

Chapel Grove  
Homeowners Association, Inc.

Townhouse Lots

Rules,  
Regulations,  
and Architectural Guidelines



As Adopted  
by the Board of Directors  
on November 2, 2011

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## INTRODUCTION

To ensure that our community will always be an attractive and desirable place to live, architectural standards must be maintained. These standards are generally outlined in the Declaration of Covenants, Conditions, and Restrictions (“DCCR”), a copy of which should have been provided to each Homeowner upon the purchase of their property in the Association. The DCCR, Bylaws, Articles of Incorporation, and the Rules, Regulations and Architectural Guidelines (“Guidelines”) are collectively referred to herein as “Governing Documents”. These Guidelines should be used as a *supplement* to the DCCR, Bylaws, and Articles of Incorporation. It is recommended that every homeowner read the Governing Documents for a full understanding of the rules, processes, and restrictions that apply to our community.

Architectural standards benefit all residents and all residents share the responsibility to comply with, support, and contribute to them. These Rules and Guidelines are not intended to unnecessarily constrain or restrict Homeowners. Instead, the purpose of the Rules and Guidelines is to protect each Homeowner’s investment and ensure that we can all take pride in our community.

The goal of these Guidelines is to provide specific, yet easy to understand guidance concerning architectural changes and other rules that may only be generally expressed in the DCCR, Bylaws, and Articles of Incorporation. As with the other Association documents, this document is intended to be a part of each Homeowner’s permanent records.

We look forward to working with residents to keep Chapel Grove an attractive community.

Sincerely,

Members of the Board of Directors  
Chapel Grove Homeowners Association, Inc.

## ARCHITECTURAL CHANGE REQUEST REVIEW PROCESS

*Application.* Prior to beginning an exterior change or construction, including, but not limited to, changes in colors, Homeowners, if so required by the Governing Documents, shall submit an Application for the addition, alteration, or improvement to the Board of Directors (the “BOD”) for approval. The Board of Directors may solicit input from the Covenants Committee (the “CC”) prior to final approval. Homeowners must use the provided Architectural Change Request form (copy attached as Exhibit A) in submitting the Application. The Application must be complete for review and consideration by the Board of Directors. Incomplete Applications will be returned to the Homeowner for the required information. The BOD has sixty (60) days to review a complete Application. If an Application is returned to the Homeowner for any reason, the sixty (60) day review period will begin upon the BOD’s receipt of the revised Application. Oral requests will not be considered and may not be relied upon by any Homeowner. **If an item is not covered in the Governing Documents, the Homeowner must submit an Application prior to commencement of work.**

*Neighbor Notification.* The application requires the signature of adjoining neighbors and/or those who have a view of the Applicant’s property as awareness of the proposed architectural change. Neighbors and other community members are encouraged to provide their candid opinions concerning any proposed architectural changes in writing to the BOD through the HOA’s management company. To ensure that any opinion concerning a proposed architectural change is considered by the BOD during the Application review, neighbors should provide their opinions as soon as they are notified of the proposed change. Neighbor agreement to a proposed architectural change does not guarantee approval of the request. Additionally, neighbor disagreement with a proposed architectural change request does not preclude approval of the request. The BOD views neighbor and other Homeowner’s input as one of many factors for consideration in reviewing architectural change requests.

*Voting.* The BOD meets within sixty days as noted above to review and vote upon architectural change requests submitted by the Homeowners. A request is approved or denied by majority vote of those present. Decisions of the BOD generally are based upon the DCCR and these Guidelines. For unusual circumstances, or for other good cause, exceptions to the Guidelines may be made without creating a precedent.

*Homeowner Notification.* The HOA’s management company will notify the Homeowner in writing as to the decision of their request. This written reply will consist of a copy of the Application bearing approval or disapproval, an explanation of any restrictions or contingencies, or an explanation as to why the request was denied.

*Approved Architectural Change Requirements.* If a request is approved, the Homeowner may immediately begin to implement the change. The change must begin within 6 months and be completed within 12 months of the approval date. If the project is not begun or completed as specified, the approval is considered lapsed and the Homeowner must reapply for the change.

Approval of any change is not to be construed as approval of the structural integrity of the alteration or addition, nor does it relieve the Homeowner from acquiring the necessary permits and approvals from County or State agencies.

No alterations or additions shall be made which change the drainage patterns or cause runoff onto common areas, adjacent lots, or streets. Homeowners are responsible for any drainage or runoff damage caused by an architectural change.

*Reconsideration/Appeal.* With **new relevant information** the Homeowner may appeal the decision in writing, via the HOA's management company, within 15 days of the date on the notification letter of the decision. Any appeal to the BOD must provide information to the BOD as to how the Application for an architectural change was not reviewed in accordance with the DCCR and these Guidelines. A hearing shall be scheduled if specifically requested by the Homeowner or Board. Pending the appeal or hearing, the Board will communicate its decision in writing after deliberation at the next scheduled meeting. Neighbors and other community members who have a registered complaint concerning an Application may be notified of the request for reconsideration and/or invited to the appeal hearing.

*Unapproved Changes.* Homeowners will receive written notification of a violation if the Homeowner has implemented an architectural change prior to obtaining permission from the BOD, or has otherwise violated the Governing Documents. This notification will state the violation, and, if applicable, provide a date by which the Homeowner must either: (1) bring their property back into compliance (i.e., original condition); or (2) apply for the change. If, after review of the Application the BOD denies the change, the Homeowner must bring the property into compliance in accordance with the Governing Documents, unless the Homeowner: (1) appeals the decision to the BOD, or (2) requests a hearing to reconsider its decision on the Application as set forth above. Under this circumstance, a Homeowner can request reconsideration only once per application. Homeowners who have corrected a violation and brought their property into compliance must provide written notification of the correction to the BOD.

*Grandfather Waiver Clause.* There may be some alterations in existence that do not comply with these Guidelines, but which were previously applied for and approved or with respect to which enforcement action is inappropriate in the opinion of the BOD. In these cases, the BOD reserves the right to grant a temporary Grandfather Waiver for the alteration. This waiver shall generally last no longer than the current life of the alteration, and shall not extend to replacement of the alteration. This Grandfather Waiver does not include exterior alterations not approved through the requisite Application process. In addition, any architectural change applied for and approved prior to the publication of this document that does not meet requirements of these Guidelines must be maintained as approved.

## **ENFORCEMENT**

It is the sincere hope and expectation of the HOA that members of the community abide willingly to these Guidelines as a demonstration of mutual respect for their neighbors and the community as a whole. However, in the event that a Homeowner does not abide by these Guidelines, the HOA is empowered by the Governing Documents to utilize numerous methods, including, but not limited to, legal action, to enforce these Guidelines. If a Homeowner is found in violation of these Guidelines, the following process will be followed:

1. The Homeowner will be sent a letter from the HOA's management company describing the violation and requesting that the Homeowner bring their property into compliance or, if applicable, submit an Application for the change to the BOD, within 30 days of the letter.
2. If, after 30 days, the Homeowner has not brought their property into compliance, submitted an Application, or provided a reasonable explanation for the delay in bringing their property into compliance, the HOA's management company shall provide the Homeowner with a second letter (sample attached as Exhibit B), sent certified mail, with the following information:
  - a. Identification of the violation;
  - b. Enforcement options open to the BOD;
  - c. Opportunity for a hearing if requested within five (5) days of sending of the second letter. If a hearing has been requested, a hearing date shall be scheduled and notice sent to Owner and any other parties; and
  - d. Opportunity to acknowledge violation within five (5) days of sending of the second letter and correct the violation, submit an Application to the BOD, or in lieu of requesting a hearing.
3. If a hearing is timely requested, it shall be held by the BOD at which hearing the owner may present any and all defenses and has the right to be represented by counsel.
4. Subsequent to the hearing or if no hearing is timely requested and the Homeowner's property is not brought into compliance by the specified date, the BOD shall review the violation and determine the enforcement options. Enforcement options open to the BOD include, but are not limited to:
  - a. Fines and/or liens on property;
  - b. Removing or correcting the violation, of which the Homeowner shall be responsible for all costs;
  - c. Arbitration and legal enforcement; and
  - d. Suspension of common area privileges.

**The HOA reserves the right to inspect Homeowner property for compliance with the Governing Documents. The HOA has the right, upon resolution of the BOD, to enter upon the Homeowner's property and take steps to remove or abate the violation. Any costs incurred by the HOA for bringing a property into compliance may be assessed against the owner of the property, and a statement of the amount shall be rendered to the Homeowner. The assessment is due upon receipt. This assessment may become a lien on the lot until removed by payment. Alternately or simultaneously, the BOD may turn the matter over to legal counsel for resolution.**

**If the court or arbiter rules in favor of the HOA, the Homeowner is obligated to pay the HOA for all legal and any additional enforcement-related costs.**

## **ARCHITECTURAL GUIDELINES**

Below are the Guidelines for the community. It is impossible to draft Guidelines which will cover all possible exterior changes. The BOD will review, on a case-by-case basis, requests that are not covered by the Guidelines. Emphasis will be placed on proper scale, materials, and impact on neighboring properties. The BOD may exempt a Homeowner from these Guidelines for unusual circumstances without creating precedent for the community at-large. For instance, given their unique location to other homes, change requests for corner lots may be reviewed on a slightly different basis than non-corner lots.

Please keep in mind that these Guidelines are a supplement to the DCCR, and are intended to add clarification to the DCCR. If a restriction speaks for itself as written in the DCCR, it might not be reiterated here.

Homeowners are responsible for obtaining all required governmental permits prior to implementing a change.

### **Air Conditioners/Heat Pumps**

- Window air-conditioning units are strictly prohibited.
- An approved application is required for any heat pump that is added to the home after original construction.
- The size of any proposed heat pump should be appropriate for the setting.
- Heat pumps that have an approved architectural application do not require a new application for replacement as long as they are the same size, appearance, and are placed in the same location.
- There is no requirement for an approved architectural application for replacing central air conditioning units as long as they are the same size, appearance, and are placed in the same location.

### **Aerials, Exterior Antennae and Satellite Dishes**

- An approved Application is required for the installation of all television aerial (but not radio antenna) and other devices intended to receive telecommunications signals such as direct broadcast satellite (DBS), television broadcast, and multipoint distribution service (MDS) (collectively referred to as "Antennae").
- Every effort should be made to locate the Antenna so that it is not seen from the street, and, if on the ground, installed as close to the home as possible without precluding reception of an acceptable quality signal. Landscape screening may be required as long as there is no interference with an acceptable signal.
- Antennae shall be of a standard manufacturer color, such as gray, brown, or off-white.
- Antennae situated entirely within a dwelling unit, and not visible from the exterior, are permitted without application.

### **Attic Ventilators**

- An approved application is required for all attic ventilators not installed during original construction.
- Attic ventilators will be installed on the roof on the rear side of the house (that side facing away from the road).



- Attic ventilators will be painted flat black or a flat finish that matches the color of the roof.
- Attic ventilators will not extend more than twelve (12) inches above the roof surface and not extend above the highest point of the roof.

### **Awnings, Sun Trellises, Superstructures**

- An approved Application, with a complete description and picture of the item, must be submitted and completed for awnings, sun trellises, and superstructures. Only awnings that are retractable will be considered.
- Fabric is the preferred material for awnings. Metal, plastic, vinyl, or other materials will generally not be approved.
- Only rear yard installations will be considered for awnings, sun trellises and superstructures.

### **Boats/Trailers/Trucks/RVs/Vehicle Repairs**

- Boats, buses, trailers, commercial vehicles (including vans used for commercial use and vehicles displaying commercial signage), trucks (as defined by the Maryland Department of Motor Vehicles and/or by common usage, except for light pick-up trucks of three quarter ton capacity or less used for non-commercial purposes), junk vehicles, unlicensed, unregistered or inoperable motor vehicles (which shall include, without limitation, any vehicle which would not pass applicable state inspection criteria), campers, RV's, machinery or equipment of any kind of character (except for such equipment and machinery as may be reasonable, customary or usual in connection with the use and maintenance of any dwelling), or any similar items may not be stored on the common areas, parking lots, driveways, or any portion of any lot for any time, other than in garages.
- Guests using campers or RV's may park such vehicle in a Homeowner's driveway for not more than two weeks within a 12-month period.
- Major vehicle renovation or repair on any property within the community is prohibited.

### **Compost Bins**

- Compost bins are prohibited because of the close proximity of homes to each other.

### **Decks**

- An approved Application is required for decks.
- Decks and deck stairs must be in the rear of the house, and may not protrude past the sides of the home (i.e., the imaginary planes, which run parallel to the sides of the home and extend to the lot border but do not include bay windows, chimneys, or other projections). A waiver of this requirement may be granted if extenuating circumstances are deemed by the BOD to exist, such as a berm area, swale, woodlands, steep topography, etc.
- A ground level deck that is less than twelve inches (12") in elevation does not require handrails. All other decks require handrails. Only vertical pickets will be approved for handrails. A maximum of four (4) sunbursts or starbursts will be allowed.
- Materials allowed are pressure treated wood, vinyl, and Trex or similar synthetic material. If Trex or a similar synthetic material is used, a sample of the color must be provided.
- Decks may be stained and/or sealed in colors that are compatible with the existing trim of the dwelling unit. Deck flooring may be a different color from the railings/pickets. A sample of the stain color should be included with the Application.

- A solid trim board must cover any open side of the deck to conceal the joints and cut ends of the deck.
- Any lattice, enclosed screening, sun shields, privacy screening, benches, flower boxes, or other decorative items on or a part of the deck must be outlined in the Application and will be reviewed on a case by case basis and must be fabricated of like material.

### **Dog Houses and Dog Runs**

- Dog houses and dog runs are prohibited. Such items are prohibited by the Declaration.

### **Driveways and Driveway Aprons**

- An approved Application is required for driveway extension, widening or rerouting.
- Driveways and driveway aprons may not be changed in size or location and must be uniform and consistent and of concrete or asphalt.
- Changes in grade are prohibited as they may adversely affect drainage patterns.
- Resurfacing an existing driveway with no changes does not require an architectural change application.
- Any exception to the above requires approval through an Architectural Change Request.

### **Flagpoles**

- American flags will be displayed in accordance with the provisions of the Federal Flag Code. When a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during hours of darkness. This means that there is either a light directly upon the flag or that there is sufficient local lighting to make the flag easily visible at night. (USC 36, CHAP 10, Sect 173)
- One permanent, free standing flagpole is authorized on either front or rear lots and should be located as to minimize its impact on neighboring properties. Free standing poles can be no less than fifteen (15) feet or more than twenty (20) feet. The usual size of flag for home use and these flag poles is three feet (3') x five feet (5'). An architectural change application is required.
- One temporary flag pole staff, which does not exceed six (6) feet in length can be attached at an incline to the front wall or pillar of the house, does not require an architectural change application.

### **Fences**

- An approved Application is required for fences.
- Fences must match that which has been installed by the builder (six (6) feet in height and alternating board construction).
- Fences must be erected with the finished side ("beauty side") facing out.
- Fences shall be stained or water-proofed, if such staining or water-proofing is specifically not prohibited by the fence's warranty. A sample stain color should be included in the Application for the fence.
- Fencing shall be constructed on the property lines and enclose the entire rear yard. A waiver of this requirement may be granted if the BOD believes that extenuating circumstances exist such as a prohibitive easement, berm area, swale, woodlands, etc., and will be reviewed on a case-by-case basis.

- Fencing must not interfere with the flow of drainage in swales or within surface drainage easements. A homeowner who installs a fence within an easement area does so at their own risk and the HOA assumes no responsibility.
- Invisible pet fences are prohibited.
- Fence applications shall include:
  - A site plan, plat, or other scale drawing of the property. The drawing should show the exact dimensions of the property and all improvements, easements, existing neighboring fences, and the proposed fence.
  - A drawing or photograph of the fence design, including dimensions, materials, and color.

### **Firewood**

- Firewood may be stored outside if stacked neatly on a platform behind the house. Firewood may not be stacked in the front of the house, side of the house, or on Common Areas.

### **Garages**

- Garages shall be used for vehicle parking only and shall not be used for storage to the extent that it prevents vehicle parking.
- Garages shall not be converted to a home office or residential living space.
- Garage doors shall remain closed when the garage is not in use. Garage doors may not remain open overnight.
- Designs that alter the appearance of the garage require an architectural change application.

### **Garden Hoses**

- Garden hoses in the front of the residence will be coiled neatly and contained within a box or on a hanger.
- Gardens hoses will not be left out uncoiled in the yard, or must be obscured from street view.

### **Generators**

- An approved county permit must accompany the architectural application and a copy of the final county inspection must be submitted post-installation.
- Generators will be installed in accordance with county code and manufacturer specifications.
- Generators not installed in the rear of the home may require either landscaping, fencing or screening to screen them from view.

### **Grills and Fireplaces**

- An approved Application is required for all permanent grills or fireplaces.
- Permanent grills or fireplaces may not exceed seven (7) feet in height and may require natural screening to obscure the view from the street.
- Temporary (moveable) grills must be stored behind the house or in the dwelling when not in use, and be of sufficient safety standoff distance from the house when in use.

### **Hot Tubs/Spas**

- An approved Application is required for an outside hot tub or spa. The Application shall include the following information:

- A site plan showing the location of the hot tub or spa and its relationship to existing structures, drainage, and property lines. Adequate drainage must be carefully evaluated for site selection approval.
- Dimensions, type and color of proposed materials.
- Proposed screening and landscaping plan.
- Hot tubs and spas shall be located only in the rear yard behind the house.
- No more than one hot tub/spa will be permitted per property.
- Hot tubs and spas shall be of a material and color that will blend with surrounding structures.
- A childproof cover is required.
- Special soundproofing may be required because of the close proximity of homes to each other.

### **Irrigation Systems**

- An approved Application is required for an irrigation system.
- Irrigation systems may not be installed in any common areas. Irrigation systems installed in any easement area are the responsibility of the homeowner and the homeowner will be responsible for any damage caused by construction in the easement area.
- Homeowners are responsible for coordinating with any neighbor that may be affected by the installation of the sprinkler system and ensuring that the installation is within their property lines.

### **Landscaping and Lawns**

- An approved Application is required for hardscaping, brickwork, stone work, structures, etc.
- An Application is not required for planting shrubs, trees, lawn, flowers (including freestanding flowerpots). The planting of hedges or rows of plants used as a blockade or screen requires an approved Application and should consider full growth and size when planting, prior to placement within the homeowner property.
- No tree, hedge, or landscape feature can be placed in a location where it will obstruct sight-lines for traffic on community streets, neither at the time of planting nor as the plants grow.
- No planting or structure may interfere with any easement or the flow of any drainage channel.
- Metal lawn edging may be used in yards and shall be as unobtrusive as possible so as to not disrupt the surrounding aesthetics.
- Retaining walls require an architectural change application. Retaining walls will not interfere with drainage patterns. Generally, retaining walls will be no higher than three (3) feet.

### **Lawn Furniture**

- All lawn furniture not maintained on a deck or patio must be maintained within the rear yard or that portion of the lot that is screened from public view.
- Lawn furniture is not allowed to remain overnight within any front or side yard of any lot or in the common areas.
- Concrete, metal, wood or wrought iron benches not on a patio, porch or deck are considered lawn ornaments, and must meet the Guidelines listed under “Lawn Ornaments”.
- Bench size shall be limited to one (1) bench seating up to three (3) people.

### **Lawn Ornaments**

- An approved Application is required for any lawn ornament, statuary, or bench. The Application must include a complete description of size, location on lot, materials, color and design. A drawing or picture should be included.
- Plastic ornaments are not allowed.
- Front and side yard ornaments are:
  - Restricted to a total of two ornaments per lot;
  - Of a color that is consistent with the house trim or of a neutral/natural color;
  - Lawn ornaments and statuary shall be no larger than one foot in height.
  - Placed in flower or shrub beds directly next to the house.
- Holiday ornaments are allowed during holiday seasons. They may be installed one month prior to the holiday and must be removed one month after the holiday. Holiday lighting must follow the Guidelines stated under "Lighting."
- Ornaments placed in the rear of the house are:
  - Restricted to a total of six (6) ornaments per lot;
  - May not exceed two (2) feet in height; and
  - Of a color consistent with the house trim or of a neutral/natural color.
- Single family birdhouses and small feeders (bird and squirrel) in the rear yard are not restricted. However, large birdhouses, bird hotels, and large decorative feeders are considered lawn ornaments and require an Application.

### **Lighting, Exterior**

- An approved Application is required if a change in style, shape, color, or positioning of existing lighting or if additional light fixtures or walkway lighting are to be installed.
- All fixtures are to be of similar color and style.
- Exterior lighting and light fixtures will be hard wired so there is no visible wiring or conduit.
- Lampposts (including globes) must have a single fixture and be no larger than seven (7) feet in height.
- An approved Application is not required if replacing an existing light fixture with one similar in size, shape, and color to an original or previously approved fixture.
- All exterior lighting will be installed so as not to shine on adjacent property or public space. The BOD may require relocation or other mitigation if such lighting is deemed to be a nuisance by the BOD.
- Permanent walkway lighting must be an inconspicuous size and design. It should not be easily noticed from the curb during daylight. Only low-level lighting will be considered. This restriction does not apply to approved security or floodlights.
- Temporary decorative holiday and festive lighting does not require approval. However lighting shall be installed no earlier than one month prior to use and must be removed within one month after the holiday or function.
- Permanent party lights, fluorescent lights used outdoors, and large bug lights are prohibited.

### **Mailboxes**

- Mailboxes constructed or installed shall be substantially similar in design, dimension and material to the mailboxes installed by the Builder.

### **Painting and Staining**

- The color of the exterior of all structures or dwellings, including, without limitation, garage doors, siding, gutters, downspouts, brick and trim, shall not be changed or altered.
- Repainting or staining doors, shutters, decks, or fences in a color different from the existing color requires an approved Application.
- Applications for painting or staining must include a sample of the color.

### **Patios**

- An approved Application is required for construction of a patio.
- Patios shall be no higher than six (6) inches above the ground.
- Materials allowed are reinforced concrete, flagstone or brick. If brick or flagstone is used, a sturdy barrier must surround the perimeter of the patio unless the brick is at ground level.
- The patio must not extend past the side of the house.
- Patios must not affect the drainage on any property.
- Wooden patio structures are considered decks and must follow Guidelines for deck construction as set forth herein.

### **Play Equipment, Basketball Backboards, Play Structures, Etc.**

- Portable and/or permanent basketball backboards and trampolines are prohibited.
- Play equipment such as bikes, wagons, skateboards, etc. are not allowed to remain overnight within any driveway, front yard, or side yard.
- An approved Application is required for permanent play structures such as play sets, swing sets, play houses, and jungle gyms. Structure should be no higher than twelve (12) feet.

### **Roofing**

- Changes in roofing material (from asphalt shingles to cedar shakes) and color require an approved application.
- When replacing roofing, every effort should be made to replace the roof with matching material.

### **Security Doors and Windows**

- An approved Application is required for security doors and windows.
- Security doors will only be allowed on rear doors not visible from the street.
- Security windows will only be allowed on the interior and screened by curtains or blinds so that they are not visible from the outside of the house.

### **Screened Porch**

- An approved Application is required for screened porches.
- Screened porches and steps must be confined to the rear yard (i.e., the space behind the home between the two planes created by the sides of the house) and may not protrude from the side of the home.
- Wooden portions of screened porches must be stained or sealed, unless such staining or sealing is specifically prohibited by the manufacturer. If other than a clear stain or seal is used, a sample of the color should be included with the Application.
- Roof shingles must match those on the house.
- Siding must match the house.

- Any lattice, sun shields, privacy screens, benches, and other decorative items must be outlined in the Application and will be reviewed on a case by case basis.
- Screening must be of a non-rusting type.

### **Sheds**

- An approved application is required for sheds.
- Shed applications shall include:
  - A site plan or plat of the property should show the exact dimensions of the property, easements, and all improvements, including the location and position of the shed.
  - Drawings, specifications or a picture of a similar shed must accompany application.
  - Samples of colors and description of materials to be used must be submitted with the application.
- Only one (1) shed per property will be approved.
- Sheds may not rise above six (6) feet, or the height of the fence, in any area.
- Sheds shall be installed on the rear of the lot.
- Metal sheds will not be considered. Sheds should be painted, sided, and roofed to match the exterior of the home.
- Sheds will be properly maintained and if damaged, repaired immediately.
- Additional landscaping to conceal sheds from the public or neighbors' view may be required.
- Total square footage of shed shall not exceed 10% of the available rear yard as measured inside property lines, less the footprint of any other ongoing storage, plantings, garden plots, or installed equipment such as air conditioning unit, playground equipment, patios, etc.
- Sheds must not interfere with the flow of drainage in swales or within surface drainage easements, or affect the drainage on any property.

### **Skylights**

- An approved Application is required for skylights unless installed by the builder at the time of house construction.
  - Skylights will only be installed on the rear roof of the house (that portion of the house facing away from the street). No skylights will be approved that face the street.
  - The frame color of the skylight will be compatible with the roof color.
  - A picture of the proposed skylight, dimensions, color and a plan showing where it is to be installed must be submitted with the Application.

### **Storm Doors**

- An approved Application is required for storm doors.
- Storm doors must be rustproof metal or wood with clear glass panels (or fiberglass screening in the summer). They must be attached flush to the original doorjamb. Raw aluminum storm doors will not be approved.
- Any modifications to the original doorjamb necessary for installation of a storm door must be specified on the Application.
- Storm doors match the entry door or the trim around the entry door.
  - Storm doors on the front of the house must be full view clear glass.
  - Storm doors on the rear or side of the house may be either full view, three quarters view clear glass.

**Storm Windows**

- An approved Application is required for storm windows.
- Storm window and screen trim shall be painted the same color as the window trim.

**Swimming Pools**

- Swimming pools are prohibited.
- Children's wading pools in rear yards are allowed and do not require an approved application.

**Vegetable Gardens**

- An application is not required for vegetable and fruit gardens, but they must be placed in the rear yard and be inconspicuous from the street.

**Water Features**

- An approved Application is required for water features (example: lily ponds, water gardens, fountains, etc.).
- Water features must be installed in the rear yard, and be restricted to daylight hours of operation.

**Window Flower Boxes**

- An approved Application is required for window flower boxes.



**CHAPEL GROVE SUBDIVISION**

**EXHIBIT A - APPLICATION**

# CHAPEL GROVE SUBDIVISION ARCHITECTURAL CHANGE APPLICATION

- TYPE or PRINT - Please READ INSTRUCTIONS and COMPLETE ALL SPACES. USE A SEPARATE APPLICATION FOR EACH REQUEST.
- County laws require you to obtain a Building Permit on most structural changes to your home and some on your lot. This may include fences, decks, patios, sheds, etc. You are responsible for contacting the County to determine if a permit is required. Approval or denial of a request is based on the Homeowners Association criteria. Property owner has sole responsibility for compliance with County codes and regulations.
- Owner must contact "Miss Utility" at 800-257-7777 prior to digging.
- ATTACH a detailed, scale drawing plat map or blueprint of the lot, with proposed alterations indicated IN RED (A copy of your lot location drawing received at settlement is ideal.). Include all lot and alteration dimensions, color changes, materials and design information.
- Any variation from the original Application must be resubmitted for approval.
- ATTACH structural drawings, including elevation measurements, the color and material list and photo if available, of proposed alteration.
- INCOMPLETE APPLICATIONS, OR APPLICATIONS SUBMITTED WITHOUT PLANS, ETC., WILL BE RETURNED.
- Use the reverse side of Application if more space is needed.
- SUBMISSION OF APPLICATION DOES NOT GIVE AUTHORIZATION TO BEGIN WORK. WRITTEN APPROVAL MUST BE OBTAINED PRIOR TO COMMENCING ALTERATIONS.

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

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

Signature: \_\_\_\_\_

Lot #: \_\_\_\_\_ Block: \_\_\_\_\_

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

Work Telephone: (\_\_\_\_\_) \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date Work to Begin: \_\_\_\_\_

Date Work to be Completed: \_\_\_\_\_

- A. Proposed Alteration: \_\_\_\_\_
- B. Types of materials: \_\_\_\_\_
- C. Dimensions: \_\_\_\_\_
- D. Colors: \_\_\_\_\_ House \_\_\_\_\_ Trim \_\_\_\_\_ Door \_\_\_\_\_ Other \_\_\_\_\_ Stain
- E. Additional Details: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Signature and comments from all adjoining neighbors and/or those who have a view of the Applicant's property. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval. Signers are encouraged to write to the Association if they have additional comments.

Address/Lot #	Signature	Comment, if any
Address/Lot #	Signature	Comment, if any
Address/Lot #	Signature	Comment, if any

## FOR CC USE ONLY

Date Received: \_\_\_\_\_ Date Action Taken: \_\_\_\_\_ Reviewed/ Approved by: \_\_\_\_\_

APPROVED: ____	NOT APPROVED: ____	INCOMPLETE/PENDING APPLICATION: ____
With these EXCEPTIONS:	For these REASONS	____ Incomplete
_____	_____	____ Returned to Owner
_____	_____	____ Provide the following:
_____	_____	_____
_____	_____	_____

## CHAPEL GROVE SUBDIVISION

### EXHIBIT B – SAMPLE VIOLATION LETTER

CERTIFIED MAIL – RETURN RECEIPT REQUESTED  
AND FIRST CLASS MAIL

Record Owner or Tenant/Invitee

Re: Chapel Grove Homeowners Association, Inc.  
Second Notice of Covenant Violation

Dear Record Owner or Tenant/Invitee:

This letter shall serve as notice that you remain in violation of the Association's covenants, specifically Article \_\_\_\_ of the Association's (Declaration, Bylaws or Rules, Regulations and Architectural Guidelines), due to \_\_\_\_\_ (describe violation). As initial violation notice was previously sent to you.

If you fail to correct the above violation within \_\_\_\_ days of the date of this letter, the Board of Directors is authorized to impose a fine against you for your violation of Article \_\_\_\_ of the Associations (Declaration, Bylaws or Rules, Regulations and Architectural Guidelines). Please be advised that each recurrence of the above violation or each day during which it continues shall be deemed a separate offense, subject to a separate fine not to exceed a reasonable amount as established by the Board of Directors for each offense. Please note that the Board is also authorized to suspend your membership privileges due to the above violation.

You have the right to request a hearing before the Board of Directors if you wish to dispute or explain the above violation. Such request must be made in writing and must be received by the Board within 5 days of the date of this notice. If you request a hearing, the Board will schedule a hearing for you and notify you of the date and time.

In lieu of requesting a hearing, you may respond to this notice within 5 days of the date of this notice, acknowledging in writing that the violation occurred as alleged and promising that you will immediately correct the violation and will not allow the violation to recur. Such acknowledgement and promise, as well as correction of the violation, shall terminate the enforcement activity of the Association with regard to this particular violation.

Thank you for your cooperation with this matter. If you have any questions, you may contact the undersigned at \_\_\_\_\_.

Sincerely,  
CHAPEL GROVE HOMEOWNERS  
ASSOCIATION, INC.

By: \_\_\_\_\_

cc: Record Owner (if not already listed above)