

THE SPRINGS AT HIGH ROCK  
REAL ESTATE and OPEN HOUSE GUIDELINES

**These guidelines serve as notification by the Architectural Review Committee (ARC) to all Real Estate Companies, Agents, and Homeowners selling property at The Springs that gate codes need to be assigned and only approved signs are to be posted in The Springs community.**

**Approved For Sale signs**

- The approved “For Sale” sign is on a 1” x 4” white post 3 feet high (from the ground) with a 10” x 15” sign, displaying standard font white lettering on a laminated green background as shown at right.
- A clear plastic 8-1/2” x 11” box, to display sales information, may be attached to the white post below the sign. No other decorations or enhancements may be added to or placed near the signs.
- Optionally, the property address or lot # may be marked on the post for ease of identification.
- The approved signs may also be purchased from Pruetts Signs: Email: [mpruett51@yahoo.com](mailto:mpruett51@yahoo.com), phone: 336-249-8288.
- No other Realtor signs are allowed and may be removed by the ARC if found.
- Signs must be removed upon expiration of listing or sale of property, whichever comes first.



**Approved placement of signs for open house events**

The agent hosting the open house is responsible for the display and removal of the directional signs as detailed herein:

- The Small standard directional arrow Real Estate Open House signs are the only signs to be used.
- One sign may be placed at each change of direction or road change.
- Weekend open house: The signs may be placed on Friday evening after 5:00 PM.
- Weekday open house: The signs may be placed the evening before the event after 5:00 PM.
- After the event: The signs advertising the open house MUST come down at the end of that day or the following morning before 11 AM.

Any signs placed before 5:00 PM, as noted above, or remaining on display after 11:00 AM on the following day will be removed by the Architectural Review Committee.

**Procedure for obtaining a gate code when listing a house**

When listing a home for sale, the Security Committee will provide a specific gate code for the MLS that will be deactivated when the home is sold.

The procedure to follow is to [email the Security Committee](#) and include:

- Name of Realty Company with its physical address and phone #
- Broker in Charge with the broker’s email and phone #
- MLS #

### **Procedure for obtaining a gate code when listing a lot**

The Security Committee will issue the Realty Company a 4-digit code along with a letter explaining that we require them to accompany prospective buyers. That code should not be listed on MLS, rather a note should require other realtors to contact the Broker in Charge so that the broker can maintain control of the Company's code. The procedure to follow is to [email the Security Committee](#).

To include:

- Name of Realty Company with its physical address and phone #
- Broker in Charge with the broker's email and phone #

### **Procedure for obtaining a gate code when conducting an open house**

The Security Committee will activate a directory code listed as "Open House" for the duration of the open house. The procedure to follow is to [email the Security Committee](#) a minimum of 48 hours preceding the open house.

To include:

- Name of Realtor conducting the open house and the realtor's cell phone number
- Date and Time of open house
- The phone number to be called by the gate

### **Procedure for obtaining a gate code for a Site Assessment**

Site assessments are pre-sale activities that a buyer, seller, or other involved party may need to perform before agreeing to the property transaction. These activities include surveys, perc tests, etc.

Realtor will email the Security Committee requesting a temporary gate code to conduct a site assessment. This request will be accompanied by a copy of the contract indicating that both parties agree to the need for a site assessment to complete the sale, and that the property will not be disturbed or modified except in the case of conducting a perc test or survey.

The Security Committee will issue a temporary gate code to the realtor which will be good for 30 days. The code will be restricted to Monday – Friday from 8:00 AM to 5:00 PM. Should the site assessment not be completed within that timeframe the realtor may request an extension. Should the assessment be completed before the 30 days the realtor will notify Security and the code will be discontinued.

The Springs at High Rock ARC

[Email the ARC](#)

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