

**SUPPLEMENTAL DESIGN STANDARDS AND GUIDELINES FOR
SINGLE-FAMILY FEE SIMPLE RESIDENTIAL LOTS
PINEY ORCHARD COMMUNITY ASSOCIATION**

These guidelines are in addition to the Design Guidelines and Provisions of the Declaration for the Piney Orchard Community Association (POCA). They are intended to serve as a reference resource to assist home owner in accomplishing modifications they shall wish to undertake relative to their home.

The legal documents creating POCA, which include the Declaration of Covenants, are binding upon all initial home owners and their successors in ownership. As specific or new situations arise, additional guidelines or modifications to this guideline shall be issued.

These guidelines are for the benefit of both single family detached as well as single family attached lots. Particular elements of these guidelines shall be applicable to a specific type of lot.

The primary purpose of these supplemental guidelines is the following:

- Maintain consistency with the overall design concept for Piney Orchard.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and aesthetic qualities of Piney Orchard.

Homeowners found to be in violation of these policies are subject to a fine. Note that the Architectural Review Board may take up to 60 days from receipt of a complete package to approve that request. Fines may continue to accrue during this period.

Modifications Requiring Review and Approval
By The Architectural Review Committee

All changes, permanent or temporary, to the exterior appearance of a building or lot, are subject to review and approval by the Architectural Review Committee. The review process is not limited to modifications, addition or alterations, such as adding a fence, room, deck or patio; it includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed or replaced. POCA reserves the right to require formal survey before approval of specific projects.

The Architectural Review Committee may ask for impact statements from all adjacent or affected properties prior to approval. In these cases, the Committee will not consider an application until all impact statements are received. Neighbors may indicate the potential impact of an improvement but neither approve nor disapprove a requested change.

Several exceptions to the review requirements are as follows:

1. Building exteriors shall be reprinted or re-stained provided that there is no color change from the original. Similarly, exterior building components shall be repaired or replaced so long as there is no change in the type of the material and color.
2. Minor landscaping improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade, or which are not of sufficient scale to constitute a natural structure, will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review and approval, home owners shall first seek clarification from an Architectural Review Committee representative before proceeding with the improvement.

The criteria listed below shall provide the basis for evaluation of individual design proposals by the Architectural Review Committee:

1. Design compatibility
2. Scale (height, width, and depth as a minimum)
3. Impact on neighbors
4. Color and materials
5. Relationship to the environment

Unless notified to the contrary, home owners shall mail applications for architectural review to the following:

Architectural Review Committee
Piney Orchard Community Association
2400 Stream Valley Drive
Odenton, Maryland 21113

All application shall include a complete and accurate description of the proposed improvements. Supporting exhibits will frequently be required. For example, a plat map showing the dimensions and location of the proposed improvement, architectural drawings or plans as applicable, landscape plans, materials and color samples.

Architectural Review Committee approval does not negate the possibility requirements of an Anne Arundel County permit. In cases where and County criteria conflicts with POCA standards and guidelines, the more restrictive criteria shall apply.

Specific design standards for single-family homes shall include the following:

1. Antennas: Exterior antennas are prohibited, except to the extent required to be permitted be applicable law.
2. Attic Ventilators: Attic ventilators and turbines are permitted if painted to match the color of the roof (if roof mounted) or the color of the house siding or trim (if mounted on the gable end). Ventilators and turbines shall be mounted on the least visible side or the ridge pole so as to minimize their visibility.

3. Awnings: In general, exterior awning shall be prohibited unless provided as a Builder option, demonstrated to be clearly compatible with the architectural design and qualities of the home, or screened from the view of adjoining neighbors due to the proposed location of installation. If approved, awnings shall meet the following criteria:
 - a) Colors will be compatible with the color scheme of the house. Stripes and patterns will be examined closely by the review committee to ensure consistency with the house color.
 - b) The awnings shall be consistent with the visual scale of the house to which attached.
 - c) Pipe frames or structural supports for canvas awnings (or similar material) shall be painted to match the trim or dominate color of the house.
4. Chimneys and Metal Flues: The chimneys shall either be masonry or enclosed in the same finish material as the exterior of the home to which it is attached. Metal flues and chimney caps shall be painted the same color as the roof.
5. Clothes Lines: In accordance with the Maryland “Right to Dry” law which is effective October 1, 2010, Piney Orchard residents may erect clotheslines, subject to approval by the Architectural Review Committee. Normal architectural review and approval procedures as outlined within this document will be used before any clotheslines are erected. Clotheslines will be made of pressure treated or composite lumber with appropriate cords. They will be located in the rear yard, inside the plane established by the boundaries of the home and no more than half way from the house to the rear property line. Clothes may not be left on the clothesline overnight. All clothes will be removed from the clothesline prior to sunset. Clothes will not be hung on the clothesline before dawn. Owner assumes all liability for injuries caused by improperly constructed, improperly located or unsafe clotheslines.
6. Decks: All decks shall be approved by the Architectural Review Committee prior to installation. Home owners are advised to consider the following factors:
 - a) Location. Decks shall generally be located in rear yard. Front and side yard locations will be evaluated on their individual merit.
 - b) Scale and Style. Decks, particularly elevated decks, shall be of a scale and style which are compatible with the home to which it is attached, the adjacent homes and the environmental surroundings. Cluster guidelines shall, in some cases, place specific limits on the scale and style of decks which shall be approved based on considerations of density, visibility, scale and size of decks of standard builder's features or options.
 - c) Color. Decks shall be constructed of pressure treated, long life wood which is to be left to age natural wood tones, or composite. Decks may be white, grey, or a natural color to match the color scheme of the house. If painting is desired, the color must be included in the request.
 - d) Under Deck Storage. Elevated decks have an under deck area which can have unattractive visual impact for adjoining neighbors, particularly when used as a storage space. The use of decorative screening or landscaping to

minimize visual impacts is encouraged and shall be required by the Architectural Review Committee in case of high decks.

7. Dog Houses and Dog Runs: Dog houses will be approved if compatible with applicant's house in terms of color and material. Dog houses shall not exceed sixteen (16) square feet of floor space and shall not exceed four (4) feet in height at highest point. Dog homes shall be located where visually unobtrusive to neighbors and the use of appropriate screening is encouraged and shall be required in some cases in order in minimize any negative visual impacts. Dog runs are prohibited.
8. Driveways: Extensions and additions to driveways should be constructed of the same material as the existing driveway. Changes to original materials will be approved on a case-by-case basis. All driveway extensions must be approved.
9. Exterior Heaters/AC: Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps shall be relocated or added if there is no adverse visual or noise impact to adjoining properties. Extenuating circumstances will be considered on a use by use basis.
10. Exterior Decorative Objects: Approval shall be required for all exterior decorative objects, whether natural or man-made, which are not part of the original design, either as a standard or optional feature. Examples include bird houses, bird baths, driftwood, weather vanes, sculptures, fountains, free standing poles: all types, house address numerals, and any items attached to approved structures. These items shall be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact to adjoining neighbors due to location, wattage or other features.
11. Exterior Lighting: Lighting which is part of the original structure shall not be altered without prior approval of the Architectural Review Board. Proposed replacements or additional fixtures shall be compatible in style and scale with the applicant's house.

No exterior lighting shall be directed outside the applicant's property. Proposed or additional lighting shall not be approved if it will result in adverse visual impact to adjoining neighbors due to location, wattage or other features.

12. Exterior Painting: An application is not required in order to repaint or re-stain an object to match the original color. However, all exterior color changes shall be approved. This requirement applies to siding, doors, shutters, trim, railings, roofing and other appurtenant structures.

Specific limitations and requirements for color changes shall be addressed in design guidelines for individual clusters.

13. Fences: General guidelines for the construction and approval of fences are provided below.
 - a) Chain-link Fences. Chain link fencing material shall not be approved under any circumstances.

- b) Lot Line Fences. Lot line fences for single family detached homes shall be three -rail fences which shall be 42 inches in height measured from the ground to the top of the uppermost rail and 48 inches in height from the ground to the top of a vertical post. Wire mesh which is not visible from adjoining properties shall be used in conjunction with split-rail or three rail paddock lot-line fences in order to enclose the lot for pets and small children. Lot line fences for single family detached homes shall not extend beyond the rear plane of the home to enclose any portion of the side or front yard.
 - c) Color. Fences shall be constructed of pressure treated, long life wood which is to be left to age natural wood tones, or composite. Fences may be white vinyl, grey, or a natural color to match the color scheme of the house. If painting is desired, the color must be included in the request.
14. Firewood: Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties.
15. Hot Tubs/Spas: Exterior hot tubs or spas shall be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/ or patios are encouraged. The exterior finish of an elevated hot tub shall blend with the exterior finish of the home, deck or patio to which attached or most closely related.
16. Grills (Permanent and Portable): Grills shall be stored in the rear yard of the house, as far as practical from the adjacent property lines, and as governed by applicable laws.
17. Landscaping: In general, a design review application is not required for minor landscape improvements with the following exceptions:
- a) Approval is required for planting intended to form a hedge or natural screen and which will attain more than two (2) feet in height. In particular, hedges located forward of the front plane of the house.
 - b) An application is required for the installation of railroad ties, garden timbers, stones or similar structures which will form a wall over 12 inches high and 8 feet long.
 - c) A proposed improvement which is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with another material, such as mulch, gravel, plants, shrubbery or trees.
 - d) Vegetable gardens require approval.
18. Patios: All patios require approval. Patios shall generally be located in rear yards, although front and side yard applications will be evaluated on their individual merit. Any adverse drainage requirements which might result from the construction of a patio shall be considered and remedied. The use of a partially porous patio surface or the installations of mulch beds adjacent to the patio are methods to eliminate drainage concerns.

19. Real Estate Signs: Only signs advertising a property for sale shall be displayed. Such signs shall meet applicable County regulations with respect to size, content and removal. Signs shall only be placed in the front yard of available properties.
20. Recreation and Play Equipment: Semi-permanent play equipment which either constitutes a structure (as defined in the covenants) or is appurtenant to an existing structure, requires approval. Examples include sandboxes, play-houses, swing - sets, etc. The following factors shall govern approval of such equipment.
 - a) Location. Generally, such equipment shall be placed in rear yards.
 - b) Scale and Design. The equipment shall be generally compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.
 - c) Color and Materials. Play equipment shall be constructed of pressure treated wood which is to be left to age natural wood tones, long life wood, or composite. Play equipment may be white, grey, or a natural color to match the color scheme of the house. If painting is desired, the color must be included in the request.
 - d) Basketball Backboards. Backboards shall be attached to single family homes, garages or carports. The backboards shall be left white or painted to match the trim color of the structure to which secured. The mounting surface shall be painted the same color as the surface to which they are attached. At all times, the backboard, hoop and net shall be maintained appropriately.
 - e) Free standing basketball goals are permitted provided they are placed in the resident's yard between the sidewalk and the residence adjacent to the driveway.
21. Satellite Dishes: Satellite dishes are prohibited except to the extent required to be permitted by applicable law.
22. Security Bars: In general, the use of security bars or grates on windows and doors shall be prohibited. Exceptions shall be made where the security apparatus will not be visible from the street and from the street and from adjoining properties. Home owners concerned about the security of their residences are advised to consider alternatives, including alarms and sophisticated lock systems.
23. Solar Panels: Solar panels will be considered on a case by case basis.
24. Storage Sheds: An inappropriately located or poorly designed storage shed can visually detract from an otherwise pleasing and architecturally harmonious residential environment. This is particularly likely to occur with pre-fabricated, free standing sheds which are purchased from a dealer. Home owners are encouraged to design, construct, or purchase sheds which are integrated with the dwelling or a fence and which are compatible with the design qualities of the house and adjacent houses.

In general, a shed shall be of a size which is appropriate for the size of the home and the lot as well as surrounding dwellings, and shall be compatible with the architectural qualities of the house and adjacent houses.

The height of a shed which is attached to a house shall vary with the size and design features of the house. However, sheds located elsewhere on the property shall not exceed eight (8) feet in height.

More specific guidelines are provided below for different categories of sheds:

- a) Sheds Attached to the Home.
 - i) Design. The architectural design of the shed shall be compatible with the design of the house.
 - ii) Size. Sheds shall not exceed 48 square feet of floor space and eight (8) feet in height at the highest point.
 - iii) Material. The finish materials shall be the same as used for the exterior of the house.
 - iv) Colors. The color scheme shall be the same as for the house.
 - v) Roof. The roof slope and the type and color of the roofing material shall match the house.

- b) Sheds Integral with a Fence (such sheds shall be permitted only for attached dwellings)
 - i) Design. Board-on-board privacy fencing shall be used.
 - ii) Materials and Color. The exterior finish material of the shed shall be the same as the fence.
 - iii) Roof. The roof shall be either flat, or with the top of the roof not exceeding the top of the fence.

- c) Free-Standing Sheds. Free-standing sheds shall be permitted only when completely screened by landscaping. The finish materials, design and colors shall be compatible with either the house or fence. Sheds shall not exceed eight by ten (8x10) feet.

- e) The following applies to sheds in the Lotuswood townhome community.
 - i) Sheds attached to the home (para a. above) are permitted if they are built within the area under a deck.
 - ii) Sheds integral with a fence are allowed as written in para b. above
 - iii) Free standing sheds, not integral to a fence are allowed only if they are built within the area under a deck.
 - iv) Pre-fabricated sheds are allowed subject to the limits addressed in para i-iii above.

25. Storage of Boats, Trailers, Campers, Mobile Homes and Recreational Vehicles.

The following types of vehicles shall not be parked or stored in open view on residential lots, common parking areas, private streets or in common open space.

- a) Any boat or boat trailer.
- b) Any motor home or self-contained camper.
- c) Any camper slip-ons where the camper backs are higher than the roof like of the cab of the truck.

- d) Any mobile home, trailer or fifth wheel vehicle.
- e) Any pop-up camper/tent trailer or other similar recreation oriented portable or transportable facility or conveyance.
- f) Any other vehicle not defined above, which is not normally or regularly used for daily transportation, including dune buggies, non-operational automobile collections or other automobile equipment not licensed for use of the highways of Maryland.
- g) Any vehicle with commercial signs, advertising of visible commercial equipment.
- h) Any private school, public school, or church buses.

Any vehicle falling in the above classifications shall be stored in a garage out of open view. Such vehicles owned by a resident shall be temporarily parked in a private driveway or cluster parking area for a period not to exceed 48 hours. Prohibited vehicles owned by guests or residents shall park such vehicles with the community for a period not to exceed five (5) days, subject to any rules and regulations established by the Board of Directors of POCA.

26. Storm/Screen Doors and Windows:

Storm/Screen Doors. In general, storm/screen door (no panels) which are full view, with or without a kick plate (kick plate to be no more than 18") and which are painted the same color as the unit door to which attached, are appropriate and shall be approved. The appropriateness of certain designs shall vary with the design features of individual clusters.

Storm / Screen Windows. Exterior storm windows could disrupt the architectural continuity of some homes. Where appropriate, storm / screen windows shall have frames which match the color of the exterior window trim. White or anodized aluminum shall be acceptable in certain cases.

27. Swimming Pools. Only in-ground swimming pools shall be acceptable. Pools shall be located in the rear of the property.

- a) Pool filtration equipment shall be shielded from adjacent properties by the use of mature shrubbery.
- b) Comments from the owners of viewing properties shall be solicited prior to the Architectural Review Committee making a decision.
- c) Fences for pools, if different from paragraph 13, shall be installed only after pool construction is substantially complete.

28. Trash Containers. All trash containers shall be stored out of view at all times. Appropriate exterior screening, fencing and landscaping shall be used where alternative storage is not available.

29. Tree Removal: No live trees with a diameter in excess of four (4) inches, measured twelve (12) inches above ground, nor flowering trees in excess of two (2) inches similarly measured, no live vegetation on slopes for more than twenty (20) percent gradient or marked "no cut" areas on approved plans, shall be cut without the prior approval of the Architectural Review Committee.



Piney Orchard Community Association, Inc.
Architectural Change Request

SUBMIT TO:

Piney Orchard Community Association
Architectural Review Committee
2400 Stream Valley Drive
Odenton, MD 21113

Date Received: ___/___/___

Log Number: _____

Date forwarded to ARC: ___/___/___

Owner's Name _____ Community _____

Property Address _____

Owner's Home Address (if different) _____

City, State, Zip _____

Home Phone _____ Work Phone _____ E-Mail _____

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION. Please outline in detail all proposed improvements, alterations or changes to your lot or home. Include color(s), size(s), specifications, materials, location and any other pertinent information needed by the Architectural Review Committee in order to make a decision. See POCA governing documents for additional information. **Note: You must submit a copy of the plat/house location survey of your property with your request. Indicate on the plat/house location survey exactly where the improvement will be located.** You will be notified in writing of the decision of the Committee within sixty (60) days of receipt.

[] *Please check here if you would like to request that your application be expedited for review prior to the next scheduled ARC meeting. Provide a brief explanation below as to "why" this request needs to be expedited.*

1. **Required Exhibits and Supporting Documentation:** The supporting exhibits or supporting documentation listed below shall accompany this architectural review application, as applicable for the proposed change(s). An application submitted without all required submission will be considered incomplete. In such cases, the Architectural Review Committee's sixty - (60) day review period will not commence until all required submissions have been provided. In general, an applicant shall provide all documents and exhibits required by Anne Arundel County.
 - a) Paint and Stain Colors. A sample and model number of the color(s) to be used shall be provided, both for repainting or re-staining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.

- b) **Finish Materials.** A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements shall be provided.
 - c) **Site Plan.** A site plan, drawn to scale, showing the location and dimensions of the proposed improvements, including orientation with respect to the property lines, unit and adjacent dwelling units shall be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural addition to the home.
 - d) **Architectural Drawings and Landscape.** Detailed architectural drawings or plans shall be provided for decks, storage sheds, and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
 - e) **Photographs.** The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic addition to the unit or lot.
 - f) **Other Exhibits.** Other exhibits shall be required in order to permit adequate evaluation of the proposed change. Home owners are advised to seek guidance from the Architectural Review Board or Managing Agent prior to the submission of an application.
2. **Notification of Adjacent Lot Owners.** A home owner submitting a Design Review Application is required to provide notice of the application to all lot owners (other than builders) whose lots immediately abut the applicant's lot or are separated from the applicant's lot by the street or common area and from whom the proposed improvement will be visible from the adjacent lots.
 3. **Estimated Start Date of Construction:** ___/___/___ (to be approved by Architectural Review Committee)
 4. **Estimated Completion Date:** ___/___/___

NOTES

- a) Approval by the Architectural Review Committee shall be construed to represent that the requested alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Anne Arundel County, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any such restrictions.
 - b) Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of such requirements.
 - c) Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.
 - d) Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner shall be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or in part. Further, Owner understands that any legal expense associated therewith shall be the responsibility of Owner.
 - e) Owner agrees to give the Architectural Review Committee or its representative, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.
 - e) Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
5. Owner acknowledges that he/she is familiar with architectural review guidelines and procedures for Piney Orchard Community Association.
 6. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the Architectural Review Committee.

I acknowledge that I may not begin the changes until written approval is received or after ARC's sixty day review period has expired. I understand that failure to adhere to this constitutes grounds for disapproval, regardless of the request. I also understand that approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all County and/or local building and zoning code requirements. If approved by the Architectural Review

Committee I agree to make the changes under the terms and conditions specified in the letter of approval. All improvements must be on or within my property or property lines. If any portion of the Associations property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to their original condition(s).

Signature of Property Owner: _____ Date: _____



Application Received By: _____ Date Received: _____

Via Mail Via E-Mail Drop-off

Management Recommends ARC: Approve Deny Request the following additional information:

ARCH COMMITTEE USE ONLY:

Date Reviewed: ____/____/____

Your request for the above change, addition or improvement has been:

- _____ Approved as submitted
- _____ Approved with the condition (s) as stated herein:
- _____ Disapproved for reasons (s) stated herein:
- _____ Incomplete, please resubmit with the following additions to the

application:

ARC Chairperson Signature: _____