

ACC Exterior House Inspections Guidelines ~ Exterior Alteration Application

Collington Manor Homeowners Association
Architectural Control Committee – Covenants, Conditions and Restrictions
Procedures and Standards
(Implemented by Order of the Board of Directors on September 16, 2002)

Collington Manor's Architectural Control Committee (ACC) procedures and standards are provided in accordance with Article X of the Bylaws with standards and responsibilities specified in Article V of the Declaration of Covenants, Conditions and Restrictions. Homeowners are advised to review the Covenants. Sources used to establish these standards include the "Homes in Bowie Guide"; the "Homeowner's Guide to Permits for all County and City Permits"; City and County Codes' Web Sites at www.cityofbowie.org/code and www.goprincegeorgescounty.com respectively. Compliance with Bowie and Prince George's County requirements, ordinances, and codes, including obtaining respective permits, is the responsibility of each homeowner. The goal of the ACC procedures and standards is to provide a reasonable process to protect, to the greatest extent possible, property values in the Manors' Community and maintain the estate esthetics as developed in accordance with approved City and County planning and development proceedings.

These procedures and standards are implemented by order of the Board of Directors (BOD) of the Collington Manor HOA to (a) assure routine maintenance and care of properties in the Manors; (b) register and approve exterior alterations to properties in the Manors; and (c) foster enjoyment and a high quality of life for all living in the Manors at Collington Station. When required, ACC Forms must have the signature of each homeowner in the home; when applicable, copies of lot survey/plan showing pictures, drawings - illustrations demonstrating location, design, and color of changes, alterations and/or additions with a copy of building permit must be attached to form; forms should be submitted 30 days before the project begins. The ACC committee will review requests and provide a response within 25 days from submission. Anyone, homeowner or neighbor can appeal an ACC response/decision to the BOD. The BOD will issue a final decision within 10 days of the appeal request. There is a substantial overlap of these ACC standards with City and County ordinances and City and County enforcement is anticipated when their ordinances/codes are violated. The BOD will impose assessments and/or liens for violations against ACC standards as provided for in the Covenants.

1. Routine maintenance and care of property – homeowners are asked to be considerate of their neighbors' *enjoyment and comfort at home*:
 - Lawns must be routinely cut and trees and shrubs must be kept and not allowed to become overgrown or untidy.
 - Trash put out for pick-up must be placed in covered cans and bulk items secured so birds and small animals cannot get into it and litter community.
 - Items stored, such as trashcans, etc. should be stored in the rear of homes out of sight and not visible from the front of the house.
 - Firewood should be stored on open racks elevated above ground, evenly piled so not to draw or harbor rodents and never stored in any manner beyond the front building lines of the house.
 - Automobiles without tags or expired tags cannot be stored in driveways.

2. Maintenance without change to structures or change to paint colors: Homeowners must maintain in good condition all structures (house, shed, deck, patio, fence, Gazebo, etc.) insuring structure is painted and in good repair. Exterior “maintenance” without any change to structures or paint colors requires submission of the ACC Form specifying maintenance activity planned and certification that structure and paint colors will not change. Approval by ACC is not required, just notification required for the record. ACC procedures provide for anyone to file complaints and this information will facilitate responses to complaints.
3. Maintenance with changes to structures and/or color; exterior remodeling, additions, etc.: The ACC Form must be submitted and have the signature of each homeowner in the home; when applicable, copies of lot survey/plan showing pictures, drawings/illustrations demonstrating location, design, and color of changes, alterations and/or additions with a copy of building permit must be attached to form; forms should be submitted 30 days before the project begins. The ACC committee will review requests and provide a response within 25 days from submission. Generally, items included in this category, but not limited to, are patios, decks, porches, sheds, gazebos, fences all of which should be in the rear of the house, with some size restrictions and landscape requirements, all complementing open space esthetics of estate community; storm doors must be full view; no bars/grates on doors or windows; driveways asphalt; walkways cement or brick matching house; bricked light post and mail boxes must match brick of house; structural additions, for example sunrooms, require building permits and must compliment and match house; exterior painting and siding must complement color schemes of house and community, no extreme, lurid or vociferous colors permitted.
4. Environmental Noise Control – Collington Manor residents are reminded to employ reasonable consideration of their neighbors’ peace in all events and at all times. Construction/repairing of buildings or structures is limited to the hours between 7:00 a.m. and 6:00 p.m. on weekdays and 9:00 a.m. and 6:00 p.m. on weekends and national holidays. The use of lawn, garden, home and auto maintenance tools and equipment (lawnmowers, blowers, compressors, etc.) is limited to the hours between 7:00 a.m. and 9:00 p.m. on weekdays and 9:00 a.m. and 9:00 p.m. on weekends and national holidays.
5. Covenants Use Restrictions include – Article VII, Sec 1: (e) “No boats or cradles, trailers, or unlicensed or abandoned vehicles may be parked in streets, driveways, yards, or parking areas for more than twenty-four (24) hours... (f) No trucks of a capacity of one tone or more, or buses, shall be regularly parked on the Property.”

It is the homeowners’ responsibility to comply with all City and County ordinances, requirements, easements and codes and these procedures and standards do not in any way intend or imply compliance with said obligation. Attached, for your convenience and reference, are the ACC Review Request Form and a summary chart of Collington Manor HOA’s ACC procedures and standards. Again, homeowners are advised to review the Covenants and City and County codes and permits sources. Compliance with Bowie and Prince George’s County requirements, ordinances, and codes, including obtaining respective permits, is the sole responsibility of each homeowner and not that of the Collington Manor HOA, Board of Directors nor ACC.

ATTACHMENT
 Collington Manor Homeowners Association
 Architectural Control Committee – Covenants, Conditions and Restrictions
 Procedures and Standards
 (Implemented by Order of the Board of Directors 9/16/02)

Condition	Standards	Procedures	
<i>Alteration or Maintenance</i>	<i>Goal, reasonable consideration of neighbors, community, and property values. In all instances, exterior appearance of properties and any changes/alterations must compliment house and community.</i>	<i>City/County Permits</i>	<i>ACC Approval</i>
Circular or Widening of Driveway	Asphalt/black top and widening limited to one car width.	verify	✓
Front Walkways	Cement, stone, brick matching/complementing house.	✓	✓
Shutters	Design and color must compliment house and community schemes.	verify	✓
Window Replacements	Type builder installed or upgrade.	verify	✓
Front Entrance Doors	Equal or upgrade and color scheme maintained or complimented. No steel doors	-	✓
Storm Doors	Full View only and color compliments house.	-	✓
Bricked Light Post and Mail Boxes	Size limitations, brick must match house.	✓	✓
Decks, Porches, Patios, Sun Rooms, Gazebos	Must compliment house and community.	Permanent structures	✓
Sheds	Aluminum, Siding, Wood, Vinyl with color coordinated with house. Locate in rear of house. Size limitations and landscaping, including evergreens required for three sides or all exposed sides to screen from public view. Trees/shrubbery should be 4-5 feet tall when planted.	verify	✓
Fences	Rear of property and must not obstruct open space nature of community. [REDACTED]	4 feet or higher	✓
Basketball Courts	Locate in rear of house out of view from front as much as possible.	✓	✓
Portable Basketball Shoots	Rear storage and not to be used on any public street. No basketball poles or hoops may be affixed to houses/structures. Due to noise, basketball cannot be played before 10:00am or after 9:00pm	-	-
Play Areas, Swings, Tree Houses	Personal recreation accessories meant for private use only should be installed in rear of property out of public view as much as possible.	-	-
Private Pools	Only in ground pools are allowed	✓	✓
Environmental Noise Control	Construction/repairing of buildings or structures - 7:00 a.m. to 6:00 p.m. on weekdays and 9:00 a.m. to 6:00 p.m. on weekends and national holidays. The use of lawn, garden, home and auto maintenance tools and equipment (lawnmowers, blowers, compressors, etc.) - 7:00 a.m. to 9:00 p.m. on weekdays and 9:00 a.m. to 9:00 p.m. on weekends and national holidays.	-	-
Outdoor Storage, Grills etc.	Must be stored at the rear of house out of public view.	-	-
Firewood Storage	stored on open racks elevated above ground, evenly piled so not to draw or harbor rodents and never stored in any manner beyond the front building lines of the house.	-	-
Antennas and Satellite	Roof, rear or side of house hidden from view as much as possible.	-	-
Trash Containers	Must have lids, stored in rear of house, placed out after 5:00pm before day of trash collection and removed from front same day of collection.	-	-
Animal Cages	Not allowed outside.	-	-
Trucks, Buses	No trucks of a capacity of one ton or more, or buses, shall be regularly parked on property. [Covenants VII: Sec 1(f)] Others should not be in view from front of house.	Covenants VII: Sec 1(f)	
Boats, cradles, trailers or Autos with no or expired tags	Not allowed in streets, driveways, yards, or parking areas for more than 24 hours [Covenants VII: Sec 1(e)]	Covenants VII: Sec 1(e)	

COLLINGTON MANORS HOMEOWNERS ASSOCIATION
EXTERIOR ALTERATION APPLICATION

Applications may be submitted via email to HOA@CMHOA.net or DATE RECEIVED: _____

Please mail (request a returned receipt) or deliver to:
The Architectural Control Committee of
The Manors at Collington Station Homeowners Association, Inc.
P.O. Box 5301 - Capital Heights, MD 20791-5301

From: _____ Lot No.: _____

Address: _____ Phone No.: _____
(Please print or type all information)

Description of Changes desired – give full details of purpose and/or reason, type and color of materials to be used, and location on the property: (attach additional sheets if necessary)

If the modification is for a change in paint color, attach a sample and a model number of the paint or stain color. If the modification is for a structural change, ground planting, fencing, Rearrangement, etc., attach a drawn-to-scale sketch or architectural plan, etc.

Acknowledgement of Adjacent Property Owners

- Adjacent property owners must sign any application, which involves construction work or planting on or near a shared property line, e.g. fence construction, tree, hedge or shrub plants, etc.
- This acknowledgement indicates an awareness of the intent only and does not constitute nor indicate approval or disapproval.
- These signatures will be required if, in the opinion of the Architectural Committee, the alteration could affect the property value of the neighbors' property or the ability of the neighbor to enjoy their property. You may, if you wish, have your neighbor(s) sign now to avoid delay of the approval of your application.

Name: _____ Address: _____

Name: _____ Address: _____

Notes:

- 1) Nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans, shall not violate any of the restrictive covenants nor any of the Building and Zoning Codes of Prince George's County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction. I understand that I am solely responsible for obtaining any and all necessary permits or licenses required by Prince George's County and/or the State of Maryland. I further agree to hold harmless the Association and its Architectural Committee from any claims or actions arising by reason of violation of the Prince George's County Codes and/or State law.
- 2) The Prince George's County building ordinance is enforced by the Department of Environmental Resources (Construction Standards), which requires that I file plans with the Building Inspector (301-952-4456) at the County Administration Building before I commence construction.
- 3) I understand and agree that no work on this request shall commence until written approval of the Architectural Committee has been received by me.
- 4) The Declaration of Covenants requires Architectural Committee decision to be made within sixty (60) days of submission is considered approved. If I, or any neighbor, am unhappy with the ACC's decision, it must be appealed within 10 days by giving written notice of appeal to the ACC, the Association President or Vice-President. The appeal decision will be determined by the Board of Directors.
- 5) A copy of this application shall be returned to me, after review by my Architectural Committee.
- 6) It is understood that I have knowledge of the Covenants in regard to our easements.

Owner's Signature(s): _____ Date: _____
_____ Date: _____