

**Parrish Park Homeowners' Association**

**Architecture Committee Guidelines  
for  
Property & Home Improvements**

**June 2002**

## **INTRODUCTION**

When you first became a homeowner in this community, you received a booklet describing the Parrish Park Homeowners Association (originally called Warfield's Way), which included sections on the Bylaws, the Articles of Incorporation, and the Declaration of Covenants, Conditions and Restrictions. These documents form the basis by which this community is to be run by an elected Board of Directors and selected committees. One major task of the elected members is to see that the Common Areas in the community are properly maintained, for the good of all the residents. Another essential task is to see that architectural improvements to various homeowners' lots are done in such a way as to preserve the attractiveness and value of the community as a whole. This second task is so important, and so overwhelming that the Bylaws provide for the creation of a separate Architectural Committee to oversee the administration and enforcement of the policies which are set forth in the Covenants.

The COVENANTS are a binding contract between the developer and all residents, and they "run with the land" (i.e., transfer to future owners). They are part of your deed of ownership, and are intended to assure minimum standards for land use, architectural design, and property maintenance. The Covenants are simply intended to provide basic protection for your property values, and as a practical matter they cannot be changed. However, the Covenants do provide for the establishment of an *Architectural Committee*, which can interpret those policies so that the residents can obtain the fullest enjoyment of their private property and the commonly owned property which is consistent with their obligations to the other residents.

The purpose of the Architectural Committee is to create and preserve an attractive, harmonious design in the community of Parrish Park. It is widely recognized that discordant architecture, materials, colors and styles can detract from the appearance and property values of a neighborhood. But it is also widely known that individual families need to have the ability to use their land as they desire. It is the job of the Architectural Committee to balance the needs of the individual families with the needs of the entire community. We must keep in perspective the desire to have a peaceful neighborhood in a community where there are many young families with children, the desire to have a certain uniformity of style while being relaxed and family oriented, and a concern for maintaining property values.

Because we are all neighbors in relatively close proximity, it is to everyone's benefit to have an Architectural Committee to protect the interests of the entire community. The most equitable way for this committee to function is to require all external modifications with a few basic exceptions be reviewed by the architectural committee for approval. In the beginning of any new community's existence, an architectural committee is especially important so the general wishes and desires of the whole community will be reflected. Changes to the *Guidelines* can and will be made as time goes on.

Paragraph 4.2 of Article IV of the Covenants gives the architectural committee the power to establish policies, standards, and guidelines which can be used to interpret the covenants and allow exceptions to their restrictions. These guidelines are not intended to be a set of all-inclusive regulations, nor are they laws. They are designed to specify what is most likely to be approved in typical circumstances, and to assist all residents in maintaining high standards of design and compatibility. Special circumstances regarding one property may allow the approval of an application which might be denied at another location, or the denial of one which might have been approved elsewhere. The fact that your type of plan has been approved at another location does not mean that it is automatically approved for you.

## **REVIEW CRITERIA**

The Architectural Committee will evaluate all submissions on the individual merit of the application. Decisions are not based on personal opinion or taste. Judgments of acceptable design are based on the following general criteria:

### **Relation to the Natural Environment**

Some structures can affect the feeling of open space, and some projects might change the direction of water run-off, etc.

### **Conformance With Covenants**

All projects will be reviewed first for conformance with the Declaration of Covenants.

### **Design Compatibility**

Projects must be compatible with the applicant's house, adjoining houses, and the neighborhood. Compatibility includes style, quality of workmanship, materials, and color.

### **Location and Impact on Neighbors**

Projects should relate favorably to the landscape, existing structures, and the neighborhood. Primary concerns are access, view, sunlight, ventilation, and drainage. When appropriate, discuss the plans with your neighbors and submit their comments with the application.

### **Scale**

The size of the project must relate well to adjacent structures and your property lines.

### **Color**

Since color can do much to lessen or increase the impact of the proposed structure, considerable weight will be given to this detail.

### **Materials**

High quality materials compatible with the original house will be expected in all projects.

### **Workmanship**

The quality of workmanship should be equal to or better than the surrounding structures to ensure that the new structure is not visually objectionable or a safety hazard.

The following pages contain **architectural policy guidelines** and instructions for the submission of plans for review. Please carefully review these guidelines along with the Declaration of Covenants before submitting requests for architectural review.

## **GENERAL INSTRUCTIONS**

**No work should commence until approval has been received in writing from the Architectural Committee. Homeowners are advised against purchasing materials prior to receiving written approval.**

Committee approval does not waive the necessity of obtaining the required Carroll County Permits. Obtaining a Carroll County Permit does not waive the need for Committee approval.

The Committee will not knowingly approve a project which would be in violation of Carroll County Building or Zoning Codes.

The topography of your lot and its location within the Community will be considered in conjunction with your project design.

The Architectural Review Form must include a good faith estimate of the completion date for the project. The Architectural Committee will require reasonable time frames for completion.

## **SPECIFIC STRUCTURES**

### **1) Private Pools**

Applications for in-ground pools will be accepted, but there are very few locations where they can be placed without affecting adjacent properties. **Above ground pools will not be approved.**

In-ground pools, hot tubs, spas, and Jacuzzis must be carefully designed and maintained to integrate with the architecture of the home and to show due consideration for surrounding neighbors. They require an application prior to construction, which should include:

1. A site plan showing location and dimensions of the pool or hot tub and other related equipment, fences, etc. in relation to the house, property lines, and adjacent dwellings.
2. Detailed drawings and plans of the pool, deck area, lighting arrangements, walkways, fences, etc. and pertinent information concerning water supply system, drainage, and water disposal system.

### **2) Decks, Patios and Walkways**

An application must be submitted for any new or expanded decks, patios and walkways, or for any major changes to existing structures. Generally, these structures should disturb existing

contours as little as possible and should be located to provide reasonable visual and sound privacy for applicants and neighbors. Applications must include the following information:

- a. Site plan of the lot showing the building restriction lines and location of proposed structure.
  - b. Project plans showing elevations and dimensions, including rail height and spacing.
  - c. A list and description of materials to be used, including a color sample if other than clear stains are to be used.
  - d. Names and addresses of any architect or contractor involved in the planning and building of the proposed structure.
1. Wood decks should be constructed of pressure treated lumber, cedar, redwood, or wood composite components. Decks may be stained with an approved color. Materials and colors should be clearly listed on application.
  2. Patios and Walkways may be constructed of masonry, stone, brick, or concrete; provided the color and texture of the material is in harmony with the adjacent structures

### **3) Fences**

A complete application is required for ALL fences according to paragraph 5.12. In general, privacy fences are not permitted. Fence boards (pickets) should have a minimum 2-inch separation (Pre-fabricated fence units not specifically meeting this requirement will be considered by the committee on a case by case basis). Fences should be no higher than 4 feet and can be erected around the rear and side lot lines only. Front yards may not be fenced. If wire mesh is used on split rail fences, it must be 14 gauge or less galvanized steel. PVC fencing is acceptable. All fences must be maintained.

Height and privacy restrictions can be altered in certain circumstances. The need for such alterations should be noted in the application.

The application should include:

1. Drawing of lot, placement of home, and lines indicating where fence is to be installed. Include all dimensions.
2. Style of fence, height of fence, and location of gates. Fence materials and colors.

#### **3. Proof of a boundary survey.**

The Architectural Committee strongly recommends that any homeowner installing a fence get a professional survey to assure proper placement within property lines. Responsibility for fence installation within property lines is the homeowner's responsibility.

As with all applications, specific product data and manufacturers information will assist the committee in making a decision.

### **4) Storage Sheds**

Sheds, playhouses, and other similar structures must match the color of the existing house shingles and siding. All structures should be in close proximity to the existing home and to the rear only. Improvements will be scrutinized more carefully the farther away they are from your

home. **(Metal sheds will not be approved)**. A full application is required for all such structures.

The application must include at least the following:

1. A site plan which shows the relationship of the shed to the dwelling and property lines.
2. A picture and/or detailed drawing of the shed to include dimensions and location of the shed door.
3. A description of materials to be used.
4. The colors to be used on the structure.

## 5) Changes in Color

All proposed color changes to the exterior of a house (or shed) must be submitted for approval by the architectural committee, as outlined in Article IV of the Declaration of Covenants.

When evaluating the impact of proposed color changes, the committee will consider criteria such as:

- Compatibility of the proposed change with color schemes that were originally established in the neighborhood.
- Compatibility of the proposed color change with the existing house colors.
- Compatibility of the proposed color change with surrounding house colors.

## 6) Property Maintenance

All homeowners are responsible for the maintenance of their property and any structures contained on their lot. This includes general items such as maintenance of grass, shrubs, and trees; removal of unsightly objects or trash, and maintaining a generally clean property.

Other specific maintenance items to consider include:

- **Gutters and leaders.** These items can become partially unattached from the house. Loose rain leaders can become completely unattached during a storm or high winds potentially causing more damage to vehicles or neighboring properties.
- **Fencing.** Fences need to be periodically stained to maintain a fresh appearance and prolong overall life span. Pickets, gates and other components can become loose or broken and need to be repaired or replaced.
- **Decks, patios, porches.** Since these items are normally attached to the house, they should be maintained to improve the overall appearance of the property. Decks need to be periodically re-stained and trim needs to be periodically re-painted. Parts or items that are loose or damaged need to be corrected to prevent further damage and unsightly appearance.
- **Paint, Trim.** House trim needs to be re-painted periodically. Paint will fade and peel and re-painting protects the trim work.
- **Sidewalks & Driveways:** Periodic inspections should be done to look for cracking and/or lifting. These conditions can cause unsafe travel paths. Homeowners are responsible for maintenance of these items at their property. Driveways should also be periodically re-sealed to prolong life span and maintain acceptable appearance.

### **7) Swing Sets and Play Equipment**

All play equipment should be located to the rear of the house as inconspicuously as possible. Basic swing sets which meet this criteria and which are approximately 10' x 12' or smaller do not require architectural approval. If this equipment needs painting, it should be painted or stained in natural colors.

More intricate play equipment larger than 10' x 12' must have a complete application sent to the architectural committee. Wood, metal, and plastic swing sets all require periodic maintenance to prolong proper and safe usage. **Swing sets deemed to be in disrepair by the Architectural Committee would have to be corrected or removed from the property at the homeowner's expense.**

### **8) Clothes Lines**

Applications for permanent outdoor clotheslines will **not** be approved. Temporary or retractable clotheslines are permitted without application as long as they are removed after each use and are located only in the rear yard.

### **9) Boats, Automobiles, and Other Vehicles**

In keeping with the residential nature of our community, and the size of the lots, no house trailer, trailer, recreational vehicle, camper, boat, or similar item shall be stored or parked in any roadway, driveway or in the open on any lot. Such vehicles will be allowed to park for 2 days at a time, however, for loading and unloading purposes.

All vehicles parked in the community must be properly titled and tagged.

No vehicle repairs, except those of a very minor nature, such as tire changes, shall be permitted on any lot, except within a fully enclosed garage.

Commercial or business vehicles must be parked in driveways.

### **10) Basketball Backboards**

All basketball hoops and poles must be submitted for approval and should not be affixed to the house. If located in the front of the house, it is preferred that they be placed next to the driveway approximately midway between the sidewalk and the house, but not less than 20 feet from the sidewalk. Portable basketball hoops do not require committee approval. In keeping with limitations on noise in paragraph 5.6, basketball hoops should not be used between the hours of 11:00pm and 9:00am.

### **11) Storm Doors**

'Full view' style storm doors do not require approval of the committee as long as the frame color matches the color of the front door or trim around the door. Rear and side doors may be full view or a style consistent with the existing doors. Bare aluminum color storm doors are **not** permitted.

## 12) Plantings

Foundation plantings, isolated trees, and single plantings do not need applications to the committee regardless of height at maturity; however, a complete application is required for hedges, rock gardens, terraces, and other major landscaping. All landscape materials delivered to a property in bulk (Mulch, topsoil, woodchips, etc.) should be installed in a timely manner. Materials should not be stored in driveways or on property for an extended period of time.

## 13) Trash Containers

Trash containers should be stored in such a manner that they cannot be seen from adjacent or surrounding properties, and should not remain in front of the house for extended periods after trash is collected.

## 14) Major Exterior Renovations or Additions:

This shall include items such as:

- **New Roof**
- **New Siding**
- **Complete Addition or room extension**

Any property alteration which changes the original materials, and/or size of the structure must have a complete proposal submitted to the Architectural Committee. This submittal shall include at least the following:

- A copy of the **approved county permit** for the proposed improvement.
- Complete drawings for the proposed change or addition.
- Plot plan showing proposed changes.
- Complete list of materials to be used.
- Complete list of colors and locations of proposed color selections.
- Contacts for any Architects, designers, and contractors involved.
- Detailed timeframe for proposed changes.

Major renovations and additions can have dramatic impacts on the immediate community and therefore applications for this type of work must be thoroughly reviewed by the Committee. Any information that a homeowner feels would aid the Committee in making a decision, should be included with the application and submittal, This could include items such as, samples of certain materials, color chips, and manufacturers product data sheets.

**Any work of this type should never be started without an approved Committee application in the possession of the property owner. Homeowners should allow a minimum of 30 days after submittal for an application response from the Committee.**

DATE SUBMITTED \_\_\_\_\_

**ARCHITECTURAL REVIEW FORM**  
**\* THE PARRISH PARK HOMEOWNERS ASSOCIATION \***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

HOME OR CELL # \_\_\_\_\_ WORK \_\_\_\_\_

EMAIL \_\_\_\_\_ Lot # \_\_\_\_\_

Please describe below the changes you propose to make to your property, including location, dimensions, materials, design, and colors. Be sure to INCLUDE A PROPERTY PLAT showing the proposed changes.

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

Signature of Homeowners \_\_\_\_\_

Est. Completion Date \_\_\_\_\_

**ACTION TAKEN BY ARCHITECTURAL STANDARDS COMMITTEE:**

DISAPPROVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*\* You will receive a formal ruling on your proposal as soon as possible, within no more than 60 days. This application is NOT AUTHORIZED until approved by the Architectural Committee. \*\***

**Please attach a detailed sketch or blueprint of your plan in duplicate which the committee may keep for their records. Please return this completed form to:**

**INFO@RESIDENTIAL-REALTY.COM**  
RESIDENTIAL REALTY GROUP, INC.  
3600 CRONDALL LANE, SUITE 103  
OWINGS MILLS, MARYLAND 21117  
OFFICE (410) 654-4444 FAX: (410) 654-5666