POTOMAC GLEN COMMUNITY ASSOCIATION
DESIGN STANDARDS AND GUIDELINES

SECTION I

APPLICATION AND REVIEW PROCEDURES

A. DEFINITIONS

Herein, the following terms shall mean or be defined as follows:

1. "Applicant" shall mean a homeowner who has submitted an application to the ARC to modify, change, or alter their property.

2. "Application" shall mean a written request submitted to the ARC on an ARC-approved application form for permission to alter, change, enlarge, reduce, or modify an existing improvement and/or certain landscaping located on a Property.

3. "Architectural Review Committee" shall mean the Architectural Review Committee for Potomac Glen Community Association, Inc and shall be referred to herein as "ARC."

4. "Board of Directors" shall mean the Board of Directors for Potomac Glen Community Association, Inc. and shall be referred to herein as "Board."

5. "Date" shall mean the date of any written correspondence transmitted by Mail or email.

6. "Design Standards and Guidelines" shall mean the Design Standards and Guidelines adopted by the Board to establish Community architectural standards and control.

7. "email" shall mean notice electronically transmitted to an email address designated by an Applicant, the Board, and/or the Property Manager for the purpose of general communication and service of notice during the application process.

8. "Mail" and "Mailed" shall mean the transmission of a document by first-class mail, properly addressed, postage pre-paid, and deposited with the United States Postal Service.

9. "Notify" shall mean transmission of notice, acknowledgment, or a decision by mail or email.

10. "Owner" shall mean the owner of a lot and the improvements thereon in Potomac Glen Community Association, Inc.

11. "Potomac Glen Community Association, Inc." shall be referred to as "Community" or "HOA" or "Potomac Glen."

12. "Property," "Lot" and "Land" shall mean land and the improvements thereon located within the Potomac Glen Community Association, Inc. Homeowner's Association and subject to the declarations and covenants thereof.

13. "Property Manager" shall mean the Property Manager employed by Potomac Glen Community Association, Inc and shall be referred to herein as "Property Manager."

B. GENERAL

1. All changes to the exterior appearance of a building or lot are subject to review and approval by the ARC. Changes must be approved before work begins and in accordance with the most recently approved Potomac Glen Community Association Inc. Design Standards and Guidelines. The Design Standards and Guidelines are available on the community website (www.potomacglen.org) or from the Association's Property Manager.

2. ARC review is required for both major and some minor additions, alterations, and removals to improvements on a lot. Certain landscape alterations may also be subject to ARC approval. Property owners are encouraged to review the Design Standards and Guidelines to determine if ARC review is required. The ARC is available for informal consultation if a property owner is unsure if ARC approval of desired changes to property is required.

3. Unless Design Standards and Guidelines state that a modification is specifically defined as "NO APPROVAL REQUIRED," a written application should be submitted to the ARC for review. Until the ARC approves an application, the intended work cannot be performed. If an Owner fails to obtain ARC approval before undertaking property modification, the ARC can require reversal of the modifications and restoration of the property.

4. When an application is reviewed, the ARC will consider the effect the modification will have on the following four levels:

    a) The property (dwelling and grounds);
    b) The adjacent properties (next to, behind, across from);
    c) The immediate neighborhood (properties on the same street, adjacent streets);
    d) The community as a whole.

    Taking into consideration the Design Standards and Guidelines. If a proposed modification conflicts with design compatibility, location and impact, scale, color, workmanship, or timing, it may be denied.

C. APPLICATIONS.

1. All applications for proposed improvements or changes must be submitted in writing on an application form designated by the ARC.

2. The Application form is available on the Community resident portal at www.potomacglen.org. On request, the Property Manager will send the Application form to a Property Owner.

3. Complete Applications, including all required supporting documents, must be submitted to commence the review process. Incomplete applications will be returned to the Applicant with a statement of deficiencies, which must be remedied before the application review process may commence.

D. NOTICE TO ADJACENT PROPERTY OWNERS AND ACKNOWLEDGEMENT.

1. Prior to submission, the Applicant shall give notice to Property Owners whose Lots are adjacent to the Applicant's Property. Notice shall advise of the Applicant's intended additions or changes to the Property for which ARC approval is sought. A minimum of three Property Owners must

acknowledge the Notice. If the subject Property is not adjacent to three (3) other Lots, the Applicant may obtain acknowledgments from Property Owners of neighboring Lots who will be directly impacted by the proposed Property changes.

2. The Application contains an acknowledgment section for Property Owners to certify receipt of the notice. It must be signed and dated by Property Owners giving an acknowledgment.

3. Applicants shall make reasonable and diligent efforts to secure acknowledgment from adjacent and/or neighboring Property Owners.

4. If personal contact[1] cannot be established to secure an acknowledgment, the application shall contain details of the reasonable and diligent efforts made to contact each adjacent Property Owner from whom acknowledgement was not received. The ARC, in its sole discretion, may waive the acknowledgement requirement if it believes the Applicant made good faith efforts to secure an acknowledgement. However, in its sole discretion, the ARC may direct the Applicant to undertake additional efforts to secure an acknowledgement.

E. APPLICATION SUBMISSION

Applications shall be submitted to the following address either by mail and/or by email:

Architectural Review Committee
Potomac Glen Community Association
c/o The Management Group Associates, Inc.
20440 Century Boulevard, Suite 100
Germantown, MD 20874-7115
Email: TMGAInc@TMGAInc.com

F. APPLICATION SUPPORTING DOCUMENTATION

1. The Application must include a complete and accurate particularized description of the proposed changes to the Property. The Application must include details which address all requirements set forth as "Application Requirements" in the Application form.

2. The Application must contain complete plans and specifications for the intended modifications including, but not limited to, the height, width, length, size, shape, color, materials, type of construction, and location on a plat or survey of the proposed change.

3. If the building footprint will change, the Application shall be supported by plans showing the changes and that same will be made within Property boundary lines and any building restriction lines.

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[1] "Reasonable and diligent efforts" and "Personal Contact shall mean at least two attempts to make personal contact at an adjacent and/or neighboring Property on at least two different dates, and, Mail sent to both the adjacent Property Owner's Property and any alternate mailing address on record with the State of Maryland Department of Taxation and Assessments (https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx) requesting written acknowledgment of notice from the adjacent Property Owner at least ten (10) days before the Application is submitted to the ARC for review.

4. Photographs or sketches of similar completed projects, catalog illustrations, visual aids, etc. will aid consideration of the Application.

5. If the alteration affects the existing drainage pattern, the proposed drainage pattern change must be included in the Application. Applications proposing to shift or direct waterflow onto an adjacent Property must be supported by the written consent of the affected adjacent Property Owner, and both Applicant and adjacent Property Owner must release and hold harmless Potomac Glen from liability for any approval of the Application.

G. APPLICATION TIME FRAME

1. Written applications must be submitted to the Property Manager at the herein designated address or such other address as may be designated in the Application form.

2. Within five (5) business days of receipt of a complete Application, the Property Manager or ARC shall send a notice to the applicant by email and/or Mail, acknowledging receipt of a complete application. The date of the acknowledgment shall be the first day of the application review period. Included in the notice to the Applicant shall be a copy of these procedural rules for application review.

   Within thirty (30) days of the date of acknowledgment of a complete application, the ARC shall either approve, disapprove, or request additional information from the applicant.

3. Any decision by the ARC shall state with particularity the reason for the decision and identify why the application does or does not comport with the Design Standards and Guidelines.

4. If the ARC approves the Application, it shall notify the Applicant by written notice of its approval and any conditions thereto.

5. If the ARC denies the Application, it shall notify the Applicant of its decision in writing with particularized reasons for denial.

6. If the ARC needs additional information from the Applicant, the ARC may unilaterally extend the review period one time by an additional fifteen (15) days. Before expiration of the forty-five (45) day review period, the ARC shall send the Applicant notice of the extended review period, detailing the additional information needed and the final date by which it must render a decision inclusive of the extension period.

7. If the ARC needs additional review time beyond sixty (60) days from its written acknowledgment of a complete application, the ARC and Applicant may agree in writing to an extension of specific duration.

8. If the ARC fails to notify an Applicant of its decision within the above timeframes, the Application shall be deemed denied. The Applicant may then either seek reconsideration from the ARC, note an appeal to the Board, or submit a new application for review.

9. For any final ARC decision with which the applicant disagrees, the Applicant may either seek reconsideration of the decision with the ARC or note an appeal to the Board of Directors. Reconsideration and appeal of an ARC decision are mutually exclusive remedies and shall not be

prosecuted simultaneously. The failure to timely exercise the right to reconsideration of an ARC decision shall be deemed a waiver of the right thereto. On appeal to the Board, it may excuse an untimely application for reconsideration of the ARC's decision or an untimely appeal to the Board of the ARC's decision.

10. The ARC shall include a copy of these procedural rules when transmitting its decision to the Applicant.

H. RECONSIDERATION PROCEDURE

1. If an applicant disagrees with the ARC's decision, in whole or in part, within 20 days of the date of the ARC's written decision, the applicant shall deliver to the Property Manager a request for reconsideration by Mail and/or by email. The request shall provide a particularized statement of the reason(s) why the applicant believes the ARC's decision is incorrect.

2. Within ten (10) days of receipt of the request for reconsideration, the ARC shall render its decision on the request for reconsideration. If the Applicant is dissatisfied with the ARC's reconsideration decision, the Applicant may then appeal the ARC's decision to the Board or submit a new application.

I. APPEAL PROCEDURE

1. An Applicant may appeal a decision of the ARC by submitting a written notice of appeal to the Property Manager within twenty (20) days of the date of the ARC's written decision on either a) the Application or b) a request for reconsideration, or c) the ARC's failure to render a decision within the applicable timeframe. The appeal shall state with particularity why the Applicant believes the ARC's decision is incorrect and be supported by a copy of the Application, any supplemental information provided by the Applicant to the ARC in support of the Application, any request for reconsideration and all ARC decisions.

2. On receipt of a notice of appeal, the Board may:

    a. Schedule and conduct a hearing. The hearing shall be held within 30 days of receipt of the notice of appeal or such other later date as the Board, Applicant and ARC shall agree. The Board may conduct the hearing in person or by electronic means. The majority of the Board, the Applicant and a majority of the ARC members shall attend the hearing; or

    b. If the Board finds the ARC's decision is incorrect, without conducting a hearing, the Board may approve the Application subject to any conditions the Board deems appropriate. Any decision by the Board's shall state with particularity the reason for its decision. The Board may grant the Application or remand it to the ARC for further consideration consistent with the Board's decision.

3. If the Applicant disagrees with any part of the Board's decision, the Applicant may submit a written request for reconsideration. The request shall be delivered to the Property Manager within ten (10) days of the date of the Board's written decision, and state with particularity why the Board's decision is incorrect. Applicants shall be limited to one (1) request for reconsideration of the Board's decision.

4. When all avenues of reconsideration and appeal are exhausted and/or the time to seek reconsideration or an appeal have expired, the ARC's and/or Board's decisions shall be deemed final and conclusive.

J. RECORDS RETENTION.

1. The ARC shall indefinitely retain all Applications and records related thereto submitted or issued during the application process, including notices, decisions and the like. The ARC and HOA are not the repository or custodian of the Property Owner's records and the Property Owner's failure to maintain their records for future reference is at their peril.

2. The ARC shall retain these records in a safe and secure electronic format to ensure preservation for future reference.

3. The ARC shall store these records on a secure computer server maintained by the Property Manager.

Enforcement and Fines

There will be no enforcement action against a homeowner while their application is being processed or, if the decision of the ARC is appealed, until a notice of decision is sent after the appeal is heard.

All modifications are subject to inspection while in progress and after completion to determine if the modification has met all of the requirements of the application and has not deviated from the original plan.

Any changes to the approved ACA must be submitted and approved prior to implementing them. If the changes are not approved, they are subject to being removed at the homeowner's expense.
Fines have been established in an effort to ensure that the Community members continue to maintain their lots and comply with the Design Standards and Guidelines. The Board of Directors, on a case-by-case basis, will undertake the assessment of fines.

CONTACT INFORMATION

Applications for change and appeals of the ARC's decision should be submitted electronically or in writing to:

Potomac Glen Community Association
c/o The Management Group Associates, Inc.
20440 Century Boulevard, Suite 100
Germantown, MD 20874-7115

Questions or comments may be directed to the property manager at:

Phone: (301) 948-6666
Fax: (301) 948-6663
Email: TMGAInc@TMGAInc.com

ADDITIONS AND OUTBUILDINGS (EXCLUDING SHEDS)

GENERAL

Home additions, Accessory Dwelling Units, Greenhouses, and other structures will be treated as a major alteration to a dwelling unit and subject to close review to minimize any detrimental impact on neighboring homes.

Additions are structures attached to a house structure. Outbuildings are enclosed structures with a roof that is separate from the house structure. For purposes of this section, outbuildings do not include sheds or any structure attached to a deck or patio.

All additions and outbuildings must comply with Montgomery County setback requirements, and all appropriate permits must be obtained prior to the start of construction.

APPROVAL REQUIRED

All home additions and outbuildings must be approved by Potomac Glen prior to construction. The application will be reviewed to ensure the following:

- The scale and design are architecturally compatible with the home and surrounding homes.
- There shall be no adverse visual impacts for adjoining properties. The installation of landscape materials to provide a visual screen is encouraged and may be required as a condition of approval.

- The exterior colors and materials complement the house structure and maintain the design harmony of the neighborhood.

PROHIBITED

- Accessory Dwelling Units (ADU's) on townhome lots.

SECTION III

DESIGN STANDARDS AND GUIDELINES

APPROVAL IS NOT REQUIRED FOR THE REPLACEMENT OF AN EXISTING PREVIOUSLY APPROVED ITEM WITH THE SAME COLOR, DESIGN, DIMENSION, AND MATERIAL.

The Board of Directors has adopted the specific Design Standards and Guidelines with the maintenance standards detailed below. Any exterior alteration or addition, except as specifically accepted in these Standards and Guidelines, must have approval of the ARC before any work has begun.

AIR CONDITIONING UNITS / HEAT PUMPS

GENERAL
When installing or relocating a heat pump or air conditioning unit, please take into account the impact of equipment on adjoining properties.

PROHIBITED
- Portable window units unless fully within the house

APPROVAL REQUIRED
- Replacing an outside air conditioning unit in a different location other than the original location
- Adding an additional outside air conditioning unit
- Installing a streamline (i.e., low profile) window unit

NO APPROVAL NECESSARY
- To replace an existing heat pump or air conditioning unit in its original location, if its size does not exceed 150% of the original unit

MAINTENANCE
The following kinds of maintenance problems may be cited for violation. This list is not all-inclusive.
- Exterior units that are rusted
- Exterior units that are visibly inoperable.

Application Requirements – AIR CONDITIONING UNITS / HEAT PUMPS
- Submit completed Architectural Change Request (ACR), available from the PGCA website and The Management Group Associates, Inc.
- Copy of plat showing proposed location change. Submit drawings with application (they do not need to be professionally done).
- Spec sheet showing the dimensions and appearance of the proposed unit.
- Any other information that would help the ARC make a decision (photographs could be helpful).

ARBORS, GAZEBOS, SUNSCREEN TENTS, PERGOLAS & TRELLISES - OUTDOOR STRUCTURES

GENERAL

Arbors: Commonly defined as an arch-like open framework made of wood/metal or plastic, and sometimes styled with latticework that also serves as a trellis on which climbing plants/vines can grow.

Gazebos: A pavilion-like structure, often octagonal in shape, free-standing or attached to a garden wall, roofed and open on all sides; for the purpose of providing shade or a basic shelter/sitting area. Gazebos are typically built of wood and covered with standard roofing materials, such as shingles.

Sunscreen Tents and Other Tents: Temporary shelters consisting of sheets of fabric or other non-ridged material draped over or attached to a frame or to a neighboring structure.

Pergolas: More elaborate forms of an arbor, usually larger & rectangular-shaped, and built with pillars/columns that support cross beams and/or a sturdy lattice top section (with or without vine or fabric coverings). Pergolas may also be part of the house, used as protection for an open patio/deck/terrace and match the color of the railings on the deck.

Trellises: Lattice-like flat structures, usually made from interwoven pieces of wood/metal or plastic, that are often made to support a climbing plant/vine. Trellises are often used as a stand-alone garden wall structure but are also sometimes mixed into the design of an arbor/pergola.

Permanent structures must be adequately anchored to the ground (or other stationary fixed object; cement footings are ideal) in such a manner as to withstand windstorms.

A variety of materials may be used for arbors, gazebos, pergolas, and trellises. These include wood, composite wood simulation, plastic that resembles wood, and metal (including wrought iron). Color shall be compatible with the color scheme of the dwelling/deck. If fabric materials are incorporated, they must conform to the color specification listed in AWNINGS section of this handbook.

PROHIBITED

Any structure that covers the majority of a yard and/or negatively interferes with the sight lines of other properties.

- Arbors, gazebos, or pergolas in the front yard.

APPROVAL REQUIRED

Permanent Structures

- Approval will be based upon impact to exterior appearance and/or the adverse visual impact to adjoining neighbors.
- Temporary structures that the homeowner intends to remain up for longer than the seasonal period for which they are designed.
- Gazebos of all sizes and styles.

Size requirements (larger sizes may be considered with justification)

- Trellises - shall not exceed 9 feet in height.
- Arbors - shall not exceed 9 feet in height, 6 feet in length, and 3 feet in width.
- Pergolas - shall not exceed 9 feet in height, 12 feet in length, and 12 feet in width. Pergolas integral with a deck or patio shall not exceed 9 feet in height and the dimensions of the deck or patio
- Gazebos - shall not exceed 9 feet in height, 12 feet in length, and 12 feet in width.

NO APPROVAL REQUIRED
Temporary "structures" such as umbrellas or other outdoor fixtures that are adequately anchored are permitted without prior approval as long as they are only used during the seasonal period for which they are designed, and are confined to backyard use only.

MAINTENANCE
The following kinds of maintenance problems may be cited for violation. This list is not all-inclusive.

- In need of paint
- Poor repair, e.g. chipped/peeling paint, weather-beaten
- Broken or missing pieces
- Rotting wood

Application Requirements - ARBORS, GAZEBOS, SUNSCREEN TENTS, PERGOLAS & TRELLISES

- Submit completed Architectural Change Request (ACR), available from the PGCA website and The Management Group Associates, Inc.
- Copy of plat showing location of proposed arbor, gazebo, pergola, or trellis on site with
- dimensions.
- Scaled drawing showing plan, elevations, and dimensions including length, width, and height (they do not need to be professionally done).
- Any other information that would help the ARC make a decision (photographs could be helpful).

ATTIC VENTILATORS & TURBINES

APPROVAL REQUIRED

- To replace a vent in a different location, or of a different size, color or design than the original
- To remove a vent

NO APPROVAL REQUIRED

- To replace a vent in the same location and of the same size, color and design as the original

MAINTENANCE
The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Rusted and/or in need of paint

Application Requirements – ATTIC VENTILATORS & TURBINES

- Submit completed Architectural Change Request (ACR), available from the PGCA website and The Management Group Associates, Inc.
- Submit copy of plat if adding or changing the location of an existing attic vent or turbine, with application showing the approximate location of the new equipment on the home.
- Plan views with dimensions showing the structure on the home.
- Any other information that would help the ARC make a decision (photographs could be helpful).

AWNINGS

GENERAL
Awnings must be of retractable design and limited to the rear of a home only. Color of the fabric/material must be compatible with the color of the house siding or trim. The size of an awning must not exceed that required to cover the deck or formal patio area (larger sizes will be considered as noted below)

Improper installation, lack of ongoing maintenance or improper use of the awning will result in enforcement action and could result in the Board of Directors requiring the removal of the awning.

PROHIBITED
Any large structure that:
- Has a significant impact on any adjoining property
- Consumes a majority of the yard
- Is consistently left open when not in use

APPROVAL REQUIRED
- All awnings require ARC approval. Since awnings may have an effect on neighboring sightlines, the overall size must be proportionate to the home as determined by the ARC.

MAINTENANCE
The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.
- Ripped fabric
- Broken framework

Application Requirements – AWNINGS
- Submit completed Architectural Change Request, available from the PGCA website and The Management Group Associates, Inc.
- Scaled drawing showing plan elevations, and dimensions including length, width and height (they do not need to be professionally done).
- Any other information that would help the ARC make a decision (photographs could be
- helpful).

BASKETBALL APPARATUS

Due to the close proximity of the homes in Potomac Glen, be considerate of your neighbors. The playing space must adequately accommodate the dimensions of your basketball apparatus and the movement of individuals using it without infringing on any neighbor's property or the adjacent sidewalks or streets.

You will be responsible for any damage caused to neighboring properties from use of the basketball equipment. A basketball yard guard or return net and/or a ball return attachment shall be provided if requested by your neighbor to prevent infringing on neighboring properties. You must abide by local noise ordinances.

PROHIBITED
- More than one portable basketball apparatus on a single property
- Use of cinder blocks, bags of mulch, rocks or similar items to anchor the base of the apparatus. Sandbags are permitted, provided that they are neat in appearance.
- Metal basketball nets.

- Placement of the equipment in such a way as to infringe upon the street, sidewalk or adjacent properties, whether or not in use.
- Yard guard or return nets that extend more than five feet (5') from any side of the net post.

INSTALLATION REQUIREMENTS

Basketball apparatus is permitted when all the following criteria are satisfied:

- The base must be weighted securely or installed according to the manufacturer's recommendations so that the apparatus will not tip over or fall down. Items such as mulch bags, cinder blocks, pavers, etc. may not be placed on the base to weigh it down; and
- The apparatus must be situated completely on the owner's private property at all times; and
- The apparatus must not hang over a street or sidewalk where vehicles or people could be harmed.

APPROVAL REQUIRED

- Basketball apparatus requires ARC approval
- Adjacent homeowners must be notified and their signatures must be included in the Architectural Change Application.
- Driveway extensions or other modifications to accommodate the basketball hoop or playing area, if needed, must be included in the application.

MAINTENANCE

- Grass and other landscaping around the base must be well maintained
- The apparatus must be maintained and not broken, rusted or otherwise in disrepair. Nets must be fully attached (not dangling from the hoop) and not torn or missing. Return nets must be free of tears and properly attached. If possible, they should be folded up when not in use.

CARPETING

PROHIBITED

- Indoor/outdoor carpeting, or matting on any exterior surfaces other than door mats.

CHIMNEYS & METAL FLUES

GENERAL

Chimneys and flues must match the house except short side-exiting exhaust flues used for gas fireplaces.

PROHIBITED

- Exterior vents or flues of a color or material not matching the color of the house siding, brick, EIFS or trim
- Of a style or size not appropriate for the house

APPROVAL REQUIRED

- All new chimneys and flues require ARC approval

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Chimneys and flues rusted, chipped or peeling or discolored

Application Requirements – CHIMNEYS & METAL FLUES

- Submit completed Architectural Change Request (ACR), available from the PGCA website and The Management Group Associates, Inc.
- Plan views with dimensions showing the structure on the home.
- Any other information that would help the ACC make a decision (photographs could be
- helpful).

CLOTHESLINES

GENERAL

Clotheslines are devices which allow for the outdoor drying of clothing. Clotheslines are permitted in rear yards only. They may be free standing foldable clothing dryers or umbrella style foldable dryers. Hooks and ropes attached to the support beams under an elevated deck are also acceptable; however, the actual rope must be removed when not in use. Hooks may also be attached to deck railing inside the deck; however, the ropes must be below the level of the deck railing and the ropes must be removed when not in use.

PROHIBITED

- Clotheslines that use permanent posts
- Clothes left on the line for an extended period of time
- Clotheslines running from windows or doors
- Clotheslines in front or side yards
- Clotheslines that are visible from the street, except on corner lots
- Rope-hooks located on the outside of the deck

NO APPROVAL REQUIRED

- Clothesline that satisfies the Design Standards and Guidelines specified above.

DECKS

DEFINITION OF A DECK

Outdoor structures made mostly of wood or synthetic material. Decks are attached to a building and serve as an extension of it, connecting with its interior via a door. Decks can be located on the home's ground level, main level, or upper level. Decks may be anchored into the ground, stand on posts, or rest on other supporting structures. The floor of any deck is not fully in contact with the ground. Decks do not rest on a buried foundation except for the footings of the deck.

PROHIBITED

- Side and front yard decks
- To paint or stain a deck floor any color that does not resemble a natural wood color, i.e., medium to dark brown or dark gray
- Using the underdeck area as a storage area unless lattice/vertical screening is installed to block the view
- Under deck area used for storage without adequate screening

APPROVAL REQUIRED
The ARC must approve ALL deck construction, including additions and/or modifications made to existing decks, prior to submitting for building permits with Montgomery County Deck construction includes modifications made either above or underneath decks (e.g. the installation of screening).

GENERAL – APPLICABLE TO ALL DECKS
Elevated and ground level decks are an extension of the house, which impact its exterior appearance and may affect the privacy of adjoining homes. Privacy of adjacent homes, aesthetics and visibility and other positive/negative features will be considerations in evaluating the location, including but not limited to the distance from property lines, the common areas and easement areas. Decks should be compatible with the home to which it is attached and with the adjacent areas. Approval will be denied if the ARC believes the adjoining properties are adversely affected by changes in drainage or line of sight. The use of a porous surface or the installations of mulch beds adjacent to deck are ways to offset drainage concerns.

Location
- All components of the deck, including but not limited to stairs, pergolas and railings must completely fit within the lot boundaries, and within the footprint specified below. This requirement applies to all decks, including upper level decks
- Decks must be in the rear yard only
- When installing a deck, particularly a ground level deck, be aware that utility and maintenance easements may exist. Easement areas must remain accessible at all times. The ARC may deny an application for a deck which otherwise would comply with these guidelines should the proposed deck inhibit access to the easement areas

Structural Features
- Railings must be uniform in style and of open/view through design. Other designs will be considered on an individual basis
- Stairs are permitted, provided that they fit completely within the deck footprint
- Partial screening on the deck will be considered on a case-by-case basis

Materials and Colors
- Except for the deck floor and support posts, all surfaces must be painted or stained a color that closely matches the house trim or a wood tone, i.e. medium to dark brown or dark grey.
- Deck railings may match the rest of the deck or be white or black. Railing materials may be wood, molded vinyl, metal or plastic.
- Deck floor colors will be reviewed for compatibility with the home's exterior. Deck floors could be left to age naturally. To extend its life it should preferably be protected with clear stain or a natural wood color that is medium to dark brown or dark grey.
- Deck support posts must be constructed of high quality pressure-treated wood or cedar. They may be treated with clear preservative, wood tone stain, or painted to match the rest of the deck, but not white or black.
- Composite materials (such as "Trex") and PVC materials (such as "Wolf") used for deck surfaces must be made to simulate natural wood, and should be medium to dark brown, or dark gray.
- Natural landscaping material (e.g. ground cover, mulch, gravel, pea gravel, pavers, bricks or stone) may be used under decks or at the base of the deck steps

SINGLE FAMILY HOMES
In addition to the General requirements mentioned above, the following specifications apply to decks constructed on single family homes:
- The area covered by the deck may not exceed 50% of the square footage of the back yard

- Upper and lower/ground level decks may extend to the rear and side boundary line of the property on all sides that do not abut another property or structure owned by another homeowner.
- A nine foot (9') minimum setback from the boundary line must be maintained on any side boundary line.

TOWNHOUSES
In addition to the General requirements mentioned above, the following specifications apply to decks constructed on townhouses:

- Upper and lower/ground level decks may extend to the rear and side boundary line of the property on all sides that do not abut another property or structure owned by another homeowner.
- Interior townhouses must maintain a one foot (1') setback from the boundary line on any side that abuts another property or structure owned by another homeowner.
- End unit townhouses must maintain a one foot (1') setback only on the side of the deck that is nearest to the side wall.

MAINTENANCE
The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Unsafe/not structurally sound, e.g. rotting wood
- Poor repair e.g. chipped/peeling paint, weather beaten, displaying mold/mildew
- Broken or missing pieces of deck surface or railing
- Missing/aged/inadequate ground cover or natural landscaping material under deck

Application Requirements - DECK

- Submit completed Architectural Change Request (ACR), available from the PGCA website and The Management Group Associates, Inc.
- Copy of plat showing location of proposed deck or porch on site with dimensions.
- Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width and height.
- Deck sketch(es) showing footing details, stair details, materials, color/finish.
- Detail sketch(es) of railings design(s) and built-in benches, if any.
- Screening and landscaping material.
- Deck railing must be picket design – sunburst and other designs will be considered.
- Submit drawings with application (they do not need to be professionally done).
- Homeowner is responsible for any County, State and /or Federal permits required.
- Any other information that would help the ARC make a decision (photographs could be helpful).

DOG HOUSES AND DOG RUNS

PROHIBITED

- Doghouses, kennels and dog runs
- Wire fences to enclose dogs

DOORS - GARAGE

GENERAL
Garage doors must be harmonious and consistent appearance with surrounding homes; therefore, townhomes are subject to additional requirements as noted below.
Townhouses

- All the garage doors in the same row of townhomes must be the same style and color.

NO APPROVAL REQUIRED
- Replacing with doors of the same dimensions, style, material and color as the original door
- Adding BLACK decorative hardware like hinges and handles

PROHIBITED
- Covering garage door windows, e.g. with foil or paper
- Removal of garage doors (e.g. if converting garage to living space)

APPROVAL REQUIRED
- To change doors with different dimensions, style, material and color other than the original door. Townhouse garage doors should match the color of the home trim or be white.
- To add decorative hardware other than black hinges and handles to the garage door

DOORS - STORM AND SCREEN

GENERAL
Only full view storm doors, defined as doors where the glass covers at least 80% of the door surface, are permitted at the front of the home.

Storm doors must very closely match the color of the entry door or the trim around the entry door or windows.

NO APPROVAL REQUIRED
- To replace an existing storm door that meets the current Design Guidelines
- To paint a storm door to match the color of the entry door or the trim around the entry door or windows.
- To install a new storm door, provided that it meets the following criteria:
    - Only full view storm doors are permitted at the front of the home
    - The color must very closely match the color of the entry door or the trim around the entry door or windows
    - The hardware must match in color to the hardware of the door it screens.
    - It is not prohibited below

PROHIBITED
- Doors with decorative treatment such as grills
- Doors that are bare wood or bare metal
- Wooden storm doors

APPROVAL REQUIRED
- Replacing doors with a different style, material or color as the original door
- Installing a new door that does not meet the criteria listed above under No Approval Required

DRIVEWAYS

NO APPROVAL REQUIRED
- Driveways replaced with one of the same dimensions, color, design and material
- Sealing a driveway with a material compatible with your driveway type. Black for asphalt or clear for other surfaces

PROHIBITED

- Lettering and drawings etched in the driveway are not permitted
- Asphalt or paver block driveways on townhome lots
- Permanent color change of any kind

APPROVAL REQUIRED

- To make any change to an existing driveway such as color, design or material
- To add decorative edging, widen or re-route an existing driveway
- To add a driveway

ENTRY DOORS – FRONT OF HOME

GENERAL

The door must be an approved style and color. The approved color palette is posted on the community's website (www.potomacglen.org) or can be obtained by contacting the management company. You must obtain approval prior to changing the color or style of the door.

NO APPROVAL REQUIRED

- Replacing doors, trim, or hardware with the same style, size, material, and color as the current door and trim.
- Lock replacement.

PROHIBITED

- Doors with decorative treatments such as grills

APPROVAL REQUIRED

- To change the color, style, or size of the unit entry door, hardware (excluding locks), or the adjacent trim from the original.
- To add or remove glass sidelights to the one or both sides of the front door or a transom window.

Colors

- Colors, style, and size will be reviewed for compatibility with the home's façade
- Stained wood doors will be considered, but must remain stained a wood-tone color, i.e., medium to dark brown.
- Front entry doors may be full-view glass or have a glass inset in the upper 25% of the door. Half-view and three-quarter view doors are not permitted.
- Cathedral glass, i.e., stained glass with no color, will be permitted. Colored stained glass is not permitted.
- Built-in blinds in full-view glass doors are permitted, provided that the color matches the door or the frame around the door.

ENTRY DOORS – SIDE OR REAR OF HOME

GENERAL

Except as noted below, the replacement of an existing side or rear entry door does not require approval. Homeowners should consider the visual impact of the door on neighbors when choosing the style and color.

NO APPROVAL REQUIRED

- No approval is required to replace a rear entry door or hardware.

APPROVAL REQUIRED

- To add a door to the rear or side of a home.
- To convert a window to a door.
- To change the size of an existing door

ELECTRIC VEHICLE (EV) CHARGERS AND CHARGING STATIONS

Only chargers that have been tested and certified by a nationally recognized testing laboratory may be used. Consider installing a wall-mounted charging station inside your garage that provides a safe place to hang the charging cable and connector when not plugged in.

All EV chargers and stations must be installed by a properly certified electrician and all necessary permits must be obtained prior to installation.

NO APPROVAL REQUIRED

- To place a charging station inside the garage.

PROHIBITED

- Any equipment, including cables, that infringes on common area or neighboring property, temporarily while in use or permanently.

APPROVAL REQUIRED

- To place a charging station outside the garage or visible from the street.
- The charging station, including all cables, conduits, and accessories, must be fully screened from view from the street or neighboring homes except when in use. The application for change (ACR) must include details regarding the screening to be used.
- PGCA may require that the equipment be permanently removed if it becomes obsolete, is not consistently maintained, or if the homeowner moves or no longer requires it.

MAINTENANCE

The following types of maintenance issues may be cited for violation. The list is not all-inclusive:

- Must be kept in functional condition; not broken, rusted, or in disrepair
- Cords must be kept wrapped on the charging station when not in use.

EXTERIOR DECORATIVE OBJECTS (EDO)

GENERAL

Exterior decorative objects (EDOs) are items that are placed outside of the house and intended to improve the appearance of the property. They are generally small enough that one person can lift them. They may include, but are not limited to, items such as artificial animal displays, birdbaths, banners, hanging flowerpots, or decorative signs.

They do not include objects that are part of the general landscaping of the property, such as stones placed as part of a retaining wall. Window boxes and porch furniture are not considered EDOs.

NO APPROVAL REQUIRED

- No approval is required provided that the EDO's are not prohibited as described below.
- Seasonal or special event items (for example, plastic deer at Christmas, cardboard storks to announce the birth of a baby, election campaign poster). Can be displayed without prior approval for thirty (30) days before and thirty (30) days after the event.

PROHIBITED

- More than a total of three (3) EDO's on townhome front yards and street-facing side and back yards.
- More than a total of four (4) EDO's on single-family front and side yards and street-facing back yards.
- Any EDO that is more than three feet (3') in height
- Artificial landscaping in the yard or flowerbeds in the front, side, or street-facing back yard of any home
- Large EDOs such as birdbaths, bird feeders, and windmills in the front yard or visible from the front of the home
- Any profanity, racial, offensive, or commercial markings at any time or on any part of the property

EXTERIOR LIGHTING

GENERAL

All exterior lamps (bulbs) must be clear, white bulbs, energy-saving fluorescent bulbs, or LED bulbs. Exceptions will be allowed for colored lights that represent a special cause and holiday light displays.

NO APPROVAL REQUIRED

- Replacement of a fixture with one of the same or similar style, size, and location, and that is brass, nickel, or black. All fixtures on the same side of a home must match.
- Placement of bug lamps only in rear or side locations.
- Low wattage garden lights (which can be picked up and moved if necessary).
- Large bulb patio string lighting is allowed only at the rear of the home and must be placed in a location(s) that is as unobtrusive as possible to neighboring properties. Large bulb patio string lighting, not small bulb holiday lights, is allowed on the inside of deck railings, the underside of high decks when using the space under the deck for seating, and the interior side of fences.
- Lights attached to security cameras, if the light fixture is less than eight inches (8") in height and width. Floodlights, spotlights, and other fixtures attached to security cameras must be approved.

PROHIBITED

- Mismatched lighting on the same side of a home, with the exception of lighting attached to security cameras.
- Lighting that causes adverse visual impact to neighbors due to location and/or wattage
- Exterior lighting directed outside of the property
- Motion detection and/or photocell lighting added to a current or replacement fixture if the installation negatively impacts neighboring properties or presents a hazardous condition (i.e., driving hazard).
- Colored bulbs, with the exception of bug lamps used only in rear or side yards or colored lights that represent a special cause or holiday light displays.
- Holiday lights must be removed within thirty (30) days after the final day of the holiday.
- Neon lights or signs, including those inside the home but directed outward.
- With the exception of holiday string lights that must be removed within thirty (30) days following the holiday, the following lights are not permitted:
    - Lights that twinkle
    - Holiday-like string lighting (e.g., small bulbs, icicle lights) on any part of a house
    - Patio string light bulbs that are not clear or white
    - String lighting left turned on when not in use.

APPROVAL REQUIRED

- Replacement of a fixture with one that is a different style, size, material, color or location of original fixture.

- Replacement or addition of an electric or solar lamp post - The post must be black, and the fixture must complement the fixtures on the home.
- Removal of fixtures without replacement
- Addition of new fixtures
- Any fixture that is not specifically listed under No Approval Required

EXTERIORS – BRICK, STUCCO AND SIDING

GENERAL

Apart from naturally occurring calcification of brick surfaces, all exterior facades should be kept clean and free of visible stains.

As referenced below, stucco will also include EIFS facades.

NO APPROVAL REQUIRED

- Repair or replacement of existing façade using the same color, style, and material.
    - Due to changes in dye lots, weathering, and other factors, repaired sections may not exactly match existing areas. To avoid a patchwork appearance, the façade on the entire side of the home where the repair is being made must be replaced if the repaired area cannot be exactly matched to the remainder of the façade.
- To replace aluminum siding with vinyl siding, provided that the appearance (color, dimensions, style, etc.) closely matches the siding being replaced.

PROHIBITED

- Painting of brick or siding. Stucco may be painted the same color used for the original home.

APPROVAL REQUIRED

- White Painting of brick
- To change any color, style, or material of a home's facade. Note: painting or staining of brick and stucco will be considered; however, homeowners will be required to maintain the paint/stain in good condition and in accordance with accepted industry standards (see Appendix XX).
- To repair or replace a portion of a home's façade if the materials to be used do not exactly match the existing façade.

FENCES

Except as noted below, the installation or modification of any fence requires approval. Pictures showing the planned fence or modification included with the Architectural Change Request are required. The fencing material description below is for wood. Engineered materials requiring less intensive maintenance like Vinyl, PVC, or Trex composite fencing could be considered as long as it simulates a natural wood color. Steel or aluminum fencing are limited to black or dark brown colors and follow all described restrictions applied to wood.

GENERAL

Fences must adhere to all County and City codes and permit requirements. Fences should have minimal impact on adjoining properties and be properly and regularly maintained. The Board of Directors may require the removal of any fence in the community that has not been maintained.

On corner lots, applications for fencing of rear yards will be reviewed, approved or disapproved considering the impact of the proposed fencing and its location relative to the front yard of the adjacent home.

Fences on corner lots may not come closer than four feet (4') of the sidewalk and, on sides of the house where no sidewalk exists, not closer than 12 feet (12') of the curb.

All fences that are approved for placement at a property line are to be placed inside the property line as opposed to being placed directly on or straddling it.

Landscaping may be required as a condition of approval to soften the appearance of a fence from the street or sidewalk.

NO APPROVAL REQUIRED

- Replace an existing fence, using the same style, dimensions, and materials and in the same location, provided that the fence was approved by the Association for its initial construction.
- Maintenance of fences with a clear (not tinted), transparent, or semi-transparent weather waterproofing sealant treatment. For longer wood protection, semi-transparent stain and sealant should be considered to help with wood appearance protection and maintenance, as long as the stain does not hide the wood grain's natural texture and complies with the color guidelines referenced below.

PROHIBITED

- Chain link, barbed wire, or other wire fencing. Chicken wire, black or dark green coated welded wire may be used only in conjunction with split rail fencing and must be placed on the interior side of the fence (i.e., on the side furthest from adjacent property). The wire mesh may not extend above the top rail of the fence. Mesh size is to be no larger than 2" x 4". Galvanized wire must be 12.5 gauge; vinyl-coated wire to be 14 gauge.
- Fences erected outside of the home's property lines
- Fences that are lower than four feet (4') or exceed six feet (6') in height
- Fence styles other than those listed below.
- Fencing may not extend forward of the rear building line of the living unit on the lot upon which such fence is erected. Note: The ARC may approve fencing on an exception basis partially up the side of the house if the purpose is to screen utility boxes, generators, air conditioning units, or other similarly unsightly equipment.

APPROVAL REQUIRED

- All new or replacement fences and gates must be approved by the ARC prior to construction, except as noted above.
- When attaching to a neighbor's fence, the neighbor's written permission and a signature on the Architectural Change Application is required.

SINGLE FAMILY DETACHED HOMES

Fences on single-family detached home lots may be one of the following styles:

1. Split Rail
2. Flatboard
3. Alternating Board on Board

<u>Split Rail</u>

Approved rear yard fencing construction consists of:

- Standard height (48") natural three-rail split rail fence:
- Posts will be pressure-treated poplar or black locust
- Rails will be pressure-treated poplar or mixed hardwoods
- Post spacing will be no more than ten feet (10')

- PVC split rail fences are limited to natural wood color.

White split rail PVC fencing is only permitted along Boswell Lane, along Piney Meetinghouse Road, and at the hilltop at Pond 5 at the discretion of the homeowners' association (limited to highlight “community” lines fencing).

Flat Board

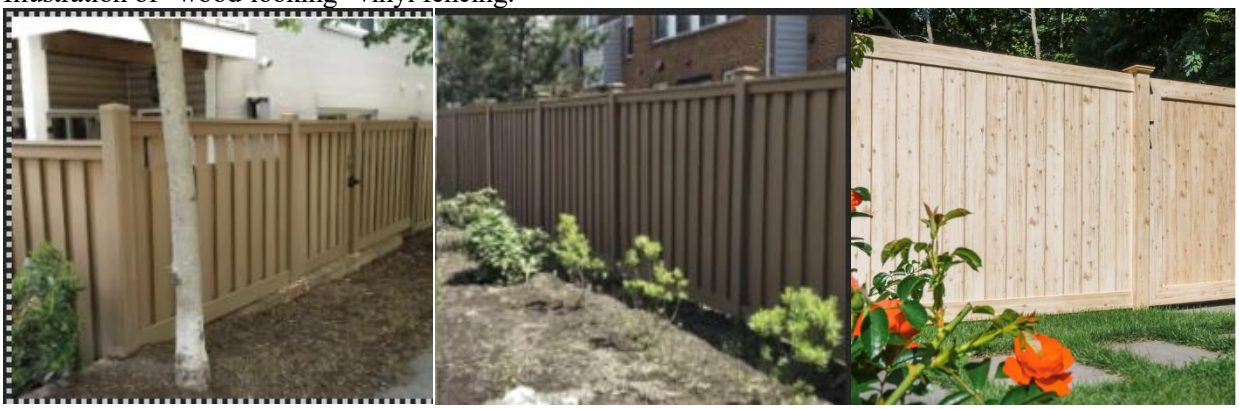
- Flat board fencing with a concave or convex top not to exceed a height of six feet (6’) with 4” x 4” treated wood posts with colonial gothic finials or other alternate top posts.
- Flat board fence material/construction is as follows:
  - Posts will be 4” x 4” pressure treated pine.
  - Post spacing will be eight feet (8’)
  - Rails will be 2” x 4” pressure treated pine.
  - Flat boards will be vertical 1” x 4” western red cedar with side butt-jointed (no spaces).
  - The side with rails and posts must face the homeowner dwelling.

  Flat board fences as described above will be permitted to be installed along the rear lot line where the rear yard abuts other yards or in instances where it is used to screen view from single-family attached housing. Where rear yards abut open space, a flat board fence across the rear lot line shall be limited to an eight-foot return section at each corner of the rear yard. The boards need not be installed tight against one another but can be spaced evenly in what is commonly referred to as picket style.

Alternating Board on Board

- Alternating board-on-board fencing with a flat horizontal top not to exceed a height of six feet (6’) with 4” x 4” treated wood posts with a cap board and colonial gothic finials or other alternate top posts.
- Alternating board-on-board fence material/construction is as follows:
  - Posts will be 4” x 4” pressure treated pine.
  - Post spacing will be eight feet (8’)
  - Rails will be 2” x 4” pressure treated pine.
  - Vertical boards will be 1” x 6” western red cedar or southern yellow pine, not dog-eared.
  - A horizontal cupboard constructed of the same material as the fence must be installed between the fence posts.

Illustration of “wood-looking” vinyl fencing:



ATTACHED HOMES

- All fencing shall be installed in the rear yard only.
- Approved rear yard fencing construction consists of alternating board-on-board fencing with a flat horizontal top not to exceed a height of six feet (6') with 4" x 4" treated wood posts with a cap board and colonial gothic finials or other alternate top posts.
- Alternating board-on-board fence material/construction is as follows:
    - Posts will be 4" x 4" pressure treated pine.
    - Post spacing will be eight feet (8')
    - The rails will be 2" x 4" pressure treated pine.
    - Vertical boards will be 1" x 6" western red cedar or southern yellow pine, not dog-eared.
    - A horizontal capboard constructed of the same material as the fence must be installed between the fence posts.

GATES (ALL FENCES)

- May be no taller than the fence posts
- Style must complement the fence
- Gates that open to common area may swing in or out. Gates that open to other homeowner's property must swing in.

COLOR (ALL WOOD FENCES)

- Fences may be treated using a clear weather or cedar sealant without approval.
- Fences may be stained with clear/transparent stain/sealant without approval.
- Fences may be stained with a semi-transparent stain/sealant only with ARC approval. Only wood-tone colors will be approved.
- If a stain/sealant is used, the entire fence, including the gate, that faces adjoining property must be stained/sealed the same color.
- Stain/sealant must be applied in a professional manner and may not fade, chip, or peel.
- Fences may not be painted. Only products through which the natural wood grain can be seen will be permitted.
- To improve fence appearance, heavily weathered wood may be stained light gray upon ARC approval on a case-by-case basis.

FIREWOOD

GENERAL

Firewood stored on a lot shall be kept neatly stacked and shall be located to the rear of the residence and in such a manner as to avoid adverse visual impacts for adjoining properties.

To discourage rodents nesting, firewood must be placed on a rack that is a minimum of 6" above ground level.

PROHIBITED

- Placed in any location other than the rear of a property
- Placed directly on the ground.

FLAGS

GENERAL

Due to the close proximity of homes in the neighborhood, flags are permitted if mounted directly to a home. Freestanding flagpoles will not be permitted.

The flags governed by this section do not include decorative flags or banners less than 2' x 2' in size.

NO APPROVAL REQUIRED

- Flagpole staff that do not exceed 6' in length and are attached at an incline to the wall or pillar of the dwelling unit.

PROHIBITED

- Freestanding flagpoles
- Torn or damaged flags or flagpole staffs

GUTTERS, DOWNSPOUTS, AND DOWNSPOUT EXTENSIONS

GENERAL

All gutters and downspouts must conform in color and design to those originally installed to maintain the design harmony of the structure. Gutters and downspouts must not be located in such a manner as to adversely affect drainage onto neighboring properties.

Downspout extensions used for additional drainage purposes must be concealed or screened and directed away from adjacent properties. In order to blend into their surroundings, we encourage downspout extensions to be dark green, dark brown, or black.

APPROVAL REQUIRED

- Any addition of new gutters or downspouts, or a change in location of an original gutter or downspout.
- Replacement of gutters and downspouts with those of a different color, size, design, or material.
- To remove gutters or downspouts

NO APPROVAL REQUIRED

- Splash blocks
- Replacement of gutters and downspouts with those of the same color, size, design, and material.

HOT TUBS/SPAS

GENERAL

Visibility and location will be considered along with the impact on adjacent properties for all approvals.

APPROVAL REQUIRED

- Exterior hot tubs or spas.
- Tubs or spas recessed into decks or patios are preferred over free-standing hot tubs.

REQUIREMENTS

- Must be located on the ground level in the rear yard adjacent to the dwelling unit or, alternatively, on a properly supported weight-bearing load deck
- Exterior finish of an elevated hot tub or spa must blend with the exterior finish of the home, deck, or patio to which attached or most closely related
- The exterior of the hot tub or spa must be a muted color that blends with the natural surroundings
- If freestanding, the tub/spa must be enclosed on all sides with natural or synthetic wood.
- All hot tubs and spas must have a locking cover that is utilized whenever the hot tub or spa is not in use

MAINTENANCE
The following kinds of maintenance problems may be cited for violation. This list is not all-inclusive.

- Faded or bleached out tub
- Siding split, cracked, or otherwise in poor condition
- Cover not fitting properly – soft cover caved in

Application Requirements – HOT TUBS/SPAS

- Submit completed Architectural Change Request (ACR)
- Submit copy of plat with application showing location and style of hot tub/spa.
- Submit photographs or brochure showing design, material, color, finish and measurements.
- Any other information that would help the ARC make a decision (photographs could be helpful).

HOUSE NUMBERS

GENERAL
The size and contrasting background of your address numbers are extremely important. When fire, rescue, and police units respond to emergency requests, valuable time may be lost if they cannot see house numbers.

Montgomery County Requirements for House Numbers include:

- Numbers must be at least five inches (5") high for single-family detached and attached residences.
- Numbers must be clearly readable from the street, and therefore surrounding trees and bushes must be kept trimmed or removed.
- Numbers must be Arabic numbers with a contrasting color background.
- Numbers should be placed on a contrasting background for easy visibility at night.
- Numbers must be conspicuously placed, unobstructed, and clearly readable from the street named in the official address of the structure

NO APPROVAL REQUIRED

- Replacing house numbers or hardware with original style, size, material, and color.
- Adding additional house numbers on the side of the house facing the street as long as they are similar to the existing house numbers in style, material, size, and color.
- Small (less than 2' x 2') banners or plaques placed in the front yard with the street numbers or address.
- Street address numbers painted on the curb in front of a single-family home (provide precise color: black on a white background, and size for the whole community)
- Street address numbers on mailboxes.

PROHIBITED

- Peel-and-stick numbers, except on mailboxes.
- Removal of address numbers from house structure without replacing them.
- Numbers less than five inches (5") tall or greater than eight inches (8") tall.
- Mismatched or missing numbers.
- House numbers placed on a contrasting background with a color that is obtrusive or does not complement the home's exterior.

APPROVAL REQUIRED

- House numbers or hardware that do not match the original style, size, material, or color.

LANDSCAPING

GENERAL

For purposes of this section, the front yard is defined as the area between the front façade of the home and the front boundary line, including all areas not directly in front of the structure.

The side yard is defined as the area between the side façade of the home and the side boundary line, from the front corner of the structure to the rear corner.

The rear yard is defined as the area between the rear façade of the home and the rear boundary line, including all areas not directly behind the structure.

TREES

NO APPROVAL REQUIRED

The planting of any tree, except those specifically prohibited below, provided that the tree is fully within an Owner's property and is planted in a location where it will not infringe upon neighboring properties or public or private walkways or drive lanes.[GU1.1]

Per the Declaration of Covenants, "No tree, hedge or other landscape feature shall be planted or maintained in a location which obstructs sightlines for vehicular traffic on public streets or private streets and roadways."

APPROVAL REQUIRED

Per the Declaration of Covenants, "No trees may be removed from within the Community unless approved by the Design Review Board." The homeowner shall present to the ARC a plan of replacement with any application of tree removal.

If a tree is removed, upon approval by the Design Review Board, the stump and surface roots must also be removed or ground down, and all disturbed areas must either be restored to grass or landscaped.

PROHIBITED

Planting of trees such as Weeping Willows, female Ginkgo Biloba, Silver Maple, Tulip Poplar, American Beech, Elm, Bamboo, or others that have large or aggressively spreading root systems that can damage driveways, walkways, underground pipes, and ires, pipes, and wires is prohibited. Fruit-bearing trees are permitted provided that all fruit falls solely on the Owner's lot.

LANDSCAPING (NOT TREES)

Foundation landscaping is required along the front façade of all homes. This landscaping is intended to soften the appearance of the front of the home and screen the foundation from view. Plants should be installed with this intended purpose in mind.

NO APPROVAL REQUIRED

- Replacement or addition of plants or shrubs in existing landscaping beds.
- Garden accent walls (low retaining walls) less than 16" tall must be brick, flagstone, wood or stone
- Flowerpots, hanging baskets, etc. located within the owner's property that is not a hazard to pedestrian foot traffic on the property
- Compost or mulching stations, garden work areas, garden equipment, and gardening paraphernalia are permitted, if neatly stored in the backyard or where they cannot be seen from the street.

- Garden hose and/or caddy should be affixed to the house, extending no higher than 36" from ground level. On a deck, garden hose and/or caddy should not extend more than 24" from the deck floor, should be behind the railing, and should not be visible from the street.
- Non-metal garden deer nets, tree trunk protective covers, etc. in green or black color may be placed as needed around and/or on top of plantings. Steel mesh fencing of any kind, including, but not limited to, chicken wire is prohibited per the Declaration of Covenants.
- Vegetable gardens and low-impact landscaping to minimize irrigation that are less than 50% of the total square footage of the rear yard and that maintain a one-foot (1') setback from all lot boundary lines. Per the Declaration of Covenants, vegetable gardens must be maintained in a neat and attractive manner and screened from public view.

APPROVAL REQUIRED

- Any new landscaping bed that exceeds 50% of the lot (minus the area on which the house is constructed)
- Any modification that requires construction or results in a grade change (e.g., landings, hardscaping)
- Trellises, scaffolding, or supports greater than 8' in height (e.g., to support vegetable vines)
- Retaining walls that are higher than 16" tall.

PROHIBITED

- Installation of hedges and other planted fences.
- Small decorative fences to define a landscaping bed
- Any type of wire fencing
- Landscaping beds that are empty or mostly empty
- Bare or dead spots in the grass that exceed 2 feet in diameter in front yards/yard area viewable from the street
- Any landscape material or vegetation (above or below ground) that infringes into a neighboring property or significantly alters water drainage
- Artificial or other synthetic grass/turf material, as well as other artificial plants or flowers anywhere on the grounds around the home
- Planting of bamboo stalks or kudzu - these particular plants have fast-growing roots which can spread onto adjoining properties, and are very difficult to remove
- Landscape timbers/railroad ties that define the individual front yards or walkways or used on property lines
- Compost or mulching stations, work areas, garden equipment paraphernalia, if located other than in the back yard or where they are visible from the street.

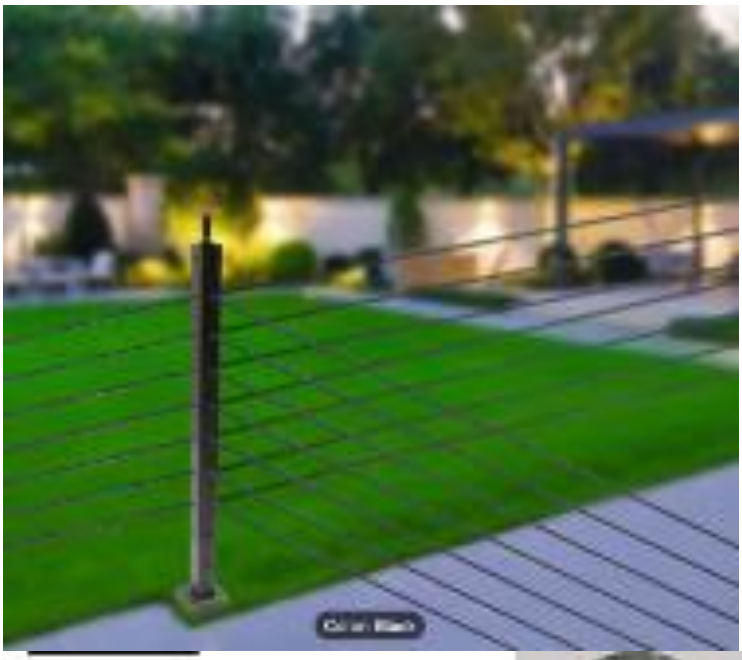
EDGERS AND GROUND COVER

All planting beds must have a defined edge (either through approved landscaping borders or carving the edge of the bed).

NO APPROVAL REQUIRED

- Materials used to cover landscaping bed such as landscaping rocks, pea gravel, stone, pine needle mulch, shredded hardwood mulch that are natural earth tone or color (i.e. dark grey, dark red, brown)
- Edging to define/surround planting beds may be fieldstone, brick, black or green rubber, landscaping timber or dark metal, and no more than 8" in height. Fieldstone may be higher than 8" but must be approved by the ARC before installation as noted below.

Proposition of garden fencing/deer netting since chicken wire is prohibited



MAINTENANCE

The following kinds of maintenance problems will be cited for violation. This list is not all-inclusive.

- Grass must not exceed a level of eight (8) inches before mowing.
- Plant refuse and planting stakes left at the end of the growing season that are not removed
- Perennial vines left at the end of the growing season that are not removed or trimmed neatly for the winter
- Trees, shrubs or other plants that have grown to an inappropriate height or breadth for their location
- Trees, shrubs or other plants that block visibility of the house number from the street.
- Dead trees, shrubs, stumps, and other plants in the yard, including stumps and excessive surface roots

- Planting beds without a defined edge (either through approved landscaping borders or carving the edge of the bed)
- Planting beds where bare areas of dirt are visible
- Landscaping that overhangs sidewalks, mews or an adjoining neighbor's property

Application Requirements – LANDSCAPING

- Submit completed Architectural Change Request (ACR)
- Copy of plat showing location of landscaping modifications on site.
- Landscaping plan drawing with plants and other materials indicated.
- Homeowner is responsible for any County, City, State and/or Federal permits required.

LAWN FURNITURE

APPROVAL REQUIRED

- Permanent, built-in benches or lawn furniture in the front yard or on the front porch

NO APPROVAL REQUIRED

- Patio furniture, lawn furniture, picnic furniture, and umbrellas on decks and patios in the rear yard only.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all-inclusive.

- Unsafe/not structurally sound e.g. rotting wood
- Poor repair e.g. chipped/peeling paint, weather-beaten, cover displaying mold/mildew
- Broken or missing pieces

Application Requirements – LAWN FURNITURE

- Submit completed Architectural Change Request (ACR)
- Submit with application showing location and style permanent benches and lawn furniture.
- Any other information that would help the ARC make a decision (photographs could be helpful).

PATIOS

DEFINITION

Outdoor structure adjoining a building, built at ground level. Paved with concrete, bricks, tile, concrete or natural paving stones, set on a concrete base or on a foundation made of sand or crushed stone partly or wholly buried into the ground. Can include borders or guides made of metal, plastic, or pressure-treated wood, which do not rise above the level defined by the upper surfaces of the pavers.

GENERAL

Patios must be located in rear yards. The homeowner is responsible for all permits required. Patios must comply with all applicable setback requirements.

PROHIBITED

- Patios located other than in the rear yard
- Materials other than natural-colored or earth-tone concrete, brick, slate, flagstone.
- Construction-grade gray gravel

- Wood patios (not to be confused with low decks as described under deck guidelines).

APPROVAL REQUIRED

- ALL patios require approval. Any adverse drainage requirements that might result from the construction of a patio must be considered and remedied. The use of a partially porous patio surface or the installation of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Patios or porches in disrepair, deteriorating / cracked / crumbling, unsafe surfaces

Application Requirements - PATIOS

- Standard Architectural Change Request (ACR) must be completed (must be separate from other applications for change).
- Copy of plat showing location of proposed patio on site with dimensions.
- Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width and height. Also should show materials, color and finish.
- You are responsible for all permits required.

PORCHES & ENTRYWAYS

DEFINITION

A covered area attached to an entrance of a home. It must match the architectural design of the home.

GENERAL

The design of major alterations must be compatible in scale, materials and color with the applicant's house and adjacent houses. They should be aligned with the exterior openings of the house, not impair the views or amount of sunlight and natural ventilation of adjacent properties.

The homeowner is responsible for obtaining all applicable permits.

APPROVAL REQUIRED

- All new structures
- Replacing a porch or entryway with one that is different in style, material or color

NO APPROVAL REQUIRED

- Replacing a porch or entryway with the same dimensions, color, style and material

PROHIBITED

- Roof color and style that do not match existing roof of home
- Color, style or materials that do not match or complement the home

MAINTENANCE

The following kinds of maintenance problems may be cited for violation. This list is not all inclusive.

- Poor repair, e.g., chipped/peeling paint, weather beaten
- Broken or missing pieces
- Rotting wood

Application Requirements – PORCHES & ENTRYWAYS

- Submit completed Architectural Change Request (ACR)
- Copy of plat showing location of proposed structure on site with dimensions.
- Scaled drawing showing plan elevations and dimensions including length, width and height (they do not need to be professionally done).
- Any other information that would help the ARC make a decision (photographs could be helpful).

RAIN BARRELS

GENERAL

Rain barrels collect and hold rainwater from rooftops, which can be used for watering lawns and gardens. Water collected in rain barrels is kept from flowing over paved surfaces, picking up pollutants, entering a storm drain and eventually discharging into local waterways.

Rain barrels should be designed to be unobtrusive in location and appearance and must not cause drainage problems to the property or its neighbors. It must be installed at the base of an existing downspout, and it must be level and stabilized. Color must be earth-tone colors; (black, green, clay, terracotta, wood colored).

NO APPROVAL REQUIRED

Rain barrels that meet the criteria below do not require approval. All other rain barrels require prior approval from the ARC.

REQUIREMENTS

- Size: maximum 85 gallon capacity, maximum dimensions 36’ in height and 24” in diameter
- Maximum 1 rain barrel per downspout on the side and rear planes of the home
- Must have overflow drainage outlet that must be directed away from a neighboring home
- Must have a secure lid and screen for safety and mosquito control and a splash block
- Must have positive drainage away from foundation of house
- Must have solid level support base on which it must be installed
- Must have a water access tap
- Must be constructed of plastic, wood, stoneware or sandstone

LOCATION REQUIREMENTS

- All rain barrels must be located within the lot boundaries of the property on the side planes or the rear planes of the home. No rain barrels are allowed to be located on the front plane of the home.
- All rain barrels should be hidden from view from the street as much as possible with greenery (trees, bushes, plantings, etc). Rain barrels must be located on the ground level adjacent to the home under the downspouts.
- The overflow from the rain barrel shall be directed to the same location as the current downspout. The overflow shall also not be directed towards a neighboring property.
- Rain barrels must maintain a clearance of not less than 1foot from any and all property lines.

RECREATION AND PLAY EQUIPMENT

GENERAL

Must be placed in the rear yard and be compatible with the lot size. Toys should be neatly stored out of site from the street at the end of each day.

Permanent and semi-permanent recreation and play equipment is defined as items that are permanent or not intended to be removed or relocated on a regular basis. Examples include swing sets, jungle gyms, trampolines, sandboxes, and playhouses.

Non-permanent recreation equipment and toys includes equipment or supplies that can be moved with relative ease. Examples include soccer or lacrosse goals, small plastic playhouses and wading pools.

This section does not include basketball hoops, which are addressed separately.

PROHIBITED

- Permanent or semi-permanent play equipment in front or street facing yards

APPROVAL REQUIRED

- Approval is required for all permanent and semi-permanent recreation and play equipment except as noted below.

NO APPROVAL REQUIRED

- Jungle gyms of less than 8' in diameter
- Sand boxes

RETAINING WALLS

GENERAL

A retaining wall is a structure that holds back soil or rock from a building structure or landscape area. Retaining walls prevent down slope movement or erosion and provide support for vertical or near-vertical grade changes. Because lateral earth pressure behind the wall is considered significant when a retaining wall exceeds a certain height, most municipalities require a building permit when the retaining wall height exceeds 3 or 4 feet.

Decorative walls built for the purpose of landscaping are addressed in the Landscaping section and are not covered in this section.

SPECIFICATIONS

- Retaining walls may be constructed of stone, brick, interlocking concrete block or lumber ties that are a minimum of 8" x 8".
- The retaining wall must be entirely within the boundary line of the property on which it is constructed.
- Any drainage system constructed in conjunction with the retaining wall must drain water onto the property on which the wall is constructed and may not discharge water or daylight onto neighboring property.

APPROVAL REQUIRED

- ALL retaining walls above 16 inches in height

Application Requirements – RETAINING WALLS

- Submit completed Architectural Change Request (ACR), available from www.potomacglen.org and The Management Group Associates, Inc.
- Submit copy of plat with application showing location, style and material to be used.
- Any other information that would help the ARC make a decision (photographs could be helpful).

ROOFS

GENERAL
All roofs must conform in color and design to those originally installed. Changes in color and style will be considered on a case-by-case basis, taking into consideration the colors on the home's exterior features including trim, façade, door and shutters.

Roofs of townhome units must be replaced with roofing material similar to the neighboring roofs in color and appearance.

Garage roofs and other shingled areas must be replaced at the same time as the house roof using the same roofing material.

Shingles fade over time; therefore, when selecting a shingle color, it is important to select one closely resembling the original roof color.

APPROVAL REQUIRED
Because shingle colors, styles and sizes vary, all replacement roofs require approval, including those that purport to be identical to the existing roof. Approval will be based on the color of surrounding homes and the exterior of the house.

The only exception is for roofs that are replaced with shingles of a style and color that exactly match the original roof.

SATELLITE DISHES, ANTENNAE, WEATHER STATIONS

GENERAL
This section addresses DBS dishes (for receiving direct broadcast satellite service), MDS dishes (for receiving multi-point distribution service) or TVBS antennas (television broadcast reception antennas)

PROHIBITED
- DBS or MDS dishes larger than one meter in diameter in the longest dimension.
- All antennas or dishes not covered by the FCC Rules.

APPROVAL REQUIRED
- Any antennas or dishes other than DBS dishes, MDS dishes or TVBS antennas (television broadcast reception antennas)
- Any antennae or weather stations that do not meet requirements under "No Approval Required" section

NO APPROVAL REQUIRED
DBS/MDS dishes, TVBS antennae and weather stations are permitted but the following requirements must be met:
- All equipment must be placed inside a structure (such as in an attic), if acceptable quality signals can be received. Should it be necessary to install equipment outside, it shall be located, to the maximum extent possible, in the rear of the house and shielded from public view and from the view of other properties
- No equipment may be installed at the front of the house unless such installation is the only alternative that permits reception of an acceptable quality signal. If it is necessary to install the equipment at the

front of the house, then it should be installed on or at the roofline unless an acceptable quality signal cannot be achieved.
- The size of the equipment should be no larger than absolutely necessary to receive an acceptable quality signal
- No parts of the equipment should be beyond owner's property line
- No part of the equipment, (including any supporting structure such as pole, tripod, mast, etc) may extend more than 6 feet above the roofline

SHUTTERS

GENERAL
Shutters style and color must be compatible with and not depart from the existing style and color scheme of the community. All shutters on a house must be the same style and painted the same color. The shutter must be the length of the window, either with or without the surrounding window trim.

PROHIBITED
- Removal of shutters from any home if the home was originally constructed with shutters.
- Replacing original with non-conforming style/size.

NO APPROVAL REQUIRED
- No approval is required to paint, repaint or replace any shutters, except as noted below.

APPROVAL REQUIRED
- To add shutters to a home. If approved, shutters must be added to all windows facing the street, with the exception of bay windows.
- To replace the existing shutter style with a new style (e.g., replacing paneled shutters with louvered shutters).

STAIRS/WALKWAYS/STOOPS

GENERAL
A stoop is a small staircase ending in a platform and leading to the entrance of a building. The stairs are all exterior stairs.

PROHIBITED
- Staining or coating with faux painting or finishing such as stamped concrete, or acid washed concrete.
- Painting with an unapproved color.

APPROVAL REQUIRED
- To change the color, material, dimension, or placement of stairs, pathways, walkways, and stoops, except as noted below.
- Pavers, flagstone, brick, and concrete are preferred materials.

NO APPROVAL REQUIRED
- Painting of concrete surfaces with Valspar's Concrete Gray or its exact equivalent in a competing brand.

WARNING: Painting of concrete stairs, stoops, and walkways will require ongoing maintenance to address fading, chipping, and staining, and that comes with a recurrent cost. Homeowners should employ power washing or other concrete cleaning methods before considering painting. If painting, it is

recommended that the paint includes components that increase traction and provide a skid-resistant finish.

MAINTENANCE
The following kinds of maintenance issues may be cited as violations. The list is not all-inclusive.

- In disrepair (deteriorating/cracked/crumbling, chipping of paint) or displaying mold or mildew
- Letters or drawings etched in the surface, if obtrusive
- Rust or oxidation stains caused by metal handrails
- Unprofessional installation or repair of brickwork or stonework

WINDOWS

GENERAL
The size of the window trim and frame must match that of the other windows on the same property as closely as possible.

REQUIREMENTS:

- All windows on the street-facing façades of a home must match in size, style and color, where applicable.
- All windows on the street-facing façades of a home must have mullions, and all must be of the same size and style.
- Requests to remove mullions from the sides of homes not facing the street will be reviewed on a case-by-case basis.
- All windows on each side of a home must have window screens or all screens on that side of the home must be removed.
- All window screens on each side of the home must be of the same mesh size and should not appear to be opaque or reflective. The standard mesh screen size is 18 x 16.

PROHIBITED

- To change the color of the window frame or trim
- To cover the inside or outside any windows with paper, foil or reflective screening.
- Damaged window treatments are not permitted and must be repaired or removed. Patterned sheets and similar are not permitted.

APPROVAL REQUIRED

- To replace existing window(s), if the replacement window and/or trim does not exactly match the existing window in appearance.
- To add new windows (not replacements).
- To convert a doorway into a window.
- To change glass in any window on a street facing side of the home to a glass that is not clear.
- To add a film that changes the color of the glass.

NO APPROVAL REQUIRED

- If matching the existing house windows with same size of window trim, color and frame
- When replaced with materials, glass, trim, and frame which match the existing windows
- To change glass in any window on a non-street facing side of the home to a glass that is not clear