

*Snowden Pond
at Montpelier*

**Architectural
Guidelines**

Version 2.0

January 2001

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Prepared by the
Snowden Pond HOA
Architectural Control Committee

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INTRODUCTION

The Snowden Pond at Montpelier Homeowners Association (HOA) authorizes the Architectural Control Committee (ACC) to adopt or promulgate any rule, regulation, or architectural guideline, or to make any finding, determination, ruling or order, or to issue any permit, consent, authorization, approval or the like pursuant to the authority contained in Article IV of the Declaration of Covenants, Conditions and Restrictions by a majority vote of the ACC members.

Architectural guidelines serve to protect the interests of the entire community. The primary purpose for these guidelines is to protect and enhance property values. Therefore, the ACC of the Snowden Pond at Montpelier HOA (hereafter Snowden Pond HOA) will review architectural change requests for aesthetic appeal, harmony with current architectural design, type and grade of material, color, and location in relation to surrounding structures and topography.

The guidelines shall be used by all residents in preparing applications for exterior modifications. The guidelines are designed to specify what will typically be approved. Special circumstances regarding one resident's property may allow the approval of an application that might be denied at another location, or the denial of one that might have been approved elsewhere. The fact that the same plan has been approved for use at a neighbor's location does not mean that it is automatically approved for all residents. Residents are required to submit an application for architectural change for each change planned. The process for requesting architectural changes is on page 11.

EXCEPTIONS

Requests for changes different from these guidelines may be approved. However, the request must protect and enhance property values for the homeowner's lot and for adjacent lots. Homeowners may want to consult their neighbors, and allow plenty of time for Committee review before finalizing plans for architectural changes that differ markedly from the guidelines.

The Declaration of Covenants grants the Committee 60 days to respond to an architectural change request. However, most requests are approved within 10-14 days. If your request involves an exception to the Guidelines, the Committee may need the full 60 days to review your request and research potential impact to property values.

GUIDELINES

These guidelines detail and specify information already contained in Articles IV, V and VI of the Snowden Pond HOA Declaration of Covenants, Conditions and Restrictions. The covenants are a binding contract, providing for membership in the Snowden Pond HOA. The covenants are a contract between the HOA, as represented by its Board of Directors, and the residents, as well as between each resident and every other resident of Snowden Pond. The covenants "run with the land" as a part of your deed of ownership and cannot, as a practical matter, be changed. It is the intent and duty of the Snowden Pond ACC to help everyone in our community obtain the fullest enjoyment of their private property and the commonly owned property consistent with their obligations to other residents.

Property Improvements & Additions

Attic Ventilators. No part of the ventilator may protrude more than 12” above the roof surface. The ventilator must be located on the least visible portion of the roof and may not extend above the ridgeline. If it becomes necessary to block airflow through the ventilator, this shall be done from inside the structure.

Awnings and Sun Trellises. Awning and trellis work shall be compatible with the architectural character of the house, in terms of style, color, and materials. Trellises shall be consistent with the visual scale of the house to which they are attached. The location of any trellis shall not adversely effect views, sunlight, or natural ventilation of adjacent properties.

Chimneys and Smokestacks. Chimneys shall be of brick construction or encased in siding of the exact color and materials as the house. Chimneys that exit through the roof shall be boxed in and exposed metal sections be shall be painted black or the roof color. Conspicuous location on the front slope of the roof shall be avoided. The height of the exposed metal section of the boxed-in chimney shall be limited to the minimum permitted by the County building and fire codes. If the house already has one chimney, all additional chimneys shall be of the same design as the original. Chimney design shall be in harmony with the original design of the home.

Decks, Patios, and Walkways. Decks and patios may be constructed of wood, masonry, stone or concrete, providing the color and texture of the material is in harmony with the adjacent structures. Decks may be stained with a natural or clear color or painted/stained to match the color of the house or trim. Decks and patios must be located to the rear of the dwelling and may not extend beyond either side of the dwelling. The height of the deck or patio is limited to the finish floor line of a single story dwelling. Maximum height for railing and benches is 42 inches above the finished deck surface. Decks shall be located to provide reasonable visual and

acoustical privacy for both applicants and their neighbors. Screening or plantings should be added where necessary to protect privacy.

Fences. Fences must be constructed of wood or vinyl. Black or dark green wire mesh may be used with estate-style fences, to keep pets fenced in. Chain link fences are not permitted. Fences may enclose the rear of the property and must not come any further forward on the lot than the rear building line of the house. Front yards may not be fenced. Fence pickets must be on the outside, runners and posts on the inside. Wooden fences may be stained or sealed with a clear or wood color sealant. No wooden fence will be painted.

Grills, Permanent. Permanent grills shall be built behind the rear line of the house and not be located within 10 feet of the side and rear property lines. Only one permanent grill is permitted per lot.

Gutters and Downspouts. Gutters and downspouts shall match the color of the house or trim.

Hedges, Arbors and Major Landscaping Plans. Hedges must be placed well within the property line, and must be maintained at a maximum height of 72 inches or less. Arbors, hedges and other landscaping shall be consistent with the visual scale of the house. No arbor, hedge, or other landscaping shall be allowed to extend beyond the property onto adjacent properties.

Hot Tubs, Spas and Jacuzzis. Hot tubs, spas and Jacuzzis must be carefully designed and maintained to integrate with the architecture style of the house and to show due consideration for surrounding neighbors. All hot tubs, spas and Jacuzzis must be installed in the rear of the property and shall not extend beyond either side of the house. Any hot tub, spa or Jacuzzi that is installed on the property shall require an application for architectural change if it meets any one of the following conditions: 1) the unit is installed with a permanent or protected power source, 2) the unit is installed with a permanent or protected water source, 3) the unit is specifically designed as a permanently installed unit, 4) the unit is attached to either the house or to a deck or patio that is attached to the house.

Lawn Ornaments and Embellishments. Lawn ornaments and embellishments must be in keeping with the architectural and aesthetic character of the neighborhood.

Lighting, Permanent. All exterior lighting shall be installed so as not to shine directly on adjacent property or public space.

Mailboxes. Mailbox design, structure, supports and locations shall be uniform throughout the community. Alterations or relocation of mailboxes or mailbox stands is not permitted without the prior written approval of the ACC.

Major Building Additions. Major building additions include, but are not limited to, garages, porches, rooms, and porch enclosures. The design of major additions shall be consistent with the existing dwelling. Siding, roofing and trim materials shall be the same as the existing materials of the dwelling in color and texture. New windows and doors shall be compatible with those of the existing dwelling in style and color, and located on walls at the same approximate height as those of the existing dwelling, and be trimmed in a similar manner. Roof eaves and fascias shall be the same depth, style and approximate slope as those existing on the dwelling. Additions shall not significantly impair the view, amount of sunlight, or ventilation of adjacent residences, or the public's use or enjoyment of open space. New windows, doors or viewing areas from additions shall not impinge upon existing internal or external private areas of adjacent residences. New additions shall not create situations in which adjacent neighbors will have difficulty adding to, modifying or maintaining existing dwellings. Additions shall not adversely effect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.

Painting. No application for architectural change is required if the new paint is the same as the original in color, tone, hue, lightness and saturation. All color changes, including lighter or darker shades of the same color must be approved by the ACC.

Pipes. None permitted above ground.

Planting. Foundation plantings, isolated trees, and single plantings are approved, regardless of height at maturity, with the exception of plants positioned for the purpose of hiding or minimizing transformers, cable TV, and telephone boxes. Resident owners must submit an architectural change request for hedges, rock gardens, terraces, plantings around transformers, cable TV and telephone boxes, or other major landscaping.

Playhouses, Swing Sets, Sand Boxes, Animal Shelters. All play equipment and animal shelters shall be located behind the house as inconspicuously as possible. Playhouse and doghouse design and color shall be consistent with the house, in design, color and materials. Placement shall not adversely effect adjacent residents.

Pools. Private in-ground swimming pools must be designed and constructed to be in harmony with the size and area of the rear portion of the lot. Smaller pools are appropriate for smaller lots. The pool must be set back a minimum of 8 feet away from property lines. Above ground pools are prohibited, except for children's wading pools.

Re-siding/Re-styling Structures. Re-siding material shall be consistent or compatible with the style and color of siding material on the house. The style of existing trim work at soffits, corners, eaves, windows, and doors and of accent panels, shutters, or other stylistic features shall be retained in the re-siding design.

Solar Collectors. Solar collectors are permitted only if they are compatible with the architecture and are not visible from the street or to neighbors.

Sporting Equipment. All permanent sports equipment shall be located behind the house as inconspicuously as possible and used with due consideration for surrounding neighbors. No backboards or hoops may be affixed to houses, or permanently located on front or sides of property.

Storage Buildings. Metal outside storage buildings are not permitted. Only one storage building is allowed per lot. Storage buildings must be located in the rear portion of the lot. Storage buildings shall be constructed of materials similar in size, color, and texture to the dwelling. The height must not exceed nine feet. Maximum size allowed for the storage building is 140 square feet, however, the overall size of the building must be in harmony with the size and area of the rear portion of the lot. Smaller buildings are appropriate for smaller lots.

Storm Doors. Storm doors located on the front shall be the "full view" style, with the frame matching the color of the existing door or trim around the door. Rear and side doors may be a style that is consistent with the existing entry door. Raw metal or silver storm doors are not permitted.

Use Restrictions

Animals. Animal breeding and rearing facilities are prohibited. All pets shall be maintained in accordance with county laws and regulations.

Automobiles and Other Vehicles. No trailers, campers, mobile homes, or unlicensed, abandoned, inoperable or junked vehicles may be parked in streets, driveways, yards, or parking areas for more than 24 hours, nor shall extraordinary repair or maintenance of automobiles or other vehicles be performed in said areas. Car repairs outside your garage are allowed if they are completed within one day. Car repairs are restricted to driveways or garages. All tools and materials must be removed when not in use, for safety. (Also see: *Boats, Commercial, Recreational and Other Vehicles* below.)

Basketball Poles and Hoops. Due to noise considerations, basketball playing is limited to daylight hours between 10am and 9pm. Non-permanent basketball poles and hoops will not be stored/left in common use areas.

Boats, Commercial, Recreational and Other Vehicles. Commercial/recreational vehicles (i.e. semis, flat beds, buses, tow trucks, and vehicles with more than four operating wheels, or longer than 20', or towed vehicles and/or towed carriers, regardless of size, and vehicles over 9,000 pounds gross vehicular weight) shall not be parked in the community for more than 24 hours. Residents may not store or maintain large commercial/recreational vehicles. Recreational vehicles shall be stored in the owner's garage. No recreational vehicles may be parked in a yard or on the street. Recreational vehicles of visiting friends and relatives may be parked in the driveway for a maximum period of two weeks. No trailers, horse trailers, boat trailers, boats, or the like shall be stored on any lot in such manner as to be visible from surrounding lots.

Clothes Lines. All clothes poles must be removed by sunset of the day used. Umbrella or retractable styles are recommended. Clothes poles must be placed in the rear yard.

Common Areas. Residents shall not use common areas for storage of any property, including firewood, or for dumping trash, litter, yard clippings, new or used building materials, or debris of any kind.

Construction Sites. During construction of any improvement on the lot, residents shall keep any construction site free of unsightly accumulations of rubbish and scrap materials. Construction materials, and the like, employed in connection with such construction shall be kept in a neat and orderly manner.

Exterior Structure Maintenance. Residents are responsible for maintaining the house and all exterior structures in good order and repair, and with such frequency, as is consistent with good property management.

Firewood. Firewood, for the personal use of a resident, must be stored in the rear of the resident's lot, as inconspicuously as possible. Firewood for commercial sale cannot be stored in the community.

Hazardous Materials. No hazardous material (except those ordinarily found and/or used in dwellings for acceptable purposes) shall be used or stored on any lot.

Leases. All leases shall be in writing, and shall contain a provision to the effect that the rights of the tenant to use and occupy the lot shall be subject and subordinate in all respects to the provisions of these Architectural Guidelines and the Snowden Pond Covenants. Such leases shall provide, further, that any failure by the tenant to comply with the provisions of such documents shall be a default under the lease, and the Board of Directors may enforce such provisions. No lot shall be rented for transient or hotel purposes.

Lighting and Decorations, Temporary. Lighting and decorations used for holidays and festivals may be installed for a period not to exceed six weeks. After the period of use, all temporary lighting and decorations shall be removed.

Lot Maintenance. Each lot must be regularly maintained and repaired, and kept in a neat, clean and sanitary condition. All grass and shrubbery must be regularly cut or trimmed. Grass shall be maintained at a maximum height of four inches and shall be as weed free as good environmental practice shall permit. No boxes, bottles, cans, leaves, bedding, building materials, garbage, trash, tires, appliances or other unsightly debris may be left outside on the Lot.

Mining. None permitted.

Noise. No resident shall make, or permit to be made, any disturbing noise in the community by himself, his family, guests, tenants, employees, servants or invitees; nor permit anything to be done by any such persons as would interfere with the rights, comfort or convenience of other residents.

Pets. In accordance with existing county and/or state law and ordinances, no pet shall be allowed to run at large in the neighborhood. All pet owners shall remove and dispose of all feces left by the pet anywhere in the community. Pets left outside for periods of time exceeding an hour shall be provided shelter and water.

Pools. Children's wading pools shall be located in the rear and maintained so as not to create a nuisance.

Prohibited Uses and Nuisances. Except for the activities of the builder and its agents in connection with the promotion and sale of the lots in the community, and except as may be reasonable and necessary in connection with the construction, maintenance, improvement, repair or reconstruction of any portion of a lot or common area, no offensive trade or activity shall be carried on within the community, which may become an annoyance to the neighbors occupying adjacent lots, or other residents. There shall be no obstruction of any of the common elements. Nothing shall be stored upon any of the general common elements. Nothing shall be done or maintained on any lot or on the common elements, which would be in violation of any law.

Signs. Signs other than for the sale or rent of a lot shall be kept to a minimum. Political election signs will be removed within 1 week of the election. Topical signs such as birth of a baby, birthday, or holiday, shall also be removed within 1 week of the event.

Single Family Dwelling Use. No lot shall be used for any purpose other than for a one family, non-commercial and non-industrial, residential dwelling, except for approved small business purposes (including, but not limited to, accounting, dentistry, law, medicine and the like) provided such use complies with all laws, rules, regulations, and/or ordinances and provided further that such activity does not involve the regular employment, with or without salary, of more than one other person who is not a resident family member. Such activity must not involve offensive, disagreeable or noxious sounds, noises, odors or smells, or any unusual congestion of clients, patients, patrons or customers outside the residential improvements, detrimental to the peaceful use and quiet enjoyment of other residents in the vicinity.

Storage Buildings. Only one storage building is permitted per lot and it may be used only by the residents of that lot.

Storage Tanks. None allowed.

Subdivision. No lot shall be split, divided, or subdivided for sale, resale, gift, transfer or otherwise.

Trash. No unsightly accumulation or storage of litter, new or used building materials, or trash of any kind shall be permitted to remain visible on a lot beyond the next scheduled pick-up. Residents should bag trash securely before placing outside on trash pick-up days. Perishable food items, cat litter and other obnoxious odor items must be in securely tied plastic bags before they are placed in trash cans. Trash cans should be stored within a resident's garage, or other enclosed area, on other days. Trash cans should not be left outside overnight. Residents who require bulk trash pick-up must call the Prince George's Public Works Department to arrange for collection.

Trash Containers. All containers or other equipment for the storage or disposal of trash shall be kept in a clean and sanitary condition.

Trees. Removal of a living tree from any lot or public right-of-way requires an Architectural Change Request. If the tree is to be replaced, the homeowner should consider replacing the original tree with a tree of the same genus. No Architectural Change Request is required to remove a dead tree. All trees on lots or public right-of-ways adjacent to any lot shall be properly maintained by the resident.

Utilities. All electric service, telephone service, cable TV, and other utilities on the property shall be supplied by underground service.

Vegetable Gardens. Must be located between the rear line of the house and the rear property line, but cannot be adjacent to a neighbor's front yard. Vegetable gardens shall not be visible from the street.

Window Fans. A window mounted fan shall be used only if it does not extend outside the house. Under no circumstance shall a portable fan be placed in a window. Use of window mounted air conditioners are not allowed.

PROCESS FOR REQUESTING ARCHITECTURAL CHANGES

How To Submit Your Application. You may submit your architectural change request by using the standard Comanco application form. You may obtain the form from any ACC member or from Comanco. Along with your request, include a copy of your plat diagram, and any diagrams that show the structure and location of your planned change. You may submit multiple planned changes simultaneously. Do include samples of the materials (e.g. paint or siding swatches) whenever appropriate. Submit applications to any ACC member or to:

Comanco, Inc.
P.O. Box 3637
Crofton, MD 21114

Special Circumstances. If your architectural change differs from the guidelines, and you believe it should be approved due to special circumstances, be sure to describe those special circumstances in your application. Ask your adjacent neighbors if they have any objection to your proposal and include their statements in your application.

Timing. Ensure sufficient time is allowed for processing the architectural change request application. The ACC will try to respond to applications as quickly as possible. However, the Declaration of Covenants allows the ACC to take up to 60 days to respond to each application.

Disposition. The ACC will review your application, compare it with the guidelines, and may contact you, or your neighbors, to discuss it before responding in writing. The ACC may approve, approve with changes, or disapprove your application. Approvals and approvals with changes will be made on the application form. Disapproval decisions will be in the form of a signed letter. This letter will specify the exact reasons for the disapproval.

Appeal. Any member, in good standing, of the Snowden Pond HOA may appeal the decision of the ACC. The appeal must be initiated within 10 days of the date of receipt of the ACC decision by giving written notice to the Board of Directors. Submit appeals to:

President, Snowden Pond HOA Board of Directors
c/o Comanco, Inc.
P.O. Box 3637
Crofton, MD 21114

Enforcement. Enforcement of the covenants is the responsibility of every resident. Architectural complaints should be submitted in writing to the ACC. When a complaint is received, it will be investigated as promptly as possible. If a complaint is found to be valid, the property owner is contacted in writing and asked to correct the problem within 15 days, either by removal, or submission of an application, or by repair. Most

problems are corrected at this stage. If the resident fails to act, the Snowden Pond HOA Board of Directors may vote to initiate action in court or to enter the property and correct the problem at the owner's expense and risk. All costs at this stage are chargeable against the property owner as a lien on the property.

PROCESS FOR PROPOSING CHANGES TO THE GUIDELINES

Residents may submit written requests to change these guidelines to the ACC. The ACC will review the request, formulate recommendations and submit them to the Board of Directors within 60 days of receiving the request. The Board of Directors will review the proposed change and the ACC recommendation within 30 days.

The request may be approved or disapproved. If approved, the guidelines will be changed, reprinted and distributed to all residents. If disapproved, the Board of Directors will notify the person originating the request by letter.

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