

HILLCREST KNOLLS HOMEOWNERS ASSOCIATION, INC.  
**ARCHITECTURAL CHANGE REQUEST**

Name \_\_\_\_\_ Property Address \_\_\_\_\_

Owners Home Address (if different) \_\_\_\_\_

City, State, Zip (if different) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Homeowner Email \_\_\_\_\_

**DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION** - Please outline in detail all proposed improvements, alterations or changes to your home or property. Include color(s), size(s), specifications, materials, location, plat and any other pertinent information needed by the Committee in order to make an informed decision. Please attach a separate document to sketch the proposed alteration as it will appear when completed. **MUST SUBMIT (1) ONE FORM PER PROJECT**

**PROJECT TYPE:** (Deck, Siding, Fence etc.) must specify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Beginning Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

I understand approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Board of Directors I agree to make the changes under the terms and conditions specified in the letter of approval. All improvements must be on my property. 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 element(s) to their original condition(s).

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN TO: HILLCREST KNOLLS HOMEOWNERS ASSOCIATION, INC.  
P.O. Box 67 Jefferson, MD 21755  
Fax 301.360.5507 Or Email to: [laura@JeffersonPM.com](mailto:laura@JeffersonPM.com)

The committee has (20) days to review your request once received. You will be notified once a decision has been made.

**COMMITTEE USE ONLY:** Date Received: \_\_\_\_\_ Reply Date: \_\_\_\_\_

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

\_\_\_\_\_ Approved to the conditions on the attached letter  
\_\_\_\_\_ Disapproved, see attached letter

## **HILLCREST KNOLLS HOMEOWNERS ASSOCIATION ARCHITECTURAL GUIDELINES**

Provisions for architectural control within the community are an integral part of the legal arrangements of the Homeowners' Association. Article V of the Declaration of Covenants, Conditions and Restrictions states that all modifications to the outside of your home, whether on your property or on common property, must be approved in writing by the Board of Directors of the Association. Properly exercised, these provisions are designed to protect the property value of all the homes in the community, and maintain the overall appearance of the community.

The first act of the Board of Directors has been to publish these guidelines, the purpose of which is twofold: 1) to give blanket approval on certain modifications and 2) to explain the mechanism for submitting a proposal for approval for other items.

If a modification is not given blanket approval in these guidelines, it certainly does not mean that the Board of Directors will not grant written approval. The only reason approval would be denied is if the modification detrimentally affects either the ambiance or landscaping of the community.

Provisions for architectural control also serve to provide the ground rules for a forum for the settlement of potential disagreements about exterior appearance. These disagreements, if left to informal expression, can do much to undermine the community spirit necessary for sustaining a successful association. These regulations and the committee representing them are not designed to stifle the individuality of the homeowner, but to protect the homeowner's rights and property. This is the spirit in which the Board of Directors functions and the rules are enforced. Your cooperation with its endeavors and adherence to these rules is needed and greatly appreciated.

## **BLANKET APPROVAL**

1. **LANDSCAPING** - Modest landscaping is encouraged for the planting of flowers, shrubs, small trees, etc. and does not require approval of the Board of Directors. Major landscaping that substantially enlarges or changes the existing landscape does require ARC approval. If in doubt, contact the Board of Directors. The following guidelines apply to all landscaping:
  - a. Trees, bushes, hedges must be planted so as not to obstruct the line-of-sight of vehicular traffic on any public or private street or roadway.
  - b. Landscaping may not encroach onto common ground without specific approval of the Board of Directors.
  - c. Decorative fencing to the height of 18" around flower beds in front yards, so long as they are constructed of one of the following: unpainted brick, landscaping timbers, field stone.
  - d. Vegetable gardens in rear yards only. In fenced yards, not to exceed 50% of the yard. In unfenced yards not to exceed 100 square feet.
2. **PICNIC TABLE** - in back yards only.
3. **STORM DOORS** -
  - a. Storm doors must be either white or match the home's exterior colors.
  - b. Only insect screening or glass shall be in the opening. Mesh, grill or bars of any style will not be allowed.
  - c. Wooden screen doors will not be accepted.
4. **LOCKS** - Dead bolts and peep holes.
5. **HOSE CADDIES/CARTS** -
  - a. Approved for backyards only.
  - b. In front yards - no wall mounted caddies; carts behind landscaping OK.
6. **SEASONAL DECORATIONS** - may be displayed on your property, but should be removed no later than one month after holiday.
7. **CHILDREN'S WADING POOLS** - are permitted, ut must be emptied daily unless located within completely fenced-in yards.

**BLANKET APPROVAL Cont'd.**

8. **HOUSE EXTERIOR** - Routine maintenance, including painting, on the homeowner's property does not require approval provided the exterior color remains the same and the appearance of the home is not changed. Unpainted surfaces require Board of Directors approval prior to being painted. Color changes, including paint, trim, siding and shutters must be approved by the Board of Directors.
9. **ATTIC FANS** - Electrically powered attic fans do not require approval provided:
  - a. The fan is mounted on the rear roof of the house.
  - b. The fan does not extend above the peak of the roof and extends no more than 24" above the surface of the roof.
10. **PATIOS** - In backyards do not require Board of Directors approval provided:
  - a. The patio covers no more than 50% of the backyard, if not fenced in.
  - b. The patio must not result in the alteration of the drainage patterns.
  - c. No permanent above ground extensions of the patio (lighting, planters, etc.) May protrude above the level of the fence.
  - d. The patio must be built of a non-degenerative material such as stone, ceramic slate, concrete, treated woods.
11. **HOT TUBS/SPAS** - Approved only for fenced in backyards.
12. **DOGHOUSES** - OK up to 3 foot maximum height in fenced yard. In unfenced yard, see #4 of "Needs Approval" section.

## **NEEDS APPROVAL**

Other than routine maintenance and blanket approval items delineated within this document, any improvements, alterations, repairs, change of paint colors, excavations, schanges in grade, or other work which in any way alters any lot, or improvements existing on the lot, from its original or improved state shall not be performed on the exterior of any unit without the approval of the Board of Directors

1. **✓ BUILDING ALTERATIONS** - Any additions or exterior alterations to an existing building must be compatible with the design character of the original building and have the approval of the Board of Directors.

Only the exterior materials on the original building or materials compatible with the architectural design of the community will be approved.

2. **DECKS** - That comply with the design and character of the original building will be permitted upon approval of the Board of Directors. Please include a copy of the proposed deck plans with the application. The deck must be constructed using pressure treated/rot resistant wood, cedar, or natural redwood.
3. **SHEDS** - Will be reviewed on a case-by-case basis. Will be constructed of wood or vinyl siding to match the house. Roof shingles shall match the shingles of the house. If shed is located near the house, it is to be the color of the house; located near a fence, the color of house or fence. No metal sheds will be approved.
4. **DOGHOUSES** - In unfenced yards or larger than 3' in height, will be assessed on a case-by-case basis. If larger than 3' and located near the house, it is to be the color of the house; located near a fence, the color of the fence and/or house. In unfenced yards, doghouse to be the color of the house or natural wood.
5. **FENCES** - Must meet the following guidelines:
  - a. All fences must be constructed of natural wood. No paint is permitted. A clear preservative or natural wood stain may be applied.
  - b. No fence shall extend any farther forward on a lot than the midpoint of the side of the house.
  - c. All fences constructed shall follow the lot lines of the property.
  - d. Chain link and other wire fences are specifically prohibited.
  - e. All fences constructed must be six feet (6') high.
  - f. All fences hall be maintained and replaced as needed by the owner/occupant regardless of who installed the fence, i.e., previous owner or builder.

### NEEDS APPROVAL Cont'd.

- 6 TREES - In the front, side or rear yards that affect Common Ground.
7. SHUTTERS - Addition of or changes to must be approved.

### UNAPPROVED CHANGES

1. Room or window air conditioners.
2. Awnings.
3. Permanent clothes lines or clothes trees.
4. Exterior antennas for television or radios for either reception or transmission may not be erected on the house or the property. Antenna wires are allowed on the exterior of the house only if the wires are run so as not to be seen. Small satellite dishes in fenced yards will be considered by the Board of Directors on a case-by-case basis.

### RECOMMENDATIONS

If you have any questions about a proposed change to your property that is not covered in these guidelines, we suggest that you write to the Association (in care of ~~Walter Hoffman Realty~~) for help.

If you purchase building materials, sheds, etc. before receiving written approval, YOU ARE DOING SO AT YOUR OWN RISK.

The Board of Directors cannot stress enough to the homeowners that items not granted blanket approval in this document must receive written approval.

\*\*\* A NEIGHBOR'S MODIFICATION WHICH YOU MAY WISH TO COPY MAY NEVER HAVE BEEN APPROVED, OR YOUR CIRCUMSTANCES MAY BE DIFFERENT, SO YOU MUST OBTAIN WRITTEN APPROVAL. \*\*\*

Anything not specified in these documents, needs approval.

## **APPLICATION OR APPROVAL**

1. Owners wishing to make any exterior changes, additions, or alterations must submit the proper written application to the Architectural Review Committee. Applications should be submitted to, and can be obtained from the Association, c/o ~~Walter Hoffman Realty, Inc., 202 South Jefferson Street, P.O. Box 1127, Middletown, MD 21769-1127~~, Attn: Board of Directors, Hillcrest Knolls H.O.A., Inc.
2. The burden of demonstrating the acceptability of the proposal rests with the applicant. The applicant should submit a sketch or drawing of the proposed change and include dimensions, materials and colors to be used. The Board of Directors may request additional information as needed.
3. Each architectural alteration or addition must be specifically approved by the Board of Directors even if the intended architectural change conforms to the founding documents or these guidelines, or a similar change has been previously approved.
4. Approval of the application by the Board of Directors does not imply the proposed change is structurally sound nor that the applicable building codes of Frederick City have been met. The Association will not knowingly approve a change which is in violation of the local building or zoning codes. It is the responsibility of the homeowners to obtain all required approvals and building permits. On the other hand, obtaining the proper permits does not waive the need for the Board of Directors approval.

## **APPLICATION PROCESS**

1. The Board of Directors will inform the owner via the Management Company of the committee's decision with 30 days from the receipt of the application. If the application fails to receive a response within 30 days, the application will be considered to have been approved by the Board of Directors.
2. The homeowner has the right to appear at the meeting where his request will be discussed and voted upon. The vote of the Board of Directors will be taken to the Management Company to formal respond to the homeowner in writing.
3. The homeowner has the right to appeal the Board of Directors decision to the Board of Directors of the Association.
4. If the homeowner desires to make changes during construction, a revised application must be submitted to the Board of Directors.
5. All approved changes and additions must be started within 6 months of date of approval, and completed within 6 months of the construction start. If the construction cannot be completed within 6 months, the homeowner may request, in writing, an extension from the Board of Directors.

## MAINTENANCE AND MINIMUM APPEARANCE STANDARDS

It is the responsibility of each homeowner to maintain the exterior their home and lot to include wood, brick, facades, fences, shrubbery, lawns, etc. The following guidelines apply:

1. Paint and stain must be maintained in uniform and good repair (with no peeling, chipping, cracking, or stains) on the trim siding, firewalls, fences and decks.
2. Lawns must be kept with a uniform ground cover, and grass should be no more than 4 inches high. Trimming of growth shall be the responsibility of the owner of each property. If the Board of Directors finds any property neglected, it shall give notice to the owner of the problem. If it is not remedied by the homeowner within 8 days, the Association shall direct the cutting and trimming at the cost of the property owner, to be added to the dues.
3. Dead trees and shrubs shall be removed.
4. Front yards shall not be used as open storage.
5. No lumber, bulk materials, supplies, refuse or trash shall be kept, stored or allowed to accumulate on any lot except building materials during the course of construction.
6. Fences, gates and decks must be maintained in good repair.
7. Front or side lawn decorations (benches, statues, etc.) shall be limited to three (3) without approval by the Board of Directors.

The Association is empowered under the Declaration to enter upon any Lot and cure any design or maintenance defaults at the owner's expense following due process. Any materials or items found to be in violation of these restrictions after due process, will be seized by the Management Company for non-conformance. Items seized will be disposed of in the proper manner, at the owner's expense.