

Rock Creek Manor Community Association, Inc.

Architectural Guidelines

(Revised April 2004)

The following guidelines have been approved by the Board of Directors of the Rock Creek Manor Community Association as a simplified guide to obtain approval for maintenance or alteration of the exterior of your home. These guidelines are an extension of Article V, Architectural Control in the Declaration of Covenants, Conditions and Restrictions for Rock Creek Manor.

Unless your maintenance or alterations have been pre-approved (specifically mentioned as "pre-approved") in these guidelines, they must be approved in writing by the Board before work can begin. Requests for approval must be clearly written and include drawings or blueprints. Each request must be signed by your neighbor(s) (owners of other homes that are attached to your home) before it is submitted to the Board. If you are unable for any reason to obtain neighbor signatures, you may submit your proposal to the Board for approval.

The Board must approve or deny a homeowner's request within 30 days of filing the completed application. The Board's decision will be based solely on maintaining the esthetics of the community and not on structural integrity, drainage or other construction standards. Building permits, architectural soundness and compliance with the Building Code of Montgomery County, Maryland are the responsibility of you and your contractor.

Once construction begins, maintenance or alterations must be completed within 90 days. Maintenance or alterations must comply strictly to measurements, locations, colors and other specifications that have been approved. Any substantial variation from the specifications must be approved by the Board before construction begins.

The Board realizes that there are homeowners who have made alterations to the exterior of their property which do not conform to these guidelines. The Board asks that these alterations be brought to conform to the guidelines as quickly as possible. The Board has the authority to remove all unapproved changes and to charge the homeowner with any expenses incurred to do so.

Landscaping

Landscaping projects for the front, side or rear of your unit, such as built-in planters, retaining walls and change of existing beds must be approved by the Board. The plan submitted must include information regarding location, materials, method of construction, drainage changes, etc.

Stone, wood or brick edging is pre-approved.

Trees must be approved before they are planted. Large trees will not be approved for homeowner lots because a large tree's extensive root system could cause serious damage to foundations, sidewalks, water conduits and other improvements. Trees that reach 15 to 30 feet at maturity may be more appropriate for your lot. We suggest that you discuss your choice with a nursery or landscaper as well as with your neighbors.

Replacement of existing ornamental bushes and addition of flowers and small shrubs in existing beds is pre-approved.

Planting fruits or vegetables in your front yard (except for flowering fruit trees) will not be approved.

Lawns, shrubs, planters and container gardens must be trimmed and neat in appearance.

Steps and sidewalks

Replacement of your steps or sidewalks with the same design and materials is pre-approved.

Outdoor carpet will not be approved.

Exterior doors and windows

Storm doors are permitted.

All styles and colors of exterior doors and windows (including storm doors) must be submitted to the Board for approval. There are no pre-approved exterior doors or windows.

Paint

Repainting the exterior of your house with the same colors is pre-approved.
Changes to the existing colors on the exterior of your house must be approved by the Board.
Painting railings black is pre-approved.
Painted exteriors must be maintained.

Attic ventilation fans

Installation of an attic ventilation fan is pre-approved if it is installed on the rear slope or, for end units, the inside of the existing gable vent at the peak on the side of your house.

Antennas and satellite dishes

Installing a satellite dish on the back slope of a house's roof is pre-approved. Any other proposed location for a satellite dish must be submitted to the Board.

Fences

"Board on board" fences such as the privacy fence between you and your neighbor are the only type of fence that will be approved. It must be the same type and height (6 feet) as your privacy fence. Fences must follow the property line and be on or within one inch of the property line, except for end units. Interior units may install fences to the rear property line. Exterior units may install fences to the rear and side property lines.

Front yard fences will not be approved.

The fourteen units which back onto Rock Creek Park may lower the rear section of fence to four feet.

Wood preservative may be applied to preserve and protect your fence. If any color of wood preservative other than clear is to be used, the color must be submitted to the Board for approval. This allows uniformity across all units, particularly along Baltimore Road.

Gates must conform to the "board on board" construction used for fences and must be the same height as the adjacent fence.

Firewood

Stored wood must be kept within the fence line and away from the side or back of the house. The top of the woodpile must be lower than the fence.

Woodbins should be no higher than the top of the fence and require approval of the Board.

Patios and Decks

Decks and patios require approval of the Board.

Decks and patios will not be approved for the side of end units.

No deck may be painted.

Enclosing a deck or patio will not be approved.

Sheds

Sheds must be approved by the Board. The Board will consider only sheds in the rear of units that do not extend higher than six feet or the height of the existing fence, whichever is lower.

Other

Trash receptacles, lawn equipment, bicycles, toys and other maintenance equipment must be stored out of public view.

No pools will be approved, except for small plastic toddler pools that are less than six feet in diameter. Toddler pools must be emptied and put away by nightfall unless they are in enclosed yards.

Changes to shutters or permanent flower boxes must be approved by the Board.

Clotheslines will not be approved.

Rock Creek Manor Community Association, Inc.
Request for Approval of Proposed Exterior Modification

Date submitted _____ Owner's name _____

Address _____

Home phone (____) _____ Daytime phone (____) _____

I (We) request that the Board of Directors approve the exterior modification proposed below. I (We) warrant that the modification described here will be constructed or accomplished using the exact specifications set down here, and I (we) further agree and promise that all building code permits will be issued to me (us) before any work begins. I (We) understand and acknowledge that my (our) failure to comply with the above or any regulation of the Association that pertains to this request may cause me (us) to be required, at my (our) expense, to alter or remove any improper change or construction. (All title owners must sign below.)

(Co)Owner _____ (Co)Owner _____
(please print) (please print)

Signature _____ Signature _____

Date _____ Date _____

Location of modification: _____ Drawings / Cut sheets / Diagrams attached: _____

Description: _____

Exact specifications (color, dimensions, type of materials): _____

Notification of Neighbors: The signatures below of my immediately adjacent neighbors represents that they have been notified of the proposed work to my residence contained in this submission. These signatures do not represent approval or disapproval, only notification of proposed improvements (the applicant may attach to the application any comments received from the neighbor regarding this submission for the Board's consideration).

Neighbor #1 _____ Neighbor #2 _____

Date: _____ Date: _____

I, _____ acknowledge that any improvement, modification to a unit or alteration made by me or my contractor as may be authorized by the Board of Directors will be exactly to the specifications stated above (or attached) and as approved by the Board. Further, in the event that an alteration or modification is constructed or completed which is not in compliance with this request as approved by the Board, I or the contractor will correct or remove the work as the Board and the owner(s) may direct at my (our) expense.

Signature: _____ Date: _____

(Do not write below this line)

Date received by Board _____ Date reviewed by Board _____ Certified by _____

Owner(s) notified _____ Date _____ Means _____

Votes approving _____ Votes not approving _____ Application Approved: Yes / No

Written opinion on reverse: Yes / No