

**ROCKLAND AT ROGERS  
HOMEOWNERS  
ASSOCIATION, INC.**

**Architectural Standards**

A Manual for Homeowners

**ROCKLAND AT ROGERS HOMEOWNERS ASSOCIATION, INC.**

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## **Purpose of the Manual**

The primary purpose of this manual is to familiarize homeowners at Rockland at Rogers with the objectives, scope and application of design standards and guidelines which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Rockland at Rogers community. Familiarity with the architectural standards and guidelines should assist homeowners in the preparation of applications for modifications to their homes or lots which are consistent with the guidelines and therefore approvable.

The manual enumerates specific architectural standards and guidelines which have been adopted by the Board of Directors of the Rockland at Rogers Homeowners Association. It also explains the application and review process which must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots which are subject to approval by the Association.

This manual will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Review Entity. All homeowners are encouraged to familiarize themselves with its contents and to retain the manual for future use.

## **Basis for and Objectives of Protective Covenants**

The legal documents for the Rockland at Rogers Homeowners Association contain covenants and use restrictions, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not the owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community;
- Promote harmonious architectural and environmental design qualities and features;
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of architectural standards not only enhances the physical appearance of a community but protects and preserves property values. Homeowners who reside in association communities which enforce design covenants are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

## **Role and Authority of the Review Entity**

All homeowners at Rockland at Rogers are automatically members of the Rockland at Rogers Homeowners Association. The Association is a non-stock corporation which either owns or is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants which are applicable to property owners, including architectural standards and restrictions. The Declaration of Covenants, Conditions and Restrictions for the Association (Article 7) provide that responsibility for the enforcement of architectural standards shall be exercised through a Review Entity. The Declarant may serve as the Review Entity throughout the Declarant's Rights and Obligations Period or the Declarant shall initially appoint members to a Design Review Committee.

The Review Entity shall consist of at least three (3) but not more than five (5) members who shall serve at the pleasure of and may be removed and replaced at the discretion of the Declarant, during the Declarant's Rights and Obligations Period, and at the discretion of the Board of Directors thereafter.

The Review Entity is responsible for enforcing the Association's Architectural Standards with respect to exterior modifications to homes and lots proposed by lot owners. The Review Entity does not have approval authority over initial construction by the Declarant or any Participating Builder. The Review Entity shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The review process shall be governed by the Architectural Standards promulgated by the Declarant until the end of the Declarant's Rights and Obligations Period and thereafter, by the Design Review Committee.

## **Alterations Requiring Review and Approval by the Review Entity**

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Review Entity. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Building exteriors may be repainted or restained provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.
3. There are several modifications referenced in the Design Guidelines where approval is not required, provided that the modification conforms to the Design Guidelines. For example, installation of a storm door which conforms to the Design Guidelines does not require prior approval.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Review Entity before proceeding with the improvement.

## Design Review Criteria

In reviewing applications for modifications, additions or improvements to homes and lots, the Review Entity will examine the conformance of applications to the adopted Architectural Standards, as well as any covenants or use restrictions in the recorded Declaration. There will be instances where applications are approvable or not based on specific permitted or prohibited actions or uses.

However, the Architectural Standards cannot envision every type of improvement for which an application can be submitted and, as such, there must be latitude for the Review Entity to review applications based on certain criteria. Judgments of acceptable design are based on the criteria listed below which, depending on the particular application, may not be all inclusive. The latitude to evaluate applications based on appropriate design criteria should not result in the imposition of personal opinion or taste by the Review Entity. However, it does mean that the Review Entity can evaluate each application based on its individual merits and specific circumstances, such as characteristics of the housing style, the individual site and relationship to environmental features. As such, what may constitute an acceptable design and approvable application in one case may not in another.

1. Relation to Environmental Conditions and Community Open Space — Harmony of a design with its surrounding natural environment is an important factor. Fencing, in particular, can have damaging effects on open space. Other factors, such as the removal of trees, disruption of the natural topography, vegetation and changes in rate or direction of storm water run-off, also adversely affect the environment in terms of aesthetics or functionality.
2. Validity of Concept — The basic idea must be sound and appropriate to its surroundings.
3. Design Compatibility — The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details, to include garage doors, siding, trim, paint color, brick color, shutter style and color, doors and windows.
4. Location and Impact on Neighbors — The proposed alternation should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation, and drainage. For example, fences may obstruct views, breezes, airflow or access to neighboring property; decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy and view. For another example, an "ill-planned" landscape scheme may also affect existing neighbors. In regards to basketball hoops; no hoops will be allowed to be permanently affixed to a structure, proposed permanent in-ground hoops must show preferred location in application. All portable hoops must be placed in such a way that vehicle and pedestrian traffic on streets and sidewalks is not hindered. No hoop may be left on streets overnights, portable hoops can be stored on the grass between sidewalk and curb upright. Portable hoops may not be stored lying on the ground and visible from the street at any time.

5. Scale — The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surrounds. For example, a large addition to a small house may be inappropriate.
6. Color — Color may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim, should match in color and composition. A sample board of exterior materials, finishes, and colors may be required as the sole discretion of the Review Entity.
7. Materials — Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house should be retained on an addition. On the other hand, an addition with wood siding may or may not be compatible with a brick house.



## Application and Review Procedures

Application and review procedures which will be used by the Review Entity are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the application form authorized by the Review Entity. A copy of this form is included as an exhibit to this manual. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should mail applications to the following address:

Design Review Committee  
Rockland at Rogers Homeowners Association  
c/o Quality 1 Property Management  
9420 Annapolis Rd Suite 105  
Lanham, Md. 20706

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). In order to permit evaluation by the Review Entity, supporting exhibits will frequently be required. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.
3. Time Frame for Completion of the Review. The Review Entity is required to approve or disapprove any proposed improvement within sixty (60) calendar days after the receipt of a properly completed application. However, the review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application. In the event that the Review Entity fails to act within the sixty (60) calendar day period, the applicant shall give the Review Entity written notice of the Review Entity's failure to respond, by registered or certified mail, return receipt requested, or by any other delivery or courier service, which can provide tracking information regarding the delivery of such notice. The applicant's notice shall include a clear statement that unless the Review Entity responds within fifteen (15) calendar days of receipt of such applicant's notice, approval of the Application shall be deemed granted.
4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the Review Entity.
5. Appeals Procedure. A homeowner may appeal a decision of the Review Entity by submitting a written request to the Board of Directors. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. Upon written request, the owner shall be entitled to a hearing before the Board of Directors. A vote of two thirds (2/3) of all members of the Board of Directors shall be required to reverse or modify a decision of the Review Entity.

## Enforcement Procedures

The Declaration of Covenants, Conditions, Easements and Restrictions and Bylaws of the Association empower the Board of Directors to enforce compliance with the Association's Architectural Standards. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Review Entity by a member of the Committee, the Board of Directors, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Association or managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Review Entity or the managing agent.
3. The Review Entity will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.
4. If the violation continues for thirty (30) days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty (30) days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Review Entity a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen (15) day period).
5. If the violation is not abated within fifteen (15) days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Review Entity) the Review Entity will refer the violation to the Board of Directors for enforcement of the Association's Architectural Standards in accordance with the provisions of Article 7, Section 14.2 of the Declaration. If and when the initial warning of the violation continues for another 30 days a second notice will be sent along with a \$50 fine. If the violation is not corrected after 15 days a third notice will be sent with a \$100 fine. If another 15 days pass without the violation being remedied or sent with a reason from the owner it will go to collections.
6. The above procedures do not preclude the Review Entity or the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation; provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's legal documents. Likewise, the Board of Directors may establish shorter notification periods for

the correction of violations of the Architectural Standards where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

7. The above procedures do not apply to the failure of an owner to maintain a lot in good order and repair and free of debris, as required by Article 11 of the Declaration of Covenants, Conditions, Easements and Restrictions. All owners must maintain their lots in accordance with the general maintenance standards detailed below. In the event of non-compliance with maintenance standards, the Board of Directors may, after fifteen (15) days written notice to the owner (or such shorter notice period as determined by the Board), authorize the Association to enter upon the owner's lot and to perform any required maintenance at the expense of the owner.

#### Property Maintenance Standards

- A. All portions of a lot which are not improved by an impervious surface or a structure must be maintained with grass (or other vegetation installed by a builder or approved by the Review Entity). No bare earth may be exposed on a lot (except for flower beds with appropriate approvals, as required).
- B. Turf areas and other vegetation should be watered during dry periods. Any dead plants, shrubs or trees should be immediately removed.
- C. No trash or debris may accumulate or be stored in a visible location on a lot. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location on the lot as possible when not in use.
- D. All hedges, trees and shrubs must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
- E. The exterior of a home must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted.

Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair must be repaired as quickly as possible.

## Design Guidelines

The specific Design Guidelines detailed below have been adopted by the Declarant. Any visible exterior improvement to a home or lot unless otherwise stated in these Guidelines requires application to and approval from the Review Entity.

Air Conditioning Units/Heat Pumps. The Review Entity will not approve applications for the installation of window or wall air conditioning units or fans. The relocation of exterior central air conditioning units and heat pumps requires approval and will be considered if there is no adverse visual or noise impact upon adjoining properties. Application and approval are not required to replace a heat pump or air conditioning unit in the original location.

**Antennas and Satellite Dishes. Satellite dishes which are larger than one meter in diameter are prohibited. Satellite dishes which are one meter in diameter or less, television antennas and MMDS (multichannel, multipoint distribution) antennas are permitted. Antennas and satellite dishes are subject to the guidelines below and do not require prior approval from the Review Entity. However, homeowners are required to provide advance notice to the Association of the proposed installation of a conforming satellite dish or other permissible device at least one week in advance of the actual installation. The notice must include the proposed location of the receiving device on the home or lot.**

- Location. Devices are not to be installed in the front of the lot or on the front facade of a residence so long as another location exists on the lot or residence from which an acceptable quality signal can be received. If a front or side yard location is necessary for a ground mounted satellite dish, the equipment should be installed near other utility equipment or among shrubbery. They are to be located so as to be as visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. Whenever possible, the devices should be located in the rear yard. Ground installations must be located within a planting bed so as not to interfere with grounds maintenance. If a device must be installed at roof level, it should be situated on the rear side of the roof ridge line, so as to have no, or minimal, visibility from the front of the home.
- Screening. To the extent possible, dishes and antennas should be screened so that they are not visible either from the street or to other lot owners.
- Color. In order to minimize any adverse visual impact, a device which is affixed to a residence should be painted to match the color of the portion of the house to which it is attached, so long as painting the device will not void the manufacturer's warranty.

Attic Ventilators. Attic ventilators and turbines should be mounted on the rear side of the roof ridge line so as to minimize their visibility from public areas and adjoining lots. Attic ventilators must be painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on a gable end).

Awnings. To be approved, awnings must be located on the rear side of the home, must be a neutral color or a color which matches the house trim. Only fabric awnings will be approved.

Carpeting. Outdoor carpeting and synthetic grass on any exterior surfaces (for example, front stoops, decks, patios, etc.) are prohibited.

Chimneys. In general, chimneys must be masonry or enclosed in the same material as the exterior of the home. Chimney material should cover the entire height of the chimney, except for a direct vent fire place exhaust.

Decks. ALL decks must be approved by the Review Entity and must conform to the guidelines detailed below.

Elevated and ground level decks are an extension of the house which can impact its exterior appearance and may affect the privacy of adjoining homes. Drawings submitted with the application. All drawings submitted must be in compliance with Howard County Code, they must be to scale and show dimensions. It is suggested that you submit the same documents that are required when submitting for the building permit for the County, these can be obtained by going to the [www.howardcountymd.gov](http://www.howardcountymd.gov) and choose the Deck Guide document.

Any adverse drainage requirements which might result from the construction of a deck, patio, or screened porch should be considered and remedied. Approval will be denied if the Review Entity determines that adjoining properties are adversely affected by changes in drainage. Any drainage problems which result from a modification are the responsibility of the homeowner who makes a modification and must be repaired in a timely manner. The following factors will be considered in the review of applications:

1. Location. Decks should generally be located in rear yards. Side yard locations will generally not be approved, but may be evaluated on their individual merit and may be considered when lot size or topography prohibit a rear yard location. The privacy of adjacent homes will be considered in evaluating the proposed location of a deck.
2. Scale and Style. Decks, particularly elevated decks, should be of a scale which is compatible with the home to which attached, adjacent homes and the environmental surroundings. *The maximum depth of a deck may not exceed twelve feet for detached homes and ten feet for attached homes.* Decks must meet any minimum local government setback requirements and should not be constructed across building restriction lines shown on individual site plans for lots.
3. Materials. All decks must be constructed of the following materials. Trex or an equivalent composite material must be used for horizontal surfaces (deck floor and stair risers) and must be of a color compatible with the house color. Vinyl must be used for deck railing components, including posts, band boards and rail caps, as well as support elements of decks and adjacent structures such as landings and stairs, so that no exposed wood surfaces are

visible except for exterior joist viewed from below. The vinyl shall be white or an earth-tone color compatible with all deck elements and the house color.

4. Railing Detail. Deck railings may include decorative design elements (i.e., sunbursts, starbursts, Chippendale) so long as the total design scheme is appropriate.
5. Accessory Structural Elements. In order to enhance the deck as an extension of a home's living space decks may be designed to include such features as bench-seating areas, built-in planter boxes, elevated shade trellises and plant hangers. Privacy screens on a deck are discouraged but may be considered when used to screen a hot tub or an undesirable view. Generally, privacy screens will not be permitted in the case of elevated decks but will be considered on a case-by-case basis for ground level decks. When permitted, privacy screens must not exceed three feet in height above the level of the deck railing, or a total height of six feet above the level of the deck floor. Privacy screens must be lattice or other open design — solid privacy screens are prohibited. In addition, privacy screens must not exceed a total length which exceeds fifty (50) percent of the total perimeter of the deck (excluding the length of the side which is bordered by the exterior wall of the home. Accessory structures which extend above the deck railing must be constructed of vinyl, trex or an equivalent composite or, if wood, wrapped with vinyl.
6. Undercroft Screening. The area under decks which are not greater than four feet above grade must be screened with lattice, plantings in landscape beds, or natural decorative stones over landscape cloth bordered with pressure treated landscape timbers. Lattice must be white vinyl or a color to match that used for the deck band-board or railing components. If lattice is not used vinyl must be used to cover posts, band boards and all supporting elements of decks and adjacent structures such as landings and stairs so that no exposed wood surfaces are visible. The use of landscape materials is encouraged to screen the undercroft of decks. If landscape materials are to be installed in conjunction with a deck, the application must identify the items to be installed and their locations in relation to the deck.
7. Under-deck Storage. The storage of any items below a deck must not be an eyesore and must be neat and orderly.

Dog Houses and Dog Runs. Dog houses and runs are prohibited.

Driveways. Extensions, modifications or additions to driveways will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots. Driveway modifications must be constructed of the same material as found in the existing driveway. Driveway extensions must be of a size and scale which will compliment the property, rather than become a focal point. Extended driveways may not be used for parking inoperable, commercial, recreational or unused vehicles. The sealing of driveways is encouraged.

Exterior Decorative Objects. All exterior decorative objects (EDOs) located on the front, side, or rear of a residence must be located in planting beds or attached to the house, porch, deck, or patio and must be a subdued earth tone or natural color. Each planting bed on the front or side of the

house is limited to 3 EDOs in each bed. An application is required for more than 3 EDOs, or for any object exceeding 15 inches in height, width, or depth, in front or side planting beds. A limited number of potted plants and ground level EDOs that are located in planting beds will be permitted without an application. One potted plant may be placed in the driveway at either side of the garage not more than 24 inches from the building. All other items are limited to the rear yard within the planting beds. Appropriate outdoor furniture and planters which are placed on a front porch do not require an application.

Exterior Lighting. Lighting which is part of the original structure may not be altered without prior approval of the Review Entity. Proposed replacement or additional fixtures must be compatible in style and scale with the applicant's house. An application is required for all exterior lighting changes.

Exterior lighting, including motion sensors, flood lights and entrance lights shall be directed downward and not outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

Low voltage or solar landscape lighting may be located only in planting beds and shall be spaced no closer than 3 feet intervals. In the front of the home, lighting may only be placed adjacent to walkways in a planting bed.

Exterior Painting. An application is not required in order to repaint or restain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

***Fences. Fences are prohibited, although invisible fences may be installed by pet owners. SEE DECLARATION PAGE 28 – (must be a minimum of 10ft from any easement)***

Flagpoles. Permanent, free standing flagpoles are prohibited. Flagpole staffs which do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit are permitted and do not require approval by the Architectural Committee.

Gutters and Downspouts. All gutters and downspouts, including replacements, must conform in color and design to those installed originally. Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout, requires approval. Gutters and downspouts must be located in such a manner as to not adversely affect drainage onto neighboring properties. All tubing used for additional drainage purposes must be buried underground and directed away from adjacent property. Splash blocks should be black, gray or green plastic or unpainted concrete.

Holiday Decorations. Outdoor winter holiday decorations may not be put up to Thanksgiving Day and must be removed by January 15<sup>th</sup>. All other outdoor holiday decorations may be put up one (1) week before a holiday and must be removed one (1) week after the holiday.

Hot Tubs/Spas. Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit and require approval. The incorporation of hot tubs as a design feature of a ground level deck or patio is encouraged. The exterior finish of an elevated hot tub or spa should blend with the exterior finish of the home, deck or patio to which attached or most closely related. Hot tubs or spas which are recessed into decks are preferred over those which are free standing. If free standing, a hot tub or spa must be screened with landscaping materials in order to minimize its visibility. Hot tubs or spas which are incorporated into a deck must not extend above the top of the deck railing. Hot tubs or spas which are incorporated into a deck may be screened with lattice or other open-style design in accordance with the Architectural Standards for decks.

Landscaping. Application and review is not required for the following modifications:

1. Planting of annuals or perennials in existing beds.
2. Installation of new beds less than four feet wide around the perimeter of the house foundation (and deck or patio if present), provided that plants installed have a mature height of less than eight feet.
3. Installation of new beds less than three feet wide adjacent to walks from the driveway to the front of the home, provided that plants have a mature height of less than three feet.
4. Installation of new beds less than two feet wide around a mailbox post, and around transformer/utility boxes, provided that plants have a mature height of less than three feet.
5. Installation of black plastic around existing or approved beds, provided that it is installed to be below the height of the top of the grass.
6. The installation of individual trees or shrubs on the lot, provided that such plantings at maturity are in scale with the home and lot and do not interrupt designed drainage patterns and swales.
7. Installation of garden walls within planting beds in the rear yard not exceeding 24 inches in height. The use of natural stone is preferred; however, brick or cultured stone is acceptable if consistent with design characteristics of the home.

Any other landscaping modifications, including the following, require application and review by the Review Entity. Landscape materials may not be installed on ingress/egress easements shown on a site plan or plat map.

1. Removal of grass and replacement with mulch or landscape ground cover, except in the case of the pre-approved locations above. (This will be considered for limited areas; on steep slopes, for example.)



2. Any installation of landscape timbers. Timbers cannot define the individual front yards or walkways, and cannot be used on property lines. Landscape timbers are prohibited in front yard locations. Timbers may be used in rear yards to line flower beds. Timbers must be natural in color, not stained.
3. Garden walls located in the front of the home must not exceed 12 inches in height, must be of a natural stone color, and must be within the planting bed.
4. Stone or masonry landscape walls located at the rear of the dwelling, intended as a landscape feature should not exceed two feet in height. The use of natural stone is preferred. However, brick or cultured stone may be approved if consistent with design characteristics of the home. These walls must be contiguous with the home or any attached improvement such as a patio, deck, or planting bed. Free standing trees planted by the Declarant or the Builder and those planted by a resident as authorized elsewhere in these Guidelines may be surrounded by planting beds and walls constructed in accordance with these guidelines.
5. Any modifications that require construction (including patios, retaining walls or garden structures, such as trellises, gazebos, etc.) or result in a grade change or impact current drainage paths.
6. Any shrubs or trees which are intended to form a hedge or natural screen which will be more than three feet in height. Landscape screens or barriers may be approvable in order to define private space or block undesirable views. However, the Review Entity will consider any adverse impacts on adjoining lots, including the disruption of sight lines for adjoining properties and interruption of designed drainage patterns. Landscape screens or barriers are not permitted on front yard lot lines.
7. Any proposed improvement which is of such a scale or type as to be potentially inconsistent with the scale and design features of the home, adjacent homes and the surrounding area.
8. Any planting bed not contiguous with the home or any attached improvement such as a patio or a deck.

Patios. All patios require approval. Patios must be located in rear yards. Patios should be installed flush with the ground; any grade changes must be addressed in the application with supporting documentation, including plan view drawings, as necessary. The use of brick, flagstone, slate, stamped concrete or decorative pavers is encouraged. Any adverse drainage requirements, or grade changes that affect grounds maintenance, which might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surface or the installation of mulch bed tapered slopes adjacent to the patio are techniques to minimize drainage concerns.

Screening of Utility Meters/Equipment. Such screening **will only be considered** at the front of the home or at the entry-way to the home; all screening must be within planting beds. The only acceptable screening choices are plantings or white lattice or other open work not to exceed 6

feet in height. Miss Utility must be contacted by the resident prior to any digging. An application for approval is required.

Security Bars. In general, the use of security bars or grates on windows and doors will be prohibited. Exceptions may be made where the security apparatus will not be visible from the street and from adjoining properties. Homeowners concerned about the security of their residence are advised to consider alternatives, including alarms and sophisticated lock systems.

Signs. No signs, other than candidate signs, real estate signs or security signs, described below, are permitted on lots or common areas without the prior approval of the Architectural Committee.

1. Candidate Signs. A candidate sign or a sign that advertises the support or defeat of any question submitted to voters in accordance with the Election Law Article may be displayed on a lot for a time period not less than thirty (30) days before the primary election, general election, or vote on the proposition; and seven (7) days after the primary election, general election, or vote on the proposition.
2. Real Estate Signs. One real estate sign not to exceed 18 inches by 24 inches attached to a metal "H" frame offering a property for sale, may be displayed on a lot. The sign may only be placed parallel to the front of the dwelling in the foundation planting bed and must be removed within one (1) week following the sale of a home.
3. Security Signs. Two security signs, each not exceeding a total of sixty-four (64) square inches, may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be near the entrance in the planting bed. A second sign may be posted in the rear yard in a planting bed or, if no planting bed exists, against the rear wall near the rear entrance.

Skylights. Skylights should be located such that they are not visible from the front of the dwelling unit or a street. Skylights are not permitted on the front side of the roof ridgeline. Skylights which are constructed flush with the roof line are preferred. Bubble or elevated skylights are prohibited.

Solar Panels. Solar panels and solar collectors are allowed but full renderings must be provided and approved by the Committee.

Storage/Storage Sheds. Storage sheds or any other outdoor storage structure/fixture may be allowed, full renderings depicting size, style, colors, location and proof of County compliance must be submitted to the Committee for review.

Storm/Screen Doors. Only full view storm doors, defined as doors where the glass covers at least 80 percent of the door surface, are permitted. Provided that this criterion is met, there is latitude for a number of door styles. Approved door styles are illustrated in Appendix II. Doors with other decorative treatment, such as grills, are not permitted. Doors must be white or painted the same

color as the unit entry door or trim. Installation of pre-approved doors which conform to the door styles in Appendix II does not require application and approval. The proposed installation of a door which is not pre-approved requires an application.

Tree Removal. No live trees with a diameter in excess of 4 inches, measured 12 inches above ground, nor flowering trees in excess of 2 inches similarly measured, no live vegetation on slopes of more than 20 percent gradient or marked "no cut area," "landscape preservation area," "tree preservation area," "conservation area," or "wetland" on approved plans, may be removed without the prior approval of the Review Entity. However, a lot owner may remove dead trees and certain objectionable plants, including poison ivy, poison oak, poison sumac, kudzu or other severely invasive plants. Protected wetland areas on a lot may not otherwise be disturbed. In no event shall live trees planted by the Declarant to comply with governmental requirements be cut or relocated without prior written approval from the Review Entity. Any tree planted by the homeowner in accordance with these guidelines may be removed without application for approval; the tree must be replaced in accordance with current guidelines or the grass lawn must be restored to maintain the existing slope.

Walkways. Approval is required for a change in an existing walkway or the construction of a new walkway. Materials to be used should be compatible with existing materials in the community (e.g., flagstone, brick, or poured concrete). Long stretches of poured concrete should be avoided. Walkways of wood decking will generally not be approved.

Windows. Review Entity approval is required to add new windows in walls. Windows must match the existing house windows. The size of the window trim and frame must match that of the other windows as closely as possible. All trim details must be duplicated. The color of the window frame and trim must match the existing windows. Approval is not required to replace existing windows provided that replacement windows are identical to the original windows. Application and approval is required for replacement windows which are not identical to the original windows.

Window Dividers. Window dividers installed in original windows must be retained and replaced with a comparable divider if damaged or missing.

## **Appendix I — Design Review Application**

# **CHECKLIST FOR EXTERIOR ALTERATION** **APPLICATIONS**

Exterior Alteration Applications cannot be processed and voted on unless all required information is included.

Please note the list below and submit your application only if all information is included.

1. Name, address, home, cell/work telephone numbers and email address.
2. Neighborhood
3. Type of house, design of house and current colors of roof, siding, shutters, door, garage door and trim.
4. Signature of two adjoining/adjacent neighbors that are most impacted
5. Description of all changes desired
6. Color chips, material samples, drawings with all measurements, plot plan with proposed changes clearly marked
7. Name, address and telephone number of your contractor, if applicable.
8. Your dated signature.