

# Constant Friendship Estates

## Architectural Guidelines

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## **1. General Regulations for Modifications and/or Additions to Property**

- a. All modifications and/or additions to your property must meet:
  - i. Harford County Building and Fire Codes
  - ii. Building permits if required
  - iii. HOAAC approval
    - 1. Owner must submit a detailed drawing to the HOA Architectural Committee for approval or documentation depending on applicability
    - 2. Drawing must convey what the structure will look like as well as the dimensions, and where it will be located with regards to existing home

## **2. Sanctions**

- a. Any property owner in violation will be subject to the following:
- b. Will incur a monetary penalty, plus all cost incurred in attorneys and legal fees.
- c. Also, the Board of Directors has the right to remove all violations at the violator's expense by following the proper procedures.

## **3. Violations of Rules, Regulations, Bylaws, and Declaration**

- a. Reporting a Violation
  - i. Any Lot Owner or occupant may report a violation of the Rules and Regulations, Bylaws, or Declaration, in writing or email, to the Board of Directors through the Management Agent. The alleged violation will be described as completely as possible, giving an account of what happened, the names of those involved, Lot numbers or addresses if known, and the time and place of occurrence. The Board of Directors or Management Agent may also initiate such action when violations are brought to their attention.
- b. Dispute Resolution
  - i. The Board of Directors will not impose a fine, suspend voting rights (unless the suspension is related to the Lot Owner's failure to provide a current address or a statement of lien has been filed against the Lot and the lien has not been satisfied), or infringe upon any other rights of a Lot Owner or other occupant for violation of the Declaration, Bylaws, or the Rules and Regulations until the following procedure is followed:
  - ii. Demand: Written demand to cease and desist from an alleged violation will be served upon the alleged violator specifying: (1) the alleged violation; (2) the action required to abate the violation; and (3) a time period, not less than ten (10) days, during which the violation may be abated without further sanction. If the violation is a continuing one, or a further violation of the same rule, sanctions may be imposed after a notice and hearing.
  - iii. Notice: Within twelve (12) months of such demand, if the violation continues past the period allowed in the demand for abatement without penalty or if the same rule is subsequently violated, the Board will serve the alleged violator with written notice of a hearing to be held by the Board. The notice will contain: (1) the nature of the alleged violation; (2) the time and place of the hearing, which time will be not less than ten (10) days from the giving of the notice; (3) an invitation to attend the hearing and produce any statement, evidence, and witnesses on his or her behalf; and (4) the proposed sanction to be imposed.
  - iv. Hearing: At the hearing, the alleged violator has the right to present evidence and present and cross-examine witnesses. The hearing will be held in executive session unless the violator demands a public hearing pursuant to a notice affording the alleged violator a reasonable opportunity to be heard. Prior to the implementation of any

sanction hereunder, proof of notice and the invitation to be heard will be placed in the minutes of the hearing. This proof will be deemed adequate if the person who delivered such notice enters a copy of the notice, together with a statement of the date and manner of delivery. The notice requirements will be deemed satisfied if the alleged violator appears at the hearing. The minutes of the hearing will contain a written statement of the results of the hearing and the sanction, if any, imposed. A decision by the Board of Directors pursuant to these procedures will be appealable to the Courts of Maryland.

- v. Owner's Failure to Comply: If any Lot Owner fails to comply with the Declaration, Bylaws, Rules and Regulations, or a decision rendered pursuant to this Section, the Lot Owner may be sued for damages caused by the failure or for injunctive relief, or both, by the Association or by any other Lot Owner.
- vi. Effect of Failure to Enforce Provision: The failure of the Association to enforce a provision of the Declaration, Bylaws, or the Rules and Regulations on a given occasion is not a waiver of the right to enforce that provision on any other occasion.
- vii. Sanctions: If, after notice and hearing as stated herein, the Board of Directors will determine that there has been a violation of the Declaration, Bylaws or Rules and Regulations, it will have the power to impose sanctions against the Lot Owner, including reasonable monetary fines as stated herein.
- viii. Penalties and Fines: Penalties and Fines will be dependent on the severity of the violation not to exceed \$250.00.

#### **4. Lot Use Guidelines and/or Restrictions**

- a. Vehicle Guidelines and/or Restrictions
  - i. General Guidelines and/or Restrictions
    - 1. No junk, commercial or recreational vehicle may be kept on the exterior of the garage or property except for the duration of a bona fide emergency.
    - 2. No vehicle may extend to, or block, the sidewalk.
    - 3. Repair of or extraordinary maintenance on any vehicle is prohibited.
  - ii. Specific Guidelines and/or Restrictions
    - 1. Junk Vehicles
      - a. Vehicle lacking a current valid license plate.
      - b. Present on property and not in operating condition for more than 30 days.
      - c. In a condition reasonably indicating it has been abandoned by its owner.
    - 2. Commercial Vehicles
      - a. Vans and pickup trucks are permitted.
      - b. Marked vehicles of permitted size MUST be parked in driveway or in the garage at all times.
      - c. Commercial and Work vehicles will not be parked or stored in any space or on any street, Lot or parking area within the Association. A commercial vehicle is defined under Department of Transportation Regulations 49 U.S.C. 5103. Work Vehicles are any vehicles that meet all of the following: (1) Do not fit in a standard parking space. (2) The primary use is for business or commercial purposes. (3) Is not suited for the transportation of a family and (4) weigh over ¾ ton.
    - 3. Recreational Vehicles

- a. Vehicles such as boats, campers, house trailers, etc.
    - b. Prohibited from the property except during the 24-hour period prior to, and following, use (i.e. getting camper or boat ready for trip).
  - b. Propane Tanks
    - i. General Guidelines/Restrictions
      - 1. All Propane Tanks, over 10 gallons, must be submitted for HOAAC approval.
      - 2. A detailed drawing plus any applicable permit must be submitted with the request.
    - ii. Specific Guidelines/Restrictions
      - 1. Underground Tanks
        - a. Permitted with HOAAC approval and permit by any applicable government agency.
      - 2. Aboveground Tanks
        - a. Must be hidden by a fence.
  - c. Trash Removal
    - i. Must be placed curbside for removal no earlier than the evening before, or the day of, the scheduled pickup.
    - ii. Trash containers are not allowed to be stored in the front or side yard of a home unless tastefully concealed.
  - d. Firewood Piles
    - i. Piles must be neatly stacked in the rear of the property.
    - ii. Piles must be covered with a dark green or brown tarp in order to blend in with the surrounding environment.
  - e. Fans and Air Conditioners
    - i. Fans
      - 1. Attic Fans
        - a. Subject to HOAAC approval and must conform to color of existing roof.
      - 2. Window Fans
        - a. Must not protrude outside existing window frame.
    - ii. Air Conditioners
      - 1. Window air units at the front of the home are prohibited.
  - f. Solar Panels
    - i. Panels are permitted to be placed on roofs but not ground mounted. Architectural Request forms should be submitted prior to signing contracts.
  - g. Exterior Lighting and Painting
    - i. Lighting
      - 1. Any exterior lighting added to pre-existing home lighting layout must receive HOAAC approval.
    - ii. Painting
      - 1. Any change of color to existing paint scheme requires HOAAC approval (i.e. trim, doors, replacement shutters, etc.).
      - 2. Exterior painting, including trim, doors, replacement shutters, etc., not involving a color change, is permitted without approval.

## **5. Landscaping Guidelines and/or Restrictions**

- a. Lawn Signs
  - i. Home for sale signs and signs for political purposes only.
  - ii. Only one per lot permitted.

- iii. All other signs are prohibited.
  - iv. Signs permitted only in front or side yard.
- b. Vegetable Gardens
  - i. Are permitted in the rear of the home within a 10'x10' area.
  - ii. Gardens larger than 10'x10' must be submitted for HOAAC approval.
- c. Mailboxes
  - i. Any removal/replacement must be submitted for HOAAC approval.
  - ii. Due to need for mail delivery upon settlement temporary mailboxes are permitted for 60 days after settlement.

## **6. Structural Guidelines and/or Restrictions**

- a. Roofing
  - i. Any repair and/or replacement must be of the same material and color as the original construction.
  - ii. Changing shingle color requires HOAAC approval.
- b. Siding, Shingles, Trim
  - i. Any repair and/or replacement must match existing shingles, siding, and trim.
- c. Satellite Dishes and Antennas
  - 1. Satellite dishes must be attached to the rear of the dwelling when it is feasible for reception.
  - 2. Antennas are not permitted.
  - 3. Exceptions MUST receive HOAAC approval.
- d. Storm and Screen Doors
  - i. Must be submitted for HOAAC approval.
  - ii. Must fit existing door frame.
  - iii. Must be made of metal or wood.
  - iv. Must be color coordinated with exterior of the home.
  - v. Must have door length glass or screen.
- e. Retaining Area for Pets
  - i. Must have HOAAC approval.
  - ii. Will only be considered for approval if designs include keeping the pen within a privacy fence.
- f. Chimneys
  - i. Chimneys of any kind must be submitted for HOAAC approval.
  - ii. Applications for chimneys must include style, color and height of exterior.
- g. Hot Tubs and Spas
  - 1. Must be submitted to HOAAC for approval prior to installation.
  - 2. Must meet all Harford County Codes.
  - 3. HOA STRONGLY recommends all precautions taken to ensure security against vandalism and unauthorized use.
  - 4. Must be placed within the boundaries of an approved privacy fence or deck.
- h. Pool: All pools must be maintained to Harford County Health and Safety codes.
  - i. Built In (In-ground Pools)
    - 1. Must be submitted for approval prior to installation with complete construction details and drainage layout.
    - 2. Must have a filtration system.
    - 3. Must be placed in a fenced in, secure yard.
    - 4. Gate must be locked.
    - 5. Must be maintained and covered to prevent unauthorized use.

6. If found in use after Labor Day owner will be subject to violation by HOA board.
- ii. Temporary or Aboveground Pools
  1. Permitted to be set up for use from Memorial Day through Labor Day.
  2. Must have a filtration system.
  3. Must be placed within a fenced, secure yard.
  4. Gate must be locked.
  5. Must be maintained and covered to prevent unauthorized use.
  6. If found in use after Labor Day owner will be subject to violation by HOA board.
- i. Play Sets and Structures
  - i. Permitted with HOAAC approval:
    1. Sand boxes
    2. Wooden swing sets
    3. Wooden swing sets covered in vinyl
    4. Jungle gyms
    5. Sliding boards
    6. Tree houses
  - ii. Metal swing sets are NOT permitted
- j. Patios
  - i. Any addition must be submitted for HOAAC approval.
  - ii. Must be at or below ground level.
  - iii. May be constructed with cement, stone, or brick.
- k. Fences
  - i. All fences must be HOAAC approved.
  - ii. May not exceed the property owner's boundary line.
  - iii. Must be constructed of either pressure treated CCA lumber, composite, or vinyl building material.
  - iv. May be up to 6' in height or 5' with 1' of lattice.
  - v. No painted or stained fences are permitted.
  - vi. A clear preservative or wood tone stained fences may be used, upon approval from the HOAAC.
  - vii. Chain link or wire mesh fencing are prohibited, including wire mesh used to keep animals from entering or exiting property.
  - viii. Permitted Fence Styles:
    1. Split Rail Fences
    2. Two rails
    3. Three rails
    4. Picket Fences
    5. Cross buck Fences
    6. Privacy Fence (made of vertical board)
- l. Decks
  - i. Ground Level
    1. Must be submitted for HOAAC approval.
    2. Must be enclosed underneath.
    3. Must not be used for storage.
    4. May be built from either pressure treated lumber, composite, or vinyl decking material. All decks must be submitted for approval.
  - ii. Overhead

1. Must be submitted for approval.
  2. Permitted to be enclosed underneath with HOAAC approval.
  3. All decks are to be constructed of either pressure treated lumber, composite, or vinyl decking material. No decks are permitted to be painted.
- iii. Painting and Staining
1. Decks are not allowed to be painted.
  2. A stain or clear preservative may be used and used WITHOUT HOAAC approval.
  3. HOAAC approval is required for any stain that is not of a natural color.
- m. Sheds
- i. General Guidelines/Restrictions
    1. Permitted on all properties with prior approval from the Architectural Committee.
    2. Prior to installation of the shed the homeowner MUST obtain written HOAAC approval for placement and type of shed.
    3. No items are permitted to be stored underneath the shed.
    4. No items are permitted to be stored in the shed that are in conflict with current Harford County Local Ordinance and or Maryland Law; or that may be deemed a potential danger to the community. (i.e. firearms, fireworks, etc.).
    5. For safety purposes, it must be secured from the outside with appropriate locks and kept locked when not in use.
    6. Must be maintained in good condition in accordance with existing property guidelines.
  - ii. Submission Requirements
    1. A copy of the existing site plan showing the house, existing patio, deck, and fencing with the proposed location of the shed.
    2. If using a pre-constructed shed, submit a catalogue photo or manufacturer's "cut sheets" of the shed, including dimensions, material and colors.
    3. If constructing from scratch include a plan, building permit, elevation drawings to scale with dimensions, materials, and description of current home's color scheme.
  - iii. Construction
    1. Color must match the existing color scheme of the home and have landscaping around the outside.
    2. Must be placed on a crushed compound or other foundation approved by the Board.
    3. Dimensions must remain a minimum of 6'x8' and not exceed 10'x10'.
  - iv. Placement
    1. Sheds are preferred to be placed in the rear of the owner's property; however, placement is subject to HOA approval.
    2. Full access must be allotted for proper maintenance of surrounding area by the homeowner (i.e., mowing and or trimming, etc.).
    3. Sheds must not interfere with any drainage.