

MEADOWS AT NORTH LAKE
HOMEOWNERS ASSOCIATION, INC.

ADMINISTRATIVE RESOLUTION No. 9001

To Establish Architectural Guidelines and Enforcement
Procedures for External Modifications to Individual
Residences within the Association.

WHEREAS, Article VII, Section 2, of the DECLARATION empowers
the Board of Directors to appoint an Architectural and
Environmental Review Committee, and;

WHEREAS, Article VII, Section 6, of the DECLARATION empowers
the Committee to adopt rules, regulations, and guidelines
relative to architectural control, and;

WHEREAS, the Board of Directors believes that it is necessary
to establish such guidelines to preserve the architectural
style of the Association.

NOW, THEREFORE, the Board of Directors of the Meadows at
North Lake Homeowners Association, Inc. resolves to adopt the
attached Architectural Review Guidelines and Enforcement
Procedures.

Community Hearing Date: April 12, 1990

This resolution hereby adopted on this 12th day of
April, 1990, by a vote of 3 to 0.

Minutes: April, 1990

ATTEST:

Curtis A. Mart
President
[Signature]
Gregory B. [Signature]
[Signature]

**THE MEADOWS AT NORTHLAKE HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW GUIDELINES**

PURPOSE

These guidelines are issued by the Architectural and Environmental Review Committee (A.E.R.C.) to set general standards for exterior alterations and maintenance of the homes in the Meadows at NorthLake. The guidelines assist the A.E.R.C. in maintaining a consistent standard of design quality for improvements to the homes of the community. This benefits all homeowners by enhancing property values, and improving the overall appearance of our community.

OBJECTIVE

These guidelines are broad in scope. They are not intended to be all inclusive. They address the exterior improvements and other related issues for which homeowners most commonly submit applications to the A.E.R.C. The objective of these guidelines is to:

- a. Provide uniform standards which the Architectural and Environmental Review Committee (A.E.R.C.) may use in reviewing applications as authorized by the Association's By-Laws and Declaration.
- b. Assist homeowners in preparing an acceptable application to the A.E.R.C.
- c. Increase everyone's awareness and understanding of the restrictive covenants of our Homeowners Association.

RESTRICTIVE COVENANTS

Control for maintaining the quality of this community is derived from the restrictive covenants which every unit owner is subject to.

The Declaration, Article 7, Sections 1-11, establishes The Meadows at NorthLake Homeowners Association and Architectural and Environmental Review Committee (A.E.R.C.). It is the responsibility of the A.E.R.C. to ensure that proposed exterior alterations within our community comply with the standards set forth in the covenants and these guidelines.

Every homeowner should have received a copy of the legal documents at settlement. These documents are binding on all homeowners and should be fully understood. If you have not received such documents, copies may be obtained through our management agent.

WHAT MUST HAVE A.E.R.C. APPROVAL

Article 7, Section 1 of the Declaration states that all exterior changes require approval of the A.E.R.C.,... "No building, fence, wall or other improvements or structures shall be commenced, directed, placed, moved, altered or maintained upon the property, nor shall any exterior addition to, or change (including any change of color), or other alteration thereupon be made 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, without limitation, any other information specified by the Architectural and Environmental Review Committee) shall have been submitted to and approved in writing as to safety, harmony of external design, color and location in relation to surrounding structures and topography and conformity with the design concept for the community by the Architectural and Environmental Review Committee designated by the Board of Directors."

In simple terms, all exterior alterations or improvements require A.E.R.C. review and approval. All applications are kept on file with the A.E.R.C., as all approvals "run with the land". That is, subsequent owners of a home retain the rights and privileges granted by the A.E.R.C. to the current owner.

HOW TO APPLY

Application forms may be obtained by contacting the Management Agent, or from any member of the A.E.R.C. or Board of Directors.

In addition to the completed application form, the A.E.R.C. requires the following attachments:

- a. Detailed plans or sketch of the requested modification, which include front, top, and side views.

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- b. Brief written description of the modification including materials, colors, methods of construction, etc.
- c. Copy of the owners settlement survey with the modification sketched as proposed.
- d. Two signatures from the neighbors most affected by the alterations.

Some applications may require additional information for processing by the A.E.R.C. Consult the specific guidelines hereinafter for additional attachments required with your application.

The completed application and attachments are then mailed in triplicate to the address shown on the application form. Homeowners can help expedite the review process by taking care to include all required forms and attachments.

THE A.E.R.C. REVIEW PROCESS

1. Upon receipt of the application, the A.E.R.C. will send a dated letter of acknowledgement within two (2) weeks. The acknowledgement does not constitute approval for the request. If the applicant does not receive the acknowledgement within two (2) weeks, the request must be resubmitted.
2. If the application is incomplete, the applicant will be notified at the time of acknowledgement. The homeowner will then submit the required information to process the application. If this information is not submitted within three (3) weeks, the request will be disapproved. The entire package must then be resubmitted for approval.
3. The A.E.R.C. will review the application at the next monthly meeting and respond to the homeowner within sixty (60) days of receipt of the application.
4. If a request is denied, the application will be returned with an explanation.

5. Disapproved applications may be resubmitted if corrective measures are made to address the comments of the A.E.R.C. The homeowner must then resubmit the entire application package.

APPEAL PROCESS

A homeowner may appeal any disapproval by the A.E.R.C. directly to the Board of Directors in writing or in person, at the next regularly scheduled Board meeting. The Board of Directors will then review the application and issue a decision within sixty (60) days. The decision of the Board of Directors is final.

FOLLOWING APPROVAL

Upon approval, the applicant will have twelve (12) months to complete construction of the modification. If the homeowner cannot complete the construction during this time period due to extenuating circumstances (i.e., weather conditions, contractor scheduling, etc.), a letter requesting an extension should be forwarded to the A.E.R.C. Improvements not commenced during the twelve (12) month period, will require resubmittal.

All modifications and improvements must be made in strict conformance to the plans and specifications approved by the A.E.R.C.

Upon completion of the improvement(s), the homeowner is required to notify the A.E.R.C., so a final as-built inspection may be scheduled. The A.E.R.C. may then inspect and/or reject the as-built improvement for conformance to the application, for a period of 180 days from the date of completion of the project.

NOTE: It is the responsibility of the homeowner to keep the approved application on file for future verification of approval.

COMMON AREAS

No improvement of any nature (including fences, decks, railings, planters, etc.) may extend off of the homeowner's lot or encroach

in any way on the Common Areas, as designated in the restrictive Covenants.

ADJOINERS

Applicants should be aware that they shall be responsible for any adverse impact (i.e., erosion, damage to fencing or vegetation, etc.) that their improvement may have on an adjoining lot or common area.

COUNTY APPROVALS

Many projects require County permits. It is the responsibility of the homeowner to contact the County to find out what County permits (if any) are required for their modification, to follow the County permit process, and obtain all such approvals. A.E.R.C. application approval does not preclude the homeowner from any required County permits.

MISS UTILITY

Homeowners planning any digging for planting, construction, etc., are advised that they are required by law to contact Miss Utility to have underground utilities marked. Call 1-800-257-7777 at least 48 hours prior to digging.

SAFETY DISCLAIMER

The A.E.R.C., Board of Directors, and Homeowners Association will not be responsible for the safety aspects of a modification (i.e., structural soundness, stability, strength, etc.).

VIOLATIONS

Modifications or improvements commenced without A.E.R.C. approval shall be considered in violation of the Declaration of Covenants. Modifications made not in conformance to approved plans shall also be considered in violation. The A.E.R.C. will respond to violations to the homeowner in writing, along with the recommended course of action to remedy the situation. If the violation is not remedied, the matter will be brought up before

the Board of Directors, who will institute appropriate action to bring about compliance with the covenants or guidelines.

IMPROVEMENT GUIDELINES

The following is a list of guidelines for the improvements most requested by Homeowners. The homeowner is not limited to the improvements on this list. However, other modifications may be made as long as the homeowner follows the correct application procedure and receives A.E.R.C. approval.

ATTIC VENTILATORS

1. Must be located in rear of house.
2. Must be below roof peak.

CHIMNEYS

1. Must be compatible in design, location, and color with the existing house, i.e., brick and aluminum siding.
2. Must meet applicable fire codes.

DECKS

Decks are an extension of one's house. Thus, they have significant impact upon its' appearance and affect the privacy of adjacent properties. These two factors are weighed heavily in the review of applications. Decks must be:

1. Located primarily in the rear yard. Other locations, (i.e., side yards) will be evaluated on their merits.
2. Constructed of pressure treated Southern Yellow Pine. No paint or redwood will be permitted.
3. Planned with privacy and safety of adjacent homes in mind.

Additionally, applications should include:

1. A site plan showing dimensions, relation to applicant's house, adjacent properties, and property lines.
2. Details of railings, posts, stairs, benches and other details as required to clearly describe the proposal.

DOG HOUSES

1. Must be located in rear yard.
2. Must be compatible with house design and/or fence (this includes the roof).
3. Must not exceed 4 feet by 4 feet in size, or top of fence in height.

EXTERIOR LIGHTING

1. No exterior lighting should be installed besides original fixtures on house. Floodlights, spotlights, and walkway pedestal lights are generally unacceptable.
2. Light fixtures proposed in place of the original fixtures should be compatible in style and scale with the applicant's house.
3. Holiday lighting is acceptable during the holiday season only.

EXTERIOR PAINTING

1. Paint must match the original colors and texture.
2. Requests for exterior painting need not be submitted as long as the above condition is met. If the above condition is not met, this will be considered a violation.

FENCES

Fencing is used to separate property, provide security, architecturally define space, and for visual privacy. However, a fence also creates a barrier which has both visual and physical impact upon the boundaries of common land and the property of adjacent homeowners. All these considerations must be taken into account during the planning of your fence.

Fence Construction:

1. All additional fencing must be of identical design, dimension and diameter as the original section supplied by the builder.
2. Fencing along side lot lines must be 6 feet in height. Fencing along rear lot lines may be either 3 feet, or 6 feet in height. ^{4ft.}
3. No fencing in the front yard will be permitted.
4. Fences must be within all property lines.
5. A professional survey is suggested as the homeowner will be liable for any encroachment on Common Areas.

GUTTERS AND DOWNSPOUTS

1. Replacement gutters and downspouts must match, in color and design, those originally installed.
2. They must not adversely affect drainage on adjacent property.

HOT TUBS

1. Hot tubs must be located in the rear of the house.
2. The yard must be completely fenced.
3. When not in use, it must be covered and secured.

4. The color and construction must be compatible with the applicant's house.

PATIOS

Patios provide a means for ground level extension of indoor space with less visual impact than elevated decks. When patio schemes include other exterior changes such as fencing, decks, planting, etc., other pertinent sections of these guidelines should be consulted as required prior to application.

1. Patios should be generally located in the rear yard.
2. Materials should have weathering qualities such as brick, wood, stone and concrete.
3. If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated. Approval will be denied if adjoining properties are adversely affected by any change in drainage.

Additionally, the application to the A.E.R.C. should include:

1. A site plan showing the size of the patio and location as it relates to the applicant's house, adjoining houses, and property lines.
2. A description of what provisions have been made for stormwater runoff and direction of flow, where applicable.

NOTE: Please see other sections of these guidelines for information required relative to other elements in the patio application, such as fencing.

PLAY EQUIPMENT

This includes any equipment installed for recreational purposes.

1. No permanent equipment will be accepted. This includes swing sets, basketball hoops, tether ball poles, etc.

POOLS

1. No permanent pools will be permitted, above or below ground.
2. Small, portable play pools are acceptable without approval. Remember, children can wander and children love to play in water. To avoid a tragic accident, it is recommended that play pools be located in a fenced in yard and that they be drained and stored out of the yard when not in use.

SHEDS

While sheds must provide sufficient volume for their intended use, they must be of a size which is appropriate for the size of the property and be architecturally compatible with the applicant's house and adjacent houses. Views from adjacent house should always be considered.

1. Sheds will be placed in the rear yard.
2. The maximum size is 6 feet X 6 feet.
3. Shed must be constructed of wood, with the exterior finished to match the fence or house. All sheds will have shingled roofs.
4. The roof of the shed must not exceed the height of the fence.

Additionally, application to the A.E.R.C. should include:

1. A site plan showing relation of shed to applicant's house, property lines, and adjacent houses.
2. A sketch and/or photo illustrating dimensions, color, materials, and relation of shed design to applicant's house.

SKYLIGHTS

1. Skylights will be located in the rear of the house only.

Additionally, application to the A.E.R.C. should include:

1. A sketch of the roof of the house showing size and location of skylight(s).
2. A sketch, photo, or manufacturer's product information of proposed skylight including indication of dimensions and construction details showing how the skylight is attached to the house.

STORM DOORS

Rising energy costs have encouraged homeowners to take measures to conserve energy through installation of storm doors.

1. Storm doors must be compatible with the general architectural design and colors of the house.
2. Aluminum colored (silver) or wood doors are generally unacceptable.
3. Storm door designs incorporating artificial "Barn-Door" hinges, translucent plastic panels, or security grating, are generally unacceptable.

Additionally, application to the A.E.R.C. should include a drawing and/or photo of proposed door and color indication.

SIGNS

Permitted signs fall into two categories:

1. Personal sign with street number and/or family name.
2. Real estate sale or rental signs.

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A.E.R.C. approval will be required for personal and family signs and not for Real Estate Sale or Rental signs. Personal signs will be subject to the following guidelines:

1. No illuminated signs will be permitted.
2. The sign may not exceed 2 sq/ft in size.
3. The sign must be attached to the applicant's house, and must be maintained by the homeowner.
4. Lettering and numerals shall be large and clear.
5. Commercial or advertisement signs (other than Real Estate Sale or Rental) are prohibited.

See Declaration Article 7, Section K, for further details.

TREE REMOVAL

1. No hard wood trees higher than 2 feet or 6 inches in trunk diameter may be removed, except to replace a diseased and/or dead tree.
2. Replacement trees other than the original type and size will require A.E.R.C. approval.

LANDSCAPING AND VEGETABLE GARDENS

This section of the guidelines is included as an aid to the homeowner in the preparation of landscape plans and in providing supplemental planting.

Views of neighboring houses and shade patterns of larger trees should always be considered.

Care should be taken in selecting plants which upon maturity will be of an appropriate size in height and breadth for its use and location.

1. Vegetable gardens must be located in the rear yard.

2. The garden should be located on land which will not cause excess water to run onto adjacent property during periods of supplemental watering.
3. Gardens must be properly maintained all year round.
4. After the growing season, dead plants, stakes, and temporary fences, etc., should be removed as soon as possible.
5. Plants must not exceed the height of the fence.

Additionally, application to the A.E.R.C. should include:

1. A site plan show relation of landscaping and/or garden to applicant's house, property lines, and neighboring homes.
2. List of plant names to be planted or grown.

ONE FINAL NOTE...

The A.E.R.C. realizes that personal tastes vary from one homeowner to the next. Modifications acceptable to one homeowner may be offensive to a neighbor. For this reason, the A.E.R.C. makes every effort to be impartial and fair in the review of applications. These guidelines were prepared to assist the A.E.R.C. in this endeavor. Homeowners can help by carefully planning their improvements and modifications with an eye toward quality design and aesthetics. This way, we all work together to make The Meadows at NorthLake an attractive and pleasant community in which to live.

MEADOWS AT NORTH LAKE HOMEOWNERS ASSOCIATION
ENFORCEMENT PROCEDURES FOR VIOLATION OF
ARCHITECTURAL REVIEW GUIDELINES

1. Upon discovery of an alleged violation, written notice of the violation shall be sent to homeowner. The homeowner shall have 15 days to either:

- (a) furnish proof of prior written approval of the AERC
- (b) correct the alleged violation; or
- (c) file an appeal with the Board (see Paragraph 5, below) for a final decision.

2. The homeowners may request additional time from the AERC to correct a violation by submitting a written request. The request should specify the additional time required and state the reasons therefor.

3. Should the homeowner fail to accomplish the actions stipulated in Section 1 above within the designated time period, or should his appeal not be sustained by the Board, a final notice of violation advising the homeowner of the Association's intention to levying a fine not to exceed \$200.00 or notice of other appropriate sanction shall be sent by the AERC through the Board.

4. Should the homeowner take no action in response to the final notice described in Paragraph 3, above, the Board may correct/abate the violation at the expense of the homeowner, in accordance with Article VII, Section 7, of the Covenants and/or levy a fine not to exceed \$200.00 and/or impose any other sanction or procedure permitted by law.

5. Upon written request, the homeowner shall have the right to a hearing before the Board to either respond to an alleged violation OR to appeal an AERC disapproval of a request OR to discuss and request hearing as to the expense and/or fine and/or other sanction. In response to a written request (including full documentation of the issues by the homeowner) for a hearing, the Board shall issue a notice to the homeowner specifying the following:

- (a) The date, time and place of the hearing, to be scheduled not less than 10 days and not more than 60 days from receipt of the written request;
- (b) An invitation for the homeowner to attend the hearing and present any statement, evidence, and witnesses to speak on his/her behalf; and

The Board will have 45 days to render a final decision following the hearing.

6. The Board's decision pursuant to these procedures shall be appealable to the Courts of Maryland.

7. Should the Board find it necessary to convene a hearing on an AERC issue, it may do so by issuing a notice to the homeowners as described in Paragraph 5, above.

CONDITIONS EXISTING PRIOR TO THE APPOINTMENT OF THE AERC

1. Structural modifications, additions, or external changes made prior to operations of AERC and without approval of the developer shall be considered violations of these guidelines and will be dealt with in the following manner:

(a) As soon as practicable following discovery of an alleged violation, the AERC will request that the homeowner either furnish proof of prior written approval, or submit a formal request for the change in the same level of detail as specified in Section B above of these procedures. Failure to do so within fifteen days constitutes a violation, and a fine of not more than \$200.00 to be levied against the owner by the AERC through the Board.

(b) The request will be processed by the AERC in the same manner as any other request.

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