

Palisades Association, Inc.

ARCHITECTURAL GUIDELINES

February 23, 2010

Palisades Association, Inc.

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Palisades Association, Inc.

INTRODUCTION

Palisades Association, Inc. is a cohesive community of 31 townhouses and 10 single family homes located in Rock Creek Palisades, Kensington, MD. This document is designed to guide the Board of Directors in fulfilling the architectural control responsibilities under the Association's Declaration of Covenants, Conditions and Restrictions (Article V). Specifically, this document:

- Establishes and maintains basic standards, preserves the basic aesthetic standards which are both explicit and implicit in the architectural design and the builder's rendition, and establishes a policy which prevents the construction of additional structures which are out of harmony with the Community.

Please submit any suggestions for changing or revising the Architectural Guidelines to the Board.

POLICY

All requests for the construction, replacement or improvement of any building, fence, wall or other structure, exterior addition, or change to the present design of property must be submitted in writing to the Board for approval. Three Board member signatures are required to approve or disapprove of any application submitted.

In making its decision the Board may:

- Interview neighbors
- Solicit the advice of a professional contractor.

The Board will respond within 30 days of any submitted application. Any homeowner who makes a change to their property without following the application procedure may be required to change or remove their work if it does not meet the regulations or standards of the community.

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ARCHITECTURAL CONTROL STANDARDS

I. Fencing

- a. New fences and substantial change in design to existing fences must be approved by the Board prior to installation
- b. Existing fences that are in compliance with these rules and that are to be replaced with a substantially similar fence do not require Board approval.
 - o No fence shall exceed six feet in height above grade at any point along the fence.
 - o No fence shall encroach upon any common area.
 - o Chain link or other galvanized metal fences are prohibited.
 - o Exterior faces (outward facing) of wooden fences shall not be painted
 - o Rear divider fences are the responsibility of the homeowner. Joint applications must be submitted for any changes, additions, etc. to fencing to be replaced on shared property lines. In the event of a joint application, fence maintenance will be the responsibility of both parties.
 - o Interior townhouses may conceal their trash and/or recycling bins by the use of a gated fence. Such fence must be of solid wood construction, may not protrude beyond the front porch, or 54 inches in depth, and must be located next to the porch on the non-window side and directly against the townhome.
 - o Homes may conceal their exterior air conditioning units with a wooden latticed fenced enclosure.
 - o Landscaping planted for the purposes of creating a hedge fence along the property line requires approval from the Board as if it were a regular fence. Landscaping should be appropriately maintained by the homeowner.
 - o All fences shall be properly maintained by the homeowner. The Board may request fence maintenance by the homeowner in the event of damaged or unsightly fences.
 - o All fences shall comply with Montgomery County requirements.

II. Retaining Walls and Garden Walls

- a. Must not adversely affect adjacent property, either common or private, through alteration of grading and drainage.

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- b. Retaining walls and garden walls must be appropriately maintained by the homeowner.

III. Other Free-Standing Structures

- a. Toys, Play Equipment, etc.
 - o No free standing basketball backboards and poles or similar structures shall be permitted in the front of a home unless all homeowners in the vicinity are in agreement and sign an instrument to that effect.
- b. Free standing play equipment may be installed in a fenced rear yard and all play structures shall be located wholly within the defined lot lines of homes.
- c. No permanent play structure, basketball backboards or equipment shall be permitted to be installed on common areas, unless done so by the Association.
- d. Play equipment, other than basketball backboards, must not exceed the height of the property fence.
- e. Hot tubs and spas
 - o Are acceptable as long as their surrounding structure is located in fenced back yards.
 - o Members must cover and lock hot tubs or spas when not in use for child/animal safety.

IV. Satellite Dishes and Antennas

- a. All placement of satellite dishes and antennas must conform to Montgomery County and FCC codes.
- b. Should be located so that they are not visible from the street which is in front of the house, subject to the following exceptions: such placement prevents reception of an acceptable quality signal, or such placement imposes unreasonable expense or delay.
- c. Residents may not install, use or maintain any satellite dish or antenna upon common area property of the Association.

V. Doors and Windows

- a. Storm Doors and Windows:
 - o Color must coordinate with other door or house trim colors, or be white, black, beige or brown.
- b. Front doors

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- Replacement of front doors shall be a Colonial or Williamsburg style or exact replacement of original door.
- Six-panel, fanlight, or four panel with top glass lights are permitted.
- Paint color shall be of a coordinating or matching color to the exterior trim or shutters.
- Replacement doors must be approved by the Board.
- c. Windows
 - Front and/or street side replacement windows shall be of the same style as the original
 - Rear windows may be replaced with any style window.
 - Paint color shall be of a coordinating or matching color to the exterior trim or shutters.
 - Replacement windows must be approved by the Board.

VI. Security Bars

- a. No security bars may be installed without approval of the Board.
- b. Window bars may be installed on the ground floor or basement levels only.
- c. All bars, pickets and structural supports must be solid iron.
- d. Color of bars must be flat black.
- e. Owner must comply with all federal, state and county codes, including all fire regulations.

VII. Tool Sheds and Similar Structures

- a. All tool sheds or similar structures shall be located only in back yards.
- b. Sheds cannot exceed eight (8) feet in height (at the peak), a fifteen (15) foot width, and fifteen (15) foot length.
- c. All reasonable efforts should be made to establish a barrier to prevent vermin from residing underneath the tool shed or similar structure.
- d. Drawings, specifications or a picture of a similar shed must accompany the application, as well as a site plan indicating location.

VIII. Grills, Barbecues, and Propane Tanks

- a. Permanent gas grills must be placed in the rear of the house and conform with Montgomery County law. Board approval is required.

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- b. Small propane tanks for use on outdoor grills are permitted. Homeowners are expected to keep said tanks in good working order. No Board approval is required.
- c. Barbecue pits must have Board approval. They are permitted in rear yards only and cannot exceed a height of six (6) feet.

IX. Decks

- a. All decks and deck replacements must comply with Montgomery County Code.
- b. Decks are limited to rear yards only.
- c. Ground level decks may be constructed to the side property lines for townhouses, only if an appropriate fence (e.g., six (6) feet in height), is constructed along the property lines and along the full length of the deck.
- d. All reasonable efforts should be made to establish a barrier to prevent vermin from residing underneath decks or similar structures.

X. Patios

- a. Patios require the prior written approval of the Board.
- b. Patios constructed of flagstone, concrete, brick, pavers or similar materials are permitted.
- c. Patios must be sloped properly so that water drains away from the house.
- d. Any change in existing drainage patterns must not adversely affect adjacent properties.

XI. Additions

- a. Additions require the prior written approval of the Board and must comply with Montgomery County Code.
- b. Roofing should conform to existing color.
- c. Siding or brick should match the existing material and colors of the original structure. Any exception must be approved by the Board.

XII. Painting

- a. Exterior painting must be approved by the Board unless repainting the same color.
 - o A homeowner may contact the Board for guidance in paint color selection.
- b. Brick, concrete or roof shingles shall not be painted.

XII. Exterior Concrete Porches, Steps, and Railings

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- a. Homeowners must obtain approval from the Board to change the appearance of, alter, or enlarge their concrete porches, steps and railings.

XIII. Mailboxes

- a. No free-standing mailboxes or similar structures shall be permitted.

XIV. Skylights

- a. No skylight may be installed without approval of the Board.
- b. Skylights may not be installed on the roof facing the street and must not be visible from the street.

XV. Air Conditioners

- a. Window or through-the-wall air conditioning units are NOT permitted on the front side of houses.

XVI. Roofs

- a. Roof replacement requires Board approval unless the replacement is substantially similar in color and appearance.
 - o Pitch of roof must be identical to original construction.
 - o Height of roof must be identical to original construction.

XVII. Awnings and Porticos

- a. Awnings are not permitted on the front side of the house or visible from the street.
- b. Porticos or small roofs over the front porch are permitted. Drawings, specifications or a picture of a similar structure must accompany the application.

XVIII. Chimneys and Metal Flues

- a. Chimneys must be made of masonry or enclosed in the same material as the exterior of the home.
- b. Installation of a metal flue visible from the street is not permitted.
- c. Installation of a flue not visible from the street will be considered by the Board.

XIX. Attic Ventilators

- a. Attic ventilators and turbines mounted on the roof are permitted if mounted on the backside and not visible from the street. No Board approval is required.

XX. Exterior light fixtures

- a. Flood lights are not permitted on the front side of houses.

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- b. Flood lights placed on the rear or side shall be directed so that they do not illuminate adjacent properties.
- c. Spot lights to illuminate flags at night are permitted at a reasonable brightness and as long as the light does not disturb adjacent properties.

XXI. Yard and Lawn Care and General Maintenance

- a. Lawn Care: Lots with grass will be cut regularly to a height not to exceed 4 inches, be relatively weed-free, and have the curb lines edged regularly.
- b. Landscaping:
 - o Lots that are treed or otherwise landscaped will be maintained in a neat manner.
 - o Bushes and shrubs should be trimmed appropriately and may not encroach on a sidewalk or common area.
 - o Trees planted in front yards are not to exceed a size appropriate for the lot.
 - o Tree maintenance is the responsibility of the owner.
 - o Trees which cannot be restored from poor health are to be removed at the owner's expense.
 - o Regular weeding is required in order to maintain an orderly appearance.
- c. Sidewalks:
 - o Sidewalks in front of owner's property are the responsibility of the homeowner and shall be maintained in good repair and be free from hazards. *An exception will be made for the area of the sidewalk in front of 11335 Palisades court where the Association extended the original sidewalk up to the corner of Simms.*
 - o Sidewalks must comply with Montgomery County standards.

PROCEDURES FOR MAKING REQUESTS TO THE BOARD

The Palisades Association Inc. has developed an Application for Architectural Change Form to be used in the event of a change request. Please include a complete description of the proposed change and required supporting data. The application must be signed and dated and submitted to any available Board member.

PROCEDURE FOR APPEAL

In the event an application is denied in whole or in part, or conditionally approved, the applicant may appeal. The appeal should be in writing and addressed to the Palisades Association Board

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of Directors. The appeal should explain in detail the reasons that homeowner believes the Board's initial decision was incorrect. If the initial Board decision was made without the participation of one or more Board members, such Board member or members must participate in the appeal decision. The appeal will be considered by the Board at its next regular meeting following receipt of the request. The homeowner will be notified of that meeting and may appear in person.

PROCEDURE FOR AMENDING THE STANDARDS

The Standards may be amended with the approval of the Board.

PRE-EXISTING CONDITIONS WHICH DO NOT CONFORM TO THESE GUIDELINES

Pre-existing alterations, structures, objects, etc., which do not conform to these guidelines, but were previously approved by the Board of Directors prior to these guidelines, do not have to be removed or altered and are not considered to be in violation of these guidelines.

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APPENDIX

Application for Architectural Change Form

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Palisades Association Inc. Application for Architectural Change

COMPLETE AND DELIVER TO A BOARD MEMBER.

GO TO WWW.PALISADESASSN.ORG FOR A LIST OF CURRENT BOARD MEMBERS

DATE _____

Applicant Name: _____ Phone: (Home): _____ (Work): _____

Applicant Name: _____ Phone: (Home): _____ (Work): _____

Property Address(s): _____

Email _____

(Joint application required for shared fence)

I. Description (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations or changes to your lot or home. If applicable, show location of items on your property. Include details of colors, measurements, materials, or other pertinent information. Attach any details (e.g., sketches, drawings, clippings, pictures, catalog illustrations and other data) as appropriate:

****Proceed to page 2, acknowledgements and signatures****

NOTE: If you want a signed application for your personal records, a second complete copy of the application and attachments must be provided. The original application and attachments will be retained in the Association files.

