

Architectural Review Committee Charter

Architectural Committee

The Architectural Committee is comprised of three homeowners. A committee chairman is elected his fellow committee members. If the committee fails to elect a chairman, one will be appointed by the Association Board of Directors. Committee members are appointed by the Association Board of Directors and do not have a term length. Committee members can be removed by the Association Board of Directors at any time for any reason.

The purpose of the committee is to uphold the stated rules contained within the Covenants, Conditions and Restrictions for the Edwards Manor Community Association; as well as any other additional rules and procedures set up and approved by the Association Board of Directors that are allowed within the CC&R's. The committee reviews the required documentation submitted by homeowners and either approves or denies permission to make improvements to their property.

Improvements Requiring Approval

The following items need Architectural Committee approval:

- New structures; such as:
 - Shed
 - Garage
 - Deck / Patio
 - Fence
 - Gazebo / Garden structures
 - Pool / Hot tub
 - Columns
 - Concrete or Asphalt pad
 - Flag pole / permanent basketball goal / Other poles permanently placed in-ground
 - Tennis / Volleyball / Basketball courts
- Structural additions; such as:
 - Sun room
 - Screened in porch
- Structural changes; such as:
 - House color change
 - Siding / Brick / Stone work
 - Window / Door addition or relocation / Storm Doors

Improvements Not Requiring Approval

The following items do not need Architectural Committee approval:

- Portable basketball goals
- Trees / Landscaping / Gardens
- Swing sets placed in the back yard
- Antennas or satellite dishes one meter square in size attached to the house
- Repainting or refinishing of the exterior of any building in the same color

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Required Documentation

In order to gain approval for an improvement, the following must be submitted to the Architectural Committee:

- Site map of property with proposed improvement; can be in the form of a plat with the structure drawn in
- Plat of property if not used as site map
- Written description of improvement with the following:
 - Dimensions of improvement
 - Colors of improvement; can be conveyed in relation to existing buildings. An example is “same color as house”.
 - Texture or materials of improvement; can be conveyed in relation to existing buildings. Examples are “vinyl siding the same as the house” or “brick to match the house”.
 - List of all objects, and their locations, that will be visible from the street or by neighbors. Examples are shed, garage, deck, pool, pool pump, air conditioner unit
- Drawings or pictures of improvement are requested, but not required

Review Process

The Architectural Committee process to review planned improvements is as follows:

- Homeowner submits request for improvement packet via mail to **Aspen Property Management, P.O. Box 858, Elkton, MD 21922; or via fax to 410-620-7098**
- Aspen Property Management sends one copy to each Architectural Committee member and the Board President, and files the original in homeowner’s file
- Architectural Committee meets periodically, within 30 days of receipt of a request, to discuss pending planned improvements and either approves or denies requests
- Architectural Committee notifies the Board of Directors of their decision
- Board of Directors notifies homeowner and Trenton Properties of the decision

If the Architectural Committee fails to render a decision within 60 days of submittal of request, the request shall be deemed approved per Section 8.1.

The Board of Directors reserves the right to reject the decision of the Architectural Committee if the improvement request violates stated rules contained within the CC&R’s or any other additional rules set up and approved by the Association Board of Directors.

Review Guidelines

The following are the guidelines followed by the Architectural Committee when reviewing requested improvements:

Architectural Prohibitions

- Above-ground swimming pools
- Violating the setback or other building restriction lines shown on the plat

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- Lawn ornaments, except for temporary seasonal decorations which may be maintained for periods as determined by the Architectural Committee

Architectural Guidelines

- Requested improvement must be consistent or complimentary of the design of the existing structures
- The size, design and location of the requested improvement must not upset the harmony of the existing structures and topography
- Location of specific structures include:
 - Sheds and Gazebos must be located in back yard area
 - Pools and all pool accessories must be located within fenced area in the back yard area
 - Chain link fencing is frowned upon, is not consistent with the harmonious nature of the community, and is restricted to back yard areas
- Temporary seasonal decorations may be displayed as follows:
 - If holiday decoration, may be displayed up to 45 days prior to holiday and 30 days after holiday
 - If seasonal decoration, may be displayed up to 30 days prior to start of season and 30 days after the end of the season
- Any member of the Architectural Committee may at any reasonable time, including all daylight hours, enter upon and inspect any lot and the exterior of any dwelling or improvement thereon to ascertain whether the maintenance, construction or alteration of such lot dwelling or improvement are in accordance of the Review Guidelines