

Edition 1  
November 19, 2001

**ARCHITECTURAL STANDARDS  
&  
GUIDELINES**

Edgewood Community Association

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**General Design Criteria:** The Architectural Review Board (ARB) is charged with regulating the external design, appearance and location of the Properties and improvements thereon and to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography. The ARB specifically considers design compatibility, location and impact, scale, color and material, workmanship, and timing.

1. **Design Compatibility.** The proposed modification must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, scale, use of color, materials, and design and construction detail.
2. **Location and Impact.** The proposed improvement or modification must relate favorably to the landscape, the existing structure and the neighborhood. Disruption of the natural topography and/or changes in the rate or direction of storm water run-off must not adversely affect any property.
3. **Scale.** The size and proportion of a proposed modification must be in appropriate relationship to adjacent structures and surroundings.
4. **Color and Impact.** Continuity of design must be attained by the use of the same or compatible materials and colors as those used in the original construction.
5. **Workmanship.** The applicant must meet or exceed all Carroll County Code requirements and must secure all necessary permits. The ARB assumes (presumes) that quality workmanship will be furnished to produce completed work as specified, aesthetically acceptable, and require normally expected maintenance only. Should there be a question of workmanship, the applicant is responsible for necessary corrections. The ARB shall be the final arbiter of workmanship.
6. **Timing.** Timely completion of a project is necessary in order to minimize safety hazards and potential objectionable or nuisance situations. All applications must include estimated start and completion dates. The alteration authority granted by the approved application will be revoked automatically if the alteration requested has not been completed within 180 days of the approval date of the application or completed by the alternate date specified by the ARB. Changes to an approved modification must be approved.

Evaluations by, and decisions of, the ARB are not based on individual opinion or taste. Judgment of each application is based on these general principles and the criteria outlined in the specific architectural standard(s).

*NOTE: The ARB approval is totally separate from compliance with the county codes and deals only with the aesthetic aspects of the alteration. However, the ARB will not approve a modification that does not comply with Carroll County building or zoning requirements.*

**The Application Process:** The ARB staff will review all applications for completeness and determine whether they are "conforming" or "non-conforming."

### **Conforming Application**

A conforming application meets the following criteria:

1. Conforms to the Edgewood Architectural Covenants and Standards and Guidelines.
2. Includes all the information required and is signed and dated by the applicant.
3. Has no registered complaint pertaining to it from an affected neighbor.

The ARB will review the application and may approve the application based on their assessment of conformity with the Architectural Standards and Guidelines. If approved, a copy of the approved application will be returned to the homeowner. If during their review, the ARB questions the conformity of the application or there is insufficient information included in the application, the application will be placed on the agenda for next regularly scheduled ARB meeting.

## **Non-Conforming Application**

A non-conforming application meets one or more of the following criteria:

1. Is a major modification.
2. Does not fully adhere to Edgewood Architectural Standards.
3. Has been referred for review to the ARB by an ARB member.
4. Has been determined as non-conforming by the ARB due to unique or questionable circumstances or when there appears to be questionable interpretation of the Standards and Guidelines
5. Contains items not addressed by the Standards and Guidelines.
6. Has a resident complaint.
7. Does not include sufficient information to allow routine processing.

All non-conforming applications require review by the ARB at the regularly scheduled meeting.

Applicants, ARB representative and concerned residents will be notified of the ARB meeting date and will be invited to attend. The applicant will be apprised of the reasons for review.

Confirmation of the ARB's decision will be mailed to the applicant by certified mail.

## **The ARB Application**

Additional forms are available from the ARB. The property owner must submit completed applications and requests for additional forms to:

ARB  
PO Box 1242  
Sykesville, MD 21784

Application content requirements are outlined by subject in this guide.

General Requirements: the property owner must submit All applications. Include the property owner's name, address, and owner's address if different, phone numbers, lot number and description of the proposed modifications.

Property Owner(s)' Signature: Please read all the statements, then sign and date the application.

Description of Modification(s): Provide all required details, description of materials, pictures, drawings, planting plans, elevations and color samples of the modification(s).

The plat or site plan: A site plan, plat or reasonable facsimile is required. A site plan is a scaled drawing of the applicant's lot (site) detailing dimensions of the property, adjacent properties, if applicable, and all improvements including those covered by the application. Accurate contour lines may be required where drainage is a consideration. Complex applications may require larger scale blowups of the plat plan or County-approved development or site plans.

Note: Plat plans should not be used to determine property lines for installation of property line fencing as the dwelling may not be located exactly as shown on the plat.

Submission Deadline: The submission deadline is two weeks prior to the scheduled monthly ARB meeting.

## **Enforcement Procedures**

The Covenants (Section V1, C) require the ARB to ensure compliance of all lots with the Edgewood Community Association (ECA) Architectural Standards and Guidelines.

A site inspection by ARB staff will be made before any violation letter is sent to the property owner.

Copies of all violation letters are sent to the Edgewood Board of Directors. If the property is not owner occupied, the violation letter is sent to the owner and/or property Management Company with copies sent to the tenants, if applicable.

The Board of Directors has adopted the following enforcement procedures:

- ?? Upon confirmation of an architectural or maintenance violation(s), the owner will be notified by mail stating the nature of the violation(s).
  
- ?? The property owner is given ten (10) calendar days to resolve the violation(s). An extension may be granted under special circumstances. A second property inspection is made to determine if the violation(s) still exists. If no action has been taken, the owner is notified by certified return receipt mail, stating the violation(s) and date of a hearing before the ARB if the violation(s) is not corrected. The owner will be given at

least fourteen (14) calendar days notice to appear at a hearing or comply. Extensions may be granted in special circumstances.

- ?? If the violation(s) has not been corrected before the hearing or an acceptable resolution of the violation(s) is not forthcoming from the owner, the ARB may refer the case to the ECA Board of Directors. The owner is notified by regular mail regarding the action of the ARB and must be given fourteen (14) calendar days written notice by certified mail, return receipt requested, at the address of record before the Board of Directors meeting at which the matter will be considered.
- ?? If the violation(s) still exists and the owner has taken no action by the time of the Board of Directors meeting, the Board of Directors may assess monetary charges against the owner and/or suspend the owner's right to the use of facilities or services. If appropriate, the Board of Directors may impose, as well, a restorative assessment to pay the costs to correct the violation(s). In addition, the Board of Directors may vote to refer the violation(s) to the ECA attorney, for legal action. The owner will be notified by certified mail of the action or actions taken by the Board of Directors.

### **Appeal Procedure**

The Board of Directors will act as the Appeals Board. They have the duty to decide appeals to decisions of the ARB and decide cases of alleged infractions of the Governing Documents.

To initiate the appeals procedure, the applicant and/or any other affected resident must give written notice to the ARB within five (5) working days after the ARB renders its decision.

The function of an appeal of a decision by the Architectural Review Board, is to review that decision in light of the following criteria:

- ?? The Architectural Review Board followed proper procedures in reviewing the application.
- ?? The applicant (or other concerned and directly affected person(s) who indicated a desire to be heard) received a fair hearing.
- ?? The decision rendered by the Architectural Review Board had a rational basis and was not arbitrary.

### **Amendments to the Architectural Standards**

The ARB will conduct a biennial (every two years) evaluation of the Standards and Guidelines to determine if amendments are required. Amendment proceedings will involve discussions open to ECA members and review by the ARB. All residents are encouraged to attend the meeting and may suggest amendments to the Standards. Recommendations for Architectural Standards revision will be forwarded to the Board of Directors for approval.

The proposed standard is then submitted to the Architectural Review Board for consideration. The ARB then reviews the proposed standards, notes compliance (or non-compliance) with existing Edgewood Architectural Standards and guidelines, and forwards the proposal to the Board of Directors recommending approval or disapproval of adoption of the proposed standard. (If the recommendation is for disapproval, specific reasons will be stated.) The standard will become effective upon approval by the Board of Directors.

### **Improvements Within Open Space**

Nothing, whether natural or artificial, may be installed on the Edgewood open space nor installed on any lot in a manner so as to encroach upon the open space. No part of the open space may be put to the exclusive use of fewer than all Community members without the prior expressed written consent of the Board of Directors. The Board will consider any request for exclusive use only in the most extraordinary circumstances and will permit such use only when it is deemed to be in the best interest of the Community's as a whole.

### **Modifications to Open Space**

All modifications to Edgewood open space, to include but not limited to bridges, boardwalks, major drainage, tree removal and signage must be reviewed by the ARB and then approved by the Board of Directors at a scheduled, publicly advertised meeting. Applicants and concerned residents will be notified of the meeting date and will be invited to attend. If an application involves trees recommended for removal, the trees will be marked before the meeting.

Application for modifications to Open Space shall be considered with regard to Design Compatibility, Scale, Color, Workmanship and Timing.

The Board of Directors will make decisions with regard to location and use of the Edgewood Open Space.

### **Vehicle Regulations**

Edgewood has rules regulating the use and storage of vehicles on private property. The ARB is charged with enforcing these regulations, which may call for legal action against the property owner where applicable. For complete information on vehicle regulations, please review the Covenants

All vehicles parked outside on private property must be legally operable and display valid state license and inspection. Vehicles meeting the Associations definition for commercial vehicles, boats, trailers, recreational vehicles and inoperable vehicles must be parked in garages. No vehicle may be parked on a property's lawn, or any other non-paved surface not intended for the storage of vehicles. Major vehicle and equipment repair, disassembly or restoration is prohibited outside approved structures. Minor vehicle and equipment maintenance and repair outside approved structures must be completed within 24 hours.

The Association does not regulate the use of public or state owned streets. Problems in these areas should be referred to the Maryland State Police.



## **Air Conditioners/Heat Pumps**

An application for ARB approval is required for any unit added or relocated on a property or for a replacement unit placed in a different location. Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added only if there is no adverse visual impact to adjoining properties.

### **Design Considerations:**

1. Air conditioner compressors and heat pumps should be located in rear yards or side yards (but not forward of the front plane of the dwelling).

### **Application Contents:**

1. Site plan showing relationship of the unit to the applicant's house, property lines, landscaping and all existing site improvements.
2. Dimensions of the proposed unit.

Air conditioners and heat pumps, which are pre-approved and do not require an ARB application, must be:

- ?? Replacement units installed in the same location as the existing unit.

## **Antennas and Satellite Dishes**

An application for ARB approval is required for all television broadcast reception antennas and satellite dishes. Only antennas for television broadcast reception will be allowed. Only satellite dishes less than 18 inches or less in diameter will be allowed.

Satellite dishes less than 18 inches in diameter and television broadcast reception antennas may be installed prior to submitting an application when they meet all of the following criteria. An application is required to provide notice of the installation and document the size, location and color of the antenna and dish.

### **Design Considerations:**

1. Broadcast television antennas and satellite dishes will be mounted on the rear of the house or in the rear yard except when such locations prevent adequate signal reception.
2. Broadcast television antennas and satellite dishes will be positioned so they cannot be seen from the front on the home, except when such locations prevent adequate signal reception.
3. Satellite dishes installed at the front of the home should be painted compatible with the house color.
4. All wiring will be installed in compliance with prevailing code, and tightly secured to the home in areas where it runs along the exterior of the home. Efforts should be made to run wiring along trim or under siding to minimize the visual impact.

### **Application Contents:**

1. Plat of the property showing the location of the satellite dish or broadcast television antenna and the relation to the applicant's house and existing site improvements.
2. Picture and/or drawings of the broadcast television antennas or satellite dish, including dimensions and mounting details.

## **Awnings**

An application for ARB approval is required for all awnings.

### **Design Considerations:**

1. Awnings should be located in rear of the house.
2. Awnings should be compatible with the architectural character of the house. Metal awning frames should be designed as removable, to be removed when the canvas is removed for storage.
3. Materials should retain their shape and color and be weather resistant.

### **Application Contents:**

1. Site plan showing location of the awning, all existing site improvements and relationship to adjacent properties.
2. Dimensions drawings and details, photographs, or manufacturer's product information of proposed device.
3. Material and color of awning.
4. Color of casing for a retractable awning.
5. Color of the house where the awning will be attached.

## **Barbecue Grills (Permanent) Barbecue pits**

An application for ARB approval is required for permanent (i.e. built-in) grills and pits.

### **Design Considerations:**

Permanent grills and pits should be located in the rear of the house.

### **Application Contents:**

1. Site plan showing the relationship of the permanent grill or pit to the house.



2. Picture and/or detailed drawing of permanent grill or pit to include dimensions.
3. Description of materials and colors.

## **Chimneys**

An application for ARB approval is required for all chimneys, chimney caps, flues and vents.

### **Design Considerations:**

Chimneys must either be masonry or enclosed in the same finish material as the exterior of the home to which attached.

### **Application Contents:**

1. Site plan showing the relationship of chimney, metal flue or vent to the house, property line, adjacent neighbors and all existing site improvements.
2. Picture and/or detailed drawing of chimney, metal flue or vent including dimensions.
3. Color of the house and roof plus the style of the house.
4. Description of materials to be used and color.

Chimney caps that are pre-approved and do not require an ARB application must be:

?? Galvanized, painted black or to match the roof color.

## **Clotheslines**

Applications for permanent outdoor clotheslines will not be approved.

Temporary or retractable clotheslines that are pre-approved and do not require an ARB application must be:

?? Removed after each use.

?? Are located in the rear of the yard.

## **Compost Containers**

An application for ARB approval is required for all compost containers.

### **Design Considerations:**

1. Compost containers should be located in rear yards.
2. Compost containers must be screened from view.
3. All compost piles should be enclosed in a container and must be maintained in STRICT ACCORDANCE with all local health code rules and regulations.
4. Commercially manufactured or do-it-yourself compost containers are acceptable. Self-made containers must be of sufficient design and strength to withstand the intended use. Chicken wire containers on light frames will not be approved.

*NOTE: Compost containers or compost piles will not be located in Open Space.*

### **Application Contents:**

1. Site plan showing the relationship of the compost container to the applicant's house, property lines, landscaping and all existing site improvements.
2. Picture and/or detailed drawings of the compost container.
3. Dimensions of container.
4. Description of materials and color.
5. Landscaping and/or screening details.

## **Decks**

An application for ARB approval is required for all above grade level decks.

### **Design Considerations:**

1. Decks should be located in rear yards.
2. When deck plans include other exterior changes, such as porches, fencing, lights, plantings, etc., other appropriate sections of these Standards should be consulted prior to application.

### **Application Contents:**

1. Clear and accurate building plans showing the size and style details of railings and stairs, benches, etc.
2. Site plan showing the relationship of the deck to the house, lot, adjacent properties and all existing site improvements.
3. A description of materials to be used.
4. Color of the deck.
5. Dimensions of railings, posts, stairs, steps, benches, trellises, privacy screens and other details as required to clearly describe proposal. Include height of deck off of the ground.
6. Details of changes to windows and doors, if applicable.

7. Notation as to whether or not the under deck area will be used for storage. If so, include landscaping plans and/or details of treatment of under deck area.
8. Details, type and location of deck lights and other permanent accessories.

Decks that are pre-approved and do not require an ARB application must meet all of the following criteria:

- ?? Ground level wooden decks located below an approved upper deck that are the same size or smaller than the upper deck.
- ?? Left to weather naturally and/or sealed with a clear weather repellent sealant.
- ?? No railings, benches or planters, screening or other permanent structures.

### **Decorative Objects**

An application for ARB approval is required for exterior decorative objects such as, but not limited to: wagon wheels, wishing well, sculptures, fountains, garden pools, fish ponds, statuary and items attached to the house, such as weather vanes.

#### **Application Contents:**

1. Site plan showing location and the relation of the object to the applicant's house and property lines.
2. Drawing showing existing and proposed landscaping and location of decorative object(s).
3. Picture and/or detailed drawing of object(s) including dimensions.
4. Color and material of objects.

Decorative objects that are pre-approved and do not require an ARB application must meet all of the following criteria:

- ?? Located in the rear yard.
- ?? No higher than 24" from grade.

### **Dog Houses & Dog Runs**

An application for ARB approval is required for all doghouses and dog runs.

#### **Design Considerations:**

1. Chain link dog pens/runs will not be approved.
2. Design should be compatible with house design in terms of color and material.
3. They should be located where visually unobtrusive to neighbors and the use of appropriate screening is encouraged -- and may be required in some cases -- in order to minimize any negative visual impacts.

#### **Application Contents:**

1. Site plan showing relationship of the dog house or run to the adjacent house, property lines and all existing site improvements.
2. Picture or detailed drawing including dimensions.
3. Description of materials to be used.
4. Descriptions of fencing, pad or run.
5. Description of screening to be used, including existing and proposed landscaping.

***Note: For health consideration doghouses and dog runs must be kept clean and free of animal waste.***

### **Driveways**

An application for ARB approval is required for changing the materials used for an existing driveway, expanding a driveway, or creating a parking pad.

#### **Application Contents:**

1. A plat of the property showing the location of the driveway, extension or parking pad.
2. Description of the materials to be used.
3. Indicate the dimensions of an extension or creation of a new parking area.
4. Color of proposed materials to be used.

### **Entry Doors**

An application for ARB approval is required for all entry doors that are a different style, color or material than the original door.

#### **Design Considerations:**

1. The door should be compatible with the architecture of the house and surrounding homes in the cluster.

#### **Application Contents:**

1. Picture or drawing of the proposed door.
2. Color of proposed door, trim and house.

3. Location of the door.

Entry doors that are pre-approved and do not require an ARB application must be:

?? Replacement units exactly the same as the existing unit.

## **Fences**

An application for ARB approval is required for all fencing. Fencing should be appropriate for its intended purpose.

### **Design Considerations:**

1. All fencing should be wood or plastic. Chain link, chicken wire or barbed wire fencing will not be approved.
2. Gates should be compatible with fencing in design, material, height and color. Gate hardware should be unobtrusive and rust resistant.
3. Wire mesh screening (rectangular 2" x 2" or 2" x 4") used to increase security as part of an open fence will be considered. The wire mesh should be attached on the inside of the fence and should not extend above the top rail.
4. Side yard fences may be considered if site conditions warrant, but normally should not extend beyond the back corner of the house side elevation.
5. Fencing material will not be fastened to the ECA fencing.
6. No fence higher than six (6) feet will be approved.
7. Fences left to weather naturally is preferred to painting or staining fences. Natural earth tone stains or paints will be considered on an individual basis. Treatment of existing fences with a clear coat sealant requires no application.
8. Fencing located around pool area only, may be wrought iron.

### **Application Contents:**

1. Site plan, which shows the relationship of the fence to adjacent property, open spaces, property lines and all existing site improvements. Applications must show exact relationship with property lines.
2. Fence style and material.
3. Dimensions.
4. Landscaping plans to complement and/or screen the fence.
5. Details of wire mesh screening.
6. Specify fence color or state weather naturally.

## **Firewood / Firewood Stands**

An application for ARB approval is required for all firewood stands.

### **Design Considerations:**

1. Firewood stands should be wood or metal.
2. Firewood shall be kept neatly stacked no debris, only on the rear ground level of the owner's property within yard.
3. A single stack of firewood, not exceeding four feet high and containing less than two cords of wood. (One cord is 4 ft. high, 4 ft. deep and 8 ft. long)
4. Other than a limited quantity of firewood intended for immediate use, firewood shall not be stacked on patios or decks.
5. Firewood stacks may be covered with canvas, or other earth tone fabric. Brightly colored coverings should not be used.

### **Application Contents:**

1. Site plan, which shows the relationship of the firewood stand to adjacent property, open spaces, property lines and all existing site improvements. Applications must show exact relationship with property lines.
2. Firewood stands style and material.
3. Dimensions of the stand.
4. Landscaping plans to complement and/or screen the firewood stand.
5. Specify fence color or state weather naturally.

## **Flagpoles**

An application for ARB approval is required for all permanent flagpoles.

### **Application Contents:**

1. Site plan showing location of the flagpole.
2. Detailed drawings or picture to include all dimensions, lighting, footing and mounting details.
3. Description of materials and colors.

Flagpoles that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Temporary flagpoles that do not exceed six feet in height and are not displayed for more than 30 days.
- ?? Removable flagpoles that are attached at an incline to the front walls or pillar of the dwelling.

## **Garage Doors**

An application for ARB approval is required for all garage doors that are a different style or color than the original doors.

### **Design Considerations:**

Should be consistent with the architectural style of the house.

### **Application Contents:**

1. Picture or sketch of the proposed garage door.
2. Color and material of the garage door.
3. Color of the wood trim around the door.

Garage doors that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Must be the same size and color of the existing garage door with no ornamentation.
- ?? Must be similar style to existing door.

## **Gardens: Flower or Vegetable**

An application for ARB approval is required for all gardens not meeting the criteria listed below for pre-approval. At the end of the growing season dead plants, support stakes, cages, screening, nets, and protective and wire fencing must be removed.

### **Application Contents:**

1. A plat of the property showing the location of the garden.
2. The dimensions of the garden.

*Note any man made materials that will be used as edging or borders.*

Gardens that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Located between rear line of the dwelling and the rear property line.
- ?? Located on the side of the house and is less than three and a half feet in width.
- ?? Foundation plantings in the front yard.
- ?? Portable planters containing vegetables or flowers, i.e., whiskey barrel halves, patio pots etc.
- ?? Does not adversely impact or damage abutting property in terms of weed growth, unsightliness, adverse drainage etc.

## **Greenhouses**

See guidelines for sheds

## **Holiday Decorations**

Holiday decorations do not require an ARB application but must meet the following criteria:

- ?? Decorations for a holiday may be displayed forty-five (45) days prior to the holiday and remain on display for forty-five (45) days after the holiday.
- ?? Holiday decorations should be confined to the owner's private property.

## **House Numbers**

An application for ARB approval is required for all house numbers that are not similar in size, style and color to the original house numbers.

### **Design Considerations:**

1. Decals or press on numbers are not permitted on houses.
2. Numbers must be legible, readable and visible from the street or edge of the property.
3. Numbers written as text will not be approved.
4. Numbers that are not similar in size, style, location and color to the original numbers will not be approved.

### **Application Contents:**

1. Picture or elevation drawing showing mounting location.
2. Picture or detailed drawing of house numbers including dimensions.
3. Color of the house numbers.
4. Description of materials.

House numbers that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? The same dimensions and style as the original numbers.

## **Kick Plates and Doorknockers**

An application for ARB approval is required for all kick plates and door knockers not meeting the criteria listed below for pre-approval.

### **Application Contents:**

Refer to the application contents outlined in Section 2: The ARB Application.

Kick plates and doorknockers that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Kickplates may not exceed 8 inches in height, measuring from the very bottom of the door and must be of polished brass finish or same as door color.
- ?? Brass doorknockers located on the entry door or storm door.

## **Landscaping**

Landscaping with plant materials, and/or includes walls, gardens, rock gardens, ponds, hedges, trellises etc. requires ARB approval.

In cases of landscaping involving alteration of the existing grade, the applicant must include a description of drainage patterns. The applicant is responsible for drainage results. Drainage change having a negative impact on adjacent property is subject to corrective action at the applicant's expense.

### **Application Contents:**

1. A plat of the property showing the location of the landscaping.
2. Detailed landscaping plan showing plant materials, man-made structures, edging and walls, if applicable.
3. Construction details of all man made items.
4. List materials and colors of the man made items.

Landscaping which is pre-approved and does not require an ARB application must meet the following criteria:

- ?? Replacements or changes made to existing foundation plantings.

## **Lighting**

An application for ARB approval is required for all exterior and security lighting additions and changes not meeting the criteria listed below for pre-approval.

### **Design Considerations:**

1. Exterior and security lighting should be directed so that light intensity creates minimum impact outside applicant's property.
2. Ground level lights must be unobtrusive in design and have a black or dark green finish. There should be no exposed wires.

### **Application Contents:**

1. Site plan showing the location of the lighting as it relates to applicant's house and property lines.
2. Picture or elevation of house showing mounting location of proposed lights.
3. Picture and/or detailed drawing of each type and style of light fixtures and mountings including all dimensions and finishes.
4. Type and wattage of bulb(s) to be used in each light fixture and direction of light pattern.

Lighting which is pre-approved and does not require an ARB application must meet the following criteria:

- ?? Replacement coach lights at entry and garage that are similar in dimensions and style to the original lighting.
- ?? Incandescent spotlights on the rear of the house must be directed to shine inside the property line (may operate on a motion detector).
- ?? Low voltage landscape lights no higher than eighteen inches placed at least two feet apart and painted a dark color. Wiring must be out of view.
- ?? Lighting fixtures must be uniform across the front of the house including the garage.

## **Mailboxes**

An application for ARB approval is required for all mailboxes not meeting the criteria listed below for pre-approval.

### **Design Considerations:**

1. No decorative mailboxes (other than initially provided) or permanent covers for mailboxes will be permitted.

### **Application Contents:**

1. A plat of the property showing the location of the mailbox.
2. List the color, style and dimensions of the mailbox and support.

Mailboxes that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Replacement mailboxes that are similar in dimensions, color and style to the original mailbox in the original location.

## **Maintenance of Property**

Property ownership includes the responsibility for continued maintenance of all structures and grounds that are part of the owner's lot.

1. This includes, but is not limited to, keeping buildings and structures in good condition and repair, removing all debris and unsightly material, and keeping all shrubs, trees, grass and other plantings neatly trimmed, properly cultivated, and free of weeds.
2. Owners will not allow trees, shrubs, or plantings of any kind to overhang or otherwise encroach upon any sidewalk, street, pedestrian way, other owner's property, or common area, from ground level to a height of eight feet, without prior Architectural Review Committee approval.

Failure to comply with this responsibility is a violation of Section V, A14 of the Covenants:

Before, as well as after, construction of a dwelling, the owner shall maintain the lot in a reasonable manner, such as mowing, removing fallen branches, trees and other debris of any kind.

*Violations may result in a restoration assessment being levied against the property owner. Additionally, owners will not alter any common area or easements without prior written consent of the Board of Directors. Such alterations include but are not limited to storing personal property, allowing debris to accumulate, establishing gardens, or otherwise adding, removing, or modifying trees or other plantings.*

## **Major Alterations**

An application for ARB approval is required for all major exterior alterations. It is suggested that the application be a duplicate of those documents to be submitted to Carroll County for a building permit.

Major alterations include, but are not limited to, construction of driveways, garages, porches, greenhouses, rooms, fireplaces, or other additions or modifications which substantially alter the existing structure, either by subtraction and/or addition. Any exterior change, which substantially alters the original configuration of the residence, is considered a major alteration.

### **Design Considerations:**

1. Design, materials and colors of an addition to or extension of, existing construction should be the same as the original construction.
2. The construction site should be kept in a workmanlike manner throughout the construction period.
3. Excess materials should be removed immediately after the completion of the project.
4. The design should be of a scale that is compatible with the applicant's house and lot size.
5. Pitched roofs on major alterations should match as closely as possible the slope of the roof on the applicant's house.
6. The design should anticipate and incorporate plans to minimize changes in grade that will adversely affect drainage. The design should not adversely affect adjoining properties due to changes in grade.
7. Windows, doors and other major alterations should be located to balance the existing structure.

### **Application Contents:**

1. Site plan showing the relation of the proposed alteration to the applicant's house and property lines.
2. Front, side and rear elevation drawings showing the proposed addition on the house.
3. Detailed drawings and plans including all exterior dimensions.
4. Color and description of materials of existing and proposed roofing.
5. Note the style and pitch of the roof.
6. Siding color of the existing structure and proposed addition.
7. Location of the gutters and downspouts.
8. Color of existing and proposed gutters and downspouts.
9. Location, style and color of existing windows, shutters and doors.
10. Color of existing and proposed trim.
11. Color, style and location of existing and proposed lighting.
12. Details on screening.
13. Landscaping details.

**For further assistance in preparing the application, please see specific topics listed separately.**

## **Painting (Exterior)**

An application for ARB approval is required for all exterior color changes.

### **Application Contents:**

1. Description of all existing exterior colors of house.
2. Paint chip sample of color(s) to be used.
3. Description of paint or stain properties: e.g., Paint - flat, semi-gloss, gloss Stain - translucent or opaque.

Painting which is pre-approved and does not require an ARB application must meet the following criteria:

?? Repainting or re-staining to match existing colors.

## **Patios**

An application for ARB approval is required for all patios not meeting the criteria listed below for pre-approval.

### **Design Considerations:**

1. Patios should be located in rear yards.

### **Application Contents:**

1. Site plan showing the dimensions and location of the patio as it relates to the applicant's house, other yard features and property lines.
2. Dimensions of the patio.
3. Description of materials, color, grading and drainage changes.

Patios that are pre-approved and do not require an ARB application must meet all of the following criteria:

- ?? Ground level patios located below an approved upper deck that are the same size or smaller than the upper deck.
- ?? The material are a natural colored concrete, brick, wood, slate, or earth tone stone or gravel and contains no permanent benches, planters, and/or screening.

## **Recreation and Play Equipment**

An application for ARB approval is required for all installed recreation and play equipment/structures and all fixed basketball goals.

### **Design Considerations:**

1. Recreation and play equipment should be placed in rear yards. Location in front yards is prohibited.
2. Unfinished and galvanized equipment will be considered on an individual basis.
3. Metal play equipment must be maintained in a rust-free condition.
4. Basketball goals that are permanent types.

Mounting basketball goals to the roof or wall of a house or garage will not be approved.

Support poles of freestanding basketball goals should be painted dark earth tone colors, black or white.

### **Application Contents**

1. Site plan showing the size of the equipment and its location as it relates to the applicant's house, adjacent houses, and property lines.
2. Drawings and photographs or product literature showing the dimensions and style of the proposed play equipment. Description of materials to be used.
3. Color of play equipment. State whether the equipment will be allowed to weather or will be painted or stained. If equipment is to be painted, a color chip should be submitted with the application.

## **Roofing**

An application for ARB approval is required for all changes in the color or style of roofing.

### **Application Contents**

1. Color or style of the proposed roofing materials.
2. Color scheme of the house.
3. Corrugated fiberglass or metal materials will not be approved.

Roofing which is pre-approved and does not require an ARB application must meet the following criteria:

- ?? Replacement shingles to match existing shingles in style and color.

## **Security Devices and Alarms**

Security devices and alarms do not require an ARB application but must meet the following criteria:

1. Alarm boxes placed on the rear of the house.

## **Sheds and Greenhouses**

An application for ARB approval is required for all tool/storage sheds and greenhouses.

### **Design Considerations for sheds**

*Attached To, or abutting The House:*

1. Should be located behind the house.
2. Design should be compatible with house design.
3. Pitched roofs should be the same pitch as the house roof or match as closely as possible.
4. Finish materials should be the same as the exterior finish of the house.
5. Roofing material should be the same as the roof of the house.
6. Color scheme should be the same as that on the house.

*Free-Standing:*

1. Should be located behind the house.
2. Design should be compatible with house design.
3. Finish materials should be compatible with those used on the house.
4. Color scheme should be appropriate for the location of the shed and its surroundings.

*Integral with Deck:*

1. Design should be integral with the deck and compatible with the deck.
2. Finish materials should be compatible with the deck.
3. Color scheme should be the same as the deck.

**Design Considerations for greenhouses**

1. Should be located behind the house.
2. The size and design must be architecturally compatible with the home and surrounding homes.
3. There shall be no adverse visual impact for adjoining properties.

**Application Contents:**

1. Site plan showing relationship of the shed and /or greenhouse to the adjacent house, property lines and all existing site improvements.
2. Picture and/or detailed drawing including dimensions.
3. Description of materials used.
4. Color of shed and house, including roof colors.
5. Color of greenhouse.
6. Description of screening to be used around shed, including existing and proposed landscaping.

**Shutters**

An application for ARB approval is required for changing the style, size, color or permanently removing existing shutters.

**Application Contents:**

1. A picture or sketch of the house showing the existing shutters.
2. A picture or sketch of the proposed shutter style.
3. Dimensions of the shutters.
4. Color chip of the proposed shutters.

Shutters that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Replacement shutters matching the original style and color.

**Siding and Fascia**

An application for ARB approval is required for changing the style or color of siding or fascia.

**Application Contents:**

1. A picture or sketch of the proposed siding style (when applicable).
2. Color chip of the proposed siding or fascia.

Siding and fascia that is pre-approved and does not require an ARB application must meet the following criteria:

- ?? Replacement siding or fascia matching the original style and color.

**Signs**

An application for ARB approval is required for all permanent signs.

**Design Considerations**

1. Only one professional sign is allowed per property.
2. Sign cannot exceed one (1) square foot.

**Application Contents:**

1. Site plan showing location of sign in relation to adjacent houses, paths, roads, property lines and all existing site improvements.
2. Detailed construction drawing of sign to include dimensions materials, and mounting detail.
3. Description and drawing of existing and proposed landscaping.
4. Style, size and location of lettering.
5. Color chips of paints or stains.

*Note: It should be the applicant's responsibility to secure County and State approval.*

Temporary signs that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Temporary signs include, but are not limited to: open house/real estate signs and rentals, yard sales, etc.
- ?? Must not exceed nine (9) square feet.
- ?? Materials must be suitable for the purpose intended.



- ?? Colors must be compatible with natural surrounding and appropriate for the size and purpose of the sign.
- ?? Signs must be self-supporting. No signs should be attached to structures, lampposts, trees, mailbox posts, fences, state traffic or utility poles or ECA sign posts.
- ?? Temporary signs, other than real estate signs, should be removed upon termination of the purpose (i.e. after the yard sale, etc.) and should be limited to fourteen- (14) days use.
- ?? Real estate signs must meet County regulations with respect to size, content and removal.

## **Spas and Hot Tubs**

An application for ARB approval is required for all spas and hot tubs.

### **Application Contents:**

1. A plat of the property showing the location of the spa or hot tub.
2. The dimensions of the spa or hot tub.
3. Picture or description of the spa or hot tub, noting colors and details and color of cover.
4. Details of decking or screening.
5. If the mechanical unit is not self contained, describe the screening in detail.

*Note: Caution should be taken in draining the spa or hot tub so as not to adversely impact property.*

## **Solar Collectors**

An application for ARB approval is required for all solar collectors.

### **Design Considerations:**

1. Units should be mounted flush or nearly flush with the roof, on the rear or side roof slope if possible.
2. Unit frames, hardware, and piping should be treated to match or nearly match roof color.
3. Elevated collector units will be considered only for rear roof slopes.

### **Application Contents:**

1. Site plans showing orientation and relationship of solar collectors to the roof and roof line.
2. Detailed drawing or picture of the elevation of the house from which the solar collector can be viewed including the proposed location of the panels.
3. Picture and/or detailed drawings of solar collector(s) and associated mounting hardware including dimensions.
4. Description of materials and color.
5. Roof color.

## **Storm, Screen and Security Doors**

An application for ARB approval is required for all security doors unless noted below as pre-approved.

### **Application Contents:**

1. Drawing and/or photograph of proposed storm/screen/security doors or windows.
2. Description of materials.
3. Color of the storm/screen/security doors or windows and the existing entry door or windows, and color of trim and house.

Storm doors that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Full view storm doors with clear glass, with the storm door metal/wood portions painted to match the entry door.
- ?? Full view storm doors with clear glass, with the storm door metal/wood portions painted to match the color of the wood trim around the door. The wood trim should be at least two inches wide at all points. The storm door support frames are not considered trim.

## **Swimming Pools**

An application is required for all permanent pools, or temporary pools over six feet (6') in diameter or thirty inches (30") high. In general, only in-ground swimming pools will be acceptable. Aboveground pools (excluding portable pools which are play equipment for children) will be considered only if there are no adverse off-site visual impacts. A pool must be located in the rear of the property.

### **Design Considerations:**

1. Swimming pools should be located behind the house and enclosed by a fence in accordance with Carroll County code.
2. Fences, patios, decks, lighting and storage sheds associated with a swimming pool should comply with the appropriate sections in this the Standards and **Guidelines**.

### **Application Contents:**

1. Site plan showing the size of the equipment and its location as it relates to the applicant's house, property lines and all existing site improvements.
2. Detailed drawings and plans of pool, deck area, lighting, walkways, fences, etc. and pertinent information concerning water supply system, drainage and water disposal system.
3. Description of all materials, colors and finishes to be used.
4. Information required for fencing and other improvements (i.e., patios, decks, lighting and storage sheds) as required by the appropriate sections of the Standards Book.

### **Trash Cans and Screening**

An application for ARB approval is required for all trash cans enclosures. Trash located outside residences will be kept only within covered, rigid metal or plastic containers manufactured specifically for trash purposes, or in tightly closed heavy-duty trash bags manufactured specifically for exterior use. Containers must be kept out of view at all times, except when placed at curbside no earlier than the day before the regularly scheduled trash or newspaper pick-up.

#### **Design Considerations:**

1. Enclosures should be wood or plastic. Chain link, chicken wire or wire fencing will not be approved.
2. No enclosures higher than six (6) feet will be approved.
3. Color scheme should be the same as that on the house.
4. Gates should be compatible with the enclosure in design, material, height and color. Gate hardware should be unobtrusive and rust resistant.

#### **Application Contents:**

1. Site plan showing the size of the equipment and its location as it relates to the applicant's house, property lines
2. Description of all materials, colors and finishes to be used.
3. Dimensions.
4. Landscaping plans to complement and/or screen the enclosure.

### **Walkways/ Pathways/ Lead Walks**

An application for ARB approval is required for all front and side yard walkways and for changes to the alignment or surfacing of existing sidewalks and front yard pathways.

#### **Design Considerations:**

1. Materials should have natural weathering qualities as do brick, slate, stone and concrete.
2. All materials should be natural in color.
3. Color additives or painting should not be used. Color of brick, if selected, should be compatible with that used in existing walks or house if applicable.
4. Changes in grade or other conditions that may affect proper drainage must be addressed. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

#### **Application Contents:**

1. Site plan showing the size and location of the walkways and their relation to the applicant's house, property lines, adjacent properties, and all existing site improvements.
2. Description of materials, color, grading and drainage changes.

Walkways and pathways that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Located in the rear yard.
- ?? Constructed of slate, stepping stones, natural color concrete paving stones, concrete, brick matching brick color on house, natural color river or pea gravel or wood bark or mulch.
- ?? No wider than three feet.
- ?? No change in grade or other conditions that affect proper drainage.
- ?? Replacement of existing lead walks in same location, using same materials.

### **Windows**

An application for ARB approval is required for all windows not meeting the criteria listed below for pre-approval.

#### **Application Contents:**

Refer to the application contents outlined in Section 2, The ARB Application. Windows that are pre-approved and do not require an ARB application must meet the following criteria:

- ?? Replacement windows that are the same style and color of the existing windows.
- ?? If mullions are a part of the original windows, they must be added to replacement windows.