



# **Architectural Rules & Regulations**

**August 2011**

# Table of Contents

Section One General Information.....2  
Section Two Frequently Asked Questions .....3  
Section Three Submitting an Application .....7  
Section Four Term Definition .....11  
Section Five Guidelines .....13  
Section Six Revision History .....22  
Section Seven Appendices .....24

SECTION ONE

General Information

The enclosed Architectural Rules and Regulations for Kendall Overlook Condominium, II provide information about when we need approval for changes to the exterior of our units and how to go about getting that approval.

With any new community there is a learning curve and these Rules incorporate our experience. Highlights of where specific sections differ from our original guidelines are outlined in Section Six - Revision History. Of particular note is the requirement for a homeowner signed waiver accepting financial responsibility where an installation could affect any community or personal property.

As residents, we cannot make changes on or to the community's "common elements." Changes are restricted to the "limited common elements" for a unit. You will find an explanation of these terms in Section Four – Term Definition.

If you have not received approval for a change you've made to the exterior of your unit, you might want to complete a change request to avoid difficulties should you decide to sell your unit. At that time, you will need a Letter of Compliance that states you have obtained permission for external changes to your unit. Unapproved changes can lead to an owner being required to alter or remove changes.

SECTION TWO

Frequently Asked Questions

*WHAT IS THE BOARD'S RESPONSIBILITY AND AUTHORITY?*

The Kendall II Board of Directors is responsible for upholding the character and use of our community. With that comes the responsibility to uphold and enforce the covenants, conditions and restrictions in our condominium declarations and by-laws. In so doing, we are protecting our properties from deteriorating physically and maintaining an essential harmony and attractiveness for both the economic and personal well-being of all owners.

*WHAT ARE THE COVENANTS?*

When we purchased our respective homes we signed a Homeowners' Association Rider to the Agreement of Sale acknowledging that we received the declaration of covenants, conditions and restrictions governing our condominiums. Thus, we made a commitment to abide by the requirements and restrictions spelled out in these governing documents. They assure the residents of certain minimum standards for land use, architectural design and property maintenance throughout the community.

*WHY DO WE HAVE ARCHITECTURAL CONTROLS?*

For those of you who have never resided in a restricted community, living with these conditions is new; for those who have, it should be somewhat familiar to you. If you've ever lived in a community without architectural controls you have seen or experienced a well-maintained, well-decorated house next to one which has been allowed to deteriorate or has a lawn strewn with litter. These are of course, extreme circumstances but none of us wants to live near or have to look at an eyesore.

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

Each condominium board has an Architectural Advisory Committee. The members of this committee are volunteers appointed by the Condominium Board and their duties are many and varied. In addition, the community employs a Condominium Management Firm, Metropolitan Management Group LLC (MMG), who is available to assist with applications, inquiries and complaints on architectural and maintenance matters and who also carries out certain duties associated with Covenant enforcement.

### *WHAT IF I DON'T WAIT FOR APPROVAL?*

If you start an alteration without first getting written approval of your plans, you do so at your own risk. If you fail to submit an application or if your application is modified or turned down, you may have to pay the entire cost of removing the alteration plus all legal costs. The Covenants provide means for placing such costs as a lien against your property.

In cases such as these, every effort is made to work out a reasonable solution to the problem. The best solution, however, is prevention.

### *WHAT IS THE PROCESS FOR COVENANT ENFORCEMENT?*

Enforcement of the Kendall II Covenants is the responsibility of every resident but the routines are carried out by MMG, the Board of Directors and the Architectural Advisory Committee. When architectural complaints are brought to the attention of any one of the three community entities, they are treated sensitively and investigated as soon as possible. If a finding is confirmed, the property owner is contacted and asked to correct the problem, either by removal or submission of an application or in the case of a maintenance problem, by repair. Our experience is that most problems are corrected at this stage.

If this contact does not result in action, the property owner will receive formal notification requesting action and if the problem is not corrected within the stipulated time, legal action may be initiated.

### *HOW CLOSELY MUST I ADHERE TO THE GUIDELINES IN THIS BOOK?*

There are certain changes that can be made without submitting an application and they are spelled out in the guidelines. However, some changes may be found to be unsuitable, based on the general purposes and criteria previously stated. Such cases are expected to be rare, but may lead to Unit Owners being required to alter or remove such changes. Other changes require an application. In addition, some modifications are not permitted at all.

### *WILL APPROVAL FROM THE SNOWDEN OVERLOOK COMMUNITY ASSOCIATION BE REQUIRED?*

Yes. Snowden Overlook is divided into five individual condominiums, each with its own Board of Directors. In addition, there is the Snowden Overlook Community Association (SOCA), commonly referred to as the Master Board. All applications from Unit Owners to make changes to the exterior of individual units must be approved by SOCA. However, final approval will come from the Long Reach Resident Architectural Committee. The Kendall II Board will review all applications from Unit Owners at regular monthly Board Meetings and make recommendations to the Kendall II SOCA representative in attendance at the meeting.

### *WHAT IS THE ROLE OF THE LONG REACH ARCHITECTURAL COMMITTEE?*

Columbia is a planned community that is geographically divided into Villages. Within each village are some residential neighborhoods with their own condominium associations and their own by-laws and covenants.

Snowden Overlook is part of the Village of Long Reach and Kendall II Unit Owners will need to conform to the Long Reach Village Architectural guidelines. This means that, **after receiving an approval from SOCA, a Kendall II unit owner will need to submit both copies of the approved application to the Long Reach Village Center for final approval.**

**The Long Reach Resident Architectural Committee will not accept applications for change directly from Snowden Overlook residents until they have a decision from SOCA. However, SOCA approval does not guarantee a Long Reach approval.**

You can obtain a copy of the Long Reach Architectural guidelines by going to the following Websites: Snowden Overlook at [www.snowdenoverlook.com](http://www.snowdenoverlook.com) or Long Reach at [www.longreach.org/guidelines.htm](http://www.longreach.org/guidelines.htm)

**NOTE:** When selling your home, you will need a “Letter of Compliance” from Long Reach that states you have obtained permission for all changes to your Unit.

### **HOWARD COUNTY**

The Unit Owner must obtain any required building permits for structural changes from Howard County. Snowden Overlook Community Association approval does not guarantee approval from Howard County.

## SECTION THREE

## Submitting an Application

**HOW DO I SUBMIT AN APPLICATION?****UNIT OWNER WILL:**

1. **Consult** the Kendall II Architectural Rules and Regulations, Section Five, to determine what you need to provide for the change you are considering.

You can access this document by going to [www.snowdenoverlook.com](http://www.snowdenoverlook.com). At this site, click on “**Documents**” along the top of the page. Next, under **Association Documents** click on “**Kendall II.**” At the “**Kendall II**” page go to **Policies** where you will find “**Architecture.**” Click on “**Architecture.**” This will bring up the Kendall 2 Architectural Rules and Regulations.

**TO SEEK PERMISSION TO CHANGE THE EXTERIOR OF YOUR UNIT, YOU NEED TO SUBMIT TWO FORMS: 1) LONG REACH EXTERIOR ALTERATION APPLICATION; AND 2) SNOWDEN OVERLOOK EXTERNAL CHANGE ROUTING SLIP**

2. **Obtain the**

- Long Reach Exterior Alteration Application by:
  - Downloading from:
    - ❖ [www.snowdenoverlook.com](http://www.snowdenoverlook.com) or,
    - ❖ [www.longreach.org](http://www.longreach.org)
  - Visiting the Clubhouse
- Routing Slip by:
  - Downloading from [www.snowdenoverlook.com](http://www.snowdenoverlook.com) or,
  - Visiting the Clubhouse

3. **Complete:**

- **2 copies** of the “Long Reach Exterior Alteration Application” form

- **1 copy** of the “Routing Slip” to accompany each request

**NOTE:**

- ✓ Don’t forget to “sign” the Long Reach Application.
- ✓ On the Routing Slip, complete the top section through “date of application.” For the address, insert your unit number followed by SOW. Do not spell out Shining Oceans Way (SOW); this helps expedite recordkeeping.

**EACH REQUEST FOR CHANGE REQUIRES A SEPARATE APPLICATION. DO NOT PUT 2 OR MORE CHANGES ON ONE APPLICATION.**

4. **Complete** the application by answering each question in full, obtaining the signature of neighbors affected by the change, and attaching all information required for the specific change. This may include a plat showing the change location. A copy of the plat can be obtained from MMG.
5. **Include** a completed Architectural Change Waiver Form, when required by Kendall II Rules and Regulations for the particular change, accepting full financial responsibility for any damage that may occur during installation.
6. **Sign and date** both copies of the application, and, if applicable, the waiver form.
7. **Submit** both signed copies of the application, routing slip and all supporting documentation to MMG by:

- E-mail to: [service@metropolitanmgmt.com](mailto:service@metropolitanmgmt.com) or

- **US Mail to:**  
**Metropolitan Management Group LLC**  
**PO Box 1029**  
**Glen Burnie, MD 21060**  
**Attention: Erica Simmers**

Your application will be discussed at the next scheduled open Board meeting (generally monthly in Kendall II). Our SOCA representative will sign: a) the 2 applications reflecting the Board's approval recommendation, and b) the routing slip. Your application will be returned to you for submittal to Long Reach. The Architectural Committee will see that the routing slip is provided to the Club House Office.

***WAIT!! You're not done yet!!!***

**UPON RECEIVING A SIGNED "SOCA APPROVAL" AT THE BOARD MEETING, YOU MUST OBTAIN A "FINAL APPROVAL" FROM THE VILLAGE OF LONG REACH.**

8. **Submit both copies of the SOCA "approved" application** to the Long Reach Village Center for "***final approval.***" You can mail or hand carry the approved application to:  
Resident Architectural Committee  
Long Reach Community Association  
8775 Cloudleap Court  
Columbia, MD 21045
9. **Furnish a copy of the Long Reach "approved application" to the Snowden Overlook Club House Office once it is approved by Long Reach.** This assures that your community file contains the correct information reflecting approved changes to your individual Unit.

**MANAGEMENT COMPANY (MMG) WILL:**

1. **Date and review** the application for completion.
2. E-mail the application and Routing Slip to the Kendall II Architectural Advisory Committee to allow work to begin.
3. **Provide** the 2 signed applications and the Routing Slip to the Kendall II Architectural Advisory Committee.
4. **Keep** a record of all decisions.

**ARCHITECTURAL ADVISORY COMMITTEE WILL:**

1. **Receive and date** the 2 signed and completed applications and the Routing Slip from MMG.
2. **Review** the applications against the Kendall II Architectural Guidelines.
3. **Visit** the site for all structural change applications.
4. **Provide** a recommendation to the Kendall II Board of Directors.
5. **Notify homeowner** that application is on the Board's agenda.
6. **Return** application to homeowner and take signed routing slip to Clubhouse.
7. **Check** for owner compliance after the approved change is made.

**BOARD OF DIRECTORS WILL:**

1. **Notify** the Kendall II SOCA representative to attend the Board meeting when an application is to be discussed.
2. **Review and vote** on the recommendation of the Architectural Advisory Committee.
3. **Return** decision to Architectural Advisory Committee.

**SOCA REPRESENTATIVE WILL:**

1. **Sign and date** both copies of the application plus the SOCA routing slip.
2. **Give** routing slip to Kendall II Architectural Advisory Committee.

## SECTION FOUR

## Term Definition

Following is a summary of the definitions found in Article I of the Kendall Overlook Condominium Declaration and throughout the Kendall By-Laws which will be referred to in this document:

**COMMON ELEMENTS**

All the outside elements owned jointly by the Unit Owners of the Condominium. These include streets, sidewalks, green areas including the front, side, and back yard areas outside of each unit, street lights, etc., most of which the Condominium is responsible for maintaining, repairing and replacing.

**Individual Unit Owners are not authorized to make changes to Common Elements.**

**Reference:** Kendall Overlook Condominium Declaration, Article I (b); and  
Kendall Overlook Condominium, Inc. By-Laws, Article XIII, Section 2

**LIMITED COMMON ELEMENTS**

Unit owners **DO NOT OWN** individual yard areas. A portion of the area outside each unit is designated as **Limited Common Elements** (shown as **LCE** on your plat) for the homeowner's personal use. This includes the front, side and back yard of a unit. Kendall II documents provide that changes by individual owners can be made only on the LCE for their unit.

Before submitting an Application for Architectural Change, check your plat to ensure the change for which you are requesting approval falls entirely within the LCE for your unit. The LCE determines how far back from the rear of the unit any modification can go. All changes at the rear of a unit, including landscaping, are bound in width by the privacy fences installed between and at either end of a group of units. **You can obtain a copy of the plat for your unit from MMG.**

**UNIT**

Each Unit is bounded by the outer surfaces of the home and the middle of any wall shared with another Unit. It also includes any deck constructed by the developer, any areaways, heating/air conditioning units, driveways, stoops/lead walks, and any adjacent railing or privacy fence attached to the unit. These features must be maintained, repaired and replaced by Unit Owners.

**Reference:** Kendall Overlook Condominium Declaration, Article I (af); and Kendall Overlook Condominium, Inc. By-Laws, Article XIII

## SECTION FIVE

## Guidelines

The following guidelines encompass the rules in the condominium covenants and by-laws as well as the Village of Long Reach guidelines. They are meant to assist homeowners in planning for exterior changes to their individual units. The Kendall II Board will use this document to review a homeowner's Application for Architectural Change and a written decision will be sent to the homeowner.

**1. ANIMAL RUNS/HOUSES/DOORS****Not Permitted****2. AWNINGS****Prior Approval Required**

a) Applications shall include the following information:

- Dimensions of the awning;
- Drawing and dimensions of the deck/patio it will cover;
- Fabric sample;
- Completed and signed **Awning Waiver** form (**Appendix C**).

b) The awning shall be:

- Used over the rear deck/patio only;
- Retractable and made of cloth material;
- An approved color. (Approved colors, fabrics and designs available at the Clubhouse)

**3. BASKETBALL APPARATUS****Not Permitted****4. BIRDBATHS/FEEDER****Not Permitted****5. CLOTHES LINES****Not Permitted**

6. DECKS ON PATIO HOMES (NEW) OR CHANGES TO CONTRACTOR-BUILT DECKS

**Not Permitted**

7. DECORATIVE OBJECTS

**Prior Approval Required** for **LARGE** decorative objects such as sculptures, figurines, etc.

**No Prior Approval Required**

- a) Decorative objects in the rear yard provided they do not exceed the height of the privacy fence and do not interfere with the lawn maintenance.
- b) Door wreaths or similar decorations.
- c) Seasonal decorations which can be displayed **30 days before** and **15 days after** a holiday.
- d) Brackets: **One** bracket per unit may be attached to the frame around the front door, garage door, or front porch/balcony. A bracket is permitted to allow for the display of the American Flag and may be used to display a decorative banner. **No more than one bracket per dwelling.**

8. EXTERIOR LIGHT

**Prior Approval Required**

- a) Fixtures not included with original units.
- b) Security lights

**Homeowners shall ensure that all security lights are aimed onto their own property only.**

9. FENCES OF ANY TYPE INCLUDING TREES OR SHRUBS THAT WOULD FORM A LIVING FENCE

**Not Permitted**

10. HOT TUBS

**Not Permitted**

## 11. IN-GROUND SPRINKLER SYSTEM

### Prior Approval Required

Sprinkler systems will be considered on a case by case basis.

- a) Unit owner must submit a completed and signed Application for Architectural Change accompanied by a comprehensive plan to include:
  - Area to be covered by the system;
  - Exact location of sprinkler heads (must be installed within the unit's limited common elements);
  - Location of outside cut-off valve (must be stand alone and not attached to the unit);
  - Plans for restoring all elements disturbed by the construction.
- b) Unit owner is responsible for:
  - Maintenance which includes winterizing to prevent pipe breakage;
  - Damage to system (including any resulting from landscape maintenance by Kendall II contractor such as sprinkler head pop ups);
  - All water/flood damage that may result from the system (includes owner's unit and any other unit and/or common element experiencing damage).
- c) Unit owner must sign and submit a **General Waiver** form (Exhibit "C") with the Application for Change.
- d) Unit owner shall ensure that sprinkler systems are:
  - **Not turned on** between the hours of 9 p.m. and 5 a.m.;
  - **Not used** during high winds;
  - **Aimed away from** owner's unit as well as neighboring units/yard areas.
- e) Unit owner shall schedule a site visit with the Board prior to "going live" with the system.
- f) Kendall II Board will give **final approval** only after assurance that all requirements are met.

## 12. LAMP POSTS

### Not Permitted

## 13. LANDSCAPING

**New planting guidelines including a list of plant suggestions can be found at Appendix E**

**Prior Approval Required**

Homeowners wanting to **add plants** to or **makeover** a builder-installed bed in the front or side of a unit shall provide a plan to include the species names and size for all proposed plants as well as the locations of the plantings. All proposed plants are to meet size requirements and be placed in the builder-installed mulched areas only. TREES shall not be included in any landscaping plan. Consult the Planting Guidelines at Appendix E.

**No Prior Approval Required**

- a) **Replacement of dead or dying plants** in the front or side existing beds.  
However, it is suggested that homeowners consult the Planting Guidelines at Appendix E for plant suggestions and things to consider before investing in new plant material.
- b) **Annuals** in the front or side mulched areas or in pots or planters on patios, decks, steps, porches, or adjacent mulched areas.
- c) **Planting beds and plants** in the rear yards of the units provided they will not exceed the privacy fence height nor interfere with lawn maintenance.
- d) **TREES and SHRUBS THAT CAN BE CONSIDERED TREES** cannot be installed in the front, side or rear yards.

**Items for homeowner consideration**

- a) Beds and plants in the rear yard must be placed within the **“limited common elements”** of the unit.
- b) All materials planted by the unit owner shall be **mulched** with the same type used by the lawn maintenance company.

- c) The landscape maintenance company will mulch and maintain the areas originally planted by the builder. However, the Unit owner is responsible for promptly replacing all dead shrubs.
- d) Dead plant material should be promptly removed and empty pots, baskets, etc. stored in the off-season.
- e) It is recommended that planters, etc., placed on driveways be removed in the winter to facilitate snow/ice removal. The Association is not responsible for damage to these items by the contractor during the clearing process.
- f) Plants, lawns and trees provided by the builder are to be watered by the Unit owner when needed.
- g) **Residents** are responsible for maintaining all landscaping done by the unit owner including watering, weeding, fertilizing, trimming, etc.
- h) New and/or existing rear yard beds shall have no artificial edging.
- i) TREES throughout the community are the responsibility of the Condominium Association and shall not be replaced by the homeowner without the approval of the Board of Directors.

#### 14. PAINTING OF EXTERIOR SURFACES OF ALL DOORS AND DOOR TRIMS, WINDOWS AND WINDOW FRAMES

**NOT PERMITTED**

#### 15. PATIOS

**Prior Approval required for all patios including alterations to existing patios.**

- a) Patio must be constructed entirely within the defined rear yard (**limited common elements**) of the unit.
- b) Patio may extend in:
  - width to boundaries established by privacy fences;
  - depth to rear boundaries of the unit's **limited common elements**.
- c) No privacy fences shall be moved.
- d) Application for Architectural Change shall include the following:

- **Drawings** showing dimensions of the patio; its relationship to the unit (including the above deck for units with a deck) and existing privacy fences with corresponding measurements.
- **Materials to be used** and how they will be transported and stored at the site.
- **Plans for restoring** any common elements disturbed by the construction.
- **Completed and signed General Waiver** form (**Appendix B**).

**16. PLAY EQUIPMENT ON PATIOS, DECKS AND COMMON/LIMITED AREAS**

**Not Permitted**

**17. REPLACEMENT OF BUILDER-INSTALLED EXTERIOR STREET LEVEL DOORS WITH SOMETHING DIFFERENT FROM ORIGINAL DOORS**

**Not Permitted**

**18. ROOFED OR ENCLOSED ADDITIONS TO A UNIT  
(e.g., sunroom, porch, screened-in porch)**

**Not Permitted**

**19. SATELLITE DISHES/ANTENNAS**

**Prior Approval Required**

- a) Dishes shall be no larger than 39 inches (1 meter) in diameter.
- b) Dishes shall be installed in an inconspicuous location and screened from other units to the extent possible.
- c) The **cables** and **wires** shall be secured in an inconspicuous manner.
- d) A signed **Satellite Dish Waiver** form (**Appendix D**) is required and shall accompany the Application for Architectural Change when drilling into a unit is necessary to install a dish/antenna.

**20. SHEDS/OUTSIDE STORAGE OF ANY KIND**

**Not Permitted**

**21. SIGNS**

**Not Permitted except for**

- a) **Security system signs** on a homeowner's "limited common elements."
- b) **Candidate signs** or questions submitted to voters for a "yes" / "no" vote.  
These signs can be displayed on an individual homeowner's "limited common elements" **30 days before** and **7 days after** an election.
- c) **For Sale signs** can be displayed on a homeowner's unit as follows:
  - Signs shall be no larger than 15 inches high by 15 inches wide.
  - Signs shall be displayed only inside a window facing the street.
  - No more than one sign shall be displayed on any given property.
  - No signs shall be displayed elsewhere outside the unit including yards.
  - One off-site directional sign is permitted in the Circle at the entrance to Kendall II and only during hours of an open house.
  - No "Sold" or "Under Contract" signs or strips across "For Sale" signs are permitted.

## 22. SKYLIGHTS OR SOLAR COLLECTORS

**Not Permitted**

## 23. STORM DOORS

**No Prior Approval Required Provided Door Meets ALL SPECIFICATIONS**

- a) **Street level** storm doors must meet **all** of the following:
  - Full View Aluminum
  - Color: White
  - Brass Trim (Handle/Kick Plate)
  - Clear Glass
  - Without center bars, grates, and filigree throughout the glass. Some screen inserts have a bar across the center for reinforcement which is acceptable provided the bar is attached to the screen insert only.

Etched glass will be acceptable provided it:

- Is clear and around the border only, and
- Does not block the clear view of the front door.

- b) **Lower level** storm doors:

- Color: White

- Design: Can Vary

Preference is that they meet the above requirements. Some homeowners prefer a different model for safety reasons.

**See the following Important Note about using a storm door during high temperatures.**

**Important Note: Owners need to be aware that a screen door insert should be used during high temperatures. The exterior door is constructed of a composite material and could warp. Damage to the front door resulting from heat buildup could void the manufacturer's warranty and the repair/replacement is the owner's responsibility.**

## 24. SWIMMING POOLS

**Not Permitted**

## 25. TRASH, TRASH CONTAINERS & RECYCLABLES

**No Prior Approval Required**

- a) If trash or other refuse is to be disposed of by being picked up and carried away on a regular basis, containers may be placed in the open, on any day that a pickup is made, at such a place on the lot so as to provide access to persons making such a pickup.
- b) Trash containers shall have secure lids on them.
- c) Trash bags shall be securely tied.
- d) **All** recycle items shall be **sufficiently secured** in and alongside recycle bins to ensure they are not scattered throughout the community.
- e) Except for scheduled trash day, containers shall not be stored in view. No refuse, trash or bulk items/materials may be accumulated or stored on any lot.
- f) No bottles, trash or garbage shall be discarded or temporarily or permanently stored upon any common elements, except on trash day.

## 26. WINDOW AIR CONDITIONING UNITS

**Not Permitted**

SECTION SIX

Revision History

Revision Type Legend:     A = Addition  
                                       N = New  
                                       C = Change

Revision 1: March 2010		
Rev. Type	Guideline	Description
A	Signs	<ul style="list-style-type: none"> <li>• Security system signs added as a permitted item on a homeowner’s “limited common elements.”</li> <li>• For Sale signs permitted with restrictions.</li> </ul>
A	Birdbaths/Birdfeeders.	<ul style="list-style-type: none"> <li>• Added in response to resident concerns.</li> <li>• Scattered seed draws more birds which               <ul style="list-style-type: none"> <li>○ increases droppings on patios, decks, and furniture of all residents in vicinity,</li> <li>○ adds to ongoing problem of nests under decks and around light fixtures, and</li> <li>○ creates a potential rodent problem.</li> </ul> </li> <li>• Standing birdbath water breeds insects.</li> </ul>
A	Satellite Dishes	<ul style="list-style-type: none"> <li>• This item now requires an application.</li> <li>• The Federal Communications Commission allows homeowners to install one satellite dish.</li> <li>• However, the community can provide guidelines for how large, where and how that dish is to be installed.</li> <li>• Where installation will require cable to be drawn through a hole in the unit, a requirement for a completed Satellite Dish Waiver form is added.</li> </ul>

A	Decorative Objects	<ul style="list-style-type: none"> <li>• Brackets - One bracket can be installed on each unit (see guideline for where)</li> <li>• Planters on driveways - Removal for the winter is no longer required but continues to be highly suggested. <b>The Condominium is not responsible for any damage to personal items during snow removal.</b></li> </ul>
N	In-Ground Sprinkler System	<ul style="list-style-type: none"> <li>• See new guideline for details.</li> </ul>
C	Storm Doors	<ul style="list-style-type: none"> <li>• No application required if street level door meets <b>all</b> specifications.</li> <li>• Lower Level Storm Doors must be “white” in color but design can vary.</li> </ul>
C	Patios	<ul style="list-style-type: none"> <li>• Clarifies what to include in the drawings and dimensions submitted with an application.</li> <li>• Added are 2 new requirements: Plans for restoring common elements and completion of a General Waiver Form.</li> </ul>
C	Awnings	<ul style="list-style-type: none"> <li>• Clarifies what to include in the drawings and dimensions submitted with an application.</li> <li>• Added is a requirement for a completed Awning Waiver Form.</li> </ul>
C	Landscaping	<ul style="list-style-type: none"> <li>• Consult new planting guidelines prior to planting.</li> <li>• <i>Replacing</i> dead and dying bushes no longer needs an approved plan. However, it is suggested that owners who are not familiar with plant material seek guidance on the type of plants to purchase and how to install them.</li> <li>• Owners planning a makeover of the front and/or side builder-installed beds must submit a plan for approval. <b>TREES <u>cannot be included</u> in any plans.</b></li> </ul>

SECTION SEVEN

Appendices

Appendix A	Exterior Alteration Application and Routing Slip
Appendix B	General Waiver
Appendix C	Awning Waiver
Appendix D	Satellite Dish Waiver
Appendix E	Planting Guidelines and Tips

## **Appendix A – Exterior Alteration Application and Routing Slip**

**Obtain these 2 forms by downloading them as described in Section Three or asking for them at the Clubhouse.**







## Appendix E – Planting Guidelines and Tips

Are you thinking about upgrading or doing a makeover by replacing and/or adding plantings to your limited common area (front, back or side yards)? If yes, the Kendall II Landscaping Committee has some suggestions for you to consider and guidelines for you to follow when making these decisions. Following these will ensure the Kendall II community maintains a consistent theme that promotes high home values and a community atmosphere that is desired by you and future homeowners. Because this is a planned community, there are some restrictions that each of us must adhere to.

### ***Ready to Get Started***

Before pursuing any **change** to the plantings in your limited common area, consider the proposed plant's hardiness and growth rate, maximum height, canopy, foliage, and seasonal care and maintenance requirements.

**Hardiness** is very important; this includes not only the winter hardiness, but other seasonal factors such as drought, extreme heat, rainfall, and drying winds. Soil conditions, level of moisture, light requirements, and exposure also play an important part in how well a plant will perform.

**Growth rate** should also be taken in account, especially in the small areas we have for planting. Slow-growing specimens require less maintenance, so are better suited to areas where other plants with similar needs are located.

**Dwarf species** of your favorite plants may be available. They're little, but they are mighty. However, check with your garden center to verify the ***actual*** maximum height of the species. Some dwarf species can reach heights of six to eight feet and would not be suitable.

**Planting restrictions** provides information on plant height and canopy as well as where plants can be installed on your limited common elements. This is to assist you with plant selection before you go out to purchase any plants.

**A list of some plant suggestions** is also included to assist you with plant selection. However, some plants may require pruning and cleaning up of dead flowers and leaves. Before making a selection, you may want to discuss the plant maintenance very carefully with someone at your garden center.

**TIP: Do not invest in plantings that you are not able to maintain or provide reasonable care and maintenance. For Example: “Roses” are fast growing and require extensive care and maintenance; these are generally not recommended.**

### ***Replacing Existing Plants***

Replacing an existing plant with the same or a similar plant does not require a Kendall II Landscape Committee review. However, the homeowner should consider the size of the new plants ***at full maturity (height and diameter of canopy)*** when selecting a replacement. Refer to the ***Planting Restrictions*** for guidance.

### ***Bed Makeover***

Before beginning, refer to the ***Planting Restrictions*** for guidance. Develop a landscape plan for the area being made over. This plan can be professionally developed or simply laid out by the homeowner. The plan must include:

- name and type of plants (***Latin and Cultivar names will help decisions***)
- size of plants at full maturity (height and diameter of canopy)
- proposed layout of plantings in relationship to the building, driveway and walk ways

**TIP: Do not include “invasive” plants in your plan. Invasive plants will spread throughout the garden area possibly destroying all other plantings. Your local garden center can provide guidance in determining whether a species is invasive.**

Attach your landscape plan to a completed and signed “Application for Architectural Change” and forward all to MMG. Your request will be reviewed by the Kendall II Landscape Committee and you will be notified of the decision.

### ***Additions to Plant Beds (Applies to Front and Side Beds)***

Before beginning, refer to the ***Planting Restrictions*** for guidance. Develop a landscape plan to demonstrate the location of the additional plantings. Also include **all existing plants** in your plan. This plan can be professionally developed or simply laid out by the homeowner. The plan should include:

- name and type of new plants (***Latin and Cultivar names***)
- clearly marked **placement of new plants**
- size of plants at full maturity (height and diameter of canopy)
- proposed layout of plantings in relationship to the building, driveway and walk ways

Attach your landscape plan to a completed and signed “Application for Architectural Change” and forward all to MMG. Your request will be reviewed by the Kendall II Landscape Committee and you will be notified of the decision.

## ***Planting Restrictions***

We as homeowners need to pay particular attention to the following before deciding to do planting of any nature:

- **TREES** cannot be removed from or added to any planting bed or elsewhere on your limited common elements.
- Any plant that has a “traveling” or “above ground” root system will not be approved. This type of plant can damage drive and walk ways, underground water/sewer systems, and electrical/cable/phone lines. Your local garden center can assist you in this area.
- **At maturity**, plants in
  - **front beds** shall not exceed a maximum height of two (2) feet;
  - **side beds** shall not be above the white bottom base of windows.
- **At maturity**,
  - a plant’s canopy shall not exceed two (2) feet in diameter;
  - all plants shall be a minimum of eighteen (18) inches from the base of the property line and the walls of the building.
- Common area plants shall not be removed by individual homeowners.

## ***Annuals***

Annuals are a good way to add color to enhance the outside of your home and do not require prior approval. They may be incorporated in all beds as well as planted in pots on your porch, steps, driveway and patio. However, because they are seasonal and designed to provide short term enjoyment, they generally require more care.

Their root system will be shallow and plants will require more frequent watering. To encourage continuing flowering, you will need to remove dead blooms and plant material. If this is not done, annuals begin to look messy and detract from the overall appearance of your property and the community as well. All annuals are to be cleared away at the end of the season.

**List of Small or Dwarf Plants.***(Maryland is in Zone 7; Drought-tolerant species are marked with \*\*)*

<b>Plant Name</b>	<b>Size</b>	<b>Description</b>	<b>Zones</b>
Alpine currant ( <i>Ribes alpinum</i> )	2 to 3 ft.	Yellow orange or red foliage; Pink red or white summer flowers.	2a to 7b
Azaleas and rhododendron- dwarf species	1 to 3 ft.	many colors	6b to 11
Balsam fir ( <i>Abies balsamea</i> 'Hudsonia')	1 ft.	slow growing	3 to 7
Bluebeard ( <i>Caryopteris x landonensis</i> )**	2 to 3 ft.	Blue flowers in late summer.	6 to 9
Canby paxistima ( <i>Paxistima canbyi</i> )	12 in.	evergreen; fall color bronze.	3 to 7
Compact Oregon hollygrape ( <i>Mahonia aquifolium</i> Compactum')	2 ft.	bright yellow flowers in early May; fruit blue-black; evergreen foliage turns bronze in winter.	5a to 9b
Dwarf English boxwood ( <i>Suffruticosa</i> )	3 ft.	light green leaves.	6 to 8
Dwarf fothergilla ( <i>Fothergilla gardenii</i> )	3 ft.	white flowers in mid-May; foliage brilliant in fall.	5 to 8
Dwarf Magellan barberry ( <i>Berberis buxifolia</i> 'pygmaea')	18 in.	Evergreen; foliage reddish-green.	7 to 9
False cypress ( <i>Chamaecyparis lawsoniana</i> 'Minnima Aurea')	2 ft.		4 to 8
Firepower Nandina ( <i>Nandina Domestica</i> )	2 ft.	Lime green in spring to bright red in fall.	6 to 10.
Fragrant sumac ( <i>Rhus aromatica</i> )	2 ft.	Orange to purple fall foliage.	3 to 9
<i>Genista pilosa</i> **	1 ft.	Yellow flowers in May; silvery green stems; shade tolerant.	5 to 7

Gold flower/Moser's St. Johnswort ( <i>Hypericum x moseranum</i> )	2 ft.	Yellow flowers July through October.	4 to 8
Harbor Belle Nandina ( <i>Nandina Domestica</i> )	2 ft.	Shades of pink in spring; white flowers in summer turn to red berries in fall; darkens to deep green in fall.	6 to 9
Heather ( <i>Calluna vulgaris</i> )**	6 to 12 in.	white to red flowers in summer and early fall evergreen foliage.	4 to 7
Irish heath ( <i>Daboecia cantabrica</i> )	18 in.	purple to white flowers (depending on variety) bloom through summer; glossy evergreen foliage with white fuzzy underside.	6 to 8
Japanese barberry ( <i>Berberis thunbergii</i> ) dwarf cultivars 'Aurea' and 'Kobold'		spectacular foliage in fall with bright red berries.	4 to 8
Japanese holly ( <i>Ilex crenata</i> var.)	1 to 3 ft.	evergreen.	6 to 8
Japanese skimmia ( <i>Skimmia japonica</i> )	18 in.	crimson red fruit; dark evergreen foliage.	7 to 9
Littleleaf boxwood ( <i>Buxus microphylla</i> 'Compacta')	12 in.	dense evergreen foliage.	6 to 8
Mugo or mountain pine ( <i>Pinus mugo</i> 'Gnom')	2 ft.	almost bonsai form.	3 to 7
Palesleaf barberry ( <i>Berberis candidula</i> )	2 ft.	Evergreen; bright yellow flowers in May followed by purple berries in fall.	6 to 9
Potentilla ( <i>Potentilla fruticosa</i> )	2 to 3 ft.	yellow flowers through summer.	3 to 7
Rock spray ( <i>Cotoneaster horizontalis</i> )**	1 ft.	small pink flowers in mid-June followed by red berries in fall. semi-evergreen.	5 to 7
Rose daphne ( <i>Daphne</i>	10 in.	bright pink fragrant flowers.	4 to 9

<i>cneorum</i> )**			
Sargent juniper ( <i>Juniperus chinensis</i> var. <i>sargentii</i> )**	12 in.	lilac berries in fall; steel blue foliage; evergreen.	3 to 9
Shore juniper ( <i>Juniperus conferta</i> )**	1 ft.	evergreen.	5 to 9
Sweet fern ( <i>Comptonia peregrina</i> )**	18 in.	pleasantly scented fern-like foliage.	2 to 7
Yaupon holly ( <i>Ilex vomitoria</i> )	18 in.		7 to 9

**Other resources for plant selection**

**Howard County Master Gardeners website:**

<http://www.extension.iastate.edu/howard/info/howard+master+gardeners.htm>

**Howard County Master Gardeners:** For answers to your gardening questions, call the Home and Garden Information Center (HGIC) hot-line between 8am and 1pm weekdays to talk to a horticultural consultant toll free **1-800-342-2507**.

**Books:**

[Mid-Atlantic Top 10 Garden Guide](#) (Paperback) by [Mike MacCaskey](#), [Lynn Ocone](#)  
ISBN 9780376035325 / January 2006

[Mid-Atlantic Gardener's Guide](#) (Paperback) by [Andre Viette](#), [Mark Viette](#), [Mark Viette](#)  
ISBN 9781930604995 / January 2003

[Month by Month Gardening in the Mid-Atlantic : Delaware, Maryland, Virginia, Washington, D.C.](#)  
(Paperback) by [Andre Viette](#), [Mark Viette](#), [Jacqueline Heriteau](#)  
ISBN 9781591860488 / January 2004

[Mid-Atlantic Home Landscaping](#) (Paperback) by [Roger Holmes](#), [Rita Buchanan](#)  
ISBN 9781580112550 / December 2005