

Help Keep Holly Tree Beautiful!

Architectural Improvement Application Instructions

The goal of the ACC is to preserve and protect the property values of every homeowner. We would like to thank you for complying with the Declaration of Covenants, Conditions, and Restrictions of the Holly Tree Subdivision by filing the attached application. Should you have any questions about this packet or your project, please contact one of the ACC members. We will make every attempt to help you in a friendly and expeditious manner.

These instructions have been included in your packet to assist you in completing the enclosed application. The ACC meets on an as needed basis, so it is very important that we have all the required information, in regard to your project, when we meet. Incomplete applications may result in disapproval and a request for you to re-file your application with the needed information. This could delay the approval of your project until our next meeting. Please contact the Holly Tree community manager at 822-3509.

Please be as descriptive as possible when describing your improvement. The location of your project on your lot with references to all pertinent property lines will be very helpful. If you are doing the work yourself, please reflect that on the supplier/contractor line. Should you elect to have a contractor perform the work, please list the company name in that area. If you have a quotation from your contractor, please include that with your application. Construction materials should always be consistent with the existing structure of your property. However, please reference the type, color, size, etc when describing the materials.

Drawings are a requirement for all projects. A drawing template has been included in this packet to help you describe your project. Photographs, hand written drawings, pages from catalogs, etc. are always welcome to assist the ACC to understand your project.

Once you have completed the application and attached your drawing, please forward it to Halo Realty. After receiving your application, the ACC will review your application at the next meeting. Once the committee has voted on your project, you will be sent an approval or disapproval in writing within a few days.

"All construction must meet Robertson County codes. It is the sole responsibility of the homeowner to determine if they are in compliance with Robertson County codes and have any necessary building permits. Especially, they should assure they are not interfering with the underground utilities on the property. The ARC cannot determine this, and the approval of the ARC does not indicate that the construction meets Robertson County codes."

Holly Tree

Architectural Improvement Application and Review Form

Submit to HALO Realty Property Management first at:

HALO Realty, LLC Phone: 822-3509
700 Johnny Cash Pkwy Fax: 822-7741
Hendersonville, TN 37075

Unit Owner _____ Phone _____

Address of Unit _____ Lot Number _____

Nature of improvement _____

Supplier/Contractor _____

Construction Material(s) _____

Dimensions _____ Color _____ Style _____ Location _____

A diagram of all improvements must be attached to the application showing location and dimensions. Please reference property lines when applicable. A drawing or brochure with a 3-D pictorial demonstrating the finished look is required (Particularly with fences, decks, and additions)

Signature _____ Date Submitted _____

For Internal Use Only

Date Received by HALO _____ Received by _____

Architectural Committee _____ Received by _____

Date of inspection (if necessary) _____ Inspected by _____

Date Approved _____ Date Disapproved _____

Approved with conditions _____

Start Date: _____ Complete Date: _____

Reason for disapproval: _____

ACC Signatures _____
