

Tanglewood II

Bay Hills Townhouses, A Condominium

Architectural and Exterior, Common, and Parking Area Standards: Rules and Regulations

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Overview

This document presents the Tanglewood II Condominium Townhouse Architectural and Exterior, Common, and Parking Area Standards. Included are the application procedures. The Standards are for use by The Architectural Control Committee (ACC) and Tanglewood II homeowners. These Standards are not meant to change our Master Deed, By-Laws, Restrictions or Amendments, but to assist homeowners with understanding those established standards when planning maintenance for resale, alterations, or additions to the exterior of their home and/or the surrounding grounds.

Additionally, these are association residential responsibility guidelines to promote neighborhood pride. As members of a residential townhouse condo association with shared walls, fences and, common grounds, we are each responsible for the appearance of our neighborhood, our interaction with our neighbors, and the actions of our children, visitors, tenants, and pets.

An annual spring property inspection is done by our representative from our property management company (Sentry Management, Inc.) and members of the Board of Directors (BOD). When the inspection is complete, each homeowner will receive a letter noting any maintenance that must be completed or a 'thank you' for a job well done for the year. A copy of the inspection form is available in the Appendix

Architectural Control Committee (ACC)

The ACC shall be composed of at least 1 member of the Board of Directors and 2 or more homeowners who may also be members of the Board of Directors whose responsibility will be to administer the standards set forth in this document.

The ACC will:

1. Review all exterior alterations and new construction plans presented by homeowners.
2. Present their recommendation to approve/disapprove the application to the BOD.
3. Inform the homeowners of modifications to these standards.

Application Process

Applications must be submitted in writing to the ACC for all exterior alterations and new construction. Each homeowner must submit an application even if a neighbor had an approval and has done the same work.

1. **Form**
 - a. A copy of the application form is included for your information. Forms are available from the Management Company: Sentry Management Inc., 2139 Defense Hwy., PO Box 3637, Crofton, MD 21114 and on line at www.sentrymgt.com.
 - b. The original of the completed application form and all supporting materials should be turned into a member of the Board of Directors at least 45 days before approval is

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needed. If a building permit will be required then a copy should be included with the application.

- c. A graphic description of the site plan, elevations and sketches should be included. Use of the plat is suggested. Manufacturer's literature or photographs of similar projects are expected if appropriate to the project. Proposed materials and colors should be included as well as the expected start and completion dates.
 - d. Work should commence one month from date of approval and completed within two months. A request for an extension can be made to the ACC.
- 2. Approval/Disapproval**
- a. A written response on a copy of the application will be delivered to the homeowner by a member of the ACC within 45 days.
 - b. With approval of the application by the BOD, the BOD then assumes no responsibility for the safety of the alteration, new construction or workmanship.
 - c. If the application is disapproved by the BOD, the homeowner will receive an explanation and may request reconsideration. The homeowner is encouraged to present new or additional information that may clarify the request or demonstrates its acceptability.
 - d. Upon completion, the ACC will inspect the project to verify compliance with approved specifications. The permanent files will be dated when the project is complete.
 - e. A copy of all applications will be kept on file by the ACC and Sentry Management.
- 3. Non-Compliance**
- a. Exterior alterations made after disapproval by the BOD may have special assessment imposed, legal action initiated and/or removal of the violation at the owners expense, regardless of the county permit approval.
 - b. New construction or alterations without an approved application may require removal regardless of county permit.
 - c. Approved applications not executed according to plan or exhibiting poor workmanship may require change or removal regardless of county permit.

Application Review Criteria

All applications will be evaluated by the ACC on their individual merits. Because this is a townhouse community, changes and alterations are more noticeable and have a greater impact on adjoining properties. Decisions are not made on personal opinion but on the criteria and general standards of the Master Deed, By-Laws, Restrictions and Amendments.

1. Location and Impact on Neighbors

Proposed alterations or new construction should relate to the landscape, the existing structure, and the neighborhood. Adjacent neighbor impact concerns include: access, drainage, view, sunlight, and ventilation. The applicant should discuss the proposal for exterior changes with the immediate neighbors before making an application.

2. Design Compatibility

Compatibility is defined as adhering to the already existing architectural styles, quality of workmanship, similar materials, colors, and construction details.

3. Scale

The proposed alteration or new construction must relate well to the adjacent homes and the surroundings.

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4. Color

The proposed alterations or new construction may stay the same color combination as is presently on the home or a request for a new colonial color combination may be submitted to the ACC for consideration.

5. Materials

The continuation of matching or compatible bricks used in the original townhouse is required. Copper roofs for bays are required. Siding is not permitted except on bay window boxes and house trim. Windows may be replaced with appropriate updated materials. Wooden slat fences establish a continuity of design and style for patio areas.

6. Workmanship

The quality of work should be equal to or better than that of the surrounding area. Poor workmanship may be objectionable to others and/or may cause safety issues.

Specific Guidelines

The following statements provide specific guidelines for maintenance, alterations or new construction to the exterior features within the Tanglewood II Condo Association. They specifically relate to the exterior improvements that most likely would be done by homeowners. If there is a topic that is not specifically addressed in these guidelines, please contact a member of the Board of Directors for a committee contact or prepare an application with appropriate materials and submit it with a detailed cover letter.

1. Exterior Painting

Painting with the same color in compliance with the home's established community color does not require BOD approval. Changes to the present colors must be approved following the application process.

2. Brick Siding, Front Steps, Sidewalks, and Railings

- a. Alterations, new construction and repairs to the building should be made using the same or similar brick and mortar so as to provide a seamless repair and maintain a well maintained appearance in the community.
- b. Front entry steps must be maintained for safety and appearance. Replacement steps may be concrete or matching brick.
- c. Sidewalks between the front entry steps and the common sidewalk are the responsibility of the homeowner and must be maintained or replaced for safety and appearance.
- d. Black metal railings are required on both sides of the main entry steps. They must be maintained or replaced for safety and appearance.

3. Windows, Shutters, Grillwork and Doors

- a. Replacement wood or thermal, windows must conform with:
 1. Main windows 6 over 6 grids
 2. Bay windows shall be 6x6 grid
 3. Bay window side panels shall be 4 over 4 grids
- b. Window frames and window bays may be covered with siding in approved colors.

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- c. Placing paper, sheets or similar materials in windows in lieu of curtains or blinds is prohibited, regardless of the circumstances.
- d. Replacement paneled doors may be steel, fiberglass, or wood. Decorative windows are permitted. Color must be complimentary to the house and trim and within an approved color combination. Shutters and door color do not need to match.
- e. Storm window and storm door color may be white or match the window trim.
- f. Shutters may be in a slatted or paneled design. All separate windows, front, back, and ends, without grillwork, must have shutters. Windows on homes with Dutch roofs do not require shutters.
- g. Windows with metal grillwork may have shutters on those windows, but it is not required. Grillwork must be painted black.
- 4. **Roofs and Fire Caps**
Roofs and fire caps are the responsibility of the homeowner to maintain. When roofs are replaced BOD approval is required if shingle color is changed.
- 5. **Gutters and Downspouts**
Maintenance and cleaning of down spouts and gutters is mandatory to prevent water damage to the homeowners' interior walls as well as those of the adjacent homes. Gutters should be painted to match the townhouse trim.
- 6. **Fences**
Fences must be natural wood, 5 feet high or consistent with adjacent fences as determined by the ACC. Fences may not be painted or stained but may be treated with water sealant to prevent discoloration. Fences may not extend beyond the homeowner's building sideline or the back property line. Trellises or other attachments which raise the height of the fence are not permitted. Fences must be in good condition and present a well maintained appearance.
- 7. **Patios and Ground-Level Decks**
 - a. Patios and decks should only be located in the rear of the property. Materials should be of natural weathering quality such as brick, pressure treated lumber, stone, slate, concrete, or any of the new man made products such as wood colored TREX.
 - b. If changes in grade or other condition which will affect drainage are anticipated, they must be indicated on the plan. Generally approval will be denied if adjoining properties are adversely affected by the changes in drainage.
- 8. **Second Level Decks**
Second level decks must have an approved county permit before they will be considered for approval by the BOD.
- 9. **Storage Sheds**
 - a. Metal or plastic sheds are not approved.
 - b. An application for new construction must be submitted to the ACC and approved by the BOD with scaled plans prior to construction of the storage shed.
 - c. The storage shed must be built at or below the fence level.
- 10. **Awnings**
Awnings for rear patios and decks must be retractable and enclosed in an exterior wall hung container.
- 11. **Air Conditioning Units and Other External Equipment**
 - a. Air conditioning units mounted through walls or in windows are not permitted. Medical conditions will be considered with a physician's statement on need.
 - b. Whole house air conditioners, heat pumps or exterior equipment such as propane tanks must be located within the fence line of all properties.

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12. Exterior Lighting

Replacement light fixtures must be black or brass and compatible in style and scale with the town house. Applications for new or replacement exterior lighting should include wattage, height of the fixture, complete description of the fixture and location.

13. Outside Electrical Work

All permanent outside electrical work must receive BOD approval.

14. Exterior Antennas, Solar Panels, Satellite Dishes, Skylights and Solar Tubes

- a. TV antennas and radio aerials may not be installed on the roof . The home's attic space may be used.
- b. Satellite dishes may be installed on the rear of the roof, but must be below the roof ridge line and not visible from the front of the home.
- c. Skylights and Solar Tubes will be considered for the rear of the roof, but must be below the ridge line and not visible from the front of the home.

15. Barbecues and Outdoor Fireplaces

Permanently constructed barbecues are not permitted. Only portable charcoal or gas grills are allowed. Outdoor fireplaces, chimineas, or similar open fires are not permitted.

16. Attic Ventilators

Attic Ventilators and other mechanical apparatus requiring penetration of the roof should be as small in size as is functionally possible. They must be located on the rear of the roof, below the ridge line and not visible from the front of the home.

17. Clotheslines

Exterior clothes lines are not permitted anywhere in the community.

18. Shrubbery and Trees

- a. Shrubbery and trees on common areas are maintained under contracts with professional landscaping and tree companies. Shrubs are trimmed several times during the growing season.
- b. Trees are trimmed as needed to keep them from damaging the sides and roofs of homes. Dead, storm damaged and diseased trees will be removed as necessary. Replacement will be as needed or appropriate.
- c. Shrubs and trees within your front or back yard are the responsibility of the homeowner. Shrubs must be kept in proportion with the home size. Homeowners may remove over grown shrubs. but they must be replaced with appropriate shrubs and other plantings within 60 days. Trees in the homeowners yard need to be maintained to prevent damage to the homeowners property as well as that of the adjacent homes.
- d. Invasive species on common areas will be removed or controlled as needed to maintain the health of desired trees, shrubs and lawns.

19. Woods / Tree Lines

Dumping of all material, such as leaves, grass clippings and branches, in the woods surrounding the community is prohibited. Dumping of all other materials including, but not limited to household waste, kitty litter, auto parts, oil or grease, paint and related products, and other toxic materials are prohibited by law. Should you notice someone disposing of these materials, please notify Anne Arundel County Waste Management - Hazardous Waste at 410.222.6100 immediately.

20. Common Areas

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The placing of permanent or temporary personal items on common areas for more than 24 hours is prohibited.

21. Trash

- a. Trash and Recycle pick-up service is provided by Anne Arundel County, using a sub contractor, on Tuesday mornings between 6 and 9 am. Please do not place trash on the curb until after 6pm the night before pick up is scheduled. Make sure cans have lids tightly attached and that bags are sturdy and tied completely closed to avoid the animal and rodent problems associated with spilled trash. Please put empty trash containers away as soon as possible. Stored trash containers are not to be visible from the front of the house. Yellow recycle bins are available, with proof of residence, from the County Land Fill Site on Burns Crossing Road.
- b. Bulk pick- up and yard waste are picked up on the same day as trash.
- c. Annually, the community has the service of a trash dumpster for 2 or 3 days. It will be stationed in the overflow parking area on Colonial Ridge Lane and emptied and replaced as needed. Residents will be notified of scheduled dates.

22. Pets

- a. Anne Arundel County Leash Laws state that cats and dogs must be on a leash and under control when outside the confines of the owners fenced yard or house. Please protect your pets by using a leash as the county law requires.
- b. It is the responsibility of each resident to clean up after their pet when walking them in your yard, on side walk areas and especially on the grassy common areas where neighbors walk and our children play. Pet Cleanup stations are provided in the community for the convenience of pet owners.
- c. Barking dogs are disruptive to all communities but are especially difficult in a community of townhouses with connecting walls and fences. Please be considerate of neighbors and control your dog's barking
- d. For stray animals, contact the Anne Arundel County Animal Control at 410.222.8900.

23. Prohibition of Pit Bull Terriers and Other Animals Known to be Dangerous

Pit Bull Terriers and any other animals which are known to be dangerous are prohibited from residing in any Unit and from entering the Common Elements and facilities within the Condominium. Any resident who owns or possesses a Pit Bull Terrier or any other animals which are known to be dangerous shall not keep these animals within any Unit or on the Common Elements and facilities of the Condominium. Violators of this Rule shall be subject to any and all sanctions permitted by law or by the governing documents of the Condominium.

24. Parking

- a. Two parking spaces are available per townhouse within the community. There are no assigned spaces except where some of the homes do not have spaces directly in front of them. Please be considerate of your neighbors by parking within the white markings.
- b. If you have more than two vehicles, please park extra cars along the right side of Brunswick Court before the cul-de-sac, the end of Colonial Ridge in the overflow area or on Andrew Hill Road.
- c. Parking is not allowed in front of the Mail Boxes. Mail carriers are instructed NOT to deliver mail when mailboxes are obstructed by vehicles or mounds of snow. Residents must obey "Snow Emergency" signs placed in the community or risk towing at their expense.

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- d. Because emergency and delivery vehicles may need large turning areas and access, some curb areas within the community are designated as NO PARKING and painted yellow. Vehicles parked within the yellow zones are subject to being towed at owner's expense when authorized by the Board of Directors.
- e. Disputes regarding parking should be settled between neighbors in a polite and civil manner.

25. Mailboxes

Mailboxes are the responsibility of the homeowner. They must be USPS approved, black, of the same size as other mailboxes, and have address numbers attached to the front.

26. Vehicles That Can Not Be Parked In The Community

The following vehicles cannot be parked on community property, streets or parking areas:

- a. A vehicle without tags or with expired tags (county law).
- b. An abandoned vehicle that is not removed within 48 hours.
- c. Boats and Trailers of any kind.
- d. RV s and Campers
- e. Commercial vehicles including:
 - 1. Vehicles with commercial logos or advertisements on the side
 - 2. Vehicles with pipe racks
 - 3. Vehicles with fixed seating for three or less people
 - 4. Vehicles without windows on the sides other than for the driver and the passenger seat to the right of the driver
- f. Exceptions to the above:
 - 1. Sports cars with seating for two persons
 - 2. Commercial vehicles providing specific services to homeowners
 - 3. Vehicles with Board of Director's specific approval