

CHARLES CROSSING HOMEOWNERS ASSOCIATION

ARCHITECTUAL &
ENVIRONMENTAL
CONTROL
COMMITTEE

GUIDELINES

2018

CHARLES CROSSING HOMEOWNERS ASSOCIATION

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WHAT ARE THE COVENANTS?

First of all, they are one of the many pieces of paper you (or your landlord) received at the time of settlement on your property. We hope that you took time to read and understand them.

More importantly, the covenants are a binding contract between the developer of Charles Crossing and all residents. Covenants assure the residents of certain minimum standards for land use, architectural design, and property maintenances throughout the neighborhood. They also provide for your membership in the Charles Crossing Home Owners Association. The covenants "run with the land" as part of your deed of ownership and cannot, as a practical matter, be changed. With the completion of the development period of Charles Crossing, the covenants become a contract between the neighborhood association, as represented by its elected Board of Directors, and the residents. Thus, when dealing with the covenants and the architectural control process today, you are dealing with your neighbors in the Charles Crossing neighborhood. It is our intent and duty to help you in every way to obtain the fullest enjoyment of your private property and the common-owned property which is consistent with your obligations to the other residents.

MAKEUP OF ARCHITECTURAL COMMITTEE

Our covenants provide for the affairs of the Charles Crossing Homeowners Association to be managed by a Board of not less than three (3) but not more than seven (7) Directors. Nomination to the Board of Directors commencing with the first annual meeting of Members, and those nominations are to be made by a Nominating Committee. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more members of the Association. Prior to each annual meeting of the members, the Nominating Committee shall be appointed by the Board of Directors to serve from the close of such annual meeting to the close of the next annual meeting. Such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors but not less than the number of vacancies to be filled. Such nominations may be made from Members only. The Board appoints volunteer members to the Architectural Environmental Control Committee (AECC). The Volunteers are residents of the neighborhood and anyone interested in volunteering should contact the management office. This practice assures that the control process is in the hands of our elected representatives and the appointees.

In addition, our neighborhood employs a management company that is available to assist us in the preparation of exterior alteration applications and to receive questions and complaints on architectural and maintenance matters.

DO I NEED A COUNTY BUILDING PERMIT?

County building permits are required for certain permanent alterations/improvements such as decks, porches, additions, etc., to ensure construction is within building/safety codes. A detailed discussion of permits and building codes is beyond the scope of this booklet, therefore, we encourage the homeowner to contact the Charles County Department of Planning and Growth Management at (301)645-0692 **BEFORE FINALIZING PLANS AND COMPLETING AN APPLICATION**. They can tell you if you need a permit, provide reference sheets of design requirements, and can explain exactly what drawings and the number of copies you'll need to obtain the permit(s).

AECC approval means that your proposed alteration/improvement meets the intent of the covenants and these guidelines. AECC approval does NOT guaranteed County Acceptance of your design or that your proposal is within County building codes.

Alterations/improvements requiring such permits, once approved by the AECC, are forwarded to the Charles Crossing Board of Directors (CCBoD). The County requires CCBoD approval prior to issuing the permits, may require additional drawings, and may also require design changes to ensure compliance with the building code. Please call the number above for details.

WHAT ARE THE STEPS FOR APPROVAL OF PLANS?

STEP #1 – PLANNING AND DESIGN: There are four (4) sources of information available to assist you in the design and approval process:

1. The guidelines contained in this booklet.
2. The Charles Crossing HOA Property Management Office 240-419-3193
3. Any member of the AECC 240 419-3193
4. The Charles County Department of Planning and Growth Management at 301-645-0692 (<http://www.charlescounty.org/pgm/>) for Improvements requiring County permits.

STEP #2 – COMPLETING/SUBMITTING THE APPLICATION: You can obtain an application from the HOA website, www.CharlesCrossingHOA.com, the property management office, or any member of the AECC. Make sure you fully complete the application and attach all information required by this booklet. Applications not having all required information are automatically disapproved at the AECC meeting unless the applicant is present to discuss and clarify. Ensure it has all necessary signatures, then drop it off or mail it to the management company. Submit EARLY and allow four to six weeks for processing.

STEP #3 – AECC MEETING REVIEW: Your application is normally reviewed at the first AECC meeting following its receipt. All residents are welcome to attend the meeting whether or not they have submitted an application. Many residents take advantage of the meeting to discuss their plans prior to finalizing their designs and completing an application. Additionally, neighbors of an applicant may attend to voice their support or non-support of an application. Typically, the AECC meetings are held the first weekend of each month—scheduled day and time for all neighborhood meetings are posted at the Community Center. There are three (3) possible outcomes from the review:

OUTCOME #1: YOUR APPLICATION IS APPROVED. Approved applications that do NOT require a county building permit are recorded by the management company the next day, a copy is mailed back to the applicant within ten (10) days or less, and the original retained. Approved applications that require a county building permit (call 301-645-0692 if you're not sure) are submitted by the AECC to the CCBOD. The CCBOD will review and return the application to the management office who will retain a copy and mail the original back to the applicant (typically this takes about 14 days). The applicant then obtains the building permit (if you hire a builder, they will most likely obtain the permits for you, but must have the original CCBOD approved copy of the application). **Once approved by the AECC, and the CCBOD of applicable, the approval is final and you may start work after obtaining the required permit(s). Once approved, your approval is good for one (1) year. If the project has not been started within this period, the approval is null and void and the project must be resubmitted for a new approval. Once construction/alteration has begun, you have sixty (60) days to complete the project. In the event the committee fails to approve or disapprove any plans and specifications which may be submitted to it pursuant to the provisions of Article VII, section 3, within thirty (30) days after such plans and specifications (and all other materials and information required by the AECC) have been submitted to it in writing, then approval will be deemed to have been denied.**

OUTCOME #2: YOUR APPLICATION IS DISAPPROVED. If the application does not contain all the information required for the AECC to render a decision (as outlined in this booklet), the application is disapproved and returned to the applicant. To avoid the one month delay associated with disapproval, you are highly encouraged to attend the AECC meeting. The AECC automatically disapproves the application if the applicant's property has an existing uncorrected violation. In these cases, the AECC will not review any new application until the violation is corrected.

OUTCOME #3: AN ON-SITE INSPECTION IS REQUIRED. If your proposed improvement is outside the guidelines due to unusual circumstances, the AECC may determine that they must visit the property prior to rendering a decision. If you are present at the meeting, an appropriate date and time is set. If you are not at the meeting, a comment requesting further information is noted, the application disapproved, and returned to you. Again your presence at the meeting is highly encouraged to avoid delay.

WHAT IF I DISAGREE WITH THE AECC OR MY NEIGHBOR HAS A CONCERN?

If you disagree with any action of the AECC, you may appeal to the Board of Directors by submitting written notification to the Management Office within fifteen days after the AECC meeting, or the date of the postmark of the returned application, whichever is later. The management office will schedule the Board to hear your appeal at the next scheduled Board meeting. If there is a conflict in your schedule, the appeal will be rescheduled. Likewise, any resident who disagrees with the proposed plans of a neighbor may appeal, but the appeal must be received by the Management Office PRIOR to the AECC meeting. Failure of the applicant to notify

his/her neighbors of the proposed alteration/improvement negates this requirement and the neighbor(s) may appeal at any time and voice their concerns. This is why the signature of your neighbors should be on the application. The decision of the CCBOD is legal and binding, and can only be changed in court.

WHAT IF I DON'T WAIT FOR MY APPLICATION TO BE APPROVED?

If you start alterations without first obtaining approval of your plans, you do so at your own risk. If you fail to submit an application, or if your application is turned down or modified, you may face the cost of removing the alteration plus the costs of litigation. The covenants provide means for placing these costs as a lien against your property. These circumstances may also arise if your property has been altered without approval before you purchased it. In such cases as those above, every effort is made to work out a reasonable solution to the problem.

WHAT IS THE PROCESS FOR COVENANT ENFORCEMENT?

Enforcement of the neighborhood covenants is the job of every resident, but routines are carried out by the AECC and the CCBOD. When architectural complaints are brought to the attention of the AECC, they are investigated as promptly as possible. If a complaint is found to be valid, the property owner is contacted formally and asked to correct the problem within fifteen (15) days.

Should the property owner still fail to act after the expiration of the fifteen (15) day period, the AECC may refer the case to the Board which may vote to assess fines for non-compliance, 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.

Anonymous grievance forms are available at the Management Office during regular office hours. Any resident may fill out a form or call in a complaint concerning any alleged violation of the covenants. These complaints are investigated by the AECC and if it is found that a violation does exist, the above procedure is begun.

HOW CLOSELY MUST I ADHERE TO THE GUIDELINES?

The covenants give the AECC the responsibility to set rules and procedures for architectural control, and the power to interpret the covenants and allow exceptions to their restrictions. The guidelines presented here have been written by the AECC as part of that first responsibility.

The guidelines should be understood as just that—guides to be used by resident in preparing an application for exterior modifications. Based upon the policies and previous decisions of the AECC, the guidelines will tell you what is most likely to be approved in typical circumstances, and also give you important information on how to prepare your application. Special circumstances regarding your property may allow the approval of an application which might be denied at another location, or the denial of one which might have been approved elsewhere. The fact that your plan has been approved for use at another location does not mean that it is automatically approved for you.

THE GUIDELINES

ANTENNAS

With the exception of any ground mounted satellite dish less than twenty-four inches (24") in diameter with screening, no outside television, radio aerial, antenna, satellite dish or other aerial or antenna or similar device for reception or transmission, shall be maintained upon the exterior of any dwelling. The approved ground mounted satellite dishes must be located on the property, preferably in the rear yard, but in such a way not to affect the streetscape. It must also be screened with materials acceptable to the AECC and in accordance with provisions of Articles VII, Section 1(Satellite dishes twenty-four inches (24") or greater are prohibited)

ATTIC VENTILATORS

This includes any attic ventilator that is exterior on the structure. Application is required all the following provisions must be met.:

1. No part of the ventilator protrudes more than 12" above the roof surface.
2. All exposed parts may be painted to match the exterior color of the material they penetrate so as to conceal them or may be left in original silver color.
3. It must be roof mounted, located on the least visible side of the roof and must not extend above the ridge line.
4. If it becomes necessary to block air flow through the ventilator, this should be done from the inside of the structure.

AWNINGS AND SUN TRELLISES

Awnings and trellis work provide an effective means for controlling glare and excessive heat buildup on windows and door openings, which help reduce energy consumption and utility costs. The manner in which sun control is implemented has considerable effect on the exterior appearance of a house.

1. Sun control devices must be compatible with the architectural character of the house in terms of style, color, and materials. Cloth and/or wood are preferred materials.
2. Awnings must be made with a straightforward design without decorative embellishment such as scallops, fringes, and contrasting colored stitches. Solid colors are preferred.
3. Awnings and trellises must be consistent with the visual scale of the houses to which they are attached.
4. The location of any awning or trellis must not adversely affect views, sunlight, or natural ventilation of adjacent properties.
5. Pipe frames for canvas awnings should be painted to match the trim or dominant color of the house. If awnings are removed for winter storage, pipe frames must also be removed.

A complete application is required and must include:

1. Dimensions and locations
2. Color and style of structure
3. Color (sample if possible) and description of materials to be used
4. Detailed drawings of trellis or awnings
5. Description of method to support an attachment to the structure

BASKETBALL BACKBOARDS

Portable basketball hoops may be used on the house end of the driveway and shall not remain in public view when not in use (stored in the garage/backyard.)

Portable basketball hoops are not to be erected at the curb, i.e., road right of way. This is a violation of County ordinance and may result in the basketball hoop being removed and disposed of by the County.

CHIMNEYS (RESIDENTIAL) AND SMOKESTACKS

The purpose of this guideline is to ensure that exterior chimney installations are in harmony with the applicants' house and surrounding houses.

General, these guidelines encourage the use of brick or siding enclosed construction as the most architecturally appropriate style or chimneys.

1. Chimneys which exit through a wall or foundations or which run vertically along a wall must be brick constructions or boxed-in with materials which match the exterior wall finish in style and color.
2. The following guidelines apply to chimneys which exit through the roof.
 - A. Boxing is required for chimneys or smokestacks located on the front slope of the roof ridge or any other location where it will be highly visible from the fronting street. Chimneys located on the rear slope of the roof and not highly visible from the fronting street need not be boxed in. It is recommended that exposed metal sections are painted black, natural silver, or the roof color. Conspicuous locations on the slope of the roof should be avoided.
 - B. In all cases, the height of the exposed metal section or the boxed-in chimney, shall be limited to the minimum permitted by the County Building and Fire Codes.

In addition to the guidelines listed above, the following guidelines also apply when there is an existing chimney on the house.

1. Dissimilar chimneys should not be used unless it is impossible to see both at the same time.
2. When a second chimney is added on the same end of the house as an existing boxed-in chimney, both flues should run through the same enclosure.
3. When the second chimney is run along a different wall, it must be of the same design as the first chimney.

CAR REPAIRS

Car repairs must be completed within thirty (30) days. Car repairs are restricted to driveways or garages and all tools and materials must be removed daily for safety and a neat appearance.

Cars without current (valid) license plats and those that are inoperable for road use cannot be stored on any lot in manner so as to be visible to adjacent properties or roads.

Reference Article VII, section 7 (o) for more detailed information on vehicle restrictions.

DOG HOUSE/KENNELS

Any doghouse/kennel must be located in the rear yard area, immediately behind the dwelling if possible, and as close as practical to the dwelling. Dog houses must be compatible in color with the dwelling and natural surroundings. Doghouse/kennels cannot exceed 60 square feet in area and six (6) feet in height. Kennel construction must be of pressure treated wood or galvanized metal. Wire must be galvanized or vinyl coated (black or green). Kennels must also be screened on three sides (see screening requirements for sheds). Dog Houses/Kennel must be removed when property is sold and/or when the animal is no longer housed on the premises. If the new owner wishes to retain the doghouse/kennel, a new application is required.

DRIVEWAYS

No application is required for the replacement of an existing driveway, unless you change the material, size, shape or grade. An approved application is required for any driveway expansion. The completed application must include:

1. Site plan with dimensions showing the relation to existing structures, trees, and property lines.
2. Description of material to be used, including color and texture.
3. Changes in grade proposed. Care must be exercised in any drainage change.
4. The configuration of the driveway must assure that no part of a parked vehicles will extend into or overhang a public sidewalk or street.

FENCES

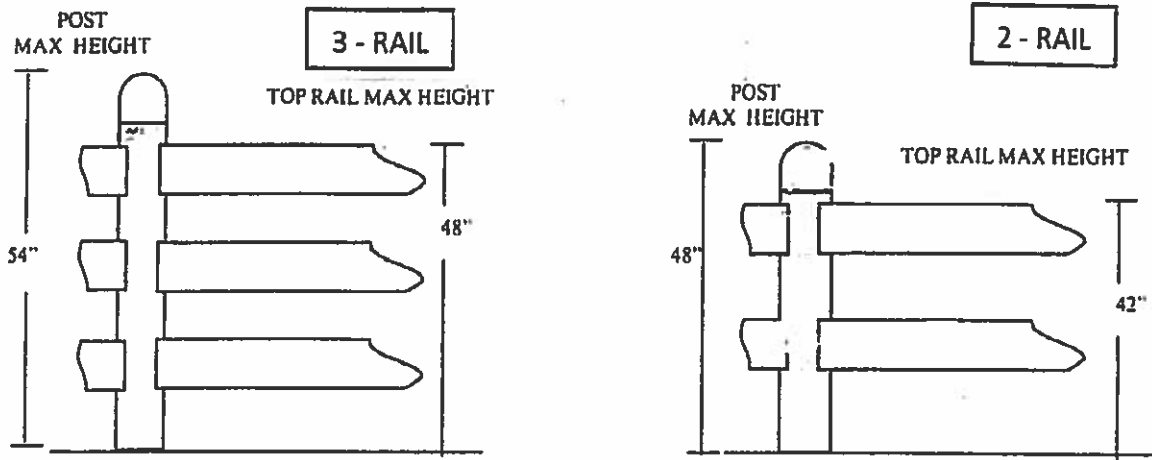
The following guidelines for the types of fencing have been established:

1. Split Rail
 - A. Two or three rail, split rail style fencing is allowed.
 - B. The rough hewn finish is recommended over the smooth "pencil" style. The fencing materials is to be left to weather naturally. No paint or stain may be applied to the fence.
 - C. Post heights may not exceed 54 inches and top rail may not exceed 48 inches for 3-rail fencing. For 2-rail Style fencing, the post heights may not exceed 48 inches and the top rail height may not exceed 42 inches. (See Figure #1)
 - D. Gates matching the fencing style may be installed as desired.
 - E. All sections of the split rail fencing are to be installed in the "rear yard area" provided that no section of the fencing extends forward of the rear corners of the building. Side yards and front areas may not be fenced. If further assistance is required in this category, please contact the AECC.
 - F. Metal screening may be applied to the inside of the split rail fence, but it must be galvanized or vinyl coated wire mesh, not to extend above the top rail. Ten to sixteen gauge, rectangle or square mesh is to be used. Galvanized mesh may be painted black or dark green or left unpainted. Vinyl coated mesh shall be green or black.
 - G. Only one fence is to be put on a common property line.
 - H. Placement of perimeter fencing is to be **ON** the property line.
 - I. Adjacent neighbors shall be permitted to tie-in to fences along the common property line.
 - J. Two (2) fences along the common property line are **NOT** allowed.

2. Privacy Fencing
 - A. The type of fencing must be alternating board, Wyngate style or Stockade with flat top. (See Figure#2 and #3)
 - B. It is preferred that the fencing material be left to weather naturally, but it may be stained with a semi-transparent stain compatible with the natural surroundings.
 - C. Four and six foot high privacy fencing may be used. The maximum height is restricted to six (6) feet. This is recommended height for privacy screening. (Post height may not be more than six (6) feet, to include lattice or decoration.)
 - D. Gates which compliment the privacy fencing and surroundings may be installed at any point.
 - E. All sections of the privacy fencing are to be installed in the "rear yard area" (see figure #4) provided that no section of the fencing extends forward of the rear corners of the building. Side yards and front areas may not be fenced. If further assistance is required int his category, please contact AECC @ aeccfrcchoa@gmail.com

3. A complete application is required for ALL fenced. The application must include the following:
 - A. Plat map of lot, showing placement of home, and property lines indications where fences or screen is to be installed (including all dimensions)
 - B. Style of fencing to be installed
 - C. Height
 - D. Color is to be neutral

SPLIT RAIL



NO PAINT OR STAIN (OTHER THAN CLEAR) IS PERMITTED FOR ANY FENCING

FIGURE 1: SPLIT RAIL

PRIVACY

WYNGATE STYLE IS IDENTICAL TO THE BOARD-ON-BOARD, SHOWN RIGHT, EXCEPT IT HAS LATTICE OR OTHER DECORATIVE FEATURES ON THE TOP. 6' MAX HEIGHT STILL APPLIES.

**4' OR 6' HIGH
6' IS MAX
6' PREFERRED**

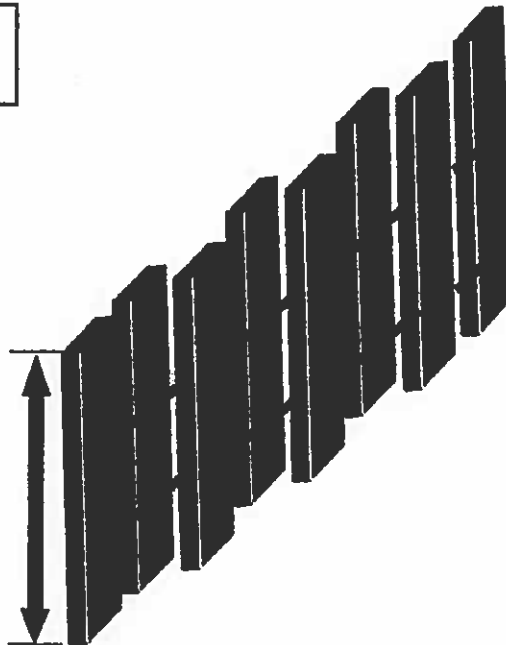


FIGURE 2: WYNGATE OR BOARD-ON-BOARD

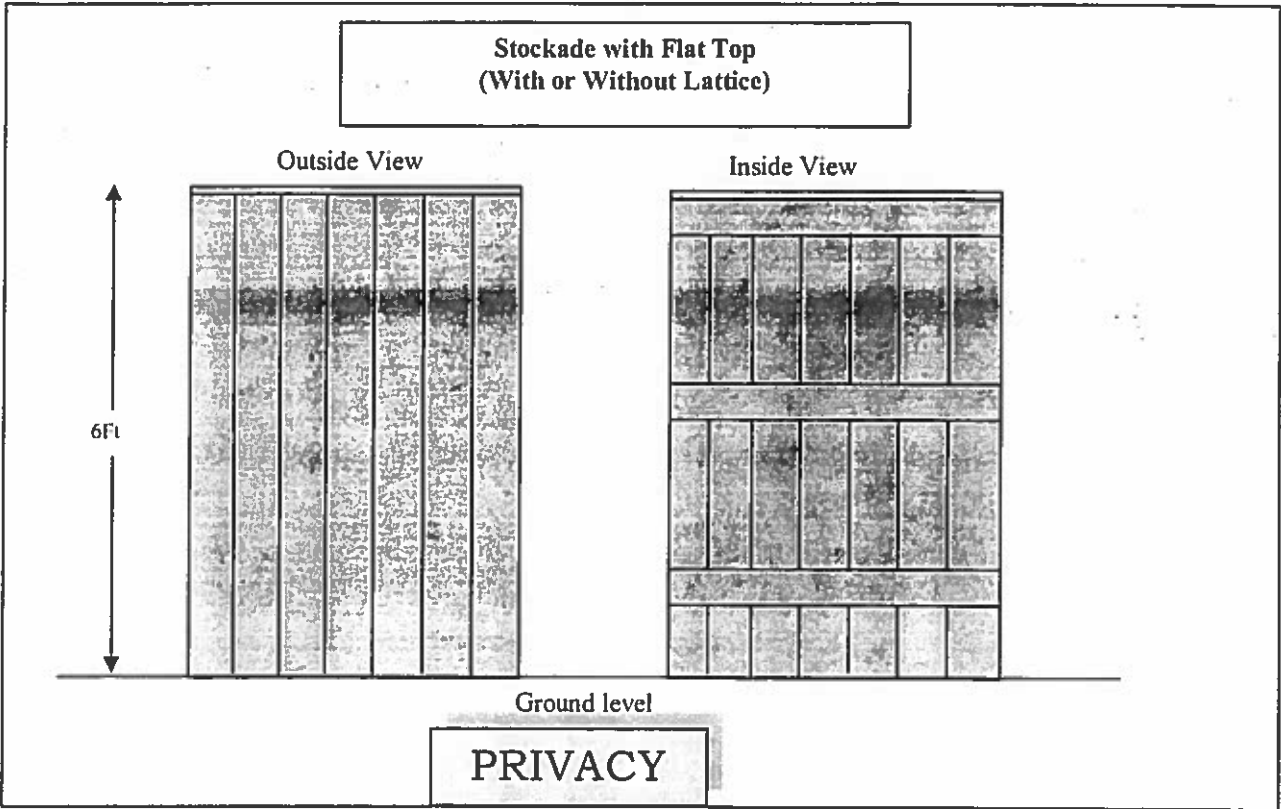


FIGURE 3: STOCKADE WITH FLAT TOP

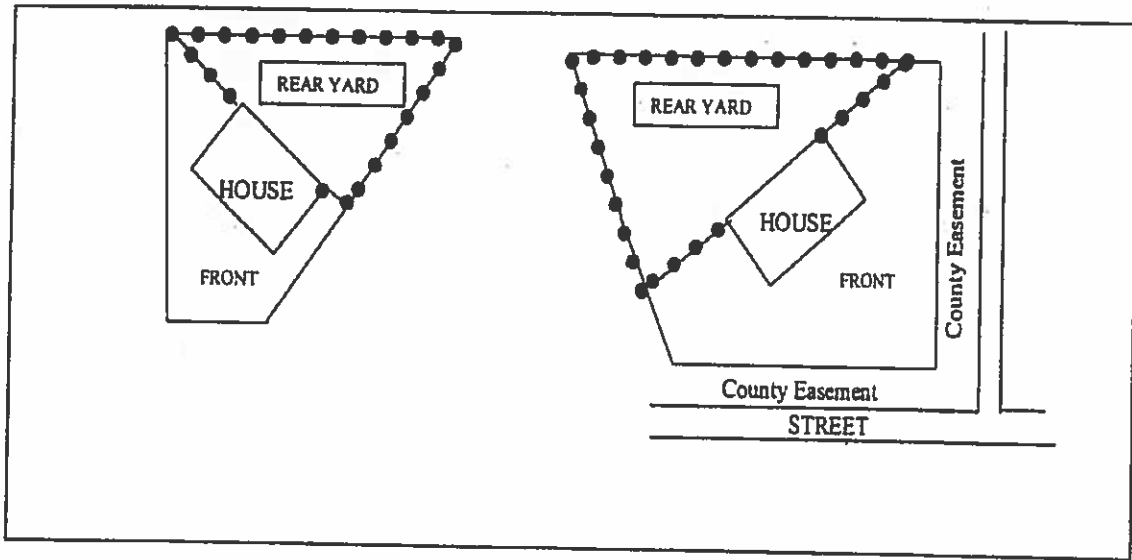
2. Privacy Fencing:

- A. The type of fencing must be alternating board on board, Wyngate style or Stockade with flat top (see figure 2 and 3).
- B. It is preferred that the fencing material be left to weather naturally, but it may be stained with a semi-transparent stain compatible with the natural surrounding.
- C. Four and six foot high privacy screening may be used. The maximum height is restricted to six feet which is the recommended height for privacy screening. (Post height may not be more than 6' to include lattice or decoration).
- D. Gates which compliment the privacy fencing and surroundings may be installed at any point.
- E. All sections of the privacy fencing are to be installed in the "rear yard area" (see Figure # 4) provided that no section of the fencing extends forward of the rear corners of the building. Side yards and front areas may not be fenced. If further assistance is required in this category, please contact the CAA.

3. A complete application is required for ALL fences. The application must include the following:

- A. Plat map of lot, showing placement of home, and property lines indicating where fence or screen is to be installed (including all dimensions).
- B. Style of fencing to be installed.
- C. Height.
- D. Color is to be neutral.
- D. For a fence, indicate if wire mesh is to be attached and what type and color it will be.
- E. Indicate where gates will be located; gates should compliment the fencing material in style, and height.
- F. Types, locations, and colors of all adjacent neighbors' fences, if any.
- G. Location, of adjoining houses for unusual lot shapes or special situations.

NOTE: When putting up a fence, owners should be cognizant of utility lines, (call "Miss Utility") and take appropriate precautions.



- YOU ARE NOT TO BUILD WITHIN ANY EASEMENT
- EACH LOT IS UNIQUE--4 TYPICAL LOTS ARE SHOWN
- DOTS CONNECTED BY LINES ARE ALLOWABLE LOCATION OF FENCING
- PLACE FENCE ON THE PROPERTY LINE SO NEIGHBORS WILL BE ABLE TO TIE IN
- GATES MAY BE PLACED AT ANY POINT

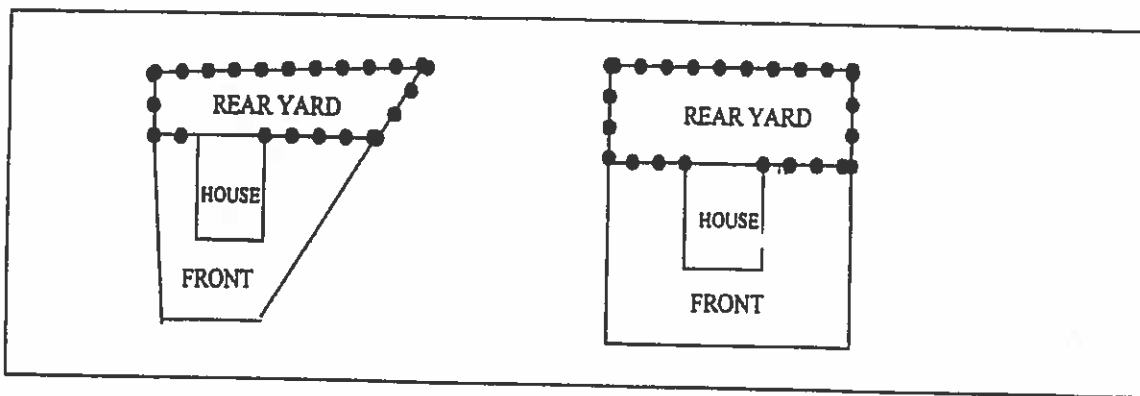


FIGURE 4; "REAR YARD AREA" DEFINED

GARBAGE CONTAINERS, TRASH AND BURNING

Trash and garbage containers shall not be permitted to remain in public view except on days of trash collection. Garbage, trash and other refuse shall be placed in covered containers.

No incinerator shall be kept or maintained upon any lot. No burning of any trash and no accumulation or storage of litter, lumber, scrap metals, refuse, bulk materials, waste, new or used building materials, or trash of any other kind shall be permitted on any lot.

GARAGE CONVERSIONS

Garage space may be converted to a living area (i.e. family room, bedroom) by one of the following:

1. The garage elevation of which the garage doors are part is not altered. The interior walls of the garage may be finished over the existing garage doors. Glass windows on the garage must be removed and replaced with wood panels and painted to match the garage door.
2. The front elevation of the garage is altered in the following manner:
 - A. The new windows installed and the window sill height above grade match the existing windows of the associated elevation. An additional doorway may be approved on the front façade of the dwelling.
 - B. Fascia material must match the existing fascia material of the associated elevation.

GARDEN (ROCK)

Written approval is not necessary for rock gardens at grade and provided that the rocks are left in their natural color.

GARDEN (VEGETABLES)

Written approval is **NOT** necessary for vegetable gardens provided the following conditions are fulfilled:

1. Located between the rear line of the house and the rear property line
2. Size does not exceed $\frac{1}{4}$ of the area described in #1 above
3. Not placed on a grade which will cause damage to property below it by the flow of water onto lower property
4. Application must be completed for all other situations

GAZEBOS

Gazebos are permitted.

They must open on all sides and no privacy screening of the structure will be permitted. Gazebos may not exceed 100 square feet in area. The floor may not exceed one foot above the ground and the height may not exceed 8 feet above the floor line. Gazebos must be constructed of wood and left to weather naturally. However, clear preservatives may be used to protect the wood. Roofing must be either wood shingles or shingles that match the existing house. Gazebos must be located to the rear of the dwelling. Gazebos must be located at least ten feet from adjacent property lines.

An application is required and must include:

1. Site plan which shows the relationship of the gazebo to the adjacent house and property lines.
2. Picture and/or detailed drawing of the gazebo to include dimensions.
3. Descriptions of material to be used.
4. Color of gazebo and house.

GRILLS (PERMANENT)

An application is required for permanent grills. Permanent grills should be placed behind the rear line of the house and should not be placed within ten (10) feet of the side and rear property lines:

An application is required with the following information:

1. Dimensions
2. Site Plan showing location of permanent grill
3. Materials and color to be used

GUTTERS AND DOWNSPOUTS

Approval is not required for gutters and downspouts which match the color the house or trim, or are white. An application should be submitted for all other gutters and downspouts.

LAWN ORNAMENTS AND LAWN EMBELLISHMENTS

Lawn ornaments and embellishments over two (2) feet in height must be submitted for approval and must be located in the rear yard.

All lawn ornaments and embellishments two (2) feet in height and under must be in keeping with the architectural and aesthetic character of the neighborhood.

LIGHTING (RESIDENTIAL)

An approval from the AECC is not required for the replacement of an existing light fixture, if accomplished with a realistic match to the old fixture. An application is required, however if a change in style, size, shape, color, or positioning on the property is desired or if additional light fixtures are to be installed on existing or new structures.

Applications for exterior additions, such as garages or carports should include details of the lighting fixtures proposed.

Permanent lighting and wiring requires a full application. All exterior lighting should be installed so as not to shine on adjacent property or public space, and should be aesthetically planned for each location.

Flood lights and various types of high output lights fall under the category of security lighting. Exterior lighting of this type must be considered more carefully because of the impact on neighboring properties. Light fixtures of this type should be carefully aimed so that they illuminate only a specific area such as a doorway. Some high output light fixtures may have to be shielded in a manner similar to some streetlight installations to prevent unwanted or excessive intrusion of light from one property to another.

Temporary lighting for decoration, holiday, and festival use, does not require a formal application. Holiday lighting may be operative for a period not to exceed six (6) weeks. After the period of use, all temporary lighting and decorations shall be removed.

In general, fluorescent lights used outdoors will not be approved.

Bug lights must be portable, installed in the rear yard and kept ten (10) feet from property lines.

Before any digging is initiated, the applicant must call "Miss Utility" (800-257-7777) for marking locations of existing utility lines.

MAINTENANCE OF PREMISES AND IMPROVEMENTS

Owners Rights and Responsibilities: Except as otherwise specifically provided in this Declaration, each Owner or Tenant shall at all times keep his/her premise, buildings, improvements, therein or thereon, in good repair and free of debris. Appropriate maintenance shall include, but not be limited to the seeding, watering, and mowing of all lawns, the pruning and cutting of all trees and shrubbery, and the painting (or other appropriate external care) of all buildings and other improvements all in a manner and with such frequency as is consistent with good property management. The Owner or Tenant shall comply with all laws, ordinances, and regulation pertaining to health, safety, and pollution, and shall provide for storage and removal of trash and rubbish from his/her premises in a manner to be approved by the CCBOD. Failure to comply could result in fines.

MAJOR BUILDING ADDITIONS

Major Building additions include, but are not limited to, garages, porches, and rooms.

The design of major additions must be consistent with existing shape, style and size of the dwelling in the following way:

1. Siding, roofing, and trim materials must be the same as, or compatible with, the existing materials of the dwelling in color and texture.
2. New windows and doors must be compatible with those of existing dwelling in style and color. These should also be located on walls at the same appropriate height as those of the existing dwelling, and be trimmed in a similar manner.
3. Roof eaves and fascias should be the same depth, style, and approximate slope as those existing on the dwelling.

The following conditions shall determine the acceptability of new addition locations:

1. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open spaces. New windows, doors, or viewing areas from additions should not impinge upon existing internal or external private areas of adjacent residences.
2. New additions must not create situations where adjacent neighbors will have difficulty adding to, modifying, or maintaining existing dwelling.
3. Additions must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.
4. Any addition must meet County Set Back requirements, or be at least five (5) feet from adjoining property, whichever is greater.

Applications must include:

1. Applicant's signature and signatures of adjacent and affected neighbors.
2. Site plan showing relationships of new and existing construction to property lines and adjacent dwellings. Size and location of trees in affected areas on site should also be included.
3. Drawings to scale of new construction, including a plan view and elevation views of each new exterior wall area. These should show dimensions and locations of such features as doors, windows, roof lines, trim and new exterior lighting features.
4. Description of materials, including type of siding materials, roof materials, trim materials, and their colors.
5. The applicant then obtains the building permit. If you hire a builder, they will most likely obtain the permits for you, but must have the original CCBOD approved copy of the application.

PLANTING AND TREES

Applications are not required for foundation plantings (beds of plants or shrubs that are installed along the house foundations), trees, or single plantings. A complete application is required for hedges (row of closely planted plants or low growing trees forming a fence or boundary).

No tree of a diameter of more than six (6) inches, measured two (2) feet above ground level, shall be removed without the express written authorization of the AECC.

PARKING

Parking of all vehicles is restricted to paved surfaces. **Parking on unpaved surfaces is prohibited.**

PATIOS, DECKS, AND WALKWAYS

This refers to any new or expanded patios, decks, and walkways, or to any material changes in existing patios, decks, and walkways.

All new materials should be of a simple material of a neutral color, such as un-dyed concrete, stone or clay brick, or treated wood.

1. Decks and patios may be constructed of treated wood, masonry, stone, or concrete, providing that the color texture of the materials is in harmony with the adjacent structures. Decks are to be left to weather naturally, and a clear coating may be applied. All hardware must be galvanized.
2. Decks and patios must be located to the rear of the dwelling and may not extend beyond either side of the dwelling.
3. In single family homes, the deck or patio may be 75% as long as the dwelling and 75% as wide. In townhomes, decks above grade may be as wide as the townhouse, less one (1) foot on each side. The deck or patio may not extend more than halfway between the rear of the dwelling and the rear property line.
4. The height of the deck or patio is limited to finished floor line of a single-story dwelling or the second story floor line on a two or three story dwelling.
5. An application is not required if a patio, deck, or walkway replaces an existing structure with identical material similar in color and texture, and is the same or smaller dimensions.
6. An application must be completed for all other patios decks, or walkways. Generally, new patios, decks, or walkways should:
 - A. Disturb existing contours as little as possible. Terracing to follow existing land contours should be built in small increments or railing should be provided.
 - B. Be located to provide reasonable visual and acoustical privacy for both applicants and their neighbors. Screening or plantings should be considered where it is necessary to preserve privacy.
7. The application must include:
 - A. Site plan with dimensions showing new and existing walkways, decks, or patios in relation to existing houses, trees, and lot boundaries.
 - B. A list and description of materials to be used.
 - C. Project plans showing elevations and dimensions.
 - D. Description of proposed laws: contour changes, planting, screening, rails, benches, new exterior, lighting, etc.
 - E. Detail of railings. Railings may not exceed forty-eight (48) inches in height.

PRIVATE POOLS/HOT TUBS

Private pools and hot tubs are generally discouraged because there are very few locations in residential areas where they can be placed without affecting adjacent properties. Pools require fencing which is proportionately too large for the lot size and the area enclosed. Noise and lighting problems are also a consideration.

An application is not required in the case of portable children's wading pools not more than six (6) feet in diameter. A complete application must be filed for all other pools and hot tubs. **The AECC will not approve above-ground pools.**

1. Approval of privacy screening is contingent upon the completion of the pool or hot tub.
2. The size of the pool or hot tub will be dictated by the size of the maximum area of enclosure permitted for privacy screening (see fences and screens).
3. Fencing must be of an approved type.
4. The impact of required privacy screening on open space is significant and must be carefully related to adjacent property. In addition, the homeowner should consider safety within the pool or hot tub areas, as well as the impact of increased noise levels on adjacent properties.

Applications must include:

1. A site plan showing location and dimensions of the pool or hot tub, other related equipment, fences, etc., in relation to the applicant's house, property lines, and adjacent dwelling(s).
2. Detailed drawings and plans of the pool or hot tub, deck area, lighting arrangements, walkways, fences, etc, and pertinent information concerning water supply system, drainage, and water disposal system.

REPAINTING GUIDELINES

An application is required when a house, siding, shutters, or trim is to be painted a color different than its existing color. The new paint is considered to be different if the color itself changes (for examples, yellow instead of green) or if while the color remains the same, it is lighter or darker than the original. An application is not required when the new paint is the same as the original in both of these respects. In many situations, due to the high density and visibility of many homes, and the lack of natural landscape buffers between homes, neighboring houses become landscapes of each other, into which each should blend. Therefore, similarity of color tones in neighborhoods is a means of assuring the complimentary blending of each house with its landscape background. Application must include samples of all color changes, as well as a description of where on the house changes will occur. Houses of the same color are not allowed side by side. The use of "land" or "earth tone" colors is encouraged in the repainting or staining of contemporary styled houses. In cases in which the choice is out on the "land" color range, the prime consideration will be whether the house will continue to blend in a complimentary way with its surroundings. Paler and brighter colors, as well as "land" colors, for traditionally styles houses, will be considered in the color ranges presently existing in the surrounding neighborhood.

RESIDING/RETYLING STRUCTURES

The choice of material for residing is left to the discretion of the owner. **It is the owner's responsibility to ascertain whether this material meets the Charles County Building and fire Codes which apply to exterior materials.**

If the proposed residing material differs in color and texture from existing siding on the residence, or if it results in change in architectural style, it should be consistent or compatible with the style and color of siding materials on homes and immediately surrounding it.

The style of existing trim work at soffits, corners, caves, windows, and doors, and of accent panels, shutters, or the stylistic features, should be retained in the residing design. This will be considered an important requirement where these elements contribute to the visual continuity of the neighborhood by evoking similarities in style among nearby homes.

In those cases in which residents wish to alter the stylistic features of the existing façade (for example, by replacing rough vertical groove paneling with smooth, horizontal clapboard siding or by adding shutters or accent panels), the AECC will render a decision based on the following considerations:

1. Size and shape of the residence in relation to existing and proposed materials
2. The variety of styles and siding materials of the homes immediately surrounding the residence
3. The overall visibility of the residence from nearby public and private properties

A complete application must be submitted and is to include:

1. A photograph or sketch of existing house including color and texture of existing siding materials
2. A description of the proposed residing material including the color, texture, and manner in which it will be applied. Color and texture samples must be submitted with the application. Significant changes of present trim size and location, and removal or addition of other stylistic features should also be noted.
3. Description of proposed treatment of outbuildings. Residing or repainting such structures may be required.

SCREENS, STORM WINDOWS, AND DOORS

Screens, storms windows and doors do not require approval if a color and style is chosen that match the house and storm doors are of a straightforward design, without extensive or extreme decorative embellishment. The AECC will not approve raw metal or silver storm windows or doors.

All other types of door and window alterations require an application.

All applications must include descriptions of material, color, and style.

SHEDS

Sheds are permitted

A building permit is not required for residential sheds, however a zoning permit is required to show the location of the shed. Please contact Planning Office of Charles County @ (301) 645-0504 for more information.

1. All sheds must be located to the rear of the property and should not extend beyond either side of the dwelling. If the homeowner elects to locate the shed beyond either side of the dwelling, justification must be provided explaining the proposed location. Each request will be reviewed on its own merit and a final decision shall be made by the Board of Directors.
2. The maximum width permitted is 10 feet, with the maximum length being 12 feet, and a total height of 8 feet. Maximum dimensions permitted overall are 10' x 12' which equals 120 square feet.
3. All sheds should be screened by privacy screening or by evergreen trees or shrubs which are at least four (4) tall at their initial planting. Recommended trees for screening are found in the Planting and Trees section of the AECC guidelines. Sheds requiring landscape screening must identify plant names(s), size and spacing on the site plan attached to their application.
4. If a shed is to be located adjacent (next) to the dwelling, then one wall must be in common with the dwelling. The siding, doors and trim must be the same color and texture as that of the dwelling. The roof must be the same color and have the same pitch as that of the dwelling. (This applies to structures already constructed; all new construction must be to the rear of the property)
5. Wooden sheds must be painted to match the existing house or to blend with the screening. When painted to match the house and if house is restyled, resided, or a paint color change is made, the existing shed should match. Rear lot sheds may be treated separately. Refer to "Residing/Restyling" guidelines and should be consistent or compatible with the style and color of the siding material of surrounding homes immediately adjacent/surrounding it.
6. PVC and Vinyl sheds are permitted. PVC and Vinyl sheds color must be in common with the dwelling.
7. Metal sheds are NOT permitted.
8. Homeowner built shed approval is contingent on a resident's commitment to designing and building a sturdy permanent structure.
9. There is a limit of one (1) shed per lot.
10. All sheds must be built on a one of three foundations. All sheds must be approved shed tie downs to resist a 115mph wind load as designated in the current edition of the International Residential Code and local requirements to minimize wind uplift.
 - a. Cement Slab
 - b. Concrete Blocks
 - c. Pressure Treated Wood

Application Requirements

1. All applications must include the following:
 - a. Site plan (which shows the relationship of the shed to the adjacent house and property lines).
 - b. Pictures and detailed (1/4" equals a foot) drawings of the shed, to include the dimensions.
 - c. A full description of materials to be used (Foundation, structural, siding and roofing, material trim, doors and windows).
 - d. Color of shed and home.
 - e. Method of screening to be used.
2. All applications must be submitted to the Property Management office. Please allow 4-6 weeks, to process the application. Please ensure that you include all the needed documentation with your application. As, this will delay the process significantly if there is missing documentation.

All shed request that fall outside of the established requirements, will be reviewed and considered by the Board of Directors. Any exception to the guidelines must be approved by the Board of Directors on a case by case basis.

Grandfather Clause

1. For those residents that already have sheds constructed on their property, the following process must be completed. Failure to do so will result in a violation.
2. The homeowner must complete an AECC application and follow the same guidelines as those that are constructing a new shed.
3. There is no penalty assessed to the resident, providing the structure falls within the established guidelines.
4. In the event, that your shed does not fall within the guidelines, the shed will either have to be altered to meet the guidelines or the structure will have to be removed.
5. Any and sheds must have an approved application on file.

Shed Guidelines – June 20, 2017

RECOMMENDED PLANT LISTING & SPACING

Common Name	Scientific Name	Spacing on Center
Leyland Cypress	Cupressocyparis Leylandii	8'
Fosters Holly #2	Ilex attenuate Fosteri #2	5'
Nellie R Stevens Holly	Ilex x Nellie R. Stevens	6'
Austrian Pine	Pinus nigra	8'
White Pine	Pinus strobes	8'
Canadian Hemlock	Tsuga Canadensis	8'
Canaert Juniper	Juniperus Virginiana "Canaertii	8'
Fasle Cypress	Chamaecyparis Obtuse Gracilis	8'
American Arborvitae	Thuja Occidentalis Nigra	8'
Mission Arborvitae	Thuja Occidentalis Technui	8'

SIGNS

Except for entrance signs, directional signs, signs for traffic control or safety community "theme areas" and such promotional sign or signs as may be maintained by the Declarant or the Association, no signs or advertising devices of any character shall be erected, posted or displayed upon, in or about any lot or dwelling.

SOLAR COLLECTORS

Solar collectors can represent a large visual impact on a structure due to their size. Therefore, it is important to properly integrate the collector into the design of the house so as to property conceal it. Whenever possible, solar collectors should not be placed on front side (street side) of the roof.

Collectors should be located to give maximum advantage to the user and minimum visibility.

Large collectors on a sloping roof should appear to be flush with the roof and not laying on top. Collectors on a flat roof should be set back and concealed with parapet unless integrated with the roof design of the structure. Smaller collectors may be laid on top of a sloping roof and finished to appear like a skylight.

Collectors should be constructed of glass with wood or metal trim. All trim should be painted to match the background color of the roof of house trim to conceal it. Plexiglass is not acceptable as it sags and provides an unsatisfactory appearance. All pipe work must be concealed.

All applications must include:

1. A site plan plus elevations of the house showings the appearance of the collector
2. Details must show how the collector edges will meet the roof. Any superstructure necessary to elevate the collector above the existing roof plane must be enclosed by approved materials and colors.

STORAGE (OUTSIDE)

1. Storage of firewood is restricted to the rear yard area or to an otherwise approved screened
2. Storage of miscellaneous items, i.e. ladders, toys, bicycles, trash cans, etc., is restricted to the rear yard area or to an otherwise approved screened area.

SWING SETS AND SANDBOXES

The equipment must be located behind the house as inconspicuously as possible. It must be at least ten (10) feet from the rear and side property lines. New swing sets and sandboxes do not have to be painted. When the equipment needs to be painted however, it should be painted solid dark brown or green.

Sandboxes do not need an application as long as they do not exceed twenty (20) square feet in area covered, and one (1) foot in height. They must meet the above stated location criteria.

Tree houses are not permitted.

VEHICLES (COMMERCIAL AND RECREATIONAL) AND BOATS

As stated in ARTICLE VII, SECTION 7 (o) of the Covenants, Except for parking within garages, and except as herein elsewhere provided, no junk vehicle, commercial vehicle (including vans used for commercial use), trucks over one-half (1/2) ton capacity (as defined by the Maryland department of Motor Vehicle and/or by common usage and practice), unlicensed or inoperable motor vehicle (which shall include, without limitation, any vehicle which would not pass applicable state inspection criteria), trailer, camp truck, house trailer, boat or other similar machinery or equipment of any kind or character (except for such equipment and machinery as may be reasonable, customary and usual in connection with the use and maintenance of any dwelling and except for such equipment and machinery as the Association and AECC may require in connection with the maintenance and operation of the Common Area or Parcel Common Area and community facilities) shall be kept on the property nor (except for bona fide emergencies) shall the repair or extraordinary maintenance of automobiles or other vehicles be carried out thereon.

VEHICLES-UNTAGGED/INOPERABLE

Untagged and/or inoperable vehicles must not be stored or kept upon any property.

NOTE: An inoperable vehicle is defined as any vehicle unable to be driven legally on a public roadway in the State of Maryland.