

WALNUT RIDGE COMMUNITY ASSOCIATION

ARCHITECTURAL & ENVIRONMENTAL STANDARDS

**Walnut Ridge Community Association
Architectural & Environmental Review Committee**

Effective September 1, 2016

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WALNUT RIDGE COMMUNITY ASSOCIATION
ARCHITECTURAL & ENVIRONMENTAL STANDARDS

I. INTRODUCTION

A. OBJECTIVES

This document represents the community architectural and environmental standards and application procedures for the Walnut Ridge Community Association. These Architectural & Environmental Review Standards are intended for the residents, homeowners, individuals or entities with capital interest in the community. Further, these standards are binding upon all homeowners and residents. This document is not intended to amend or in any way supersede, the existing Declaration of Covenants and Restrictions and its Amendments.

The intent of design and environmental controls is to provide guidance to the homeowner contemplating architectural exterior alterations, additions or new construction. It addresses issues pertinent to the townhomes and their environmental surroundings while ensuring overall community standards for design, integrity, quality, architectural conformity, and aesthetics. These standards protect property value and enhance the community's overall environment.

These guidelines are intended to address exterior improvements most likely to be undertaken by homeowners. This document is created to address all requests submitted.

THE OBJECTIVES OF THIS DOCUMENT ARE:

- To provide uniform guidelines to be used in reviewing applications in the context of standards established by the covenants of the Walnut Ridge Community Association;
- To assist homeowners in preparing an Architectural & Environmental Application; and
- To educate homeowners and residents of the covenants and its amendments.

B. PROTECTIVE COVENANTS

Authority for maintaining the quality of design at Walnut Ridge comes through the Declarations and Restrictions and Amendments, which are part of every deed of ownership. The Architectural & Environmental Review Committee determines whether proposed and/or completed exterior alterations, additions or new construction comply with the standards set forth in the Declarations.

C. THE ARCHITECTURAL & ENVIRONMENTAL REVIEW COMMITTEE

The Architectural & Environmental Review Committee shall be composed of three (3) or more persons whose responsibility is to administer Articles VIII & IX of the First Amendment to the Declaration. In the absence of a committee, the Board of Directors will act in this capacity. The responsibilities of the Architectural & Environmental Review Committee are:

- To review all plans and specifications as stated in Articles VIII & IX of the First Amendment to the Declarations and approve or disapprove applications;
- To investigate and make determination of instances of non-compliance with these standards; and
- To inform the community of any community standards and subsequent revisions.

D. ARCHITECTURAL COMMITTEE APPROVAL

In accordance with the Declarations and First Amendment to the Declaration: It shall be prohibited to install, erect, attach, apply, paste, hinge, screw, nail, build, move or hence alter or construct any:

- Lighting
- Screens, Awnings, Patio Covers, Gutters
- Exterior Decorations (exclusive of seasonal decorations)
- Fences, Walls, Sheds
- Aerials, Antennas, Radio or Television Broadcasting, including but not limited to receiving devices
- Patios, Balconies, Porches, Additions
- Slabs, Walls, Sidewalls, Curbs, Driveways

or to make any other change or otherwise alter existing structures (including, but not limited to, any alteration in color) **in any manner whatsoever:**

- the exterior of any improvements constructed upon any lot or upon any of the common areas
- alter the grade of the land
- or to have removed or alter the structural integrity of the building
- or otherwise affect the property, interest or welfare of any lot owner, or impair any easement

until the complete plans and specifications, showing the location, nature, shape, height, material, color, type of construction and any other proposed form of change (including any other information specified by the Architectural & Environmental Review Committee) **have been submitted to and approved in writing** by the Architectural & Environmental Review Committee as to the safety, harmony of external design, color and location in relation to surrounding structures and topography and conformity with the design concept for the community.

THE PRECEDING PARAGRAPH EXPLICITLY STATES THAT ANY CHANGE TO THE EXTERIOR APPEARANCE OF A UNIT MUST EXPLICITLY BE APPROVED BY THE ARCHITECTURAL & ENVIRONMENTAL REVIEW COMMITTEE. ONCE A PLAN IS APPROVED, IT MUST BE ADHERED TO.

It is important that the Architectural & Environmental Review Committee approval not be limited to major alterations, such as adding a room or deck to the townhome, but includes such items as color and materials, etc. Approval is required when an existing item is to be removed or new construction is to be built.

Each application is reviewed separately. **There are no automatic approvals.** A homeowner who wishes to construct a deck, for example, identical to one already approved by the Architectural & Environmental Review Committee is still required to submit an application. However, if the construction is identical to other approved additions, alterations and new construction and/or is done by a contractor who has already worked within the community, make note of this on your application – it could reduce the response time to the application. Applications must be received by the Architectural & Environmental Review Committee no less than 35 days prior to the proposed scheduled alterations, additions or new construction. This is to allow adequate time to review and return the applications. The **only** exception to this, however, is painting and staining, whereby 7-days' verbal notice must be given to ensure conformity with staining/painting specifications (See Appendix D.)

In **all** cases an application must be submitted and reviewed in order to consider specific implications of location and impact on surroundings.

E. AMENDMENTS TO THE ARCHITECTURAL GUIDELINES

These guidelines may be amended. The Board will conduct an annual evaluation to determine if amendments are required. Homeowners may submit to the Board, comments and requests for additions and/or changes to the guidelines.

F. MAINTENANCE

Property ownership includes the responsibility for maintenance of all structures and ground, which are part of the property. Maintenance affects the visual character of the property and community, economic values of the property and community safety. To ensure compliance with the standards, the Management Company will conduct annual inspections for the Board of Directors' review.

II. APPLICATION PROCEDURES

Applications must be submitted in writing to the Management Company for all exterior alterations, additions and new construction. Each alteration, addition or new construction project must be approved, even when a similar or substantially identical alteration, addition or new construction had been previously approved.

A. APPLICATION

1. FORM

An application form is included in Appendix C to these guidelines for your use. Additional applications may be found on the Association's website (www.walnutridgeonline.org, click on Community Documents) or requested by mail addressed to: Professional Community Management, Inc. ("ProCom"), 400 Serendipity Drive, Millersville, MD 21108

Two (2) copies of the completed application form and all supporting documentation should be mailed to ProCom at the above address. The application should contain all necessary information stated in a clear, concise manner to ensure that the interpretation of the application is intended by the homeowner. It is suggested that the homeowner retain a copy of the application for future reference. A copy of the completed, unapproved county permit (if one is required) should be attached reflecting **all** proposed alterations, additions and new construction. Final approval is granted, pending receipt of approved unaltered permit. Application and approved permit will be logged in upon receipt.¹

2. REQUIRED TIME FOR SUBMISSION

Applications must be received no less than 35 days prior to the proposed alterations, additions or new construction. The Management Company will acknowledge the application within 30 days of receipt, with the exception of painting/staining which requires 7-days' telephone notification to the Management Company to ensure compliance with color specifications (See Appendix D).

3. DESCRIPTION OF PROPOSED PROJECT

A graphic description such as site plan, elevations and sketches should be provided. A site plan is more easily prepared by submitting a copy of property plat with the proposed alterations, additions, or new construction indicated and dimensioned. Other graphic support could include manufacturers' literature or photographs of similar projects. Written material should support and fully document any plans or sketches. All applications should include an estimated

¹All residents of this community holding lease or rental agreement to property must additionally submit expressed written consent from their appropriate landlord as part of their application package.

completion date. A statement identifying proposed materials and colors should be included in the application.

4. APPROVAL

When an application has been approved, it will be dated and logged into the Management Company's files. A copy of the approved application will be returned to the homeowner bearing such approval. The Board and/or the Management Company assume no responsibility for safety of the new construction by virtue or workmanship.

5. DISAPPROVAL

If the application is disapproved, the homeowner will be informed by regular mail, e-mail and/or by a telephone call of problems in the application. The applicant is entitled to re-apply or provide additional information which might clarify the request or demonstrate its acceptability.

6. INSPECTION PROCEDURES

The Management Company will inspect the approved project through a site inspection or contact with the homeowner for the purpose of assuring compliance with the approved specifications.

B. IMPLEMENTATION

The proposed alterations, additions, or new construction must be completed within one (1) year of the estimated date of initiation, depending upon the difficulty of the specific project. Those projects requiring county building permit **must** be completed within the time standards specified on the permit.

C. NON-COMPLIANCE

1. ALTERATIONS, ADDITIONS OR NEW CONSTRUCTION MADE AFTER DISAPPROVAL

If the homeowner proceeds with any exterior alterations, additions or new construction which has been disapproved, the Association may impose a special assessment on and/or initiate legal action by the authority of the First Amendment, Article VII, Section 2. Additionally, homeowner must have the violation removed or abated at the homeowner's expense, regardless of county permit approval.

2. ALTERATIONS, ADDITIONS OR NEW CONSTRUCTION IMPLEMENTED WITHOUT APPLICATION

If alteration, addition or new construction has been made **without** an application, the homeowner must have such change removed or abated, regardless of county permit approval.

3. COVENANT VIOLATIONS

There are 3 categories of violations:

- Alterations, additions or new construction made **after** disapproval
- Alterations, additions or new construction implemented **without** application
- Application approved **but not executed in conformance** with the approved application

All allegations of non-compliance made by other homeowners should be submitted in writing to the Management Company. The Management Company and the Board will investigate the allegations. If violation is found, the homeowner will be contacted and will be given the opportunity to correct it. If compliance is not achieved, formal notification will be given, and the matter will be turned over to the Board of Directors, accompanied by a report and recommendations of the Management Company. The Board of Directors will determine the appropriate disposition of the matter. The name of the homeowner(s) responsible for the alleged violation or complaint shall be kept **confidential** until the violation has been determined.

III. REVIEW CRITERIA

A. GENERAL GUIDELINES

The Management Company and Board of Directors evaluate all applications on their individual merits. Considerations include the characteristics of the housing type and the individual site. Because this is a townhome community, new construction, alterations and additions are more noticeable and have great impact on adjoining properties.

Design decisions made by the Property Management Company and Board of Directors in reviewing applications are not based on personal opinion but are based on the following criteria which represent, in more specific terms, the general standards of the Walnut Ridge Community Association's Declaration of Covenants and Restrictions and First Amendment:

1. DESIGN COMPATIBILITY

The proposed alteration, addition or new construction must be compatible with the architectural characteristics of the community setting. Compatibility is defined as adhering to the already existing architectural styles, quality of workmanship, similar use of material, color and construction details.

2. LOCATION AND IMPACT ON NEIGHBORS

The proposed alteration, addition or new construction should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, drainage, view, sunlight and ventilation. When a proposed alteration, addition or new construction has possible impact on adjacent properties, the applicant must communicate the proposal with neighbors prior to making application.

3. SCALE

The site of the proposed alteration, addition or new construction should relate well to adjacent structures and its surroundings.

4. COLOR

The alterations, additions or new construction must be of the same color group (either trim or house color). (See Color specifications – Appendix D)

5. MATERIALS

Continuity is established by use of the same or compatible materials as were used in the original construction. For example continuation of a fence should be the same design and materials as the original fence.

6. WORKMANSHIP

The quality of work should be equal to that of the surrounding area. Poor workmanship, besides causing the owner problems, can be visually objectionable to others, and/or can cause safety problems. Poor workmanship will be addressed by the Management Company and the Board of Directors.

7. COUNTY BUILDING AND WORK PERMITS²

- Approval of any project **does not** waive the necessity of obtaining required County permits.

²An application will not knowingly be approved which is in violation of county building or zoning codes.

- Obtaining a County permit **does not** waive the need for Architectural & Environmental Review Committee approval.

B. SPECIFIC GUIDELINES

The following paragraphs provide specific guidelines for additions, alterations or new construction and maintenance of exterior features within the Walnut Ridge Community, keeping in mind continuity of the architectural design concept of the community.

1. EXTERIOR PAINTING

In general, good aesthetic practices should be followed in exterior home decoration. Staining/painting or re-staining/repainting in compliance with the established community color (Appendix D) does not require approval, however the Management Company **must be notified seven (7) days prior** to ensure that the color selected is in compliance with established specifications.

Painting/staining should be performed every six years or on an as-needed basis, **whichever comes first**.

2. SIDING

All siding must be 6-inch beveled cedar or composite, of equal or greater quality than the existing homes. Existing siding should at all times be in a good state of repair so as to represent a well-maintained appearance of the community as a whole.

3. STORM WINDOWS AND DOORS

- Storm windows must be of the same material, color and architectural style and design of existing window frames and **replacement requires approval**.
- Storm doors will be considered on an individual basis depending on style and material and must be the same color as existing window frames (dark brown) or white. A diagram of acceptable door styles is proved in Appendix F.

4. WINDOWS

Placing of paper, sheets and similar materials in lieu of curtains or blinds is prohibited.

5. SKYLIGHTS, SUN TUNNELS, SOLAR PANELS AND RAIN BARRELS

Skylights, sun tunnels, solar panels and rain barrels will be considered on a case-by-case basis.

6. FENCES³

- Any fence or screening must have the approval before installation is undertaken.
- No fence or screening will be approved if its installation will obstruct sight lines for vehicular traffic.
- The height of all fencing **must** be six (6) feet, constructed of wood and extend no farther than homeowners' surveyed property line.
- *Exceptions* may be approved pending review based on elevation, grade, location, direction, relationship to other buildings and overall looks of the community.
- Fences must remain erect and in a good state of repair.
- Fences, if stained, must be the same color as the townhome. The fence should at all times present a well-maintained appearance.

7. SHEDS

No construction, placement, or assembly of a temporary, permanent, or portable shed shall take place prior to formal application request by the homeowner and approval of said application by the Board.

8. PATIOS AND GROUND LEVEL DECKS⁴

- Generally, patios should be located at the rear of the home.
- Materials should be of natural weathering quality such as brick, pressure-treated wood, composite, stone or concrete.
- If changes in grade or other condition which will affect drainage are anticipated, they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

³Appendix E is provided to offer examples of acceptable fences allowed for construction within this community. Other styles will be considered. Construction of a fence style in Appendix E does not waive a homeowner's need to file an application for approval.

⁴Care should be taken to maintain drainage away from all structures.

9. PORCHES AND SECOND-STORY DECKS

Porches and second-story deck applications will be considered pending approval by adjoining neighbor(s) and committee approval.

10. AWNINGS

Awnings on windows, doors, and decks are not permitted without express written consent of adjoining neighbors and committee approval.

11. CHIMNEYS

Only fireplace inserts are permitted and chimneys should be constructed of the same type and color as those on the existing townhomes in this community. Brick chimneys are not permitted.

12. AIR CONDITIONING UNITS

- Air conditioning units mounted through walls or windows are not permitted.
- Heat pump units may be added or relocated only when they do not interfere visually and acoustically with neighbors.

13. EXTERIOR ANTENNAS

Roof-top television or radio aerial antennas and other aerials, antennas, or similar roof-top devices require approval, must be visually attractive and if possible not visible from the street. They should not extend beyond the ridge line of the roof.

14. EXTERIOR LIGHTING

Porch light fixtures, lamp posts, landscaping lights, motion lights, etc. which are used in addition to or in place of the original fixtures should be compatible in style and scale of the townhome. Existing lighting must not be altered without approval. Applications for exterior lighting should include wattage, height of the light fixture above the ground, a complete description of the fixture, and the proposed location on the property.

15. PERMANENT BARBECUES

Permanent barbecue grills are permitted upon approval provided they conform to the architectural and aesthetic harmony of the home and do not interfere visually or otherwise with neighbors.

16. RETAINING WALLS

Retaining walls may be constructed provided they do not interfere with easements and drainage, after receiving approval.

17. ATTIC VENTILATORS

Attic ventilators or other mechanical apparatus requiring penetration of the roof should be located on the rear side of the roof and should not extend above the ridge line.

18. CLOTHESLINES

Exterior clotheslines are prohibited.

19. GRASS

Grass should be properly maintained at a height of between 2-1/2 and 4 inches, depending upon weather conditions and should be cultivated, and **at no time** represent an unkempt or neglected appearance. Grass must never exceed 6 inches in height. Permitting grass to grow beyond this height is in violation of County Codes and carries a strict fine. Every effort should be made by the homeowner to replace grass that has been damaged, stripped or eroded. Homeowners are encouraged to contact the Management Company regarding obvious erosion problems on community owned land. Homeowners are also further encouraged not to mow the common areas as they are maintained by the Association through contracted landscapers. Planting of trees for erosion control measures is permitted provided trees are spaced properly, however, approval is required prior to planting.

20. SHRUBBERY AND TREES

Shrubbery and trees should represent a neat and attractive appearance. Special care must be taken to trim bushes away from the home so as not to permit them to uproot, present hazard, or interfere visually and aesthetically with a neighbor's property. Dead or diseased trees and shrubs must be removed and replaced in accordance with state law.

21. WOOD LINES

Dumping of materials in the wood lines surrounding the community (other than leaves and grass clippings) is prohibited. Clippings serve as a natural fertilizer and should be spread out evenly. Dumping of all other materials, including, but not limited to kitty litter, household or auto refuse (trash, oil, grease and other toxic materials) are prohibited by law. Should you notice someone disposing of these materials, please notify Management.

22. COMMON AREAS

Placing of all permanent or temporary materials, structures, or personal items such as skateboards, skateboard ramps, bicycles, playhouses, picnic tables, benches, etc. on common area is prohibited.

23. TRASH / RECYCLING

Trash and recyclables should not be stored (either in garbage cans or bags or bins) in any location visible from the street or front yard. Trash or recyclables may not be placed on plants, shrubs or walkways of the common areas. Trash and recyclables should be placed at designated street curbs no earlier than 6:00 p.m. of the day prior to trash pickup and removed no later than the evening of trash pickup.

24. ANIMAL CONTROL

Leash laws within the State of Maryland and this community expressly prohibit free-roaming dogs, cats and other domestic animals. When animals are walked outside the unit, **they must at all times be leashed and curbed**. All pet feces must be removed from the common areas by the walker. Mutt Mitt stations are provided.

25. PARKING

There are sufficient parking spaces in the community for two vehicles per household. The parking areas of the community shall be used as follows:

- Two (2) assigned and reserved parking spaces are clearly marked with the house number for each home. Such reserved spaces shall be considered a *limited common element*, and shall be located as close as possible to said home.
- Visitor's spaces are interspersed throughout the Community.
- It shall be the responsibility of the resident to whom a space is assigned to control access to that space. Under no circumstances shall the Association be responsible for this enforcement.
- For additional information on parking, please refer to the "Parking Space Guidelines" available on the Association's website (www.walnutridgeonline.org, and click on Community Documents) or requested by mail addressed to: Professional Community Management, Inc., 400 Serendipity Drive, Millersville, MD 21108.

26. SNOW AND ICE REMOVAL FROM SIDEWALKS.

Each homeowner and/or resident is responsible for clearing the sidewalk in front of their home of ice and snow within six (6) hours after the fall of snow except that, if it snows between 3:00 p.m. and 6:00 a.m., the homeowner and/or resident shall remove the snow and ice before 11:00 a.m. Homeowners and/or residents whose property line abuts the sidewalk on the side of their home, have an obligation to clear the sidewalk of snow and ice on the side of their home to the end of their back property line.

**ADDITIONALLY, ANYTHING THAT IS NOT COVERED ABOVE, AND
WILL BE A PERMANENT STRUCTURE ON YOUR HOME
MUST BE SUBMITTED TO THE
ARCHITECTURAL & ENVIRONMENTAL REVIEW COMMITTEE**

APPENDIX A – DECLARATIONS

APPENDIX B – FIRST AMENDMENT TO THE DECLARATIONS

**THESE APPENDICES ARE PROVIDED
TO ALL NEW HOMEOWNERS UPON SETTLEMENT.
ADDITIONAL OR REPLACEMENT COPIES MAY BE REQUESTED
BY CONTACTING THE MANAGEMENT COMPANY.**

APPENDIX C - APPLICATION FORM

Walnut Ridge Architectural & Environmental Review Committee

Application for Exterior Alteration, Addition or New Construction

Name: _____ Own Rent

Address: _____

Home Phone: _____ Day Time Phone (optional): _____

Nature of work to be performed:

Alteration of existing structure
 Addition to existing structure
 New Construction

Proposed Project:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Screen | <input type="checkbox"/> Patio Cover/Awning | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Balcony | <input type="checkbox"/> Porch | <input type="checkbox"/> Additional |
| <input type="checkbox"/> Roof-top device | <input type="checkbox"/> Siding | <input type="checkbox"/> Storm Windows | <input type="checkbox"/> Storm Door |
| <input type="checkbox"/> Staining/Painting | <input type="checkbox"/> Ground-Level Deck | <input type="checkbox"/> Second-Story Deck | <input type="checkbox"/> Permanent B-B-Q |
| <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Wall | <input type="checkbox"/> Shrubbery/Trees on Common Area | |
| <input type="checkbox"/> New Roofing | <input type="checkbox"/> Other (please specify) _____ | | |

Specify, in detail, the nature of work to be performed:

Please specify type of material to be used (also please specify size, dimension, thickness, design and grade, and grade of all materials (if applicable):

Are any special treatments to be added upon completion? No Yes (please specify)

Have similar projects been performed within Walnut Ridge? No Yes (please specify)

Location of proposed work (include plat with dimensions): _____

Include written approval from landlord

Who will perform work (if approved)? Self

Contractor (please specify): _____

Other (please specify): _____

Estimated date to commence work: _____

Estimated Completion Date: _____

How, if at all, could construction affect adjoining neighbors? _____

Please remember to enclose the following:

- Two (2) fully-completed copies of this application
- Self-addressed, stamped envelope (please ensure adequate postage)
- Site plans, elevations and sketches and plat with dimension
- Completed (unapproved Building Permit (if required)
- Manufacturer's literature of photographs of similar projects (if applicable)
- Landlord's written consent (if applicable)
- Any other pertinent, supporting information

Disclaimer:

The Architectural & Environmental Review Committee (A&ERC) of the Walnut Ridge Community Association will not knowingly approve a project which is in violation of county building or zoning codes.

Applicant must submit a copy of the approved Building Permit (if required) to the A&ERC prior to commencement of project. Further, the A&ERC must be notified immediately of any alteration/modification made to the previously submitted permit prior to project commencement. Obtaining a county permit does not waive the need for A&ERC approval.

Statement: (THIS MUST BE SIGNED PRIOR TO CONSIDERATION OF THIS APPLICATION!)

This application has been prepared as completely and truthfully as possible. **The location of the proposed work MUST be marked on the plat map.** I understand that I must seek approval from the A&ERC for any and all deviations from the approved application and agree not to commence work until building permit has been returned to the A&ERC and final approval has been given. I understand that if I proceed without full approval of the proposed project without permit (if applicable); or have deviated from approved plan, that all non-compliant construction must be abated at my expense.

(Signature of Applicant)

(Date of Request)

WALNUT RIDGE BOARD OF DIRECTORS' ACTION:

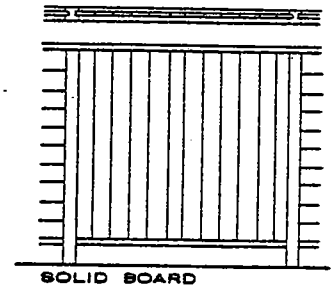
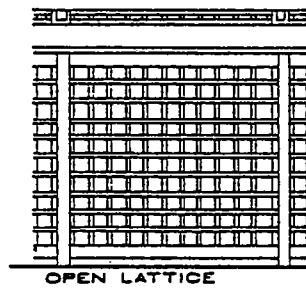
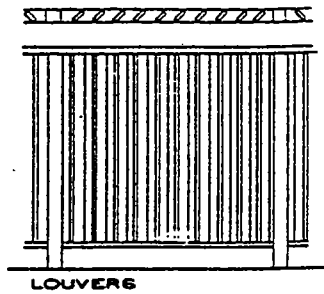
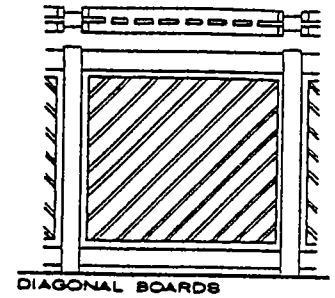
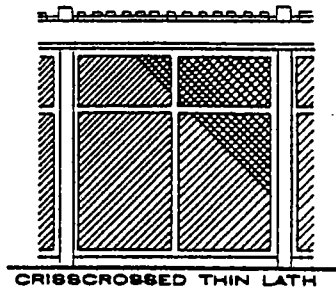
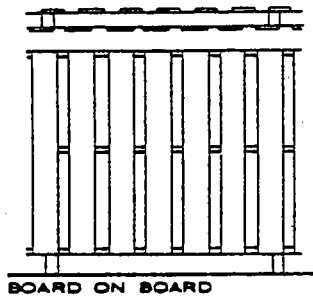
- () Application Approved as Submitted.
- () Application Approved with the following provision(s):
- () Application **DENIED** for the following reason(s):

Signed:_____ Date:_____

APPENDIX D – COLOR SPECIFICATIONS

- Exterior of townhomes: Siding must be painted using acrylic, solid body stain. The color must match “Solid Cedar”. This color is available in many brands and sold by several local dealers.
- Trim of townhomes: Trim (to include gutters, downspouts, and the attached shed doors) must be painted using an exterior acrylic semi-gloss white material.
- Fences: If fences or screening are stained, they must be stained the same color as the townhome (“Solid Cedar”).
- Roof: Roof shingles must be the color “Autumn Brown.” GAF Royal Sovereign and Owings Corning both make “Autumn Brown” color shingles

APPENDIX E - FENCE STYLES



APPENDIX F - STORM DOOR STYLES

