect without ARC's written approval. Any work that will modify the exterior dimension or appearance of your property MUST BE submitted to the ARC for approval PRIOR to installation. Please see "Landscaping Guidelines" or "ARC Guidelines" for details.

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.

EXTERIOR LIGHTING INSTALLATION – APPROVAL REQUIRED

Landscape lighting plans for the installation or alteration of down-lighting or up-lighting MUST BE submitted to the Highlands Falls Community Association office for prior approval. (BOD, May 2020)

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 judgment 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 performed.

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 the 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 wastewater 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 wastewater treatment plant to be non-compliant. The information forwarded to the State will include the identity of the property owner 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 wastewater treatment plant, costs associated with bringing the wastewater 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 wastewater system. A contractor who violates the rule against discharge into the wastewater 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 at 828-526-4161, 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. Two ways you may provide this authorization are:

1. Call the gatehouse to notify them of the visitor's name and arrival date. If you authorize us to issue your key to anyone, we must have their names. Authorization must be conveyed in person or by phone.

2. Add your family members, guests, and vendors onto your Gate Sentry account. We recommend that only your family and friends, and personal vendors, such as caretakers, should be designated as "permanent" on the Gate Sentry system. Please make sure that your Gate Sentry account has been activated. Call with ANY questions or for assistance.

RENTAL POLICY (Effective May 1, 2025)

IF YOU RENT YOUR HOUSE YOU ARE REQUIRED TO COMPLETE THE FORM AT LEAST FIVE BUSINESS DAYS BEFORE YOUR RENTER ARRIVES.

To access the form:

- Go to the HFCA website (highlandsfallsca.com).
- Click on the "Rental" tab at the top of the page.
- Scroll down and click on the Rental Registration Form icon.
- You will be redirected to a Google form to complete the registration. Click "Submit"

Some notes to aid the process:

It will take about 10 minutes to complete the registration process.

You must complete the form for each rental of your home.

You can complete the form on almost any electronic device (computer, phone, tablet).

To expedite the process, you will need (1) renter's arrival and departure dates, (2) names of all guests over 18, (3) renter's contact information, and (4) information on all vehicles that will be staying overnight.

You can exit the form if not finished and save it for completion later.

This form must be completed five business days prior to your renter's arrival. A call to the gatehouse will not circumvent completing the form.

You will receive an email within 1-2 business days of submission as to whether additional information is required.

If you do not complete the form, your renters will not be allowed to enter the neighborhood. We cannot make any exceptions.

There is a maximum of two rentals per calendar month.

Even if your renter is a member of HFCC or a provisional guest of HFCC you must complete the form.

This process is required only if you are renting your home. If you have guests or family coming to visit, you do not need to complete this form.

AUTOMOBILES AND OTHER VEHICLES – PLEASE OBSERVE POSTED SPEED LIMITS

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.

CONSTRUCTION/SERVICE PERSONNEL WORK HOURS *

Monday – Friday 8:00 AM – 6:00 PM

Saturday 8:00 AM – 4:00 PM

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

GOLF COURSE, DRIVING RANGE, FISHING, SWIMMING POOL, TENNIS COURTS, AND FITNESS CENTER

These are operated by the Highlands Falls Country Club, for the use of its Members and guests only. Homeowners who are not Members of the Club are not permitted to access these facilities.

PETS

Please always keep dogs on leashes. 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 5 deep water wells on HFCA property. HFCA's water is treated and tested to meet or exceed North Carolina Public Water Supply requirements for community water systems.

Please call Security to report any suspected water leaks. Each house has an individual water meter inside a black rectangular box located near the road (or near the building, within the Neighborhoods). HFCA's water pipe and flow responsibility extends only to that 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.