

ARCHITECTURAL CONTROL POLICY,  
STANDARDS, AND PROCEDURES

Revised April 18, 1989

ISSUED BY  
THE BOARD OF DIRECTORS AND  
ARCHITECTURAL CONTROL COMMITTEE  
OF THE  
WOODSTREAM EAST HOMEOWNER'S ASSOCIATION

# ARCHITECTURAL CONTROL POLICY, STANDARDS, AND PROCEDURES

## I. INTRODUCTION

This document contains four parts:

- 1) the architectural policy;
- 2) the specific standards for maintenance of the architectural and environmental integrity of the community,
- 3) procedures for:
  - a) submitting project proposals,
  - b) Committee actions,
  - c) appeal to the Board of Directors, and
  - d) amending the standards.
- 4) Attachment: excerpts from the Covenants and By-laws, (see below).

The Covenants and By-laws of the Woodstream East Homeowner's Association contain the authority for the architectural standards. This authority, under which the Architectural Control Committee operates, includes, but is not limited to, the following:

Article II of the Covenants,  
Article VI of the Covenants,  
Article VIII of the Covenants, and  
Article XI of the By-laws.

For your convenience, a copy of each of these four specific articles is included in this document as an Attachment.

## II. POLICY

The architectural covenants impose a legal requirement on the Association to approve or disapprove construction of new structures, exterior additions, and changes or alterations to the original design of any home in Woodstream East. To fulfill this obligation, the Board of Directors (the Board) has delegated to the Architectural Control Committee (the Committee) the task of reviewing applications for exterior modifications. The Board, however, retains the authority to approve/disapprove all applications.

The standards are the rules of the architectural policy and will normally require a degree of interpretation to determine appropriate application in individual cases. This interpretation is the responsibility of the Committee. It is the intention of the Board that the recommendations of the Committee stand.

The Committee is responsible for assuring, through its interpretation, that the Standards are implemented in a manner consistent with the overall architectural concept that attracted you to Woodstream East. The Committee is also responsible for the maintenance of the environmental integrity of the community.

An approved project must be initiated within six (6) months following the approval and shall be substantially completed within twelve (12) months following the date of commencement, (Article XI, Section 4, of the By Laws). If it is not, it must be resubmitted to the committee.

In addition to approval by the committee, some construction projects, such as fences, decks, and storage sheds, require a building permit. It is the responsibility of each homeowner to obtain the necessary permits for Prince Georges County.

Committee decisions are based on interpretation of the standards, and not on the building code. Obtaining a building permit does NOT mean that Committee approval can be waived.

The standards also serve as a guide to the homeowner in developing proposed modifications.

Projects completed before the issuance of these standards shall not be construed as setting precedent.

Structural or modification projects which were completed prior to the issuance of these guidelines and which have never been approved by the Board/Committee are still subject to review by the Committee. The review will be based upon the standards that were in effect at the time of construction/modification.

Any exterior modification which is not specifically covered by these standards must be brought before the Committee for approval.

These standards are applicable from the date of issuance.

### III. STANDARDS

#### A. DECKS AND FENCES

1. Plans for all decks and fences shall be submitted to the Committee for approval.
2. Decks shall not extend more than ten (10) feet beyond the existing building. Staircases from decks may not extend more than three (3) feet beyond the end of the deck, unless enclosed within a fenced yard. Any exception shall be considered on a case-by-case basis.
3. Any attached deck staircases or ladders must also match the deck in style and color.
4. Low-level, deck-type structures, where the floor does not extend more than 18 inches above ground are considered to be patios and shall be controlled under Section I of the document. Note that decks more than 18 inches above ground would require a railing according to the Prince George's county Standards.

5. Decks and fences should be constructed of pressure-treated wood and can be left to weather naturally. If desired, decks and fences may be stained. The stain must be a light to medium brown. Paint is not to be used on decks and fences.
6. Fence types other than board-on-board, (similar to those installed by the builder), are not allowed without committee approval.
7. Fences shall be four (4) to six (6) feet in height with no more than a one (1) foot difference, higher or lower, than the adjacent fence.
8. Fences shall not encroach upon common property.
9. Fences are not allowed in the front yard of any unit.
10. Fences shall not obstruct sight lines for vehicular traffic.

#### B. ANTENNA AND OTHER ROOF STRUCTURES

1. Exterior television, radio, amateur radio, citizens band radio, or other antenna are not allowed on the roof or exterior of any unit.
2. External free-standing antennas are not allowed.
3. Plans for any wind turbines, attic fans, exhaust pipes, and chimney flues must be submitted to the committee for approval. These structures must be painted brown or painted to match the color of the roof.
4. Plans for solar panels must be submitted to the committee for approval. They may be constructed only on the back side of the roof. The plane of the conductor must be parallel to the roof and be in close proximity to it. All supporting part not related to solar collection must be painted brown or painted to match the color of the roof.
5. Plans for skylights must be submitted to the Committee for approval. The trim must be painted brown or painted to match the color of the roof.

#### C. DOORS AND WINDOWS

1. Storm/screen doors or windows of bare aluminum, or aluminum color are not allowed.
2. The color of storm/screen doors shall be aesthetically coordinated with the color of the doors they cover.

3. Storm/screen windows shall match the style and color of the window frames they cover.
4. Plans for storm/screen doors and windows which meet the above standards do not have to be submitted to the Committee for approval.
5. Plans to remove or alter windows or exterior doors shall be submitted to the Committee for approval.

#### D. TOOL SHEDS AND SIMILAR STRUCTURES

1. Plans for all structures to be constructed must be submitted to the Committee for approval, and will be considered on a case-by-case basis. This includes green houses and hot tubs. Hot tubs must be inside fenced yards. Generally any structure placed in the backyard should not affect the neighbor's view, or the light they receive in their yard.
2. Free-standing tool sheds or similar structures, other than those originally provided by the builder, are not allowed.
3. Tool sheds shall not exceed six (6) feet in height.
4. The color, materials, and design of any attached shed must match the adjacent structures, e.g. the shed must be made of the same type of boards as the adjacent fence or have the same type of shingles or siding as the adjacent house.
5. Tool sheds or similar structure are not allowed in the front yard.

#### E. TRELLISES, ARBOR STRUCTURES, AND PERMANENT YARD ACCESSORIES

1. All trellises and arbor structures must be constructed of wood, weathered naturally or stained a light to medium brown.
2. Trellises shall not exceed the height of the privacy fence, or be longer than two-thirds of the rear property line.
3. Trellises or arbor structures are not allowed in the front yard.
4. Plans for trellises or arbor structures which meet these standards do not need to be submitted for approval.
5. Statuary or permanent yard structures are not allowed in the front yard.

6. Black, colonial-style lampposts shall be permitted to a height approved by the Committee on an individual basis.

7. Permanent, free-standing structures, such as basketball backboards or flag poles are not allowed.

#### F. PAINTING AND BRICKWORK

1. Trim, gutters, and down spouts (leaders) may be repainted or stained in a color similar to the existing color. Plans to repaint in a similar color do not need to be submitted for approval.

2. All changes to the existing paint color or brickwork of the exterior portions of the unit or accessory structures must be submitted to the Committee for approval, e.g. painting of doors or staining of fences.

3. External chimneys must be covered with brickwork or with siding in the same color as the adjacent wall.

4. Metal chimneys which project from the roof shall be painted in a color to coordinate with the color of the roof.

#### G. TRASH AND LITTER CONTAINERS

1. Trash and litter containers may be placed out for collection only on trash collection days or after sundown the night before.

2. All trash must be stored in a closed container.

3. All trash and litter containers must be stored as inconspicuously as possible.

#### H. GARDENS, LANDSCAPING, AND RE-GRADING

1. Vegetable gardens may not be cultivated in the front yard. Vegetable gardens planted in unfenced side or back yards must be approved by the Committee.

2. Hedges in the front yard may not be more than three (3) feet in height.

3. Hedges in the back or side yard may not be higher than a privacy fence, (a maximum of six (6) feet).

4. Walls or structures built in the back or side yards must not affect adjacent property, either common or private, through alteration of grading or drainage.
5. Owner-modified storm drain out-falls shall terminate in French drains or porous pipe, in order to prevent erosion of the common area, i.e. bury the out-fall end of the pipe in a short trench containing gravel.
6. At least 50% of the front yard shall be lawn or low-growing lawn cover. Astro turf, concrete, mud holes, etc. are not allowed.
7. Plans for terracing or major regrading of lots must be submitted to the Committee for approval.
8. Trees, hedges, and shrubs must not restrict sight lines for vehicular traffic.
9. Brick, flagstone, landscape timbers, and field stone are acceptable landscaping materials.
10. Plans for the planting of trees, shrubbery and flowers which meet these standards do not have to be submitted for approval.

#### I. PATIOS

1. All plans for patios must be submitted to the Committee for approval.

#### J. MISCELLANEOUS

1. Exterior lighting shall not be directed in such a manner that it annoys neighbors. Only white or amber lights may be used for exterior lighting, except for holiday decorations. Electric bug lights are allowed.
2. Christmas or Chanukah lights and decorations may be displayed only between Thanksgiving and January 31<sup>st</sup>.
3. Maintenance of the home, lot, and all improvements on the lot are the responsibility of each homeowner. (see Article VI of the Covenants)
4. Firewood for personal use of the homeowner shall be stored along the rear lot line in quantities not to exceed one cord. Firewood may not be stacked more than four (4) feet above the ground. Up to one-quarter cord of firewood may be stored near the house in the back or side yard.

5. Vehicular traffic on unpaved areas or common ground is not allowed. Large boats, RVs, trailers, and campers cannot be stored in rear or side yards if it would be necessary to drive them across common ground to reach the yards.
6. Security grill work shall be installed on the inside of the windows or doors, if at all possible. Grill work must be compatible in color and design with the existing architecture. Plans for installation of grill work must be submitted to the Committee for approval.
7. Signs and advertising are not allowed, except “rental” and “for sale” signs which do not exceed 18” x 24”.
8. Driveways shall be repaired or replaced with material similar to the original material.
9. Awnings are not allowed.
10. Screened porches are not allowed.
11. Storage of items in the front yard is not allowed.
12. Window air conditioners are not allowed.
13. Drying laundry on clothes lines, decks, or fences is not allowed.

#### IV. PROCEDURES

##### A. PROCEDURES FOR SUBMITTING PROJECT PROPOSALS

1. Mail proposals to the Woodstream East Homeowners’ Association, Architectural Control committee, P. O. Box 1006, Lanham-Seabrook, MD 20706, or hand deliver them to a member of the Committee.
2. The proposal should include as much information about the project as possible to help the Committee reach a decision.
3. The proposals should include:
  - a. size, dimension, or layout of the project.
  - b. location (in relation to the house)
  - c. a drawing/diagram of any shed, deck, stairs, etc.
  - d. materials to be used, (e.g. pressure treated wood)



- e. color, (e.g. stain on wood, or color of house trim)
  - f. expected construction date.
  - g. any extenuating circumstances which you believe should be considered if you are requesting an exception to the standards.
  - h. the name, address, and phone numbers of the applicant.
4. The homeowner is responsible for obtaining all necessary permits. Information is available from the Prince Georges County Office of Permits and Licenses, 952-4456.
  5. Homeowners may contact the Committee to determine when their proposal was received and when it will be considered.
  6. No construction shall commence before approval is obtained from the Committee.

#### B. PROCEDURES FOR THE COMMITTEE

1. The Committee will notify the homeowner of the date of the receipt of their project proposal, and of when the request will be considered.
2. The Committee will usually meet once a month. They will respond to proposals within 60 days from the date the proposal was received by the Committee. If the Committee does not respond to the proposal within 60 days from its receipt, the homeowner can assume that the project is approved (Article XI, Section 3 of the By-Laws).
3. The Committee reserves the right to inspect a project both during the construction and after the completion for adherence to the approved plan.
4. The Committee may conduct periodic inspections of the community to determine whether homeowners are in compliance with the standards. They will notify homeowners if violations of the standards are found.

#### C. PROCEDURES FOR APPEAL TO THE BOARD OF DIRECTORS

1. In the event an application is denied in whole, or in part, or is conditionally approved, the homeowner has the right to appeal. Appeals shall be submitted in writing to the Board within 21 days of the notification of the Committee's decision.

2. The appeal will be heard by the Board at the next regular meeting following receipt of the appeal.

#### D. PROCEDURES FOR AMENDING STANDARDS

1. A homeowner may request in writing to the Committee that a standard be amended or eliminated. The suggestion must be supported by a petition containing signatures of at least 10 other Woodstream East homeowners.

2. The Committee may solicit, through open hearing and/or questionnaire, opinions from other homeowners regarding the suggested change.

3. The committee will submit to the Board, within 60 days, a written recommendation along with the original request.

4. The Board will make its decision on the petition no later than the second regular meeting following the receipt of the recommendation from the Committee.

5. The Board has the authority to modify or revise the Architectural Control Policy, Standards, and Procedures as needed.

ATTACHMENT

ARCHITECTURAL CONTROL POLICY,  
STANDARDS, AND PROCEDURES

APRIL 18, 1989

## ARTICLE II OF THE COVENANTS

### ARTICLE II

#### USE RESTRICTION PERTAINING TO RESIDENTIAL LOTS

Section 1. No sign, billboard or other advertising device of any character shall be erected or maintained upon any part of said tract or on any lot the excepting, however, one (1) sign for each lot (with dimensions of not more than the eighteen (18) inches by twenty-four (24) inches) advertising such lot for sale or rent; and provided, further, that Declarant (or its successors or assigns) may erect and maintain within said tract such signs, billboards and other advertising device or structure as Declarant (or said successors or assigns) may deem necessary or proper in connection with the development, subdivision and sale of said tract or the lots therein.

Section 2. No radio or television receiving or transmitting antenna or external apparatus shall be installed on any lot without the approval of the Board of Directors. However, such approval will not be unreasonably withheld. Normal radio and television installations wholly within a building are excepted.

## ARTICLE VI OF THE COVENANTS

### ARTICLE VI

#### EXTERIOR MAINTENANCE

In the event an owner of any Lot in the Properties shall fail to maintain the premises and the improvements situated thereon in a manner satisfactory to the Board of Directors, the Association, after approval by two-thirds (2/3) vote of the Board of Directors, shall have the right, through its agents and employees, to enter upon said parcel and to repair, maintain, and restore the Lot and the exterior maintenance shall be added to and become part of the assessment to which Lot is subject.

## ARTICLE VIII OF THE COVENANTS

### ARTICLE VIII

#### ARCHITECTURAL CONTROL

No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topograph by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specification have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with.

## ARTICLE XI OF THE BY-LAWS

### Article XI

#### Architectural Control

Section 1. Architectural Control Committee. Each Owner of a Lot in the Community (other than the Declarant during the course of construction on the Property) by virtue of his acceptance of a warranty deed, acknowledges the necessity of maintaining the physical appearance and image of the entire residential community as a quality residential community and additionally, that the success of the Declarant in selling the remaining portions of the project is closely related to the physical appearance and image of the completed portions of the project. Except for the rehabilitation and renovation of the lots situated within the community by the Developer and any improvements to any unit or to the common Areas accomplished concurrently with said construction, and except for purposes of proper maintenance and repair or as otherwise in these By-Laws provided, it shall be prohibited to install, erect, attach, apply, paste, hinge, screw, nail, build, alter, plant, remove or construct any lighting, shades, screens, awnings, patio covers, decorations, fences, hedges, landscaping, features, walls, aerials, antennas, radio or television broadcasting or receiving devices, slabs, sidewalks, curbs, gutters, patios, balconies, porches, driveways, walls to make any change or otherwise alter (including any alteration in color) in any manner whatsoever the exterior of any lot or upon any of the Common Areas within the project or to combine or otherwise join two or more lots, or to partition the same after combination, or to remove or alter any windows or exterior doors of any lot, or to make any change or alteration within any lot which will alter the structural integrity of a building or otherwise affect the property, interest or welfare of any other lot owner, materially increase the cost of operating or insuring the property or impair any casement, until the complete plans and specifications, showing the location, nature, shape, height, material color, type of construction and/or any other proposed form of change including, without limitation, any other proposed form of change including, without limitation, any other information specified by the Board of Directors (or its designated committee) shall have been submitted to and approved in writing as to safety, the effect of any such alterations on the costs of maintaining and insuring the property and harmony of design, color and location in relation to surrounding structures and topography by the Board of Directors or by an architectural control committee designated by it.

Section 2. Architectural Control Committee – Operation. The Architectural Control Committee shall be composed of three (3) or more natural persons designated from time to time by the Board of Directors of the Corporation and such persons shall serve at the pleasure of the Board of Directors. In the event the Board of Directors fails to appoint an Architectural Control Committee, then the Board of Directors shall constitute the Committee. The affirmative vote of a majority of the members the Architectural Control Committee shall be required in order to adopt or promulgate any rule or regulation, or to make any finding, determination, ruling or order, or to issue any permit, consent, authorization, approval or the like pursuant to the authority contained in this Article.

## ARTICLE XI OF THE BY-LAWS (Cont'd)

Section 3. Approvals, etc. Upon approval by the Architectural Control Committee of any plans and specifications submitted pursuant to the provisions of this Article, a copy of such plans and specifications, as approved, shall be deposited among the permanent records of such Committee and a copy of such plans and specifications bearing such approval, in writing, shall be returned to the applicant submitting the same. In the event the Architectural Control Committee fails to approve or disapprove any plans and specifications which may be submitted to it pursuant to the provisions of this Article within sixty (60) days after such plans and specifications (and all other materials and information required by the Architectural Control Committee) have been submitted to it in writing, then approval will not be required and this Article will be deemed to have been fully complied with.

Section 4. Limitations. Construction or alterations in accordance with plans and specifications approved by the Architectural control Committee pursuant to the provisions of this Article shall be commenced within six (6) months following the date upon which the same are approved by the Architectural Control Committee (whether by affirmative action or by forbearance from action, as in Section 3 of the Article provided), and shall be substantially complete within twelve (12) months following the date of commencement, or within such longer period as the Architectural Control Committee shall specify in its approval. In the event construction is not commenced within the period aforesaid, then approval of the plans and specifications by the Architectural Control Committee shall be conclusively deemed to have lapsed and compliance with the provisions of this Article shall again be required. There shall be no deviations from plans and specifications approved by the Architectural Control Committee without the prior consent in writing of the Architectural Control Committee. Approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Architectural Control Committee to disapprove such plans and specifications, or any elements or subsequently submitted for use in any other instance.

Section 5. Certificate of Compliance. Upon the completion of any construction or alterations or other improvements or structure in accordance with plans and specifications approved by the Architectural Control Committee in accordance with the provisions of this Article, the Architectural Control Committee shall, at the request of the owner thereof, issue a certificate of compliance which shall be prima facio evidence that such construction, alteration or other improvements referenced in such certificate have been approved by the Architectural Control Committee and constructed or installed in full compliance with the provisions of this Article and with such other provisions and requirements of these By-Laws as may be applicable.

Section 6. Rules and Regulations, etc. The Architectural Control Committee shall from time to time adopt and promulgate such rules and regulations regarding the form and content of plans and specifications to be submitted for approval and may publish such statements of policy, standards, guidelines, and/or establish such criteria relative to architectural styles or details, or other matters, as it may consider necessary or appropriate. No such rules, regulations, statements, criteria or the like shall be construed as a waiver of the provisions of the Article or

## ARTICLE XI OF THE BY-LAWS (Cont'd)



any other provision or requirement of these By-Laws. The Architectural Control Committee may charge and collect a reasonable fee for the examination of any plans and specifications submitted for approval pursuant to the provisions of the Article. The decisions of the Architectural Control Committee shall be final except that any member who is aggrieved by any action or forbearance from action by the Architectural Control Committee may appeal the decision of the Architectural Control Committee to the Board of Directors and, upon the request of such member, shall be entitled to a hearing before the Board of Directors. Two-thirds (2/3) of the Board of Directors shall be required to reverse the decision of the Architectural Control Committee.