

THE SPRINGS AT HIGH ROCK

Guidelines for Real Estate Gate Codes and Signage

These guidelines serve as notification by the Architectural Review Committee (ARC) to all real estate companies, realtors, 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 number may be marked on the post for ease of identification.
- The approved signs may also be purchased from Pruett Signs: Email at 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.

IMPORTANT NOTE: The Common area between an owner's property line and the paved roadway may **NOT** be used for placing any real estate signage. The fiber cable providing high speed internet services to The Springs runs along the Common areas throughout the community and is buried only 4-6 inches in depth. Electrical wires for lampposts are buried in the Common areas as well. If any real estate signage placed in the Common areas by realtors, their employees, or a property owner results in a cable cut or wire damage, the responsible party will be liable for repair costs.

All For Sale signs must be posted securely into the ground. Signage found knocked over, tied to trees, rocks, etc., or on common ground, between owner property and the paved road, will be removed.

Procedures For Obtaining a Gate Code When Listing a Lot

The Security Committee will issue the real estate company a 4-digit gate code along with a letter explaining that only real estate agents may use this code and that we require them to accompany prospective buyers when showing property in The Springs. This code is permanent and must be requested by the Broker in Charge (BIC). The code should not be listed on the MLS; rather, a note should be included which requires other realtors to contact the listing agent who, in turn, can entrust the code to the requesting agent for a one-time use.

When requesting a code, the BIC needs to email Member Services (**memberservices-access@thespringsathighrock.org**) with the following information:

- Full name of real estate company with its physical address and phone number
- Broker in Charge (BIC) name, email and phone number

Procedures For Obtaining A Gate Code When Listing A House

When listing a house for sale, the Security Committee will issue a specific gate code for the MLS. This code is temporary and expires when the house sells or the contract between the listing agent and the owner expires, whichever comes first.

When requesting a code, the listing agent needs to email Member Services (memberservices-access@thespringsathighrock.org) with the following information:

- Full name of real estate company with its physical address and phone number
- Broker in Charge (BIC) name, email and phone number
- Listing agent's name, email and phone number
- MLS number
- Term of the contract (beginning and ending dates)

Procedure For Obtaining A Gate Code For An Open House Event And Approved Placement For Open House Signage

If a listing agent plans to hold an Open House for a listing, s/he will need to request a code for the real estate agents bringing in prospective buyers. This code is temporary and only available for the day of the Open House, for the hours of the Open House.

When requesting a code for an Open House, the listing agent needs to email Member Services (memberservices-access@thespringsathighrock.org) with the following information:

- Name of listing agent hosting the Open House and the agent's cellphone number
- Date and time of Open House
- Phone number to be called by the gate

The agent hosting the Open House is responsible for the display and removal of the directional signs as detailed below:

- The small standard directional arrow Real Estate Open House signs are the only signs that may 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 11:00 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 (ARC).

Procedure For Obtaining A Gate Code When Owner Lists Property Without Using A Real Estate Company

When an owner of a property (lot or house) wants to list the property without using a real estate company, the owner must request a code so that s/he can provide real estate agents with the code in order to access the property. Owners may not use their personal gate codes. The owner will need to email Member Services (**memberservices-access@thespringsathighrock.org**) with the following information:

- Owner's name.
- Address of property to be sold.
- Phone number to be associated with the three-digit code assigned to their number.

Like the Open House process, once an owner is verified and has submitted, in writing, the phone number that will be associated with their three-digit code, the code will be activated on the front gate software; however, their name will not be shown. The owner will provide this code to any real estate agent and when s/he is called, can remotely open the gate for the person(s). This code will be good until the property is sold or removed from the market. The property must have the green For Sale by Owner sign posted on the owner's property, off of the common ground.

Procedure For Obtaining A Gate Code For A Site Assessment

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

The real estate agent will email Member Services - Access Team (**memberservices-access@thespringsathighrock.org**) to request 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 conduction a perc test or survey.

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

The Springs at High Rock ARC

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