

# MAPLE WOODS HOMEOWNERS ASSOCIATION, INC.



*Prepared by Baxter Management Group*

Architectural Guidelines

(As adopted by the MWHOA Board of Directors ~ May 1992)

Revised:  
June 1, 2007

Dear Homeowner:

The Board of Directors and Architectural Review Committee (ARC) are pleased to present these initial guidelines to assist you in applying for exterior alterations. The guidelines are the result of many hours of deliberation and planning to find the best possible process for ease and convenience to all homeowners. It is hoped that this effort will result in an equitable and consistent handling of all Architectural applications for exterior alterations.

The overall goal of these guidelines is to keep the community an attractive and desirable place to live, as well as to protect the value of your investment.

In this initial packet, we have addressed the architectural items that we feel the majority of homeowners would want for exterior alterations. As other items are requested, they will be reviewed and included.

Our appreciation is extended to you at this time for your interest in the Association and compliance with these Documents.

Sincerely,

Board of Directors

Maple Woods Homeowners Association, Inc.

## **WHAT ARE THE COVENANTS?**

The Declaration of Covenants, Conditions and Restrictions are the Documents you received at the point of sale for your unit. They are the legal and binding documents between the Association and each member (you) to which all parties must abide by. Our covenants assure owners of certain minimum standards for land use, architectural design and property maintenance throughout the community. They also provide for your membership in the Maple Woods HOA and establish a mechanism for the operation of the Association on a daily basis.

The Covenants “run with the land” as part of your deed of ownership. The Covenants are a contractual obligation between the homeowner and the Association, and every homeowner is obligated to abide by them. It is our hope and intent to help you in every way to obtain the fullest enjoyment of your private property and the commonly owned property consistent with your obligations to the other homeowners and the Association.

## **HOW DOES THE ARCHITECTURAL CONTROL PROCESS WORK?**

Every effort has been made to make this process as simple and efficient as possible. The items that have been dealt with in this booklet are pre-approved for construction without the requirement of obtaining an approved application. The process is covered in the next heading. All approvals are based on the final grade and stabilization of your lot. No construction may begin until your lot is in compliance with the construction site plans per Baltimore County requirements. Owners who proceed to construct exterior alterations prior to final site approval on their lot do so at their own risk.

## **ITEMS NOT COVERED IN THE PRE-APPROVED LIST**

Any alteration that is not included in the Pre-Approved list below requires that a completed application be submitted, reviewed, approved and returned to you prior to the construction of the alteration.

## **PRE-APPROVED DECKS, FENCES, SHEDS AND STORM DOORS**

Decks, fences, sheds and storm doors, which are constructed or installed under the following guidelines, **do not require a pre-approved application** from the Architectural Review Committee.

Homeowners making exterior alterations or additions to their lot using these guidelines may simply complete the application, indicating thereon that the item is built in accordance with these guidelines, enclose a copy of the final building permit inspection from Baltimore County (if applicable) and a picture of the alteration. **Approvals will be automatic provided all requirements are met.**

Please be reminded that it is the homeowners' responsibility to apply for and obtain all permits required by Baltimore County. The telephone number for Residential Building Permits is 887-3900. Baltimore County does require a building permit for decks and fences, but does not require a building permit for sheds less than 100 square feet in size.

Homeowners are reminded that construction of a fence in an easement area will be at the owner's risk and the Association assumes no liability.

Approval or Denial of any architectural alteration (pre-approved or requiring approval) submitted to Maple Woods Homeowners' Association is based on the Associations' criteria. Property owners have the sole responsibility for compliance with Baltimore County Codes and Regulations.

## **GUIDELINE #001, PRE-APPROVED DECK**

### **A. Materials**

Decks may be constructed of pressure treated lumber, solid redwood, or cedar.

### **B. Finish**

Natural or clear wood finish only. No stain or paint of any type is permitted.

### **C. Placement**

1. Decks may not be built forward of the rear foundation wall. Stairs located on the side of the deck may not extend past the side foundation wall. Stairs located on the rear of the deck may not extend more than 17 feet (17') from the rear home foundation wall or three feet (3') past the maximum deck length, which is 14 feet (14'). Length or depth is considered from the rear foundation wall to the rear property line. Width is considered from party wall to outside foundation or opposite party wall.
2. Decks must be attached to the dwelling. No freestanding decks will be permitted.
3. Decks on interior home sidewalls must be a minimum of one foot (1') inside of each party wall. Decks on end units must be a minimum of one foot (1') inside the inside party wall, but may extend to the outside foundation sidewall and no farther. This restriction includes stairs, footers, joists, railings, supports, flooring, and all other portions of the deck.
4. Decks built off the second floor of a home may not have a roof, rafters, overhead beams, or joints of any type.
5. Wooden patios that are installed one inch (1") or more above ground are considered decks and must comply with the deck guidelines.

## **GUIDELINE #001, PRE-APPROVED DECKS (CONTINUED)**

### **D. Size**

1. No deck may exceed 18 feet (18') in width. Depth is regulated by Baltimore County Zoning Office and may vary unit to unit not to exceed 14 feet (14').
2. Decks thirty inches (30") or more off the ground must have railings and balusters no lower than three feet (3') nor higher than three feet, six inches (3'6") around the perimeter.
3. All support posts, which make contact with the ground, must be installed in concrete footers or be anchored above ground to a concrete footer.

### **E. Shape**

1. Decks need not be square or rectangle and may include offsets or angled portions but in no event may the total deck size be more than eighteen inches (18") wide by allowable depth, as in conformance with Baltimore County Zoning Office regulations not to exceed fourteen feet (14').
2. Stairs are considered separate from the above flooring square footage, but cannot exceed the maximum width of three feet (3') and must be placed on the deck according to the specifications set forth in C.1 and C.3 above.

## **GUIDELINE #002, PRE-APPROVED FENCING GUIDELINES**

### **A. Materials and Finishing**

Fencing must be of the same exact style, material, height, and color finish as party wall fencing installed by Pulte Homes. All fencing must match the party wall fencing.

### **B. Placement**

1. All fencing must align to and join existing party wall fencing, be straight, level, and plumb.
2. Fencing may not extend forward of the rear foundation wall.
3. Side yard fencing on end units must be placed exactly one foot (1') inside the side property line.
4. Rear yard fencing must be placed exactly one foot (1') inside the rear property line, and be aligned with neighboring rear fencing so that all rear yard fencing on the row of homes is straight, level, and at the same linear placement.
5. No staggered fencing will be permitted in the rear of the row of homes.
6. Construction of a fence in an easement will be at the owners risk.

## **GUIDELINE #002, PRE-APPROVED FENCING (CONTINUED)**

### **C. Size**

1. Party wall fencing must be extended to a maximum of one foot (1') inside the rear property line. No partial fencing will be permitted.
2. Fencing to enclose the rear yard is permissible.
3. All vertical posts and boards must be straight, level, and plumb.
4. Fence height must match the existing party wall. It cannot be either higher or lower than party wall fencing installed by Pulte Homes.
5. Gates must open inward into the yard and cannot open outward into the common area. All gates on end units must be placed at the rear. No gates will be permitted on side fencing or towards the front of the home. All gates must match the fencing in style, materials, height, and finish.
6. Fence posts must be installed in either concrete or gravel base. They cannot be installed directly into the ground.
7. Homeowner is responsible to trim and maintain the fence line on both interior and exterior of the fence. No plantings of any type will be permitted on the exterior of the fence line.
8. Any fencing other than fencing described herein is strictly prohibited. This includes wire, mesh, chain link, wrought iron, temporary snow stockade, folding, collapsible, portable fencing, or any type of wall or barrier.



## **GUIDELINE #003, PRE-APPROVED SHED GUIDELINES**

### **A. Materials**

1. Storage sheds may be added providing they are either custom built with wood framing construction or pre-fabricated of wood construction. Siding used must be either aluminum siding or Texture 1-11 wood siding. No other siding material is permitted.
2. No steel, metal, or plastic sheds are permitted.
3. All sheds must have roofing materials that exactly match in type and color the materials used by Pulte Homes on the home.
4. Sheds must be constructed on a slab or attached permanently to a secure foundation. Sheds may not be attached to any portion of any fence.

### **B. Finish**

1. On sheds constructed with aluminum siding, the materials and colors must be of the exact type and color and correspond with the materials and color the house.
2. On pre-fabricated sheds, the color of walls (aluminum siding or Texture 1-11) must match the color of the house.
3. All roofing materials and trim must match the corresponding roof and trim on the house.

## **GUIDELINE #003, PRE-APPROVED SHEDS (CONTINUED)**

### **C. Placement**

1. Sheds may be placed in rear yards only.
2. Sheds may not be visible from any street, except that the roof may extend above the height of the fence, but no higher than seven feet (7') from ground level.
3. Prior to placing a shed in the yard, the homeowner must add an additional eight feet (8') of party wall fencing on both sides of the yard, except for end units which will only need the additional eight feet (8') on the inside party wall, or completely enclose the yard with fencing.
4. The six feet (6') length of the shed must be parallel and against the existing party wall fence beginning at the extended party wall fence.
5. Sheds may not interfere with the natural or man-made grade or interfere with the natural flow of water or drainage to either adjoining lots or common area.

### **D. Size**

1. Sheds must be four feet (4') by six feet (6'). The longest wall measurement must be placed parallel to the length of the yard from the rear foundation outward to the rear property line.
2. The height of the shed may not exceed the fence height except that the roof may extend above the fence line no higher than seven feet (7') from ground level.

## **GUIDELINE #004, PRE-APPROVED STORM DOOR GUIDELINES**

### **A. Materials**

Storm doors may be solid wood or baked aluminum only. No other metal, steel, plastic, etc. materials are acceptable.

### **B. Finish**

Storm doors may be either baked aluminum or painted wood. No galvanized, raw metal or wood finishes are acceptable.

### **C. Color**

Storm doors must match the trim color of the home or be white. No other colors will be permitted. Black is strictly prohibited.

### **D. Style**

Storm doors may be of the full view style only. No half-view, partial view, cross buck, or other styles will be permitted.

**ARCHITECTURAL CHANGE REGISTRATION**  
**PRE-APPROVED ITEMS ONLY**  
**Maple Woods Homeowners Association, Inc. (03/07)**

**Important Information:**

- Please **read instructions** and **type or print** to complete form. Please include a duplicate.
- Baltimore County laws require a building permit on most architectural changes, including fences, decks, patios, sheds, etc. Call 887-3900 (County Permits) for application.
- Approval or denial of ARC changes is based on association criteria. Property owners have sole responsibility to comply with all county and state laws and codes.
- A picture of the completed project and approved county permit must accompany this registration. The registration should be submitted within thirty (30) days of the completion of the project.

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Catonsville, MD 21228

Home telephone: \_\_\_\_\_

**House Color Scheme**

Siding: \_\_\_\_\_ Front Door: \_\_\_\_\_ Trim: \_\_\_\_\_ Shutters: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

**Please submit one registration for each architectural change**

What is the architectural change you are registering? \_\_\_\_\_

What is the pre-approved guideline number that covers this alteration? \_\_\_\_\_

**Please describe the alteration in detail**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As owner, I certify that the alteration made to the exterior of my home as stated in this Registration form is in full compliance with the Maple Woods Homeowners Association Architectural Guidelines.

Date: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Mail completed registration, a picture of alteration and approved county permit to:

MWHO A, P.O. Box 4410, Rockville MD 20849

**ARCHITECTURAL ALTERATION APPLICATION REQUEST FORM**  
**TO BE USED FOR ITEMS THAT ARE NOT PRE-APPROVED**  
**Maple Woods Homeowners Association, Inc. (03/07)**

**Important Information:**

- Please **read instructions** and **type or print** to complete form. Please include a duplicate.
- Baltimore County laws require a building permit on most architectural changes, including fences, decks, patios, sheds, etc. Call 887-3900 (County Permits) for application.
- Approval or denial of ARC changes is based on association criteria. Property owners have sole responsibility to comply with all county and state laws and codes.
- A \$5.00 application review fee, detailed scale drawing, or plat map with alteration marked in **red** must accompany the application or it will be returned incomplete and not approved.
- Application requires receipt of written approval before work begins.

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Catonsville, MD 21228

Home telephone: \_\_\_\_\_

**House Color Scheme**

Siding: \_\_\_\_\_ Front Door: \_\_\_\_\_ Trim: \_\_\_\_\_ Shutters: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

**Please describe the alteration in detail**

Proposed alteration: \_\_\_\_\_

Proposed change of color(s) from the original house color scheme:  No change to colors

Change siding color to \_\_\_\_\_ Change trim/shutter color to \_\_\_\_\_

Change front door color to \_\_\_\_\_ Change rear door color to \_\_\_\_\_

Describe the proposed alteration or change from the original (for more space, use reverse side):

\_\_\_\_\_  
 \_\_\_\_\_

Signature and comments of adjoining property owners are helpful but not required for alteration approval.

Address/Comments: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Address/Comments: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Mail completed application, scaled drawings and approved county permit to:

MWHO A, P.O. Box 4410, Rockville MD 20849