

NORBECK GROVE COMMUNITY ASSOCIATION

DESIGN GUIDELINES AND STANDARDS

User's Reference Manual
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INTRODUCTION

All exterior modifications to a home or lot in Norbeck Grove, including landscaping, must first be reviewed and approved in writing by the Covenant Committee, also called the Architectural Committee, unless otherwise noted. For the remainder of this document the committee will be referred to as the Architectural Committee. Owners shall not commence construction of any exterior modification without first making an application to the Architectural Committee and obtaining approval of such exterior modification from the Architectural Committee. **Any exterior modifications without first obtaining approval or exterior modifications which are different than that approved are subject to \$250 fines. Please refer to the Architectural Fines Section later in these Rules and Architectural Guidelines for details.**

The Board of Directors of the Norbeck Grove Community Association, Inc. is pleased to provide you with these Design Guidelines & Standards for your use in preparing an application for architectural review by the Architectural Committee. The purpose of this booklet is to serve as an adjunct to the Declaration of Covenants, Conditions and Restriction for the Norbeck Grove Community Association, Inc. (the "Declaration") found in the materials provided to you by the developer or the builder of your home. In the event of any conflict between the Declaration and these Design Guidelines and Standards, the Declaration shall control. It is not intended as an inflexible set of rules but rather as a handy reference tool which will provide you with the information you need to understand the architectural review procedure, and to make the system work for you and for all your neighbors in the community. Ultimately, the goal of the architectural review standards and procedures is to preserve the unique traditional quality of Norbeck Grove and to maintain the high aesthetic standards that make it a desirable place to live and ultimately preserves and enhances property values in the community.

The Board of Directors of the Norbeck Grove Community Association, Inc. welcomes any comments or suggestions you may have regarding this booklet.

APPLICATION PROCEDURES

1. Application forms are attached. You may also pick up an application form by contacting:

The Management Group Associates
20440 Century Boulevard, Suite 100
Germantown, MD 20874
(301) 948-6666
Attention: Mr. Todd Hassett
Or by printing a copy off of the Norbeck Grove website.
2. Read this booklet – Design Guidelines and Standards.
3. Develop your plan. (Consider the impact on your neighbors.)
4. Submit the completed application including all required plans and neighbor signatures, as clearly and thoroughly as possible. Have your next door neighbors, and two additional neighbors who are most affected by the changes, sign the application and put their signature on the plans. The plans will not be returned to you, but will be used to review the project when you notify the management company that the project is complete. When submitting a plan drawing you need to also have your neighbors sign the drawings.
5. Your application will be processed by the Architectural Committee on a first-come, first-served basis.
6. A staff member of the Norbeck Grove Community Association, Inc. will review your application to determine if the information provided is sufficient for the Architectural Committee to be able to review it. If not, you will be asked to provide additional information. Your request will be included on the agenda for the next regular meeting of the Architectural Committee.
7. The staff member will then provide to each member of the Architectural Committee a copy of your application prior to the meeting so that they will have a chance to visit your property to best understand your plans.
8. Your request will then be reviewed by the Architectural Committee at their next regularly scheduled meeting.
9. The Architectural Committee will provide you with their written response (approval or disapproval) through regular mail within sixty (60) days after the full and complete application, plans, specifications and fees have been submitted.
10. Modifications must be commenced within six (6) months of the receipt of written approval from the Architectural Committee and then must be completed within six (6) months of the date of commencement.
11. Should you or any of your neighbors feel you have been aggrieved by an action of the Architectural Committee, you may appeal the decision of the Architectural Committee to the full Board of Directors.

After the project is completed you must notify the Management Company so the Architectural Committee can review the work against the plans for final approval. Failure to obtain final approval can result in fines and/or having to change the work to conform to the plans that were approved.

Design Criteria

General Principles

Norbeck Grove is a planned development which consists of 506 homes and various community recreational facilities. The developer's goal is to create an enclave of residences characterized by first class detailing, materials, and construction. In general, homes in Norbeck Grove shall reflect designs which are cohesive, consistent and properly proportioned in keeping with traditional architectural styles. The Architectural Committee will evaluate homes for their "overall design" rather than a sum of the component parts. Property owners must be cognizant of the fact that elements of architecture taken from several different homes in Norbeck Grove may not necessarily be appropriate when combined on the same house, as it is the effect of all the design elements working together which gives a home a traditional feel. Comments, suggestions, approvals and rejections may be based solely on the aesthetic judgment of the Architectural Committee.

The Architectural Committee is responsible for applying certain standards in making decisions regarding architectural improvements at Norbeck Grove. The standards are generally defined under Article 8, "Architectural Control" and Article 9, "Use Restrictions" in the Declaration and underlie the specific guidelines contained in the following sections of this booklet.

The guiding principles which direct the Architectural Committee in making its decisions include:

- **protecting owners against improper use of surrounding lots;**
- **guarding against the erection of poorly designed or proportioned structures or the use of unsuitable materials;**
- **obtaining harmonious color schemes;**
- **preventing haphazard and inharmonious improvement of lots; and**
- **to preserve the open characteristics of the community, all free standing items, e.g. sheds, spas, play equipment, etc. should be placed behind the homes and not visible from the street.**

In all cases, the Architectural Committee is concerned with the impact and the view from neighboring lots, roads and recreation areas. Furthermore, it is mindful of any improvements which serve to create a precedent in the community.

All-Inclusive Submission facilitates Review & Approval

In order to facilitate the Architectural Committee's review and approval process, and in order to provide a quick and thorough response to requests for architectural additions or modifications, the Architectural Committee urges owners to submit items for review in an all-inclusive manner. In other words, rather than submitting plans on an item-by-item basis as you progress through the improvements you plan to make to your home or lot, the forethought will benefit you by saving time (and possibly money) in the early stages, and it will assist the Architectural Committee by providing the entire picture of what you are planning to do.

As an example, the Declaration provides that single family detached lots may contain in-ground swimming pools. When you submit a pool plan, the Architectural Committee also requires that you provide the accompanying deck or patio plan, a complete landscape plan, with location and type and size of plant materials to be used, and the fencing plan and its specifications. Please note that if you considered landscaping needs in connection with the planned improvement for your home and feel that no additional plantings are required, you should indicate such on your application.

The following "Considerations, Specifications and Guidelines" will assist you in making all-inclusive submittals. By following these Guidelines, you should find that the procedure for submitting applications for review to the Architectural Committee is a very straightforward, simple process. The Norbeck Grove Community Association, Inc. has attempted to provide guidelines in this booklet which address the most common elements of modifications, although there may be some exterior changes desired by owners for which guidelines have not been included. Do not assume a change is allowed because it is not addressed in these guidelines. All exterior changes, whether covered in the Guidelines or not, must nevertheless be submitted for approval to the Architectural Committee in accordance with the application requirements described herein.

Important Reminders

County Approvals

Many exterior projects require a review and permit from Montgomery County in addition to Architectural Committee approval, and the property owner is responsible for all such County approvals. Montgomery County authorities should be contacted before commencement of work to be sure that any and all required permits have been obtained. County approval does not preclude the need for Architectural Committee approval, nor does Architectural Committee approval relieve the applicant of the responsibility to obtain County permits. In some cases, Montgomery County may require written confirmation of the Architectural Committee before issuing a permit.

Following are among the items that need a county permit:

Additions	Hot Tub/Spa	Swimming Pool	Gazebo	Deck	Patio
Shed	Breezeway	Retaining Wall	Fence	Porch	

When considering making a modification, do not rely on a modification your neighbors may have done to their property. It may not have been approved or, if approved, it may have had different reasons for being approved than your application. Each application is processed individually, and you are responsible for getting Architectural Committee and County approval for your modifications.

Architectural Committee approval in no way deals with, guarantees, or warrants that the improvements comply with building codes, governmental regulations, or sound engineering practices; all of the aforementioned being outside the scope of the Architectural Committee.

Modifications by Prior Owners

Purchasers of a resale property could be notified that they are in violation of the covenants because of an existing unapproved architectural modification on their property. Current owners are responsible for any existing violations. Should owners find themselves in this situation, they should remove the unapproved modification themselves or, alternatively, if the previous owners did not seek approval, the new owners should submit an application explaining the matter and requesting approval. In such event, the Architectural Committee shall have the right to deny approval of the existing unapproved architectural modification and to require the current owners to remove the unapproved modification within a reasonable period of time determined by the Architectural Committee. The buyer of a resale home is urged to protect him or herself from this occurrence by obtaining a resale certificate from the Norbeck Grove Community Association, Inc. prior to settlement which will state whether any fees are due or whether any covenant violations exist on the property so that these may be immediately resolved by the sellers.

Purchasers must be aware that certain architecture which may have been appropriate for one lot in Norbeck Grove may not necessarily be appropriate for another lot.

Architectural Fines

Please refer to the Norbeck Grove Community Association Policy Resolution Concerning Rules Infractions for the complete fining policy.

Fines

Exterior Modifications Prior to Architectural Approval

Any Resident who is found to have made exterior modifications to a home or lot in Norbeck Grove that needs prior approval in writing from the Architectural Committee without the required approval will be subject to a \$250 fine, even if it is approved after the modification was made.

These fines will be enforced whether the modifications are approved or not approved and are in addition to any other assessments and/or fines that may be charged to the property.

Exterior Modifications Which Differ From That Approved

Any Resident who receives approval for an exterior modification from the Architectural Committee and makes modifications which are substantially different from the approved modifications will also be subject to a \$250 fine, even if the differences are approved after the modification was made.

These fines will be enforced whether the modifications are approved or not approved and are in addition to any other assessments and/or fines that may be charged to the property.

Any modifications made without approval and any modifications which are substantially different from the approved modification which is not approved after the modification has been made will be subject to the fines within the Policy Resolution Concerning Rules Infractions and must change or remove the modification to bring it back into compliance.

Non-Compliance

Any resident that receives a violation letter that does not abate the violation within the time provided, will be sent a Cease and Desist letter. If the violation has not been abated within 30 days, or in the case of repeated instances of the same violation within thirty days of the Cease and Desist letter then a \$50 fine will be added to the homeowners assessment account. Homeowners will continue to be fined every thirty days increases by \$25 up to \$125 until the violation is abated.

Guidelines For Modifications To Homes At Norbeck Grove Considerations, Specifications And Application Guidelines

Additions, Major (e.g.: Rooms, Screened Porches, Sunrooms) and Outbuildings (e.g.: Sheds)

General Considerations:

Major additions and outbuildings can have a significant impact on the appearance of the original building and on neighboring property, and the Architectural Committee will be sensitive to this fact in making its decisions regarding the addition.

The owner may submit concept drawings or preliminary plans for Architectural Committee review and comment before more detailed plans are made. Any preliminary comments are not to be interpreted as final approval by the Architectural Committee. A detailed drawing of the final plan is required.

Specifications:

The design of the addition or outbuildings must be compatible in scale, mass, roof pitch, character, style, materials and color with the original house. The location of the addition or outbuilding should be planned to minimize the effect on neighboring properties as it relates to their privacy and views, and located to minimize the removal of trees and other vegetation. **The Architectural Committee will likely require additional landscape screening of adequate size at the time of planting to visually soften the view of the addition from the neighbors or street.** Changes in grade or drainage resulting from the addition must not adversely affect adjacent property, and should be shown on the site plan.

Storage Sheds

A "box type" storage structure not exceeding any dimension of 4'(h) x 5'(w) x 3'(d) is allowed without prior approval, provided that it is placed against the rear wall of the house. Any other location must be approved by the ACC. A maximum of one shed of this size is permitted per lot.

Treated wood, siding or "Rubbermaid" style sheds are allowed, but must be approved in advance by the ACC. If constructed of wood or siding, the wood and siding must be compatible with the existing house and trim colors, as determined by the ACC. Sheds may also be incorporated into deck construction, if compatible to the deck design. A maximum of one shed of this type is permitted per lot.

All sheds must be placed in the rear yard only, and the exact placement will be approved on a case-by-case basis, except where otherwise specified above. All structures, including sheds, can be no closer than 5 feet from adjoining side lot property lines and no closer than 5 feet from the rear lot property line per the county code. On single-family lots, no sheds will be allowed within 8' of a neighbor's adjoining property line, unless concealed by an appropriate perimeter fence. All sheds must also be placed to minimize the effect, privacy and view on neighboring homes. Landscaping will be required to screen or soften the view of the shed from adjoining properties and from the street.

Items may not be stored around the exterior of the shed. All equipment and supplies must be stored inside the shed. For single-family homes, the maximum permitted height of any shed will be nine feet (9') as measured from the ground to the highest part of the shed. The shed base may not exceed 120 square feet. For townhomes, the size of the shed will be approved on a case-by-case basis; however, the preferable size is less than 25 square feet.

The ACC will review a number of factors when deciding whether to approve a shed; therefore, sheds which meet all of the above guidelines will not automatically be approved as submitted.

Application:

Your application must include a completed application form, with neighbor's signatures, and **the same information that you give the county when you get your permit:**

- A site plan and/or record plat (scale not less than 1" = 30 ft.) showing the location of the proposed addition or outbuilding, the existing building and the setbacks from all property lines;
- Detailed construction elevation drawings for all views (scale not less than 1/4" = 1 ft.) with neighbor's signatures. Note: the plans will be retained by the Association;
- Drawings or photographs of the existing building and site conditions before the proposed changes;
- Samples of colors and materials, if different from the existing building;
- Catalog cut sheets of exterior lighting specifications;
- Landscape plan (scale not less than 1" = 30 ft.) showing all plant species, quantities and sizes at time of planting. Alternatively, proposed planting may be shown on site plan if the plan is not overly complex.

Air-Conditioning Units/Awnings/Basketball Backboards

Air-Conditioning Units

Window installed air-conditioning units are not allowed in the community.

Awnings

Window awnings are not allowed in the community. Retractable awnings designed for use over decks and patios will be considered on a case-by-case basis. In order to be approved, retractable awnings must be compatible in color and appearance with the house, as determined by the ACC.

Application:

Your application must include a completed application form and:

- Samples of colors and materials to be used.
- Diagram showing position and size of awning in relation to deck and/or patio.

Window Boxes

General Considerations

Window boxes are allowed in the community on detached single family homes. There is a great variance in the size and materials available for window boxes. Each request for window boxes will be addressed on a case by case basis.

Specifications:

The only acceptable material for window boxes is wrought iron or other low maintenance metal holders and heavy plastic insert boxes. The color of the boxes must be harmonious with the color of the house. Window boxes will be allowed on all of the windows in the front upper windows, lower windows, or all of the windows on the front of the house. The window boxes must run the full width of the window and be placed so that the top of the box is just below the bottom of the window frame. Window boxes must be maintained with live plants during the growing season and be properly maintained at all times. The planters must contain foliage with color or evergreen year round. Foliage may not extend in excess of 12 inches above or below the planters. Window boxes will not be permitted on Townhomes or Condominiums.

Application:

Your application must include a completed application form and:

- A diagram of your home and where the window boxes will be located
- Detailed drawing or catalog sheet which shows the boxes including dimensions, materials and color.

Basketball Backboards

General Considerations

High visibility and loud noises are among the concerns associated with the placement of a basketball backboard. The best placement provides enough room for a small basketball play areas, and locates the backboard so as to be as inconspicuous as possible from the road and adjacent properties. The best placement also minimizes the amount of noise to adjacent neighbors. Backboards in the rear of homes must be positioned on the edge of the court closest to the center of the yard.

Prior approval is not required for portable backboards. Permanent backboards require approval prior to installation. The Architectural Committee will have final approval or denial authority over all backboards.

Due to the noise associated with basketball hoops, play is limited to the hours 9:00 a.m. to sunset (Montgomery County noise ordinances must be obeyed at all times). Lighting for courts is prohibited.

As with other structures and design elements, owners of basketball sets are required to maintain the equipment and keep it in good repair. Any worn or damaged equipment must be replaced in a timely manner.

Specifications:

- Backboards will not be permitted to be attached to the house.
- Backboards and poles will not be permitted in the Townhomes or Condominiums.
- Backboards may be placed on the side of the driveway or behind the home in the rear yard. Rear yard backboards should be placed within the sight line of the home so that they are as inconspicuous as possible from the street. Screening of equipment is required to soften the visual impact from the neighbors and assist in preventing balls from rolling into neighbor's yards. Screening plans should be accomplished by evergreen plantings to ensure year-round protection and/or approved fencing.
- To ensure that rear yard basketball courts are scaled according to the available space in each yard, the following guidelines will be used:
 - Rear yard basketball courts may occupy the lesser of either: *1/4 of the available back yard square footage or: *600 (20 x 30) square feet.
 - No basketball courts or hoops will be allowed within 8 feet of a neighbor's adjoining property line.
- Backboards in the rear of homes must be placed on the edge of the court closest to the center of the yard.
- The composition of the court must accompany an application.
- Homeowner must take the necessary steps to ensure that water drainage will not be changed and cause damage to neighbor's property. Any homeowner installing a court assumes full responsibility for any damage caused to their property or neighboring property from any change in drainage patterns.
- Lighting specifically for basketball hoops is prohibited.
- The backboard should be clear Plexiglas, white or black. No brightly colored Tape should be used. Black, dark green, or white tape is acceptable.
- A permanent pole must be painted black or dark green and be permanently installed in the ground. Portable backboards must be properly secured and stored out of sight.

Application:

Your application must include a completed application form and:

- Site plan showing the location of the basketball backboard, pole, and court area and the related landscape screening;
- Related landscape screening plans; and
- Elevation drawings or catalog clippings showing the specifications of the backboard and pole, including colors.
- If the backboard is to be placed in the backyard, include a description of the materials to be used for the court, the dimensions of the court area, and the screening plan.
- The court will be treated the same as a patio. Edges must be neatly finished and cannot exceed eight inches (8") in height. Courts that are built on ground that is not level and will need a build-up must submit elevation drawings and a description of the building material to be used.

Clothes Hanging Devices

No drying or airing of any clothing or bedding shall be permitted outdoors within any lot, and clothes hanging devices such as lines, reels, poles and frames shall not be permitted outdoors within any lot.

Decks/Patios

General Considerations:

The Architectural Committee expects to receive many requests for the addition or revision of a deck or patio. Because of the extended "living space" which a deck or patio provides and the opportunity to better enjoy the outdoor views at Norbeck Grove, the Architectural Committee understands the desire of owners to add or modify a deck. However, because a deck has a very definite impact on the appearance of a house and may possibly affect the privacy of adjacent owners, the Architectural Committee will take particular care in its review of a deck plan to be certain that its design is complementary to the existing house and it will not significantly interfere with the right of enjoyment of adjacent residents.

Specifications:

Decks will only be allowed on the rear of homes and never on the side or in the front. **Decks must be twelve inches (12") from any party wall;** and decks should not extend any further than sixteen feet (16') from the furthest projection of the rear wall of the house. Decks may not extend beyond the owners' building restriction line. New decks or modifications to existing decks must provide continuity in detailing, such as materials, color, post locations, railing design and trim. Steps in the front of homes are prohibited. Steps on the side of homes are discouraged. The committee will request additional landscaping if needed to soften the impact and view of the steps from neighboring properties

Decks must be constructed with pressure treated, cedar, rot-resistant or composite decking and, in many cases, may be left to weather naturally. Painting or stained wood decks should be in a neutral color which blends well with the brick and trim color of the house. Column supports for above ground decks must be finished with the same level of quality and detail as the deck itself. The rails for townhome decks must be constructed of either vertical pickets or Chippendale panels, or a combination thereof.

Lattice may be used to screen the underside of all sides of the deck, between the deck and the ground. The Architectural Committee may require some additional landscaping around the deck in instances where the deck is visible from the neighbors, the road or recreational areas. If the area under the deck is to be used for storage, it must be properly screened to block the view from adjacent properties or roads.

Any deck appurtenances such as arbors, pergolas, lattice and trellises must be submitted as part of a complete deck application package.

Patios are encouraged to be stone, brick, or exposed aggregate concrete. Concrete may be used but must remain neutral in color. Painting or coloring concrete is not permitted. Edges must be neatly finished and cannot exceed eight inches (8") in height. Patios built on ground that is not level that need a buildup must submit elevation drawings and a description of the edging materials.

Application:

Your application must include a completed application form and the same information that you give the county when you get your permit:

- A site plan, plat or house location survey (minimum scale of 1" = 30 ft.) showing the location of the deck or patio relative to the house and the property lines;
- Construction elevation plans (minimum scale of 1/4" = 1') including details of railings, built-in benches, barbeque or cooking areas, etc. Drawing should indicate relationship of the deck to the existing house; and
- Paint or stain color samples where applicable.

Driveways/Parking Pads/Walkways

General Considerations:

It is not anticipated that many requests for driveway revisions, either in design or material, will be made since these issues should be carefully considered during the original new home construction review and approval process. The impact of an enlarged or modified driveway on neighboring properties will be carefully considered. New or revised walkway plans must also be submitted to the Architectural Committee for review and approval.

Specifications:

Enlarging or modifying a driveway and/or walkway may be done only where it and its use will not adversely affect adjacent property, natural areas or drainage and where it will not negatively impact the appearance of the streetscape.

Enlarging driveways, and adding parking pads or walkways must be done with the same material as the existing driveway or walkway. Should the driveway and/or walkway cause disturbance of any existing vegetation, the owner will be required to re-plant landscaping and may be requested to plant additional landscaping if needed to soften the impact and view of the driveway and/or walkway from neighboring properties. Driveway extensions will only be considered if the extension is no wider than 6 feet, not extending back past the front corner of the home, and the extension is not within 4 feet of the property line.

Materials for driveways are limited to asphalt with concrete aprons. Any other materials, including monolithic poured concrete, will generally be unacceptable unless the Architectural Committee at its sole discretion decides the specific circumstances warrant the use of other materials. Walkways may be constructed of stone, brick or concrete. Walkways must be neutral in color. Painting or coloring existing concrete is not permitted.

Application:

Your application must include a completed application form and:

- A site plan, plat or house location survey (minimum scale of 1" = 30') showing the location of the existing house and driveway or parking pad and proposed changes showing dimensions and distances from property lines;
- A grading plan if the existing grading is changed; and
- A plan showing additional landscaping to soften the impact of the driveway and/or walkway from neighboring properties.

Fences

General Considerations:

Fencing can sometimes be an architectural plus when of a certain design and used in the right place and with abundant, well-designed landscaping, or conversely it can, when not controlled, become an intrusion on the open character of the community from both an aesthetic and a physical standpoint.

Specifications:

The general philosophy of the Architectural Committee is to retain an open feeling to the community by limiting the use of fences to only those lots which require fencing because of children, pets, swimming pools, or other safety considerations, and in such cases to permit only certain types of fencing which accomplish the desired effect.

Any fence constructed within the community shall not extend forward of the rear building line of the home on the lot upon which any such fence is constructed. **If the rear line on one side of the home is forward of the line on the other side of the house, the fence may be brought up on both sides to the most forward line.**

The Architectural Committee encourages the use of invisible, electronic dog fences to contain pets within your property.

To maintain a consistent appearance throughout the Norbeck Grove community, the Architectural Committee has determined that only certain fence styles shall be considered.

For single family attached lots, no fence shall be more than six feet (6') in height from grade. Chainlink and other wire fencing are specifically prohibited. Except with the prior written approval of the Architectural Committee, all fences shall be board on board (alternating boards on each side of the support rails). The fences should be comparable to the existing fences dividing the property lines, including the height of the posts in relation to the fences, using fence post caps and attaching a horizontal board above the top support rail.

For single family detached lots, no fence shall be more than six feet (6') in height from grade. Post and rail vinyl fence with three (3) rails, vinyl estate board, picket fences, and board on board fences are permitted (subject to the prior written approval of the Covenant Committee). Chainlink, cedar split rail, and other wire fencing are specifically prohibited; provided, however, that thin vinyl wire fencing used in conjunction with a three (3) rail or similar fencing for the purpose of enclosing pets is permitted if installed on the installing lot owner's side of the fence and if prior written approval is obtained from the Architectural Committee. The foregoing restriction for single family detached lots shall not be applicable to fencing installed in conformance with applicable law and/or regulations for purposes of enclosing a swimming pool.

All wood fences approved by the Architectural Committee must be constructed pressure treated, cedar or rot-resistant wood, composite wood, or be vinyl coated. Painting or coloring fences is not permitted. Staining and/or preserving fences must be done in a neutral color which blends well with the brick and trim color of the house.

Fences constructed of landscaping (e.g., shrubs or trees) will be considered on a case-by-case basis and only in the rear yard. Only landscaping which will not infringe on neighboring properties – either through the root system or through its foliage or branches – will be considered. **In addition, only landscaping which, at its fully mature height, will not exceed six feet (6') will be considered.**

Fences may not be installed upon any lot which may damage or interfere with any easement for the installation or maintenance of utilities, or which may unreasonably change, obstruct or retard the direction or flow of any drainage channels. In addition, the finished side of the fence and gate, if applicable, must face out from the property lines so that all horizontal and vertical support posts and crossbeams are screened from neighboring lots.

Application:

Your application must include a completed application form and:

- A site plan, plat or house location survey (minimum scale of 1" = 30') showing the home, other improvements, exact fence location including distance from home and property lines;
- Detailed description of proposed fence including a catalog sheet (with exact height from ground level indicated), color photograph or drawing; and
- Landscape plan showing all new plant material to be installed as needed for softening the appearance of the fence where visible from the street.
- For fences constructed of trees or shrubs, provide a description of the type of plant to be used, the initial planting size and spacing.

Landscaping (Additional) And Tree Removal

General Considerations:

Plans for additions or modifications to existing landscaping and/or the removal of existing trees which are larger than four inches (4") in diameter (measured two feet (2') above the ground) or more than fifteen feet (15') in height must be submitted to the Architectural Committee for approval. Approval of the removal of trees will be granted only where such removal is reasonably necessary for the construction of driveways, paths, or other approved lot improvements. In many cases, landscaping is required as an adjunct and a condition for approval for other modifications such as the addition of a deck or fence and, as noted in other sections of this booklet, is required as part of the application for such items.

Specifications:

Landscape modifications or additions should be integrated in a way which is harmonious with the existing landscaping on the lot and the adjacent lots. Front yard landscaping will be carefully considered for its effect on the overall streetscape. Generally, landscaping serves to visually soften or provide a finished look to a lot and should not be planted in such a way as to create a fenced-in appearance. **For purposes of landscaping, the front, right side, left side and rear yard will be considered separate areas. The majority of each area must be maintained as lawn. The homeowner is responsible for maintaining adequate lawn cover to prevent soil erosion and storm water drainage difficulties.**

The homeowner must receive prior approval for the installation of any landscaping bed which will exceed 36 square feet in area. In addition, the homeowner must ensure that any landscaping or regrading will not have an adverse effect on neighboring properties. All beds must be kept neat and weed-free.

Planting of flowers by the owner is acceptable without making application to the Architectural Committee; however, flowers should be tasteful and blend well with the existing landscaping. While it is difficult to imagine any flowers being in poor taste, one example of flowers the Architectural Committee would prohibit are the giant sunflowers which grow several feet from the ground.

Flower bed and landscape borders should only be constructed using a uniform edge and should be installed in a professional manner. While stone or brick materials may be used if uniformly constructed, the edging of lead or walks using miscellaneous rocks will not be permitted in the community.

Vegetable gardens shall be maintained only within the rear yard of any lot, and not visible from the street, common or play area and shall be maintained in a neat and attractive manner

Tree removal is a very serious issue which should only be undertaken when necessary for aesthetic, grading or safety concerns. Like landscape modifications, tree removal may be necessary in order to accomplish another modification. If this is the case, an indication of the tree(s) to be removed and reason for removal must be included in the modifications application. Owners are asked to carefully plan modifications so as to eliminate or minimize the need to remove any trees. In most cases, the owner will be asked to offset any tree loss, whether associated with another modification or not, with new plantings. The replacement trees are to be a minimum of 2" caliper for shade trees and 6 foot or taller for decorative trees. Where woodlands are removed, the land must be replanted to replicate the woodlands. Simply mulching the area will not be allowed. All tree and plant material must be set back from adjoining property lines 1/2 the diameter of the canopy of the mature tree or shrub.

Stockpiling of materials such as mulch, compost or firewood will only be permitted in rear yards and must be properly screened from the view of others. Firewood must be screened and stacked above ground in a storage rack and shall be maintained in a neat and attractive manner.

Application:

Your application must include a completed application form and:

- A site plan, plat or house location survey (minimum scale of 1" = 30') showing the location of the proposed plant material (or tree to be removed), existing plant material, existing buildings and other improvements, and property lines;
- A schedule of plant material indicating species, height at the time of planting, caliper where appropriate and quantities; and
- A detailed description and location of any structural elements such as retaining walls (addressed in a separate section).

Lighting - Exterior

General Considerations:

Typical site lighting may include lighting fixtures of the following types, subject to the specifications set forth in the paragraphs which follow:

- Building-mounted lights at entries
- Garden lights
- Post-mounted lights in hooded fixtures, in rear only
- Building-mounted security flood lights
- Flush up or accent lighting

Consistent with its daytime character, Norbeck Grove should be viewed as a quiet, natural nighttime setting without intense, overly decorative lighting. Fixtures should be of high quality, traditional in design, compatible with the house. Whether building-mounted or freestanding, **lighting fixtures should be properly located and directed downward**, diffused, or shielded to avoid causing glare when viewed from adjacent properties or from the street. No exterior lighting, emanating from a lot, shall be directed outside the boundaries of the lot.

Specifications:

- Lamps should be an incandescent, fluorescent, or halogen type of 100 watts or less for most applications. High wattage commercial/industrial type fixtures are unacceptable.
- Unobtrusive building-mounted fixtures are preferred when possible.
- When building-mounted light is inadequate for proper illumination, high-quality, post-mounted fixtures of 8 ft. or less in height are preferred.
- **Low-level landscape or garden lighting should be used sparingly, if at all, for areas along foundations only**, and these fixtures should be spaced long distances apart from each other to avoid any kind of a commercial effect. Such lighting must be worked into planting or mulch beds for ease of mowing.
- Security flood lights should be used with discretion so as not to adversely impact adjoining properties. When the rear lot line of a resident adjoins wooded areas or other similar situation, and the rear lot line does not adjoin a current or future residential lot or street, flood lights may be used for security purposes to illuminate the rear yard. Flood lights should always be within attractive fixtures and not of the bare bulb and socket variety. They should be mounted on the fascia board (not on the brick or siding), under roof eaves and should be a color which matches or blends with the surface upon which they are mounted.
- All conduit and wiring should be buried and out-of-sight.
- Sodium vapor quartz and other non-incandescent, non-fluorescent, or non-halogen varieties of lamps are presently unacceptable.
- Flush-up and accent lighting for building facades must be of low intensity to create a subtle, warm impression. The lights must not be obtrusive either as visible fixtures nor provide any glare. Such lighting should be totally or partially buried in the ground.
- Gas lamps may be replaced with electric as long as the lamp and post are the same style and color as the original.

Application:

Your application must include a completed application form and:

- Site plan, plat or house location survey (minimum scale of 1" = 30') showing buildings and property lines and showing existing and proposed lighting;
- Catalog sheets of fixtures including photographs or drawings, description and lamping data; and
- Landscape plan when lighting is integrated and/or softened with plants.

Mailboxes

General Considerations:

Single Family Homes have a standard mailbox throughout the community. Continuity in appearance of the mailboxes enhances the appearance of the community. Approval to install a new mailbox the same style and color that currently exists in the community does not require prior approval. Decorative mailboxes and mailbox covers are prohibited.

Specifications:

The single family home mailboxes are the Everett Top Mount and Washington post.

Contact The Management Group Associates for assistance locating this style replacement mailbox.

Application:

No applications are needed because there is only one style mailbox and post that is approved.

Painting/Staining/Color Changes - Exterior

General Considerations:

All exterior color (or material) changes on a home or other approved structure in Norbeck Grove must be submitted in writing to the Architectural Committee for approval. Generally, the Architectural Committee is agreeable to colors that create a subtle, traditional effect which is harmonious with the house and complementary to the surrounding homes in the community.

The color of the exterior of all structures or homes on lots including, without limitation, garage doors, all sidings, gutters, downspouts, brick, trim, exterior wood decks, fences and gates, if any, shall not be changed or altered without the prior written approval of the Architectural Committee.

No request for approval is needed to re-paint any exterior elements in existing approved color(s) already on the house.

Specifications:

Selected colors (or materials) must be harmonious with the other colors (or materials) used on the structure, e.g., roofing, trim and brick, and must be harmonious with the color scheme used in the neighborhood.

Application:

Your application must include a completed application form and:

- Sample color chips (minimum 2" square in size) of proposed new colors and existing paint colors to be retained; and
- A written description or, preferably, an illustration showing all surfaces to be painted or stained.

Play Equipment/Dog Houses/Trampolines

General Considerations:

For many property owners, children's play equipment, including swing sets, jungle gyms, sand boxes and similar type equipment, are desirable additions to a homesite. Respect for neighbors and the aesthetic quality of the Norbeck Grove community must, however, be given due consideration. Such equipment should be placed in such a manner so as not to constitute a nuisance to adjoining homeowners and to be as inconspicuous as possible from the street.

Specifications:

The Architectural Committee prefers that play equipment be constructed predominantly of wood and left to weather naturally.

Play equipment/trampolines will only be permitted in the rear yard, behind the house. Wherever possible, screening of the equipment should be accomplished by evergreen plantings to insure year-round protection. The subject of basketball equipment is addressed in a previous section of this booklet.

Dog houses, pens, kennels, and runs are specifically prohibited.

All homeowners desiring to install any children's play equipment, including trampolines, basketball equipment and screening, must make an application and be granted formal approval prior to installation.

Application:

Your application must include a completed application form and:

- A detailed drawing or catalog sheet which shows the play equipment or trampoline including dimensions and color;
- A plan showing the location of the play equipment or trampoline, the existing home, all other lot improvements and distance from property lines; and
- Landscape plan showing evergreen plantings to be installed for the purpose of screening or softening the view of the play equipment or trampoline. Plans must indicate plant species, quantities, types and sizes.

Ponds

General Considerations:

Plans for the addition or modification of ponds must be reviewed and approved by the Architectural Committee in advance of construction. The Architectural Committee will consider the design, construction, location and safety of the pond when reviewing the application.

Specifications:

Ponds may be no greater than 18 inches deep with a surface area of no more than 36 square feet for single family homes and 18 square feet for townhomes. Ponds may only be located in the rear yard, and must be a component of an overall landscaping plan. Fountains will be considered only if the resulting noise will not create a disturbance to nearby residents, in the Architectural Committee's estimation. Ponds must be constructed of fiberglass, plastic suitable for this purpose, or cement.

In order to avoid becoming an attractive nuisance, it is preferred that the pond be surrounded by landscaping or other architectural features which would prevent easy access. Decorative fencing must be four (4) foot vertical black wrought iron or four (4) foot vertical black aluminum and can only enclose the pond and incorporated landscaping scheme. In addition, in order to reduce potential health hazards, all owners are required to maintain their pond in such a manner as to avoid attracting undesirable wildlife (e.g., insects, snakes, rodents), or unwanted vegetation growth on or around the pond.

Application:

Your application must include a completed application form and:

- A site plan, plat, or house location (minimum scale of 1" = 30') showing the location of the proposed pond, the existing plant material, existing buildings and other improvements, and property lines;
- A detailed description of the materials that the pond will be constructed of, and any design features such as fountains.

Retaining Walls

General Considerations:

Retaining walls should be as unobtrusive as possible and should be installed only where structurally necessary such as for purposes of diminishing erosion or creating a more level lawn or garden area. Retaining walls should be built only to the minimum height needed to serve their function.

Specifications:

Retaining walls must be constructed of stone, brick or approved interlocking architectural pre-cast concrete blocks. Concrete walls or walls constructed of rounded landscape timbers will not be approved for aesthetic reasons.

The ends of all walls must be gradually tapered down to the ground rather than abruptly ending. Wood tie walls will only be permitted in the rear of single family attached lots.

In some cases, safety codes may require a railing atop the retaining wall; the owner is responsible for determining through the proper authorities if a railing is necessary. Should a railing be required, the design specifications including dimensions, material and color must be included as part of the application. Alternatively, the owner may want to consider stepping the wall in a terracing effect in order to keep the wall height below the maximum allowable height for which a rail is not required.

In certain instances, plantings may be required to screen areas where the retaining wall will be obtrusive either from the street and/or neighboring homeowners.

Application:

Your application must include a completed application form and the same information that you give the county when you get your permit:

- Site plan, plat or house location survey (minimum scale of 1" = 30') showing the location of the retaining wall, any existing or planned buildings and the relationship to property lines;
- A sectional drawing showing the construction details;
- A description of the materials; and
- Landscape plan showing additional plant material to be used to soften the appearance of the retaining wall(s).

Satellite Dishes-Antennae

All antennae designed to receive: (i) direct broadcast satellite services and measuring one (1) meter or less in diameter; or (ii) video programming services via multipoint, multi-channel distribution ("wireless cable") and measuring one (1) meter or less in diameter; or (iii) television broadcast signals, are permitted without prior approval. However, they should be installed in an unobtrusive manner, restricting visibility from the street, common or play areas to the maximum extent possible. No more than 12" of wire should be visible.

Screen Doors./Windows and Storm Doors/Windows/Security Grills-Doors/Solar Panels

General Considerations:

Should an owner decide to install screen/storm doors and windows, the owner should employ a design and color which does not alter the appearance of the door or window behind it or detract in any way from the traditional theme of the home and community. Prior written approval is not required when meeting the established guidelines below.

Specifications:

Screen/storm windows installed by any owner, shall be painted the same color as the window trim. No bars, awnings or other additions shall be installed over the windows.

Screen/storm doors must be either full or three-quarters view clear glass (without bars or other designs or additions which obstruct the view of the primary door) and match the front door or the trim around the front door.

Generally, only straight line framing with little or no ornamentation will be considered and permitted.

Security Grills - Doors

Security grills (or bars) on windows and security doors will not be permitted in the community.

Solar Panels

Solar panels will be permitted only in the rear of the home; and will be approved by the Architectural Committee only if they are not visible from outside the home.

Application:

Your application must include a completed application form and:

- Detailed drawing or catalog sheet which shows the new screen/storm doors and windows including dimensions and color; and
- Depiction of the existing door with dimensions and frame color noted.

Swimming Pools

General Considerations:

Swimming pools can greatly enhance the enjoyment and livability of a home while also providing excellent exercise benefits to the owner. However, because of the possible intrusion on adjacent properties, swimming pool plans will be very carefully reviewed and considered in terms of any possible disturbance to others.

A swimming pool and the associated decking and fencing must be planned and designed in conformance with the character of the Norbeck Grove community. The swimming pool, decking, and fencing must also comply with all Montgomery County codes.

Concept or preliminary plans may be submitted for review and comment before full working construction drawings are undertaken.

Specifications:

Swimming pools may not be installed within single family attached lots. Outdoor swimming pools within single family detached lots must be approved by the Architectural Committee and may only be located in rear yards, behind the house. Only in-ground swimming pools may be approved; above ground pools are prohibited.

Yards with pools must be enclosed by a perimeter fence that meets both community guidelines and existing county code requirements.

Additional pool fencing of a decorative nature must be black wrought iron or black aluminum and can only enclose the pool area.

The Architectural Committee must also review requests for hot tubs and spas. If not in-ground, the hot tub or spa must be architecturally treated with decking and the base must be enclosed to hide the tub from view.

Swimming pool and hot tub equipment must be located to avoid interference with neighbors and must be enclosed architecturally or screened from view with evergreen landscaping. Structures to be used to enclose equipment must also be softened with landscaping where visible from other properties.

Application:

Your application must include a completed application form and the same information that you give the county when you get your permit:

- A site/grading plan (minimum scale of 1" = 30') showing the proposed swimming pool or hot tub, pool equipment, decking, fencing, other lot improvements and property lines;
- Fence plan (see Fencing Guidelines); and
- Landscape plan (see Additional Landscaping and Tree Removal Guidelines) and exterior lighting plan (see Exterior Lighting Guidelines).

Built-in Fire Pits and Fireplaces

Built-in fire pits and fireplaces are not allowed to be built in the community.

Removal of Existing Structures

General Considerations

The removal of any building, major addition, fence, wall, major landscaping or other natural or structural element which changes the exterior appearance of the property must be approved in writing by the Architectural Committee.

Removal of minor, less substantial additions such as basketball backboards or play equipment will not require Architectural Committee approval as long as the area is restored.

Materials must be properly disposed of outside of the boundaries of any properties of the Norbeck Grove subdivision.

Application:

Your application must consist of a clear written description or other depiction (drawing or photograph) of what is to be removed.

Standards for Maintenance of Lot Improvements

Each owner shall keep his lot and all improvements therein or thereon, in good order and repair and free of debris. All modifications shall be maintained in a condition which is substantially similar to the original condition at the time of Architectural Committee approval. Such maintenance includes, but is not limited to:

- Repainting, restaining or renovating, on a periodic basis as needed, exterior surfaces which, through damage and/or normal wear and tear, appear substantially different from what was originally approved by the Architectural Committee.
- Replacement or repair of exterior damage or deterioration of exterior housing materials, such as siding, trim, roofing, doors, shutters, gutters, downspouts, flues, window or screens.
- Replacement or repair of exterior damage or deterioration to fences retaining or screening walls, decks, recreational structures, lighting fixtures, etc.

(For additional information, refer to the Declaration, Articles 8 and 9.)

NORBECK GROVE COMMUNITY ASSOCIATION
APPLICATION FOR ARCHITECTURAL CHANGE

To: Architectural Committee
20440 Century Boulevard, Suite 100
Germantown, MD 20874

From: _____ Phone: Home: _____
Address: _____ Work: _____

Lot #: _____

Directions:

The Declaration of Covenants requires that you submit to the Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Committee, your application for architectural change *must* include:

- (1) The plans and specifications (including sketch, photo, catalog illustrations, etc.) showing the nature, kind, shape, color, height and materials; and
- (2) Copy of a survey marked to show the location of the proposed change.

Upon receipt of a *complete* application, the Committee will decide whether to approve/disapprove the proposed change based upon a determination as to the proposed change's harmony of exterior design, color and location in relation to surrounding structures and topography, and conformity with the design concept of the subdivision. Applications that do not contain the required information do not constitute submittals under the Declaration of Covenants and will not be considered by the Committee.

Description of Proposed Change: (Please print or type)

Describe the proposed change to your house or lot. Please attach a continuation sheet should additional space be required to fully describe the proposed change.

Acknowledgment by Neighbors of Proposed Change:

You are required to obtain the signatures of the four (4) property owners who will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and *does not* constitute approval or disapproval on their part. If you have drawings, you must also get their signatures on the drawings.

Name: _____	Name: _____
Address: _____	Address: _____
Lot: _____	Lot: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Address: _____	Address: _____
Lot: _____	Lot: _____
Signature: _____	Signature: _____

Property owners that object to the proposed change should independently contact the Committee in writing with the specific reason(s) for their objection.

Owner's Acknowledgment

I/We understand and agree:

1. that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.

3. that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans and specifications are subsequently submitted for use in any other instance.
4. that no work on this proposed change shall commence until written approval of the Committee has been received by me.
5. that there shall be no deviations from the plans, specifications and location approved by the Committee without prior written consent of the Committee.
6. that I authorize members of the Committee to enter upon my Property to make a routine inspection(s).
7. that construction or alterations in accordance with the approved plans and specifications must commence and be substantially completed within the time periods provided for in the Declaration of Covenants; otherwise the approval by the Committee shall be conclusively deemed to have lapsed and withdrawn.
8. that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility* at 800-257-7777, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

Owner/Applicant Signature/Printed Name: _____

Date: _____

Co-Owner/Applicant Signature/Printed Name: _____

Date: _____

Street Address: _____ Lot Number: _____

- Required Attachments:
- (1) The plans and specifications, including sketch, photo, catalog illustrations, etc.
 - (2) Copy of survey marked showing location of proposed change.

FOR COMMITTEE USE ONLY:

Date received: _____

THE PROPOSED CHANGE IS (check one):

Approved: _____ Disapproved: _____ Considered (application not complete): _____

THE PROPOSED CHANGE IS SUBJECT TO THE FOLLOWING (if not, mark N/A):

Comments/Conditions: _____

The Committee

By: _____ Date: _____

Authorized Signature