

**WOODLAND HILLS
HOME OWNERS ASSOCIATION**

ARCHITECTURAL GUIDELINES

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WOODLAND HILLS HOME OWNERS ASSOCIATION

ARCHITECTURAL GUIDELINES

Revised February 24, 2025

Prior to or at settlement, new homeowners should have received copies of the Woodland Hills *Declaration of Covenants, Conditions and Restrictions* (“*Covenants*”); the *By-Laws*; the *Rules and Regulations*; and the *Architectural Guidelines*. For rental property, it is required by law that each landlord provide tenants with copies of all these documents.

Residents should review these documents. Articles VII and VIII of the *Covenants* specifically address the issues of architectural control and restrictions on the use of the property. The *Rules and Regulations* address use of the common areas such as the tennis courts, swimming pool, parking spaces, etc., and procedures for violation enforcement and collection of assessments, among other things.

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

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

I. ALTERATIONS TO YOUR HOME AND PROPERTY

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

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

Woodland Hills ARC
c/o Metropolis
4307 Gallatin Street
Hyattsville, MD 20781

E-Mail: arc@woodlandhillsmmd.com

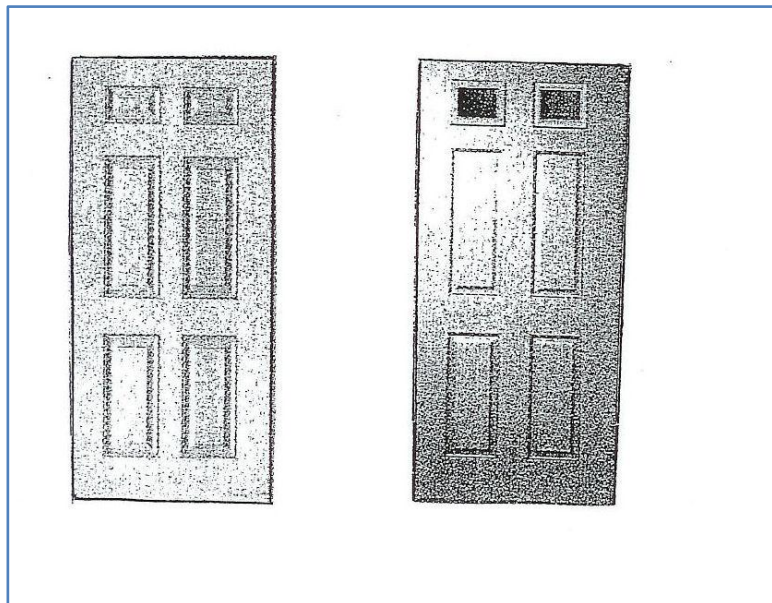
Requests should be specific and include plans and/or drawings of the alteration (blueprints if available), as well as information on the material to be used, the precise location of the modification, paint color chips, pictures, etc. In some cases, it may be helpful to describe the change directly to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

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

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

A. BLANKET APPROVAL. (No request for approval required).

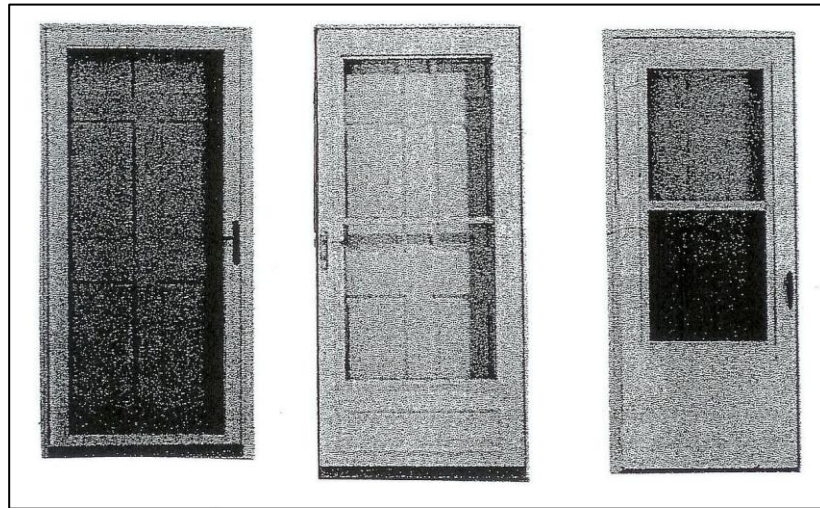
1. Tarps for covering wood piles are allowed if in a color that blends with the surroundings such as brown.
2. Front doors. Front door or main door must be one of the two approved designs as shown below.



Approved Front Door Styles

Front doors must be painted the appropriate color as stated on the Exterior Colors Disclosure Form for each home.

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



Approved Storm/Screen Door Styles

4. Front door accessories. Kick plates, peepholes, door knockers, door knobs must ALL be the same color of brass, silver nickel, black or bronze.
5. Seasonal decorations may be attached to or displayed on one's property for a limited period of time not to exceed two (2) weeks after the season or holiday has passed. This includes Christmas lights, holiday specific wreaths, lawn ornaments, and other assorted exterior holiday specific ornaments or decorations.
6. Garden hose and caddy may be attached to the front of the house no higher than 36" with no written approval. The caddy needs to be maintained in good condition and the hose needs to be rolled neatly onto the caddy when not in use.
7. Repainting of shutters and doors in a color and finish as noted on the Exterior Paint Disclosure Form, which may be obtained from the management company. All white trim shall remain white.
8. Copper bay window roofs must remain unpainted. Any changes in color or shade must first be approved by the ARC. For color changes, samples of the proposed color(s) must be submitted along with the written request.
9. Video programming receiving antennas.
- a. In accordance with the Telecommunications Act of 1996 and the implementing regulations, a satellite dish one meter (39") or less is

permitted to be located on the homeowner's property. Satellite dishes in excess of one meter are prohibited.

- b. All installations must be completed in a professional manner and all cables must be concealed. After being installed in accordance with the location requirements below, the dish must create the least visual intrusion possible and painting or screening may be required. The installation must conform to the manufacturer's guidelines and any Montgomery County and City of Gaithersburg safety, zoning, and other applicable requirements.
 - c. For 18" dishes or local broadcast antennas, the required location is the rear of the house, IF AN ACCEPTABLE QUALITY SIGNAL CAN BE RECEIVED THERE, with the dish or antenna as close to the roof surface as possible and not visible above the peak of the roof.
 - d. IF AN ACCEPTABLE QUALITY SIGNAL CANNOT BE RECEIVED IN THE ABOVE LOCATION, the required location is the first location listed below that provides an acceptable quality signal:
 - (i) Rear yard, provided it is screened with planting material.
 - (ii) Rear elevated deck, not visible above railing.
 - (iii) Front or side roof, with the dish or antenna as close to the roof surface as possible.
 - e. For 19" to 39" dishes, the required location is the rear yard.
 - f. If a satellite dish is inoperable, it must be removed.
10. Railings. All railings must be painted black.
11. Garage Doors. Garage doors must have the 4x4 panels as shown below. Garage door colors are listed on the Exterior Paint Disclosure Form for each home.



Approved Garage Door Styles

12. Mulch. Mulch must be black or brown.
13. Pathway lights. Maximum of 12 pathway lights per property in the following colors: brass, silver nickel, black or bronze, no taller than 12", are allowed.
14. Video Doorbells. Arlo, Nest Hello, SimpliSafe, and Ring Video Doorbells do not require approval. All other Video Doorbells must be approved by ARC. It is the responsibility of the homeowner to comply with state and federal guidelines governing Video Doorbells.

B. SPECIFICALLY PROHIBITED - THE FOLLOWING MODIFICATIONS, ADDITIONS, ALTERATIONS AND IMPROVEMENTS ARE PROHIBITED

1. Window air conditioners.
2. Any exterior antenna except as cited in Article I, Section A, Paragraph 9. Wiring for cable television must be installed with minimal cable visible on the exterior of the house.
3. Awnings, including tent-like structures such as carport coverings, free-standing awnings, solar awnings, covered metal awnings, vinyl awnings, canopies, awnings that are attached to the house, gazebos and any material for lining deck railings.
4. Raw metal storm doors.
5. Painting or covering of concrete stoop, steps, or walkways.
6. Nonstandard window treatments, such as bed sheets and mattress pads.
7. Non-original designed Front or Main Door Styles. Any main door that is not a customary six-panel door is prohibited. Six-panel doors include non-glass doors and doors containing two top clear glass panels. See Article I, Section A, Paragraph 2 for approved door styles.
8. Swimming pools.
9. Temporary Structures such as Trailer, Tent, Shack.
10. Structures on common area. No structure of a temporary character, trailer, tent, shack or other outbuilding shall be maintained upon any common area at any time.
11. Outdoor clothes dryers or clothes lines on common area. Outdoor clothes dryers or clothes lines shall not be maintained upon any common elements at any time.
12. Clothes, towels, mats on balcony railings. Nothing shall be hung on any railing.

C. SUBMIT FOR APPROVAL

Refer to the *Covenants* (Article VII., page 22) for a general description of what constitutes a change to your property.

Except as otherwise provided in I. A. above, generally, any change to the exterior of a Lot requires Board or ARC approval. Examples of such changes include, but are not limited to:

1. Decks;
2. Patios;

3. Fences;
4. Fireplaces and stoves which require exterior modifications to the structure;
5. Attic fans which require modification of the roof;
6. Skylights;
7. Any change to the siding when making repairs or replacement, including changes in color, style, and size;
8. Any change to the windows when making repairs or replacement, including changes in color, style, and size;
9. Clotheslines must be submitted for approval regarding (1) the dimension, placement, or appearance in order to protect “aesthetic values” or (2) the placement in order to protect persons or property in the event of fire or other emergencies;
10. Exterior painting other than the original color, shade, and/or gloss;
11. Installation of window boxes on the front of the house;
12. Burglar alarm systems requiring exterior modification;
13. Additional or changes in exterior lighting. ALL LIGHT FIXTURES MUST BE APPROVED BY ARC. Front outside light fixture must be brass, silver nickel, black or bronze in Carriage Style;
14. Outdoor structures/Arbors;
15. Solar panels as the law reads;
16. Sheds; and
17. Coverings, such as vinyl or aluminum, on exterior wood, under bay, greenhouse or standard-type windows.

II. HOME RESTRICTIONS

A. Exterior of the house:

1. House Numbers - Size: In accordance with the Montgomery County Fire Code, effective April 5, 1988, the size of house numbers is five inches (Arabic numbers only). Address numbers must be posted on a contrasting background and displayed in a conspicuous place that is unobstructed and clearly readable from the street. Address numbers posted a minimum of three inches in height before April 5, 1988, may remain until such time as they are replaced with the five-inch numbers.
2. House Numbers - Must be Displayed. All houses must display address numbers.
3. Front Yard Plants: Plants, low shrubs, flowers and trees will be allowed in the front yard; however, homeowners who wish to fill their entire front yard with flowers and/or shrubs must submit a request for approval to ARC. For new plantings, homeowners should take into consideration the size of the mature plantings and their location with regard to public sidewalks and neighbors’ property. For existing plants and trees, homeowners must insure there is no obstruction of sidewalks and common areas.

4. Vegetable/Fruit Gardens: There will be no vegetable or fruit gardens in the front or side yards, but individual, compact vegetable or fruit plants (no more than three (3)), are allowed in the front or side yards. Each homeowner is expected to maintain any vegetable or fruit plantings (front, side, or rear yards) in a manner so as not to create a health hazard.
5. Front yard fencing: The only fencing allowed in the front yard is small decorative fencing around flowerbeds (such as wire, brick, railroad ties, or white picket). This decorative fencing shall be no higher than 12 inches. There will be no privacy fencing of any kind placed in the front yard.
6. Storage: No storage of goods, such as firewood, inflatable pools, children's toys, bikes, skateboards, trashcans, recycling bins, gardening tools, etc., will be allowed in front of the house.
7. Signs: No signs of any kind shall be displayed in front or about any unit, except one sign advertising the house for sale or rent or election campaign signs.
 - a. House for Sale or Rent Signs—May not exceed 4 square feet.
 - b. Election Campaign Signs—In accordance with the Gaithersburg City Code, Section 24-210, subsection k and Section 11B-111.2 of the Maryland Homeowners Association Act, may not exceed 9 square feet for residential postings, may be posted no earlier than 30 days before an election and taken down no later than 7 days after an election.
8. Lighting fixtures, including low sidewalk or garden lighting or carriage lighting on poles and/or other types of decorative lighting must be submitted to the ARC for approval.
9. Garden ornaments: Decorative items, such as garden ornaments, name signs, habitat signs, etc., must be submitted for approval.
10. Metal Railings on front porches and steps leading to the front door shall remain iron railings in the same design as provided by the builder and painted black.
11. Acceptable outdoor structures shall be of an arbor, not gazebo, type. That is to say that the structure shall not be designed as a shelter, but rather an entrance or passage, and thereby shall not be equipped or fitted with provisions for fixed seating of any type.

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

The finish of the structure shall blend well with the decks and fences throughout the neighborhood and must be submitted to Architectural Review Committee for approval. *See* Decks and Fences and Stains below in Article II, Sections D, E, F and G.

B. Tree Care and Removal: No trees shall be removed from any lot without the express written authorization of the ARC. Written approval by the ARC should be submitted to the City of Gaithersburg, Planning and Code Administration when applying for a tree-removal permit, as mandated by the City's Tree Removal Policy.

1. The City Code, Section 21-10, as of the date of the adoption of this Policy, requires a permit for tree removal on private property. Tree removal means "removal, relocating or topping of the tree." Trees affected by this code are any trees with a caliper of more than two inches, as measured at four inches above ground level.
<https://www.gaithersburgmd.gov/services/permitting-inspections/general-permits/tree-removal-permits>.
2. Steps to obtain tree removal permit:
 - a. Submit *ARC Request for Approval of Alteration to Property* to the Management Company specifying location of tree(s) to be removed.
 - b. Submit [TREE REMOVAL APPLICATION](#) the City of Gaithersburg including ARC approval, Site Plan or House Location Plat showing tree(s) to be removed, and photograph of tree (optional).
 - c. Pay fee (\$5 per tree, plus 10% automation fee).
 - d. Request tree inspection from City inspector or arborist. Arborist's report may be required to determine survivability for specimen trees 9 inches in caliper, or larger.
 - e. Attach arborist's report(s) or tree services' evaluation.
3. Tree Replacement: Once the tree is removed (at the homeowner's expense), the homeowner must plant another tree (at the homeowner's expense) that is proportionate at maturity to the size of the townhouse or receive written permission from the ARC not to replace the tree. The ARC at its discretion may adopt and promulgate rules and regulations regarding the preservation of trees and other natural resources and wildlife upon the properties. NO BRADFORD PEARS OR PEAR TREES OF ANY TYPE can be planted as a replacement tree. These native trees have been approved for use as replacement trees (these are just suggestions):
 - a. Blackhaw viburnum (*viburnum prunifolium*);
 - b. Carolina silverbell;
 - c. Sourwood;
 - d. Dogwood;

- e. Serviceberry;
- f. Sweetbay magnolia; and
- g. White fringetree.

4. Trees in the way of a fence: A practice commonly used throughout the neighborhood by property owners has been to work fencing around trees in some manner. By boxing or angling fencing, trees can be avoided. Keeping the fencing from impeding or infringing on the tree's growth will keep the tree healthier and should diminish tree decline and the resulting maintenance costs.
5. Boundary Trees: A tree which is located or grows across property lines is referred to as a "boundary" tree. Ownership is assumed by both property owners and the cost of caring for and maintaining such a "boundary" tree should be shared by both property owners. In the case of a "boundary tree", all of the property owners own the tree and share responsibility for it. Tree removal without the consent of all the property owners is unlawful. Replacement for a boundary tree will be determined on a case-by-case situation.

C. Fences: Any fence to be constructed on any lot in the community must be in accordance with the following specifications:

1. Prior Architectural Approval.
2. Permit: A Permit is required from the City of Gaithersburg once homeowner has ARC approval. See for information:
<https://www.gaithersburgmd.gov/services/permitting-inspections/residential-permits/fence-permits>
3. Fences must be board-on-board, pressure-treated wood or cedar and are to remain a natural color (no tint added for new construction) as pictured below.



Post Cap

Top Rail Cap/End Cap

4. Fence boards: shall be 6 inches wide.
5. Fence Caps. Fences shall also be finished with Top Rail caps along the top of the fence and Post caps on top of the fence posts.
6. Fence location: shall not be permitted to be erected forward of the front foundation wall of the house.

7. Fence height: The height of the fence must be 6 feet. Any exception or variation must be submitted to the Architectural Review Committee for consideration and approval. The height of the rear portion of the fence may vary but must be submitted for approval.
- D. Party Fences:** Any Party fences to be constructed on any lot in the community must be in accordance with the following specifications:
1. Party fence design: Party fences must be board-on-board, pressure-treated wood or cedar, flat post caps, shall be finished in accordance with Section F (Stains for Decks and Fences) guidelines below, and should match the deck, if a deck exists on the lot. Party fences shall also be finished with Top Rail caps along the top of the fence and Post caps on top of the fence posts.
 2. How party fences are maintained: Must be maintained as part of the original structure and must not be higher than 6 feet.
- E. Decks:** Decks shall be constructed using pressure-treated wood. The deck flooring, stair treads and deck railing may be constructed using composite material that has been approved by ARC.
1. Deck Construction and Deck Permit Application. See: <https://www.gaithersburgmd.gov/services/permitting-inspections/residential-permits/deck-permits>.
 2. Deck Setback. Any deck must be built with a setback of 1 foot on either side of the deck to allow sufficient space to work on the deck without being on neighbor's property.
 3. Composite materials. Any composite materials and colors used in the construction of a deck including deck flooring, deck stair treads, and deck railing must first be submitted and approved by the ARC prior to the installation.
 4. Deck privacy screen specifications. A privacy screen is the screen constructed in a manner to provide privacy from one deck to another. The Privacy Screen extends up from the deck railing and must be made of lattice.
 - a. Lattice privacy screens shall be fully framed.
 - b. The privacy screen shall be finished in accordance with Section F guidelines below and must be approved by ARC.
 - c. Privacy screen height plus the deck railing height shall not exceed a combined height of 6 feet above the deck flooring nor be greater than 8 feet in length.

- F. Stain/Paint for Decks and Fences:** The Woodland Hills HOA stain and paint colors are provided as a service, and the HOA is not responsible for discrepancies. The HOA is not promoting any brand of stain/paint. Any manufacturer's stain/paint can be used; however, it is the responsibility of the homeowner to insure that the color of the stain/paint used matches the attached sample. Any change of color from the Exterior Paint Color on the Disclosure Form must be submitted on a Request for Approval to Property Form to the Woodland Hills HOA management company.

ARC approved deck and fence finish and stain/paint options are:

1. Natural and untreated wood.
2. Untinted, clear wood preservative.
3. Solid color in *SC-105 Padre Brown* (RGB: 86 70 62, LRV: 6.71%).

- G. Sheds and Rubbermaid-type storage bins/sheds** must be submitted for approval and must meet the following requirements:

1. Sheds.
 - a. The side of a shed in a completely fenced backyard must be contiguous to the house or fence and must not exceed the fence height.
 - b. The side of a shed in an unfenced backyard must be contiguous to the back of the house or under a deck.
 - c. No metal sheds are allowed.
 - d. The sides must be finished to blend with the fence.
 - e. The shingles should match the house roof in color and quality or, for a constructed shed, they should be cedar shakes. Once ARC approval is received, homeowner must secure a shed permit from the City of Gaithersburg.
2. Shed Permit. For guidance and Residential Shed Permit Application, see: <https://www.gaithersburgmd.gov/services/permitting-inspections/residential-permits/shed-permits>
3. Rubbermaid-type Storage Bins/Sheds.
 - a. The side of a Rubbermaid-type storage bin/shed in a fenced backyard must be contiguous to the house or fence and must not exceed the fence height.

- b. The side of a Rubbermaid-type storage bin/shed in an unfenced backyard must be contiguous to the back of the house on a deck or must be contiguous to the back of the house at ground level or must be under a deck.

H. Animal and Pet Restrictions. No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any lot, except that any ordinary number of dogs, cats, or other household pets may be kept provided they are kept in accordance with the rules and regulations of the Association and the City of Gaithersburg; and provided further, that they are not kept, bred, or maintained for any commercial purpose.

1. Pet owners are required to keep their animals on leashes and under control at all times when not on their own property;
2. Pet owners are required to clean up their pets' waste promptly; and
3. Pet owners are required to provide proper shelter for their pets.

I. No lumber, materials, bulk materials, motor vehicles, parts and accessories, boats, campers, trailers, appliances, refuse, or trash shall be kept, stored, or allowed to accumulate on any lot except for building materials during the course of construction, maintenance, or repair of any approved structure. Trashcans and recycling bins must be stored in the rear of the home. Trash, garbage, or other waste must be in closed trash containers.

J. Property Maintenance: Each homeowner is expected to maintain his structure, fence, lawn, and plantings in an attractive appearance and so as not to present a hazard to connecting structures, to obscure the view of street traffic, or to create a health hazard. No homeowner may waive this responsibility by lease or abandonment of the property. When in the judgment of the Board of Directors and/or the Architectural Review Committee, the property is not maintained consistent with this responsibility, the homeowner will be notified in writing to take corrective action. If corrective action is not taken by the homeowner, then the management agent shall be authorized to take corrective action at the expense of the violating owner.

K. Chimney Stacks and Chimney Caps: [See the homeowner's Exterior Colors Disclosure Form which is specific to each individual home.]

III. COMMON AREAS

A. Alterations: No owner or tenant, other than the association, represented by its Board of Directors, shall have the right to make any alterations to common areas. Such alterations shall be made only pursuant to authorization of the Board of Directors or the association, as required. With one exception, the storage of personal property on common areas is not permitted. The exception is that firewood, neatly stacked with a four-inch clearance at the bottom supported by timbers (to comply with the intent of City Code 17AA, Section 302.1), may be maintained in common areas adjacent to property lines, provided that it is not on another Owner's Lot without the Lot owner's permission. The firewood must not be rendered unusable due to rotting. Any resultant injury to persons, animals, or property as a result of the firewood being placed on common areas will be the responsibility of the

homeowner, not the association. This exception is granted as a preventative measure to keep termites away from structures in the community.

- B. **Play Areas and Sidewalks:** No toys, bicycles, play equipment, lawn furniture, or other obstruction shall be left unattended in common areas, play areas or on the sidewalks. Owners and tenants are responsible to see that their children comply with the requirement. Each Owner or tenant is responsible for any loss or damage to his play equipment left in play areas or on public sidewalks or common areas. The Association is in no way a bailee of any personal property left on any Common Area.
- C. **Trash:** Owners and tenants shall place their trash on the sidewalk directly in front of their homes no sooner than sundown on the evening preceding trash collection days. Such trash must be in containers with secure lids or in heavy-duty trash bags with secure ties. All containers and any trash not collected must be removed from public view by the evening of trash collection days. Owners and tenants are responsible for removing any trash that spills from their bags or containers. Special trash pickups may be arranged by calling the management office.
- D. **Temporary Storage of Bulk Deliveries:** Owners and tenants shall remove building materials, firewood, top soil, mulch, and other such bulk deliveries from sidewalks and common areas within 24 hours of delivery. No delivery shall be left in parking spaces at any time. All traces of such materials shall be removed by the owner or tenant.
- E. **Signs and Notices:** The common areas are not to be used for posting signs such as for yard sales, open houses, for sale or rent notices. No posting of advertisements of any nature will be permitted on mailboxes. It is a Federal offense to post anything on a mailbox. No posting of advertisements of any nature will be permitted on or in the common areas, with the exception of official notices posted by the Board of Directors or the management agent.
- F. **Plantings:** Any landscaping or planting of trees, shrubs, or flowers shall be done in the common areas with the prior approval of the Board of Directors through the Grounds Committee. Owners are responsible for knowledge of the location of their own property lines which abut the common areas. The Architectural Review Committee encourages owner and tenant interest in the upkeep and beautification of the common areas.

IV. ARCHITECTURAL ENFORCEMENT PROCEDURES

- A. **Inspections:** At any time, members of the Board of Directors, the ARC or the Association's management agent may inspect the community and compile a list of individual properties which are in violation of the *Bylaws*, *the Architectural Guidelines*, or *Rules and Regulations*. The intent of this procedure shall be to remedy situations in which a homeowner has failed to properly maintain his property as provided by the *Covenants*, *Bylaws*, or *Architectural Guidelines* or where a homeowner has refused to comply with the approved *Rules and Regulations*.
 - 1. **Board Actions:** The Board will provide a "written demand" letter to the homeowner describing the nature of the alleged violation, the action required to correct or abate the violation, and the time period in which this correction must be made.

2. Homeowner Actions: If the homeowner is unable or unwilling to take action, the homeowner may request a hearing by the Board of Directors by contacting the management agent within the time period allotted for correction in the original notification.
3. Corrective Actions: If corrective action is still not taken by the homeowner, the Board may impose sanctions, including revocation of privileges (pool passes, tennis court usage, voting) until corrective action has been taken. The Board will seek legal advice to collect any and all costs from the owner.
4. Legal Actions by the Board: The Board may also seek legal action against any owner who fails to comply with the *Covenants, Bylaws, Architectural Guidelines* and/or the *Rules and Regulations*.

B. Board Decisions: Decisions by the Board will be made on a case-by-case basis and appropriate action will be taken in accordance with the above procedures and with the advice of counsel when appropriate.

WOODLAND HILLS HOME OWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

This form, along with the supporting information, may be printed and mailed to:
Woodland Hills ARC, c/o Metropolis, 4307 Gallatin Street, Hyattsville, MD 20781
or emailed to: arc@woodlandhillsmd.com.

Separate forms must be submitted for **EACH** proposed modification.
Include additional pages if necessary.

Please describe, in detail, the proposed alteration to your property for which you are requesting approval, including color(s), size(s), specifications, drawings, materials to be used, location and all other pertinent information. Samples of color chips, shingles, or other such building materials, published architectural descriptions, advertising literature or any other information that will help the Architectural Review Committee (ARC) to fully understand your request will assist in the review of your request. If appropriate, a sketch or detailed drawing of the proposed alteration should be included. **YOUR APPLICATION WILL BE RETURNED/DENIED IF the information requested above is not included with your application.**

Property Owner: _____ Date: _____

Email: _____ Phone: _____

Address of Property: _____

Mailing Address (if different): _____

DESCRIPTION OF PROPOSED MODIFICATION:



REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

HOMEOWNER'S ACKNOWLEDGEMENTS

I/WE UNDERSTAND THAT:

1. The Board of Directors and/or ARC reviews and approves architectural modifications for appearance and compliance with the *Architectural Guidelines* of the community only. The homeowner is SOLELY responsible for the design, structural integrity, and safety of his/her proposed modification.
2. The material herein contained shall represent alterations which comply with the zoning and building codes of the City of Gaithersburg, Montgomery County and the State of Maryland and nothing contained herein shall be construed as a waiver or modification of such ordinances.
3. No work shall commence until written approval by the ARC has been returned to the applicant. Further, if alterations are made before said approval and any construction or improvement is disallowed by the ARC, the applicant may be required to return the property to its former condition at the applicant's expense, including any legal and administrative expenses incurred and fines imposed.
4. Approval of this application is contingent upon all work being completed in a professional and workmanlike manner and in accordance with the specifications included with this application and the *Architectural Guidelines*. The ARC reserves the right to perform routine inspections before issuing final approval. If any construction or improvement is not completed in a professional and workmanlike manner or fails to be in accordance with the specifications included with this application and the *Architectural Guidelines*, the homeowner may be required to correct the work at the homeowner's expense, including any legal and administrative expenses incurred and fines imposed.
5. Approval as granted by this application will be automatically revoked if work has not been completed within 180 days of the ARC approval date and/or completed by the date specified by ARC.
6. The homeowner must inform ARC by mail or email that the work is completed and ready for final inspection within two weeks of the completion of the work.

By submitting this form, you, the homeowner, acknowledge that you have read, understand, and agree to the conditions listed above.

PROPERTY OWNER SIGNATURE



REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

FOR ARC USE ONLY

☐ APPROVED

☐ APPROVED WITH CONDITIONS

☐ DENIED

COMMENTS: _____

ARC MEMBER SIGNATURE

DATE

Date of Homeowner’s notification to ARC that the work is completed and ready for final inspection: _____

FINAL INSPECTION

DATE: _____

☐ APPROVED

☐ APPROVED WITH CONDITIONS

☐ DENIED

COMMENTS: _____

ARC MEMBER SIGNATURE

DATE