

WORMAN'S MILL COURTYARD HOMES

ARCHITECTURAL DESIGN GUIDELINES

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WORMAN'S MILL COURTYARD HOMES

OPENING STATEMENT **ARCHITECTURAL GUIDELINES**

Worman's Mill is planned to be more than an ordinary residential development. It is anticipated that it will evolve as a master-planned residential community with the ambience and quality of life typical of a small town. Scheduled to be developed in accordance with well-conceived design concepts and standards, Worman's Mill is projected to include various facilities and amenities to serve the needs of the residents. Such facilities include a community center, swimming pool, tennis courts, walking and biking trails and considerable open space.

These guidelines are established to ensure that the design concepts and aesthetic standards established for the benefit of all residents will be maintained. The guidelines are to preserve the curb appeal of the homes; the appeal that attracted the residents and encouraged them to come to Worman's Mill in the first place.

Each home within the community of Worman's Mill is within a 'Cluster'. Each cluster has architectural guidelines that are generic throughout the community, and each cluster has guidelines that are specific to the design concept and aesthetic standards of that particular cluster.

Please take the time to read these guidelines carefully. As previously stated, there are some features of these guidelines that pertain to the cluster in which you live, and therefore may or may not be acceptable in other parts of the community.

Design Review and Architectural Control.

Design Review: Unless otherwise provided by the Design Guidelines set forth below, no changes or additions or modifications with respect to the exterior appearance of the housing unit and/or lot shall be made or done without the prior review by the Architectural Control Committee and/or the written approval of the Design Review Board. The Design Review Board shall:

- (1) Review and approve, modify or disapprove written applications from Owners and the Conservancy for all improvements, changes or additions to Lots, Living Units or the Common Area. Applicants shall submit detailed plans for any actions requiring approval of the Design Review Board.
- (2) Propose design guidelines and standards for adoption by the Board, which shall, upon adoption by the Board, become part of the Governing Documents.

PROCESSING STEPS

As stated above, any permanent or temporary change to the home or property will require the submission of a Property Improvement Request form. Changes within any Courtyard Homes home must be consistent with the design elevations and ambience of homes within the cluster.

Applications must include a complete and accurate description of the proposed improvement(s). Supporting exhibits are also required, such as a site plan showing the location and dimensions of the proposed improvement(s); architectural drawings or plans; landscape plan that includes direction of water drainage; material and/or color samples, etc. The design guidelines and Property Improvement Request form provide guidance with respect to the supporting documentation required for various types of improvements. The ACC members may be contacted for further information required documentation.

Homeowners seeking any change to the exterior of their homes or lots must submit an application to the cluster architectural committee. This must include a sketch of the area, a plot plan, a photo if applicable, a listing of materials, and color. These changes include landscaping, patios, storm doors, walkways, and other improvements.

STANDARD: Property Improvement Request (PIR) forms will be reviewed within forty-five (45) business days from the date the form is received by the DRB, from the Courtyard Homes ACC (CYACC).

No work shall be commenced until the homeowner has received written approval from the Design Review Board (DRB).

- **STEP #1:** Homeowner obtains a PIR from the community manager. The homeowner completes the PIR and submits it to the manager (It is suggested that the applicant make a copy of the application for his/her records, as the application will not be returned to the applicant but will remain on file at the office of the Conservancy). The manager will review it for completeness and accuracy. If the manager finds the application to be incomplete and/or inaccurate, the form is returned to the applicant.
- **STEP #2:** If the application is complete and accurate, it is logged in (by date) and forwarded to the Chairperson of the Courtyard Homes Architectural Control Committee. The Courtyard Homes ACC reviews the PIR and makes recommendations to the Conservancy DRB for approval or denial and forwards the application to the DRB.
- **STEP#3:** DRB reviews and approves/disapproves the PIR at the next scheduled DRB meeting. The decision is available to the ACC within 24 hours (it is incumbent upon the ACC to retrieve the DRB decision).
- **STEP #4:** The homeowner/applicant is notified by letter within 5 business days of the date of the decision. The manager acting on behalf of the DRB, sends the letter via regular mail if the request is approved by the DRB and by regular and certified mail if the request is denied.

Appeals Procedure.

A homeowner may appeal a decision of the DRB by submitting a written request to the Board of Trustees within ten (10) days after the date of an action by the DRB. This request should include any new or additional information that may clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing within sixty (60) days from the date of receipt of an appeal. The failure of the Board to override the decision of the DRB within 60 days shall be deemed a decision to uphold the prior decision of the DRB.

Enforcement Procedures

Conservancy documents allow the DRB and the Board of Trustees to enforce compliance with the Association's Design Guidelines. The following procedures will normally be used. Exceptions may occur based on unusual circumstances.

1. A violation may be reported in writing to the Board of Trustees.
2. The Board of Trustees will appoint individual(s) to evaluate the complaint by a site visit.
3. Based on information obtained at the site visit, a Board Trustee or a designated representative will contact the resident(s) involved either in person or by telephone and attempt to resolve the problem. If this approach is unsuccessful, the Board will send a letter to the resident advising of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time. The letter will reference the appropriate section as well as Article X, Section 3 of the Covenants, which describes the Board of Trustees' ability to impose fines.
4. The resident must comply with the Board's request within two weeks. If the resident believes that an error was made, he/she has the option to write a letter to the President of the Board of Trustees of the Worman's Mill Community Conservancy. The letter must include an explanation of why compliance is not possible and/or any other extenuating circumstances that will support their case.
5. If the issue is not resolved within two weeks, a letter will be sent to the resident asking that he/she meet with the Board at a mutually convenient time to discuss the matter. This will be a closed session. At the meeting, the resident will be afforded the opportunity to explain his/her position. If, at the end of this session, the Board believes that the resident remains in violation, it will explain the provisions of Article X, Section 3, Fines, and any decision to invoke the Article. Fines of up to \$25 per day may be imposed until the resident complies with the Covenants.

Guideline Changes.

Proposed additions or changes to these Guidelines may be submitted to the DRB through ACC.

Failure to Act.

In the event the Design Review Board fails to approve, modify or disapprove in writing a complete and correctly filed application within forty-five (45) days after receipt from the Courtyard Homes ACC, approval will be deemed granted. Total or partial disapproval of an application should set forth the reasons for such disapproval.

COURTYARD HOMES DESIGN GUIDELINES

The Guidelines listed below have been approved and are to augment those in the governing documents.

Air Conditioning Units: Application and approval is not required to replace a ground air condition unit in it's original location. Individual air conditioning and fan units extending from windows are prohibited. Units mounted inside and flush with the house will be considered.

Application of Mulch: All homeowners/residents are required to use mulch in landscape beds and tree rings that are visible from outside of the property, which is consistent in color and texture of that used by the community professional landscaping service.

Satellite Dish Placement Guidelines: Homeowners are encouraged to place antennas to the extent feasible in locations that are not visible from the street if this placement would still permit reception of an acceptable quality signal.

Homeowners who install satellite dishes are encouraged to select colors that will blend into the background against which it is mounted.

Homeowners must accept responsibility if their placement of a satellite dish involves a safety issue.

Location: Devices are not to be installed in front of the lot or on the front façade of a residence while another location exists from which an acceptable quality signal can be received. They are to be located so as to be visually unobtrusive as possible, without unreasonably increasing the cost of installation, maintenance and use and without precluding the reception of an acceptable quality signal. Whenever possible the devices should be located in the rear yard as close to the structure as is feasible.

Carpeting: Indoor/outdoor carpeting and synthetic grass on any exterior surfaces (for example, front steps, decks, patios, etc.) are prohibited and will not be approved.

Clothes Lines: Clothes lines or similar apparatus for the exterior drying of clothes is prohibited.

Decks: The CYACC and DRB must approve ALL decks. A Building Permit must be obtained from the City of Frederick. Homeowners are advised to consider the following factors:

Location: Decks must be located entirely in rear yards.

Materials: Decks must be constructed of high quality pressure treated wood, trex®, cedar, teak or similar material.

Color: Decks may be left to age naturally or treated with a transparent preservative stain. Applicants who want to color or stain a deck must include a color chip or sample with the Property Improvement Request. All trex® decking colors are acceptable.

Rails: Vinyl rails in white, tan, or gray.

Storage: Any storage under decks must be screened w/ lattice or equivalent material to conceal the stored items.

Under Deck Storage: Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors. Proposals to use landscape or other type of screening to minimize adverse effect are required to be submitted for approval.

Dog Houses and Dog Runs: Dog houses and dog runs are prohibited.

Door Knocker: No approval is necessary as long as the knocker is brass and does not exceed the following measurements: 4 ½” wide by 8 ½” long. For all others please submit a Property Improvement Form.

Exterior Decorative Objects: Decorative objects will be evaluated for their general appropriateness, size, location and compatibility with the architectural and environmental design qualities and visual impact on the neighborhood. Quantity should not exceed a total of five (5) visible within the front area of the residence and are recommended not to exceed 30” in height.

Exterior Lighting: Lighting which is part of the original structure may not be altered without prior approval. Additional fixtures must be compatible in style and scale with the applicant’s house and require approval. A picture of the proposed fixture(s) must accompany the Property Improvement Request. Identical replacement fixtures do not require approval.

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

Exterior Color: All residents seeking to make exterior color changes to their home must first acquire approval by the DRB. Whereas it is not necessary to acquire approval for repainting the original colors, the repainting must conform to the original color of trim, shutters, and doors for their home; the color must match precisely. Residents can obtain the original colors for their home by contacting the community manager at the clubhouse. Any reputable paint company can match the original color of any home so long as they have the original color or name. The DRB will require any homeowner that changes the exterior color(s) of his/her home without pre-approval, to change the color back to the original color, at the expense of the homeowner. Additionally, roofing has been color coordinated and consistency in the color, material, and type is important there as well.

Fences: Fencing is prohibited in the Courtyard Homes Cluster.

Flagpoles: Permanent freestanding flagpoles are prohibited. Temporary flagpole staffs, which do not exceed six (6) feet in length and are attached at an incline to the wall of the house, garage, or pillar, do not require approval.

Holiday Decorations: must be specific and appropriate to the holiday occurring at the time of display. They must be within the boundaries of the lot of the resident making the display. Inflatables of any size or design are strictly prohibited. Winter Holiday (i.e., Christmas, Hanukah, New Year's) decorations may be placed out as early as the day after Thanksgiving and may remain on display until January 15th. Exterior decorations for all other holidays may be placed out for display 3 weeks in advance of the holiday and be removed no later than 1 week after the holiday.

Hot Tubs/Spas: Exterior hot tubs or spas must be approved by the CYACC and DRB and must be in compliance with the installation standards of the Frederick City codes.

House Numbers: May be replaced with black or brass. City code requires numbers to be a minimum of 3" high with a ½" stroke in Arabic numerals **contrasting with their background** and clearly legible and visible from the street or road fronting the property.

House Numbers on Garages: Identical to "House numbers" on front of home and plainly legible and visible from the driveway or road fronting the garage.

Landscaping: Landscape installations must be approved in advance, but annual plants, perennial bulbs, azaleas, or any other perennials on the lot at the time of purchase are excluded. No approval needed for additional annuals, perennials, or bulbs. The Conservancy cluster fees include maintenance of front yards only.

Patios: All patios require approval. The size, location and materials to be used must be indicated. It is imperative that homeowners pay attention to how installation might affect the drainage of water to and from their property. Homeowners are responsible for the resolution of any drainage problems encountered by their neighbors as a result of changes that have been made.

Recreation and play equipment: *All require approval.* Equipment must be placed in rear yards. The equipment should be generally compatible with size of the area and should have no adverse visual impact upon the lot or the neighborhood. The height of the equipment should not be greater than 3 feet above the privacy fence and it is required to completely fence in the rear yard. Equipment constructed of wood and left in a natural condition to weather is encouraged. Metal play equipment should be painted solid earth tones (i.e., brown, tan, dark green) to blend with the natural environment.

Basketball Apparatus: The installation of basketball backboards or freestanding basketball poles with backboards is not permitted due to the close proximity of

homes. Portable basketball set-ups are permitted but may not remain outside an owner's property (e.g., driveways) overnight.

Roofing: If replacing original with the same product, no approval is necessary. Any change requires a PIR.

Security Bars: The use of security bars or grates on the outside of windows and doors is prohibited. Homeowners concerned about security of their residences are advised to consider alternatives, including alarms and sophisticated lock systems.

Security Signs: Only one such sign may be posted forward of the front of the residence and positioned as close to the structure as possible.

Shutters: Shutters may be placed on home fronts if they were not included with the original home with the submission of a Property Improvement Form to the CYACC. They must be in compliance with the builder's original design and materials.

Signs: Real Estate Signs. Only one standard real estate sign advertising a property for sale or rent may be displayed on a lot. Signs may only be placed in the front yard of available properties. Such signs and posts must be removed within one week following the sale and/or rental of a residence.

Skylights: A Property Improvement Request is required. Skylights should be located such that they are not visible from the front of the dwelling unit. Skylights are not permitted on the front side of the roof ridgeline.

Storage Sheds: Storage sheds are prohibited in the Courtyard Single Family Cluster Homes.

Storm/Screen Doors: No approval is required if the following guidelines are met. Only full view can be on the front door. Provided that this criterion is met, there is latitude for a number of door styles. Examples are EMCO "Forever view" (#3970, "Full view" (#897), Larson Models 227-FV, 224-FL, 242-FV. *Doors with other decorative treatment such as grills will be evaluated by the CYCC and DRB.* Doors must be the same color as the adjacent trim or white. Back doors may be either metal or wood and are not required to be full view. They must match the trim. An example of an acceptable metal back door is the "Forever Traditional."