

Frequently Asked Questions

Q. What are the Covenants?

A. The covenants are a set of legal documents, which are part of your deed of ownership and "run with the land," i. e., transfer to future owners. They assure minimum standards for land use, architectural design, and property maintenance. The Covenants allow for the operation of the HBTS recreation center, the Board of Directors (BOD) and the Architectural Committee (ACC). You should have received these documents at settlement when purchasing your lot or home. Copies of the covenants are available at the Rec-Center or on line at www.holleybythesea.org

Q. What if I have already put up a shed, fence or have made changes to my property without approval?

A. You need to come into the architectural office to request a variance for Board Approval before October 10, 2006. If you build or construct any changes to your property after the above date then you will force the BOD to take action.

Q. I want to put up a shed what do I need to do?

A. You will need an application for Home Improvement. With this application you will need to submit a plot plan of your property showing the location of the shed and the distances from property lines to the shed. In addition you will need to provide dimensions of the shed and the types of materials the shed is to be constructed of. Applications are needed for any exterior home improvement projects.

Q. How long does it take to get approval?

A. Your application must be reviewed by and approved by three Architectural Committee members. The Committee is made up of volunteer homeowners who have been appointed by the BOD. The Committee meets the 1st and 3rd Wednesday of every month. Depending on when you submit your application it could take as long as two weeks or as quick as a few days. Remember if you get approval for a project and need to change it for any reason contact the Arch office prior to installing the changes.

Q. What if I don't wait to get approval for my home improvement project?

A. Proceeding with an exterior home improvement project prior to obtaining approval is done at your own risk and puts your property in violation of the Covenants (Article VI Section I). You could face the cost of removing or modifying the project to comply with the covenants and/or the ACC's or BOD's decision regarding the project or legal costs for non compliance of the covenants. Residents are strongly urged not to undertake construction in advance.

Q. What if I have a complaint?

A. Complaints, which remain anonymous, should be brought to the attention of the Architectural office, which will investigate the situation. Following the receipt of a complaint by a property owner, a staff member visually inspects the property to determine whether the situation-giving rise to the complaint is, in fact, a violation of the covenants. If a violation exists, the property owner is notified and is given a specific amount of time to correct the violation either by removal, submission of appropriate application or repair of a maintenance problem.

Q. I submitted a complaint why is it taking so long to be corrected?

A. If your complaint was a violation. The homeowner was sent a letter notifying them of the complaint and giving them time to repair, remove or apply for the appropriate application to come into compliance. If the homeowner chooses not to comply after the time allotted for compliance then the matter is turned over to HBTS's legal counsel. They in turn give the homeowner time to comply. If non-compliance is still not met then the matter is moved to mediation with the state. Each one of these steps takes time. In addition, sometimes a homeowner files for

bankruptcy protection, is subject to foreclosure proceeding, or elects to defend the lawsuit, all of which delay the process of bringing the property into compliance.

Q. If my property is found to have a covenant violation, why not knock on my door or phone me instead of writing a letter.

A. Current or correct telephone numbers are not always included in our property information of the 4,724 lots in HBTS. Most adults are not home during the workday. Sometimes noncompliance issues are not corrected so it is necessary to build a paper trail in order to do follow up notices and be consistent with our process.

Q. What can I do about a barking dog or a neighbor that does not clean up after their animals on a regular basis.

A. Start with communicating your concerns with your neighbor. If that doesn't work you can contact Santa Rosa Animal Control services at 983-4680 from 9:00a.m. to 4:30 p.m. Monday through Friday and 9:00 a.m. to 2:00p.m. on Saturday after hours contact 983-5372.

Q. I want to remove some trees on my property do I have to let you know?

A. Yes, an application is needed for the removal any trees over 4 inches in diameter 2 feet above the ground (Article VI section 2)

Q. How do I contact the Architectural Office and where are you located?

A. The Architectural Office is located in the Rec-Center. The office is open Monday thru Friday, 8 a.m. to 4p.m. If you miss us you can pick up and drop off applications at the front desk.

Architectural Office
Holley by the Sea
6845 Navarre Parkway Navarre, Fl 32566
(850) 939-1693 ext. 3 hbtsarchoffice@bellsouth.net