

Adopted by Villas I Board of Directors 3/16/2021. Effective March 31, 2021.

## **THE VILLAS AT SNOWDEN OVERLOOK: PROCEDURES AND GUIDELINES FOR EXTERIOR ALTERATIONS**

### **RESPONSIBILITY OF UNIT OWNERS**

1. Check and follow SOCA Exterior Alteration Procedures, Villas Architectural Guidelines and Long Reach Village Guidelines. Long Reach guidelines can be obtained at the Long Reach Community Association (Stonehouse at the Long Reach village center), 8775 Cloudleap Court, Columbia, MD. 21045 or their website ([LONGREACH.ORG](http://LONGREACH.ORG)), or contact the Covenant Advisor at 410-730-8113. Villas guidelines follow Long Reach guidelines but either may be more restrictive. The more restrictive guideline takes precedence.
2. Obtain the Long Reach Exterior Alteration Application (Villas uses this form) from the SOCA management company at the Clubhouse. These forms are also on the web at [www.snowdenoverlook.com](http://www.snowdenoverlook.com), follow: Condo/Architectural Committee/ Procedures/SOCA Exterior Architectural Alteration Application or you may request form from a Villas I Board member.
3. Fill out the Long Reach Exterior Alteration Application including any additional information the guidelines may require such as your unit's plat showing location of change. NOTE: Villas always requires signatures of at least two visually affected property owners surrounding the applicant's property. Neighbors' signatures indicate awareness of intent, not the approval or disapproval of the proposed change. Complete the application and send to a Villas Architectural Advisory Committee member or a Villas Board member.

### **VILLAS ARCHITECTURAL ADVISORY COMMITTEE**

1. The Villas Architectural Advisory Committee will review the application for completeness within 7 calendar days of its receipt. If not complete, the application will be returned to the Unit Owner for completion.
2. A site visit by the Villas Architectural Advisory Committee is required for any structural change application and may be required for others.
3. A vote by the Villas Architectural Advisory Committee to recommend approval or denial of the application will be made.
4. The recommendation will be presented to the Villas Board at the next available general board meeting or work session. After the Villas Board reviews and votes on the application, the application will be signed by the SOCA Architectural Committee representative of the Villas Board

noting the approval or denial of the Board's recommendation of the application. The applicant will receive a signed paper copy for their records and an electronic copy that can be forwarded to the Long Reach Architectural Covenant Advisor. The application will be considered by the Long Reach Village Resident Architectural Committee for their approval and records unless Long Reach Guidelines and Villas guidelines state that no application is needed for the particular change.

5. The applicant has the right to appeal the Villas decision to deny an applicant to the full SOCA Board, sitting as the SOCA Architectural Committee.

6. A copy of your application of approval or denial will be emailed by the Villas Board and kept by the SOCA management company.

7. After completion of approved changes, the Architectural Advisory Committee, or Villas Board member or the Management Company will check for compliance.

### **LONG REACH ARCHITECTURAL COMMITTEE AND HOWARD COUNTY**

1. Unit Owners **SHALL** conform to Long Reach Village architectural guidelines. These guidelines may be obtained from the Covenant Adviser at Long Reach Community Association, Stonehouse in Long Reach Village. These guidelines are also online at [www.longreach.org](http://www.longreach.org) with a Quick Link to Architectural Guidelines. You can email [info@longreach.org](mailto:info@longreach.org). The Long Reach Village Architectural Committee will not accept applications for change from Snowden Overlook residents without the action noted of the SOCA Architectural Committee. Approval of a change from the SOCA AC does not guarantee approval from the Long Reach Architectural Committee.

When selling your house you may need a Letter of Compliance from the Long Reach Village Covenant Advisor that your unit is in compliance with the Long Reach Village Covenants.

2. The Unit Owner is responsible for any Howard County permits that are required for structural changes, such as a new deck or a change to an existing deck that entails a structural change. Check with Howard County before beginning a project. Approval from the SOCA AC does not guarantee approval from Howard County.

### **VILLAS AT SNOWDEN OVERLOOK: ARCHITECTURAL GUIDELINES**

The Villas Board is charged with preserving the aesthetic qualities and harmony of the community in accordance with Long Reach Village Guidelines and those in the Villas documents. These guidelines clarify the Board's responsibilities and approach. The standards prescribed in the Declaration and in the By-Laws of Villas at Snowden Overlook Condominium are reflected in these guidelines for the purpose of: (i) maintaining architectural harmony and beauty, (ii) preserving a safe, healthy environment, and (iii) maintaining and /or enhancing property values. In

the event that any conflict exists between these Architectural Guidelines and the Declaration or By-Laws, the Declaration and the By-Laws control.

The Villas Board will use the following guidelines to review the applications for change. They are meant to assist the Unit Owner in planning for an application for change. Every application will be considered on a case-by-case basis and, therefore, approval/disapproval does not set a precedent. Approval of any change does not constitute acceptance of responsibility by the Villas Condominium Association for maintenance, repair or replacement of any alteration or addition to the Unit. Furthermore, the Unit Owner will be responsible for any damage to their unit or any other unit or to the Common Elements incurred as a result of construction or installation of any change. The Unit Owner is also responsible for removing and /or replacing any installation that interferes with Villas I's responsibility for maintenance or repair of unit.

In order to reduce the burden of the architectural application and approval process, these guidelines indicate that certain types of changes can be made without submitting an application. These changes (and any other **unapproved change**) may, however, be found by the Villas Board to be unsuitable, based on the general purposes and criteria previously stated. Such cases are expected to be rare but may lead to the Unit Owners being required to alter or remove such changes at the homeowners expense. If a violation of the guidelines is not corrected, the Villas Board will seek disciplinary action. **IF IN DOUBT OF NEED, SUBMIT AN APPLICATION.**

Builder-installed features that were present or agreed upon at initial settlement on the Unit, such as decks and patios, need approval if alterations are made.

#### DEFINITIONS

The following definitions are summaries of the definitions in Article I of the Villas Declaration and throughout the Villas By-Laws.

Unit: Each unit is bounded by the dimensions on the Howard County plat recorded for that unit and includes the house up to the middle of the shared wall of another unit. It also includes the yard area (and trees, grass and plants contained in this area), any patio or deck constructed by the developer or an approved deck or patio built by an owner, any areaway, VAC units, stoops, leadwalks, driveways, and any railing or privacy fence. You may obtain your HC plat on the Snowden Overlook website under Condos/ Villas I/Information/VI Land Plat No.18578. (18578 is the Villas neighborhood Plat). Look for your unit number among the 24 phase numbers, and download this detailed phase plat. Your Unit may extend beyond your back fences, There are no common elements (community spaces) between units or behind units.

Common Elements: These are the portions of Villas property not owned individually by unit owners but are owned jointly by the Unit Owners of the condominium. Common Elements include streets, sidewalks adjacent to the streets and the parking areas. The rectangular lawn area between Warm Waves Way and Secret Waves Way, some small green areas near street lights and the grass

areas adjacent to Warm Granite Drive and Snowden River Parkway ramp from route 175, and the grass area between Dried Earth and Warm Granite Drive are also Common Element. The condominium is responsible for maintaining, repairing and replacing Common Elements. (see: Villas Declaration, Article I, (b) and Villas By-laws, Article XIII, Section 2).

The following definition is defined by the Villas Board of Directors.

Yard Areas: The front Yard Area is the grass and the mulched area in front of each Unit that falls between the front corners of the house and is bordered by the driveway and sidewalks of the house. It does not include the side area on end units. The rear Yard Area of the house is the area between the L-shaped fences. If there is no L-shaped fence, it is the area between the straight line fences. If no fence is present, it is between the corners of the house. The rear Yard Area may not extend more than 14 feet out from the plane of the kitchen nook wall regardless of the boundaries of the Unit. The side Yard Area is the grass area between end units to the plat boundary of the next unit or the property line of the Villas condo association. Yard areas **do not** extend beyond the boundaries of the unit and may also be restricted by easements.

## GUIDELINES

### I. ALTERATIONS THAT ARE **NOT** ALLOWED

- A. These changes (among other things) are prohibited by Villa I Declaration, Article X, Use Restrictions.
1. Additional fences
  2. Swimming pools
  3. Basketball apparatus
- B. In addition, the Villas Board of Directors determined that the following will NOT be approved:
1. Roofed or enclosed additions to a Unit (such as additional sun rooms, porches, carports).
  2. Window air conditioning units
  3. Dog runs and dog houses
  4. Play equipment
  5. Sheds

### II. USE RESTRICTIONS

Check Villas Declaration, Article X, Use Restrictions and Long Reach Guidelines for the following:

1. Signs such as political or for sale signs. These have limits on placement and time.
2. In-Home Businesses (special application for Long Reach)
3. Parking and storage of vehicles, boats, trailers, commercial vehicles, etc.

4. Rental Properties (Howard county requires licensing and Villas requires notice to Board).

### III. MODIFICATIONS THAT NEED ARCHITECTURAL APPROVAL

A. Applications for change are required prior to any implementation of any change unless otherwise set forth herein. **Any change made without approval requires an immediate application for change.** These changes, however, may not be approved if in violation of guidelines. **Any change made by the unit owner that results in damage to their unit or a neighbor's unit, or to the Common Elements will be the responsibility of the unit owner to repair.**

#### 1. AWNINGS

##### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

- a. Awnings will only be considered for use over the rear deck/patio area.
- b. They should be retractable and made of cloth material without embellishment.
- c. Color and style should harmonize with other awnings within a row or viewing area.
- d. Awnings should be retracted when not in use.
- e. Damage to unit from awning is the responsibility of the unit owner to repair.
- f. The unit owner is responsible for removing and replacement of the awning at their expense if repairs or replacement of siding, etc. are needed.
- g. See Long Reach guidelines for application requirements.

#### 2. DECORATIVE OBJECTS

##### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

All typical decorative exterior objects including but not limited to: plastic flowers, birdbaths, wagon wheels, sculptures, figurines, fountains, ponds, sundials, rocks, stones, flagpoles, banners with their brackets, other natural decorative objects such as drift wood, gravel, etc. placed in the **front** Yard area need approval whether they are natural or man-made. NO white stones will be approved.

##### **NO APPROVAL REQUIRED:**

- (1.) Decorative objects placed in the **rear** Yard Area of the unit will be allowed provided that they do not exceed the privacy fence height nor interfere with the ability of the lawn maintenance company to mow this area.
- (2.) Seasonal decorations will be allowed 30 days before and 15 days following a holiday.
- (3.) A door wreath or similar decoration may be hung.

#### 3. EXTERIOR LIGHTING AND LANDSCAPE LIGHTS

##### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

- a. Permanent Exterior lights including landscape lighting (solar lights, etc.) or fixtures not included with original units. Security lights should be aimed onto applicant's area only.

- b. Permanent Landscape lighting needs a site plan.
- c. Replacement of post lamps and /or house exterior lights should be similar to original fixtures.
- d. See Long Reach Guideline 11 for details.

#### 4. LANDSCAPING ELEMENTS AND TREES

All landscaping elements planted by the Unit Owner should be within a mulched area within the unit boundaries. If this is a new planting area, the mulch should be similar to that used by the lawn maintenance company. All maintenance in the new areas, including weeding, fertilizing, watering, trimming, etc. is the responsibility of the Unit Owner and all such areas are to be kept in an orderly, neat and clean condition. Dead plant material, broken planters and pots, etc. should be removed promptly and empty pots or baskets stored. Driveway planters should be removed in winter to facilitate snow removal. The Condominium will not routinely replace any landscaping element within the unit boundaries.. **The Unit owner is responsible for the watering of all trees, plants and lawns on his Unit and the replacement of dead trees, shrubs and grass on their unit.** The landscape maintenance company will mulch the front Yard Area and mow all lawn areas and assume other maintenance duties per contract. Significant changes of front yard landscape plans from that provided by the builder such as rock gardens, Japanese style gardens, xeriscaping, etc. will require an application and plans should conform to the character of the condominium.

##### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

- (1.) All trees, shrubs, flowers and plant beds placed in the Common Elements.
- (2.) All trees, shrubs, flowers and plant beds and other elements that are placed within the boundaries of the Unit (see exceptions below in NO APPROVAL REQUIRED).
- (3.) Hardscape such as pavers, rocks for gardens, areas of stones or gravel used to replace mulch or grass requires approval. As a rule, no more than 30% of Front Yard area may contain stones, rocks or pavers.
- (4.) No planting or planting bed should infringe upon the right of way nor extend more than four feet from the side wall of the house. The planting should be mulched with a similar type of mulch used by the lawn maintenance company. Edging of front yard beds with any material needs approval. See Long Reach guideline 20. Proposed plantings of trees and shrubs should include species names.
- (5.) No living fence (plants placed in a line to form a border along unit boundaries) other than what the builder planted is allowed.
- (6.) Removal of any tree. (See Long Reach guideline). Any front yard tree removed due to potential large size must be replaced with a smaller or shorter tree variety such as dogwood.
- (7.) Nettings, fencings or wire type barriers on plants in front yard areas need approval.
- (8.) Removal without replacement of shrubs, trees or other major plants.
- (9.) Plastic flowers are discouraged but if used they need an application as decorative objects.

##### **NO APPROVAL REQUIRED:**

- (1.) Planting beds and plants when planted or placed within the Yard Area in the rear of the Unit provided that they will not exceed the privacy fence height nor interfere with the

ability of the lawn maintenance company to mow this area.

(2.) Light pole hanging baskets.

(3.) Natural flowering plants approximately 12" high or less planted in the Yard Area in the front of the house. (Extensive landscaping changes/designs to front Yard Area need an application.) Flower pots or planters may be placed on the porch or adjacent mulched area.

(4.) Replacement of dead or dying shrubs with like or similar species does not need approval.

## 5. WINDOWS, STORM DOORS AND GARAGE DOORS

### **ONLY VILLAS APPROVAL REQUIRED:**

a. Storm doors should be white to match the framing and not have decorative bars, cross-hatching or filigree and should be full length glass or two panels of glass. One support bar across middle of two panel glass door to facilitate screen use is permitted.

b. Replacement of front door and garage doors with a different style will be considered but will also require approval from Long Reach AC.

c. No application is required for replacement if there is no change in color, size or style.

## 6. SATELLITE DISHES AND ANTENNAS

### **ONLY VILLAS APPROVAL REQUIRED:**

a. Satellite dishes less than 1 meter (39") and antennas less than 12 feet are permitted with an application. To the extent possible, they should be placed in an inconspicuous location and screened from other Units. All cables should also be unobtrusive.

b. Any other antenna needs an application for approval.

c. Unit owner is responsible for any damage to any unit by installation and cabling of an antenna or satellite dish including damage to siding and/or roof.

d. Unit owner will be required to remove and replace dish or antenna at their expense for any roof repair or replacement by the association

## 7. DECKS AND PATIOS

### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

a. Applications are required for all decks and patios including any alteration to existing decks (including staining decks a different color or replacing with trex or similar man-made material).

b. The design and location of the deck structure should conform to the design and location of the decks of the other Units. Only open decks with pickets will be considered.

c. Decks and patios must be constructed entirely within the defined rear Yard Area, **NO DECK MAY EXTEND MORE THAN 14 FEET FROM KITCHEN NOOK WALL AND MAY BE RESTRICTED FURTHER BY UNIT PLAT.**

d. A deck or patio may be extended across the back of the house and is limited in width by the boundaries established by the location of the privacy fences or the defined rear Yard Area. No egress from the basement shall be blocked (either the areaway or escape window)

e. If a stairway is included, it should be such that its entire structure is contained within the dimensions of the rear Yard Area.

f. Railing height of decks should fall between 36 and 42 inches. White plastic railings and other types of pickets will be considered.

g. Applications should include the following information:

(1.) Drawings showing dimensions, style, and elevation of the structure and details of any railings, benches, planters and/or steps planned.

(2.) List of materials.

(3.) Description of materials (color, pattern, etc.). For decks, natural wood colors are preferred. Consideration will be given to other deck materials.

(4.) Description of any proposed installation of exterior lighting.

(5.) Site plan(plat) showing relationship with measurements (distance) to the Unit, any existing privacy fences and the neighboring Units.

(6.) Description of any planting , or heating and air conditioning unit to be moved.

(7.) See Long Reach Guidelines for Exterior Alteration Worksheet for Decks (Forms).

## 8. PAINTING AND STAINING

### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

a. Painting of doors and outside trim is the responsibility of the Villas Condominium. No change in trim color will be considered

b. Front door color change will be considered and-requires an application for approval. The Villas Condominium Association does not guarantee that it will match such colors whenever it undertakes repainting of trim and front doors of Units. Paint chips must be included in application and generally the color must be consistent with the style and color of the Unit.

c. New deck stain colors need an approval.

## 9. IN-GROUND SPRINKLER SYSTEMS

### **ONLY VILLAS APPROVAL REQUIRED:**

a. Outside cut-off valves must be included in plan (in case of malfunctioning equipment).

b. Maintenance is the responsibility of the Unit Owner and must include winterizing to prevent pipe breakage.

c. Unit Owner is responsible for any damage to system.

d. Unit Owner is responsible for any flood damage that may result from system.

## 10. FRONT STEP HANDRAILS AND RAMPS

### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

a. Handrails must be black metal.

b. Painting and maintenance is homeowner responsibility.

c. Ramps must be constructed in accordance with ADA Design Guidelines.

d. See Long Reach Guideline 30 for requirements.



## 11. SOLAR PANELS and SOLAR TUBES

### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

- a. Cables and equipment should be placed as inconspicuously as possible.
- b. Cables need to be painted to match siding.
- c. Unit owner is responsible for any damage to roof.
- d. Unit owner is responsible for cost and removal of solar panels for roof repairs or roof replacement.
- e. See attachment (Memorandum) for other requirements.

## 12. OTHER ALTERATIONS NOT COVERED

### **LONG REACH AND VILLAS APPROVAL REQUIRED:**

It is impossible to anticipate all possible exterior changes. If no guideline seems appropriate for the project you propose, a complete application SHALL be filed. Check Long Reach Guidelines as they cover many additional guidelines for exterior changes and home maintenance requirements and information on plants and trees, etc.

### MISS UTILITY

Before digging, call Miss Utility (1-800-257-7777) for free information about location of gas, power and telephone lines. Also, note that many storm water drain pipes are buried in the condominium. Any damage done to these will be the responsibility of the Unit Owner.

### HOWARD COUNTY

Licenses and permits: 410-313-2455  
Planning and Zoning: 410-313-2350

### LONG REACH (Stonehouse)

Information: 410-730-8113  
6110 Foreland Garth  
Columbia, MD 21045  
Architectural Committee  
Attn: Covenant Advisor  
[www.longreach.org](http://www.longreach.org)