



QUAIL MEADOWS ASSOCIATION, INC.

ARCHITECTURAL STANDARDS

AND MAINTENANCE GUIDELINES

INTRODUCTION

The Quail Meadows Association, Inc. Guidelines Committee, with the approval of the Quail Meadows Board of Directors has formulated this set of guidelines. The intent of these guidelines is to establish standards to keep our community a valuable, attractive and a desirable environment in which to live and to ensure that all members are complying with and adhering to all rules and regulations set forth in the governing documents of Quail Meadows Association, Inc.

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Useful website:

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ARCHITECTURAL STANDARDS AND MAINTENANCE GUIDELINES

Guidelines

I. Absentee Owners

Quail Meadows Homeowners Association (QMHOA) Architectural Standards and Maintenance Guidelines are applicable to all homeowners and tenants. The homeowner shall provide his/her tenant with a copy of these guidelines. The owner shall also furnish a current mailing address to the Property Manager. An owner retains responsibility for seeing that the property is maintained according to the guidelines and architectural standards established by Board of Directors and can be held monetarily responsible for any damage to common areas caused by their tenants.

II. Procedure for Application for Change or Improvement

A. The homeowner shall submit a completed Exterior Alteration application to any member of the Architectural Control Committee (ACC). This document must include a detailed statement of the proposed change(s) or improvement(s) to the lot or to the exterior of the dwelling. All details and information set forth will then be reviewed by the ACC or Board of Directors.

B. No work shall commence until approval has been received in writing.

III. Procedure for Processing Applications

A. Any and all requests shall be stamped with the date of receipt reflecting the date received. All applications shall be acted upon within thirty days by the ACC or the Board of Directors.

B. All homeowners shall be notified in writing as soon as possible after action is taken by the ACC or the Board of Directors. Said notification shall state what the request was for, the reasons for the findings of the ACC or the Board of Directors and whether said application has been approved or denied.

- C. In the event that the ACC of Board of Directors fails to act within thirty days after receipt of said application, an approval is automatically granted.
- IV. Appeal Procedures
- A. Appeals of disapprovals or violations must be submitted in writing to the Board of Directors within ten days of the date of the disapproval or violation notices.
 - B. Upon the filing of a notice to appeal, the Board of Directors will contact the homeowner in writing within ten days to schedule a hearing before the Board of Directors. The Board of Directors shall, within ten days of said meeting, notify the homeowner, in writing, of its decision.
- V. Violation of Architectural Standards
- A. The ACC will act upon written notice from any member of the homeowners Association pointing out violations or possible violations of the Architectural Standards. In addition, the ACC may conduct periodic inspections of the community to determine compliance with the Architectural Standards. A violation is any modification, alteration, or addition to the lot or to the exterior of the dwelling without prior written approval, except where noted herein.
 - B. In the event that any homeowner is in violation of the architectural standards or By-Laws and/or Declaration, she/he will be notified in writing by the ACC or by the Board of Directors. Said notice of violation shall state the reasons for the violation and shall, in addition, state that the homeowner has thirty days in which to correct said violation.
 - C. The homeowner shall have ten days from the date of the above violation notice to request, in writing, a hearing before the Board of Directors regarding said violation.
 - D. The Board of Directors shall, within ten days of the request of the homeowner, schedule a meeting before that body for review of the violation. At this time, the homeowner may present evidence on his behalf. The Board shall, within ten days of said meeting, notify the homeowner, in writing, of its decision.

VI. Court Action as a Result of Violation

- A. After the appeal has run (ten days after denial of appeal has been issued), the Board of Directors shall have the right to institute court proceedings against the homeowner to enforce the Architectural Standards, By-Laws and Declarations.

VII. Architectural Standards

A. General Standards

1. **Any** changes or improvements to the lot or exterior of the dwelling shall be submitted to the ACC for approval before any work commences. Below (Section B) are guidelines for assistances.
2. If you are in doubt as to whether your plan needs approval or not, the best policy would be to submit your plan to the Architectural Control Committee for approval.

B. Specific Standards

1. **Animals and Pets:** When off the owner's property, all dogs and cats must be on a leash. Animals shall not be left leashed, tethered or otherwise restrained, at or upon any part of the property so as to permit the animal access to common area. Yards and common areas shall be clear of pet defecation by owners, so that odor and unsightliness will not inhibit the neighbors' use of their yards.
2. **Animals Houses:** Outside runs, cages, or animal housing are prohibited on any lot or dwelling or on common areas at any time. Any deviations from this rule must be submitted to the ACC for approval.
3. **Antennas:** Antennas visible from the exterior of the townhouse are not permitted. Satellite dishes shall be placed at the rear of the home.
4. **Attic and Exhaust Vents:** Replacement of vents by any other type than those installed by the builder must be submitted for ACC approval.

5. Attic Fans: Attic fans are subject to ACC approval. If the installation of an attic fan requires a louvered vent to improve air flow, design and size must be submitted to ACC for approval.
6. Automobile Repairs: Major automobile repairs are not permitted, nor shall any vehicle be left unattended and elevated on stands or blocks.
7. Barbeque Grills: Barbeque grills shall be kept and utilized in the rear of the townhouse.
8. Chimneys: Chimneys of any kind must be submitted for ACC approval. The application for chimneys must include style, color to be painted and height.
9. Common Areas: Vehicles, including motorcycles are not allowed on sidewalks, curbs or grass. Repair of any damage done to the common area by a resident's use will be the financial responsibility of that resident. Children's toys and other play equipment on the common areas shall be removed when not in use.
Any property or material left upon the common area more than forty-eight hours may be deemed a nuisance or detriment to the use, beauty or enjoyment of the common area.
Notification will be given before charging the owner for removal of property from the common area.
10. Down Spouts / Gutters: All down spouts/gutters shall be well maintained, kept in good repair and appear in a freshly painted state. They shall be painted to match the existing color that was established by the builder.
Down spouts/gutters and all related hardware including concrete drainage blocks shall be wholly intact; connected to each other and firmly attached to the house. They shall be free of rust and chipped, peeling or faded paint. PVC drainage hoses are to be placed/buried in the ground. If placed in between landscaping, they would need to be covered in mulch. They are not to remain exposed on front, side or rear areas of properties. Gutter guards are allowed provided they are not visible from the street and match the color of the trim.
11. Exterior Lighting: All exterior lighting other than that installed by the builder is subject to ACC approval.

12. Exterior Maintenance:

- A) The exterior of all homes and all exterior improvements (i.e. fences, sheds, decks, patios, awnings) must be kept in a good state of repair. *This is subjective standing – if the ACC feels that exterior improvements have been neglected, a violation notice will be issued to the homeowner.*
- B) Lawns and landscaping must also be maintained or, as is stated above, a violation will be issued. A registered letter will be sent notifying homeowner/occupant of violation giving seventy-two (72) hours to comply: otherwise, legal recourse will be considered.

13. Exterior Painting:

- A) Painting of the existing aluminum siding is permitted to be painted so long as the color scheme selected matches closely to the existing color. The brick exterior and aluminum/vinyl siding shall remain the same color as was originally installed by the builder. The exterior of the house shall be kept in good repair and be free of rust, fading or chipping paint.
- B) All exterior wrought iron railings must be painted black.
- C) Painting of sheds, fences, storm doors, fascia, soffits, gutters, downspouts or other exterior items on any lot or dwelling is only permitted if the color scheme selected must closely match the existing color.
- D) If a homeowner wishes to change the existing color of the trim, siding etc. This change must be submitted in writing on the Exterior Alteration application to the ACC, along with swatches of the paint color selected.

14. Gardens and Hedges: Vegetable gardens must be restricted to the rear of the house within the permissible area of fencing only. The garden shall not be larger than eight feet by twelve feet (8 ft. x 12 ft.). Hedges must be no higher than three feet. Hedges not meeting this height limitation must be approved by the ACC.

15. Garden Fences: Small border fences around vegetable or flower gardens and other landscaping (i.e. bushes and shrubs) shall be a maximum height of eighteen inches (18 ins.). The colors of white, beige, brown, black, redwood or matching the privacy fence are permitted. Such fencing, however, shall not

extend into walkways or throughways owned by the HOA or block passages from one court to another.

16. Hot Tubs, Spas:

Hot tubs/spas are allowed in the back yard only and shall be securely covered when not in use. Mechanical, plumbing and electrical works of the hot tub shall be concealed below the deck/patio. Because the pumping system to a hot tub is very noisy, installation of a hot tub should be discussed with neighbors during the planning stage. Specification shall be submitted to the ACC for review and will be considered on a case-by-case basis.

17. Decks: Decks must be made of wood or synthetic material such as vinyl (PVC) and must be located to the rear of the townhouse. If made of wood, the wood must be pressure-treated and factory applied material to prolong life. Use of any subsequent staining or additional top coat must be submitted for ACC approval. If made of synthetic material, such as vinyl (PVC), the deck must be brown, beige, or natural wood in color. Decks may not extend beyond sixteen (16) feet from rear of home; plans for side decks in the case of end units must be submitted for ACC approval. Material requirements shall be same as rear decks. Plans for covered enclosures such as sun porches or sun rooms must be submitted to ACC. Material used such as siding/roofing must be compatible with the house. Additions shall not extend beyond sixteen (16) feet from rear.

18. Outdoor Play Equipment/Wading Pools: Play equipment and wading pools must be within the permissible fencing area only. Wading pools with stagnant water are breeding grounds for mosquitoes. They must be emptied when not in use.

19. Overhead Decks and Awnings: Overhead decks, specifically in Middleview Court, Sharrow Court, and Wildlife Drive (nearest the pool) are not permitted. Awning installations must be submitted for ACC approval.

20. Patios: Patios may be of unpainted cement, stone, brick or wood and may not extend beyond sixteen feet (16 ft.) from the rear of the home. In the case of end units, plans for side placement of patio must be submitted for ACC approval.

21. Patio or Deck Furniture: Only furniture approved for outdoor use can be placed on patios and/or decks.

22. Privacy Fences: All fencing different than that installed by the builder must be submitted for ACC approval. Fences may not be extended further than 24 feet from the rear of the home or to the back or to the boundary of the property, whichever is less. End units may come out from the rear corner of the home a maximum of 16 feet or to the property line. Fences may be stained redwood or left natural if constructed of pressure-treated lumber, or the fence can be made of synthetic material such as vinyl (PVC) material in the colors of white, beige, or natural wood.

23. Repair or Replacement of Siding, Roofing, Window, Doors: Repair or replacement either of the aforementioned items must be at least equal or superior quality as to original construction plans and must first be submitted to ACC for approval. The color selected, durability, esthetics and compatibility with the existing community will be considered.

24. Sheds: Outdoor sheds must be submitted for ACC approval. Sheds approved by the ACC must be located within the boundaries of the privacy fence or the homeowner's property line. On end units, plans for side positioned sheds must be submitted to ACC.

25. Shutters: Shutters must be maintained in good condition. Faded shutters, homes with missing shutters, shutters missing slats, and/or peeling paint are considered in violation. Any changes to shutters other than what is identical to the existing shutters must be submitted to the ACC.

26. Solar Panels: Solar panels can only be placed on the roof of the house, preferably on the rear of the roof.

27. Storm Doors and Screen Doors: Storm and/or screen doors must fit the existing door frame, and shall be made of metal or wood. Color selection must compliment or match one of the two contrasting colors of the existing exterior trim.

28. Storm Windows: Storm windows must fit the existing window frame, be made of metal, wood, or vinyl. Storm windows may only be white or painted to match the trim color.

29. Trash Disposal: Trash disposal containers may only be stored outside the rear of the dwelling out of sight of others. Trash containers shall not be placed

outside until 6:00 pm or after prior to the day of collection and shall be retrieved by the following evening.

30. Trash (Bulk): Baltimore County does not collect bulk trash. The Association does not have the ability to collect bulk trash. Therefore, in keeping with the Baltimore County rules regarding the disposal of bulk trash (i.e. mattresses, furniture, appliances, etc.), residents must make arrangements to have these articles removed from their homes by a private collector.

31. Vehicles: Absolutely no vehicle of any type may be parked on any homeowner's property, including decks or patios. (Vehicles illegally parked, inoperable, unused, dilapidated or not properly registered or licensed shall not be permitted to park on HOA parking areas or roads and are subject to removal by the HOA. In addition, no commercial vehicles or vehicle displaying commercial information including signs or lettering on vehicles, including vans used for commercial purposes may be parked on property. (See Article IX- Parking Rules & Regulations).

32. Window Fans and Room Air Conditioners: Window fans and room air conditioners shall not protrude outside of the existing window frame. Violations will be strictly enforced by the ACC.

PLEASE HELP US KEEP THIS A "MODEL" COMMUNITY – ABIDE BY THESE ARCHITECTURAL STANDARDS.

The Architectural Control Committee reserves the right to change, modify and/or update standards as needed or required by Baltimore County and/or the appropriate state or federal governing agencies.