

CRAWFORDS RIDGE HOMEOWNERS' ASSOCIATION ARCHITECTURAL AND DESIGN GUIDELINES

The primary purpose of this handbook is to familiarize homeowners at Crawfords Ridge with the objectives and application of design standards and guidelines, which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Crawfords Ridge Community.

This handbook enumerates specific design standards and guidelines, which have been adopted by the Architectural Design and Review Committee. It also explains the application and review process, which must be adhered to by the homeowners seeking approval for any exterior modifications or changes to their homes or lots, which are subject to approval by the Association.

The handbook will serve as a valuable reference source and will assist homeowner's in preparing acceptable applications for review by the Architectural Design and Review Committee. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the Crawfords Ridge Community contain covenants including those pertaining to design standards. **Legally, these covenants are part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.**

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards are intended to achieve the following objectives:

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

The enforcement of design standards not only enhances the physical appearance of a community but protects and preserves property values. Homeowners who reside in Crawfords Ridge are protected from actions of neighbors which can detract from the physical appearance of the community and, in some cases, diminish property values.

ROLE OF THE ARCHITECTURAL DESIGN AND REVIEW COMMITTEE

The primary responsibility of the Architectural Design and Review Committee is broadly defined as follows: No construction, exterior alteration or modifications, or major landscaping as described in the handbook under **LANDSCAPING**, shall proceed until the requirements herein have been fully met and until the approval of the Architectural Design and Review Committee has been obtained.

ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL DESIGN AND REVIEW COMMITTEE

Essentially, all changes to the exterior appearance of a building or lot are subject to review and approval by the Architectural Design and Review Committee.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Building exteriors may be repainted provided that there is no color change from the original. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material or color.
2. Minor landscape improvements such as planting flowers, mulching, and improvements of a small scale which do not materially alter the appearance of the lot will be exempt from the design and review process.
3. The installation of in-ground water sprinkler systems will not require an application.

If there is any doubt as to whether or not a proposed exterior change is exempt from the design and review process, homeowners should first seek clarification from the Architectural Design and Review Committee before proceeding with the improvements.

DESIGN AND REVIEW CRITERIA

There is an advantage to design standards and guidelines which provide definitive “do’s” and “don’ts”, with no resort to judgment or discretion. Such specificity provides clear guidance to homeowners as to whether or not contemplated improvements will be permitted.

To the extent possible, specificity has been incorporated in the design standards. However, total specificity is neither possible nor desirable. The criteria listed below provide the basis for both the development of design guidelines and the evaluation of individual design proposals by the Architectural Design and Review Committee.

1. **Design Compatibility.** The proposed modification or improvement should match the architectural characteristics of the applicant’s house, and be compatible with adjoining houses in the neighborhood.

Compatibility is defined as similarity in architectural style, quality of workmanship, and similar use of materials, color, and construction details.

2. **Scale.** The scale of the proposed improvement should relate to size of the applicants home and the location and size of the lot. This criteria applies to both structural and landscape modifications.
3. **Impact on Neighbors.** All proposed improvements should relate favorably to the landscape, the applicants home, and the neighborhood.
4. **Color and Materials.** Continuity or compatibility of color and finishing materials with the original construction and surrounding dwellings will be a specific consideration in evaluating the appropriateness of proposed improvements.
5. **Relationship to Environment.** Proposed improvements should not have a negative impact on the environment. The removal of trees and other vegetation, grading and other topographical alterations will be assessed for potential adverse impacts, such as material change in the rate and/or direction of storm water run off and soil erosion.

APPLICATION AND REVIEW PROCEDURES

1. **All applications** for proposed improvements must be submitted in writing using preferably the application form authorized by the Architectural Design and Review Committee. Applications must contain full and complete details of the proposed improvement with drawings, sketches, or landscape plans in order to commence the review process. Incomplete applications will be returned to the applicant.
2. **Time frame for Completion of the review.** Once an application is received the Architectural Design and Review Committee will make every attempt to complete the review process within ten days. Approvals in most cases will be made immediately. However, it may be necessary for the Architectural Design and Review Committee Chairman to call for a Meeting with the Board of Directors to discuss any applications that contain questionable requests. Once a decision is made, the applicant will be notified in writing by either the Architectural Design and Review Chairman or another member of the Board of Directors.
3. **Though a homeowner may receive a verbal OK to proceed,** the Architectural Design and Control Committee will follow up with the homeowner in writing.
4. **Any homeowner, who makes improvements which are disapproved,** or who make improvements without the prior approval of the Architectural Design and Review Committee, shall be subject to the Association's enforcement procedures. **Note:** The By-Laws empower the Crawfords Ridge Homeowners Association Board of Directors to enforce compliance with the Associations Design and Review Guidelines.
5. **As the final step in the review process,** the applicant shall notify the Architectural Design and Review Committee that the work has been completed. The Architectural Design and Review Committee have the right to make follow-up inspections once notification of job completion has been received.

6. **Reconsideration Procedure.** Any applicant who had been previously denied may request that the Architectural Design and review Committee reconsider a denial or a stipulation of approval if the applicant believes that the Committee did not receive or may not have been aware of certain circumstances that may have resulted in a different decision. A request for re-consideration must be given to the Committee within ten days after the date of initial action. The request should include any new or additional information, which might clarify the change or improvement. The Architectural Design and Review Committee will respond in writing within ten days of its' final decision.

DESIGN GUIDELINES

- **ANTENNAS.** Television Antennas, Short Wave Radio, CB, or any other type Antenna will be strictly prohibited. Refer to the section on "Satellite Receivers" for guidelines on Dishes, or similar devices.
- **ATTIC VENTILATORS.** Attic Ventilators and Turbines are permitted. Ventilators and Turbines must be mounted on the least visible side of the ridge line, so as to minimize their visibility. Ventilators and Turbines should not extend above the roofline.
- **AWNINGS.** Awnings will be approved **only** if the proposed location is on the rear side of the dwelling unit. All Awnings should be consistent with the visual scale of the house to which it is attached.
- **CHIMNEYS.** Chimneys must be the same finish material as the exterior of the home to which it is attached.
- **CLOTHES LINES.** Clothes lines or a similar apparatus for the exterior drying of clothes will not be permitted.
- **COMPOST BINS.** Compost Bins are not allowed anywhere within the Crawfords Ridge Community.
- **DECKS/GAZEBOS.** All decks and/or gazebos must be approved by the Architectural Design and Review Committee as to location and material only. Note; It is the homeowner or builders responsibility to obtain and comply with county permits.
- **DOG HOUSES AND DOG RUNS.** Dog Houses can not be used as a permanent living quarters. However they can be used as temporary shelter during the day. Dog houses must be located within the fenced area of the rear or side yard. Dog Runs are prohibited!
- **DRIVEWAYS.** The widening of existing concrete driveways with concrete is prohibited. Any modifications to driveways using materials such as pavers must be approved by the Architectural Design and Review Committee.
- **EXTERIOR AIR CONDITIONERS AND WINDOW FANS.** These devices are strictly prohibited from being installed within public view!

- **EXTERIOR DECORATIVE OBJECTS.** Approval will not be required for exterior decorative objects placed on front or side yards, as long as there is minimal impact to neighbors, and are of general appropriateness. Items requiring approval would include; fountains, bird baths, art sculptures, or any type of object considered “out of the ordinary”. Homeowners should contact the Architectural Design and Review Committee if they have questions.
- **EXTERIOR LIGHTING.** Lighting which is part of the original structure may not be altered, except for the addition of a small motion sensor to the light fixture, without approval of the Architectural Design and Review Committee. Proposed replacement or additional fixtures must be compatible in style and scale with the applicants’ house. No exterior lighting shall be directed outside of the applicants’ property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage, or other features. Exterior lighting to the side and front elevations of a house may be decorative light fixtures such as carriage lights or simple pole fixtures. Ground level decorative flood lights are not allowed.
- **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 must be approved.
- **FENCES.** Any additions to existing fences must have approval from the Architectural Design and Review Committee. Any alterations such as installing or removing gates or replacing damaged sections of fence do not require approval. However, all materials installed **must** be similar in make and design as the existing fence.
- **FIREWOOD.** Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence, in such a manner as to avoid adverse visual impact for adjoining neighbors.
- **FLAGPOLES.** Permanent, freestanding flagpoles are prohibited. Temporary flagpole staffs that do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not need approval by the Architectural Design and Review Committee. Seasonal, Holiday, Decorative flags, the United States and Maryland State flags are permitted to be displayed.
- **GREENHOUSES.** All greenhouses must be approved by the Architectural Design and Review Committee.
- **GRILLS.** Permanent grills must be placed in the rear yard and as far as practical from adjacent property lines. Grills shall not be placed near a fence.
- **HOT TUBS/SPAS.** Exterior hot tubs and spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of a deck and/or patio is encouraged.
- **IN GROUND WATER SPRINKLER SYSTEMS.** Approval is not required for the installation of in ground water sprinkler systems.
- **LANDSCAPING.** All major landscaping installations must be approved in advance. In general, a design

review application is not required for minor landscape improvements such as planting flowers and small shrubs. No exotic features, lawn art, or plantings will be allowed. Homeowners will be required to maintain all invasive type plants such as Ivy. **Intrusive plants such as Bamboo will not be allowed.**

Approval will be required for the following installations:

1. Any plantings intended to form a hedge or natural screen and which will attain more than two feet in height. Absolutely no hedge row will be allowed across the front of any property.
2. 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 or gravel.
3. Vegetable gardens shall be located behind the rear plane of the house.
4. Landscape Timbers and Mulch Bed Edging. Complementary types of edging material are permitted on each lot. In addition to landscape timbers, edging products are confined to brick, decorative aggregate block, small stacking flagstones, and commercially obtainable edging in rubber, plastic, wood, or painted metal.
5. **Railroad ties are prohibited.**
6. It is the respective homeowner's responsibility to maintain these structures in good condition.

Note: It would be impossible to list every possible landscaping scenario. Please contact the Architectural Design and Review Committee if you have questions.

- **PARKING.** Commercial vehicles, step vans, boats/trailers, and large vehicles are prohibited from being stored or parked permanently on or in front of any lot. All off road vehicles and all terrain vehicles (two as well as four wheel vehicles) are strictly prohibited from being driven within the community.
- **PROPERTY MAINTENANCE STANDARDS.**
 1. All turf areas on a lot must be neatly mowed during the growing season. Grass should not be permitted to exceed five inches in height.
 2. All trees and shrubs must be kept neatly trimmed and maintained, and their size maintained in proportion to the lot and home through pruning.
 3. No trash or debris may accumulate or be stored in a visible location as seen from the front of the lot. Trash must be kept in receptacles at all times. Construction materials required for the improvement of a home or lot should be neatly stored in as unobtrusive a location as possible when not in use.
 4. The exterior of a building must be maintained in an attractive manner. No significant blistering or peeling of exterior painted surfaces is permitted. Any exterior building components (i.e., siding, gutters and

downspouts, roof shingles, windows and doors) which are missing, broken, or otherwise in a state of disrepair must be repaired as quickly as possible.

- **SATELLITE DISHES.** The satellite receiver (dish) shall be placed in a location which, while providing the homeowner with an “acceptable quality signal“, minimizes impact to neighbors and roadways. If a location not listed below is required, the Architectural Design and Review Committee must be contacted for approval.

Approved locations are:

1. Ground level in the rear of the yard of any lot and be reasonably screened from common view.
 2. Ground level in the side yard (inside the fenced area) of any lot.
 3. Rear roof installation below the peak of the roof.
 4. Rear elevation of any dwelling.
- **SEASONAL LIGHTING.** Seasonal Christmas decorative lights may be displayed between November 15th and January 30th only. After January 30th, all seasonal decorations and decorative lights should be completely removed.
 - **SCREENED -IN PORCHES.** Any and all screened-in porches must be approved by the Architectural Design and Review Committee. Screened-in porches will only be installed on the rear of a home and must comply with the following.
 1. Roof Shingles must match the existing house shingles.
 2. Colors, paint, and siding, must match existing house colors.
 - **SECURITY BARS.** Security Bars or grates on windows will be prohibited. Any homeowners concerned with security are advised to use alarms and sophisticated locking systems in lieu of Security Bars.
 - **SIDEWALKS AND PATHWAYS.** Only stone, brick pavers, concrete, or similar durable construction material should be used. The scale, location, and design, should be compatible with the lot.
 - **SKYLIGHTS.** Skylights should be located such that they are not visible from the front of the dwelling.
 - **STORAGE SHEDS.** All sheds must be approved by the Architectural Design and Review Committee. In general, all storage sheds are restricted to the rear yard. (Behind the fence.) Storage Sheds with metal sides or roof are prohibited. Storage sheds must not exceed 100 square feet and eight feet in height. The finish materials must be similar as used for the exterior of the house.

- **STORM/SCREEN DOORS AND WINDOWS.** All storm/screen doors and windows **must match** the color of the house trim which is white. Storm/Screen Doors and windows do not require the approval of the Architectural Design and Review Committee.
- **SWIMMING POOLS.** Prohibited.
- **TRASH CONTAINERS.** All trash cans and containers must be stored out of view from the street at all times.