

***Greenfield at Collegiate Acres
Community Association, Inc.***

Architectural Guidelines

***As Approved and Adopted by the
Board of Directors
October 3, 2007***

Greenfield at Collegiate Acres
HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL GUIDELINES

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Greenfield at Collegiate Acres
HOMEOWNERS ASSOCIATION, INC.

WHAT ARE THE COVENANTS?

The Declaration of Covenants, Conditions, Restrictions and Easements are one of the Documents you received at the point of sale for your home. They are the legal and binding documents between the Association and each member (you) by which all parties must abide. Our covenants assure owners of certain minimum standards for land use, architectural design and property maintenance throughout the community. They also provide for your membership in the Greenfield at Collegiate Acres Community and establish a mechanism for the operation of the Association on a daily basis.

The Covenants "run with the land" as part of your deed of ownership. The covenants are a contractual obligation between the homeowner and the Association, and every homeowner is obligated to abide by them. It is our hope and intent to help you in every way to obtain the fullest enjoyment of your private property and the commonly owned property consistent with your obligations to the other homeowners and the Association.

PURPOSE

This document is not intended to replace the Declaration, but to clarify the process by which homeowners may customize and modify the exterior presentations of their homes and/or lots. The intent is to provide consistent guidance to owners regarding requirements for additions and modifications to property in the community, and matters of particular concern to the Architectural Review Committee "ARC" when considering applications for approval of such conditions and modifications. Additionally, the guidelines set forth various restrictions on other matters relating to community standards and the overall appearance of property in the community.

APPLICATION AND REVIEW PROCESS

Every effort has been made to make this process as simple and efficient as possible. The items that have been dealt with in this booklet give you a guideline to follow when you are making your architectural application to insure and expedite approval.

Unless otherwise specifically exempted by the Declaration or these Guidelines, **each and every** proposed exterior modification/addition to residential units or lots requires approval of the Architectural Review Committee.

The applications should be submitted to the Architectural Review Committee in care of Comsource Management 3414 Morningwood Drive Olney Maryland 20832 An Application is attached for your convenience.

All reviews will be based on requirements outlined in the community documents, which include the Bylaws, Declaration of Covenants, Conditions, Restrictions and Easements and these Architectural Guidelines. Final approval of all exterior modifications is the responsibility of the Board of Directors.

Please be reminded that it is *the Homeowners' responsibility to apply for and obtain all necessary building permits and other government approval that may be required!*

GUIDELINE 001

SHEDS

All sheds require written application and approval prior to construction.

1. Sheds must be one story, not to exceed 15 feet in height as measured from the ground to the ridge line of the roof.
2. The roof must be shingled, unless it is completely concealed by a deck or other structure.
3. Siding may be vinyl, wood (or synthetic) decking material, or T1-11 type wood.
4. Aluminum siding, plywood and other flush wood finishes are not permitted.
5. Color and materials of the siding, trim, roof, door and windows must match the existing house or deck.
6. Freestanding sheds must not exceed a 100 sq. foot surface.
7. Sheds may only be placed in the rear yard.
8. No dog houses or kennels shall be erected or maintained on any lot.

GUIDELINE 002

FENCES

1. All fences require written application and approval prior to construction.
2. Fencing may not extend forward of the front foundation wall.
3. Fencing may be a maximum of 6 feet in height.
4. Fencing material may be white vinyl, or wood. No chain link fencing is allowed.
5. All gates must open inward.

6. The approved fence types are Straight, Scalloped Picket, or Board on Board.
No stockade fencing will be allowed

GUIDELINE 003

OUTSIDE LIGHTING

1. All exterior lighting requires written application and approval prior to installation.
2. Lamp posts must be black.
3. The light fixture on top of the lamp post must be of a Coach Light Style.
4. Holiday temporary decorative lighting is pre-approved from Thanksgiving through the 15th of January. Seasonal decorations are approved two weeks prior to the event until two weeks after the event.

GUIDELINE 004(A) Revised

PLAY EQUIPMENT

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CHILDREN'S RECREATIONAL EQUIPMENT

1. Permanent play equipment is strictly prohibited.
2. Portable play equipment (i.e.: baby pool, toys, basketball hoops, etc.) must be removed from view when not in use.
3. All play sets require written application and approval prior to installation.
4. Wood play sets may be left natural or stained wood tone color. Wood substitutes must be a natural or muted color.
5. All play sets must be placed in the rear of the house between the side walls.
6. Metal play sets will not be approved.
7. Play sets must be maintained so that no deterioration occurs.

8. Play sets not maintained as required must be removed within 30 days of homeowner notification.
9. Play structures cannot approximate the size, shape or design of items otherwise prohibited from storage in backyards (e.g., boats, tractors, etc.). Enclosed play sets or play houses must be no larger than allowable sheds (i.e. 100 square feet in ground area).
10. Trampolines should be commercially produced and must be placed in rear of house between side walls. Exceptions to this placement must be screened from street view, either by foliage or some other method, and must be submitted for approval prior to installation. Owners must maintain the items in good working and visual condition. Broken, peeling or rusting items must be repaired, repainted or removed. Maximum size is 150 square feet in area (14 feet in diameter).
11. No homeowner shall allow the temporary or permanent installation of skate-board ramps in driveways, leadwalks, or sidewalks on any lot.

GUIDELINE 005

DECKS

1. All decks require written application and approval prior to installation
2. Decks and steps should not extend beyond the side walls of the house and should not occupy more than 25% of the rear yard.
3. Railings should be no more than 42 inches high.
4. Pickets in railing sections should be at least 3 inches apart.
5. Wood may be left natural, wrapped in white vinyl or stained with a wood-tone, gray or white stain. Artificial wood products may be gray, white or any wood-tone color.

GUIDELINE 006

STORM DOORS

1. Storm Doors require written application and approval prior to installation.
2. Storm doors must match the color of the front door or trim around the front door.

3. The storm door should contain a single piece of glass and it should be full view or ¼ view only.

GUIDELINE 007

POOLS

1. Pool should have significant landscaping to provide a year-round visual barrier between the pool/decking and all streets and adjacent homes. A complete and detailed landscape/screening application must be submitted with the pool application. All pool applications will be examined on a case-by case basis, and require ARC approval prior to installation.
2. Pools must be in-ground type only; above ground pools are not permitted.
3. Decking around pool should not extend into any easements.
4. Pools (exclusive of decking) must be situated in the rear yard, and should be kept between the side walls of the house wherever possible.
5. Pool fencing must conform to all applicable laws and/or County and City codes. If possible picket fencing should be used. Details regarding the fence should be submitted with the pool application.
6. Landscape plan, designed to soften and compliment the pool appearance, must be submitted with the pool application. Landscaping should be installed at the same time as pool and decking.
7. Pools must be maintained in an appropriate and usable condition.
8. Small, portable "kiddie" pools are not subject to this guideline, but must be removed from view when not in use.

GUIDELINE 008

HOT TUBS

1. All hot tubs require written application and approval prior to installation.
2. Hot tubs must be located in the rear of the residence screened from view of the street and neighboring properties.

3. A complete and detailed landscape plan designed to soften and complement the hot tub appearance must be submitted with the hot tub application.
4. Owners are required to install safety features such as locks or covers and comply with all applicable state and local codes.

GUIDELINE 009

SATELLITE DISH

1. We request that a written application be submitted prior to the installation of all Antennae/Satellite Dishes.
2. The preferred size of a Satellite Dish is no larger than 18" in diameter.
3. The preferred location of a Small Antennae on a lot is in the rear yard of a dwelling and screened from view from adjacent dwelling or street by using trees or landscaping. Should this location or screening impair such Small Antennae, the Architectural Committee will approve another location.

GUIDELINE 010(A) Revised

TEMPORARY STRUCTURES

1. No structure of a temporary character, trailer, recreational vehicle, garage, or outbuildings shall be used on any lot at any time as living quarters, either temporarily or permanently, without prior written consent of the Board of Directors.
2. No clotheslines, fuel tanks or storage containers shall be placed on any lot.

GUIDELINE 011

VEHICLES

1. No recreational vehicles, boats, commercial vehicles, construction equipment, aircraft, commercial vehicles or trailers shall be located in front of any Lot or in street rights of way. All such vehicles, aircraft and boats, commercial vehicles or trailers shall only be parked in the rear of any lot, and then only if hidden entirely from view from the front street. Horse trailers or vans shall be parked only in the rear of homes erected on the lots and only if reasonably screened from view from the street on

which the lot may front, such screening to be approved by the Architectural Control Committee. No unlicensed or inoperative vehicles, trucks larger than ¾ ton capacity, commercial vehicles, or construction equipment shall be parked on the lots. No such vehicles or equipment shall be parked in the public right-of-way adjacent to any lot for overnight or longer periods.

GUIDELINE 012

ANIMALS

1. No Animals, horses, livestock, poultry or other fowl of any kind shall be raised, bred, or kept on any Lot. No more than three (3) dogs, cats, or other usual household pets may be so raised, bred or kept, provided further that they are not raised or bred or kept for any commercial purpose.

GUIDELINE 013

NUISANCES

1. No noxious or offensive activity shall be carried out upon any Lot, nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood. No commercial activity shall be conducted on any Lot, other than Declarant's Model home lots. The Architectural Control Committee reserves the right to require the Owner of any Lot, upon thirty (30) day written notice, mailed to the Owner of record at the address as shown on the tax assessment records of the City of Hagerstown, to trim shrubbery or trees, to cut and remove tall grasses and weeds, and /or to remove any trash and litter standing on any part of such parcel which may, in the opinion of the Committee or Declarant constitute a nuisance, impair the view or value of adjacent homes, or constitute a detriment to the health and well being of the residents in the community. The Architectural Control Committee may trim, cut and remove such trees, shrubbery, grasses, weeds, trash and litter at the expense of the Owner in the event said Owner shall fail to do so within thirty (30) days of the mailing of said notice.

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