

**WOODLAND HILLS HOMEOWNERS ASSOCIATION
ARCHITECTURAL GUIDELINES**

Revised September 1, 2005

At settlement all new homeowners should have received copies of the Woodland Hills Declaration of Covenants, Conditions and Restrictions; the By-Laws; the Rules and Regulations; and the Architectural Guidelines. For rental property, it is required by law that each landlord see that their tenants receive copies of all these documents.

All residents should specifically review all of these documents including the provisions of Articles VII and VIII in which the issues of architectural control and restrictions on the use of the property are discussed as well as the Rules and Regulations as outlined by the Woodland Hills Community Association.

Members of the Architectural Committee are responsible for coordinating approval of physical changes and other modifications to the exterior of your house and yard. They also monitor existing conditions and report on any infractions of the Architectural Guidelines. Those in violation will be notified by the Property Management office soon after the report is received.

Committee members voluntarily serve with the best interests of the community in mind, working to protect everyone's investment and quality of life by maintaining community standards and protecting the physical environment. Your cooperation is greatly appreciated.

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I. ALTERATIONS TO YOUR HOME AND PROPERTY

Article VII of the Woodland Hills Declaration of Covenants, Conditions, and Restrictions requires that all modifications to the outside of one's home (including your front yard, rear yard, and common areas) must be approved in writing by the Board of Directors and/or a duly appointed Architectural Committee.

To expedite certain noncontroversial improvements, the Architectural Committee has included in Section I.A. below certain common alterations to property that have been given blanket approval; any proposed modification for which blanket approval has not been given must first be submitted to the Architectural Committee in writing for approval. Please submit written requests using Attachment A entitled *Request for Approval of Alteration to Property* to:

Community Associations, Inc.
P.O. Box 1130
Germantown, MD 20875

Phone: 301-258-7711
Fax: 301-258-8362
E-Mail: peggy@communityassn.com

Requests should be specific and include rough drawings of the alteration (blueprints if available), as well as information on the material to be used, the precise location of the modification, paint color chips, pictures, etc. In some cases it may be helpful to describe the change directly to a member of the Architectural Committee, in addition to the written request. The Architectural Committee must respond within thirty (30) calendar days after receipt of a request. In order for a request to be considered, the homeowner's accounts must be current and in good standing. If approved, modifications must begin within six (6) months and be completed no later than nine (9) months from the date of approval.

All modifications and/or additions must meet Montgomery County and City of Gaithersburg Building and Fire Codes. Be aware that failure to obtain proper building permits is illegal and may invalidate your homeowner's insurance policy. Before starting any excavation, call "Miss Utility" at 1-800-257-7777 to have the utility cables staked out.

If building materials, trees, etc., are purchased or alterations are made prior to receiving written approval of the Architectural Committee, the buyer may discover the alteration has not been approved and that the materials must be returned and/or the property restored to its original condition.

A. BLANKET APPROVAL (no written permission required).

1. Storm/screen doors need not be approved if the specific following criteria are met: 1) the color of the door frame matches that of the front door or it matches the trim adjacent to the front door, 2) the door frame style must be plain, undecorated (no grids or scallops) and 3) the glass must be either full glass or $\frac{3}{4}$ glass (no grids, scallops, or etches)--the glass must be clear glass. **NO RAW METAL DOORS ARE PERMITTED.** Door styles which are permitted are attached.

2. Brass-type: Deadbolt locks, peepholes, door knockers, door knobs, and kickplates.
3. Seasonal decorations may be attached to or displayed on one's property for a limited time but must be removed when the season or holiday has passed.
4. Repainting of shutters and doors in a color and finish as noted on the Exterior Paint Disclosure Form which may be obtained from the management company. All white trim shall remain a white color. Copper bay window roofs must remain copper. Any changes in color or shade must first be approved by the Architectural Committee. For color changes, samples of the proposed color(s) must be submitted along with the written request.
5. Video programming receiving antennas.

In accordance with the Telecommunications Act of 1996 and the implementing regulations, a satellite dish one meter (39") or less is permitted to be located on the homeowner's property. Satellite dishes in excess of one meter are prohibited.

All installations must be done in a professional manner and all cables must be concealed. After being installed in accordance with the location requirements below, the dish must create the least visual intrusion possible and painting or screening may be required. The installation must conform to the manufacturer's guidelines and any Montgomery County and City of Gaithersburg safety, zoning, and other applicable requirements.

For 18" dishes or local broadcast antennas, IF AN ACCEPTABLE QUALITY SIGNAL CAN BE RECEIVED THERE, the required location is the rear of the house, with the dish or antenna as close to the roof surface as possible, and not visible above the peak of the roof.

IF AN ACCEPTABLE QUALITY SIGNAL CANNOT BE RECEIVED IN THE ABOVE LOCATION, the required location is the first location listed below that provides an acceptable quality signal:

- a. Rear yard, provided it is screened with planting material.
- b. Rear elevated deck, not visible above railing.
- c. Front or side roof, with the dish or antenna as close to the roof surface as possible.

For 19" to 39" dishes, the required location is the rear yard, if an acceptable quality signal can be received there.

B. SUBMIT FOR APPROVAL

Refer to the Declaration (Article VII., page 22) for a general description of what constitutes a change to your property. Generally any changes require approval. Examples of such changes are:

1. Decks.
2. Patios.
3. Fences.
4. Fireplaces and stoves which require exterior modifications to the structure.
5. Attic fans which require modification of the roof.
6. Skylights.
7. Exterior painting other than the original color, shade, and gloss.
8. Window boxes on the front of the house.
9. Burglar alarm systems requiring exterior modification.
10. Tarps covering wood piles.
11. Additional or changes in exterior lighting.
12. Yard structures, such as arbors.
13. Sheds.
14. Coverings, such as vinyl or aluminum, on exterior wood, under bay, greenhouse or standard-type windows.

C. SPECIFICALLY PROHIBITED

1. Window air conditioners.
2. Any exterior antenna except as cited in Section I., A., 5. Wiring for cable television should be installed with minimal cable visible on the exterior of the house.
3. Awnings.
4. Raw metal storm doors.
5. Painting or covering of concrete stoop, steps, or walkways.
6. Clothesline.
7. Nonstandard window treatments, such as bed sheets and mattress pads.
8. Any main door that is not a customary six-panel door . Six-panel door includes nonglass doors and doors containing two top clear glass panels. Door styles which are permitted are attached.

9. Swimming pools.

II. HOME RESTRICTIONS

- A. No noxious or offensive activity shall be carried on upon any lot, within any residence or upon common grounds nor shall anything be done thereon which may become a nuisance to the neighbors. Because of the great number of people living in close proximity, residents should monitor their own actions and activities as to how they may affect others.
- B. Exterior of the house:
 1. In accordance with the Montgomery County Fire Code, effective April 5, 1988, the size of house numbers is five inches (Arabic numbers only). Address numbers must be posted on a contrasting background and displayed in a conspicuous place that is unobstructed and clearly readable from the street. Address numbers posted a minimum of three inches in height before April 5, 1988, may remain until such time as they are replaced with the five-inch numbers. All houses must display address numbers. Numbers that are not black metal or brass must be submitted to the Committee for approval.
 2. Plants, low shrubs, flowers and proportionally sized trees will be allowed in the front yard; however, homeowners who wish to fill their entire front yard with flowers and/or shrubs must obtain written approval. For new plantings, homeowners should take into consideration the size of the mature plantings and their location with regard to public sidewalks and neighbors' property. For existing plants and trees, homeowners must insure there is no obstruction of sidewalks and common areas.
 3. Garden hose and caddy may be attached to the front of the house no higher than 36" with no written approval.
 4. There will be no vegetable gardens in the front yard. Individual vegetable plants, including tomatoes, will be allowed
 5. The only fencing in the front yard will be small decorative fencing around flower beds (such as wire, brick, or railroad ties, or white picket). This decorative fencing will be no higher than 12". There will be no privacy fencing of any kind placed in the front yard.
 6. No storage of goods, such as firewood, inflatable pools, children's toys, bikes, skateboards, trash cans, recycling bins, gardening tools, etc., will be allowed in front of the house.
 7. No signs of any kind shall be displayed in front or about any unit, except one sign advertising the house for sale or rent or election campaign signs.
 - a. House for Sale or Rent Signs—May not exceed 4 square feet.
 - b. Election Campaign Signs—In accordance with the Gaithersburg City Code, Section 24-210, subsection k, may not exceed 9 square feet for residential postings, must be at least 15 feet from the street, may be posted no earlier

than 30 days before an election and taken down no later than 7 days after an election.

8. Lighting fixtures, including low sidewalk or garden lighting or carriage lighting on poles and/or other types of decorative lighting must be submitted to the Architectural Committee for approval.
9. Decorative items, such as garden ornaments, name signs, etc., must be submitted for approval.
10. Railings on front porches and steps leading to the front door shall remain iron railings in the same design as provided by the builder and painted black.
11. Acceptable yard structures shall be of an arbor, not gazebo, type. That is to say that the structure shall not be designed as a shelter, but rather an entrance or passage, and thereby shall not be equipped or fitted with provisions for fixed seating of any type.

The overall structural envelope, that is the maximum overall dimensions of any structure shall not exceed 7'-0" in height, 5'-0" in width, and 2'-6" in depth. The height shall be measured as the average height along any structure elevation, that is a side, front, or rear elevation. Along any of these sides, the average height from grade to the highest point of the structure shall not exceed 7'-0". The maximum width and depth dimensions shall include any overhang that the roof of the structure may have.

The finish of the structure shall be a natural wood finish to match the decks and fences throughout the neighborhood.

- C. No trees shall be removed from any lot without the express written authorization of the Architectural Committee. Written approval of the Architectural Committee must be submitted to the City of Gaithersburg, Planning and Code Administration when applying for a tree-removal permit, as mandated by the City's Tree Removal Policy (letter from the Planning and Code Administration, dated January 21, 2005 to the President of the Woodland Hills HOA). Once the tree is removed (at the homeowner's expense), the homeowner must plant another tree (at the homeowner's expense) that is proportionate at maturity to the size of the townhouse or receive written permission from the Architectural Committee not to replace the tree. The Architectural Committee at its discretion may adopt and promulgate rules and regulations regarding the preservation of trees and other natural resources and wildlife upon the properties.
- D. Any fence to be constructed on any lot in the community must be in accordance with the following specifications:
 1. Fences must be board-on-board, pressure-treated wood or cedar, flat post caps and are to remain a natural color.
 2. Fences shall not be permitted to be erected forward of the front foundation wall of the house.
 3. The height of the fence must be 6'.

4. Any variation must be submitted to the Architectural Committee for consideration.
 5. Privacy fences must be maintained as part of the original structure.
- E. Sheds and Rubbermaid-type storage bins/sheds must be submitted for approval and must meet the following requirements:
1. Sheds
 - a. The side of a shed in a completely fenced backyard must be contiguous to the house or fence and must not exceed the fence height.
 - b. The side of a shed in an unfenced backyard must be contiguous to the back of the house or under a deck.
 - c. They must be made of wood.
 - d. The sides must be finished to blend with the fence.
 - e. The shingles should match the house roof in color and quality or they should be cedar shakes.
 2. Rubbermaid-type Storage Bins/Sheds
 - a. The side of a Rubbermaid-type storage bin/shed in a fenced backyard must be contiguous to the house or fence and must not exceed the fence height.
 - b. The side of a Rubbermaid-type storage bin/shed in an unfenced backyard must be contiguous to the back of the house on a deck or must be contiguous to the back of the house at ground level or must be under a deck.
- F. No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot, except that any ordinary number of dogs, cats, or other household pets may be kept provided they are kept in accordance with the rules and regulations of the Association and the City of Gaithersburg; and provided further, that they are not kept, bred, or maintained for any commercial purpose.
- G. No lumber, materials, bulk materials, motor vehicles, parts and accessories, boats, campers, trailers, appliances, refuse, or trash shall be kept, stored, or allowed to accumulate on any lot except for building materials during the course of construction, maintenance, or repair of any approved structure. Trash cans and recycling bins must be stored in the rear of the home. Trash, garbage, or other waste must be in closed trash containers.

All containers or other equipment for the storage or disposal of such materials shall be kept in clean and sanitary condition. If a central trash collection area is designated by the association, then that area will be under the control of the association and all members will abide by the current regulations regarding the use or maintenance of such trash containers.

- H. No clothing or any other household fabric shall be hung in the open on any lot or from any deck.
- I. Each homeowner is expected to maintain his structure, fence, lawn, and plantings in an attractive appearance and so as not to present a hazard to connecting structures, to obscure the view of street traffic, or to create a health hazard. No homeowner may waive this responsibility by lease or abandonment of the property. When in the judgment of the Board of Directors and/or the Architectural Committee, the property is not maintained consistent with this responsibility, the management agent will be instructed to notify the homeowner in writing to take corrective action. If corrective action is not taken by the homeowner, then the management agent shall be authorized to take corrective action at the expense of the violating owner.

III. COMMON AREAS

- A. Alterations: No owner or tenant, other than the association, represented by its Board of Directors, shall have the right to make any alterations to common areas. Such alterations shall be made only pursuant to authorization of the Board of Directors or the association, as required. With one exception, the storage of personal property on common areas is not permitted. The exception is that firewood, neatly stacked with a four-inch clearance at the bottom supported by timbers (to comply with the intent of City Code 17AA, Section 302.4), may be maintained in common areas adjacent to property lines where the lot backs into wooded areas. The firewood is not visible when viewed from the street, and it must not be rendered unusable due to rotting. Any resultant injury to persons, animals, or property as a result of the firewood being placed on common areas will be the responsibility of the homeowner, not the association. This exception is granted as a preventative measure to keep termites away from structures in the community.
- B. Play Areas and Sidewalks: No toys, bicycles, play equipment, lawn furniture, or other obstruction shall be left unattended in play areas or on the sidewalks after sundown. Owners and tenants are responsible to see that their children comply with the requirement. Each owner or tenant is responsible for any loss or damage to play equipment left in play areas or on public sidewalks.
- C. Pet Restrictions: Owners and tenants will restrict their pets (dogs, cats, etc.) from soiling the play areas, common grounds and private property and are required to immediately remove solid animal waste caused by their animal and will be responsible for correction of any damage done by their pets. City of Gaithersburg Animal Control Ordinances will be strictly enforced. All pets must be on a leash and under full control.
- D. Trash: Owners and tenants shall place their trash on the sidewalk no sooner than after sundown on the evening preceding trash collection days. Such trash must be in containers with secure lids or in heavy-duty trash bags with secure ties. All containers and any trash not collected must be removed from public view by the evening of trash collection days. Owners and tenants are responsible for removal of trash which spills on the common areas. Special trash pickups may be arranged by calling the management office.
- E. Temporary Storage of Bulk Deliveries: Owners and tenants shall remove building materials, firewood, top soil, mulch, and other such bulk deliveries from sidewalks and

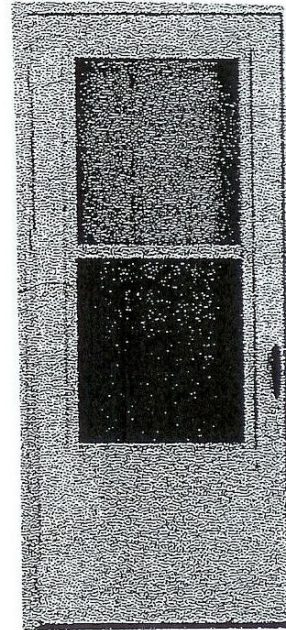
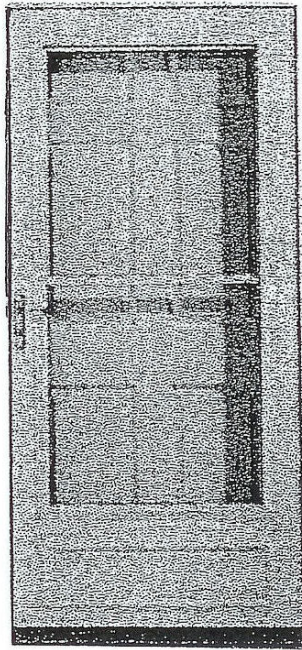
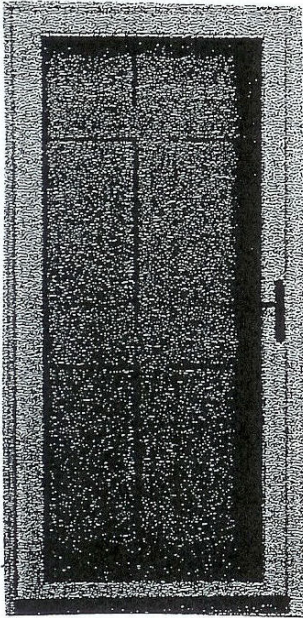
common areas within 48 hours of delivery. No delivery shall be left in parking spaces at any time. All traces of such materials shall be removed by the owner or tenant.

- F. Signs and Notices: The common areas are not to be used for posting signs such as for yard sales, open houses, for sale or rent notices. No posting of advertisements of any nature will be permitted on mailboxes or in the common areas, with the exception of official notices posted by the Board of Directors or the management agent.
- G. Plantings: Any landscaping or planting of trees, shrubs, or flowers shall be done in the common areas with the prior approval of the Board of Directors through the Grounds Committee. Owners are responsible for knowledge of the location of their own property lines which abut the common areas. The Architectural Committee encourages owner and tenant interest in the upkeep and beautification of the common areas.

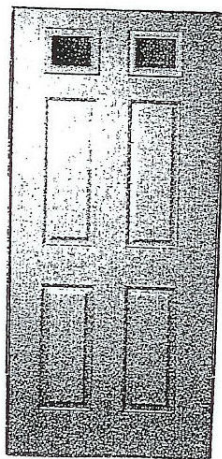
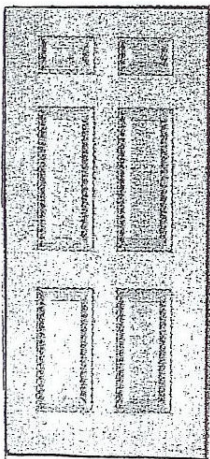
IV. ARCHITECTURAL ENFORCEMENT PROCEDURES

- A. At any time, members of the Board of Directors, the Architectural Committee or the community may inspect the community and compile a list of individual properties which are in violation of the Bylaws or Rules and Regulations. The Board, at its discretion and with the advice of the Architectural Committee, will determine if correction of the violation is reasonably necessary to preserve the appearance and/or value of the community, or is otherwise in the interest of the general welfare of all homeowners. The intent of this procedure shall be to remedy situations in which a homeowner has failed to properly maintain his property as provided by the Declaration, Bylaws or where a homeowner has refused to comply with the approved Rules and Regulations.
 - 1. The Board will provide a “written demand” letter to the homeowner describing the nature of the alleged violation and the action required to correct or abate the violation, and the time period in which this correction must be made. The Board may require that the homeowner give the Board permission to have the necessary corrections made at the homeowner’s expense and the homeowner would agree in writing to pay for any and all costs involved.
 - 2. If the homeowner is unable or unwilling to take action, the homeowner may request a hearing by the Board of Directors by contacting the management agent within the time period allotted for correction in the original notification.
 - 3. If corrective action is still not taken by the homeowner, the Board may impose sanctions, including revocation of privileges (pool passes, tennis court usage, voting) until corrective action has been taken. The Board will seek legal advice to collect any and all costs from the owner.
 - 4. The Board may also seek legal action against any owner who fails to comply with the Declaration, Bylaws and /or the Rules and Regulations.
- B. Decisions by the Board will be made on a case-by-case basis and appropriate action will be taken in accordance with the above procedures and with the advice of counsel when appropriate.

I.A.1. Storm/screen doors styles which are permitted.



I.C.8. Main door styles which are permitted.



ATTACHMENT A

Woodland Hills Homeowners Association

REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

Date submitted _____ Property owner _____

Address _____ Telephone number _____

INSTRUCTIONS: Please describe, in detail, the proposed alteration to your home or lot for which you are requesting approval. Include color(s), size(s), specifications, materials, location and all other pertinent information. Any color chips, published architectural descriptions or advertising literature—anything that will help the Architectural Committee to fully understand your request will help in the quick review of your request. If appropriate, a sketch or detailed drawing of the proposed alteration would also be appreciated.

Your neighbors' signatures are required to indicate that they are aware of your intentions, not to either approve or disapprove.

Description: _____

(Continue on reverse of this page or attach additional pages.)

Neighbors Signatures: My signature indicates I am aware of this requested alteration. My signature does not mean I approve or disapprove this request.

Side neighbor (address) _____ Signature _____

Side neighbor (address) _____ Signature _____

Rear neighbor (address) _____ Signature _____

COMMITTEE ACTION: Received (date) _____ By _____

Approved (date) _____ By _____ Disapproved (date) _____ By _____

EXPLANATION _____

**Submit completed request to: Community Associations, Inc., P.O. Box 1130,
Germantown, MD 20875, Phone (301) 258-7711, Fax (301) 258-8362**